

**REGULAR MEETING AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION JANUARY–MARCH 2024
THURSDAY, FEBRUARY 15, 2024
6:00 P.M.
County Commission Meeting Room
Old Charles Town Library
200 E. Washington Street, Charles Town, WV**

CALL TO ORDER

PRAYER – Pastor Adam Johnson, Bakerton Bible Church

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- February 1, 2024 BORE
- February 6, 2024 BORE
- February 8, 2024 BORE

APPROVAL OF REQUISITIONS

- February 15, 2024

APPROVAL OF ACCOUNTS PAYABLE

- February 8, 2024
- February 15, 2024

APPROVAL OF MANUAL CHECKS

- February 9, 2024
- February 16, 2024

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 name will be included in the minutes and any written comments submitted will be published in the following agenda under Correspondence & Information.***

PRESENTATIONS

1. 6:10 p.m. Angela Banks, Assessor
- Exonerations
2. 6:15p.m. Tina Renner, Circuit Clerk
- Jefferson County IT Department Request

3. 6:25 p.m. Karen Olden, Jefferson County Clerk's Office - Probate
- Probate Special Session – Approval of Final Accounting for the Estate of John P. King
- Petition to Proabte Will of Richard Francis Kennan, Sr., in Solemn Form
4. 6:40 p.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Presentation on Fireworks at Sam Michaels Park on June 29, 2024
- ARPA Funding Request – Lighting Project at the AMP
- Presentation of Eugene M. Fuller Award from the West Virginia Recreation and Parks Association
5. 7:00 p.m. Sara Curley, Director, Bolivar-Harpers Ferry Public Library
- ARPA Funding Request – Roof Replacement at Bolivar-Harpers Ferry Public Library
6. 7:15 p.m. Jane Tabb, Commissioner
- Discussion/Action re: Possible Reinstatement of School Impact Fees
 - Continued from February 1, 2024 regular meeting
7. 7:35 p.m. Jennifer Krouse, Commissioner
- Discussion/Action re: Insurance Billing by Fire Departments
8. 7:50 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Discussion of legal issues and potential action regarding the Jefferson County Circuit Court Civil Action No.'s 2023-C-221 through 251 [Deputies v. JCC]
 - b. Consider minor boundary issue between Berkeley and Jefferson Counties
 - c. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.
 - d. Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sherriff's Department, and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.

UNFINISHED BUSINESS

9. Discussion/possible action on revisiting Agenda Policy 900

NEW BUSINESS

10. Discussion/Action by County Commission to adopt the Resolution – Pledge of Allegiance to the West Virginia State Flag (TJ)
11. Fire Protection Fund Disbursement

INTERIM COUNTY ADMINISTRATOR REPORTS

- Update on the Hiring Solicitations
- Update on Emergency Services Agency Onboarding
- Update on TIF Attorney

- Update on Boards & Employees Ethics Training
- Update on Opioid Settlement items
- Internal Budget Revision- ARPA
- Personnel Issues - closed session recommended
- Budget Consideration- Farmland Protection
- Approval of Budget Dates

12. ADJOURN

CORRESPONDENCE AND INFORMATION

Notices of Intent to Appoint to the following: Jefferson County Parks and Recreation Commission, Jefferson County Property Safety Enforcement Agency Board, Jefferson County Building Commission

2024 Primary Election Timeline

Year-to-Date Budget Report for January 2024

January 2024 Impact Fee Status Report

Notice of Community Forum – Domestic Violence Homicide Reduction

Public Comment received from the following: David Tabb, Jacquelyn Milliron, Tim Wiltshire, Mike Wiltshire, Rose Wilson, Rebecca Nachtrieb, Laura Kasinof, Helen Burns, Suellen Myers, Carlos Olivares

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.

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 1, 2024, beginning at 1:30 p.m.

PRESENT:

Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Tricia Jackson, Commissioner
Jennifer Krouse, Commissioner

STAFF:

June Bowers, Sr. Appraiser
Steve Groh, Assistant Prosecuting Attorney
Sorayda Pitts, Administrative Assistant

In re: 2024 Board of Review and Equalization

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

- **Motion by Mr. Stolipher to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Stolipher to recess as a Board of Review and Equalization at 1:40 pm and reconvene in the same capacity on Tuesday, February 6, 2024 at 1:30 pm. Motion seconded and unanimously approved.**

Steve Stolipher , COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 6, 2024, beginning at 1:30 p.m.

PRESENT:

Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Tricia Jackson, Commissioner

STAFF:

June Bowers, Sr. Appraiser
Steve Groh, Assistant Prosecuting Attorney
Sorayda Pitts, Administrative Assistant

In re: 2024 Board of Review and Equalization

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

- **Motion by Mr. Stolipher to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Stolipher to recess as a Board of Review and Equalization at 1:31 pm and reconvene in the same capacity on Thursday, February 8, 2024 at 1:30 pm. Motion seconded and unanimously approved.**

Steve Stolipher , COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 8, 2024, beginning at 1:30 p.m.

PRESENT:

Steve Stolipher, President
Jane Tabb, Vice President
Jennifer Krouse, Commissioner

STAFF:

June Bowers, Sr. Appraiser
Angie Banks, Assessor
Sorayda Pitts, Administrative Assistant

In re: 2024 Board of Review and Equalization

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

- **Motion by Mr. Stolipher to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Stolipher to recess as a Board of Review and Equalization at 1:31 pm and reconvene in the same capacity on Tuesday, February 13, 2024 at 1:30 pm. Motion seconded and unanimously approved.**

Steve Stolipher , COMMISSION PRESIDENT

REQUISITIONS TO BE APPROVED

February 15, 2024

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	24047	\$ 8,850.00	Rescue One Training	AED Contract Renewal
GRAND TOTAL		\$ 8,850.00		

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: **February 15, 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 of Exonerations**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tina Renner

Department or Organization: Circuit Clerk

Commission Meeting Date: Feb 15th 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda): Office Equipment

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

Jefferson County IT Department Request are being Ignored and Refused.

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):

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: Tina Renner

Phone Number: 304 728 3232

Email Address: TRenner@jeffersoncounty.wv.org

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 **February 15, 2024***

Probate Special Session : Approval of Final Accounting for the Estate of John P. King

Petition to Probate Will of Richard Francis Kennan, Sr. in Solem Form.

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

**IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
REPORT OF FIDUCIARY COMMISSIONER**

**TO: The County Commission of Jefferson County, West Virginia, and its Clerk, the
Honorable Jacqueline C. Shadle**

IN THE MATTER OF THE ESTATE OF

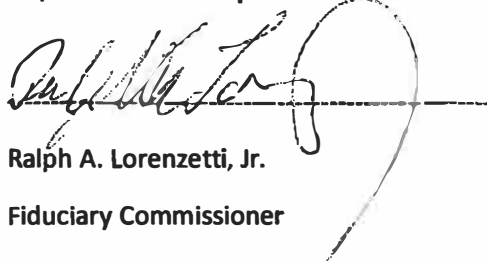
John Patrick King, DECEASED

Your undersigned Fiduciary Commissioner respectfully reports unto said Commission that he has received a First and Final Accounting from S. Andrew Arnold, Executor for the Estate of John Patrick King, Deceased.

A Notice to Creditors and Beneficiaries as to said First and Final Accounting was published in the Spirit of Jefferson on or about November 29, 2023. The period for objection has passed. Notice of Administration was previously published by the County Clerk on June 29 and July 6, 2022.

The Fiduciary Commissioner fee for this matter has been paid by the estate.

I hereby certify that this report has remained in my office for ten (10) days since its completion for inspection and exceptions thereto and that no exceptions having been filed thereto,


Ralph A. Lorenzetti, Jr.
Fiduciary Commissioner

Dated: 1-8-2024

Cc: County Clerk, & S. Andrew Arnold, c/o John Dorsey, Esq.

In the County Commission of Jefferson County, West Virginia

Notice to all persons claiming an interest in the Estate Richard Francis Kennan, Sr. deceased.

ORDER OF PUBLICATION

The purpose of the above entitled action is to seek the admission of and Probate In Solem Form of a writing authorized and signed by Richard Francis Kennan Sr. dated February 9, 2021, purporting to be the Last Will and Testament of Richard Francis Kennan, Sr. pursuant to the provisions of West Virginia Code # 41-5-5.

PLEASE TAKE NOTICE that on Thursday, the 15th, February 2024, at 6:00 p.m. or as soon thereafter as counsel can be heard, the Petitioner, Mary Andrea Ward Kennan will apply to the County Commission of Jefferson County, West Virginia, located at 124 East Washington Street, Charles Town, WV, for an Order admitting to probate as the Last Will and Testament of Richard Francis Kennan, Sr., deceased. And that said writing be recorded as and for the Last Will and Testament of Richard Francis Kennan, Sr. deceased.

Any person objecting in any manner or who may have reason why such writing should not be recorded as and for the Last Will and Testament of Richard Francis Kennan, Sr. is hereby given notice to appear at the time, date and place aforesaid, and shall be heard in opposition to such writing. Please take further notice that the said time and place of the hearing may be rescheduled without further notice or publication.

Entered by the Clerk of the County Commission this 26th, day of January 2024.

Jacqueline C. Shadle

Clerk of the County Commission

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: ESTATE OF Richard F. Kennan, Sr.

PETITION TO PROBATE A WILL IN SOLEMN FORM

COMES NOW your Petitioner, Mary Andrea Ward Kennan, and petitions for the admission and probate in solemn form of the Last Will and Testament of Richard F. Kennan, Sr. pursuant to the provisions of West Virginia Code Chapter 41, Article 5, Section 5, and represents to the Commission the following:

1. That Richard F. Kennan, Sr. died December 8 2023, at (Home) 1590 Brucetown Road, Kearneysville, WV.
2. That the last place of residence and domicile of Richard F. Kennan, Sr. at his death was 1590 Brucetown Road in the Kearneysville of Jefferson County, West Virginia.
3. That at the date of his death the nature of the estate of Richard F. Kennan, Sr. consisted of valuable tangible personal property situate in the Charles Town District, Jefferson County, West Virginia, and intangible personal property.
4. That at the date of his death, the said Richard F. Kennan, Sr. was a Married Man and that he had two children namely Richard F. Kennan, Jr. (DECEASED) and John W. Kennan from his marriage to his current wife Mary Andrea Ward Kennan., And one child from a previous marriage, Jennifer Kennan Saylar.
5. That the heirs at law and distributees of as defined under West Virginia Code Chapter 42, and their relationship to the Decedent are as follows:
 - a. John W. Kennan, son.
126 Blakely Place Charles Town, WV 25414
 - b. Jennifer Kennan Saylar, daughter.
19 Globe Street Martinsburg, WV 25404

6. That the beneficiaries under the Last Will and Testament of Richard F. Kennan, Sr. dated February 9, 2021, as amended, and their relationship to him are as follows:

John W. Kennan, Son
126 Blakeley Place Charles Town, WV 25414

Mary Andrea Ward Kennan, Wife
126 Blakeley Place Charles Town, WV 25414

7. That the Petitioner has no reason to conclude that Richard F. Kennan, Sr. revoked the aforesaid Last Will and Testament, was not competent, or that he was under undue influence at the time the Last Will and Testament was executed.

8. That Mary Andrea Ware Kennan was nominated as Executrix and John Forbes was nominated as the alternate Executor under the Last Will and Testament of Richard F. Kennan, Sr. deceased, dated February 9, 2021, which is the subject of this Petition.

Venue lies within this Commission pursuant to West Virginia Code §41-5-4, as said Petition involves the probate of a Will of the Testator who at the time of his death had valuable tangible personal property situate in Jefferson County, West Virginia.

9. Probate of the Last Will and Testament of Richard F. Kennan, Sr. in Jefferson County, West Virginia is authorized under West Virginia Code §41-5-4(c) as Jefferson County is a county wherein the Decedent had tangible personal property at the time of his death.

WHEREFORE, the Petitioner respectfully petitions this honorable County Commission to issue process and summons to all those persons known as heirs at law of Richard F. Kennan, and those interested in the probate of the Last Will and Testament of Richard F. Kennan, Sr. deceased, to appear before this County Commission on February 15, 2024, at 6:00 p.m., or as soon thereafter as the matter may come before the Commission, to show cause why the Last Will and Testament of Richard F. Kennan, Sr. dated February 9, 2021, should not be admitted to probate pursuant to the provisions of Article 5, Chapter 41, of the West Virginia Code, to appoint Mary Andrea Ward Kennan as Executrix of said Will, and to take such further action as to this Commission may seem fair and just.

Petitioner, Mary Andrea Ward Kennan

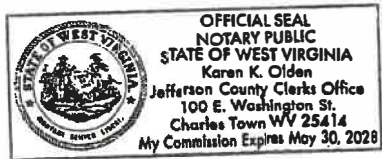
STATE OF WEST VIRGINIA COUNTY OF JEFFERSON, to-wit:

Mary Andrea Ward Kennan, Petitioner in the foregoing Petition, being first duly sworn, says that the facts and allegations therein contained are true, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, she believes them to be true.

Mary Andrea Ward Kennan

Mary Andrea Ward Kennan

Taken, sworn to and subscribed before me this February 9, 2024, by Mary Andrea Ward Kennan.



Karen K. Olden

NOTARY PUBLIC

My commission expires: 5/30/2028

LAST WILL AND TESTAMENT

OF

RICHARD F. KENNAN, SR.

I, RICHARD F. KENNAN, SR., a resident of Jefferson County, West Virginia, being of sound and disposing mind and memory, do hereby make, publish and declare this instrument as and for my Last Will and Testament, hereby revoking any and all prior Wills and Codicils made by me.

At the time of the execution of this, my Last Will and Testament, I am married to Mary Andrea Ward Kennan. I have three children: Richard F. Kennan, Jr., John W. Kennan and Jennifer Kennan Saylor.

Article I. Debts, Taxes and Other Charges

A. Debts and Funeral Expenses. My Executor or Executrix shall pay or provide for the payment from my estate assets of my debts, the expenses of my cremation, funeral and burial (including the cost of a headstone or marker) and costs of administration.

B. Taxes. My Executor or Executrix shall pay or provide for the payment of all estate, inheritance and similar taxes payable by reason of my death, including taxes on assets not passing under this Will and interest on taxes. The taxes and interest shall be paid as a cost of administering my estate and without apportionment.

Article II. Distribution of My Estate

A. Specific Bequests. I give, devise and bequest my fifty percent (50%) interest in and to the following real estate: Lot 2 (134 Blakeley Place), Charles Town Corporation, Jefferson County, West Virginia, Deed Book 772, Page 25, as follows: one-half (25%) unto Richard K. Kennan, Jr., and one-half (25%) unto John W. Kennan. In the event either of them fails to survive me, then his share of the bequest shall pass to the other one of them.

B. Residue of Estate:

1. Provided my wife survives me, I give, devise and bequeath all the rest, residue, and remainder of my property, both real and personal, of whatsoever nature and wheresoever situate, as follows:

- a. 20% thereof unto my wife, Mary Andrea Ward Kennan;
- b. 40% thereof unto my son, Richard F. Kennan, Jr.; and
- c. 40% thereof unto my son, John W. Kennan.

 (SEAL)
RICHARD F. KENNAN, SR.

2. In the event that Mary Andrea Ward Kennan does not survive me, then I give, devise and bequeath the rest, residue and remainder of my estate in equal shares, share and share alike, unto my two sons Richard F. Kennan, Jr. and John W. Kennan. In the event either of them fails to survive me, then his share of the bequest shall pass to the other one of them.

3. Omission of Jennifer Kennan Saylor. I intentionally omit my daughter, Jennifer Kennan Saylor and any and all children of hers from my Last Will and Testament. I am and have been estranged from my daughter who took foal papers for my horses from me, preventing me from selling or transferring the horses and destroying their value. This cost me a great deal of money and is only one of a number of reasons I intentionally exclude her from my Will.

Article III. Appointments and Powers of Executrix or Executor

A. Executors. I name my wife, Mary Andrea Ward Kennan, to be my Executrix. In the event that she does not survive me or should fail or refuse to qualify as Executrix, or, having qualified as Executrix hereunder, should thereafter die, resign, or become incompetent, then I appoint my friend, John Forbes, as Executor of this my Last Will and Testament. I direct that no bond shall be required of any person named herein for serving as my personal representative.

I hereby authorize my Executor to sell, either at public or private sale, upon such terms and conditions, and for such price, as the said Executor may deem best, all or any part of my estate, real, personal or mixed, whatsoever or wheresoever situate, with authority to execute and deliver deeds and other written instruments necessary to grant, bargain, sell, transfer and convey said real estate and personal property and no purchaser or purchasers, at any such sale or sales, shall be required to see to the application of the purchase money.

B. I grant my Executor all the powers set forth in Section 44-5A-3 of the West Virginia Code, or its successor, and I incorporate that code section in my Will by this reference.

IN WITNESS WHEREOF, I, RICHARD F. KENNAN, SR., have to this my Last Will and Testament, contained on two (2) sheets of paper and to each sheet hereof subscribed my name this 9th day of February, 2021.



RICHARD F. KENNAN, SR. (SEAL)

The foregoing signature of the Testator was made and the foregoing Will was acknowledged to be his Last Will and Testament, by the said Testator in the presence of us, two competent witnesses, present at the same time, and we, the said witnesses, hereunto subscribed the said Will on the last day above mentioned at his request as attesting witnesses in the presence of the said Testator and of each other, and we certify that he was of sound mind and over the age of eighteen years.

1. Lanette G. Byrer of Charles Town, West Virginia
Witness

2. F. Samuel Byrer of Charles Town, West Virginia
Witness

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON, to -wit:

This day personally appeared before me, the undersigned authority, a Notary Public within and for Jefferson County, West Virginia, Lanette G. Byrer and F. Samuel Byrer, who, being first duly sworn, say that they are the subscribing witnesses to the Last Will and Testament of RICHARD F. KENNAN, SR., a resident of Jefferson County, West Virginia, which Will is dated the 9th day of February, 2021, and that on said date the said RICHARD F. KENNAN, SR., signed, sealed, published and declared the same as and for his Last Will and Testament in the presence of all of these Affiants; and that these Affiants, at the request of said Testator, in the presence of each other, and in the presence of said Testator, all present at the same time, signed their names as attesting witnesses to said Will.

Affiants further say that this Affidavit is made at the request of the said RICHARD F. KENNAN, SR., and in his presence and that the said RICHARD F. KENNAN, SR., at the time the said Will was executed, was in the opinion of Affiants, of sound and disposing mind and memory and over the age of eighteen (18) years.

1. Lanette G. Byrer
Witness

2. F. Samuel Byrer
Witness

Taken, sworn and subscribed to before me by the said Lanette G. Byrer and F. Samuel Byrer this 9th day of February, 2021.

(AFFIX NOTARIAL SEAL)



This instrument was prepared by:

F. Samuel Byrer
Law Office of F. Samuel Byrer, PLLC
P. O. Box 597
Charles Town, WV 25414
304-724-7228

Mary Beth Coopers
NOTARY PUBLIC
My Commission Expires:
June 19, 2024

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation

Commission Meeting Date: 2/15/24

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Jennifer Myers, Director of JCPRC

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

Presentation on Fireworks at Sam Michaels Park on 6/29/24, ARPA funding request for lighting project at AMP, presentation of Eugene M. Fuller award from WVRPA.

Type of Request: (Funding/Hiring): ARPA funding and presentation

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):

see notes

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: Jennifer Myers

Phone Number: 304-433-4049

Email Address:

jmyers@jcprc.org

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Additional Comments Page:

-Approve and provide county funding in the amount of \$10,000 for 2024 Fireworks at Sam Michaels Park on 6/29/24.

-Approve and provide ARPA funding in the amount of \$50,000 for a lighting project at the AMP at Sam Michaels Park.

-Present County Commission with the Eugene M. Fuller Award given to JCPRC at the 2023 West Virginia Recreation and Parks Association annual conference for outstanding programming of the Levitt AMP Shenandoah Junction music series.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sara Curley**

Department or Organization: **Bolivar Harpers Ferry Public Library**

Estimation of amount of time needed for appointment: **5-10 minutes**

Date Requested – 1st Choice: **February 15, 2024**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: **March 7, 2024**

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

Roof Replacement at Bolivar Harpers Ferry Public Library

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



For the safety and wellbeing of our patrons, the materials, and to continue providing programs and services to the community, the Bolivar Harpers Ferry Public Library is requesting ARPA funds in order to install a new roof to the building. The library proudly serves the residents of Jefferson County, and has been a places for the community to gather, a place for parents to pick up their middle school kids after school, for educational resources, and more. We recently had a to fix a leak, and were informed that there may be other areas that could be affected. The library wants to make sure this is always safe place for the public and a new roof will help prevent any damages to the building.

Is this a funding request? **Y/N** YES
If so, how much? \$27,499.00
Provide exact financial impact/request: Estimate is Attached.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I motion to provide ARPA funding to the Bolivar Harpers Ferry Public Library in order to replace the buildings' roof.

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

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

Contact information: **Sara Curley**
Email address: director@bhfp.org

Phone Number: 304-535-2301

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



R&A Roofing LLC
13 Madrid Ln
Martinsburg, WV 25404 US
304,240,6494
raroofing304@gmail.com

Estimate

ADDRESS

Bolivar Harpers Ferry Public
Library
151 Polk street, Harpers Ferry,
WV, 25425

SHIP TO

Bolivar Harpers Ferry Public
Library
151 Polk street, Harpers Ferry,
WV, 25425

ESTIMATE # 1882

DATE 01/26/2024

ACTIVITY	QTY	RATE	AMOUNT
Roofing GAF TIMBERLINE ARCHITECTURE SHINGLES		25,700.00	25,700.00T

~INSTALL THE FOLLOWING~

R&A Roofing providing the Labor & Material

1. Remove existing roofing down to the decking, clean up, haul away all debris.
2. Inspect all decking. Each sheet replaced will be charged at a rate of \$70 per sheet. First 3 Sheets are Free
3. Install White drip edge around the perimeter.
4. Install Synthetic Underlayment
5. Install Ice and Water Shield along all eaves and in all valleys.
6. Install a starter shingle around the entire perimeter of the roof.
7. Install Pipe Boot Flashing(If Needed)
8. Install Cap with matching hip and ridge shingles.

All flashing will be inspected and replaced (if needed)

-Cleanup:

The fact is, roofing is a messy job. When your roof replacement is completed, your property should look exactly as it did before but with a new beautiful roof.

ACTIVITY	QTY	RATE	AMOUNT
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-Move your cars well away from the house.
 -Make sure your driveway and landscaping is free

-Additional Project Cost Notes:
 1. Pricing for the roofing project includes one layer of shingle removal. At the time of installation if it is discovered that there are additional layers of shingles there will be an additional charge of \$50 per square per layer.

 2. Any decking replacement that is needed at the time of installation is charged at a rate of \$70 per sheet replaced. (First 3 Sheets are Free!)

-Workmanship Warranty:
 R&A Roofing warranties to the original purchaser that any installation procedures performed will be free from workmanship defects for a period of 5 years. This warranty covers workmanship only. provide service without charge for a period of 5 years from the date of installation

-Proposal Revisions:
 This proposal is subject to revision if not accepted within 7 days.

-Project Delays
 R&A shall not be liable for any delays due to circumstances beyond our control including weather, availability of materials, Or circumstances that could arise.

*****Deposited Required *****(50%

*****Final payment***** (50%

COLOR OF SHINGLE _____

WV Contractor License Number: WV048898 Etc (PA, VA,MD

Thank you for your business.	SUBTOTAL	25,700.00
	TAX	1,799.00
	TOTAL	\$27,499.00

Accepted By

Accepted Date

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jane Tabb**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:

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

Feb. 15, 2024

Date Requested – 2nd Choice:

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

Feb. 1, 2024 tabled motion: Move to reinstate full impact fees for schools April 1, 2024

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

Documents attached

Dr. Chuck Bishop, BOE Superintendent to speak and answer questions

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

School Impact Fees

Cost of current school building projects which include impact fee funding.:

- Ranson Elementary School - \$33,359,060
- Shepherdstown Elementary School – 33,420,400
- Wahington High School Auxiliary Gym – 5,178,150

Calculated to be at 85% capacity 1st year of occupancy?????? KATHY

Other infrastructure needs:

Additional capacity for the Special Needs Opportunity Learning Center – currently Elementary students cannot be served at this facility.

- Cost of building per sq. foot for Jefferson County
 - Jefferson \$123
 - Berkeley \$106
- Public schools serve as Community Centers for public forums & gatherings.
- Public schools provide sports, band and other extracurricular activities for Charter, Home School and Private School students at no cost.
- Child care facilities at public schools would alleviate our current child care crisis for working parents.

Executive Summary

1.1. Trends in Fee Collection

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2023 increased relative to CY 2022. There were 796 impact fee applications processed in CY 2023 versus 467 residential impact fee applications in CY 2022. Of that total in CY 2023, 20 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Permitting for new commercial construction in Jefferson County in CY 2023 increased relative to CY 2022. There were 17 impact fee applications processed in CY 2023 versus 7 in CY 2022. ~~Additionally, there was a 60.17% increase in new residential permit application in CY 2023 versus CY 2022.~~

PROPOSED SCHOOL IMPACT FEES

Infrastructure components and cost factors for School impact fees are summarized in Figure S33. For School impact fees, the cost is \$19,515.82 per elementary school student, \$21,798.23 per middle school student, and \$27,317.81 per high school student. School impact fees are assessed according to the number of students per housing unit.

The single-family fee of \$9,317 is the sum of the elementary, middle, and high school components. The elementary school component of \$3,822 is calculated using a cost of \$19,515.82 per elementary school student multiplied by a demand unit of 0.196 elementary school students per housing unit. The middle school component of \$2,076 is calculated using a cost of \$21,798.23 per middle school student multiplied by a demand unit of 0.095 middle school students per housing unit. Finally, the high school component of \$3,419 is calculated using a cost of \$27,317.81 per high school student multiplied by a demand unit of 0.125 high school students per housing unit.

Figure S33: Proposed Impact Fees

Fee Component	Elementary	Middle	High
School Facilities (Gross)	\$32,968.02	\$36,767.83	\$43,072.02
<i>x Local Share</i>	59%	59%	59%
School Facilities (Net)	\$19,451.13	\$21,693.02	\$25,412.49
Land	\$414.12	\$300.40	\$485.99
Sports Facilities	\$371.51	\$525.75	\$2,140.27
Administrative Facilities	\$749.21	\$749.21	\$749.21
Vehicles and Equipment	\$1,403.99	\$1,403.99	\$1,403.99
Impact Fee Study	\$28.16	\$28.16	\$28.16
Series 2015 Credit	(\$240.72)	(\$240.72)	(\$240.72)
Series 2021 Credit	(\$2,661.58)	(\$2,661.58)	(\$2,661.58)
Total	\$19,515.82	\$21,798.23	\$27,317.81

Development Type	Students per Housing Unit			Proposed Fees	Current Fees	Increase / Decrease
	Elementary	Middle	High			
Single-Family	0.196	0.095	0.125	\$9,317	\$5,991	\$3,326
Multi-Family	0.058	0.043	0.062	\$3,777	\$4,185	(\$408)

As mentioned previously, the construction cost estimates for school facilities represent an increase of 20 percent when compared to the construction cost estimates in the previous study. Also, the previous study did not include sports facilities or vehicles and equipment. When combined, these factors result in a cost increase of approximately 10 percent per student when compared to the cost per student in the previous study. It should be noted the current fees represent the adopted share of the maximum allowable fees from the previous study – \$8,143 per single-family unit and \$5,688 per multi-family unit.

The number of students per housing unit for each grade level—rounded to two decimal places—is multiplied by the corresponding capital cost per student for that grade level and the subtotal is rounded to the nearest dollar. This is repeated for all grade levels. The three cost factors are then added together, resulting in the School Impact Fee. This calculation is performed for each type of housing unit.

Figure 22. Proposed School Impact Fees

Single Unit			
School	Students per Housing Unit	Capital Cost per Student	Subtotal
Elementary	0.19	\$18,682	\$3,550
Middle	0.10	\$20,349	\$2,035
High	0.11	\$23,252	\$2,558

Single Unit Fee	\$8,143
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Townhome / Duplex			
School	Students per Housing Unit	Capital Cost per Student	Subtotal
Elementary	0.27	\$18,682	\$5,044
Middle	0.10	\$20,349	\$2,035
High	0.09	\$23,252	\$2,093

Townhome / Duplex Fee	\$9,172
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Multi-Family (Apartments and Condos)			
School	Students per Housing Unit	Capital Cost per Student	Subtotal
Elementary	0.11	\$18,682	\$2,055
Middle	0.03	\$20,349	\$610
High	0.13	\$23,252	\$3,023

Multi-Family Fee	\$5,688
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School Impact Fee Collections

Impact Fee Comparison

MONTH	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY 21	FY 22	FY 23	FY 24	FY24 to FY23 Comparison
July	138,875.30	122,134.77	116,918.78	51,907.49	79,846.98	134,673.14	51,745.44	136,418.71	137,873.40	51.00	26.00	(25.00)
August	192,401.99	213,060.84	57,870.54	108,326.99	142,545.18	102,557.50	112,127.76	270,987.10	53,979.95	(5,982.00)	104.00	6,086.00
September	112,015.88	97,652.28	60,377.57	119,730.18	145,441.35	107,247.70	105,132.95	86,048.45	74.00	18.00	52.00	34.00
October	95,116.49	177,142.05	102,626.67	57,030.66	75,621.11	110,675.96	120,966.53	658,396.52	21.00	38.00	100.00	62.00
November	145,441.35	113,630.51	71,523.43	60,268.25	104,286.07	70,442.32	109,249.16	106,410.40	23.00	3.00	47.00	44.00
December	75,621.11	108,024.40	1,667.02	68,425.25	59,370.00	117,524.58	57,499.20	211,058.26	25.00	12.00	56.00	44.00
January	60,268.25	210,406.91	1,126.33	74,141.29	91,224.81	96,696.22	123,827.13	280,996.50	21.00	43.00	0.00	
February	68,425.25	79,741.03	1,185.13	91,228.44	115,829.20	60,394.23	96,345.12	121,328.87	19.00	59.00	0.00	
March	74,141.29	177,110.40	1,197.42	148,247.29	105,950.77	97,796.94	261,352.75	390,227.70	107.00	126.00	0.00	
April	236,018.06	159,087.44	77,440.84	106,481.16	208,459.58	90,592.55	148,392.72	107,916.57	58.00	63.00	0.00	
May	224,011.72	415,764.38	121,607.12	175,298.78	186,954.38	196,975.35	124,923.98	381,024.60	66.00	58.00	0.00	
June	232,325.27	105,065.35	111,225.07	118,268.40	123,634.59	127,957.46	155,179.43	200,439.70	41.00	37.00	0.00	
TOTALS	1,654,661.96	1,978,820.36	724,765.92	1,179,354.18	1,439,164.02	1,313,533.95	1,466,742.17	2,951,253.38	192,308.35	(5,474.00)	385.00	6,245.00

Accumulative

Totals	1,654,661.96	3,633,482.32	4,358,248.24	5,537,602.42	6,976,766.44	8,290,300.39	9,757,042.56	12,708,295.94	12,900,604.29	12,895,130.29	12,895,515.29
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TAX YEAR 2023
MEDIAN COST PER SQUARE FOOT

County	Median SFLA	MULTIPLIER
19: JEFFERSON	130.36	2.44
02: BERKELEY	112.94	2.12
31: MONONGALIA	99.53	1.87
33: MORGAN	97.10	1.82
40: PUTNAM	88.45	1.66
24: MARION	77.40	1.45
54: WOOD	74.63	1.40
14: HAMPSHIRE	73.64	1.38
20: KANAWHA	69.64	1.30
16: HARDY	69.14	1.30
36: FENDLETON	68.94	1.29
47: TUCKER	68.78	1.29
35: OHIO	66.87	1.25
42: RANDOLPH	65.03	1.22
46: TAYLOR	64.83	1.22
39: PRESTON	64.32	1.21
48: UPSHUR	63.69	1.19
17: HARRISON	62.94	1.18
29: MINERAL	62.28	1.17
37: PLEASANTS	61.39	1.15
18: JACKSON	59.07	1.11
15: HANCOCK	58.78	1.10
25: MARSHALL	57.50	1.08
12: GRANT	56.67	1.06
06: CABELL	56.26	1.06
21: LEWIS	54.62	1.02
32: MONROE	54.41	1.02
43: RITCHIE	53.32	1.00
52: WETZEL	52.58	0.99
45: SUMMERS	51.81	0.97
01: BARBOUR	51.28	0.96
13: GREENBRIER	51.19	0.96
44: ROANE	50.91	0.95
26: MASON	50.82	0.95
28: MERCER	49.67	0.93
04: BRAXTON	48.28	0.91
05: BROOKE	48.12	0.90
09: DODDRIDGE	46.80	0.88
50: WAYNE	46.79	0.88
48: TYLER	46.77	0.88
34: NICHOLAS	45.70	0.88
41: RALEIGH	45.41	0.85
10: FAYETTE	44.71	0.84
53: WIRT	43.84	0.82
22: LINCOLN	41.58	0.78
38: POCAHONTAS	40.79	0.77
11: GILMER	38.94	0.73
03: BOONE	38.82	0.73
07: CALHOUN	38.05	0.71
23: LOGAN	36.02	0.68
08: CLAY	31.58	0.59
51: WEBSTER	29.53	0.55
30: MINGO	28.73	0.54
55: WYOMING	23.49	0.44
27: MCDOWELL	13.30	0.25
MOST EXPENSIVE VS LEAST EXPENSIVE		9.80

TAX YEAR 2023
AVERAGE COST DATA

County	AVG APPRAISED VALUE	MULTIPLIER
19 JEFFERSON	\$366,623.40	2.49
33 MORGAN	\$309,231.75	2.10
02 BERKELEY	\$277,315.95	1.88
14 HAMPSHIRE	\$246,679.68	1.67
31 MONONGALIA	\$238,782.08	1.62
40 PUTNAM	\$229,272.23	1.56
36 PENDLETON	\$211,247.17	1.43
49 UPSHUR	\$203,249.39	1.38
47 TUCKER	\$197,490.10	1.34
13 GREENBRIER	\$196,087.90	1.33
46 TAYLOR	\$167,694.82	1.27
54 WOOD	\$184,636.47	1.25
35 OHIO	\$163,479.28	1.24
37 PLEASANTS	\$181,036.26	1.23
24 MARION	\$178,027.89	1.21
16 HARDY	\$160,275.90	1.09
01 BARBOUR	\$158,658.39	1.08
21 LEWIS	\$158,498.88	1.08
38 POCAHONTAS	\$157,762.31	1.07
20 KANAWHA	\$166,499.30	1.06
39 PRESTON	\$155,129.61	1.05
43 RITCHIE	\$154,299.19	1.05
29 MINERAL	\$154,233.60	1.05
25 MARSHALL	\$152,337.93	1.03
17 HARRISON	\$149,990.81	1.02

STATE AVERAGE	\$147,434.71	1.00
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18 JACKSON	\$143,339.59	0.97
04 BRAXTON	\$139,842.97	0.95
42 RANDOLPH	\$139,344.27	0.95
32 MONROE	\$136,290.19	0.92
11 GLMER	\$135,083.51	0.92
03 BOONE	\$133,160.78	0.90
26 MASON	\$132,013.48	0.90
44 ROANE	\$131,708.45	0.89
52 WETZEL	\$131,377.53	0.89
12 GRANT	\$130,720.34	0.89
06 CABELL	\$130,010.31	0.88
34 NICHOLAS	\$118,241.30	0.80
45 SUMMERS	\$117,031.03	0.79
50 WAYNE	\$107,950.25	0.73
48 TYLER	\$108,495.16	0.72
05 BROOKE	\$106,174.80	0.72
15 HANCOCK	\$103,383.64	0.70
28 MERCER	\$102,999.13	0.70
41 RALEIGH	\$98,919.80	0.87
23 LOGAN	\$97,471.20	0.66
10 FAYETTE	\$94,829.79	0.64
09 DODDRIDGE	\$91,056.35	0.62
53 WIRT	\$89,396.38	0.61
22 LINCOLN	\$82,578.15	0.58
07 CALHOUN	\$71,320.95	0.48
30 MINGO	\$68,521.48	0.46
08 CLAY	\$66,953.77	0.45
55 WYOMING	\$63,589.59	0.43
51 WEBSTER	\$62,914.60	0.43
27 MCDOWELL	\$27,680.16	0.19
MOST EXPENSIVE VS LEAST EXPENSIVE		13.24

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jennifer Krouse**

Department or Organization: **Commissioner**

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

Date Requested – 1st Choice: **February 15, 2024**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion and possible action on insurance billing by Fire Departments**

Please provide the County Commission with a description of your request or presentation, including any background information:
The Jefferson County Fire and Rescue Association would like to be able to begin billing insurance companies for services rendered. Adam Watson will make a presentation regarding this issue.

Is this a funding request? **Y/N**
If so, how much? **\$**
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I move that the Commission vote to allow Volunteer Fire Departments in Jefferson County to bill insurance companies for services rendered on behalf of their insured.

Attach supporting documents for request, or request may be denied. **Statement of JCFRA Chairman Adam Watson**
If not attached, explain:

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

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY FIRE & RESCUE ASSOCIATION, INC.



Organized 1959

Jefferson County Commission

Dear Jefferson County Commission,

The fire departments of Jefferson County are requesting authorization to bill for fire department services rendered. Some departments are currently billing their services on prior authorizations from the commissions and we would like to encompass all authorized fire departments in Jefferson County that are members of the Jefferson County Fire & Rescue Association, Inc. This would include, but not limited to Friendship Fire Company, Citizens Fire Company, Shepherdstown Fire Department, Independent Fire Company, Inc., Blue Ridge Mountain Volunteer Fire Company, Middleway Volunteer Fire Company, and Bakerton Fire Department. The billing and authorization is cited within West Virginia State code 7-1-3d(c) giving the County Commission permission to authorize billing for volunteer fire departments of West Virginia. The funding from billing services would better help the departments continue to provide the vital and necessary services to Jefferson County. Should you have any questions, please let me know.

Adam C. Watson

Chairman of the Jefferson County Fire & Rescue Association

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: February 15, 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. Discussion of legal issues and potential action regarding the Jefferson County Circuit Court Civil Action No.'s 2023-C-221 through 251 [Deputies v. JCC].
- b. Discussion of minor boundary issue between Berkeley and Jefferson Counties.
- c. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.
- d. Review and discussion of Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jennifer Krouse**

Department or Organization: **Commissioner**

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

Date Requested – 1st Choice: ~~January 18, 2024~~ **February 15, 2024**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion and possible action on revising Agenda Policy 900 to clarify when/how agenda items may be declined.**

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

Is this a funding request? **Y/N**

If so, how much? **\$**

Provide exact financial impact/request:

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

Attach supporting documents for request, or request may be denied. **Current Policy, Proposed Policy, Redlined Policy**
If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

		<i>Jefferson County Policies & Procedures</i>		<i>Current</i>
Policy Name:	Agenda Policy		Approved:	9/13/2012
Policy Number:	900		Author:	Keyser
Associated:				Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 04-06-2017 Revised 05-03-2021

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

POLICY:

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

PROCEDURE:

Regularly scheduled County Commission meetings are held each month during the following times:

- 1st Thursday of the month – start time: 9:30 am
- 3rd Thursday of the month – start time: 6:00 pm
- AS OF JANUARY 21, 2021, the Commission no longer holds regularly scheduled meetings on months that happen to have a fifth Thursday.

The Agenda for each County Commission meeting is prepared by the Commission staff.

The County Commission agenda closes at 12:00 noon, one week prior to the regularly scheduled County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline.

An Agenda Request Form and any supporting documentation must be submitted by the 12:00 noon deadline in order to be placed on the Agenda. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon one week preceding the Thursday you are requesting to come before the County Commission. The County Commission requires written documentation and materials for appointments and items of new business. Requests for

appointments and items submitted after this time will be carried over for the next agenda. Failure to submit all proper paperwork will also be carried over for the next agenda. Handouts at the meeting are unacceptable if they have not been included in your package one week in advance.

Appointments shall be 15 minutes unless it is determined less time is needed. Every attempt will be made to have the last appointment at 11:30 a.m.

New and old business items shall be reviewed and executed between scheduled appointments or when time permits.

County departments shall submit all materials in both digital and hard copy format to the Commission office.

When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action being requested of the County Commission. Items not indicating the requested action will be withheld from the agenda until the proper information is provided.

Any agenda request that contains a funding request or impact to an existing approved budget requires review by the County's Finance Director before it will be included on the Commission's agenda. The Finance Director shall be responsible for reviewing requests in a timely fashion to meet the agenda deadlines contained in this policy. If a Department Head, Elected Official, or designated representative fails to contact the County Finance Director prior to making an agenda request for funding, the item will be withheld from the agenda until such time as the requestor reviews the request with the County Finance Director.

The County Commission Staff in coordination with the President of the County Commission shall be responsible for setting the agenda for each meeting. If more requests than can be considered at a regular meeting are received, then lower priority items will be placed on the next regular meeting's agenda.

Individuals wishing to express their opinions are encouraged to provide their comments during the Public Comment section of the agenda. During Public Comment individuals may express their views for the allotted period of time, however, the Commission cannot respond to you, your comments or requests. Individuals wishing to address the Commission outside the Public Comment forum must receive approval from either/or the President of the Commission and County Administrator or through a consensus of three or more Commissioners.

It is not appropriate for the Commission to publicly discuss personnel matters about an individual employee, and all discussions regarding personnel matters should be conducted in an executive session, unless requested differently by the employee.

Additionally, it is inappropriate to discuss personnel matters, including employee performance issues, with individual citizens either in a public or executive session.

Both the Freedom of Information Act codified at W.Va. Code §29B-1-1 *et seq.* and the Open Governmental Proceedings Act codified at W.Va. Code 6-9A-1 *et seq.* protect an employee's personnel records and performance from disclosure to individual citizens and create an obligation on behalf of the Commission to protect employee records from public disclosure. Because discussions of personnel issues with private citizens violate an employee's privacy, the Commission will decline an agenda request from any member of the public that seeks to discuss any employee evaluation or performance with the Commission, regardless of whether such request is intended to be negative or positive.

The agenda will be available by the close of business, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at the close of business. In the event that a holiday falls on a Monday, the agenda will be available at 5:00 p.m. on Friday preceding the meeting.

The agenda is available in the Office of the County Commission and on the County website at www.jeffersoncountywv.org. A PDF formatted file of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.

If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.

At all times, the County Commission reserves the right to deny a topic, rearrange agenda items because of time constraints, and to accommodate the Commission's schedule or the public's schedule.

<i>Jefferson County Policies & Procedures</i>		<i>Feb. 2024 edit</i>	
Policy Name:	Agenda Policy	Approved:	9/13/2012
Policy Number:	900	Author:	Keyser
Associated:			Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 04-06-2017 Revised 05-03-2021

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The County Commission agenda closes at 12:00 noon, one week prior to the regularly scheduled County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline.

An Agenda Request Form and any supporting documentation must be submitted by the 12:00 noon deadline in order to be placed on the Agenda. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon one week preceding the Thursday you are requesting to come before the County Commission. The County Commission requires written documentation and materials for appointments and items of new business. Requests for

appointments and items submitted after this time will be carried over for the next agenda. Failure to submit all proper paperwork will also be carried over for the next agenda. Handouts at the meeting are unacceptable if they have not been included in your package one week in advance.

Appointments shall be 15 minutes unless it is determined less time is needed. Every attempt will be made to have the last appointment at 11:30 a.m.

New and old business items shall be reviewed and executed between scheduled appointments or when time permits.

County departments shall submit all materials in both digital and hard copy format to the Commission office.

When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action being requested of the County Commission. Items not indicating the requested action will be withheld from the agenda until the proper information is provided.

Any agenda request that contains a funding request or impact to an existing approved budget requires review by the County's Finance Director before it will be included on the Commission's agenda. The Finance Director shall be responsible for reviewing requests in a timely fashion to meet the agenda deadlines contained in this policy. If a Department Head, Elected Official, or designated representative fails to contact the County Finance Director prior to making an agenda request for funding, the item will be withheld from the agenda until such time as the requestor reviews the request with the County Finance Director.

The County Commission Staff in coordination with the President of the County Commission shall be responsible for setting the agenda for each meeting. If more requests than can be considered at a regular meeting are received, then lower priority items will be placed on the next regular meeting's agenda. Commission staff shall e-mail a copy of all properly formatted agenda requests to all seated Commissioners within 2 business days of receiving the agenda request.

Subject to the time considerations described in the paragraph above, all properly formatted and submitted agenda items shall be placed on the agenda unless denied in writing (either hard copy or electronic) by a majority of seated Commissioners within 48 hours of a scheduled meeting. A record shall be kept of all rejected agenda items. Such record will include a copy of the rejected Agenda Request Form as well as a copy of the written denials by all commissioners rejecting the item. Agenda items submitted by seated commissioners cannot be rejected.

Individuals wishing to express their opinions are encouraged to provide their comments during the Public Comment section of the agenda. During Public Comment individuals may express their views for the allotted period of time, however, the Commission cannot

respond to comments or requests. Individuals wishing to address the Commission outside the Public Comment forum must submit an Agenda Request Form as described above.

It is not appropriate for the Commission to publicly discuss personnel matters about an individual employee, and all discussions regarding personnel matters should be conducted in an executive session, unless requested differently by the employee. Additionally, it is inappropriate to discuss personnel matters, including employee performance issues, with individual citizens either in a public or executive session.

Both the Freedom of Information Act codified at W.Va. Code §29B-1-1 *et seq.* and the Open Governmental Proceedings Act codified at W.Va. Code 6-9A-1 *et seq.* protect an employee's personnel records and performance from disclosure to individual citizens and create an obligation on behalf of the Commission to protect employee records from public disclosure. Because discussions of personnel issues with private citizens violate an employee's privacy, the Commission will decline an agenda request from any member of the public that seeks to discuss any employee evaluation or performance with the Commission, regardless of whether such request is intended to be negative or positive.

The agenda will be available by the close of business, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at the close of business. In the event that a holiday falls on a Monday, the agenda will be available at 5:00 p.m. on Friday preceding the meeting.

The agenda is available in the Office of the County Commission and on the County website at www.jeffersoncountywv.org. A PDF formatted file of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.

If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.

At all times, the County Commission reserves the right to, by a majority vote of those present at a meeting, deny a topic, move a topic to the next meeting, or rearrange agenda items due to time constraints, or to accommodate the Commission's schedule or the public's schedule. However, nothing in this paragraph should be construed to allow a seated Commissioner's topic to be denied or moved without the express consent of the Commissioner who submitted the topic.

<i>Jefferson County Policies & Procedures</i>		<i>Redline Version</i>	
Policy Name:	Agenda Policy	Approved:	9/13/2012
Policy Number:	900	Author:	Keyser
Associated:			Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 04-06-2017 Revised 05-03-2021

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

POLICY:

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

PROCEDURE:

Regularly scheduled County Commission meetings are held each month during the following times:

- 1st Thursday of the month – start time: 9:30 am
- 3rd Thursday of the month – start time: 6:00 pm
- AS OF JANUARY 21, 2021, the Commission no longer holds regularly scheduled meetings on months that happen to have a fifth Thursday.

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respond to ~~you, your~~ comments or requests. Individuals wishing to address the Commission outside the Public Comment forum must ~~receive approval from either/or the President of the Commission and County Administrator or through a consensus of three or more Commissioners~~ submit an Agenda Request Form as described above.

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00AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Commissioner Tricia Jackson

Department or Organization:

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **February 15, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Discussion and action by County Commission to adopt the resolution – Pledge of Allegiance to the West Virginia State Flag.

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*):

Move that the county commission adopt the resolution as presented and to open its meetings with the Pledge of Allegiance to the West Virginia State Flag immediately following the pledge to the U.S Flag to commence at the next scheduled meeting.

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

PLEDGE OF ALLEGIANCE TO THE WEST VIRGINIA STATE FLAG

I pledge allegiance to the flag of West Virginia,
which serves as a constant reminder that "Mountaineers
Are Always Free," which stands as a symbol of her
majestic mountains, fertile forests, rich veins of coal,
and the pride of her people.

as unanimously adopted by the
Secretary of State's office
after being duly moved and seconded
by Charles S. Smith and Carol J. Calvert,
respectively,
and voted upon by the following:

<u>Ray A. Brown</u>	<u>Charles S. Smith</u>
<u>John Edward Williams</u>	<u>Deborah Williams</u>
<u>John S. Williams</u>	<u>Delores Humble</u>
<u>Carol J. Calvert</u>	<u>Elaine Cottrell</u>
<u>Walter G. Robinson</u>	<u>Jack Feller</u>
<u>James M. O'Brien</u>	<u>M. ...</u>



February 8, 1977

PLEDGE OF ALLEGIANCE



"I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that "Mountaineers are always free," which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people."

OFFICE OF THE SECRETARY OF STATE

A. JAMES MANCHIN

State Capitol

Charleston, WV 25305



Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414
Phone: (304) 728-3284
Fax: (304) 725-7916



RESOLUTION
OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

WHEREAS, West Virginia's first flag was authorized by Legislature on January 28, 1864, and individual flags were presented to each of the state's military regiments before the end of the Civil War. first official flag of West Virginia was adopted in 1905 based upon the flag designed and used by the West Virginia Commission at the Louisiana Purchase Exposition. The flag was altered in 1907 for the Jamestown Exposition and featured the coat of arms. The present-day West Virginia flag was adopted by Legislature on March 7, 1929, and,

WHEREAS, the Great Seal of West Virginia, illustrated on the flag, was designed by Joseph H. Diss Debar, of Doddridge County in 1863 and adopted by the Legislature on September 26, 1863, and,

WHEREAS, the Great Seal bears the motto *Montani Semper Liberi*, Mountaineers are Always Free, which was adopted as the official motto of the state of West Virginia in Article II, Section 2-7, of the state constitution signed in 1872, and,

WHEREAS, the Great Seal of West Virginia bears a farmer to the right and a miner to the left of a large rock bearing the date of admission to the Union, June 20, 1863. The two men, a farmer and a miner, stand on either side of the boulder and represent agriculture and industry. The farmer stands on the left with an ax and plow before a cornstalk, and a sheaf of wheat. The miner stands on the right with a pickaxe and, behind him, two barrels, an anvil, and sledgehammer and,

WHEREAS, the state's coat of arms in the center of the Great Seal symbolizes the principal pursuits and resources of West Virginia. In front of the boulder lie two crossed hunting rifles and a Phrygian cap (Cap of Liberty) to illustrate the importance of the state's fight for liberty, and,

WHEREAS, the pledge of allegiance to the flag of West Virginia was unanimously adopted by the Secretary of State's office after being duly moved and seconded by Charles S. Smith and Carol J. Calvert on February 8, 1977, and,

**Pledge of Allegiance
to the
West Virginia State Flag**

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that "Mountaineers Are Always Free," which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

As unanimously adopted by the Secretary of State's office after being duly moved and second by Charles S. Smith and Carol J. Calvert, respectively, and voted upon by the following:

February 8, 1977

NOW, THEREFORE, LET IT BE RESOLVED, By the County Commission of Jefferson County, West Virginia: that the County Commission hereby adopts the Pledge of Allegiance to the West Virginia State Flag; and,

BE IT FURTHER RESOLVED, that the County Commission of Jefferson County, West Virginia shall commence opening each meeting with the Pledge of Allegiance to the West Virginia State Flag, immediately following the pledge to the flag of the United States effective immediately following the adoption of this resolution,

NOW, THEREFORE, BE IT RESOLVED, that the County Commission of Jefferson County, West Virginia hereby certifies this resolution passed and signed this _____ day of _____ 2024.

Stephen Stolipher, President

Jane Tabb, Vice-President

Tricia Jackson, Commissioner

Jennifer Krouse, Commissioner

Jacqueline C. Shadle
Jefferson County Clerk

Pasha Majdi, Commissioner

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Eddie Benites, Interim County Administrator

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 15, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interim County Administrator Reports**

- 📌 Update on the hiring solicitations
- 📌 Emergency Services Agency onboarding
- 📌 TIF lawyer
- 📌 Boards and employee ethics training
- 📌 Opioid Settlement update
- 📌 Internal Budget Revision- ARPA
- 📌 Personnel issue- closed session recommended
- 📌 Budget consideration- Farmland Protection
- 📌 Budget dates approval

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Tricia Jackson

COMMISSIONER

Jennifer Krouse

COMMISSIONER

Pasha Majdi

To: Commissioner Tricia Jackson
Commissioner Jennifer Krouse
Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb

From: Edwina Benites-LM, interim county administrator

Date: February 9, 2024

Re: Interim County Administrator Report, February 15, 2024

Summary:

- Update on the hiring solicitations
- Emergency Services Agency onboarding
- TIF lawyer
- Boards and employee ethics training
- Opioid Settlement update
- Internal Budget Revision- ARPA
- Personnel issue- closed session recommended
- Budget consideration- Farmland Protection
- Budget dates approval

Update on hiring solicitations:

Total applications received:

- County Administrator- 18

The deputy county administrator position is closed. I am working with two others to review applicants.

The county administrator position closes on February 16, 2024.

Emergency Services Agency onboarding

Staff leadership, payroll, JCESA, and legal staff are meeting the week of February 12th.

The new deputy administrator should be tasked with reviewing the non-payroll employee policies.

TIF lawyer

I collected engagement letters from parties interested in representing the County on tax increment financing (TIF).

On September 7, 2023, the Jefferson County Commission tasked the county administrator with hiring outside counsel to advise regarding the Hill Top House and tax increment financing (TIF).

On January 18, 2024, the Commission provided additional guidance asking for the interim county administrator to provide letters of engagement for review before hiring a TIF attorney. The Commission additionally requested that the engagement letters detail any interested firm's business before the County Commission.

I contacted John Stump (Steptoe & Johnson) for the most recent version of Hill Top's request. I shared Hill Top's request with Mark Imbrogno (Jackson Kelly), Tom Pearcy (Bowles Rice), Amy Condaras (Frost Brown Todd), and Josh Jarrell (Spilman, Thomas & Battle). I asked the commissioners to let me know if I should contact any other attorneys.

** I was provided with Robert Steptoe's information. He, however, works in investments and financing and is not a lawyer.

I requested that engagement letters include:

- details regarding fees;
- a summary experience on TIFs, sales tax increment financing (STIFs), payment in lieu of taxes (PILOTs), and other economic development financing programs; and
- details regarding the attorney and/ or firm's current representation before the Commission, its departments, boards, or commissions.

Attached are the engagement letters and summaries of experience and representation.

Attachments:

- Attachment 1a- Bowles Rice- Email
- Attachment 1b- Bowles Rice- Engagement Letter
- Attachment 1c- Jackson Kelly- Email
- Attachment 1d- Jackson Kelly- Engagement Letter
- Attachment 1e- Spillman Thomas & Battle- Engagement Letter
- Attachment 1f- Spillman Thomas & Battle- Proposal

Suggested motion: Motion to task the interim county administrator with executing a contract with XXXX and inviting the firm, Hill Top House, and Hill Top House's counsel (Steptoe & Johnson) to the next available Commission meeting.

Boards and employee training:

The Ethics Commission hosted a training on February 8th. Meeting information was shared with department heads and the public via the alert system. The training is free.

In the last several years, employees have not received training often considered standard. Several human resource issues may be the result of a lack of training. This week, the West Virginia Ethics Commission and the County host an employee ethics training. The training is mandatory, and I've requested attendance records be kept. The training is free.

Opioid Settlement plan

The State and many local governments will receive significant opioid settlement funds. To be good stewards of these funds, the County will host a public workshop to (1) understand the opioid crisis in Jefferson County; (2) understand how the opioid settlement funds can be used; and (3) receive constituent input on priority funding areas.

I have reached out to our attorney on this matter, the Health Department, the prosecutor's office, and the Sheriff's office to provide presentations. I am looking at the week of March 18th.

The County was allocated \$1,190,509.59 in opioid settlement funds. At the February 1st meeting, the Commission approved transferring the funds to a CDAR. Since that time, the tax office needed to confirm that CDAR accounts are an approved use of the funds, they are, and interest has accrued.

Suggested motion: Motion to approve the attached letter to move the opioid settlement funds into a CDAR account.

Attachments:

- Attachment 2a- CDAR Request
- Attachment 2b- Bank Statement

Internal Budget Revision- ARPA

Attached are the internal budget revisions for ARPA. The budget for APRA for FY 24 was approved at the amount proposed and did not take into consideration APRA funding approvals between the budget proposal and the new fiscal year.

Attachments:

- Attachment 3a- FY24-007- Internal Budget Revision Page 1
- Attachment 3a- FY24-007- Internal Budget Revision Page 2

Personnel issue- closed session recommended

Suggested motion: Motion to move into executive session pursuant to the Open Governmental Proceedings Act § 6-9A-4, *Exception 2A* "Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting."

Budget consideration- Farmland Protection

The Farmland Protection Board was formed in 2000. For the majority of that time, the work of the Farmland Protection Board was completed by a staffer in the Jefferson County Development Authority.

In February of 2022, the Commission approved moving the Farmland Protection Board director from the JCDA to a department head reporting to the County Administrator and the Finance Office. There was no department to be head of. With the turnover of administrative staff, no department

was created, and the Farmland Protection Board director's salary came out of Hunter House (administration), the rent is paid by the Jefferson County Development Authority, and the Farmland Protection Board also uses the transfer tax.

Because the County experiences a high rate of turnover, I highly recommend departments have at least three staff members.

To move forward and budget appropriately, please consider the following motions as possible solutions:

Suggested motion 1: Motion to create the Farmland Protection Board as a component agency of Jefferson County government with three employees.

Suggested motion 2: Motion to create the Farmland Protection Board Office within the Jefferson County Development Authority.

Suggested motion 3: Motion to create the Farmland Protection Board Office within the Department of Engineering, Planning, and Zoning.

Attachment 4- JCC Minutes 20220203

Budget dates approval

Suggested motion: Motion to approve the following public meetings to consider the budget:

- February 21 at 6:30 pm for a Budget 101 workshop
- February 26, 27, and 28 beginning at 9:30 am each day to receive budget presentations
- March 11 at 6:00 pm for a community forum for public hearing of the budget

Attachment 5- FY25 Budget Process Calendar

Edwina Benites

From: Tom Percy <tpercy@bowlesrice.com>
Sent: Thursday, February 8, 2024 10:16 AM
To: Edwina Benites
Subject: RE: Looking for assistance with TIFs

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

Eddie: I just wanted to supplement the list of pending matters – see the new red text below.

Thompson R. Percy

Bowles Rice LLP
tpercy@bowlesrice.com
600 Quarrier Street | Charleston, WV 25301
Tel: (304) 347-2117 | Fax: (304) 343-3058
Bio | vCard

Bowles Rice

CONFIDENTIAL AND PRIVILEGED: This e-mail is confidential and privileged, and intended only for the review and use of the addressee(s). If you have received this e-mail in error, please notify the sender at (304) 347-2117 or by e-mail at tpercy@bowlesrice.com. Thank you.

From: Tom Percy
Sent: Wednesday, February 7, 2024 5:49 PM
To: Edwina Benites <ebenites@jeffersoncountywv.org>
Subject: RE: Looking for assistance with TIFs

Eddie: As we discussed, please find attached a copy of our firm's standard engagement letter. This letter is set up for execution, if approved, but we understand that we have not yet been engaged to serve as legal counsel on the TIF matter.

Also, provided below are the only responses to-date that we have received from the conflict check:

- We serve as counsel to the Town of Harpers Ferry, but we do not view this as a disqualifying conflict;
- Kin Sayre, who may assist on this matter, has several property tax appeal pending in the Office of Tax Appeals;
- An attorney at our firm works with landowners regularly in regard to their sales of conservation easements to the Jefferson County Farmland Protection Board – a client closed on one about 10 days ago;
- The same attorney served as a Fiduciary Commissioner appointed by the County Commission for over 20 years. He resigned in 2022 to let some others fill the same role, but is still supervising a few estates to completion that were assigned to him before resignation;
- An attorney has two estate matters pending before the County Commission – Estate of Richard Walter Accurso and Estate of Ellen Sherry Hoffman; and
- The same attorney also has an appeal of a decision of the Jefferson County Board of Zoning Appeals – Earthworx General Contracting Services, Inc.

I will certainly update this list if any additional matters come to my attention. Please let me know if you have any further questions or concerns. We appreciate this opportunity.

Bowles Rice

Attorneys at Law

600 Quarrier Street, Charleston, WV 25301
P.O. Box 1386, Charleston, WV 25325-1386
304.347.1100

101 South Queen Street
Martinsburg, WV 25401

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

February 7, 2024

bowlesrice.com

Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414
Attn: Edwina Benites

VIA EMAIL

ebenites@jeffersoncountywv.org

Re: Engagement Letter – Jefferson County Commission, Tax Increment Financing District and Obligations

Dear Benites:

I am writing to confirm our representation of The County Commission of Jefferson County, West Virginia (the “County Commission”). We are very pleased that the Commission has decided to retain Bowles Rice LLP to provide legal services. We will do our utmost to effectively and ethically represent you on this project and in all matters that you may refer to us from time to time.

Scope of Representation. Specifically, we have agreed to represent the Commission in connection with the proposed Tax Increment Financing District and potential TIF Obligations (as Issuer’s Counsel) to be issued in connection therewith.

Staffing and Fee Arrangement. Kin Sayre and I will be your primary contacts on this matter. Kin’s 2024 hourly rate is \$385 and my 2024 hourly rate is \$325. We may well involve other lawyers and staff on this project, as appropriate, necessary or desirable in connection with the efficient and effective execution of the project. The range of hourly rates for attorneys and paralegals in our firm is set forth in the enclosed billing practices statement. In all cases we will bill for our services at our standard hourly rates, as the same may be adjusted from time to time.

In performing these legal services for the Commission, we will endeavor to keep the charges as low as possible considering both the complexity and difficulty of the matter involved and the need to maintain the highest standards of professional quality. I will be happy to discuss with you and to provide updates and estimates with respect to our fees from time to time, as you may desire. Because

Bowles Rice

Jefferson County Commission

February 7, 2024

Page 2

of the uncertainties that always attend such matters, it is most difficult to precisely estimate, in advance, the actual cost to the Commission of performing these services. Accordingly, any verbal estimates you may have requested from us must be considered in that light. To the extent our fees will exceed an estimate provided to you, we will seek your approval for the additional fees.

An explanation of this firm's billing practices is enclosed with this letter. To summarize, our charges for performing the legal services will be reported to the Commission in an itemized fashion once a month. This will enable you to monitor our charges on a monthly basis. Of course, you may contact me at any time to obtain a status report of your account.

Client Responsibilities. The Commission will be responsible for providing us with complete and accurate information as to all matters as to which you seek our advice, counsel, and services.

Conflict of Interest Issues. As of this writing, our internal conflict review process has revealed no potential conflict of interest issues posed by our representation of the Commission in this matter.

Recurring potential conflict problems have caused us to adopt the following conflicts policy for those clients whom we represent only occasionally or in a limited area of work. We will seek your consent prior to our representation of other clients in other matters whose interests may conflict with your interests so long as we, in our employment by you, do not become privy to confidential information which would be relevant in our representation of another client with adverse interests. By signing below, the Commission evidences its agreement with and acceptance of our conflicts policy and the conditions set forth herein.

If at any time you decide that we should suspend activity on the Commission's behalf in this or any other matter, please notify me as soon as possible.

File Retention Policy. Our general policy is to retain client files for a minimum of five years following the conclusion of our representation in any matter. If you want any materials in our files that belong to you to be returned to the Commission after the completion of our work, please contact us within that five-year period or all such materials may be destroyed.

Please review this letter and the enclosure as soon as possible. If the terms of the letter and the enclosure meet with your approval, please sign a copy of this letter and return it to me. By engaging us to perform legal services for the Commission, you agree to the billing practices and staffing arrangement outlined herein and in the enclosed billing practices statement, and to make timely payment of our statements.


Bowles Rice

Jefferson County Commission
February 7, 2024
Page 3

We are very excited about this project. Thank you for this opportunity. We look forward to working with you and others at the Commission on this project, and to helping you achieve your goals and objectives.

Respectfully yours,

BOWLES RICE LLP



Thompson R. Percy, Esquire

Enclosure

Agreed to and Accepted by:

THE COUNTY COMMISSION OF JEFFERSON COUNTY,
WEST VIRGINIA

By: _____

Its: _____

Date: _____

Bowles Rice

Jefferson County Commission
February 7, 2024
Page 4

BILLING PRACTICES

The firm's schedule of hourly billing rates for attorneys and other professionals is based on years of experience, specialization in training and practice, and level of professional attainment. The 2024 hourly billing rate range is as follows:

Partners	\$250.00 to \$495.00 per hour
Associates	\$190.00 to \$400.00 per hour
Special Counsel	\$200.00 to \$475.00 per hour
Legal Assistants	\$100.00 to \$250.00 per hour

These hourly rates are subject to annual review and adjustment on January 1 of each calendar year.

The firm's hourly rates have been adopted primarily for our benefit for assistance in preparing fair statements for services rendered. They are not intended to be applied as a flat rate, without other considerations, for services performed by a given attorney. While the hourly rate is important in determining a bill, it is used as a guide against which other matters are taken into consideration in the preparation of statements for services rendered. These items include such items as the complexity of the matter, the overall importance and value of the matter, the special efforts or abilities which might have been required in connection with it, the results obtained and other considerations which may be pertinent to that piece of work. Undoubtedly, some matters justify a fee in excess of the number of hours spent thereon multiplied by the respective hourly rate, and others justify a fee somewhat less than the one determined by such calculation. When a statement is rendered, we have determined that it is a reasonable fee for the services rendered.

Expenses

There are three categories of expense which the firm will bill in addition to its fee.

1. Out-of-pocket expenses such as travel, meals, filing fees, and other similar expenses.
2. Extraordinary expenses such as deposition costs, printing costs, expert witness fees, reports, and other similar expenses, which will be billed directly to the client.
3. Administrative expenses for photocopies, postage, computerized research services and messenger services are billed directly to the client.

In some cases we may incur a large expense on your behalf which necessitates billing that expense when incurred. We will consult with you and obtain your permission before obligating you for such an expense.

Bowles Rice

Jefferson County Commission
February 7, 2024
Page 5

Billing Procedures

Our statements will be prepared and sent during the month following the month in which the service is rendered and costs advanced were incurred. Payment of our statements and expense charges is due upon receipt of the statement and payable within 30 days.

Termination of Representation

The client maintains the right to terminate the firm's representation at any time. We ask that any such notice be given in writing. The firm will retain possession of all files and records until such time as a final payment for fees and expenses to date of the written notice is received. Copies of files and records will be made available to the client at a reasonable cost for photocopying.

The firm also reserves the right to terminate the representation of the client when, in the firm's judgment, it is in the firm's best interest to do so. An example of a reason for the firm to terminate its representation would be for failure of the client to promptly pay invoices for services rendered by the firm.

We reserve the right to copy relevant portions of your file at a cost to you of \$0.25 per page if our representation is terminated at your request or because of non-payment of our fees or costs. The original file will then be returned to you in a timely fashion.

Edwina Benites

From: Imbrogno, Mark <maimbrogno@jacksonkelly.com>
Sent: Monday, February 5, 2024 9:42 AM
To: Edwina Benites
Subject: FW: Looking for assistance with TIFs
Attachments: Engagement Letter 2024 Jefferson County Commission 4868-3926-8225 v.1.pdf

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

Good morning, Eddie—in follow up to my other email this morning, please see responses below to the requested information related to assisting with the TIF.

Best,
Mark

Mark Imbrogno | Member | **JACKSONKELLY** PLLC
3000 Swiss Pine Way, Suite 200 | Morgantown, WV 26501 | www.JacksonKelly.com
Office: (304) 284-4146 | Mobile: (304) 546-9998 | maimbrogno@jacksonkelly.com

JACKSONKELLY PLLC

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Pursuant to the requirements related to practice before the Internal Revenue Service, any tax advice contained in this communication (including any attachments) is not intended or written to be used and cannot be used by any taxpayer for the purpose of (i) avoiding Federal tax penalties that may be imposed on the taxpayer or (ii) promoting, marketing or recommending to another person any tax-related matter.

The standards for Federal tax practice require that certain steps be taken before written advice may be relied upon by any taxpayer to avoid Federal tax penalties. This communication is not intended to comply with those standards. In order for a taxpayer to rely upon written advice to avoid penalties, it must be a "formal opinion." We would be happy to discuss with you whether you might desire a "formal opinion" and the additional cost associated with such an opinion.

From: Imbrogno, Mark
Sent: Thursday, January 25, 2024 12:41 PM
To: Edwina Benites <ebenites@jeffersoncountywv.org>
Subject: RE: Looking for assistance with TIFs

Good afternoon, Eddie,

As I mentioned in my voicemail yesterday afternoon, Jackson Kelly is still interested in assisting the County with this project. Attached is an engagement letter that includes my hourly rate, and below are responses to the other two items in your email below. If you need any additional information on any of the responses or anything else in the meantime, please just let me know.

Thank you,
Mark

Experience on TIFs, STIFs, PILOTs, or other economic development financing programs:

- South Charleston Park Place and Jefferson Park Developments – Real estate TIF district; STIF district; economic development financing
- Advice on PILOT and bonds to publicly traded manufacturer investing in multiple sites in West Virginia.
- Advice on PILOT and state performance based debt financing to publicly traded manufacturer.
- Highlands (Ohio County) – largest economic development project in the state – TIF and STIF districts and financing.
- CEMEX -- PILOT
- EntSORGA – PILOT and bonds
- Vienna/Grand Central Mall Redevelopment – Wood County Mall TIF
- Charles Pointe (Bridgeport, WV) – counsel to Community Enhancement District for TIF District
- City of Charleston – Downtown Development TIF
- Represent bond purchaser/investment bankers on following TIFs: Huntington/Kinetic Park TIF, Kanawha County/Elkview Crossing TIF, Greenbrier County/White Sulphur Springs TIF
- Currently counsel on two other TIF Districts in process of creation—a municipal one focused on tourism development, a county one focused on retail development
- Counsel to developer on potential formation of new STIF for retail and housing development.

Any interests Jackson Kelly currently has before the Commission, its departments, boards, or commissions:

Jackson Kelly anticipates representing an entity before the County Board of Zoning Appeals in the near(ish) future and is representing parties in litigation filed by Douglas Rockwell against the County Commission and the County Planning Commission.

Mark Imbrogno | Member | **JACKSONKELLY_{PLLC}**
3000 Swiss Pine Way, Suite 200 | Morgantown, WV 26501 | www.JacksonKelly.com
Office: (304) 284-4146 | Mobile: (304) 546-9998 | maimbrogno@jacksonkelly.com

JACKSONKELLY_{PLLC}

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JACKSONKELLY^{PLLC}

3000 SWISS PINEWAY • SUITE 200 • P.O. BOX 619 (26507) • MORGANTOWN, WEST VIRGINIA 26501 • TELEPHONE: 304.284.4100 • FAX: 304.284.4140
www.jacksonkelly.com

Email Address: MAImbrogno@JacksonKelly.com

Writer's Fax No.: Fax: (304) 284-4140

Direct Dial No.: (304) 284-4146

January 25, 2024

VIA E-MAIL (ebenites@jeffersoncountywv.org)

Edwina Benites, Interim County Administrator
The County Commission of Jefferson County,
West Virginia
124 E. Washington Street
Charles Town, West Virginia 25414

Dear Ms. Benites:

We at Jackson Kelly PLLC (the "Firm") are pleased that you have selected the Firm to serve as your counsel. Our client in this engagement is The County Commission of Jefferson County, West Virginia (hereinafter sometimes referred to as "you"). This engagement involves serving as counsel in connection with the creation of a proposed real property tax increment financing district for the Hill Top House Hotel redevelopment (the "Bonds").

This letter will confirm our engagement by you and includes the attached policies entitled *Jackson Kelly PLLC Client Engagement Policies* which will apply to our representation of you in this and any future engagement unless we agree in writing to mutually acceptable alternatives. It is important that you read the enclosed Engagement Policies and we encourage you to write or call if you would like us to clarify anything in this letter or the attached policies.

In undertaking this representation, our objective is to represent you to the best of our ability without forfeiting the existing representation of existing or potential clients. The Firm has represented, and continues to represent, many different corporate and individual clients with various business interests in numerous industries. Therefore, as a specific condition to our undertaking your representation, you understand and agree that the Firm may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to the matter we are handling on your behalf, as further explained and limited in the attached Engagement Policies.

Please be aware that our representation of you shall not give rise to an attorney-client relationship between the Firm and any of your affiliates or any of your owners, partners, members, managers, directors, officers or employees. Therefore, we urge you to consult with us before disclosing any attorney-client confidences to others.

Our duties in this matter do not include providing financial advice or providing any services or advice typically provided by those serving in a capacity as a municipal advisor, financial advisor, underwriter or broker-dealer.

Bridgeport, WV • Charleston, WV • Martinsburg, WV • Morgantown, WV • Denver, CO
Evansville, IN • Lexington, KY • Akron, OH • Pittsburgh, PA • Washington, DC

We have elected to commence this representation without requesting a retainer. However, we reserve the right to request a retainer at any time during the course of this representation, should we deem it advisable to do so. Failure to pay such retainer may result in our withdrawal from your representation.

Our billing practices are outlined in our Engagement Policies and you agree to pay us for our services in accordance with our Engagement Policies. Our current hourly rates range from *\$230.00 to \$600.00 for lawyers and from \$55.00 to \$295.00* for paraprofessionals, depending on the experience and expertise of the person performing the service and the nature of the work. We review hourly rates at least annually and adjust them based upon costs and experience. Our fee structure takes into account the fact that we charge separately for computer-aided legal research and other expenses as outlined in our Engagement Policies. Mark A. Imbrogno will be the attorney primarily responsible for this matter, and his current rate is \$410 per hour.

At your request, papers and property furnished by you will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

Once again, we are pleased to have the opportunity to represent you. We will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the potential outcome of your legal matters are expressions of our best professional judgment, but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

If you have questions about any aspect of our engagement or our invoices from time to time, please feel free to raise those questions. We are open to discussion of all of these matters, including the amount of our invoices. It is important that we begin and proceed on a mutually clear and satisfactory basis. We want you to be a satisfied client.

If the foregoing terms are acceptable to you, please execute two copies, keep one for your files and return the other copy to me. We look forward to working with you.

Sincerely,

JACKSON KELLY PLLC

Mark A. Imbrogno, Esq., Member

Accepted and Approved:

THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

By: _____
Its: Interim County Administrator
Date: _____

Enclosure: Client Engagement Policies

JACKSON KELLY PLLC
CLIENT ENGAGEMENT POLICIES

Jackson Kelly PLLC is pleased to have the opportunity to serve as your counsel. Unless an agreed engagement letter alters these policies, they will apply to our representation of you.

I. Joint Expectations

We view the practice of law as an honorable profession and we will endeavor to perform our services for you in accordance with the highest ethical and professional standards. You can expect us to represent you zealously with integrity, honor and compassion. In return, we expect candor, honesty and cooperation from you. We believe that the fees which we charge you are fair, in accordance with our agreement and professional standards. Our fee arrangement with you anticipates prompt payment by you, as noted below. If you anticipate an inability to pay promptly, we expect you to immediately notify us in order that we may either discontinue our representation or agree to some alternative fee arrangement.

II. Work Assignments

Unless we otherwise agree with you, the lawyer principally responsible for your work may assign parts of such work to other lawyers or other personnel in the Firm under his or her supervision. The supervising lawyer will continue to be responsible for the entire assignment. Absent a specific request, our practice is to have work performed at the lowest guideline billing rate by lawyers or paraprofessionals (under lawyer supervision) having the appropriate experience and expertise.

III. Fees, Charges and Related Matters

A. **Fees.** We believe that our fees are competitive with those charged by other firms with our experience. Our fees are formulated to reflect the value of our services to our clients. To help us determine the value of our services, we ask each of our attorneys, paralegals, legal assistants and certain clerical personnel providing specialized support to maintain time records for each client and matter. These individuals are assigned hourly rates, which are reflected on the billing statement sent to clients. These hourly rates are adjusted from time to time (generally once a year) and can change during the course of our engagement. In accounting for the hours attributable to an assignment, the billing attorney may take into consideration efficiencies and value resulting from the Firm's technology and other resources that provide benefit to the client that is greater than would be reflected in the hourly rate of the individual lawyer involved.

If some or all of the matter for which we have been engaged is covered by your insurance company, we will cooperate with your company with regard to reporting and will bill them in accordance with accepted procedures. However, we view you, not the insurance company, to be our client and we shall look to you for payment of our services and expenses in this engagement to the extent that they are not covered by your insurance company or not paid in a timely fashion by the insurance company.

B. **Charges.** Although fees for our professional services normally make up the bulk of our charges, we may also incur other costs. The amount of these costs in proportion to fees varies from client to client and matter to matter. To ensure that we charge the clients and matters causing us to incur these costs, we have not considered such costs in establishing our fee structure, but rather charge such costs separately to the appropriate clients. In addition to our fees for services rendered, our statements will include charges for items such as long-distance telephone, special postage, facsimile, messengers, overnight deliveries, travel, photocopying, scanning, and use of special services such as printers, indexing on CDs, or experts, if needed. Our statements will not include charges for secretarial services or overtime. In litigation matters, we include payments we must make for process servers, court reporters, witness fees and so forth. We also include as an expense the use of certain computerized data and legal research systems that in our experience significantly reduce legal research time and its cost. We may request that large disbursement items be billed directly to you for payment or that you advance these costs.

We make every effort to include disbursements and expenses in the statement for the month in which they are incurred. Some disbursements and expenses, such as telephone charges, are not available to us until the following months, in which case either a subsequent statement will be rendered to you for these additional charges, or an estimated amount will be included in the initial billing and an adjustment made when the actual disbursement information is available.

C. **Retainer.** For engagements that we accept for other than regular clients, our normal practice is to require a retainer or security deposit in advance of our performing any significant services. On occasion, such a deposit is required at a later time due to payment irregularities. In either event assuming your invoices are thereafter kept current, this deposit will be retained by us and applied against our final billing for services and charges including any then outstanding unpaid invoices. If our final billing together with unpaid invoices is in an amount less than the deposit, we will refund the difference. The engagement letter will state whether an advance has been required before undertaking a particular representation.

D. **Payment Terms.** Our normal procedure is to invoice clients monthly for services rendered and charges incurred in the prior calendar month, but occasionally time entries and costs may be delayed to a later billing period. Our invoices are payable, in the amount stated, upon receipt and are without interest for thirty (30) days following receipt. We reserve the right to stop work on all matters we are handling for a client if any amount invoiced to such client is 60 days or more past due and to withdraw from representation upon this basis. In addition, we reserve the right to impose the legal rate of interest on all fees and charges not paid within thirty (30) days following receipt.

E. **Audits.** If you have engaged a Firm to conduct legal audits on the work which we provide to you pursuant to this engagement, we will make every reasonable effort to cooperate with your auditor, subject to the Rules of Professional Responsibility; will be available to discuss the audit's results and recommendations with you; and will make such adjustments as we in our sole judgment deem reasonable. However, we pride ourselves on the integrity and efficiency of our timekeepers and unless agreed to in advance, we are not bound by the audit adjustments and are not obligated to provide such information to third parties, except under certain very specific

Professional Rules of Responsibility conditions. With regard to accounting audits, we shall also comply with professional agreements in responding and will charge you for those responses.

F. **Electronic Billing.** We will make every reasonable effort to transmit our invoices to you in an electronic format if so requested. Unless otherwise specifically agreed to in writing, any charges, fees or discounts to either third parties or you will be your responsibility and if advanced by us will be included in the next monthly invoice to you for payment.

G. **Fee Estimates.** Any estimates of anticipated fees that we provide are, due to the uncertainties involved, necessarily only an approximation of potential fees. Under no circumstances are such estimates a maximum fee quotation. Our actual fees will be determined in accordance with the policies described herein.

IV. Conflict of Interest Policy

As a specific condition to our undertaking your representation, you understand and agree that the Firm may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to the matter we are handling on your behalf, even if the interests of such other clients in those other matters are directly adverse to yours, and even if those other matters ripen into or involve litigation between such other clients and yourself.

We agree, however, that your prospective agreement and consent to such conflicting representation shall not apply in any instance where, as a result of our representation of you, we have obtained sensitive, proprietary or other confidential information of a nonpublic nature that, if known to such other client, could be used to the material disadvantage of your interests in the matter involved. Nor shall it apply to permit us to represent any client against you in any litigation or similar proceeding in which we represent you.

We assume that you are familiar with the potential consequences of such a prospective conflict of interest waiver by virtue of your business sophistication and experience in one or more other matters. Nevertheless, you may want to consider consulting separate counsel regarding your waiver on the terms set forth herein. We encourage you to do so before agreeing to these terms of representation.

V. Other Matters

A. **Term of Engagement.** You have the right to terminate our engagement at any time. Similarly, subject to our ethical obligations to give reasonable notice in order for you to arrange for alternative representation, we may terminate our engagement at any time. Should either of us exercise the right to terminate the engagement, you agree to sign promptly a Substitution of Counsel Agreement authorizing our withdrawal as counsel of record in any pending proceeding. In the event of such a termination prior to conclusion of our representation of you in any matter, we will deliver pursuant to your direction all original documents furnished to us together with such materials as we have prepared for the matter. It will be necessary for us to retain a reproduction of all such file materials and you will be charged for the cost of making such reproduction.

B. **Litigation and Records.** Given the current legal environment, we find it necessary to advise clients that once a lawsuit has been filed, or a lawsuit is reasonably foreseeable, it is important that the client take reasonable steps to preserve all potential evidence that might relate to that lawsuit. Potential evidence that must be preserved includes, but is not limited to, writings, drawings, graphs, charts, photographs, phone records and other data compilations, correspondence, e-mail, reports, files, notes, papers, equipment, equipment parts and/or component, products, product parts, and/or components and any other documents or materials and electronic information that may have relevance to this case. Any and all forms, including those in electronic format, of the aforementioned types of evidence must be preserved. These materials must be preserved until this lawsuit has been finally resolved. Accordingly, you should immediately take the reasonable steps necessary to collect and preserve this potential evidence, including a review of your document retention/destruction policies to ensure that any potential evidence is not destroyed during the pendency of this lawsuit. This must be done even if your normal document retention/destruction policies would require destruction during this time. If materials exist that were scheduled for destruction prior to the filing of this lawsuit but which have not been destroyed as of this date, they must also be preserved until this case is resolved. The failure to take reasonable steps to properly preserve potential evidence, including informing any and all key personnel of these steps, could result in a claim by the opposing party that you have destroyed or spoiled evidence and result in monetary sanctions, exclusion of evidence, or other adverse rulings by a court, including a judgment for the opposing party. If you have any questions in this regard, please contact us as soon as possible.

C. **Conclusion of Engagement; Disposition of File Materials.** Our representation of you in any particular matter will terminate upon our sending to you our final invoice. Following such termination, at your request made within a reasonable time after such termination, papers you have supplied to us will be returned to you. We may retain certain records, including Protected Health Information under HIPAA, pursuant to our retention policy, and we mutually agree that our retention policy shall be sufficient reason to deem the return or destruction of Protected Health Information infeasible under any Business Associate Agreement that we may jointly execute. For various reasons, including the minimization of unnecessary storage expenses and applicable laws, if you have not asked in writing for the return of papers you have supplied to us, we reserve the right to destroy or otherwise dispose of any file materials in our possession upon the expiration of

a reasonable time after the termination of the engagement, including Protected Health Information under HIPAA.

D. **Arbitration of Disputes.** Although we look forward to a mutually satisfactory relationship, we mutually agree that in order to avoid litigation in the event of any dispute concerning invoices submitted by us, any such dispute shall be submitted exclusively to mandatory binding arbitration in the City of Charleston, West Virginia or in the alternative by agreement, in the primary billing office for a client, by a single arbitrator under the Commercial Arbitration Rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding on the parties. Judgment on any arbitration award may be entered in accordance with the Rules of Civil Procedure of the State where the arbitration is conducted. Arbitration is limited to fee and expense disputes alone and is not applicable to any other aspect of this engagement and is provided as cost-effective alternative dispute resolution solely for fee and expense disputes between us.

Despite the fact that this arbitration provision relates only to fee and expense disputes and no other issue or dispute, we are obligated to inform you that arbitration of such fee and expense disputes may result in the waiver of significant rights, such as the waiver of the right to a jury trial, the possible waiver of broad discovery and the loss of the right to appeal. You have the right to consult independent counsel before accepting this arbitration provision by retaining the Firm in this matter.

January 31, 2024

VIA EMAIL (ebenites@jeffersoncountywv.org)
Ms. Edwina Benites
Interim County Administrator
Jefferson County Commission

Re: PROPOSAL FOR REVIEW OF SWAN HILL TOP HOUSE HOTEL, LLC TIF APPLICATION

Dear Ms. Benites:

Spilman Thomas & Battle, PLLC ("Spilman") is pleased to submit this proposal to provide advice and counsel to the Jefferson County Commission (the "Commission") in connection with SWaN Hill Top House Hotel LLC's proposed Tax Increment Financing District No. 1 in Harper's Ferry, West Virginia (the "Project"). We believe we can provide the Commission with *outstanding experience and service*, allowing the Commission to achieve its goals.

With respect to the proposal and scope of services for the Project, we respond as follows:

Spilman's Public Finance Team:

Spilman was established in 1864 – one year after the formation of the State of West Virginia – and we have served as counselors for virtually all aspects of law since then. Spilman's Public Finance Team has established expertise in all types of taxable and tax-exempt governmental financings of public and private facilities. The Team is comprised of West Virginia- and Virginia-licensed attorneys who regularly handle and participate in West Virginia public finance and related transactions. Spilman's attorneys can address the spectrum of legal and tax issues that arise in public finance transactions. Our attorneys have led and participated in financings for a wide variety of negotiated and competitively bid tax-exempt and taxable governmental financings of public and private Projects, including:

- Tax Increment Finance (TIF)
- Drinking Water Facilities
- Sewer/Wastewater Facilities
- Government Facilities
- Higher Education Facilities
- Manufacturing Facilities
- Solid Waste Facilities
- Highways/Public Roads
- Airports
- Parking Facilities
- Recreational Facilities
- Primary/Secondary Educational Facilities
- Health Care Facilities

True to the team approach used by all of the practice groups in our firm, the Public Finance Team works closely with firm attorneys who focus their practices in other areas of law. For example, we collaborate frequently with our lawyers who specialize in economic development, real estate law, environmental law, public utility law, healthcare law, securities law and other disciplines, as required. Our knowledge in these other areas allows us to assist clients in meeting Project objectives and evaluating alternative structures.

Our experience allows us to respond quickly and effectively to develop creative solutions. It is with this dedication that we focus on four main foundations: exceptional client service, operational excellence, a unique business model and a best-in-class team. Spilman is experienced and committed, and our Public Finance Team epitomizes the four foundations of that dedication.

Team Spilman

Spilman's public finance experience is vast. We have broad experience in all types of public finance work, which attests

Spilman Thomas & Battle, PLLC

48 Donley St., Suite 800 | PO Box 615 | Morgantown, West Virginia 26501-0615 | P 304.291.7920 | F 304.291.7979

West Virginia | North Carolina | Pennsylvania | Virginia | spilmanlaw.com

to the breadth and depth offered by the firm. The Public Finance Team's experience and knowledge of financings and the state lending programs will benefit the Commission.



Our level of experience has been acknowledged by **Chambers & Partners®** in the areas of Banking & Finance, Corporate/Commercial and Real Estate Law, among others.

Lawyers from our Public Finance Team will be assigned to this Project. Mr. Jarrell would be the lead attorney on the Project, with other Spilman attorneys providing support if needed.

JOSHUA L. JARRELL



Mr. Jarrell will lead this Project. He serves as Chair of Spilman's Public & Project Finance Practice Group. He assists clients in transactions involving public and private project finance, including assistance with TIF districts. From 2013 to 2018, he served as Deputy Secretary and General Counsel to the West Virginia Department of Commerce, now known as the West Virginia Department of Economic Development, which administers all TIFs, EODDs (STIFs), Tourism Development Tax Credits, and Tourism Development Districts. Prior to joining Spilman, Mr. Jarrell worked at Steptoe & Johnson, where he worked on public finance and numerous Tax Increment Financing and Economic Opportunity Development District Projects.

DEBRA LEE ALLEN



Ms. Allen will work closely with Mr. Jarrell as needed on this Project. She is a resident of Charles Town, West Virginia, and represents the West Virginia Economic Development Authority and West Virginia Jobs Investment Trust, as well as many other banking and finance clients. Ms. Allen served as a Board Member on the Jefferson County Economic Development Authority from early 2012 until August of 2018, and as Vice President for a two-year term. Currently, she serves on the Board of the Jefferson County Parks and Recreation Commission.

Specific Experience:

Please find below descriptions of just a few of the representative experience which outlines and demonstrates our broad expertise and qualifications to serve as counsel for the Project.

Tax Increment Financing Experience

1. The City of Elkins, West Virginia
 - Tax Increment Financing District - established June 2023
 - Managed establishment of Redevelopment District No. 1
 - City authorized to issue TIF Obligations to fund infrastructure projects within district
 - Will serve as bond counsel upon issuance of TIF Obligations from District
2. The City of Huntington, West Virginia
 - \$10,000,000 Tax Increment Revenue and Refunding Bonds, Series 2019 (Downtown Project No. 2)
 - Served as Placement Agent Counsel
3. County Commission of Cabell County, West Virginia

- \$10,000,000 Tax Increment Revenue Bonds (Grand Patrician Project No. 1) Series 2018 (Taxable)
 - Served as Placement Agent counsel
4. County Commission of Wood County, West Virginia
 - \$4,700,000 Tax Increment Revenue Bonds (Emerson Commons Project No. 1) Series 2017 (Taxable)
 - Privately placed Taxable Tax Increment Revenue Bonds
 - New Money for Infrastructure Projects at Emerson Commons
 - Served as Placement Agent's counsel and Developer's counsel
 5. County Commission of Harrison County, West Virginia
 - Tax Increment Finance - Development District Nos. 1 – 5: White Oaks Industrial Park and White Oaks Business Park
 - Issuance of TIF Bonds to fund infrastructure and site development
 - Served as Placement Agent's counsel and developer counsel
 6. City of Wheeling, West Virginia
 - Tax Increment Revenue Bonds, Series 2017 (Redevelopment District NO. 2 – Parking Garage Project No. 1)
 - Served as Placement Agent's counsel

Payment in Lieu of Tax Agreements (PILOTs)

1. Form Energy Inc. - Battery Manufacturing Plant, Weirton, West Virginia
 - Currently negotiating PILOT Agreement among Form Energy, Inc., Hancock County Commission, County Assessor, Sheriff, Board of Education, and Business Development Corporation
 - Agreement will involve all real property and certain personal property with negotiated reduced *ad valorem* tax payments over 10 years
 - Anticipated final agreement by February 2024
2. Moundsville Power, LLC – Natural Gas Power Plant
 - 2014 agreement among Moundsville Power, LLC, County Commission of Marshall County, Board of Education, Sheriff, and Assessor.
 - Agreement involves all real property and personal property with negotiated reduced *ad valorem* tax payments over 30 years

Other Economic Development Programs

1. Tourism Development Act Tax Credits
 - Greenbrier Hotel – Tennis Stadium
 - Greenbrier Hotel – Wedding Chapel
 - SWaN Hilltop House Hotel, LLC – Harpers Ferry
 - NOTE: Josh Jarrell worked on a portion of the above-referenced project involving Tourism Development Act Tax Credits while previously employed at Steptoe & Johnson PLLC. Mr. Jarrell was not the lead counsel on such project. Mr. Jarrell has reached out to the Developer via its counsel to request consent to work for the Jefferson County Commission on this matter and does not anticipate any issue in receiving such consent.
2. West Virginia Economic Development Authority
 - Serve as general counsel to the agency assisting with direct lending program, indirect lending program, loan workouts, broadband loan insurance, high impact development Projects, general corporate governance, and litigation.
3. West Virginia Jobs Investment Trust
 - Serve as general counsel to the agency assisting with all agency programs, loan transactions, investments, general corporate governance, and litigation.

Matters currently before the Commission, its departments, boards, or authorities

1. The WVEDA (represented by Spilman) has a loan to the Jefferson County Development Authority secured by the Burr Industrial Park that has a remaining balance of less than \$1,000,000 and is being paid down by the sale of lots.

Fees and Expenses:

Based upon the information available to us at this time, we estimate our fees and expenses for advising the Commission on the Project will be based on the discounted hourly rates outlined in the attached proposed Engagement Letter.

Timeline

Our services for the Commission for the Project will receive top priority from our attorneys. We are able to immediately commence work for the Commission, and will be diligent in providing prompt legal services to the Commission for the Project.

Conflict of Interest:

Our proposed representation will be subject to the provisions of the Rules of Professional conduct and all applicable laws and regulations, and will also be performed in compliance with all regulations and requirements of the participating funding agencies.

Professional Liability Protection:

Our Firm is pleased to advise the Commission that it carries professional liability insurance covering generally insurable acts, errors and omissions occurring in the practice of law, including **specific coverage** of professional liability insurance with respect to public finance transactions.

We would be pleased to meet with you to discuss this proposal in person (or by phone) and answer any questions that you may have.

Spilman's reputation is well known throughout the State. Our experience allows us to respond quickly and effectively to develop creative solutions. It is with this dedication that we focus on *The Spilman Way of client care: exceed expectations, go the extra mile, be exceedingly prompt and responsive, be proactive and not rest on our laurels, understand our client's strategic business goals, solve problems, establish loyalty by personally knowing our clients, deliver impeccable work - always, and be a leader.*

The Public Finance Team's experience and expertise in the public finance practice makes us uniquely positioned to help the Town capture the value the Public Finance Team can offer. We look forward to executing all attributes with you and your team. Thank you for the opportunity to work with the Town on this important Project.

Very truly yours,



Joshua L. Jarrell, Member

January 31, 2024

VIA EMAIL (ebenites@jeffersoncountywv.org)

The Honorable Stephen Stolipher
President, Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Re: Representation by Spilman Thomas & Battle, PLLC
TIF District No. 1 – SWaN Hill Top Hotel, LLC

Dear President Stolipher:

Spilman Thomas & Battle, PLLC (“Spilman”) is pleased to have the opportunity to provide legal representation to the Jefferson County Commission (the “County Commission”) in connection with SWaN Hill Top House Hotel, LLC’s proposed Tax Increment Financing District No. 1. Spilman will undertake this representation as elaborated below:

1. I will undertake primary responsibility for the representation at a rate of \$325.00 per hour. Work by any of Spilman’s associates for this representation will not exceed an hourly rate of \$200.00. If this matter requires further attorney or non-attorney professional support, the rates offered will be commensurate with the level of service required but will not exceed \$375.00 per hour. Legal work on this matter will receive top priority from our attorneys and non-attorney professionals. You will not be charged for travel time incurred by our attorneys or paralegals during this representation.

2. No fees are charged for secretarial, clerical or other support staff services unless they are paid overtime for work outside regular hours that is performed at your direct request.

3. Spilman will send an invoice to you no more frequently than once per month for professional services rendered and expenses incurred for work performed on this matter during the prior month(s). The invoice will contain: a narrative of the professional services rendered; the initials of the attorney or non-attorney professional who rendered each specific professional service; the expenses incurred; and the total amount due and owing on the basis of these professional services rendered and expenses incurred.

4. Expenses incurred in the amount of \$500.00 or more each will be sent to you for direct payment to the vendor.

The Honorable Stephen Stolipher
January 31, 2024
Page 2

5. Our representation with respect to the County Commission will be subject to the provisions of the Rules of Professional Conduct and all applicable federal and state laws.

If you deem the terms of the engagement acceptable as elaborated herein, please execute the originals of this letter, returning one to me.

Thank you for the opportunity to represent the County Commission. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Joshua L. Jarrell

JLJ 20590367

Approved and Accepted by:

JEFFERSON COUNTY COMMISSION

By: _____

Its: _____

Date: _____



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

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Tricia Jackson

COMMISSIONER

Jennifer Krouse

COMMISSIONER

Pasha Majdi

February 15, 2024

Bank of Charles Town (BCT)
111 E Washington Street
Charles Town, WV 25414

Re: Primary Account #33345328, Opioid Settlement Revenues Fund

To Whom it May Concern:

Please place \$1,191,194.54 of this account in a 6-month CDAR on February 20, 2024.

Sincerely,

Jacki Shadle, County Clerk
Jefferson County Commission

Steve Stolipher, President
Jefferson County Commission

Thomas Hansen, Sheriff
Jefferson County Commission



00010039

PO Box 906
111 E Washington St. Charles Town WV 25414

7489825

Date 1/31/24 Page 1
Primary Account 33345328
Images 1

SHERIFF OF JEFFERSON COUNTY
OPIOID SETTLEMENT REVENUES FUND

*** DO NOT MAIL ***

CHECKING ACCOUNTS

PUBLIC FUNDS-INTEREST		Number of Images	1
Account Number	33345328	Statement Dates	1/01/24 thru 1/31/24
Previous Balance	.00	Days This Statement Period	31
1 Deposits	1,190,509.59	Average Ledger	1,075,298
Checks/Charges	.00	Average Collected	1,075,298
Service Charge	.00	Interest Earned	684.95
Interest Paid	684.95	Annual Percentage Yield Earned	0.75%
Current Balance	1,191,194.54	2024 Interest Paid	684.95

Deposits and Additions		
Date	Description	Amount
1/04	DDA REGULAR DEPOSIT	1,190,509.59
1/31	INTEREST PAID 31 DAYS	684.95

Daily Balance Information					
Date	Balance	Date	Balance	Date	Balance
1/01	.00	1/04	1,190,509.59	1/31	1,191,194.54

*** END OF STATEMENT ***
To report Lost or Stolen ATM/debit Cards call us Monday through Friday
8:30AM to 5:00PM at 304-725-8431, all other times call 1-866-546-8273.

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2024
 Internal Budget Revision
 IBR # FY2023-2024-07 (page 1)

Narrative:

Correct the budget for the ARPA funding. The FY24 budget was entered using the same budget amounts as FY23.

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
207698-456601	TRANSFER TO GENERAL FUND	800,000.00		800,000.00	-
207700-410300	EMPLOYEES SALARY AND WAGES	91,900.00		91,900.00	-
207700-410400	FICA TAX	5,586.00		5,586.00	-
207700-410401	MEDICARE EXPENSE	1,308.00		1,308.00	-
207700-410500	HEALTH INSURANCE	21,300.30		21,300.30	-
207700-410600	RETIREMENT	11,948.00		11,948.00	-
207712-410300	EMPLOYEES SALARY AND WAGES	65,000.00		65,000.00	-
207712-410400	FICA TAX	4,030.00		4,030.00	-
207712-410401	MEDICARE EXPENSE	943.00		943.00	-
207712-410500	HEALTH INSURANCE	11,550.00		11,550.00	-
207712-410600	RETIREMENT	5,850.00		5,850.00	-
207990-456800-ARP1	ARPA-1 HF-BOL PSD CONTR TRFR	120,000.00		3,400.00	116,600.00
207900-456700-ARP11	ARPA-11 SAM MICH INFRASTRUCUT	300,000.00		21,850.00	278,150.00
207905-456800-ARP16	ARPA-16 JC AF AM CULT HER FES	12,000.00		12,000.00	-
207700-410300-ARP19	EMPLOYEES SALARY AND WAGES	-	91,900.00		91,900.00
207700-410301-ARP19	INCREMENTAL PAY	-	240.00		240.00
207700-410305-ARP19	SHIFT DIFFERENTIAL PAY	-	1,800.00		1,800.00
207700-410400-ARP19	FICA TAX	-	5,586.00		5,586.00
207700-410401-ARP19	MEDICARE EXPENSE	-	1,308.00		1,308.00
207700-410500-ARP19	HEALTH INSURANCE	-	21,300.00		21,300.00
207700-410600-ARP19	RETIREMENT	-	11,948.00		11,948.00
207700-410801-ARP19	OVERTIME	-	20,000.00		20,000.00
207712-410300-ARP20	EMPLOYEES SALARY AND WAGES	-	65,000.00		65,000.00
207712-410400-ARP20	FICA TAX	-	4,030.00		4,030.00
207712-410401-ARP20	MEDICARE EXPENSE	-	943.00		943.00
207712-410500-ARP20	HEALTH INSURANCE	-	11,550.00		11,550.00
207712-410600-ARP20	RETIREMENT	-	5,850.00		5,850.00
207712-410801-ARP20	OVERTIME	-	2,000.00		2,000.00
<i>Subtotal (Page 1)</i>		1,451,415.30	243,455.00	(1,056,665.30)	638,205.00

Requested by: Edwina Benites

Approved by:(department head/elected): _____ PAGE 1 of 2

Date: _____

Reviewed by: _____ Date: _____

Bessie Nelson /Budget Director

Date Submitted to County Commission: _____

Date Approved: _____

Authorizing Signature: _____

Minutes
Jefferson County Commission
Thursday, February 3, 2022

A meeting of the Jefferson County Commission was held on Thursday, February 3, 2021 during the first quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Clare Ath, Tricia Jackson, and Jane Tabb. Also present were Sandy McDonald, Interim County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, February 3, 2022 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Hudson to approve the December 16, 2021 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the January 20, 2022 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the January 25, 2022 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the January 26, 2022 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the January 27, 2022 BORE Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for February 3, 2022 in the amount of \$44,112.20. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
85761	AHA-ARTS & HUMANITIES ALLIANCE	\$ 751.87
85762	BOLAND TRANE SERVICES INC	\$ 5,639.00
85763	CASTO & HARRIS INC	\$ 524.52
85764	DELTA DENTAL OF WV	\$ 6,127.33
85765	DIANN BROWN	\$ 38.51
85766	ROBERT E. JONES III	\$ 2,000.00
85767	ED HANNON	\$ 10.42
85768	ESI ELECTRONIC SYSTEMS INC	\$ 821.04
85769	FEDEX	\$ 92.55
85770	FIDELITY POWER SYSTEMS	\$ 2,699.66
85771	FIRE SAFETY EQUIP	\$ 2,747.00
85772	GUTTMAN OIL CO	\$ 4,219.85
85773	HIGHMARK WV	\$ 190,738.20
85774	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 1,113.34
85775	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 18,796.82
85776	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 8,080.11
85777	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 26,500.00
85778	JEFF CO PARKS & RECREATION COMMISSION	\$ 16,931.61
85779	KEVIN J. BOYCE	\$ 333.00
85780	KONE BROOKLYN	\$ 1,809.75
85781	NAPA AUTO PARTS	\$ 81.35
85782	NATIONAL VISION ADMIN.	\$ 1,676.80
85783	OLD CHARLES TOWN LIBRARY	\$ 1,500.00
85784	PATRIOT FIRE AND SECURITY LLC	\$ 6,310.00
85785	MICHEL LLC	\$ 146.60
85786	ROBIN MAHONY	\$ 162.25
85787	RONALD DANTZIC	\$ 72.11
85788	STEVEN HOLZ	\$ 315.00
85789	TOWN OF BOLIVAR	\$ 8,080.12

85790		WV CONSOLIDATED PUBLIC RETIREMENT BD	\$ 6,681.49
85791		WVU WEST VIRGINIA UNIVERSITY	\$ 3,700.00
85792	AM/053	AXION	\$ 1,744.80
TOTAL			\$ 320,445.10

Motion by Mr. Hudson to approve the Accounts Payable for January 27, 2022 in the amount of \$320,445.10. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME	AMOUNT
85794		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,529.78
85795		BUREAU OF CHILD SUPPORT	\$ 760.05
85796		COLONIAL LIFE	\$ 95.68
85797		COMPTROLLER OF MARYLAND	\$ 615.06
85798		EFTPS IRS TAXES	\$ 91,379.69
85799		EMPOWER RETIREMENT	\$ 5,342.39
85800		GUTTMAN OIL CO	\$ 3,528.16
85801		JACQUELINE SHADLE	\$ 141.00
85802		JEFFERSON SECURITY BANK	\$ 4,355.00
85803		JOSEPH MURPHY	\$ 342.45
85804		MICHELLE GORDON	\$ 5,140.00
85805		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
85806		SHANNON BURLETT	\$ 1,836.21
85807		SPIRIT OF JEFFERSON	\$ 272.46
85808		STATE TAX DEPARTMENT	\$ 150.00
85809		THE HARTFORD	\$ 3,754.60
85810		THE HARTFORD	\$ 2,286.00
85811		TRACY HERRON-RICE RPR	\$ 562.60
85812		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 17,359.64
85813		WV EMERGENCY MANAGMENT COUNCIL	\$ 125.00
85814		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 43,719.90
85815		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 166.49
85816		XEROX FINANCIAL SERVICES	\$ 249.81
85817	FG/OO9	SHERIFF OF JEFFERSON CO	\$ 4,851.00
85818	BS/O11	SHERIFF OF JEFFERSON CO	\$ 7,964.26
85819	AM/O53	AXION STAFFING GROUP	\$ 1,007.58
85820	AM/O53	GLOBAL SCIENCE & TECH	\$ 1,800.00

TOTAL				\$ 201,168.81
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Motion by Mr. Hudson to approve the Accounts Payable for February 3, 2022 in the amount of \$201,168.81. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
541	CS/002	EASTRIDGE HEALTH SYSTEM		\$ 2,000.00
542	CS/002	WV-CASA - COURT APPT SPL		\$ 5,000.00
947	AV/056	MILLERS SUPPLIES AT WORK		\$ 834.00
TOTAL				\$ 7,834.00

Motion by Mr. Hudson to approve the Manual Checks for January 28, 2022 in the amount of \$7,834.00. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
779	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,992.41
948	AV/56	PRINT-O-STAT		\$ 190.00
386	WV369	WVDSRF		\$ 499.00
TOTAL				\$ 2,681.41

Motion by Mr. Hudson to approve the Manual Checks for February 4, 2022 in the amount of \$2,681.41. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Hudson to approve the Payroll for January 20, 2022 in the amount of \$250,451.81. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the Payroll for February 4, 2022 in the amount of \$259,244.99. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following: David Tabb, Jennifer Krouse, and Christine Marshall.

PRESENTATIONS

1. Jacqueline Shadle, County Clerk – requested approval to change the county payroll date from Thursday to Friday.
 - **Motion by Ms. Jackson to move approve the request to move the county payroll date from Thursdays to Fridays, effective July 1, 2022 to allow time for employees to adjust to the change, with the first payroll date to be July 8, 2022. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**
2. Nikki Painter, Chief Deputy Clerk/Voter Registration & Elections – requested approval of the Extended Emergency Absentee Voting Policy
 - **Motion by Mr. Stolipher to approve the Extended Emergency Absentee Voting Policy as presented. Motion seconded and unanimously approved.**
3. Lt. Steve Holz – Jefferson County Sheriff’s Office-Animal Control – requested a new hire and the purchase of a vehicle for the Jefferson County Animal Control Office.
 - Lt. Holz notified the Commission he’d be withdrawing the request to hire as the Animal Control Office was in the process of re-advertising for the vacancy.
 - **Motion by Mr. Stolipher to approve the \$17,782.00 from Capital Outlay towards the purchase of a new vehicle for Jefferson County Animal Control, contingent upon the availability of the funds. Motion seconded and unanimously approved.**
4. Public Hearing – proposed text amendment to the Jefferson County Envision Jefferson 2035 Comprehensive Plan (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code §8A-3-11, 8A-3-6 and related statutes.
 - Commissioner Hudson opened the public hearing at 10:00 am. Public comments were received by the following: Stacy Tabb.

There being no further public comment, the Commission provided unanimous consent to keep the public comment period open for an additional two weeks to allow time for written comment.

5. Interviews and Appointments – Jefferson County Deputy Sheriff Civil Service Commission – one unexpired term ending September 29, 2025.
 - Because this vacancy is supposed to be filled by an appointee from the WV State Bar Association, Mr. Cochran recommended the Commission not yet act on the appointment.
 - Motion by Mr. Stolipher to direct Ms. McDonald to write a letter to the WV State Bar Association requesting they select an appointee to the Jefferson County Deputy Sheriff Civil Service Commission. Motion seconded and unanimously approved.

6. Russell Burgess, Director, Jefferson County Information Technology – requested acceptance of two Records Management and Preservation Board Grants.
 - **Motion by Ms. Tabb to accept the Records Management and Preservation Board Grant awards as follows: County Clerk - \$8,603.00 for the purchase of a map cabinet with Mylar sleeves to preserve the county’s original oversize maps; County Commission - \$9,545.00 to scan and index land development records, starting with building permits. Motion seconded and unanimously approved.**

7. Chad Wallen, Integrity Federal Services

(please note: Mr. Stolipher recused himself from hearing and voting on Mr. Wallen’s requests. The unanimous votes recorded below only reflect the four commissioners who were present for Mr. Wallen’s presentations)

- a. Sheetz Zoning Map Amendment – request to schedule and public hearing and referral to the Planning Commission to review the zoning amendment request for the 0.52 acre property identified in Charles Town District (2), Map Number 16, Portion of Parcel 1.
 - **Motion by Mr. Hudson to accept the Sheetz Zoning Map Amendment for a 0.52 acre property identified in the Charles Town Zoning District (2), Map Number 16, Portion of Parcel 1, refer the amendment to the Jefferson County Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission on Thursday, March 17, 2022. Motion seconded and unanimously approved.**

- b. Green Hill Zoning Map Amendment – request to schedule a public hearing and referral to the Planning Commission to review the zoning amendment request for a 102.00 acre property identified in the Charles Town Zoning District (2), Map Number 3, portion of Parcel 9.

- **Motion by Mr. Stolipher to stay the annual inflationary adjustments to the impact fees. Motion seconded and passes on a vote of 4-1 with Ms. Tabb opposing.**
- b. Presentation of the FY23 Capital Improvement Plan for the Office of Impact Fees
- **Motion by Mr. Hudson to approve the FY23 Capital Improvement Plan for the Office of Impact Fees, as presented. Motion seconded and unanimously approved.**

12. Nathan Cochran, Assistant Prosecuting Attorney

- a. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
- b. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731.
- c. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
- d. Report by Counsel on opioid case (Jefferson County Commission v. Purdue Pharmaceutical, et al. Use District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)
- e. Approval of new paralegal – hire for the Prosecuting Attorney's Office as a replacement for a departing employee.
 - **Motion by Mr. Stolipher to approve the hire of Jamie Houser as a paralegal for the Jefferson County Prosecuting Attorney's Office at a salary of \$43,500.00, effective February 22, 2022. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice concerning legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731. Motion seconded and unanimously approved.**

- **Motion by Mr. Hudson to come out of Executive Session and reconvene in Regular Session. Motion seconded and unanimously approved.**

NEW BUSINESS

13. Legislative Updates – none provided.

14. Farmland Protection Board Employee

- **Motion by Ms. Tabb to approve Elizabeth Wheeler, Director of the Jefferson County Farmland Protection Board, as a Department Head who will report to the County Administrator and the Finance Office. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- FY23 Budget Meeting Schedule – the Commission provided unanimous consent to meet on the following dates to hear budget presentations from department heads, electeds, and component agencies: Monday, February 7, 2022 at 6:00pm; Wednesday, February 9, 2022 at 6:00pm; and Thursday, February 10, 2022 at 6:00pm.

15. The Commission adjourned at 12:37 p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

**Jefferson County Commission
FY25 Budget Process Calendar**

Revised 02/12/2024

Normal Schedule	FY 25 Schedule	Task
November		Budget Director to compile estimate of revenues
Friday, December 1, 2023		More accurate property valuations are available. Budget Director to adjust projected revenues
Thursday, December 21, 2023	Tuesday, February 6, 2024	Budget Charge from Commissioners
Mid December 2023	Mid January 2024	Preliminary health insurance renewal rates available
Last week of December 2023	Tuesday, January 16, 2024	Budget reports distributed to departments (<i>per auditor's office should be done no later than the 1st week of February</i>)
Monday, January 22, 2024	Friday, February 9, 2024	Department Heads to return budgets to Budget Director (<i>per regulation must be done by March 2nd</i>)
Thursday, January 25, 2024	Friday, February 9, 2024	Elected Officials to return budgets to Budget Director (<i>per regulation must be done by March 2nd</i>)
Wednesday, January 31, 2024	Friday, February 16, 2024	Budget Binders distributed to Commissioners
Thursday, February 1, 2024	Wednesday, February 21, 2024	Tuesday evening Budget 101 (6:30 PM)
February 7 – 12	February 26, 27, & 28, 2024	Need to schedule two to three full days of individual department budget presentations to the Commissioners
Thursday, February 29, 2024	Thursday, February 29, 2024	Assessor to certify value or real and personal property (<i>per regulation must be done by March 3rd</i>)
March 12 – 14	Monday, March 11, 2024	Schedule community forum for public hearing of budget (<i>per regulation must be done between March 7th and March 28th</i>)
Mid March 2024		Final health insurance renewal rates obtained
	March 15, March 18 & March 19, 2024	Budget Workshop for Commissions
Thursday, March 21, 2024	Thursday, March 21, 2024	Currently, this is an evening regular session. Commissioners adopt budget (<i>per regulation must be done by March 29th</i>) or Special Session on Tuesday, March 26, 2024.
Friday, March 22, 2024		Budget must be published by March 28th each year in the local paper of record.
April –May 2024		Health insurance renewal rates/options presented to Commissioners
Tuesday, April 16, 2024	Tuesday, April 16, 2024	Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (<i>per regulation must be done by April 16th, the 3rd Tuesday of April</i>) – Normally a 9:30 meeting
Monday, April 22, 2024	Friday, April 19, 2024	Budget Director to forward the levy order to the State Auditor's Office (<i>per regulation must be done within 3 days of the 3rd Tuesday in April</i>)

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 21, 2024, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2025

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

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 21, 2024 or as soon thereafter as the Commission may decide:

**Jefferson County Property Safety Ordinance Enforcement Agency
Board - two (2) two-year terms ending February 8, 2026**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm on Friday, January 15, 2021.

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 21, 2024, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - two five-year terms ending July 27, 2029

Per West Virginia State Code:

“No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed.”

Please note: Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

The Jefferson County Building Commission does not have a regular meeting scheduled and, instead, meets on an as-needed basis.

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

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

2024 Primary Election Timeline

February 9	Last day for Executive Committee to Fill Vacancies
February 13	Last day for Executive Committee Chair to Fill Vacancies
February 13	Candidate Withdrawal Deadline
February 20	Drawing for Order on the Ballot (9:00 a.m.)
March 26	Write-in Candidate Filing Deadline
March 29	Begin Mailing Absentee Ballots
April 23	Last Day to Register to Vote
April 25	Public Test of Voting & Tabulating Equipment
May 1 – May 11	Early Voting
May 8	Deadline for Absentee Ballot Applications
May 14	ELECTION DAY
May 20	Canvass

County Candidates on the Ballot

Magistrate – Division 1

Lisa Shirley- Fraley

Ray Campbell

Magistrate – Division 3

Arthena Roper

Magistrate – Division 2

Vicki D'Angelo

Wendy Torelli

Magistrate – Division 4

Ralph Lorenzetti

Mark Renner

County Commission – Middleway District

Michael Mood (REP)

Matt McKinney (REP)

Natalie Grantham Friend (DEM)

County Commission – Charles Town District

(Unexpired Term)

Jack Hefestay (REP)

Jacob Harris (REP)

James Walch (DEM)

David Tabb (MTN)

Sheriff

Tom Hanson (REP)

Prosecuting Attorney

Matt Harvey (REP)

Assessor

Angela "Angie" Banks (DEM)

Surveyor

No Candidates Filed

Board of Education (2 Seats Open)**

Donna Joy – Shepherdstown District

James Southern – Shepherdstown District

Rikki Twyford – Kabletown District

Conservation District Supervisor

Daniel P. "Danny" Lutz Jr.

***Seats available per district: Charles Town (0), Harpers Ferry (2), Kabletown (1), Middleway (2), Shepherdstown (2)*

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 001		GENERAL FUND		YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED	BUDGET					
001401 COUNTY COMMISSION								
001401	410100		OFFICIALS SALARY					
		227,675.00	227,675.00	101,277.54	17,195.40	0.00	126,397.46	44.5%
001401	410300		EMPLOYEES SALARY AND WAGES					
		528,613.00	520,763.00	129,045.05	21,277.66	0.00	391,717.95	24.8%
001401	410400		FICA TAX					
		33,751.00	33,751.00	14,301.81	2,365.57	0.00	19,449.19	42.4%
001401	410401		MEDICARE EXPENSE					
		7,893.00	7,893.00	3,344.78	553.24	0.00	4,548.22	42.4%
001401	410500		HEALTH INSURANCE					
		166,437.00	166,437.00	18,097.63	3,402.19	0.00	148,339.37	10.9%
001401	410599		HEALTH INSURANCE-CONTRA					
		-166,437.00	-166,437.00	-17,613.27	0.00	0.00	-148,823.73	10.6%
001401	410600		RETIREMENT					
		48,993.00	48,993.00	18,229.64	3,154.18	0.00	30,763.36	37.2%
001401	410801		OVERTIME					
		2,000.00	2,000.00	114.09	76.06	0.00	1,885.91	5.7%
001401	410802		PART TIME / EXTRA HELP					
		0.00	0.00	2,943.08	0.00	0.00	-2,943.08	100.0%
001401	421100		TELEPHONE					
		1,350.00	1,350.00	1,134.69	0.00	0.00	215.31	84.1%
001401	421400		TRAVEL					
		15,000.00	15,000.00	2,182.31	767.46	0.00	12,817.69	14.5%
001401	421800		POSTAGE					
		250.00	250.00	89.47	0.00	0.00	160.53	35.8%
001401	422000		ADVERTISING / LEGAL PUBS					
		6,000.00	6,000.00	1,606.02	355.94	0.00	4,393.98	26.8%
001401	422100		TRAINING AND EDUCATION					
		7,500.00	7,500.00	1,400.00	400.00	0.00	6,100.00	18.7%
001401	422200		DUES AND SUBSCRIPTIONS					
		13,015.00	13,015.00	13,143.00	0.00	0.00	-128.00	101.0%
001401	422300		PROFESSIONAL SERVICES					
		70,350.00	70,350.00	35,933.43	1,068.50	0.00	34,416.57	51.1%
001401	422301		HRA-HEALTH REIMBURSEMENT ACCT					
		210,000.00	210,000.00	84,630.40	24,468.79	0.00	125,369.60	40.3%
001401	422320		EMPLOYEE ASSISTANCE PGM					
		5,040.00	5,040.00	936.00	0.00	0.00	4,104.00	18.6%
001401	422400		AUDIT COSTS					
		35,100.00	35,100.00	0.00	0.00	0.00	35,100.00	.0%
001401	422600		INSURANCE AND BONDS					
		329,000.00	329,000.00	360,385.50	0.00	0.00	-31,385.50	109.5%

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
001401 422601	WORKERS COMP INSURANCE							
130,000.00	130,000.00	120,541.50	0.00	0.00	9,458.50	92.7%		
001401 422602	UNEMPLOYMENT INSURANCE							
20,000.00	20,000.00	862.44	0.00	0.00	19,137.56	4.3%		
001401 422900	COURT COSTS AND DAMAGES							
0.00	0.00	17,937.75	0.00	0.00	-17,937.75	100.0%		
001401 423000	CONTRACTED SERVICES							
3,200.00	3,200.00	13,287.95	7,947.71	0.00	-10,087.95	415.2%		
001401 423900	INSURANCE PREMIUM RETIREE							
90,000.00	90,000.00	53,676.00	7,668.00	0.00	36,324.00	59.6%		
001401 434100	MATERIALS AND SUPPLIES							
2,700.00	2,700.00	8,840.88	0.00	0.00	-6,140.88	327.4%		
001401 435300	COMPUTER SOFTWARE							
1,000.00	1,000.00	34.18	0.00	0.00	965.82	3.4%		
001401 435600	LICENSE AND ANNUAL FEES							
0.00	0.00	149.00	0.00	0.00	-149.00	100.0%		
001401 456700	CONTR/TRSFR OTHR GOV UNIT							
4,800.00	4,800.00	4,800.00	0.00	0.00	0.00	100.0%		
001401 456708	IN-KIND RENT-FARMLAND PROT BD							
14,231.00	14,231.00	0.00	0.00	0.00	14,231.00	.0%		
001401 456800	CONTRIBUTION/ TRANSFER OTHER							
1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%		
001401 456800 G2011	CONTRIBUTION/ TRANSFER OTHER							
0.00	0.00	116,250.00	38,750.00	0.00	-116,250.00	100.0%		
TOTAL COUNTY COMMISSION								
1,808,461.00	1,800,611.00	1,107,560.87	129,450.70	0.00	693,050.13	61.5%		
TOTAL GENERAL FUND								
1,808,461.00	1,800,611.00	1,107,560.87	129,450.70	0.00	693,050.13	61.5%		
TOTAL EXPENSES								
1,808,461.00	1,800,611.00	1,107,560.87	129,450.70	0.00	693,050.13			

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1,808,461.00	1,800,611.00	1,107,560.87	129,450.70	0.00	693,050.13	61.5%

GRAND TOTAL

** END OF REPORT - Generated by Tina Branson **

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

JOURNAL DETAIL 2024 1 TO 2024 7

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	

001401 COUNTY COMMISSION

001401 410100	OFFICIALS SALARY	227,675.00	227,675.00	101,277.54	17,195.40	0.00	126,397.46	44.5%
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2024/01/000094	07/21/2023	PRJ	6,846.30	REF 2402PD		WARRANT=2402PR	RUN=1	BI-WEEKL
2024/01/000269	07/01/2023	BUC	227,675.00	REF		ORIGINAL BUDGET	2024	
2024/02/000005	08/04/2023	PRJ	6,846.30	REF 2403PR		WARRANT=2403PR	RUN=1	BI-WEEKL
2024/02/000127	08/18/2023	PRJ	6,846.30	REF 2404PR		WARRANT=2404PR	RUN=1	BI-WEEKL
2024/03/000005	09/01/2023	PRJ	6,846.30	REF 2405PR		WARRANT=2405PR	RUN=1	BI-WEEKL
2024/03/000071	09/15/2023	PRJ	6,846.30	REF 2406PR		WARRANT=2406PR	RUN=1	BI-WEEKL
2024/03/000181	09/29/2023	PRJ	6,846.30	REF 2407PR		WARRANT=2407PR	RUN=1	BI-WEEKL
2024/04/000057	10/13/2023	PRJ	6,846.30	REF 2408PR		WARRANT=2408PR	RUN=1	BI-WEEKL
2024/04/000111	10/27/2023	PRJ	6,846.30	REF 2409PR		WARRANT=2409PR	RUN=1	BI-WEEKL
2024/05/000027	11/09/2023	PRJ	6,846.30	REF 2410PR		WARRANT=2410PR	RUN=1	BI-WEEKL
2024/05/000092	11/24/2023	PRJ	6,846.30	REF 2411PR		WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	6,846.30	REF 2412PR		WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	8,772.84	REF 2413PR		WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	8,597.70	REF 2414PR		WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	8,597.70	REF 2415PR		WARRANT=2415PR	RUN=1	BI-WEEKL

001401 410300	EMPLOYEES SALARY AND WAGES	528,613.00	520,763.00	129,045.05	21,277.66	0.00	391,717.95	24.8%
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2024/01/000094	07/21/2023	PRJ	17,051.76	REF 2402PD		WARRANT=2402PR	RUN=1	BI-WEEKL
2024/01/000206	07/01/2023	BUA	-7,850.00	REF GENERA		EMPLOYEE RECOGNITION PROGRAM		
2024/01/000269	07/01/2023	BUC	528,613.00	REF		ORIGINAL BUDGET	2024	
2024/02/000005	08/04/2023	PRJ	17,159.97	REF 2403PR		WARRANT=2403PR	RUN=1	BI-WEEKL
2024/02/000127	08/18/2023	PRJ	17,965.93	REF 2404PR		WARRANT=2404PR	RUN=1	BI-WEEKL
2024/02/000316	08/31/2023	GEN	407.85	REF REZMER		C. REZMER WRG GL	2404PR	
2024/03/000005	09/01/2023	PRJ	16,116.35	REF 2405PR		WARRANT=2405PR	RUN=1	BI-WEEKL
2024/03/000071	09/15/2023	PRJ	17,279.06	REF 2406PR		WARRANT=2406PR	RUN=1	BI-WEEKL
2024/03/000181	09/29/2023	PRJ	18,403.76	REF 2407PR		WARRANT=2407PR	RUN=1	BI-WEEKL
2024/04/000057	10/13/2023	PRJ	14,217.89	REF 2408PR		WARRANT=2408PR	RUN=1	BI-WEEKL
2024/04/000111	10/27/2023	PRJ	14,217.91	REF 2409PR		WARRANT=2409PR	RUN=1	BI-WEEKL
2024/04/000148	10/31/2023	GEN	-70,097.06	REF SALARY		FRMLND REIMB SALARY WHEELER		
2024/05/000027	11/09/2023	PRJ	16,661.16	REF 2410PR		WARRANT=2410PR	RUN=1	BI-WEEKL
2024/05/000056	11/09/2023	GEN	-944.00	REF MK GL#		WRONG GL FOR PT		
2024/05/000092	11/24/2023	PRJ	9,775.60	REF 2411PR		WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	9,775.61	REF 2412PR		WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	9,775.60	REF 2413PR		WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	9,775.59	REF 2414PR		WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	11,502.07	REF 2415PR		WARRANT=2415PR	RUN=1	BI-WEEKL

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

JOURNAL DETAIL 2024 1 TO 2024 7

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
001401 410400	FICA TAX	33,751.00	33,751.00	14,301.81	2,365.57	0.00	19,449.19	42.4%
2024/01/000094	07/21/2023 PRJ	1,454.14	REF 2402PD			WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000269	07/01/2023 BUC	33,751.00	REF			ORIGINAL BUDGET	2024	
2024/02/000005	08/04/2023 PRJ	1,460.89	REF 2403PR			WARRANT=2403PR	RUN=1 BI-WEEKL	
2024/02/000127	08/18/2023 PRJ	1,536.15	REF 2404PR			WARRANT=2404PR	RUN=1 BI-WEEKL	
2024/03/000005	09/01/2023 PRJ	1,396.16	REF 2405PR			WARRANT=2405PR	RUN=1 BI-WEEKL	
2024/03/000071	09/15/2023 PRJ	1,468.28	REF 2406PR			WARRANT=2406PR	RUN=1 BI-WEEKL	
2024/03/000181	09/29/2023 PRJ	1,565.49	REF 2407PR			WARRANT=2407PR	RUN=1 BI-WEEKL	
2024/04/000057	10/13/2023 PRJ	1,290.66	REF 2408PR			WARRANT=2408PR	RUN=1 BI-WEEKL	
2024/04/000111	10/27/2023 PRJ	1,293.04	REF 2409PR			WARRANT=2409PR	RUN=1 BI-WEEKL	
2024/04/000148	10/31/2023 GEN	-4,272.16	REF SALARY			FRMLND REIMB SALARY	WHEELER	
2024/05/000027	11/09/2023 PRJ	1,445.23	REF 2410PR			WARRANT=2410PR	RUN=1 BI-WEEKL	
2024/05/000092	11/24/2023 PRJ	1,059.62	REF 2411PR			WARRANT=2411PR	RUN=1 BI-WEEKL	
2024/06/000009	12/08/2023 PRJ	1,100.96	REF 2412PR			WARRANT=2412PR	RUN=1 BI-WEEKL	
2024/06/000062	12/22/2023 PRJ	1,137.78	REF 2413PR			WARRANT=2413PR	RUN=1 BI-WEEKL	
2024/07/000007	01/05/2024 PRJ	1,131.64	REF 2414PR			WARRANT=2414PR	RUN=1 BI-WEEKL	
2024/07/000066	01/19/2024 PRJ	1,233.93	REF 2415PR			WARRANT=2415PR	RUN=1 BI-WEEKL	
001401 410401	MEDICARE EXPENSE	7,893.00	7,893.00	3,344.78	553.24	0.00	4,548.22	42.4%
2024/01/000094	07/21/2023 PRJ	340.08	REF 2402PD			WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000269	07/01/2023 BUC	7,893.00	REF			ORIGINAL BUDGET	2024	
2024/02/000005	08/04/2023 PRJ	341.65	REF 2403PR			WARRANT=2403PR	RUN=1 BI-WEEKL	
2024/02/000127	08/18/2023 PRJ	359.27	REF 2404PR			WARRANT=2404PR	RUN=1 BI-WEEKL	
2024/03/000005	09/01/2023 PRJ	326.53	REF 2405PR			WARRANT=2405PR	RUN=1 BI-WEEKL	
2024/03/000071	09/15/2023 PRJ	343.37	REF 2406PR			WARRANT=2406PR	RUN=1 BI-WEEKL	
2024/03/000181	09/29/2023 PRJ	366.14	REF 2407PR			WARRANT=2407PR	RUN=1 BI-WEEKL	
2024/04/000057	10/13/2023 PRJ	301.85	REF 2408PR			WARRANT=2408PR	RUN=1 BI-WEEKL	
2024/04/000111	10/27/2023 PRJ	302.41	REF 2409PR			WARRANT=2409PR	RUN=1 BI-WEEKL	
2024/04/000148	10/31/2023 GEN	-999.13	REF SALARY			FRMLND REIMB SALARY	WHEELER	
2024/05/000027	11/09/2023 PRJ	338.00	REF 2410PR			WARRANT=2410PR	RUN=1 BI-WEEKL	
2024/05/000092	11/24/2023 PRJ	247.80	REF 2411PR			WARRANT=2411PR	RUN=1 BI-WEEKL	
2024/06/000009	12/08/2023 PRJ	257.47	REF 2412PR			WARRANT=2412PR	RUN=1 BI-WEEKL	
2024/06/000062	12/22/2023 PRJ	266.10	REF 2413PR			WARRANT=2413PR	RUN=1 BI-WEEKL	
2024/07/000007	01/05/2024 PRJ	264.67	REF 2414PR			WARRANT=2414PR	RUN=1 BI-WEEKL	
2024/07/000066	01/19/2024 PRJ	288.57	REF 2415PR			WARRANT=2415PR	RUN=1 BI-WEEKL	
001401 410500	HEALTH INSURANCE	166,437.00	166,437.00	18,097.63	3,402.19	0.00	148,339.37	10.9%
2024/01/000094	07/21/2023 PRJ	2,801.70	REF 2402PD			WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000204	07/31/2023 GEN	-3.36	REF JULINS			JULY ROUNDING VISION/DENTAL		
2024/01/000204	07/31/2023 GEN	-1.41	REF JULINS			JULY ROUNDING HEALTH		
2024/01/000204	07/31/2023 GEN	51.58	REF JULINS			DNTAL SHRT ROSE CARROL.MICHAEL		
2024/01/000204	07/31/2023 GEN	9.41	REF JULINS			VISION SHRT K.ROSE A.CARROLL		
2024/01/000204	07/31/2023 GEN	1,399.48	REF JULINS			HEALTH SHRT K.ROSE A.CARROLL		

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

JOURNAL DETAIL 2024 1 TO 2024 7

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		

HEALTH INSURANCE

2024/01/000269	07/01/2023	BUC	166,437.00	REF				ORIGINAL BUDGET 2024
2024/02/000005	08/04/2023	PRJ	2,918.35	REF 2403PR				WARRANT=2403PR RUN=1 BI-WEEKL
2024/02/000127	08/18/2023	PRJ	2,797.70	REF 2404PR				WARRANT=2404PR RUN=1 BI-WEEKL
2024/02/000309	08/30/2023	GEN	-0.44	REF augins				aug round dental
2024/02/000309	08/30/2023	GEN	-2.96	REF augins				aug round vision
2024/02/000309	08/30/2023	GEN	-1.42	REF augins				aug round medical
2024/03/000005	09/01/2023	PRJ	2,918.35	REF 2405PR				WARRANT=2405PR RUN=1 BI-WEEKL
2024/03/000071	09/15/2023	PRJ	2,797.70	REF 2406PR				WARRANT=2406PR RUN=1 BI-WEEKL
2024/03/000230	09/29/2023	GEN	-899.65	REF SEPTIN				A.CARROLL INS BCBS REFUNDED
2024/03/000230	09/29/2023	GEN	-50.00	REF SEPTIN				ERROR IN JULY JE 204 \$50
2024/03/000230	09/29/2023	GEN	-36.44	REF SEPTIN				A.CARROLL INS BCBS REFUNDED
2024/03/000248	09/30/2023	GEN	-3.54	REF SEPINS				VISION/DENTAL ROUND SEPT 2023
2024/03/000248	09/30/2023	GEN	-1.42	REF SEPINS				MEDICAL ROUND SEPT 2023
2024/03/000248	09/30/2023	GEN	-174.20	REF SEPINS				DENTAL EMPLYR OVERAGE JULY 23
2024/03/000248	09/30/2023	GEN	-836.46	REF SEPINS				MEDICAL EMPLYR OVERAGE JULY 23
2024/04/000057	10/13/2023	PRJ	2,172.44	REF 2408PR				WARRANT=2408PR RUN=1 BI-WEEKL
2024/04/000111	10/27/2023	PRJ	2,064.49	REF 2409PR				WARRANT=2409PR RUN=1 BI-WEEKL
2024/04/000141	10/31/2023	GEN	-3.44	REF OCTRND				VISION/DENTAL ROUNDING OCT 23
2024/04/000141	10/31/2023	GEN	-1.48	REF OCTRND				MEDICAL ROUNDING OCT 23
2024/04/000148	10/31/2023	GEN	-10,026.09	REF SALARY				FRMLND REIMB SALARY WHEELER
2024/05/000027	11/09/2023	PRJ	1,744.85	REF 2410PR				WARRANT=2410PR RUN=1 BI-WEEKL
2024/05/000092	11/24/2023	PRJ	1,649.60	REF 2411PR				WARRANT=2411PR RUN=1 BI-WEEKL
2024/05/000129	11/30/2023	GEN	-3.50	REF NOVRND				DENTAL/VISION ROUNDING NOV 23
2024/05/000129	11/30/2023	GEN	-1.45	REF NOVRND				MEDICAL ROUNDING NOV 23
2024/05/000129	11/30/2023	GEN	11.22	REF NOVRND				JADE WARNER TERM 1/2 PREMIUM
2024/05/000129	11/30/2023	GEN	12.70	REF NOVRND				RON GARZA GL DONE WRONG WAY
2024/06/000009	12/08/2023	PRJ	1,744.85	REF 2412PR				WARRANT=2412PR RUN=1 BI-WEEKL
2024/06/000062	12/22/2023	PRJ	1,649.60	REF 2413PR				WARRANT=2413PR RUN=1 BI-WEEKL
2024/06/000115	12/31/2023	GEN	3.48	REF WARNER				J WARNER VISION TERM 1/2PREMIU
2024/06/000115	12/31/2023	GEN	-4.80	REF DECRND				MED D/V ROUNDING DEC 2023
2024/07/000007	01/05/2024	PRJ	1,757.55	REF 2414PR				WARRANT=2414PR RUN=1 BI-WEEKL
2024/07/000066	01/19/2024	PRJ	1,649.60	REF 2415PR				WARRANT=2415PR RUN=1 BI-WEEKL
2024/07/000110	01/31/2024	GEN	-4.96	REF JANROU				MED DNTL VIS ROUNDING JAN 2024

001401 410599	HEALTH	INSURANCE-CONTRA	-166,437.00	-17,613.27	0.00	0.00	-148,823.73	10.6%
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2024/01/000207	07/31/2023	GEN	-7,175.23	REF HEALTH				401 RECLASS HEALTH INS EXP
2024/01/000269	07/01/2023	BUC	-166,437.00	REF				ORIGINAL BUDGET 2024
2024/02/000310	08/30/2023	GEN	-5,711.23	REF HEALTH				401 RECLASS HEALTH INS EXP
2024/03/000265	09/30/2023	GEN	-3,714.34	REF HEALTH				401 RECLASS HEALTH INS EXP
2024/06/000121	12/31/2023	GEN	-1,012.47	REF HEALTH				401 RECLASS HEALTH INS EXP

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ORIGINAL	APPROP	REVISED	BUDGET					
001401 410600		RETIREMENT		18,229.64	3,154.18	0.00	30,763.36	37.2%
	48,993.00		48,993.00					
2024/01/000094	07/21/2023	PRJ	1,993.22	REF 2402PD		WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000269	07/01/2023	BUC	48,993.00	REF		ORIGINAL BUDGET	2024	
2024/02/000005	08/04/2023	PRJ	2,002.96	REF 2403PR		WARRANT=2403PR	RUN=1 BI-WEEKL	
2024/02/000127	08/18/2023	PRJ	2,112.20	REF 2404PR		WARRANT=2404PR	RUN=1 BI-WEEKL	
2024/03/000005	09/01/2023	PRJ	1,909.03	REF 2405PR		WARRANT=2405PR	RUN=1 BI-WEEKL	
2024/03/000071	09/15/2023	PRJ	2,013.67	REF 2406PR		WARRANT=2406PR	RUN=1 BI-WEEKL	
2024/03/000181	09/29/2023	PRJ	1,946.79	REF 2407PR		WARRANT=2407PR	RUN=1 BI-WEEKL	
2024/04/000057	10/13/2023	PRJ	1,738.16	REF 2408PR		WARRANT=2408PR	RUN=1 BI-WEEKL	
2024/04/000111	10/27/2023	PRJ	1,741.58	REF 2409PR		WARRANT=2409PR	RUN=1 BI-WEEKL	
2024/04/000148	10/31/2023	GEN	-6,308.75	REF SALARY		FRMLND REIMB SALARY	WHEELER	
2024/05/000027	11/09/2023	PRJ	1,738.16	REF 2410PR		WARRANT=2410PR	RUN=1 BI-WEEKL	
2024/05/000092	11/24/2023	PRJ	1,338.35	REF 2411PR		WARRANT=2411PR	RUN=1 BI-WEEKL	
2024/06/000009	12/08/2023	PRJ	1,338.35	REF 2412PR		WARRANT=2412PR	RUN=1 BI-WEEKL	
2024/06/000062	12/22/2023	PRJ	1,511.74	REF 2413PR		WARRANT=2413PR	RUN=1 BI-WEEKL	
2024/07/000007	01/05/2024	PRJ	1,502.82	REF 2414PR		WARRANT=2414PR	RUN=1 BI-WEEKL	
2024/07/000066	01/19/2024	PRJ	1,651.36	REF 2415PR		WARRANT=2415PR	RUN=1 BI-WEEKL	
001401 410801		OVERTIME		114.09	76.06	0.00	1,885.91	5.7%
	2,000.00		2,000.00					
2024/01/000269	07/01/2023	BUC	2,000.00	REF		ORIGINAL BUDGET	2024	
2024/04/000111	10/27/2023	PRJ	38.03	REF 2409PR		WARRANT=2409PR	RUN=1 BI-WEEKL	
2024/07/000007	01/05/2024	PRJ	76.06	REF 2414PR		WARRANT=2414PR	RUN=1 BI-WEEKL	
001401 410802		PART TIME / EXTRA HELP		2,943.08	0.00	0.00	-2,943.08	100.0%
	0.00		0.00					
2024/02/000127	08/18/2023	PRJ	407.85	REF 2404PR		WARRANT=2404PR	RUN=1 BI-WEEKL	
2024/02/000316	08/31/2023	GEN	-407.85	REF REZMER		C.REZMER WRG GL	2404PR	
2024/05/000056	11/09/2023	GEN	944.00	REF MK GL#		WRONG GL FOR PT		
2024/05/000092	11/24/2023	PRJ	666.36	REF 2411PR		WARRANT=2411PR	RUN=1 BI-WEEKL	
2024/06/000009	12/08/2023	PRJ	1,332.72	REF 2412PR		WARRANT=2412PR	RUN=1 BI-WEEKL	
001401 421100		TELEPHONE		1,134.69	0.00	0.00	215.31	84.1%
	1,350.00		1,350.00					
2024/01/000269	07/01/2023	BUC	1,350.00	REF		ORIGINAL BUDGET	2024	
2024/02/000358	08/31/2023	API	283.78	VND 010073 IN 2024109		AT&T	AT&T PAYMENT	
2024/03/000363	09/30/2023	API	283.78	VND 010073 IN 2024258		AT&T	AT&T PAYMENT	
2024/03/000363	09/30/2023	API	328.65	VND 010073 IN 2024259		AT&T	AT&T PAYMENT	
2024/05/000143	11/30/2023	API	238.48	VND 010073 IN 2024994		AT&T	AT&T PAYMENT	

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ORIGINAL	APPROP	REVISED	BUDGET					
001401	421400	TRAVEL		2,182.31	767.46	0.00	12,817.69	14.5%
	15,000.00	15,000.00						
2024/01/000269	07/01/2023	BUC	15,000.00	REF			ORIGINAL BUDGET 2024	
2024/02/000351	08/31/2023	API	116.00	VND 016012 IN 2023861			GLADE SPRINGS RESORT WV STATE AUDIT	
2024/02/000351	08/31/2023	API	232.00	VND 016012 IN 2023862			GLADE SPRINGS RESORT WV STATE AUDIT	
2024/02/000351	08/31/2023	API	116.00	VND 016012 IN 2023863			GLADE SPRINGS RESORT WV STATE AUDIT	
2024/02/000351	08/31/2023	API	116.00	VND 016012 IN 2023864			GLADE SPRINGS RESORT WV STATE AUDIT	
2024/02/000351	08/31/2023	API	10.87	VND 999998 IN 2023844			PCARD ONE TIME PAY JIMMY JOHNS 12	
2024/02/000358	08/31/2023	API	188.70	VND 037056 IN 2024105			ENTERPRISE RENTACAR ENTERPRISE REN	
2024/04/000163	10/31/2023	API	98.00	VND 999998 IN 2024740			PCARD ONE TIME PAY CACAPON RESORT	
2024/05/000038	11/03/2023	API	132.31	VND 019002 IN TJ/1123			TRICIA JACKSON MILEAGE REIMBU	88809
2024/05/000098	11/16/2023	API	284.93	VND 019002 IN TJ111623			TRICIA JACKSON WORKFORCE DEVE	88868
2024/05/000143	11/30/2023	API	120.04	VND 037060 IN 2024986			HAMPTON INN T JACKSON (11/	
2024/07/000119	01/23/2024	API	121.00	VND 019002 IN TJ1/2024			TRICIA JACKSON PER DIEM CCAWV	89202
2024/07/000119	01/26/2024	API	440.46	VND 019002 IN TJTRAVEL1/2024			TRICIA JACKSON MILEAGE REIMBU	89202
2024/07/000119	01/23/2024	API	121.00	VND 020073 IN JK1/2024			JENNIFER KROUSE PER DIEM CCAWV	89182
2024/07/000119	01/23/2024	API	85.00	VND 020073 IN JK2/2024			JENNIFER KROUSE WVACO CONF OF	89182
001401	421800	POSTAGE		89.47	0.00	0.00	160.53	35.8%
	250.00	250.00						
2024/01/000269	07/01/2023	BUC	250.00	REF			ORIGINAL BUDGET 2024	
2024/02/000263	08/28/2023	API	34.71	VND 015002 IN 8-209-12328			FEDEX FEDEX SERVICE	88445
2024/02/000263	08/28/2023	API	54.76	VND 015002 IN 8-216-34521			FEDEX FEDEX SERVICE	88445
001401	422000	ADVERTISING / LEGAL PUBS		1,606.02	355.94	0.00	4,393.98	26.8%
	6,000.00	6,000.00						
2024/01/000248	07/31/2023	API	61.62	VND 019012 IN 63198/63199			SPIRIT OF JEFFERSON LEGAL CLASSIFI	
2024/01/000269	07/01/2023	BUC	6,000.00	REF			ORIGINAL BUDGET 2024	
2024/02/000196	08/15/2023	API	22.22	VND 019012 IN 63663			SPIRIT OF JEFFERSON LEGAL CLASSIFI	88427
2024/02/000263	08/22/2023	API	61.62	VND 019012 IN 63746			SPIRIT OF JEFFERSON LEGAL ADD	88461
2024/02/000263	08/22/2023	API	22.22	VND 019012 IN 63848			SPIRIT OF JEFFERSON LEGAL CLASSIFI	88461
2024/03/000253	09/27/2023	API	48.90	VND 019012 IN 64178			SPIRIT OF JEFFERSON LEGAL ADD	88645
2024/04/000058	10/04/2023	API	43.58	VND 019012 IN 64254			SPIRIT OF JEFFERSON LEGAL AD	88677
2024/04/000149	10/30/2023	API	934.86	VND 019012 IN 64568			SPIRIT OF JEFFERSON FINANCIAL STAT	88783
2024/06/000110	12/28/2023	API	55.06	VND 019012 IN 65145			SPIRIT OF JEFFERSON LEGAL CLASSIFI	89047
2024/07/000089	01/17/2024	API	305.80	VND 019012 IN 65162			SPIRIT OF JEFFERSON LEGAL AD-INTER	89143
2024/07/000089	01/18/2024	API	50.14	VND 019012 IN 65418			SPIRIT OF JEFFERSON LEGAL ADD-BPZ	89143
001401	422100	TRAINING AND EDUCATION		1,400.00	400.00	0.00	6,100.00	18.7%
	7,500.00	7,500.00						
2024/01/000243	07/31/2023	API	250.00	VND 012029 IN 2023472			CCA WV CO COMM ASSOC CCA WV TRAINING	
2024/01/000243	07/31/2023	API	250.00	VND 012029 IN 2023473			CCA WV CO COMM ASSOC CCA WV TRAINING	
2024/01/000243	07/31/2023	API	250.00	VND 012029 IN 2023474			CCA WV CO COMM ASSOC CCA WV TRAINING	
2024/01/000243	07/31/2023	API	250.00	VND 012029 IN 2023475			CCA WV CO COMM ASSOC CCA WV TRAINING	
2024/01/000269	07/01/2023	BUC	7,500.00	REF			ORIGINAL BUDGET 2024	

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	ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED			
TRAINING AND EDUCATION												
2024/07/000119	01/23/2024	API		400.00	VND 012029	IN TJ1/2024				CCAWV CO COMM ASSOC	CCAWV LEGISLAT	89161
001401 422200		DUES AND SUBSCRIPTIONS		13,015.00		13,143.00	0.00			0.00	-128.00	101.0%
2024/01/000212	07/01/2023	GRV		6,500.00	REF FY23PP					REV FY23 PREPAIDS		
2024/01/000269	07/01/2023	BUC		13,015.00	REF					ORIGINAL BUDGET 2024		
2024/02/000196	08/15/2023	API		595.00	VND 037489	IN 300220816				GFOA GOVERNMENT FINA	M. ZONGELLI AN	88416
2024/04/000163	10/31/2023	API		2,148.00	VND 999998	IN 2024739				PCARD ONE TIME PAY	INSTRUMENTL- S	
2024/05/000134	11/30/2023	API		3,900.00	VND 012029	IN 6003				CCAWV CO COMM ASSOC	CCAWV ASSOC ME	88898
001401 422300		PROFESSIONAL SERVICES		70,350.00		35,933.43	1,068.50			0.00	34,416.57	51.1%
2024/01/000003	07/01/2023	API		900.00	VND 022192	IN JCC072023				MILLENIUUM INS GROUP	HRA ADMINISTRA	88143
2024/01/000054	07/06/2023	API		250.00	VND 022192	IN WRAP72023				MILLENIUUM INS GROUP	WRAP DOCUENT F	88240
2024/01/000054	07/05/2023	API		8,145.20	VND 027112	IN JULY 2022				WILLIAM F. ROHRBAUGH	JULY 2022 LEGA	88249
2024/01/000054	07/05/2023	API		1,091.20	VND 027112	IN AUG 2022				WILLIAM F. ROHRBAUGH	AUG 2022 LEGAL	88249
2024/01/000054	07/05/2023	API		2,507.30	VND 027112	IN SEPT 2022				WILLIAM F. ROHRBAUGH	SEPT 2022 LEGA	88249
2024/01/000054	07/05/2023	API		3,636.20	VND 027112	IN OCT 2022				WILLIAM F. ROHRBAUGH	OCT 2022 LEGAL	88249
2024/01/000054	07/05/2023	API		7,018.30	VND 027112	IN NOV 2022				WILLIAM F. ROHRBAUGH	NOV 2022 LEGAL	88249
2024/01/000054	07/05/2023	API		4,835.20	VND 027112	IN DEC 2022				WILLIAM F. ROHRBAUGH	DEC 2022 LEGAL	88249
2024/01/000054	07/05/2023	API		443.20	VND 027112	IN JAN 2023				WILLIAM F. ROHRBAUGH	JAN 2023 LEGAL	88249
2024/01/000054	07/05/2023	API		4,411.70	VND 027112	IN FEB 2023				WILLIAM F. ROHRBAUGH	FEB 2023 LEGAL	88249
2024/01/000054	07/05/2023	API		2,279.20	VND 027112	IN MAR 2023				WILLIAM F. ROHRBAUGH	MARCH 2023 LEG	88249
2024/01/000054	07/05/2023	API		121.20	VND 027112	IN APRIL 2023				WILLIAM F. ROHRBAUGH	APRIL 2023 LEG	88249
2024/01/000054	07/05/2023	API		282.30	VND 027112	IN MAY 2023				WILLIAM F. ROHRBAUGH	MAY 2023 LEGAL	88249
2024/01/000054	07/05/2023	API		1,207.60	VND 027112	IN JUNE 2023				WILLIAM F. ROHRBAUGH	JUNE 2023 LEGA	88249
2024/01/000188	07/26/2023	API		810.00	VND 017085	IN 31777				COX HOLLIDA YOUNG PL	CPA SVS	88324
2024/01/000195	07/31/2023	GEN		-7,176.00	REF CRT					CASH RCT 63541	CHGRD WRG ACCT	
2024/01/000201	07/31/2023	API		126.65	VND 010172	IN CBR7/23				AMERIFLEX	ADMINISTRATIVE	88362
2024/01/000205	07/31/2023	API		195.00	VND 010172	IN CBRREN7/23				AMERIFLEX	ANNUAL COBRA R	88407
2024/01/000261	07/01/2023	GEN		-35,978.60	REF CRT AP					FY 23 INVOICES	ROHBRAUGH	
2024/01/000269	07/01/2023	BUC		70,350.00	REF					ORIGINAL BUDGET 2024		
2024/02/000003	08/01/2023	API		900.00	VND 022192	IN JCC82023				MILLENIUUM INS GROUP	HRA ADMINISTRA	88303
2024/02/000135	08/04/2023	API		53.42	VND 019012	IN 63485				SPIRIT OF JEFFERSON	LEGAL CLASSIFI	88392
2024/02/000196	08/17/2023	API		126.65	VND 010172	IN CBR8/23				AMERIFLEX	ADMINISTRATIVE	88407
2024/02/000263	08/23/2023	API		8,325.00	VND 029123	IN 045-430810				TYLER TECHNOLOGIES	TYLER TRAINING	88466
2024/03/000003	09/01/2023	API		900.00	VND 022192	IN JCC92023				MILLENIUUM INS GROUP	HRA ADMINISTRA	88422
2024/03/000036	09/01/2023	API		1,422.00	VND 022099	IN 2210				MAZZITTI & SULL EAP	QUARTERLY EAP	88495
2024/03/000036	09/05/2023	API		5,737.28	VND 025104	IN 1403				PROGRESSIVE PRINTING	AMBO FEE MAILI	88497
2024/03/000082	09/08/2023	API		126.65	VND 010172	IN CBR9/23				AMERIFLEX	ADMINISTRATION	88505
2024/03/000142	09/19/2023	API		2,732.00	VND 011093	IN 975072				BEST BEST & KRIEGER	CABLE FRANCISE	88546
2024/03/000142	09/13/2023	API		2,076.00	VND 017085	IN 31945				COX HOLLIDA YOUNG PL	ACCOUNTING SER	88547
2024/03/000142	09/13/2023	API		42.70	VND 017126	IN G3752816				HIRERIGHT	BACKGROUND SER	88553
2024/04/000006	10/01/2023	API		900.00	VND 022192	IN JCC102023				MILLENIUUM INS GROUP	HRA ADMINISTRA	88523

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PROFESSIONAL SERVICES

2024/04/000085	10/10/2023	API	126.65	VND	010172	IN	CBR10/23	AMERIFLEX	ADMINISTRATION	88690
2024/04/000117	10/18/2023	API	942.50	VND	017085	IN	32052	COX HOLLIDA YOUNG PL	PROF ACCOUNTING	88718
2024/04/000117	10/18/2023	API	3,500.00	VND	017085	IN	32053	COX HOLLIDA YOUNG PL	PROF SERVICES	88718
2024/05/000003	11/01/2023	API	900.00	VND	022192	IN	JCC112023	MILLENIUM INS GROUP	HRA ADMINISTRA	88737
2024/05/000069	11/08/2023	API	126.65	VND	010172	IN	CBR11/23	AMERIFLEX	ADMINISTRATION	88819
2024/05/000069	11/08/2023	API	4,292.00	VND	017085	IN	32189	COX HOLLIDA YOUNG PL	CPA SVCS - OCT	88821
2024/05/000098	11/16/2023	API	1,791.80	VND	032054	IN	3211	WENDI L. WATSON	JCV-PCPC CC-19	88870
2024/06/000003	12/01/2023	API	900.00	VND	022192	IN	JCC122023	MILLENIUM INS GROUP	HRA ADMINISTRA	88828
2024/06/000015	12/04/2023	API	1,422.00	VND	022099	IN	2522	MAZZITTI & SULL EAP	QUARTERLY INVO	88912
2024/06/000037	12/11/2023	API	126.65	VND	010172	IN	CBR12/23	AMERIFLEX	ADMINISTRATION	88941
2024/06/000094	12/20/2023	API	475.00	VND	017085	IN	32272	COX HOLLIDA YOUNG PL	ACCOUNTING SVS	88999
2024/06/000114	12/26/2023	API	1,814.33	VND	017085	IN	32319	COX HOLLIDA YOUNG PL	PROF.SVS 12/1-	89065
2024/07/000042	01/03/2024	API	900.00	VND	022192	IN	JCC12024	MILLENIUM INS GROUP	HRA ADMINISTRA	89078
2024/07/000089	01/10/2024	API	126.65	VND	010172	IN	CBR1/24	AMERIFLEX	AMERIFLEX COBR	89121
2024/07/000089	01/10/2024	API	853.18	VND	012305	IN	HRA2024032	CARRIE ORR	EMPLOYEE HRA D	89125
2024/07/000116	01/10/2024	APM	-853.18	VND	012305	IN	HRA2024032	CARRIE ORR	RSEMENT	
2024/07/000119	01/26/2024	API	41.85	VND	017126	IN	G3824538	HIRERIGHT	JCDA-M.WALKER	89174

001401 422301	HRA-HEALTH REIMBURSEMENT ACCT									
	210,000.00	210,000.00	84,630.40		24,468.79		0.00	125,369.60	40.3%	

2024/01/000269	07/01/2023	BUC	210,000.00	REF				ORIGINAL BUDGET 2024		
2024/02/000263	08/24/2023	API	3,250.00	VND	015033	IN	HRA202384	RONALD FLETCHER	HRA EMPLOYEE D	88458
2024/02/000263	08/24/2023	API	305.82	VND	022137	IN	HRA2023085	MICHAEL MONAGHAN	HRA EMPLOYEE D	88454
2024/02/000263	08/24/2023	API	202.34	VND	032198	IN	HRA2023086	ADAM WARD	HRA EMPLOYEE D	88431
2024/03/000082	09/08/2023	API	5,250.00	VND	022137	IN	HRA2024002	MICHAEL MONAGHAN	EmpLOYEE HRA D	88522
2024/03/000082	09/08/2023	API	2,688.09	VND	034011	IN	HRA2024001	NEIL ZAHRADNIK	Employee HRA D	88525
2024/03/000206	09/22/2023	API	5,250.00	VND	017151	IN	HRA2024003	MATTHEW HARVEY	EMPLOYEE HRA D	88599
2024/04/000085	10/10/2023	API	1,511.62	VND	011236	IN	HRA2024006	SHANNON BURLETT	EMPLOYEE HRA D	88703
2024/04/000085	10/10/2023	API	1,952.70	VND	013132	IN	HRA2024005	CYNTHIA DANNER	EMPLOYEE HRA D	88693
2024/04/000085	10/10/2023	API	5,250.00	VND	013149	IN	HRA2024004	DUANE DUNN	EMPLOYEE HRA D	88694
2024/04/000085	10/10/2023	API	2,275.27	VND	020049	IN	HRA2024007	KATHRYN KING	EMPLOYEE HRA D	88699
2024/04/000085	10/10/2023	API	2,674.44	VND	037724	IN	HRA2024008	AUTUMN ULSH	EMPLOYEE HRA D	88691
2024/04/000149	10/25/2023	API	1,199.00	VND	011211	IN	HRA2024009	LORI BROWN	EMPLOYEE HRA D	88774
2024/04/000149	10/25/2023	API	2,829.24	VND	012289	IN	HRA2024011	SAMANTHA COMBS	EMPLOYEE HRA D	88782
2024/04/000149	10/25/2023	API	275.51	VND	022159	IN	HRA2024012	JASON MICKEY	EMPLOYEE HRA D	88772
2024/04/000149	10/25/2023	API	683.07	VND	023009	IN	HRA2024010	MORGAN NICK	EMPLOYEE HRA D	88775
2024/04/000149	10/25/2023	API	5,250.00	VND	028254	IN	HRA2024013	WENDY SCHUTZ	EMPLOYEE HRA D	88786
2024/04/000149	10/25/2023	API	604.95	VND	028296	IN	HRA2014014	EVELYN STEPHENSON	EMPLOYEE HRA D	88768
2024/05/000096	11/08/2023	API	77.03	VND	012289	IN	HRA2024015	SAMANTHA COMBS	EMPLOYEE HRA D	88864
2024/05/000096	11/08/2023	API	322.89	VND	022215	IN	HRA2024016	MICHELLE EVERS	EMPLOYEE HRA D	88860
2024/05/000098	11/08/2023	API	2,575.56	VND	037724	IN	HRA2024017	AUTUMN ULSH	EMPLOYEE HRA D	88840
2024/05/000119	11/27/2023	API	45.96	VND	017157	IN	HRA2024020	MARION A. HAZEL	EMPLOYEE HRA D	88882
2024/05/000119	11/27/2023	API	3,141.51	VND	022215	IN	HRA2024019	MICHELLE EVERS	EMPLOYEE HRA D	88883
2024/05/000119	11/27/2023	API	3,572.11	VND	023009	IN	HRA2024018	MORGAN NICK	EMPLOYEE HRA D	88884
2024/05/000134	11/27/2023	API	2,343.73	VND	012289	IN	HRA2024021	SAMANTHA COMBS	EMPLOYEE HRA D	88921

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ACCOUNTS FOR: 001	GENERAL FUND									
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED				
HRA-HEALTH REIMBURSEMENT ACCT										
2024/06/000068	12/11/2023	API	4,634.86	VND	022217	IN	HRA2024023	MONICA ANDERSON	EMPLOYEE HRA D	88976
2024/06/000068	12/11/2023	API	1,995.91	VND	028327	IN	HRA2024022	LUKE SEIGFRIED	EMPLOYEE HRA D	88975
2024/07/000042	01/03/2024	API	171.62	VND	011236	IN	HRA2024024	SHANNON BURLETT	EMPLOYEE HRA D	89090
2024/07/000042	01/03/2024	API	1,683.92	VND	017094	IN	HRA2024028	TAMMY MOBLEY	EMPLOYEE HRA D	89092
2024/07/000042	01/03/2024	API	1,630.22	VND	020049	IN	HRA2024026	KATHRYN KING	EMPLOYEE HRA D	89075
2024/07/000042	01/03/2024	API	4,449.16	VND	021039	IN	HRA2024030	NICOLE NOBREGA	EMPLOYEE HRA D	89082
2024/07/000042	01/03/2024	API	1,520.07	VND	022159	IN	HRA2024027	JASON MICKEY	EMPLOYEE HRA D	89074
2024/07/000042	01/03/2024	API	330.00	VND	022215	IN	HRA2024025	MICHELLE EVERS	EMPLOYEE HRA D	89077
2024/07/000042	01/03/2024	API	986.18	VND	023009	IN	HRA2024029	MORGAN NICK	EMPLOYEE HRA D	89079
2024/07/000042	01/03/2024	API	3,810.77	VND	029106	IN	HRA2024031	MARY K THOMPSON	EMPLOYEE HRA D	89076
2024/07/000089	01/10/2024	API	2,236.50	VND	028010	IN	HRA2024033	MALLORY SODERLUND	EMPLOYEE HRA D	89135
2024/07/000116	01/10/2024	APM	853.18	VND	012305	IN	HRA2024032	CARRIE ORR	EMPLOYEE HRA D	
2024/07/000119	01/10/2024	API	2,250.50	VND	011236	IN	HRA2024034	SHANNON BURLETT	EMPLOYEE HRA D	89192
2024/07/000119	01/10/2024	API	4,546.67	VND	022095	IN	HRA2024035	RYAN MILBOURNE	EMPLOYEE HRA D	89190
001401 422320		EMPLOYEE ASSISTANCE PGM								
	5,040.00		5,040.00			936.00	0.00	0.00	4,104.00	18.6%
2024/01/000188	07/26/2023	API	936.00	VND	022099	IN	1923	MAZZITTI & SULL EAP	QUARTERLY EAP	88335
2024/01/000269	07/01/2023	BUC	5,040.00	REF				ORIGINAL BUDGET	2024	
001401 422400		AUDIT COSTS								
	35,100.00		35,100.00			0.00	0.00	0.00	35,100.00	.0%
2024/01/000269	07/01/2023	BUC	35,100.00	REF				ORIGINAL BUDGET	2024	
001401 422600		INSURANCE AND BONDS								
	329,000.00		329,000.00			360,385.50	0.00	0.00	-31,385.50	109.5%
2024/01/000004	07/01/2023	API	59,797.50	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	475.00	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	4,000.00	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	2,076.50	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	16,611.50	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	66,708.00	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	14,550.50	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	3,630.00	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	16,770.50	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000004	07/01/2023	API	-1,882.50	VND	032151	IN	107156	wvCorp WV COUNTIES	FY24 1ST HALF	88183
2024/01/000269	07/01/2023	BUC	329,000.00	REF				ORIGINAL BUDGET	2024	
2024/03/000036	09/01/2023	API	59,797.50	VND	032151	IN	107157	wvCorp WV COUNTIES	BUSINESS AUTO	88501
2024/03/000036	09/01/2023	API	475.00	VND	032151	IN	107157	wvCorp WV COUNTIES	CRIME	88501
2024/03/000036	09/01/2023	API	4,000.00	VND	032151	IN	107157	wvCorp WV COUNTIES	CYBER	88501
2024/03/000036	09/01/2023	API	2,076.50	VND	032151	IN	107157	wvCorp WV COUNTIES	EQUIP BREAKDOW	88501
2024/03/000036	09/01/2023	API	16,611.50	VND	032151	IN	107157	wvCorp WV COUNTIES	PROPERTY	88501
2024/03/000036	09/01/2023	API	66,708.00	VND	032151	IN	107157	wvCorp WV COUNTIES	GENERAL LIABIL	88501

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ACCOUNTS FOR: 001		GENERAL FUND		YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED	BUDGET					
INSURANCE AND BONDS								
2024/03/000036	09/01/2023	API	14,550.50	VND 032151	IN 107157	WVCorp WV COUNTIES	INCREASED LIM	88501
2024/03/000036	09/01/2023	API	3,630.00	VND 032151	IN 107157	WVCorp WV COUNTIES	INLAND MARINE	88501
2024/03/000036	09/01/2023	API	16,770.50	VND 032151	IN 107157	WVCorp WV COUNTIES	PUBLIC OFFICIA	88501
2024/03/000036	09/01/2023	API	-1,882.50	VND 032151	IN 107157	WVCorp WV COUNTIES	RATE CREDIT	88501
2024/03/000122	09/18/2023	GEN	-5,801.00	REF			move deposit to correct fund	
2024/03/000142	09/14/2023	API	712.50	VND 032151	IN 101823BPRMP	WVCorp WV COUNTIES	WV CORP-ACCIDE	88568
001401 422601	130,000.00	WORKERS COMP INSURANCE	130,000.00	120,541.50	0.00	0.00	9,458.50	92.7%
2024/01/000004	07/01/2023	API	40,180.50	VND 032151	IN 107158	WVCorp WV COUNTIES	FY24 QTR 1 WOR	88184
2024/01/000269	07/01/2023	BUC	130,000.00	REF			ORIGINAL BUDGET 2024	
2024/03/000034	09/01/2023	API	40,180.50	VND 032151	IN 107159	WVCorp WV COUNTIES	FY24 QTR 2 WOR	88493
2024/06/000015	12/01/2023	API	40,180.50	VND 032151	IN 107160	WVCorp WV COUNTIES	FY24 QTR 3 WOR	88936
001401 422602	20,000.00	UNEMPLOYMENT INSURANCE	20,000.00	862.44	0.00	0.00	19,137.56	4.3%
2024/01/000269	07/01/2023	BUC	20,000.00	REF			ORIGINAL BUDGET 2024	
2024/03/000263	09/30/2023	API	862.44	VND 032116	IN QTR03/2023	WV BUREAU OF EMPLYMT	3RD QTR 2023 U	88708
001401 422900	0.00	COURT COSTS AND DAMAGES	0.00	17,937.75	0.00	0.00	-17,937.75	100.0%
2024/06/000037	12/11/2023	API	17,937.75	VND 012304	IN 1860-003	CAMPBELL FLANNERY PC	LUTMAN VS JCC	88942
001401 423000	3,200.00	CONTRACTED SERVICES	3,200.00	13,287.95	7,947.71	0.00	-10,087.95	415.2%
2024/01/000054	07/07/2023	API	169.55	VND 013004	IN IN118162A	DIGITAL DOCUMENT SOL	EXTRA/COLOR CO	88230
2024/01/000054	07/06/2023	API	146.91	VND 015010	IN 42656317A	FIRST CITIZENS BANK	JULY 2023 COPI	88233
2024/01/000212	07/01/2023	GRV	3,582.00	REF	FY23PP		REV FY23 PREPAIDS	
2024/01/000269	07/01/2023	BUC	3,200.00	REF			ORIGINAL BUDGET 2024	
2024/02/000196	08/01/2023	API	176.67	VND 013004	IN IN119250	DIGITAL DOCUMENT SOL	AUGUST 2023 CO	88413
2024/02/000196	08/14/2023	API	146.91	VND 015010	IN 42849380	FIRST CITIZENS BANK	JULY COPIER SE	88502
2024/03/000253	09/07/2023	API	232.10	VND 013004	IN IN120820	DIGITAL DOCUMENT SOL	EXTRA COLOR CO	88627
2024/03/000253	09/01/2023	API	146.91	VND 015010	IN 43051028	FIRST CITIZENS BANK	COPIER SERVICE	88630
2024/03/000273	09/28/2023	API	146.91	VND 015010	IN 43254353	FIRST CITIZENS BANK	OCTOBER COPIER	88726
2024/04/000153	10/26/2023	API	147.26	VND 015010	IN 43453351	FIRST CITIZENS BANK	MONTHLY COPIER	88796
2024/04/000153	10/26/2023	API	38.91	VND 015010	IN 43453351	FIRST CITIZENS BANK	ADJUSTED PAST	88796
2024/05/000098	11/07/2023	API	111.59	VND 013004	IN IN123840	DIGITAL DOCUMENT SOL	COVERAGE 10/6/	88846
2024/05/000134	11/28/2023	API	147.26	VND 015010	IN 43653948	FIRST CITIZENS BANK	MONTHLY COPIER	88904
2024/06/000114	12/26/2023	API	147.26	VND 015010	IN 43853954	FIRST CITIZENS BANK	COPIER MONTHLY	89067
2024/07/000067	01/04/2024	API	7,500.00	VND 027003	IN 2024604	EASTERN PNH REG PLNG	ADMIN FEES - B	89102
2024/07/000119	01/18/2024	API	99.24	VND 013004	IN IN125182	DIGITAL DOCUMENT SOL	COMMISSION OFFI	89167
2024/07/000119	01/23/2024	API	201.21	VND 013004	IN IN126508	DIGITAL DOCUMENT SOL	COMMISSION COP	89167

JEFFERSON COUNTY, WV - PRODUCTION



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ACCOUNTS FOR: 001	GENERAL FUND								
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED			
CONTRACTED SERVICES									
2024/07/000119	01/26/2024 API	147.26 VND 015010 IN 44055364					FIRST CITIZENS BANK	COMMISSION COP	89172
001401 423900	INSURANCE PREMIUM RETIREE	90,000.00 90,000.00	53,676.00	7,668.00	0.00	36,324.00			59.6%
2024/01/000103	07/14/2023 API	7,668.00 VND 027078 IN RHBT7/2023					RETIREE HLTH BEN TRU	RETIREE HEALTH	88268
2024/01/000269	07/01/2023 BUC	90,000.00 REF					ORIGINAL BUDGET 2024		
2024/02/000089	08/01/2023 API	7,668.00 VND 027078 IN RHBT08/2023					RETIREE HLTH BEN TRU	RETIREE HEALTH	88353
2024/03/000253	09/29/2023 API	7,668.00 VND 027078 IN RHBT09/23					RETIREE HLTH BEN TRU	RETIREE HEALTH	88642
2024/04/000018	10/01/2023 API	7,668.00 VND 027078 IN RHBT10/23					RETIREE HLTH BEN TRU	RETIREE HEALTH	88642
2024/05/000038	11/03/2023 API	7,668.00 VND 027078 IN RHBT11/2023					RETIREE HLTH BEN TRU	RETIREE HEALTH	88803
2024/06/000015	12/01/2023 API	7,668.00 VND 027078 IN RHBT12/2023					RETIREE HLTH BEN TRU	RETIREE HEALTH	88919
2024/07/000042	01/03/2024 API	7,668.00 VND 027078 IN RHBT01/2024					RETIREE HLTH BEN TRU	RETIREE HEALTH	89086
001401 434100	MATERIALS AND SUPPLIES	2,700.00 2,700.00	8,840.88	0.00	0.00	-6,140.88			327.4%
2024/01/000243	07/31/2023 API	97.94 VND 037008 IN 2023471					AMAZON	OFFICE SUPPLIE	
2024/01/000269	07/01/2023 BUC	2,700.00 REF					ORIGINAL BUDGET 2024		
2024/04/000163	10/31/2023 API	203.94 VND 010000 IN Accustic Panels-BN					AMAZON.COM	Accustic Panel	
2024/05/000098	11/16/2023 API	8,539.00 VND 012025 IN 2023 GARLAND					CITY OF CHARLES TOWN	GARLAND FOR CO	88843
001401 435300	COMPUTER SOFTWARE	1,000.00 1,000.00	34.18	0.00	0.00	965.82			3.4%
2024/01/000248	07/31/2023 API	58.85 VND 037037 IN 2023714					MICROSOFT OFFICE	MICROSOFT PROJ	
2024/01/000269	07/01/2023 BUC	1,000.00 REF					ORIGINAL BUDGET 2024		
2024/02/000351	08/31/2023 API	-24.67 VND 037037 IN 2023860					MICROSOFT OFFICE	MICROSOFT*365	
001401 435600	LICENSE AND ANNUAL FEES	0.00 0.00	149.00	0.00	0.00	-149.00			100.0%
2024/03/000363	09/30/2023 API	149.00 VND 012025 IN JCC ANNUAL PARKING					CITY OF CHARLES TOWN	CITY OF CHARLE	
001401 456700	CONTR/TRSFR OTHR GOV UNIT	4,800.00 4,800.00	4,800.00	0.00	0.00	0.00			100.0%
2024/01/000103	07/13/2023 API	4,800.00 VND 037192 IN 2021438					WV TREASURY	EFT FY24 WV PR	88314
2024/01/000269	07/01/2023 BUC	4,800.00 REF					ORIGINAL BUDGET 2024		
001401 456708	IN-KIND RENT-FARMLAND PROT BD	14,231.00 14,231.00	0.00	0.00	0.00	14,231.00			.0%
2024/01/000269	07/01/2023 BUC	14,231.00 REF					ORIGINAL BUDGET 2024		

JEFFERSON COUNTY, WV - PRODUCTION



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ACCOUNTS FOR: 001	GENERAL FUND								
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
001401 456800		CONTRIBUTION/	TRANSFER OTHER						
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%	
2024/01/000269	07/01/2023	BUC	1,000.00	REF			ORIGINAL BUDGET 2024		
001401 456800 G2011		CONTRIBUTION/	TRANSFER OTHER						
	0.00	0.00		116,250.00	38,750.00	0.00	-116,250.00	100.0%	
2024/01/000004	07/01/2023	API	38,750.00	VND 019044 IN DAY24/1			JEFF DAY REPORT CNTR 2023/24 ALLOC	88206	
2024/04/000002	10/05/2023	API	38,750.00	VND 019044 IN DAY24/2			JEFF DAY REPORT CNTR 2023/24 ALLOCA	88636	
2024/07/000002	01/01/2024	API	38,750.00	VND 019044 IN DAY24/3			JEFF DAY REPORT CNTR 2023/24 ALLOCA	89033	
TOTAL COUNTY COMMISSION									
	1,808,461.00	1,800,611.00		1,107,560.87	129,450.70	0.00	693,050.13	61.5%	
TOTAL GENERAL FUND									
	1,808,461.00	1,800,611.00		1,107,560.87	129,450.70	0.00	693,050.13	61.5%	
TOTAL EXPENSES									
	1,808,461.00	1,800,611.00		1,107,560.87	129,450.70	0.00	693,050.13		

JEFFERSON COUNTY, WV - PRODUCTION



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ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1,808,461.00	1,800,611.00	1,107,560.87	129,450.70	0.00	693,050.13	61.5%

GRAND TOTAL

** END OF REPORT - Generated by Tina Branson **

Impact Fee Status Report

January 2024

Office of Impact Fees

Summary

Date Range: Monday 1 through Wednesday 31 January 2024

Report Date: 1 February 2024

Process Number Range: 2400001 - 2400088

Total Applications: 88

Total Non-Exempt: 87

Of which:

Commercial: 0

Residential: 87

Of which:

County: 27

Municipal: 60

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 2024. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 January 2024	1	0	87	88
Fees collected		\$0.00	\$115,676.00	\$115,676.00
<i>Of which</i>				
School Impact Fee			\$87.00	\$87.00
Law Enforcement Fee		\$0.00	\$15,255.00	\$15,255.00
Parks & Recreation Fee			\$87,089.00	\$87,089.00
EMS Fee		\$0.00	\$9,176.00	\$9,176.00
Admin. Facilities Fee		\$0.00	\$4,069.00	\$4,069.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 January 2024)	\$74,050.40
January Deposits (1 – 31 January 2024)	\$115,676.00
School December Transactions (withdraws via transfer on 17 Jan. 2024)	(\$56.00)
Law December Transactions (withdraws via transfer on 17 Jan. 2024)	(\$9,046.05)
Parks & Rec Dec. Transactions (withdraws via transfer on 17 Jan. 2024)	(\$56,374.30)
EMS December Transactions (withdraws via transfer on 17 Jan. 2024)	(\$5,940.03)
Admin. Facilities Dec. Trans. (withdraws via transfer on 17 Jan. 2024)	(\$2,634.02)
Interest Earned (31 January 2024)	\$58.26
Ending Statement Balance (31 January 2024)	\$115,734.26
<i>Outstanding Credits (deposits through 1 February 2024)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 January 2024)	\$2,004,875.24
December Transactions (deposits via transfer on 17 January 2024)	\$56.00
Interest Earned (31 January 2024)	\$1,277.10
Ending Balance (31 January 2024)	\$2,006,208.34

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 January 2024)	\$548,331.95
December Transactions (deposits via transfer on 17 January 2024)	\$9,046.05
Interest Earned (31 January 2024)	\$352.07
Ending Balance (31 January 2024)	\$557,730.07

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 January 2024)	\$1,269,939.98
December Transactions (deposits via transfer on 17 January 2024)	\$56,374.30
Requisition 23R0147 - Sam Michael's Amphitheatre Phase II (9 Jan. 2024)	(\$2,850.00)
Requisition 24R0150 - Riverside Land Purchase (31 January 2024)	(\$42,000.00)
Interest Earned (31 January 2024)	\$824.10
Ending Balance (31 January 2024)	\$1,282,288.38

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 January 2024)	\$88,168.58
December Transactions (deposits via transfer on 17 January 2024)	\$5,940.03
Interest Earned (31 January 2024)	\$57.99
Ending Balance (31 January 2024)	\$94,166.60

Table 7. Financial Data - Admin. Facilities Impact Fee Account (33182570)

Description	Amount
Opening Balance (1 January 2024)	\$58,842.77
December Transactions (deposits via transfer on 17 January 2024)	\$2,634.02
Interest Earned (31 January 2024)	\$15.32
Ending Balance (31 January 2024)	\$61,492.11

Table 8. Total Impact Fees as of 1 February 2024/1

Description	Amount
Office of Impact Fees General Account	\$115,734.26
School Impact Fee Account	\$2,006,208.34
Law Enforcement Fee Account	\$557,730.07
Parks & Recreation Impact Fee Account	\$1,282,288.38
EMS Impact Fee Account	\$94,166.60
Administrative Facilities Account	\$61,492.11
Total Impact Fees	\$4,117,619.76

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-7.

Table 9. Pending January 2024 Fee Transfers /1

Account	31 January 2024 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,006,208.34	\$87.00	\$2,006,295.34
Law Enforcement Fee Account	\$557,730.07	\$15,262.57	\$572,992.64
Parks & Recreation Impact Fee Account	\$1,282,288.38	\$87,132.70	\$1,369,421.08
EMS Impact Fee Account	\$94,166.60	\$9,180.66	\$103,347.26
Administrative Facilities Account	\$61,492.11	\$4,071.33	\$65,563.44
Total Impact Fees	\$4,001,885.50	\$115,734.26	\$4,117,619.76

/1 This table represents each of the impact fee category account totals as of 31 January 2024 listed in tables 3 – 7. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2024 are listed in table 1 of the General Account (3111776); these transactions will be processed in February 2024. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Monday 1 through Wednesday 31 January 2024

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2400001	01/02/2024	Longerbeam	Ashley	06 Kabletown	1209	239	15	3.4	\$0.00	01/02/2024	Form 200

Category Count: 1

Category Total \$0.00

Non-Exempt Applications											
2400002	01/03/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	01/03/2024	N/A
2400003	01/03/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	01/03/2024	N/A
2400004	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400005	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400006	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400007	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400008	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400009	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400010	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400011	01/03/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/03/2024	N/A
2400012	01/03/2024	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,160.00	01/03/2024	N/A
2400013	01/03/2024	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,160.00	01/03/2024	N/A
2400014	01/03/2024	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,160.00	01/03/2024	N/A
2400015	01/03/2024	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,160.00	01/03/2024	N/A
2400016	01/03/2024	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,160.00	01/03/2024	N/A
2400017	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A
2400018	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A
2400019	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A
2400020	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A
2400021	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A
2400022	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A
2400023	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A
2400018	01/03/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/03/2024	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
2400024	01/03/2024	D.R. Horton, Inc.		09 Shepherdstown	1011	141	8	30	\$1,725.00	01/03/2024	N/A
2400025	01/03/2024	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	211	\$1,725.00	01/03/2024	N/A
2400026	01/05/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/05/2024	N/A
2400027	01/05/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	01/05/2024	N/A
2400028	01/05/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	01/05/2024	N/A
2400029	01/08/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	01/08/2024	N/A
2400030	01/08/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	01/08/2024	N/A
2400031	01/08/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	01/08/2024	N/A
2400032	01/09/2024	Roper	Mark	03 Charles Town	959	310	6	8	\$1,160.00	01/09/2024	N/A
2400033	01/11/2024	Dan Ryan Builder		03 Charles Town	1293	265	11B	361	\$1,160.00	01/11/2024	N/A
2400034	01/11/2024	Dan Ryan Builder		03 Charles Town	1302	693	11B	367	\$1,160.00	01/11/2024	N/A
2400035	01/11/2024	Dan Ryan Builder		03 Charles Town	1263	99	11C	471	\$1,160.00	01/11/2024	N/A
2400036	01/11/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/11/2024	N/A
2400037	01/11/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/11/2024	N/A
2400038	01/11/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/11/2024	N/A
2400039	01/11/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/11/2024	N/A
2400040	01/11/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/11/2024	N/A
2400041	01/11/2024	Salgado	Alexander	09 Shepherdstown	1314	465	16	7.1	\$1,725.00	01/11/2024	N/A
2400042	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400043	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400044	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400045	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400046	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400047	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400048	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400049	01/12/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/12/2024	N/A
2400050	01/17/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	01/17/2024	N/A
2400051	01/22/2024	Roper	Mark	03 Charles Town	1049	133	4	63	\$1,160.00	01/22/2024	N/A
2400052	01/22/2024	Roper	Mark	03 Charles Town	1048	614	4	64	\$1,160.00	01/22/2024	N/A
2400053	01/23/2024	Dan Ryan Builder		03 Charles Town	1302	693	11B	373	\$1,160.00	01/23/2024	N/A
2400054	01/23/2024	White	Donald	08 Ranson Corp	1265	374	6	175	\$661.00	01/23/2024	Form 260

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2400055	01/24/2024	Dan Ryan Builder		03 Charles Town	1263	99	11C	467	\$1,160.00	01/24/2024	N/A
2400056	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400057	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400058	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400059	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400060	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400061	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400062	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400063	01/24/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/24/2024	N/A
2400064	01/25/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/25/2024	N/A
2400065	01/25/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/25/2024	N/A
2400066	01/25/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/25/2024	N/A
2400067	01/25/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/25/2024	N/A
2400068	01/26/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/26/2024	N/A
2400069	01/26/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/26/2024	N/A
2400071	01/26/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/26/2024	N/A
2400072	01/26/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	01/26/2024	N/A
2400073	01/29/2024	Forbes	D'Vano	09 Shepherdstown	1228	740	7D	31	\$1,725.00	01/29/2024	N/A
2400074	01/30/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/30/2024	N/A
2400075	01/30/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/30/2024	N/A
2400076	01/30/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/30/2024	N/A
2400077	01/30/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/30/2024	N/A
2400078	01/30/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/30/2024	N/A
2400079	01/30/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	01/30/2024	N/A
2400080	01/30/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	01/30/2024	N/A
2400081	01/30/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	01/30/2024	N/A
2400082	01/30/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	01/30/2024	N/A
2400083	01/30/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	01/30/2024	N/A
2400084	01/30/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	01/30/2024	N/A
2400085	01/31/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/31/2024	N/A
2400086	01/31/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/31/2024	N/A
2400087	01/31/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	01/31/2024	N/A

Case Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Notice of Applications

2400088	01/31/2024	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	214	\$1,725.00	01/31/2024	N/A
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Category Count: 87

Category Total \$115,676.00

TOTAL APPLICATIONS: 88

Grand Total \$115,676.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Friday, February 2, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County School Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2024.

This transfer consists of two components:

- Impact Fee Process Numbers **2400001** through **2400088**, inclusive. Within this range there were 87 non-exempt impact fee payments. This amounts to **\$87.00**.
- Interest earned by the Office of Impact Fees General Account in January 2024 amounts to **\$58.26**, of which **\$0.00** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$87.00.

Check # 1442



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1442

Trace 20240202:34248.74

Date 2/2/2024

Series 1

Recipient Sheriff of Jefferson County

Amount \$87.00

Account 3107582

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in January 2024.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2024	2400002	2003-3	11/24/2005	\$1.00
1/4/2024	2400003	2003-3	11/24/2005	\$1.00
1/4/2024	2400004	2003-3	11/24/2005	\$1.00
1/4/2024	2400005	2003-3	11/24/2005	\$1.00
1/4/2024	2400006	2003-3	11/24/2005	\$1.00
1/4/2024	2400007	2003-3	11/24/2005	\$1.00
1/4/2024	2400008	2003-3	11/24/2005	\$1.00
1/4/2024	2400009	2003-3	11/24/2005	\$1.00
1/4/2024	2400010	2003-3	11/24/2005	\$1.00
1/4/2024	2400011	2003-3	11/24/2005	\$1.00
1/4/2024	2400012	2003-3	11/24/2005	\$1.00
1/4/2024	2400013	2003-3	11/24/2005	\$1.00
1/4/2024	2400014	2003-3	11/24/2005	\$1.00
1/4/2024	2400015	2003-3	11/24/2005	\$1.00
1/4/2024	2400016	2003-3	11/24/2005	\$1.00
1/4/2024	2400017	2003-3	11/24/2005	\$1.00
1/4/2024	2400018	2003-3	11/24/2005	\$1.00
1/4/2024	2400019	2003-3	11/24/2005	\$1.00
1/4/2024	2400020	2003-3	11/24/2005	\$1.00
1/4/2024	2400021	2003-3	11/24/2005	\$1.00
1/4/2024	2400022	2003-3	11/24/2005	\$1.00
1/4/2024	2400023	2003-3	11/24/2005	\$1.00
1/4/2024	2400024	2003-3	11/24/2005	\$1.00
1/4/2024	2400025	2003-3	11/24/2005	\$1.00
1/8/2024	2400026	2003-3	11/24/2005	\$1.00
1/8/2024	2400027	2003-3	11/24/2005	\$1.00
1/8/2024	2400028	2003-3	11/24/2005	\$1.00
1/9/2024	2400029	2003-3	11/24/2005	\$1.00
1/9/2024	2400030	2003-3	11/24/2005	\$1.00
1/9/2024	2400031	2003-3	11/24/2005	\$1.00
1/10/2024	2400032	2003-3	11/24/2005	\$1.00

1/12/2024	2400033	2003-3	11/24/2005	\$1.00
1/12/2024	2400034	2003-3	11/24/2005	\$1.00
1/12/2024	2400035	2003-3	11/24/2005	\$1.00
1/12/2024	2400036	2003-3	11/24/2005	\$1.00
1/12/2024	2400037	2003-3	11/24/2005	\$1.00
1/12/2024	2400038	2003-3	11/24/2005	\$1.00
1/12/2024	2400039	2003-3	11/24/2005	\$1.00
1/12/2024	2400040	2003-3	11/24/2005	\$1.00
1/12/2024	2400041	2003-3	11/24/2005	\$1.00
1/17/2024	2400042	2003-3	11/24/2005	\$1.00
1/17/2024	2400043	2003-3	11/24/2005	\$1.00
1/17/2024	2400044	2003-3	11/24/2005	\$1.00
1/17/2024	2400045	2003-3	11/24/2005	\$1.00
1/17/2024	2400046	2003-3	11/24/2005	\$1.00
1/17/2024	2400047	2003-3	11/24/2005	\$1.00
1/17/2024	2400048	2003-3	11/24/2005	\$1.00
1/17/2024	2400049	2003-3	11/24/2005	\$1.00
1/18/2024	2400050	2003-3	11/24/2005	\$1.00
1/23/2024	2400051	2003-3	11/24/2005	\$1.00
1/23/2024	2400052	2003-3	11/24/2005	\$1.00
1/24/2024	2400053	2003-3	11/24/2005	\$1.00
1/24/2024	2400054	2003-3	11/24/2005	\$1.00
1/25/2024	2400055	2003-3	11/24/2005	\$1.00
1/25/2024	2400056	2003-3	11/24/2005	\$1.00
1/25/2024	2400057	2003-3	11/24/2005	\$1.00
1/25/2024	2400058	2003-3	11/24/2005	\$1.00
1/25/2024	2400059	2003-3	11/24/2005	\$1.00
1/25/2024	2400060	2003-3	11/24/2005	\$1.00
1/25/2024	2400061	2003-3	11/24/2005	\$1.00
1/25/2024	2400062	2003-3	11/24/2005	\$1.00
1/25/2024	2400063	2003-3	11/24/2005	\$1.00
1/26/2024	2400064	2003-3	11/24/2005	\$1.00
1/26/2024	2400065	2003-3	11/24/2005	\$1.00
1/26/2024	2400066	2003-3	11/24/2005	\$1.00
1/26/2024	2400067	2003-3	11/24/2005	\$1.00
1/29/2024	2400068	2003-3	11/24/2005	\$1.00
1/29/2024	2400069	2003-3	11/24/2005	\$1.00
1/29/2024	2400070	2003-3	11/24/2005	\$1.00
1/29/2024	2400071	2003-3	11/24/2005	\$1.00
1/29/2024	2400072	2003-3	11/24/2005	\$1.00
1/30/2024	2400073	2003-3	11/24/2005	\$1.00
1/31/2024	2400074	2003-3	11/24/2005	\$1.00
1/31/2024	2400075	2003-3	11/24/2005	\$1.00
1/31/2024	2400076	2003-3	11/24/2005	\$1.00
1/31/2024	2400077	2003-3	11/24/2005	\$1.00
1/31/2024	2400078	2003-3	11/24/2005	\$1.00
1/31/2024	2400079	2003-3	11/24/2005	\$1.00

1/31/2024	2400080	2003-3	11/24/2005	\$1.00
1/31/2024	2400081	2003-3	11/24/2005	\$1.00
1/31/2024	2400082	2003-3	11/24/2005	\$1.00
1/31/2024	2400083	2003-3	11/24/2005	\$1.00
1/31/2024	2400084	2003-3	11/24/2005	\$1.00
1/31/2024	2400085	2003-3	11/24/2005	\$1.00
1/31/2024	2400086	2003-3	11/24/2005	\$1.00
1/31/2024	2400087	2003-3	11/24/2005	\$1.00
1/31/2024	2400088	2003-3	11/24/2005	\$1.00

Total amount for this withdraw \$87.00

Total amount for this account \$87.00

Total amount all accounts \$87.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24006

Date: 2/2/2024

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9

Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).

\$87.00

Interest earned by the Office of Impact Fees General Account January 2024.

Impact Fee Process Numbers 2400001 through 2400088, inclusive. Within this range, there were 87 non-exempt impact fee payments.

Total: \$87.00

Notes/Comments: Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1442

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *RAM*
DATE: Friday, February 2, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2024.

This transfer consists of two components:

- Impact Fee Process Numbers **2400001** through **2400088**, inclusive. Within this range there were 27 non-exempt impact fee payments. This amounts to **\$15,255.00**.
- Interest earned by the Office of Impact Fees General Account in January 2024 amounts to **\$58.26**, of which **\$7.57** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$15,262.57.

Check # 1443



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1443

Trace 20240202:34365.53

Date 2/2/2024

Series 2

Recipient Sheriff of Jefferson County

Amount \$15,255.00

Account 3120120

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in January 2024.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2024	2400002	2005-1	3/22/2005	\$0.00
1/4/2024	2400003	2005-1	3/22/2005	\$0.00
1/4/2024	2400004	2005-1	3/22/2005	\$0.00
1/4/2024	2400005	2005-1	3/22/2005	\$0.00
1/4/2024	2400006	2005-1	3/22/2005	\$0.00
1/4/2024	2400007	2005-1	3/22/2005	\$0.00
1/4/2024	2400008	2005-1	3/22/2005	\$0.00
1/4/2024	2400009	2005-1	3/22/2005	\$0.00
1/4/2024	2400010	2005-1	3/22/2005	\$0.00
1/4/2024	2400011	2005-1	3/22/2005	\$0.00
1/4/2024	2400012	2005-1	3/22/2005	\$0.00
1/4/2024	2400013	2005-1	3/22/2005	\$0.00
1/4/2024	2400014	2005-1	3/22/2005	\$0.00
1/4/2024	2400015	2005-1	3/22/2005	\$0.00
1/4/2024	2400016	2005-1	3/22/2005	\$0.00
1/4/2024	2400017	2005-1	3/22/2005	\$0.00
1/4/2024	2400018	2005-1	3/22/2005	\$0.00
1/4/2024	2400019	2005-1	3/22/2005	\$0.00
1/4/2024	2400020	2005-1	3/22/2005	\$0.00
1/4/2024	2400021	2005-1	3/22/2005	\$0.00
1/4/2024	2400022	2005-1	3/22/2005	\$0.00
1/4/2024	2400023	2005-1	3/22/2005	\$0.00
1/4/2024	2400024	2005-1	3/22/2005	\$565.00
1/4/2024	2400025	2005-1	3/22/2005	\$565.00
1/8/2024	2400026	2005-1	3/22/2005	\$0.00
1/8/2024	2400027	2005-1	3/22/2005	\$0.00
1/8/2024	2400028	2005-1	3/22/2005	\$0.00
1/9/2024	2400029	2005-1	3/22/2005	\$0.00
1/9/2024	2400030	2005-1	3/22/2005	\$0.00
1/9/2024	2400031	2005-1	3/22/2005	\$0.00

1/10/2024	2400032	2005-1	3/22/2005	\$0.00
1/12/2024	2400033	2005-1	3/22/2005	\$0.00
1/12/2024	2400034	2005-1	3/22/2005	\$0.00
1/12/2024	2400035	2005-1	3/22/2005	\$0.00
1/12/2024	2400036	2005-1	3/22/2005	\$565.00
1/12/2024	2400037	2005-1	3/22/2005	\$565.00
1/12/2024	2400038	2005-1	3/22/2005	\$565.00
1/12/2024	2400039	2005-1	3/22/2005	\$565.00
1/12/2024	2400040	2005-1	3/22/2005	\$565.00
1/12/2024	2400041	2005-1	3/22/2005	\$565.00
1/17/2024	2400042	2005-1	3/22/2005	\$0.00
1/17/2024	2400043	2005-1	3/22/2005	\$0.00
1/17/2024	2400044	2005-1	3/22/2005	\$0.00
1/17/2024	2400045	2005-1	3/22/2005	\$0.00
1/17/2024	2400046	2005-1	3/22/2005	\$0.00
1/17/2024	2400047	2005-1	3/22/2005	\$0.00
1/17/2024	2400048	2005-1	3/22/2005	\$0.00
1/17/2024	2400049	2005-1	3/22/2005	\$0.00
1/18/2024	2400050	2005-1	3/22/2005	\$565.00
1/23/2024	2400051	2005-1	3/22/2005	\$0.00
1/23/2024	2400052	2005-1	3/22/2005	\$0.00
1/24/2024	2400053	2005-1	3/22/2005	\$0.00
1/24/2024	2400054	2005-1	3/22/2005	\$0.00
1/25/2024	2400055	2005-1	3/22/2005	\$0.00
1/25/2024	2400056	2005-1	3/22/2005	\$565.00
1/25/2024	2400057	2005-1	3/22/2005	\$565.00
1/25/2024	2400058	2005-1	3/22/2005	\$565.00
1/25/2024	2400059	2005-1	3/22/2005	\$565.00
1/25/2024	2400060	2005-1	3/22/2005	\$565.00
1/25/2024	2400061	2005-1	3/22/2005	\$565.00
1/25/2024	2400062	2005-1	3/22/2005	\$565.00
1/25/2024	2400063	2005-1	3/22/2005	\$565.00
1/26/2024	2400064	2005-1	3/22/2005	\$0.00
1/26/2024	2400065	2005-1	3/22/2005	\$0.00
1/26/2024	2400066	2005-1	3/22/2005	\$0.00
1/26/2024	2400067	2005-1	3/22/2005	\$0.00
1/29/2024	2400068	2005-1	3/22/2005	\$0.00
1/29/2024	2400069	2005-1	3/22/2005	\$0.00
1/29/2024	2400070	2005-1	3/22/2005	\$0.00
1/29/2024	2400071	2005-1	3/22/2005	\$0.00
1/29/2024	2400072	2005-1	3/22/2005	\$0.00
1/30/2024	2400073	2005-1	3/22/2005	\$565.00
1/31/2024	2400074	2005-1	3/22/2005	\$0.00
1/31/2024	2400075	2005-1	3/22/2005	\$0.00
1/31/2024	2400076	2005-1	3/22/2005	\$0.00
1/31/2024	2400077	2005-1	3/22/2005	\$0.00
1/31/2024	2400078	2005-1	3/22/2005	\$0.00

1/31/2024	2400079	2005-1	3/22/2005	\$0.00
1/31/2024	2400080	2005-1	3/22/2005	\$565.00
1/31/2024	2400081	2005-1	3/22/2005	\$565.00
1/31/2024	2400082	2005-1	3/22/2005	\$565.00
1/31/2024	2400083	2005-1	3/22/2005	\$565.00
1/31/2024	2400084	2005-1	3/22/2005	\$565.00
1/31/2024	2400085	2005-1	3/22/2005	\$565.00
1/31/2024	2400086	2005-1	3/22/2005	\$565.00
1/31/2024	2400087	2005-1	3/22/2005	\$565.00
1/31/2024	2400088	2005-1	3/22/2005	\$565.00

Total amount for this withdraw \$15,255.00

Total amount for this account \$15,255.00

Total amount all accounts \$15,255.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24007

Date: 2/2/2024

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9

Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$15,255.00

Interest earned by the Office of Impact Fees General Account January 2024. \$7.57

Impact Fee Process Numbers 2400001 through 2400088, inclusive. Within this range, there were 27 non-exempt impact fee payments.

Total: \$15,262.57

Notes/Comments: Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 1443

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Friday, February 2, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks and Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2024.

This transfer consists of two components:

- Impact Fee Process Numbers **2400001** through **2400088**, inclusive. Within this range there were 87 non-exempt impact fee payments. This amounts to **\$87,089.00**.
- Interest earned by the Office of Impact Fees General Account in January 2024 amounts to **\$58.26**, of which **\$43.70** is attributed to fees collected for Parks and Recreation.

As per the attached invoice, the total amount of this transfer is \$87,132.70.

Check # 1444



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1444

Trace 20240202:34419.68

Date 2/2/2024

Series 3

Recipient Sheriff of Jefferson County

Amount \$87,089.00

Account 3122808

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in January 2024.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2024	2400002	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400003	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400004	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400005	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400006	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400007	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400008	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400009	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400010	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400011	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400012	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400013	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400014	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400015	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400016	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400017	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400018	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400019	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400020	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400021	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400022	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400023	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400024	2005-2	5/12/2005	\$1,006.00
1/4/2024	2400025	2005-2	5/12/2005	\$1,006.00
1/8/2024	2400026	2005-2	5/12/2005	\$1,006.00
1/8/2024	2400027	2005-2	5/12/2005	\$1,006.00
1/8/2024	2400028	2005-2	5/12/2005	\$1,006.00
1/9/2024	2400029	2005-2	5/12/2005	\$1,006.00
1/9/2024	2400030	2005-2	5/12/2005	\$1,006.00
1/9/2024	2400031	2005-2	5/12/2005	\$1,006.00

1/10/2024	2400032	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400033	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400034	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400035	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400036	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400037	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400038	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400039	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400040	2005-2	5/12/2005	\$1,006.00
1/12/2024	2400041	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400042	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400043	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400044	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400045	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400046	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400047	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400048	2005-2	5/12/2005	\$1,006.00
1/17/2024	2400049	2005-2	5/12/2005	\$1,006.00
1/18/2024	2400050	2005-2	5/12/2005	\$1,006.00
1/23/2024	2400051	2005-2	5/12/2005	\$1,006.00
1/23/2024	2400052	2005-2	5/12/2005	\$1,006.00
1/24/2024	2400053	2005-2	5/12/2005	\$1,006.00
1/24/2024	2400054	2005-2	5/12/2005	\$573.00
1/25/2024	2400055	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400056	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400057	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400058	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400059	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400060	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400061	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400062	2005-2	5/12/2005	\$1,006.00
1/25/2024	2400063	2005-2	5/12/2005	\$1,006.00
1/26/2024	2400064	2005-2	5/12/2005	\$1,006.00
1/26/2024	2400065	2005-2	5/12/2005	\$1,006.00
1/26/2024	2400066	2005-2	5/12/2005	\$1,006.00
1/26/2024	2400067	2005-2	5/12/2005	\$1,006.00
1/29/2024	2400068	2005-2	5/12/2005	\$1,006.00
1/29/2024	2400069	2005-2	5/12/2005	\$1,006.00
1/29/2024	2400070	2005-2	5/12/2005	\$1,006.00
1/29/2024	2400071	2005-2	5/12/2005	\$1,006.00
1/29/2024	2400072	2005-2	5/12/2005	\$1,006.00
1/30/2024	2400073	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400074	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400075	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400076	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400077	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400078	2005-2	5/12/2005	\$1,006.00

1/31/2024	2400079	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400080	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400081	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400082	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400083	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400084	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400085	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400086	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400087	2005-2	5/12/2005	\$1,006.00
1/31/2024	2400088	2005-2	5/12/2005	\$1,006.00

Total amount for this withdraw \$87,089.00

Total amount for this account \$87,089.00

Total amount all accounts \$87,089.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24008

Date: 2/2/2024

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$87,089.00

Interest earned by the Office of Impact Fees General Account January 2024. \$43.70

Impact Fee Process Numbers 2400001 through 2400088, inclusive. Within this range, there were 87 non-exempt impact fee payments.

Total: \$87,132.70

Notes/Comments: Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 1444

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Friday, February 2, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Emergency Services Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Emergency Services Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2024.

This transfer consists of two components:

- Impact Fee Process Numbers **2400001** through **2400088**, inclusive. Within this range there were 87 non-exempt impact fee payments. This amounts to **\$9,176.00**.
- Interest earned by the Office of Impact Fees General Account in January 2024 amounts to **\$58.26**, of which **\$4.66** is attributed to fees collected for Emergency Services.

As per the attached invoice, the total amount of this transfer is \$9,180.66.

Check # 1445



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

EMS

Check Number 1445

Trace 20240202:34467.27

Date 2/2/2024

Series 4

Recipient Sheriff of Jefferson County

Amount \$9,176.00

Account 3122816

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in January 2024.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2024	2400002	2005-3	5/12/2005	\$106.00
1/4/2024	2400003	2005-3	5/12/2005	\$106.00
1/4/2024	2400004	2005-3	5/12/2005	\$106.00
1/4/2024	2400005	2005-3	5/12/2005	\$106.00
1/4/2024	2400006	2005-3	5/12/2005	\$106.00
1/4/2024	2400007	2005-3	5/12/2005	\$106.00
1/4/2024	2400008	2005-3	5/12/2005	\$106.00
1/4/2024	2400009	2005-3	5/12/2005	\$106.00
1/4/2024	2400010	2005-3	5/12/2005	\$106.00
1/4/2024	2400011	2005-3	5/12/2005	\$106.00
1/4/2024	2400012	2005-3	5/12/2005	\$106.00
1/4/2024	2400013	2005-3	5/12/2005	\$106.00
1/4/2024	2400014	2005-3	5/12/2005	\$106.00
1/4/2024	2400015	2005-3	5/12/2005	\$106.00
1/4/2024	2400016	2005-3	5/12/2005	\$106.00
1/4/2024	2400017	2005-3	5/12/2005	\$106.00
1/4/2024	2400018	2005-3	5/12/2005	\$106.00
1/4/2024	2400019	2005-3	5/12/2005	\$106.00
1/4/2024	2400020	2005-3	5/12/2005	\$106.00
1/4/2024	2400021	2005-3	5/12/2005	\$106.00
1/4/2024	2400022	2005-3	5/12/2005	\$106.00
1/4/2024	2400023	2005-3	5/12/2005	\$106.00
1/4/2024	2400024	2005-3	5/12/2005	\$106.00
1/4/2024	2400025	2005-3	5/12/2005	\$106.00
1/8/2024	2400026	2005-3	5/12/2005	\$106.00
1/8/2024	2400027	2005-3	5/12/2005	\$106.00
1/8/2024	2400028	2005-3	5/12/2005	\$106.00
1/9/2024	2400029	2005-3	5/12/2005	\$106.00
1/9/2024	2400030	2005-3	5/12/2005	\$106.00
1/9/2024	2400031	2005-3	5/12/2005	\$106.00
1/10/2024	2400032	2005-3	5/12/2005	\$106.00

1/12/2024	2400033	2005-3	5/12/2005	\$106.00
1/12/2024	2400034	2005-3	5/12/2005	\$106.00
1/12/2024	2400035	2005-3	5/12/2005	\$106.00
1/12/2024	2400036	2005-3	5/12/2005	\$106.00
1/12/2024	2400037	2005-3	5/12/2005	\$106.00
1/12/2024	2400038	2005-3	5/12/2005	\$106.00
1/12/2024	2400039	2005-3	5/12/2005	\$106.00
1/12/2024	2400040	2005-3	5/12/2005	\$106.00
1/12/2024	2400041	2005-3	5/12/2005	\$106.00
1/17/2024	2400042	2005-3	5/12/2005	\$106.00
1/17/2024	2400043	2005-3	5/12/2005	\$106.00
1/17/2024	2400044	2005-3	5/12/2005	\$106.00
1/17/2024	2400045	2005-3	5/12/2005	\$106.00
1/17/2024	2400046	2005-3	5/12/2005	\$106.00
1/17/2024	2400047	2005-3	5/12/2005	\$106.00
1/17/2024	2400048	2005-3	5/12/2005	\$106.00
1/17/2024	2400049	2005-3	5/12/2005	\$106.00
1/18/2024	2400050	2005-3	5/12/2005	\$106.00
1/23/2024	2400051	2005-3	5/12/2005	\$106.00
1/23/2024	2400052	2005-3	5/12/2005	\$106.00
1/24/2024	2400053	2005-3	5/12/2005	\$106.00
1/24/2024	2400054	2005-3	5/12/2005	\$60.00
1/25/2024	2400055	2005-3	5/12/2005	\$106.00
1/25/2024	2400056	2005-3	5/12/2005	\$106.00
1/25/2024	2400057	2005-3	5/12/2005	\$106.00
1/25/2024	2400058	2005-3	5/12/2005	\$106.00
1/25/2024	2400059	2005-3	5/12/2005	\$106.00
1/25/2024	2400060	2005-3	5/12/2005	\$106.00
1/25/2024	2400061	2005-3	5/12/2005	\$106.00
1/25/2024	2400062	2005-3	5/12/2005	\$106.00
1/25/2024	2400063	2005-3	5/12/2005	\$106.00
1/26/2024	2400064	2005-3	5/12/2005	\$106.00
1/26/2024	2400065	2005-3	5/12/2005	\$106.00
1/26/2024	2400066	2005-3	5/12/2005	\$106.00
1/26/2024	2400067	2005-3	5/12/2005	\$106.00
1/29/2024	2400068	2005-3	5/12/2005	\$106.00
1/29/2024	2400069	2005-3	5/12/2005	\$106.00
1/29/2024	2400070	2005-3	5/12/2005	\$106.00
1/29/2024	2400071	2005-3	5/12/2005	\$106.00
1/29/2024	2400072	2005-3	5/12/2005	\$106.00
1/30/2024	2400073	2005-3	5/12/2005	\$106.00
1/31/2024	2400074	2005-3	5/12/2005	\$106.00
1/31/2024	2400075	2005-3	5/12/2005	\$106.00
1/31/2024	2400076	2005-3	5/12/2005	\$106.00
1/31/2024	2400077	2005-3	5/12/2005	\$106.00
1/31/2024	2400078	2005-3	5/12/2005	\$106.00
1/31/2024	2400079	2005-3	5/12/2005	\$106.00

1/31/2024	2400080	2005-3	5/12/2005	\$106.00
1/31/2024	2400081	2005-3	5/12/2005	\$106.00
1/31/2024	2400082	2005-3	5/12/2005	\$106.00
1/31/2024	2400083	2005-3	5/12/2005	\$106.00
1/31/2024	2400084	2005-3	5/12/2005	\$106.00
1/31/2024	2400085	2005-3	5/12/2005	\$106.00
1/31/2024	2400086	2005-3	5/12/2005	\$106.00
1/31/2024	2400087	2005-3	5/12/2005	\$106.00
1/31/2024	2400088	2005-3	5/12/2005	\$106.00

Total amount for this withdraw \$9,176.00

Total amount for this account \$9,176.00

Total amount all accounts \$9,176.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24009

Date: 2/2/2024

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9

Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$9,176.00

Interest earned by the Office of Impact Fees General Account January 2024. \$4.66

Impact Fee Process Numbers 2400001 through 2400088, inclusive. Within this range, there were 87 non-exempt impact fee payments.

Total: \$9,180.66

Notes/Comments: Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 1445

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *DMM*
DATE: Friday, February 2, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Administrative Facilities Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Administrative Facilities Impact Fee Account (Bank of Charles Town account 33182570)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2024.

This transfer consists of two components:

- Impact Fee Process Numbers **2400001** through **2400088**, inclusive. Within this range there were 87 non-exempt impact fee payments. This amounts to **\$4,069.00**.
- Interest earned by the Office of Impact Fees General Account in January 2024 amounts to **\$58.26**, of which **\$2.33** is attributed to fees collected for Administrative Facilities.

As per the attached invoice, the total amount of this transfer is \$4,071.33.

Check # 1446



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Admin. Facilities

Check Number 1446

Trace 20240202:34524.95

Date 2/2/2024

Series 5

Recipient Sheriff of Jefferson County

Amount \$4,069.00

Account 33182570

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Admin. Facilities Impact Fees Collected in January 2024.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2024	2400002	2021-1	8/5/2021	\$47.00
1/4/2024	2400003	2021-1	8/5/2021	\$47.00
1/4/2024	2400004	2021-1	8/5/2021	\$47.00
1/4/2024	2400005	2021-1	8/5/2021	\$47.00
1/4/2024	2400006	2021-1	8/5/2021	\$47.00
1/4/2024	2400007	2021-1	8/5/2021	\$47.00
1/4/2024	2400008	2021-1	8/5/2021	\$47.00
1/4/2024	2400009	2021-1	8/5/2021	\$47.00
1/4/2024	2400010	2021-1	8/5/2021	\$47.00
1/4/2024	2400011	2021-1	8/5/2021	\$47.00
1/4/2024	2400012	2021-1	8/5/2021	\$47.00
1/4/2024	2400013	2021-1	8/5/2021	\$47.00
1/4/2024	2400014	2021-1	8/5/2021	\$47.00
1/4/2024	2400015	2021-1	8/5/2021	\$47.00
1/4/2024	2400016	2021-1	8/5/2021	\$47.00
1/4/2024	2400017	2021-1	8/5/2021	\$47.00
1/4/2024	2400018	2021-1	8/5/2021	\$47.00
1/4/2024	2400019	2021-1	8/5/2021	\$47.00
1/4/2024	2400020	2021-1	8/5/2021	\$47.00
1/4/2024	2400021	2021-1	8/5/2021	\$47.00
1/4/2024	2400022	2021-1	8/5/2021	\$47.00
1/4/2024	2400023	2021-1	8/5/2021	\$47.00
1/4/2024	2400024	2021-1	8/5/2021	\$47.00
1/4/2024	2400025	2021-1	8/5/2021	\$47.00
1/8/2024	2400026	2021-1	8/5/2021	\$47.00
1/8/2024	2400027	2021-1	8/5/2021	\$47.00
1/8/2024	2400028	2021-1	8/5/2021	\$47.00
1/9/2024	2400029	2021-1	8/5/2021	\$47.00
1/9/2024	2400030	2021-1	8/5/2021	\$47.00
1/9/2024	2400031	2021-1	8/5/2021	\$47.00

1/10/2024	2400032	2021-1	8/5/2021	\$47.00
1/12/2024	2400033	2021-1	8/5/2021	\$47.00
1/12/2024	2400034	2021-1	8/5/2021	\$47.00
1/12/2024	2400035	2021-1	8/5/2021	\$47.00
1/12/2024	2400036	2021-1	8/5/2021	\$47.00
1/12/2024	2400037	2021-1	8/5/2021	\$47.00
1/12/2024	2400038	2021-1	8/5/2021	\$47.00
1/12/2024	2400039	2021-1	8/5/2021	\$47.00
1/12/2024	2400040	2021-1	8/5/2021	\$47.00
1/12/2024	2400041	2021-1	8/5/2021	\$47.00
1/17/2024	2400042	2021-1	8/5/2021	\$47.00
1/17/2024	2400043	2021-1	8/5/2021	\$47.00
1/17/2024	2400044	2021-1	8/5/2021	\$47.00
1/17/2024	2400045	2021-1	8/5/2021	\$47.00
1/17/2024	2400046	2021-1	8/5/2021	\$47.00
1/17/2024	2400047	2021-1	8/5/2021	\$47.00
1/17/2024	2400048	2021-1	8/5/2021	\$47.00
1/17/2024	2400049	2021-1	8/5/2021	\$47.00
1/18/2024	2400050	2021-1	8/5/2021	\$47.00
1/23/2024	2400051	2021-1	8/5/2021	\$47.00
1/23/2024	2400052	2021-1	8/5/2021	\$47.00
1/24/2024	2400053	2021-1	8/5/2021	\$47.00
1/24/2024	2400054	2021-1	8/5/2021	\$27.00
1/25/2024	2400055	2021-1	8/5/2021	\$47.00
1/25/2024	2400056	2021-1	8/5/2021	\$47.00
1/25/2024	2400057	2021-1	8/5/2021	\$47.00
1/25/2024	2400058	2021-1	8/5/2021	\$47.00
1/25/2024	2400059	2021-1	8/5/2021	\$47.00
1/25/2024	2400060	2021-1	8/5/2021	\$47.00
1/25/2024	2400061	2021-1	8/5/2021	\$47.00
1/25/2024	2400062	2021-1	8/5/2021	\$47.00
1/25/2024	2400063	2021-1	8/5/2021	\$47.00
1/26/2024	2400064	2021-1	8/5/2021	\$47.00
1/26/2024	2400065	2021-1	8/5/2021	\$47.00
1/26/2024	2400066	2021-1	8/5/2021	\$47.00
1/26/2024	2400067	2021-1	8/5/2021	\$47.00
1/29/2024	2400068	2021-1	8/5/2021	\$47.00
1/29/2024	2400069	2021-1	8/5/2021	\$47.00
1/29/2024	2400070	2021-1	8/5/2021	\$47.00
1/29/2024	2400071	2021-1	8/5/2021	\$47.00
1/29/2024	2400072	2021-1	8/5/2021	\$47.00
1/30/2024	2400073	2021-1	8/5/2021	\$47.00
1/31/2024	2400074	2021-1	8/5/2021	\$47.00
1/31/2024	2400075	2021-1	8/5/2021	\$47.00
1/31/2024	2400076	2021-1	8/5/2021	\$47.00
1/31/2024	2400077	2021-1	8/5/2021	\$47.00
1/31/2024	2400078	2021-1	8/5/2021	\$47.00

1/31/2024	2400079	2021-1	8/5/2021	\$47.00
1/31/2024	2400080	2021-1	8/5/2021	\$47.00
1/31/2024	2400081	2021-1	8/5/2021	\$47.00
1/31/2024	2400082	2021-1	8/5/2021	\$47.00
1/31/2024	2400083	2021-1	8/5/2021	\$47.00
1/31/2024	2400084	2021-1	8/5/2021	\$47.00
1/31/2024	2400085	2021-1	8/5/2021	\$47.00
1/31/2024	2400086	2021-1	8/5/2021	\$47.00
1/31/2024	2400087	2021-1	8/5/2021	\$47.00
1/31/2024	2400088	2021-1	8/5/2021	\$47.00

Total amount for this withdraw \$4,069.00

Total amount for this account \$4,069.00

Total amount all accounts \$4,069.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice**Number:** 24010**Date:** 2/2/2024**Bill To:**

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV, 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Administrative Facilities Impact Fees Bank Account (33182570). \$4,069.00

Interest earned by the Office of Impact Fees General Account January 2024. \$2.33

Impact Fee Process Numbers 2400001 through 2400088, inclusive. Within this range, there were 87 non-exempt impact fee payments.

Total: \$4,071.33**Notes/Comments: Transfer of funds into Administrative Facilities Impact Fee Account (33182570).****Check Number: 1446**

Domestic Violence Homicide Reduction

A COMMUNITY FORUM

FEB. 29TH at 6pm

Martinsburg Public Library

101 W King St, Martinsburg, WV 25401

Recommended for Ages 16+ Due to Content

IT'S TIME WE TALK ABOUT IT

Panelists

- United States Attorney, William J. Ihlenfeld II
 - Executive Director of EPEC
 - Prosecuting Attorneys
 - SART Coordinator
 - Berkeley County Sheriff's Dept.
 - Martinsburg Police Department
 - Alcohol, Tobacco, and Firearms
 - Community Alternatives to Violence
- and **more**

Topics

- **Current Reduction Attempts**
- **How We Can Do Better**
- **and How You Can Get Involved**

For More Information:

SARTCoordinator@swcinc.org (304) 263-8292

**Public Comment for Jefferson County Commission meeting for
February 1, 2024**

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

PUBLIC COMMENT –

Attention all property owners/taxpayers: You only have a few days left to challenge your assessment that will affect your tax bill! Of course, last year was the largest increase of your assessment. Now, the State has gotten creative and increased the cost of square footage as if you had a brand-new house and increased that as well. Ask the County Commissioners why they haven't kept you up to date with your assessment/property taxes. Good luck with that!

I still haven't seen the Fire Levy, on the agenda, to be placed on the ballot. Just to remind the Commission, even if the Fire Levy is passed, it will take close to a year before the Volunteer Fire Companies will receive any revenue. The Volunteer Fire Companies could really use the revenue now to continue their "free" fire-fighting services.

It appears the news media is not keeping up with all the activities within the Jefferson County Judicial Circuit Court. That a case has now been expanded to include Chief Justice Armstead at the West Virginia Supreme Court. If I have drawn the attention of anyone's curiosity the Case No. is: CC-19-2023-C-206. Mr. Cochran isn't the only one to have court cases at the Circuit Court and the Supreme Court at the same time.

"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!

Jefferson County Commission Meeting
February 1, 2024

I am here today to address something that Mr. Stolipher said at the January 18th County Commission meeting. He stated that he has never denied an agenda item provided that the request was made before the agenda deadline. I'm here to present all 5 commissioners with a list of agenda items that I was able to compile on short notice. This was thrown together quickly, but if I put the question out to the public, I believe I would find even more instances to prove this point.

This list contains constituents and requested agenda items which were approved via email, but never appeared on the agenda they were approved for. What is also worth noting is that these same agenda requests were also not carried over to the next County Commission agenda, as the current procedure states in Agenda Policy 900 on the county website. I've included appropriate documentation showing that the agenda items were in fact requested before the agenda deadline as well.

This Commission serves the public, and as such, the public demands transparency, honesty, and integrity. We expect each County Commissioner to tell the truth or we will keep holding you accountable. We cannot trust you if you cannot come here and start by being truthful. We also expect to be heard here, and by your own Agenda Policy 900, which you aren't following, this means you cannot deny constituents, or elected officials, the right to have items on the agenda. We will be heard in this county, Mr. Stolipher.

Additionally, I would like to specifically address Commissioner Majdi, since he is new here and may not realize that there is a long and ugly history here of people's voices being silenced. People are angry in this county. People no longer trust some of the Commissioners on this panel. In the last County Commission meeting you agreed with Mr. Stolipher that no one has been denied the right to be on an agenda. You now sit with facts in front of you, sir. Were you lied to? Do you believe the people of this county? Can you help ensure that we have a fair shake at having our voices heard? Will you help us get onto an agenda or will you still support Mr. Stoliphers' lies? I'm sincerely asking and hoping you will serve the people in this matter, and not Mr. Stoliphers' self-serving agenda.

Requester	Date, Time of Request	Meeting date	Outcome	Additional Comment
Jacquelyn Milliron, CTUB member	4/08/2021, 11:36am	5/6/2021	Email confirmed, but never appeared on agenda	By May 6, 2021, Steve Stolipher was President Documentation attached
Jacquelyn Milliron, CTUB member	4/23/2021, 11:24am	1 st choice: 5/6/21 2 nd choice: 6/3/21	Email confirmed, but never appeared on agenda	Documentation attached
Blue Ridge Mountain Citizens Coalition (Denise Nick, Andrea Elliot, Jeri Wines)	9/13/2023, 10:45pm	County Commission Meeting, Thursday 9/21, 6pm	Never appeared on agenda -- ignored	Documentation attached
Commissioner Jennifer Krouse		9/07/23		
Commissioner Jennifer Krouse		9/21/23		

Re: Agenda Request Form--Milliron April 2021

jmilliron <jmilliron@ctubwv.com>

Fri 4/23/2021 11:24 AM

To: Jessica Carroll <jcarroll@jeffersoncountywv.org>

Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>; Josh JJ Compton <jjcompton05@gmail.com>

THANK YOU!

I just needed to know which date, if at all, for my personal scheduling. Many thanks for responding. Have a great weekend!

From: Jessica Carroll <jcarroll@jeffersoncountywv.org>

Sent: Friday, April 23, 2021 11:18 AM

To: jmilliron <jmilliron@ctubwv.com>

Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>; Josh JJ Compton <jjcompton05@gmail.com>

Subject: RE: Agenda Request Form--Milliron April 2021

Ms. Milliron –

The agenda for Thursday, May 6th will not be completed by staff until the afternoon of Monday, May 3rd, at which time I'll be in touch to provide you with a copy of the agenda with a time certain for your presentation/updates to the Commission.

Staff tries to schedule most appointments prior to noon depending on the length of the agenda. As the May 6th meeting is during the day, you'll have the option to either appear virtually or in-person.

Please let me know if you have any additional questions.

Thanks,

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) – 304-728-3284
(f) – 304-725-7916

From: jmilliron <jmilliron@ctubwv.com>

Sent: Friday, April 23, 2021 10:42 AM

To: Jessica Carroll <jcarroll@jeffersoncountywv.org>; Sandra McDonald <Sandy@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>; Josh JJ Compton <jjcompton05@gmail.com>

Cc: jmilliron <jmilliron@ctubwv.com>

Subject: Fw: Agenda Request Form--Milliron April 2021

Good Morning!

Would it be possible to please get a status update of this Agenda Request sent April 8, 2021?

Thank you.

Jacquelyn Milliron

From: jmilliron

Sent: Thursday, April 8, 2021 11:36 AM

To: jcarroll@jeffersoncountywv.org <jcarroll@jeffersoncountywv.org>

Cc: jmilliron <jmilliron@ctubwv.com>

Subject: Agenda Request Form--Milliron April 2021

Good Morning Ms. Carroll,

Please find the attached request form to be placed on a Jefferson County Commission Agenda as an individual CTUB member.

Please feel free to contact me with any questions, concerns, or errors in filling out the form.

Thank you.

Sincerely,

Jacquelyn Milliron (County Representative to the Charles Town Utility Board)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jacquelyn Milliron

Department or Organization: **County Representative to the Charles Town Utility Board**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 6, 2021**

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

Date Requested – 2nd Choice: June 3, 2021

Subject (*Wording to be placed on agenda*): CTUB Individual Representative Update to the Jefferson County Commission

Please provide the County Commission with a description of your request or presentation, including any background information: Discussion and Update will include, but not limited to, rate equalization, renewal and replacement Projects, development, and status of system.

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: Informational material may be provided and a written summary/outline will be provided for the Agenda packet.

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

Contact information:

Email address: jmilliron@ctubwv.com

Phone Number: 1-304-725-1748

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Good evening.

Please find the attached agenda item request for the upcoming commission meeting Thursday, September 21, 2023 at 6 PM.

Thank you,
Denise Nick

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

**Jeri Wines, Andrea Elliot,
Denise Nick**
Name:

**Blue Ridge Mountain Citizens
Coalition**
Department or Organization:

Thursday, 9/21/2023 6:00 PM
Commission Meeting Date:

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):
**discussion of ambulance
services**

Please provide a description of your request or presentation, including any back ground information:
**requesting ambulance service
be restored to Blue Ridge
Mountain citizens**

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):

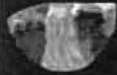
Any Additional Conditions of Employment or Funding Comments:

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

**restore ambulance services
and staffing to the Blue Ridge
Mountain citizens effective
immediately**

Here's my request submitted
on 9/13 for 9/21 meeting.

It's never been placed on the
agenda



to Alerts Jeffersoncounty & 7 more



9/13/2023, 10:45 PM

Good evening.

Please find the attached agenda item request for the
upcoming commission meeting Thursday, September
21, 2023 at 6 PM.

Thank you,
Denise Nick

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

**Jeri Wines, Andrea Elliot,
Denise Nick**
Name:

**Blue Ridge Mountain Citizens
Coalition**
Department or Organization:

Thursday, 9/21/2023 6:00 PM
Commission Meeting Date:

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):
**discussion of ambulance
services**

Please provide a description of your request or presentation, including any background information.
**requesting ambulance service
be restored to Blue Ridge
Mountain citizens**

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

Jessica Carroll

From: Planning Department
Sent: Friday, February 2, 2024 3:42 PM
To: Jessica James
Subject: FW: Don't approve Harvest Hills

Hi Jessica,

We received public comment for Harvest Hills to be included in County Commission March 7, 2024 packet.

Best,

Michelle Evers, Planning Clerk
Department of Engineering, Planning, & Zoning Jefferson County, WV
304-728-3228

-----Original Message-----

From: Tim Wiltshire <rabbitshirt@hotmail.com>
Sent: Friday, February 2, 2024 3:30 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Subject: Don't approve Harvest Hills

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

To whom it may concern at the Jefferson County Planning Department:

You are ruining Jefferson County.

Tim Wiltshire

539 Brooke Street

Charles Town

Sorayda Pitts

From: Zoning
Sent: Friday, February 2, 2024 11:29 AM
To: Jessica James; Sorayda Pitts
Cc: Edwina Benites
Subject: FW: Harvest Hills - Do Not Approve

Hi Jessica:

We received the public comment below related to the Harvest Hills rezoning request. Wanted to forward to you so it can be included in the CC agenda packet on March 7, when the public hearing is scheduled.

Thanks,

Alex
Ext 1102

Alexandra Beaulieu
Deputy Director & Zoning Administrator
Department of Engineering, Planning, & Zoning
Jefferson County, WV
304-728-3228

From: mwilts <mwilts@comcast.net>
Sent: Friday, February 2, 2024 11:02 AM
To: Zoning <Zoning@jeffersoncountywv.org>
Subject: Harvest Hills - Do Not Approve

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Hello,

- This development would create a population as big or greater that the towns of Harper's Ferry and Bolivar combined.
- There is a single road for this development that was planned for rural living. It is a safety issue.
- It is unfair to residents of Harvest Hills that bought with the idea they were moving into a rural development. I have spoken to some that are very unhappy and they have told me folks are selling because of what they see as the inevitable approval by Jefferson County government. Prove them wrong by standing up for them by not improving this change in zoning.

Thank you

Mike Wiltshire
[Mwilts@comcast.net](mailto:mwilts@comcast.net)

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Friday, February 2, 2024 1:46 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: 02/02/2024 1:45 PM
Response #: 3371
Submitter ID: 8983
IP address: 73.132.87.198
Time to complete: 9 min. , 9 sec.

Survey Details

Page 1

1. Name

Rose Wilson

2. Email

riewilson@me.com

3. Questions or Concerns

I am very concerned about the proposed housing in Harvest Hills and I strongly object to a variance to allow multi-housing units. Our county is not equipped to handle this amount of housing.

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

(o) No

Thank you,
Jefferson County Commission, WV

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

Jessica Carroll

From: Planning Department
Sent: Monday, February 12, 2024 9:41 AM
To: Jessica James
Subject: FW: Harvest Hills

Good morning, Jessica,

Please see the email below.

Best,

Michelle Evers, Planning Clerk
Department of Engineering, Planning, & Zoning Jefferson County, WV
304-728-3228

-----Original Message-----

From: Rebecca Nachtrieb <osalone@yahoo.com>
Sent: Friday, February 9, 2024 8:38 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Subject: Harvest Hills

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

Dear Planners,

Please consider space over density when consider the developers requests for building Harvest Hills. Balancing the beauty of Jefferson County with economic growth is a challenge, yes, but I do not agree with the density that I understand will be requested at the upcoming meeting. Please protect our open skies and rolling hills by welcoming more spacious and population sensitive growth

Rebecca Nachtrieb

Shepherdstown

Sent from my iPhone

Jessica Carroll

From: Planning Department
Sent: Monday, February 12, 2024 9:41 AM
To: Jessica James
Subject: FW: Flowing Springs Rd development

Good morning, Jessica,

Please see the email below.

Best,

Michelle Evers, Planning Clerk
Department of Engineering, Planning, & Zoning
Jefferson County, WV
304-728-3228

From: Laura Kasinof <kasinof@gmail.com>
Sent: Sunday, February 11, 2024 9:00 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Subject: Flowing Springs Rd development

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

Dear Jefferson County Planning Commission,

I am a resident of Shepherdstown, living in one of the historic houses downtown, and am quite concerned about potential plans to develop over 1000 housing units along Flowing Springs Rd in Duffields. I commute twice weekly to Leesburg for work and so this would greatly impact my drive, and often am on the road to drive to Charles Town and the surrounding area.

My husband and I recently moved to Jefferson County, choosing it over MD's Washington County (where the majority of my family live), due to all the things that make this county special: its beautiful nature, its charming towns, its peace.

However, with all the new development going up and being proposed on the county's beautiful farmland, we are starting to wonder if this was a good choice. These sort of developments are going to change Jefferson County for the worse, change what people love about living here. This is a place of peace away from the hustle. It is just going to turn into an extension of northern VA, ruining it. I can't imagine that my husband and I will stay for long if these kinds of developments continue. We did not move here to live in the suburbs.

Thank you for taking the time to consider my email.

Best Regards,

Laura Kasinof

Shepherdstown resident

Jessica Carroll

From: Planning Department
Sent: Monday, February 12, 2024 9:42 AM
To: Jessica James
Subject: FW: Harvest Hills

Good morning, Jessica,

Please see the email below.

Best,

Michelle Evers, Planning Clerk
Department of Engineering, Planning, & Zoning Jefferson County, WV
304-728-3228

-----Original Message-----

From: Helen Burns <helenhibbardburns@gmail.com>
Sent: Sunday, February 11, 2024 2:32 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Subject: Harvest Hills

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

The 1000 houses proposed to be built in Harmony Hills would put too much strain on the local infrastructure, including roads and parking.

Thank you for opposing this development!

Helen Burns
189 Hensel Drive
Shepherdstown, WV 25443

Jessica Carroll

From: Planning Department
Sent: Monday, February 12, 2024 9:42 AM
To: Jessica James
Subject: FW: Harvest Hills

Good morning, Jessica,

Please see the email below.

Best,

Michelle Evers, Planning Clerk
Department of Engineering, Planning, & Zoning
Jefferson County, WV
304-728-3228

From: Michael Shepp <michaelshepp@me.com>
Sent: Monday, February 12, 2024 6:18 AM
To: Alexandra Beaulieu <abeaulieu@jeffersoncountywv.org>; Jennifer Brockman <jbrockman@jeffersoncountywv.org>;
Planning Department <PlanningDepartment@jeffersoncountywv.org>
Subject: Fwd: Harvest Hills

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

Please put his in the packet for distribution to the other PC members.

Mike Shepp
Sent from my iPad

Begin forwarded message:

From: Suellen Myers <willowsp@earthlink.net>
Date: February 11, 2024 at 7:24:40 PM EST
To: michaelshepp@me.com
Subject: Harvest Hills

Sir,

I hope the Commission will deny the request from Arcadia for a zoning change. According to the 2022 map, which is the newest I have found, that whole area is zoned rural. To allow 1000 units to be built would be a travesty. What they want is to build a town in the middle of a rural area and completely change it. They claim "highest and best use" which is developer speak for "this is how we can make the most money." They also mention the proximity to four lane roads while completely ignoring the hundreds and hundreds, maybe thousands of trips, on two lane country roads in order to get there. One of which roads goes between two schools then through Shenandoah Junction and out passed another school. It's also Karst topography with a wetlands and at least one spring which feeds into Elk Branch and then Elk Run which is backup water for Harpers Ferry. Please protect not only the farmers and orchardists in the area but the whole

county.
Best Regards,
Suellen Myers

Hi Planning Commission,

I'm writing this comment in opposition to the rezoning from rural to residential growth for the Arcadia Land Inc. development. The planning commission should recommend the county commission to not approve this. This amendment and proposed 1,000 houses will invite a host of environmental problems due to the sprawling low density nature of the subdivision rather than keeping it rural. Problems such as more CO2 emissions, groundwater and river pollution, the disappearance of wild habitat, paving of the land with asphalt, etc. Furthermore, suburbs like these lack many of the community aspects that make downtown areas and nearby neighborhoods great because they are impersonal, providing nothing more than a house with no other formal areas to communicate with other people or amenities. Every trip anyone in this subdivision will have to make will be through the use of a car adding to more congestion on the roads, accidents, and wildlife roadkill. Anyone not able to drive will be trapped here and not see anything exciting since most subdivisions barely have any diverse flora or fauna due to the manicured lawns that prevail. The addition of 1,000 homes in a rural area poses problems for animals known as habitat fragmentation where now every animal is concentrating into smaller places as more open areas give way to growth causing and adding to the dangerous road crossing animals have to make to get where they need to. This in turn creates more wildlife conflict potentially and since most lawns lack tallgrass, native plants, water, etc. we will slowly see our wildlife left to the margins. I believe that the parcel won't contribute to enriching Jefferson County or the landscape. I recommend not to look at just the zoning amendments but at whether this will actually contribute to the character of Jefferson County and not be an alienated subdivision with a heavy environmental strain that also takes away the rural landscape of our county.

Best,

C.O.

Carlo Olivares

RECEIVED

FEB 12 2024

**JEFFERSON COUNTY PLANNING
ZONING & ENGINEERING**