

**REGULAR MEETING AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION JANUARY–MARCH 2024
THURSDAY, MARCH 21, 2024
6:00 P.M.**

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

CALL TO ORDER

PRAYER

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE TO THE WV 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."

APPROVAL OF MINUTES

- March 7, 2024 Regular Meeting
- March 12, 2024 Budget Deliberations
- March 14, 2024 Budget Deliberations

APPROVAL OF REQUISITIONS

- March 21, 2024

APPROVAL OF ACCOUNTS PAYABLE

- March 14, 2024
- March 21, 2024

APPROVAL OF MANUAL CHECKS

- March 15, 2024
- March 22, 2024

APPROVAL OF PAYROLL

- March 15, 2024
- March 15, 2024 Special Payroll

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. Public Hearing – FY25 Draft Budget
3. 6:45 p.m. Tom Hansen, Sheriff
- Approval of PUP Control Grant
4. 7:00 p.m. Nancy Strine, Community & Development, City of Martinsburg
- Public Hearing to discuss the housing needs of Jefferson County for FY23 HOME Investment Partnership Program
- Approval of Resolution to Authorize participation in the Eastern Panhandle HOME Consortium of WV for the period of July 1, 2024 – June 30, 2025
5. 7:15 p.m. Gillian Olsen, Environmental Health Manager, JC Health Department
- Approval of Jefferson County Board of Health Local Rule “Jefferson County Board of Health Fees for Permits & Services”
6. 7:30 p.m. Karen Olden, Probate, Jefferson County Clerk’s Office
- Motion to remove Executrix and seize estate records for the Estate of Dorothy W. Copesake, decease, as presented by Henry W. Morrow, Attorney
7. 7:45 p.m. Laura Kuhn, Director, JC Fleet & Facilities Management
- Request Budget Revision to Increase the Vehicle Fuel for the Fiscal Year ending June 20, 2024
8. 7:55 p.m. Jennifer Brockman, Chief County Planner, JC Department of Engineering, Planning, and Zoning
- Presentation and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission
9. 8:10 p.m. Mike Sine, Director, Jefferson County Emergency Services Agency
- Approval of Support Letters for Regional Fire, EMS, and Law Enforcement Training Facility
- Ambulance Transport Billing
10. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of Minor Boundary Issue between Berkeley and Jefferson Counties
- Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property

UNFINISHED BUSINESS

11. Approval of Budget for FY25

INTERIM COUNTY ADMINISTRATOR REPORTS

- TIF Lawyer
- Opioid Settlement Plan
- Approval of Budget Dates
- Impact Fee Study

12. ADJOURN

CORRESPONDENCE AND INFORMATION

Notices of Intent to Appoint to the following: Jefferson County Planning Commission, Jefferson County Board of Building Code Appeals, Jefferson County Historic Landmarks Commission, Nominees for the Charles Town Utility Board

Notice of Final Public Input Meeting for the 2024 Comprehensive Plan Update

Jefferson County Emergency Services 2024 Ambulance Response Area Report

Impact Fee Status Report for February 2024

Year-to-Date Budget Reports for February 2024

Letter from the WV PSC re: the Disbursement of the Wireless E911 Subscriber Fee Deposit

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

Minutes

Jefferson County Commission

Thursday, March 7, 2024

A meeting of the Jefferson County Commission was held on Thursday, March 7, 2024, during the fourth quarterly session at 9:30 am. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Tricia Jackson, Commissioner Jennifer Krouse, and Commissioner Pasha Majdi. Also present were Edwina Benites, interim county administrator, Nathan Cochran, assistant prosecuting attorney, Jacki Shadle, county clerk, and Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, March 7, 2024, meeting is available on the Jefferson County Commission website.

Prayer- John Mark Seay- assistant pastor, Frederick Baptist Church

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE OF WEST VIRGINIA FLAG

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the January 30, 2024, Board of Review and Equalization meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 1, 2024, regular meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 15, 2024, regular meeting minutes. The motion was approved unanimously with corrections.

Mr. Stolipher motioned to approve the February 16, 2024, Board of Review and Equalization meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 27, 2024, budget presentations. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 28, 2024, budget presentations. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher made a motion to approve the Requisitions for March 7, 2024, in the amount of \$102,569.75. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for March 1, 2024, for \$327,221.21. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
89298	AHA-ARTS & HUMANITIES ALLIANCE	1,445.31
89299	AMANDA KEMP	2,628.97
89300	AT&T	641.19
89301	BUREAU OF CHILD SUPPORT	373.39
89302	COMPTROLLER OF MARYLAND	929.46
89303	DIGITAL DOCUMENT SOLUTIONS INC	641.48
89304	EFTPS IRS TAXES	110,649.75
89305	EMPOWER RETIREMENT	6,886.38
89306	FEDEX	245.44
89307	FRONTIER	7,278.92
89308	GUTTMAN OIL CO	4,994.71
89309	HIGHMARK WV	196,836.67
89310	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,140.12
89311	JEFFERSON CO CONVENTION AND VISITORS BUREAU	36,132.37
89312	JEFF CO PARKS & RECREATION COMMISSION	32,546.96
89313	JEFFERSON SECURITY BANK	4,085.00
89314	MILLENIUM INSURANCE GROUP	900.00
89315	MONROE SYSTEMS FOR BUSINESS	23.26
89316	NATIONAL VISION ADMIN.	1,573.09

89317	NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89318	PATTON BUILDING SERVICES, INC	12,782.00
89319	RICE TIRES CO	229.95
89320	DR. ROBERT E. JONES III	1,000.00
89321	SPIRIT OF JEFFERSON	356.36
89322	STATE TAX DEPARTMENT	94.66
89323	UNIFIRST	99.64
89324	US BANK	64,607.57
89325	VICTORIA MYERS	1,085.48
89326	VITAL SIGNS	735.00
89327	WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,435.90
89328	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,994.42
89329	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
89330	WV ASSOCIATION OF COUNTIES	470.00
TOTAL		568,074.94

Mr. Stolipher motioned to approve the accounts payable for March 1, 2024, in the amount of \$568,074.94. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
89331	AMANDA JOHNSON	279.03
89332	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
89333	AT&T BILL PAYMENT	2.58
89334	BENJAMIN S WILLIAMS	26.00
89335	BESSIE NELSON	562.50
89336	CAPITAL LIGHTING & SUPPLIES LLC	639.62
89337	COLONIAL LIFE	95.68
89338	CORMAC QUINN	25.90
89339	COX HOLLIDA YOUNG PLLC	11,379.25
89340	DARYLL WIMER	23.38
89341	DOING BETTER BUSINES	96.82
89342	ESRI	17,475.00
89343	FIRST CITIZENS BANK & TRUST CO	2,230.47
89344	FRONTIER	135.43
89345	FRONTIER	36.77
89346	GUTTMAN OIL CO	5,601.28
89347	INSIGHT PUBLIC SECTOR INC	28,861.71
89348	JENNIFER M BROCKMAN	8,748.65
89349	LANGUAGE LINE SERVICES	84.00
89350	MALLORY SODERLUND	3,219.62
89351	MAZZITTI & SULLIVAN EAP	1,422.00

89352		MICHAEL MONAGHAN	119.50
89353		OLD CHARLES TOWN LIBRARY	1,500.00
89354		PANSCH INVESTIGATIONS LLC	750.00
89355		POTOMAC EDISON	39,194.19
89356		RICE TIRES CO	631.20
89357		ROMELDA PORTER	23.63
89358		RONALD DANTZIC	36.19
89359		SANDRA KELLEY	161.70
89360		SHANNON BURLETT	1,316.26
89361		SOFTWARE SYSTEMS INC	1,110.95
89362		SPIRIT OF JEFFERSON	139.64
89363		THE HARTFORD	2,362.20
89364		THE HARTFORD	3,778.98
89365		THOMAS HANSEN	26.00
89366		UNIFIRST	99.64
89367		W B MASON CO. INC	110.49
89368		WV CORRECTIONAL INDUSTRIES	300.00
89369		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	71,122.56
89370	FG/009	SHERIFF OF JEFFERSON COUNTY	5,673.48
89371	BS/011	SHERIFF OF JEFFERSON COUNTY	10,968.33
89372	AM/053	SHERIFF OF JEFFERSON COUNTY	1,799.12
TOTAL			224,286.25

Mr. Stolipher motioned to approve the accounts payable for March 7, 2024, in the amount of \$224,286.25. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

Check #	Fund	Vendor	Amount
			1-Mar-24
		OTHER FUNDS	
596	CS/002	EASTERN PANHANDLE MENTAL HEALTH SYSTEMS	\$3,600.00
597	CS/002	JEFF CO PARKS & RECREATION COMMISSON	\$10,000.00
899	HD/008	SHERIFF OF JEFFERSON COUNTY	\$91.40
1133	AV/056	MONROE SYSTEMS FR BUSINESS	\$546.26
1134	AV/056	PRINT-O-STAT	\$190.00
1135	AV/056	SHERIFF OF JEFFERSON COUNTY	\$1,225.80
307	AR/207	AT&T	\$505.83
308	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY	\$1,800.00
309	AR/207	SHAFFER TRAXELL & HOWE INC	\$9,677.80

310	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY	\$1,600.00
311	AR/207	SHERIFF OF JEFFERSON COUNTY	\$898.70
159	IP/249	HELBING LIPP RECNY ARCHITECTS	\$600.00
TOTAL			\$30,735.79

Mr. Stolipher motioned to approve the manual checks for March 1, 2024, in the amount of \$30,735.79. The motion was approved unanimously.

			7-Mar-24
OTHER FUNDS			
Check #	Fund	Vendor	Amount
598	CS/002	BRENDA HINKLE	\$294.13
900	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,482.49
1136	AV/056	WV OFFICE OF TAX APPEALS-STATE OF WV	\$81.25
312	AR/207	CITIZENS VOLUNTEER FIFRE COMPANY	\$3,400.00
313	AR/207	J.C. KUNKLE & ASSOCIATES, A.C.	\$1,250.00
314	AR/207	JEFF CO PARKS & REC COMMISSION	\$50,000.00
315	AR/207	SHERIFF OF JEFFERSON COUNTY	\$10,366.71
1875	CO/246	SIONICS WEAPON SYSTEM	\$15,799.00
155	IE/249	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$81,000.00
1447	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$109.00
1448	IP/249	SHERIFF OF JEFFERSON COUNTY-LAW ENF IMPACT	\$24,873.25
1449	IP/249	SHERIFF OF JEFFERSON COUNTY- PARKS & REC IMPACT	\$109,713.65
1450	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$11,560.63
1451	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$5,126.31
985	CW/059	WV ST POLICE	\$15.00
986	CW/059	WV ST AUDITOR	\$1,670.00
987	CW/059	LEADS ONLINE	\$4,037.00
411	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$797.00
TOTAL			\$321,575.42

Mr. Stolipher motioned to approve the manual checks for March 8, 2024, in the amount of \$321,575.42. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jaquelyn Milliron (see attached)

Richard Urban (see attached)

Patty Bain Bachner

David Tabb (see attached)

Christy Winer

Shelby LaTurno

Christine Marshall

Diane Blust

PRESENTATIONS

1. Angie Banks, Assessor- Exonerations approval request

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donna & Michael Truitt	PP	HF	3,061.26	16165

Mr. Stolipher motioned to approve the exoneration of ticket No.16165 as presented by Mrs. Banks. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
William V Echeverria	PP	Ranson	178.21	313468

Mr. Stolipher motioned to approve the exoneration of ticket No.313468 as presented by Mrs. Banks. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

2. Tom Hansen, Sheriff- Restructure of trip guard requests

Mr. Stolipher motioned to approve the restructuring of the trip guard. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

3. Nikki Painter, chief deputy clerk of, the County Clerk's Voter and Elections Office requests Poll workers and alternatives for the 2024 primary elections approval

Mr. Stolipher motioned to approve the poll workers and alternatives for the 2024 primary elections. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

4. Karen Olden- probate office- petition to probate the will of Anna Bogden, in Solemn form.

Mrs. Tabb to move to convene as a Fiduciary Review Board. The motion was seconded by Ms. Jackson. The motion was approved unanimously.

Mr. Stolipher motioned to approve the probate will of Anna Bogden in solemn form as presented by Mr. John Dorsey and named Michael Bogden as the executor. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

Mrs. Tabb moved to reconvene in regular session. The motion was seconded by Mrs. Krouse. The motion was approved unanimously

5. Magistrates Cesare magistrate court space needed

Mrs. Tabb requested that the interim county administrator confirm with maintenance and fleet director and see what options may also be available. Mr. Majdi also requested a summary of the law which is taken effect on January 1, 2024, reference in the discussion. Assistant prosecuting attorney Nathan Cochran to provide a summary at the next meeting.

6. Martin Burke, chair, of Jefferson County Historic Landmarks Commission requests

Approval and signature of a letter of application indicating the Jefferson County Courthouse as a National Historic Landmark

Mr. Stolipher motioned to sign the letter of application indicating the Jefferson County Courthouse as a National Historic Landmark and to approve the text on the plaque as presented. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

8. PUBLIC HEARING: Harvest Hill zoning map amendment
Cancelled

9. Tina Burns- director of resource development, Shenandoah Community Health- ARPA funding request of \$8,470.00

Mrs. Tabb motioned to approve the \$8,500.00 for the Shenandoah Community Health funds to be allocated from the ARPA funds. The motion was approved 3-2 with Mr. Stolipher, Mrs. Tabb, and Ms. Jackson voting aye, and Mrs. Krouse and Mr. Majdi voting no.

10. Jennie Brockman, Jefferson County Department Engineering Planning and Zoning- full refund of application fee related to the appeal of the administrative decision request

Mr. Stolipher motioned to approve the full refund of the \$100 fee as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

11. Becky Burns, office manager, Jefferson County Department Engineering Planning and Zoning- building permit fee refund of two applications: James and Angela O'Brien (permit # 23-651WD) and Jacob Keckley (permit # 23-364WD)

Mrs. Tabb motioned to approve a partial refund of the building permit application fee for James and Angela O'Brien (permit #23-651WD) in the amount of \$654.00 and to close the permit application. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

12. Roger Goodwin, chief county engineer- employment offer, bond release request, and appointment to the Jefferson County Building Code Board of Appeals.

a. Employment offer for the building inspector's approval

Mr. Stolipher motioned to approve the offer of employment to Michael Bradley with a salary of \$49,000 per year to fill the position of building inspector in the Department of Engineering Planning and Zoning- Office of Building Permits

and Inspections, with a start date of March 15, 2024. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- b. Performance bond release for Dr. Horton, Inc.-Stonecrest subdivision, section one (File #22-11-SD).

Mr. Stolipher motioned to authorize a complete release of performance Bond # PB0561200128 with Philadelphia Indemnity Insurance Company for \$12,181,816.00 for Dr. Horton, Inc.-Stonecrest Subdivision, section one (File #22-11-SD) and DR Aquisitions, LLC-Sheradin Estates Subdivision, Phase 1&2 (Files #00-33 & #05-26). The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- c. Appointment of five qualified appointments to the Jefferson County Building Code Board of Appeals

It was the conscious decision by the Commission to advertise for five openings to the Jefferson County Building Code Board of Appeals and have candidates submit their applications a week before the April 4, 2024, regular meeting at 9:30 am.

- 13. Luke Seigfried, county planner- quarterly status report of the 2045 Comprehensive Plan update
 - a. Update quarterly of the 2045 Comprehensive Plan

NO ACTION

- b. Joint session of the County Commission and the Planning Commission to discuss the direction of the 2045 Comprehensive Plan.

Mr. Stolipher motioned to schedule a joint session with the Jefferson County Planning Commission on April 4, 2024, to discuss the 2045 Comprehensive Plan update. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

- 14. Laura Kuhn, director, Jefferson County of Fleet and Facilities management

Commission President to provide a signature on the permit application for electrical inspection request.

Mrs. Krouse motioned to approve that the Commission President sign the permit application for the electrical inspection. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

15. Mike Sine, director, Emergency Service Agency,

a. Employee status change and reinstatement of medical leave hours request

Mr. Stolipher motioned to transfer Beryl Dixon from part-time to full-time FF/paramedic III at her current pay rate and restore her previous medical leave balance of 255.87 hours, effective March 7, 2024. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

b. Promotion approval

Mrs. Krouse motioned to approve the promotion of Corey Walsh from FF/AEMT II to FF/paramedic II with a pay rate of \$26.76 per hour effective March 7, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

c. Ambulance response area report update

NO ACTION

d. EMS salary enhancement funds

Mr. Stolipher motioned to transfer the EMS salary enhancement funds to EMS for payroll as a stipend with the guidance of the Budget Director as presented by Mike Sine. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

16. Nathan Cochran-Assistant Prosecuting Attorney

a. Discussion of minor boundary issues between Berkeley and Jefferson Counties.

b. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.

Mr. Stolipher moved to enter into executive session to receive legal advice and status updates on the contractual matter in items 16 a and b. The motion seconded was by Mrs. Tabb. The Commission approved the motion unanimously.

Mr. Stolipher moved to exit executive session and reconvene in regular session. The motion was seconded by Mr. Majdi. The Commission approved the motion unanimously.

NEW BUSINESS

17. Advertise for the director of Farmland Protection board program position requests

Mrs. Tabb motioned to approve the advertisement for the director of the Farmland Protection Board program position. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

18. FY25 Tax Levy rate determination

NO ACTION

INTERIM COUNTY ADMINISTRATOR REPORTS

Circuit Clerk's office printers

Ms. Benites, LM provided an update on the Circuit Clerk's office printers.

TIF Attorney Update

Ms. Benites, LM provided an update and stated that the TIF attorney, Spillman, Thomas, and Battle, will be present at the next regular commission meeting being held on March 21, 2024, to provide the Commission with an update.

Opioid Settlement Plan

Ms. Benites, LM provided an update on the opioid settlement funds and confirmed that the funds have been placed in a CDAR account and funds will be available on September 1, 2024. A workshop has been scheduled for April 15, 2024, at 6:00 pm.

Approval of Budget dates

The budget deliberations date as follows March 12th, 14th, and 19th at 9:30 am. With a public hearing during the next regular commission meeting being held on March 21, 2024, at 6:00 pm.

Impact Fee Study

Mrs. Tabb motioned to approve the Request for Proposals for the Recalculation of Impact Fees & Fee Schedule Update with TischlerBise with the following amendments (1) an amendment to change the “Contract Time” (p. 12) for the School Impact Fee to be completed within 90 days. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Adjourn

The Commission adjourned at 12:26 pm, a motion by Mr. Stolipher. The motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: ESTATE OF ANNA BOGDEN

Case No. _____

ORDER

On the 7th day of March, 2024, came the Petitioner, Michael W. Bogden, in person and by John K. Dorsey, Esquire, his attorney, to be heard upon the duly verified petition filed with the Clerk of this Commission on February 6, 2024, for the admission and probate in solemn form of the Last Will and Testament of Anna Bogden pursuant to the provisions of West Virginia Code Chapter 41, Article 5, Section 5; upon service of process, duly made according to law, upon the heirs at law of the said Anna Bogden and the beneficiaries under the purported Last Will and Testament of the said Anna Bogden, of a notice of hearing this day; upon service of process and notice of hearing upon all persons entitled thereto according to the statutes herein applicable, and upon the testimony of witnesses who appeared this day and testified under oath upon the matter set forth in said petition; and upon the other papers and proceedings heretofore filed herein; and the Commission thereupon proceeded to hear the matters arising upon said petition.

It appearing that the matter has matured for hearing, and that the procedures required by the statutes herein applicable have been followed and satisfied, the Commission finds from the evidence in the testimony of witnesses and the affidavit of the said Petitioners as follows:

1) That Michael W. Bogden is designated as Executor in a writing which is the subject of this Petition and which is purportedly the

Last Will and Testament of Anna Bogden, deceased, his brother, Edward P. Bogden having renounced his appointment as Executor under the aforesaid Last Will and Testament.

2) That Anna Bogden died November 2, 2009, at Aurora, Arapahoe County, Colorado.

3) That the last place of residence, the domicile and the mailing address of Anna Bogden at her death was 14699 East Hampden Avenu, Aurora, Arapahoe County, Colorado.

4) That at the date of her death the nature of the estate of Anna Bogden consisted of tangible personal property situate in Jefferson County, West Virginia, and intangible personal property.

5) That the heirs at law and distributees of, their relationship to her and their place of residence are as follows:

<u>Name</u>	<u>Relationship</u>
Edward P. Bogden 16693 E. Kent Drive Aurora, CO 80013	Son
Michael W. Bogden P.O. Box 687 Charles Town, WV 25414	Son

6) That at the date of her death, the said Anna Bogden was a widow and had not remarried.

7) That the beneficiaries of the Last Will and Testament and their last known addresses are as follows:

<u>Name</u>	<u>Relationship</u>
Edward P. Bogden 16693 E. Kent Drive Aurora, CO 80013	Son
Michael W. Bogden P.O. Box 687 Charles Town, WV 25414	Son

8. That the Petitioner, following the death of Anna Bogden on November 2, 2009, has made a diligent and thorough search for the witnesses to the aforesaid Last Will and Testament of Anna Bogden and has been informed and now believes that Donna Lyzniak died approximately fifteen years ago and that Bernard Kash is 99 years of age, resides in Chicago, Illinois, and is not competent to execute an affidavit concerning the Will.

9. That the Petitioner has no reason to conclude that Anna Bogden revoked the aforesaid Last Will and Testament, was not competent, or that she was under undue influence at the time the Last Will and Testament was executed.

From the above findings of fact, the Commission makes the following conclusions of law:

1. All parties which have an interest in the estate of Anna Bogden which is the subject of this proceeding are properly before this Commission and this Commission has jurisdiction over the subject matter of this suit pursuant to West Virginia Code Chapter 41, Article 5, Section 1, et seq.

2. The original document entitled, "Last Will and Testament of Anna Bogden" executed by the Decedent on July 28, 1978, is a testamentary document eligible for probate.

3. Upon the death or absence of the subscribing witnesses, the attestation clause becomes prima facie evidence that the will was executed with the formalities recited therein. *Clarke v. Dunnavant*, 37 Va. (10 Leigh) 13 (1839). By placing his name to the instrument, the witness, in effect, certifies to his knowledge of the mental

capacity of the testator, and that the will was executed by him freely and understandingly, with a full knowledge of its contents. Such is the legal effect of the signature of a witness when he is dead, or is out of the jurisdiction of the court. *Martin v. Thayer*, 37 W. Va. 38, 16 S.E. 489 (1892).

4. In West Virginia, "The law favors testacy over intestacy." Syl. Pt. 8, *In re Teubert's Estate*, 171 W. Va. 226, 298 S.E.2d 496 (1982).

Based upon the foregoing findings of fact and conclusions of the law, it is hereby ADJUDGED AND ORDERED as follows:

1. That the typewritten document entitled Last Will and Testament of Anna Bogden dated July 28, 1978, late of Arapahoe County, Colorado, and having tangible personal property in Jefferson County, West Virginia, having been witnessed and attested to by two persons, Donna Lyzniak and Bernard B. Kash, who are either deceased, incompetent or out of this jurisdiction, but who declared in due form of law that the aforesaid testatrix, in their presence, signed, published and declared said writing as and for her Last Will and Testament; that they subscribed their names as witnesses thereto at the request of the testatrix, in her presence, and in the presence of each other, all signing at the same time; and that they believed said testatrix was of sound and disposing mind and memory at the time of so doing, shall be admitted to probate as the Last Will and Testament of Anna Bogden, deceased.

2. That upon taking the appropriate oath before the Clerk of this Commission and tendering the required information and fees,

Michael W. Bogden shall be appointed as Executor of the Estate of Anna Bogden.

The Clerk of this Court shall enter the foregoing as of the day and year first above written and transmit attested copies thereof to John K. Dorsey, Esquire, P.O. Box 42, Charles Town, WV 25414.

COUNTY COMMISSION OF JEFFERSON COUNTY
WEST VIRGINIA

BY: 
Its President

SORAYDA PICK UP IN PERSON

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20240002516
03/08/2024 @ 10:05:35 AM
ORDER
Book 1318 @ Page 734
Pages Recorded 5

Planning Commission Action Schedule related to Open Meetings Act Request

October 27, 2023 – two citizens get two separate informal opinions from two separate staff members of the West Virginia Ethics Commission stating that subunits of the governing body that make recommendations to the governing body are subject to Open meetings act. Advisory opinions 2007-01 and 2014-02 support this. Key is that subcommittees are governing bodies by definition.

October 30, 2023- Citizen issues letter of concern to the planning commission regarding subcommittees of the Planning commission meeting without public notice. Subcommittees named are the Ordinance Rewrite Committee, Solar facilities Committee and the Budget Committee.

November 14, 2023 – Planning Commission rejects plea from citizen and attorney's offer to get an opinion from the West Virginia Ethics Commission. They imply that the subcommittees do not have a quorum therefore do not constitute a meeting and are not subject to open meetings act.

December 21, 2023 – citizens appeal to the Jefferson County Commission for the same request; vote unanimously to submit a request for an advisory opinion.

January 30, 2024 – WV Ethics Commission receives county commission's request. Commissioners do not response for a request for copy of submittal. Ethics Commission says open meeting advisories are open.

February 12, 2024 – A county commissioner, who is also a planning commissioner requests and receives an informal opinion from WV ethics commission regarding same request based on a his set of facts. WV ethics provides an opinion that contradicts previous informal opinion received from WV ethics commission. The commissioner infers that the subcommittees are information gathering only. This is contradicted by an example of a recorded recommendation by a subcommittee.

February 16, 2024 – a concerned citizen sends a detailed account of the planning commission subcommittee decision timeline to the Ethics Commission.

February 20, 2024 – the planning commission decides to open subcommittees to the public noting inconvenience to planning commission and a price-tag to the public. Additionally, the planning commission decides to enter as a party in the advisory opinion sought by the JCC.

March 7, 2024, today – the Ethics commission is reviewing what has been revealed as two cases. 2024-01 is the question of the standing of the Jefferson County Commission in the request for an advisory opinion. 2024-02 is a case to answer the advisory opinion. All information within the file for this request is subject to public inspection including emails between the attorney and the Ethics Commission. If the Ethics Commission does not take up the 2024-02 case today, it may be kicked to the April Ethics Commission meeting. That's 7 months.

Three items of concern:

1. If the subcommittees were just information gathering then the public may be entitled to the notes and correspondences. The citizens were told that the meetings were private. This is a contradiction.
2. Why didn't this commission know if it had a standing in this case from the beginning?
3. What are the metrics to qualify to have standing, if it isn't through the tax paid hired consultant who entered into these subcommittee meetings and also wears a second hat representing private interests related to the zoning and development?

Information for OMAO 2024-01 -- West Virginia Ethics Commission

Please find the following information from an affected member of the Public regarding the Jefferson County Commission request for an Open Meeting Advisory Opinion.

--prepared to the best of her knowledge and available information: Jacquelyn Milliron, Jefferson County Resident

Discussion Points:

- *The Jefferson County Commission voted 5-0 to submit opinion request 2024-01 at their regular meeting December 21, 2023.*
- *The public first attempted to address the open meetings act requirements for subcommittees with the Jefferson County Planning Commission in an email on October 30, 2023.*
- *October 10, 2023, the Jefferson County Planning Commission decided to change internal department procedure based upon a direct recommendation of the ordinance rewrite subcommittee. (The change in procedure has been confirmed by Planning Department staff in an email dated February 8, 2024.) Historically, public hearings for subdivision regulations waivers had been performed until this recommendation, presented by the private consultant and the ordinance rewrite subcommittee.*
- *The Jefferson County Planning Commission declined the offer of their general counsel to submit a request for an Open Meeting Act opinion from the West Virginia Ethics Commission on November 14, 2023.*
- *The Jefferson County Commission provided funding through the county budget to hire private consultants to review land use and ordinances as needed by the planning commission. A Consultant hired in April 2022 by the County Commission attended at least one known subcommittee.*
- *The Jefferson County Planning Commission deleted citizen comment period from agenda in 2021. In 2022, the planning commissioners appointed themselves as the stakeholders of the citizen's committee to change the county 20-year comprehensive plan. The Ordinance rewrite committee is on hold until the results of the comprehensive plan are available.*

I. Ordinance Rewrite Committee Recommendation to the Planning Commission with discussion and change in department procedures to remove public hearings for subdivision regulation waivers.

A. October 10, 2023 Jefferson County Planning Commission Meeting

1. Agenda 10/10/23

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=24342>

6. Discussion/Possible Action: Ordinance Rewrite Committee Report on Waiver Process

2. Agenda Packet: 10/10/23

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=24346>

Letter Exhibit from Jefferson County Commission hired contractor discussion in the Ordinance Rewrite Committee

Alexandra Beaulieu

From: Michael Shepp <michaelshepp@mc.com>
Sent: Thursday, October 5, 2023 4:22 PM
To: Alexandra Beaulieu; Jennifer Brockman; Planning Department
Subject: Fwd: Committee Report on Waiver Process by Staff

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

Alex:

Please put this in the PC agenda for discussion/possible action.

Thanks

Michael Shepp
Sent from my iPhone

Begin forwarded message:

From: Paul Raco <pjraco.consulting@gmail.com>
Date: October 5, 2023 at 2:29:46 PM EDT
To: "R. Michael Shepp" <michaelshepp@mc.com>
Subject: Committee Report on Waiver Process by Staff

Mike,

As we discussed in the Committee Meetings, there seems to be a problem with the currently applied Waiver Process for the Planning Commission.

Currently, as applicant for a Waiver is being required by the Staff to submit the Application for a waiver at least three weeks in advance to a regular Planning Commission meeting. An Applicant is required to submit the neighboring property owner information so that Staff can send a Notice of the Planning Commission meeting that Staff has scheduled on an upcoming PC Meeting. Currently, the Applicant is contacted to pick up a large placard to post on the site announcing a Public Hearing including date and time of the upcoming Planning Commission meeting. And finally, the Staff also prepares and sends a Legal Notice for the Spirit of Jefferson to place a Legal Advertisement announcing the Public Hearing, as well.

During my research for the Committee, I could not find any Ordinance or State Code requirement for all of the above procedures that the Staff are requiring for Waiver Applicants. I asked Staff why they were requiring all of these notices and scheduling of a Public Hearing and asked for either the Section of the Ordinance that requires this process, or in absence of an ordinance standard, if there was a Policy that had been adopted by a prior Planning Commission that I was not aware. After a period of research, I was told by Staff that there was no Planning Commission Policy or Ordinance requirement for a Public Hearing, legal advertisement/notice, or posting requirement for a Waiver from the standards of the Subdivision/Site Plan Ordinance. In fact, Article 24, Division 24.300, appears only to require the Planning

Commission to make a decision utilizing prescribed criteria without a Public Hearing. That provision does not appear to require a Public Notice or a Legal Advertisement (which makes sense since it is not intended to be a Public Hearing). Additionally, it does not establish an onsite Posting requirement, as found in the Zoning Ordinance for Zoning Variances. The only thing that is required under Division 24.300 is that the neighboring (adjoining) property owners receive a Staff prepared and mailed notice of the meeting. It appears that at some point, Staff expanded the waiver process to include all of the other items such as posting, legal advertisement, and a Public Hearing.

The State Code allows the PC to write ordinance procedures for waivers. It appears that the PC and the CC have and prescribed those standards in Division 24.300. I would suggest that without the ordinance being amended, it is clear that the process for waivers should return to how they were done in the past and as intended in Division 24.300. As Nathan has told the Commission in the past from both sides of the table, Due Process is entitled to both the Public AND the Applicant, as outlined in State or Local Law/Ordinance. My recommendation is that the Ordinance be followed as written for the waiver process.

Please let me know if you have any questions.

Thanks, Paul

Paul J. Raco
P. J. Raco Consulting, LLC
PO Box 548
Charles Town, WV 25414
304/676-8256

3. Agenda Packet with **INITIAL** Minutes for October 10, 2023 (highlight insert)

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=24504>

6. **Discussion/Possible Action: Ordinance Rewrite Committee Report on Waiver Process**

Mr. Shepp pointed out to the Planning Commission members that Section 24.300 of the 2008 Subdivision Regulations, as amended, details the process for submitting and considering process and procedural waivers from the Subdivision Regulations. He noted that while subsection C of this Section does require a property, that is the subject of a waiver request, to be posted and adjoining properties to be notified, it does not explicitly state that a Public Hearing is required, which the Planning Commission has been doing. He further noted that state law (WV Code 8A) does not provide this requirement and only requires local communities to include a process for waivers in the Subdivision Regulations.

Mr. Shepp recommended that the Planning Commission modify their current process to be in conformance with the Subdivision Regulations as written. Mrs. Brockman clarified that the applicant will still need to be present and that staff will still be providing the Planning Commission with a staff report related to all waiver requests. Mr. Shepp further noted that the Planning Commission can consider amending the Subdivision Regulations text in the future if they determine a different process is preferred.

The Planning Commission discussed the proposed process and clarified that written comments could still be provided and included in the Planning Commission packet.

Mr. Stolipher made a motion that the Planning Commission should process all waivers in accordance with the current version of the Subdivision Regulations and not require a Public Hearing. Mr. Knott seconded the motion, which carried unanimously.

4. Approved **REVISED** Meeting Minutes (11/14/23)

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=24538>

6. **Discussion/Possible Action: Ordinance Rewrite Committee Report on Waiver Process**

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The Planning Commission discussed the proposed process and clarified that written comments could still be provided and included in the Planning Commission packet.

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5. Audio MP4 October 10, 2023 Jefferson County Planning Commission meeting.

<https://www.jeffersoncountylv.org/videos/2023-10-10%20PC%20Mtg.mp4>

Discussion on Recommendation from Ordinance Rewrite Committee

Minute 14:46 to 21:59

II. Public Concern regarding Open Meeting Act public notice requirements for Committees created by the Jefferson County Planning Commission

A. November 14, 2023 Jefferson County Planning Commission Meeting

1. Agenda 11/14/23

<https://www.jeffersoncountylv.org/Home/ShowDocument?id=24502>

11. Actionable Correspondence

- Email from Christine Marshall dated October 30, 2023

2. Approved Meeting Minutes 11/14/23

<https://www.jeffersoncountylv.org/Home/ShowDocument?id=24658>

11. Actionable Correspondence

- Email from Christine Marshall dated October 30, 2023

Mr. Shepp deferred to Mr. Cochran regarding a response to the email from Ms. Marshall.

Mr. Cochran provided broad legal counsel regarding requirements related to subcommittees that do not include a quorum of the Planning Commission.

Mrs. Brockman reported that the Planning Commission has used several subcommittees over the years and none of them have consisted of a quorum and no decisions are made. The subcommittees always report back to the Planning Commission for any public input or action on their recommendations.

Mr. Shepp stated there is no motion or action to be made at this time.

3. Meeting Information **Packet 11/14/23**

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=24504>

Letter from member of the public

Planning Department

From: Christine Marshall <balmertmarshall@icloud.com>
Sent: Monday, October 30, 2023 7:59 PM
To: jckrouse@gmail.com; triciajackson@gmail.com; Jane Tabb Commissioner; Steve Stolipher; Planning Department; michaelshopp@me.com; visithf@gmail.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; hefestay@yahoo.com; donniefisher@yahoo.com; stevestolipher@hotmail.com; tim@rdshorseauctions.com; Howell.aaron.j@gmail.com
Subject: Committee Meetings and the Open Governmental Meetings Act
Attachments: icon.ico; ATT00001.htm

Follow Up Flag: Follow up
Flag Status: Completed

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

Good Day Commissioners and Jefferson County Staff,

Upon inquiring about information on the Ordinance Rewrite Committee meetings, I learned that these meetings are private (the public cannot attend), there are no meeting minutes or agendas, nor are there scheduled meeting times. However, upon reading the Open Governmental Meetings Act, subcommittees who deliberate towards decisions do appear to fall under the definition of a meeting that is covered by the act. That is, when the Ordinance Rewrite Committee meets to discuss the rewriting of the County Subdivision Ordinances or other matters that later result in a recommendation for an action by the full Planning Commission these meetings should be open to the public.

Will staff, the Jefferson County Commission and the Planning Commission please reach out to the Ethics Commission and ask for a formal opinion on this matter? Further, I respectfully request that future subcommittee meetings have a set agenda, produce meeting minutes and be held in open session.

The Open Governmental Meetings Act
ETHICS.MV.GOV

4. **Audio MP4 November 14, 2023** Jefferson County Planning Commission Meeting

<https://www.jeffersoncountywv.org/videos/2023-11-14%20PC%20Mtg.mp4>

- Minute 19:32 offer from attorney to seek an opinion; Minute 23:42
- no action from commission

Commissions & Committees Decision Timeline

February 12, 2019 – Jefferson County Planning Commission: Creation of the Ordinance Rewrite Committee

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=16596>

8. Discussion and Possible Action related to proposing the preparation of an RFQ or RFP for Subdivision Regulation and Zoning Ordinance updates (Steve Stolipher).

Mr. Stolipher provided an overview of his idea to request proposals for an outside consultant to assist with the updates to the regulations and ordinance. He requested 3 volunteers for the committee to develop an RFP or RFQ and to work with Roger Goodwin, Director of Engineering, Planning and Zoning, to qualify the applicants, review the bids and go to County Commission to request funding.

Mr. Shepp clarified the difference between and RFQ, which would not require bids to be submitted, and RFPs would be require both qualifications and costs.

Mr. Shepp made motion to propose preparation of RFQ or RFP and create committee to review and work with consultant to revise subdivision and land development ordinance. Mr. Ware seconded the motion and it carried unanimously.

Ms. Brockman and Mr. Cochran discussed difficulties with the cleanup of the regulations with the current staffing levels. Mr. Stolipher discussed the reduction in staff over the last 5 years.

Mr. Stolipher, Mr. Shepp and Mr. Fisher were appointed to be on the committee, Mr. Louthan will be the alternate.

August 29, 2019 – Jefferson County Commission: hires engineer for Planning Commission

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=17246>

8. Jennifer Brockman, County Planner; Roger Goodwin, Director, Jefferson County Engineering, Planning and Zoning; and Steve Stolipher, Vice President of the Jefferson County Planning Commission – requested the approval of the Planning and Engineering Services proposal from Greenway Engineering to update the Jefferson County Zoning and Land Development Ordinance and Subdivision and Land Development Regulations
 - **Motion by Ms. Tabb to approve the proposal date 8/19/2019 submitted by Greenway Engineering in the amount of \$48,600.00 from the Coal Severance Fund to update and reorganize the Jefferson County Zoning and Land Development Ordinance and Subdivision and Land Development Regulations and Authorize President Noland to sign the scope of services contract. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**

6. **Work Session:** Petition from landowner Stanley Dunn, represented by Torch Clean Energy, to request that the Planning Commission consider within its work plan a proposed text amendment to the Zoning Ordinance to create a process to allow Solar Farms in the Rural zoning district.

Ms. Beaulieu stated that Sam Gulland, with Torch Clean Energy, was absent due to a scheduling conflict but that he had requested the Planning Commission continue their discussion without him.

Mr. Shepp stated the Planning Commission had a couple of options including creating a subcommittee to continue working on drafting text.

Mr. Stolipher suggested creating a subcommittee to work with the consultants [Sam Gulland and Paul Raco] to work on drafting a text amendment to allow solar facilities to process as an essential utility and not as a conditional use and to create provisions to address some of the Planning Commission's concerns including fencing, screening, and decommissioning.

Mr. Wade Louthan expressed concerns with regard to designating large scale solar facilities as an essential utility.

Ms. Beaulieu stated that the definition of essential utility came out of State code and that she would discuss with Nathan Cochran whether or not it was appropriate to amend the definition. She proposed an alternative option to create a definition for solar energy facilities and if the Planning Commission prefers that such projects be exempt from processing a site plan, they could draft text to explicating state that such projects would be exempt. She also noted that based on concerns expressed by the Commission during their December meeting,

solar facilities could be listed as Principal Permitted Uses as opposed to Conditional Uses, and text could be drafted to requirements for decommissioning and minimum design standards such as setbacks and buffer requirements.

Mr. Jonathan Saunders, County Engineer, brought up concerns about creating impervious area and stormwater runoff and stated that exempting such projects from processing complying with stormwater management could create future problems with erosion.

Mr. Stolipher nominated Mr. Wade Louthan, Mr. Shepp nominated Mr. Ron Thomas and volunteered to serve as well. Mr. Shepp confirmed that the subcommittee would be comprised of Wade Louthan, Ron Thomas, and Mike Shepp and that they would work with the consultants and Staff on drafting a text amendment.

Ms. Beaulieu stated she could be available to work with the subcommittee and agreed to coordinate a meeting.

March 10, 2020 – Jefferson County Planning Commission: Solar Farms (facilities) committee met

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=18166>

8. President's Report:

Mr. Mike Shepp explained that the Solar Farms committee met and there is another meeting scheduled to continue the discussion.

April 14, 2020 – Jefferson County Planning Commission: Hired engineer Greenway reviews Solar Panel Committee's Zoning Ordinance Text Amendment.

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=18252>

11. Planners Memo:

- Ms. Jennifer Brockman reviewed office of Engineering, Planning and Zoning operations at this time due to the COVID-19 restrictions in place. Most staff is working from home, voicemail is being returned in a timely manner, PPC meetings are being held via ZOOM, and project review and relevant research is continuing as staff works at home.
- Status of Greenway's review of the Subdivision Regulations and Solar Panel Committee's Zoning Ordinance Text Amendment, which may be on the May agenda.

12. President's Report: Mr. Mike Shepp explained that the Solar Farms committee met and hoped to have a draft of the proposed text amendment for the Planning Commission's review at their May meeting.

**March 9, 2021 – Jefferson County Planning Commission: Deletion of Citizens Communication
(Public Comment) as an agenda item**

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=19751&fbclid=IwAR2K4oAty-b4rQusOC1bSlqgKW6uRL0YwFenf7-BWZ0kxxS7UMwN9eBODHM>

7. Discussion and possible Action: Related to the format of meeting agendas (Shepp).

Mr. Shepp led a discussion related to why Citizens Communication is listed as a section on agenda. He noted that if an item is a public hearing or public workshop, then public comments are accepted *as part of* the public hearing or public workshop. It is unclear why the Planning Commission is inviting the public to speak to an item that is not open for public comment, Mr. Jack Hefestay agreed that removing this item would clean up the agenda and make it more understandable.

Mr. Shepp also explained that a request had come in about scheduling a second meeting in April. Mr. Shepp would like to revisit the Planning Commission's 4th Tuesday meeting policy, but as it is not on today's agenda, this discussion will be placed on the Agenda for the April 13, 2021 meeting with Discussion and Possible action.

Planning Commission Minutes
March 9, 2021
Page 4 of 4

Mr. Steve Stolipher stated that there was an ethics opinion regarding removing the Citizens Communications section from Agenda. Mr. Nathan Cochran confirmed that there is an ethics opinion from the Attorney General's office which states there is not a requirement for public comment as part of the Open Meetings Act. Mr. Donnie Fisher provided an example of public citizen who provided comment under Citizens Communication in the past. The example provided related to the Shepherdstown bike path. Ms. Brockman explained that citizens could always contact the Planning & Zoning office and request that an item be listed on the agenda.

The motion to delete Citizens Communications section on the agenda was made by Mr. Mike Shepp, which was seconded by Jack Hefestay, and carried unanimously.

December 14, 2021 – Jefferson County Planning Commission: creates Budget Committee

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=20813>

- 8. Planning Commission Budget Discussion:** The Director of Engineering, Planning and Zoning, Roger Goodwin, has to prepare the Department's draft FY2022-2023 Budget by the end of December 2021. This is the opportunity for the Planning Commission to provide input into this budget, including the upcoming update to the Comprehensive Plan, which should be initiated in early 2023. Any budget request needs to include the item, purpose or justification, if it is an item that is needed due to state code (if so, the section of state code), and the budget amount requested.

Mr. Shepp stated that Mr. Knott and Mr. Hefestay agreed to serve on a budget committee with him. Mr. Shepp requested that Staff schedule a meeting with Mr. Goodwin and requested that a copy of the draft budget be sent to the committee. Ms. Brockman stated that the Planning Commission should consider what else may need to be included in the budget since the current budget is primarily for staff, materials and supplies, and legal notice expenditures.

December 13, 2022 – Jefferson County Planning Commission: Elimination of the previous Citizens Committee and substitute Planning commissioners in place of citizen for the 2045 County Comprehensive Plan.

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=23050>

7. 2024 Comprehensive Plan Initial Discussion

Staff presented an overview of the 2024 Comprehensive Plan Update, a 10 year update required by WV Code §8A-3. The presentation included the legal requirements of the update, a draft Summarized Timeline, and scope of work for the two-year process. Mr. Seigfried described each of the six phases in the timeline and the proposed public outreach methods. Ms. Brockman answered questions regarding the previous Comprehensive Plan.

Planning Commission discussed alternatives to the previous citizens committee. Mr. Stolipher agreed that because planning commission members are already picked by the public, they could function as the citizen commission. There was additional discussion on citizen input during the plan update at commission meetings.

Planning Commission approved an amended Summarized Timeline to be presented at a requested 2/2/2023 Joint County and Planning Commission meeting.

April 12, 2022 – Jefferson County Planning Commission: seeks to request Jefferson County Commission to hire #2 party consultant from previous bid.

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=21848>

13. Discussion and possible action related to proposal for update to Subdivision Regulation and Zoning Ordinance updates..

Mr. Shepp reported that three years ago Greenway Engineering had been hired to re-write the Subdivision Regulations and portions of the Zoning Ordinance, which ended unsuccessfully about a year ago. The Planning Commission Committee requested another proposal from the #2 party, which occurred and is in process with Legal's input. Mr. Shepp is requesting a motion from the Planning Commission allowing the Committee to move forward with the "contract under negotiation" with a new consultant.

Mr. Steven Stolipher made a motion to have the Committee meet with Legal Counsel to address any final comments and then to take the proposed contract to the County Commission for their approval. Mr. Wade Louthan seconded the motion, which was approved unanimously.

April 21, 2022 – Jefferson County Commission: hires #2 consultant for planning commission

<https://www.jeffersoncountywv.org/home/showpublisheddocument/21589/637873705210900000>

NEW BUSINESS

9. Discussion and possible action related to contract / consultant's proposal for updates to Subdivision Regulation and Zoning Ordinance.

- **Motion by Mr. Stolipher to approve the hire of PJ Raco Consulting to update the Jefferson County Subdivision Regulation and Zoning Ordinance. Motion seconded and unanimously approved.**

January 10, 2023 – Jefferson County Planning Commission: Budget Committee recommendations

<https://www.jeffersoncountywv.org/Home/ShowDocument?id=23184>

7. **Discussion and Action:** Planning Commission recommendation to the County Commission regarding the proposed budget for FY2023-2024.

Mr. Shepp stated that the budget committee had met and reviewed the budget and recommended approval of the proposed budget. Mr. Shepp noted that it is a working document that may be revised during the budget review sessions with the County Commission.

Mr. Shepp made a motion to approve the budget as presented. Mr. Hefestay seconded the motion, which carried unanimously.

See previous segments for the following:

October 10, 2023 – Jefferson County Planning Commission's Ordinance Rewrite Committee recommends to eliminate the "practice" of public hearings for subdivision regulation waivers because the current ordinance does not require. Action to interpret the current subdivision ordinance. See aforementioned details.

October 10, 2023 – Jefferson County Planning Commission president reports that the Ordinance Rewrite committee is on hold until it gets recommendations from the County 2045 Comprehensive Plans. See aforementioned link to meeting minutes.

November 14, 2023 – Jefferson County Planning Commission revises October 10, 2023 meeting minutes to remove "and not require a public hearing" from the motion. (audio planning department correspondence indicates that they did change the practice of public hearings for subdivision regulation waivers).

The Jefferson County Planning Commission declines attorney's offer to seek an opinion regarding committee requirements of the Open Meetings Act.

**Public Comment for Jefferson County Commission meeting for
March 7, 2024**

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

PUBLIC COMMENT –

I would like to share my experiences with a PSA: It is time to discuss what your love one's wishes are for end of life and long-term care.

I recently had an "awaking" when my wife, under doctor's care and a RN on site, when her family intervened and called emergency services, without my permission, for a control substance withdraw procedure. Upon the JCESA arriving with two ambulances and seven personals, I was told by JCESA that I had no say in matter. "Your wife is going to the hospital whether you like it or not.". My credentials were not accepted nor was any of the required medical information properly received that resulted in a traumatic incident while my wife was in the care of the JCESA that continued into the hospital. Again, without the critical information being realized, that she was in recovery of controlled substance (under doctor's care), she was wrongly diagnosed as an opioid overdose and was administered two doses of Narcan with a 24-hour Narcan drip. The Narcan administered had no effect because she was not under the influence of an opioid.

After being kept from assisting my wife's needs and care for some three-hours, my medical power of attorney was finally recognized and her condition was properly reevaluated, which resulted in my wife receiving the proper care (after the JCESA incident).

Everyone should take the time, if you are caring for someone, to complete a Durable Power of Attorney, a Medical Power of Attorney and a WV POST and file the paperwork to the proper recordholder(s) and or kept a copy on your person at all times.

On a lighter note, it appears the JCC approved an additional \$70,000 for the Jefferson County Community Ministries on February 1st and Commissioner Tabb motioned to put the funding for the school within the impact fee on hold. The Commission also approved additional hiring and promotions to the JCESA. I guess that is why they can now send two ambulances with seven personals to any request of assistance.

"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!

Systematic Problems with Property Tax Valuation in Westridge Hills

1. Vacant properties in Westridge Hills have **wildly inconsistent** tax assessments. Per acre assessments for vacant properties are as low as **\$1100/acre**, or as high as **\$98,189/acre** for vacant properties, a difference of **8826%**! Land purchased by LHVC LLC is appraised at 1851/acre average whereas the actual sale cost of the properties was \$21, 181/acre a difference of **1044%**!

The parcel directly adjacent to my property 04 13K0087 is valued at **\$4039/acre, while my parcel is valued at \$66,664/acre, a difference of \$1551%!**

One-third of the 56 properties adjacent to our properties on Mountain Top Trail have land values of **\$7000/acre or less**. Yet the Assessor's office indicates that property values should be \$42, 346/acre, while the actual sales prices of vacant parcels in Westridge Hills is \$19,796. The proposed 2024 cost per acre on Mountain Top Trail is as **high as \$76,388** in the adjacent non-house properties. See the enclosed chart.

2. The proposed 2024 land appraisals for homes in Westridge Hills are **130% higher** than the 2023 values for most homes in Westridge Hills. But, again, these appraisals are **wildly inconsistent**. The most expensive home in Westridge Hills, which is not a typical home for Westridge Hills, sold in the 2024 tax year period for \$390,000. The assessed value for 2023 was \$205,333. Yet, **there was no increase in assessments for 2024 for any of the three parcels included in that sale. Why?** As stated above, compare that to the 130% increase in land value for most homes in Westridge Hills.

3. There are 21 comparison properties that sold during the 2024 tax year period that **were not included in the comparison properties** used as a justification for raising the land values in Westridge hills by 130%. **Why not?** The in-effect **one property** that was the basis for increasing the land value for Westridge Hills' residents by 130% is not a sufficient comparison.

The actual average land sale price in Westridge Hills during the 2024 tax year for vacant lots was **\$19,796/acre, not \$43,436 per acre**, as the Assessor's Office claims

4. **I am requesting a moratorium on all property tax increases in Westridge Hills for the 2024 tax year.** I am asking the County Commission to initiate an **independent investigation** into the issues around incorrect property tax values in Westridge Hills that I have stated above. Until the investigation can be concluded, which presumably will take some time, property tax rates in Westridge Hills must remain at 2023 values for all properties. All Westridge Hills residents of all income levels should be afforded the same treatment given to the persons or entities mentioned above who received preferential property tax valuation.

D. Richard Urban

Comments for the March 7, 2024 Jefferson County Commission Meeting

SPECIAL SESSION

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

At a workshop of the County Commission of said County and State continued and was held virtually via GoToWebinar and in-person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, March 12, 2024, beginning at 9:30 a. m.

PRESENT: Steve Stolipher, President
Tricia Jackson, Commissioner
Jane Tabb, Vice President
Jennifer Krouse, Commissioner
Pasha Majdi, Commissioner
Edwina Benites, Interim County Administrator
Bessie Nelson, Budget Director
Sorayda Pitts, Administrative Assistant

In re: FY25 Budget Deliberations

The meeting was called to order at 9:30 am by President Stolipher.

Bessie Nelson, budget director, gave an overview of the FY25 budget process and the projected revenues and expenditure requests submitted by the department heads and elected officials for the upcoming fiscal year.

Mrs. Krouse motioned to request that the State Auditor's Office review the FY23 and FY24 budget as well as request an extension of the filing of the FY25 budget. The motion was seconded by Ms. Jackson. The motion was approved unanimously.

Mr. Stolipher motioned to have the budget director present an FY25 with suggested cuts to include mandatory training for each department and to remove any vacant position that has not been filled within the last six months. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

There being no further business, the meeting adjourned at 10:05 am

Steve Stolipher, PRESIDENT

Respectively Submitted:
Sorayda Pitts
Administrative Assistant

SPECIAL SESSION

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

At a workshop of the County Commission of said County and State continued and held virtually via GoToWebinar and in person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, March 14, 2024, beginning at 9:30 a. m.

PRESENT: Steve Stolipher, President
Tricia Jackson, Commissioner
Jane Tabb, Vice President
Jennifer Krouse, Commissioner
Pasha Majdi, Commissioner
Edwina Benites, interim county administrator
Bessie Nelson, budget director
Sorayda Pitts, administrative assistant

In re: FY24 Budget Deliberations Day 2

The meeting was called to order at 9:30 am by President Stolipher.

Bessie Nelson, the budget director gave an overview of the FY25 budget process and the commission suggested cuts

The Commissioners then reviewed the requests received from the County elected officials, department heads, component units, and several community organizations. The Commission discussed their budget priorities and the best course of action for creating the FY25 budget.

No official action was taken at this meeting.

There being no further business, the meeting adjourned at 3:00 pm.

Steve Stolipher, PRESIDENT

Respectively Submitted:
Sorayda Pitts
Administrative Assistant

REQUISITIONS TO BE APPROVED

March 21, 2024

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
IT/GIS	24055	\$ 7,962.80	TEK Advisors LLC	Sonicwall Newrk Security Firewall & Appliances

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$466,497.32		\$466,497.32
6.2% Tax Payable OASDI	\$27,799.77		\$27,799.77
1.45% Tax Payable HI	\$6,501.43		\$6,501.43
Fed Withholding	\$37,474.98		\$37,474.98
PA State Tax	\$48.68		\$48.68
WV State Withholding	\$15,072.69		\$15,072.69
VA State Tax	\$551.72		\$551.72
MD State Tax	\$889.44		\$889.44
PERS Retirement Deduct 4.5%	\$8,474.32		\$8,474.32
PERS Retirement Deduct 6%	\$8,681.88		\$8,681.88
DSRS Retirement Deduct 8.5%	\$8,417.84		\$8,417.84
EMS Retirement Deduct 8.5%	\$1,072.62		\$1,072.62
Hosp. Pre-Taxed	\$16,213.00		\$16,213.00
D/VF	\$1,621.23		\$1,621.23
AFLAC Pre-Taxed	\$281.19		\$281.19
AFLAC Post-Taxed	\$719.94		\$719.94
Optional Life Post-Taxed	\$1,851.24		\$1,851.24
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$0.00		\$0.00
Wage Attach #3	\$0.00		\$0.00
Wage Attach #4			\$0.00
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$5,056.36		\$5,056.36
457R - Roth	\$1,792.96		\$1,792.96
Christmas Club	\$4,085.00		\$4,085.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$148,092.52	\$0.00	\$148,092.52
Net Wages Total	\$318,404.80	\$0.00	\$318,404.80
Payroll Date	March 15, 2024		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$2,035.40		\$2,035.40
6.2% Tax Payable OASDI	\$111.93		\$111.93
1.45% Tax Payable HI	\$26.18		\$26.18
Fed Withholding	\$167.83		\$167.83
PA State Tax	\$0.00		\$0.00
WV State Withholding	\$65.47		\$65.47
VA State Tax	\$0.00		\$0.00
MD State Tax	\$0.00		\$0.00
PERS Retirement Deduct 4.5%	\$0.00		\$0.00
PERS Retirement Deduct 6%	\$91.59		\$91.59
DSRS Retirement Deduct 8.5%	\$0.00		\$0.00
EMS Retirement Deduct 8.5%	\$0.00		\$0.00
Hosp. Pre-Taxed	\$181.00		\$181.00
D/VF	\$30.95		\$30.95
AFLAC Pre-Taxed	\$18.18		\$18.18
AFLAC Post-Taxed	\$38.94		\$38.94
Optional Life Post-Taxed	\$38.25		\$38.25
Wage Attach #1	\$0.00		\$0.00
Wage Attach #2	\$0.00		\$0.00
Wage Attach #3	\$0.00		\$0.00
Wage Attach #4			\$0.00
457 - Nationwide	\$0.00		\$0.00
457I - Empower	\$10.00		\$10.00
457R - Roth	\$0.00		\$0.00
Christmas Club	\$0.00		\$0.00
Colonial(Plus)	\$0.00		\$0.00
Uniforms			\$0.00
Total Deductions	\$780.32	\$0.00	\$780.32
Net Wages Total	\$1,255.08	\$0.00	\$1,255.08
Payroll Date	March 15, 2024		

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: **March 21, 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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2024**

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

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

 **Public Hearing – Proposed FY25 Budget**

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: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Pup Control Grant

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

Animal Control has been awarded funding to continue the Pup Control Grant

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to accept the award of \$10,000 from the WV Spay Neuter Program for the continuation of the Pup Control Program and authorize the President to sign the associated documents.

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

If not attached, explain:

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

Contact Information:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org

eVENDOR AGREEMENT SETUP FORM INSTRUCTIONS

To ensure your request is not delayed, please carefully read and follow the form instructions below:

1. Vendor Name - Provide the individual or business name listed on your invoices.
2. FEIN/SSN - Provide the Federal Employer Identification Number or Social Security Number that was used to register with the State.
3. wvOasis Vendor # - Optional
4. ***Payment Address: The payment address is the same as your remit to address on your invoices. List all payment addresses to be set up for EFT and sent to the account indicated on the form.*** If you have multiple payment addresses and want each address to be sent to a different account, you will need to complete a separate form.
5. Contact Name & Phone Number - Please list an individual's name and number that can answer questions regarding this form. ***DO NOT list a department name and number.***
6. Financial Institution Name - List the name of the financial institution on the attached account documentation.
7. Routing & Account Number - The information must match the attached account documentation. Please indicate if the account is Checking or Savings.
8. Include a voided check (Counter Checks are not acceptable.) or a letter from the financial institution (on Financial Institution letterhead) listing the account information, printed name, and signature of financial institution representative, title and contact information.
9. ***Please read the IAT Question carefully before selecting Yes or No. You MUST select one.***
10. Email address will be necessary for notification of payment.
11. Select the method to receive your remittance information. If none is selected it will automatically default to the remittance advice email.
12. Authorized Signature and Date. - At this time, a wet signature is required. Electronic signatures are not allowed.
13. Print name and Title of Signatory.

Once the form has been completed, do not send via email. Please mail or fax along with the account documentation to:

West Virginia State Auditor's Office
ePayments Division
State Capitol, Bldg. 1 Room W-100
1900 Kanawha Blvd. E.
Charleston, WV 25305
Fax: (304) 340-5084

For any questions regarding this form, please contact the ePayments Division at 1-800-500-4079.

WV OASIS eVendor Agreement Setup

West Virginia State Auditor's Office, ePayments Division
Telephone: 1-800-500-4079 Fax: (304) 340-5084 www.wvsao.gov

VENDOR NAME: _____

FEIN/SSN: _____

WV OASIS
VENDOR #: _____

PAYMENT ADDRESS 1: _____

PAYMENT ADDRESS 2: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT NAME: _____ PHONE NUMBER: _____

ACCOUNT INFORMATION

FINANCIAL INSTITUTION NAME: _____ Checking - Attach a voided check

ROUTING #: _____ Savings

ACCOUNT #: _____

IN ORDER TO PROCESS THIS AGREEMENT ONE OF THE FOLLOWING IS REQUIRED

VOIDED CHECK (COUNTER CHECKS ARE NOT ACCEPTABLE)

A LETTER FROM THE FINANCIAL INSTITUTION (ON FI LETTERHEAD) LISTING THE ACCOUNT INFORMATION, PRINTED NAME AND SIGNATURE OF FINANCIAL INSTITUTION REPRESENTATIVE, TITLE AND CONTACT INFORMATION.

IAT - INTERNATIONAL ACH TRANSACTION - ONE BOX MUST BE CHECKED

ARE FUNDS RECEIVED BEING DEPOSITED IN A U.S. FINANCIAL INSTITUTION AND THE AMOUNT SUBSEQUENTLY FORWARDED TO A FINANCIAL INSTITUTION IN A FOREIGN COUNTRY?

YES NO

eVendor Agreement Setup

West Virginia State Auditor's Office, ePayments Division
Telephone: 1-800-500-4079 Fax: (304) 340-5084 www.wvsao.gov

PAYMENT NOTIFICATION & REMITTANCE INFORMATION

EMAIL ADDRESS: _____

PLEASE SELECT THE METHOD YOU WISH TO RECEIVE YOUR REMITTANCE INFORMATION:

- REMITTANCE ADVICE VIA EMAIL
- CTX FORMAT (ANSI ASC X12 820 VERSION 4010)

AUTHORIZATION

I hereby authorize the State of West Virginia, hereinafter called State, to initiate credit entries to my (our) depository financial institution as indicated, hereinafter called Depository, and to credit the same to such account. I further authorize the State to initiate debit entries as adjustments for credit entries made in error. Also I acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law and the rules as set forth by the National Automated Clearing House Association (NACHA). The State will not be responsible for any loss that may arise solely by reason of error, mistake, omission or fraud regarding information provided on this agreement. This agreement is to remain in full force and effect until the State has received a written notice of termination from me, or a company representative, in such time and manner to afford the State a reasonable opportunity to act on it.

AUTHORIZED SIGNATURE: _____

DATE: _____

PRINT NAME: _____ TITLE: _____

CGI Advantage[®] 4
Vendor Self Service

Registration Guide



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Overview

This guide has been developed to provide an overview of an account setup in the CGI Advantage Vendor Self Service (VSS) application. You should follow this guide if:

You have an **existing** vendor account and wish to **activate your account on this website**. If you have more than one vendor account and cannot activate your desired account, please contact the Help Desk.

OR

You are a **new** payee/vendor that is interested in conducting business with this client for the first time, and need to **create a new payee/vendor account**.

NOTE: Please remember your User ID and Password when you create them as you will need them to log back into the Advantage Vendor Self Service (VSS) application. Both the User ID and Password are case sensitive.

Section 1: Begin the Registration Process

Step 1.1: Select the **Sign Up** button to start the vendor registration process.

You may begin the registration process by selecting the **Sign Up** button located in the top right corner.

OR

You may begin the registration process by selecting the **Register Your Vendor Account** link located on the carousel and then selecting the **Sign Up** button from the registration tile.

Step 1.2: Enter information on the Sign Up page.

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Sign Up page. Information on some of the fields is provided below.

- **Password** - As soon as you begin typing in the Password field, a Password Criteria pop-up appears that provides the password requirements. When a password requirement is met, a green check mark appears next to the requirement. If a password requirement is not yet met, a red x appears next to the requirement. You will not be able to continue with registration until all password requirements are met.

A Password Grader is displayed underneath the Password field, which provides the Password strength. A password may be graded as weak, medium or strong. The Password Grader is used to encourage a secure password, but regardless of the grade given, if a Password meets all of the password requirements, it will be accepted.

- **Confirm Password** – Re-enter the same password you entered in the Password field.
- **Email** – An Email Verification is done as part of the registration process, to verify you're entering a valid email address that you can access. After you finish typing a valid email address in the Email field, a Send Email Verification Code to your Email button appears. After selecting this button an email is immediately sent to the email entered in the Email field and a Confirmation window appears indicating that the email was sent successfully. Select Continue and then copy the Verification Code from the email message and paste it into the Email Verification Code field. If the Verification Code is correct a green check mark will appear. If the Verification Code is incorrect a red x will appear. You will not be allowed to proceed with the registration process until the Verification Code has been entered correctly.

If an email is not received, after selecting the Send Email Verification Code to your Email button, then please verify you have entered your email correctly. If entered correctly, you should also check your junk mail folder. If you still do not see the email, then select the Resend Email Verification Code to Your Email Address button. This will send another verification code email. If no email is received, please contact the Help Desk.

NOTE: Please remember the User ID and Password, because you will need them to log back into the Advantage Vendor Self Service (VSS) application. After the Sign Up page, the Registration process is saved after every step, so if you lose your session or close your browser, you can return to where you left off by signing back in with your User ID and Password.

2. Click the **User Agreement Policy** link to view the User Agreement Policy statement. Select the check box for the **I agree with User Agreement Policy** flag at the bottom of the page to confirm that you have read and agree with the User Agreement Policy.

3. Select **Sign Up** to continue.

Step 1.3: The Completed: User Sign Up window appears, which provides an overview of the next steps. Select **Continue** to proceed.

Section 2: Search for an Existing Account

This search page helps you determine if you have an existing vendor account. If there is an existing vendor account that has not been activated yet, you will have the option to activate the already existing vendor instead of creating a new one. If no vendor account exists, you will then proceed with a new registration.

Step 2.1: To initiate the search process, you will choose to search by **Company** or by **Individual**, depending on your type of business. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her **Social Security Number (SSN)** or alternative identifier, whereas a Company's Taxpayer Identification is generally their **Federal Employer Identification Number (EIN)**.

Step 2.2: If **Company** has been selected, enter the **Taxpayer Identification Number** or the **Legal Business Name** and select **Search**. If **Individual** has been selected, enter the **Last Name** and the **Last 4 Digits of SSN** and select **Search**.

Step 2.3.1: If no record has been found, select **New Registration** and proceed with registering a new vendor. **NOTE:** If you choose to proceed with a New Registration then continue onto Section 3: [Business Registration](#).

Step 2.3.2: If a record has been found for a Vendor that is not activated and you would like to activate that vendor, select the Vendor you wish to active from the grid, and then select **Activate Your Account**. **NOTE:** If you choose to **Activate** an already existing Vendor, bypass Section 3: Business Registration, and proceed to Section 4: [Activating a Vendor](#).

Section 3: Business Registration

Business Registration is a four step process to enter all the information required to create a new Vendor Record.

From this point forward in the registration process you may, at any time, select **Save and Close** and exit out of the browser. All information will be saved for you to continue with the registration at a different time. If you have any questions or need assistance, then select **Submit Question** at the top of the page. If you no longer wish to create an account and want to discard the information provided, then select **Cancel Registration** at the top of the page.

NOTE: This four step process includes a **dynamic display** where the information required is determined by the information populated as the form is filled out. Certain fields may appear or disappear depending on the values entered. To reduce repetitive manual entry, certain values entered on previous pages, will infer to the current step, and can be updated or changed as needed.

Step 3.1: Account Information.

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Account Information page. Information on some of the fields is provided below.
 - **Organization Type** – Select whether you are registering as a company or as an individual. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her Social Security Number (SSN) or alternative identifier, whereas a Company's Taxpayer Identification is generally their Federal Employer Identification Number (EIN).
 - **1099 Classification** – Select the "Entity Type" you provided on your W-9 form. You must select from the available classifications in the list provided. Some examples of Classification are Individual, Profit Corporation, Partnership, and so forth. If you have a SSN for your W-9 Tax ID, your Entity Type is Individual. If you have an EIN, you may fall under any of the other Entity Types provided.
 - **Taxpayer ID Number Type** – Select SSN/ITIN/ATIN if registering as an individual or select EIN if registering as a company. The IRS recognizes the following types of TIN:
 - Employer Identification Number (EIN),
 - Social Security Number (SSN),
 - Individual Taxpayer Identification Number (ITIN)
 - Adoption Taxpayer Identification Number (ATIN).
 - **Detailed Tin Type** – This field appears if you selected SSN/ITIN/ATIN as the Taxpayer ID Number Type. Select a valid value.
 - **Create Taxpayer ID Number** - Enter the number associated with your Taxpayer Identification Type in the Create Taxpayer ID Number and Re-enter Taxpayer ID Number fields. Select **Continue** to proceed.
 - **Healthcare Provider** – Select **Yes** if you are a Healthcare Provider. Select **No** if you are not a Healthcare Provider. If you do not see a Healthcare Provider section, your site may not require or allow you to enter this information during the registration process. Contact your site's administrator if you feel that you should have access to indicate that you are a Healthcare Provider during the registration process.

- **Tax Return Address** fields - You should enter the address associated with the Taxpayer Identification Number used for 1099 reporting purposes. This should match what is indicated on your W-9 form.
 - **EFT Information** fields – This section only appears if you selected No for Healthcare Provider. This section is optional.
 - The Healthcare Provider EFT Enrollment sections are used to enter information required by Federal Law specifically for healthcare providers enrolling in EFT. If you are choosing to enroll in EFT as part of your registration, you should fill out the Financial Institution Information section.
2. Select **Continue** to transition to the Address Information step of the registration process.

Step 3.2: Address Information

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Address Information page. Information on some of the fields is provided below.
- **Primary Address** – By default, the Tax Return Address provided as part of the Account Information step is populated as the Primary Address and is used as the Ordering, Payment, and Billing address. However, you can change each address by clearing the appropriate check box and entering a different address.
 - The Administrative Address tells us where the main administrative functions for your organization take place besides Ordering, Payment, and Billing.
 - The Ordering Address tells us where a department may send orders to. These would include purchase orders and contract information.
 - The Payment Address tells us where to send your payments.
 - The Billing Address tells us where to send information for any payment you may owe us.
- During registration you can only enter one address per Address Type; however, once your activation is completed, you can add additional addresses via My Account after logging into VSS.
- **Primary Contact** – By default, the contact provided during the Account Information step is populated as the Principal Contact for the Ordering, Payment, and Billing address. You can change the contact information by clearing the appropriate check box and entering a different address.
2. Select **Continue** to proceed.

Step 3.3: Business Information

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Business Information page. Information on some of the fields is provided below.
- **Location Verification** - This section is an internal verification method allowing you to set the verification method by which your organization can verify whether users are tied to your account. For example, if one of your locations wanted to also register and link their account to yours, they would first have to input the correct verification information established here. **Verify My Locations** by allows you to select the method by which the locations are verified by. Valid Values are *Use My TIN Number*, *Use My DUNS Number*, and *Create My Own*.
 - **Organization Information** - There are no required fields within this section, though the more information you provide the easier it is for our review process to certify and activate your account, and also for our Purchasing Department to identify you for any forthcoming business opportunities.

- **Commodities** - Adding the appropriate commodities to your company's profile ensures you are kept up-to-date on business opportunities that might apply to your organization. You will automatically be notified about published solicitations and business opportunities based on the commodities that your account has registered for and that you have chosen in this section.
- **Business Types** - Business Type information is used to indicate specific information about your organization, like certifications, qualifications, and minority/Small Business/Women Owned/Minority (SBWM) statuses. Buyers and departments may choose to notify vendors for published business opportunities based on the specific Business Types that the vendors are registered for.
- **Service Areas** - Buyers may choose to notify all vendors registered for a specific Service Area about a solicitation being published. Therefore, you should register for specific service areas that are applicable to your business.
- **Attachments** - Supporting Documentation and Files can be added to your company's profile to provide additional information and documents to be associated with your vendor account. Adding attachments to your account enables you to store and track all supporting vendor documents directly in the application and alleviates the need to fax or mail supporting documentation to the supporting agency.
- **Discount Information** - The Discount Information section should be populated if your business offers discounts for the prompt payment of invoices.
 - **Number of Days 1, Number of Days 2, Number of Days 3, and Number of Days 4** - The maximum number of days that can elapse between the voucher date and check date and still have the discount apply.
 - **Discount Percent 1, Discount Percent 2, Discount Percent 3, and Discount Percent 4** – Enter the percentage of credit received when payment is received within the specified number of days in the corresponding Number of Days 1 field.

For example, if your business offers a 2% discount for payments within 10 days and 1% discount for payments within 15 days, you would enter:

 - Number of Days 1: 10
 - Discount Percent 1: 2.00
 - Number of Days 2: 15
 - Discount Percent 2: 1.00
 - **Executive Compensation** - The Executive Compensation fields support the federal grant reporting requirements for the Federal Funding Accountability and Transparency Act (FFATA).

The Officer Name 1 through 5 fields capture the names of the 5 highest paid executive officers. The Officer Name fields must be populated in sequential order (that is, Officer Name 2 cannot be populated unless Officer Name 1 is populated). The Officer Compensation 1 through 5 fields capture the compensation of the 5 highest paid executive officers. If the corresponding Officer Compensation field is populated, then the Officer Name field must be populated, and vice versa.

2. Select **Continue** to proceed.

Step 3.4: Summary Information

1. Review all information and verify it is correct.

2. Select **Edit** next to any section where you need to make changes.
3. Click **Print Summary** to print the Summary Information.
4. Once all information is correct, select **Submit Registration**.

Step 3.5: Congratulations

After successfully submitting your registration, you are taken to a Congratulations page.

1. Copy the **Vendor Code** listed on this page, so you can reference it in the future.
2. Click the **Print** button to print this page, which includes your Vendor Code.
3. If you did not populate EFT Information during the registration process, then you can download the EFT Registration form.
4. Click the **Go to Homepage** button to navigate to the homepage in the VSS application. Refer to page help for information about the Vendor Self Service application.

Section 4: Activating a Vendor

If there is already a vendor record in the system that you would like to activate, you may do so by following the steps bellow.

Step 4.1: Select the Vendor record you wish to activate, then select **Activate Your Account** from the **three-dot menu** for your vendor.

Step 4.2: Account Verification

Your existing account will have a Verification Password associated with it, which can be a piece of information specific to your vendor, like a Taxpayer Identification Number, or a custom password assigned to your account. Instructional text at the top of the page will explain what verification password needs to be entered.

Depending on the existing vendor account, there might also be an existing contact on file for that vendor, with their contact information, so you can reach out to them to find out further information about activating your vendor account.

Before activating an existing account, an Activation Code must be requested and entered. After entering a properly formatted email address, a Request Activation button appears. Note: By default, the email address field is populated with the email address entered and verified on the Sign Up page. However, you can change the email address to a different value. After selecting the Request Activation button, based on your site's settings, one of the following occurs:

- An email is immediately generated and sent to the email address you entered along with the Activation Code.
- OR
- You are taken to a Request Activation Code page where additional information is entered/verified and then after selecting Submit, an email is sent to an administrator to approve your activation request. The verification process can take a number of days, based on the site's approval process. Once approved, an email is sent to the email address you provided with an Activation Code.

After entering a valid email address and the valid Activation Code sent to your email, the **Activate Account** button either navigates you to the Account Verification page for the Existing User OR you start the Business Location Registration process. Note: The Lockout Count Due To Bad Logins field on the Security Configuration table limits the number of attempts a user has to enter the correct Activation Code. If the number of unsuccessful attempts reaches the value in the Lockout Count Due to Bad Logins field, then the system will end the user's current session. The user has to raise a request for the new activation code again.

Step 4.3: User Information Verification

Please review that your user information provided is correct. You may update any information that is not correct at this time.

Select **Verify** located in the top right corner to complete the activation process, and be taken to the Vendor Homepage.



West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



Award Number: 075-037-24-28

March 4, 2024

Jefferson Co Commission
CBMG PO BOX 250
CHARLES TOWN WV 25414-0250
via e-mail to rmullikin@jeffersoncountywv.org

Dear Ms. Robin Mullikin

Congratulations! Your organization's grant request for Fiscal Year 2024 has been approved in the amount of \$ 5,000.00. Your organization will provide matching funds in the amount of \$ 0.00. New for FY 2024 WVSNP is using standardized awards and match as well as a priority points system for adjustments, as explained in tab three of your application. Also, for the second year in a row, the Federation of Humane Organizations of West Virginia (FOHO WV) provided \$450,000 via their Mug Z Moo grant to the spay/neuter fund. These monies essentially double what is available to award and correspondingly increase the impact of WVSNP.

Please read the attached grant agreement carefully. If you wish to accept the grant, please **print and sign the grant agreement, then scan all pages of the signed agreement and return via e-mail to spayneuter@wvda.us no later than March 15, 2024.** If you cannot meet this deadline, please contact us in advance for an extension. After WVDA countersigns the agreement, you will receive the fully signed copy via e-mail, your individualized invoice template, and may then submit for reimbursement of eligible expenses.

Additionally, grantees must be registered vendors with the State of West Virginia. If your organization has received a prior WVSNP grant, and your organization's information has not changed, you do not need to re-register. However, if your organization is **not** currently registered you must complete the vendor registration process by going to the Vendor Self-Service portal, <https://www.wvoasis.gov/VSS/Default.aspx>, where you can create a vendor account for your organization electronically. Please see the attached registration guide. Please note that grant payments are exempt from the vendor fee requirement on a transactional basis. Therefore, please choose the "Pay Fee Later" option when setting up your account.

We also strongly encourage you to sign up for EFT payments for faster and more secure reimbursement. The EFT setup form is attached and must be mailed or faxed to the ePayments Division as specified on the form. Please note that WVDA cannot process the EFT form.

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

Although you will be responsible for complying with all terms of the grant agreement, we wanted to bring your attention to a few key points:

- WVDA will reimburse your organization only for spay/neuter procedures and rabies vaccinations. Rabies vaccinations must accompany a spay or neuter procedure to be reimbursable.
- Matching funds provided by your organization must be used in the same manner as grant funds, except that some travel expenses can be credited toward your matching funds. To qualify, you will need to track and invoice ordinary and necessary mileage incurred by your employees or volunteers in the transportation of animals to or from the veterinarian.
- If your organization rents a vehicle for animal transportation to and from the veterinarian these costs may also be credited to your matching funds. However, WVDA will not reimburse these expenses.
- Project funds may not be used for any other costs, including but not limited to advertising, business overhead, pet food, unrelated veterinary care, and unrelated medications.
- All spay and neuter procedures must be performed by veterinarians licensed and doing business in West Virginia.
- Pet owners and caretakers benefiting from the grant must be residents of West Virginia.
- To receive reimbursement, your group must keep accurate records of work completed and submit eligible invoices to our administrative department. You will also need to submit documentation such as receipts or invoices proving the validity of the expenses you invoice.
- The performance period of your grant agreement begins on January 1, 2024, which means that spay and neuter procedures are eligible for invoicing and payment beginning **January 1, 2023**.
- **You must strictly adhere to a monthly invoicing schedule. Invoicing deadlines can be found in a table in your agreement.** Of course, you are encouraged not to wait for the last minute to submit an invoice.
- **All invoices must be submitted electronically** by e-mailing to spayneuter@wvda.us.
- **Final invoice deadline is November 15, 2024.** Last-minute procedures are reimbursable so long as they are invoiced in a timely manner, but more likely, all work will need to be completed well in advance.
- **You will need to submit a final report no later than November 15, 2023.**

Please keep the following contacts handy for further information:

- Reimbursements:

spayneuter@wvda.us

304-558-2221

- For general questions regarding the WVSNP:
Andrew Yost
spayneuter@wvda.us
304-389-9750

Thank you for your time and diligence in applying to partner with WVSNP. WVDA appreciates the efforts of your group in addressing West Virginia's feral cat and dog population. We recognize the scope of the problem and acknowledge that our combined efforts are an important part of a greater movement--no step in the right direction is too small! We wish you well in your efforts to move WVSNP forward this year.

Sincerely,



Kent A. Leonhardt
Commissioner of Agriculture



**West Virginia Spay Neuter Assistance Program
FY 2024**

**Award Number 075-037-24-28
Grant Funds: \$5,000.00
Matching Funds: \$0.00
Reimbursement Share: 100%
Performance Period: 1/1/2024 to 11/15/2024**

GRANT AGREEMENT

This **Grant Agreement** (“Agreement”) is between the West Virginia Department of Agriculture (“WVDA”) and Jefferson Co Commission, whose address is

Jefferson Co Commission
CBMG PO BOX 250
CHARLES TOWN WV 25414-0250
rmullikin@jeffersoncountywv.org

(“Grantee”) (collectively, the “Parties”).

Authority: W. Va. Code §§19-20C-1 *et seq.*

Purpose: This Agreement establishes the terms and conditions of the West Virginia Spay Neuter program (“WVSNP”) grant awarded to Grantee by WVDA. WVDA and Grantee mutually agree to pursue the goal of increasing the number of dogs and cats sterilized and vaccinated against rabies in West Virginia, thereby reducing shelter populations and costs, euthanasia rates and threats to public health and safety from rabies and other problems posed by the growing population of stray, feral and abandoned dogs and cats.

By their signatures below, WVDA and Grantee hereby agree to the following terms and conditions:

1. Definitions.

- a. **“Grant Funds”** means the award amount which shall be reimbursed by WVDA. The Grant Funds shall be no more than **\$10,000.00**.
- b. **“Grantee Share”** means the amount of the Total Project Funds properly and actually invoiced by Grantee for which Grantee shall be responsible as Matching Funds. The Grantee Share is the sum of properly invoiced eligible expenses less the Reimbursement Share.

- c. **“Matching Funds”** means the monetary amount, if any, Grantee has agreed to contribute toward the Project. The Matching Funds shall be no more than **\$0.00**.
 - d. **“Project”** means the Grantee’s spay and neuter activities undertaken in conformance with this Agreement and for which Grantee seeks reimbursement from WVDA. Grantee’s Project shall be a systematic and organized manner of delivering spay and neuter services, and may include voucher methods, Trap Neuter Vaccinate Return (TNVR) methods, direct delivery of spay and neuter services, or other methods of advancing spay and neuter services.
 - e. **“Reimbursement Share”** means the percentage of the Total Project Funds which WVDA will reimburse Grantee upon proper invoice. The Reimbursement Share is equal to the amount of Grant Funds divided by the Total Project Funds. The Reimbursement Share shall be **100%**.
 - f. **“Total Project Funds”** means the total amount properly expended by Grantee for eligible expenses of the Project. The Total Project Funds are equal to the sum of the Grant Funds and the Matching Funds, and shall be no more than **\$5,000.00**.
2. **Fund Utilization.** Grantee will provide up-front funding, up to a maximum of the Total Project Funds, for eligible spay and neuter services, and thereafter will invoice WVDA to request reimbursement for the Reimbursement Share of said services. Grantee will utilize the Total Project Funds, including Matching Funds provided by Grantee, to carry out the Project in compliance with this Agreement.
- a. **Eligible Expenses.** Total Project Funds will be used only for costs of spay and neuter services and reasonably related expenses, including but not limited to anesthesia, pain medication, increased expenses due to cryptorchidism and pregnancy, and rabies vaccinations incident to spay and neuter services. Total Project Funds will not be used for unrelated veterinary care, administrative costs, overhead, advertising, or facilities or equipment related to the provision of spay and neuter services.
 - b. **Mileage.** Matching Funds, but not Grant Funds, may be used to pay for ordinary and necessary mileage traveled by Grantee’s employees or volunteers in the transportation of animals to and from a veterinarian providing eligible and supported spay or neuter services. On each invoice, eligible mileage will be applied to the Grantee Share at the current IRS rate.
 - c. **Transportation Rental.** Matching Funds, but not Grant Funds, may be used to pay for rental of vehicles used to transport animals to veterinarians. Grantee must submit proof of eligible transportation rental expenditures with its invoices. Eligible and supported expenditures will be applied to the Grantee Share.

- d. **Treatment of Excess Matching Expenses.** Any mileage and transportation rental expenditures in excess of the Grantee Share on any invoice are ineligible for reimbursement and will be forfeited.
3. **Invoicing.** WVDA will reimburse the Grantee for the Reimbursement Share of properly invoiced amounts, up to, but not exceeding, the Grant Funds amount. WVDA will review submitted invoices for completeness and compliance. WVDA will not provide reimbursement for any invoice if the invoice template form is not used, if the form is missing any required information, or if WVDA determines, in its sole judgment, that the Grantee’s request for reimbursement is not in compliance with the West Virginia Spay Neuter Assistance Program statute (W. Va. Code §§19-20C-1 et seq.), the West Virginia Spay Neuter Assistance Program legislative rule (W. Va. C.S.R. §§61-24-1 et seq.), or this Agreement.
- a. Grantee shall submit invoices supported by documents sufficient to prove all eligible expenses. Grantee shall submit proof of payment for all eligible expenses, such as veterinarian invoices.
 - b. Grantee shall submit all invoices to spayneuter@wvda.us, on the invoice template form provided by WVDA. Grantee must provide the completed invoice template in Excel format. Grantee must either digitally sign its Excel invoice or separately provide a scanned PDF signature page. Grantee will comply with all reasonable invoicing requirements of WVDA.
 - c. Invoices may not be submitted for reimbursement until the Grantee has received a signed copy of this Agreement.
 - d. Grantee will invoice WVDA only for procedures performed during the Term of this Agreement.
 - e. **Spay and neuter services performed between the below dates must be invoiced by Grantee and received by WVDA no later than the corresponding invoice receipt deadline:**

Spay and Neuter Service Dates	Invoice Receipt Deadline
Between January 1, 2024, and February 29, 2024	April 10, 2024
Between March 1, 2024, and March 31, 2024	May 10, 2024
Between April 1, 2024, and April 30, 2024	June 10, 2024
Between May 1, 2024, and May 31, 2024	July 10, 2024
Between June 1, 2024, and June 30, 2024	August 12, 2024
Between July 1, 2024, and July 31, 2024	September 10, 2024
Between August 1, 2024, and August 31, 2024	October 10, 2024
Between September 1, 2024, and November 15, 2024	November 15, 2024

4. **Reporting Requirement.** Grantee will submit a Final Report, in a form acceptable to WVDA, summarizing and commenting upon Grantee's performance under this Agreement. The Final Report may be submitted with the Grantee's final invoice but in any case, shall be submitted no later than November 15, 2024.
5. **Low-Income Restricted Program.** This section (5) is only applicable if checked:____. Grantee has committed to run a Low-Income Restricted Program as defined by the West Virginia Code of State Rules, §61-24-3.11, as part of its Project. Grantee shall comply with the Low-Income Restricted Program Guidelines, which are hereby incorporated into this Agreement and attached as Exhibit A.
6. **Legislative Appropriation.** Notwithstanding any other provision of this Agreement, WVDA may only provide reimbursement if funding has been made available by the West Virginia Legislature.
7. **Applicable Law.** West Virginia law controls this Agreement. Grantee shall comply with all provisions of the West Virginia Spay Neuter Assistance Program statute (W. Va. Code §§19-20C-1 *et seq.*) and the West Virginia Spay Neuter Assistance Program legislative rule (W. Va. C.S.R. §§61-24-1 *et seq.*). Grantee understands and agrees that the Frequently Asked Questions (FAQs) made available on the WVDA webpage are informational only and non-controlling.
8. **Change in Status.** If Grantee is a nongovernmental entity, Grantee agrees to notify WVDA of any change in Grantee's 501(c)(3) status after the time of application that would disqualify Grantee from participation in the WVSNP or otherwise negatively affect Grantee's ability to participate.
9. **Veterinarian Conduct.** Grantee will comply with all applicable federal and state laws, rules and regulations regarding standards of practice and professional conduct by veterinarians, including but not limited to West Virginia Code §§30-10-1 *et seq.* and West Virginia Code of State Rules §§26-1-1 *et seq.* Further, Grantee agrees that veterinary services invoiced shall be performed by a person, firm or corporation licensed to practice veterinary medicine under the provisions of West Virginia Code §§30-10-1 *et seq.* and doing business in the State of West Virginia.
10. **Non-discrimination.** Grantee shall not discriminate against any owner or caretaker for reasons of age, race, color, sex, disability, religion, or national origin.
11. **Vendor Registration.** Grantee must be a registered vendor with the State of West Virginia and remain registered for the duration of this Agreement.

12. **Term.** The Term of this Agreement shall begin on January 1, 2024, and shall expire on November 15, 2024, unless earlier terminated as provided by the terms of this Agreement.
13. **Termination.** WVDA may terminate this Agreement at any time upon written notice to Grantee. Grantee may terminate this Agreement upon 30 days' written notice to WVDA.
14. **Notices.** Notices required or permitted to be sent to the Parties under this Agreement may be sent by post or by e-mail, either of which method shall be sufficient. Invoices must be submitted in the manner prescribed by **Section 3 (Invoicing)** of this Agreement.
 - a. **To WVDA.** Notices to WVDA under this Agreement, including the Final Report, shall be sent:
 - i. by e-mail to spayneuter@wvda.us; or
 - ii. by post to:

West Virginia Department of Agriculture
Attn: Spay Neuter Program
217 Gus R. Douglass Lane
Bldg. 2, Room 106
Charleston, WV 25312
 - b. **To Grantee.** Notices to Grantee under this Agreement shall be sent to Grantee's address or e-mail address appearing on page one of this Agreement.
15. **Change in Designated Contact.** Grantee shall provide WVDA notice in writing of any change to Grantee's designated contact person, contact address, or contact e-mail address.
16. **Assignment.** Neither this Agreement nor any of its terms, in whole or in part, may be assigned by Grantee without the prior written consent of WVDA.
17. **Waiver.** No failure by WVDA to insist upon the strict performance of any provision of this Agreement or to exercise any right or remedy consequent to a breach of any provision of this Agreement shall be deemed a waiver of any other breach of or default under the same or any other provision of this Agreement.
18. **Severability.** In the event any term or condition of this Agreement is found to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.
19. **Integration.** This Agreement contains and represents the entire agreement between WVDA and Grantee and supersedes any and all prior agreements, whether oral or written, between

WVDA and Grantee, on the subject matter. This Agreement may not be amended or modified, except by written agreement signed by WVDA and Grantee.

WEST VIRGINIA DEPARTMENT OF AGRICULTURE

By: _____
(signed)

Printed Name: _____

Its: _____, this _____ day of _____, 2024.
(title)

Jefferson Co Commission

By: _____
(signed)

Printed Name: _____

Its: _____, this _____ day of _____, 2024.
(title)

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Nancy Strine

Department or Organization: City of Martinsburg

Commission Meeting Date: March 21, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

1. Public Hearing to discuss housing needs of Jefferson County for FY 2023 HOME Investment Partnership Program
2. Resolution to authorize participation in the Eastern Panhandle HOME Consortium of West Virginia for the period July 1, 2024 to June 30, 2025

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

First item is to hold a public hearing to discuss the housing needs of Jefferson County for the FY 2024 HOME Investment Partnership Program and second item is for the Commissioners to approve a Resolution authorizing participating in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 2, 2024 to June 30, 2025.

Type of Request: (Funding/Hiring): No

Funding/Salary/Hourly Amount: No

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):

First one is to hold the Public hearing - housing needs of Jefferson County with the FY 2023 HOME grant.

2. To approve a Resolution authorizing participating in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 2, 2024 to June 30, 2025.

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: Nancy Strine

Phone Number: 304-264-2131 ext 278

Email Address:

nstrine@cityofmartinsburg.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
FY 2024 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, March 21, 2024 at 7:00pm**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Jessica James, Assistant Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2024. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2024. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2024 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2024 beginning February 12, 2024. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Jessica James, at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Jessica James, Assistant Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

Steve Stolipher, President
Jefferson County Commission

RESOLUTION

A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2024 TO JUNE 30, 2025.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as “HOME”); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low- and moderate-income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2024; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY THAT:

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Corporation of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2024 to June 30, 2025 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2024 HOME Investment Partnership Program.

Adopted this _____ day of _____, 2024.

BY:

Steve Stolipher, President,
Jefferson County Commission

ATTEST:

Jacqueline C. Shadle, County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Gillian Olsen, Environmental Health Manager

Department or Organization: County Commission: Jefferson County Health Department

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2024**

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

Subject (*Wording to be placed on agenda*): **Approval of Jefferson County Board of Health Local Rule "Jefferson County Board of Health Fees for Permits and Services"**

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

📄 On 3/8/2024, the Board of Health approved a new local rule titled "Jefferson County Board of Health Fees for Permits and Services". Following the procedures set forth in WV Code 16-2-11, in order to be able to implement a new local rule we must have approval from the County Commission within 30 days of the Board of Health's approval. I have attached the local rule and a copy of WV Code 16-2-11 (relevant sections are highlighted).

📄 Background on why we are adopting our own local fee rule:

We anticipate the passage of SB17 on April 1st, 2024. SB 17 will repeal the State Rule 64 CSR 30 that currently gives us definitions for establishments and our current permit fee schedule and will remove all references to Local Boards of Health from State Rule 64 CSR 51 which gives us the authority to charge fees for environmental services. In accordance with WV Code 16-2-11, we have created by rule a fee schedule for environmental permits and services. We posted the proposed rule for public comment on our website, the State Register, our FaceBook page, in our office, and at the County building from 2/23/24- 3/7/2024 and received no public comments. **The new local rule does not include any fee increases. The fees will remain the same.**

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

- *I move to approve the Jefferson County Board of Health's adoption of Local Rule "Jefferson County Board of Health Fees for Permits and Services," as presented.*

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: Gillian.r.olsen@wv.gov

Phone Number:

**JEFFERSON COUNTY BOARD OF HEALTH
ENVIRONMENTAL HEALTH FEES FOR PERMITS AND SERVICES RULE**

General.

1.1. Scope -- This rule establishes the fees for permits issued by the Jefferson County Board of Health.

1.2. Authority. -- W. Va. Code §16-2-11(a)(9), §16-2-11(b)(3).

1.3. Filing Date. – April 1, 2024.

1.4. Effective Date. – (date approved).

Application and Enforcement.

2.1. Application - This rule applies to the Jefferson County Board of Health which charges a fee for the issuance of permits and services that are covered by this rule.

2.2. Enforcement - The enforcement of this rule is vested with the Jefferson County Health Officer or his or her designee.

Definitions.

3.1. Bed and Breakfast - An establishment providing lodging facilities in the form of sleeping accommodations and at a minimum, a breakfast for a fee.

3.2. Body Piercing Studio - means any room or space where body piercing is practiced or where the business of body piercing or any part thereof is conducted.

3.3. Bureau- The Bureau for Public Health in the West Virginia Department of Health and Human Resources.

3.4. Campground - A tract of land maintained and offered to the public for payment for the location or placement of two or more camping units as defined in the bureau's "General Sanitation" rule, 64CSR18.

3.5. Care Facility – Facilities included, but not limited to, public or private halfway houses, adult day care facilities, residential care facilities (such as juvenile group homes and work release centers), and non-disaster emergency shelters (such as homeless shelters and family violence protection centers). The term does not include health care facilities licensed by the Office of Health Facility Licensure and Certification in the Office of the Inspector General.

3.6. Child Care Center - A facility where care is provided for seven or more children in a 24-hour period. The term does not include facilities excluded in the bureau's "Child Care Centers" rule, 64CSR21.

3.7. Developed Site - A location for placement and hookup of a manufactured home.

3.8. Family Daycare Facility – A child care center which is used to provide nonresidential child care for seven (7) to twelve (12) children, including children who are living in the household who are less than six

(6) years of age. No more than four (4) of the total number of children may be less than twenty-four (24) months of age.

3.9. Fixed Expiration Date - An annual date at which time all permits of the same type expire. The fixed expiration date for each of the permits covered by this rule is derived from the state code or the rule which authorizes the issuance of the particular permit.

3.10. Food Service Establishment - Any fixed or mobile restaurant; coffee shop; cafeteria; short-order cafe; soda fountain; tavern; bar; cocktail lounge; delicatessen; nightclub; roadside stand; industrial feeding establishment; private, public, or non-profit organization or institution routinely serving food; catering kitchen; commissary or similar place in which food or drink is prepared for sale or service on the premises or elsewhere; and any other eating or drinking establishment or operation where food is served or provided for the public with or without charge.

3.11. Hotel/Motel - Any temporary or permanent buildings or structures which are maintained, offered, or used as sleeping quarters for pay.

3.12. Individual Sewage Disposal System - A system for the collection, treatment and disposal of sewage which serves a single dwelling or establishment.

3.13. Industrial Campground – A campground for the location or placement of two or more camping units as defined in 64CSR18, and to be occupied by workers employed for an industrial purpose and intended for long term stays of over 60 days.

3.14. Innovative Alternative Type Sewage System - A method of sewage disposal for a single-family dwelling or establishment for which design standards have been prepared and listed in the West Virginia Bureau for Public Health rule, "Sewage Treatment and Collection System Design Standards," 64CSR47, as an innovative or alternative system.

3.15. Labor Camp - A labor camp includes any lumber, mining, agricultural, construction, or other industrial camp where 10 or more persons are employed and housed in temporary quarters, such as cars, motor homes, camper vehicles, wagons, tents, cabins, buildings, or other similar enclosures.

3.16. Mass Gathering - Any group of 250 or more persons assembled together for a meeting, festival, social gathering, concert or other similar purpose. The term shall not include assembly in any permanent buildings or permanent structures designed, equipped and intended for use by large numbers of people. The term shall not include assembly in any outdoor venue ordinarily used and equipped for such events. For the purposes of this rule, "equipped" means supplied with adequate sanitary facilities for the intended use.

3.17. Mobile Food Establishment - A food establishment that is mobile by means of mechanical, electrical, manual, or otherwise propelled vehicle operating on land or water that complies with 64CSR17 Food Establishment Rule - FDA Food Code Mobile Food Establishment Matrix recommendations based on the menu of food items provided.

3.18. Manufactured Home Community - Any site, area, tract, or parcel of land upon which four or more manufactured homes, used or occupied for dwelling purposes, are parked, either free of charge or for a monetary consideration.

3.19. Organized Camp - Any area, place, parcel, or tract of land on which facilities are established or maintained to provide an outdoor group living experience for children or adults, or where one or more permanent or semi-permanent structures are established or maintained as living or sleeping quarters for children or adults, and operated for educational, social, recreational, religious instruction or activity, physical education or health, or vacation purposes either gratuitously or for compensation, provided, that this definition shall not be construed to include a hunting, fishing, or other camp privately owned and used exclusively for the personal pleasure of the owner.

3.20. Potentially Hazardous Food or Drink (time/temperature control for safety food) - Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms.

3.21. Recreational Water Facility - A body of water, under the control of a person, which has been modified, improved, constructed or installed for the purpose of public swimming or bathing. It includes, but is not limited to, bathing beaches; swimming, wading, and diving pools; water slides, spray pools, lazy rivers, and wave pools; spas, hot tubs, therapeutic pools, hydrotherapy pools and whirlpools. A recreational water facility does not include a private residential swimming pool defined in subsection 2.10 of the bureau's "Recreational Water Facilities" rule, 64CSR16.

3.22. Retail Food Store - Any place, structure, premise, vehicle, or any part thereof in which food is sold retail, offered for retail sale, or served not to be consumed on the premises. For the purpose of this rule, the term "retail food store" does not include establishments which handle only pre-packed non-potentially-hazardous foods; roadside markets that offer only fresh fruits or fresh vegetables; or the delicatessen operation of a retail food store.

3.23. Sewage Tank Cleaner - Any person engaged in the collection, removal, transportation or disposal of sewage.

3.24. School - a public or private organization that provides instruction for the teaching of children. The term includes early childhood/ primary education centers, middle school/junior high education centers, adolescent/high school education centers and vocational education centers. The term does not include child care centers as defined in the bureau's "Child Care Centers" rule, 64CSR21.

3.25. Subdivision - A tract of land which has been divided into two or more lots, tracts, parcels, plats, sites, areas, units, interests, or other division for the purpose of dwelling or establishment development and including the division of land by deed, metes and bounds description, lease, map, plat, or other instrument, or by act of construction.

3.26. Tattoo studio - means any room or space where tattooing is practiced or where the business of tattooing or any part thereof is conducted

3.27. Temporary Food Service Establishment - A food service establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration and required by W. Va. Code §16-6-3 to have a permit.

3.28. Vending Machine - A machine designed for the dispensing of potentially hazardous food or drink

to the public by a self-service method.

3.29. Water Well - Any excavation or penetration in the ground, whether drilled, bored, cored, driven, or jetted for a water supply, for the exploration for water, or for removal of water to dewater construction sites.

3.30. Water Well (Heat Exchange) - Any well constructed to use the heat exchange properties of either groundwater or of geologic material penetrated by the well.

Option to Charge for Permits and Services; Procedure and Implementation of Fees for Permits and Services Schedule.

4.1. The Jefferson County Board of Health shall charge a fee for the issuance of permits and provided services covered by this rule.

4.2. The Jefferson County Board of Health shall follow the following procedures prior to implementation of a new or amended Fee Schedule:

- 4.2.1 Present proposed fee schedule to the board of health for initial review and approval.
- 4.2.2 After the local board of health's approval of a proposed schedule of fees, the board shall place notice in the State Register and on the organization's web page setting forth a notice of proposed action, including the text of the new local health department rule or the amendment and the date, time, and place for receipt of public comment [§16-2-11(b)(3)(C)], provide the notice to the board's appointing authority with a request for publication on the authority's website and in its public offices, and allow for a 30-day comment period.
- 4.2.3 Upon completion of the 30-day comment period, the board of health shall meet and review any public comments received prior to final approval of the fee schedule.
- 4.2.4 Once all public comments have been considered, the board shall vote on final approval of the proposed fee schedule and implementation date.
- 4.2.5 The Board of Health shall notify the appointing authority and request approval of the proposed fee schedule and provide the following information:
 - (a) A copy of the proposed fee schedule;
 - (b) A copy of the posted notice of the proposed fees and a description of the public notice process;
 - (c) A copy of comments received on the proposed fees; and
 - (d) A response to the comments.
- 4.2.6 With approval from the appointing authority, the board of health shall implement the Fees for Permits and Services Schedule.
- 4.2.7 A copy of the final approved Fees for Permits and Services Schedule shall be filed with the county clerk.

Permits and Fees.

5.1 The list of permits, services and corresponding fees are listed in Table 1 attached below.

Table 1

Permit		Permit Fee Guideline	Expiration Date (Annually)
Bed and Breakfast		\$60.00	6/30
Campground			6/30
	Fee per site	\$6.00	
	Minimum fee	\$60.00	
Care Facility		\$60.00	6/30
Child Care Center			12/31
	Family Day Care Facility (7-12)	\$60.00	
	Child Care Center (13-25)	\$125.00	
	Child Care Center (26 and over)	\$185.00	
Consignment Farmers Market		\$60.00	6/30
Food Service Establishment			6/30
	0 – 20 seats	\$125.00	
	21 – 50 seats	\$250.00	
	51 – 80 seats	\$375.00	
	81+ seats	\$500.00	
*	If the facility has a liquor license from the West Virginia Alcoholic Beverage Control Administration – an additional \$150 fee shall be added to each seating capacity amount.	\$125.00	
Hotel/Motel			6/30
	0 – 20 rooms	\$125.00	
	21 – 50 rooms	\$250.00	
	51 – 80 rooms	\$375.00	
	81 and over rooms	\$500.00	
Individual Sewage Disposal Systems and Innovative Alternative Type Sewage Systems			1 year from date of issue
	Conventional Single-Family Dwelling	\$185.00	
	All other types of system	\$375.00	
Industrial Campground		\$100.00	6/30

Permit	Permit Fee Guideline	Expiration Date (Annually)
Labor Camp	\$125.00	6/30
Mass Gathering		End of Event
\$60.00 per event	\$60.00	
Mobile Food Establishment	\$125.00	6/30
Manufactured Home Community		12/31
Number of Lots		
Up to 10 units	\$125.00	
11 to 20 units	\$150.00	
21 to 30 units	\$225.00	
More than 30 units	\$275.00	
Organized Camp	\$90.00	6/30
Recreational Water Facility	\$125.00	12/31
Retail Food Store		6/30
Fee per checkout	\$60.00	
Schools (Facility)		6/30
Fee per site	\$60.00	
Subdivision		N/A
Number of Lots		
Fee per lot	\$12.00	
Minimum Fee	\$100.00	
Temporary Food Service Establishment (maximum 14 days per event)		Noted on permit
Fee per unit	\$60.00	
In-State Vendor Temporary Food Service Establishment (non-potentially hazardous food only)		1 year from date of issue
Fee per unit	\$60.00	
Vending Machine		6/30
Fee per machine per site	\$60.00	
Maximum Fee per site	\$360.00	
Water Well	\$125.00	1 year from date of issue

Permit	Permit Fee Guideline	Expiration Date (Annually)
The following permit fees are set by WV Legislative Code or Rule and cannot be changed		
Body Piercing [WV Rule 64CSR80] **	\$200.00	6/30
Tattoo Studio [WV Code §16-38-6(e)]**	\$200.00	6/30
Sewage Tank Cleaner [WV Rule 64CSR9]**	\$16.00	1 year from date of issue
Statewide Mobile Food Permit/Reciprocity...In process with current Legislative Session [WV Code §16-2-18]**	TBD	6/30
Water Well (Heat Exchange) [WV Rule 64CSR19] **		1 year from date of issue
	1 to 50 ton heat pump system	\$150.00
	Over 50 ton system	\$300.00
Prorating of Fixed Expiration Date Permit Fees		
	# of Months from Fixed Expiration Date	% Annual Fee to be Paid
	< 3 months	25%. of annual fee
	3 months to < 6 months	50%. of annual fee
	6 months to < 9 months	75%. of annual fee
	9 months to < 12 months	100%. of annual fee
*	The fee charged for an annual permit with a fixed expiration date.	
**	Proration of fees does not apply to fees set by WV Code or Rule	
Late Fee for Expired Permits		
*	A late fee of 25 percent for all expired permits listed will be applied to the permit fee schedule. Payment must be received within 10 days of the expiration date to avoid the late fee assessment.	25% of permit fee
**	Late fee does not apply to fees set by WV Code or Rule	

Fees for Services	
Plan Review (Small Establishment)	
Bed & Breakfast	\$125.00
Body Piercing Studio	\$125.00
Campground ((1-10 sites)	\$125.00
Care Facilities (1-12 residents)	\$125.00
Family Day Care	\$125.00
Food Service Establishment (0-20 seats)	\$125.00
Industrial Campground (2-10 camping units)	\$125.00
Manufactured Home Community (4-10 units)	\$125.00
Mobile Food Establishment	\$125.00
Retail Food Store (3 checkouts or less)	\$125.00
Short-term Rental	\$125.00
Plan Review (Medium Establishment)	
Campground (11-25 sites)	\$225.00
Care Facilities (13-25 residents)	\$225.00
Child Care Center (13-25 Children)	\$225.00
Food Service Establishment (21-50 seats)	\$225.00
Hotel/Motel (1-50 rooms)	\$225.00
Industrial Campground (11-25 camping units)	\$225.00
Labor Camp (10-25 employees housed)	\$225.00
Manufactured Home Community (11-20 units)	\$225.00
Organized Camp (1-25 campers)	\$225.00
Retail Food Store (4-6 checkouts)	\$225.00
Plan Review (Large Establishment)	
Campground (26+ sites)	\$325.00
Care Facilities (26+ residents)	\$325.00
Child Care Center (26+ children)	\$325.00
Food Service Establishment (51+ seats)	\$325.00
Hotel/Motel (51+ rooms)	\$325.00
Industrial Campground (26+ camping units)	\$325.00
Labor Camp (26+ employees)	\$325.00
Manufactured Home Community (21+ units)	\$325.00
Organized Camp (26+ campers)	\$325.00
Retail Food Store (7+ checkouts)	\$325.00
School	\$325.00
Other Services with Fees	
DEP Septic Tank Seal (GPS Coordinates)	\$30.00
Home Loan Evaluation- Well Evaluation/Water test/Letter	\$50.00
Home Loan Evaluation- Septic Evaluation/Dye Test/Letter	\$50.00
Food Handler's Class (JCHD Staff Instructor)	\$15.00
Food Handler's Card (1-year)	\$10.00
Reinspection (Well, Septic, Food, Permitted Establishments) Refer to Policy	\$75.00
Reissue Permit (lost, etc.)	\$25.00
Well Permit Renewal/Septic Permit Renewal (each)	\$35.00
Well & Septic Information Request (Research Fee)	\$25.00

the member or members removed shall immediately be appointed by the original appointing body pursuant to the provisions of this article.

(d) Each member of a local board of health may receive compensation as determined by the local board for attending meetings of and other activities for the board as required by law: *Provided*, That this compensation may not exceed \$100 per day. Each member of a local board may be reimbursed for all reasonable and necessary travel and other expenses actually incurred by the member in the performance of duties as a member of the local board.

§16-2-10. Local board of health; meetings; attendance; bylaws; quorum; chairperson selection, powers and duties.

(a) A local board of health shall meet as often as necessary to orderly and efficiently execute its duties and exercise its powers but, no fewer than six times per year. Members of a local board of health shall attend board meetings in compliance with attendance policies established by its bylaws or rules.

(b) A local board of health shall adopt and may amend bylaws or rules governing the time and place of its regular meetings, procedures, and method of conducting its meetings. A quorum of the board for transacting business is a simple majority of the constituent membership of the board.

(c) A local board of health, pursuant to its bylaws, shall elect from its members a chairperson. The chairperson shall serve for a term of one year and may be reelected for additional terms. The chairperson may, on behalf of the board, sign documents, execute contracts, and otherwise act for and in the name of the board in all matters within its lawful powers and as duly authorized by a majority of the board members.

§16-2-11. Local board of health; powers and duties.

(a) A local board of health created, established, and operated pursuant to the provisions of this article shall:

(1) Provide the following basic public health services and programs in accordance with state public health performance-based standards:

(A) Community health promotion including assessing and reporting community health needs to improve health status, facilitating community partnerships including identifying the community's priority health needs, mobilization of a community around identified priorities, and monitoring the progress of community health education services;

(B) Environmental health protection including the promoting and maintaining of clean and safe air, water, food, and facilities, and the administering of public health laws as specified by the commissioner as to general sanitation, the sanitation of public drinking water, sewage and wastewater, food and milk, and the sanitation of housing, institutions, and recreation; and

(C) Communicable or reportable disease prevention and control including disease surveillance, case investigation and follow-up, outbreak investigation, response to epidemics, and prevention and control of rabies, sexually transmitted diseases, vaccine preventable diseases, HIV/AIDS, tuberculosis, and other communicable and reportable diseases;

(D) Immunizations; and

(E) Threat preparedness.

(2) Provide equipment and facilities for the local health department that are in compliance with federal and state law;

(3) Permit the commissioner to act by and through it, as needed. The commissioner may enforce all public health laws of this state, the rules and orders of the secretary, any county commission orders or municipal ordinances of the board's service area relating to public health, and the rules and orders of the local board within the service area of a local board. The commissioner may enforce these laws, rules, and orders when, in the opinion of the commissioner, a public health emergency exists or when the local board fails or refuses to enforce public health laws and rules necessary to prevent and control the spread of a communicable or reportable disease dangerous to the public health. The expenses incurred shall be charged against the counties or municipalities concerned;

(4) Deposit all moneys and collected fees into an account designated for local board of health purposes. The moneys for a municipal board of health shall be deposited with the municipal treasury in the service area. The moneys for a county board of health shall be deposited with the county treasury in the service area. The moneys for a combined local board of health shall be deposited in an account as designated in the plan of combination: *Provided*, That nothing contained in this subsection is intended to conflict with the provisions of §16-1-1 *et seq.* of this code;

(5) Submit vouchers or other instruments approved by the board and signed by the local health officer or designated representative to the county or municipal treasurer for payment of necessary and reasonable expenditures from the county or municipal public health funds: *Provided*, That a combined local board of health shall draw upon its public health funds account in the manner designated in the plan of combination;

(6) Participate in audits, be in compliance with tax procedures required by the state, and annually develop a budget for the next fiscal year;

(7) Perform public health duties assigned by order of a county commission or by municipal ordinance consistent with state public health laws;

(8) Enforce the public health laws of this state and any other laws of this state applicable to the local board; and

(9) Create by rule a fee schedule, as approved by the appointing authority, for those environmental services it provides that are not established by state code.

(b) A local board of health may:

(1) Provide primary care services, clinical and categorical programs, and enhanced public health services;

(2) Employ or contract with any technical, administrative, clerical, or other persons, to serve as needed and at the will and pleasure of the local board of health. Staff and any contractors providing services to the board shall comply with applicable West Virginia certification and licensure requirements. Eligible staff employed by the board shall be covered by the rules of the Division of Personnel under §29-10-6 of this code. However, any local board of health may, in the alternative and with the consent and approval of the appointing authority, establish and adopt a merit system for its eligible employees. The merit system may be similar to the state merit system and may be established by the local board by its order, subject to the approval of the appointing authority, adopting and making applicable to the local health department all, or any portion of any order, rule, standard, or compensation rate in effect in the state merit system as may be desired and as is properly applicable;

(3) (A) Adopt and promulgate and from time to time amend local health department rules consistent with state rules, that are necessary and proper for the protection of the general health of the service area and the prevention of the introduction, propagation, and spread of disease.

(B) The commissioner shall establish a procedure by which adverse determinations by local health departments may be appealed, unless otherwise provided for, for the purpose of ensuring a consistent interpretation of state rules.

(C) When local health department rules are adopted, promulgated, or amended, the local board of health shall place notice in the State Register and on their organization's web page setting forth a notice of proposed action, including the text of the new local health department rule or the amendment and the date, time, and place for receipt of public comment.

(D) All local health department rules shall be approved, disapproved, or amended and approved by the county commission or appointing authority within 30 days of approval from the local board of health, and any local health department rule on which the appointing authority has taken no action within 30 days shall be void: *Provided*, That a local health department rule issued in response to an imminent public health emergency under the provisions of paragraph (H) of this subdivision may have immediate force and effect subject to the limitations set forth therein.

(E) All local health department rules of a combined local board of health shall be approved, disapproved, or amended and approved by each appointing authority within 30 days of approval from the combined local board of health. If one appointing authority approves and another other does not approve a local health department rule from a combined local board health department, the local health department rule is only in effect in the jurisdiction of the appointing authority which approved the local health department rule: *Provided*, That a local health department rule

issued in response to an imminent public health emergency under the provisions of paragraph (H) of this subdivision may have immediate force and effect subject to the limitations set forth therein.

(F) An approved local health department rule shall be filed with the clerk of the county commission or the clerk or the recorder of the municipality, or both, and shall be kept by the clerk or recording officer in a separate book as public records.

(G) A local health department rule currently in effect on March 4, 2021, is not subject to approval, unless amended, from the county commission or appointing authority.

(H) If there is an imminent public health emergency, approval of the county commission or appointing authority is not necessary before a local health department rule goes into effect but shall be approved or disapproved by the county commission or appointing authority within 30 days after the local health department rules are effective, and any rule on which the appointing authority has taken no action within 30 days shall be void;

(4) Accept, receive, and receipt for money or property from any federal, state, or local governmental agency, from any other public source or from any private source, to be used for public health purposes or for the establishment or construction of public health facilities;

(5) Assess, charge, and collect fees for permits and licenses for the provision of public health services: *Provided*, That permits and licenses required for agricultural activities may not be assessed, charged, or collected: *Provided, however*, That a local board of health may assess, charge, and collect all of the expenses of inspection of the physical plant and facilities of any distributor, producer, or pasteurizer of milk whose milk distribution, production, or pasteurization facilities are located outside this state but who sells or distributes in the state, or transports, causes, or permits to be transported into this state, milk or milk products for resale, use or consumption in the state and in the service area of the local board of health. A local board of health may not assess, charge, and collect the expenses of inspection if the physical plant and facilities are regularly inspected by another agency of this state or its governmental subdivisions or by an agency of another state or its governmental subdivisions certified as an approved inspection agency by the commissioner. No more than one local board of health may act as the regular inspection agency of the physical plant and facilities; when two or more include an inspection of the physical plant and facilities in a regular schedule, the commissioner shall designate one as the regular inspection agency;

(6) A local health department may bill health care service fees to a payor which includes, but is not limited to, Medicaid, a Medicaid Managed Care Organization, and the Public Employees Insurance Agency for medical services provided: *Provided further*, That health care service fees billed by a local health department are not subject to commissioner approval and may be at the payor's maximum allowable rate;

(7) Contract for payment with any municipality, county, or board of education, for the provision of local health services or for the use of public health facilities. Any contract shall be in writing

and permit provision of services or use of facilities for a period not to exceed one fiscal year. The written contract may include provisions for annual renewal by agreement of the parties; and

(8) Retain and make available child safety car seats, collect rental and security deposit fees for the expenses of retaining and making available child safety car seats, and conduct public education activities concerning the use and preventing the misuse of child safety car seats: *Provided*, That this subsection is not intended to conflict with the provisions of §17C-15-46 of this code: *Provided, however*, That any local board of health offering a child safety car seat program or employee or agent of a local board of health is immune from civil or criminal liability in any action relating to the improper use, malfunction, or inadequate maintenance of the child safety car seat and in any action relating to the improper placement, maintenance, or securing of a child in a child safety car seat.

(c) The local boards of health are charged with protecting the health and safety, as well as promoting the interests of the citizens of West Virginia. All state funds appropriated by the Legislature for the benefit of local boards of health shall be used for provision of basic public health services.

(d) If the Governor declares a statewide public health emergency, the state health officer may develop emergency policies and guidelines that each of the local health departments responding to the emergency must comply with in response to the public health emergency.

§16-2-12. Local health officer; term of appointment; qualifications; reappointment; compensation; and removal.

A local board of health shall appoint a full-time or part-time local health officer. The local health officer shall be a physician or a licensed advanced practice registered nurse with the ability to practice independently currently licensed in this state and knowledgeable in the science of public health. A local health officer serves at the will and pleasure of the local board for a term of one year and is eligible for reappointment at compensation determined by the local board of health.

A local health officer may be removed from office by the commissioner if the local health officer fails or refuses to carry out the lawful orders or rules of the secretary in the event the commissioner determines a public health emergency exists or if the local health officer fails or refuses to enforce public health laws and rules necessary to prevent and control the spread of communicable or reportable diseases dangerous to the public health. Upon removal, a successor local health officer shall immediately be appointed by the board pursuant to the provisions of this article.

§16-2-13. Local health officer; powers and duties.

(a) A local health officer serves as the executive officer of the local board and under its supervision, a local health officer shall administer and enforce state rules, local rules, and local health department rules within the local board of health's service area.

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 **March 21, 2024***

***Estate of Dorothy F. Copestake, deceased, Motion to Remove Executrix and Seize Estate Records
Henry W. Morrow, Jr., Attorney will be presenting this request.***

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

NOTICE OF HEARING

Please take notice that a hearing will be held on Thursday, March 21, 2024, 6:00 PM at the Charles Town Library meeting room located at 200 East Washington Street at the side entrance on Samuel Street in the city of Charles Town, by the Jefferson County Commission to hear the

MOTION TO REMOVE Catherine Collins, aka Catherine Copestake Yohn, AS PERSONAL REPRESENTATIVE (Executrix) OF THE ESTATE OF Dorothy F. Copestake, DECEASED, AND APPOINT A SUCCESSOR EXECUTRIX/ADMINISTRATOR, c.t.a., d.b.n. in her place and stead. AND SEIZE ESTATE RECORDS

All persons having an interest in said hearing or estate are invited to attend this meeting. For further information, please contact the Jefferson County Clerk's Office, Probate Office at 100 East Washington Street, Charles Town, WV 25414, or you may call at (304) 728-3230.

Spirit of Jefferson Advocate

MARCH 6 AND MARCH 13 2024

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In re: The Estate of Dorothy F. Copestake

MOTION TO REMOVE EXECUTRIX AND SEIZE ESTATE RECORDS

Comes now, Janie Eckard, an heir and distributee of the estate of Dorothy F. Copestake, by and through her attorney, Henry W. Morrow, Jr., and respectfully moves the Jefferson County Commission to remove Catherine Collins as executrix of the Estate of Dorothy F. Copestake and to order the Sheriff of Jefferson County to seize all files and records maintained by the said Catherine Collins pertaining to the estate of Dorothy F. Copestake and that the grounds in support of such a motion are as follows:

1. Upon Information, the Executrix was appointed as personal representative of the estate on July 20, 2016.
2. D. Frank Hill, III, Esquire, a Fiduciary Commissioner of and for Jefferson County, West Virginia, was subsequently appointed as fiduciary commissioner to oversee the settlement of this estate.
3. A First and Final Accounting dated July 14, 2023, and Report of Fiduciary Commissioner was filed with the County Clerk's Probate Office and presented to the Jefferson County Commission for approval on December 7, 2023, at which meeting the Commission did approve and confirm said accounting without objection.
4. Upon Information, the Executrix, Catherine Collins, at some point during the administration of the estate, may have made an unsecured and undisclosed loan from estate assets

in the amount of \$ 108,000 to a company in which she is a forty percent (40) stakeholder, to wit: CF Safety Training and Consulting, L.L.C., hereinafter CF Safety, but did not disclose this loan to the heirs of the estate or to the Fiduciary Commissioner nor was this loan disclosed in the final accounting for the estate or in any prior iterations of said accounting for a period of years prior to approval and confirmation of the accounting.

5. If such a loan was made by the Executrix, it was made without legal authority by statute or by the Last Will and Testament of Dorothy F. Copestake in violation of her duty to lawfully administer the estate of Dorothy F. Copestake.

6. Upon Information, CF Safety has filed for protection under the United States Bankruptcy Act and initially listed the purported loan as a liability and claim of the company in a schedule filed in that proceeding in the Bankruptcy Court for the Northern District of West Virginia. See Exhibit 1, attached hereto, the contents of which are incorporated herein by reference.

7. In late morning of February 6, 2024, Counsel for CF Safety sent an email to Counsel for Janie Eckard seeking information as to any details of the purported loan. Counsel for Eckard immediately telephoned Counsel for CF Safety and asserted he had no such knowledge of any such loan and that if such a loan had been made it had never been disclosed in the Accountings for the estate and that such a loan could possibly be deemed as criminal fraud. In the late afternoon of February 7, 2024, Counsel for CF Safety advised Counsel for Eckard that an error had been made and that a revised and amended bankruptcy schedule would be filed in the bankruptcy proceeding and provided a copy of that filing. See Exhibit 2, attached hereto, the contents of which are incorporated herein by reference.

8. The First and Final Accounting and the Report of Fiduciary Commissioner filed with and approved by this Commission does not disclose any loan of any nature to any company or individual and the Executrix swore, under oath, as to the contents of the Accounting. See Exhibit 3 attached hereto, the contents of which are incorporated herein by reference.

9. After repeated requests for distribution following the Commission's confirmation of the Final Accounting, the Executrix has not disbursed and distributed to Janie Eckard the amounts, or any part thereof, due her as stated in the final accounting, to wit: \$109,458.08, and that same amount is due to her from the estate as of the date of the filing of this Motion.

10. Based upon the foregoing, Your Heir believes that the failure of the Executrix or her counsel to respond in any way to repeated requests for distribution made to her counsel and by direct email from Your Heir to the Executrix coupled with the initial filing in a bankruptcy proceeding showing an unlawful loan from the estate in nearly the same amount as is due Your Heir from the estate is strong evidence that civil fraud and possible criminal violations may have been committed by the Executrix in her administration of the estate, namely, *West Virginia Code*: §§ 61-3-20 (embezzlement), 61-3-22 (falsifying account), 61-3-23 (embezzlement by fiduciary), 61-3-24 (obtaining money by false pretenses) and 61-3-37 (false statement as to financial condition) and explains why no final distribution from the estate has been made.

11. Based upon the foregoing and, if established as alleged, the Executrix has violated her oath of office as executrix by failing to well, truly and faithfully administer the estate according to law and the dictates of the Last Will and Testament of Dorothy Copestake and she should be removed from her position as executrix and her records in administering the estate seized.

WHEREFORE, your Heir and Distributee would respectfully request the following relief:

1. That the Commission immediately revoke and terminate the authority of Catherine Collins as executrix and personal representative of the estate of Dorothy F. Copestake and appoint a successor executrix/administrator, c.t.a., d.b.n., in her place and stead.
2. That the Commission direct the Sheriff of Jefferson County to seize all books and records relating to the estate of Dorothy F. Copestake in the possession and under the control of Catherine Collins, her agents and assistants, including Russell Frederick Collins.
3. That the Commission immediately refer this matter to the Sheriff and Prosecuting Attorney of Jefferson County for investigation and prosecution of any criminal violations determined in the course of the investigation.
4. That the Commission withdraw, revoke and declare null and void, its approval and confirmation of the Fiduciary Commissioner Report and First and Final Accounting dated July 14, 2023, and remand the matter back to the Fiduciary Commissioner for additional findings and recommendations as to the disposition of this estate.
5. Such other and further relief as the Commission deems appropriate.

Respectfully presented.



Henry W. Morrow, Jr
Counsel for Petitioner
P.O. Box 459
Charles Town, WV 25414
West Virginia State Bar ID #: 2647
(304) 725-3441
morrowlawoffice@aol.com

JANIE A. C. ECKARD
By Counsel

CERTIFICATE OF SERVICE

I, Henry W. Morrow, Jr., counsel for Janie A.C. Eckard hereby certify that I have served a true copy of the foregoing **MOTION TO REMOVE EXECUTRIX AND SEIZE ESTATE RECORDS** upon the Executrix, Catherine Copestake Collins, by mailing a true copy thereof to her at her address of 230 Prides Crossing, Shenandoah Junction, West Virginia 25442, this 8th day of February, 2024.



HENRY W. MORROW, JR.,
Counsel for Janie A. C. Eckard

Exhibit

1

**Initial Documents
filed with the
United States Bankruptcy Court
for the
Northern District of West Virginia**

Fill in this information to identify the case:

Debtor name CF Safety Training and Consulting, LLC

United States Bankruptcy Court for the: NORTHERN DISTRICT OF WEST VIRGINIA

Case number (if known) 3:23-bk-00598

Check if this is an amended filing

Official Form 202

Declaration Under Penalty of Perjury for Non-Individual Debtors

12/15

An individual who is authorized to act on behalf of a non-individual debtor, such as a corporation or partnership, must sign and submit this form for the schedules of assets and liabilities, any other document that requires a declaration that is not included in the document, and any amendments of those documents. This form must state the individual's position or relationship to the debtor, the identity of the document, and the date. Bankruptcy Rules 1008 and 9011.

WARNING – Bankruptcy fraud is a serious crime. Making a false statement, concealing property, or obtaining money or property by fraud in connection with a bankruptcy case can result in fines up to \$500,000 or imprisonment for up to 20 years, or both. 18 U.S.C. §§ 152, 1341, 1519, and 3571.

Declaration and signature

I am the president, another officer, or an authorized agent of the corporation; a member or an authorized agent of the partnership; or another individual serving as a representative of the debtor in this case.

I have examined the information in the documents checked below and I have a reasonable belief that the information is true and correct:

- Schedule A/B: Assets—Real and Personal Property (Official Form 206A/B)
- Schedule D: Creditors Who Have Claims Secured by Property (Official Form 206D)
- Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 206E/F)
- Schedule G: Executory Contracts and Unexpired Leases (Official Form 206G)
- Schedule H: Codebtors (Official Form 206H)
- Summary of Assets and Liabilities for Non-Individuals (Official Form 206Sum)
- Amended Schedule
- Chapter 11 or Chapter 9 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders (Official Form 204)
- Other document that requires a declaration _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed on January 30, 2024

X /s/ Russell Frederick Collins

Signature of individual signing on behalf of debtor

Russell Frederick Collins

Printed name

Member/Manager

Position or relationship to debtor

Debtor name **CF Safety Training and Consulting, LLC**

United States Bankruptcy Court for the: **NORTHERN DISTRICT OF WEST VIRGINIA**

Case number (if known) **3:23-bk-00598**

Check if this is an amended filing

**Official Form 206Sum
Summary of Assets and Liabilities for Non-Individuals**

12/15

Part 1: Summary of Assets

1. Schedule A/B: Assets-Real and Personal Property (Official Form 206A/B)

1a. Real property: Copy line 88 from <i>Schedule A/B</i>	\$ <u>0.00</u>
1b. Total personal property: Copy line 91A from <i>Schedule A/B</i>	\$ <u>629,908.66</u>
1c. Total of all property: Copy line 92 from <i>Schedule A/B</i>	\$ <u>629,908.66</u>

Part 2: Summary of Liabilities

2. Schedule D: Creditors Who Have Claims Secured by Property (Official Form 206D) Copy the total dollar amount listed in Column A, <i>Amount of claim</i> , from line 3 of <i>Schedule D</i>	\$ <u>1,031,009.00</u>
3. Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 206E/F)	
3a. Total claim amounts of priority unsecured claims: Copy the total claims from Part 1 from line 5a of <i>Schedule E/F</i>	\$ <u>108,000.00</u>
3b. Total amount of claims of nonpriority amount of unsecured claims: Copy the total of the amount of claims from Part 2 from line 5b of <i>Schedule E/F</i>	+\$ <u>51,632.73</u>
4. Total liabilities Lines 2 + 3a + 3b	\$ <u>1,190,641.73</u>

Debtor name **CF Safety Training and Consulting, LLC**

United States Bankruptcy Court for the: **NORTHERN DISTRICT OF WEST VIRGINIA**

Case number (if known) **3:23-bk-00598**

Check if this is an amended filing

Official Form 206E/F Schedule E/F: Creditors Who Have Unsecured Claims

12/15

Be as complete and accurate as possible. Use Part 1 for creditors with PRIORITY unsecured claims and Part 2 for creditors with NONPRIORITY unsecured claims. List the other party to any executory contracts or unexpired leases that could result in a claim. Also list executory contracts on Schedule A/B: Assets - Real and Personal Property (Official Form 206A/B) and on Schedule G: Executory Contracts and Unexpired Leases (Official Form 206G). Number the entries in Parts 1 and 2 in the boxes on the left. If more space is needed for Part 1 or Part 2, fill out and attach the Additional Page of that Part included in this form.

Part 1: List All Creditors with PRIORITY Unsecured Claims

1. Do any creditors have priority unsecured claims? (See 11 U.S.C. § 507).

No. Go to Part 2.

Yes. Go to line 2.

2. List in alphabetical order all creditors who have unsecured claims that are entitled to priority in whole or in part. If the debtor has more than 3 creditors with priority unsecured claims, fill out and attach the Additional Page of Part 1.

	Total claim	Priority amount
2.1 Priority creditor's name and mailing address Estate of Copestake c/o Executrix Catherine Collins 230 Prides Xing Shenandoah Junction, WV 25442 Date or dates debt was incurred _____ Last 4 digits of account number _____ Specify Code subsection of PRIORITY unsecured claim: 11 U.S.C. § 507(a) (B) _____	As of the petition filing date, the claim is: Check all that apply. <input type="checkbox"/> Contingent <input type="checkbox"/> Unliquidated <input type="checkbox"/> Disputed Basis for the claim: _____ Is the claim subject to offset? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$108,000.00 \$0.00

Part 2: List All Creditors with NONPRIORITY Unsecured Claims

3. List in alphabetical order all of the creditors with nonpriority unsecured claims. If the debtor has more than 6 creditors with nonpriority unsecured claims, fill out and attach the Additional Page of Part 2.

	Amount of claim
3.1 Nonpriority creditor's name and mailing address American Express Lowes P. O.Box 981540 El Paso, TX 79998-1540 Date(s) debt was incurred _____ Last 4 digits of account number 1000	As of the petition filing date, the claim is: Check all that apply. <input type="checkbox"/> Contingent <input type="checkbox"/> Unliquidated <input type="checkbox"/> Disputed Basis for the claim: CC Is the claim subject to offset? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes \$5,513.00
3.2 Nonpriority creditor's name and mailing address Bank of America Attn: Bankruptcy NC4-105-02-77 P.O. Box 26012 Greensboro, NC 27410 Date(s) debt was incurred _____ Last 4 digits of account number 5661	As of the petition filing date, the claim is: Check all that apply. <input type="checkbox"/> Contingent <input type="checkbox"/> Unliquidated <input type="checkbox"/> Disputed Basis for the claim: CC Is the claim subject to offset? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes \$3,556.00

**United States Bankruptcy Court
Northern District of West Virginia**

In re CF Safety Training and Consulting, LLC Case No. 3:23-bk-00598
Debtor(s) Chapter 11

LIST OF EQUITY SECURITY HOLDERS

Following is the list of the Debtor's equity security holders which is prepared in accordance with rule 1007(a)(3) for filing in this Chapter 11 Case

Name and last known address or place of business of holder	Security Class	Number of Securities	Kind of Interest
Catherine C. Collins 230 Prides Xing Shenandoah Junction, WV 25442			member 40%
Christina Kite 230 Prides Xing Shenandoah Junction, WV 25442			membership 40%
Russel Frederick Collins 230 Prides Xing Shenandoah Junction, WV 25442	Manager		membership 20%

DECLARATION UNDER PENALTY OF PERJURY ON BEHALF OF CORPORATION OR PARTNERSHIP

I, the **Member/Manager** of the corporation named as the debtor in this case, declare under penalty of perjury that I have read the foregoing List of Equity Security Holders and that it is true and correct to the best of my information and belief.

Date January 30, 2024 Signature /s/ Russell Frederick Collins
Russell Frederick Collins

*Penalty for making a false statement of concealing property: Fine of up to \$500,000 or imprisonment for up to 5 years or both.
18 U.S.C. §§ 152 and 3571.*

Name of the pension fund

Employer identification number of the pension fund

Part 14: Signature and Declaration

WARNING – Bankruptcy fraud is a serious crime. Making a false statement, concealing property, or obtaining money or property by fraud in connection with a bankruptcy case can result in fines up to \$500,000 or imprisonment for up to 20 years, or both. 18 U.S.C. §§ 152, 1341, 1519, and 3571.

I have examined the information in this *Statement of Financial Affairs* and any attachments and have a reasonable belief that the information is true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on January 30, 2024

/s/ Russell Frederick Collins
Signature of individual signing on behalf of the debtor

Russell Frederick Collins
Printed name

Position or relationship to debtor Member/Manager

Are additional pages to *Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy (Official Form 207)* attached?

- No
- Yes

Exhibit

2

**Amended Document/Schedule
filed with the
United States Bankruptcy Court
for the
Northern District of West Virginia**

Fill in this information to identify the case:

Debtor name **CF Safety Training and Consulting, LLC**

United States Bankruptcy Court for the: **NORTHERN DISTRICT OF WEST VIRGINIA**

Case number (if known) **3:23-bk-00598**

Check if this is an amended filing

Official Form 202

Declaration Under Penalty of Perjury for Non-Individual Debtors

12/15

An individual who is authorized to act on behalf of a non-individual debtor, such as a corporation or partnership, must sign and submit this form for the schedules of assets and liabilities, any other document that requires a declaration that is not included in the document, and any amendments of those documents. This form must state the individual's position or relationship to the debtor, the identity of the document, and the date. Bankruptcy Rules 1008 and 9011.

WARNING -- Bankruptcy fraud is a serious crime. Making a false statement, concealing property, or obtaining money or property by fraud in connection with a bankruptcy case can result in fines up to \$500,000 or imprisonment for up to 20 years, or both. 18 U.S.C. §§ 152, 1341, 1519, and 3571.

Declaration and signature

I am the president, another officer, or an authorized agent of the corporation; a member or an authorized agent of the partnership; or another individual serving as a representative of the debtor in this case.

I have examined the information in the documents checked below and I have a reasonable belief that the information is true and correct:

- Schedule A/B: Assets—Real and Personal Property (Official Form 206A/B)
- Schedule D: Creditors Who Have Claims Secured by Property (Official Form 206D)
- Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 206E/F)
- Schedule G: Executory Contracts and Unexpired Leases (Official Form 206G)
- Schedule H: Codebtors (Official Form 206H)
- Summary of Assets and Liabilities for Non-Individuals (Official Form 206Sum)
- Amended Schedule **E/F**
- Chapter 11 or Chapter 9 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders (Official Form 204)
- Other document that requires a declaration _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____

X /s/ Russell Frederick Collins

Signature of individual signing on behalf of debtor

Russell Frederick Collins

Printed name

Member/Manager

Position or relationship to debtor

Debtor name **CF Safety Training and Consulting, LLC**

United States Bankruptcy Court for the: **NORTHERN DISTRICT OF WEST VIRGINIA**

Case number (if known) **3:23-bk-00598**

Check if this is an amended filing

**Official Form 206Sum
Summary of Assets and Liabilities for Non-Individuals**

12/15

Part 1: Summary of Assets

1. **Schedule A/B: Assets-Real and Personal Property** (Official Form 206A/B)

1a. Real property:		
Copy line 88 from <i>Schedule A/B</i>	\$	0.00
1b. Total personal property:		
Copy line 91A from <i>Schedule A/B</i>	\$	629,908.66
1c. Total of all property:		
Copy line 92 from <i>Schedule A/B</i>	\$	629,908.66

Part 2: Summary of Liabilities

2. Schedule D: Creditors Who Have Claims Secured by Property (Official Form 206D)		
Copy the total dollar amount listed in Column A, <i>Amount of claim</i> , from line 3 of <i>Schedule D</i>	\$	1,031,009.00
3. Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 206E/F)		
3a. Total claim amounts of priority unsecured claims:		
Copy the total claims from Part 1 from line 5a of <i>Schedule E/F</i>	\$	0.00
3b. Total amount of claims of nonpriority amount of unsecured claims:		
Copy the total of the amount of claims from Part 2 from line 5b of <i>Schedule E/F</i>	+\$	159,632.73
4. Total liabilities		
Lines 2 + 3a + 3b	\$	1,190,641.73

Debtor name **CF Safety Training and Consulting, LLC**

United States Bankruptcy Court for the: **NORTHERN DISTRICT OF WEST VIRGINIA**

Case number (if known) **3:23-bk-00598**

Check if this is an amended filing

Official Form 206E/F
Schedule E/F: Creditors Who Have Unsecured Claims

12/15

Be as complete and accurate as possible. Use Part 1 for creditors with PRIORITY unsecured claims and Part 2 for creditors with NONPRIORITY unsecured claims. List the other party to any executory contracts or unexpired leases that could result in a claim. Also list executory contracts on Schedule A/B: Assets - Real and Personal Property (Official Form 206A/B) and on Schedule G: Executory Contracts and Unexpired Leases (Official Form 206G). Number the entries in Parts 1 and 2 in the boxes on the left. If more space is needed for Part 1 or Part 2, fill out and attach the Additional Page of that Part included in this form.

Part 1: List All Creditors with PRIORITY Unsecured Claims

1. Do any creditors have priority unsecured claims? (See 11 U.S.C. § 507).

- No. Go to Part 2.
 Yes. Go to line 2.

Part 2: List All Creditors with NONPRIORITY Unsecured Claims

3. List in alphabetical order all of the creditors with nonpriority unsecured claims. If the debtor has more than 6 creditors with nonpriority unsecured claims, fill out and attach the Additional Page of Part 2.

Amount of claim

3.	Nonpriority creditor's name and mailing address	As of the petition filing date, the claim is: Check all that apply.	Amount of claim
3.1	American Express Lowes P. O. Box 981540 El Paso, TX 79998-1540 Date(s) debt was incurred _ Last 4 digits of account number 1000	<input type="checkbox"/> Contingent <input type="checkbox"/> Unliquidated <input type="checkbox"/> Disputed Basis for the claim: CC Is the claim subject to offset? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$5,513.00
3.2	Bank of America Attn: Bankruptcy NC4-105-02-77 P.O. Box 26012 Greensboro, NC 27410 Date(s) debt was incurred _ Last 4 digits of account number 5661	<input type="checkbox"/> Contingent <input type="checkbox"/> Unliquidated <input type="checkbox"/> Disputed Basis for the claim: CC Is the claim subject to offset? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$3,556.00
3.3	Bowles Rice McDavid Graff & Love P. O. Box 1386 Charleston, WV 25325 Date(s) debt was incurred _ Last 4 digits of account number _	<input type="checkbox"/> Contingent <input type="checkbox"/> Unliquidated <input type="checkbox"/> Disputed Basis for the claim: _ Is the claim subject to offset? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$1,393.00
3.4	Capital One P.O. Box 30285 Salt Lake City, UT 84130-0285 Date(s) debt was incurred _ Last 4 digits of account number 5744	<input type="checkbox"/> Contingent <input type="checkbox"/> Unliquidated <input type="checkbox"/> Disputed Basis for the claim: CC Is the claim subject to offset? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$24,136.00

3.5 Nonpriority creditor's name and mailing address **Capital One** As of the petition filing date, the claim is: *Check all that apply.* **\$6,618.00**
P.O. Box 30285 Contingent
Salt Lake City, UT 84130-0285 Unliquidated
 Date(s) debt was incurred Disputed
 Last 4 digits of account number **3628** Basis for the claim: **CC**
 Is the claim subject to offset? No Yes

3.6 Nonpriority creditor's name and mailing address **Catherine Collins** As of the petition filing date, the claim is: *Check all that apply.* **\$108,000.00**
230 Prides Xing Contingent
Shenandoah Junction, WV 25442 Unliquidated
 Date(s) debt was incurred Disputed
 Last 4 digits of account number Basis for the claim: **personal loans**
 Is the claim subject to offset? No Yes

3.7 Nonpriority creditor's name and mailing address **Home Depot Credit Services** As of the petition filing date, the claim is: *Check all that apply.* **\$434.73**
P.O. Box 689100 Contingent
Des Moines, IA 50368-9100 Unliquidated
 Date(s) debt was incurred Disputed
 Last 4 digits of account number **8799** Basis for the claim: **charge card**
 Is the claim subject to offset? No Yes

3.8 Nonpriority creditor's name and mailing address **Synchrony Bank Lowes** As of the petition filing date, the claim is: *Check all that apply.* **\$9,982.00**
P.O. Box 105972 Contingent
Atlanta, GA 30348-5972 Unliquidated
 Date(s) debt was incurred Disputed
 Last 4 digits of account number **4590** Basis for the claim: **CC**
 Is the claim subject to offset? No Yes

Part 3: List Others to Be Notified About Unsecured Claims

4. List in alphabetical order any others who must be notified for claims listed in Parts 1 and 2. Examples of entities that may be listed are collection agencies, assignees of claims listed above, and attorneys for unsecured creditors.
 If no others need to be notified for the debts listed in Parts 1 and 2, do not fill out or submit this page. If additional pages are needed, copy the next page.

Name and mailing address	On which line in Part 1 or Part 2 is the related creditor (if any) listed?	Last 4 digits of account number, if any

Part 4: Total Amounts of the Priority and Nonpriority Unsecured Claims

5. Add the amounts of priority and nonpriority unsecured claims.

5a. Total claims from Part 1	\$	0.00
5b. Total claims from Part 2	+	159,632.73
5c. Total of Parts 1 and 2 Lines 5a + 5b = 5c.	\$	159,632.73

Exhibit

3

**Report of Fiduciary Commissioner
D. Frank Hill, III, Esquire
and
Included First and Final Accounting
Of the Estate of Dorothy F. Copestake
Approved and Confirmed
by
The Jefferson County Commission
on
December 7, 2023**

Regular Term

October 2023

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

At a regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, October 5th, 2023 at 9:30AM.

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

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

(Approved during the regularly scheduled meeting on December 7, 2023)

Accountings

Estate of Dorothy F Copestake, deceased, First and Final Accounting, Catherine Copestake Yohn, Executrix

Estate of Melya Theresa Daniel, deceased, First and Final Accounting, Craig Thomas Daniel, Executor

Estate of Beverly Anne Dopson, deceased, First and Final Accounting, Stacy L Dopson, Executrix

Estate of Kathleen Fuller, deceased, First and Final Accounting, Graham Fuller, Administrator

Estate of Jeffry C Hull, deceased, First and Final Accounting, Rebecca F Holmes, Melanie Hinson and Dianna Curtis, Co-Executrix's

Estate of Betty J Martin, deceased, Susan L Moser, Administratrix

REPORT OF FIDUCIARY COMMISSIONER

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

Re: The Estate of Dorothy F. Copestake, deceased

BE IT KNOWN THAT:

1. On or about December 17, 2021, Catherine C. (Yohn) Collins, as Personal Representative of the Estate of Dorothy F. Copestake, deceased, did exhibit before the undersigned Fiduciary Commissioner a First And Final Account (the "Account") in accordance with the law.

2. The undersigned Fiduciary Commissioner caused to be published in *The Spirit of Jefferson-Advocate*, a newspaper of general circulation within Jefferson County, West Virginia, a notice of the filing with the undersigned Fiduciary Commissioner of the Account of Catherine C. (Yohn) Collins, as Personal Representative of the Estate of Dorothy F. Copestake, deceased, on December 22, 2021, and on December 29, 2021, and that a copy of the Account was mailed on December 17, 2021, to each of the interested parties named below.

3. Certain objections and exceptions to the Account were filed by Janice Copestake Eckard (a residuary beneficiary) through her counsel, Henry W. Morrow, Jr., to which a response thereto was filed by the Executrix through her counsel, David A. DeJarnett.

4. Your Commissioner, having considered each of the aforesaid pleadings, and other and various papers incident to the administration of this Estate, did, on March 28, 2023, issue a Report in which several modifications and revisions to the Account were put forth, each and all of which were accepted and adopted by the Estate's Personal Representative to the satisfaction of Janice Copestake Eckard which resulted in the Estate's submission of a revised First And Final Account which is now in a form and content satisfactory to all parties.

HENCE, the undersigned Fiduciary Commissioner respectfully submits the attached Account (executed on July 14, 2023) and moves this Honorable County Commission to approve the same.

The undersigned Fiduciary Commissioner attests that he has mailed a copy of this Report to the following interested parties:


Catherine C. (Yohn) Collins
230 Prides Crossing
Shenandoah Junction, WV 25442-4572

Robert H. Copestake
2092 Lahawan Lane, N.W.
Atlanta, GA 30216

Janie Copestake Eckard
c/o Henry W. Morrow, Jr.
P.O. Box 459
Charles Town, WV 25414


by United States first class mail, postage prepaid and securely affixed, on the 13th day of September, 2023.

Respectfully submitted, this 13th day
of September, 2023, by:



D. Frank Hill, III
Fiduciary Commissioner for Jefferson
County, West Virginia

This Report of Fiduciary Commissioner and the Account of Catherine C. (Yohn) Collins, as Personal Representative of the Estate of Dorothy F. Copestake, deceased, attached thereto, was this _____ day of _____, 2023, presented to the Commission for review and consideration, and it appearing to the Commission that this Estate was referred to said Fiduciary Commissioner, that said Report after its completion remained in his office for at least ten (10) days with all exceptions taken thereto having been resolved by all parties, and the Commission perceiving no just grounds for exceptions, the said report of settlement is EXAMINED, APPROVED, CONFIRMED and ORDERED recorded.



President of the County Commission
of Jefferson County, West Virginia

ESTATE OF DOROTHY F. COPESTAKE

FIRST AND FINAL ACCOUNT

ASSETS

Inventory:

Tangible personal			
Wehrly's Auction Funds Deposited	\$ 2,946.35		
Auction proceeds deposited into Personal Account of Catherine's		17,446.44	
			\$ 20,392.79
1996 Winnebago Motor Home			1,000.00
			21,392.79
Corporate stock			622,556.64
Bank accounts, cash etc.			
Janney, Montgomery, Scott, LLC		6,371.14	
M&T Bank (Jointly Held)		54,049.80	60,420.94
All other interests			
Total Appraised Assets			\$ 704,370.37

TOTAL RECEIPTS:

	<u>Costs Basis</u>	<u>Proceeds</u>	
<u>Sale of Estate Assets:</u>			
1996 Winnebago Motor Home	1,000.00	1,000.00	-
Personal Property	20,392.79	20,392.79	-
Gain from Sales of Corporate Stock:			
Year 2017	306,164.18	296,976.08	
Year 2018	316,745.83	331,379.31	
	622,910.01	628,355.39	5,445.38

Dividend and Interest Earned

Janney Montgomery Scott, LLC:			
June 8 through December 31, 2016		14,349.14	
January 1 through April 3, 2017 - Account Closed		5,522.94	
Estate Account			
Year 2017		14,409.72	
Year 2018		7,007.69	
Year 2019		2,222.74	
January 1 through June 30, 2020		17.06	43,529.29
M&T Bank Account			6.40

Total Estate Assets - WV 753,351.44

Total Estate Assets - MD 224,300.00

TOTAL ESTATE ASSETS \$ 977,651.44

Estate of Dorothy F. Copestake
First and Final Account

DISBURSEMENTS & DISTRIBUTIONS

Expenditures/Disbursements:

Debts of the Decedent (Outstanding Checks at Death):		
Linda Blackenship - Health Care	\$2,164.50	
Comptroller of Maryland	\$379.00	
Dylan Eckard - Birthday gift	\$50.00	
BGE - electric	\$15.52	
		\$2,609.02
Debts of the Decedent (M&T Bank A/C):		
Sandra White - Health Care	\$1,545.00	
Amanda Maddox - Health Care	\$112.00	
Christina Collins - Health Care	\$42.00	
		\$1,699.00
Debts of the Decedent (Home Care - Katie):		
Paid after death - M&T Bank	\$34,100.00	
Paid after death - Janney	\$58,300.00	
		\$92,400.00
Funeral Costs (M&T Bank A/C):		
Internment, Flowers, Gratuity		\$8,310.54
Administrative Expenses:		
WV Probate fee	\$225.00	
Service Charges -M &T Bank	\$369.34	
Legal Fees -James T. Krabovil, Esq.	\$5,500.00	
Accounting Fees - ACMI, LLC	\$8,500.00	
Court Costs	\$106.50	
Service Fees - Janney	\$175.00	
		\$14,875.84
WV Personal Representative Fee; per calculation		\$27,600.54
WV Personal Representative Fee; ADJUSTED TO CREDIT OF JANE		-\$7,750.00
Taxes:		
Internal Revenue Service - 2016 M&T Bank	\$4,090.00	
West Virginia - 2016 M&T Bank	\$796.00	
West Virginia - 2017 Janney	\$998.89	
		\$5,884.89
MD Probate Estate Expenses:		
Expenses deducted on MD-Probate accounting ONLY		\$38,855.44
		\$184,485.27
TOTAL EXPENSE DISBURSEMENTS		\$184,485.27
BALANCE AVAILABLE FOR DISTRIBUTION		\$793,166.17
Distributions (ADJUSTED):		
<i>Specific Distribution per Section 3.1(a)</i>		
Robert H. Copestake		\$ 2,000.00
<i>Residual Disbursements per Section 3.1</i>		
Catherine Copestake Collins		
M&T Bank	\$137,830.56	
Janney Montgomery	\$228,876.61	
Personal Property Deposit in error	\$17,446.44	
FINAL Residuary Distribution TO BE MADE	\$7,554.47	
		\$391,708.08
Janie Copestake Eckard		
M&T Bank	\$3,000.00	
Janney Montgomery	\$287,000.00	
Equalizing Distribution TO BE MADE	\$94,153.61	
Offset of Personal Representative Fee		
Adjustment TO BE MADE	\$7,750.00	
FINAL Residuary Distribution TO BE MADE	\$7,554.47	
		\$399,458.08
Total Distributions		\$793,166.18
Total Disbursements and Distributions		\$977,651.44

Jefferson County
Jacqueline C Shadie, Clerk
Instrument 202300010748
09/18/2023 @ 02:20:43 PM
ACCOUNTS
Book 160 @ Page 588
Pages Recorded 5
Recording Cost \$ 12.00

VERIFICATION

STATE OF West Virginia
COUNTY OF Berkeley, to wit:

The undersigned Executrix, CATHERINE C. COLLINS, after being first duly sworn, states that the foregoing FIRST AND FINAL ACCOUNT is true and correct to the best of her knowledge, information and belief.

DATED the 14th day of July 2023.

Catherine C Collins
CATHERINE C. COLLINS

The foregoing VERIFICATION was acknowledged before the undersigned Notary Public by the Executrix, CATHERINE C. COLLINS, on the 14th day of July 2023.

Lauree Beth Lemaster
Notary Public

My Commission expires: December 31, 2026



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Laura Kuhn**

Department or Organization: **Fleet & Facilities Management**

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

Date Requested – 1st Choice: **March 21, 2024**

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

Date Requested – 2nd Choice:

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

Request for Budget Revision to Increase the Vehicle Fuel Line for the Fiscal Year ending June 20, 2024

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

I am seeking a Budget Revision for FY24 to address rising vehicle fuel expenses. A budget revision to allocate an additional \$50,000 is necessary to accommodate the escalated fuel costs for this fiscal year. Fuel prices continue to increase and additional vehicles were added to the fleet with bringing in the JCESA as a county department.

When comparing expenses between FY23 and FY24, we have expended \$46,606 more funds compared to the same period last year. In order to adequately cover the increased fuel expenses for this fiscal year, an increase of \$50,000 is imperative for the budget line.

Is this a funding request? Y/N Yes

If so, how much? \$50,000

Provide exact financial impact/request: Without the budget revision, the vehicle fuel line will be over budget for FY24

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

Move to approve the transfer of \$50,000 to the vehicle fuel line 001717 434301

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

If not attached, explain:

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

Contact information:

Email address: LKuhn@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

FY23 Vehicle Fuel Costs through the first week of March 2023

2023	03/01/2023	3,848.06	GUTTMAN OIL CO
2023	03/07/2023	4,135.66	GUTTMAN OIL CO
2023	02/14/2023	4,049.86	GUTTMAN OIL CO
2023	02/21/2023	3,360.61	GUTTMAN OIL CO
2023	02/16/2023	95.08	JENNIFER KROUSE
2023	02/09/2023	92.80	JACQUELINE SHADLE
2023	02/07/2023	4,135.54	GUTTMAN OIL CO
2023	01/31/2023	4,156.42	GUTTMAN OIL CO
2023	01/31/2023	4,206.09	GUTTMAN OIL CO
2023	01/30/2023	86.67	JENNIFER KROUSE
2023	01/17/2023	3,707.80	GUTTMAN OIL CO
2023	01/18/2023	3,337.34	GUTTMAN OIL CO
2023	01/05/2023	2,888.31	GUTTMAN OIL CO
2023	12/30/2022	37.37	QT 1129
2023	12/30/2022	25.19	SHELL OIL 12372981006
2023	12/30/2022	29.16	BP#1143100CAPL 4800QPS
2023	12/30/2022	40.52	SHEETZ
2023	12/20/2022	3,128.22	GUTTMAN OIL CO
2023	12/28/2022	2,884.44	GUTTMAN OIL CO
2023	12/13/2022	3,716.03	GUTTMAN OIL CO
2023	12/06/2022	3,510.18	GUTTMAN OIL CO
2023	11/30/2022	2,698.42	GUTTMAN OIL CO
2023	11/22/2022	4,355.87	GUTTMAN OIL CO
2023	11/15/2022	3,547.46	GUTTMAN OIL CO
2023	11/09/2022	4,738.16	GUTTMAN OIL CO
2023	11/03/2022	4,471.92	GUTTMAN OIL CO
2023	10/26/2022	3,657.16	GUTTMAN OIL CO
2023	10/18/2022	3,402.90	GUTTMAN OIL CO
2023	10/11/2022	3,979.95	GUTTMAN OIL CO
2023	10/05/2022	3,901.00	GUTTMAN OIL CO
2023	09/27/2022	3,968.08	GUTTMAN OIL CO
2023	09/20/2022	4,848.60	GUTTMAN OIL CO
2023	09/06/2022	4,898.13	GUTTMAN OIL CO
2023	09/13/2022	4,328.95	GUTTMAN OIL CO
2023	08/30/2022	6,053.00	GUTTMAN OIL CO
2023	08/16/2022	5,144.78	GUTTMAN OIL CO
2023	08/23/2022	4,724.30	GUTTMAN OIL CO
2023	08/09/2022	5,271.65	GUTTMAN OIL CO
2023	08/02/2022	5,519.20	GUTTMAN OIL CO
2023	07/29/2022	25.57	SHEETZ
2023	07/26/2022	4,643.28	GUTTMAN OIL CO
2023	07/20/2022	6,641.49	GUTTMAN OIL CO
2023	07/20/2022	55.00	ELIZABETH WHEELER
2023	07/12/2022	4,986.81	GUTTMAN OIL CO
2023	07/05/2022	2,195.16	GUTTMAN OIL CO
		149,528.19	

FY24 Vehicle Fuel Costs Through the First Week of March 2024

2024	03/06/2024	5,411.07	GUTTMAN OIL CO
2024	02/28/2024	5,601.28	GUTTMAN OIL CO
2024	02/22/2024	4,994.71	GUTTMAN OIL CO
2024	02/15/2024	5,131.98	GUTTMAN OIL CO
2024	02/09/2024	58.44	JENNIFER KROUSE
2024	02/07/2024	4,947.97	GUTTMAN OIL CO
2024	01/30/2024	4,304.55	GUTTMAN OIL CO
2024	01/30/2024	5,095.85	GUTTMAN OIL CO
2024	01/26/2024	49.57	JENNIFER KROUSE
2024	01/10/2024	4,755.61	GUTTMAN OIL CO
2024	01/17/2024	4,802.33	GUTTMAN OIL CO
2024	01/03/2024	3,916.18	GUTTMAN OIL CO
2024	12/20/2023	5,208.43	GUTTMAN OIL CO
2024	12/28/2023	4,749.53	GUTTMAN OIL CO
2024	12/12/2023	5,033.51	GUTTMAN OIL CO
2024	12/07/2023	5,036.73	GUTTMAN OIL CO
2024	12/04/2023	3,938.58	GUTTMAN OIL CO
2024	11/28/2023	5,416.77	GUTTMAN OIL CO
2024	11/16/2023	4,962.46	GUTTMAN OIL CO
2024	11/08/2023	5,100.80	GUTTMAN OIL CO
2024	11/02/2023	5,875.57	GUTTMAN OIL CO
2024	11/03/2023	15.01	JENNIFER KROUSE
2024	10/30/2023	5,360.37	GUTTMAN OIL CO
2024	10/19/2023	5,427.66	GUTTMAN OIL CO
2024	10/10/2023	5,788.56	GUTTMAN OIL CO
2024	10/02/2023	5,906.51	GUTTMAN OIL CO
2024	09/27/2023	6,766.39	GUTTMAN OIL CO
2024	09/18/2023	6,529.21	GUTTMAN OIL CO
2024	09/12/2023	5,859.82	GUTTMAN OIL CO
2024	09/05/2023	5,976.40	GUTTMAN OIL CO
2024	09/06/2023	-113.78	MAKAYLA ZONFRILLI
2024	08/31/2023	52.00	SHEETZ
2024	08/31/2023	25.60	SHEETZ
2024	08/31/2023	36.18	2109 RITTER DRIVE
2024	08/31/2023	6,792.31	GUTTMAN OIL CO
2024	08/24/2023	6,270.96	GUTTMAN OIL CO
2024	08/22/2023	52.32	TRICIA JACKSON
2024	08/22/2023	77.85	JENNIFER KROUSE
2024	08/22/2023	113.78	MAKAYLA ZONFRILLI
2024	08/15/2023	6,261.71	GUTTMAN OIL CO
2024	08/08/2023	6,279.24	GUTTMAN OIL CO
2024	08/01/2023	5,654.72	GUTTMAN OIL CO
2024	07/26/2023	5,829.47	GUTTMAN OIL CO
2024	07/10/2023	4,520.00	GUTTMAN OIL CO
2024	07/21/2023	6,162.57	GUTTMAN OIL CO
2024	07/10/2023	6,097.62	GUTTMAN OIL CO
		196,134.40	



Invoice

FY23
March 12, 2023

Customer Name: JEFFERSON COUNTY COMMISSION
 Customer Number: F01504378
 Invoice Number: F64000839
 Invoice Date: 3/12/2023
 Terms: NET 10 CHK
 Finance Charges: 1 1/2 % Per Month, 18% Per Year
 Current Charges: Fuel Service as Reported on Weekly Fuel Report for 3/6/2023 Through 3/12/2023

Billing Questions? Call 888.800.5912 or email FMinvoice@guttmanenergy.com

Customer ID	Location	Invoice Amount
1504378	JEFFERSON COUNTY COMMISSION	\$4,757.81

Subtotal	\$4,757.81
Misc	\$0.00
Total	\$4,757.81

For Proper Credit Please return this stub with your Payment

Remit Payments To:



REMIT TO:

Guttman Energy, Inc.
 Guttman Fleet Fueling
 P.O. Box 536250
 Pittsburgh, PA 15253-5904

Bill to:
 JEFFERSON COUNTY COMMISSION
 128 Industrial Blvd
 Kearneysville WV 25430

Customer Number: F01504378
 Invoice Number: F64000839
 Invoice Date: 3/12/2023
 Due Date: 3/22/2023
 Amount Due: \$4,757.81



Invoice

FY24
March 10, 2024

Customer Name: JEFFERSON COUNTY COMMISSION
 Customer Number: F01504378
 Invoice Number: F66089285
 Invoice Date: 3/10/2024
 Terms: NET 10 CHK
 Finance Charges: 1 1/2 % Per Month, 18% Per Year
 Current Charges: Fuel Service as Reported on Weekly Fuel Report for 3/4/2024 Through 3/10/2024

Billing Questions? Call 800.245.5955 or email FMinvoice@guttmanenergy.com

Customer ID	Location	Invoice Amount
1504378	JEFFERSON COUNTY COMMISSION	\$5,340.41

Subtotal	\$5,340.41
Misc	\$0.00
Total	\$5,340.41

For Proper Credit Please return this stub with your Payment

Remit Payments To:



REMIT TO:

Guttman Energy, Inc.
 Guttman Fleet Fueling
 P.O. Box 536250
 Pittsburgh, PA 15253-5904

Bill to:
 JEFFERSON COUNTY COMMISSION
 128 Industrial Blvd
 Kearneysville WV 25430

Customer Number: F01504378
 Invoice Number: F66089285
 Invoice Date: 3/10/2024
 Due Date: 3/20/2024
 Amount Due: \$5,340.41

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **3/21/24**

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

Date Requested – 2nd Choice: 4/4/24

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

Presentation and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission

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

- ✚ The Planning Commission has approved the attached amendments to the Bylaws of the Jefferson County Planning Commission as it relates to Section 2.4 (related to the purpose of and attendance at Committee meetings) and Section 4.1, 4.2, 4.9 and 5.1 (related to the ability to hold and attend regular and special meetings via video conference).
- ✚ Per Section 1.4 of the Bylaws and WV Code 8A-2-11, the Bylaws may be amended at any regular meeting of the Planning Commission, and shall take effect upon adoption by the County Commission or at a date certain thereafter.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the proposed amendments to the Bylaws of the Jefferson County Planning Commission related to Section 2.4 "Committees"; Section 4.1 "Regular Meetings"; Section 4.2 "Special Meetings"; Section 4.9 "Attendance at Regular Meeting"; and Section 5.1 "Voting".

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**

Additional Comments Page:

BYLAWS OF THE JEFFERSON COUNTY PLANNING COMMISSION

Article I - General

Section 1.1 – References

As used throughout these Bylaws, “Planning Commission” shall refer to the Jefferson County Planning Commission, and “County Commission” shall refer to the County Commission of Jefferson County, both of Jefferson County, West Virginia. The term “item” as used herein shall refer to any matter before the Planning Commission for consideration or discussion, and shall be construed broadly.

Section 1.2 – Authority

These bylaws and its provisions are authorized by W.Va. Code § 8A-2-11, which empowers the Planning Commission, among other things, to “(2) Prescribe rules and regulations pertaining to administration, investigations and hearings[,]” provided that the same are adopted by the County Commission.

Section 1.3 – Severability

The invalidation of any provision or section of these Bylaws shall not invalidate any other provision or section of these Bylaws.

Section 1.4 – Amendments

These Bylaws may be amended at any regular meeting of the Planning Commission by a majority vote of the Planning Commission, and shall take effect upon adoption by the County Commission or at a date certain thereafter.

Article II - Organization

Section 2.1 – Membership

The Planning Commission, by ordinance previously adopted by the County Commission, shall be comprised of nine (9) members appointed by the County Commission pursuant to W.Va. Code § 8A-2-4.

Section 2.2 – Term of office

Upon appointment to the Planning Commission, a member shall serve a term of three years pursuant to W.Va. Code § 8A-2-4(g).

Section 2.3 – Powers and Duties

In addition to the powers and duties provided in these Bylaws, the Planning Commission shall have such other powers and duties as provided by law, including but not limited to W.Va. Code § 8A-2-11.

Section 2.4 – Committees

The Planning Commission may establish one or more committees to which, pursuant to W.Va. Code § 8A-2-11 (15), it may delegate limited powers. Committees shall consist of no less than three (3) members nor more than ~~five (5)~~ four (4) members of the Planning Commission, and shall not consist of a quorum of the Planning Commission. Appointments to committees shall be made by a majority vote of the Planning Commission. The purpose of the Committees is to act as a fact finding body for the use of the Planning Commission and no action is to be taken by the Committees.

Notice for all Committee meetings shall be in writing, will include the date, time, and place of the Committee meeting as well as the purpose of the meeting. The notice shall be sent to all Committee members at least two days before the Committee meeting. A Committee meeting may be postponed or cancelled for appropriate reasons, and in such case prior notice of said postponement or cancellation shall be provided if possible.

On occasion, the Planning Commission President may call a Committee meeting to be a video conference only meeting, in which case Planning Commission members, staff, and members of the public can attend via video conference.

The Committee meetings are open to the public; however, there will be no public comment. Such Committee meetings shall be recorded, and such recordings and minutes shall be maintained and made available, upon request and in accordance with the procedures of the Planning Commission and/or its staff, to the public.

Article III - Officers

Section 3.1– Elections

At its first regular meeting each January, the Planning Commission shall elect a President, Vice President, and Secretary.

Section 3.2 – President

The President shall preside at all public hearings and meetings held by the Planning Commission. The President may call special meetings of the Planning Commission as necessary, and is empowered to certify by signature or otherwise any official and valid action of the Planning Commission. The President shall also perform such duties and functions as may from time to time be required by the Planning Commission.

Section 3.3 – Vice President

During any absence of the President, the Vice President shall assume the duties and functions of President. The Vice President shall also perform such duties and functions as may from time to time be required by the Planning Commission.

Section 3.4 – Secretary

The Secretary shall perform such duties and functions as may from time to time be required by the Planning Commission.

Section 3.5 – Absence of President and Vice President

In the absence of both the President and Vice President, any present member may call to order a regular or special meeting of the Planning Commission, which shall thereupon immediately empower one or more of its present members to fulfill the duties and functions of President and/or Vice President during said absence.

Section 3.6 – Replacing Officers

In the event of the death, resignation, or removal of an officer of the Planning Commission, the Planning Commission shall thereupon elect one of its members to complete the unexpired term. A three-fifths majority of the total membership of the Planning Commission may, at any regular meeting, remove the President and/or the Vice President from office, provided that a new election to fill the remaining term(s) of office is immediately held.

Article IV - Meetings

Section 4.1 – Regular Meetings

The Planning Commission shall hold regular meetings on the second Tuesdays of each month at 7:00 p.m. in the ground floor meeting room of the Old Charles Town Library, at 200 East Washington Street, Charles Town, West Virginia. Prior notice shall be provided in the event that any regular meeting is held at a different location.

An additional regular meeting may be called by the President or by two or more members of the Planning Commission for a specific agenda item on the fourth Tuesday of each month at 7:00 p.m. at the location noted in this section. Such regular meeting shall be called at least seven (7) days prior to the fourth Tuesday to allow for posting of the agenda.

A regular meeting may be postponed or cancelled for appropriate reasons, and in such case prior notice of said postponement or cancellation shall be provided if possible.

On occasion, the Planning Commission President may call a regular meeting to be a video conference only meeting, in which case applicants, members of the public, Planning Commission members and staff can attend via video conference.

Section 4.2 – Special Meetings

A special meeting may be called by the President or by two or more members of the Planning Commission to be held on a different day and/or a different time than regular meetings.

Pursuant to W.Va. Code § 8A-2-7, notice for all special meetings shall be in writing, include the date, time and place of the special meeting as well as the purpose of the meeting, and be sent to all members at least two days before the special meeting. A special meeting may be postponed or cancelled for appropriate reasons, and in such case prior notice of said postponement or cancellation shall be provided if possible.

On occasion, the Planning Commission President may call a special meeting to be a video conference only meeting, in which case applicants, members of the public, Planning Commission members and staff can attend via video conference.

Section 4.3 – Recording of Meetings

All meetings of the Planning Commission shall be recorded, and such recordings shall be maintained and made available, upon request and in accordance with the procedures of the Planning Commission and/or its staff, to the public.

Section 4.4 – Agendas

An agenda shall be made available at least seven (7) days prior to the start of all regular and special meetings. Items shall be listed on the agenda in such a manner as to sufficiently identify the substance of the item and allow for a vote on the item by the Planning Commission if necessary. The Planning Commission may deviate from an agenda's order if necessary.

Section 4.5 – Quorum

In order to conduct a regular or special meeting, a quorum of the members must be present. A majority of the members of the Planning Commission shall constitute a quorum. No action of the Planning Commission shall be official or valid unless authorized by a majority of members present at a regular or special meeting.

An individual confined to home due to serious illness or injury may attend the Planning Commission meeting via telephone or other electronic media with prior approval of the President and will count towards a quorum.

Section 4.6 – Procedures for Conducting Meetings

In the absence of state law or of other procedures of the Planning Commission, Roberts Rules of Order, current edition, shall be the parliamentary authority of Planning Commission meetings.

Section 4.7 – Open Governmental Proceedings

All meetings and actions of the Planning Commission shall comply with the requirements of West Virginia's open meetings laws, codified at W.Va. Code § 6-9A-1, et seq.

Section 4.8 – Training

All newly appointed Planning Commission members shall attend a two hour training session within 90 days of their appointment to the Planning Commission. Such training may be provided by the County staff, by an APA approved or recommended organization and/or through a webinar provided by APA or another authorized organization. The focus of this initial training will be to provide an orientation to the roles, responsibilities and duties of a Planning Commission member.

Annually, all PC members shall attend a two hour training session provided by County staff, by an APA approved or recommended organization and/or through a webinar provided by APA or another authorized organization. Staff shall make the Commissions members aware of local training opportunities and/or shall provide access to webinars to provide the Planning Commission members with a variety of training opportunities.

Planning Commission members shall be encouraged to attend local, regional, and/or national on-site or webinar planning training sessions. As the Planning and Zoning budget allows, assistance may be provided for registration for such training.

Section 4.9 - Attendance at Regular Meetings

Regular attendance of all Planning Commission members is critical to the effective functioning of the Planning Commission. Planning Commissioners shall strive to attend all Regular Meetings, either in person or via video conference, with notice. Accordingly, if a Commissioner, over a ~~ny-consecutive~~ six month period, misses ~~six-three~~ Regular Meetings with notice, or ~~four-two~~ Regular Meetings without notice, the Planning Commission may forward this information to the County Commission with the request that the County Commission consider removal from the Planning Commission due to a lack of interest.

Article V – Consideration of Items

Section 5.1 – Voting

A member must be or have been physically present at a meeting to vote on any item considered at said meeting. However, on occasion Planning Commission members may attend any meeting via video conference with notice to the Planning staff~~an individual confined to home due to serious illness or injury may attend the Planning Commission meeting via telephone with prior approval of the President~~. The individual will count towards a quorum and will have full voting privileges.

As noted in Section 4.1 and 4.2, on occasion, the Planning Commission President may also call a regular or special meeting to be a video conference only meeting in which case applicants, members of the public, Planning Commission members and staff can attend via video conference.

Voting via proxy is not permitted. Abstention shall not be permitted by a member who is otherwise entitled to vote on an item.

Section 5.2 – Recusal

A member may recuse himself/herself in relation to an item for the reasons set forth herein, in which case such member shall not participate in discussion, consideration or vote on said item. Valid reasons for recusal include (1) having a personal interest in an item, (2) having a contractual, employment, or other relationship with a party involved with an item, (3) being unable to impartially consider an item, or (4) having been absent from part or all of the discussion or consideration of an item. A member recusing himself or herself shall thereupon state the reason for such recusal and leave the meeting, remaining absent for the duration of consideration and/or discussion of the item.

Section 5.3 – Ex Parte Communications

For purposes of these Bylaws, ex parte communications consist of communications regarding the substance of an item that is or will be before the Planning Commission for consideration and/or discussion, when such communications are between one or more members of the Planning Commission and one or more individuals involved with the item. No member of the Planning Commission shall voluntarily and knowingly engage in ex parte communications without the authority of the Planning Commission. In the event that a member of the Planning Commission has engaged in or receives any ex parte communication, said member shall bring the same to the attention of the Planning Commission. Communications with third parties regarding procedural aspects of items do not constitute ex parte communications in the context of these Bylaws.

Section 5.4 – Ex-Officio Member Voting

A member who is also a member of the County Commission is a full voting member of the Planning Commission. However, any such ex-officio member may elect not to vote as a member of the Planning Commission on items which will subsequently require action or consideration by the County Commission.

An ex-officio member may remain at the meeting and participate in discussion on an item on which they elected not to vote under this section.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Mike Sine

Department or Organization: ESA

Commission Meeting Date: 3/21/2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

- 1 - Support letters for Regional Fire, EMS, and Law Enforcement Training Facility
- 2 - Ambulance Transport Billing

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

- 1 - Berkeley County Commission is submitting Congressional Direct Spending request for funding for a regional training center. Request letters of endorsement to be sent to Senator Manchin and Representative Capito.
- 2 - Discussions and potential action re billing for ambulance calls where the patient refuses and/or is treated but not transported.

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:

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

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

If not attached, explain:

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

Contact Information:

Email Address:

Phone Number:



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:



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

March 21, 2024

The Honorable Joe Manchin
United States Senate
306 Hart Senate Office Building
Washington, D.C. 20510

Re: Congressionally Directed Spending Request

Dear Senator Manchin:

Please accept this letter of support for the Berkeley County Commission's application for Congressionally Directed spending for the Regional Fire, EMS, and Law Enforcement Training Facility Project in Berkeley County, West Virginia. This project would fund a partnership with James Rumsey Technical Institute in conjunction with City, County, and Industry partners to construct a training facility to meet the needs of our first responders.

Berkeley County Commission is committed to transform this property at James Rumsey Technical Institute into an all-encompassing training facility to properly train, certify, and continue education for people in the Eastern Panhandle. The design phase is being completed, after the bidding process the Regional Fire, EMS, and Law Enforcement Training Facility Project will be shovel ready in late 2024.

Berkeley County and the Eastern Panhandle are the only counties in the state to not have a training facility. The acquisition of funding for a project of this magnitude is no small task; however, the need is justified, and with your support, can be accomplished. This facility would serve every fire, EMS, and law enforcement agency in our region and surrounding areas.

With these funds, Berkeley County Commission will continue to promote safety, growth, education, and wellness to our county. Your favorable consideration of this project is greatly appreciated.

Sincerely,

Steve Stolipher
Commission President

Interim County Administrator
Edwina Benites



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

March 21, 2024

The Honorable Shelley Moore Capito
United States Senator for West Virginia
172 Russel Senate Office Building
Washington, D.C. 20510

Re: Congressionally Directed Spending Request
Dear Senator Capito,

Please accept this letter of support for the Berkeley County Commission's application for Congressionally Directed spending for the Regional Fire, EMS, and Law Enforcement Training Facility Project in Berkeley County, West Virginia. This project would fund a partnership with James Rumsey Technical Institute in conjunction with City, County, and Industry partners to construct a training facility to meet the needs of our first responders.

Berkeley County Commission is committed to transform this property at James Rumsey Technical Institute into an all-encompassing training facility to properly train, certify, and continue education for people in the Eastern Panhandle. The design phase is being completed, after the bidding process the Regional Fire, EMS, and Law Enforcement Training Facility Project will be shovel ready in late 2024.

Berkeley County and the Eastern Panhandle are the only counties in the state to not have a training facility. The acquisition of funding for a project of this magnitude is no small task; however, the need is justified, and with your support, can be accomplished. This facility would serve every fire, EMS, and law enforcement agency in our region and surrounding areas.

With these funds, Berkeley County Commission will continue to promote safety, growth, education, and wellness to our county. Your favorable consideration of this project is greatly appreciated.

Sincerely,

Steve Stolipher
Commission President

Interim County Administrator
Edwina Benites

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nathan Cochran, Assistant Prosecuting Attorney

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 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 of minor boundary issue between Berkeley and Jefferson Counties**
- Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2024**

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

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

 **Approval of Budget for FY25**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

- *I move to approve the FY25 Budget as presented for submission to the State.*

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites, Interim County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 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 Updates**

-  **TIF Lawyer**
-  **Opioid Settlement Plan**
-  **Approval of Budget Dates**
-  **Impact Fee Study**

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: March 21, 2024

Re: Interim County Administrator Report, March 21, 2024

Summary:

- A. TIF lawyer
- B. Opioid settlement plan
- C. Budget dates approval
- D. Impact Fee Study

A. TIF update

Spilman, Thomas & Battle will present and answer questions at the April 4th, 2024, Commission meeting.

B. Accounting contract

We have reached the ceiling for budget work with the accounting firm. I requested a new engagement letter and an estimate for completing the budget work. Attached is that engagement letter.

Suggested motion: Approve the engagement letter from March 21, 2024, with Cox Hollida Young as presented.

C. Impact Fee study:

At the March 7, 2024, Commission meeting, the Commission approved the solicitation of a request for proposals to review impact fees. The solicitation was published in the Spirit and on our website.

D. Upcoming events

- Opening Day Ceremonies- Jefferson County Little League- April 4th
- Jefferson County Courthouse designation as a National Historical Landmark, April 13th
- Opioid Workshop- April 15
- Tourism Summit- April 17

Interim County Administrator
Edwina Benites



March 21, 2024

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

Dear Jefferson County Commission:

Thank you for allowing our Firm to propose on your professional accounting service needs.

SCOPE OF ENGAGEMENT

Based on our understanding of your professional service needs, we are proposing to provide the accounting assistance for Jefferson County Commission.

As needed assist:

- Budget Director with County budget preparation, review and analysis
- With preparing and reviewing reporting requirements due to the State of West Virginia
- Budget Director with financial statement audit coordination and preparation
- With professional guidance related to Generally Accepted Accounting Principles

QUALIFICATIONS AND EXPERIENCE

CoxHollidaYoung PLLC was founded in 1963 and is the largest public accounting firm situated in Eastern West Virginia with an office located in downtown Martinsburg with approximately ten (10) professionals. We offer a unique combination of professional services ranging from assurance services, financial and estate planning, business succession planning, business consulting services, business bookkeeping and accounting services and income tax planning and preparation. We are truly large enough to meet your needs, yet small enough to deliver the responsive service you expect.

ENGAGEMENT TEAM

The selection of the proper engagement team members is critical to the success of the engagements. CHY is staffed with professionals and support staff to provide the necessary services while preserving responsive, personalized involvement with each client. We have assembled a team of qualified individuals for this engagement to include:

Jefferson County Commission
March 21, 2024
Page 2

Chuck W. Young, CPA,

Chuck is the firm's managing partner. He has worked in public accounting for over twenty years and has extensive experience in performing and supervising numerous governmental audits, Rule 42 exhibits, and other governmental accounting and assurance engagements.

Charli E. Heilmann, CPA

Charli is the firm's audit and assurance income partner. She has over 10 years of experience in public accounting, including extensive governmental and not-for-profit engagements. Charli also has experience with County governments. She has an understanding of the software used by the County's finance department and understands how the software relates with other departments and their processes.

FEES

Depending on the staff required, fees would be based on a discounted hourly rates between \$85 to \$200, with a fee ceiling of \$5,000. When and if services exceed this threshold, we will meet with the County Clerk and Administrator to determine how to proceed.

We will only perform services that is requested by either the County Clerk or Administrator. To manage the costs, we can provide, upon request, weekly progress on the status of current project and costs incurred. If requested we will provide an itemized billing detailing subject matter, time and cost.

We believe the foregoing meets the requirements of your request for proposal, but if you have any questions, please contact me. We would be pleased to discuss this proposal with you at any time. Thank you again for the opportunity to propose. We hope to be selected to continue to provide accounting services for your organization.

Very truly yours,

CoxHollidayYoung PLLC

Charli Heilmann

Charli Heilmann, CPA
Partner

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2024 or as soon thereafter as the Commission may decide:

Jefferson County Planning Commission - two (2) three-year terms ending March 31, 2027

Per WV State Code 58A-2-4:

(b) The members of a county planning commission must be:

- (1) Residents of the county; and*
- (2) Qualified by knowledge and experience in matters pertaining to the development of the county.*

(c) At least three fifths of all of the members must have been residents of the county for at least three years prior to appointment and confirmation by the county commission.

(d) The members of a county planning commission must fairly represent different areas of interest, knowledge and expertise, including, but not limited to, business, industry, labor, farming, government and other relevant disciplines. One member must be a member of the county commission or a designee. The term of membership for this member is the same as the term of office.

(e) The Legislature finds that there are persons willing to serve on planning commissions who may also own interests in businesses that regularly conduct business in front of or with planning commission staff. Such persons may have experience and expertise which would be valuable assets to a planning commission. For those reasons, notwithstanding any other provisions in this code to the contrary, any person employed by, owning an interest in or otherwise associated with a business that regularly conducts business in front of or with planning commission staff may also serve as a member of a planning commission and shall not be disqualified from serving as a member because of a conflict of interest as defined in section fifteen, article ten, chapter sixty-one of this code and shall not be subject to prosecution under provisions of that chapter when the violation is created solely as a result of his or her relationship with the business. This member must recuse himself or herself from any vote, discussion, participation or other activity regarding the conflicting issue.

(f) The Legislature finds that there are persons willing to serve on planning commissions who may also own interests in businesses who regularly conduct business in front of or with planning commission staff. Such persons may have experience and expertise which would be valuable assets to a planning commission. For those reasons, notwithstanding any other provisions in this code to the contrary, any person employed by, owning an interest in or otherwise associated with a business that regularly conducts business in front of or with planning commission staff may also serve as a member of a planning commission and shall not be in violation of subsection (g), section five, article two, chapter six-b of this code if the member recuses himself or herself from any vote, discussion, participation or other activity regarding the conflicting issue: Provided, That such members do not constitute a majority of the members of the planning commission at the same time.

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 or via email at info@jeffersoncountywv.org by 12:00 pm the Monday prior to the 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, April 4, 2024 or as soon thereafter as the Commission may decide:

Building Code Board of Appeals – five (5) two-year terms ending July 1, 2026.

Per Title 87 Legislative Rule – State Fire Commission:

Section 113.3. Board of Appeals – Qualifications

“The board of appeals shall consist of five members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical, or Fire Protection Contractor with at least 10 years’ experience, five of which shall be in responsible charge or work. No less than one of the members of such Board of Appeals shall be a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor.”

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 or via e-mail at info@jeffersoncountywv.org 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, April 4, 2024 or as soon thereafter as the Commission may decide:

Historic Landmarks Commission – three 3-year terms ending March 31, 2027

The Historic Landmarks Committee is specifically seeking Jefferson County residents with education and experience or demonstrated special interest in historic preservation or local history drawn from one of the following professions: history, architecture, archeology, landscape architect, real estate, or law.

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 or via e-mail at info@jeffersoncountywv.org 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 select nominees to potentially serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2024, or as soon thereafter as the Commission may decide:

CHARLES TOWN UTILITY BOARD

Upon approval of the Ordinance authorizing the acquisition of the Jefferson County Public Service District sewer system, including the real and personal property, the Utility Board will continue to be comprised of five (5) members, each of which shall be appointed by the City Council. With respect to one (1) member of the Utility Board, the City Council will consider the recommendation of the County Commission for the individual to serve on the Utility Board as follows:

a) The County Commission shall have the right to nominate not more than three (3) individuals to serve as a member of the Utility Board, each of whom shall satisfy all of the following criteria:

- (1) Resident of Jefferson County, West Virginia
- (2) Customer of the Charles Town Utility Board served by the Assets of the former "District Sewer System," or extensions thereof; and,
- (3) Customer of the Charles Town Utility Board paying the same prevailing sewer rate charged to the customers of the former "District Sewer System"

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 or info@jeffersoncountywv.org no later than 12:00 p.m. the Monday before the proposed date of appointment.

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

Final Public Input Meeting

2045 Comprehensive Plan Update

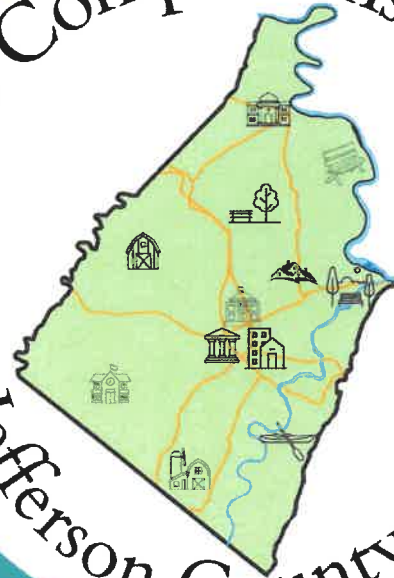
Date: May 13th, 2024
Time: 7 pm - 9 pm
Location: Jefferson High School

Join us for a public input meeting
and share your insights on future
County projects!

Come and see the
proposed Future
Land Use Map!

2045 Comprehensive Plan

Jefferson County, WV



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

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



2024 Ambulance Response Area Report

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*

In February 2022 the Jefferson County Commission was presented with a comprehensive EMS Study performed by FITCH & Associates. This report evaluated many factors of the current Ems system including but not limited to: Call Volume, Response Time, Time of Day for Calls, EMS Station Locations, County Population and Density, Staffing Model, etc. This report provided a summary of current services as well as new models that were based on call response times targeted to the 90th percentile of coverage. There were (1) 10 minute and (2) 15 minutes models with varied staffing levels and locations.

During 2022 the Commission and County Administrator began discussion of acquiring VFD owned ambulances and having the county provide the 911 ambulance services. Thus began the EMS Transition. 9 active units and 1 under contract to be built unit, all EMS supplies, and EMS equipment were purchased from most of the VFD's. It was further decided that the Agency as a Board (component agency) would be dissolved and converted into a regular Commission Department.

Based on funding, staffing levels, available station locations, response times, and call volume and density a modified 6 unit / 4 geographic location model was adopted. The CFAI Accreditation Benchmarking from the Fitch Study and maps showing call density and response time coverage from available locations were referenced to create this modified model. This model placed emphasis on providing the most efficient utilization and distribution of resources while operating within the available funding sources.

The Agency is also dedicated to the ever-expanding role as firefighters and rescue personnel to assist or perform in the absence of the VFD personnel. This responsibility further complicates the staffing plans to ensure that, due to limited personnel, Agency employees are not placed into situations that would hamper their ability to perform without taking undue risks to themselves or others.

The Jefferson County staffing model placed into effect on March 1, 2023, is as follows:

- 1 - 24hr ALS staffed unit at Friendship Fire Company, Harpers Ferry/Bolivar.
- 2 - 24hr ALS staffed units at Citizens Fire Company, Charles Town.
- 1 - 24hr ALS unit and 1 - 12hr (6a-6p) BLS unit at Independent Fire Company, Charles Town.
- 1 - 24hr ALS unit at Shepherdstown Fire Department, Shepherdstown.
- 4 - ALS equipped Reserve ambulance placed in various VFD's (includes 1 new unit received 8/2023)
- To support the new response matrix a plan to move the shift Lieutenant off the ambulance and into a Paramedic Supervisor chase car was created. The anticipated completion date would be no later than 7/1/2024.

Several VFD's converted their WVOEMS Ambulance Transport License to a Rapid Response License and continue to assist with EMS responses within the county. This is particularly evident in the Middleway area due to its ambulance response time and Shepherdstown as it is a significant distance from the next County unit. This is mainly relevant when the primary unit is already committed to a call, and they rely on the next closest unit.

Several community workshops were held to discuss the placement of units ensuring that even though placement and response areas have changed all citizens were going to receive timely service. There is constant oversight and review of 911 responses to ensure units are responding in a timely manner, making the best response decisions, and the county is receiving the most effective service possible within available resources. This implementation did not preclude any future changes or additions to the service model. Included in this report are numerous 10-minute response maps. This document will serve as an identification of current and future needs.

CFAI Accreditation Benchmarking

Creating Community Baselines

For the purposes of definition and the need to establish a common benchmark for purposes of evaluating response time accreditation criteria, the following times should be made available and used in defining base line norms for a candidate agency:

Aggregate (Total) Response time -

A. Alarm handling: 60-second/90% benchmark
90-second/90% baseline

B. Turnout time: 80-second/90% benchmark (Fire & Special Operations response)
60 Seconds/90% benchmark (EMS response)
90-second/90% baseline

C. Travel time: Based on criteria for the different risk categories and within guidelines provided for service area and/or population density. See chart to follow.

Total response time: A+B+C

- ❖ Population: 57,146 (2019)
- ❖ Square mileage: 212
- ❖ Population per square mile: 269.6

❖ Rural – an incorporated or unincorporated area with a population of over 10,000 people or with a population density less than 1,000 people per square mile.

❖ Response Times: **Benchmark:** 14Min + 60 seconds = 15:00 minutes, **Baseline:** 18:12Min + 90 seconds = 19:42 minutes

Metropolitan – an incorporated or unincorporated area with a population of over 200,000 people and/or a population density over 3,000 people per square mile.

Metropolitan Benchmark	1st Unit 4 minutes	2nd Unit 8 minutes	Effective Response Force 8 minutes
Baseline	5:12 minutes	10:24 minutes	10:24 minutes

Urban – an incorporated or unincorporated area with a population of over 30,000 people and/or a population density over 2,000 people per square mile.

Urban Benchmark	1st Unit 4 minutes	2nd Unit 8 minutes	Effective Response Force 8 minutes
Baseline	5:12 minutes	10:24 minutes	10:24 minutes

Suburban – an incorporated or unincorporated area with a population of 10,000 to 29,999 and/or any area with a population density of 1,000 to 2,000 people per square mile.

Suburban Benchmark	1st Unit 4 minutes	2nd Unit 8 minutes	Effective Response Force 10 minutes
Baseline	5:12 minutes	10:24 minutes	13 minutes

Rural – an incorporated or unincorporated area with total population less than 10,000 people, or with a population density of less than 1,000 people per square mile.

Rural Benchmark	1st Unit 10 minutes	2nd Unit 14 minutes	Effective Response Force 14 minutes
Baseline	13 minutes	18:12 minutes	18:12 minutes

Wilderness – any rural area not readily accessible by public or private maintained road. Due to the large disparity between communities that protect wilderness areas, recommended travel times are not provided for this level of service.

Reference Map Pages:

EMS Zones: This map depicts the actual response area of each of the 4 EMS stations as determined by the CAD system's quickest route.

2023 EMS and Fire Territories: This map depicts the fire department response areas as agreed upon by the 7 VFD's.

2023 Call Volume Spreadsheet: Accumulated responses post transition references by new EMS zones and fire box areas.

Density of EMS Calls in 2023: Actual call data from 2023 was used to create this "heatmap". As we can see there are numerous pockets of concentrated high frequency call areas around the map. The hottest areas are in Shepherdstown and Charles Town/Ranson and we should expect to see those areas continue to expand. This is a large determinate for the placement of several units in that area. We do have a weakness in the Shepherdstown District as there is only 1 unit in that station. When the primary unit is on a call we will, when available, move a unit from Citizens to Kearneysville to standby in the event of a 2nd due call in the Shepherdstown area. Sharpsburg EMS is the closest next due company, but we strive to not overutilize that mutual-aid resource.





Future Land Use Guide Jefferson County, WV: This is the County's *Envision Jefferson 2035 Comprehensive Plan*. All the white areas are within municipal boundaries, and we should expect to see significant growth in all areas apart from Harpers Ferry/Bolivar. Yellow and orange are of significance for growth. A greater percentage of those areas on the Blue Ridge Mountain are already built out.

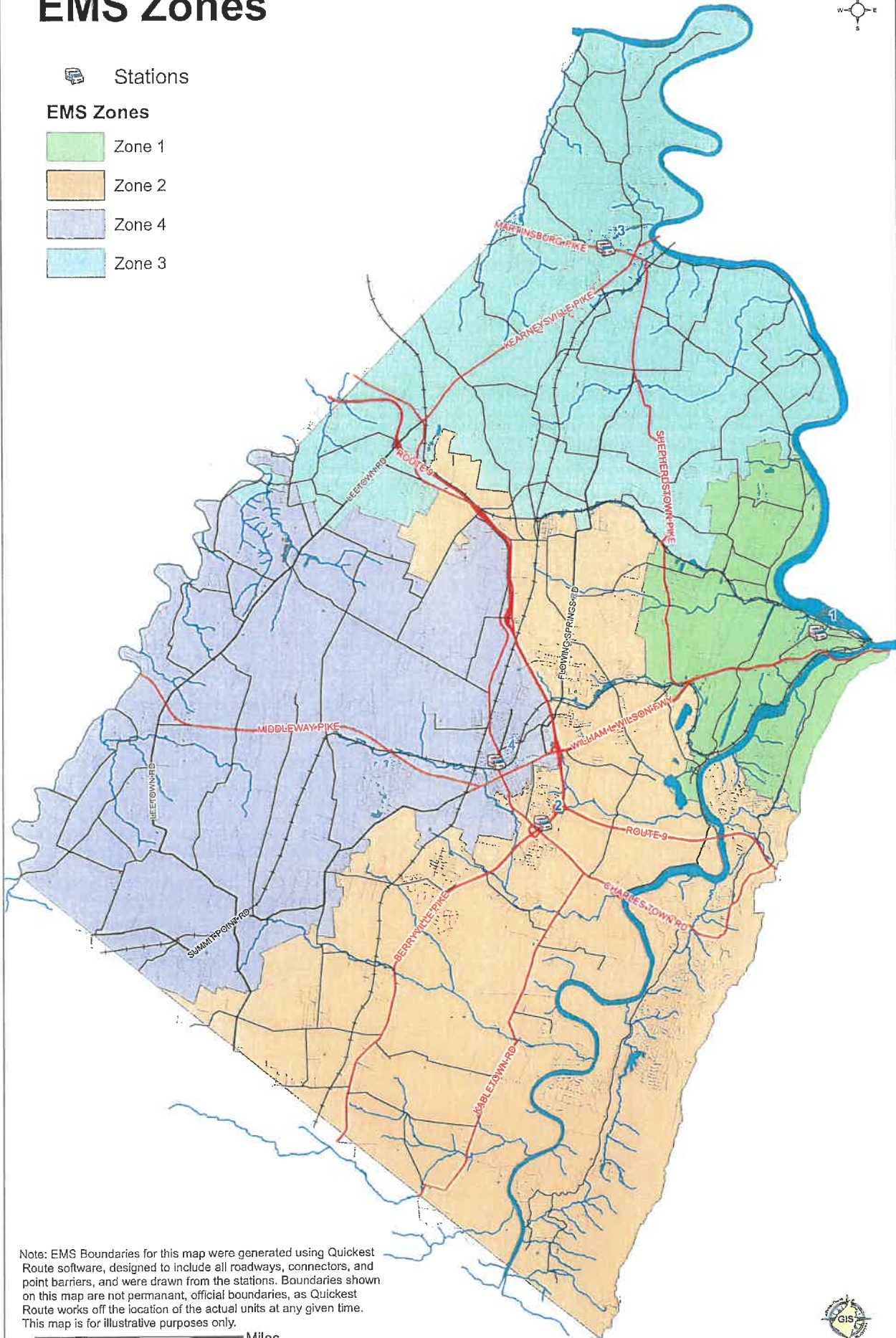
EMS Zones



 Stations

EMS Zones

-  Zone 1
-  Zone 2
-  Zone 4
-  Zone 3



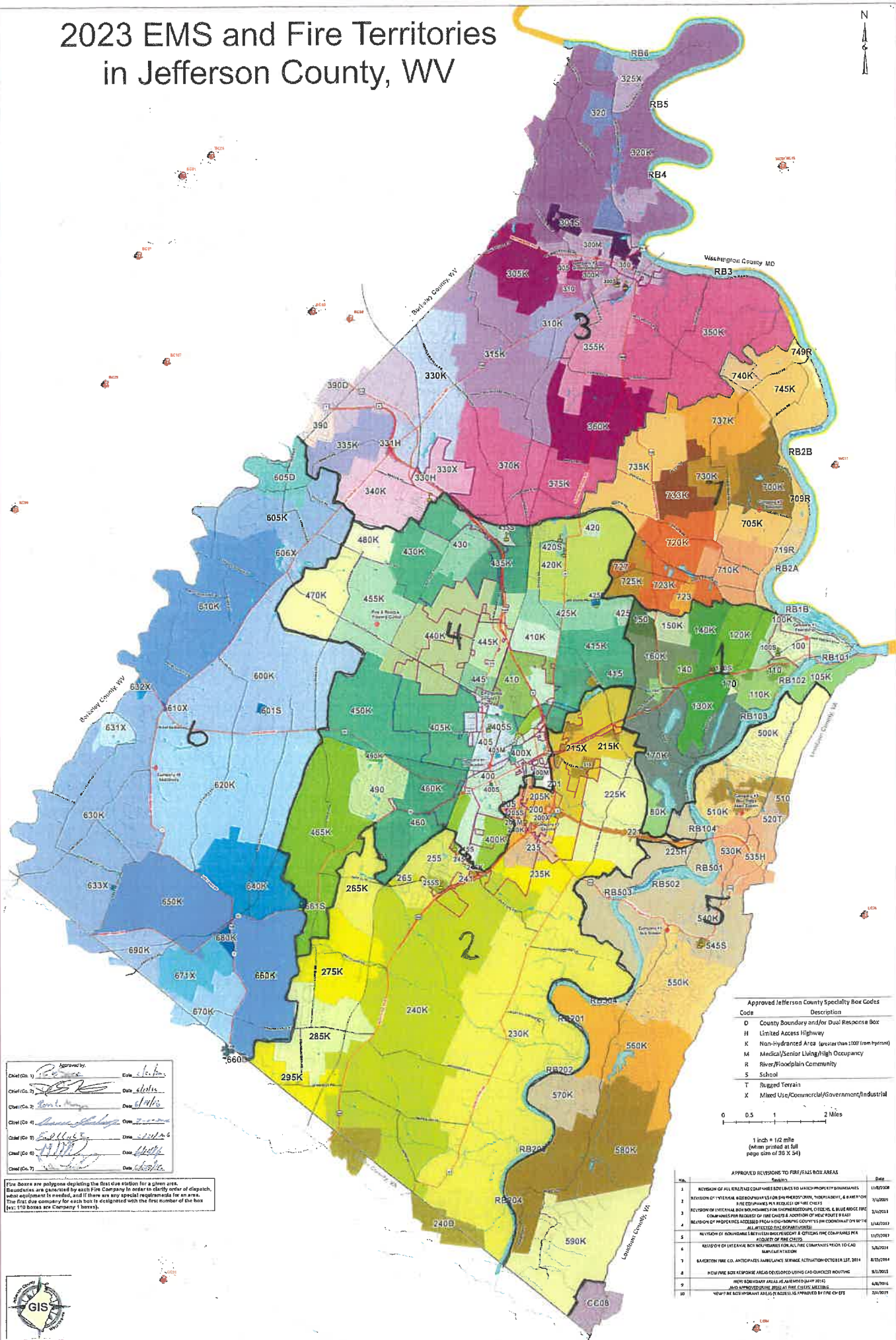
Note: EMS Boundaries for this map were generated using Quickest Route software, designed to include all roadways, connectors, and point barriers, and were drawn from the stations. Boundaries shown on this map are not permanent, official boundaries, as Quickest Route works off the location of the actual units at any given time. This map is for illustrative purposes only.

0 0.5 1 2 3 4 Miles



Map Created: 3/16/2023

2023 EMS and Fire Territories in Jefferson County, WV



Chief (Co. 1)	Signature	Date
Chief (Co. 2)		
Chief (Co. 3)		
Chief (Co. 4)		
Chief (Co. 5)		
Chief (Co. 6)		
Chief (Co. 7)		

Fire Boxes are polygons depicting the first due station for a given area. Boundaries are cancelled by each Fire Company in order to clarify order of dispatch, what equipment is needed, and if there are any special requirements for an area. The first due company for each box is designated with the first number of the box (i.e.: 170 boxes are Company 1 boxes).

Approved Jefferson County Specialty Box Codes

Code	Description
D	County Boundary and/or Dual Response Box
H	Limited Access Highway
X	Non-Hydrated Area (Lesser than 1000' from hydrant)
M	Medical/Senior Living/High Occupancy
R	River/Floodplain Community
S	School
T	Rugged Terrain
X	Mixed Use/Commercial/Government/Industrial

0 0.5 1 2 Miles
 1 inch = 1/2 mile
 (when printed at full page size of 35 X 54)

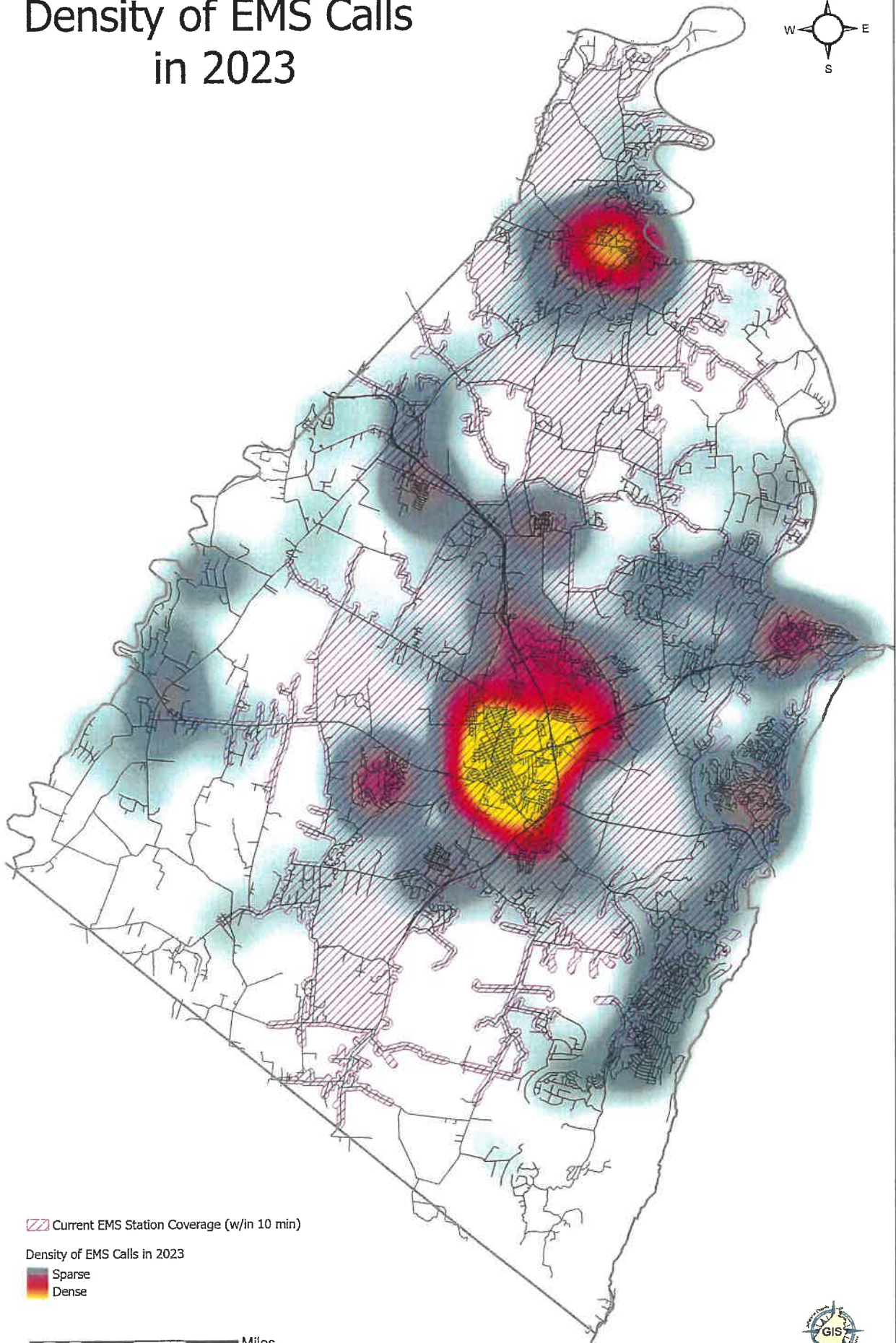
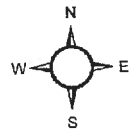
NO.	DESCRIPTION	DATE
1	REVISION OF ALL TERRITORY COMPANY BOXES TO MATCH PROPERTY BOUNDARIES	11/02/2023
2	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
3	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
4	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
5	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
6	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
7	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
8	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
9	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023
10	REVISION OF TERRITORY COMPANIES ON I-77, I-78, I-81, AND I-80 TO MATCH PROPERTY BOUNDARIES	11/02/2023



2023	Call Volume per Week by Box & Zone												
	VFD Fire Boxes									ESA EMS Zones			
Week	100	200	300	400	500	600	700	OOC	Total	1	2	3	4
3-02-23 to 3-04-23	2	9	14	23	1	6	2	0	57	4	19	11	23
3-05-23 to 3-11-23	5	16	15	32	11	7	4	0	90	11	40	14	25
3-12-23 to 3-18-23	4	19	19	71	16	7	5	2	146	10	61	17	55
3-19-23 to 3-25-23	3	17	16	57	8	6	1	2	112	7	45	18	40
3-26-23 to 4-01-23	3	12	9	43	13	8	6	0	94	10	35	13	35
4-02-23 to 4-08-23	10	21	21	57	11	10	2	1	143	14	45	21	49
4-09-23 to 4-15-23	8	21	18	47	11	8	2	1	116	13	44	20	39
4-16-23 to 4-22-23	9	15	18	49	19	12	3	0	115	13	54	17	46
4-23-23 to 4-29-23	6	17	16	27	4	6	4	0	80	11	30	14	26
4-30-23 to 5-06-23	1	17	12	44	8	11	3	1	97	8	42	12	35
5-07-23 to 5-13-23	8	17	23	40	11	8	4	1	113	13	45	22	33
5-14-23 to 5-20-23	7	21	26	47	11	7	9	1	129	14	49	22	41
5-21-23 to 5-27-23	5	30	19	49	7	9	2	1	122	10	55	16	39
5-28-23 to 6-03-23	11	26	11	44	14	5	3	2	116	16	55	10	35
6-04-23 to 6-10-23	6	19	16	51	8	10	7	0	117	14	44	12	47
6-11-23 to 6-17-23	7	11	23	55	6	7	9	0	118	15	56	21	45
6-18-23 to 6-24-23	9	19	24	44	12	4	9	3	124	35*	39	11	30
6-25-23 to 7-01-23	4	29	11	65	10	7	7	4	137	26	56	12	55
7-02-23 to 7-08-23	9	26	14	58	9	5	8	1	130	14	68	19	53
7-09-23 to 7-15-23	15	25	24	57	11	15	11	1	159	25	81	11	49
7-16-23 to 7-22-23	6	25	18	55	10	17	1	0	132	8	51	20	54
7-23-23 to 7-29-23	6	29	24	54	12	5	1	0	131	10	67	25	47
7-30-23 to 8-05-23	9	20	16	51	7	7	4	0	114	13	53	4	48
8-06-23 to 8-12-23	10	14	19	52	17	13	3	2	130	8	28	18	52
8-13-23 to 8-19-23	8	20	18	45	10	14	7	1	123	19	62	18	41
8-20-23 to 8-26-23	3	19	19	50	8	8	4	1	112	12	49	21	47
8-27-23 to 9-02-23	6	23	15	56	13	9	7	1	130	15	51	16	58
9-03-23 to 9-09-23	8	26	21	45	7	8	9	1	125	17	63	22	39
9-10-23 to 9-16-23	7	17	14	43	6	10	2	0	99	11	44	14	42
9-17-23 to 9-23-23	7	26	14	59	8	6	4	4	129	9	1	10	51
9-24-23 to 9-30-23	10	20	23	50	5	14	8	2	129	19	46	26	51
10-01-23 to 10-07-23	6	19	26	54	3	10	5	0	123	14	41	24	64
10-08-23 to 10-14-23	3	22	24	54	12	9	6	0	130	7	58	26	45
10-15-23 to 10-21-23	6	18	22	50	7	9	3	0	115	10	45	19	45
10-22-23 to 10-28-23	7	21	25	61	9	10	7	3	143	7	66	26	46
10-29-23 to 11-04-23	6	25	24	51	0	8	5	0	119	10	66	21	37
11-05-23 to 11-11-23	6	10	14	48	11	4	2	2	97	8	30	25	39
11-12-23 to 11-18-23	8	27	20	61	5	15	12	4	152	18	66	26	57
11-19-23 to 11-25-23	3	15	17	41	11	7	5	0	99	9	43	18	38
11-26-23 to 12-02-23	7	16	17	45	12	9	7	0	113	12	62	21	39
12-03-23 to 12-09-23	5	31	15	38	11	12	5	0	117	14	50	9	56
12-10-23 to 12-16-23	8	22	22	63	16	7	1	0	139	16	61	20	54
12-17-23 to 12-23-23	8	28	21	44	11	9	5	1	127	16	54	36	42
12-24-23 to 12-30-23	6	19	16	64	19	11	13	1	149	23	67	21	53
TOTALS	291	899	813	2194	431	389	227	44	5292	553	2187	799	1945
AVG / WEEK YTD	6.61	20.43	18.48	49.86	9.80	8.84	5.16	1.00	120.27	12.57	49.70	18.16	44.20

* Inaccurate - Suspected due to unit being mis-zoned

Density of EMS Calls in 2023



▨ Current EMS Station Coverage (w/in 10 min)

Density of EMS Calls in 2023

■ Sparse
■ Dense

0 0.5 1 2 3 4 Miles



Map Created: Feb 28, 2024

EMS Stations Quickest Route Response Time Maps :

Note: These are travel time only maps. True response time includes call received/dispatched time, (+) roll-out (crew mobilization) time, (+) travel time.

Current EMS Stations: This map represents the 10-minute QR (quickest route) for current deployments.

Here are clearly some areas that could use improvement.

1 – Middleway, Summit Point, Leetown: These areas were previously served by Middleway Fire Company (Co6) ambulances and continue to be served by Co6 Rapid Response Vehicles and the Independent (Co4) Station ambulances.

2 – Kearneysville, Bardane, Shenandoah Junction: This area is served by Shepherdstown (Co3) and Citizens (Co2) Stations ambulances. It has been an area of possible expansion by Co3 for many years.

3 – Blue Ridge Mountain: This was served by the Blue Ridge Mtn VFC (Co5) and is currently covered by the Co2 and Friendship (Co1) Station ambulances.

4 – Bakerton, Uvilla, Molers Crossroads: This area was served by the Bakerton FD (Co7) and is currently served by the Co3 and Co1 ambulances.

5 – Kabletown, Meyerstown: This area is served by Co2 ambulances.

Middleway Expansion Map: *Highest Priority* This defines the improved area if an ambulance was placed back in Co6. There are extended response times well beyond the 10min QR and an average of 8-10 EMS calls per week in that area as shown in the *Density of EMS Calls Map*. The response from Co4 can easily be cut off by a train obstruction on the Middleway Pike and Summit Point Rd crossings. This would easily add 10 minutes or more to an already extended response. This area is Zoned Rural/Agriculture and Large Lot Residential, but it is prime for future growth. Having previously housed a unit at Co6 it would be an easy addition to the staffed stations.

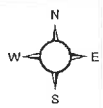
Kearneysville Expansion Map: *High/Moderate Priority* This defines the improved area if a new station was constructed and staffed in this area. This area is already at the tip of the 10 QR and has significant call volume. There are several large, planned subdivisions within the Kearneysville, Bardane, and Shenandoah Junction Area and it will soon see explosive growth. The addition of a station here would support the Shepherdstown area and eliminate the need to send Co2 to standby in the area. There are a few potential existing buildings available and ample locations for the acquisition of property.

Blue Ridge Mountain Expansion Map: *Moderate Priority* This defines the improvements to the entire Mountain area. To properly serve both the Northern and Southern regions it would require the acquisition of property and construction of a new building at the top of the mountain, near the intersection of Rt 9 and Charles Town Rd. This area is the best location as a unit can go North on Chestnut Hill Rd, South on Charles Town Rd to Mission Rd areas, or directly down Rt 9 to Charles Town. These are primary routes of travel and are the first areas on the mountain to be serviced by the DOH in bad weather. The existing stations of Co5 are either too far away from the other regions or unable to house staffing. The mountain area has a call volume equal to Co6 but sees equal or faster responses over other unincorporated/unstaffed areas.

Bakerton Relocation 1 & 2: *Moderate/Low priority* This area defines the improvements to the entire Northeast area of the county if the Bakerton station was relocated to either proposed location. There is low call volume to this area but it has extended response times. The relocation would support the Shepherdstown area as well as the proposed school complex at Gardner Ln & Shepherdstown Pike. There is also potential for significant residential development in that area.

Kabletown, Meyerstown: *Low Priority* This area has longer response times but has low call volume. Most of the area is large acreage farmland. A significant portion is in planning stages for solar farm construction. Lowest priority unless significant unplanned residential growth occurs.

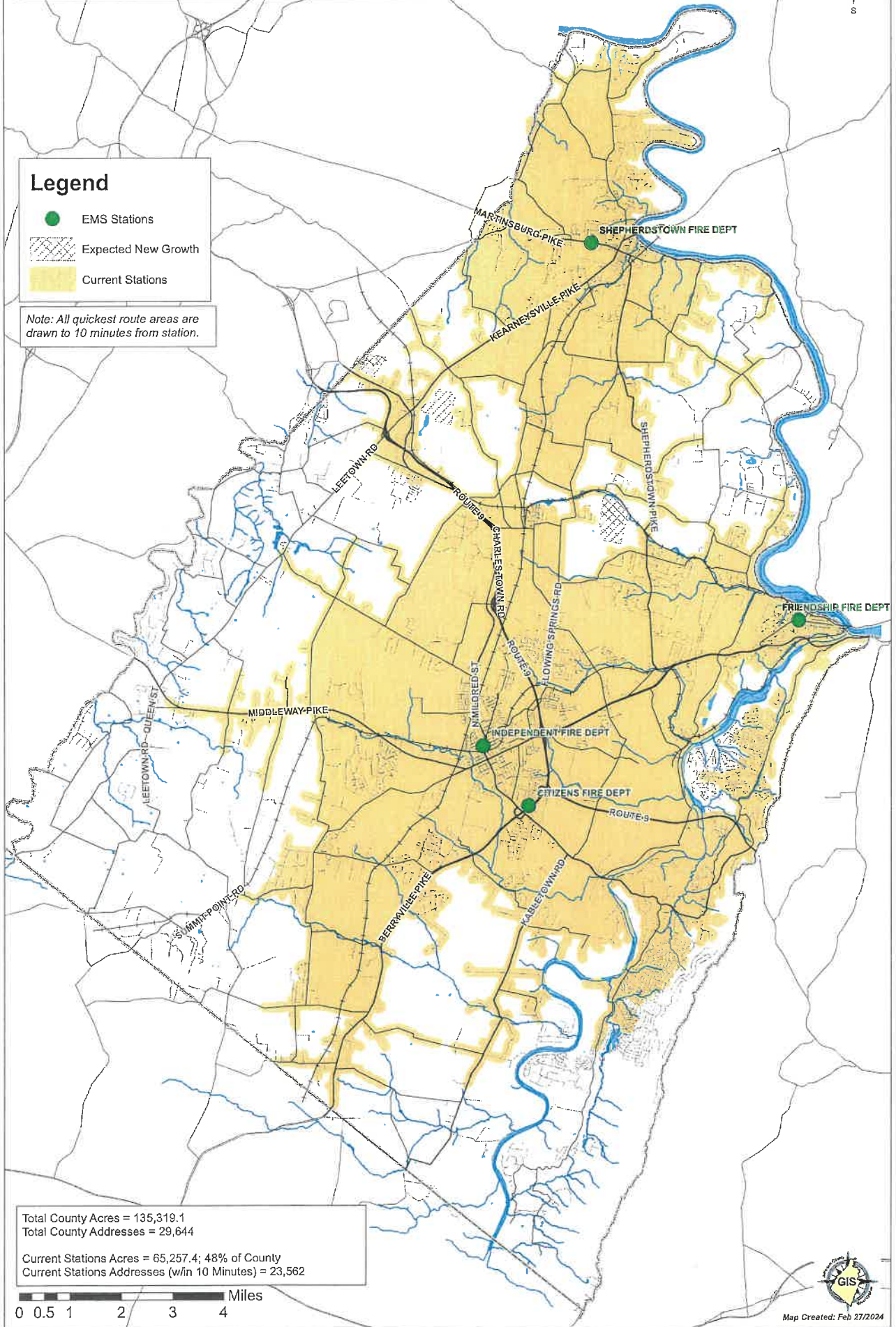
Current EMS Stations Quickest Route Response Times



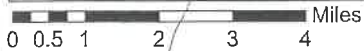
Legend

- EMS Stations
- ▨ Expected New Growth
- Current Stations

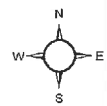
Note: All quickest route areas are drawn to 10 minutes from station.



Total County Acres = 135,319.1
Total County Addresses = 29,644
Current Stations Acres = 65,257.4; 48% of County
Current Stations Addresses (w/in 10 Minutes) = 23,562



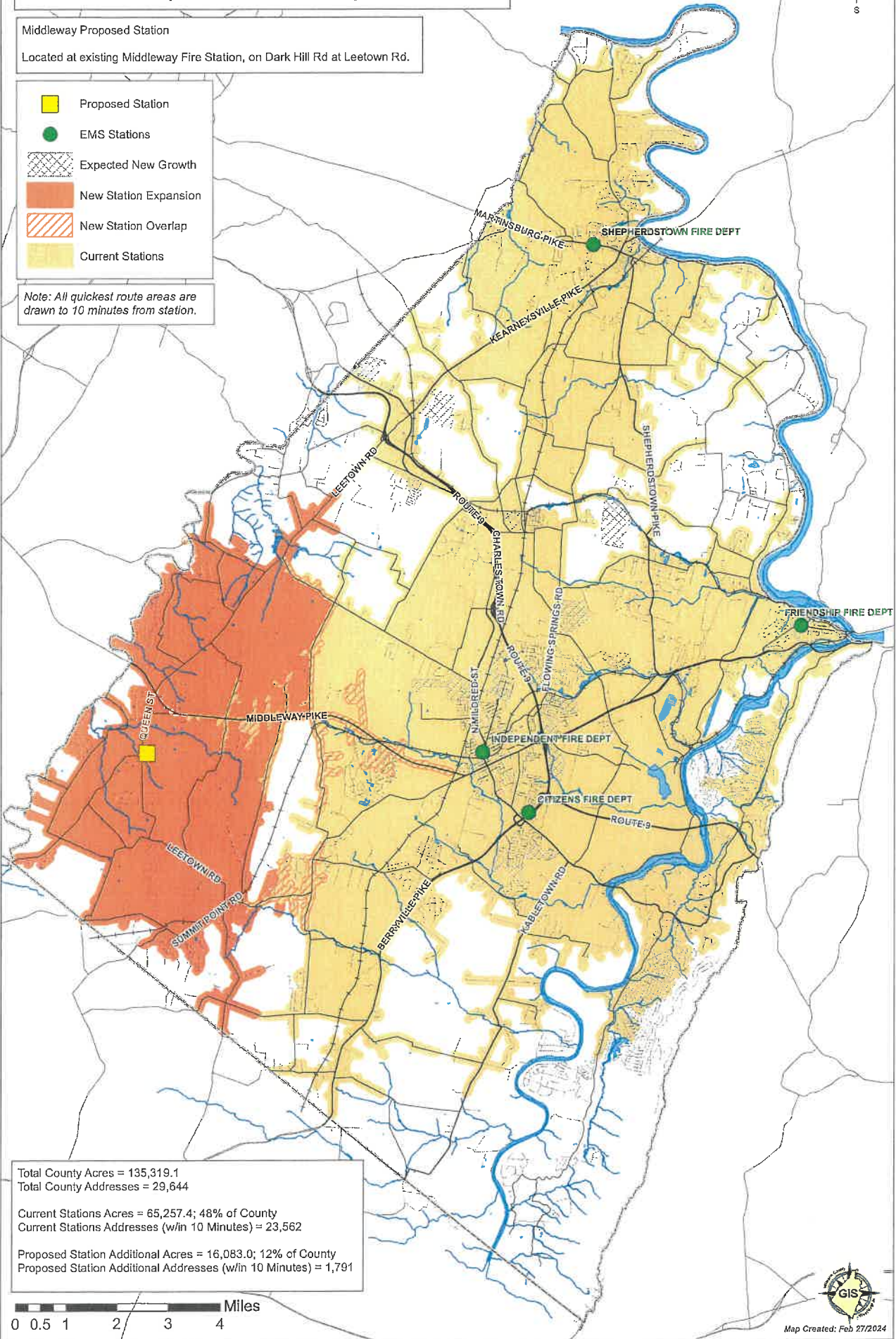
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Middleway Proposed Station
 Located at existing Middleway Fire Station, on Dark Hill Rd at Leetown Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

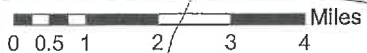
Note: All quickest route areas are drawn to 10 minutes from station.



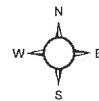
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 16,083.0; 12% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 1,791



Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion

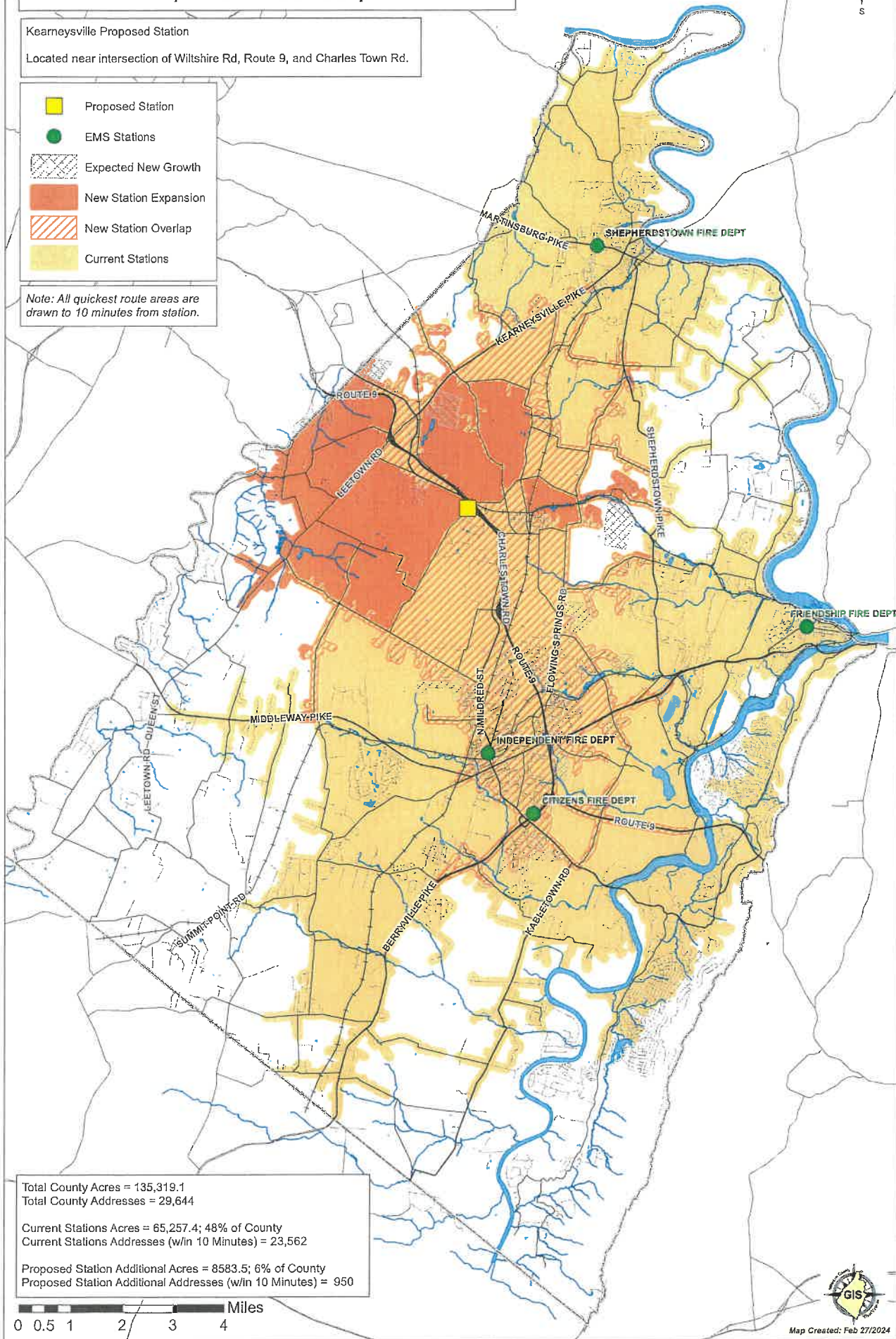


Kearneysville Proposed Station

Located near intersection of Wiltshire Rd, Route 9, and Charles Town Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

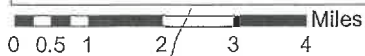
Note: All quickest route areas are drawn to 10 minutes from station.



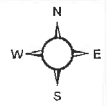
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 8583.5; 6% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 950



Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion

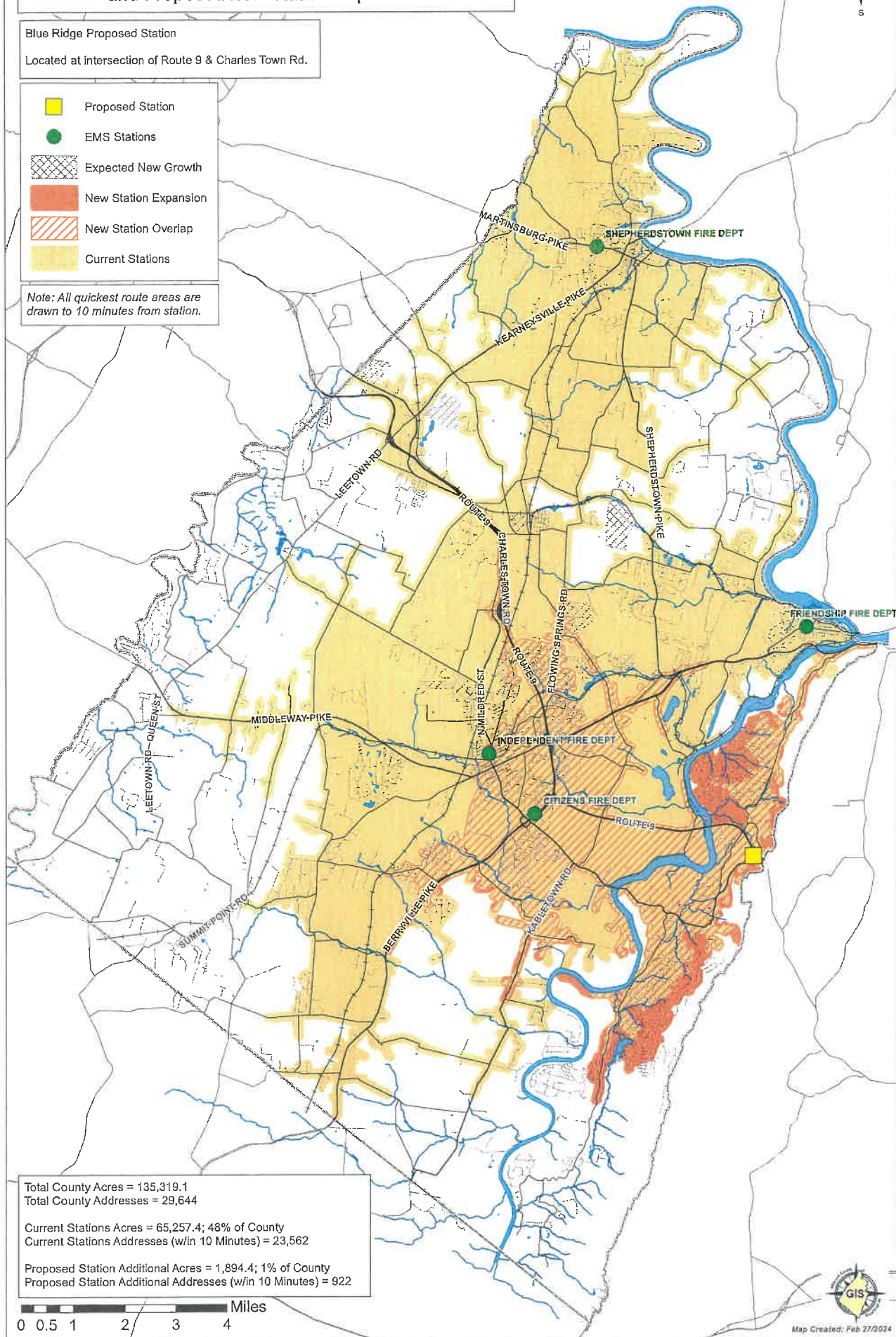


Blue Ridge Proposed Station

Located at intersection of Route 9 & Charles Town Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

Note: All quickest route areas are drawn to 10 minutes from station.



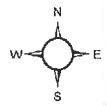
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 1,894.4; 1% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 922



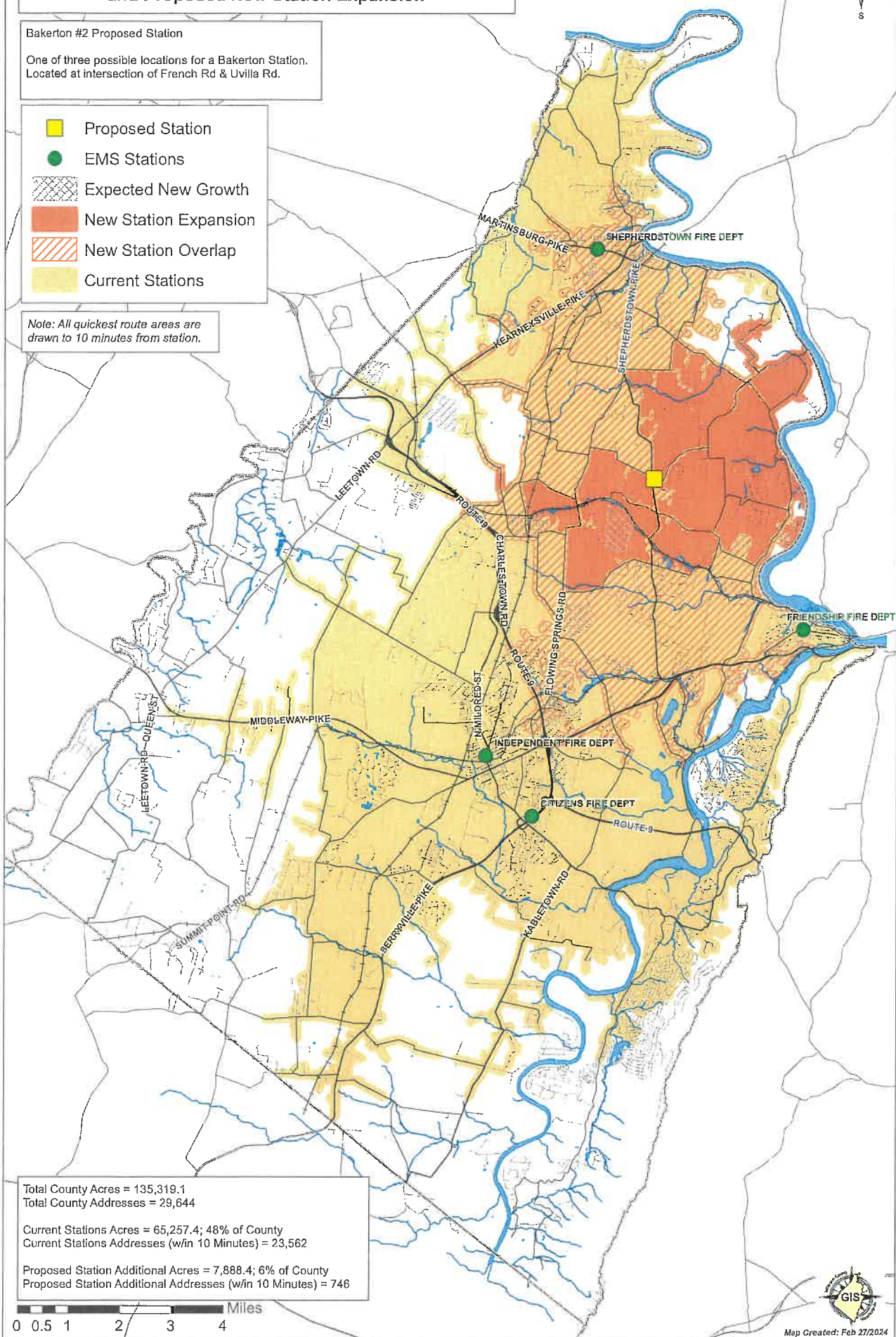
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Bakerton #2 Proposed Station
 One of three possible locations for a Bakerton Station. Located at intersection of French Rd & Uvilla Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

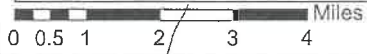
Note: All quickest route areas are drawn to 10 minutes from station.



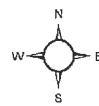
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 7,888.4; 6% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 746



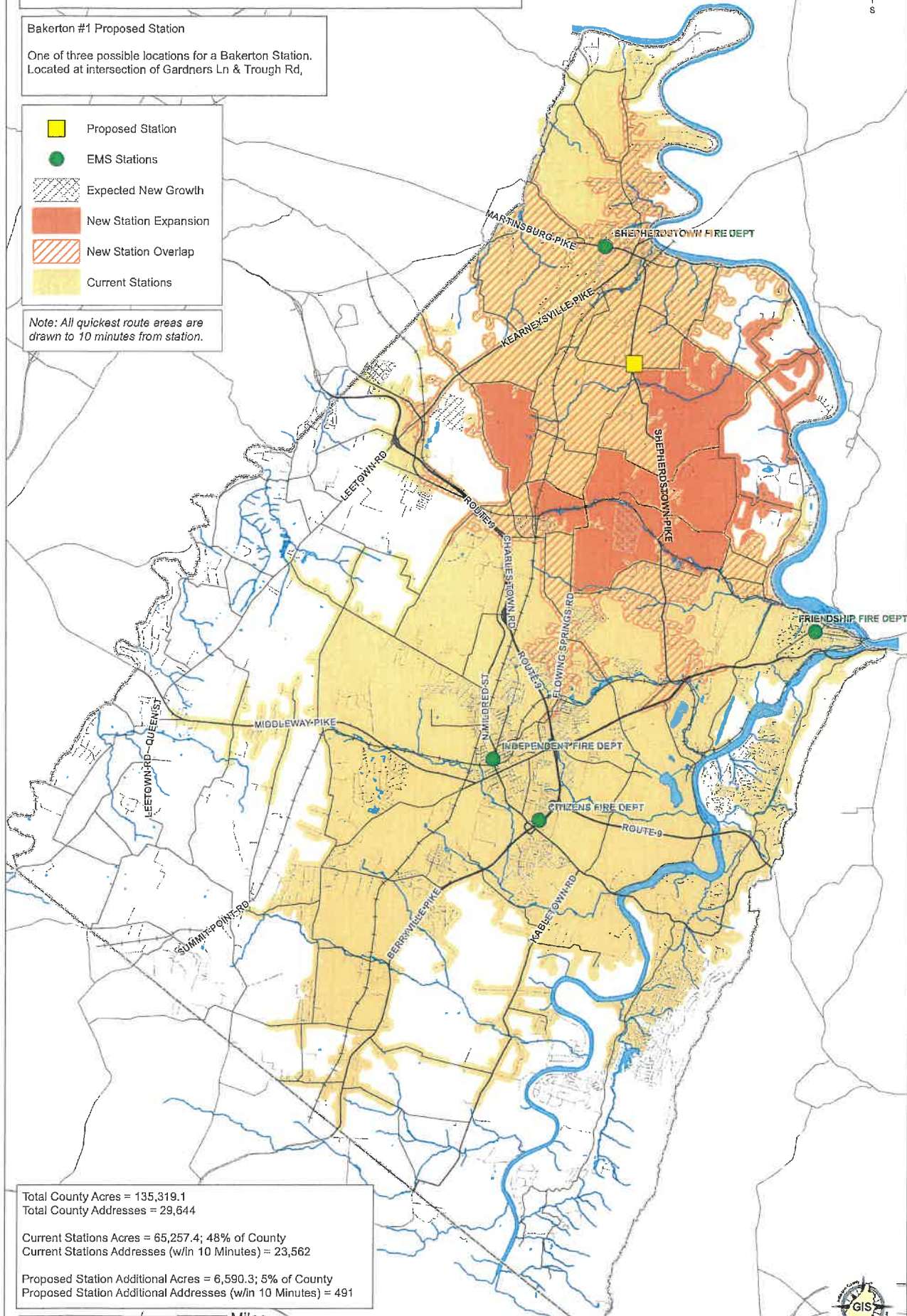
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Bakerton #1 Proposed Station
 One of three possible locations for a Bakerton Station.
 Located at intersection of Gardners Ln & Trough Rd,

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

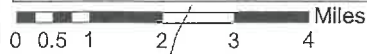
Note: All quickest route areas are drawn to 10 minutes from station.



Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 6,590.3; 5% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 491



Impact Fee Status Report

February 2024

Office of Impact Fees

Summary

Date Range: Thursday 1 through Thursday 29 February 2024

Report Date: 1 March 2024

Process Number Range: 2400089 - 2400198

Total Applications: 110

Total Non-Exempt: 109

Of which:

Commercial: 0

Residential: 109

Of which:

County: 44

Municipal: 65

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for February 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 – 29 February 2024	1	0	109	110
Fees collected		\$0.00	\$151,300.00	\$151,300.00
<i>Of which</i>				
School Impact Fee			\$109.00	\$109.00
Law Enforcement Fee		\$0.00	\$24,860.00	\$24,860.00
Parks & Recreation Fee			\$109,654.00	\$109,654.00
EMS Fee		\$0.00	\$11,554.00	\$11,554.00
Admin. Facilities Fee		\$0.00	\$5,123.00	\$5,123.00

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

Description	Amount
Opening Statement Balance (1 February 2024)	\$115,734.26
February Deposits (1 – 29 February 2024)	\$151,300.00
School January Transactions (withdraws via transfer on 14 Feb. 2024)	(\$87.00)
Law January Transactions (withdraws via transfer on 14 Feb. 2024)	(\$15,262.57)
Parks & Rec Jan. Transactions (withdraws via transfer on 14 Feb. 2024)	(\$87,132.70)
EMS January Transactions (withdraws via transfer on 14 Feb. 2024)	(\$9,180.66)
Admin. Facilities Jan. Trans. (withdraws via transfer on 14 Feb. 2024)	(\$4,071.33)
Interest Earned (29 February 2024)	\$82.84
Ending Statement Balance (29 February 2024)	\$151,382.84
<i>Outstanding Credits (deposits through 1 March 2024)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 February 2024)	\$2,006,208.34
January Transactions (deposits via transfer on 14 February 2024)	\$87.00
Interest Earned (29 February 2024)	\$1,195.51
Ending Balance (29 February 2024)	\$2,007,490.85

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

Description	Amount
Opening Balance (1 February 2024)	\$557,730.07
January Transactions (deposits via transfer on 14 February 2024)	\$15,262.57
Interest Earned (29 February 2024)	\$337.36
Ending Balance (29 February 2024)	\$573,330.00

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

Description	Amount
Opening Balance (1 February 2024)	\$1,282,288.38
January Transactions (deposits via transfer on 14 February 2024)	\$87,132.70
Requisition 23R0146 - Sam Michael's Amph. Phase II (21 Feb. 2024)	(\$600.00)
Interest Earned (29 February 2024)	\$792.63
Ending Balance (29 February 2024)	\$1,369,613.71

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

Description	Amount
Opening Balance (1 February 2024)	\$94,166.60
January Transactions (deposits via transfer on 14 February 2024)	\$9,180.66
Interest Earned (29 February 2024)	\$59.13
Ending Balance (29 February 2024)	\$103,406.39

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

Description	Amount
Opening Balance (1 February 2024)	\$61,492.11
January Transactions (deposits via transfer on 14 February 2024)	\$4,071.33
Interest Earned (29 February 2024)	\$15.19
Ending Balance (29 February 2024)	\$65,578.63

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

Description	Amount
Office of Impact Fees General Account	\$151,382.84
School Impact Fee Account	\$2,007,490.85
Law Enforcement Fee Account	\$573,330.00
Parks & Recreation Impact Fee Account	\$1,369,613.71
EMS Impact Fee Account	\$103,406.39
Administrative Facilities Account	\$65,578.63
Total Impact Fees	\$4,270,802.42

/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 February 2024 Fee Transfers /1

Account	29 February2024 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,007,490.85	\$109.00	\$2,007,599.85
Law Enforcement Fee Account	\$573,330.00	\$24,873.25	\$598,203.25
Parks & Recreation Impact Fee Account	\$1,369,613.71	\$109,713.65	\$1,479,327.36
EMS Impact Fee Account	\$103,406.39	\$11,560.63	\$114,967.02
Administrative Facilities Account	\$65,578.63	\$5,126.31	\$70,704.94
Total Impact Fees	\$4,119,419.58	\$151,382.84	\$4,270,802.42

/1 This table represents each of the impact fee category account totals as of 29 February2024 listed in tables 3 – 7. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in February 2024 are listed in table 1 of the General Account (3111776); these transactions will be processed in March 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 Thursday 1 through Thursday 29 February 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											
2400180	02/27/2024	Sigler, Jr.	Thomas	08 Ranson Corp	1219	21	2	75.1	\$0.00	02/27/2024	Form 200

Category Count: 1

Category Total \$0.00

Non-Exempt Applications											
2400089	02/02/2024	Dan Ryan Builder		03 Charles Town	1263	99	11B	358	\$1,160.00	02/02/2024	N/A
2400090	02/02/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	02/02/2024	N/A
2400091	02/02/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	02/02/2024	N/A
2400092	02/02/2024	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$1,725.00	02/02/2024	N/A
2400093	02/02/2024	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	64	\$1,725.00	02/02/2024	N/A
2400094	02/02/2024	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	296	\$1,725.00	02/02/2024	N/A
2400095	02/02/2024	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	210	\$1,725.00	02/02/2024	N/A
2400096	02/02/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/02/2024	N/A
2400097	02/02/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/02/2024	N/A
2400098	02/02/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/02/2024	N/A
2400099	02/02/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/02/2024	N/A
2400100	02/02/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/02/2024	N/A
2400101	02/02/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/02/2024	N/A
2400102	02/02/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/02/2024	N/A
2400103	02/05/2024	Jefferson Group	Jefferson Whitten	06 Kabletown	1305	382	4	7	\$1,725.00	02/05/2024	N/A
2400104	02/08/2024	Dan Ryan Builder		02 Charles Town	991	667	17	22	\$1,725.00	02/08/2024	N/A
2400105	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400106	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400107	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400108	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400109	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400110	02/08/2024	D.R. Horton, Inc.		09 Shepherdstown	1285	80	8G	15	\$1,725.00	02/08/2024	N/A
2400111	02/08/2024	D.R. Horton, Inc.		09 Shepherdstown	1285	80	8G	17	\$1,725.00	02/08/2024	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2400112	02/08/2024	D.R. Horton, Inc.		09 Shepherdstown	1285	80	8G	18	\$1,725.00	02/08/2024	N/A
2400113	02/08/2024	D.R. Horton, Inc.		09 Shepherdstown	1285	80	8G	33	\$1,725.00	02/08/2024	N/A
2400114	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400115	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400116	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400117	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400118	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400119	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400120	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400121	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400122	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400123	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400124	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400125	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400126	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400127	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400128	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400129	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400130	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400131	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400132	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400133	02/08/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/08/2024	N/A
2400134	02/08/2024	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,160.00	02/08/2024	N/A
2400135	02/08/2024	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,160.00	02/08/2024	N/A
2400136	02/08/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/08/2024	N/A
2400137	02/08/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/08/2024	N/A
2400138	02/08/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/08/2024	N/A
2400139	02/08/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/08/2024	N/A
2400140	02/08/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/08/2024	N/A
2400141	02/08/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/08/2024	N/A
2400142	02/08/2024	Zales		07 Middleway	1312	442	7	5.24	\$1,725.00	02/08/2024	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Non-Exempt Applications

2400143	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400144	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400145	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400146	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400147	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400148	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400149	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400150	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400151	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400152	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400153	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400154	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400155	02/08/2024	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$1,725.00	02/08/2024	N/A
2400156	02/09/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	02/09/2024	N/A
2400157	02/09/2024	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	129	\$1,725.00	02/09/2024	N/A
2400158	02/09/2024	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	159	\$1,725.00	02/09/2024	N/A
2400159	02/12/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	02/12/2024	N/A
2400160	02/12/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	02/12/2024	N/A
2400161	02/12/2024	Robinson	Randolph	02 Charles Town	1292	196	13	6.2	\$1,725.00	02/12/2024	N/A
2400162	02/14/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	02/14/2024	N/A
2400163	02/14/2024	Lutman Land		06 Kabletown	1314	619	23B	26	\$1,725.00	02/14/2024	N/A
2400164	02/14/2024	Lutman Land		06 Kabletown	1316	30	23A	51	\$1,725.00	02/14/2024	N/A
2400165	02/14/2024	Lutman Land		04 Harpers Ferry	1315	284	13C	24	\$1,725.00	02/14/2024	N/A
2400166	02/14/2024	Lutman Land		07 Middleway	1304	145	19	20	\$1,725.00	02/14/2024	N/A
2400167	02/14/2024	Lutman Land		07 Middleway	1304	145	19	20	\$1,725.00	02/14/2024	N/A
2400168	02/14/2024	Lutman Land		07 Middleway	1304	145	19	21	\$1,725.00	02/14/2024	N/A
2400169	02/16/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/16/2024	N/A
2400170	02/16/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/16/2024	N/A
2400171	02/16/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/16/2024	N/A
2400172	02/16/2024	Lutman Land		09 Shepherdstown	1314	549	10	9.16	\$1,725.00	02/16/2024	N/A
2400173	02/26/2024	Salgado	Alexander	07 Middleway	1310	169	20B	15	\$1,725.00	02/26/2024	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Non-Exempt Applications											
2400174	02/26/2024	Lutman Land		07 Middleway	1304	145	19	5	\$1,725.00	02/26/2024	N/A
2400175	02/26/2024	Lutman Land		07 Middleway	1304	145	19	5.02	\$1,725.00	02/26/2024	N/A
2400176	02/26/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	02/26/2024	N/A
2400177	02/26/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	02/26/2024	N/A
2400178	02/26/2024	Dan Ryan Builder		03 Charles Town	1266	513	11B	779	\$1,160.00	02/26/2024	N/A
2400179	02/27/2024	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$1,160.00	02/27/2024	N/A
2400181	02/27/2024	Sigler, Jr.	Thomas	08 Ranson Corp	1219	21	2	75.1	\$1,160.00	02/27/2024	N/A
2400182	02/28/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	02/28/2024	N/A
2400183	02/28/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	02/28/2024	N/A
2400184	02/28/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	02/28/2024	N/A
2400185	02/28/2024	Stanley Martin		08 Ranson Corp	1230	240	8	1	\$1,160.00	02/28/2024	N/A
2400186	02/28/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/28/2024	N/A
2400187	02/28/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/28/2024	N/A
2400188	02/28/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/28/2024	N/A
2400189	02/28/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/28/2024	N/A
2400190	02/28/2024	US Home, LLC		08 Ranson Corp	26	643	8	24	\$1,160.00	02/28/2024	N/A
2400191	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A
2400192	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A
2400193	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A
2400194	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A
2400195	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A
2400196	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A
2400197	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A
2400198	02/28/2024	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$1,160.00	02/28/2024	N/A

Category Count: 109

Category Total \$151,300.00

TOTAL APPLICATIONS: 110

Grand Total \$151,300.00

JEFFERSON COUNTY, WV - PRODUCTION

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08



	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
001401 COUNTY COMMISSION							
001401 410100 OFF SAL	227,675	227,675	118,472.94	17,195.40	.00	109,202.06	52.0%
001401 410300 WAGES	528,613	520,763	222,529.84	23,387.73	.00	298,233.16	42.7%
001401 410400 FICA	33,751	33,751	21,071.58	2,497.61	.00	12,679.42	62.4%
001401 410401 MEDICARE	7,893	7,893	4,928.01	584.10	.00	2,964.99	62.4%
001401 410500 HEALTH INS	166,437	166,437	31,532.29	3,408.57	.00	134,904.71	18.9%
001401 410599 HLTH INS C	-166,437	-166,437	-17,613.27	.00	.00	-148,823.73	10.6%
001401 410600 RETIREMT	48,993	48,993	27,884.19	3,345.80	.00	21,108.81	56.9%
001401 410801 OVERTIME	2,000	2,000	209.17	95.08	.00	1,790.83	10.5%
001401 410802 PT/EX HELP	0	0	2,943.08	.00	.00	-2,943.08	100.0%
001401 421100 TELEPHONE	15,000	15,000	1,688.70	.00	.00	-338.70	125.1%
001401 421400 TRAVEL	250	250	2,182.31	.00	.00	12,817.69	14.5%
001401 421800 POSTAGE	6,000	6,000	89.47	.00	.00	160.53	35.8%
001401 422000 ADV/LG PUB	7,500	7,500	1,672.56	66.54	.00	4,327.44	27.9%
001401 422100 TRNG/ EDUC	13,015	13,015	2,834.00	235.00	.00	4,666.00	37.8%
001401 422200 DUES SBSCR	70,350	70,350	15,143.00	.00	.00	-128.00	101.0%
001401 422300 PROF SVCS	210,000	210,000	40,839.71	4,906.28	.00	29,510.29	58.1%
001401 422301 HRA ACCT	5,040	5,040	104,293.59	19,663.19	.00	105,706.41	49.7%
001401 422320 EE AST PGM	35,100	35,100	936.00	.00	.00	4,104.00	18.6%
001401 422400 AUDIT COST	329,000	329,000	.00	.00	.00	35,100.00	.0%
001401 422600 INS / BOND	130,000	130,000	360,385.50	.00	.00	-31,385.50	109.5%
001401 422601 WC INS	20,000	20,000	120,541.50	.00	.00	9,458.50	92.7%
001401 422602 UNEMP INS	0	0	862.44	.00	.00	19,137.56	4.3%
001401 422900 CT COST/DM	3,200	3,200	17,937.75	.00	.00	-17,937.75	100.0%
001401 423000 CONT SVCS	90,000	90,000	13,621.45	138.08	.00	-10,471.45	425.7%
001401 423900 INS RETIRE	2,700	2,700	61,344.00	7,668.00	.00	28,656.00	68.2%
001401 434100 MAT SUPP	1,000	1,000	8,983.04	.00	.00	-6,283.04	332.7%
001401 435300 COMP SFTWR	4,800	4,800	34.18	.00	.00	965.82	3.4%
001401 435600 LIC ANL FE	14,231	14,231	4,800.00	.00	.00	-149.00	100.0%
001401 456700 TRF OTH GV	1,000	1,000	.00	.00	.00	.00	100.0%
001401 456708 INKD-FM PT	0	0	.00	.00	.00	14,231.00	.0%
001401 456800 CONT-OTH	0	0	.00	.00	.00	1,000.00	.0%
001401 456800 G2011 CONT-OTH	0	0	116,250.00	.00	.00	-116,250.00	100.0%
TOTAL COUNTY COMMISSION	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	71.3%
TOTAL GENERAL FUND	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	71.3%
TOTAL EXPENSES	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	71.3%
GRAND TOTAL	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	71.3%

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

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

JOURNAL DETAIL 2024 1 TO 2024 8

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND						
001401 COUNTY COMMISSION						
001401 410100 OFF SAL	227,675	118,472.94	17,195.40	.00	109,202.06	52.0%
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	
2024/08/000008 02/02/2024 PRJ	8,597.70 REF 2416PR				WARRANT=2416PR RUN=1 BI-WEEKL	
2024/08/000087 02/16/2024 PRJ	8,597.70 REF 2417PR				WARRANT=2417PR RUN=1 BI-WEEKL	
001401 410300 WAGES	528,613	222,529.84	23,387.73	.00	298,233.16	42.7%
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	
2024/04/000165 10/31/2023 GEN	70,097.06 REF RVS JN				RVS FRMLND REIMB SALRY 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 08

JOURNAL DETAIL 2024 1 TO 2024 8

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001401 410300 WAGES							
2024/08/000008 02/02/2024 PRJ	11,693.84 REF 2416PR						
2024/08/000087 02/16/2024 PRJ	11,693.89 REF 2417PR						
	33,751	33,751	21,071.58	2,497.61	.00	12,679.42	62.4%
001401 410400 FICA							
2024/01/000094 07/21/2023 PRJ	1,454.14 REF 2402PD						
2024/01/000269 07/01/2023 BUC	33,751.00 REF						
2024/02/000005 08/04/2023 PRJ	1,460.89 REF 2403PR						
2024/02/000127 08/18/2023 PRJ	1,536.15 REF 2404PR						
2024/03/000005 09/01/2023 PRJ	1,396.16 REF 2405PR						
2024/03/000071 09/15/2023 PRJ	1,468.28 REF 2406PR						
2024/03/000181 09/29/2023 PRJ	1,565.49 REF 2407PR						
2024/04/000057 10/13/2023 PRJ	1,290.66 REF 2408PR						
2024/04/000111 10/27/2023 PRJ	1,293.04 REF 2409PR						
2024/04/000148 10/31/2023 GEN	-4,272.16 REF SALARY						
2024/04/000165 10/31/2023 GEN	4,272.16 REF RVS JN						
2024/05/000027 11/09/2023 PRJ	1,445.23 REF 2410PR						
2024/05/000092 11/24/2023 PRJ	1,059.62 REF 2411PR						
2024/06/000009 12/08/2023 PRJ	1,100.96 REF 2412PR						
2024/06/000062 12/22/2023 PRJ	1,137.78 REF 2413PR						
2024/07/000007 01/05/2024 PRJ	1,131.64 REF 2414PR						
2024/07/000066 01/19/2024 PRJ	1,233.93 REF 2415PR						
2024/08/000008 02/02/2024 PRJ	1,251.74 REF 2416PR						
2024/08/000087 02/16/2024 PRJ	1,245.87 REF 2417PR						
	7,893	7,893	4,928.01	584.10	.00	2,964.99	62.4%
001401 410401 MEDICARE							
2024/01/000094 07/21/2023 PRJ	340.08 REF 2402PD						
2024/01/000269 07/01/2023 BUC	7,893.00 REF						
2024/02/000005 08/04/2023 PRJ	341.65 REF 2403PR						
2024/02/000127 08/18/2023 PRJ	359.27 REF 2404PR						
2024/03/000005 09/01/2023 PRJ	326.53 REF 2405PR						
2024/03/000071 09/15/2023 PRJ	343.37 REF 2406PR						
2024/03/000181 09/29/2023 PRJ	366.14 REF 2407PR						
2024/04/000057 10/13/2023 PRJ	301.85 REF 2408PR						
2024/04/000111 10/27/2023 PRJ	302.41 REF 2409PR						
2024/04/000148 10/31/2023 GEN	-999.13 REF SALARY						
2024/04/000165 10/31/2023 GEN	999.13 REF RVS JN						
2024/05/000027 11/09/2023 PRJ	338.00 REF 2410PR						
2024/05/000092 11/24/2023 PRJ	247.80 REF 2411PR						
2024/06/000009 12/08/2023 PRJ	257.47 REF 2412PR						
2024/06/000062 12/22/2023 PRJ	266.10 REF 2413PR						
2024/07/000007 01/05/2024 PRJ	264.67 REF 2414PR						
2024/07/000066 01/19/2024 PRJ	288.57 REF 2415PR						
2024/08/000008 02/02/2024 PRJ	292.75 REF 2416PR						
2024/08/000087 02/16/2024 PRJ	291.35 REF 2417PR						

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001401 410500 HEALTH INS	166,437	31,532.29	3,408.57	.00	134,904.71	18.9%
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			DNTAL SHRT ROSE CARROLL MICHAEL		
2024/01/000204 07/31/2023 GEN	51.58 REF JULINS			VISION SHRT K.ROSE A.CARROLL		
2024/01/000204 07/31/2023 GEN	9.41 REF JULINS			HEALTH SHRT K.ROSE A.CARROLL		
2024/01/000204 07/31/2023 GEN	1,399.48 REF JULINS			ORIGINAL BUDGET 2024		
2024/01/000269 07/01/2023 BUC	166,437.00 REF			WARRANT=2403PR RUN=1 BI-WEEKL		
2024/02/000005 08/04/2023 PRJ	2,918.35 REF 2404PR			aug round dental		
2024/02/000127 08/18/2023 PRJ	2,797.70 REF 2404PR			aug round vision		
2024/02/000309 08/30/2023 GEN	.44 REF auglins			aug round medica1		
2024/02/000309 08/30/2023 GEN	-2.96 REF auglins			WARRANT=2405PR RUN=1 BI-WEEKL		
2024/02/000309 08/30/2023 GEN	-1.42 REF auglins			WARRANT=2406PR RUN=1 BI-WEEKL		
2024/03/000005 09/01/2023 PRJ	2,918.35 REF 2405PR			A.CARROLL INS BCBS REFUNDED		
2024/03/000071 09/15/2023 PRJ	2,797.70 REF 2406PR			ERROR IN JULY JE 204 \$50		
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			VISION/DENTAL ROUND SEPT 2023		
2024/03/000230 09/29/2023 GEN	-36.44 REF SEPTIN			MEDICAL ROUND SEPT 2023		
2024/03/000248 09/30/2023 GEN	-3.54 REF SEPTIN			DENTAL EMPLOYR OVERAGE JULY 23		
2024/03/000248 09/30/2023 GEN	-1.42 REF SEPTIN			MEDICAL EMPLOYR OVERAGE JULY 23		
2024/03/000248 09/30/2023 GEN	-174.20 REF SEPTIN			WARRANT=2408PR RUN=1 BI-WEEKL		
2024/03/000248 09/30/2023 GEN	-836.46 REF SEPTIN			WARRANT=2409PR RUN=1 BI-WEEKL		
2024/04/000057 10/13/2023 PRJ	2,172.44 REF 2408PR			VISION/DENTAL ROUNDING OCT 23		
2024/04/000111 10/27/2023 PRJ	2,064.49 REF 2409PR			FRMLND REIMB SALARY WHEELER		
2024/04/000141 10/31/2023 GEN	-3.44 REF OCTRND			RVS FRMLND REIMB SALRY WHEELER		
2024/04/000141 10/31/2023 GEN	-1.48 REF OCTRND			WARRANT=2410PR RUN=1 BI-WEEKL		
2024/04/000148 10/31/2023 GEN	-10,026.09 REF SALARY			DENTAL/VISION ROUNDING NOV 23		
2024/04/000165 10/31/2023 GEN	10,026.09 REF RVS JN			MEDICAL ROUNDING NOV 23		
2024/05/000027 11/09/2023 PRJ	1,744.85 REF 2410PR			RON GARZA GL DONE WRONG WAY		
2024/05/000092 11/24/2023 PRJ	1,649.60 REF 2411PR			WARRANT=2412PR RUN=1 BI-WEEKL		
2024/05/000129 11/30/2023 GEN	-3.50 REF NOVNRD			WARRANT=2413PR RUN=1 BI-WEEKL		
2024/05/000129 11/30/2023 GEN	-1.45 REF NOVNRD			J WARNER VISION TERM 1/2PREMIU		
2024/05/000129 11/30/2023 GEN	11.22 REF NOVNRD			MED D/V ROUNDING DEC 2023		
2024/05/000129 11/30/2023 GEN	12.70 REF NOVNRD			WARRANT=2414PR RUN=1 BI-WEEKL		
2024/06/000009 12/08/2023 PRJ	1,744.85 REF 2412PR			WARRANT=2415PR RUN=1 BI-WEEKL		
2024/06/000062 12/22/2023 PRJ	1,649.60 REF 2413PR			MED DNTL VTS ROUNDING JAN 2024		
2024/06/000115 12/31/2023 GEN	3.48 REF WARNER			WARRANT=2416PR RUN=1 BI-WEEKL		
2024/06/000115 12/31/2023 GEN	-4.80 REF DECRND			WARRANT=2417PR RUN=1 BI-WEEKL		
2024/07/000007 01/05/2024 PRJ	1,757.55 REF 2414PR			MEDICAL ROUNDING FEB 2024		
2024/07/000066 01/19/2024 PRJ	1,649.60 REF 2415PR					
2024/07/000110 01/31/2024 PRJ	-4.96 REF JANROU					
2024/08/000008 02/02/2024 PRJ	1,763.90 REF 2416PR					
2024/08/000087 02/16/2024 PRJ	1,649.60 REF 2417PR					
2024/08/000142 02/15/2024 PRJ	-4.93 REF FEB RD					

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001401 410599 HLTH INS C	-166,437	-166,437	-17,613.27		.00	-148,823.73	10.6%
2024/01/000207 07/31/2023 GEN	-7,175.23	REF HEALTH					
2024/01/000269 07/01/2023 BUC	-166,437.00	REF HEALTH					
2024/02/000310 08/30/2023 GEN	-5,711.23	REF HEALTH					
2024/03/000265 09/30/2023 GEN	-3,714.34	REF HEALTH					
2024/06/000121 12/31/2023 GEN	-1,012.47	REF HEALTH					
001401 410600 RETIREMT	48,993	48,993	27,884.19	3,345.80	.00	21,108.81	56.9%
2024/01/000094 07/21/2023 PRJ	1,993.22	REF 2402PD					
2024/01/000269 07/01/2023 BUC	48,993.00	REF					
2024/02/000005 08/04/2023 PRJ	2,002.96	REF 2403PR					
2024/02/000127 08/18/2023 PRJ	2,112.20	REF 2404PR					
2024/03/000005 09/01/2023 PRJ	1,909.03	REF 2405PR					
2024/03/000071 09/15/2023 PRJ	2,013.67	REF 2406PR					
2024/03/000181 09/29/2023 PRJ	1,946.79	REF 2407PR					
2024/04/000057 10/13/2023 PRJ	1,738.16	REF 2408PR					
2024/04/000111 10/27/2023 PRJ	1,741.58	REF 2409PR					
2024/04/000148 10/31/2023 GEN	-6,308.75	REF SALARY					
2024/04/000165 10/31/2023 GEN	6,308.75	REF RVS JN					
2024/05/000027 11/09/2023 PRJ	1,738.16	REF 2410PR					
2024/05/000092 11/24/2023 PRJ	1,338.35	REF 2411PR					
2024/06/000009 12/08/2023 PRJ	1,511.74	REF 2412PR					
2024/06/000062 12/22/2023 PRJ	1,338.35	REF 2413PR					
2024/07/000007 01/05/2024 PRJ	1,502.82	REF 2414PR					
2024/07/000066 01/19/2024 PRJ	1,651.36	REF 2415PR					
2024/08/000008 02/02/2024 PRJ	1,677.18	REF 2416PR					
2024/08/000087 02/16/2024 PRJ	1,668.62	REF 2417PR					
001401 410801 OVERTIME	2,000	2,000	209.17	95.08	.00	1,790.83	10.5%
2024/01/000269 07/01/2023 BUC	2,000.00	REF					
2024/04/000111 10/27/2023 PRJ	38.03	REF 2409PR					
2024/07/000007 01/05/2024 PRJ	76.06	REF 2414PR					
2024/08/000008 02/02/2024 PRJ	95.08	REF 2416PR					
001401 410802 PT/EX HELP	0	0	2,943.08	.00	.00	-2,943.08	100.0%
2024/02/000127 08/18/2023 PRJ	407.85	REF 2404PR					
2024/02/000316 08/31/2023 GEN	-407.85	REF REZMER					
2024/05/000056 11/09/2023 GEN	944.00	REF MK GL#					
2024/05/000092 11/24/2023 PRJ	666.36	REF 2411PR					
2024/06/000009 12/08/2023 PRJ	1,332.72	REF 2412PR					

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001401 421100 TELEPHONE	1,350	1,688.70	.00	.00	-338.70	125.1%
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		
2024/04/000167 10/31/2023 API	315.53 VND 010073 IN 2025412		AT&T	AT&T PAYMENT		
2024/05/000143 11/30/2023 API	238.48 VND 010073 IN 2024994		AT&T	AT&T PAYMENT		
2024/06/000129 12/31/2023 API	238.48 VND 010073 IN 2025545		AT&T	AT&T PAYMENT		
001401 421400 TRAVEL	15,000	2,182.31	.00	.00	12,817.69	14.5%
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 AUDITOR C			
2024/02/000351 08/31/2023 API	232.00 VND 016012 IN 2023862		GLADE SPRINGS RESORT WV STATE AUDITOR C			
2024/02/000351 08/31/2023 API	116.00 VND 016012 IN 2023863		GLADE SPRINGS RESORT WV STATE AUDITOR C			
2024/02/000351 08/31/2023 API	116.00 VND 016012 IN 2023864		GLADE SPRINGS RESORT WV STATE AUDITOR C			
2024/02/000351 08/31/2023 API	10.87 VND 999998 IN 2023844		PCARD ONE TIME PAY JIMMY JOHNS 1255			
2024/02/000358 08/31/2023 API	188.70 VND 037056 IN 2024105		ENTERPRISE RENTACAR ENTERPRISE RENT-A-			
2024/04/000163 10/31/2023 API	98.00 VND 999998 IN 2024740		PCARD ONE TIME PAY CACAPON RESORT LPM			
2024/05/000038 11/03/2023 API	132.31 VND 019002 IN TJ/1123		TRICIA JACKSON MILEAGE REIMBURSE			88809
2024/05/000098 11/16/2023 API	284.93 VND 019002 IN TJ/1123		TRICIA JACKSON MILEAGE REIMBURSE			88868
2024/05/000143 11/30/2023 API	120.04 VND 037060 IN 2024986		HAMPTON INN WORKFORCE DEVELOP			
2024/07/000119 01/23/2024 API	121.00 VND 019002 IN TJ1/2024		TRICIA JACKSON PER DIEM CCAWV 202			89202
2024/07/000119 01/26/2024 API	440.46 VND 019002 IN TJTRAVEL1/2024		TRICIA JACKSON MILEAGE REIMBURSE			89202
2024/07/000119 01/23/2024 API	121.00 VND 020073 IN JK1/2024		JENNIFER KROUSE PER DIEM CCAWV 202			89182
2024/07/000119 01/23/2024 API	85.00 VND 020073 IN JK2/2024		JENNIFER KROUSE WVACO CONF OF COUN			89182
001401 421800 POSTAGE	250	89.47	.00	.00	160.53	35.8%
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 CIND		88445
2024/02/000263 08/28/2023 API	54.76 VND 015002 IN 8-216-34521		FEDEX	FEDEX SERVICE CIND		88445
001401 422000 ADV/LG PUB	6,000	1,672.56	66.54	.00	4,327.44	27.9%
2024/01/000248 07/31/2023 API	61.62 VND 019012 IN 63198/63199		SPIRIT OF JEFFERSON LEGAL CLASSIFIED -			
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 CLASSIFIED			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 CLASSIFIED			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 STATEMEN			88783
2024/06/000110 12/28/2023 API	55.06 VND 019012 IN 65145		SPIRIT OF JEFFERSON LEGAL CLASSIFIED/J			89047
2024/07/000089 01/17/2024 API	305.80 VND 019012 IN 65162		SPIRIT OF JEFFERSON LEGAL AD-INTERIM C			89143
2024/07/000089 01/18/2024 API	50.14 VND 019012 IN 65418		SPIRIT OF JEFFERSON LEGAL ADD-BPZ			89143
2024/08/000166 02/20/2024 API	66.54 VND 019012 IN BORE-NOTICE		SPIRIT OF JEFFERSON BORE NOTICE TY 202			89321

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001401 422100 TRNG/ EDUC	7,500	2,834.00	235.00	.00	4,666.00	37.8%
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023472		CCAWV CO COMM ASSOC	CCAWV TRAINING - T	
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023473		CCAWV CO COMM ASSOC	CCAWV TRAINING - J	
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023474		CCAWV CO COMM ASSOC	CCAWV TRAINING - M	
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023475		CCAWV CO COMM ASSOC	CCAWV TRAINING - C	
2024/06/000127 12/31/2023 BUC	7,500.00 REF			ORIGINAL BUDGET 2024		
2024/07/000119 01/23/2024 API	1,199.00 VND	029123 IN 2025268		TYLER TECHNOLOGIES	B. NELSON - TYLER	89161
2024/07/000119 01/23/2024 API	400.00 VND	012029 IN T31/2024		CCAWV CO COMM ASSOC	CCAWV LEGISLATIVE	89330
2024/08/000166 02/09/2024 API	235.00 VND	032021 IN 3751		WVACO	2024 CONF OF COUNT	
001401 422200 DUES SBSCR	13,015	13,143.00	.00	.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 ANNUAL		88416
2024/04/000163 10/31/2023 API	2,148.00 VND	999998 IN 2024739		PCARD ONE TIME PAY	INSTRUMENTL- softw	
2024/05/000134 11/30/2023 API	3,900.00 VND	012029 IN 6003		CCAWV CO COMM ASSOC	CCAWV ASSOC MEMBER	88898
001401 422300 PROF SVCS	70,350	40,839.71	4,906.28	.00	29,510.29	58.1%
2024/01/000003 07/01/2023 API	900.00 VND	022192 IN JCC072023		MILLENIUM INS GROUP	HRA ADMINISTRATION	88143
2024/01/000054 07/06/2023 API	250.00 VND	022192 IN WRAP72023		MILLENIUM INS GROUP	WRAP DOCUENT FOR F	88240
2024/01/000054 07/05/2023 API	8,145.20 VND	027112 IN JULY 2022		WILLIAM F. ROHRBAUGH	JULY 2022 LEGAL SE	88249
2024/01/000054 07/05/2023 API	1,091.20 VND	027112 IN AUG 2022		WILLIAM F. ROHRBAUGH	AUG 2022 LEGAL SE	88249
2024/01/000054 07/05/2023 API	2,507.30 VND	027112 IN SEPT 2022		WILLIAM F. ROHRBAUGH	SEPT 2022 LEGAL SE	88249
2024/01/000054 07/05/2023 API	3,636.20 VND	027112 IN OCT 2022		WILLIAM F. ROHRBAUGH	OCT 2022 LEGAL SE	88249
2024/01/000054 07/05/2023 API	7,018.30 VND	027112 IN NOV 2022		WILLIAM F. ROHRBAUGH	NOV 2022 LEGAL SE	88249
2024/01/000054 07/05/2023 API	4,835.20 VND	027112 IN DEC 2022		WILLIAM F. ROHRBAUGH	DEC 2022 LEGAL SE	88249
2024/01/000054 07/05/2023 API	443.20 VND	027112 IN JAN 2023		WILLIAM F. ROHRBAUGH	JAN 2023 LEGAL SE	88249
2024/01/000054 07/05/2023 API	4,411.70 VND	027112 IN FEB 2023		WILLIAM F. ROHRBAUGH	FEB 2023 LEGAL SE	88249
2024/01/000054 07/05/2023 API	2,279.20 VND	027112 IN MAR 2023		WILLIAM F. ROHRBAUGH	MARCH 2023 LEGAL S	88249
2024/01/000054 07/05/2023 API	121.20 VND	027112 IN APRIL 2023		WILLIAM F. ROHRBAUGH	APRIL 2023 LEGAL S	88249
2024/01/000054 07/05/2023 API	282.30 VND	027112 IN MAY 2023		WILLIAM F. ROHRBAUGH	MAY 2023 LEGAL SER	88249
2024/01/000054 07/05/2023 API	1,207.60 VND	027112 IN JUNE 2023		WILLIAM F. ROHRBAUGH	JUNE 2023 LEGAL SE	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 COB	88362
2024/01/000205 07/31/2023 API	195.00 VND	010172 IN CBRREN7/23		AMERIFLEX	ANNUAL COBRA RENEW	88407
2024/01/000261 07/01/2023 GEN	-35,978.60 REF	CRT AP		FY 23 INVOICES	ROHRBAUGH	
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		MILLENIUM INS GROUP	HRA ADMINISTRATION	88303
2024/02/000135 08/04/2023 API	53.42 VND	019012 IN 63485		SPIRIT OF JEFFERSON	LEGAL CLASSIFIED	88392
2024/02/000196 08/17/2023 API	126.65 VND	010172 IN CBR8/23		AMERIFLEX	ADMINISTRATIVE COB	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		MILLENIUM INS GROUP	HRA ADMINISTRATION	88422
2024/03/000036 09/01/2023 API	1,422.00 VND	022099 IN 2210		MAZZITTI & SULL EAP	QUARTERLY EAP SVCS	88495
2024/03/000036 09/05/2023 API	5,737.28 VND	025104 IN 1403		PROGRESSIVE PRINTING	AMBO FEE MAILINGS	88497
2024/03/000082 09/08/2023 API	126.65 VND	010172 IN CBR9/23		AMERIFLEX	ADMINISTRATION COB	88505

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001401 422300	PROF SVCS									
2024/03/000142	09/19/2023	API	2,732.00	VND	011093	IN 975072	BEST BEST & KRIEGER	CABLE FRANCHISE REN	88546	
2024/03/000142	09/13/2023	API	2,076.00	VND	017085	IN 31945	COX HOLLIDA YOUNG PL	ACCOUNTING SERVICE	88547	
2024/03/000142	09/13/2023	API	42.70	VND	017126	IN 63752816	HIRERIGHT	BACKGROUND SERVICE	88553	
2024/04/000006	10/01/2023	API	900.00	VND	022192	IN JCC102023	MILLENIUM INS GROUP	HRA ADMINISTRATION	88523	
2024/04/000085	10/10/2023	API	126.65	VND	010172	IN CBR10/23	AMERIFLEX	ADMINISTRATION COB	88690	
2024/04/000117	10/18/2023	API	942.50	VND	017085	IN 32032	COX HOLLIDA YOUNG PL	PROF ACCOUNTING SV	88718	
2024/04/000117	10/18/2023	API	3,500.00	VND	017085	IN 32053	COX HOLLIDA YOUNG PL	PROF SERVICES - FI	88718	
2024/05/000003	11/01/2023	API	900.00	VND	022192	IN JCC112023	MILLENIUM INS GROUP	HRA ADMINISTRATION	88737	
2024/05/000069	11/08/2023	API	126.65	VND	010172	IN CBR11/23	AMERIFLEX	ADMINISTRATION COB	88819	
2024/05/000098	11/16/2023	API	4,292.00	VND	017085	IN 32189	COX HOLLIDA YOUNG PL	CPA SVCS - OCT 202	88821	
2024/06/000003	12/01/2023	API	1,791.80	VND	032054	IN 32111	WENDI L. WATSON	JCV-PCPC CC-19-202	88870	
2024/06/000015	12/04/2023	API	900.00	VND	022192	IN JCC122023	MILLENIUM INS GROUP	HRA ADMINISTRATION	88828	
2024/06/000037	12/11/2023	API	1,422.00	VND	022099	IN 2522	MAZZITTI & SULL EAP	QUARTERLY INVOICE	88912	
2024/06/000094	12/20/2023	API	126.65	VND	010172	IN CBR12/23	AMERIFLEX	ADMINISTRATION COB	88941	
2024/06/000114	12/26/2023	API	475.00	VND	017085	IN 32272	COX HOLLIDA YOUNG PL	ACCOUNTING SVS NOV	88999	
2024/07/000042	01/03/2024	API	1,814.33	VND	017085	IN 32319	COX HOLLIDA YOUNG PL	PROF-SVS 12/1-12/1	89065	
2024/07/000089	01/10/2024	API	900.00	VND	022192	IN JCC12024	MILLENIUM INS GROUP	HRA ADMINISTRATION	89078	
2024/07/000089	01/10/2024	API	126.65	VND	010172	IN CBR1/24	AMERIFLEX	AMERIFLEX COBRA AD	89121	
2024/07/000116	01/10/2024	APM	-853.18	VND	012305	IN HRA2024032	CARRIE ORR	EMPLOYEE HRA DEDUC	89125	
2024/07/000119	01/26/2024	API	41.85	VND	017126	IN G3824538	HIRERIGHT	RSEMENT	89174	
2024/08/000006	02/01/2024	API	900.00	VND	022192	IN JCC22024	MILLENIUM INS GROUP	HRA ADMINISTRATION	89136	
2024/08/000056	02/02/2024	API	2,543.63	VND	017085	IN 32443	COX HOLLIDA YOUNG PL	PROF. SVCS. 1/1-1/	89215	
2024/08/000058	02/02/2024	API	958.00	VND	011093	IN 676742	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89211	
2024/08/000058	02/02/2024	API	243.00	VND	011093	IN 976742	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89211	
2024/08/000112	02/09/2024	API	126.65	VND	010172	IN CBR2/24	AMERIFLEX	ADMINISTRATION COB	89254	
2024/08/000113	02/09/2024	API	135.00	VND	011093	IN 987138	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89257	
001401 422301	HRA ACCT		210,000	210,000	210,000	104,293.59	19,663.19	.00	105,706.41	49.7%
2024/01/000269	07/01/2023	BUC	210,000.00	REF	015033	IN HRA202384	ORIGINAL BUDGET 2024			
2024/02/000263	08/24/2023	API	3,250.00	VND	022137	IN HRA2023085	RONALD FLETCHER	HRA EMPLOYEE DEDUC	88458	
2024/02/000263	08/24/2023	API	305.82	VND	022137	IN HRA2023085	MICHAEL MONAGHAN	HRA EMPLOYEE DEDUC	88454	
2024/02/000263	08/24/2023	API	202.34	VND	032198	IN HRA2023086	ADAM WARD	HRA EMPLOYEE DEDUC	88431	
2024/03/000082	09/08/2023	API	5,250.00	VND	022137	IN HRA2024001	MICHAEL MONAGHAN	EmpLOYEE HRA Deduc	88522	
2024/03/000082	09/08/2023	API	2,688.09	VND	034011	IN HRA2024001	NEIL ZAHRADNIK	EmpLOYEE HRA Deduc	88525	
2024/03/000206	09/22/2023	API	5,250.00	VND	017151	IN HRA2024003	MATTHEW HARVEY	EMPLOYEE HRA DEDUC	88599	
2024/04/000085	10/10/2023	API	1,511.62	VND	011236	IN HRA2024006	SHANNON BURLETT	EMPLOYEE HRA DEDUC	88703	
2024/04/000085	10/10/2023	API	1,952.70	VND	013132	IN HRA2024005	CYNTHIA DANNER	EMPLOYEE HRA DEDUC	88693	
2024/04/000085	10/10/2023	API	5,250.00	VND	013149	IN HRA2024004	DUANE DUNN	EMPLOYEE HRA DEDUC	88694	
2024/04/000085	10/10/2023	API	2,275.27	VND	020049	IN HRA2024007	KATHRYN KING	EMPLOYEE HRA DEDUC	88699	
2024/04/000085	10/10/2023	API	2,674.44	VND	037724	IN HRA2024008	AUTUMN ULSH	EMPLOYEE HRA DEDUC	88691	
2024/04/000149	10/25/2023	API	1,199.00	VND	011211	IN HRA2024009	LORI BROWN	EMPLOYEE HRA DEDUC	88774	
2024/04/000149	10/25/2023	API	2,829.24	VND	012289	IN HRA2024011	SAMANTHA COMBS	EMPLOYEE HRA DEDUC	88782	
2024/04/000149	10/25/2023	API	275.51	VND	022159	IN HRA2024012	JASON MCKEY	EMPLOYEE HRA DEDUC	88772	
2024/04/000149	10/25/2023	API	683.07	VND	023009	IN HRA2024010	MORGAN NICK	EMPLOYEE HRA DEDUC	88775	
2024/04/000149	10/25/2023	API	5,250.00	VND	028254	IN HRA2024013	WENDY SCHUTZ	EMPLOYEE HRA DEDUC	88786	

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001401 422301 HRA ACCT						
2024/04/000149 10/25/2023 API	604.95 VND	028296 IN HRA2014014	EVELYN STEPHENSON	EMPLOYEE HRA DEDUC		88768
2024/05/000096 11/08/2023 API	77.03 VND	012289 IN HRA2024015	SAMANTHA COMBS	EMPLOYEE HRA DEDUC		88864
2024/05/000096 11/08/2023 API	322.89 VND	022215 IN HRA2024016	MICHELLE EVERS	EMPLOYEE HRA DEDUC		88860
2024/05/000098 11/08/2023 API	2,575.56 VND	037724 IN HRA2024017	AUTUMN ULSH	EMPLOYEE HRA DEDUC		88840
2024/05/000119 11/27/2023 API	45.96 VND	017157 IN HRA2024020	MARION A. HAZEL	EMPLOYEE HRA DEDUC		88882
2024/05/000119 11/27/2023 API	3,141.51 VND	022215 IN HRA2024019	MICHELLE EVERS	EMPLOYEE HRA DEDUC		88883
2024/05/000134 11/27/2023 API	3,572.11 VND	023009 IN HRA2024018	MORGAN NICK	EMPLOYEE HRA DEDUC		88884
2024/06/000068 12/11/2023 API	2,343.73 VND	012289 IN HRA2024021	SAMANTHA COMBS	EMPLOYEE HRA DEDUC		88921
2024/06/000068 12/11/2023 API	4,634.86 VND	022217 IN HRA2024023	MONICA ANDERSON	EMPLOYEE HRA DEDUC		88976
2024/07/000042 01/03/2024 API	1,995.91 VND	028327 IN HRA2024022	LUKE SEIGFRIED	EMPLOYEE HRA DEDUC		88975
2024/07/000042 01/03/2024 API	171.62 VND	011236 IN HRA2024024	SHANNON BURLETT	EMPLOYEE HRA DEDUC		89090
2024/07/000042 01/03/2024 API	1,630.22 VND	020049 IN HRA2024028	TAMMY MOBLEY	EMPLOYEE HRA DEDUC		89092
2024/07/000042 01/03/2024 API	4,449.16 VND	021039 IN HRA2024030	KATHRYN KING	EMPLOYEE HRA DEDUC		89075
2024/07/000042 01/03/2024 API	1,520.07 VND	022159 IN HRA2024027	NICOLE NOBREGA	EMPLOYEE HRA DEDUC		89082
2024/07/000042 01/03/2024 API	330.00 VND	022115 IN HRA2024025	JASON MICKY	EMPLOYEE HRA DEDUC		89074
2024/07/000042 01/03/2024 API	986.18 VND	023009 IN HRA2024029	MICHELLE EVERS	EMPLOYEE HRA DEDUC		89077
2024/07/000042 01/03/2024 API	3,810.77 VND	029106 IN HRA2024031	MARY K THOMPSON	EMPLOYEE HRA DEDUC		89076
2024/07/000089 01/10/2024 API	2,236.50 VND	028010 IN HRA2024033	MALLORY SODERLUND	EMPLOYEE HRA DEDUC		89135
2024/07/000116 01/10/2024 API	853.18 VND	012305 IN HRA2024032	CARRIE ORR	EMPLOYEE HRA DEDUC		89192
2024/07/000119 01/10/2024 API	2,250.50 VND	011236 IN HRA2024034	SHANNON BURLETT	EMPLOYEE HRA DEDUC		89190
2024/07/000119 01/10/2024 API	4,546.67 VND	022095 IN HRA2024035	RYAN MILBOURNE	EMPLOYEE HRA DEDUC		89244
2024/08/000049 02/05/2024 API	5,250.00 VND	010165 IN HRA2024038	STEPHEN S ALLEN	EMPLOYEE HRA DEDUC		89234
2024/08/000049 02/05/2024 API	400.94 VND	012011 IN HRA2024040	REBECCA CHALK	EMPLOYEE HRA DEDUC		89236
2024/08/000049 02/05/2024 API	5,250.00 VND	016093 IN HRA2024036	RHONDA GREENHOLTZ	EMPLOYEE HRA DEDUC		89229
2024/08/000049 02/05/2024 API	205.56 VND	017157 IN HRA2024039	MARION A. HAZEL	EMPLOYEE HRA DEDUC		89210
2024/08/000166 02/23/2024 API	4,842.24 VND	025083 IN HRA2024037	ALICE N PAINTER	EMPLOYEE HRA DEDUC		89299
2024/08/000166 02/20/2024 API	2,628.97 VND	017013 IN HRA2024042	AMANDA KEMP	EMPLOYEE HRA DEDUC		89299
2024/08/000166 02/20/2024 API	1,085.48 VND	022091 IN HRA2024041	VICTORIA MYERS	EMPLOYEE HRA DEDUC		89325
001401 422320 EE AST PGM	5,040	5,040			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 COST	35,100	35,100			35,100.00	.0%
2024/01/000269 07/01/2023 BUC	35,100.00 REF		ORIGINAL BUDGET 2024			
001401 422600 INS / BOND	329,000	329,000			-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 BUST		88183
2024/01/000004 07/01/2023 API	475.00 VND	032151 IN 107156	WVCORP WV COUNTIES	FY24 1ST HALF CRIM		88183
2024/01/000004 07/01/2023 API	4,000.50 VND	032151 IN 107156	WVCORP WV COUNTIES	FY24 1ST HALF CYBE		88183
2024/01/000004 07/01/2023 API	2,076.50 VND	032151 IN 107156	WVCORP WV COUNTIES	FY24 1ST HALF EQUI		88183
2024/01/000004 07/01/2023 API	16,611.50 VND	032151 IN 107156	WVCORP WV COUNTIES	FY24 1ST HALF PROP		88183
2024/01/000004 07/01/2023 API	66,708.00 VND	032151 IN 107156	WVCORP WV COUNTIES	FY24 1ST HALF GENE		88183

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001401 422600 INS / BOND						
2024/01/000004 07/01/2023 API	14,550.50 VND 032151 IN 107156					88183
2024/01/000004 07/01/2023 API	3,630.00 VND 032151 IN 107156					88183
2024/01/000004 07/01/2023 API	16,770.50 VND 032151 IN 107156					88183
2024/01/000004 07/01/2023 API	-1,882.50 VND 032151 IN 107156					88183
2024/01/000269 07/01/2023 BUC	329,000.00 REF					
2024/03/000036 09/01/2023 API	59,797.50 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	475.00 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	4,000.00 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	2,076.50 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	16,611.50 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	66,708.00 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	14,550.50 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	3,630.00 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	16,770.50 VND 032151 IN 107157					88501
2024/03/000036 09/01/2023 API	-1,882.50 VND 032151 IN 107157					88501
2024/03/000122 09/18/2023 GEN	-5,801.00 REF					88501
2024/03/000142 09/14/2023 API	-712.50 VND 032151 IN 101823BPRMP					88568
001401 422601 WC INS	130,000 130,000 120,541.50					92.7%
2024/01/000004 07/01/2023 API	40,180.50 VND 032151 IN 107158					88184
2024/01/000269 07/01/2023 BUC	130,000.00 REF					
2024/03/000034 09/01/2023 API	40,180.50 VND 032151 IN 107159					88493
2024/06/000015 12/01/2023 API	40,180.50 VND 032151 IN 107160					88936
001401 422602 UNEMP INS	20,000 20,000 862.44					4.3%
2024/01/000269 07/01/2023 BUC	20,000.00 REF					
2024/03/000263 09/30/2023 API	862.44 VND 032116 IN QTR03/2023					88708
001401 422900 CT COST/DM	0 0 17,937.75					100.0%
2024/06/000037 12/11/2023 API	17,937.75 VND 012304 IN 1860-003					88942
001401 423000 CONT SVCS	3,200 3,200 13,621.45					425.7%
2024/01/000054 07/07/2023 API	169.55 VND 013004 IN IN118162A					88230
2024/01/000054 07/06/2023 API	146.91 VND 015010 IN IN42656317A					88233
2024/01/000212 07/01/2023 GRV	3,582.00 REF FY23PP					
2024/01/000269 07/01/2023 BUC	3,200.00 REF					
2024/02/000196 08/01/2023 API	176.67 VND 013004 IN IN119250					88413
2024/02/000196 08/14/2023 API	146.91 VND 015010 IN IN42849380					88502
2024/03/000253 09/07/2023 API	232.10 VND 013004 IN IN120820					88627
2024/03/000253 09/01/2023 API	146.91 VND 015010 IN 43051028					88630
2024/03/000273 09/28/2023 API	146.91 VND 015010 IN 43243353					88726
2024/04/000153 10/26/2023 API	147.26 VND 015010 IN 43453351					88796
2024/04/000153 10/26/2023 API	38.91 VND 015010 IN 43453351					88796

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001401 423000	CONT SVCS					
2024/04/000167	10/31/2023	API	195.42	VND 013004	IN 2025414	DIGITAL DOCUMENT SOL COPIERS - (9/5/23
2024/05/000098	11/07/2023	API	111.59	VND 013004	IN IN123840	DIGITAL DOCUMENT SOL COVERAGE 10/6/2023
2024/05/000134	11/28/2023	API	147.26	VND 015010	IN 43653948	FIRST CITIZENS BANK MONTHLY COPIER STA
2024/06/000114	12/26/2023	API	147.26	VND 015010	IN 43853954	FIRST CITIZENS BANK COPIER MONTHLY SER
2024/07/000067	01/04/2024	API	7,500.00	VND 027003	IN 2024604	EASTERN PNH REG PLNG ADMIN FEES - BROAD
2024/07/000119	01/18/2024	API	99.24	VND 013004	IN IN125182	DIGITAL DOCUMENT SOL COMMISSION OFFICE C
2024/07/000119	01/23/2024	API	201.21	VND 013004	IN IN126508	DIGITAL DOCUMENT SOL COMMISSION OFFICE C
2024/07/000119	01/26/2024	API	147.26	VND 015010	IN 44055364	FIRST CITIZENS BANK COMMISSION COPIER
2024/08/000166	02/05/2024	API	138.08	VND 013004	IN IN127929	DIGITAL DOCUMENT SOL COMMISSION
001401 423900	INS RETIRE		90,000	90,000	61,344.00	7,668.00 .00 28,656.00 68.2%
2024/01/000103	07/14/2023	API	7,668.00	VND 027078	IN RHBT7/2023	RETIREE HLTH BEN TRU RETIREE HEALTH INS
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 BEN
2024/03/000253	09/29/2023	API	7,668.00	VND 027078	IN RHBT09/23	RETIREE HLTH BEN TRU RETIREE HEALTH BEN
2024/04/000018	10/01/2023	API	7,668.00	VND 027078	IN RHBT10/23	RETIREE HLTH BEN TRU RETIREE HEALTH BEN
2024/05/000038	11/03/2023	API	7,668.00	VND 027078	IN RHBT11/2023	RETIREE HLTH BEN TRU RETIREE HEALTH BEN
2024/06/000015	12/01/2023	API	7,668.00	VND 027078	IN RHBT12/2023	RETIREE HLTH BEN TRU RETIREE HEALTH BEN
2024/07/000042	01/03/2024	API	7,668.00	VND 027078	IN RHBT01/2024	RETIREE HLTH BEN TRU RETIREE HEALTH BEN
2024/08/000049	02/03/2024	API	7,668.00	VND 027078	IN RHBT02/2024	RETIREE HLTH BEN TRU RETIREE HEALTH BEN
001401 434100	MAT SUPP		2,700	2,700	8,983.04	.00 .00 -6,283.04 332.7%
2024/01/000243	07/31/2023	API	97.94	VND 037008	IN 2023471	AMAZON OFFICE SUPPLIES -
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 Panels--BN
2024/05/000098	11/16/2023	API	8,539.00	VND 012025	IN 2023 GARLAND	CITY OF CHARLES TOWN GARLAND FOR COURTH
2024/05/000146	11/30/2023	API	-39.95	VND 010000	IN 2025213	AMAZON.COM AMZN MKTP US
2024/05/000146	11/30/2023	API	-39.95	VND 010000	IN 2025214	AMAZON.COM AMZN MKTP US
2024/06/000127	12/31/2023	API	222.06	VND 010000	IN 2025267	AMAZON.COM AMAZON.COM*VJ62D0W
001401 435300	COMP SFTWR		1,000	1,000	34.18	.00 .00 965.82 3.4%
2024/01/000248	07/31/2023	API	58.85	VND 037037	IN 2023714	MICROSOFT OFFICE MICROSOFT PROJECT
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	LIC ANL FE		0	0	149.00	.00 .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 CHARLES TO

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001401 456700 TRF 0TH GV	4,800	4,800	4,800.00	.00	.00	.00	100.0%
2024/01/000103 07/13/2023 API	4,800.00 VND	037192 IN	2021438				
2024/01/000269 07/01/2023 BUC	4,800.00 REF			WV TREASURY ORIGINAL BUDGET 2024	EFT FY24 WV PROS A		88314
001401 456708 INKD-FM PT	14,231	14,231	.00	.00	.00	14,231.00	.0%
2024/01/000269 07/01/2023 BUC	14,231.00 REF			ORIGINAL BUDGET 2024			
001401 456800 CONT-0TH	1,000	1,000	.00	.00	.00	1,000.00	.0%
2024/01/000269 07/01/2023 BUC	1,000.00 REF			ORIGINAL BUDGET 2024			
001401 456800 G2011 CONT-0TH	0	0	116,250.00	.00	.00	-116,250.00	100.0%
2024/01/000004 07/01/2023 API	38,750.00 VND	019044 IN	DAY24/1				
2024/04/000002 10/05/2023 API	38,750.00 VND	019044 IN	DAY24/2	JEFF DAY REPORT CNTR 2023/24 ALLOC			88206
2024/07/000002 01/01/2024 API	38,750.00 VND	019044 IN	DAY24/3	JEFF DAY REPORT CNTR 2023/24 ALLOCATION			88636
				JEFF DAY REPORT CNTR 2023/24 ALLOCATION			89033
TOTAL COUNTY COMMISSION	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	71.3%
TOTAL GENERAL FUND	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	71.3%
TOTAL EXPENSES	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	
GRAND TOTAL	1,808,461	1,800,611	1,284,546.03	83,191.38	.00	516,064.97	71.3%

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

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



March 7, 2024

RECEIVED

MAR 11 2024

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

County Commission
of Jefferson County, WV

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$361,455.98 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office**. This amount is your County's share of the fees remitted to the Public Service Commission for the months of December, 2023, January and February, 2024. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-5113, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Nelsom".

Nathan Nelsom
Budget & Finance Manager

NN:sc