

**AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2023
THURSDAY, FEBRUARY 2, 2023
9:30 A.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

- January 19, 2023 Regular Meeting
- January 26, 2023 Special Session
- January 26, 2023 BORE

APPROVAL OF ACCOUNTS PAYABLE

- January 26, 2023
- February 2, 2023

APPROVAL OF MANUAL CHECKS

- January 27, 2023
- February 3, 2023

APPROVAL OF REQUISITIONS

- February 2, 2023

APPROVAL OF PAYROLL

- January 20, 2023

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PUBLIC COMMENT

*****You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to Info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.***

PRESENTATIONS

1. 9:35 a.m. Tom Hansen, Sheriff
 - Insurance Check Reimbursement
 - Law Enforcement Administrative Assistant Hire
 - Emergency Funding for Conservatorship
2. 9:40 a.m. Tina Renner, Circuit Clerk
 - Approval of hire for vacant deputy clerk position within the Circuit Clerk's Office
3. 9:45 a.m. Angie Banks, Assessor
 - Approval of Exonerations
 - Mutual Agreements/Exonerations re: Board of Assessment Appeals applicants
4. 9:55 a.m. Keith Lowry, Jefferson County Community Ministries
 - Approval to Advertise for Homelessness Support Position
5. 10:05 a.m. Kelly Franklin, Director, Jefferson County Day Report Center, Inc.
 - Approval of FY2024 West Virginia Community Corrections Grant
6. 10:10 a.m. Interviews and Appointments to the following:
 - Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2025
 - Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2024
7. 10:20 a.m. Roger Goodwin, Chief County Engineer
 - Presentation of the FY 2024 Capital Improvement Plan for the Office of Impact Fees
 - Presentation of Calendar Year 2022 Annual Report for the Office of Impact Fees
8. 10:55 a.m. Bob Burner, Director, Jefferson County Emergency Services Agency
 - Monthly Update on the progress of the EMS transition
 - Funding request to upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 chair stairs, and purchase maintenance contracts for same at a total cost of \$314,491.93
 - Funding request to purchase two-year maintenance contracts for 12 LUCAS CPR devices, 13 LifePak 15 cardiac monitors, 5 ambulance cots, 6 power-load systems, and three stair chairs at a total cost of \$116,718.48
 - Request reimbursement of labor expenses in the amount of \$5,777.36 for December 2022, associated with the EMS transition project.
 - Request reimbursement to JCESA for the cost of supplies, equipment, and services for the EMS transition during the month of December 2022 in the amount of \$84,441.27.
9. 11:10 a.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 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).
- c. Review and Discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.
- d. Review, discussion, and possible adoption of leases for ambulance parking and personnel space between the JCESA and/or the Jefferson County Commission

FINANCE DIRECTOR REPORTS

- Approval of 7.5% salary increase for Emergency Services employees to be effective March 1, 2023
- Approval of 5-year lookback financial audit of the Emergency Services Agency

UNFINISHED BUSINESS

- 10. Discussion and review for potential adoption of County Commission's proposed Prayer Policy (JK)
- 11. Review and approval of revisions to Policy 305 (TJ)
- 12. Funding source for Summer Intern to assist with Comprehensive Plan update

NEW BUSINESS

- 13. Revisit JCESA Transition to County Department (JK)
- 14. President's Report (SS)

****Letters in parentheses following Unfinished/Old/ New Business Items denote the Initials of the commissioner making the agenda request****

COUNTY ADMINISTRATOR REPORTS

- Temporary Position Appointments for Commission Staff

COUNTY COMMISSION REPORTS

RECESS

-----**AFTERNOON SESSION**-----

- 15. 1:30pm Board of Review and Equalization – to be held at the Jefferson County Courthouse located at 100 E. Washington Street, Charles Town WV, 25414

- 16. 2:00pm Joint Meeting with the Jefferson County Planning Commission to discuss the Comprehensive Plan Update and approve the proposed timeline, scope of work, and Strategy – to be held in the Jefferson County Commission meeting room in the Old Charles Town Library at 200 E. Washington St., Charles Town WV, 25414

17. ADJOURN

DEPARTMENTS, BOARDS, COMMISIONS, AND AGENCY WRITTEN REPORTS

- FY23 2nd Quarter Planning and Zoning Quarterly Report

CORRESPONDENCE AND INFORMATION

November 16, 2022 Jefferson County Parks and Recreation Board Meeting Minutes

December 9, 2022 Harpers Ferry-Bolivar PSD Meeting Minutes

Correspondence/public comments received from the following: Karen Smith, David Tabb, Richard Bell, Denise Nick, Marc Petitpierre, Joanne Curran, Kim Smith, Mark Everhart, Bobbie Edens, Patti Corley, Fred Klein, and Maureen Dougherty.

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

Minutes-DRAFT

Jefferson County Commission

Thursday, January 19, 2023

A meeting of the Jefferson County Commission was held on Thursday, January 19, 2023 during the second quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were, Steve Stolipher, Vice President, and Commissioners Tricia Jackson, Clare Ath, Jane Tabb and Jennifer Krouse. Also present were John Nissel, County Administrator, Cindy Rezmer, Deputy County Administrator, Jacki Shadle-County Clerk and Sorayda Pitts Administrative Assistant (The archived meeting of the Thursday, January 19, 2023 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Ath led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mrs. Ath to approve the January 05, 2023 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mrs. Ath to approve the Payroll for January 06, 2023 in the amount of \$ **286,883.09**. Motion seconded and unanimously approved.

Motion by Mrs. Ath to approve the Payroll for January 20, 2023 in the amount of \$ **289,011.91**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mrs. Ath to approve the Requisitions for January 19, 2023 in the amount of \$ **22,505.14**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

	VENDOR NAME	AMOUNT
	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,275.47
	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,374.26
	BAKERTON VOLUNTEER FIRE DEPARTMENT	\$ 82,500.00
	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY	\$ 12,500.00
	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 22,500.00
	BUREAU OF CHILD SUPPORT	\$ 373.39
	CASTO & HARRIS INC	\$ 6,608.50
	CERVIS TECHNOLOGIES INC	\$ 1,500.00
	CITIZENS VOLUNTEER FIRE COMPANY	\$ 82,500.00
	CITY OF CHARLES TOWN	\$ 3,800.00
	CITY OF CHARLES TOWN	\$ 52.00
	COLONIAL LIFE	\$ 95.68
	COMPTROLLER OF MARYLAND	\$ 749.31
	CYNTHIA DANNER	\$ 368.14
	DAVID TYLER KEMP	\$ 100.00
	DELTA DENTAL OF WV	\$ 5,800.33
	EFTPS IRS TAXES	\$ 98,059.08
	EMPOWER RETIREMENT	\$ 6,214.56
	ENGAGE STRATEGIES, LLC	\$ 5,312.50
	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$ 20,000.00
	ESS ELECTION SYSTEMS & SOFTWARE	\$ 6,417.70
	ETHAN NORTHCRAFT	\$ 106.00
	FASTSIGNS	\$ 784.31
	FRIENDSHIP FIRE COMPANY	\$ 82,500.00
	GUTTMAN OIL CO	\$ 6,012.66
	HIGHMARK WV	\$ 177,816.48
	INDEPENDENT FIRE COMPANY	\$ 12,500.00
	IPC TECHNOLOGIES INC.	\$ 6,196.59
	J.D. POWER & ASSOC	\$ 69.00
	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 1,888.64
	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 787,217.75
	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 31,886.63
	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 31,725.00
	JEFF CO PARKS & RECREATION COMMISSION	\$ 122,494.02
	JEFFERSON DAY REPORT CENTER	\$ 37,502.50
	JEFFERSON SECURITY BANK	\$ 4,290.00
	MATTHEW BENDER	\$ 248.31
	MIDDLEWAY FIRE COMPANY	\$ 12,500.00
	MILLERS SUPPLIES AT WORK	\$ 861.76
	MILLER'S SUPPLIES AT WORK	\$ 2,393.54
	NATIONAL VISION ADMIN.	\$ 1,596.26
	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
	OLD CHARLES TOWN LIBRARY	\$ 1,500.00

- **Motion by Mrs. Ath to approve the Accounts Payable for January 12, 2023 in the amount of \$11,588.96. Motion seconded and unanimously approved.**

CHECK#	VENDOR NAME	AMOUNT
87442	84 LUMBER	\$ 9.92
87443	AMERIFLEX	\$ 125.80
87444	BOLAND TRANE SERVICES INC	\$ 2,350.00
87445	BUREAU OF CHILD SUPPORT	\$ 373.39
87446	CAPITAL LIGHTING & SUPPLIES LLC	\$ 592.05
87447	COMPTROLLER OF MARYLAND	\$ 767.16
87448	DODSON SEPTIC SERVICE LLC	\$ 285.00
87449	EFTPS IRS TAXES	\$ 99,592.98
87450	EMPOWER RETIREMENT	\$ 6,194.79
87451	ESI ELECTRONIC SYSTEMS INC	\$ 31.28
87452	FIDELITY POWER SYSTEMS	\$ 15,183.00
87453	FIFTH THIRD BANK	\$ 80,486.65
87454	FIRE SAFETY EQUIP	\$ 2,161.00
87455	J.C. EHRlich	\$ 1,456.54
87456	JEFFERSON SECURITY BANK	\$ 4,290.00
87457	JCCOA JEFFERSON CENTER	\$ 100.00
87458	JUSTTECH LLC	\$ 106.74
87459	LISA DRISCOLL	\$ 674.75
87460	MONROE SYSTEMS FOR BUSINESS	\$ 111.60
87461	MOTOROLA SOLUTIONS INC	\$ 47,213.37
87462	NFPA-NATIONAL FIRE PROTECTION ASSOCIATION	\$ 175.00
87463	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
87464	POTOMAC EDISON	\$ 36,616.66
87465	SEN COMMUNICATIONS LLC	\$ 1,066.12
87466	SHANNON BURLETT	\$ 1,834.73
87467	SHERWIN-WILLIAMS	\$ 105.27
87468	SOFTWARE SYSTEMS INC	\$ 1,192.02
87469	STATE TAX DEPARTMENT	\$ 150.00
87470	VICTORIA MYERS	\$ 1,071.80
87471	WV ASSOCIATION OF CIRCUIT CLERK	\$ 300.00
87472	WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	\$ 676.60
87473	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 18,040.11
87474	WV ENHANCED 911 COUNCIL	\$ 500.00
87475	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 44,500.44
87476	WV STATE TAX DEPARTMENT	\$ 36,285.46

87477	FG/009	RANSON POLICE DEPT		\$ 1,048.04
87478	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,192.07
87479	FG/009	MOOREFIELD POLICE DEPT		\$ 657.58
87480	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,589.63
87481	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.11
TOTAL				\$ 421,559.66

- **Motion by Mrs. Ath to approve the Accounts Payable for January 19, 2023 in the amount of \$421,559.66. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

6-Jan-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
830	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,412.50
1031	AV/56	PRINT-O-STAT		\$ 3,267.53
001	TC/077	UNITED WAY		\$ 40.00
144	AR/207	EMERGENCY VEHICLE SPECIALIST		\$ 4,772.21
145	AR/207	SHEPHERDSTOWN FIRE CO		\$ 51,684.13
146	AR/207	SHERIFF OF JEFFERSON CO		\$ 6,360.47
1800	CO/246	JEFFERSON CO EMS		\$ 4,432.50
TOTAL				\$ 71,969.34

- **Motion by Mrs. Ath approve the Manual Checks for January 06, 2023 in the amount of \$71,969.34. Motion seconded and unanimously approved.**

13-Jan-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
567	CS/002	BENDA HINKLE		\$ 236.90
831	HD/8	ATTENTI		\$ 3,580.00
832	HD/8	CORNERSTONE DIAGNOSTICS		\$ 248.00
833	HD/8	FIFTH THIRD BANK		\$ 90.98
1032	AV/56	FIFTH THIRD BANK		\$ 235.00
1033	AV/56	JUSTTECH		\$ 160.33
1034	AV/56	MONROE		\$ 166.26
1035	AV/56	MR. PRINT		\$ 190.00
1036	AV/56	SEGRA		\$ 616.00

953	CW/O59	WV STATE POLICE	\$	15.00
397	WV369	WVDSRF	\$	526.00
TOTAL				6,064.47

- Motion by Mrs. Ath approve the Manual Checks for January 13, 2023 in the amount of \$6,064.47. Motion seconded and unanimously approved.

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
321	DK/003	SHERIFF OF JEFFERSON CO	\$	26.94
834	HD/008	SHERIFF OF JEFFERSON CO	\$	1,399.80
357	FP/057	JEFFERSON CO FARMLAND PROT.	\$	88,409.38
352	PA/074	FIFTH THIRD BANK	\$	1,879.96
147	AR/207	BAKERTON VOL. FIRE DEPT	\$	35,619.48
148	AR/207	JEFF CO ESA	\$	17,563.26
149	AR/207	SHERIFF OF JEFFERSON CO	\$	5,864.32
1801	CO/246	FIFTH THIRD BANK	\$	4,853.13
1802	CO/246	INSIGHT PUBLIC SECTOR	\$	52,304.66
1377	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$	12.00
1378	IP/249	SHERIFF JEFFERSON CO - LAW	\$	3,228.99
1379	IP/249	SHERIFF JEFFERSON CO - PARKS	\$	11,431.44
1380	IP/249	SHERIFF JEFFERSON CO - EMS	\$	1,208.35
1381	IP/249	SHERIFF JEFFERSON CO - ADMIN	\$	532.15
954	CW/O59	WV STATE AUDITOR	\$	1,365.00
TOTAL			\$	225,698.86

- Motion by Mrs. Ath approve the Manual Checks for January 19, 2023 in the amount of \$225,698.86. Motion seconded and unanimously approved.

PUBLIC COMMENT: Marc Petitpierre, Steve Harris, Barb Fuller, Richard Bell, Lyn Widmyer, Jeff Roth, David Tabb, Maureen Dougherty, Karen Smith, Denise Nix, Andrea Elliot, Joanne Curran,

PRESENTATIONS

1. Roger Goodwin-Chief County Engineer, Department of Engineering, Planning & Zoning requested :

- a. Comprehensive Plan Summer Intern Approval

Moved to next meeting

- b. A Joint Session of the County Commission and Planning Commission for approximately one hour on February 02, 2023.

- **Motion by Mrs. Ath to have a Joint Session of the County Commission and Planning Commission for approximately one hour on February 02, 2023 at 1:30pm to discuss the Comprehensive Plan Update direction and approve the proposed timeline, scope of work and strategy.**

- c. **Approval to Advertise to Fill the Planning Clerk Position.**

- **Motion by Mrs. Tabb to approve advertising to fill the position of the Planning Clerk in the Department of Engineering, Planning & Zoning to not exceed salary of \$37,668 per year. Motion seconded and unanimously approved.**

2. Russel Burgess/Dennis Jarvis- IT/Jefferson County Development Authority requested

- a. Discussion and approval for the State GigReady Program.

- **Motion by Mrs. Tabb to approve the State GigReady Program and submit to the state for approval and funding. Motion seconded and unanimously approved.**

b. Collaborative purchase of Spring 2023 Aerial Photography

Motion by Mrs. Tabb to approve the purchase order of \$14, 070 for 2023 Digital Aerial Photography and direct staff to collect contributions from participating agencies. Motion seconded and unanimously approved.

3. Angie Banks-Assessor- Board of Tax Appeals: Mutual Agreements/Exonerations

Please note that Commissioner Tabb recused herself from the discussion of item 3a.

a. David Tabb-

- **Motion by Mrs. Ath to approve the mutual agreement property adjusted \$7,600 assessed value for ticket No. 14478 as presented by Ms. Banks. Motion seconded and unanimously approved.**

b. Kenneth Smith – Mr. Smith’s appeal was rescheduled for Thursday, February 2nd.

4. Interviews and Appointments to:

a. Jefferson County Board of Zoning Appeals

- **Motion by Mrs. Tabb to appoint J. Tyler Quynn to the Jefferson County Board of Zoning Appeals for a one three-year term ending January 1, 2026. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to appoint Mikala Shremshock to the Jefferson County Board of Zoning Appeals for a three alternative position ending January 1, 2026. Motion seconded and unanimously approved.**

b. Jefferson County Parks and Recreation Commission

- **Motion by Mrs. Ath to appoint Karen Manuel-Gregoryk to the Jefferson County Parks and Recreation for a three unexpired term ending June 30, 2025. Motion seconded and unanimously approved.**

c. Eastern Panhandle Transit Authority Board

- **Motion by Mrs. Tabb to appoint Jennifer Brockman to the Eastern Panhandle Transit Authority Board for a two year term ending January 31, 2026. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to appoint Elizabeth Ricketts to the Eastern Panhandle Transit Authority Board for a two year term ending January 31, 2026. Motion seconded and unanimously approved.**

5. Krista Davis- Finance Director- Requested a discussion of Tax Levy rate and FY24 thru FY28 budget projections

6. 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 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b. 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, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.

NO UPDATES PROVIDED

UNIFINISHED BUSINESS

7. Approval/ edit of letter of no confidence to the Jefferson County Board of Education (JK)

Please note that Nathan Cochran recused himself from the discussion of items 8 & 10.

- **Motion by Mrs. Krouse to approve the Letter of no confidence to the Jefferson County Board of Education. Motion seconded and unanimously approved.**
8. Discussion and review for possible adoption of County Commission's proposed invocation and prayer Policy (JK)
 - **Motion by Mrs. Ath to enter into Executive Session to receive legal advice status and updates on item 8. Motion seconded and unanimously approved.**
 - **Motion by Mrs. Ath to direct Nathan Cochran to publish the proposed invocation and prayer policy for review at the February 2nd meeting. Motion seconded and unanimously approved.**
 - **Motion by Mrs. Ath to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved**

9. Policy 305 Discussion and review of redline revisions(TJ)

Present clean version of Policy 305 at the February 2nd Commission Meeting and Discuss/ Vote on final version.

COUNTY ADMINISTRATOR REPORT

- Personnel Action

ADJOURN

The Commission adjourned at 8:55 pm on a motion by Mrs. Ath. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on January 26, 2023, beginning at 12:30 o'clock pm

PRESENT: Steve Stolipher, President
Clare Ath, Vice President
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
Jennifer Krouse, Commissioner
Cindy Rezmer, Deputy County Administrator
Sorayda Pitts, Administrative Assistant

In re: Special Session – Discussion of the advertisement and hiring of County Administrator and the appointment of an interim County Administrator

The meeting was called to order at 12:30 pm by President Stolipher.

- **Motion by Ms. Jackson to approve the appointment of Deputy County Administrator, Cindy Rezmer as the Interim County Administrator effective February 06, 2023 with a differential pay of the entry level pay scale of Grade 10 and to advertise for the County Administrator position. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 12:41 pm.

Steve Stolipher, PRESIDENT

Respectively Submitted:
Sorayda Pitts
Administrative Assistant

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, January 26, 2023, beginning at 1:30 p.m.

PRESENT:

Steve Stolipher, President
Clare Ath, Vice President
Jane Tabb, Commissioner
Tricia Jackson, Commissioner
Jennifer Krouse, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Cindy Rezmer, Deputy County Administrator
Sorayda Pitts, Administrative Assistant

In re: 2023 Board of Review and Equalization

President Stolipher opened the meeting at 1:30 pm. June Bowers, Senior Appraiser for the Jefferson County Assessor's Office, notified the Commission that no hearings were scheduled for the afternoon.

- **Motion by Mr. Stolipher to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Stolipher to recess as a Board of Review and Equalization at 1:40 pm and reconvene in the same capacity on Tuesday, January 31, 2023 at 1:30 pm. Motion seconded and unanimously approved.**

Steve Stolipher , COMMISSION PRESIDENT

REQUISITIONS TO BE APPROVED

February 2, 2023

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
FLEET & FACILITIES	23065	\$ 11,664.05	IPC Technologies	Multitech FaxFiner Appliance
	23071	\$ 29,000.00	Blackstone Roofing, LLC	Metal Roof Replacement - Downtown
OTHER BUILDINGS	23067	\$ 6,782.91	Reliant Power Management	Generator Repair Blue Ridge Radio Twr
	23070	\$ 12,052.00	Fidelity Power Systems	Generator Rental
SHERIFF - LAW	23064	\$ 190,000.00	Whitmoyer Auto Group	4 2023 Chevrolet Tahoe 4WD
	23073	\$ 49,294.00	Markl Supply Co.	35 - Glock 9MMs
GRAND TOTAL		\$ 298,792.91		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$430,701.56		\$430,701.56
6.2% Tax Payable OASDI	\$25,663.09		\$25,663.09
1.45% Tax Payable HI	\$6,001.76		\$6,001.76
Fed Withholding	\$36,263.28		\$36,263.28
WV State Withholding	\$18,202.93		\$18,202.93
VA State Tax	\$334.09		\$334.09
MD State Tax	\$767.16		\$767.16
PERS Retirement Deduct 4.5%	\$8,582.52		\$8,582.52
PERS Retirement Deduct 6%	\$7,501.14		\$7,501.14
DSRS Retirement Deduct 8.5%	\$7,132.11		\$7,132.11
EMS Retirement Deduct 9%	\$0.00		\$0.00
Hosp. Pre-Taxed	\$14,676.00		\$14,676.00
D/VF	\$1,701.23		\$1,701.23
AFLAC Pre-Taxed	\$348.93		\$348.93
AFLAC Post-Taxed	\$803.62		\$803.62
Optional Life Post-Taxed	\$1,821.77		\$1,821.77
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$0.00		\$0.00
Wage Attach #4	\$0.00		\$0.00
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,949.79		\$4,949.79
457R - Roth	\$1,245.00		\$1,245.00
Christmas Club	\$4,290.00		\$4,290.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$141,689.65	\$0.00	\$141,689.65
Net Wages Total	\$289,011.91	\$0.00	\$289,011.91
Payroll Date	January 20, 2023		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tom Hansen

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Insurance Check Reimbursement
Law Enforcement Office Administrative Assistant
Emergency Funding for Conservatorship

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

The Commission received an insurance check for repairs for one of our vehicles. I am requesting that it be added to my auto supplies line item.

The Law Enforcement office has a vacancy for an administrative assistant. We have identified a replacement and would request approval to hire.

We are requesting emergency funding for a Conservator who has been financially exploited. She has regained at least partial capacity and no longer has a medical reason to live in a nursing home setting. Her home is scheduled to be sold for taxes in the Spring of 2023. We would like funding so that we can reclaim her home and to temporarily support her until we can receive her Social Security check and/or sell her home. All County funds will be repaid upon the sale of the home.

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 increase of the Sheriff's Office auto supplies line item in the amount of 7,373.01.

I move to approve the hire of _____ for the 80 hour position as an Administrative Assistant, starting _____ with a salary of _____

I move to approve emergency funding for the requested Conservatorship not to exceed \$10,000.

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

If not attached, explain:

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

Contact information:

Email address: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tina Renner, Circuit Clerk

Department or Organization: **Circuit Clerk's Office**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice:

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

Request to fill deputy clerk position within the Circuit Clerk's Office

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Exonerations and Mutual Agreements/Exonerations for Board of Assessment Appeals Applicants**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Keith Lowry, Director

Department or Organization: Jefferson County Community Ministries

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: February 2, 2023

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to Advertise for Homeless Support Position**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Kelly Franklin

Department or Organization: **Jefferson Day Report Center, Inc.**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: February 2023 (daytime meeting preferred)
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: February 2023 (evening meeting)

Subject (*Wording to be placed on agenda*): FY 2024 West Virginia Community Corrections Grant

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

Background: The County has applied for the Community Corrections grant since 2015. The WV Community Corrections Act is intended to provide a means for communities to develop, establish for communities to develop, establish community-based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional custody. Examples include, but are not limited to, probation supervision, day fines, community service restitution, home incarceration, substance abuse treatment, sex offender containment/treatment, licensed domestic violence treatment, day reporting centers, education or counseling, and drug courts.

Is this a funding request? **Y/N** The County required match will be provided through the Jefferson Day Report Center budget allotment as in previous years however, an additional \$5,000 is requested for FY24. The same amount will be requested from the Division of Justice and Reinvestment Subcommittee.

If so, how much? \$ 5,000 (in addition to the match previously budgeted by the County Commission)
Provide exact financial impact/request: For FY24, the Criminal Justice Board approved an increase request to the County Commission in the amount of \$5,000 to cover training costs associated with juvenile mental health and substance use services offered (Jefferson County Teen Court & Jefferson County Juvenile Drug Court) namely for assessments required before entry and for group facilitation.

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

The County Commission authorizes Stephen Stolipher, President, to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

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: kfranklin@jeffersondrc.com jlyons@jeffersondrc.com

Phone Number: **(304) 728-3527**

West Virginia Community Corrections Grant Program Application	General Administrative Information Page 1
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<u>Applicant Agency:</u> Jefferson County Commission Address: PO Box 250 Charles Town, WV 25414 Phone: (304) 728-3284 Fax Number: (304) 728-7916	<u>Type of Agency:</u> <input type="checkbox"/> Municipality <input checked="" type="checkbox"/> County <u>Type of Application:</u> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
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<u>Project Director:</u> Kelly J. Franklin PD Title: Executive Director Address: 121 W. Third Ave. Ranson, WV 25438 Phone: (304) 728-3527 Fax: (304) 728-3614 Email: kfranklin@jeffersondrc.com	<u>Fiscal Officer:</u> Krista Davis FO Title: Finance Director Address: PO Box 250 Charles Town, WV 25414 Phone: (304) 724-8425 Fax: (304) 725-7916 Email: kdavis@jeffersoncountywv.org
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State Funds Requested: \$160,000.00 **Amount Awarded:**
Local Funds Committed: \$155,000.00 (for JCS use only)
Project Period: July 1, 2023 – June 30, 2024

Number of years previously funded: 9 **Previous Year Number admitted:** 627
Geographic Area(s) Served: Jefferson
Total Population: 57,914
Project Title: Jefferson Day Report Center Program

Project Description: The Jefferson Day Report Center program is an alternative sentence program that combines close community supervision with an intensive treatment program to offenders sentenced or referred by criminal justice agencies as an alternative to incarceration.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances if funding is provided.

<u>Authorized Official:</u> Steve Stolipher Address: PO Box 250 Charles Town, WV 25414	<u>AO Title:</u> President Phone: (304) 728-3284 Fax: (304) 728-7916 E-Mail: stolipherjcc@gmail.com
Signature:	Date:



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019

Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323

- 1. LAWS OF WEST VIRGINIA:** This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement bases" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
- 2. LEGAL AUTHORITY:** The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
- 3. RELATIONSHIP:** The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
- 4. COMMENCEMENT WITHIN 60 DAYS:** This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by

letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. **OPERATIONAL WITHIN 90 DAYS:** If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.
6. **SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:
 - Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
 - 60 or more days late in submitting reports;
 - Failure to submit reports;
 - High Risk Grantee as determined by the JCS High Risk Assessment; or
 - Any other cause shown.
7. **SANCTIONS FOR NONCOMPLIANCE:** In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:
 - Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
 - Cancellation, termination or suspension of the contract, in whole or in part;
 - Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
 - If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
 - If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
 - If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
 - Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

- 8. ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.
- 9. REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
- 10. WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
- 11. OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
- 12. USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
- 13. ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
- 14. PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148CSR1 of the West Virginia State Code.
- 15. PROJECT INCOME:** All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
- 16. MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
18. **NON-SUPPLANTING:** Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
19. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
21. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
22. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
23. **PROPERTY ACCOUNTABILITY:** The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
24. **COMPUTER EQUIPMENT:** Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.
26. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and

irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

27. **ACCESS TO RECORDS:** JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
28. **CIVIL RIGHTS COMPLIANCE:** Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
29. **RELIGIOUS ACTIVITIES:** Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
30. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
31. **CONFLICT OF INTEREST:** No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
32. **FREEDOM OF INFORMATION ACT:** All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other

documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, **all** determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

33. **NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
34. **SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:** The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
35. **JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:** Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.
 - Deinstitutionalization of status offenders (DSO).
 - Separation of juveniles from adults in institutions (separation).
 - Removal of juveniles from adult jails and lockups (jail removal).
 - Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

- 36. COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:** Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.
- 37. USE OF DATA/EXCHANGE OF INFORMATION:** With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
- 38. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 39. EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEO Plan) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEO Certification form and, if required, an EEO Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.
- 40. VETERANS PREFERENCE:** This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency

have in place a mechanism ensuring that veterans are given consideration in the hiring process.

41. **IMMIGRATION AND NATURALIZATION VERIFICATION:** The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

42. **POLITICAL ACTIVITY:** The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government, and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.). Please reference West Virginia Code § 29-6-20 for state restricted activities.

43. **PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official [please print]: Steve Stophar

Authorized Official Signature: _____

Date: _____



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE AND COMMUNITY SERVICES SECTION
WEST VIRGINIA COMMUNITY CORRECTIONS GRANT PROGRAM
SPECIAL CONDITIONS & ASSURANCES**

- 44. PUBLIC AVAILABILITY OF INFORMATION:** The sub-grantee agrees to comply with the terms and conditions of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements.
- 45. CONSULTANTS/CONTRACTS:** No contract or agreement may be entered into by the sub-grantee for the execution of project activities or provision of service that is not incorporated in the approved grant, and without prior written approval of JCS. Grant approval by JCS does not constitute consultant/contract approval.
- 46. REPORTING OF IRREGULARITIES:** Sub-grantees are responsible for reporting promptly to JCS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.
- 47. VEHICLE PROCUREMENT:** Applicants purchasing vehicles with West Virginia Community Corrections funds are required to adhere to the established bidding procedures for their respective units of government. To ensure reputable vendors are obtained, applicants may consider utilizing the current applicable state contract.
- 48. COMMUNICATION EQUIPMENT:** All portable communication equipment purchased utilizing West Virginia Community Corrections funds must be compatible with programmable hand-held units, available through purchase via state contract.
- 49. OFFENDER INFORMATION SYSTEM (OIS) and the SUPREME COURT OF APPEALS OF WEST VIRGINIA'S OFFENDER CASE MANAGEMENT SYSTEM (OCMS):** The applicant shall agree to utilize the OIS database to input all participants regardless of referral source including, but not limited to, probation, parole, and Treatment Supervision cases. Additionally, the applicant shall agree to utilize the OCMS database to input all drug court participants. Non-criminal justice participants, such as those referred by the West Virginia Department of Health and Human Resources (DHHR), should **not** be entered into either database.
- 50. BUSINESS ASSOCIATE AGREEMENT AND AUTHORIZATION FOR THE RELEASE OF PROTECTED MEDICAL INFORMATION:** The applicant shall agree to execute a HIPAA Business Associate Agreement with Justice and Community Services for OIS data entry. The agreement will be sent to applicants annually and must be signed by the Authorized Official. Additionally, the applicant agrees to utilize a release of information form prior to entering participants into OIS.
- 51. LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (LS/CMI) AND MOTIVATIONAL INTERVIEWING (MI):** The applicant agrees to utilize the online LS/CMI assessment

instrument as required by the WV Community Corrections Subcommittee for all LS/CMI assessments conducted on cases that are not entered into the WVSCA OCMS.

All DRC staff who conduct LS/CMI assessments and/or work directly with offenders will complete both the Effective Practices in Community Supervision (EPICS) and Motivational Interviewing trainings in accordance with all JCS Office of Research and Strategic Planning (ORSP) requirements.

52. QUALITY ASSURANCE: All DRC staff certified on the LS/CMI will participate in the Quality Assurance for Treatment Intervention Programs and Supervision (QA-TIPS) program through the ORSP.

All DRC directors and staff will register with the Online Learning Management System (OLMS) and utilize the system for course registration and certification tracking as instructed by the ORSP.

53. JUSTICE REINVESTMENT INITIATIVE TRAINING AGENDA: All DRC Directors, staff, and DRC contractors responsible for the delivery of group interventions will be certified in the Cognitive Behavioral Intervention for Substance Abuse (CBI-SA) and Thinking for a Change (T4C) curricula at the earliest opportunity and as seats are available. For information on the trainings offered, please contact the ORSP.

54. REFERRALS TO STATE RECOVERY RESIDENCES: The applicant shall agree to comply with West Virginia Code §16-54-3. When referring participants to statewide recovery residences, programs must ensure that the recovery residence holds a valid certificate of compliance. A list of certified residences is maintained by the West Virginia Alliance of Recovery Residences (WVARR).

55. QUARTERLY MEETINGS: The applicant shall agree to have in attendance the Project Director and/or Program Director at quarterly meetings. These meetings will be located throughout the State. Each Community Corrections program will host a quarterly meeting, with a listing of the host sites being published by JCS with each new funding cycle. When hosting a meeting it is the responsibility of the Program Director to make all necessary contacts, set the agenda, and facilitate the meetings.

56. ADDITIONAL SPECIAL CONDITIONS AND ASSURANCES: The Community Corrections Subcommittee may add additional special conditions and assurances after a submitted proposal application has been reviewed by the Subcommittee. Program approval and funding approval may be contingent on the applicant agreeing to comply with the additional special conditions and assurances.

To the best of my knowledge the applicant has and will comply with all of the attached Special Conditions and Assurances.

Authorized Official [please print]: Steve Stolipher

Authorized Official Signature: _____

Date: _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Jefferson County Commission	
Address: P. O. Box 250, Charles Town, WV 25414	
Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DUNS Number:	Vendor Number (only if direct recipient)
Name and Title of Contact Person: Steve Stolipher, Jefferson County Commission President	
Telephone Number: 304-728-3284	E-Mail Address: stolipherjcc@gmail.com

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, Steve Stolipher _____ [responsible official], certify that Jefferson County Commission [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Steve Stolipher, Jefferson County Commission President

Print or Type Name and Title

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Jefferson County Commission

P.O. Box 250, Charles Town, WV 25414

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

24-CC-07

55-60000296

4. Typed Name and Title of Authorized Representative

Steve Stolipher, Jefferson County Commission - President

5. Signature

6. Date

**RESOLUTION OF THE COMMUNITY CORRECTIONS SUBCOMMITTEE OF THE
GOVERNOR'S COMMITTEE ON CRIME, DELIQUENCY AND CORRECTION**

WHEREAS,

The Provision of West Virginia Code 62-11C-6 place the responsibilities for establishing, maintaining and supervising local community corrections programs in the community criminal justice boards, and there has been persistent confusion in some parts of the state on this issue, in that these powers have been shared with, or delegated to, the fiscal agent for the grant, it is hereby RESOLVED,

THAT, since the responsibility for establishing, maintaining and supervising local community corrections program is fully vested in the community criminal justice board, which is the governing board (Code of state rules 149-4-2.(4)., further expanded upon and clarified in the duly adopted Community Corrections Grant Program Guideline 11.3.b.) a local board may not allow any other local agency or entity to veto, divest or usurp any of these responsibilities even if the agency serves as the fiscal agent. The subcommittee finds that client eligibility hiring, personnel and budgetary issues are foremost among those duties that must be approved by the community criminal justice board provided that when the local community corrections program administrative office uses the West Virginia Supreme Court of Appeals as a fiscal agent, then the advisory board and chief probation officer shall assume day to day oversight and control just as a local community criminal justice board would. The local advisory board shall consult with the local judges(s) on the programs that are to be offered.

**STEVE STOLIPHER, PRESIDENT
JEFFERSON COUNTY COMMISSION**

RESOLUTION

The Commission of Jefferson County met on _____ with a quorum present and passed the following resolution.

Be it resolved that the County Commission hereby authorizes The Honorable STEVE STOLIPHER, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

Signed: _____
County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Asst. Deputy County Admin

Department or Organization: **County Commission Office**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice:

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

Interviews and Appointments to the following

- 1. Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2025**
- 2. Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2024**

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three unexpired 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.

Vicky Fields

Elevate Your Team

To Whom It May Concern
c/o Jessica Carroll
icarroll@jeffersoncountywv.org
1/19/2023

My name is Vicky Fields, and I am writing this letter to express my interest in joining the Jefferson County Parks & Recreation Board of Directors. I have lived in Jefferson County since 2010 and have been an advocate of Parks & Rec for many years. The quality programming and creative spaces that the Parks & Rec offers is essential to a great community and my family has thoroughly enjoyed participating in these programs.

Why do I want to join the Parks & Rec Board?

- As a mother, I want to actively be a part of continuing to provide quality programming for our youth.
- As a community member, I believe to live in a good place you must play a part in it.
- As a business owner, I see Parks & Rec as a positive impact in our growing economy and want to offer my skillsets to help continue this momentum.

What would I bring to the Board?

- 20 years Human Resources, customer service, and operations experience.
- Previous Board experience:
 - The Old Opera House, Charles Town
 - Wild & Wonderful Toastmasters
 - Eastern Panhandle Society for Human Resources Management (EPSHRM)
- Team Building/Board of Directors Development
 - As part of my business, I work with Board of Directors to create Team Building experiences, Foundational Processes, and understanding of the 3 tenants of being a Board Member.

If you need anything else or have any questions, please feel free to reach out. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Vicky Fields, SHRM-SCP
Elevate Your Team
www.vickyfields.com
Vicky.m.fields@gmail.com

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2023, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - one (1) three-year term ending January 1, 2026; one (1) unexpired term ending January 1, 2024; and three alternate positions ending January 1, 2024, January 1, 2025, and January 1, 2026, 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.

Sorayda Pitts

From: Harris, Jacob RTX <jacob.harris@rtx.com>
Sent: Monday, January 16, 2023 4:05 PM
To: Sorayda Pitts; stolipherjcc@gmail.com; John Nissel
Cc: jacobtylerharris1024@gmail.com
Subject: Jacob Harris for Board of Zoning Appeals
Attachments: Resume-Jacob-Tyler-Harris.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: AGENDA DOCS

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

Good Afternoon Everyone,

I understand that there is an opening on the Board of Zoning and Appeals and I would like to present myself as a possible candidate to fill this role. I enjoy doing my part for this wonderful county that we all call home. I have served for the past 2 ½ years as a Citizen Representative on the Jefferson County Emergency Services Agency Board. This position is coming to and end in March as the JCESA will be dissolved and this will be a great transition to continue serving my county. Please see attached above my resume.

Jacob Harris

Principal Specialist, Talent Acquisition

C: +1 520-649-3012
jacob.harris@rtx.com

Raytheon Technologies

Raytheon Missiles and Defense
1000 Wilson Blvd.
Arlington, VA 22209

[RTX.com](https://www.rtx.com) | [LinkedIn](#) | [Twitter](#) | [Instagram](#)

WHO'S ON YOUR RADAR?

Ready for a mission? To learn more about our employee referral program and how you can **get paid for helping grow our team**, click [HERE](#).

Jacob Tyler Harris

Washington DC-Baltimore Area



jacobtylerharris1024@gmail.com



571-376-1766



[linkedin.com/in/jacob-tyler-harris-88468812a](https://www.linkedin.com/in/jacob-tyler-harris-88468812a)

Summary

A driven and skilled Human Resources Talent Acquisition professional experienced in all facets of full life cycle recruiting for the Defense Contracting sector, the U.S government, and Fortune 500 organizations. Proficient in all aspects of Human Resources Talent Acquisition practices, laws, policies, and best practices with specializations in security clearances and government organizations.

Experience



Principal Specialist, Talent Acquisition

Raytheon Technologies

Dec 2022 - Present (2 months)

- Job requisition analysis, Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Advisement and implementation of Human Resources staffing principles, laws, policies, regulations, and best practices in support of diversity initiatives, government client customers, and the overall success of the recruitment and placement division. Advised managers and supervisors on policies and procedures for recruitment and staffing, job analysis, vacancy announcements; and analyzing qualifications of applicants
- Recruiting of cleared professionals in the Space, Aerospace, Government, Information Technology, and Intelligence Industries. Conduct sourcing, screenings, scheduling of technical interviews, salary negotiations, attend career fairs, cleared events, and technical meetups at various colleges, military bases, hotels, and other venues
- Recruitment of SECRET, TOP SECRET, TS/SCI and above cleared Information Technology professionals for various government agencies and military organizations to include the NSA, DIA, NGA, State Department, DHS, etc. Primary recruitment of Software Developers, Java Developers, Python Developers, Cyber Analysts, Systems Analysts, Systems Engineers, Architects, Cloud Engineers, and various other Information Technology disciplines



Senior Technical Recruiter

CGI

Sep 2021 - Dec 2022 (1 year 4 months)

- Job requisition analysis, Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Advisement and implementation of Human Resources staffing principles, laws, policies, regulations, and best practices in support of diversity initiatives, government client customers, and the overall success of the recruitment and placement division. Advised managers and supervisors on policies and procedures for recruitment and staffing, job analysis, vacancy announcements; and analyzing qualifications of applicants

- Recruiting of professionals in the Government, Information Technology, and Banking Industries. Conduct sourcing, screenings, scheduling of technical interviews, salary negotiations, attend career fairs, cleared events, and technical meetups at various colleges, military bases, hotels, and other venues
- Conducted all levels of Immigration processing and hiring



Senior Technical Recruiter

Raytheon Technologies

Mar 2020 - Sep 2021 (1 year 7 months)

- Job requisition analysis, Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Advisement and implementation of Human Resources staffing principles, laws, policies, regulations, and best practices in support of diversity initiatives, government client customers, and the overall success of the recruitment and placement division. Advised managers and supervisors on policies and procedures for recruitment and staffing, job analysis, vacancy announcements; and analyzing qualifications of applicants
- Recruiting of cleared professionals in the Space, Aerospace, Government, Information Technology, and Intelligence Industries. Conduct sourcing, screenings, scheduling of technical interviews, salary negotiations, attend career fairs, cleared events, and technical meetups at various colleges, military bases, hotels, and other venues
- Recruitment of SECRET, TOP SECRET, TS/SCI and above cleared Information Technology professionals for various government agencies and military organizations to include the NSA, DIA, NGA, State Department, DHS, etc. Primary recruitment of Software Developers, Java Developers, Python Developers, Cyber Analysts, Systems Analysts, Systems Engineers, Architects, Cloud Engineers, and various other Information Technology disciplines



Senior Technical Recruiter

Xator Corporation

Oct 2019 - Mar 2020 (6 months)

- Full Desk/full life cycle recruiting, Job requisition analysis, Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Primary recruitment of Software Developers, Java Developers, Python Developers, Cyber Analysts, SIGINT Analysts, All Source Analysts, HUMINT Analysts, and Counter Intelligence Analysts
- Contracts Recruited: DCTC | MARFORCYBER | RAPTOR | CFE | CETC | CED | Trident
- Utilize daily LinkedIn Recruiter, Clearancejobs.com, Monster.com, Indeed.com, Glassdoor.com, and ADP-Applicant Tracking



Senior Technical Recruiter

The Buffalo Group

Jan 2018 - Oct 2019 (1 year 10 months)

- Job requisition analysis, writing, and publication. Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Full life cycle/full desk recruiting of cleared professionals in the Information Technology and Intelligence Industries. Conduct sourcing, interviews, clearance verifications, scheduling of technical interviews, polygraph scheduling, offer letter generation, salary negotiations, and HR processing/on-boarding

- Advisement and implementation of Human Resources staffing principles, laws, policies, regulations, and best practices in support of diversity initiatives, government client customers, and the overall success of the recruitment and placement division
- Advised managers and supervisors on policies and procedures for recruitment and staffing, job analysis, vacancy announcement; and analyzing qualifications of applicants. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Attend career fairs, cleared events, and technical meetups at various colleges, military bases, hotels, and other venues



Defense Intelligence Recruiter

Mission Essential

Feb 2017 - Nov 2017 (10 months)

- Conducted full life-cycle recruitment and processing of candidates for the DIA, NSA, and the DOD for various defense contracts including Valdosta, Habeas Corpus, JAC Omnibus, AIS/ISSA, and AF/PK Task Force
- Sourcing of candidate databases such as Clearancejobs.com, Indeed.com, LinkedIn.com, Monster.com, IntelligenceCareers.com, Glassdoor.com and ZipRecruiter.com
- Regular attendance of military and agency job fairs as well as corporate networking events
- Conducted statement of work matching, interviewing, offer letter generation, agency security processing, agency approvals, and final employment contract guidance/onboarding



SIGINT ANALYST/3rd Infantry Division, 1st Armored Combat Brigade, 10th BEB, D Company

US Army

Apr 2014 - Mar 2017 (3 years)

As a Signal Intelligence Analyst(35N) worked as a LLVI collector and fusion intelligence analyst throughout the European theater. Conducted numerous contingency operation to include Operation Atlantic Resolve, Operation Inherent Resolve, Operation Combined Resolve, and Operation Anaconda. Utilized Prophet Spiral, Prophet Enhanced, and Trojan Spirit Systems. Utilized SEDB, DX, MIDB, CED, PRD13, AR8200, and DRT. Collected, analyzed, and reported geolocation intelligence, RF signature intelligence, geospatial intelligence, traffic intelligence, DNR, DNI, All Source, and fusion intelligence in support of counter insurgency and conventional threat missions across the globe

- Provided commanders with fusion sourced intelligence assessments and estimates at tactical, operational, and strategic levels
- Supervised the detection, acquisition, location, and identification of foreign electronic intelligence
- Exploited communications and other electronic signals to provide intelligence reports to tactical and strategic commands
- As a Target Analyst Reporter, specialized in writing numerous serialized products and time sensitive reports
- Targeting of multiple targets across CENTCOM, AFRICOM, PACOM, and EUCOM areas of responsibility
- Accountable for providing timely intelligence to ground force commanders and decision makers through various report briefings and target packages
- Application of electronic theory, advanced models, and troubleshooting methodologies to include computer concepts and troubleshooting skills using the electronic warfare systems



Signals Intelligence Analyst/Target Analyst Reporter/Fusion Analyst/715th MI BN, 500th MI BDE

US Army

Jun 2010 - Apr 2014 (3 years 11 months)

As a Signals Intelligence Analyst(35N) for the National Security Agency of Hawaii, Collected analyzed, and disseminated critical strategic and tactical intelligence to include, Geolocation, Order of Battle, enemy signals, and networking intelligence.

- Primarily focused on PACOM targets. Qualified and worked as a Target Analyst Reporter.

- Utilized daily CPE, METRICS, GRAPEVINE, NSA PULSE, ANCHORY, MESSIAH, GOOGLE EARTH, SEDB, DX, and other various tools and repositories.

Education



University of Maryland Global Campus

Bachelor of Science - BS, Human Resource Management

Jan 2016 - Dec 2020



University of Maryland Global Campus

Associate of Arts - AA, Management

Jan 2016 - Dec 2018

Licenses & Certifications



Recruiting Foundations: Recruiting for External Recruiters - LinkedIn



Align Recruiting with Job Requirements - LinkedIn



Recruiting Veterans - LinkedIn



Talent Sourcing - LinkedIn



Recruiting Foundations - LinkedIn



Technical Recruiting - LinkedIn




Learning LinkedIn Recruiter - LinkedIn



Performance-Based Hiring - LinkedIn

 **Become a Technical Recruiter - LinkedIn**

 **Licensed Talent Advisor - SocialTalent**
1065307

Skills

Information Technology Recruiting • Intelligence Recruiting • Global Talent Acquisition • Technical Recruiting • Human Resources (HR) • Onboarding • Strategic Sourcing • Screening Resumes • Recruiting • Screening

FY 2024 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

Emergency Services

Administrative Facilities

Jefferson County Commission

Engineering Department/Office of Impact Fees

13 January 2023

FY 2024 Impact Fee Program Capital Improvement Plan

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FY 2024 Capital Improvement Plan Submissions

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Jefferson County Administrative Facilities	5

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2024 (which begins July 1 2023). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$191,107,249 (up from \$141,553,828 in FY 2023). Of this amount, \$3,571,000 represents the funding requests for FY 2024 (in FY 2023 the amount was \$4,376,000).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2024 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with *CIP Form 1*. In the case of the Board of Education, *CIP Form 2* documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 12 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

(a) Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, the purchase and renovation of the Gray Building which now houses the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

(b) General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹.

(c) State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

(d) Federal Support

Unfortunately, Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

Summary of Impact Fee Fundable Projects

Table 1 lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs.

Table 2 lists all Urgent and Non- Urgent capital improvement projects requested by each entity, regardless of being fundable by impact fees. This is each entities' overall "wish list".

Table 3 identifies only those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2024 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for the remainder of FY 2024.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2024 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
Jefferson County Board of Education											
1	1	Shepherdstown Elementary School	\$24,046,459	\$1,276,081	\$0	\$22,770,378	\$0	\$0	\$0	\$0	\$0
2	1	Ranson Elementary School	\$23,687,740	\$1,276,081	\$0	\$22,411,659	\$0	\$0	\$0	\$0	\$0
4	1	High School Auxiliary Gym	\$3,034,000	\$1,910,688	\$0	\$1,123,312	\$0	\$0	\$0	\$0	\$0
5	1	New Middle School (10+ yrs)	\$38,000,000	\$3,232,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0
7	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
8	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$166,043,199	\$7,695,510	\$0	\$53,305,349	\$0	\$25,000	\$0	\$11,250,000	\$0
Jefferson County Parks and Recreation Commission											
1	1	Sam Michael's Park (Septic Upgrades)	\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	1	County ambulance Replacement Plan	\$2,925,000	\$0	\$650,000	\$0	\$325,000	\$650,000	\$325,000	\$650,000	\$325,000
TOTALS			\$3,445,328	\$0	\$731,000	\$0	\$406,000	\$731,000	\$406,000	\$731,000	\$406,000

Table 2. FY 2024 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
Jefferson County Board of Education											
1	1	Shepherdstown Elementary School	\$24,046,459	\$1,276,081	\$0	\$22,770,378	\$0	\$0	\$0	\$0	\$0
2	1	Ranson Elementary School	\$23,687,740	\$1,276,081	\$0	\$22,411,659	\$0	\$0	\$0	\$0	\$0
4	1	High School Auxiliary Gym	\$3,034,000	\$1,910,688	\$0	\$1,123,312	\$0	\$0	\$0	\$0	\$0
5	1	New Middle School (10+ yrs)	\$38,000,000	\$3,232,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0
7	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0
8	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$166,043,199	\$7,695,510	\$0	\$53,305,349	\$0	\$25,000	\$0	\$11,250,000	\$0
Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range	\$100,000	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Exterior Expansion Temporary Sheriff's Office Space	\$1,200,000	\$0	\$600,000	\$0	\$400,000	\$100,000	\$100,000	\$0	\$0
3	2	Interior Expansion Temporary Sheriff's Office Space	\$200,000	\$200,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$10,000	\$0	\$31,500	\$31,500	\$0	\$50,000	\$61,500
5	2	Permanent Jefferson County Sheriff's Office	\$6,000,000	\$75,000	\$500,000	\$0	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000	\$0
6	2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$150,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$0
TOTALS			\$8,584,500	\$300,000	\$1,465,000	\$0	\$2,106,500	\$2,206,500	\$2,275,000	\$225,000	\$61,500
Jefferson County Parks & Recreation Commission											
1	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$0	\$0	\$100,000	\$850,000	\$850,000	\$0	\$0
2	2	Maintenance Vehicle	\$90,000	\$0	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0
3	2	Sam Michael's Park (Amphitheatre-Phase 2)	\$1,175,000	\$0	\$250,000	\$925,000	\$0	\$0	\$0	\$0	\$0
4	2	Land Acquisition	\$2,706,000	\$0	\$300,000	\$406,000	\$2,000,000	\$0	\$0	\$0	\$0

Table 2. FY 2024 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
5	2	Sam Michael's Park (Playground)	\$130,000	\$0	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0
6	2	Sam Michael's Park (Community Center Addition)	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000
7	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
8	3	Sam Michael's Park (Splash Pad)	\$230,000	\$0	\$0	\$0	\$30,000	\$0	\$200,000	\$0	\$0
9	2	Moulton Park (Master Plan)	\$80,000	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michael's Park (Septic Upgrades)	\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
11	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
12	2	James Hite Park (Phase III Development)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
13	3	2026 Parks Master Plan	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
14	2	Sam Michael's Park (Artificial Turf Field)	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0
15	3	Sam Michael's Park (Amphitheater Phase III)	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0
16	3	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0
17	2	James Hite Park (Tennis/Pickleball Courts)	\$300,000	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$12,854,000	\$0	\$1,375,000	\$1,886,000	\$2,175,000	\$990,000	\$2,128,000	\$2,750,000	\$1,550,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	1	County ambulance Replacement Plan	\$2,925,000	\$0	\$650,000	\$0	\$325,000	\$650,000	\$325,000	\$650,000	\$325,000
TOTALS			\$3,445,328	\$0	\$731,000	\$0	\$406,000	\$731,000	\$406,000	\$731,000	\$406,000
Jefferson County Administrative Facilities											
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
TOTALS			\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

Table 3. FY 2024 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
Jefferson County Board of Education											
1	1	Shepherdstown Elementary School	\$24,046,459	\$1,276,081	\$0	\$22,770,378	\$0	\$0	\$0	\$0	\$0
2	1	Ranson Elementary School	\$23,687,740	\$1,276,081	\$0	\$22,411,659	\$0	\$0	\$0	\$0	\$0
4	1	High School Auxiliary Gym	\$3,034,000	\$1,910,688	\$0	\$1,123,312	\$0	\$0	\$0	\$0	\$0
5	1	New Middle School (10+ yrs)	\$38,000,000	\$3,232,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0
7	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0
8	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$166,043,199	\$7,695,510	\$0	\$53,305,349	\$0	\$25,000	\$0	\$11,250,000	\$0

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
There are no current impact fee project requests for the Board of Education at this time for FY 2024. All above projects approved in FY 2023 during 6 October 2022 County Commission meeting.				

Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Internal Expansion Temporary Sheriff's Office Space	\$200,000	\$20,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$300,000	\$20,000	\$205,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0

Impact Fee Specialist Recommendations – Sheriff of Jefferson County				
#	Pri	Project	Fee Funding Potential	Comments
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$303,317 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$388,441 on June 30, 2023.

Table 3. FY 2024 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
					Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2024. The CIP impact fees funding request through FY 2029 is \$75,000 and is currently available, which completes this funding request.						
3	2	Internal Expansion of Temporary Sheriff's Office Space		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$303,317 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$388,441 on June 30, 2023. Full funding is currently available in the Law Enforcement account for this \$180,000 request, in FY 2024; which is to complete the project. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						

Jefferson County Parks & Recreation Commission

3	2	Sam Michael's Park (Amphitheatre-Phase 2)	\$1,175,000		\$0	\$250,000	\$925,000	\$0	\$0	\$0	\$0	\$0
5	2	Sam Michaels Park (Playground)	\$130,000		\$0	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0
7	2	South Jefferson Park (Master Plan)	\$75,000		\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
9	2	Moulton Park (Master Plan)	\$80,000		\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michaels Park (Septic Upgrades)	\$750,000		\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
17	2	James Hite Park (Tennis/Pickleball Courts)	\$300,000		\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,510,000		\$0	\$1,030,000	\$1,480,000	\$0	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission

#	Pri	Project	Fee Funding Potential	Comments
3	2	Sam Michael's Park (Amphitheatre-Phase 2)	Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,079,074 on June 30, 2023. Full funding is currently available in the Parks and Rec impact fee account for this \$250,000 request, in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$925,000 of funding from other sources.
5	2	Sam Michaels Park (Playground)	Eligible for Full Funding due to being	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,079,074 on June 30, 2023.

Table 3. FY 2024 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
				for new growth	Funding for this project is available in the Parks and Rec impact fee account for this \$65,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$65,000 of funding from other sources.						
7	2	South Jefferson Park (Master Plan)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,079,074 on June 30, 2023. Funding for this project is available in the Parks and Rec impact fee account for this \$75,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
9	2	Moulton Park (Master Plan)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,079,074 on June 30, 2023. Funding for this project is available in the Parks and Rec impact fee account for this \$40,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$40,000 of funding from other sources.						
10	1	Sam Michaels Park (Septic Upgrades)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,079,074 on June 30, 2023. Funding for this project is available in the Parks and Rec impact fee account for this \$450,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$300,000 of funding from other sources.						
17	2	James Hite Park (Tennis/Pickleball Courts)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,079,074 on June 30, 2023. Funding for this project is available in the Parks and Rec impact fee account for this \$150,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$150,000 of funding from other sources.						

Jefferson County Emergency Services Agency (EMS)

1	1	JCESA Building Mortgage	\$520,328		\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328		\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 3. FY 2024 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
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Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$565,326 in the "Facilities Mortgage - Cost Recovery & Study" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$43,931 on June 30, 2023. Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$40,000 of funding in FY 2024, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY 2024. However, at this time, funding for the \$41,000 remainder of the FY 2024, mortgage payment will need to come from another source. It also appears that there will be insufficient funding in future fiscal years to pay the \$81,000 mortgage from impact fee funds since impact fees revenue for this entity is only averaging \$20,000 per year; the ESA will need to find another funding source.							

Jefferson County Administrative Facilities											
#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
TOTALS			\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

Impact Fee Specialist Recommendations – Jefferson County Administrative Facilities											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	Not Fee Fundable At This Time	There is no current impact fee request for this project and we do not foresee a potential request until FY 2025 being the earliest due to total impact fee collection and other funding sources.							
Updated as per County Commission approval 3 November 2021.											

Impact Fee Program Specialist's Notes

(e) Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

Any subsequent changes to the approved Capital Improvement Plan shall be approved by the County Commission.

(f) Overview

The role of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding. This is done for each capital category for each entity for which impact fees are collected (Impact Fees Ordinance 2003-1 Section 6(A)(2)(b)).

There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is **no** (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
 - b. If the answer is **yes**, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
 - a. If the answer is **yes**, then the project is potentially **fully impact fee-fundable**.
 - b. If the answer is **no** (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Cash Flow Analyses

The following 5 tables constitute the official cash flow analyses for each of the five impact fee categories:

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The revenue and expenditures data are cumulative from the beginning of the respective fee collection start date through January 1, 2023 (50% of FY 2023). The projected balance runs to July 1, 2023, which is the end of FY 2023 and the start of FY 2024.

For the purposes of projecting the cash flow analysis from 1 January 2022 through 30 June 2022, it was assumed that the County growth rate for the period of 1 January 2023 through 30 June 2023, will be constant and equal to the same time period last year. During this period, there were 174 new single family detached structures (of which 4 qualified for the Affordable Housing Discount), 128 new townhouse structures, and 10 duplex structures. For projecting the future cash flow from 1 January 2023 through 30 June 2023, we assumed the following:

174	Single-family units
128	Townhouse units
10	Duplex units
0	Multi-family units

While there were seven commercial development projects in CY 2022, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$0.00. The amount of commercial impact fees collected is insignificant and therefore is not considered in the cash flow projection.

Schools - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022							
Capital Category	2015 Study Allocation Percent	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
2015 Study Capital Categories							
Elementary School & Land	Froze as of 09/02/2021 29.2%	\$33,148,533	29.2%	\$9,679,372	\$7,279,677	\$2,399,694	Fund
Middle School/High School & Land and Study	Froze as of 09/02/2021 67.8%	\$33,148,533	67.8%	\$22,474,705	\$16,114,112	\$6,360,594	Fund
Administrative Offices & Maintenance Shop	Froze as of 09/02/2021 3.0%	\$33,148,533	3.0%	\$994,456	\$2,020,200	-\$1,025,744	Capital Category Overspent
							Previously Allocated Funds Available. Revenue Collected and Allocations Frozen in Place in
			100.0%	\$33,148,533	\$25,413,989	\$7,734,544	
2021 Study Capital Category							
High Schools & Land Only	Residential Dwelling Unit Fee Set by County Commission 2020 Study Allocation Percent \$1.00 100.0%	\$574	100.0%	\$574	\$0	\$574	Beginning 9/03/2021 Additional Funds Available for High Schools Only.
Grand Total for Schools =				\$33,149,107	\$25,413,989	\$7,735,118	(Total Funds Available)

Balance Projected through 30 June, 2023							
Capital Category	2015 Study Allocation Percent	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Total Expended	June 30, 2023 Projected Capital Category Amount Available	Comments
2015 Study Capital Categories							
Elementary School & Land	Froze as of 09/02/2021 29.2%	\$33,148,533	29.2%	\$9,679,372	\$7,279,677	\$2,399,694	Fund
Middle School/High School & Land and Study	Froze as of 09/02/2021 67.8%	\$33,148,533	67.8%	\$22,474,705	\$16,114,112	\$6,360,594	Fund
Administrative Offices & Maintenance Shop	Froze as of 09/02/2021 3.0%	\$33,148,533	3.0%	\$994,456	\$2,020,200	-\$1,025,744	Do Not Fund
				\$33,148,533	\$25,413,989		
2021 Study Capital Category							
High Schools & Land Only	Residential Dwelling Unit Fee Set by County Commission 2020 Study Allocation Percent \$1.00 100.0%	\$890	100.0%	\$890	\$0	\$890	Funds for High Schools Only
Grand Total for Schools =			100%	\$33,149,423	\$25,413,989	\$7,735,434	(Projected Funds Available)

*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. S15)

Law Enforcement- Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
	(2020 Study, Fig. L14)							
Sheriff Facilities & Study	\$107.66	50.7%	\$674,385	50.7%	\$342,118	\$38,801	\$303,317	Fund
Sheriff Vehicles	\$71.02	33.5%	\$674,385	33.5%	\$225,685	\$236,454	-\$10,769	Capital Category Overspent
Law Enforcement Equipment	\$19.77	9.3%	\$674,385	9.3%	\$62,824	\$18,211	\$44,614	Fund
Animal Control Facilities	\$7.35	3.5%	\$674,385	3.5%	\$23,357	\$0	\$23,357	Fund
Animal Control Vehicles	\$6.42	3.0%	\$674,385	3.0%	\$20,401	\$0	\$20,401	Fund
Total for Sheriff/Law Enforcement =	\$212.22	100%		100%	\$674,385	\$293,466	\$380,919	(Total Funds Available)

Balance Projected through 30 June, 2023							
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2023 Projected Capital Category Amount Available	Comments	
Sheriff Facilities & Study	\$842,181	50.7%	\$427,242	\$38,801	\$388,441	Fund This Category	
Sheriff Vehicles	\$842,181	33.5%	\$281,838	\$236,454	\$45,384	Do Not Fund This Category	
Law Enforcement Equipment	\$842,181	9.3%	\$78,456	\$18,211	\$60,245	Fund This Category	
Animal Control Facilities	\$842,181	3.5%	\$29,168	\$0	\$29,168	Fund This Category	
Animal Control Vehicles	\$842,181	3.0%	\$25,477	\$0	\$25,477	Fund This Category	
Total for Sheriff/Law Enforcement =		100%	\$842,181	\$293,466	\$548,715	(Projected Funds Available)	

*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. L14)

Parks & Recreation - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022								
Capital Category	Cost Per Person (Level of Service*) <small>(2020 Study, Fig. P11)</small>	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
Park Improvements, Facilities (bldgs.) & Study	\$305.21	80.7%	\$2,624,492	80.7%	\$2,117,591	\$1,279,715	\$837,876	Fund
Park Land	\$66.26	17.5%	\$2,624,492	17.5%	\$459,721	\$313,200	\$146,521	Fund
Park Vehicles & Equipment	\$6.80	1.8%	\$2,624,492	1.8%	\$47,179	\$90,815	-\$43,636	Capital Category Overspent
Total for Parks & Recreation =	\$378.27	100.00%		100.0%	\$2,624,492	\$1,683,730	\$940,762	(Total Funds Available)

Balance Projected through June 30, 2023						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2023 Projected Capital Category Amount Available	Comments
Park Improvements, Facilities (bldgs.) & Study	\$2,923,428	80.7%	\$2,358,790	\$1,279,715	\$1,079,074	Fund
Park Land	\$2,923,428	17.5%	\$512,085	\$313,200	\$198,885	Fund
Park Vehicles & Equipment	\$2,923,428	1.8%	\$52,553	\$90,815	-\$38,262	Do Not Fund This Category
Total for Parks & Recreation =		100%	\$2,923,428	\$1,683,730	\$1,239,698	(Projected Funds Available)

*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, P11).

Emergency Services - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
EMS Vehicles & Equipment	(2020 Study, Fig. E7) \$13.58	34.0%	\$1,673,982	34.0%	\$569,456	\$1,122,451	-\$552,995	Capital Category Overspent
EMS Facilities Mortgage - Cost Recovery & Study	\$26.34	66.0%	\$1,673,982	66.0%	\$1,104,526	\$539,200	\$565,326	Fund
Total for Emergency Services =	\$39.92	100%		100%	\$1,673,982	\$1,661,651	\$12,331	(Total Funds Available)

Balance Projected through 30 June, 2023						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2023 Projected Capital Category Amount Available	Comments
EMS Vehicles & Equipment	\$1,705,582	34.0%	\$580,205	\$1,122,451	-\$542,245	Do not Fund this category
EMS Facilities Mortgage - Cost Recovery & Study	\$1,705,582	66.0%	\$1,125,376	\$539,200	\$586,176	Fund
Total for Emergency Services =		100%	\$1,705,582	\$1,661,651	\$43,931	(Projected Funds Available)

*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. E7)

Administrative Facilities - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December, 2022								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	(2020 Study, Fig. CA5) \$17.53	100.0%	\$25,407	100.0%	\$25,407	\$0	\$25,407	New Impact Fee Entity in 2021
Total for Administrative Facilities =	\$17.53	100.00%		100.0%	\$25,407	\$0	\$25,407	(Total Funds Available)

Balance Projected through June 30, 2023						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2023 Projected Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	\$39,311	100.0%	\$39,311	\$0	\$39,311	Funds Transfer to CC General Fund as Repayment for Funds Already Expended
Total for Administrative Facilities =		100%	\$39,311	\$0	\$39,311	(Projected Funds Available)

*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure. CA5).

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2024	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	New High School	59000000	0	0	0	0	0	0	0	0
1	Shepherdstown Elementary School	24046459	1276081	0	24046459	0	0	0	0	0
1	Ranson Elementary School	23687740	1276081	0	23687740	0	0	0	0	0
1	High School Auilliary Gym	3034000	1910688	0	3034000	0	0	0	0	0
1	New Middle School (10+ Years)	38000000	3232660	0	0	0	0	0	0	0
1	Impact Fee Study	25000	0	0	0	0	25000	0	0	0
1	ROTC Wing at Jefferson High School	1250000	0	0	0	0	0	0	1250000	0
1	Regional Student Support Center (5+ Years)	17000000	469250	0	7000000	0	0	0	1000000 0	0

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2024	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
2	Weapons Training Qualifications Range	100000	25000	25000	0	25000	25000	25000	0	0
2	Exterior Expansion of Temporary Sheriff's Office Space	1200000	0	600000	0	400000	100000	100000	0	0
2	Interior Expansion of Temporary Sheriff's Office Space	200000	200000	180000	0	0	0	0	0	0
2	Mobile Data Terminal System for Police Vehicles	184500	0	10000	0	31500	31500	0	50000	61500
2	Permanent Jefferson County Sheriff's Office	6000000	75000	500000	0	1500000	1900000	2000000	25000	0
2	Purchase of Police Cruisers x 18 (3 per year)	900000	0	150000	0	150000	150000	150000	150000	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 10/19/2022

Project Title: Weapons Training Qualifications Range

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This is for the continued modernization and expansion of the existing firearms range.

Estimated Total Cost of Project (\$) \$100,000.00

Funding Request Breakdown by Year (\$):	\$25,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$25,000.00	(FY 2025) Out Year 2
	\$25,000.00	(FY 2026) Out Year 3
	\$25,000.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 10/19/2022

Project Title: Exterior Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: 102 Industrial Blvd

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make expansions to the Temporary Sheriff's Office building to accommodate these changes. A modern evidence room; supervisory offices; private employee meeting room; modernization of conference and training rooms; secure indoor vehicle evidentiary processing area; dedicated washbay, adding additional holding cells and criminal processing area are just a few of the critical areas that need to be addressed. We would also like to purchase a carport for the MWRAP to open up space in the garage for the ability to use that area for the items that can be addressed through an internal expansion, the rest would have to be accomplished through an external expansion of the building. To make this a more permanent facility, the hardening of the outside of the building to properly meet Department of Justice and the Department of Homeland Security requirements and standards for a permanent police station would need to be considered; however, the cost for completing that is not included in this estimate.

Estimated Total Cost of Project (\$)	\$1,200,000.00	
Funding Request Breakdown by Year (\$):	\$600,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$400,000.00	(FY 2025) Out Year 2
	\$100,000.00	(FY 2026) Out Year 3
	\$100,000.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 10/19/2022

Project Title: Interior Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: 102 Industrial Blvd

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make renovations to the Temporary Sheriff's Office building to accommodate these changes. Additional office space and more functional storage spaces are needed as well as a modern evidence room; supervisory offices; private employee meeting room; modernization of conference and training rooms; secure indoor vehicle evidentiary processing area; dedicated washbay, adding additional holding cells and criminal processing area are a few of the areas that need addressed. Some of this can be accomplished through expanding into the current garage area to reimagine its use and others will require the expansion of the building.

Estimated Total Cost of Project (\$)	\$200,000.00	
Funding Request Breakdown by Year (\$):	\$50,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$150,000.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 10/19/2022

Project Title: Mobile Data Terminal System for Police Vehicles

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The Jefferson County Sheriff's Office uses Mobile Data Terminals Systems (MDTs) in their cruisers to operate the Computer Aided Dispatch System when on the road. The MDTs enhances the ability to communicate with the emergency communicates center and other police officers, thus reducing the volume of audibly transmitted radio traffic and increasing the security of the transmissions which can provide an additional level of safety to the deputy. These MDTs would go in new vehicles for the expanded police force. As with everything, there is a life expectancy. Additional costs are for replacements and docking stations for newly purchased cruisers that expand the current fleet. The Jefferson County Sheriff's Office purchased the current tablets in 2014. All tablets are currently out of warranty (3 years); therefore, the Jefferson County Sheriff's Office sought grant funding to replace the MDTs as they were beginning to have screen and connectivity issues. Grant funding was awarded for a portion of the tablets; therefore we are decreasing the request for this year, and adjusting for coming years as spares and warranty will hopefully cover gaps, until additional funding can be secured.

Estimated Total Cost of Project (\$)	\$184,500.00	
Funding Request Breakdown by Year (\$):	\$10,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$31,500.00	(FY 2025) Out Year 2
	\$31,500.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$50,000.00	(FY 2028) Out Year 5
	\$61,500.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 10/19/2022

Project Title: Permanent Jefferson County Sheriff's Office

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY07/beginning of FY08. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station as established by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards. The new Sheriff's Office will be larger than the current 10,000 sq ft to allow room for growth and will be a completely hardened and secure structure. (75,000 provided in FY18).

Estimated Total Cost of Project (\$)	\$6,000,000.00	
Funding Request Breakdown by Year (\$):	\$500,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$1,500,000.00	(FY 2025) Out Year 2
	\$1,900,000.00	(FY 2026) Out Year 3
	\$2,000,000.00	(FY 2027) Out Year 4
	\$25,000.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 10/19/2022

Project Title: Permanent Jefferson County Sheriff's Office

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY07/beginning of FY08. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station as established by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards. The new Sheriff's Office will be larger than the current 10,000 sq ft to allow room for growth and will be a completely hardened and secure structure. (75,000 provided in FY18).

Estimated Total Cost of Project (\$)	\$6,000,000.00	
Funding Request Breakdown by Year (\$):	\$500,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$1,500,000.00	(FY 2025) Out Year 2
	\$1,900,000.00	(FY 2026) Out Year 3
	\$2,000,000.00	(FY 2027) Out Year 4
	\$25,000.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 10/19/2022

Project Title: Purchase of Police Cruisers x 18 (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the department's fleet of vehicles. Through grants and commission allotments, we have expanded our workforce, but have not expanded our fleet. New employees have been placed in to high mileage "spares", thus reducing our pool vehicles for when vehicles are in for routine maintenance or repairs creating the potential that deputies may have stay in the office, until a pool car can become available and endangering the lives of the citizens of Jefferson County. Many of these vehicles are at the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectancy.

Estimated Total Cost of Project (\$) \$900,000.00

Funding Request Breakdown by Year (\$):	\$150,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$150,000.00	(FY 2025) Out Year 2
	\$150,000.00	(FY 2026) Out Year 3
	\$150,000.00	(FY 2027) Out Year 4
	\$150,000.00	(FY 2028) Out Year 5
	\$150,000.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2024	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
2	James Hite Park (Utilities)	1800000	0	0	0	100000	850000	850000	0	0
2	Maintenance Vehicle	90000	0	45000	0	45000	0	0	0	0
2	Sam Michael's Park (Amphitheatre-Phase 2)	1175000	0	250000	925000	0	0	0	0	0
2	Land Acquisition	2706000	0	300000	406000	2000000	0	0	0	0
2	Sam Michaels Park (Playground)	130000	0	65000	65000	0	0	0	0	0
2	Sam Michael's Park (Community Center Addition)	1500000	0	0	0	0	0	0	750000	750000
3	South Jefferson Park (Master Plan)	75000	0	75000	0	0	0	0	0	0
3	Sam Michael's Park (Splashpad)	230000	0	0	0	30000	0	200000	0	0
2	Moulton Park (Master Plan)	80000	0	40000	40000	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2024	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	Sam Michaels Park (Septic Upgrades)	750000	0	450000	300000	0	0	0	0	0
2	James Hite Park (Dog Park)	78000	0	0	0	0	0	78000	0	0
2	James Hite Park (Phase III Development)	800000	0	0	0	0	0	0	0	800000
3	2026 Parks Master Plan	100000	0	0	0	0	100000	0	0	0
2	Sam Michaels Park (Artificial Turf Field)	1000000	0	0	0	0	0	1000000	0	0
3	Sam Michaels Park (Amphitheater-Phase III)	2000000	0	0	0	0	0	0	2000000	0
3	Program Support Vehicle	40000	0	0	0	0	40000	0	0	0
2	James Hite Park (Tennis/Pickleball Courts)	300000	0	150000	150000	0	0	0	0	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/15/2022

Project Title: James Hite Park (Utilities)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves planning, construction and improvements to install infrastructure at James Hite Park to begin Phase II development. Improvements may include but are not limited to: electric, water, and septic. As part of this year's request, site plans and construction documents would be bid for development of utilities over the next three years.

Estimated Total Cost of Project (\$) \$1,800,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$100,000.00	(FY 2025) Out Year 2
	\$850,000.00	(FY 2026) Out Year 3
	\$850,000.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Department Vehicle (Maintenance)

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The JCPRC has three maintenance vehicles to maintain 9 parks and over 400 acres that spread across Jefferson County. With the additional maintenance of Moulton Riverside Park, opening in 2023, JCPRC will hire additional seasonal maintenance staff and will need to purchase two additional trucks to transport staff, mowers and equipment to the park on a daily basis.

Estimated Total Cost of Project (\$)	\$90,000.00
Funding Request Breakdown by Year (\$):	\$45,000.00 (FY 2024) Current Request
	(FY 2025) All Other Sources
	\$45,000.00 (FY 2025) Out Year 2
	\$0.00 (FY 2026) Out Year 3
	\$0.00 (FY 2027) Out Year 4
	\$0.00 (FY 2028) Out Year 5
	\$0.00 (FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Sam Michael's Park (Amphitheatre-Phase II)

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

Amphitheaters can greatly vary in size and complexity. Depending on the size of the facility, use can range from facilitating a small gathering to serving as a venue for a major regional event. Studies performed to construct facilities in Sam Michaels Park illustrate the range of facilities that is possible. Cost aside, the size, location, and design can also dramatically impact the viability and utilization of a facility and therefore its sustainability. It appears that Jefferson County could support a large, more revenue intensive and revenue generating facility, which could serve both its resident population and compliment Jefferson County's larger tourism development goals. Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access. Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. These additions should help JCPRC further generate revenue though booking more performances and the sale of food, beer, and wine at some events.

Funding for this project will come from multiple sources, earmarks and grant applications are currently underway.

Estimated Total Cost of Project (\$) \$1,175,000.00

Funding Request Breakdown by Year (\$):	\$250,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Land Acquisition

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's Comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered or topic specific, is to ensure that as community population and demographic changes occur, Jefferson County is well prepared for those changes. Based on project population growth with the targeted growth management areas within the Comprehensive Plan, there will be a need for additional parkland. Since Jefferson County's parks are already considered under-sized by typical county level standards, it is suggested that lands that specifically adjacent to existing parklands should be given a priority in order to build upon existing resources. The JCPRC is currently looking at two properties that fit into this category and into the master plan. Both properties would expand green space in Jefferson County by 277 acres. JCPRC anticipates closing on one of these properties in early 2023, with the help of a generous donation and grant funding of \$406,000 to ensure the sale. In addition, JCPRC is continuing to look to outside sources to fund the remaining property.

Estimated Total Cost of Project (\$)	\$2,706,000.00	
Funding Request Breakdown by Year (\$):	\$300,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$2,000,000.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Sam Michael's Park (Playground)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. As part of the grand vision for Sam Michaels Park, several new playgrounds are anticipated to be constructed. As the concept plan dictates, a new larger playground installation should be installed by the special events field, between the Mason Pavilion and the amphitheater. The new playground will alleviate some of the overuse of the playground currently located by the JCCC as well as enhance future festivals and community events in the park. Additional funding sources through grants are pending for this project.

Estimated Total Cost of Project (\$) \$130,000.00

Funding Request Breakdown by Year (\$):	\$65,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Sam Michaels Park (JCCC Addition)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. There is a great need for additional indoor recreation space. JCPRC offers over 400 programs per year in addition to providing gym space for recreational and travel sport leagues as well as space for birthday parties, banquets, reunions, community events, etc. The recreation

center at Sam Michaels Park needs be expanded to include another gym, a larger fitness center, restrooms, and additional activity rooms.

This recommendation is consistent with recommendations made in Jefferson County's 2035 Comprehensive Plan as well as the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$) \$1,500,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$750,000.00	(FY 2028) Out Year 5
	\$750,000.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Prepare a Master Site Development Plan for the park to address the issue of the preferred mix of facilities within the park. This was discussed and recommended in the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$) \$75,000.00

Funding Request Breakdown by Year (\$):	\$75,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Sam Michael's Park (Splashpad)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. As part of the grand vision for Sam Michaels Park, a splashpad is to be constructed. As the concept plan dictates, a splash pad should be installed in the special events field to offer additional recreational opportunities to patrons of the park. The splashpad would be ADA accessible and open to the general public. Currently, there is no splash park/pad in Jefferson County. In 2024, monies would be used to develop and concept and site plan to include design of a splashpad.

Estimated Total Cost of Project (\$)	\$230,000.00
Funding Request Breakdown by Year (\$):	\$0.00 (FY 2024) Current Request
	(FY 2025) All Other Sources
	\$30,000.00 (FY 2025) Out Year 2
	\$0.00 (FY 2026) Out Year 3
	\$200,000.00 (FY 2027) Out Year 4
	\$0.00 (FY 2028) Out Year 5
	\$0.00 (FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Moulton Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Prepare a master plan for the park and its expansion. The plan will address and hope to alleviate current parking difficulties at Moulton Park as well as expand usage of the park to include walking trails, disc golf, nature playground, pavilions, and fishing access. A donation has been committed to help fund this project.

Estimated Total Cost of Project (\$) \$80,000.00

Funding Request Breakdown by Year (\$): \$40,000.00 (FY 2024) Current Request

(FY 2025) All Other Sources

\$0.00 (FY 2025) Out Year 2

\$0.00 (FY 2026) Out Year 3

\$0.00 (FY 2027) Out Year 4

\$0.00 (FY 2028) Out Year 5

\$0.00 (FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Sam Michaels Park (Septic Upgrades)

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves planning, construction and improvements to install upgraded infrastructure at Sam Michaels Park to begin Phase II development of the Amphitheatre. Improvements will include construction plans and development of a utility plan to connect the park's current septic to public sewer.

Additional funding, in the amount of \$300,000 has been approved through ARP funding provided to the Jefferson County Commission.

Estimated Total Cost of Project (\$)	\$750,000.00	
Funding Request Breakdown by Year (\$):	\$450,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves construction of a dog park at James Hite Park to continue Phase II development. Currently, there is only one dog park in the county which is located at Sam Michaels Park. Sam Michaels Dog Park does not provide separate facilities for large and small dogs, as recommended by the American Kennel Club.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

Estimated Total Cost of Project (\$)	\$78,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$78,000.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: James Hite Park (Phase III)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The project involves construction of the next Phase of James Hite Park. Currently, James Hite Park consists of athletic fields, pavilions, a playground and walking trail. The next phase would include development and construction of basketball courts, a small tot lot, additional parking, and a skate park.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. This cost reflects starting the project, by constructing parking and access; not the overall phase.

Estimated Total Cost of Project (\$) \$800,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$800,000.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: 2026 Parks Master Plan

Project Type: Other

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Update the 2016 Parks Master Plan. With continued growth within Jefferson County, it is anticipated that there will be additional requests and needs for park users over the next ten years. Park master plans are used to build visibility and credibility for parks, and can help target projects and raise money. By the same token, they can call attention to park's needs and assets and help staff make decisions that affect the community.

Estimated Total Cost of Project (\$) \$100,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$100,000.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Sam Michaels Park (Artificial Turf Field)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

An artificial turf field would allow Jefferson County to host tournaments for a variety of sports including soccer, baseball, lacrosse, football, and field hockey. Tournaments would attract families from outside Of Jefferson County who could potentially stay for the weekend and enjoy local sites, restaurants, and shopping. Soccer is one of the most popular sports in the eastern panhandle. In addition to high school and recreational soccer teams, there are two competitive leagues in Jefferson County, keeping hundreds of families and kids traveling outside of the state to play the league games each weekend. A similar situation has been at the forefront and is a concern for baseball leagues as well. Currently, there are no opportunities for lacrosse or field hockey, however, a turf field would help to alleviate that.

Estimated Total Cost of Project (\$) \$1,000,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$1,000,000.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: Sam Michael's Park (Amphitheatre-Phase III)

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access. Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. These additions should help JCPRC further generate revenue through booking more performances and the sale of food, beer, and wine at some events. Phase III anticipates the addition of storage, offices, and a green room that will further enhance the AMP project and will allow larger scale artists to be booked into the space. Funding for this project will come from multiple sources, earmarks and grant applications are currently underway.

Estimated Total Cost of Project (\$)	\$2,000,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$2,000,000.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/15/2022

Project Title: Program Support Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

With the expansion of facilities and programs, JCPRC will need to purchase a vehicle that can be used to support recreational programming within the county to move supplies and people.

Estimated Total Cost of Project (\$)	\$40,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$40,000.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on estimates of vehicle costs.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

Project Title: James Hite Park (Pickleball)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves construction of tennis and pickleball courts to continue development of James Hite Park. Currently, there are limited tennis and pickleball courts in the county.

It is anticipated that multiple components of this improvement will involve partnership initiatives and grant funding. Department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

Estimated Total Cost of Project (\$) \$300,000.00

Funding Request Breakdown by Year (\$):	\$150,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$0.00	(FY 2025) Out Year 2
	\$0.00	(FY 2026) Out Year 3
	\$0.00	(FY 2027) Out Year 4
	\$0.00	(FY 2028) Out Year 5
	\$0.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves construction of tennis and pickleball courts to continue development of James Hite Park

Additional pages attached.

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2024	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	JCESA Mortgage	486000	0	81000	0	81000	81000	81000	81000	81000
1	County Ambulance Replacement Plan	2925000	0	650000	0	325000	650000	325000	650000	325000

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Robert Burner

Date this form prepared: 10/3/2022

Project Title: JCESA Mortgage

Project Type: Other

Project Location: JCESA

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

USDA Loan that must be paid monthly.

Estimated Total Cost of Project (\$) \$486,000.00

Funding Request Breakdown by Year (\$):	\$81,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$81,000.00	(FY 2025) Out Year 2
	\$81,000.00	(FY 2026) Out Year 3
	\$81,000.00	(FY 2027) Out Year 4
	\$81,000.00	(FY 2028) Out Year 5
	\$81,000.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Bob Burner

Date this form prepared: 12/22/2022

Project Title: County Ambulance Replacement Plan

Project Type: Acquisition of Major Equipment

Project Location: JCESA

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Jefferson County acquired 9 used ambulances in FY2023. Ambulances have a limited service life and must be replaced to ensure dependability, safety, and to reduce the expense of maintenance and repairs as they age.

Estimated Total Cost of Project (\$) \$2,925,000.00

Funding Request Breakdown by Year (\$):	\$650,000.00	(FY 2024) Current Request
		(FY 2025) All Other Sources
	\$325,000.00	(FY 2025) Out Year 2
	\$650,000.00	(FY 2026) Out Year 3
	\$325,000.00	(FY 2027) Out Year 4
	\$650,000.00	(FY 2028) Out Year 5
	\$325,000.00	(FY 2029) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The current cost of an ambulance is approximately \$310,000. The recommended plan is to alternate replacing two ambulances starting with FY24, then one in FY25, and repeat 2 in a given year and 1 in the next year.

Additional pages attached.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Director & Chief County Engineer**
Michelle Mason, Impact Fees Program Specialist

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

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1st Choice: **February 2, 2023**

Date Requested – 2nd Choice: **February 16, 2023**

Subject (*Wording to be placed on agenda*): **Presentation of Calendar Year 2022 Annual Report for the Office of Impact Fees**

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

Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."

The Impact Fees Procedures Ordinance, Section 6.A(3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."

The impact fees annual report for calendar year 2022 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2023. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.

Considering that impact fees recalculation study recently occurred in 2020, – and the fees reset based upon current market costs/values at that time - staff defers to the County Commission on whether to apply or stay the annual inflationary adjustment, and not taking it up for consideration again until presentation of the CY 2023 Annual Report.

Annual Report on Impact Fees

January 2022 – December 2022

Engineering Department
Office of Impact Fees
Jefferson County Government
6 January 2023

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Executive Summary

1.1. Trends in Fee Collection

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2022 increased relative to CY 2021. There were 467 impact fee applications processed in CY 2022 versus 444 residential impact fee applications in CY 2021. Of that total in CY 2022, 15 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Permitting for new commercial construction in Jefferson County in CY 2022 decreased relative to CY 2021. There were 7 impact fee applications processed in CY 2022 versus 9 in CY 2021.

Table 1A. Total County Residential Building Permits (CY 2004-2022)

Year	Single Family			Town Home			Duplex			Multifamily			Grand Total
	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	
2004	49	269	318	0	5	5	0	0	0	0	0	0	323
2005	39	324	363	0	22	22	0	0	0	0	0	0	385
2006	42	256	298	0	57	57	0	0	0	0	0	0	355
2007	38	213	251	0	66	66	0	0	0	0	0	0	317
2008	22	108	130	0	39	39	0	0	0	0	0	0	169
2009	25	75	100	0	50	50	0	0	0	0	0	0	150
2010	32	91	123	0	39	39	0	0	0	0	0	0	162
2011	21	73	94	1	40	41	0	0	0	0	0	0	135
2012	13	118	131	0	24	24	0	0	0	0	0	0	155
2013	4	207	211	0	38	38	0	0	0	0	0	0	249
2014	4	182	186	0	16	16	0	0	0	0	0	0	202
2015	14	182	196	0	8	8	0	4	4	0	96	96	304
2016	14	165	179	0	10	10	0	0	0	0	0	0	189
2017	14	225	239	0	8	8	0	4	4	0	0	0	251
2018	19	178	197	1	32	33	0	33	33	0	24	24	287
2019	13	165	178	0	36	36	0	11	11	0	0	0	225
2020	15	182	197	0	91	91	0	4	4	0	309	309	601
2021	17	383	400	0	43	43	0	1	1	0	0	0	444
2022	13	289	302	0	148	148	2	15	17	0	0	0	467
Total	408	3,685	4,093	2	774	776	2	72	74	0	429	429	5,370

Table 1B. Total County Non-Residential Building Permits (CY 2004-2022)

Year	Exempt	Fees	Total
2004	0	4	4
2005	0	5	5
2006	0	0	0
2007	10	12	22
2008	4	9	13
2009	3	2	5
2010	10	8	18
2011	1	11	12
2012	3	13	16
2013	1	3	4
2014	0	4	4
2015	0	5	5
2016	0	13	13
2017	1	6	7
2018	1	4	5
2019	1	21	22
2020	0	10	10
2021	0	9	9
2022	0	7	7
Grand Total	35	146	181

1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2022 and 2023 and run from 1 January 2022 through 31 December 2022. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the five long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, EMS, and Administrative Facilities).

**Table 2. Fees Collected – Calendar Year 2022
County & Municipal Combined**

Land Use	Type	Schools	Law	Parks & Rec	EMS	Admin. Facilities	Grand Total
Residential	Single Family	\$280	\$123,713	\$267,302	\$28,256	\$12,432	\$431,983
	Town Home	\$148	\$0	\$140,008	\$14,800	\$6,512	\$161,468
	Duplex	\$15	\$1,062	\$14,190	\$1,500	\$660	\$17,427
Residential Total		\$443	\$124,775	\$421,500	\$44,556	\$19,604	\$610,878
Commercial	Comm25Less	\$0	\$0	\$0	\$0	\$0	\$0
	Office10Less	\$0	\$0	\$0	\$0	\$0	\$0
	Ware House	\$0	\$0	\$0	\$0	\$0	\$0
Commercial Total		\$0	\$0	\$0	\$0	\$0	\$0
Grand Total		\$443	\$124,775	\$421,500	\$44,556	\$19,604	\$610,878

Table 3. Fees Collected by County Tax District – Calendar Year 2022

Tax District	Land Use	Type	Schools	Law	Parks & Rec	EMS	Admin. Facilities	Grand Total
02 Charles Town	Residential	Single Family	\$129	\$68,988	\$122,904	\$12,992	\$5,716	\$210,729
		Duplex	\$2	\$1,062	\$1,892	\$200	\$88	\$3,244
	Residential Total		\$131	\$70,050	\$124,796	\$13,192	\$5,804	\$213,973
	Commercial	Comm25Less	\$0	\$0	\$0	\$0	\$0	\$0
		Warehouse	\$0	\$0	\$0	\$0	\$0	\$0
	Commercial Total		\$0	\$0	\$0	\$0	\$0	\$0
02 Charles Town Grand Total			\$131	\$70,050	\$124,796	\$13,192	\$5,804	\$213,973
04 Harpers Ferry	Residential	Single Family	\$33	\$17,523	\$31,218	\$3,300	\$1,452	\$53,526
	Residential Total		\$33	\$17,523	\$31,218	\$3,300	\$1,452	\$53,526
	Commercial	Comm25Less	\$0	\$0	\$0	\$0	\$0	\$0
		Warehouse	\$0	\$0	\$0	\$0	\$0	\$0
	Commercial Total		\$0	\$0	\$0	\$0	\$0	\$0
04 Harpers Ferry Grand Total			\$33	\$17,523	\$31,218	\$3,300	\$1,452	\$53,526
06 Kabletown	Residential	Single Family	\$31	\$16,461	\$29,326	\$3,100	\$1,364	\$50,282
	Residential Total		\$31	\$16,461	\$29,326	\$3,100	\$1,364	\$50,282
	Commercial	Office10Less	\$0	\$0	\$0	\$0	\$0	\$0
	Commercial Total		\$0	\$0	\$0	\$0	\$0	\$0
06 Kabletown Grand Total			\$31	\$16,461	\$29,326	\$3,100	\$1,364	\$50,282
07 Middleway	Residential	Single Family	\$19	\$10,652	\$18,977	\$2,006	\$883	\$32,537
	Residential Total		\$19	\$10,652	\$18,977	\$2,006	\$883	\$32,537
07 Middleway Grand Total			\$19	\$10,652	\$18,977	\$2,006	\$883	\$32,537
09 Shepherdstown	Residential	Single Family	\$19	\$10,089	\$17,974	\$1,900	\$836	\$30,818
	Residential Total		\$19	\$10,089	\$17,974	\$1,900	\$836	\$30,818
	Commercial	Comm25Less	\$0	\$0	\$0	\$0	\$0	\$0
	Commercial Total		\$0	\$0	\$0	\$0	\$0	\$0
09 Shepherdstown Grand Total			\$19	\$10,089	\$17,974	\$1,900	\$836	\$30,818
		Grand Total	\$233	\$124,775	\$222,291	\$23,498	\$10,339	\$381,136

Table 4. Fees Collected by Municipal Tax District – Calendar Year 2022

Tax District	Land Use	Type	Schools	Parks & Rec	EMS	Admin. Facilities	Grand Total
01 Bolivar Corp	Residential	Single Family	\$3	\$2,838	\$300	\$132	\$3,273
	Residential Total		\$3	\$2,838	\$300	\$132	\$3,273
01 Bolivar Corp Grand Total			\$3	\$2,838	\$300	\$132	\$3,273
03 Charles Town Corp	Residential	Single Family	\$34	\$32,164	\$3,400	\$1,496	\$37,094
		Town Home	\$120	\$113,520	\$12,000	\$5,280	\$130,920
		Duplex	\$12	\$11,352	\$1,200	\$528	\$13,092
	Residential Total		\$166	\$157,036	\$16,600	\$7,304	\$181,106
03 Charles Town Corp Grand Total			\$166	\$157,036	\$16,600	\$7,304	\$181,106
08 Ranson Corp	Residential	Single Family	\$12	\$11,901	\$1,258	\$553	\$13,724
		Town Home	\$28	\$26,488	\$2,800	\$1,232	\$30,548
		Duplex	\$1	\$946	\$100	\$44	\$1,091
	Residential Total		\$41	\$39,335	\$4,158	\$1,829	\$45,363
	Commercial	Warehouse	\$0	\$0	\$0	\$0	\$0
	Commercial Total		\$0	\$0	\$0	\$0	\$0
08 Ranson Corp Grand Total			\$41	\$39,335	\$4,158	\$1,829	\$45,363
Grand Total			\$210	\$199,209	\$21,058	\$9,265	\$229,742
County Tax District Fees Collected Totals							\$381,136
Municipal Tax District Fees Collected Totals							\$229,742
GRAND TOTAL							\$610,878

1.3. Financial Data

Table 5. Office of Impact Fees General Account (3111776)

Month	Starting Balance	Total Deposits	Total Checks	Interest	Ending Balance
January	\$37,482.50	\$29,814.00	\$37,482.50	\$16.24	\$29,830.24
February	\$29,830.24	\$23,915.00	\$29,830.24	\$10.45	\$23,925.45
March	\$23,925.45	\$146,473.00	\$23,925.45	\$34.21	\$146,507.21
April	\$146,507.21	\$81,863.00	\$146,507.21	\$60.63	\$81,923.63
May	\$81,923.63	\$86,958.00	\$81,923.63	\$49.38	\$87,007.38
June	\$87,007.38	\$51,881.00	\$87,007.38	\$24.14	\$51,905.14
July	\$51,905.14	\$79,946.00	\$51,905.14	\$20.71	\$79,966.71
August	\$79,966.71	\$13,106.00	\$79,966.71	\$19.73	\$13,125.73
September	\$13,125.73	\$26,756.00	\$13,125.73	\$9.98	\$26,765.98
October	\$26,765.98	\$49,954.00	\$26,765.98	\$18.57	\$49,972.57
November	\$49,972.57	\$3,804.00	\$49,972.57	\$13.94	\$3,817.94
December	\$3,817.94	\$16,408.00	\$3,817.94	\$4.93	\$16,412.93

December 2022 Outstanding Credits	\$0.00
January 2023 Transfers	(\$16,412.93)
01 January 2023 Deposits	\$0.00
01 January 2023 Balance	\$0.00

Table 6. Impact Fee Holding Accounts

Category	Schools	Law	Parks	EMS	Admin. Facilities
Account Number	3107582	3120120	3122808	3122816	33182570
Balance on 01 January 2022	\$8,169,146.64	\$247,759.5	\$619,684.77	\$30,364.63	\$5,200.66
Total Deposits	\$456.00	\$131,728.97	\$433,986.62	\$45,875.92	\$20,182.97
Withdraws /1	\$475,241.00	\$176.00	\$116,958.37	\$64,052.00	\$0.00
Interest Accrued - CY 2022	\$40,757.22	\$1,606.95	\$4,048.52	\$141.48	\$23.68
Balance on 31 December 2022	\$7,735,118.86	\$380,919.42	\$940,761.54	\$12,330.03	\$25,407.31
January Transfers /2					
<i>Of Which</i>					
<i>Transferred Fees</i>	\$12.00	\$3,228.00	\$11,428.00	\$1,208.00	\$532.00
<i>Transferred Interest</i>	\$0.00	\$0.99	\$3.44	\$0.35	\$0.15
	\$12.00	\$3,228.99	\$11,431.44	\$1,208.35	\$532.15
Final Balance 03 January 2023	\$7,735,130.86	\$384,148.41	\$952,192.98	\$13,538.38	\$25,939.46

Notes

/1 See Table 8 for details.

/2 From fees collected in December 2022 and transferred in January 2023.

1.4. Fees Disbursed

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

1.4.1. Refunds

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant. There were 15 refunds processed in CY 2022.

1.4.2. Requisitions

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2023 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2024 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2024 remain to be presented to the County Commission for approval.

Table 7. FY 2023 Approved Fee Fundable Projects

Category	Capital Improvement Project	Approved Impact Fee Funding
Schools	Regional Student Support Center	\$469,250
	Shepherdstown Elementary School	\$1,276,081
	Ranson Elementary School	\$1,276,081
	High School Auxiliary Gym	\$1,910,688
	New Middle School (10 + Years)	\$3,232,660
Law Enforcement	Weapons Training Qualifications Range	\$25,000
	Internal Expansion Temporary Sheriff's Office Space	\$180,000
Parks and Recreation	Sam Michael's Park (Amphitheatre – ADA Phase II)	\$100,000
	Sam Michael's Park (Playground)	\$65,000
	James Hite Park (Parking)	\$120,000
	Sam Michael's Park (Septic Upgrades)	\$150,000
EMS	JCESA Building Mortgage	\$30,000

Table 8. Impact Fee Holding Account Withdraws

Account	Check Date	Statement Date	Debit	Notes
Schools	8/12/2022	8/31/2022	\$5,991.00	Impact Fee Refund James Bohrer - PN 2100053
	12/05/2022	12/31/2022	\$469,250.00	Requisition 22R0134 - Regional Student Support Center
	TOTAL		\$475,241.00	
Law	8/12/2022	8/31/2022	\$176.00	Impact Fee Refund James Bohrer - PN 2100053
	TOTAL		\$176.00	
Parks	8/12/2022	8/31/2022	\$481.00	Impact Fee Refund James Bohrer - PN 2100053
	7/08/2022	7/31/2022	\$116,477.37	Requisition 22R0131 - James Hite Park Parking
	TOTAL		\$116,958.37	
EMS	8/12/2022	8/31/2022	\$52.00	Impact Fee Refund James Bohrer - PN 2100053
	7/29/2022	7/31/2022	\$64,000.00	Requisition 22R0133 - JCESA Mortgage
	TOTAL		\$64,052.00	
Grand Total			\$656,427.37	

2. Annual Review

2.1. *Recommended Changes to Ordinances or Procedures*

There are no proposed changes to any of the Impact Fee Ordinances.

2.1.1. Ordinance Changes During 2022

In 2020, the County Commission contracted with Tischler-Bise to recalculate the impact fees. The recalculation was completed in 2022 and the new impact fees were adopted by the County Commission on 2 September 2022; the fees became effective 3 September 2022. The following impact fee ordinances were amended to reflect the new impact fee schedules for each impact fee entity:

Schools Ordinance No. 2003-3

Amended 2 September 2021; Effective 3 September 2021

Parks & Recreation Ordinance No. 2005-2

Amended 2 September 2021; Effective 3 September 2021

Law Enforcement Ordinance No. 2005-1

Amended 2 September 2021; Effective 3 September 2021

EMS Ordinance No. 2005-3

Amended 2 September 2021; Effective 3 September 2021

Administrative Facilities No. 2022-1

Adopted 2 September 2021; Effective 3 September 2021

In 2013, the County Commission adopted Ordinance No. 2013-1, which amended Law Enforcement Ordinance No. 2005-1 and EMS Ordinance No. 2005-3; reducing the commercial impact fees by 99.5% of the actual impact fee calculation for new commercial development. The reduction became effective on July 1, 2013 and was set to expire on July 1, 2015, unless extended by the County Commission. At the 5 August 2021 County Commission meeting, the County Commission voted to reduce the commercial impact fee to \$0.00.

The Impact Fees Procedure Ordinance was amended on 17 June 2021, to provide for the change in use based only on the incremental increase in the fee for the additional public facilities needed. Provided, however, that any change of use of a non-residential structure to residential or multi residential structure shall not be assessed an Impact Fee of such change in use of which conditions apply.

2.2. Identification of FY 2023 Impact Fee-Fundable Capital Projects

The following projects will appear on the FY 2024 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. However, a final determination of eligibility has not been made. Projects so identified represent maintaining the current level of service due to new growth. Exclusion of other projects, listed in the FY 2024 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Note that in all service categories, there are insufficient funds to approve all listed projects. Tables 9-13 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

2.2.1. Schools

Table 9. BOE Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Shepherdstown Elementary School	\$1,276,081	\$1,276,081	Elementary School & Land
Ranson Elementary School	\$1,276,081	\$1,276,081	Elementary School & Land
High School Auxiliary Gym	\$1,910,688	\$1,910,688	Middle Schools/High Schools & Land
New Middle School (10 + Years)	\$3,232,660	\$3,232,660	Middle Schools/High Schools & Land
Totals	\$7,695,510	\$7,695,510	

1/ All BOE Projects Approved in FY 2023 during 6 October 2022 County Commission Meeting.

2.2.2. Law Enforcement

Table 10. Jefferson County Law Enforcement Projects

Project	Current Request	Funding Potential	Category
Weapons Training Qualifications Range	\$25,000	\$25,000	Buildings and Land
Interior Expansion Temporary Sheriff's Office Space	\$180,000	\$180,000	Buildings and Land
Totals	\$205,000	\$205,000	

2.2.3. Parks & Recreation

Table 11. Park & Recreation Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Sam Michael's Park (Amphitheatre-ADA - Phase 2)	\$250,000	\$250,000	Park Improvements & Rec Facilities/Study
Sam Michael's Park Playground	\$65,000	\$65,000	Park Improvements & Rec Facilities/Study

James Hite Park (Tennis/Pickleball Courts)	\$150,000	\$150,000	Park Improvements & Rec Facilities/Study
Sam Michaels Park (Septic Upgrades)	\$450,000	\$450,000	Park Improvements & Rec Facilities/Study
Moulton Park (Master Plan)	\$40,000	\$40,000	Park Improvements & Rec Facilities/Study
Totals	\$955,000	\$955,000	

2.2.4. EMS

Table 12. Jefferson County EMS Projects

<u>Company</u>	<u>Project</u>	<u>Current Request</u>	<u>Funding Potential</u>	<u>Category</u>
JCESA	Building Mortgage /1	\$81,000	\$30,000	Facilities
	Total	\$81,000	\$30,000	

Note: /1 Request exceeds funds anticipated at beginning of FY 2024.

2.2.5. Administrative Facilities

Table 13. Jefferson County Administrative Facilities Projects

<u>Company</u>	<u>Project</u>	<u>Current Request</u>	<u>Funding Potential</u>	<u>Category</u>
Administrative Facilities	Building Mortgage /1	\$0	\$0	Facilities
	Total	\$0	\$0	

Note: /1 Project needs direction from County Commission on funding sources and timeline.

2.3. Proposed Fee Boundary Districts

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. Development projects in the municipalities do not pay the Law Enforcement impact fee. As various municipalities continue to annex portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

2.4. Proposed Fee Schedule Changes

In 2020, all four impact fee categories underwent a recalculation (with the addition of Administrative Facilities); overall, the County Commission reduced the current Impact Fee Schedule amounts.

The County updates its impact fee methodologies on a five year cycle. Therefore, the Schools, Law Enforcement, Parks and Recreation, and EMS impact fee categories were due for recalculation in CY 2020. The County Commission recalculated the levels of service and impact

fee amounts required to maintain this level of service in 2020. The next impact fee recalculation should begin in CY 2025.

2.4.1. Inflation Adjustments

It is generally recommended that all fee schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis¹. Table 14 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2020 and 2021. These represent the most recent price indices and were released on 30 September 2022. These data constitute the source for the annual inflation adjustments for the five impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2022 unless the County Commission acts to stay these adjustments. Considering that a recalculation study recently occurred in 2020 and new fees were established in 2021, staff defers to the County Commission for a decision on whether to apply or stay the inflationary adjustment.

2.5. Proposed Changes to Level of Service Standards

2.5.1. Overview

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, EMS services, and the new Administrative Facilities were last updated in 2020.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards and the percentage allocations for each capital category. The next scheduled update to the Level of Service Standards will occur in CY 2025.

2.6. Proposed Changes to Base Data for Fee Calculation

There are no changes at this time.

3. CY 2023 Inflation Adjustments

3.1. Source Data

The following Table 14 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B - Price Indexes for Gross Government Fixed Investment by

¹ Source is Table 5.9.4B, Price Indexes for Gross Government Fixed Investment by Type; lines 32, 35, 36, and 37.

Type), for years 2020 and 2021². These represent the most recent price indices and were released on 30 September 2022. These data constitute the source for the annual inflation adjustments for the 5 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2023 unless the County Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

The values in the columns titled 2022 Impact Fee (tables 15-19) are the fees currently in effect as of 1 April 2022.

Table 14. Price Indices and Cost of Living Adjustment

BEA Table Line	Fee Category	Structure Class	Price Index CY 2020	Price Index CY 2021	Differential (Inflation Adjustment Factor)
32	Admin. Facilities	State and Local - Office	123.893	132.493	1.0694
35	School	State and Local – Educational	124.698	128.965	1.0342
36	Law & EMS	State and Local – Public Safety	141.757	150.773	1.0636
37	Parks	Amusement & Recreation	141.826	150.843	1.0635

Source: Bureau of Economic Analysis, US Department of Commerce.

3.2. *Inflation Adjustment – Schools*

Table 15. Inflation Adjustment – Schools

Residential Development	2022 Impact Fee	2023 Adjusted	Differential
Single Family	\$1	\$1	\$0
Town home	\$1	\$1	\$0
Duplex	\$1	\$1	\$0
Multi-family	\$1	\$1	\$0

² Source: <https://www.bea.gov/iTable/iTable.cfm?reqid=19&step=2#reqid=19&step=3&isuri=1&1921=survey&1903=338> (select Table 5.9.4B).

3.3. Inflation Adjustment – Law Enforcement

Table 16. Inflation Adjustment - Law Enforcement

Residential Development	2022 Impact Fee	2023 Adjusted	Differential
Single Family	\$531	\$565	\$34
Town home	\$531	\$565	\$34
Duplex	\$531	\$565	\$34
Multi-family	\$380	\$404	\$24
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2022 Impact Fee	2023 Adjusted	Differential
Commercial/Shopping Center 25,000 SF or less	\$0	\$0	\$0
Commercial/Shopping Center 25,001 – 50,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 50,001 – 100,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 100,001 – 200,000 SF	\$0	\$0	\$0
Commercial/Shopping Center over 200,000 SF	\$0	\$0	\$0
Office/Institutional 10,000 SF or less	\$0	\$0	\$0
Office/Institutional 10,001 – 25,000 SF	\$0	\$0	\$0
Office/Institutional 25,001 – 50,000 SF	\$0	\$0	\$0
Office/Institutional 50,001 – 100,000 SF	\$0	\$0	\$0
Office/Institutional over 100,000 SF	\$0	\$0	\$0
Business Park	\$0	\$0	\$0
Light Industrial	\$0	\$0	\$0
Warehousing	\$0	\$0	\$0
Manufacturing	\$0	\$0	\$0

3.4. Inflation Adjustment – Parks & Recreation

Table 17. Inflation Adjustment - Parks & Recreation

Residential Development	2022 Impact Fee	2023 Adjusted	Differential
Single Family	\$946	\$1,006	\$60
Town home	\$946	\$1,006	\$60
Duplex	\$946	\$1,006	\$60
Multi-family	\$677	\$720	\$43

3.5. Inflation Adjustment – EMS

Table 18. Inflation Adjustment - EMS

Residential Development	2022 Impact Fee	2023 Adjusted	Differential
Single Family	\$100	\$106	\$6
Town home	\$100	\$106	\$6
Duplex	\$100	\$106	\$6
Multi-family	\$71	\$76	\$5
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2022 Impact Fee	2023 Adjusted	Differential
Commercial/Shopping Center 25,000 SF or less	\$0	\$0	\$0
Commercial/Shopping Center 25,001 – 50,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 50,001 – 100,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 100,001 – 200,000 SF	\$0	\$0	\$0
Commercial/Shopping Center over 200,000 SF	\$0	\$0	\$0
Office/Institutional 10,000 SF or less	\$0	\$0	\$0
Office/Institutional 10,001 – 25,000 SF	\$0	\$0	\$0
Office/Institutional 25,001 – 50,000 SF	\$0	\$0	\$0
Office/Institutional 50,001 – 100,000 SF	\$0	\$0	\$0
Office/Institutional over 100,000 SF	\$0	\$0	\$0
Business Park	\$0	\$0	\$0
Light Industrial	\$0	\$0	\$0
Warehousing	\$0	\$0	\$0
Manufacturing	\$0	\$0	\$0

3.6. Inflation Adjustment – Administrative Facilities

Table 19. Inflation Adjustment - Administrative Facilities

Residential Development	2022 Impact Fee	2023 Adjusted	Differential
Single Family	\$44	\$47	\$3
Town home	\$44	\$47	\$3
Duplex	\$44	\$47	\$3
Multi-family	\$31	\$33	\$2
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2022 Impact Fee	2023 Adjusted	Differential
Commercial/Shopping Center 25,000 SF or less	\$0	\$0	\$0
Commercial/Shopping Center 25,001 – 50,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 50,001 – 100,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 100,001 – 200,000 SF	\$0	\$0	\$0
Commercial/Shopping Center over 200,000 SF	\$0	\$0	\$0
Office/Institutional 10,000 SF or less	\$0	\$0	\$0
Office/Institutional 10,001 – 25,000 SF	\$0	\$0	\$0
Office/Institutional 25,001 – 50,000 SF	\$0	\$0	\$0
Office/Institutional 50,001 – 100,000 SF	\$0	\$0	\$0
Office/Institutional over 100,000 SF	\$0	\$0	\$0
Business Park	\$0	\$0	\$0
Light Industrial	\$0	\$0	\$0
Warehousing	\$0	\$0	\$0
Manufacturing	\$0	\$0	\$0

3.7. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq*). If the County Commission does not act to prevent the inflation adjustments listed in Table 20 from going into effect, the fee schedule listed in Table 20 below will apply on 1 April 2023. This fee schedule is based on the schedule resulting from the fee recalculations of 2 September 2021.

Table 20. Inflation Adjusted Maximum Fee Schedule - 01 April 2023

Residential Development	Impact Fee Category	Current Impact Fee per Dwelling Unit	01 April 2023 Impact Fee per Dwelling Unit	
Single Family	Schools	\$1	\$1	
	Town Home	Law Enforcement	\$531	\$565
	Duplex	Parks & Recreation	\$946	\$1,006
		EMS	\$100	\$106
		Admin. Facilities	\$44	\$47
	TOTAL	\$1,622	\$1,725	
Multi-Family	Schools	\$1	\$1	
	Law Enforcement	\$380	\$404	
	Parks & Recreation	\$677	\$720	
	EMS	\$71	\$76	
	Admin. Facilities	\$31	\$33	
		TOTAL	\$1,160	\$1,234

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

Phone: (304) 728-3331

Fax: (304) 728-3953

Michelle Mason
Impact Fee Program Specialist

mmason@jeffersoncountywv.org

Affordable Housing Discounted Impact Fee Per Dwelling Unit Type

**December 31, 2022 Housing Index Average Market Value
for Jefferson County, WV: \$312,665**

Current Impact Fee	<i>Single Family</i>		<i>Town Home</i>		<i>Duplex</i>		<i>Multi-Family</i>	
	\$1,622		\$1,622		\$1,622		\$1,160	
Affordable Housing		<i>Discounted Impact Fee Per Dwelling Unit Type</i>						
Percentage	Market Value							
60%	\$187,599	\$973	\$973	\$973	\$973	\$696		
59%	\$184,472	\$957	\$957	\$957	\$957	\$684		
58%	\$181,346	\$941	\$941	\$941	\$941	\$673		
57%	\$178,219	\$925	\$925	\$925	\$925	\$661		
56%	\$175,092	\$908	\$908	\$908	\$908	\$650		
55%	\$171,966	\$892	\$892	\$892	\$892	\$638		
54%	\$168,839	\$876	\$876	\$876	\$876	\$626		
53%	\$165,712	\$860	\$860	\$860	\$860	\$615		
52%	\$162,586	\$843	\$843	\$843	\$843	\$603		
51%	\$159,459	\$827	\$827	\$827	\$827	\$592		
50%	\$156,333	\$811	\$811	\$811	\$811	\$580		
49%	\$153,206	\$795	\$795	\$795	\$795	\$568		
48%	\$150,079	\$779	\$779	\$779	\$779	\$557		
47%	\$146,953	\$762	\$762	\$762	\$762	\$545		
46%	\$143,826	\$746	\$746	\$746	\$746	\$534		
45%	\$140,699	\$730	\$730	\$730	\$730	\$522		
44%	\$137,573	\$714	\$714	\$714	\$714	\$510		
43%	\$134,446	\$697	\$697	\$697	\$697	\$499		
42%	\$131,319	\$681	\$681	\$681	\$681	\$487		
41%	\$128,193	\$665	\$665	\$665	\$665	\$476		
40%	\$125,066	\$649	\$649	\$649	\$649	\$464		
39%	\$121,939	\$633	\$633	\$633	\$633	\$452		
38%	\$118,813	\$616	\$616	\$616	\$616	\$441		
37%	\$115,686	\$600	\$600	\$600	\$600	\$429		
36%	\$112,559	\$584	\$584	\$584	\$584	\$418		
35%	\$109,433	\$568	\$568	\$568	\$568	\$406		
34%	\$106,306	\$551	\$551	\$551	\$551	\$394		
33%	\$103,179	\$535	\$535	\$535	\$535	\$383		
32%	\$100,053	\$519	\$519	\$519	\$519	\$371		
31%	\$96,926	\$503	\$503	\$503	\$503	\$360		
30%	\$93,800	\$487	\$487	\$487	\$487	\$348		
29%	\$90,673	\$470	\$470	\$470	\$470	\$336		
28%	\$87,546	\$454	\$454	\$454	\$454	\$325		
27%	\$84,420	\$438	\$438	\$438	\$438	\$313		
26%	\$81,293	\$422	\$422	\$422	\$422	\$302		
25%	\$78,166	\$406	\$406	\$406	\$406	\$290		

Disclaimer: Figures updated and effective through 31 December 2023 per the WV Tax Commissioner. Apartment/Condominium projects qualifying for the AHD, the discount equals 40% of normal fee.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bob Burner**

Department or Organization: **JCESA**

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

Date Requested – 1st Choice: **Feb 2, 2023**

If a specific date is needed, please provide reason for specific date: The pricing for subjects 2 & 3 have increased since our original request to appear at the 1/19/23 meeting. Vendor representative has absorbed most of that increase assuming an early-February agreement. Further delays will result in additional increases.

Date Requested – 2nd Choice:

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

1. Provide monthly update to the JCC on the progress of the EMS transition.
2. Funding request to upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 stair chairs, and purchase maintenance contracts for same at a total cost of \$314,491.93.
3. Funding request to purchase two-year maintenance contracts for 12 LUCAS CPR devices, 13 LifePak 15 cardiac monitors, 5 ambulance cots, 6 power-load systems, and 3 stair chairs at a total cost of \$116,718.48.
4. Request for reimbursement of labor expenses in the amount of \$5,777.36 for December 2022, associated with the EMS transition project.
5. Request for reimbursement to JCESA for the cost of supplies, equipment, and services for the EMS Transition During the month of December 2022 in the amount of \$84,441.27.

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

1. Regular update regarding the progress of the EMS transition.
2. & 3. As reported during previous EMS Transition updates, service contracts for the big-ticket medical equipment purchased from the volunteer companies are non-transferrable. We have been seeking the most cost-effective means to secure service contracts for the acquired equipment. Three of the units purchased do not have power-load systems, which has become essential for reducing injuries. 6 of the ambulance cots purchased are beyond their recommended lifespan and the cost to upgrade them to be power-load compatible exceeds their value. 8 stair chairs are beyond their recommended life span. The recommendation is to trade-in 6 stretchers for 5 upgraded stretchers that are power-load ready, purchase and install power-load systems in the 3 units that do not currently have them, and purchase 5-year service contracts on the cots and 6-year service contracts on the power-loads and stair chairs. The balance of the big-ticket medical equipment that is not covered by service contract, either existing, or purchased with the equipment above, would be covered under a new two-year service contract.
4. JCESA has incurred labor costs performing the work necessary for the EMS Transition. The work hours and associated costs were not anticipated in our FY23 budget allocation. We seek reimbursement for the cost of hours expended specifically for this project for times when employees were not on-duty as part of our existing mission. The bulk of the effort has been for elements of the transition that were not within HealthNet's proposed list of deliverables and would have been required of JCESA to perform - even if HealthNet was contracted. We are not requesting reimbursement for time expended by senior staff whose wages are already budgeted.
5. JCESA has incurred costs for supplies, equipment, and services necessary to prepare and maintain ambulances for operation. These costs were not considered in the development of our FY23 budget but set-aside by the JCC to be funded from the project ARPA: EMS System. (Of the \$84,441.27, the invoices for \$35,801 to EMS Tech Solutions and \$26,775 are part of purchases that were specifically approved in advance by the JCC.)

Is this a funding request?

Y/N YES

If so, how much?

\$314,491.93 + \$116,718.48 + \$5,777.36 + \$84,441.27

Provide exact financial impact/request:

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

1. Approve Funding request to upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 stair chairs, and purchase service contracts for same at a total cost of \$314,491.93, to be funded from the ARPA EMS System project.
2. Approve Funding request to purchase two-year service contracts for 12 LUCAS CPR devices, 13 LifePak 15 cardiac monitors, 5 ambulance cots, 6 power-load systems, and 3 stair chairs at a total cost of \$116,718.48, to be funded from the ARPA EMS System project.
3. Approve the reimbursement of \$5,777.36 to JCESA for the cost of labor expended on the EMS Transition During the month of December 2022, to be funded from the ARPA: EMS System allocation.
4. Approve the reimbursement of \$84,441.27 to JCESA for the cost of supplies, equipment, and services for the EMS Transition during the month of December 2022, to be funded from the ARPA: EMS System allocation.

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: **bburner@jcesa.org**

Phone Number: **304-728-3287**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JCESA-PowerLoad-Sept.22

Quote Number: 10581534

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: JEFFERSON COUNTY EMER SVCS AGENCY

Rep: Chris Ward

Attn:

Email: christopher.ward@stryker.com

Phone Number: 3174454779

Quote Date: 01/24/2023

Expiration Date: 01/30/2023

Delivery Address

Name: JEFFERSON COUNTY EMER SVCS AGENCY

Account #: 1249744

Address: 419 16TH AVE

RANSON

West Virginia 25438-5732

End User - Shipping - Billing

Name: JEFFERSON COUNTY EMER SVCS AGENCY

Account #: 1249744

Address: 419 16TH AVE

RANSON

West Virginia 25438-5732

Bill To Account

Name: JEFFERSON COUNTY EMER SVCS AGENCY

Account #: 1249744

Address: 419 16TH AVE

RANSON

West Virginia 25438-5732

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	650705550001	6507 POWER PRO 2, HIGH CONFIG	5	\$29,244.15	\$146,220.75
2.0	639005550001	MTS POWER LOAD *INCLUDES FLOOR PLATE*	3	\$26,044.00	\$78,132.00
3.0	650707000002	Lithium-Ion Battery	5	\$765.18	\$3,825.90
4.0	650700450301	ASSEMBLY, BATTERY CHARGER	5	\$1,095.12	\$5,475.60
5.0	650700450102	ASSEMBLY, POWER CORD, NORTH AM	5	\$24.96	\$124.80
9.0	6252000000	Stair-PRO Model 6252	8	\$3,978.41	\$31,827.28
9.1	7777881660	1 year parts, labor & travel			
9.2	6252009001	Stair-Pro Operations Manual			
9.3	6250001162	In-Service Video (DVD)			
9.4	6252026000	Common Components			
9.5	6250021000	2 Piece ABS Panel Seat			
9.6	6250160000	Polypropelene Restraint Set(Plastic Buckles)			
9.7	6252022000	Main Frame Assy Option			
9.8	6250024000	Standard Length Lower LiftHandles			
9.9	6252027000	Footrest Option			
9.10	6252024000	No IV Clip Option			
Equipment Total:					\$265,606.33



JCESA-PowerLoad-Sept.22

Quote Number: 10581534

Remit to: **Stryker Medical**

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: JEFFERSON COUNTY EMER SVCS AGENCY

Rep: Chris Ward

Attn:

Email: christopher.ward@stryker.com

Phone Number: 3174454779

Quote Date: 01/24/2023

Expiration Date: 01/30/2023

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-SPCOT-PL	TRADE-IN-STRYKER POWER COT TOWARDS PURCHASE OF POWERLOAD	5	-\$4,000.00	-\$20,000.00
TR-SPCOT-PP2	TR-SYK PCOT TO PP2	1	-\$4,000.00	-\$4,000.00
TR-EVNC-SEC	TRADE-IN EVAC+CHAIR CHAIR TOWARDS PURCHASE OF STRYKER EVAC CHAIR	8	-\$250.00	-\$2,000.00

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
6.1	77500010	ProCare Power-PRO 2 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with SEM and battery coverage for 6507 POWER PRO 2, HIGH CONFIG	5	5	\$5,763.75	\$28,818.75
6.2	76011PT	ProCare Power-LOAD Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for MTS POWER LOAD *INCLUDES FLOOR PLATE*	6	3	\$9,090.00	\$27,270.00
6.3	73071PT	ProCare Stair Chair Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel (AM) for Stair-PRO Model 6252	6	8	\$1,242.00	\$9,936.00
ProCare Total:						\$66,024.75

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$3,579.29
Grand Total:	\$309,210.37

Prices: In effect for 30 days

Terms: Net 30 Days



JCESA-PowerLoad-Sept.22

Quote Number: 10581534

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: JEFFERSON COUNTY EMER SVCS AGENCY

Rep: Chris Ward

Attn:

Email: christopher.ward@stryker.com

Phone Number: 3174454779

Quote Date: 01/24/2023

Expiration Date: 01/30/2023

Contact your local Sales Representative for more information about our flexible payment options.

PENDING APPROVAL

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

PENDING APPROVAL

Sales Rep Name: Chris Ward
 ProCare Service Rep: Pete Toebe and Jacob Pyle

3800 E. Centre Ave
 Portage, MI 49009

Date: 1/10/2023
 ID #: 230110123541

PROCARE PROPOSAL SUBMITTED TO:

Billing Acc Num: 1249744	Name: Bob Burner
Shipping Acct Num: 1249744	Title:
Account Name Jefferson Co Emer Svcs	Phone:
Account Address 419 Sixteenth Ave	Email: bburner@jcesa.org
City, State Zip Ranson, WV 25438	

PROCARE COVERAGE

Item No.	Model Number	Model Description	ProCare Program	Qty	Yrs		Total
1	LUCAS	LUCAS	LUCAS Prevent Onsite	12	2		\$35,064.54
2	LP15	LifePak 15	LP15 Prevent Onsite	13	2		\$48,707.30
3	6506	Power Cots	EMS Prevent	5	2		\$9,861.23
4	6390	Power-LOAD	EMS Prevent	6	2		\$21,623.49
5	6252	Stair Chair	EMS Prevent NB	3	2		\$1,461.92

PROGRAM INCLUDES:

EMS Prevent NB:
 *Includes parts, labor, travel
 *Includes 1 annual PM inspection
 *Includes unscheduled service and product equipment checklists.
 *Replacement parts do not include mattresses, batteries, and other Disposable or expendable parts.

EMS Prevent:
 *Includes parts, labor, travel
 *Includes 1 annual PM inspection
 *Includes unscheduled service
 *Includes battery replacement
 *Includes product equipment checklists.
 *Replacement parts do not include mattresses, and other Disposable or expendable parts.

LUCAS Prevent Onsite:
 ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage

LP15 Prevent Onsite:
 ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage

Unless otherwise stated on contract, payment is expected upfront.	ProCare Total	\$116,718.48
	FINAL TOTAL	\$116,718.48

Start Date: 1/30/2023
 End Date: 1/29/2025

 Stryker Signature Date

 Customer Signature Date

The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at <https://techweb.stryker.com>
 The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement.

 Purchase Order Number

This is not an invoice. A physical invoice will be mailed.
Remit payment to: P.O. Box 93308 Chicago, IL 60673-3308

If contract is over \$5,000 please send hard copy PO

COMMENTS:

Please email signed Proposal and Purchase Order to procarecoordinators@stryker.com.

All information contained within this quotation is considered confidential and proprietary and is not subject to public disclosure.

**Quote pricing valid for 30 days.

SERIAL NUMBER SHEET

Item No.	Model	Serial Number	Program
1	LUCAS	35172572	LUCAS Prevent Onsite
2	LUCAS	35172580	LUCAS Prevent Onsite
3	LUCAS	35160650	LUCAS Prevent Onsite
4	LUCAS	35172561	LUCAS Prevent Onsite
5	LUCAS	35172280	LUCAS Prevent Onsite
6	LUCAS	35172751	LUCAS Prevent Onsite
7	LUCAS	35172747	LUCAS Prevent Onsite
8	LUCAS	35172275	LUCAS Prevent Onsite
9	LUCAS	35172278	LUCAS Prevent Onsite
10	LUCAS	35172586	LUCAS Prevent Onsite
11	LUCAS	3016H978	LUCAS Prevent Onsite
12	LUCAS	3016I956	LUCAS Prevent Onsite
13	LP15	43926622	LP15 Prevent Onsite
14	LP15	43923212	LP15 Prevent Onsite
15	LP15	43923815	LP15 Prevent Onsite
16	LP15	43924500	LP15 Prevent Onsite
17	LP15	43923570	LP15 Prevent Onsite
18	LP15	43922816	LP15 Prevent Onsite
19	LP15	43924023	LP15 Prevent Onsite
20	LP15	43923061	LP15 Prevent Onsite
21	LP15	43926510	LP15 Prevent Onsite
22	LP15	43924462	LP15 Prevent Onsite
23	LP15	43923523	LP15 Prevent Onsite
24	LP15	43923605	LP15 Prevent Onsite
25	LP15	43924660	LP15 Prevent Onsite
26	6506	2206020700120	EMS Prevent
27	6506	2004003500399	EMS Prevent
28	6506	1907003500581	EMS Prevent
29	6506	2007003500560	EMS Prevent
30	6506	2107020700105	EMS Prevent
31	6390	160441012	EMS Prevent
32	6390	2105012400073	EMS Prevent
33	6390	2003012400109	EMS Prevent
34	6390	1906012400192	EMS Prevent
35	6390	2107012700053	EMS Prevent
36	6390	1910012400227	EMS Prevent
37	6252	1905010000028	EMS Prevent NB
38	6252	130941309	EMS Prevent NB
39	6252	1905010000027	EMS Prevent NB

Purchase Order Form



Account Manager _____
Cell Phone _____

Purchase Order Date _____
Expected Delivery Date _____
Stryker Quote Number 230110123541

Check box if Billing same as Shipping

BILL TO		CUSTOMER #
Billing Account Num	1249744	
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

SHIP TO		CUSTOMER #
Shipping Account Num	1249744	
Company Name	Jefferson Co Emer Svcs	
Contact or Department	Bob Burner	
Street Address	419 Sixteenth Ave	
Add'l Address Line		
City, ST ZIP	Ranson, WV 25438	
Phone	-	

Authorized Customer Initials _____

Authorized Customer Initials _____

DESCRIPTION	QTY	TOTAL
REFERENCE QUOTE <input type="text"/>	<input type="text"/>	<input type="text"/>

Accounts Payable Contact Information

Name _____
Email _____
Phone _____

Stryker Terms and Conditions
<https://techweb.stryker.com>

Authorized Customer Signature

Printed Name _____
Title _____
Signature _____
Date _____

Attachment Stryker Quote Number 230110123541

*Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote.

LIFEPAK® 15 service

Stryker has been notified by our global parts providers that some components used on certain LIFEPAK 15 monitor/defibrillator models (Part Numbers beginning with V15-2) are no longer available in the market. Service on the LIFEPAK 15 with Part Number beginning with v15-5 or v15-7 is unaffected.

Stryker will continue to offer service support for this subset of the LIFEPAK 15 as follows:

- All service parts with available inventory can be purchased by our end users
- Transactional service (time and material) is available for non-contract customers
 - o If a component has failed on your device, your local Sales Representative should be contacted for support
- Contractual service
 - o Stryker will continue to offer contractual service on a yearly basis only
 - o Preventive maintenance will continue to be done on devices less than eight (8) years old. After this point, we will cease to conduct preventative maintenance and shift to device inspections
 - o If a component fails on your device, please contact your local Sales Representative for support. A pro-rated credit for any pre-paid service will be provided should a unit become non-serviceable due to part availability

It is important to note that the LIFEPAK 15 has an expected life of eight (8) years from the date of manufacture. If you are uncertain of the manufacture date of your products, please contact your local Sales Representative for a full fleet assessment.

We want to ensure the highest quality products and services for our customers. As such, it is important to know that Stryker is the only FDA-approved service provider for our products. We do not contract with third party service providers, nor will we be providing them with any additional parts for these repairs. As such, we cannot guarantee the safety and efficacy of any device that is repaired by a third-party service agency.

Emergency Vehicle Specialist, Inc.

16121 Business Parkway
 Hagerstown, MD. 21740-4201
 Phone: 301-739-7973 Fax: 301-739-7975
 Visit us on the Web at: www.EVSpecialist.com

Sub Estimate

Federal ID #20-2518148

Estimate for Services

Estimate Date : 1/5/2023

Jefferson Co. Commission
 P.O. Box 250
 Charles Town, WV 25414
 Office: 304-728-3215

2012 Ford - F450 Super Duty - 6.7L,V8 (406CI) VIN(T)
 Lic # : 47034 - WV Odom. In: 0
 Unit # : Frndshp Amb 1-2
 VIN # : 1FDUF4HT9 CEC34663

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended
Grade 8 Locknut 3/8-16 <i>NW2-38</i>	5.00	1.29	6.45	Install new cot system. NOTE: This price is PER UNIT.	1,760.52
Grade 8 Hardened Flat Washer 3/8" <i>8WA2000308</i>	5.00	0.57	2.85		
Grade 8 Counter Sunk Hex Head Bolts <i>91253A640</i>	3.00	9.75	29.25	Fabricated brace for backboard compartment. Fabricated holder for bariatric cot hardware. Installed cot using new hardware as needed.	
Grade 8 Counter Sunk Hex Head Bolts <i>91253A644</i>	2.00	11.05	22.10		
Grade 8 Cap Screw Head Hex Drive <i>SA1000308030102</i>	2.00	10.37	20.74		
Inline ATO Style Fuse Holder <i>79001</i>	1.00	8.35	8.35		
Primary Wire - 10 Gauge (Red) <i>13PC10R</i>	10.00	1.09	10.90		
Primary Wire 10 Gauge White {Per Foot} <i>13PC10W</i>	10.00	1.06	10.60		
3/8" Split Loom <i>LCN-350-100</i>	10.00	2.24	22.40		
Aluminum flat bar <i>1/4x2</i>	2.00	6.78	13.56		
Alum-Sheet <i>1/8 Flat</i>	2.00	16.20	32.40		
SS Phillips Pan Head Screw 10-24X1/2" [316] <i>33-39454</i>	2.00	1.82	3.64		
Stainless Steel Flat Washer {USS} <i>333040</i>	2.00	0.98	1.96		
Stainless Steel Lock Washer 1/4" {316} <i>33-6384</i>	2.00	1.12	2.24		
Stainless Steel Acom Nut 1/4"-20 <i>332540</i>	2.00	4.62	9.24		
12x1 HWH Teks Screw <i>445208</i>	2.00	1.46	2.92		
10x3/4 HWH Teks Screw <i>445006</i>	3.00	0.98	2.94		
15A Mini Fuse <i>28226</i>	1.00	2.46	2.46		

[Recommendations]
 Next DOT due on or before Nov 2023.

Emergency Vehicle Specialist, Inc.

16121 Business Parkway

Hagerstown, MD. 21740-4201

Phone: 301-739-7973 Fax: 301-739-7975

Visit us on the Web at: www.EVSpecialist.com

Sub Estimate

Federal ID #20-2518148

Estimate for Services

Estimate Date : 1/5/2023

Jefferson Co. Commission
P.O. Box 250
Charles Town, WV 25414
Office: 304-728-3215

2012 Ford - F450 Super Duty - 6.7L,V8 (406CI) VIN(T)
Lic # : 47034 - WV
Unit # : Frndshp Amb 1-2
VIN # : 1FDUF4HT9 CEC34663

Odom. In: 0

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended

Parts/Supplies: 205.00

Labor: 1,760.52

Total : \$ 1,965.52

This is an estimate only. It is not a contract. This estimate is for completing the job described above based on our initial evaluation. It does not include unforeseen price increases or additional labor or materials which may be required to complete the job. I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. SMOG: I understand that I can have emission service and/or adjustments done elsewhere. I hereby waive this right.

NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLES OR ARTICLES LEFT IN VEHICLES IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature _____ Date _____ Time _____

Jefferson County Emergency Services Agency

INVOICE

419 16th Ave
Ranson, WV 25438
304.728.3287

DATE: January 25, 2023
INVOICE # 9902

Bill To:

Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

DESCRIPTION	AMOUNT
Reimbursement for labor cost of the EMS Transition project for the month of December 2022	\$5,777.36
TOTAL	\$ 5,777.36

Make all checks payable to Jefferson County Emergency Services Agency

If you have any questions concerning this invoice,
Contact Debbie Lancaster at 304-728-3287 or dlancaster@jcesa.org

Date	Invoice #
12/31/2022	435

Bill To
Jefferson County Commission PO Box 250 Charlestown, WV 25414

**** Note: Hand delivered to
Krista Davis, Fin Dir by
Capt. M. Sine - 01.13.23**

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	December ARPA Expenses (See attached for details)	84,441.27	84,441.27
		Total	\$84,441.27

VENDOR	INVOICE #	INVOICE DATE	AMOUNT
McKesson	20093004	12.01.22	\$151.81
EMS Tech Solutions	49212	12.06.22	\$35,801.00
GS Images	28147	12.06.22	\$26,775.00
McKesson	20097853	12.04.22	\$650.80
McKesson	20098313	12.05.22	\$303.62
McKesson	20101986	12.05.22	\$431.23
McKesson	20102567	12.06.22	\$852.60
McKesson	20104104	12.06.22	\$361.25
McKesson	20104190	12.06.22	\$601.58
McKesson	20105448	12.06.22	\$165.09
McKesson	20110899	12.08.22	\$179.43
McKesson	20114504	12.08.22	\$639.20
McKesson	50091603	12.06.22	\$87.28
McKesson	50149319	12.08.22	\$58.20
Roberts Oxygen Company	832781	12.05.22	\$45.00
Roberts Oxygen Company	836932	12.07.22	\$134.28
Roberts Oxygen Company	837524	12.07.22	\$59.00
Roberts Oxygen Company	837832	12.07.22	\$96.50
Roberts Oxygen Company	837921	12.07.22	\$101.10
Teleflex	9506324720	12.06.22	\$1,395.50
McKesson	20106001 (FFC1)	12.06.22	\$38.48
McKesson	20106002 (FFC1)	12.06.22	\$19.23
Amazon	Order#112-9328150-8029864	11.30.22	\$35.80
Amazon	Order#112-1880540-4720262	11.30.22	\$143.68
Amazon	Order#112-6049068-2852231	12.01.22	\$42.93
Amazon	Order#112-5637198-2183469	12.01.22	\$20.55
Amazon	Order#111-1741852-2817830	12.16.22	\$59.97
Bound Tree	84790834	12.12.22	\$863.90
Bound Tree	84792646	12.13.22	\$359.96
McKesson	20129229	12.13.22	\$974.07
McKesson	20129248	12.13.22	\$648.59
McKesson	20135105	12.15.22	\$386.67
Obsession Automotive	4109	11.22.22	\$14.00
Obsession Automotive	4120	11.30.22	\$1,962.12
Obsession Automotive	4125	12.01.22	\$14.00
Obsession Automotive	4138	12.05.22	\$14.00
Roberts Oxygen Company	851440	12.14.22	\$75.00
Stryker	3980707M	12.08.22	\$1,193.00
Stryker	3980708M	12.08.22	\$1,157.00
Amazon	Order#111-7975171-7377804	12.23.22	\$75.65

Amazon	Order#111-1357018-9901017	12.23.22	\$49.64
Roberts Oxygen Company	F80717 BFD	12.31.22	\$100.50
Roberts Oxygen Company	F80719 BRMVFD	12.31.22	\$278.75
Roberts Oxygen Company	F80722 CFC	12.31.22	\$200.75
Roberts Oxygen Company	F80720 FFC	12.31.22	\$186.75
Roberts Oxygen Company	F80721 IFC	12.31.22	\$267.25
Roberts Oxygen Company	F80723 JCESA	12.31.22	\$153.00
Roberts Oxygen Company	864066 SFD	12.21.22	\$79.32
Roberts Oxygen Company	F80718 SFD	12.31.22	\$240.75
Teleflex	9506392364	12.21.22	\$2,710.00
McKesson	20151071	12.20.22	\$343.34
McKesson	20151074	12.20.22	\$144.00
McKesson	20153614	12.21.22	\$104.79
McKesson	20153782	12.21.22	\$2,339.57
McKesson	20156816	12.22.22	\$53.72
McKesson	20163967	12.26.22	\$201.07
TOTAL Dec ARPA EMS EXPENSES			\$84,441.27

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 1

RCHEIDPD01

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4027 MARTINSBURG PIKE
 CLEAR BROOK, VA 22624
 SHIPPED FROM LICENSE: WD0559398

Rob B 12/5/22

APPROVED

Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

SCANNED

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	81146618	Invoice Number	20093004
Sales Order Date	11/16/2022	Invoice Date	12/01/2022
PO Number	EMS Transition Supplies	Payment Due Date	12/31/2022
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$151.81

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
632530	Vendor: LARDAL Vend Cat#: 845211	BAG, RESUSCITATOR SNGL ADLT (1 PO LN 1	1	CS	1	151.81	151.81	.00	
Shipped: 12/02/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$151.81	\$0.00	\$0.00	\$151.81

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
 PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

RCHEIDPD01

Account Number	58736372	Date	12/01/2022
Document Number	20093004	Terms	AR NET 30 DAYS
Pay This Amount Before	12/31/2022		\$151.81

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice #:	49212
Invoice Date:	12/06/22
Amount Due:	\$35,801.00

JEFFERSON COUNTY EMERGENCY SERVICES
 JEFFERSON COUNTY EMERGENCY SERVICES AGENC
 ATTN: ACCOUNTS PAYABLE
 419 16TH AVE.
 RANSON, WV 25438

JEFFERSON COUNTY EMERGENCY SERVICES AGENC
 ATTN: JOHN LYONS
 419 16TH AVE.
 RANSON, WV 25438

Due Date	Terms	Sales Rep
01/20/23	NET 45	ALEX

Item	Description	Quantity	Price	Amount
IQ10018	ANNUAL INVENTORY & ASSET MANAGEMENT LICENSE	12	\$384.00	\$4,608.00
IQ10002	ANNUAL FLEET MANAGEMENT LICENSE	19	\$120.00	\$2,280.00
IQ10724	ANNUAL NARCOTICS TRACKING LICENSE - ENTERPRISE 5	1	\$3,600.00	\$3,600.00
IQ10382	ANNUAL RFID DATA SERVICE AND SUPPORT LICENSE (UP TO 10 READERS)	1	\$1,200.00	\$1,200.00
IQ10715	REMOTE TRAINING HOURS	12	\$250.00	\$3,000.00
IQ10443	C72 TOUCHSCREEN HANDHELD RFID READER SN: HC702A220300278; HC720A220300269; HC720A220300214; HC720A220300264; HC720A220300282; HC720A220300170; HC720A2203300178; HC720A220300255	8	\$1,650.00	\$13,200.00
IQ10301	RFID DRUG SAFE - RETRO-FIT KIT (8" x 8" RFID READER, STATUS LIGHT, WIFI/ETHERNET) + 5" EXTERNAL ANTENNA AND 2' CABLE SN:vr-f57d38	1	\$2,550.00	\$2,550.00
IQ10756	ZEBRA ZD421 BARCODE LABEL PRINTER (USB)	1	\$550.00	\$550.00
IQ10743	OPTICON BARCODE READER FOR MOBILE DEVICES - BLUETOOTH (2D) - WHITE	1	\$365.00	\$365.00
IQ10689	OPERATIVE IQ BRANDED RFID UNIV MINI 2.75" X .75"	100	\$2.00	\$200.00
IQ10261	RFID FOLDING NARCOTICS 1" TRACKING LABEL (1,000 LABELS) - GREEN	4	\$255.00	\$1,020.00
IQ10478	RFID FOLDING NARCOTICS 1" TRACKING LABEL (1,000 LABELS) - LIGHT BLUE	4	\$255.00	\$1,020.00
IQ10675	PRINTABLE RFID 4" X 2" TRACKING LABEL (500 LABELS) - YELLOW	2	\$150.00	\$300.00
IQ10064	ZEBRA BARCODE 3X1 LABEL KIT (2,100 LABELS)	2	\$50.00	\$100.00
IQ10273	XPF029 OPERATIVE IQ FOIL 1.75 X .625 ASSET TAG (PER 90)	3	\$36.00	\$108.00

The UPS® Tracking Numbers are
 1ZY3Y8000395863768, 1ZY3Y8000399516779,
 1ZY3Y8000396530982, 1ZY3Y8000395250394
 ZEBRA ZD621R RFID 300DPI LABEL PRINTER /

Item	Description	Quantity	Price	Amount
IQ10676	ENCODER (USB/ETHERNET) **BACKORDERED UNTIL JANUARY 2023	1	\$1,700.00	\$1,700.00
Subtotal:				\$35,801.00
Sales Tax:				\$0.00
Total:				\$35,801.00
Payments:				\$0.00
Amount Due:				\$35,801.00

Please note our address has changed to 3781 Tramore Pointe Pkwy, Austell GA 30106.

Updated Purchase Orders can be sent to accounting@operativeiq.com.

Call us at 877-217-3707 ext 111 for questions regarding this invoice.

Automatically pay invoices by ACH or Credit Card by setting up a Bill.com account.

To pay online, go to <https://app01.us.bill.com/p/operativeiq>


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SCANNED

12/14/22

GS Images, a div of Advertising, Inc.
 355 S. Potomac Street
 Hagerstown, MD 21740
 301-791-6920



Invoice

www.gsimages.com

Date	Invoice #
12/6/2022	28147

Bill To
Jefferson Co. Emergency Serv. Agency Josh Smith

Ship To

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

P.O. Number	Terms

Quantity	Item Code	Description	Price Each	Amount
1	1Decals	Re-do Unit 1101 Red Ambulance. Remove all lettering and Replace. (nothing done to Stripes on sides.) Removal; \$1175.00 new letting; \$4,300	5,475.00	5,475.00T
1	1Decals	Re-do Unit 1102 Red Ambulance. Remove all lettering and Side stripes and Replace. Removal; \$2,300; new letting & stripes; \$5,450	7,750.00	7,750.00T
1	1Decals	Re-do Unit 1103 Red Ambulance. Remove all lettering and Side stripes and Replace. With additional reflective red front of box corners and across above cab. Removal; \$2,300; new letting & stripes; \$5,600	7,900.00	7,900.00T
1	1Decals	Re-do Unit 1104 White Ambulance. Remove all lettering (nothing done to Stripes on sides.). Removal; \$1,350; new letting; 4,300	5,650.00	5,650.00T

Paul B
 APPROVED
 SCANNED
 12/14/22

Please leave us a review on
GOOGLE!

Subtotal	\$26,775.00
Sales Tax (0.0%)	\$0.00
Total	\$26,775.00
Payments/Credits	\$0.00
Balance Due	\$26,775.00

If you have any questions, feel free to call (301) 791-6920, 8:00am to 5:00pm, EST, Monday through Friday. Thank you!



**** CREDIT CARD PAYMENT CONFIRMATION ****

McKesson Medical-Surgical, Inc
9954 Mayland Drive Suite 4000
Henrico, VA 23233

Mall To : dlancaster@icesa.org

Transaction Processed By : WALDRUM, MARLENA M

Credit Card Type	Last 4 Digits	Post Date	Auth Code	Invoice #	Order #	Invoice Date	PO #
mastercard	1890	2022-12-15	049842	20106001	72611995	2022-12-06	FRIENDSHIPFIRECO120220730

Billed To : 58740203
 FRIENDSHIP FIRE COMPANY
 PO BOX 126
 HARPERS FERRY, WV 254250126

Shipped To : 58740204
 FRIENDSHIP FIRE COMPANY
 1050 WASHINGTON ST.
 HARPERS FERRY, WV 25425

Your account has been charged an amount of \$38.48 and the items it was applied to are given below-

Line#	Item#	Ship Qty	U ofM	Item Description	Unit Price	Extended Amount
5.00	952281	2	PK	PAPER, ECG F/9402-023 4.25"X75' (3RL/PK 6PK/CS) MGM120	19.24	38.48

Total Sales Amount: 38.48

Total Sales Tax:

Total Charged Amount: 38.48



**** CREDIT CARD PAYMENT CONFIRMATION ****

McKesson Medical-Surgical, Inc
9954 Mayland Drive Suite 4000
Henrico, VA 23233

Mail To : dlancaster@jcesa.org

Transaction Processed By : WALDRUM, MARLENA M

Credit Card Type	Last 4 Digits	Post Date	Auth Code	Invoice #	Order #	Invoice Date	PO #
maslcard	1890	2022-12-15	084686	20106002	74518430	2022-12-06	FRIENDSHIPFIRECO120220824

Billed To : 58740203
 FRIENDSHIP FIRE COMPANY
 PO BOX 126
 HARPERS FERRY, WV 254250126

Shipped To : 58740204
 FRIENDSHIP FIRE COMPANY
 1050 WASHINGTON ST.
 HARPERS FERRY, WV 25425

Your account has been charged an amount of \$19.23 and the items it was applied to are given below-

Line#	Item#	Ship Qty	U ofM	Item Description	Unit Price	Extended Amount
4.00	952281	3	RL	PAPER, ECG F/9402-023 4.25"X75' (3RL/PK 6PK/CS) MGM120	6.41	19.23

Total Sales Amount: 19.23
Total Sales Tax:
Total Charged Amount: 19.23

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372


JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 1

RCHE10PD01

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4027 MARTINSBURG PIKE
 CLEAR BROOK, VA 22624
 SHIPPED FROM LICENSE: WD0559398

12/14/22

APPROVED
SCANNED

Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	80837922	Invoice Number	20097853
Sales Order Date	11/11/2022	Invoice Date	12/04/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/03/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$650.80

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
1129771	Vendor: SUNMED Vend Cat#: 4MSF1-7-6-25	CANNULA, ORAL/NASAL 7' O2 LINE PO LN 2	4	CS	4	162.70	650.80	.00	
Tracking #		1Z31FW670326561333 1Z31FW670326561397							
Shipped: 12/05/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$650.80	\$0.00	\$0.00	\$650.80

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
 PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

RCHE10PD01

Account Number	58736372	Date	12/04/2022
Document Number	20097853	Terms	AR NET 30 DAYS
Pay This Amount Before	01/03/2023		\$650.80

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 1

RCHE1DPD01

Shipped From:
 MCKESSON MEDICAL SURGICAL (ROCH)
 2404 INNOVATION WAY
 ROCHESTER, NY 14624

12/14

Robert Burner

APPROVED

SCANNED

Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	81146618	Invoice Number	20098313
Sales Order Date	11/16/2022	Invoice Date	12/05/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/04/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$303.62

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
632530	Vendor: LARDAL Vend Cat#: 845211	BAG, RESUSCITATOR SNGL ADLT (1 POLN 1	2	CS	2	151.81	303.62	.00	
Shipped: 12/05/2022 From: Rochester Via: UPS GROUND Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$303.62	\$0.00	\$0.00	\$303.62

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.

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MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Account Number	58736372	Date	12/05/2022
Document Number	20098313	Terms	AR NET 30 DAYS
Pay This Amount Before	01/04/2023		\$303.62

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 1

RCHE1DPD01

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4027 MARTINSBURG PIKE
 CLEAR BROOK, VA 22624
 SHIPPED FROM LICENSE: WD0559398

12/14/22
Pat B

Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

SCANNED

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	80837922	Invoice Number	20101986
Sales Order Date	11/11/2022	Invoice Date	12/05/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/04/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$431.23

Notes: By doing business with McKesson, Customer acknowledges that It is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Price	Amount	Sales Tax	Codes (*)
1072164	Vendor: STYPHY Vend Cat#: 11171-000041	SENSOR, SPO2 M-LNCS ADH SINGLE PO LN 11	1	BX	1	431.23	431.23	.00	
Tracking #		1Z31FW670326594601							
Shipped: 12/06/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$431.23	\$0.00	\$0.00	\$431.23

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
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McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

RCHE1DPD01

Account Number	58736372	Date	12/05/2022
Document Number	20101986	Terms	AR NET 30 DAYS
Pay This Amount Before	01/04/2023		\$431.23

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

MCKESSON

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Page 1 of 1

RGHE1DPD01

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
7701 FOOTHILLS BLVD
ROSEVILLE, CA 95747
SHIPPED FROM LICENSE: WD0560221

12/14/22
Rob B
APPROVED
SCANNED

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	80979434	Invoice Number	20102567
Sales Order Date	11/14/2022	Invoice Date	12/06/2022
PO Number	ALS MEDS	Payment Due Date	01/05/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$852.60

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
1149515	Vendor: IMDSYS NDC Num: & 76329331601	EPINEPHRINE, SYR 0.1MG/ML 10ML PO LN 2	7	PK	7	121.80	852.60	.00	
Tracking #		1Z7RY2290337509464 1Z7RY2290337510023							
Shipped: 12/06/2022 From: Roseville Via: UPS GROUND Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$852.60	\$0.00	\$0.00	\$852.60

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request. In accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
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RGHE1DPD01

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/06/2022
Document Number	20102567	Terms	AR NET 30 DAYS
Pay This Amount Before	01/05/2023		\$852.60

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

MCKESSON

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Page 1 of 2

RCHEIDPD01

Shipped From:
MCKESSON MEDICAL-SURGICAL INC(NORTHBORGH)
55 LYMAN STREET, SUITE 1
NORTHBOROUGH, MA 01532

Robert Burner
12/14/22

APPROVED

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

SCANNED

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	82667362	Invoice Number	20104104
Sales Order Date	12/06/2022	Invoice Date	12/06/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/05/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$361.25

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
854730	Vendor: MGM16 Vend Cat#: 904	SYRINGE, CATH TIP FLAT STR 60C PO LN 1	1	CS	0	63.29	.00	.00	
961010	Vendor: INTINC Vend Cat#: 8704030	AIRWAY, I-GEL SUPRAGLOTTIC PAC PO LN 2	2	CS	0	179.43	.00	.00	
961011	Vendor: INTINC Vend Cat#: 8705030	AIRWAY, I-GEL SUPRAGLOTTIC PAC PO LN 3	2	CS	2	179.43	358.86	.00	
Tracking # 1Z1X47690377507393									
Shipped: 12/06/2022 From: Northborough Via: UPS GROUND Broker Lic: WD0560158									
961009	Vendor: INTINC Vend Cat#: 8703030	AIRWAY, I-GEL SUPRAGLOTTIC PAC PO LN 4	2	CS	0	179.43	.00	.00	
		FUEL SURCHARGE PO LN 5	1	EA	1	2.39	2.39	.00	

Invoice

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

RCHEIDPD01

Account Number	58736372	Date	12/06/2022
Document Number	20104104	Terms	AR NET 30 DAYS
Pay This Amount Before		01/05/2023	\$361.25

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

McKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Bill To: 58736372
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Invoice

Page 2 of 2

RF01E10P001

Shipped To:
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

Invoice Number 20104104	PO Number EMS Transition Supplies	Invoice Date 12/06/2022
-------------------------	-----------------------------------	-------------------------

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Codes Tax	Codes (*)
			SUB TOTAL				\$361.25		
						FREIGHT	\$0.00		
						TAX	\$0.00		
							\$361.25		

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
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MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 2

RCHEIDPD01

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4027 MARTINSBURG PIKE
 CLEAR BROOK, VA 22624
 SHIPPED FROM LICENSE: WD0559398



Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	82667362	Invoice Number	20104190
Sales Order Date	12/06/2022	Invoice Date	12/06/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/05/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$601.58

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
854730	Vendor: MGM16 Vend Cat#: 904	SYRINGE, CATH TIP FLAT STR 60C PO LN 1	1	CS	1	63.29	63.29	.00	
Tracking # 1Z31FW670326607865 Shipped: 12/06/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
961010	Vendor: INTINC Vend Cat#: 8704030	AIRWAY, I-GEL SUPRAGLOTTIC PAC PO LN 2	2	CS	2	179.43	358.86	.00	
Tracking # 1Z31FW670326607874 Shipped: 12/06/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
961009	Vendor: INTINC Vend Cat#: 8703030	AIRWAY, I-GEL SUPRAGLOTTIC PAC PO LN 4	1	CS	1	179.43	179.43	.00	
Tracking # 1Z31FW670326607874 Shipped: 12/06/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

Invoice

RCHEIDPD01

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Account Number	58736372	Date	12/06/2022
Document Number	20104190	Terms	AR NET 30 DAYS
Pay This Amount Before	01/05/2023		\$601.58

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

McKESSON

Invoice

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Page 2 of 2

ROBERT BURNER

Bill To: 58736372
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Shipped To:
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

Invoice Number 20104190	PO Number EMS Transition Supplies	Invoice Date 12/06/2022
-------------------------	-----------------------------------	-------------------------

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
			SUB TOTAL				\$601.58		
						FREIGHT	\$0.00		
						TAX	\$0.00		
						AMOUNT	\$601.58		

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
 PRICING IS CONFIDENTIAL AND PROPRIETARY.

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 1

RCHEIDPD01

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4250 PATRIOT DRIVE, STE 100
 GRAPEVINE, TX 76051
 SHIPPED FROM LICENSE: WD0557325

12/19/22


JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

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Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	82405791	Invoice Number	20105448
Sales Order Date	12/02/2022	Invoice Date	12/06/2022
PO Number	EMS TRANSITION SUPPLIES	Payment Due Date	01/05/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$165.09

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
1219376	Vendor: MDSOUR Vend Cat#: MS-35601A	CANNULA, NASAL/ORAL DUAL CO2 S PO LN 1	1	BX	1	162.70	162.70	.00	
	Tracking # 127E08560362305862								
	Shipped: 12/06/2022 From: Dallas Via: UPS GROUND Broker Lic: WD0560158								
		FUEL SURCHARGE PO LN 2	1	EA	1	2.39	2.39	.00	

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$165.09	\$0.00	\$0.00	\$165.09

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to governmental authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
 PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

RCHEIDPD01

Account Number	58736372	Date	12/06/2022
Document Number	20105448	Terms	AR NET 30 DAYS
Pay This Amount Before	01/05/2023		\$165.09

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

MCKESSON

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Page 1 of 1

RCHE1DPD01

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
7701 FOOTHILLS BLVD
ROSEVILLE, CA 95747
SHIPPED FROM LICENSE: WD0560221

Robert
12/14/22
APPROVED
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JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	82667362	Invoice Number	20110899
Sales Order Date	12/06/2022	Invoice Date	12/08/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/07/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$179.43

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
961009	Vendor: INTINC Vend Cat#: 8703030	AIRWAY, I-GEL SUPRAGLOTTIC PAC PO LN 4	1	CS	1	179.43	179.43	.00	
Shipped: 12/08/2022 From: Roseville Via: UPS GROUND Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$179.43	\$0.00	\$0.00	\$179.43

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
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Invoice

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

RCHE1DPD01

Account Number	58736372	Date	12/08/2022
Document Number	20110899	Terms	AR NET 30 DAYS
Pay This Amount Before	01/07/2023		\$179.43

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

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Please Remit To:
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PO BOX 936279
ATLANTA GA 31193-6279

MCKESSON

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Page 1 of 1

RCHE1DPD01

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK,VA 22624
SHIPPED FROM LICENSE: WD0559398

12/14/22
Rob B
APPROVED
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Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	81707093	Invoice Number	20114504
Sales Order Date	11/22/2022	Invoice Date	12/08/2022
PO Number	EMS Transition	Payment Due Date	01/07/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$639.20

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
471581	Vendor: WA Vend Cat#: 02892-000	PROBE, RECTAL & WELL TEMP 4' PO LN 4	5	EA	5	105.99	529.95	.00	
Tracking # 1Z31FW670326690560 Shipped: 12/09/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
478133	Vendor: WA Vend Cat#: 21330-0000	PROBE HOLDER, ASSEMBLY PO LN 5	5	EA	5	21.85	109.25	.00	
Tracking # 1Z31FW670326690560 Shipped: 12/09/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$639.20	\$0.00	\$0.00	\$639.20

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
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Invoice

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RCHE1DPD01

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/08/2022
Document Number	20114504	Terms	AR NET 30 DAYS
Pay This Amount Before	01/07/2023		\$639.20

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

MCKESSON

McKesson Medical-Surgical, Inc
9954 Mayland Drive Suite 4000
Henrico, VA 23233

Invoice

Page 1 of 1

Bill To: 58726714

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK, VA 22024
SHIPPED FROM LICENSE: WD0559398

Pat B 12/14/22

APPROVED

SHEPHERDSTOWN FIRE DEPARTMENT, INC.
PO BOX F
SHEPHERDSTOWN WV 25443-0590

Shipped To: 58726715
SHEPHERDSTOWN FIRE DEPARTMENT, INC.
8052 MARTINSBURG PIKE
SHEPHERDSTOWN WV 25443-3710
REGULATORY LICENSE: 24340

SCANNED

TIN: 94-2640465
DUNS: 02-390-4428

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-800-926-4633

Sales Order Number	74040200	Invoice Number	50091603
Sales Order Date	08/17/2022	Invoice Date	12/06/2022
PO Number		Payment Due Date	01/05/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$87.28

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-primary-care>, McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
952281	Vendor: MGM120 Vend Cat#: 26-9749	PAPER, ECG F/9402-023 4.25"X75 PO LN 2	1	CS	1	87.28	87.28	.00	

Tracking # 1Z31FW670326630740

Shipped: 12/07/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY

Order line added through item substitution

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$87.28	\$0.00	\$0.00	\$87.28

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Invoice

MCKESSON

McKesson Medical-Surgical, Inc
9954 Mayland Drive Suite 4000
Henrico, VA 23233

Account Number	58726714	Date	12/06/2022
Document Number	50091603	Terms	AR NET 30 DAYS
Pay This Amount Before	01/05/2023		\$87.28

SHEPHERDSTOWN FIRE DEPARTMENT, INC.
PO BOX F
SHEPHERDSTOWN WV 25443-0590

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com.

Please Remit To:
MCKESSON MEDICAL SURGICAL
PO BOX 933027
ATLANTA GA 31193-3027

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

MCKESSON

McKesson Medical-Surgical, Inc
 9954 Mayland Drive Suite 4000
 Henrico, VA 23233

Invoice

Page 1 of 1

Bill To: 58726714

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4027 MARTINSBURG PIKE
 CLEAR BROOK, VA 22624
 SHIPPED FROM LICENSE: WD0558398

SHEPHERDSTOWN FIRE DEPARTMENT, INC.
 PO BOX F
 SHEPHERDSTOWN WV 25443-0590

Shipped To: 60728716
 SHEPHERDSTOWN FIRE DEPARTMENT, INC.
 6052 MARTINSBURG PIKE
 SHEPHERDSTOWN WV 25443-3710
 REGULATORY LICENSE: 24340

TIN: 94-2640465
 DUNS: 02-390-4428

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-800-926-4633

Sales Order Number	77548630	Invoice Number	50149319
Sales Order Date	10/03/2022	Invoice Date	12/08/2022
PO Number	EMS Supplies	Payment Due Date	01/07/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$58.20

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-primary-care>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
952281	Vendor: MGM120 Vend Cat#: 26-9749	PAPER, ECG F/9402-023 4.25"X75 PO LN 3	4	PK	4	14.55	58.20	.00	
Tracking #		1231FW670326660511							
Shipped: 12/08/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$58.20	\$0.00	\$0.00	\$58.20

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McKesson Medical-Surgical, Inc
 9954 Mayland Drive Suite 4000
 Henrico, VA 23233



Invoice

Account Number	68726714	Date	12/08/2022
Document Number	50149319	Terms	AR NET 30 DAYS
Pay This Amount Before		01/07/2023	\$58.20

SHEPHERDSTOWN FIRE DEPARTMENT, INC.
 PO BOX F
 SHEPHERDSTOWN WV 25443-0590

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com.

Please Remit To:
 MCKESSON MEDICAL SURGICAL
 PO BOX 933027
 ATLANTA GA 31193-3027

ROBERTS OXYGEN COMPANY, INC.
 15830 REDLAND ROAD
 PO BOX 5507
 ROCKVILLE, MD 20855
 (540) 662-1180



Invoice Number 832781
 Invoice Date 12/05/22
 Invoice Amount 45.00 UR
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

SHIP TO: 6
 SHEPHERDSTOWN FIRE DEPT
 8052 MARTINSBURG PIKE
 SHEPHERDSTOWN, WV 25443

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO Box 5507 Rockville, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

CUSTOMER NO. 100296	PURCHASE ORDER NO.	DATE DELIVERED 12/02/22	DELIVERY TICKET 002569	BRANCH WINCHESTER -	SHIPPED VIA Personal Vehicle	
INVOICE NO. 832781	INVOICE DATE 12/05/22	ORDER PLACED BY JAY			PLACED BY PHONE NO. 304-728-3287	
QUANTITY		PART NUMBER	DESCRIPTION	UNIT PRICE	UNIT	TOTAL CHARGED
SHIPPED	RETURNED OR BACKORDERED					
6		R12RUAD	D-MED OXYGEN, USP 15CF RU ALUM	7.500	EA	45.00

Paul B 12/14/22
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For questions about this invoice
 Please call: (540) 662-1180

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5
 PLEASE VISIT OUR WEBSITE AT WWW.ROBERTSOXYGEN.COM

SUB TOTAL	45.00
WV SALES TAX	.00
DELIVERY CHARGE	.00
AMOUNT DUE	45.00

PLEASE REMIT TO:
 ROBERTS OXYGEN COMPANY, INC.
 PO Box 5507
 Rockville, MD 20855

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 15830 REDLAND ROAD
 PO BOX 5507
 ROCKVILLE, MD 20855
 (540) 662-1180



Invoice Number 836932
 Invoice Date 12/07/22
 Invoice Amount 134.28 UR
 Customer Number 60319

SOLD TO: 60319
 SHEPHERDSTOWN FIRE DEPT INC
 PO BOX F
 8052 MARTINSBURG PIKE
 SHEPHERDSTOWN, WV 25443

SHIP TO: 1
 SHEPHERDSTOWN FIRE DEPT
 8052 MARTINSBURG PIKE
 SHEPHERDSTOWN, WV 25443

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO Box 5507 Rockville, MD 20855

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Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

CUSTOMER NO.	PURCHASE ORDER NO.	DATE DELIVERED	DELIVERY TICKET	BRANCH	SHIPPED VIA	
60319		12/07/22	006349	WINCHESTER -	DELIVERED	
INVOICE NO.	INVOICE DATE	ORDER PLACED BY			PLACED BY PHONE NO.	
836932	12/07/22	COY			3048713473	
QUANTITY		PART NUMBER	DESCRIPTION	UNIT PRICE	UNIT	TOTAL CHARGED
SHIPPED	RETURNED OR BACKORDERED					
2		2 R6	THERAPY OXYGEN, USP 141 CU FT	19.680	EA	39.36
6		6 R12RUAD	D-MED OXYGEN, USP 15CF RU ALUM	8.820	EA	52.92

Paul B... 12/14/22
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Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5
 PLEASE VISIT OUR WEBSITE AT WWW.ROBERTSOXYGEN.COM

SUB TOTAL	92.28
WV SALES TAX	.00
DELIVERY CHARGE	42.00
AMOUNT DUE	134.28

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO Box 5507
 Rockville, MD 20855

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 15830 REOLAND ROAD
 PO BOX 5507
 ROCKVILLE, MD 20855
 (540) 662-1180



Invoice Number 837524
 Invoice Date 12/07/22
 Invoice Amount 59.00 UR
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

SHIP TO: 3
 INDEPENDENT FIRE COMPANY INC
 200 WEST SECOND AVE
 RANSON, WV 25438

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO Box 5507 Rockville, MD 20855

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Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

CUSTOMER NO.	PURCHASE ORDER NO.	DATE DELIVERED	DELIVERY TICKET	BRANCH	SHIPPED VIA	
100296		12/07/22	006350	WINCHESTER -	DELIVERED	
INVOICE NO.	INVOICE DATE	ORDER PLACED BY			PLACED BY PHONE NO.	
837524	12/07/22	AUTOMATIC				
QUANTITY		PART NUMBER	DESCRIPTION	UNIT PRICE	UNIT	TOTAL CHARGED
SHIPPED	RETURNED OR BACKORDERED					
1		1 R6	THERAPY OXYGEN, USP 141 CU FT	16.000	EA	16.00
2		2 R12RUAD	D-MED OXYGEN, USP 15CF RU ALUM	7.500	EA	15.00

Rob B 12/14/22
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SCANNED

NEW e-Storefront...Manage Your Account 24/7!

Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this Invoice
 Please call: (540) 662-1180

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5
 PLEASE VISIT OUR WEBSITE AT WWW.ROBERTSOXYGEN.COM

SUB TOTAL	31.00
WV SALES TAX	.00
DELIVERY CHARGE	28.00
AMOUNT DUE	59.00

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO Box 5507
 Rockville, MD 20855

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 15830 REDLAND ROAD
 PO BOX 5507
 ROCKVILLE, MD 20855
 (540) 662-1180



Invoice Number 837832
 Invoice Date 12/07/22
 Invoice Amount 96.50 UR
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

SHIP TO: 4
 FRIENDSHIP FIRE CO
 1000 WASHINGTON ST
 HARPERS FERRY, WV 25425

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO Box 5507 Rockville, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

CUSTOMER NO.		PURCHASE ORDER NO.		DATE DELIVERED	DELIVERY TICKET	BRANCH	SHIPPED VIA	
100296				12/07/22	005486	WINCHESTER -	DELIVERED	
INVOICE NO.		INVOICE DATE		ORDER PLACED BY			PLACED BY PHONE NO.	
837832		12/07/22		JAY			304-728-3287	
QUANTITY		PART NUMBER	DESCRIPTION	UNIT PRICE	UNIT	TOTAL CHARGED		
SHIPPED	RETURNED OR BACKORDERED							
7	7	R12RUAD	D-MED OXYGEN, USP 15CF RU ALUM	7.500	EA	52.50		
1	1	R6	THERAPY OXYGEN, USP 141 CU FT	16.000	EA	16.00		

Red B 12/14/22
APPROVED
SCANNED

NEW e-Storefront...Manage Your Account 24/7!

Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this invoice
 Please call: (540) 662-1180

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5
 PLEASE VISIT OUR WEBSITE AT WWW.ROBERTSOXYGEN.COM

SUB TOTAL	68.50
WV SALES TAX	.00
DELIVERY CHARGE	28.00
AMOUNT DUE	96.50

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO Box 5507
 Rockville, MD 20855

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 15830 REDLAND ROAD
 PO BOX 5507
 ROCKVILLE, MD 20855
 (540) 662-1180



Invoice Number 837921
 Invoice Date 12/07/22
 Invoice Amount 101.10 UR
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

SHIP TO: 5
 BLUE RIDGE MOUNTAIN VOL FIRE
 100 MISSION ROAD
 HARPERS FERRY, WV 25425

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO Box 5507 Rockville, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

CUSTOMER NO.	PURCHASE ORDER NO.	DATE DELIVERED	DELIVERY TICKET	BRANCH	SHIPPED VIA	
100296		12/07/22	002570	WINCHESTER -	DELIVERED	
INVOICE NO.	INVOICE DATE	ORDER PLACED BY			PLACED BY PHONE NO.	
837921	12/07/22	JAY			304-728-3287	
QUANTITY		PART NUMBER	DESCRIPTION	UNIT PRICE	UNIT	TOTAL CHARGED
SHIPPED	RETURNED OR BACKORDERED					
1	1	R6	THERAPY OXYGEN, USP 141 CU FT DELIVER 1 X XTRA R6	43.100	EA	43.10
4	4	R12RUAD	D-MED OXYGEN, USP 15CF RU ALUM CHECK ALL R12RUAD	7.500	EA	30.00

Rob B 12/14/22
APPROVED
SCANNED

NEW e-Storefront...Manage Your Account 24/7!

Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this invoice
 Please call: (540) 662-1180

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5
 PLEASE VISIT OUR WEBSITE AT WWW.ROBERTSOXYGEN.COM

SUB TOTAL	73.10
WV SALES TAX	.00
DELIVERY CHARGE	28.00
AMOUNT DUE	101.10

PLEASE REMIT TO:
 ROBERTS OXYGEN COMPANY, INC.
 PO Box 5507
 Rockville, MD 20855



3015 Carrington Mill Blvd, Suite 300
Morrillsville, NC 27560
USA



Invoice

Number	Date	Page	Due Date
9506324720	12/06/2022	Page 1 of 2	01/05/2023
Payer Account No. 1227236			

Bill To Party **Account No. 1227236**

|||||P1*****SNGLP
-0002-###-50-152-152-74
JEFFERSON COUNTY EMERGENCY
SERVICES AGE
419 16TH AVENUE
RANSON WV 25438-5732
USA



Ship To Party **Account No. 1227236**
JEFFERSON COUNTY EMERGENCY
ATTN: LT. J. LYONS
419 16TH AVENUE
RANSON, WV 25438-5732
USA

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Payment Remittance Address:

Teleflex LLC
c/o Teleflex Funding LLC
PO Box 936729
Atlanta, GA 31193-6729

Wire Transfer Remittance:

Teleflex LLC, c/o Teleflex Funding LLC
Account No. 4708086079
Wells Fargo Bank, N.A.
Routing/ABA No. 121000248
SWIFT Code: WFBIUS6S

Overnight Remittance Address:

Teleflex LLC
c/o Teleflex Funding LLC
Attn: PO Box 936729
3585 Atlanta Avenue
Hapeville, GA 30354-1705

Purchase Order Number EMS Transition Supplies Tracking Number 126069230381453116	Sales Order Number 9612984 Freight Terms Pre-pay & Add	Order Placed By John Lyons Incoterms FOB Origin	Delivery Number 8009668365 Payment Terms Net 30	Carrier/Level of Service UPS SUPPLY CHAIN SOLUTION Currency USD
--	---	--	--	--

Line	Material	Material Description	UOM	Shipped Qty	Back Order Qty	Unit Price	Total
000010	9079P-VC-005	EZ IO 45MM NEEDLE SET + STABILIZER Brand: Arrow Batch Number: 65198271 Expiration Date: 08/31/2026 Country of Origin: USA	BX	2		665.00	1,330.00
000020	9066-VC-005	EZ-STABILIZER(BOX OF 5) Brand: Arrow Batch Number: 65458485 Expiration Date: 08/09/2026 Country of Origin: TW	BX	1		50.00	50.00

Comments: The prices reflected on this invoice incorporate applicable discounts to Teleflex's list prices for the named products and may be subject to further discounts, rebates and/or warranties (if any) per your agreement with Teleflex. Consistent with 42 U.S.C. 1320a-7b(b)(3)(A) and/or 42 C.F.R. 1001.952(h), this disclaimer constitutes Teleflex's notice to you that you must fully and accurately report any reduced price received as a discount, rebate or warranty in applicable cost reports

Paul B 12/14/22





3015 Carrington Mill Blvd, Suite 300
 Morrisville, NC 27560
 USA

ARROW
 QUANTA
 HUBBARD
 LMA
 Pilling

Quiklor
 RUSCH
 UROLIFT
 WECK

Invoice			
Number	Date	Page	Due Date
9506324720	12/06/2022	Page 2 of 2	01/05/2023
Payer Account No. 1227236			



and agree to provide certain related information to state and federal agencies upon request as required by law or regulation.

Sub-Total	1,380.00
Freight Ground	15.50
Tax	0.00
Total USD	1,395.50

The terms on our Acknowledgment and Invoices state Teleflex LLC's entire contract. Teleflex LLC shall not be bound by any different, additional, or conflicting terms and conditions contained in Buyer's Purchase Order unless expressly agreed to in writing by Teleflex LLC. Teleflex LLC's Acknowledgment will not hereafter be subject to any change, modification, or conflicting language without Teleflex LLC's prior written consent. To access our terms and conditions please visit <https://www.teleflex.com/usa/en/legal/terms-and-conditions-of-sale/>

Tel 866-246-6990 | Email cs@teleflex.com | www.teleflex.com | EIN: 83-1629418

MCKESSON

ARPA EMS SYS

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58740203

Page 1 of 1

RCHEHDP001

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK, VA 22624
SHIPPED FROM LICENSE: WD0559398

FRIENDSHIP FIRE COMPANY
PO BOX 126
HARPERS FERRY WV 25425-0126



Shipped To: 58740204
FRIENDSHIP FIRE COMPANY
1050 WASHINGTON ST.
HARPERS FERRY WV 25425
REGULATORY LICENSE: 24340

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquiries: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	72611996	Invoice Number	20106001
Sales Order Date	07/30/2022	Invoice Date	12/06/2022
PO Number	FRIENDSHIPFIRECO120220730	Payment Due Date	01/06/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$38.48

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Price	Amount	Sales Tax	Codes (*)
952281	Vendor: MGM120 Vend Cat#: 26-9749	PAPER, ECG F/9402-023 4.25"X75 PO LN 5	2	PK	2	19.24	38.48	.00	
Tracking # 1Z31FW670326630857									
Shipped: 12/07/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$38.48	\$0.00	\$0.00	\$38.48

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

RCHEHDP001

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58740203	Date	12/06/2022
Document Number	20106001	Terms	AR NET 30 DAYS
Pay This Amount Before	01/05/2023		\$38.48

FRIENDSHIP FIRE COMPANY

PO BOX 126
HARPERS FERRY WV 25425-0126

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com.

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58740203

ALPA EYMS 843

Invoice

Page 1 of 1

RCHE10P001

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4027 MARTINSBURG PIKE
 CLEAR BROOK, VA 22824
 SHIPPED FROM LICENSE: WD0559398

Shipped To: 58740204
 FRIENDSHIP FIRE COMPANY
 1050 WASHINGTON ST.
 HARPERS FERRY WV 25425
 REGULATORY LICENSE: 24340

FRIENDSHIP FIRE COMPANY
 PO BOX 126
 HARPERS FERRY WV 25425-0126



TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	74518430	Invoice Number	20106002
Sales Order Date	08/24/2022	Invoice Date	12/06/2022
PO Number	FRIENDSHIPFIRECO120220824	Payment Due Date	01/05/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$19.23

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Price	Amount	Sales Tax	Codes (*)
952281	Vendor: MGM120 Vend Cat#: 26-9749	PAPER, ECG F/9402-023 4.25"X75 PO LN 4	3	RL	3	6.41	19.23	.00	
Tracking # 1Z31FW670326630857									
Shipped: 12/07/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$19.23	\$0.00	\$0.00	\$19.23

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
 PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

RCHE10P001

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Account Number	58740203	Date	12/06/2022
Document Number	20106002	Terms	AR NET 30 DAYS
Pay This Amount Before	01/05/2023		\$19.23

FRIENDSHIP FIRE COMPANY
 PO BOX 126
 HARPERS FERRY WV 25425-0126

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279



Details for Order #112-9328150-8029864

Order Placed: November 30, 2022
PO number : EMSTRANSSUPPLIES
Amazon.com order number: 112-9328150-8029864
Order Total: \$35.80

Not Yet Shipped	
Items Ordered	Price
4 Of: Auto Registrallon Insurance & ID Card Holder - 4 PACK - Perfect for any Car, Truck, Motorcycle, Trailer or Boat - Strong Velcro Closure, Men & Women Sold by: Wireless4Wireless (seller profile) Condition: New	\$8.95
Shipping Address: John Lyons 419 16TH AVE RANSON, WV 25438-5732 United States	
Shipping Speed: Standard Shipping	

Payment Information	
Payment Method: MasterCard Last digits: 1890	item(s) Subtotal: \$35.80 Shipping & Handling: \$0.00
Billing address Deborah Lancaster JEFFERSON COUNTY EMERGENCY SERVICES AGENCY 419 16TH AVE RANSON, WV 25438-5732 United States	----- Total before tax: \$35.80 Estimated Tax: \$0.00 ----- Grand Total: \$35.80

To view the status of your order, return to [Order Summary](#).

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Order Placed: November 30, 2022
PO number : EMSTRANSSUPPLIES
Amazon.com order number: 112-1880540-4720262
Order Total: \$143.68

Not Yet Shipped	
Items Ordered	Price
16 Of: <i>Fancy Mobility Car Sun Visor Organizer - Car, SUV & Truck Interior Accessories - Magnetic Closure for Glasses Holder and Full Length Horizontal Pockets - Allows Safe Driving, 12.2 x 6.1 In, Black</i>	\$8.98
Sold by: Fancy Mobility (seller profile)	
Business Price	
Condition: New	
Shipping Address: John Lyons 419 16TH AVE RANSON, WV 25438-5732 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: MasterCard Last digits: 1890	Item(s) Subtotal: \$143.68
	Shipping & Handling: \$0.00

Billing address Deborah Lancaster JEFFERSON COUNTY EMERGENCY SERVICES AGENCY 419 16TH AVE RANSON, WV 25438-5732 United States	Total before tax: \$143.68
	Estimated Tax: \$0.00

	Grand Total: \$143.68

To view the status of your order, return to [Order Summary](#).



Details for Order #112-6049068-2852231

Order Placed: December 1, 2022
PO number : EMSTRANSSUPPLIES-CO3
Amazon.com order number: 112-6049068-2852231
Order Total: \$42.93

Not Yet Shipped	
Items Ordered	Price
1 of: <i>EXPO Low Odor Dry Erase Marker Starter Set, Fine Tip, Assorted Colors, 7-Piece Kit</i> Sold by: Amazon.com Condition: New	\$11.99
1 of: <i>Carmanon Magnetic Pen Holder, Acrylic Magnetic Dry Erase Marker Holder Pencil Cup Holder for School, Office, Locker, Strong Magnetic Locker Organizer Accessories for Whiteboard, Refrigerator</i> Sold by: Carmanon (seller profile) Business Price Condition: New	\$15.99
1 of: <i>Magnetic Tape, 12 Feet Magnet Tape Roll (1" Wide x 12 ft Long), with 3M Strong Adhesive Backing. Perfect for DIY, Art Projects, whiteboards & Fridge Organization</i> Sold by: app-lab (seller profile) Condition: New	\$14.95
Shipping Address: RYAN LESKO 419 16TH AVE RANSON, WV 25438-5732 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: MasterCard Last digits: 1890	Item(s) Subtotal: \$42.93
Billing address Deborah Lancaster JEFFERSON COUNTY EMERGENCY SERVICES AGENCY 419 16TH AVE RANSON, WV 25438-5732 United States	Shipping & Handling: \$0.00 ----- Total before tax: \$42.93 Estimated Tax: \$0.00 ----- Grand Total: \$42.93

To view the status of your order, return to [Order Summary](#) .



Details for Order #112-5637198-2183469

Order Placed: December 1, 2022
PO number : EMSTRANSSUPPLIES-CO3
Amazon.com order number: 112-5637198-2183469
Order Total: \$20.55

Not Yet Shipped	
Items Ordered	Price
1 Of: <i>Amazon Basics Magnetic Dry Erase White Board, 36 x 24-Inch Whiteboard - Silver Aluminum Frame</i> Sold by: Amazon.com Condition: New	\$20.55
Shipping Address: RYAN LESKO 419 16TH AVE RANSON, WV 25438-5732 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: MasterCard Last digits: 1890	Item(s) Subtotal: \$20.55 Shipping & Handling: \$0.00
Billing address Deborah Lancaster JEFFERSON COUNTY EMERGENCY SERVICES AGENCY 419 16TH AVE RANSON, WV 25438-5732 United States	----- Total before tax: \$20.55 Estimated Tax: \$0.00 ----- Grand Total: \$20.55

To view the status of your order, return to [Order Summary](#) .

ARPA EMS SYS.



Details for Order #111-1741852-2817830

Order Placed: December 16, 2022
PO number : EMSTRANSSUPPLIES
Amazon.com order number: 111-1741852-2817830
Order Total: \$59.97

Not Yet Shipped	
Items Ordered	Price
3 Of: Pack of 100 - Plastic Wire Shelf Label Holder, Sign and Ticket Holder, Easy Clip Design with Tight Snap Lock Closure. Height, 1-1/4" X Width, 3" 100 Label Inserts Included	\$19.99
Sold by: Unique Houseware (seller profile)	
Business Price	
Condition: New	
Shipping Address: John Lyons 419 16TH AVE RANSON, WV 25438-5732 United States	
Shipping Speed: FREE Prime Delivery	

Payment Information	
Payment Method: MasterCard Last digits: 1890	Item(s) Subtotal: \$59.97
	Shipping & Handling: \$0.00
Billing address Deborah Lancaster JEFFERSON COUNTY EMERGENCY SERVICES AGENCY 419 16TH AVE RANSON, WV 25438-5732 United States	Total before tax: \$59.97
	Estimated Tax: \$0.00
	Grand Total: \$59.97

To view the status of your order, return to [Order Summary](#).

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Correspondence Address:
5000 Tuttle Crossing Blvd
Dublin, OH 43016
PHONE: (800) 533-0523
FAX: (800) 257-5713
www.boundtree.com

BOUND TREE MEDICAL, LLC
23537 Network Place
Chicago, IL 60673-1235

Invoice

Invoice	84790834
Date	12/12/2022
Page	1 of 1
Account #	214163

TIN# 31-1739487
Customer DEA License No:



2 / 219 000000219 01 MB 0.515
JEFFERSON CO AMBULANCE AUTHORITY
ACCOUNTS PAYABLE
419 16TH AVE
RANSON, WV 26438-5732

Ship To: SHIP003
JEFFERSON CO AMBULANCE AUTHORITY
419 16TH AVE
RANSON, WV 26438-5732

Purchase Order #	Sales Order #	Sales Person	Ship Via	Ship Date	Payment Terms		
EMS TRANSITION	104192045	R D'AMORE	>\$150 NO FRT	12/12/2022	NET 30		
Item #	Description	Ordered	Shipped	B/O	Unit Price	UOM	Ext. Price
***** THE FOLLOWING ITEMS SHIPPED FROM: 12 1605 ZEAGER RD SUITE 101 ELIZABETHTOWN, PA 17022 BTM Distributor License No: WD0559884 *****							
CNB-200	NARCOTIC BOX, CLEAR TOP W/LOCK, 6.25 IN W X 7.25 IN L X 2.125 IN H	1	1	0	\$62.99	EA	\$62.99
313-4565EA	Control-Cric Training Kit	2	2	0	\$102.99	EA	\$205.98
759-17030RB	Curaplex Intubation bag, royal blue, w/intubation silk screened reflective tape, 14 W x 10 H x 3 D	6	6	4	\$89.99	EA	\$539.94
2160-36401	Crycothyrotomy Kit (TMM-CR) Incl 6.0mm Cuffed Tube, Hemostat, Scalpel, Syringe, Trach Hook	1	1	0	\$54.99	EA	\$54.99

Paul B... 12/20/22
APPROVED
SCANNED

Tracking Numbers:
392059750439
Note: * Indicates taxable item

Correspondence and Inquiries
can be sent to:
5000 Tuttle Crossing Blvd
Dublin, OH 43016

Merchandise	863.90
Misc	0.00
Tax	0.00
Freight	0.00
Trade Discount	0.00
Payment Recv'd	0.00
Total	863.90



Invoice

Correspondence Address:
 5000 Tuttle Crossing Blvd
 Dublin, OH 43016
 PHONE: (800) 533-0523
 FAX: (800) 257-5713
 www.boundtree.com

Please Remit to:
BOUND TREE MEDICAL, LLC
 23537 Network Place
 Chicago, IL 60673-1235

Invoice	84792646
Date	12/13/2022
Page	1 of 1
Account #	214163

TIN# 31-1739487

Customer DEA License No:



2 / 199 000000199 01 MB 0.515
 JEFFERSON CO AMBULANCE AUTHORITY
 ACCOUNTS PAYABLE
 419 16TH AVE
 RANSON, WV 25438-5732

Ship To: SHIP003
 JEFFERSON CO AMBULANCE AUTHORITY
 419 16TH AVE
 RANSON, WV 25438-5732

Purchase Order #	Sales Order #	Sales Person	Ship Via	Ship Date	Payment Terms		
EMS TRANSITION	104192045	R D'AMORE	>\$150 NO FRT	12/13/2022	NET 30		
Item #	Description	Ordered	Shipped	B/O	Unit Price	UOM	Ext. Price
759-17030RB	THE FOLLOWING ITEMS SHIPPED FROM: 08 2619 IGNITION DRIVE STE. 2 JACKSONVILLE, FL 32218 BTM Distributor License No: WD0560423 Curaplex Intubation bag, royal blue, w/intubation silk screened reflective tape, 14 W x 10 H x 3 D	4	4	0	\$89.99	EA	\$359.96
12/20/22 APPROVED SCANNED							
Tracking Numbers: 621691920789 Note: * Indicates taxable item							

Correspondence and inquiries
 can be sent to:
 5000 Tuttle Crossing Blvd
 Dublin, OH 43016

Merchandise	359.96
Misc	0.00
Tax	0.00
Freight	0.00
Trade Discount	0.00
Payment Recv'd	0.00
Total	359.96

MCKESSON

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Page 1 of 2

RCHE1DPD01

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK, VA 22624
SHIPPED FROM LICENSE: WD0559398

Robert B. Gagnon
12/20/22
APPROVED
SCANNED

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	83308166	Invoice Number	20129229
Sales Order Date	12/13/2022	Invoice Date	12/13/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/12/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$974.07

Notes: By doing business with McKesson, Customer acknowledges that It is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Price	Amount	Sales Tax	Codes (*)
1013772	Vendor: BD Vend Cat#: MP5312-C	EXT SET, MAX PLUS CLR NDL CONN PO LN 1	4	CS	1	128.89	128.89	.00	
Tracking # 1Z31FW670326781122 Shipped: 12/14/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
788084	Vendor: CMBSRN Vend Cat#: 200-50	TEST STRIP, BLD GLUC MICRODOT PO LN 2	20	VL	20	20.79	415.80	.00	
Tracking # 1Z31FW670326783013 Shipped: 12/14/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
840311	Vendor: MGM16 Vend Cat#: 16-PBSL28G	LANCET, PUSH-BUTTON SFTY 28G N PO LN 3	10	BX	10	21.43	214.30	.00	
Tracking # 1Z31FW670326783406 Shipped: 12/14/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
731947	Vendor: AMBU Vend Cat#: P-00-S/10	ELECTRODE, FOAM ADLT BLU SENSO PO LN 4	30	PK	0	4.80	.00	.00	

Invoice

RCHE1DPD01

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/13/2022
Document Number	20129229	Terms	AR NET 30 DAYS
Pay This Amount Before		01/12/2023	\$974.07

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

McKESSON

Invoice

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

RCHE110P101

Bill To: 58736372
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Shipped To:
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

Invoice Number 20129229	PO Number EMS Transition Supplies	Invoice Date 12/13/2022
-------------------------	-----------------------------------	-------------------------

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
842418	Vendor: 9AUROB Vend Cat#: & 65862039010	ONDANSETRON ODT, TAB 4MG 3X10 PO LN 5	5	BX	5	7.92	39.60	.00	
	Tracking # 1Z31FW670326783406								
	Shipped: 12/14/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158								
683775	Vendor: SEABRG Vend Cat#: SP506-OB-EN	ARM SPLINT, SAM ORG/BLU 36" (6 PO LN 6	1	CS	0	646.20	.00	.00	
911726	Vendor: MGM173 Vend Cat#: 32643	NEBULIZER, LF ADLT MASK 7'TU (PO LN 7	2	CS	2	87.74	175.48	.00	
	Tracking # 1Z31FW670326781140								
	Shipped: 12/14/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158								
1083384	Vendor: MICFLX Vend Cat#: N483	GLOVE, EXAM NTRL LG N/S (100/B PO LN 8	4	CS	0	226.40	.00	.00	
		FUEL SURCHARGE PO LN 9	1	EA	0	2.39	.00	.00	
						SUB TOTAL	FREIGHT	TAX	AMOUNT
						\$974.07	\$0.00	\$0.00	\$974.07

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government healthcare programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.

PRICING IS CONFIDENTIAL AND PROPRIETARY.

MCKESSON

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Page 1 of 1

RCHE1DPD01

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK, VA 22624
SHIPPED FROM LICENSE: WD0559398



JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	83308166	Invoice Number	20129248
Sales Order Date	12/13/2022	Invoice Date	12/13/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/12/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$648.59

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Price	Amount	Sales Tax	Codes (*)
683775	Vendor: SEABRG Vend Cat#: SP506-OB-EN	ARM SPLINT, SAM ORG/BLU 36" (6 PO LN 6	1	CS	1	646.20	646.20	.00	
	Tracking # 1Z88W8R40337960694								
	Shipped: 12/14/2022	From: Lehigh Valley							
		Via: UPS GROUND							
		Broker Lic: WD0560158							
		FUEL SURCHARGE	1	EA	1	2.39	2.39	.00	
		PO LN 9							
SUB TOTAL									
FREIGHT									
TAX									
AMOUNT									
\$648.59									
\$0.00									
\$0.00									
\$648.59									

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates. In claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.

PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

RCHE1DPD01

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/13/2022
Document Number	20129248	Terms	AR NET 30 DAYS
Pay This Amount Before		01/12/2023	\$648.59

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

McKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 1

RCHE1DP001

Shipped From:
 MCKESSON MEDICAL SURGICAL (SEATTLE)
 1704 B STREET NW STE 120
 AUBURN, WA 98001

Robert Burner
 12/20/22
APPROVED
SCANNED

Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	83308166	Invoice Number	20135105
Sales Order Date	12/13/2022	Invoice Date	12/15/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/14/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$386.67

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Codes	Tax (*)
1013772	Vendor: BD Vend Cat#: MP5312-C	EXT SET, MAX PLUS CLR NDL CONN PO LN 1	3	CS	3	128.89	386.67		.00
Shipped: 12/15/2022 From: Seattle South Via: UPS GROUND Broker Lic: WD0560158									
						SUB TOTAL	FREIGHT	TAX	AMOUNT
						\$386.67	\$0.00	\$0.00	\$386.67

The prices on this Invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
 PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

RCHE1DP001

McKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Account Number	58736372	Date	12/15/2022
Document Number	20135105	Terms	AR NET 30 DAYS
Pay This Amount Before	01/14/2023		\$386.67

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279



Obsession Automotive

422 Steeley Way
 Kearneysville, WV 25430
 (304) 725-7300
 info@obsessionautomotive.com
 https://obsessionautomotive.com

Service Advisor: Justin Brannon

Date Created: 11/22/22 at 02:49 PM EST

Client: Jefferson County Emergency Services Agency

Vehicle: 2019 Ford F-450 Super Duty Base

Jefferson County Emergency Services Agency Phone: (304) 671-7241 Email: msine@jcesa.org	2019 Ford F-450 Super Duty Base 6.7L 8Cyl DIESEL Turbocharged VIN: 1FDUF4HT9KEC35259 License: N/A Unit #: 1101 Color: Red Odometer In: 14906 / Out: 14906	RO #4109
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Client concerns:

- Inspection

1 - State Inspection		TECH: S Q	
Labor:	Inspection	0.11 hrs	\$100.00 \$11.00
Part:	Inspection Sticker	1	\$3.00 \$3.00
✓ Approved on 11/22/22 at 02:50 PM EST			\$14.00

All Quotes / Labor Estimates valid for 7 days

Total Fees are Shop Supplies

** Due to Supply Chain Issues, Parts Pricing and Availability could change. **

Total Repair Order & Signature:

Total Labor:	\$11.00
Total Parts:	\$3.00
Total Fees:	\$0.00
Subtotal:	\$14.00
Grand Total:	\$14.00
BALANCE DUE:	\$14.00


APPROVED
SCANNED

12/20/22

X



Obsession Automotive

422 Steeley Way
 Kearneysville, WV 25430
 (304) 725-7300
 info@obsessionautomotive.com
 https://obsessionautomotive.com

Invoice for RO #4120

Service Advisor: Justin Brannon

Date Created: 11/30/22 at 11:43 AM EST

Client: Jefferson County Emergency Services Agency

Vehicle: 2011 Ford F-450 Super Duty XLT

Jefferson County Emergency Services Agency Phone: (304) 671-7241 Email: msine@jcesa.org	2011 Ford F-450 Super Duty XLT 6.7L 8Cyl DIESEL Turbocharged VIN: 1FDUF4HT0BEA43079 License: N/A Color: Red Odometer In: 56873 / Out: 56891	RO #4120
---	--	----------

Client concerns:

- Left Front Brakes Grinding - Check All Brakes
- Tire Rotation
- Check Everything Over - New Engine Recently Installed
- Check Front End - Shake at 65

1 - Front Brakes				TECH: J C	
<i>Labor:</i>	Replace - Front Brake Pads and Rotors	2.25 hrs	\$100.00	\$225.00	
	Replace - Front Disc Brake Calipers Hoses and Bleed System	2.00 hrs	\$100.00	\$200.00	
<i>Parts:</i>	Brake Rotor	2	\$199.96	\$399.92	
	Caliper Brake Pad	1	\$146.64	\$146.64	
	Callper	1	\$212.94	\$212.94	
	Caliper	1	\$212.94	\$212.94	
	Kit - Retaining Pin	2	\$26.76	\$53.52	
	Gasket	4	\$20.60	\$82.40	
	Bolt	2	\$24.20	\$48.40	
	Brake Hose - Front	1	\$74.68	\$74.68	
	Brake Hose - Front	1	\$76.03	\$76.03	
✓ Approved on 12/01/22 at 02:40 PM EST				\$1,732.47	

2 - Tire Rotation				TECH: J C	
<i>Labor:</i>	Rotate Tires	0.50 hrs	\$100.00	\$50.00	
✓ Approved on 12/01/22 at 02:40 PM EST				\$50.00	

3 - Steering				TECH: J C	
<i>Note:</i>	Some Play In Steering/Box Rotate Tires and Re-advise				
✓ Approved on 12/01/22 at 02:40 PM EST				0	0

4 - Grab Handle				TECH: J C	
<i>Part:</i>	A - Pillar Grab Handle	1	\$127.18	\$127.18	
✓ Approved on 12/01/22 at 02:40 PM EST				\$127.18	

5 - State Inspection				TECH: J C	
<i>Labor:</i>	Inspection	0.11 hrs	\$100.00	\$11.00	
<i>Part:</i>	Inspection Sticker	1	\$3.00	\$3.00	
✓ Approved on 12/05/22 at 01:23 PM EST				\$14.00	

All Quotes / Labor Estimates valid for 7 days

Total Fees are Shop Supplies

** Due to Supply Chain Issues, Parts Pricing and Availability could change. **

Total Repair Order & Signature:

X

Rob B
APPROVED
SCANNED
12/20/22

Total Labor:	\$486.00
Total Parts:	\$1,437.65
Total Fees:	\$38.47
Subtotal:	\$1,962.12
Grand Total:	\$1,962.12
BALANCE DUE:	\$1,962.12



JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice for RO #4125

Obsession Automotive

422 Steeley Way
Kearneysville, WV 25430
(304) 725-7300
info@obsessionautomotive.com
https://obsessionautomotive.com

Service Advisor: Justin Brannon

Date Created: 12/01/22 at 11:50 AM EST

Client: Jefferson County Emergency Services Agency

Vehicle: 2013 Ram 4500 Tradesman

Jefferson County Emergency Services Agency Phone: (304) 671-7241 Email: msine@jcesa.org	2013 Ram 4500 Tradesman 6.7L 6Cyl DIESEL ETK Turbocharged VIN: 3C7WRLCL6DG552677 License: N/A Unit #: 1102 Color: Red Odometer In: 91496 / Out: 91496	RO #4125
---	--	----------

Client concerns:

- Inspection

1 - State Inspection		TECH: J C	
Labor:	Inspection	0.11 hrs	\$100.00 \$11.00
Part:	Inspection Sticker	1	\$3.00 \$3.00
✓ Approved on 12/01/22 at 11:50 AM EST			\$14.00

All Quotes / Labor Estimates valid for 7 days

Total Fees are Shop Supplies

** Due to Supply Chain Issues, Parts Pricing and Availability could change. **

Total Repair Order & Signature:

Total Labor: \$11.00
 Total Parts: \$3.00
 Total Fees: \$0.00
 Subtotal: \$14.00
 Grand Total: \$14.00
BALANCE DUE: \$14.00

APPROVED

SCANNED

12/20/22

X



Obsession Automotive

422 Steeley Way
 Kearneysville, WV 25430
 (304) 725-7300
 info@obsessionautomotive.com
 https://obsessionautomotive.com

Invoice for RO #4138

Service Advisor: Justin Brannon

Date Created: 12/05/22 at 03:18 PM EST

Client: Jefferson County Emergency Services Agency

Vehicle: 2021 Ford F-550 Super Duty Base

Jefferson County Emergency Services Agency Phone: (304) 671-7241 Email: msine@jcesa.org	2021 Ford F-550 Super Duty Base 6.7L 8Cyl DIESEL Turbocharged VIN: 1FDUF5HTXMDA01923 License: CY6939 Unit #: 1103 Color: Red Odometer In: 14026 / Out: 14026	RO #4138
---	---	----------

Client concerns:

- Inspection

1 - State Inspection		TECH: J C	
Labor:	Inspection	0.11 hrs	\$100.00 \$11.00
Part:	Inspection Sticker	1	\$3.00 \$3.00
✓ Approved on 12/05/22 at 03:18 PM EST			\$14.00

All Quotes / Labor Estimates valid for 7 days

Total Fees are Shop Supplies

** Due to Supply Chain Issues, Parts Pricing and Availability could change. **

Total Repair Order & Signature:

X

12/20/22

Justin Brannon

APPROVED

SCANNED

Total Labor:	\$11.00
Total Parts:	\$3.00
Total Fees:	\$0.00
Subtotal:	\$14.00
Grand Total:	\$14.00
BALANCE DUE:	\$14.00

ROBERTS OXYGEN COMPANY, INC.
 15830 REDLAND ROAD
 PO BOX 5507
 ROCKVILLE, MD 20855
 (540) 662-1180



Invoice Number 851440
 Invoice Date 12/14/22
 Invoice Amount 75.00 UR
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

SHIP TO: 3
 INDEPENDENT FIRE COMPANY INC
 200 WEST SECOND AVE
 RANSON, WV 25438

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO Box 5507 Rockville, MD 20855
 Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

CUSTOMER NO. 100296		PURCHASE ORDER NO.		DATE DELIVERED 12/14/22	DELIVERY TICKET 012735	BRANCH WINCHESTER -	SHIPPED VIA DELIVERED	
INVOICE NO. 851440		INVOICE DATE 12/14/22		ORDER PLACED BY AUTOMATIC			PLACED BY PHONE NO.	
QUANTITY		PART NUMBER	DESCRIPTION	UNIT PRICE	UNIT	TOTAL CHARGED		
SHIPPED	RETURNED OR BACKORDERED							
2	2	R6	THERAPY OXYGEN, USP 141 CU FT	16.000	EA	32.00		
2	2	R12RUAD	D-MED OXYGEN, USP 15CF RU ALUM	7.500	EA	15.00		

Rob B 12/20/22
APPROVED
SCANNED

NEW e-Storefront...Manage Your Account 24/7!
 Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements.
 Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this invoice
 Please call: (540) 662-1180

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5
 PLEASE VISIT OUR WEBSITE AT WWW.ROBERTSOXYGEN.COM

SUB TOTAL	47.00
WV SALES TAX	.00
DELIVERY CHARGE	28.00
AMOUNT DUE	75.00

PLEASE REMIT TO:
 ROBERTS OXYGEN COMPANY, INC.
 PO Box 5507
 Rockville, MD 20855

INVOICE

JCC REIMBURSEMENT - ARPA: EMS SYSTEM



SHIP TO: 1249744	MAKE PAYMENT TO:
JEFFERSON COUNTY EMER SVCS AGENCY 419 16TH AVE RANSON, WV 25438-5732	STRYKER SALES, LLC P.O. BOX 93300 CHICAGO, IL 60673-3308 PH - 1-000-733-2383
BILL TO: 1249744	
JEFFERSON COUNTY EMER SVCS AGE 419 16TH AVE RANSON, WV 25438-5732	

STRYKER MEDICAL 1901 Romenco Rd Parkway Portage, MI 49002 Phone Number: (800) 327-0770 Fax Number: (866) 551-2010 www.stryker.com

Service Invoice

INVOICE NUMBER	DATE	CUSTOMER P.O.	ORDER NUMBER	CLAIM NUMBER	PAGE
3980707M	12/08/22	EMS Transmission	14317988 SV	WO-05804524	1 of 1

TERMS	SHIPPING METHOD
Net 30 days	

SHIPPING INSTRUCTIONS	SERIAL NUMBER
	43923605

QUANTITY	UOM	DESCRIPTION	ITEM NUMBER	GTIN	UNIT PRICE	EXTENDED PRICE
6	QH	SMR LABOR CHARGE	LABOR-SMR		79.00	474.00
6	QH	SMR TRAVEL CHARGE	TRAVEL-SMR		79.00	474.00
1	EA	KIT - REPAIR, NIBP CONNECTOR,	40677-000065		128.00	128.00
1	EA	LABEL SET-ECG,SPO2,NIBP,CO2,TE	21601-002707		117.00	117.00

Bob B
 APPROVED
 SCANNED
 12/22/22

CLAIMS FOR SHORT SHIPMENT MUST BE MADE WITHIN 30 DAYS OF RECEIPT. NO MERCHANDISE MAY BE RETURNED TO STRYKER FOR CREDIT WITHOUT OUR EXPRESS PERMISSION IN ADVANCE. Subject to applicable shipping and handling charges.	SUBTOTAL	SALES TAX	TOTAL
	1193.00	0.00	1193.00



INVOICE

JCC REIMBURSEMENT - ARPA: EMS SYSTEM



SHIP TO: 1249744	MAKE PAYMENT TO:
JEFFERSON COUNTY EMER SVCS AGENCY 419 16TH AVE RANSON, WV 25438-5732	STRYKER SALES, LLC P.O. BOX 93308 CHICAGO, IL 60673-3308 PH - 1-800-733-2383
BILL TO: 1249744	
JEFFERSON COUNTY EMER SVCS AGE 419 16TH AVE RANSON, WV 25438-5732	

STRYKER MEDICAL 1901 Romence Rd Parkway Portage, MI 49002 Phone Number: (800) 327-0770 Fax Number: (866) 651-2618 www.stryker.com

Service Invoice

INVOICE NUMBER	DATE	CUSTOMER P.O.	ORDER NUMBER	CLAIM NUMBER	PAGE
3980708M	12/08/22	EMS Transition	14317990 SV	WO-05804732	1 of 1

TERMS	SHIPPING METHOD
Net 30 days	

SHIPPING INSTRUCTIONS	SERIAL NUMBER
	43924660

QUANTITY	UOM	DESCRIPTION	ITEM NUMBER	GTIN	UNIT PRICE	EXTENDED PRICE
7	QH	SMR LABOR CHARGE	LABOR-SMR		79.00	553.00
1	EA	KIT-REPAIR, MASIMO SPO2PANEL M	40577-000025		487.00	487.00
1	EA	LABEL SET-ECG,SPO2,NIBP,CO2,TE	21501-002707		117.00	117.00

Paul B...
APPROVED
SCANNED
 12/22/22

CLAIMS FOR SHORT SHIPMENT MUST BE MADE WITHIN 30 DAYS OF RECEIPT. NO MERCHANDISE MAY BE RETURNED TO STRYKER FOR CREDIT WITHOUT OUR EXPRESS PERMISSION IN ADVANCE. Subject to applicable shipping and handling charges.	SUBTOTAL	SALES TAX	TOTAL
	1157.00	0.00	1157.00



Order Placed: December 23, 2022
PO number : EMSTRANSSUPPLIES
Amazon.com order number: 111-7975171-7377804
Order Total: \$75.65



Not Yet Shipped	
Items Ordered	Price
1 Of: Amazon Basics 300 Pack AA Industrial Alkaline Batteries, 5-Year Shelf Life, Easy to Open Value Pack Sold by: Amazon (seller profile) Business Price Condition: New	\$52.66
1 Of: Coruscent 500 Sheet Protectors 3 Hole Lightweight Binder Sleeves Protecting Paper File Classification No Acid No PVC Double Sided Transparent 9.25 X 11.25 Top Loaded Sold by: STENDORT (seller profile) Business Price Condition: New	\$22.99
Shipping Address: Deborah Lancaster 419 16TH AVE RANSON, WV 25438-5732 United States	
Shipping Speed: FREE Prime Delivery	

Payment Information	
Payment Method: MasterCard Last digits: 1890	Item(s) Subtotal: \$75.65
	Shipping & Handling: \$0.00
Billing address Deborah Lancaster JEFFERSON COUNTY EMERGENCY SERVICES AGENCY 419 16TH AVE RANSON, WV 25438-5732 United States	----- Total before tax: \$75.65 Estimated Tax: \$0.00 ----- Grand Total: \$75.65

To view the status of your order, return to [Order Summary](#).

Order Placed: December 23, 2022
PO number : EMSTRANSSUPPLIES
Amazon.com order number: 111-1357018-9901017
Order Total: \$49.64



Not Yet Shipped	
Items Ordered	Price
2 of: Amazon Basics 100 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack	\$24.82
Sold by: Amazon (seller profile)	
Business Price	
Condition: New	
Shipping Address: Deborah Lancaster 419 16TH AVE RANSON, WV 25438-5732 United States	
Shipping Speed: Two-Day Shipping	
Payment Information	
Payment Method: MasterCard Last digits: 1890	Item(s) Subtotal: \$49.64 Shipping & Handling: \$0.00
Billing address Deborah Lancaster JEFFERSON COUNTY EMERGENCY SERVICES AGENCY 419 16TH AVE RANSON, WV 25438-5732 United States	----- Total before tax: \$49.64 Estimated Tax: \$0.00 ----- Grand Total: \$49.64

To view the status of your order, return to [Order Summary](#) .

ROBERTS OXYGEN COMPANY, INC.

PO BOX 5507
ROCKVILLE, MD 20855

Invoice Number F80717
Invoice Date 12/31/22
Invoice Amount 100.50
Customer Number 100296

SOLD TO: 100296
JEFFERSON CO EMERGENCY SERV
419 SIXTEENTH AVE
RANSON, WV 25438

1/9/23 *Rob B*
APPROVED
SCANNED

SHIP TO: 7
BAKERTON FIRE DEPARTMENT
891 CARTER AVE
HARPERS FERRY, WV 25425

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO BOX 5507 ROCKVILLE, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

DESCRIPTION	1 BEGINNING BALANCE	2 SHIPPED	3 RETURNED	4 ENDING BALANCE	MONTH OF		7 NUMBER OF DAYS	8 PURCHASE ORDER NO
					5 OFFSET	6 PREPAID		
THIS IS A MONTHLY STATEMENT SHOWING EQUIPMENT CHARGED TO YOU. PLEASE INVENTORY EQUIPMENT CHARGED TO SEE IF IT AGREES WITH THESE RECORDS. BALANCE ASSUMED CORRECT IF WE ARE NOT NOTIFIED WITHIN 10 DAYS. →					DECEMBER		31	
THERAPY OXYGEN, USP 141 CU FT	2			2				
SUBTOTAL	2			2			6.250	12.50
D-MED OXYGEN, USP 15CF RU ALUM	10			10				
SUBTOTAL	10			10			6.750	67.50
HAZARDOUS MATERIAL CHARGE								20.50

NEW e-Storefront...Manage Your Account 24/7!

Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this Invoice
Please call: (301) 948-8100

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5

WV SALES TAX .00

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
PO BOX 5507
ROCKVILLE, MD 20855

AMOUNT DUE 100.50

Invoice Number F80717 12/31/22
Customer Number

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

Invoice Number F80719
 Invoice Date 12/31/22
 Invoice Amount 278.75
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

Rob B

 1/9/23

SHIP TO: 5
 BLUE RIDGE MOUNTAIN VOL FIRE
 100 MISSION ROAD
 HARPERS FERRY, WV 25425

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO BOX 5507 ROCKVILLE, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

DESCRIPTION	1 BEGINNING BALANCE	2 SHIPPED	3 RETURNED	4 ENDING BALANCE	MONTH OF		7 RATE	8 CHARGE
					5 OFFSET	6 PREPAID		
THIS IS A MONTHLY STATEMENT SHOWING EQUIPMENT CHARGED TO YOU. PLEASE INVENTORY EQUIPMENT CHARGED TO SEE IF IT AGREES WITH THESE RECORDS. BALANCE ASSUMED CORRECT IF WE ARE NOT NOTIFIED WITHIN 10 DAYS. →					TOTAL EQUIPMENT IN YOUR POSSESSION	DECEMBER	31	PURCHASE ORDER NO
THERAPY OXYGEN, USP 141 CU FT	10	1	1	10				
SUBTOTAL	10	1	1	10			6.250	62.50
D-MED OXYGEN, USP 15CF RU ALUM	29	4	4	29				
SUBTOTAL	29	4	4	29			6.750	195.75
HAZARDOUS MATERIAL CHARGE								20.50

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For questions about this Invoice Please call: (301) 948-8100 Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

WV SALES TAX	.00
AMOUNT DUE	278.75

Invoice Number F80719 12/31/22
 Customer Number

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

Invoice Number F80722
 Invoice Date 12/31/22
 Invoice Amount 200.75
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438



SHIP TO: 2
 CITIZENS FIRE COMPANY
 245 CITIZENS WAY
 CHA
 CHARLES TOWN, WV 25414

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO BOX 5507 ROCKVILLE, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

DESCRIPTION	1 BEGINNING BALANCE	2 SHIPPED	3 RETURNED	4 ENDING BALANCE	MONTH OF		7 RATE	8 CHARGE
					5 OFFSET	6 PREPAID		
THIS IS A MONTHLY STATEMENT SHOWING EQUIPMENT CHARGED TO YOU. PLEASE INVENTORY EQUIPMENT CHARGED TO SEE IF IT AGREES WITH THESE RECORDS. BALANCE ASSUMED CORRECT IF WE ARE NOT NOTIFIED WITHIN 10 DAYS. →					TOTAL EQUIPMENT IN YOUR POSSESS ON	DECEMBER	NUMBER OF DAYS 31	PURCHASE ORDER NO
THERAPY OXYGEN, USP 141 CU FT	4			4				
SUBTOTAL	4			4			6.250	25.00
D-MED OXYGEN, USP 15CF RU ALUM	23			23				
SUBTOTAL	23			23			6.750	155.25
HAZARDOUS MATERIAL CHARGE								20.50

NEW e-Storefront...Manage Your Account 24/7!

Pay Invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this Invoice
 Please call: (301) 948-8100

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5

WV SALES TAX .00

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

AMOUNT DUE → 200.75

Invoice Number F80722 12/31/22
 Customer Number

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

Invoice Number F80720
 Invoice Date 12/31/22
 Invoice Amount 186.75
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

1/9/23 *Paul B*
 APPROVED
 SCANNED

SHIP TO: 4
 FRIENDSHIP FIRE CO
 1000 WASHINGTON ST
 HARPERS FERRY, WV 25425

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO BOX 5507 ROCKVILLE, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

DESCRIPTION	1 BEGINNING BALANCE	2 SHIPPED	3 RETURNED	4 ENDING BALANCE	MONTH OF		7 RATE	8 CHARGE
					5 OFFSET	6 PREPAID		
THIS IS A MONTHLY STATEMENT SHOWING EQUIPMENT CHARGED TO YOU. PLEASE INVENTORY EQUIPMENT CHARGED TO SEE IF IT AGREES WITH THESE RECORDS. BALANCE ASSUMED CORRECT IF WE ARE NOT NOTIFIED WITHIN 10 DAYS. →					TOTAL EQUIPMENT IN YOUR POSSESSION	DECEMBER	31	PURCHASE ORDER NO
THERAPY OXYGEN, USP 141 CU FT	5	1	1	5				
SUBTOTAL	5	1	1	5			6.250	31.25
D-MED OXYGEN, USP 15CF RU ALUM	20	7	7	20				
SUBTOTAL	20	7	7	20			6.750	135.00
HAZARDOUS MATERIAL CHARGE								20.50

NEW e-Storefront...Manage Your Account 24/7!

Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this Invoice
 Please call: (301) 948-8100

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5

WV SALES TAX .00

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

AMOUNT DUE 186.75

Invoice Number F80720 12/31/22
 Customer Number

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

Invoice Number F80721
 Invoice Date 12/31/22
 Invoice Amount 267.25
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

1/9/23 *Red B*
APPROVED
SCANNED

SHIP TO: 3
 INDEPENDENT FIRE COMPANY INC
 200 WEST SECOND AVE
 RANSON, WV 25438

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO BOX 5507 ROCKVILLE, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

DESCRIPTION	1 BEGINNING BALANCE	2 SHIPPED	3 RETURNED	4 ENDING BALANCE	MONTH OF		7 RATE	8 CHARGE
					5 OFFSET	6 PREPAID		
THIS IS A MONTHLY STATEMENT SHOWING EQUIPMENT CHARGED TO YOU. PLEASE INVENTORY EQUIPMENT CHARGED TO SEE IF IT AGREES WITH THESE RECORDS. BALANCE ASSUMED CORRECT IF WE ARE NOT NOTIFIED WITHIN 10 DAYS. →					TOTAL EQUIPMENT IN YOUR POSSESSION	DECEMBER	31	PURCHASE ORDER NO
THERAPY OXYGEN, USP 141 CU FT	6	3	3	6				
SUBTOTAL	6	3	3	6			6.250	37.50
D-MED OXYGEN, USP 15CF RU ALUM	31	4	4	31				
SUBTOTAL	31	4	4	31			6.750	209.25
HAZARDOUS MATERIAL CHARGE								20.50

NEW e-Storefront...Manage Your Account 24/7!

Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this Invoice
 Please call: (301) 948-8100 Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

WV SALES TAX	.00
AMOUNT DUE	267.25

Invoice Number F80721 12/31/22
 Customer Number

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

Invoice Number F80723
 Invoice Date 12/31/22
 Invoice Amount 153.00
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

1/9/23 *Rob B*
 APPROVED
 SCANNED

SHIP TO: 1
 JEFFERSON CO EMERGENCY SCV'S
 419 SIXTEENTH AVE
 33310 CODE
 RANSON, WV 25438

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO BOX 5507 ROCKVILLE, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

DESCRIPTION	1 BEGINNING BALANCE	2 SHIPPED	3 RETURNED	4 ENDING BALANCE	MONTH OF		7 RATE	8 CHARGE
					5 OFFSET	6 PREPAID		
THIS IS A MONTHLY STATEMENT SHOWING EQUIPMENT CHARGED TO YOU. PLEASE INVENTORY EQUIPMENT CHARGED TO SEE IF IT AGREES WITH THESE RECORDS. BALANCE ASSUMED CORRECT IF WE ARE NOT NOTIFIED WITHIN 10 DAYS. →					TOTAL EQUIPMENT IN YOUR POSSESSION	DECEMBER	31	PURCHASE ORDER NO
THERAPY OXYGEN, USP 141 CU FT	5			5				
SUBTOTAL	5			5			6.250	31.25
D-MED OXYGEN, USP 15CF RU ALUM	15			15				
SUBTOTAL	15			15			6.750	101.25
HAZARDOUS MATERIAL CHARGE								20.50

NEW e-Storefront...Manage Your Account 24/71

Pay invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this invoice
 Please call: (301) 948-8100

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5

WV SALES TAX .00

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

AMOUNT DUE 153.00

Invoice Number F80723 12/31/22
 Customer Number

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 15830 REDLAND ROAD
 PO BOX 5507
 ROCKVILLE, MD 20855
 (540) 662-1180



Invoice Number 864066
 Invoice Date 12/21/22
 Invoice Amount 79.32 UR
 Customer Number 60319

SOLD TO: 60319
 SHEPHERDSTOWN FIRE DEPT INC
 PO BOX F
 8052 MARTINSBURG PIKE
 SHEPHERDSTOWN, WV 25443

SHIP TO: 1
 SHEPHERDSTOWN FIRE DEPT
 8052 MARTINSBURG PIKE
 SHEPHERDSTOWN, WV 25443

REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO Box 5507 Rockville, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

CUSTOMER NO.		PURCHASE ORDER NO.		DATE DELIVERED	DELIVERY TICKET	BRANCH	SHIPPED VIA		
60319				12/21/22	024053	WINCHESTER -	DELIVERED		
INVOICE NO.		INVOICE DATE		ORDER PLACED BY			PLACED BY PHONE NO.		
864066		12/21/22		COY			3048713473		
QUANTITY		PART NUMBER	DESCRIPTION	UNIT PRICE	UNIT	TOTAL CHARGED			
SHIPPED	RETURNED OR BACKORDERED								
1	1	R6	THERAPY OXYGEN, USP 141 CU FT	19.680	EA	19.68			
2	2	R12RUAD	D-MED OXYGEN, USP 15CF RU ALUM	8.820	EA	17.64			

Rob B
 1/9/23
SCANNED
APPROVED

NEW e-Storefront...Manage Your Account 24/7!

Pay Invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on Manage Your Account then Request Account.

For questions about this invoice
 Please call: (540) 662-1180

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5
 PLEASE VISIT OUR WEBSITE AT WWW.ROBERTSOXYGEN.COM

SUB TOTAL	37.32
WV SALES TAX	.00
DELIVERY CHARGE	42.00
AMOUNT DUE	79.32

PLEASE REMIT TO:
 ROBERTS OXYGEN COMPANY, INC.
 PO Box 5507
 Rockville, MD 20855

INVOICE

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

Invoice Number F80718
 Invoice Date 12/31/22
 Invoice Amount 240.75
 Customer Number 100296

SOLD TO: 100296
 JEFFERSON CO EMERGENCY SERV
 419 SIXTEENTH AVE
 RANSON, WV 25438

Bob B
 1/9/23
 APPROVED

SHIP TO: 6
 SHEPHERDSTOWN FIRE DEPT
 8052 MARTINSBURG PIKE
 SHEPHERDSTOWN, WV 25443



REMIT TO: ROBERTS OXYGEN COMPANY, INC. PO BOX 5507 ROCKVILLE, MD 20855

Please detach this portion and return with your payment.

Terms - Net on Receipt of Invoice, 1.5% monthly finance charge over 30 days, 18.0% per annum.

THIS IS A MONTHLY STATEMENT SHOWING EQUIPMENT CHARGED TO YOU. PLEASE INVENTORY EQUIPMENT CHARGED TO SEE IF IT AGREES WITH THESE RECORDS. BALANCE ASSUMED CORRECT IF WE ARE NOT NOTIFIED WITHIN 10 DAYS. →				TOTAL EQUIPMENT IN YOUR POSSESSION	MONTH OF		NUMBER OF DAYS	PURCHASE ORDER NO
					DECEMBER		31	
DESCRIPTION	1 BEGINNING BALANCE	2 SHIPPED	3 RETURNED	4 ENDING BALANCE	5 OFFSET	6 PREPAID	7 RATE	8 CHARGE
THERAPY OXYGEN, USP 141 CU FT	5			5				
SUBTOTAL	5			5			6.250	31.25
D-MED OXYGEN, USP 15CF RU ALUM	22	6		28				
SUBTOTAL	22	6		28			6.750	189.00
HAZARDOUS MATERIAL CHARGE								20.50

NEW e-Storefront...Manage Your Account 24/7!

Pay Invoices online by credit card. Place your orders with a customized shopping list, review cylinder balances, delivery tickets and statements. Sign up today at www.robertsoxygen.com click on **Manage Your Account** then **Request Account**.

For questions about this invoice
 Please call: (301) 948-8100

Fed ID# 520822869, Duns# 042646877, UEI# HF9HCHM74RY5

WV SALES TAX	.00
--------------	-----

PLEASE REMIT TO:

ROBERTS OXYGEN COMPANY, INC.
 PO BOX 5507
 ROCKVILLE, MD 20855

AMOUNT DUE	240.75
-------------------	--------

Invoice Number F80718 12/31/22
 Customer Number

Teleflex®

3015 Carrington Mill Blvd, Suite 300
Morrisville, NC 27560
USA



Invoice			
Number	Date	Page	Due Date
9506392364	12/21/2022	Page 1 of 2	01/20/2023
Payer Account No. 1227236			

Bill To Party Account No. 1227236


 T1 P1 *****SINGL
 -0002-##-52-188-188-66
 JEFFERSON COUNTY EMERGENCY
 SERVICES AGE
 419 16TH AVENUE
 RANSON WV 25438-5732
 USA

Ship To Party Account No. 1227236
 JEFFERSON COUNTY EMERGENCY
 ATTN: LT. LYONS
 419 16TH AVENUE
 RANSON, WV 25438-5732
 USA

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Payment Remittance Address:

Teleflex LLC
c/o Teleflex Funding LLC
PO Box 936729
Atlanta, GA 31193-6729

Wire Transfer Remittance:

Teleflex LLC, c/o Teleflex Funding LLC
Account No. 4708086079
Wells Fargo Bank, N.A.
Routing/ABA No. 121000248
SWIFT Code: WFBIUS6S

Overnight Remittance Address:

Teleflex LLC
c/o Teleflex Funding LLC
Attn: PO Box 936729
3585 Atlanta Avenue
Hapeville, GA 30354-1705

Purchase Order Number	Sales Order Number	Order Placed By	Delivery Number	Carrier/Level of Service
EMS Transition Supplies	9673633	John Lyons	8009749890	UPS SUPPLY CHAIN SOLUTION
Tracking Number	Freight Terms	Incoterms	Payment Terms	Currency
126069230381699272	Prepaid	FOB Origin	Net 30	USD

Line	Material	Material Description	UOM	Shipped Qty	Back Order Qty	Unit Price	Total
000010	9066-VC-005	EZ STABILIZER(BOX OF 5) Brand: Arrow Batch Number: 65458486 Expiration Date: 08/10/2026 Country of Origin: TW	BX	1		50.00	50.00
000020	9079P-VC-005	EZ IO 45MM NEEDLE SET + STABILIZER Brand: Arrow Batch Number: 66116746 Expiration Date: 08/31/2026 Country of Origin: USA	BX	4		665.00	2,660.00

Comments: The prices reflected on this invoice incorporate applicable discounts to Teleflex's list prices for the named products and may be subject to further discounts, rebates and/or warranties (if any) per your agreement with Teleflex. Consistent with 42 U.S.C. 1320a-7b(b)(3)(A) and/or 42 C.F.R. 1001.952(h), this disclaimer constitutes Teleflex's notice to you that you must fully and accurately report any reduced price received as a discount, rebate or warranty in applicable cost reports


APPROVED
SCANNED



3015 Carrington Mill Blvd, Suite 300
 Morrisville, NC 27560
 USA

ARROW
 GARDY
 HUBBON RCI
 LMA
 PULLING

QuikDot
 RUSCH
 URQLIFT
 WECK

Invoice			
Number	Date	Page	Due Date
9506392364	12/21/2022	Page 2 of 2	01/20/2023
Payer Account No. 1227236			



and agree to provide certain related information to state and federal agencies upon request as required by law or regulation.

Sub-Total	2,710.00
Freight Ground	15.50
Ship Savings	15.50
Tax	0.00
Total USD	2,710.00

The terms on our Acknowledgment and Invoices state Teleflex LLC's entire contract. Teleflex LLC shall not be bound by any different, additional, or conflicting terms and conditions contained in Buyer's Purchase Order unless expressly agreed to in writing by Teleflex LLC. Teleflex LLC's Acknowledgment will not hereafter be subject to any change, modification, or conflicting language without Teleflex LLC's prior written consent. To access our terms and conditions please visit <https://www.teleflex.com/usa/en/legal/terms-and-conditions-of-sale/>

Tel 866-246-6990 | Email cs@teleflex.com | www.teleflex.com | EIN: 83-1629418

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK,VA 22624
SHIPPED FROM LICENSE: WD0559398

Rob B 1/9/23
APPROVED
SCANNED

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	80837922	Invoice Number	20151071
Sales Order Date	11/11/2022	Invoice Date	12/20/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/19/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$343.34

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
1136758	Vendor: BIMDIX Vend Cat#: P01-102	EXTENSION SET, SALINE LOCK HIG PO LN 5	2	CS	2	171.67	343.34	.00	
Tracking #		1Z31FW670326954230							
Shipped: 12/21/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$343.34	\$0.00	\$0.00	\$343.34

The prices on this Invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this Invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/20/2022
Document Number	20151071	Terms	AR NET 30 DAYS
Pay This Amount Before	01/19/2023		\$343.34

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

MCKESSON

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Page 1 of 1

RCHEIDPD01

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK, VA 22624
SHIPPED FROM LICENSE: WD0559398

Bob B
1/9/23
APPROVED
SCANNED

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	83308166	Invoice Number	20151074
Sales Order Date	12/13/2022	Invoice Date	12/20/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/19/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$144.00

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
731947	Vendor: AMBU Vend Cat#: P-00-S/10	ELECTRODE, FOAM ADLT BLU SENSO PO LN 4	30	PK	30	4.80	144.00	.00	
	Tracking # 1231FW670326954089								
	Shipped: 12/21/2022	From: Winchester			Via: UPS GRD RES NORTHCOAST ONLY				Broker Lic: WD0560158

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$144.00	\$0.00	\$0.00	\$144.00

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

RCHEIDPD01

Account Number	58736372	Date	12/20/2022
Document Number	20151074	Terms	AR NET 30 DAYS
Pay This Amount Before	01/19/2023		\$144.00

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 58736372

JCC REIMBURSEMENT - ARPA: EMS SYSTEM

Invoice

Page 1 of 2

Shipped From:
 MCKESSON MEDICAL-SURGICAL INC
 4027 MARTINSBURG PIKE
 CLEAR BROOK, VA 22624
 SHIPPED FROM LICENSE: WD0559398

RCHEIDPD01

Robert B. Gagnon
 1/9/23
APPROVED

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

SCANNED

Shipped To: 58736373
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

TIN: 20-2046702
 DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
 Customer Service: 1-833-343-2700

Sales Order Number	83919590	Invoice Number	20153614
Sales Order Date	12/21/2022	Invoice Date	12/21/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/20/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$104.79

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
895494	Vendor: 9PERR Vend Cat#: & 45802021001	NITROLINGUAL, SPR 4.9GM PO LN 1	5	EA	0	178.60	.00	.00	
788082	Vendor: CMBSRN Vend Cat#: 120-02	SOLUTION, CONTROL GLUCOSE MICR PO LN 2	4	BX	0	13.43	.00	.00	
1129771	Vendor: SUNMED Vend Cat#: 4MSF1-7-6-25	CANNULA, ORAL/NASAL 7' O2 LINE PO LN 3	4	CS	0	162.70	.00	.00	
371940	Vendor: STYPHY Vend Cat#: 11996-000091	ELECTRODE, QUICK COMBO ADLT PO LN 4	20	PK	0	34.74	.00	.00	
1048690	Vendor: HLTMRK Vend Cat#: 6323 RD	LOCK, SECURITY CYNCH-LOK W/NUM PO LN 5	5	PK	0	34.25	.00	.00	
831668	Vendor: MGM16 Vend Cat#: 16-EB40FLOZ	BAG, EMESIS 1000CC GRAB 40OZ (PO LN 6	4	CS	0	78.79	.00	.00	
881399	Vendor: MGM128 Vend Cat#: 2262	CONTAINER, SHARPS RED 5QT HORI PO LN 7	2	CS	0	122.95	.00	.00	
911725	Vendor: MGM173 Vend Cat#: 32642	NEBULIZER, W/MOUTHPC LF SM VOL PO LN 8	2	CS	2	51.20	102.40	.00	

Invoice

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

RCHEIDPD01

Account Number	58736372	Date	12/21/2022
Document Number	20153614	Terms	AR NET 30 DAYS
Pay This Amount Before		01/20/2023	\$104.79

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
 RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

McKesson

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Invoice

RCHE1DP061

Bill To: 58736372
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Shipped To:
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

Invoice Number 20153614	PO Number EMS Transition Supplies	Invoice Date 12/21/2022
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Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
Tracking # 1Z1X47690377747820									
Shipped: 12/21/2022 From: Northborough Via: UPS GROUND Broker Lic: WD0560158									
555693	Vendor: MGM60 Vend Cat#: 911-36-GCP	ASPIRIN, CHEW 81MG (36/BT 12BT) PO LN 9	7	BT	0	2.78	.00	.00	
		FUEL SURCHARGE	1	EA	1	2.39	2.39	.00	
		PO LN 10							
SUB TOTAL						\$104.79	\$0.00	\$0.00	\$104.79
FREIGHT						\$0.00	\$0.00	\$0.00	\$0.00
TAX						\$0.00	\$0.00	\$0.00	\$0.00
AMOUNT						\$104.79	\$0.00	\$0.00	\$104.79

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
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McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK,VA 22624
SHIPPED FROM LICENSE: WD0559398

Robert Burner
1/9/23
APPROVED

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

SCANNED

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	83919590	Invoice Number	20153782
Sales Order Date	12/21/2022	Invoice Date	12/21/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/20/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$2,339.57

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
895494	Vendor: 9PERR Vend Cat#: & 45802021001	NITROLINGUAL, SPR 4.9GM PO LN 1	5	EA	5	178.60	893.00	.00	
Tracking # 1Z31FW670326972265 Shipped: 12/21/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
371940	Vendor: STYPHY Vend Cat#: 11996-000091	ELECTRODE, QUICK COMBO ADLT PO LN 4	20	PK	20	34.74	694.80	.00	
Tracking # 1Z31FW670326972265 Shipped: 12/21/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
1048690	Vendor: HLTMRK Vend Cat#: 6323 RD	LOCK, SECURITY CYNCH-LOK W/NUM PO LN 5	5	PK	5	34.25	171.25	.00	
Tracking # 1Z31FW670326972265 Shipped: 12/21/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
831668	Vendor: MGM16 Vend Cat#: 16-EB40FLOZ	BAG, EMESIS 1000CC GRAD 40OZ (PO LN 6	4	CS	4	78.79	315.16	.00	
Tracking # 1Z31FW670326971328									

Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/21/2022
Document Number	20153782	Terms	AR NET 30 DAYS
Pay This Amount Before	01/20/2023		\$2,339.57

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

McKesson

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Invoice

RCHE10P001

Bill To: 58736372
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 419 16TH AVE
 RANSON WV 25438-5732

Shipped To:
 JEFFERSON COUNTY EMERGENCY SVCS AGENCY
 ATTN ROBERT BURNER
 419 16TH AVE
 RANSON WV 25438-5732
 REGULATORY LICENSE: 24340

Invoice Number 20153782	PO Number EMS Transition Supplies	Invoice Date 12/21/2022
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Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
Shipped: 12/21/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
881399	Vendor: MGM128 Vend Cat#: 2262	CONTAINER, SHARPS RED 5QT HORI PO LN 7	2	CS	2	122.95	245.90	.00	
Tracking # 1Z31FW670326971364 1Z31FW670326971373									
Shipped: 12/21/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									
555693	Vendor: MGM60 Vend Cat#: 911-36-GCP	ASPIRIN, CHEW 81MG (36/BT 12BT PO LN 9	7	BT	7	2.78	19.46	.00	
Tracking # 1Z31FW670326972265									
Shipped: 12/21/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$2,339.57	\$0.00	\$0.00	\$2,339.57

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McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Shipped From:
MCKESSON MEDICAL-SURGICAL (COLUMBUS)
915 TAYLOR RD
GAHANNA, OH 43230
SHIPPED FROM LICENSE: WD0559184



JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	83919590	Invoice Number	20156816
Sales Order Date	12/21/2022	Invoice Date	12/22/2022
PO Number	EMS Transition Supplies	Payment Due Date	01/21/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$53.72

Notes: By doing business with McKesson, Customer acknowledges that it is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

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Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
788082	Vendor: CMBRSN Vend Cat#: 120-02	SOLUTION, CONTROL GLUCOSE MICR PO LN 2	4	BX	4	13.43	53.72	.00	
Tracking # 1Z7857720337182327									
Shipped: 12/22/2022 From: Gahanna Via: UPS GROUND Broker Lic: WD0560158									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$53.72	\$0.00	\$0.00	\$53.72

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Invoice

MCKESSON

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/22/2022
Document Number	20156816	Terms	AR NET 30 DAYS
Pay This Amount Before	01/21/2023		\$53.72

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233
Bill To: 58736372

Shipped From:
MCKESSON MEDICAL-SURGICAL INC
4027 MARTINSBURG PIKE
CLEAR BROOK,VA 22624
SHIPPED FROM LICENSE: WD0559398

Robert Burner
1/9/23
APPROVED
SCANNED

JEFFERSON COUNTY EMERGENCY SVCS AGENCY
419 16TH AVE
RANSON WV 25438-5732

Shipped To: 58736373
JEFFERSON COUNTY EMERGENCY SVCS AGENCY
ATTN ROBERT BURNER
419 16TH AVE
RANSON WV 25438-5732
REGULATORY LICENSE: 24340

TIN: 20-2046702
DUNS: 05-142-0107

Payment / Account Balance Inquires: 1-800-453-5180
Customer Service: 1-833-343-2700

Sales Order Number	84178002	Invoice Number	20163967
Sales Order Date	12/26/2022	Invoice Date	12/26/2022
PO Number	EMS Transition	Payment Due Date	01/25/2023
Sales Rep Name	GAGNON, PATRICK LOUIS	Invoice Amount	\$201.07

Notes: By doing business with McKesson, Customer acknowledges that It is familiar with McKesson's Terms of Sale and is responsible for reviewing in full the complete Terms of Sale that apply to this purchase, located at <https://mms.mckesson.com/content/terms-of-sale-government-solutions>. McKesson's acceptance of Customer's order was expressly conditioned upon Customer's assent to the complete Terms of Sale.

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
897070	Vendor: SUNMED Vend Cat#: 950194310	BAG, PRESSURE INFUSER DISP 100 PO LN 1	4	BX	4	49.67	198.68	.00	
	Tracking # 1231FW670327034544								
	Shipped: 12/27/2022 From: Winchester Via: UPS GRD RES NORTHCOAST ONLY Broker Lic: WD0560158								
		FUEL SURCHARGE PO LN 2	1	EA	1	2.39	2.39	.00	
		SUB TOTAL					\$201.07		
		FREIGHT					\$0.00		
		TAX					\$0.00		
		AMOUNT					\$201.07		

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Invoice

McKesson Medical-Surgical
Government Solutions LLC
9954 Mayland Drive Suite 5176
Henrico, VA 23233

Account Number	58736372	Date	12/26/2022
Document Number	20163967	Terms	AR NET 30 DAYS
Pay This Amount Before	01/25/2023		\$201.07

JEFFERSON COUNTY EMERGENCY SVCS AGENCY

419 16TH AVE
RANSON WV 25438-5732

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Please Remit To:
MCKESSON MEDICAL - SURGICAL
PO BOX 936279
ATLANTA GA 31193-6279



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice: **February 16, 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 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b. 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, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.
- c. Review and discussion of Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services
- d. Review, discussion, and possible adoption of leases for Ambulance parking and personnel space between the JCESA and/or JCC and fire companies at various Fire Stations.

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:

RENEWAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN THE JEFFERSON COUNTY
COMMISSION, THE JEFFERSON COUNTY SHERIFF'S DEPARTMENT AND THE
CORPORATION OF BOLIVAR FOR
PUBLIC SAFETY SERVICES

This renewal of AGREEMENT is made effective July 1, 2023 between the Jefferson County Commission, [hereinafter the "Commission"], the Jefferson County Sheriff's Department [hereinafter the "Sheriff"], and the Corporation of Bolivar [hereinafter "Bolivar"] and collectively known as the "parties". This AGREEMENT is contingent, however, upon approval by the Attorney General of West Virginia, or thirty [30] days from submission of this AGREEMENT thereto, whichever is sooner, and upon the Filing Requirements listed below.

WHEREAS, Bolivar is entirely within Jefferson County, West Virginia; and

WHEREAS, pursuant to Article 14, Chapter 8 of the West Virginia Code, Bolivar has the plenary power and authority to protect persons and property within Bolivar and to preserve law and order therein; and

WHEREAS, the Commission, through the Jefferson County Sheriff's Department, pursuant to the Sheriff's Constitutional and law enforcement duties within Jefferson County, provides law enforcement services to the entirety of Jefferson County; and

WHEREAS, the Intergovernmental Relations-Contracting and Joint Enterprises Act, W. Va. Code 8-23-1 *et seq.*, authorizes the parties to contract for the provision of policing services in Bolivar and for the Commission to receive payments for the same. See W. Va. Code 8-23-7; and

WHEREAS Bolivar desires to enter into a contract with the Commission to provide policing in Bolivar by the Jefferson County Sheriff's Department for 24-hour police coverage and to personalize those protection services with dedicated deputies to serve as "Bolivar Deputies".

WHEREAS Bolivar and the Sheriff mutually desire to enhance dedicated law enforcement activity within Bolivar to improve police services in general. The parties hereto understand that in order to do that, additional resources are needed by the Sheriff.

WHEREAS the Sheriff, by and through the Commission, agrees to render such services upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, it is agreed between the parties as follows:

1. POLICE SERVICES. The Commission agrees to provide police services to Bolivar at the direction and discretion of the Sheriff of Jefferson County to the extent and in the manner set forth below:

a. Police services provided under this contract shall encompass those police duties and functions which are of the same level, degree, and type typically performed by the Sheriff in the surrounding unincorporated areas of Jefferson County;

The Sheriff shall assign the appropriate number of personnel as is deemed appropriate and necessary as determined in the Sheriff's discretion. Such services, depending on workload at any given time, may include:

i. Routine patrols of Bolivar, including foot and vehicular patrols and other general law enforcement duties;

ii. Community policing services such as vacation checks of homes, courtesy safety inspections, agency referrals, attendance at school events, checking security of businesses, welfare checks, and personal contacts as are customary in a small town;

iii. Such services WILL NOT include civil ordinance enforcement.

b. Except as provided below under sub paragraphs (f), (g), and (h), the Sheriff has the exclusive right to determine staffing assigned or detailed within Bolivar based on the Sheriff's assessment of the needs of Bolivar based upon the monthly incident data generated by the Sheriff's Office pursuant to this Agreement under paragraph 4. REPORTING and available manpower in order to effectively provide for public safety. The Sheriff will strive for, but cannot guarantee in all circumstances, a response from the time of dispatch that is similar to other areas of the County;

c. The Sheriff shall constitute the first response for the enforcement of state law. Patrol services shall include reactive patrol to respond to calls for service from residences and businesses, proactive patrol to prevent and deter criminal activity, and traffic patrol to enforce applicable state traffic codes and enhance public safety. Deputies will, when assigned to Bolivar, provide patrol services to Bolivar during their scheduled workshifts;

d. All matters incident to the performance of such service or control of personnel employed to render such service shall be and remain under the control of the Sheriff;

e. In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the Sheriff and Bolivar will mutually confer regarding said dispute; the final decision after conferring between the parties shall be made by the Sheriff.

f. The Sheriff will provide a specific deputy to work in Bolivar full-time during day-shift hours between 6:00 am - 6:00 pm, Monday - Friday. Hereinafter referred to as the "Bolivar Deputy", this deputy, to the extent practicable, will utilize office space within the Bolivar Community Center Building to perform work functions and meet with town staff and citizens.

g. The Sheriff will have day-shift deputies in Bolivar on the weekends. The Sheriff will assign two specific deputies to this detail. These specific deputies will be known as "Bolivar Deputies" and will each work alternating weekends.

h. The Sheriff will have deputies in Bolivar between 6:00 pm - 6:00 am conducting directed patrols, house and building checks, traffic enforcement, etc.

i. Bolivar explicitly retains the right to request tailored coverage according to the incident data collected by the Sheriff's Office pursuant to this Agreement under paragraph 4. REPORTING.

2. CRIMINAL JUSTICE SUPPLEMENTAL SERVICES. The Commission will provide for all costs and services related to the prosecution, defense and punishment of those accused of crimes and traffic infractions within Bolivar, in the same manner and to the same extent as it does for those accused of crimes and traffic infractions in the unincorporated areas of Jefferson County.

3. COOPERATION AMONG PARTIES.

a. Bolivar will provide office space in the Bolivar Community Center Building for the use of officers under this agreement to perform work functions and meet with town staff and citizens.

b. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render reasonable cooperation and assistance to each other to facilitate the provision of the services selected herein. Toward that end, liaison will be provided through the "Bolivar Deputies". These Deputies will handle the day-to-day operational concerns identified by Bolivar's Mayor and residents. In addition, the designated Deputies will be available to Bolivar during mutually agreed upon days and hours for activities such as meetings of the Town Council and appropriate community meetings. The designated Deputies will be available to consult and to coordinate with Bolivar's Mayor and other department heads.

4. REPORTING. The Sheriff will maintain accurate data collection on criminal and traffic activity and on dispatched calls for service within Bolivar's boundaries.

a. The Mayor will be promptly notified in the event of a significant criminal occurrence or other major event within Bolivar;

b. The Sheriff will provide monthly reports on criminal activity, traffic activity, and law enforcement services provided. Services provided shall be grouped by the categories of criminal occurrence, traffic activity, and dispatched calls, etc;

c. Media releases concerning a major criminal occurrence being investigated by the Sheriff will be prepared by the Sheriff or the Sheriff's designee and will be timely provided to the Mayor. Bolivar shall not issue any media releases regarding criminal investigation conducted by the Sheriff pursuant to this Agreement without prior approval of the Sheriff's Office.

5. PERSONNEL AND EQUIPMENT.

a. Neither the Commission nor the Sheriff is acting as an agent of Bolivar, but rather the Sheriff is acting as an independent contractor such that the control of personnel, standards of performance, discipline, and all other aspects of performance shall be governed entirely by the Sheriff.

b. All persons rendering services on behalf of the Sheriff shall be for all purposes employees of the Sheriff. Bolivar does not assume liability for the payment of any salaries, benefits, or other compensation or training and vehicle costs related to personnel employed by the Sheriff to perform services. It is agreed that all personnel shall be employees of the Sheriff and the Sheriff shall be responsible for providing salary, worker's compensation insurance, and all other benefits to which such personnel are entitled by reason of their employment with the Sheriff.

c. All equipment paid for by Bolivar remains the property of Bolivar; all equipment paid for by the Commission/Sheriff remains the property of the Commission/Sheriff.

d. The Sheriff's Department will bear all costs for providing vehicles, training, uniforms, insurance, salary, and benefit expenses.

6. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other,

its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees arising from its own acts which the other party, its personnel and employees may hereinafter sustain or be required to pay, arising out of or by reason for any act of omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

7. INSURANCE. The Sheriff agrees that all insurance required to adequately cover liability, vehicles, personnel, and equipment used by the Sheriff in the provision of services pursuant to this Agreement will be provided by the Sheriff.

8. RATE. The Corporation of Bolivar shall pay an amount equal to \$160,000 per annum, payable in four installments in the amount of \$40,000.

9. PAYMENT. Payments will be made to the Sheriff of Jefferson County on the 1st day of July, October, January, and April. These payments are to be made in advance of each three [3] month service period.

10. TERMS OF AGREEMENT. This Agreement is an annual contract in effect for twelve [12] consecutive months. Future agreements are to be agreed to and signed before April 1 in future years. The Sheriff or the Sheriff's designee shall meet with the Bolivar Town Council in March and September of each year, or sooner if required, to discuss performance under this Agreement. The Sheriff will provide summaries of activity and budget updates at these meetings. Bolivar shall have an opportunity to comment on its satisfaction with the services delivered and request adjustments or modifications. If either party wishes to discontinue this agreement, either party may terminate this Agreement with at least three [3] months written notice.

11. ENTIRE AGREEMENT. This Agreement sets forth the entire agreement and understanding between the Parties relating to the subject matter herein and supersedes all prior discussions or representations made during negotiations, whether written or oral. No modification of, or amendment to, this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the Commission, Sheriff, and Bolivar.

12. GOVERNING LAW AND JURISDICTION. This Agreement shall be governed by, and construed under, the laws of the State of West Virginia. Jurisdiction and venue for all purposes shall be in the County of Jefferson, State of West Virginia.

13. NO THIRD PARTY BENEFICIARY. The Parties agree that this Agreement shall not confer third-party beneficiary status on any non-party to this Agreement, including the citizens of either Jefferson County or Bolivar.

14. LEGAL REQUIREMENTS. All parties shall comply with all applicable federal, state, and local laws in performing this Agreement.

15. SEVERABILITY. Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

16. FILING REQUIREMENTS. The Commission shall file a copy of this AGREEMENT with the County Clerk of Jefferson County and provide a copy of such filing to Bolivar and Bolivar will file a copy with the recorder of the municipality and with the WV State Auditor.

IN WITNESS WHEREOF, the undersigned parties are authorized to execute this Agreement as of the date written below.

Executed this ____ day of ____, 2023.

JEFFERSON COUNTY COMMISSION:

By: _____ Date. _____
Commission President.

SHERIFF:

By: _____ Date. _____
Thomas H. Hansen.
Sheriff of Jefferson County, WV

CORPORATION OF BOLIVAR:

By: _____ Date. _____
Helen Dettmer.
Mayor of Bolivar, WV

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE JEFFERSON COUNTY
COMMISSION, THE JEFFERSON COUNTY SHERIFF'S DEPARTMENT, AND THE
CORPORATION OF BOLIVAR FOR TAX COLLECTION SERVICES**

This AGREEMENT is made effective _____ 2023 between the Jefferson County Commission, [hereinafter the "Commission"], the Jefferson County Sheriff's Department [hereinafter the "Sheriff"] and the Corporation of Bolivar [hereinafter "Bolivar"] and collectively known as the "parties". This AGREEMENT is contingent, however, upon approval by the Attorney General of West Virginia, or thirty (30) days from submission of this AGREEMENT thereto, whichever is sooner, and upon the Filing Requirements listed below.

WHEREAS, Bolivar is within Jefferson County, West Virginia; and,

WHEREAS, pursuant to Article 18, Chapter 7, of the West Virginia Code, Bolivar has the power and authority, by Ordinance, to impose and collect a privilege tax upon the occupancy of hotel rooms located within its taxing jurisdiction; and,

WHEREAS, Bolivar has imposed a privilege tax upon the occupancy of hotel rooms located within its taxing jurisdiction through Ordinance November 2, 2018; and,

WHEREAS, the Commission, through the Jefferson County Sheriff's Department, collects taxes, in general, within Jefferson County, including county imposed Hotel Occupancy Tax pursuant to W. Va. Code 7-18-13; and,

WHEREAS, the Intergovernmental Relations — Contracting and Joint Enterprises Act, W. Va. Code 8-23-1 *et seq.* authorizes the parties to contract for the provision of tax collection services in Bolivar and for the Commission to receive payments for the same. See W. Va. Code 8-23-7; and,

WHEREAS, Bolivar desires to enter into a contract with the Commission to provide tax collection in Bolivar by the Sheriff for the collection of hotel occupancy privilege taxes in consultation with Bolivar officials,

WHEREAS, the Sheriff, by and through the Commission, agrees to render such services upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, it is agreed between the parties as follows:

1. TAX COLLECTION. The Commission agrees to provide Hotel Occupancy Tax collection for Bolivar at the direction and discretion of the Sheriff of Jefferson County to the extent and in the manner set forth below:

a. The Bolivar Hotel Occupancy Tax collected under this contract shall encompass those duties and functions which are of the same level, degree, and type performed by the Sheriff for the collection of the hotel occupancy privilege tax imposed by Jefferson County;

The Sheriff shall assign the appropriate number of personnel as is deemed appropriate and necessary as determined in the Sheriff's discretion. Such services shall include:

i. Regular and routine searches, electronic and otherwise, for hotel operations within the tax jurisdiction of Corporation of Bolivar,

ii. Regular, but in no event less than quarterly from the date of execution of this agreement, consultation with the Corporation of Bolivar for updates on new and existing hotel operations within the tax jurisdiction of the Corporation of Bolivar,

b. The Sheriff has the right to determine his/her internal staffing assigned to the noticing and collection of hotel occupancy privilege taxes pursuant to this agreement,

c. In the event a dispute arises between the parties concerning the manner or method said taxes are collected from entities within the taxing jurisdiction of the Corporation of Bolivar, the Sheriff and Bolivar will mutually confer regarding said dispute,

d. The Sheriff shall create a separate bank account dedicated solely to the Bolivar Hotel Occupancy Tax. All monies collected or procured by the Sheriff pursuant to such tax shall be placed and held in said account until remitted to the Corporation of Bolivar as described below in section "2. TAX REMITTANCE".

2. TAX REMITTANCE. The Commission agrees to remit to the Corporation of Bolivar the Hotel Occupancy taxes collected for Bolivar by the Sheriff of Jefferson County to the extent and in the manner set forth below:

a. The remittance of taxes collected under this contract shall occur regularly, but in no event less than quarterly, with the first remittance due and payable on July 1, 2023;

b. In the event a dispute arises between the parties concerning the manner or method hotel privilege taxes are remitted to Bolivar, the Sheriff and Bolivar will mutually confer regarding said dispute.

3. COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render reasonable cooperation and assistance to each other to facilitate the provision of the services expressed and implied herein. Toward that end, liaison will be provided through a specifically identified office staff in the Sheriff's tax collection department. That individual will handle the day-to-day operational concerns identified by Bolivar's Mayor and residences. In addition, the designated individual, or the Sheriff, will be available to Bolivar during mutually agreed upon days and hours, for activities such as meetings of the Town Council and appropriate community meetings. The designated individual, or the Sheriff, will be available to consult and to coordinate with the Mayor of Bolivar and other department heads.

4. REPORTING. The Sheriff will maintain accurate data collection on the hotel privilege taxes collected in and remitted to Bolivar including communications, written or otherwise, with hotels within the jurisdiction of Bolivar. The Sheriff, or designated individual, will provide monthly reports to the Corporation of Bolivar regarding same.

5. PERSONNEL

a. Neither the Commission nor the Sheriff is acting as an agent of Bolivar, but rather the Sheriff is acting as an independent contractor such that the control of personnel, standards of performance, discipline and all other aspects of performance shall be governed by the Sheriff.

b. All personnel rendering services on behalf of the Sheriff shall be for all purposes employees of the Sheriff. Bolivar does not assume liability for the payment of any salaries, benefits, or other compensation or training to personnel employed by the Sheriff to perform services. It is agreed that all personnel shall be employees of the Sheriff and the Sheriff shall be responsible for providing salary, worker's compensation insurance, and all other benefits to which such personnel are entitled by reason of their employment with the Sheriff.

c. All equipment paid for by Bolivar remains the property of Bolivar; all equipment paid for by the Commission/Sheriff remains the property of the Commission/Sheriff.

6. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorneys' fees arising from its own acts which the other party, its personnel and employees may hereinafter sustain or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this agreement.

7. INSURANCE. The Sheriff agrees that all insurance required to adequately cover liability, personnel, and equipment used by the Sheriff in the provision of services pursuant to this Agreement will be provided by the Sheriff.

8. RATES. The Corporation of Bolivar shall pay an amount equal to \$1,000 per annum, payable in four installments in the amount of \$250.

9. Payments. Payments will be made to the Sheriff of Jefferson County on the 1st day of July, October, January, and April. These payments are to be made in advance of each month service period.

10. TERMS OF AGREEMENT. This agreement is an annual contract in effect for twelve [12] consecutive months. Future agreements are to be agreed to and signed before April 1st in future years. The Sheriff, or the Sheriff designee shall meet with the Bolivar Town Council in March and September of each year, or sooner if required, to discuss performance under this agreement. The Sheriff will provide summaries of investigation, activity, collection, remittances, and budget updates at these meetings. Bolivar shall have an opportunity to comment on its satisfaction with the services delivered and request adjustments or modifications. If either party wishes to discontinue this agreement, either party may terminate this agreement with at least three [3] months written notice.

11. ENTIRE AGREEMENT. This agreement sets forth the entire agreement and understanding between the Parties relating to the subject matter herein and supersedes all prior discussions or representations between the Parties including, but not limited to, any representation made during negotiations, whether written or oral. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the Commission, Sheriff, and Bolivar.

12. GOVERNING LAWS AND JURISDICTION. This Agreement shall be governed by, and construed under, the laws of the State of West Virginia. Jurisdiction and venue for all purposes shall be in the County of Jefferson, State of West Virginia.

13. NO THIRD PARTY BENEFICIARY. The parties agree that this Agreement shall not confer third-party beneficiary status on any non-party to this Agreement, including the citizens of either Jefferson County or Bolivar.

14. LEGAL REQUIREMENTS. All parties shall comply with all applicable federal, state, and local laws in performing this Agreement.

15. SEVERABILITY. Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

16. FILING REQUIREMENTS. The Commission shall file a copy of this AGREEMENT with the County Clerk of Jefferson County and provide a copy of such filing to Bolivar. Bolivar will file a copy with the Recorder of the Municipality and with the WV State Auditor.

IN WITNESS WHEREOF, the undersigned parties are authorized to execute this Agreement as of the date written below,

Executed this ____ day of ____, 2023.

JEFFERSON COUNTY COMMISSION:

By: _____ Date.
Commission President.

SHERIFF:

By: _____ Date.
Thomas H. Hanson.
Sheriff of Jefferson County, WV

CORPORATION OF BOLIVAR:

By: _____ Date.
Helen Dettmer.
Mayor of Bolivar, WV

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Krista Davis, Finance Director

Department or Organization: **County Commission Office**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice:

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

- ⬇ **Approval of 7.5% salary increase for Emergency Services employees to be effective on March 1, 2023**
- ⬇ **Approval of 5-year financial audit of the Jefferson County Emergency Services Agency**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Krouse, County Commissioner

Department or Organization: **County Commission Office**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion and review for potential adoption of County Commission's proposed Prayer Policy**

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

Prayer Policy

Whereas, the United States of America and the State of West Virginia have a long history of opening formal government meetings with an invocation that may include prayer; and,

Whereas, the United States Supreme Court has recognized this tradition, commenting that Legislative prayer, while religious in nature, has long been understood as compatible with the Establishment Clause. *See Marsh v. Chambers*, 463 U.S. 783, 792, 103 S.Ct. 3330, 77 L.Ed.2d 1019. *Town of Greece, N.Y. v. Galloway*, 572 U.S. 565, 565, 134 S. Ct. 1811, 1813, 188 L. Ed. 2d 835 (2014); and,

Whereas, these and other cases have recognized the historical precedent for the practice of opening local legislative meetings with prayer. For example, the *Town of Greece, N.Y. v. Galloway* case states in part:

It is thus possible to discern in the prayers offered to Congress a commonality of theme and tone. While these prayers vary in their degree of religiosity, they often seek peace for the Nation, wisdom for its lawmakers, and justice for its people, values that count as universal and that are embodied not only in religious traditions, but in our founding documents and laws.

.....

From the earliest days of the Nation, these invocations have been addressed to assemblies comprising many different creeds. These ceremonial prayers strive for the idea that people of many faiths may be united in a community of tolerance and devotion. Even those who disagree as to religious doctrine may find common ground in the desire to show respect for the divine in all aspects of their lives and being. Our tradition assumes that adult citizens, firm in their own beliefs, can tolerate and perhaps appreciate a ceremonial prayer delivered by a person of a different faith. *See Letter from John Adams to Abigail Adams* (Sept. 16, 1774), *Adams, Familiar Letters of John Adams and His Wife Abigail Adams, During the Revolution* 37–38 (1876).

Town of Greece, N.Y. v. Galloway, 572 U.S. 565, 584, 134 S. Ct. 1811, 1823–24, 188 L. Ed. 2d 835 (2014); and,

Whereas, these and other cases have recognized that the First Congress voted to appoint and pay official chaplains shortly after approving language for the First Amendment, and both Houses have maintained the office virtually uninterrupted since then; and,

Whereas, these and other cases have recognized that a majority of the States have also had a consistent practice of legislative prayer; and,

Whereas, these and other cases have also cautioned that the prayer opportunity should be exercised freely, but with respect to all faiths. The United States Supreme Court recognized generally that:

... the relevant constraint derives from its place at the opening of legislative sessions, where it is meant to lend gravity to the occasion and reflect values long part of the Nation's heritage. Prayer that is solemn and respectful in tone, that invites lawmakers to reflect upon shared ideals and common ends before they embark on the fractious business of governing, serves that legitimate function..... The tradition reflected in *Marsh* permits chaplains to ask their own God for blessings of peace, justice, and freedom that find appreciation among people of all faiths. That a prayer is given in the name of Jesus, Allah, or Jehovah, or that it makes passing reference to religious doctrines, does not remove it from that tradition. These religious themes provide particular means to universal ends. Prayer that reflects beliefs specific to only some creeds can still serve to solemnize the occasion, so long as the practice over time is not "exploited to proselytize or advance any one, or to disparage any other, faith or belief. *Marsh v. Chambers*, 463 U.S. 783, 794–95, 103 S. Ct. 3330, 3338, 77 L. Ed. 2d 1019 (1983).

Town of Greece, N.Y. v. Galloway, 572 U.S. 565, 582–83, 134 S. Ct. 1811, 1823, 188 L. Ed. 2d 835 (2014) (portions omitted)

Based on the above, and the heritage, laws, and Constitution of the United States of America, the County Commission of Jefferson County hereby adopts and ratifies the following policy concerning Prayer at the official regular meetings of the County Commission:

1. The Prayer shall be held at the start of the Commission's regular meeting, immediately before the Pledge of Allegiance.
2. The Commission will make reasonable efforts to actively seek out clergy (or equivalent) of all faiths, denominations, sects, or organizations who reside or minister within the Jefferson County borders and invite those persons to participate in the opening Prayer.
3. The Commission will create a revolving list of those who are willing to offer the opening Prayer. From that list, the Commission will schedule an appearance of one person per regular Commission meeting to deliver the opening Prayer. Persons who want to participate may contact the Commission office to have their name added to the list.

4. The Commission will not participate in prior review, approval, or guidance regarding the content of any Prayer.
5. There will be no coercion or shaming of persons who are in attendance at the Commission meeting for non-participation. No person shall be required to stand or kneel during the Prayer. No Commissioner shall lead the prayer.
6. The Prayer opportunity shall not be utilized to proselytize or advance any one faith or belief, or to disparage any other faith or belief.
7. The Prayer opportunity shall not be used to attack or disparage any person or to advance any political agenda.
8. In the event that no person appears at a Commission meeting to lead the Prayer, the Commission will observe a moment of silence at the designated Prayer time.

Be it Therefore Resolved that the Jefferson County Commission hereby adopts this Prayer policy, which shall be effective immediately.

Adopted by majority vote at a duly called meeting of the County Commission of Jefferson County, West Virginia, where a quorum was present, on the _____ day of _____, 2023.

County Commission of Jefferson County,
West Virginia

By: _____

Its: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Review and approval of amendments made to Policy 305**

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

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Purchase Order and Invoice Policy	Approved:	Revised 2/2/2023
Policy Number:	305	Author:	County Administrator
Associated:		Previous version approved 8-15-2019	

1.0 Purpose

The purpose of this Policy is to provide a uniform procedure for processing all purchase orders and invoices for Jefferson County. Additionally, the policy will establish consistent procedures for the Jefferson County Clerk’s Office, the Sheriff’s Tax Office, and the Jefferson County Commission’s Office. These procedures are intended to provide safeguards for maintaining the quality and integrity of the accounts payable and cash disbursement system.

2.0 Authority

The County Clerk, Sheriff, and County Commission (this team is referred to as “County”) shall be responsible for the implementation and interpretation of this policy, as well as enforcement of this policy in accordance with the WV State Auditor. The County shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any WV State or Federal Code.

3.0 Definitions

- AP means accounts payable (which includes payroll deduction checks)
- PO means Purchase Order
- Purchase Request means an internal document notifying the County Clerk and Commission offices of items to be ordered or services to be rendered.
- Vendor means a business or individual that provides a product or service to the County.

4.0 Vendors

All vendors must be authorized by the County. Parties seeking to obtain qualified vendor status with the County must complete and return Form W-9: Request for Taxpayer Identification Number and Certification. All qualified vendor agreements including terms and conditions of the agreement must be provided to the County Clerk’s office.

Applicable forms can be found on the Jefferson County website or by contacting the County Clerk’s Office. Once vendors have been authorized, the Clerk’s Office creates a new vendor in the county financial record keeping system which assigns a unique number to the vendor. Only vendors who have been authorized by the Jefferson County Clerk’s Office will be paid by the County.

5.0 Purchase Orders, PCard & Invoice Processing

A purchase order is to be used for items which have a cost of \$5,000 or greater. *Please note* that items should not be purchased separately to avoid the \$5,000 limit when ordering in bulk. For example, a department needing five computers at \$1,000 each should not purchase the computers separately to avoid the PO policy. All purchases of goods or services at or above \$5,000 require the approval of the County Commission.

The process for Purchase Orders (PO) at or above \$5,000 is as follows:

- The **Purchase Requisition** is to be completed in the financial system, Tyler Munis. All fields must be completed including the budget expenditure line item(s) from which the expense should be paid. The expenditure account number on the Purchase Requisition must represent the appropriate account classification for the item being purchased or it will be rejected.
- The Purchase Requisition is automatically submitted by the system to the Commission Staff to be included on the next Commission Meeting Agenda.
- Once the Purchase Requisition is approved by the Commissioners or their designee, Commission Staff will electronically approve it in the financial system. The system will **automatically convert to a Purchase Order (PO)**.
- The originating department may obtain approved copies of the PO for vendor distribution or for reference by accessing the financial system or by contacting Accounts Payable.
- **ONLY after the PO has been approved by the Commission, should the originator of the PO purchase the item(s).** Once the item(s) is/are purchased and an invoice is received, department staff should enter the invoice into the financial system for payment referencing the PO number. Accounts Payable will then process the payment. A check, along with the invoice will be mailed to the vendor. (See also *6.0 Payment Process* of this policy) Accounts Payable will keep an electronic copy of the invoice and the purchase order for their files for auditing purchases.
- All purchases must be for reasonable and necessary costs. No purchases shall be made in excess of the PO amount approved by the Commission, unless the difference is strictly due to state tax and shipping costs.
- (See also *Financial Policy 318 – Bidding and Contract Policy* for additional guidelines.)

The process for invoices and PCard purchases without Purchase Orders (purchases less than \$5,000 or invoices that do not require a PO) are as follows:

- **PCard transactions** will be imported weekly by the AP Clerk into the financial system. PCard administrators in each department will be electronically notified when a PCard transaction for their department has been imported. The administrator must ensure that the PCard transaction is coded to the correct expenditure account and electronically attach receipts or other documents supporting that PCard transaction. (See also *Financial Policy 304-Purchasing Card Procedures* for additional PCard purchase guidelines.)
- **Non PCard invoices** are to be entered into the financial system by the appropriate department personnel. The paper invoice (all pages, front and back) should then be scanned and electronically attached to the invoice entry screen. After it has been released, the invoice will be electronically approved by the department manager or person designated by the department manager. This electronic signature provides the authorization that it was approved by the department for payment. The expenditure account coding in the system for the invoice to be paid must represent the appropriate account classification for the item being purchased. For example: if supplies are coded to professional services the invoice will be declined for misclassification of the expenditure type.

The paper invoice for payroll deduction checks processed through accounts payable includes but is not limited to original invoices from all vendors (all pages, front and back), reconciliation reports and the payroll deduction reports that show the actual amount withheld from employee pay for each deduction. The first page of all payroll deduction invoices must be attached separately and marked as **CONFIDENTIAL for Accounts Payable.** The remaining invoice pages with sensitive employee detail, the deduction report, reconciliation report or other documents pertinent to that transaction must also be attached as a document(s) in the system AND must be marked as **CONFIDENTIAL for BOTH Accounts Payable and for Payroll.**

When coding invoices that are sent to AP for entry, departments are required to provide a manual approval on the face of the invoice and must write the appropriate expenditure account code in the following format on the invoice XXXXXX-XXXXXX. Where the first set of numbers represents the organization code (org code) or fund and department number and the second set of numbers represents the object code of the expenditure. For example: if the Sheriff's Office was purchasing supplies the coding would be 001700-434100. In this example 001700 is the org code or fund and department number of the Sheriff's Office and 434100 is the expenditure object number for office supplies. If any department is paying an invoice from a fund other than the General Operating Budget of the County then it needs to be clearly written on the invoice which fund is being charged, as an example the Coal Severance Fund.

- **Reimbursement requests** must be submitted with an expense report, along with itemized receipts and supervisor's approval. (See also *Financial Policy 316 – Meal Per Diem Policy* AND *Financial Policy 302 – Travel Expenses Policy* for additional guidelines.)
- **Invoicing Process for purchases less than \$5,000 or that do not require a P.O. Invoices are to be entered into the financial system with supporting documentation. It is the responsibility of the purchaser to confirm that funds are available in the budgeted account to make the purchase before securing items or services. If the budgeted line item does not have the necessary funds to pay the invoice, the invoice will not be processed for payment. It will be the purchaser's responsibility to complete a budget revision or transfer request in the financial system with details to support the revision or transfer and obtain the electronic approvals of the Commission and/or County Administrator or his/her designee. The Department Manager may also have to appear before the Commission to have monies moved within the budget to accommodate the purchase.**
- Payments will not be made from monthly statements unless the department attaches the details to the statement (the individual invoices or individual receipts).
- Any request for payment not submitted in the appropriate format is subject to being held by the Accounts Payable Department pending resolution of the Department Manager.
- Any **late charges** will be charged to the department that incurred the purchase. These late charges include late charges incurred by late submission of invoices; invoices that are being held for lack of budgeted funds; or requests for payments that are being held because they are in the wrong format.

- Departments should refrain from using credit cards other than the County issued PCard. Other credit cards include but are not limited to credit cards issued by Staples and Home Depot. Any rewards program incentives from any credit card other than the PCard are to be used only for authorized County purchases.

If an invoice that is entered for payment requires that a **remittance stub** or other documentation be sent with the check to the vendor at time of payment, that field must be checked in the system during invoice entry and back up must be sent to the AP Clerk. Additionally, utility invoices and invoices that impact **multiple departments will be allocated and entered for payment by the AP Clerk**. The original invoice of those types should be forwarded to the AP Clerk.

If there are insufficient funds within a department's overall department budget to purchase the item, AND a budget revision or transfer is NOT APPROVED by the Commission, then it is the responsibility of the purchaser to either return the product or be personally responsible.

Exceptions to Purchase Orders

- 1) *Emergency Purchases*: If the purchase is a required emergency for continued employee productivity or our citizens' use of our services and buildings, the maintenance department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000 if time is of the essence. Examples of exceptions would be, but not limited to, heating and air conditioning of the buildings, elevators for the public, car repairs for the deputies, or weather emergencies. If the purchase is above \$10,000, the maintenance department manager through the County Administrator would be required to email the Commissioners to seek majority approval.
- 2) *Grant Purchases*: If the purchase is a grant funded item and is time sensitive to meet grant obligation date deadlines, the department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000 if time is of the essence. If the purchase is above \$10,000, the department manager through the County Administrator would be required to email the Commissioners to seek majority approval. (See also *Financial Policy 317 –Grant Policy* for additional guidelines.)

Either exception requires the department manager to submit the PO through the agenda at the next regularly scheduled meeting to receive formal approval / ratification.

6.0 Payment Process

AP and Payroll Checks: The AP staff in conjunction with the Sheriff's Tax Office or the Sheriff's designee shall balance payables each week, and print checks and EFT files from the AP and Payroll Clerks. Printed checks AND the AP or payroll (PR) listing with AP invoices AND the AP or PR check register will first be reviewed, certified and approved by the County Clerk. Next, the printed checks AND the AP or PR Listing AND the AP or PR check register will be reviewed, certified and approved by the Sheriff's Tax Office. Lastly, a listing of accounts payable checks paid shall be approved by the Commission at the next regularly scheduled commission meeting. That listing shall sum all employee HRA (Health Reimbursement Account) payments (if any) into one line item listed as "HRA REIMBURSEMENT PAYMENTS" with no reference to the employee's name(s) to maintain compliance with employee privacy laws.

- Checks shall be printed on check stock purchased from Tyler financial services with the appropriate bank approved security features.
- Checks shall be printed using printers designated specifically for check printing and must use MICR toner.
- The County Clerk's office shall safeguard and secure in a locked storage area the blank check stock.
- The County has been issued 2 Tyler Secure Check Signature Systems, a/k/a "black box". The secure check signature systems are the mechanical or electrical device that is required for making of the signatures of the president, clerk and sheriff. Such devices shall be safeguarded and secured in the County Clerk's office.
- The County has been issued two (2) check void removal keys from Tyler financial services. One is held by the County Clerk, and a second key is held by the Sheriff's Tax Office.
- The check signature system black boxes and Void removal keys shall be segregated from the check stock and the black box.
- Check void removal keys shall be safeguarded and secured in locking storage areas. The Clerk or Sheriff will distribute the key to the appropriate AP or PR clerk to print checks. Printed checks, the corresponding check register and the check void removal key must be returned to the Clerk or Sheriff for certification and approval.
- In the Clerk or Sheriff's absence, the County Clerk and/or Sheriff may designate an appropriate staff member to safeguard and distribute the check void removal key, and / or certify the printed checks, AP or PR listing, and the corresponding check register. **The designated person may not be the AP clerk or the Payroll clerk.**
- Checks will be printed with facsimile signatures of approved check signers.
- Payroll bank transfer and payroll electronic funds transfer checks needed for the payroll process are time sensitive and as such will require a shortened workflow. Those checks include the bi-weekly funding transfer from General County bank account to the payroll bank account, and periodic electronic funds transfers to government agencies and vendors for tax, retirement and other employee withholdings. To ensure that the Tax Office receives the transfer information for cash balancing in a timely manner, the electronic workflow approval shall consist of the County Commission, County Administrator or his/her designee and the County Clerk. Transfer checks must also be included in the listing of accounts payable checks paid and that list shall be approved by the Commission at the next regularly scheduled commission meeting (see 6.0 Payment Process paragraph 1 above).

Once approval is made, the Sheriff's Tax Office or the Sheriff's designee shall return all payments to the AP or Payroll Clerk to be mailed or distributed directly to the vendor or employee. A vendor may pick up the check directly from the Clerk's Office, if approved by the County Clerk.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Director of Engineering, Planning, and Zoning**

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

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

Date Requested – 1st Choice: **1/19/2023**

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

Date Requested – 2nd Choice: **2/2/23** – *reschedule for 2/2/23 for selection of funding source -*

Subject (*Wording to be placed on agenda*): **Comprehensive Plan Summer Intern Approval**

Coal Severance

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

This is a request to adjust the 2023 FY Budget to allow the Department of Engineering, Planning, and Zoning to hire two temporary summer interns starting in May of 2023. This adjustment is to add additional staffing for the comprehensive plan update, Envision Jefferson 2044. The change would be to add \$7000 to the Extra Help budget line item and requires no benefits. The pay rate would be \$15.00/hr. The interns' employment will likely start May 22nd, 2023 to be likely concluded August 4th, 2023. The \$7000 adjustment is to serve as the expected pay needed for the FY 2023 and the remaining compensation will come from the FY 2024 budget.

It is important for this budget adjustment to take place in January so the internship opportunity can be advertised when most potential applicants are looking for such a position. The County brought on three interns for the Envision Jefferson 2035 Comprehensive Plan who assisted in research, data collection, and production of maps and graphics required for the planning process. The proposed internship would serve in the same capacity to provide support to staff in research and public outreach. Specifically, the interns will assist with public outreach, trend analysis, and incorporating best practices. It is worth noting that during the process of preparing Envision Jefferson 2035, there were eight staff members in the Planning and Zoning Office and no major development was occurring. Conversely, the office presently has five staff members and a number of major residential and non-residential projects to review. The addition of summer interns will help alleviate some of the work load during the busiest part of the update process.

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

If so, how much? **\$ 7000**

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 budget adjustment for FY 2023 to include \$7000 in the Extra Help budget line item of the Department of Engineering, Planning, and Zoning. This adjustment is for the purposes of hiring two Interns as temporary help on the Comprehensive Plan Update.

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: rgoodwin@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Employment Opportunities

Planning Intern



Type: Full Time
Salary/Pay Rate: \$15 an hour
Posted Date: 1/20/2023

We're looking for a motivated, reliable, and innovative individual who can perform writing and research with public outreach functions to work on the Comprehensive Plan Update as a summer Planning Intern.

This is an exciting opportunity for a student to gain work experience in a local government environment with a focus on a critical ongoing project. The position will be primarily research based with a public engagement role throughout various meetings within the department and with the public. The selected candidate will prepare reports and presentations with a small team for use at Public Input and Planning Commission meetings. Work will include GIS applications and public comment recording and documentation as well as research on best practices, analysis, and application of land use principals.

If you are looking to make a positive impact while learning about your community, this position is for you!

Email completed application and resume to crezmer@jeffersoncountywv.org and planningdepartment@jeffersoncountywv.org

[Return to full list >>](#)

Jefferson County, West Virginia Job Description

Position Title:	Planning Intern	Grade Level:	N/A
Department	Engineering, Planning, and Zoning	Date:	Jan 19, 2023
Reports to:	Deputy Director of Engineering, Planning, and Zoning	FLSA Status	N/A

Statement of Duties: The Planning Intern’s primary task is to assist staff in completing the Comprehensive Plan Update. The intern will report directly to the County Planner for direction. This will principally be a research and writing role where the intern concentrates on data collection and analysis. Research can range from accessing databases, utilizing GIS functions, and finding articles on best practices in planning. Some field work may be required, as well as speaking with stakeholders and other governmental organizations. Additionally this role will include working with small groups to combine, condense, and present this information for public consumption. Public outreach will be part of this internship and will include recording and potentially answering public comments. This internship will require occasional evening meetings.

Work Environment: Work is performed in an office environment with some field work required.

Essential Functions:

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

1. Primary function is providing support to staff in completing the Comprehensive Plan update.
2. Perform research as directed on county level data from multiple sources; create reports and documents of findings as appropriate.
3. Provide sophisticated analysis of collected data and its application in the planning process.
4. Collect created research, analysis, communications, meeting notes, public comments, and additional material as appropriate in proper record keeping practices.
5. Assist staff in presenting oral and written data, analysis, and recommendations at meetings, conferences, workshops, and public sessions with county governing bodies, other government organizations, and the public as directed.
6. Participate in public outreach opportunities with staff. This could include presentations, technical assistance, recording comments, facilitating small group work sessions and other related tasks.
7. Create, maintain, and manage public content for online applications such as department website, public surveys, and internet maps.
8. Collaborate closely with GIS office in creating, utilizing, and maintaining maps used in the planning process.

Recommended Minimum Qualifications:

Education and Experience: Internship ideally suited for individual pursuing degree in Public Administration, GIS, Planning and Zoning, Geography, Environmental Science, or Political Science.

Knowledge, Abilities and Skills

Knowledge and Skills: Knowledge of Microsoft Office programs including Word, Excel, PowerPoint, and Outlook. Strong organizational and record keeping skills, as well as time management skills are required. Effective research, written and verbal communication skills are critical.

Special Requirements: Employee will be required to work beyond normal business hours to attend occasional regularly scheduled evening meetings and additional meetings as needed and requested by the Chief County Planner, County Planner, or Deputy Director.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: 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 ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.

Sorayda Pitts

From: Alexandra Beaulieu
Sent: Tuesday, January 24, 2023 8:45 AM
To: Sorayda Pitts
Cc: Cindy Rezmer
Subject: CC Agenda 02/02
Attachments: CC Intern Memo Final.pdf

Hi Sorayda,

Roger asked me to follow up with you all to ensure that the request from 03/19 for interns, which the CC postponed action until 02/02, will be on the agenda under “old business”. After the meeting on 03/19, the finance director indicated that the funds could come out of coal severance, so I believe the CC will be able to take action on 02/02.

The attached agenda is from 03/19 – but is attached for reference so you know which item I’m inquiring about. Please let me know if you have any questions.

Thank you so much!

Alex

Alexandra Beaulieu
Deputy Director & Zoning Administrator
Department of Engineering, Planning, & Zoning
Jefferson County, WV
304-728-3228

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Krouse

Department or Organization:

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: **2/2/2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Revisit JCESA Transition to County Department (Discussion/Action)

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*):

Motion to keep JCESA as an independent agency with the existing board that provides citizen oversight and its existing leadership structure. Indefinitely suspending transitioning the JCESA to a county department.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Cindy Rezmer, Interim County Administrator

Department or Organization: **County Commission Office**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 2, 2023**

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

Date Requested – 2nd Choice:

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

• **Temporary Position Appointments for Commission Staff**

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

While I am serving as Interim County Administrator, I am requesting approval to appoint Assistant Deputy County Administrator to Interim Deputy County Administrator and appoint County Administrative Assistant to Interim Assistant Deputy County Administrator with differential pay of the appropriate entry level pay scale. The temporary differential pay is budget neutral.

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*):

- Approve appointment of Assistant Deputy County Administrator Jessica James to Interim Deputy County Administrator effective February 6, 2023 with a differential pay of the entry level pay scale of Grade 8
- Approve appointment of Administrative Assistant, Sorayda Pitts to Interim Assistant Deputy County Administrator effective February 6, 2023 with a differential pay of the entry level pay scale of Grade 7

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Luke Seigfried, County Planner

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: 1/19/2023

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Request a Joint Session of County Commission and Planning Commission for approximately one hour on 2/2/2023

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

By State Code 8A-3-11 the Comprehensive Plan must be updated every ten years. To have the update ready for approval by December 2024, the process has been underway since November 2022. Planning Commission and Staff have prepared a Timeline to meet this schedule and state requirements. This includes multiple avenues for Public Outreach, updates on County growth trends, infrastructure needs, and an implementable action plan.

During this Joint Session staff would like the County Commission and Planning Commission to take part in a Strengths, Weaknesses, Opportunities, and Threats (SWOT) activity. Staff is looking for initial guidance from both bodies on potential priorities that the Comprehensive Plan Update should be focused on. All of the above approvals and activity is best done in a joint setting so both bodies can discuss the role of the Planning Commission in the update.

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 have a Joint Session with the Jefferson County Planning Commission on February 2nd, 2023 to discuss the Comprehensive Plan Update direction and approve the proposed timeline, scope of work, and strategy.

Thursday, February 2nd @ 2pm

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: lseigfried@jeffersoncountywv.org

Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

2nd Quarterly Report for Planning and Zoning FY 2023 (October 1, 2022 – December 31, 2022)

Attached is an electronically generated report of all applications submitted and reviewed within the 2nd Quarter of FY2023. This data is being provided as a part of the 2nd 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

Planning Commission Meetings:	3 Meetings
Subdivision Regulations Text Amendments	none this quarter
Zoning Ordinance Text Amendments	none this quarter
<i>Envision Jefferson 2035 Comprehensive Plan</i> Text Amendments	none this quarter
Zoning Map Amendments/Rezoning	0
Concept Plan Public Workshops	3

#22-15-SP Concept Plan for the Rippon Solar Energy Facility. The applicant, Torch Clean Energy (Attn: Sam Gulland), is proposing a 99 MWac solar electric generating facility on approximately 878-acres. The project will consist of solar modules, a new substation to connect the solar facility with the electric grid, and underground utilities. The project site has existing high voltage power lines running through the property; PC File #22-15-SP.

Property Owners/Location/ID/Size/Zoning District

- Stiles Family Partnership LLC; Vacant parcel located north of 1337 Roper North Fork Rd, Charles Town, WV; Parcel ID 06001100060001; Lot Size: 25.14 ac; Zone: Rural
- Stiles Family Partnership LLC; Vacant parcel located north of 1337 Roper North Fork Rd, Charles Town, WV; Parcel ID 06001100060000; Lot Size: 115.8 ac; Zone: Rural
- Bullsken LLC, Property Owner; 673 Old Shennandale Rd, Charles Town WV; Parcel ID: 06001100090000; Lot Size: 133.75 / Project Size: 106.52 ac; Zone: Rural
- Clarence E Hough Et Al; Vacant parcel located west of 957 Myerstown Rd, Charles Town, WV; Parcel ID: 06001000030001; Lot Size: 108.66 ac/Project Size: 99.84 ac; Zone: Rural
- View Mountain Farm LLC; 28 Dutch Hill Rd, Charles Town, WV; Parcel ID: 06002100060000; Lot Size: 101.6 ac / Project Size: 97.01 ac; Zone: Rural
- Stanley W Jr & Katherine B Dunn; 2646 Kabletown Rd, Charles Town, WV; Parcel ID: 06002100050000; Lot Size: 174.6 ac / Project Size: 165.52 ac; Zone: Rural
- Stanley W Jr & Katherine B Dunn; Vacant parcel located east of 28 Dutch Hill Rd, Charles Town, WV; Parcel ID: 06002100070000; Lot Size: 89.39 ac / Project Size: 86.07 ac; Zone: Rural

- Stanley W Jr & Katherine B Dunn; Vacant parcel located east of 2646 Kabletown Rd, Charles Town, WV; Parcel ID: 06002200050001; Lot Size: 232 ac / Project Size: 169.15 ac; Zone: Rural
- Stanley W Jr & Katherine B Dunn; 1371 Myerstown Rd, Charles Town, WV; Parcel ID: 06001000050000; Lot Size: 366 ac / Project Size: 12.27 ac; Zone: Rural

Public Workshop 11/9/22; PC accepted the Concept Plan.

#22-27-SD Concept Plan for Sunnyside Major Residential Subdivision consisting resubdividing nine (9) existing commercial lots into 29 Single Family; Vacant Lots off Kanawha Lane.

- Applicant/Property Owner: Sunnyside Investment LLC; Sunnyside Industrial Park, Lots 1-5, Vacant parcels located on Kanawha Lane, Charles Town, WV; Tax District: Kabletown (06); Map: 12; Parcels: 12, 12.2, 12.3, 12.4, 12.5; Lots size: 33 (combined acreage); and
- Applicant/Property Owner: Thomas Management Group Inc.; Sunnyside Industrial Park, Lots 8-11, Vacant parcels located on Kanawha Lane, Charles Town, WV; Tax District: Kabletown (06); Map: 12; Parcels: 12.8, 12.9, 12.10, 12.11; Lot size: ~20 (combined acreage); Zone: Residential-Light Industrial-Commercial. PC File # 22-27-SD.

Public Workshop 11/15/22; PC accepted the Concept Plan.

#22-12-SP Concept Plan for Verizon-Franklinton Telecommunications Tower consisting of a 199' Monopole Telecommunication Tower including 6 Antennas and a 2,500 square foot fenced compound area, screened by an 8' tall board fence. Applicant: Verizon Wireless; Property Owner: Douglas and Laura Gansler; Property Location: Berryville Pike at Clarke County VA line; Parcel ID: 0600290003000; Size: 15.4 ac; Zoning District: Industrial-Commercial

Public Workshop 12/13/22; 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:	26 Total (16 Subdivision & 10 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public:	36 Total
Zoning and Land Development Fees Collected:	\$ 80,945.70

Regional Transportation Planning Meetings (all remote)	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	10/17/22; 11/21/22;12/19/22
Eastern Panhandle Transit Authority (EPTA) Safety Committee Meetings	12/14/22
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	10/19/22
HEPMPO Regional Freight Plan	11/2/22
HEPMPO Regional Bike/Pedestrian Plan Stakeholders Meeting	11/16/22

Local and Regional Planning Meetings (all remote)	
WV APA Chapter Executive Committee Meetings (ZOOM);	10/25/22; 11/22/22;12/19/22
WV APA Membership Committee (ZOOM)	10/20/22;11/17/22; 12/15/22
WV APA Annual Chapter-Wide Meeting	12/1/22
APA Chapter Presidents Council/Leadership	10/20/22; 11/1/22; 11/7/22
Elks Run Project Planning Meeting (WV Rivers)	10/7/22; 12/16/22
Mid-Atlantic Planning Collaborative on-line training for CM credits	11/1/22; 12/8/22

**Planning and Zoning Quarterly Report
10/01/2022 - 12/31/2022 (Generated 12/30/2022)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Minor Plat Change	22-13-MPC	10/19/2022	Julio Alejandro Saenz	Broadview Court, Charles Town, WV 25414	Closed	Minor Plat Change septic reserve relocation
	22-14-MPC	11/9/2022	Lutman Land Development - David Lutman	0.3 miles west of Summit Pt Rd & Washington Street, Charles Town, WV	Open	Milton's Landing Subdivision Minor Plat Change to add a school bus area and mailbox area, Revise Lot 17 from a stormwater mgt area to residential lot; revised septic reserve areas on lots 22 & 40
					Category Total:	2
Conditional Use Permit	22-9-CUP	10/3/2022	BULLSKIN LLC	673 OLD SHENNANDALE RD, CHARLES TOWN, WV 25414	Closed	Request for a Conditional Use Permit to operate a Solar Energy Facility for approximately 737 acres of the 878-acre Rippon Energy Facility, a 99 MWac solar electric generating facility
					Category Total:	1
Easements	22-6-E	10/26/2022	LOTZE CONRAD D & KRISTINA A MACIUNAS	2237 OLD LEETOWN PIKE, KEARNEYSVILLE WV 25430	Open	Conservation Easement
	22-7-E	11/14/2022	BARKUS A NEAL & ALICE T	1328 RIVER RD, SHEPHERDSTOWN WV 25443	Open	Barkus (Conservation Easement)
					Category Total:	2
Merger or Boundary Line Adjustment	22-34-M	10/31/2022	BANACHOWSKI HILLARY	1799 PERSIMMON LN SHEPHERDSTOWN, WV 25443	Open	BLA #1 1.815 acres from parcel 11 to parcel 1.4 and, BLA #2 .825 acres from parcel 1.4 to parcel 1.9
	22-35-M	11/9/2022	MCCAULLEY JOHN & LISA - John McCaulley	3481 KABLETOWN RD. CHARLES TOWN, WV 25414	Open	BLA of 1.786 from Parcel 4.3 to Parcel 5
	22-36-M	12/12/2022	Edward J. Putz Trust	2073 BOWERS RD, KEARNEYSVILLE, WV 25430	Open	BLA of 2.8 acres from parcel 2.3 to parcel 5.24
	22-37-M	12/19/2022	HORUS WEST VIRGINIA 1, LLC	KABLETOWN RD, CHARLES TOWN, WV 25414	Open	Consolidation of the previously recorded Thorn Hill Subdivision, Lots 1-179 including all easements and SWM facilities (PB 24 PG 14).
	22-38-M	12/19/2022	LUTMAN LAND DEVELOPMENT	LEWISVILLE RD CHARLES TOWN, WV 25414	Open	BLA of 5.16 acres from Parcel 2 to Parcel 6
	22-39-M	12/20/2022	LAURENCE M & SUZIN E M WRIGHT	947 HOSTLER RD, HARPERS FERRY, WV 25425	Open	BLA Parcel 19.0 and 19.1
	22-33-M	10/13/2022	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	MOTORSPORTS PARK CIRCLE, SUMMIT PDINT, WV 25446	Open	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER, LLC BLA
					Category Total:	7
Planning Commission Waiver	22-25-PCW	10/21/2022	B.C Partners - Dan Snyder, P.E.	NE Corner of Route 340 and Route 24 (Country Club Road), Harpers Ferry, WV	Closed	Waiver from Appendix B, Table 2.2-1, "Roadway Design Standards" of the Subdivision Regulations, which requires a 35' Minimum Turning Flare Radius at pavement edge
	22-26-PCW	10/24/2022	PERFORMANCE AUTO WORKS LLC - Billy Ring	8063 LEETOWN RD, KEARNEYSVILLE, WV 25430	Open	Waiver of both full and limited site plan requirements for the construction of a 2,400 sq. ft. storage building, and the addition of 3,700 sq. ft. of gravel in the future, for a total of 6,100 sq. ft. of additional disturbed spacedisturbed space
	22-24-PCW	10/12/2022	PRESTON GILLMORE & Julie Evans	774 Bunkhouse RD. Kearneysville, WV 25430	Closed	Waiver from Section 21.402.D and 21.401 of the Subdivision Regulations to move the electric line into the easement.
					Category Total:	3
Final Plat Amendment	22-6-FPA	10/3/2022	MILLER TAMMY	1335 GARDNERS LN, SHEPHERDSTOWN, WV 25443	Open	Lift single family restriction for detached ADU for agricultural caretakers residence
	22-7-FPA	10/11/2022	REYNES JULIA E	384 POTOMAC RIDGE LN, SHEPHERDSTOWN, WV 25443	Open	Request for a Final Plat Amendment to lift the single family restriction (Note #9 on Final Plat PB 25/PG85A) to allow for the construction of a detached accessory dwelling unit (in-law suite) for a family member
	22-8-FPA	10/13/2022	GODDARD LAURA	Falcon Ridge, Charles Town, WV 25414	Open	Falcon Ridge Final Plat Amendment to the natural preservation areas.
					Category Total:	3
Site Plan	22-11-RR	10/11/2022	JEFFERSON ACADEMY LLC - Sayeed Ahmed	449 ROSE HILL DR, KEARNEYSVILLE, WV 25430	Closed	Redline Revision to the existing parking lot
	22-4-NSP	11/15/2022	SUSQUEHANNA PROPERTIES LLC - Doug Porter	14956 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Closed	No Site Plan. A 1,274 square foot 2-story apartment structure, a 145' +/- gravel driveway, and a 10-space parking area.
	22-5-NSP	12/7/2022	CHAPMAN ALICE	15943 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Closed	No Site Plan. Day Care Center. Large, to convert an existing residence into a day care center to provide care for up to 32 children, including a fenced play area & onsite parking
					Category Total:	3
Subdivision	22-12-RR	12/1/2022	BEALLAIR HOMES LLC - Ed Wormald	Beallair Manor Dr., Charles Town, WV 25414	Open	Preliminary Plat Redline Revision to modify the setbacks for Lots 214, 215 and 217 along the cul-de-sac.
	22-28-SD	10/11/2022	GAHR MARY L - Mary Gahr	120 SOUTHERLY LN, CHARLES TOWN, WV 25414	Closed	Lot 1 and 2 Residue
	22-29-SD	10/11/2022	Flowing Springs Road LLC - WILLIAM REILLY	Vacant Lot Flowing Springs RD, Charles Town, WV	Open	Minor Subdivision. Lots 1 and 2-Residue
	22-30-SD	10/28/2022	Wilbert & Sharon Kidwiler	1044 KIDWILER RD, HARPERS FERRY	Open	MSD
	22-31-SD	12/21/2022	ASHBAUGH PAUL L & DONNA	Ashbaugh Dr, Harpers Ferry, WV 25425	Open	Minor Subdivision, Lots 3 & 4-Residue
					Category Total:	5
Zoning Certificate	22-58-ZC	10/3/2022	MILLER TAMMY	1335 GARDNERS LN, SHEPHERDSTOWN, WV 25443	Open	Accessory Dwelling Unit Agricultural/Caretaker
	22-59-ZC	10/5/2022	SUNNYSIDE LIMITED PARTNERSHIP	844 WHEATLAND RD CHARLES TOWN, WV 25414	Closed	Wireless Tower/Site Modifications removing existing equipment and replacing with new antenna and cables, new enclosure and Structural Modifications.
	22-60-ZC	10/5/2022	MILLER TAMMY	1335 GARDNERS LN, SHEPHERDSTOWN, WV 25443	Open	Accessory Dwelling Unit: In Law Suite
	22-62-ZC	10/7/2022	OWENS MICHAEL K ET AL	11945 LEETOWN RD, KEARNEYSVILLE, WV 25430	Closed	Increasing height of existing wireless telecommunication tower (designed as a silo) from 120' to 130' to allow additional antennas, installation of a 12' x 16 concrete pad and 30 KW diesel generator
	22-63-ZC	10/11/2022	TRUSTEES OF COVENANT BAPTIST CHURCH - David Lyle	7485 SHEPHERDSTOWN PIKE, SHEPHERDSTOWN, WV 25443	Closed	Accessory Use - Expansion of Ministry Services *No new buildings or additions to existing buildings proposed at this time.
	22-64-ZC	10/11/2022	KOSKO EMIL M JR	5071 MIDDLEWAY PIKE, KEARNEYSVILLE, WV 25430	Open	Farm Winery: Wine Down Winery
	22-65-ZC	10/21/2022	7-Eleven Inc. formerly The Southland Corp	868 E WASHINGTON ST, CHARLES TOWN, WV 25414	Closed	7-Eleven Convenience Store change in ownership

	22-66-ZC	10/27/2022	Heaven on Earth LLC - Ryan Gauvin	878 WILT RD CHARLES TOWN, WV 25414	Closed	Short Term Rental
	22-67-ZC	11/29/2022	KITA LLC	43 RULAND RD STE 1, KEARNEYSVILLE, WV 25430	Closed	Small animal clinic; 3 full time & 3 part-time employees
	22-68-ZC	12/8/2022	CHAPMAN ALICE	15943 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Closed	Day Care Center, Large, to convert an existing residence into a day care center to provide care for up to 12 children; including a fenced play area onsite parking and a business sign
	22-69-ZC	12/13/2022	MILJOUR DAVID V & DORE A	2129 RIVER RD SHEPHERDSTOWN, WV 25443	Closed	Cottage Industry a nonprofit medical office
	22-70-ZC	12/19/2022	REYNES JULIA E	384 POTOMAC RIDGE LN SHEPHERDSTOWN, WV 25443	Open	Accessory Dwelling Unit as a detached in-law suite for a family member
					Category Total:	12
Zoning Variance	22-39-ZV	11/4/2022	HOFFMAN RICKI V & DAWN M	1871 OLD COUNTRY CLUB RD, CHARLES TOWN, WV 25414	Open	Variance from Section 9.7 to reduce the rear setback from 50' to 13' for an existing 24' x 24' accessory structure (storage shed)
	22-40-ZV	11/14/2022	SAB REAL ESTATE 2 LLC	8310 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 4.11 and Appendix B to allow the use of existing vegetation in lieu of a planted landscape buffer along the eastern and southern boundary lines for the existing ROCS convenience store (File #S18-06)
	23-1-ZV	11/18/2022	SUMMIT POINT LIBRARY COMMISSION	49 CHURCH ST, SUMMIT POINT, WV 25446	Open	Variance from Appendix B to reduce the rear setback from 40' to 25' for the expansion of an existing library.
	23-2-ZV	12/14/2022	SWALDO BARRY A & JODY M	449 JENKINS HILL RD, CHARLES TOWN, WV 25414	Open	Variance from Section
					Category Total:	4
					Grand Total:	42



AGENDA
Jefferson County Parks & Recreation Commission
November 16, 2022
MINUTES
7:00 p.m.
JCCC

- I. Call to Order - 7:00pm- President Milbourne called the meeting to order
- II. Roll Call- Allen, Baker, Benzinger, Bratton (School Board), Marshall, McIntyre, Milbourne, and Thompson
- III. Public Comment: None
- IV. Approval of Minutes-Motion to approve November minutes by Allen. Approved
Motion to approve by Marshall Special Meeting minutes from November 7. Approved
- V. Treasurer's Report-none
- VI. Director's Report-Director Myers gave director's report. All parks are winterized. New Activity guide was handed out. Allen made motion to approve the new hires. Approved
- VII. Standing Committee Reports
 1. Executive - No
 2. Finance - no
 3. Infrastructure - no
 4. Operations- yes-Fleet safety
 5. Audit- no-signed contract
- VIII. Unfinished Business
 1. Discussion and possible action on the maintenance, upkeep and amenity offerings at Leetown Park.
 - i. Discussion.
 2. Discussion and possible action on a Fleet Safety Program.
 - i. Director Myers will bring it back to the next meeting
 3. Discussion and possible action on contracting a Human Resources Firm for assistance with HR related matters and updating the employee handbook.
 - i. Director Myers will ask an employee to work with the county HR person.
- IX. Old Business
 1. Discussion and possible action on Riverside easement with West Virginia Land Trust.
 - i. It is moving forward
- X. New Business

1. Discussion and possible action on Capital Improvement Plan submitted for 2023/2024.
 - i. Discussed and reviewed. Marshall made the motion to approve CIP Plan as presented. Approved
2. Discussion and possible action on approval of resolution to apply for a Land & Water Conservation Fund grant to construct tennis and pickleball courts at James Hite Park.
 - i. Allen made motion to approve the resolution to apply for Land and Conservation grant.

XI. Adjournment -Marshall moved to adjourn at 8:12pm. Approved

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 DECEMBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON DECEMBER 9th, 2022.

The meeting was called to order at 7:40 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 Ms. Dettmer, seconded by Mr. Lowrey to approve the November minutes, approved.

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

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

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

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the November 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 \$1000.00 from the working capital reserve account over to the regular checking account, approved.

The Board directed Mr. Tennant to contact Mr. Paradis, HFWW manager to request meters being tested from the Potomac Terrace and Bolivar Court Apartments.

Discussion on the CUPP\$ software to generate reports on 2023 expected expenditures and (5) year table of expected items to replace.

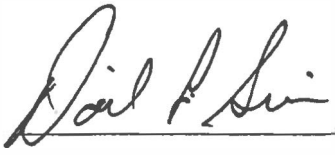
Mr. Tennant discussed COLA increases for plant staff and Christmas bonuses.

Motion by Mr. Simmons, seconded by Mr. Lowrey to go into Executive session on the matter at 7:55.

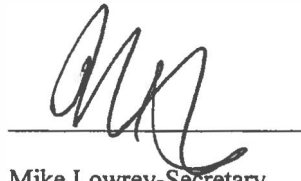
Motion by Mr. Simmons, seconded by Mr. Lowrey to come back into session at 8:05.

Motion for COLA and bonuses, approved, and staff to do lunch.

The meeting was adjourned at 8:08 a.m.

A handwritten signature in cursive script, appearing to read "David Simmons", written above a horizontal line.

David Simmons-Chairman

A handwritten signature in cursive script, appearing to read "Mike Lowrey", written above a horizontal line.

Mike Lowrey-Secretary

A handwritten signature in cursive script, appearing to read "Helen Dettmer", written above a horizontal line.

Helen Dettmer-Treasurer

My Name is Dr. Karen Smith & I
~~John Nussel~~ am a former resident of
Shepherdstown.

I have known Mr. John Nussel
since he was a student at Shepherd
where I was Asst. Dean of Students
& ~~a former resident of Shepherdstown~~

Throughout his career ^{as a student} at Shepherd
& in his various ^{Professional & Volunteer} positions

Mr. Nussel has always been a man of
upmost integrity & has often
gone beyond the scope of his
job to meet the needs of the
members of the communities he
serves, especially those under
represented.

Mr. Nussel has ~~been~~ ^{had} his
character, integrity & honesty called
into question with malicious accusations
on insinuations. He has persisted to fulfill
his duties & maintain a professional
stance in the face of hurtful &
and hatefilled attacks. The people of
Jefferson County chose him last year
from among many other qualified
candidates & yet certain members of
the community are obstacles to his
ability to excel in his position as he
has in every position he has held through
out

Public Comment for Jefferson County Commission meeting January 19, 2023

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

PUBLIC COMMENT –

I had heard some 19,000 plus letters were sent out increasing your property assessments. You will only have 8 days to respond to the Assessor and/or challenge how your property is valued by the county. There is no guarantee of their value and even if it is, it will not do any good until you sell your property. This is all about the amount of tax the county will collect.

This is only the first step to increase the taxation of properties, that will soon include, fire and rescue levies, rain/storm water tax, and any anything else the County Commission/State can come up with.

The elected officials are only here to protect the so-called needs of the government. Their duties do NOT include the needs of the county/resident taxpayer.

Change can only occur at the voting booth. I hope whomever you voted for works for you, to include what they promised.

It also appears the JCESA is in a transition of upper management. The question is: will this affect the response time and/or the available of personnel within the increasing needs of emergency services? The final results of such a drastic transition of emergency services are squarely on the shoulders of the current County Commissioners. This is no fault of the volunteer fire companies that tried to negotiate a more favorable solution that fell upon deaf ears.

Maybe the request to hold prayer within the County Commission meeting will assist the public within their time of need within this matter.

County Administrator Report: Personnel Action

I have heard rumors that the JCESA and others have submitted personal attacks against John Nissel, County Administrator. I believe that Mr. Nissel works at the pleasure and guidance of the County Commissioners. I have meet numerous times with Mr. Nissel and he has been very curiosity and professional. Even though we made have different opinions, we have always concluded that one can agree to disagree. The previous County Administrator would not even give me the time of day.

I would like to encourage anyone who has a legitimate concern with the emergency services to keep them on point and directed them to the County Commissioners. The Commissioners have made the decision to change the emergency services; that did not include the participate of the volunteer fire companies nor the public.

“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!

**Statement to the Jefferson County Commission Public Meeting,
January 19, 2023**

I wish to submit my opposition to the motion of Commissioners Ath, Jackson and Krouse to add a religious prayer to the official agenda of meetings of the commission.

As quoted in the January 11, 2023 issue of the Spirit of Jefferson/Farmers Advocate, Commissioner Krouse specifically mentions “God” and the “Holy Spirit”. This is a direct reference to the god of Judaism, Christianity and Islam.

This specific statement excludes many religions, some of which are practiced by citizens of Jefferson County. For example, Hindus, Sikhs, Buddhists, and perhaps followers of Lao Tze and Shintoism, and others. It also excludes atheists and agnostics and perhaps animists, and Native American religions.

To ensure that no citizen of the county is not excluded, a survey of residents would be necessary to ascertain their faith, which would be an invasion of privacy. Do they propose having a prayer for each of these religions at each meeting. That would be too time consuming. Choosing a single religion for each meeting would exclude those not of that night's faith.

The commission should follow the spirit of the US Constitution to not allow the establishment of religion. To allow such prayers at the meetings of the commission would allow religious prosylitizing during public meetings. I would support Commissioner Stolipher's suggestion of a moment of silence and Commissioner Tabb's suggestion of private thoughts. Such policies would not represent an infringement on religious freedom, since those who choose could offer their prayers privately outside of the commission meetings.

Richard L. Bell

I'm not only a citizen, but a taxpayer and a voter of Jefferson County and, as such, I am also an integral part of this governing body and the process.

I'd like to begin by stating that I'm disappointed with the resignation of Mr. Bob Burner, the Director of the Emergency Services Agency. Jefferson County is truly losing a dedicated and compassionate employee, who was fit for this position, all because of the decisions this body has made. He's been attentive and very responsive to any questions or request made of him. So, I'll ask this for the public sake, what is the significance of a March 1st deadline to transfer the ESA from an agency to a county department? What's at stake? What's in it for the public? What's in it for you? The public does NOT want a county department. It functions fine as an agency with a board which includes citizen representation. It includes OUR voice and less government!

Furthermore, I'd like to address the disrespect, if not downright bullying, Mr. Burner endured by Mr. Nissel at the last Commission meeting held on January 5th. Mr. Nissel's actions were unnecessary, and I'm sure resulted in no consequences.

Speaking of employee actions, Ms. Krista Davis, the county finance director, was witnessed on social media disrespecting a public official, one of her many supervisors. She was spreading misinformation by referencing a commissioner as an author to a Facebook page. The Facebook page states who owns and operates the page, but Krista just couldn't help herself by calling out this Commissioner. And why she felt a need to do such a thing makes me wonder where Krista, who is from Maryland, got such false information? Needless to say, I'm sure her actions also resulted in no consequences. In the January 5th meeting, Krista asked, "Where's the trust?" Guess she provided our answer in her behavior.

Now, we have two rogue employees who, by definition, are insubordinate, yet feel empowered to speak in any manner, to address others with such unprofessionalism, and to conduct themselves without consequences.

You see, this is the problem when this body isn't transparent with the public it is supposed to serve. This body has failed to vet candidates for these positions and takes people at their word. Is this body following the hiring process? Is this body following the EEOC guidelines? If not, you're setting the county up for liable issues. Has this body considered a social media policy for employees? What does Mr. Nissel have against transparency?

On another subject, Is the county commission office open to the public? I'd really like to go sit on my \$2,000 sofa this body approved. If it's not open, this body failed those they serve, once again, by voting to spend taxpayer money on something not necessary at this time and not budgeted all because the county administrator wanted it. What a waste and lack of transparency.

Lastly, on social media, Commissioner Stolipher is witnessed in, not one, but two photos with people dressed in blackface. Yet, the silence is deafening. No protest of Commissioner Stolipher. No NAACP request for removal. No calls for his resignation. Mr. Casto, who previously gave public comment to be shared in the minutes of an earlier meeting, claimed to be a defender against white supremacy. And yet, to date, Mr. Casto has yet to condemn such actions against Commissioner Stolipher. In fact, Mr. Casto is a friend, confidant, professional consultant, or what have you, to Commissioner Stolipher, even so, to the point that Commissioner Stolipher regurgitates Mr. Casto's sentiments on social media in this very body during meetings. Therefore, in my opinion, Mr. Casto is seen merely as a mouthpiece for Commissioner Stolipher's wrongful actions who has yet to condemn white supremacy himself, especially after the publication of those photos. He remains silent.

Speaking of responsive, in accordance with the law, where do I stand in line for FOIA request fulfillment?
Denise Nick 1/19/203

Sorayda Pitts

From: rabblrouser <marc.petitpierre@gmail.com>
Sent: Friday, January 20, 2023 7:16 AM
To: Sorayda Pitts
Subject: public comment

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here is the full text of my public comment on the prayer matter... public comment to the jefferson county wv commission on their motion for prayer at their public meetings:

it is highly objectionable forcing anyone to participate in a religious ritual. especially in one of a specific religion -- or any at all -- that others don't believe.

it is even written as scripture in that book of yours that your own deity said to pray in private, "in a closet". so you've got a lot of nerve and are full of hypocrisy to think you can countermand your own religious texts. and what you say you believe your own god says to do.

you know most of the early european settlers came here to escape persecution because they didn't want to be told what to believe, or how to practice their faith.

this is the reason the whole concept of separation of church and state was implemented in the founding documents of our nation.

and it also means separation of church and...county.

so I urge you to withdraw that motion.

Sorayda Pitts

From: Joanne Curran <mssposie@gmail.com>
Sent: Thursday, January 19, 2023 7:20 PM
To: JCCInfo
Subject: County Commission Citizen comment 1-19-23

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County Commission Citizen comment 1-19-23

From

Joanne Curran, Harpers Ferry WV.

The County Commission agenda is full tonight. I'll just take a moment, as a citizen, to support the teachers of Jefferson County in their vote of no confidence in the 3 Board members in question- President Kathy Skinner, Vice-president Laurie Ogden, and Mr. Osbourne. based on all the evidence and their actions taken regarding the exams. And I'd also like to ask the Commission to join in presenting their own letter of no confidence to these 3 Board members. The exam decision is bad enough. But this disrespectful disregard of the process, of these 3, sweeps over to all their other financial and personnel decisions.

And, I'd like to add a request for essentially a vote of no sympathy for Skinner, Ogden and Osbourne. It may seem like a nice thing to do, to give them a sympathetic benefit of the doubt. But, remember, the teachers and students and their families were/ are the victims here.

A vote of no confidence and a vote of no sympathy. Because there is no legal action that can be taken, it is customary for the accused to step down for the sake of the organization. Which wouldn't even have become an issue if these board members had the integrity to recuse themselves from the original exam vote because of their conflict of interest.

Lastly, regarding the motion to start the County Commission meetings with an acceptable prayer- I would suggest you take your lead from those with much more experience and power in all state and national govt, and from the Ben Franklin quote mentioned by Commissioner Krouse, to begin each time you gather to do the people,s business with an acceptable prayer to an even greater power that has served this country well for hundreds of years. Unless you think our little county commission knows better than any of those.

Thank You.

Sent from Mail for Windows

To the People of Jefferson County Commission; January 19th 2023

My name is Kim Smith and I attended the meeting on January 19th 2023. I did not make my statement at the meeting and am submitting the statement in writing to you today.

I have known John Nissel for 40 years. First as a college friend and ultimately, we became family when he married my best friend over 30 years ago. I have been a witness on the sidelines to his successful career in several private and public organizations. He and his wife raised 2 wonderfully talented and educated children. Who both have moved on to serve in their own communities, in law enforcement and education. John cared for both his ailing parents until they both passed away after long battles of illness. All the while working 40 + hours a week. He currently supports his wife in caring for his in laws who are 90 years old. As they begin to age and need more assistance.

John Nissel is a pillar of any community he lives or works. He is a faithful man, attends church weekly and is extremely grateful for all his blessings. He sees the best in everyone and always has a helping hand.

January 22, 2022 last year he was offered this position of County Administrator for Jefferson County. The Newspaper printed an article that stated after 60 candidates they found the person they were looking for and they were thankful that John possessed the wealth of expertise he would bring to this role.

John hit the road running and began evaluating systems and policies and looking for ways to make things more efficient and bring community together and make life for Jefferson County Residents a better life. He continued to have the goal of what is best for the citizens of Jefferson County. The Citizens, the commissioners, and the staff have a dedicated, solid , genuine compassionate talented human acting as their leader.

As we now know the ending of the meeting was with John Nissels resignation. This is both unfortunate and tragic. Those who have continued to place obstacles in the way and make John's job extremely difficult and those using a bully mentality with these obstacles. I say " Shame On YOU ALL"

Jefferson County you all have missed an opportunity to work side by side with an amazing individual who wants to better the overall community. You were lucky to have him for the short time and in that short time he was able to make many accomplishments. Those listed and reviewed in last night's meeting were extraordinary.

John Nissel will continue to make a positive impact on this world and specifically for the community even without being in this role. He will make change for the better and do this on his terms and with grace, dignity and integrity he so possesses.

Respectfully, Kim Smith

Jessica Carroll

From: Mark Everhart <meverha1@gmail.com>
Sent: Thursday, January 19, 2023 9:55 AM
To: JCCInfo
Subject: Written Comment for Jan 19th, 2023 County Commission Meeting

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

To Whom it May Concern:

I am writing to express my support for the Jefferson County Emergency Services Agency Board's letter of "No Confidence" in County Administrator John Nissel.

Mr. Nissel's lack of planning and poor performance related to the county takeover of the Ambulance Service in Jefferson County makes it clear that he is not suited for the job that he has been given.

Mr. Nissel should do the right thing and resign from his position immediately. If he does not do so, it is my hope that the County Commission will take steps to remove him.

Mark Everhart
Kearneysville, WV

Jessica Carroll

From: bobbie edens <bobdew23@hotmail.com>
Sent: Thursday, January 19, 2023 8:01 AM
To: JCCInfo
Subject: Nissel Resignation

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

To Whom it May Concern:

I am writing to express my support for the Jefferson County Emergency Services / letter of "No Confidence" in County Administrator John Nissel.

Mr. Nissel's lack of planning and poor performance related to the county takeover of Ambulance Service in Jefferson County makes it clear that he is not suited for the position that has been given.

Mr. Nissel should do the right thing and resign from his position immediately. If he does not, it is my hope that the County Commission will take steps to remove him.

Get [Outlook for iOS](#)

Jessica Carroll

From: mulkeen_corley@yahoo.com
Sent: Wednesday, January 18, 2023 12:20 PM
To: JCCInfo
Subject: Prayer at JCC meetings

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JC Commissioners,

I am against prayer at our Commission meetings. This opens a HUGE can of worms, an action that may be considered offensive to some.

Whose prayer?

Judaism? Islam? B'hai? Hindu? Shinto? Presbyterian? Baptist? Buddhist?
Catholic? Methodist? Episcopalian? Rostafarian? Wicca? Taoism? Sikhism?
Mormon? Mennonite? Seventh Day Adventist? Lutheran? Assembly of God? Indigenous religions? And so on.

Another suggestion is to open the meetings with JUST the Pledge of Allegiance and/or the WV Pledge, which reads:

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that "Mountaineers Are Always Free," which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

Sincerely,
Patti Corley

Sorayda Pitts

From: fred klein <navgoat71@gmail.com>
Sent: Wednesday, January 18, 2023 10:00 AM
To: JCCInfo
Subject: Re; John Nissel

Follow Up Flag: Follow up
Flag Status: Completed

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

I support the JCESA's letter of no confidence in county administrator John Nissel and call for his resignation.

r / Irene and Fred Klein
Jefferson Cty residents

This is the first public meeting I've attended in person as I typically watch and listen from home. This past summer I recall that the commission voted to allow ~~the~~ ^{the} ESA ^{to} manage the transition of the ambulance service from ESA to the county by March 1, 2023. It was my understanding that ESA indicated that they were 90% done and it would not be necessary to hire outside help for a smooth transition to take place. In fact, there was another ESA representative in the public audience that evening who indicated they were even 95% done. Isn't it odd that ESA would be 95% done last summer but are now unable to complete the transition by March 1st? Once a person or group accepts public responsibility for completing a task or project and they are not able to deliver, wouldn't it be more prudent to admit this and ask for assistance rather than blame others? Apparently, the entire ESA board decided it was more convenient to fault the County Administrator and cast a unanimous vote of "no confidence" then to accept the responsibility for themselves.

Secondly, I would like to address the small contingency of bullies who take to social media to repeatedly exaggerate any new ideas, decisions, policies, proposals, or changes happening in Jefferson County to undermine and belittle ANYONE who thinks differently than themselves. Though they often loom under the disguise of protecting the tax payers' rights, money, and being transparent, they attempt to create problems that essentially do not exist. According to leading psychologists, ^{Bullies} are defined as those who participate in personal insults, ridiculing jokes, threats, and public shaming. Furthermore, they do this not for the betterment of the community but to feed their own narcissistic behavior. One recent example of this habitual churning is how the purchase of a simple couch in the office reception area was repeatedly scrutinized and sensationalized.

I personally believe that many residents are ready to rise above the blame games, bullies, and mean-spirited approaches that stymie progress and ignore collaborative efforts. Perhaps the commission should consider adopting policies of civility and inclusivity? This would prioritize emphasis on respecting one another thoughts, ideas, and beliefs, collectively working together, agreeing to disagree without ridiculous retaliation, and focus on solutions that would benefit all citizens of Jefferson County.

- *Maureen Dougherty, Ph.D., Shepherdstown*