

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2024
THURSDAY, JANUARY 4, 2024
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

PRAYER

PLEDGE OF ALLEGIANCE

1. 9:30 a.m. County Commission Organization
 - a. Selection of President
 - b. Selection of Vice President
 - c. Committee Assignments

APPROVAL OF MINUTES

- December 21, 2023

APPROVAL OF ACCOUNTS PAYABLE

- December 28, 2023
- January 4, 2024

APPROVAL OF MANUAL CHECKS

- December 29, 2023
- January 5, 2024

APPROVAL OF REQUISITIONS

- January 4, 2024

APPROVAL OF PAYROLL

- December 22, 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

2. 9:45 a.m. Angie Banks, Assessor
- Approval of 2024 Board of Review and Equalization Notice
3. 9:55 a.m. Matt Harvey, Prosecuting Attorney
- Approval of Hire – Assistant Prosecuting Attorney
4. 10:05 a.m. Karen Olden, Probate Office
- Fiduciary Quarterly Review of Estates opened, Waivers of Final Settlement & Accountings Recorded since last quarterly review in October 2023
6. 10:15 a.m. Mike Sine, Director, Jefferson County Emergency Services
- Consideration of potential purchase of Shepherdstown Fire Department ambulance
7. 10:30 a.m. Dan Murphy, Greenway Engineering
- Harvest Hills Subdivision Phase II – Request for Zoning Map Amendment
8. 10:45 a.m. Roger Goodwin, Chief County Engineer
- Complete Construction Bond Release for Mark E. Roper – Cave Quarter Estates Subdivision, Section C, Lots 48-51 & Residue Lots A & B (File #04-08)
9. 10:55 a.m. Alex Beaulieu, Deputy Director, Department of Engineering, Planning & Zoning
- Approval of request for partial refund related to an overpayment of subdivision fees for Phase 4B of the Beallair Residential Subdivision
10. 11:05 a.m. Dick Myers, Deputy Director, Jefferson County Homeland Security & Emergency Mgmt.
- Approval of request for JCC President's signature of the 2021 Emergency Management Performance Grant
11. 11:15 a.m. Edwina Benites, Director, Jefferson County Development Authority, and Interim County Administrator
- Approval of Jefferson County Development Authority Hire for Fellow
- Approval of Application – WV Local Economic Development Grant
12. 11:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney

a. 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; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.

b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. 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, 2022-C-14 and 2023-C-112, WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731 and WV Intermediate Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).

- c. Consider matters involving or affecting the construction planning, or purchase, sale or lease of Property
- d. Discussion of wage issue regarding Deputy Sheriffs.

NEW BUSINESS

13. Request IT Department research microphone options for the County Commission meeting room (JT)

****Letters in parentheses following New Business items denote the initials of the commissioner making the agenda request****

INTERIM COUNTY ADMINISTRATOR REPORTS

- Approval to Re-Advertise for Deputy County Administrator Vacancy

14. ADJOURN

CORRESPONDENCE AND INFORMATION

2024 Jefferson County Commission Regular Meeting Schedule

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals & the Eastern Panhandle Transit Authority Board of Directors

Notice of Public Input Meeting re: Envision Jefferson 2045 Comprehensive Plan - "Mapping Jefferson County"

Public Comments received from the following: David Tabb, Stacey Johnson, Alyssa Liverette

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

Minutes

Jefferson County Commission

Thursday, December 21, 2023

A meeting of the Jefferson County Commission was held on Thursday, December 21, 2023 during the third quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, December 21, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor Craig Bush- Grace Baptist Church

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the December 7, 2023 regular Minutes. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the December 11, 2023 Special Session Minutes. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for December 9, 2023 in the amount of **\$314,904.91**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
88940	AMANDA MILLER	139.20
88941	AMERIFLEX	126.65
88942	CAMPBELL FLANNERY PC	17,937.75
88943	FRONTIER	55.00
88944	FRONTIER	2.25

88945		FRONTIER	7,263.14
88946		FRONTIER	162.78
88947		FRONTIER	979.97
88948		FRONTIER	120.99
88949		FRONTIER	209.29
88950		GUTTMAN OIL CO	5,036.73
88951		J.C. EHRLICH	795.47
88952		JOHN DEERE FINANCIAL	503.37
88953		MICHAEL MONAGHAN	119.50
88954		ROBIN KENNEDY	139.20
88955		SANDRA KELLEY	42.35
88956		UNIFIRST	99.97
88957		US BANK	64,226.44
88958		US POSTAL SERVICE	226.00
88959		W B MASON CO. INC	127.34
88960		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	49,071.08
88961	AM/053	AXIOM STAFFING GROUP	1,001.20
TOTAL			148,385.67

- **Motion by Mr. Stolipher to approve the Accounts Payable for December 14, 2023 in the amount of \$148,385.67. Motion seconded and unanimously approved.**

CHECK NUMBER		VENDOR NAME	UNCLEARED
88963		BUREAU OF CHILD SUPPORT	373.39
88964		COMPTROLLER OF MARYLAND	841.71
88965		CORMAC QUINN	5.40
88966		DARYLL WIMER	11.11
88967		DAVID EVERETT BOOBER	411.00
88968		DAVID WAMPLER	37.73
88969		EFTPS IRS TAXES	105,634.51
88970		EMPOWER RETIREMENT	6,557.47
88971		FEDEX	68.02
88972		GUTTMAN OIL CO	5,033.51
88973		JEFFERSON SECURITY BANK	4,085.00
88974		JOSEPH FORMAN	18.01
88975		LUKE SEIGFRIED	1,995.91
88976		MONICA ANDERSON	4,634.86
88977		NAT. ASSOC. OF EXT. 4-H YOUTH DEVELOP PROFFESIONAL	95.00
88978		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00

88979		PRIORITY DISPATCH	11,114.00
88980		SOFTWARE SYSTEMS INC	1,396.70
88981		SPIRIT OF JEFFERSON	349.74
88982		STATE TAX DEPARTMENT	150.00
88983		STEVEN HOLZ	19.07
88984		UNIFIRST	199.76
88985		VA DEPT OF TAXATION	3,319.48
88986		WV DEPUTY SHERIFF RETIREMENT SYSTEM	24,462.30
88987		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	3,472.73
88988		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,675.45
88989		WV STATE TAX DEPARTMENT	29,893.77
88990		WVU WEST VIRGINIA UNIVERSITY	1,950.00
88991	FG/009	SHERIFF OF JEFFERSON COUNTY	8,424.62
88992	BS/011	SHERIFF OF JEFFERSON COUNTY	8,207.89
88993	AM/053	AXIOM STAFFING GROUP	1,001.20
TOTAL			271,504.34

- **Motion by Mr. Stolipher to approve the Accounts Payable for December 21, 2023 in the amount of \$271,504.34. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

			14-Dec-23
OTHER FUNDS			
Check #	Fund	Vendor	Amount
886	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC	2,614.40
887	HD/008	D-TRAX, LLC	712.00
888	HD008	SHERIFF OF JEFFERSON CO	91.36
1121	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC	221.99
1122	AV/056	SHERIFF OF JEFFERSON COUNTY	2,330.48
279	AR/207	CITIZENS VOLUNTEER FIRE COMPANY	3,400.00
280	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY	2,400.00
281	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY	1,600.00
282	AR/207	SHERIFF OF JEFFERSON CO	898.64
1432	SI/249	SHERIFF OF JEFFERSON COUNTY	47.00
1433	LI/249	SHERIFF OF JEFFERSON COUNTY	5,089.84
1434	PI/249	SHERIFF OF JEFFERSON COUNTY	45,036.50
1435	EI/249	SHERIFF OF JEFFERSON COUNTY	4,746.30

1436	AI/249	SHERIFF OF JEFFERSON COUNTY	2,099.15
980	CW/059	HUNTZMAN ENTERPRISES	822.00
TOTAL			\$72,109.66

- **Motion by Mr. Stolipher to approve the Manual Checks for December 15, 2023, in the amount of \$72,109.66. Motion seconded and unanimously approved.**

			21-Dec-23
			OTHER FUNDS
Check #	Fund	Vendor	Amount
332	DG/003	SHERIFF OF JEFFERSON COUNTY	73.37
889	HD/008	SHERIFF OF JEFFERSON COUNTY	1,469.79
369	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	101,871.29
283	AR/207	SHERIFF OF JEFFERSON COUNTY	13,247.12
1865	CO/246	MOTOROLA SOLUTIONS INC	61,593.42
157	IP/249	MINGHINI'S	2,850.00
133	IS/249	JEFFERSON COUNTY BOARD OF EDUCATION	1,276,081.00
134	IS/249	JEFFERSON COUNTY BOARD OF EDUCATION	2,166,204.20
1123	AV/056	SEGRA	653.14
TOTAL			\$3,624,043.33

- **Motion by Mr. Stolipher to approve the Manual Checks for December 22, 2023, in the amount of \$3,624,043.33. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marilyn White, Denise Nick, Jacquelyn Milliron, Gale Bard, David Tabb, Doug Rockwell, Bob Aitcheson, Richard Zigler.

PRESENTATIONS

2. Angie Banks- Assessor- Requested -Promotion/ Job Reclassification

- **Motion by Mrs. Tabb to approve the promotion of Victoria Myers from a Grade 7 to Grade 8 as a mapping specialist, IT and Archivist with a \$10,000 pay increase. Motion seconded and unanimously approved.**
2. Tom Hansen, Sheriff -Tax Deputy – Requested
 - a. Tax Deputy-Hire
 - **Motion by Mr. Stolipher to approve the hire of Brittni Fletcher as an 80 hour Tax Deputy beginning 12/26/23 with a starting salary of 35,000.00. Motion seconded and unanimously approved.**
 - b. New Hire -Part-time Bailiff -New Hire
 - **Motion by Mr. Stolipher to approve the hire of Kathleen O'Connor as a part-time Bailiff beginning 1/2/24 at a rate of \$17/hour. Motion seconded and unanimously approved.**
 3. Jackie Shadle-County Clerk- Requested
 - a. Clarification on Benefit Package for Ambulance Fee Position.

Motion Mr. Stolipher to make Pam Eddy a county employee and be eligible for the county benefits. Motion seconded and unanimously approved.
 - b. New Hire approval for part-time Finance Clerk
 - **Motion by Mr. Stolipher to approve the hire of Kelly Campbell as a part-time finance clerk with a pay rate of \$20.00 p/h with a start date of January 22, 2024. Motion seconded and unanimously approved.**
 4. Bryan Sutherland & Greg Sager- Jefferson County Little League- Requested
 - **Motion by Mr. Stolipher to provide Jefferson County Little League with \$113,000 to help fund the replacement of the lights on the Little League baseball field, to come out of ARPA funds. Motion seconded and unanimously approved.**

5. Nathan Cochran- Prosecuting Attorney's Office- Presentation of Briefs in the Estates of Sherry Ellen Hoffman and Richard Walter Accurso, deceased.

Motion by Mrs. Tabb to convene as a Fiduciary Review Board. Motion Seconded and unanimously approved.

Motion by Mrs. Tabb to adjourn as a Fiduciary Board and reconvene in regular session. Motion seconded and unanimously approved.

- **Motion by Mr. Majda to refer the case back to Frank Hill-Fiduciary Commissioner and to report back to the commission. Motion Seconded and unanimously approved.**

6. James B Crawford, III, Esquire, Crawford Law Group, PLLC- Requested to receive Petition of ROW/Easement Abandonment and schedule Public Hearing pursuant to Section 7-1-3, Code of West Virginia, 1931, as amended.

- **Motion by Mr. Stolipher to accept the Petition filed on behalf of RAI Properties, LLC and G&S Properties, LLC and to Schedule a Public Hearing for January 18, 2023. Motion seconded and unanimously approved.**

7. Jefferson County Civil Service-

- a. Interview/Appointment to the Jefferson County Deputy Sheriff Civil Service Commission -one unexpired term ending September 29, 2025

Will Liston

James Crawford

- **Motion by Mr. Stolipher to appoint James Crawford as the citizen representative for the Jefferson County Deputy Sheriff Civil Service Commission for one unexpired term ending September 29, 2025. Motion seconded and unanimously approved.**

8. Roger Goodwin- Engineering, Planning & Zoning- Requested

- a. Beallair Homes, LLC-Beallair Subdivision, Phase 2 (File #05-41) complete bond release re-securing with a new performance bond provider.
 - **Motion by Mr. Stolipher to authorize a complete release of Performance Bond #BRIFSU0613433 with International Fidelity Insurance Company, Hunt Valley, MD, in the amount of \$272,333.55 for Beallair Homes, LLC-Beallair Subdivision, Phase 2 (File 05-41). Motion seconded and unanimously approved.**
- b. Beallair Homes, LLC -Beallair Subdivision, Phase 3 (File #21-31-SD) complete bond release re-securing with a new performance bond provider.
 - **Motion by Mrs. Tabb to authorize a complete release of Performance Bond #1092062 with The Hanover Insurance Company, Worcester, MA, in the amount of \$1,948,535.00 for Beallair Homes, LLC-Beallair Subdivision, Phase 3 (File 21-31-SD). Motion seconded and unanimously approved.**
- c. Beallair Homes, LLC -Beallair Subdivision, Phase 4A (File #19-16-SD) complete bond release re-securing with a new performance bond provider.
 - **Motion by Mrs. Tabb to authorize a complete release of Performance Bond #1086065 with The Hanover Insurance Company, Worcester, MA, in the amount of \$905,157.00 for Beallair Homes, LLC -Beallair Subdivision, Phase 4A3 (File 19-16-SD). Motion seconded and unanimously approved.**

9. Mike Sine-Director of Jefferson County Emergency Services Agency Requested- 4 Promotions w/Salary adjustments

- **Motion by Mrs. Tabb to approve Ronnie Shutts FF/EMT III an increase in hourly rate for 10 years of previous career work experience in accordance with AP1192. His new rate will be \$24.92/hr effective 12/17/2023.**
- **Motion by Mrs. Tabb to approve Matthew Minnick a promotion from FF/AEMT Technician to FF/Paramedic III. His new pay rate will be \$25.45/hr effective 12/17/2023.**

- **Motion by Mrs. Tabb to approve Brice Billings a promotion from FF/AEMT Technician to FF/Paramedic III. His new pay rate will be \$25.00/hr effective 12/17/2023.**
- **Motion by Mrs. Tabb to approve McKenzie Pattison a promotion from FF/AEMT I to FF/Paramedic I. Her new pay rate will be \$25.00/hr effective 12/17/2023. Upon completion of her probationary period and meeting the requirements of AP1060 she will now receive the corresponding promotion to FF/Paramedic II.**

10. Selection of Interim County Administrator-

- **Motion by Mr. Majda to appoint Edwina Benites as the Interim County Administrator. Motion passed on a 3-2 vote with Commissioner Majda, Commissioner Stolipher and Commissioner Tabb voting for and Commissioner Jackson and Commissioner Krouse voting against.**

11. Nathan Cochran- Prosecuting Attorney's Office-

- a. 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 #1:17OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
- b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. 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, 2022-C-14 and 2023-C-112, WV Supreme Court No.'s 210727, 21-0728, and 21-0731 and WV Intermediate Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).

- c. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- d. Discussion of wage issue regarding Deputy Sheriffs.
- e. Preliminary Report by Council as directed by the Commission on December 7, 2023 regarding Fire Levy.

- **It was advice by legal counsel that the Fire Levy is not ready to move forward and additional time is needed to review it thoroughly.**

NEW BUSINESS

12. Approval of 2024 Holiday Schedule

- **Motion by Mr. Majdi to approve the 2024 Holiday Schedule. Motion seconded and unanimously approved.**

13. Approval of 2024 Jefferson County Commission Regular Meeting Schedule & selection of date and time for the first Regular Meeting of 2024

- **Motion by Ms. Jackson to approve the 2024 Jefferson County Commission Regular Meeting Schedule & selection of date and time for the first Regular Meeting being on January 4, 2024. Motion seconded and unanimously approved.**

14. Approval of Shepherdstown Fire Department and Friendship Fire Company \$85k Annual Allocation.

- **Motion by Mr. Majdi to approve the yearly allocations for Shepherdstown Fire Department and Friendship Fire Company in the amount of \$85,000. Motion seconded and unanimously approved**

15. Discussion/Action by County Commission to seek an advisory opinion from the Ethics Commission on subunits of the Planning Commission abiding by the Open Meetings Act to include an agenda and meeting minutes (TJ)

- **Motion by Ms. Jackson for the county commission to seek an advisory opinion from the ethics commission if subunits created by the Jefferson County Planning Commission, including but not limited to the Ordinance Rewrite, Solar Facilities, and Budget committees are subject to abiding by the open meetings act to include a published agenda and meeting minutes. Motion seconded and unanimously approved**

16. Review/Consider the request from counsel at Bowles Rice & Jackson Kelly PLLC to reinstate the June 2022 Solar Text Amendment by annulling its action of September 7, 2023

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on item 16. Motion passed on 3-0 with Commissioner Majda, Commissioner Tabb and Commissioner voting for. Commissioner Jackson and Commissioner Krouse recused themselves.**
- **Motion by Mr. Stolipher to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**
- **Motion by Mr. Majda to move to rescind action of the County Commission meeting on September 7, 2023 regarding the Solar Text Amendment, Further more to request the Planning Commission to review Section 8.20 in the Zoning Ordinance and provide recommended edits based on projects submitted thus far. Motion passed on 3-0 with Commissioner Majda, Commissioner Tabb and Commissioner voting for. Commissioner Jackson and Commissioner Krouse recused themselves.**

Adjourn

The Commission adjourned at 8:46 pm a motion by _____ . Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

REQUISITIONS TO BE APPROVED

January 4, 2024

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
E911	24035	\$ 98,557.75	Motorola Solutions, Inc.	Annual Maintenance Contract

Gross Wages	\$460,169.47		\$460,169.47
6.2% Tax Payable OASDI	\$27,374.69		\$27,374.69
1.45% Tax Payable HI	\$6,402.12		\$6,402.12
Fed Withholding	\$38,080.89		\$38,080.89
WV State Withholding	\$14,793.13		\$14,793.13
VA State Tax	\$550.00		\$550.00
MD State Tax	\$841.71		\$841.71
PERS Retirement Deduct 4.5%	\$8,569.04		\$8,569.04
PERS Retirement Deduct 6%	\$8,387.23		\$8,387.23
DSRS Retirement Deduct 8.5%	\$8,486.91		\$8,486.91
EMS Retirement Deduct 8.5%	\$977.30		\$977.30
Hosp. Pre-Taxed	\$16,642.00		\$16,642.00
D/VF	\$1,701.24		\$1,701.24
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$1,739.62		\$1,739.62
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
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$4,831.36		\$4,831.36
457R - Roth	\$1,726.11		\$1,726.11
Christmas Club	\$4,085.00		\$4,085.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$147,882.83	\$0.00	\$147,882.83
Net Wages Total	\$312,286.64	\$0.00	\$312,286.64
Payroll Date	December 22, 2023		\$312,286.64

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Asst. Deputy Co. Admin

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 4, 2024**

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

Date Requested – 2nd Choice:

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

County Commission Organization

- a. Selection of President
- b. Selection of Vice President
- c. Committee Assignments

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

* Assignments prior to Comm. Ath's June 2023 resignation, effective July 20, 2023

2023 Jefferson County Commission Assignments to Boards, Commissions, and Organizations

Organization	2022	2023
Approval of Bills	Jackson	Tabb/Krouse
Board of Health – BOH	Hudson	Ath
Building Repair & Security Courthouse Committee	Hudson	Krouse
Charles Town Utility Board Liaison - CTUB	Hudson	Ath
Community Corrections Committee – Day Report Center	Jackson	Jackson
Development Authority – JCDA	Stolipher	Stolipher
E911 Council	Ath	Ath
Extension Service	Tabb	Tabb
Farmland Protection Board – JCFPB	Tabb	Tabb
Jefferson County Convention & Visitors Bureau - JCCVB	Stolipher	Stolipher
Jefferson County Emergency Services Agency – JCESA /Fire & Rescue Association - JCFRA	Jackson	Jackson/Krouse
Historic Landmarks Commission – JCHLC	Hudson	Krouse
Homeland Security/LEPC	Jackson	Jackson
Legislative Liaison	Co. Administrator	Co. Administrator
Jefferson County Parks and Recreation Commission	Ath	Krouse
Jefferson County Planning Commission	Stolipher	Stolipher
Region 9	Stolipher	Ath
Solid Waste Authority	Ath	Ath
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Stolipher	Stolipher
Eastern Panhandle Transit Authority (EPTA)	Tabb	Tabb
Workforce Investment Act Liaison	Jackson	Jackson

2023-2024
Jefferson County Commission
Assignments to Boards, Commissions, and Organizations

Organization	2023	2024
Approval of Bills	Tabb/Krouse	
Board of Health – BOH	Krouse	
Building Repair & Security Courthouse Committee	Krouse	
Charles Town Utility Board Liaison - CTUB	Jackson	
Community Corrections Committee – Day Report Center	Jackson	
Development Authority – JCDA	Stolipher	
E911 Council	Tabb	
Extension Service	Tabb	
Farmland Protection Board – JCFPB	Tabb	
Jefferson County Convention & Visitors Bureau - JCCVB	Stolipher	
Jefferson County Fire & Rescue Association - JCFRA	Jackson/Krouse	
Historic Landmarks Commission – JCHLC	Krouse	
Homeland Security/LEPC	Jackson	
Legislative Liaison	Co. Administrator	
Jefferson County Parks and Recreation Commission	Krouse	
Jefferson County Planning Commission	Stolipher	
Region 9	Stolipher	
Solid Waste Authority	Stolipher	
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Stolipher	
Eastern Panhandle Transit Authority (EPTA)	Tabb	
Workforce Investment Act Liaison	Jackson	

County Commission Recurring Monthly Meetings

	Monday	Tuesday	Wednesday	Thursday	Friday
WK1	12pm – Region 9 (quarterly)			*9:30 am – JCC Mtg.	
WK2	5pm – Farmland Protection Board	*7pm – Planning Commission	1pm – Community Corrections Board 7pm – Historic Landmarks		9:30 am – Board of Health
WK3	1:30pm – HEPMPO (Jan, March, May, August, Oct) 4pm - EPTA	3pm – Development Authority	7:30 am - LEPC (March, June, Sept., Dec.) 12pm – JCCVB 4pm – 911 Advisory Committee (Jan, April, July, Oct) 7pm – Parks and Rec.	*6:00 pm – JCC Mtg.	
WK4	7pm – Solid Waste Authority	*7pm - Planning Commission (as needed)			

*meetings held at the Jefferson County Commission meeting room - Old Charles Town Library

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 4, 2024**


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

Date Requested – 2nd Choice:

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

 **Review & Approval of the 2024 Board of Review and Equalization Notice**

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

 Please see attached notice.

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

NOTICE
Board of Review and Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, February 1, 2024, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2024.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2024 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	February	1, 2024	1:30 p.m.
Tuesday	February	6, 2024	1:30 p.m.
Thursday	February	8, 2024	1:30 p.m.
Tuesday	February	13, 2024	1:30 p.m.
Friday	February	16, 2024	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office by close of business no later than Friday, February 9, 2024 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Friday, February 16, 2024, or you may file a petition for appeal with the WV Office of Tax Appeals at their address – P.O. Box 2751, Charleston, WV 25330-2751.

Given under my hand this 4th day of January, 2024.

JACQUELINE C. SHADLE, COUNTY CLERK

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Matthew Harvey, Prosecuting Attorney**

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

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

Date Requested – 1st Choice: **January 4, 2024**

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

January 4, 2024 is specifically requested as this position is a critical need.

Date Requested – 2nd Choice: **n/a**

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

- 1. The Prosecuting Attorney's office seeks to hire an Assistant Prosecuting Attorney. Qualified candidate, Adam Ward, has already been identified.**

Is this a funding request? **No**

If so, how much?

Provide exact financial impact/request: **This is a budget neutral position.**

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

The Commission approves the hiring of Adam Ward as an Assistant Prosecuting Attorney.

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

If not attached, explain:

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

Contact information: **Jaymee Houser**

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Karen Olden

Department or Organization: **Jefferson County Clerk (Probate)**

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date **January 4, 2024***

Fiduciary Quarterly Review of Estates opened, Waivers of Final Settlement and Accountings. Recorded since last quarterly review in October 2023.

Please provide the County Commission with a description of your request or presentation, including any background information:
To be included in packet.

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

Regular Term

January 2024

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

At a regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, January 4th, 2023 at 9:30AM.

PRESENT: County Commissioners: Steve Stolipher, Jane Tabb, Tricia Jackson, Jennifer Krouse, Pasha Majdi

The following Accountings and Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Accountings

Estate of Sandra L Cooper, deceased, Eugene M Dawson, Administrator

Estate of Mary Elizabeth Deeds, deceased, Frank Russell, Executor

Estate of Mark John Guzick, deceased, Richard Joel Guzick, Executor

Estate of Cecile Ann Hildebrand, deceased, Courtney L Sweeney,

Estate of Ronald Acatius Nolan, deceased, First and Final Accounting, James William Nolan, Executor

Estate of Janet M Turner, deceased, First and Final Accounting, Judith F Maye, Executrix

Estate of Oscar Ray Washington, deceased, First and Final Accounting, Teresa L Moppins, Administratrix

Estate of Edrie Juanita White, deceased, William W White Jr, Executor

Waivers of Final Settlement

Estate of Kyung Sook Adams, deceased, Haejin A Park, Administratrix

Estate of Peter L Bradford, deceased, Christopher F Bradford, Administrator
CTA

Estate of William George Greenwald, deceased, Lynde R Thai & Danielle R
Gross, Co-Executrix's

Estate of Esther Susan Hafner, deceased, Janelle McDonough, Administratrix

Estate of Ellen Loras Hall, deceased, Charles R Hall Sr, Administrator

Estate of Marilyn Monica Hynoski, deceased, Diane Gelinas, Administratrix

Estate of Estate of Earl L Jackson Jr, deceased, Virginia A Jackson, Executrix

Estate of Alvin Arthur Jones, deceased, Sharon J Callahan, Administratrix

Estate of Gerald Ian Keller, deceased, Max Keller and Britt Erickson, Co-
Administrator's

Estate of Charles William McDonough, deceased, Jennifer Lee Henry, Executrix

Estate of William K Myers Jr, deceased, Matthew D Myers, Executor

Estate of Donna Mae Ord, deceased, Albert K Ord Jr, Executor

Estate of Jane F Rissler, deceased, Jamie L Hill, Administrator

Estate of George W Rushizky, deceased, Matthew Rushizky, Executor

Estate of Mary Catherine Sencindiver, deceased, Kthryn A Paddock, Executrix

Estate of Charles David Smith, deceased, Brenda V Smith, Administratrix

Estate of Virginia L Smith, deceased, BCT, Sharon S Mayer & Christopher D
Smith, Co-Executors

Estate of Ted W Williams, deceased, Bonnie G Lanham, Executrix

**Accountings and Waivers of Final Settlement submitted from the
Fiduciary Commissioners: David A DeJarnett, Ralph A. Lorenzetti, Jr.,
June Kay Jovanelly.**

Estate of Karin M.E. Erlebach, deceased, Shelly L. Holmes, Executrix

Estate of Stephen J Hecht, deceased, Victoria H Murphy & Lisa K Parker, Co-
Executrix's

Estate of Margaret June Hoffman, deceased, Kathy L. Hoffman, Executrix

President of the County Commission

United States of America

State of West Virginia



County of Jefferson, ss:

Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 10/27/2023 thru 12/27/2023 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

ESTATE NUMBER: **4641**
APPOINT DATE: 10/27/2023
ESTATE NAME: **JAMES L BURNS**
EXECUTRIX MARTHA E BURNS
ATTORNEY JOHN K DORSEY
104 W CONGRESS ST
CHARLES TOWN, WV 25414-1622

ESTATE NUMBER: **4636**
APPOINT DATE: 10/30/2023
ESTATE NAME: **VIRGINIA ADELINE WATKINS**

ESTATE NUMBER: **4644**
APPOINT DATE: 11/03/2023
ESTATE NAME: **DEBORAH LYNNE BROWN**
ADMINISTRATRIX DANA M BROWN

ESTATE NUMBER: **4645**
APPOINT DATE: 11/06/2023
ESTATE NAME: **ALLEN RICHARD SISK**
EXECUTRIX HOLLY R HOOPER

ESTATE NUMBER: **4649**
APPOINT DATE: 11/07/2023
ESTATE NAME: **CHARLES HENRY CLARK**
EXECUTOR STEVEN W CLARK

ESTATE NUMBER: **4648**
APPOINT DATE: 11/07/2023
ESTATE NAME: **WALTER JUNIOR HARLOW**
EXECUTOR LELAND PHIPPS

ESTATE NUMBER: **4650**
APPOINT DATE: 11/08/2023
ESTATE NAME: **BRIEN MILLER JENKINS**
ADMINISTRATRIX TWILA JENKINS

ESTATE NUMBER: **4651**
APPOINT DATE: 11/09/2023
ESTATE NAME: **CYNTHIA LEE FRIEND**
EXECUTRIX ASHLEY A JAMES
ATTORNEY JAMES KRATOVIL
211 W. WASHINGTON STREET
CHARLES TOWN, WV 25414-1531

ESTATE NUMBER: **4652**
APPOINT DATE: 11/13/2023
ESTATE NAME: **KENNETH WAYNE REED**
ADMINISTRATOR KEVIN REED

ESTATE NUMBER: **4653**
APPOINT DATE: 11/13/2023
ESTATE NAME: **ROBERT EUGENE SHEELY**
EXECUTOR MICHAEL DELCOLLE

ESTATE NUMBER: **4655**
APPOINT DATE: 11/14/2023
ESTATE NAME: **WANDA FAY HOUSEHOLDER**
EXECUTRIX REGINA L SHERMAN
ATTORNEY DANIEL STAGGERS
133 E. JOHN STREET
MARTINSBURG, WV 25401-4214

ESTATE NUMBER: **4639**
APPOINT DATE: 11/15/2023
ESTATE NAME: **JAMES DECK**
ADMINISTRATOR JULIAN DECK
SURETY TERRY WAYNE BRAMMEIER

ESTATE NUMBER: **4659**
APPOINT DATE: 11/15/2023
ESTATE NAME: **ROGER LEE HINKLE**
EXECUTRIX HOLLY HINKLE

ESTATE NUMBER: **4658**
APPOINT DATE: 11/15/2023
ESTATE NAME: **SUSAN SHOBE**
EXECUTRIX HOLLY HINKLE

ESTATE NUMBER: **4661**
APPOINT DATE: 11/16/2023
ESTATE NAME: **OSCAR RENE MARTINEZ**
ADMINISTRATRIX MARIA L AYALA

ESTATE NUMBER: **4657**
APPOINT DATE: 11/17/2023
ESTATE NAME: **TOMMY BERNARD LIPSCOMB**
ANCILLARY ADMINISTRATOR BERNADETTE LIPSCOMB

ESTATE NUMBER: **4664**
APPOINT DATE: 11/20/2023
ESTATE NAME: **SARA LEE BOND**
CO EXECUTOR COLLEEN F MICHEL
CO EXECUTOR PATRICK W BOND

ESTATE NUMBER: **4665**
APPOINT DATE: 11/20/2023
ESTATE NAME: **RONALD CLARK GRUBB**
EXECUTOR HENRY W MORROW JR

ESTATE NUMBER: **4670**
APPOINT DATE: 11/27/2023
ESTATE NAME: **CAROL ANN KISAMORE**
ADMINISTRATOR JOHN D WASSON III
SURETY FREDERICK WILLIAM JACOBS

ESTATE NUMBER: **3694**
APPOINT DATE: 11/29/2023
ESTATE NAME: **RUTH ANN MEYERS**
ADMINISTRATOR CTA DBN HENRY W MORROW JR

ESTATE NUMBER: **4672**
APPOINT DATE: 11/29/2023
ESTATE NAME: **RONALD DEWEY ROBINSON**
EXECUTRIX DENISE ROBINSON

ESTATE NUMBER: **4673**
APPOINT DATE: 11/30/2023
ESTATE NAME: **STEPHANIE ANN MOORE**
ADMINISTRATOR WAYNE MOORE

ESTATE NUMBER: **4674**
APPOINT DATE: 12/05/2023
ESTATE NAME: **REBA VIRGINIA RING**
EXECUTRIX VIVIAN K BARNHOUSE

ESTATE NUMBER: **4676**
APPOINT DATE: 12/06/2023
ESTATE NAME: **JAMES W CASEY**
EXECUTRIX ANN M CASEY

ESTATE NUMBER: **4678**
APPOINT DATE: 12/11/2023
ESTATE NAME: **CALVIN ATLEE GRAMS JR**
EXECUTOR CALVIN ATLEE GRAMS III

ESTATE NUMBER: **4681**
APPOINT DATE: 12/13/2023
ESTATE NAME: **GARLAND JAY HURLEY**
EXECUTRIX GENEVIEVE A O'LOUGHLIN

ESTATE NUMBER: **4685**
APPOINT DATE: 12/14/2023
ESTATE NAME: **ERNEST L COLLINS JR**
CILLARY ADMINISTRATOR CTA COURTNEY SWEENEY

ESTATE NUMBER: **4684**
APPOINT DATE: 12/14/2023
ESTATE NAME: **ARLEEN FRANCES MULLIKIN**
ADMINISTRATRIX TAMMY D FEARON
SURETY ROBIN MULLIKIN

ESTATE NUMBER: **4686**
APPOINT DATE: 12/15/2023
ESTATE NAME: **RICHARD H BROWN SR**
EXECUTOR D FRANK HILL III

ESTATE NUMBER: **4687**
APPOINT DATE: 12/15/2023
ESTATE NAME: **ROBERT MATTHEW THOMAS**
EXECUTRIX TIANNA R VENABLE

ESTATE NUMBER: **4688**
APPOINT DATE: 12/18/2023
ESTATE NAME: **JACK RONALD REED SR**
EXECUTOR JACK R REED JR

ESTATE NUMBER: **4690**
APPOINT DATE: 12/19/2023
ESTATE NAME: **SHARON L KIRCHER**
EXECUTOR WILLIAM R SHIFLETT JR

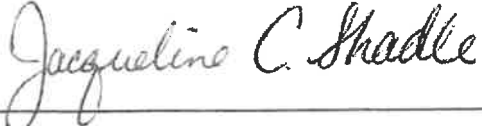
ESTATE NUMBER: **4689**
APPOINT DATE: 12/19/2023
ESTATE NAME: **JOHN ERIC LINDBERG**
EXECUTRIX PATRICIA RUCKER

ESTATE NUMBER: **4693**
APPOINT DATE: **12/21/2023**
ESTATE NAME: **CARL J DOLLE SR**
ANCILLARY ADMINISTRATOR **CARL J DOLLE**

ESTATE NUMBER: **4671**
APPOINT DATE: **12/21/2023**
ESTATE NAME: **JOHN EDWARD KELLY**
EXECUTRIX **KIMBERLY KELLY**

TOTAL ESTATES: **35**
Subscribed and sworn to before me on **12/27/2023**

President of the County Commission



Jacqueline C Shadle
Clerk of Jefferson County

By _____
Karen Olden
Deputy Clerk

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Mike Sine

Department or Organization: ESA

Commission Meeting Date: 1/04/2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Consideration on potential purchase of Shepherdstown FD Ambulance

Please provide a description of your request or presentation, including any background information:

see attachments x8

Type of Request: (Funding/Hiring): Funding

Funding/Salary/Hourly Amount: \$216,500

Name of Hire (if Applicable): n/a

Grade/Step/Hours (PT/FT): n/a

Start Date (beginning of pay period): n/a

Post Probationary Increase (If applicable): n/a

Any Additional Conditions of Employment or Funding Comments:

ARPA Expenditure

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information: Mike Sine

Phone Number: 304-728-3287

Email Address:

msine@jcesa.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

Jefferson County Emergency Services Vehicle Asset List - Updated 12/01/2023

Year	Make	Model	ID	Acquired New Used	Current Mileage	Assignment	Location	Life Cycle Stage	Notes
2019	Ford	F450 Ambulance	1101	Used	27044	ALS Transport	Field Stations	Deployed Active	
2013	Dodge	Ram Ambulance	1102	Used	96856	ALS Transport	Field Stations	Deployed Active	
2021	Ford	F550 Ambulance	1103	Used	29360	ALS Transport	Field Stations	Deployed Active	
2021	Ford	F550 Ambulance	1104	Used	85508	ALS Transport	Field Stations	Deployed Active	
2015	Ford	F450 Ambulance	1105	Used	34609	ALS Transport	Field Stations	Deployed Active	
2019	Ford	F550 Ambulance	1106	Used	49206	ALS Transport	Field Stations	Deployed Active	
2012	Ford	F450 Ambulance	1107	Used	58417	ALS Transport	Field Stations	Deployed Active	
2011	Ford	F450 Ambulance	1108	Used	68108	ALS Transport	Field Stations	Deployed Active	
2016	Dodge	Ram Ambulance	1109	Used	83840	ALS Transport	Field Stations	Deployed Active	
2022	Ford	F550 Ambulance	1110	New CFC Contract	1001	ALS Transport	Field Stations	Deployed Active	
2020	Ford	Explorer XLT	Car 11	Used	14104	Operations Commander Capt. (John Lyons)	Sta11/Take Home	Deployed Active	
2013	Ford	Expedition	EMS 11	New	110805	Misc Admin until replaced	Sta11 (Office)	Inactive Decommissioning	Decommissioning / Capital Outlay request to replace.
2017	Ford	Interceptor Utility	EMS 11-3	New	40130	BLS Rapid Response (Lieutenant Backup Vehicle)	Sta11 (Office)	Deployed Active	Current Misc Use
2020	Ford	Interceptor Utility	EMS 11-4	New	22840	ALS Rapid Response (future use by Lieutenants)	Sta11 (Office)	Deployed Active	Current Misc Use
2021	Chevrolet	Tahoe SSV	EMS 11-5	New	7671	Director (Mike Sine)	Sta11/Take Home	Deployed Active	
2021	Chevrolet	Tahoe SSV	EMS 11-6	New	17896	Educ. & Compl. Officer Capt. (Craig Horn)	Sta11/Take Home	Deployed Active	
1990	Grummon	Engine	Engine 11	Used	54,000	Fire Training	Sta11 (Office)	Deployed Active	Training Use Only / Consider Replacement ARPA
2013	Ford	Econoline E250	TXP 11	Used	31245	Deceased Transport	Sta11 (Office)	Deployed Active	



SHEPHERDSTOWN FIRE DEPARTMENT, INC.

8052 Martinsburg Pike • PO Box F • Shepherdstown, WV 25443
(304)876-2311 • www.shepherdstownfiredepartment.com

December 28, 2023

Shepherdstown Fire Department
Marshall DeMeritt, EMS Chief
8052 Martinsburg Pike; P.O. Box F
Shepherdstown, WV 25443
mddemeritt@gmail.com
540-742-8190

Director Sine,

The below proposal is in response to the March 6, 2023 letter you sent to our membership, and subsequent discussions you have had with the Jefferson County Commission for the purchase of our Ambulance 3-1.

At the time of this draft, it appears there is no path forward for SFD to retain a 9-1-1 transport service. The Jefferson County Commission's passing of a motion to eliminate all volunteer "transport" in the county, which also ensures their primary objective that all EMS revenues are solely collected by the Jefferson County Commission is achieved, leaves us with no recourse to provide the level of service to our community we wish to provide. Pursuant to state law, the SFD requires such authorization from the Commission to operate as a 9-1-1 transport facility, and in the absence of such authorization, we must consider certain concessions to allow our high-trained and dedicated staff the opportunity to serve this community in a time of need. In contrast to the Commissioners, service to the community, not revenue, has always been our motivation.

Therefore, as your March 6, 2023 letter suggests, we propose the below, which will allow our members the ability to respond in an Ambulance when there is a need we can fulfill:

- Sell Ambulance 3-1 to Jefferson County, to include Cot, PowerLoad, and Stair chair for \$215,000 – the same value paid for our prior ambulance.
 - Update lettering to only the minimum extent necessary for licensure on Front Doors and Rear to reflect JCESA; retain SFD custom lettering on front and sides of ambulance box.
 - Unit will retain SFD lettering until such time as it has reached "end of life."
- Sell small equipment (Lifepack, Bags, Lucas, etc.) for \$63,078.64 – the same value paid for our prior small equipment.
- SFD will drop our WVOEMS license from "ALS Transport" to "Rapid Response" and retain our WVOEMS Training Center endorsement.
- Approve the draft Ambulance Use Agreement (Attached).

Respectfully,

Marshall DeMeritt, MS, IMC, NREMT, PMP
EMS Chief



SHEPHERDSTOWN FIRE DEPARTMENT, INC.

8052 Martinsburg Pike • PO Box F • Shepherdstown, WV 25443

(304)876-2311 • www.shepherdstownfiredepartment.com

— Over 225 Years of Service by Trained Volunteers —

SFD A31 Supply Inventory List
Appendix "A"

Qty	Item
4	Pediatric Non-Rebreather
4	Nasopharyngeal Airway (Kit)
1	Oropharyngeal Airway (Kit)
1	BVM Adult
1	BVM Child
1	BVM Infant
1	BVM Neonatal Mask
1	Supraglottic 1-Gel Size 1
1	Supraglottic I-Gel Size 1.5
1	Supraglottic I-Gel Size 2
1	Supraglottic I-Gel Size 2.5
1	Supraglottic I-Gel size 3
1	Supraglottic I-Gel size 4
1	Supraglottic I-Gel size 5
1	CPAP Large Adult
1	CPAP Small/Medium
1	PEDI Wheel
2	Nasal Atomizer
2	Nebulizer Mask
2	10 ml Syringe
2	1mL. Syringe
2	18 Gauge IM Needle
2	25 Gauge IM Needle
1	Tylenol
4	Albuterol
4	Albuterol/Ipratropium Bromide
1	Aspirin
2	Epinephrine 1:1,000
2	Naloxone
4	14 Gauge IV Catheter
4	IV Saline Lock
4	Saline Flushes
4	Normal Saline 1,000 mL
4	60 drop IV Set
4	10 Drop IV Set
1	EZ 10 Driver

Qty	Item
2	ETT2.5
1	ETT 3.0
1	ETT 3.5
1	ETT 4.0
1	ETT 4.5
1	ETT 5.0
1	ETT 5.5
1	ETT 6.0
1	ETT 6.5
1	ETT 7.0
1	ETT 7.5
1	ETT 8.0
1	ETT 8.5
1	Adult Bougie
1	Pediatric Bougie
1	Magill Forceps Adult
1	Magill Forceps Pediatric
1	Meconium Aspirator
2	Needle Decompression Adult
2	Needle Decompression Pediatric
1	Video Laryngoscope
1	PEEP Valve
1	Percutaneous Airway Kit
4	IV Start Kits
4	24 Gauge IV Catheter
4	22 Gauge IV Catheter
4	20 Gauge IV Catheter
4	18 Gauge IV Catheter
4	16 Gauge IV Catheter
2	3 ml Syringe
2	20 ml Syringe
2	60 ml Syringe
1	Pressure Bag for IV
2	IO Needle 25 mm
2	IO Needle 45 mm
2	10 Needle 15 mm

SFD A31 Supply Inventory List

Appendix "A"

Qty	Item
2	Blankets
4	Sheets
1	Pillow
2	Towels
1	Bedpan
1	Urinal
4	Emesis Bag
1	WV Protocols (Electronic)
4	Protective Eyewear
4	N95
4	Protective Gowns
1	Exam Gloves Small
1	Exam Gloves Medium
1	Exam Gloves Large
1	Exam Gloves Extra Large
1	Hand Sanitizer
1	Disinfectant
2	Biohazard Bags
1	Fixed Sharps Container
1	Portable Sharps Container
2	High Visibility Vest
3	Chem. Lightstick or Reflective Triangle
1	Emergency Response Guide
3	Chem. Lightstick or Reflective Triangle
2	Soft Restraints
2	C-Collar Adult
2	C-Collar Pediatric
2	Cervical Immobilization Device
2	Spider Straps
2	Extremity Splint 15"
2	Extremity Splint 36"
2	Extremity Splint 54"

Qty	Item
2	8X10 ABD Pad
2	Adhesive Tape 1"
2	Adhesive Tape 2"
2	Burn Sheet
24	4x4
8	Rolled Gauze
1	Trauma Shears
2	10" x 30" Trauma Dressing
2	Occlusive Dressing
4	Triangular Bandages
2	Commerical Tourniquet
4	Sterile Water 250 ml
1	Body Bag
4	Cold Pack
4	Hot Pack
25	Triage Tags
1	Triage Tape (Red/Yellow/Green/Black)
1	Triage Tape (Blue)
1	ACE Bandage
1	Hemostatic Dressing
1	Ring Cutter
2	OB Kits
1	Thermal Blanket
1	Blood Pressure Cuff (Kit)
1	Stethoscope
1	Glucometer
1	Glucometer Strips
4	Lancets
4	Band-aids
4	2x2's
14	Alcohol Prep
1	Pulse Oximeter Adult
1	Pulse Oximeter Pediatric

SFD A31 Supply Inventory List**Appendix "A"**

Qty	Item
2	EtCO2 Inline
2	EtCO2 Nasal Cannula Adult
2	EtCO2 Nasal Cannula Pediatric
1	Portable Suction Unit
1	Suction Canister for on board unit
2	Suction Tubing
2	Suction Catheter 6 French
2	Suction Catheter 10 French
2	Suction Catheter 14 French
1	Salem Sump 8 French
1	Salem Sump 12 French
1	Salem Sump 18 French
2	60 cc Syringe with Irrigation tip
4	Adult Nasal Cannula
4	Pediatric Nasal Cannula
4	Adult Non-Rebreather

Qty	Item
1	Thermometer
2	Defibrillation Pads (Adult)
2	Defibrillation Pads (Pediatric)
1	Nitroglycerin Spray
2	Zofran ODT
2	Oral Glucose
1	Laryngoscope Handle
1	Miller0
1	Miller 1
1	Miller 2
1	Miller3
1	Miller4
1	Mac 1
1	Mac2
1	Mac3
1	Mac4

SFD A31 Purchase Benefits/Additional Costs

Benefits

Immediate availability as Reserve Ambulance in a station that does not have a reserve unit currently.

Improved response times of 2nd due calls in Shepherdstown area.

Reduces the need and expenses sending a Charles Town unit to stage in Kearneysville.

Continues positive working relationship between the County and VFD's.

Additional backup unit to fleet, currently have 3 reserve units. It is not unusual for there to be 2 units in the shop for service or emergency repair.

The unit is available immediately versus the 18-36 month wait to purchase a new unit.

With its intended use it's projected to have a 5-7 year life span before replacement.

Cons

Added expenses of licensing and maintaining the unit and equipment.

Requires purchases of additional equipment to make it uniform to the rest of the fleet.

Requires replacement of stretcher and stairchair.

SFD A31 Purchase Benefits/Additional Costs

Equipment Needed

Radio's : \$19,892.52

Drug Safe: \$1,108

CAD tablet: \$2,615.00

CAD mount: \$2,961.65

Cradle Point: \$1,200.00

Charting Laptop: \$2,900

Stretcher: \$29,795.72 (+Freight =\$427.24)

Stairchair \$4,383.18

KnoxBox: \$1,131.69

LP modem: \$796.80

IV Warmer: \$585.05

Iron's: \$312.79

SCBA Bracket's: \$211.78

Extinguisher (ABC): \$79.28

Extinguisher (Water Can): \$135.93

Extinguisher mounts: \$300.00 (Estimate)

PFD's: \$368.64

Throw bag: \$36.16

Box Lights: \$350.00

Total of Equipment Needed

\$69,591.43

SFD A31 Purchase Benefits/Additional Costs

Additional Short-term Expenses

Equipment installation (Included with CAD Mount)

Repairs (See Obsession Estimate)

Lettering (Estimate of \$10,000)

Additional Long-term Expenses

Addition/increase to Stryker Service Contract - \$9,527.63 (Lines up with current contract) **Contract will need renewed in February of 2025**

Addition/increase to ATT Cellular bill

Fuel

General Maintenance

Insurance

Operative IQ- \$2500.00/yr (additional unit moves us into a higher tier)

Samsara: \$960/yr

Drug Safe Annual: \$604.13



Obsession Automotive

422 Steeley Way
 Kearneysville, WV 25430
 (304) 725-7300
 info@obsessionautomotive.com
 https://obsessionautomotive.com

Estimate for RO #4923

Service Advisor: Blair Ryman
 Date Created: 09/06/23 at 11:12 AM EDT
 Client: Jefferson County Emergency Services Agency
 Vehicle: 2016 Ram 4500 Tradesman

Jefferson County Emergency Services Agency Phone: (304) 820-8443 Email: msine@jcesa.org	2016 Ram 4500 Tradesman 6.7L 6Cyl DIESEL ETK Turbocharged VIN: 3C7WRLCL5GG261608 License: N/A Unit #: Shepherdstown 3-1 Color: N/A Odometer In: N/A / Out: N/A	RO #4923
---	---	----------

Client concerns:

- Unit - Shepherdstown 3-1

Quote for ball joint and hub bearing replacement

1 - Ball Joints, Hub Bearings, and U-joints			TECH: J C	
Note: U-joints quoted in case they are needed, would have to be ordered in separately.				
<i>Labor:</i>	Replace - Upper & Lower Ball Joints			\$600.00
	Replace - Front Wheel Bearing Hubs			\$0.00
<i>Parts:</i>	Suspension Ball Joint	2	\$188.58	\$377.16
	Suspension Ball Joint	2	\$184.84	\$369.68
	Wheel Bearing and Hub Assembly	2	\$510.28	\$1,020.56
	U-joint Kit	2	\$258.75	\$517.50
<input type="checkbox"/> APPROVE or <input type="checkbox"/> DECLINE				\$2,884.90

2% Cash Discount

2 Year / 24,000mi Nationwide Warranty

2 Year / 24,000mi Roadside Assistance

Some Exclusions Apply

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 Jobs:	\$2,884.90
Total Fees:	\$57.70
Subtotal:	\$2,942.60
Grand Total:	\$2,942.60
BALANCE DUE:	\$2,942.60

X

Jefferson County Commission
 Emergency Medical Services System
 ARPA Allocation (ARPA-48)
 as of 12/05/2023

	FY22	FY23	FY24	Totals
207715-456777 ARP48 (AT&T / volunteer space rental)	-	354,422.08	70,144.16	424,566.24
207996-445900 ARP48 (capital outlay - equipment)	288,911.00	1,732,048.80	453,677.10	2,474,636.90
207996-445902 ARP48 (capital outlay - non-vehicle)	153,958.00	474,090.38	-	628,048.38
207715-434100 ARP48 (Materials & Supplies)	70,218.00	244,723.39	-	314,941.39
Totals	513,087.00	2,805,284.65	523,821.26	3,842,192.91

Jefferson County Commission
 Emergency Medical Services System
 ARPA Allocation

Approved Budget 5,000,000.00

Allocations Approved:

	Committed	Paid	Balance
Bakerton - Ambulance & Equipment	220,000.00	220,000.00	-
2019 Ford F450 VIN 5259			
Friendship - Ambulance & Equipment	293,087.00	293,087.00	-
2011 Ford F450 VIN 3079			
2012 Ford F450 VIN 4663			
Independent - Ambulance & Equipment	569,104.00	569,104.00	-
2021 Ford F550 VIN 2305			
2013 Ram 4500 VIN 2677			
Blue Ridge - Ambulance & Equipment	290,000.00	290,000.00	-
2019 Ford F550 VIN 2645			
Atlantic Emergency Solution (Citizens)	309,979.00	309,979.00	-
2022 Ford F550-To be built + Stretcher			
Shepherdstown - Ambulance & Equipment	344,763.13	344,763.13	-
2016 Ram 4500 Chassis VIN 1607			
Citizens - Ambulance and Equipment	643,544.00	643,544.00	-
2021 Ford F550 VIN 9682			
2015 Ford F450 VIN 7361			
GS Images - Striping and Decals	66,000.00	37,460.00	28,540.00
Emergency Veh Spec-Pre-service Inspection	5,727.96	35,146.55	(29,418.59)
Funding for 12 Positions FY23	671,627.00	353,186.88	318,440.12
Total Allocated	3,413,832.09	3,096,270.56	317,561.53

Available Budget	1,157,807.09
Balance of Commitments	317,561.53
Remaining Budget	840,245.56

Client & Claim Information

Client: **Jefferson County Emergency Services Agency**
Account #: **6597**
Adjuster: **Bob Burner**
Submitted By: **Bob Burner**
Requested: **Jun 22, 2022 3:11 AM**

Valuator: **Mike Didrickson**

Claim: **A3-1**
Customer Ref: **Ambulance 3-1**
Owner: **Shepherdstown FD**
Location: **Shepherdstown, WV 25443**
Vehicle: **2016 Ram Ram 4500 Chassis**
VIN: **3C7WRLCL5GG261608**
Mileage: **65774**
Loss Date: **Jun 22, 2022**
Type: **Appraisal**

Valuation Summary

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

Valuation Comments

Loss is a 2016 Ram Ram 4500 Chassis 2 Door Regular Cab.

DCI used Standard/Average for options/equipment not provided.

No additional repairs, refurbishments, or accessories were submitted for the loss.

Search limited to like make, and model.

Search expanded beyond local markets, and model years, to find comparable units for sale.

*Furthest comparable/quoted asset used is 990 miles from the loss.

Due to limited or no availability of comparable vehicles for sale, DCI contacted qualified licensed Dealer(s) for Price Quotation(s).

Valuation Methodology

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

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

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

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

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

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

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

Vehicle Description & VIN Decoding
Vehicle/Asset
Overview

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

Emergency Make/Model/Type

Type	Ambulance Type I
Manufacturer	PL Custom

Powertrain
Engine

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

Transmission

Transmission Type	Automatic
Transmission Condition	5 - Excellent

Tires/Axles
Tires

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

Interior Features
Trim and Interior Extras

Interior Condition	3 - Average
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Electronics/Power Accessories
Sound
System/Communications

Audio System	Standard Audio System
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2 Way Radio	2 Way Radio
Power Accessories	
Backup Camera Systems	Rear View Camera
Other Vehicle Options/Upgrades	
Other Options/Upgrades	
Other Options/Upgrades	Comments

Comparable Vehicles

	<i>Appraised Vehicle</i> 3C7WRLCL5GG261608	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}
Location	Shepherdstown, WV 25443	Camp Hill, PA 17011 (73 mi)	Union Grove, AL 35175 (590 mi)	Rock Rapids, IA 51246 (990 mi)
Owner	Shepherdstown FD	Pilip Ambulances (267) 243-3697	Brindlee Mountain Fire App (256) 498-0188	Arrow Manufacturing (800)743-3157
Source	DCI Solution	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>
Stock Number		Ross Pilip	Johnathan Watts	Mark Radtke
Market Value:	\$125,000.00	\$127,000.00	\$123,000.00	\$125,000.00
Total Adjustments:		<i>(\$130.84)</i>	<i>\$130.84</i>	<i>\$0.00</i>
Adjusted Value:		\$126,869.16	\$123,130.84	\$125,000.00

Vehicle/Asset

Overview

Model Year	2016	2016	2016	2016
Make	Ram	Ram	Ram	Ram
Model	Ram 4500 Chassis	Ram 4500 Chassis	Ram 4500 Chassis	Ram 4500 Chassis
Overall Condition	4 - Above Average	4 - Above Average <i>(\$93.46)</i>	4 - Above Average <i>\$93.46</i>	4 - Above Average
GVWR Class	Incomplete Vehicle	Incomplete Vehicle	Incomplete Vehicle	Incomplete Vehicle
Odometer	65774 Miles	65774 Miles	65774 Miles	65774 Miles
Trim Level	ST	ST	ST	ST
Series	4500	4500	4500	4500
Body Type	2 Door Cab; Regular; Long Wheelbase	2 Door Cab; Regular; Long Wheelbase	2 Door Cab; Regular; Long Wheelbase	2 Door Cab; Regular; Long Wheelbase

Emergency Make/Model/Type

Type	Ambulance Type I	Ambulance Type I	Ambulance Type I	Ambulance Type I
Manufacturer	PL Custom	PL Custom	PL Custom	PL Custom

Powertrain

Engine

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

Transmission

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

	<i>Appraised Vehicle</i> 3C7WRLCL5GG261608	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}
Location	Shepherdstown, WV 25443	Camp Hill, PA 17011 (73 mi)	Union Grove, AL 35175 (590 mi)	Rock Rapids, IA 51246 (990 mi)
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Total Adjustments:		<i>(\$130.84)</i>	<i>\$130.84</i>	<i>\$0.00</i>
Adjusted Value:		\$126,869.16	\$123,130.84	\$125,000.00

Tires/Axles

Tires

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

Interior Features

Trim and Interior Extras

Interior Condition	3 - Average	3 - Average	3 - Average	3 - Average
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Electronics/Power Accessories

Power Accessories

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

Sound System/Communications

Audio System	Standard Audio System	Standard Audio System	Standard Audio System	Standard Audio System
2 Way Radio	2 Way Radio	2 Way Radio	2 Way Radio	2 Way Radio

Other Vehicle Options/Upgrades

Other

Options/Upgrades

Other Options/Upgrades	Comments

State of West Virginia
County of Jefferson

Bill of Sale

FOR AND IN CONSIDERATION OF the sum of \$216,500.00 U.S. Dollars, paid by check, the receipt of which is hereby acknowledged, Shepherdstown Fire Company (the "Seller"), **DOES HEREBY SELL, ASSIGN, TRANSFER, AND CONVEY TO** the Jefferson County Commission (the "Buyer") all the following described property (the "Property"):

1. 2016 Ram 4500 Ambulance VIN: 3C7WRLC5GG261608	\$ 150,000.00
*Includes PowerLoad System and	
2. Stryker PowerPro Stretcher	\$ 5,000.00
3. Stryker Stair Chair	\$ 1,500.00
4. Ambulance Supply Inventory Appendix "A" **	\$ 10,000.00
5. Ambulance Supply Inventory Appendix "B" **	\$ 50,000.00
**see addition pages	
Total	\$ 216,500.00

The Property is being sold on an "AS IS" basis and the seller explicitly disclaims all warranties, whether expressed or implied, including but not limited to any warranty as to the condition of the Property. However, the Seller's above warranty disclaimer does not, in any way, affect the terms of any applicable warranties from the manufacturer of the Property.

The Buyer has been given the opportunity to inspect the Property, or alternatively, have the Property inspected. Additionally, the Buyer has accepted the Property in its existing condition.

Seller represents and warrants that Seller is the lawful owner of all Property transferred hereunder:

- Seller represents that all other Property is free and clear of all mortgages, liens, or encumbrances or any nature whatsoever, and Seller shall indemnify, defend, and hold Buyer harmless against such claims and demands.

In the event any dispute between the parties hereto should result in litigation, arbitration, or mediation, each party shall bear its own costs in connection therewith, including, but not limited to, reasonable attorney's fees and defense cost. In no event shall either party be liable for incidental, consequential, indirect, exemplary, or special damages of any kind, including but not limited to loss of profit.

The items of this Bill of Sale shall bind and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors, and assignee.

The parties hereby agree to execute such other documents and perform such other acts as may be reasonably necessary or desirable to carry out the purposes of this Bill of Sale

Both Parties warrant that both sale and purchase were approved by the respective parties in a duly call and convened meeting in a manner that comports with the by-laws of the respective organization and the laws of the State of West Virginia, and that both Parties authorized the respective persons below to execute this document.

This Bill of Sale shall be signed by the Buyer and the Seller, and shall be effective as of

_____, 2023

IN WITNESS WHEREOF, the parties have executed this Bill of Sale on

_____, 2023.

SHEPHERDSTOWN FIRE DEPARTMENT

Seller, by its Representative

Witness

Printed Name and Title

IN WITNESS WHEREOF, the parties have executed this Bill of Sale on

_____, 2023.

JEFFERSON COUNTY COMMISSION

Buyer, by its County Representative

Witness

Printed Name and Title

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Dan Murphy

Department or Organization: Greenway Engineering

Commission Meeting Date: 01/05/2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Harvest Hills Subdivision Phase II - Request for Zoning Map Amendment

Please provide a description of your request or presentation, including any background information:

This report has been prepared on behalf of Arcadia Land, Inc. for the formal request of a Zoning Map Amendment (rezoning) regarding the subject parcels owned by Arcadia Land, Inc. and identified as District 9, Tax Map 24, Parcel (s) 12 & 13. The subject parcels are located at the terminus of Kephart Drive, off Flowing Springs Road (Rt. 17), approximately 0.5 miles north of the intersection of Shenandoah Junction Road (Rt. 20) and Flowing Springs Road (Rt. 17) SEE ADDITIONAL COMMENTS

Type of Request: (Funding/Hiring): N/A

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

Grade/Step/Hours (PT/FT): N/A

Start Date (beginning of pay period): N/A

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Additional Comments Page:

A boundary survey was conducted by Greenway Engineering, Inc. that determined Parcel 12 & 13's acreages to be 94.63 acres and 257.62 acres respectively, for a total of 352.25 acres. This acreage is to be utilized for Phase II of the Harvest Hills Subdivision. Greenway is currently preparing a Merger Plat of the two parcels.

Currently, the subject parcels are both zoned Rural (R). The Owner proposes to rezone the entire 352.25± acres (94.63 & 257.62) to Residential Growth (RG), to allow for the highest and best use of the parcels as Phase II of the Harvest Hills Subdivision.

The following analysis has been organized into two (2) sections: (1) Project Summary, and (2) Substantiation for the Request. Supplemental documentation including a concept plan, survey plat, deeds, and select preferred growth area maps are also included to provide the Planning Commission with full and complete information for their consideration.

The applicant has made every effort to comply with the ordinances of Jefferson County, and to submit the most thorough application possible, with the hope that staff and the Jefferson County Planning Commission will look favorably on this application. Thank you for your consideration of this matter. Please review this information and contact me if you have any questions or need additional information regarding this matter.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Date Requested – 1st Choice: January 4, 2024
If a specific date is needed, please provide reason for specific date: Click here to enter text.
Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):
Complete Construction Bond Release for Mark E. Roper – Cave Quarter Estates Subdivision, Section C, Lots 48-51 & Residue Lots A & B (File #04-08).

Please provide the County Commission with a description of your request or presentation, including any background information:
Complete release of construction bond security for Mark E. Roper – Cave Quarter Estates Subdivision, Section C, Lots 48-51 & Residue Lots A & B (File #04-08) – Letter of Credit #232 with BCT Bank, Charles Town, WV.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I authorize a complete release of Letter of Credit #232 with BCT Bank in the amount of \$116,242.00 from the construction bond for Mark E. Roper – Cave Quarter Estates Subdivision, Section C, Lots 48-51 & Residue Lots A & B (File #04-08).

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

Construction Bond Release Letter
Bond Release Request Report
Site Map

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

January 4, 2024

COMMISSIONER
Tricia Jackson

Mr. David P. Dalton, Jr., Assistant Vice President

COMMISSIONER
Jennifer Krouse

BCT Bank

COMMISSIONER
Pasha Mujdi

P. O. Box 906

COMMISSIONER
Jane Tabb

Charles Town, West Virginia 25414

RE: Irrevocable Letter of Credit #232 dated July 12, 2019, Construction Bond
Surety for Mark E. Roper – Cave Quarter Estates Subdivision, Section C, Lots 48-51
& Residue Lots A & B (File #04-08).

Dear Mr. Dalton:

The Jefferson County Commission authorizes a complete release of the remaining \$116,242.00 from the construction bond amount for Mark E. Roper – Cave Quarter Estates Subdivision, Section C, Lots 48-51 & Residue Lots A & B (File #04-08). This project is located off Route 36-Old Cave Road at the end of Foxhall Road. The work appears to be 100% complete.

In summary, you are authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in amount of \$116,242.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President
Jefferson County Commission

cc: Mr. Mark E. Roper
418 South Samuel Street
Charles Town, WV 25414
Department of Engineering, Planning & Zoning
Office of Engineering



BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 12 / 21 / 2023 J.C.P.C. File No. 04 - 08

Consultant/Engineer/Firm Name: Mark Roper Construction

Mailing Address: 4185 Samuel St

City: Charles Town State: WV Zip: 25414

Contact Person: Mark Roper Phone: 304-671-5262

Project/Subdivision Name: Cave Quarter

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

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

Comments: Final Inspection complete

Approved for:

Bond Release

By W.S.S. 12-21-2023

County Engineer Date

Original Bond Amt. \$ 101,080 + 15% Cont. \$ 15,162 = Total Original Bond Amt. \$ 116,242

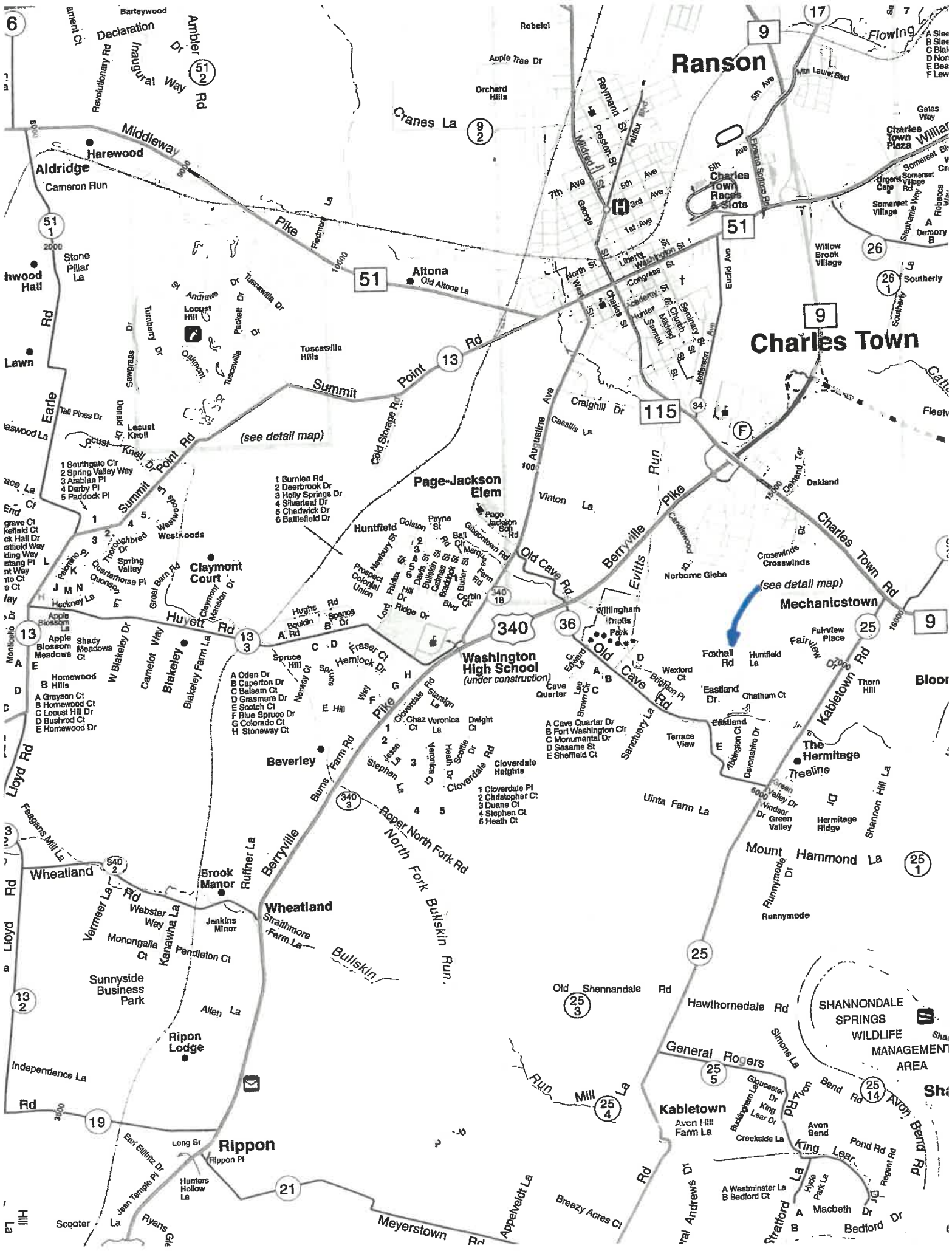
Total Current Bond Amount \$ 116,242.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith FLG Title: L.D.I.

Signature: [Signature] Date: 12 / 21 / 2023



Ranson

Charles Town

Mechanicstown

Bloor

(see detail map)

(see detail map)

Washington High School
(under construction)

SHANNONDALE
WILDLIFE
MANAGEMENT
AREA

Kabletown

Rippon

Aldridge

Altona

Page-Jackson Elem

Huntfield

Claymont Court

Beverley

Brook Manor

Wheatland

Mount Hammond

General Rogers

Avon Hill Farm

Westminster

Harewood

Lawn

hwood Hall

Stone Pillar

1 Southgate Cir
2 Spring Valley Way
3 Arablan Pl
4 Darby Pl
5 Paddock Pl

1 Burnlea Rd
2 Deerfork Dr
3 Holly Springs Dr
4 Silverleaf Dr
5 Chadwick Dr
6 Battlefield Dr

A Oden Dr
B Caperton Dr
C Balsam Ct
D Grassmere Dr
E Scotch Ct
F Blue Spruce Dr
G Colorado Ct
H Stoneway Ct

1 Cloverdale Pl
2 Christopher Ct
3 Duane Ct
4 Stephen Ct
5 Heath Ct

A Cave Quarter Dr
B Fort Washington Ct
C Monumental Dr
D Sesame St
E Sheffield Ct

1 Shannondale Rd
2 Hawthornedale Rd
3 Simons La
4 Bend Rd
5 Pond Rd
6 Regent Rd

A Westminister La
B Bedford Ct

A Macbeth Dr
B Bedford Dr

A Scooter La
B Ryans Cte

A Long St
B Rippon Pt

A Hunters Hollow La
B Long St

A Meyerstown Rd
B Appelveitd La

A Breezy Acres Ct
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**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Alex Beaulieu, Deputy Director

Department or Organization: Office of Planning & Zoning

Commission Meeting Date: January 4, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Request for a partial refund related to an overpayment of subdivision fees for Phase 4B of the Beallair Residential Subdivision.

Please provide a description of your request or presentation, including any background information:

The applicant submitted their fee for Phase 4B of the Beallair Subdivision based on 36 lots; however, during Staff's review of the submittal, it was noted that there were actually 35 lots and not 36, which resulted in an excess fee of \$120.00. Additionally, a \$25.00 overpayment related to a minor plat change is also requested as part of the refund request. Correspondence with developer is attached for reference.

Type of Request: (Funding/Hiring): Funding (Reimbursement)

Funding/Salary/Hourly Amount: \$145.00

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve a partial refund of subdivision fees related to an overpayment of fees related to the Beallair Subdivision in the amount of \$145.00.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi Conference/Video No

Contact Information:

Phone Number:

Email Address:



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

Planning Department

From: Todd Abe <todd.abe@wormald.com>
Sent: Wednesday, October 18, 2023 9:09 PM
To: Planning Department
Subject: RE: Beallair Phase 4B

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

Hi Jennilee. Yes, you are correct. It was decided that lot 243 shouldn't be available for construction until all its street frontage was built, so it was removed from this plat. We plan to move forward with recordation of this plat. If the overpayment could be used toward that fee, we would be ok with that or whatever you need to do. I'm sure you know best. Sorry again. Thanks a lot.

From: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Sent: Wednesday, October 18, 2023 10:59 AM
To: Todd Abe <todd.abe@wormald.com>
Subject: FW: Beallair Phase 4B

Hi Todd,

After reviewing the final plat that was submitted this past Monday it appears that there are a total of 35 lots proposed in Phase 4B as opposed to the 36 lots you originally quoted. I have attached a copy of the plat for your reference. Sheet 2 of the final plat includes an acreage table that lists the proposed 34 lots. In calculating the review fees for the proposed 34 lots plus the residue lot, the total fees due would have been \$4,500. As such, you have overpaid the final plat fees by \$120.

As you may recall, our office is also holding a balance of \$25 from a previous overpayment.

Can you please confirm that Phase 4B consists of 35 total lots? If so, our office will process a reimbursement through the County Commission for a total of \$145.00. Please note that a reimbursement may take up to eight (8) weeks to process.

Thank you,

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
304-728-3228

From: Planning Department
Sent: Monday, October 2, 2023 4:22 PM
To: 'Todd Abe' <todd.abe@wormald.com>
Cc: Mike Wiley <mike.wiley@wormald.com>; Mary Hager <mary.hager@wormald.com>; Robert Wormald <robert.wormald@wormald.com>
Subject: RE: Beallair Phase 4B

Todd,

Here are the revised fee breakdowns:

[Final Plat Review Breakdown](#)

36 lots x \$400 = \$14,400
14,400 x 30% = \$4,320
\$4,320 + \$300 review = \$4,620
Total Due upon submission of the final plat: **\$4,620**

Final Plat Recordable Breakdown

36 lots x \$400 = \$14,400
\$14,400 x 40% = \$5,760
Total Due upon submission of the final plat mylar/paper prints: **\$5,760**

Thanks for following up.

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
304-728-3228

From: Todd Abe <todd.abe@wormald.com>
Sent: Monday, October 2, 2023 4:08 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Cc: Mike Wiley <mike.wiley@wormald.com>; Mary Hager <mary.hager@wormald.com>; Robert Wormald <robert.wormald@wormald.com>
Subject: RE: Beallair Phase 4B

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

On the contrary, 35 lots plus residue, sorry.

36 lots total

From: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Sent: Monday, October 2, 2023 3:42 PM
To: Todd Abe <todd.abe@wormald.com>
Cc: Mike Wiley <mike.wiley@wormald.com>; Mary Hager <mary.hager@wormald.com>; Robert Wormald <robert.wormald@wormald.com>
Subject: RE: Beallair Phase 4B

Good afternoon Todd,

Below are the processing fees for the proposed 35 lot subdivision (34 lots plus the residue):

Final Plat Review Breakdown

35 lots x \$400 = \$14,000
14,000 x 30% = \$4,200
\$4,200 + \$300 review = \$4,500
Total Due upon submission of the final plat: **\$4,500**

Final Plat Recordable Breakdown

35 lots x \$400 = \$14,000
\$14,000 x 40% = \$5,600
Total Due upon submission of the final plat mylar/paper prints: **\$5,600**

As we discussed, you may upload the final plat to project file 22-15-SD when you are ready to begin the process.

Please let me know if you have any follow up questions.

Have a pleasant evening!

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
304-728-3228

From: Todd Abe <todd.abe@wormald.com>
Sent: Monday, October 2, 2023 2:39 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Cc: Mike Wiley <mike.wiley@wormald.com>; Mary Hager <mary.hager@wormald.com>; Robert Wormald <robert.wormald@wormald.com>
Subject: Beallair Phase 4B

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

Jennilee, as discussed please see attached. I may have mis-spoken, we are proposing 35 lots. Residue "a", lot 160-164 and 243-272.

Please let us know the fee required to process this final plat for the subject. Thanks

Have a 



(. . . * Wonderful day!



W O R M A L D

Todd Abe

Project Engineer
The Wormald Companies
5283 Corporate Drive, Suite 300
Frederick, Maryland 21703
240-405-1348 (direct dial)
todd.abe@wormald.com
www.wormald.com

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Note from project File 23-9-MPC

08/30/23 02:56 PM Private

Municipality

Jennilee Hartman

Reply

Payment Info -

Applicant had an overage of \$175 from a withdrawn project file (#23-4-RR). Per AB, applicant is permitted to deduct the \$150 MPC fee from this amount.

Note from Project File #23-2-RR

06/16/23 08:58 AM Private

Municipality

Jennilee Hartman

Reply

[06/15/23: JH email Todd Abe from planning:](#)

Hi Todd,

Our previous communications indicated that a third redline revision would be submitted. As such, Mary paid for the processing of three redline revisions. If you do not plan on submitting the third redline revision in the near future we will need to address the \$175 payment overage.

We can address this in one of the following ways:

1. Process a refund in the amount of \$175 payment. Refunds must be approved by the County Commission and may take approximately 8 weeks to process.
2. Allocate this payment to a future redline revision; provided, a redline revision is submitted by the end of this year.

Please let me know who you would like to proceed.

Thank you.

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
304-728-3228

06/16/23 08:59 AM Reply

Municipality

Jennilee Hartman

06/15/23 Response: Hi Jennilee. Lets just go with #2 below. We have to do a redline for the plats soon as the preliminary plan redline is approved

Note from Project File #23-4-RR

Date and Time Commented	Comment Type	Action Type	Commented By
08/30/23 02:53 PM	Private	Municipality	Jennilee Hartman
08/30/23 02:56 PM	Reply	Municipality	Jennilee Hartman
06/16/23 08:54 AM	Private	Municipality	Jennilee Hartman

Per AB, deduct \$150 for project 23-9-MPC from the \$175 overage.

Balance remaining: \$25

[JH email Todd Abe from planning:](#)

Hi Todd,

Our previous communications indicated that a third redline revision would be submitted. As such, Mary paid for the processing of three redline revisions. If you do not plan on submitting the third redline revision in the near future we will need to address the \$175 payment overage.

We can address this in one of the following ways:

1. Process a refund in the amount of \$175 payment. Refunds must be approved by the County Commission and may take approximately 8 weeks to process.
2. Allocate this payment to a future redline revision; provided, a redline revision is submitted by the end of this year.

Please let me know who you would like to proceed.

Thank you.

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
304-728-3228

06/16/23 08:55 AM Reply

Municipality

Jennilee Hartman

Response: Hi Jennilee. Lets just go with #2 below. We have to do a redline for the plats soon as the preliminary plan redline is approved

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Dick Myers

Department or Organization: Homeland Security/Emergency Man

Commission Meeting Date: 4 January 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Request for the Jefferson County Commission President signature 2021 EMPG Award.

Please provide a description of your request or presentation, including any background information:

Required President of the County Commission signature for the 2021 Emergency Management Performance Grant (EMPG) Award in amount of \$62,342.00.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to allow the Jefferson County President to sign the 2021 EMPG Award document for reimbursement in the amount of \$62,342.00.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi Conference/Video No

Contact Information: Dick Myers

Phone Number: 304-7258-3329

Email Address:

dmyers@jeffersoncountywv.org

State of West Virginia
Emergency Management Division

FY 2021 Emergency Management Performance Grant Award

Of sure

<u>CFDA Number</u> 97.042	<u>Federal Grant Award</u> EMP-2021-EP-00001	<u>OASIS-GG Document ID</u> GRNT2300001433
<u>Subgrant Period</u> From: 1/1/2021 To: 12/31/2021	<u>Subgrant #</u> 21-EMPG-19	Major Program: EMPGLO Program: EMPGLOC Program Period: LO2021

<u>Subgrantee Name and Address</u> JEFFERSON CO COMMISSION PO Box 250 Charles Town, WV 25414 US	<u>FEIN</u> 55-6000333
	<u>UEI</u> QQHBF74FRN61
	<u>OASIS ID</u> 211969

TOTAL GRANT AWARD	\$ 62,342
--------------------------	------------------

By signing and accepting this award, the Subgrantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the application.

Subgrantee Authorized Official: _____

Title: President, Jefferson County Commission Date: _____

Emergency Management Program Certification

The attached application has been reviewed and the proposed project and expenditures fall within all state and federal guidelines which govern the Emergency Management Performance Grant program, and sufficient funds exist to make this award.

EMPG Grant Representative _____ Date _____

I hereby authorize the awarding of funds to support the project as described in the attached application.

HSSAA Director _____ Date _____



AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM

Department or Organization: Jefferson County Development Authority

Estimation of time needed for appointment:

Date Requested – 1st Choice: **January 4, 2024**
reason:

If a specific date is needed, please provide

2nd Choice:

Subject (wording to be placed on agenda):

- 1- Jefferson County Development Authority hire, Fellow
- 2- Jefferson County Development Authority grant approval

Please provide a description of your request or presentation, including any background information:

The Jefferson County Development Authority seeks to hire Madison Walker as a fellow in our office (job 0227) at \$17/ hour for the spring semester 2024, pay not to exceed \$2,500. This is a part-time, hourly position. The hire was unanimously approved by the JCDA board on December 19, 2023, and is budget neutral.

The Jefferson County Development Authority will apply for the State of West Virginia's Local Economic Development (LED) grant. <https://wvcad.org/sustainability/led>

The Jefferson County Development Authority applies for and receives this grant annually. The application requires a resolution of support from the Commission. Annually, the Commission has supplied this support. A draft motion is included below.

Is this a Funding Request? No
If so, how much? \$
Provide exact financial request:

Is this a Hiring Request? YES
Name of Hire: Madison Walker
Annual Salary: \$17/hour
Start Date (beginning of pay period): January 8, 2024
Increase after probation if any: n/a
Any Additional Conditions of Employment:

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

(1) Move to approve the hire of Madison Walker to be a fellow for the Jefferson County Development Authority with a starting date of January 8, 2024, for the spring 2024 semester at an hourly rate of \$17/hour.

(2) Move to resolve that the Jefferson County Development Authority is the lead economic development organization for the County.

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

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

Contact Information: Edwina Benites-LM Phone Number: (304) 728-3255
Email Address: ebenites@jdca.net

Email completed forms to: jjames@jeffersoncountywv.org and spitts@jeffersoncountywv.org

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: January 4, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Report by legal counsel

Please provide a description of your request or presentation, including any background information:

See attached

Type of Request: (Funding/Hiring): N/A

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

Grade/Step/Hours (PT/FT): N/A

Start Date (beginning of pay period): N/A

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

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

N/A

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Jaymee Houser

Phone Number: 304-728-3318

Email Address:

jhouser@jcpawv.org

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Additional Comments Page:

- a. 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; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
- b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. 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, 2022-C-14 and 2023-C-112, WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731 and WV Intermediate Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).
- c. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- d. Discussion of wage issue regarding Deputy Sheriffs.

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Name: Jane Tabb

Department or Organization: County Commission

Commission Meeting Date: Jan. 4, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Commission meeting room microphones

Please provide a description of your request or presentation, including any background information:

Request IT Department to research microphone options for the County Commission meeting room.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Move to have the IT Dept. research microphone options with pricing for the County Commission meeting room.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Jane Tabb

Phone Number: 304.725.4325

Email Address: Vinemont.farm@gmail.com

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites, Interim Co. Administrator

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 4, 2024**

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 Re-Advertise for Deputy County Administrator Position**

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

- ✎ Position was initially advertised on September 8, 2023 but paused indefinitely due to lack of quorum and then-administrator Zonfrilli's leave of absence for the month of October 2023 and subsequent resignation in November 2023.
- ✎ Job description is attached.

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

Job Description

Jefferson County, West Virginia
Job Description

Position Title Deputy County Administrator Grade Level VIII

Department County Commission Administration

Reports to County Administrator FLSA Status EXEMPT

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

Supervision Required: Under general supervision of the County Administrator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions.

Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does regularly supervise other employees.

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

Accountability: Consequences of errors, missed deadlines or poor judgement may include adverse public relations, or jeopardize programs.

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

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

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

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/ or developers/contracts. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

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

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. Must be able to work in a collaborative team environment with the ability to multi-task, a high degree of integrity, an ability to maintain strict confidentiality and exercise sound judgement. Strong communication, time management, analytical skills, attention to detail and problem-solving skills to compile and analyze data is crucial for success. Duties will include daily employee interaction to provide guidance and support related to employee benefits, company policies, employment verifications and day -to- day employment life cycle changes. Will engage with benefit vendors and representatives on a routine basis to affect quick resolution to employee questions and/or concerns. Will participate in onboarding, employee relations meetings and coordination of employee leave management.

HR Management. Administers the HR function for a department. Provides advice, interpretations and guidance and conducts research and analysis on HR management matters including particularly challenging or very highly sensitive matters. Supervises and manages work in areas including recruiting, compensation analysis, position control, new employee orientation, administration of awards program and ceremonies. Counsels employees and conducts investigations of employee grievances. Oversees processing of HR transactional paperwork such as requests for personnel actions to accomplish daily HR management work and to ensure accuracy and compliance with procedures.

*Confirms training of staff, develop documentation and compliance standards.

*Tyler System-updates for all personnel changes based on JCC approvals.

*Salary and benefits projection for budget process

*Assist in the coordination of the annual enrollment benefits process and Liaison with insurance broker for JC benefits.

*EEO Census, EEOP, Health Census submissions.

Organizational Training and Development. Develops and administers training programs.

Develops and tests training modules and or oversees training or coordinates with other units, government agencies or contractors to develop, implement, and conduct training. Assesses Department training needs. Plans, develops and provides training strategies for the department. Proposes training and development programs and objectives. Develops and monitors spending against the department budget. Develops and maintains organizational communications such as bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.

Financial Management (Budgeting, Accounting, Financial Analysis).

*Assists the Finance Director in administrating the financial functions of a department.

*Assists with presentations to explain and justify budget requests. Ensures the design and implementation of administrative procedures to monitor and control major programmatic or functional expenditures.

*Administers a complex grant, a program of grants or other types of financial programs; ensures compliance. Ensures that research is provided on grant programs and other funding sources, and helps with developing and submitting proposals or reports. Grant reconciliation to prepare the SEFA by 7/4.

*ARPA-website updates, tracking of requests, commission approval processing

*Assist with budget revision inputs, routine account reconciliations and reporting

*Vendor payments listing for publication, local govt. survey submission, cash and bank reconciliations.

*Assist in the coordination of annual JCC audit.

Community Relations: Manages the community relations, outreach and media relations of a department. Tracks and monitors community relations and outreach projects to ensure team members adhere to standards and schedules; packages content for multiple platforms (such as print media, web pages, video, and social media) develops, implements, and reviews communication plans; maintains proactive communication with all stakeholders; provides staff training; and shares communications best practices.

Researches, writes, and releases media advisories or press releases; manages timelines and advises contributors of deadlines and requirements; ensures that all documents are vetted, proofed and edited; keeps aware of critical, sensitive, and political events and issues; ensures that the department's website and social media presence are up-to-date; and develops joint strategic communications plan with higher-level management.

Job Type: Full-time

Salary: \$76,361.00 - \$90,000.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

Work Location: In person



Jefferson County, West Virginia
County Commission Administration
 124 E. Washington Street, P.O. Box 250
 Charles Town, WV 25414

Email: info@jeffersoncountywv.org

Phone: 304-728-3284

JEFFERSON COUNTY COMMISSION

2024 REGULARLY SCHEDULED MEETING CALENDAR

Unless otherwise noticed, County Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street at 9:30 am and 6:00 pm on the first and third Thursdays of each month, respectively.

<u>Meeting Date</u>	<u>Time</u>	<u>Agenda Deadline</u>
Thursday, January 4, 2024	9:30 am	*Wednesday, December 27 - 12:00 pm
Thursday, January 18, 2024	6:00 pm	*Wednesday, January 10 – 12:00 pm
Thursday, February 1, 2024	9:30 am	Thursday, January 25 – 12:00 pm
Thursday, February 15, 2024	6:00 pm	Thursday, February 8 – 12:00 pm
Thursday, March 7, 2024	9:30 am	Thursday, February 29 – 12:00 pm
Thursday, March 21, 2024	6:00 pm	Thursday, March 14 – 12:00 pm
Thursday, April 4, 2024	9:30 am	Thursday, March 28 – 12:00 pm
Thursday, April 18, 2024	6:00 pm	Thursday, April 11 – 12:00 pm
Thursday, May 2, 2024	9:30 am	Thursday, April 25 – 12:00 pm
Thursday, May 16, 2024	6:00 pm	Thursday, May 9 – 12:00 pm
Thursday, June 6, 2024	9:30 am	Thursday, May 30 – 12:00 pm
*Thursday, June 27, 2024	6:00 pm	*Tuesday, June 18 – 12:00 pm
*Thursday, July 11, 2024	9:30 am	*Wednesday, July 3 – 12:00 pm
Thursday, July 18, 2024	6:00 pm	*Thursday, July 11 – 5:00 pm
Thursday, August 1, 2024	9:30 am	Thursday, July 25 – 12:00 pm
Thursday, August 15, 2024	6:00 pm	Thursday, August 8 – 12:00 pm
Thursday, September 5, 2024	9:30 am	*Wednesday, August 28 – 12:00 pm
Thursday, September 19, 2024	6:00 pm	Thursday, September 12 – 12:00 pm
Thursday, October 3, 2024	9:30 am	Thursday, September 26 – 12:00 pm
Thursday, October 17, 2024	6:00 pm	Thursday, October 10 – 12:00 pm
Thursday, November 7, 2024	9:30 am	Thursday, October 31 – 12:00 pm
Thursday, November 21, 2024	6:00 pm	Thursday, November 14 – 12:00 pm
Thursday, December 5, 2024	9:30 am	*Tuesday, November 26 – 12:00 pm
Thursday, December 19, 2024	6:00 pm	Thursday, December 12 – 12:00 pm

* indicates deviation from normal meeting date or agenda deadline.

- ✦ Changes in the time or location of the meeting shall be noticed on the County’s website and on the County Facebook page.
- ✦ If the President of the County Commission determines that weather conditions make travel unsafe for the public, County offices may close and/or the meeting may be cancelled. Please check the County’s website and/or Facebook page for possible meeting updates during inclement weather.
- ✦ Please note that, in addition to the regular meetings listed above, the Commission may call Special Sessions, Emergency Sessions, Workshops/Work Sessions, Public Hearings, Board of Review & Equalization hearings, Board of Canvassers meetings, etc. as necessary and will be noticed according to the Open Meeting Act.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 18, 2024, or as soon thereafter as the Commission may decide:

- **Board of Zoning Appeals - two (2) three-year terms ending January 1, 2027; and two alternate* positions ending January 1, 2025 and January 1, 2027, 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.*

- **Eastern Panhandle Transit Authority Board of Directors - two (2) three-year terms ending January 31, 2027**

Persons who may be interested in the above listed agencies 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.

PUBLIC INPUT MEETING

MAPPING JEFFERSON COUNTY'S FUTURE

Date: January 23, 2024
Time: 7 pm - 9 pm
Location: Jefferson High School

*Join us for a public input
meeting and share your
insights for the future!*



For any questions you can reach us at
complan2045@jeffersoncountywv.org

Public Comment for Jefferson County Commission meeting for December 21, 2023

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

PUBLIC COMMENT –

My family has a deep farming history within Jefferson County. The Tabb family has resided here since 1636 and has fought to protect our lands. As a steward of this land and its heritage, I trust in the values that have been ingrained in me: a keeper of the land. I have volunteered and participated with the County's Young Farmers, FFA, 4-H and the County Fair. Currently, I am an Eastern Panhandle Conservation District Associate Supervisor.

I am in the opinion that the County Commission has reached beyond its limits in regards to the Solar Amendment and this needs to come to an end. I believe that the Commission was put into place to manage, not to create new by-laws and or projects without the residents/taxpayer's participation. Not only has three of the County Commissioners shoved this project down the throats of the residents/taxpayer, they failed to hold a proper ballot for a decision by the voters.

In 1933, the JCC made a proposition, with the land owners of Jefferson County, for the county to take over the roads. (At that time, Jefferson County contained toll roads). The agreement stated, in exchange for the landowners to allow commerce to travel over their land (right of way), the County would maintain the right of way as long as it continued the promotion of commerce.

When the three Commissioners implemented the solar project, it became a violation of the 1933 commerce agreement (for the use of right ways), which takes the land out of the commerce production within the county.

The solar project should be stopped. This project is in violation of the 1933 agreement and does not produce any tangible commerce. Specifically for Jefferson County. The Solar project is not the best intended use of the land. Along with this, the product being produced is not aimed to be beneficial for the resident/taxpayers of the county.

With the change of use for the property, from farm to commercial, if the land is leased, the land will no longer have farm exemption and the property owner will be required to pay the full value of assessment as commercial/heavy industrial entity. Also, if any of the lands used is under farm land protection, the solar project will cause a violation of any agreements of prior assignment.

With all I have stated above, the bottom line is: the resident/taxpayers have the sole right to vote on such a major change of land use and or view vista, within the county.

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Governor has ordered the Government to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.

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

Have a nice day!

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, December 26, 2023 3:05 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 12/26/2023 3:04 AM
Response #: 3333
Submitter ID: 8921
IP address: 76.21.230.244
Time to complete: 10 min. , 38 sec.

Survey Details

Page 1

1. Name

Stacey Johnson

2. Email

stac262003@yahoo.com

3. Questions or Concerns

You know, now that fireworks are legal in WV, there really should be some kind of noise ordinance and rules as to when they can be set off. As I sit here it is 2:45 am and someone just set 2 off. This happens quite often in our neighborhood. And on random days. It's an absolute nuisance!!

There are people that have to work. There are people (our veterans) that have PTSD from fighting for our country. There are animals that have anxiety and seizures when things like this happen. It's different when you can prepare for things like this.

You expect fireworks on the 4th of July or even on New Year's Day, maybe. But not just randomly out of the blue or on Christmas Day or even at 2-3 am.

If I knew who was doing it, I'd call the cops, but because there's no noise ordinance in Jefferson County, WV; I'm sure they'd tell me there was NOTHING they could do!!

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

Yes

Thank you,
Jefferson County Commission, WV

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Monday, December 18, 2023 6:43 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 12/18/2023 6:43 PM
Response #: 3326
Submitter ID: 8908
IP address: 73.86.193.186
Time to complete: 10 min. , 44 sec.

Survey Details

Page 1

1. Name

Alyssa Liverette

2. Email

Liverettea@gmail.com

3. Questions or Concerns

Hello,

I've been trying to get my child into an urgent care for 2 days now without success. I am a working mom with 2 other kids and I cannot logistically camp out in a waiting room with my infant and 2 other children to see a doctor for 3-4 hour wait. The county is bringing in thousands of new homes and families when we don't even have the healthcare structure or emergency system to support the families you have now. What's the plan? The mass construction of new homes without a plan is crippling this county. Not only are you tanking the housing market, but we don't have the resources to accommodate new residents. Please step up and advocate for your community and those who are already here. Thank you for your time.

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

No

Thank you,
Jefferson County Commission, WV

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