

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION – APRIL – JULY 2024**  
**THURSDAY, APRIL 4, 2024**  
**9:30 A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

**PLEDGE OF ALLEGIANCE to 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 19, 2024 Budget Deliberations, Day 3
- March 21, 2024 Regular Meeting
- March 29, 2024 Special Session

**APPROVAL OF ACCOUNTS PAYABLE**

- March 28, 2024
- April 4, 2024

**APPROVAL OF MANUAL CHECKS**

- March 29, 2024
- April 5, 2024

**APPROVAL OF REQUISITIONS**

- April 4, 2024

**APPROVAL OF PAYROLL**

- March 29, 2024

**ANNOUNCEMENTS**

Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**\*\*You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your name & any written comments submitted for the record will be included in the minutes.**

**PRESENTATIONS**

1. 9:45 a.m. Jacki Shadle, County Clerk  
- Approval of Hire – Full-time Deputy Clerk
2. 9:55 a.m. Nikki Painter, Chief Deputy Clerk, County Clerk’s Office  
- Fiduciary Review of Estates Opened and Waivers of Final Settlement and Accountings Recorded since January  
- Order for Irma Jean Wise Estate to appoint D. Frank Hill as Administrator CTA DBN
3. 10:10 a.m. Dr. James Broomall and Peter Smith, Planning Group for 250<sup>th</sup> Anniversary of the Beeline March  
- Presentation of planned events and activities commemorating the 250<sup>th</sup> Anniversary of the Beeline March
4. 10:25 a.m. Interviews & Appointments to the following:  
- Jefferson County Historic Landmarks Commission – three (3) three-year terms ending March 31, 2027  
- Jefferson County Planning Commission - two (2) three-year terms ending March 31, 2027  
- Charles Town Utility Board - selection of three (3) nominees to forward to Charles Town City Council for appointment
5. 10:50 a.m. ~~~~~BREAK~~~~~
6. 11:00 a.m. Roger Goodwin, Chief County Engineering, JC Department of Engineering, Planning, and Zoning  
- Impact Fees 2024 Recalculation Study – Acceptance of Proposals  
- Request Approval to Amend Board of Education Impact Fees – FY2024 Capital Improvement Plan  
- Building Code Board of Appeals – Appointment of Members  
- Consideration of Adoption of Revised Building Permit & Land Development Fee Schedules
7. 11:30 a.m. Mike Sine, Director, Jefferson County Emergency Services  
- Approval of Promotion – Firefighter/Paramedic to Lieutenant to fill budgeted vacancy  
- Main Office Construction/Renovation Request
8. 11:45 p.m. Bessie Nelson, Budget Director  
- Review & Approval of State and Internal Budget Revisions for FY24
9. 12:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.  
b. Report by counsel on Magistrate Court space and related issues.
10. 12:30 p.m. ~~~~~Break for Lunch~~~~~

11. 1:30 p.m.

**AFTERNOON SESSION**

Luke Seigfried, County Planner

- Joint Session of the County Commission and Planning Commission to discuss the Direction of the 2045 Comprehensive Plan Update, including Goals & Objectives and Comprehensive Plan Adoption Timeline

**UNFINISHED BUSINESS**

12. To consider and act upon a proposed Resolution regarding the approval of (1) a Tax Increment Financing Application (the "TIF Application") with respect to the proposed creation of a Tax Increment Financing District to be designated "Jefferson County Redevelopment District No. 1 - Hill Top House Hotel" (the "Property TIF District") and the adoption of a project plan for the Property TIF District to be designated as "Project Plan No. 1"; and (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval.

13. Presentation and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission (carried over from 3/21/24)

**NEW BUSINESS**

14. Scheduling of Interviews for County Administrator position

**INTERIM COUNTY ADMINISTRATOR REPORTS**

- Article 147 (Charles Town Utility Board)
- FY24 Congressional Directed Spending - Jefferson County
- FY25 Congressional Directed Spending - Jefferson County
- Solicitation of Human Resource Manager

15. ADJOURN

**CORRESPONDENCE AND INFORMATION**

Jefferson County Levy Estimate (Budget) for 2024-2025 Fiscal Year

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

JCESA Updates

Public Comment received from Dr. Christine Wimer of the Jefferson County Foundation, Inc.

Notice of CCAWV County Government Essay Contest for 8<sup>th</sup> grade students

*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*



**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 19, 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 3**

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, and after consideration, the FY25 budget was balanced. A public hearing regarding the budget will be held on March 21, 2024, during the regular Commission meeting.

No official action was taken at this meeting.

There being no further business, the meeting adjourned at 12:42 pm.

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Steve Stolipher, PRESIDENT

Respectively Submitted:  
Sorayda Pitts  
Administrative Assistant



## **Minutes**

### **Jefferson County Commission**

**Thursday, March 21, 2024**

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A meeting of the Jefferson County Commission was held on Thursday, March 21, 2024, during the first quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Commissioner Tricia Jackson, Commissioner Jennifer Krouse, Commissioner Pasha Majdi, and Commissioner Jane Tabb. 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 21, 2024, meeting is available on the Jefferson County Commission website.

#### **Prayer- Pastor Craig Bush**

#### **Pledge of Allegiance**

#### **Pledge of Allegiance of the West Virginia flag**

### **APPROVAL OF MINUTES**

Mr. Stolipher motioned to approve the March 7, 2024, regular meeting with edits. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 12, 2024, budget deliberations day 1. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 14, 2024, budget deliberations day 2. The motion was approved unanimously.

### **APPROVAL OF REQUISITIONS**

Mr. Stolipher made a motion to approve the Requisitions for March 21, 2024, in the amount of \$7,962.80. The motion was approved unanimously.

## APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for in the amount of \$318,404.80. The motion was approved unanimously.

Mr. Stolipher motioned to approve the special payroll in the amount of \$1,255.08. The motion was approved unanimously.

## APPROVAL OF ACCOUNTS PAYABLE

<b>CHECK NUMBER</b>	<b>VENDOR NAME</b>	<b>UNCLEARED</b>
89374	AMERIFLEX	126.65
89375	AT&T	234.04
89376	BERKELEY GLASS INC	36.00
89377	BOLAND TRANE SERVICES INC	14,245.00
89378	BUREAU OF CHILD SUPPORT	373.39
89379	COMPTROLLER OF MARYLAND	889.44
89380	DODSON SEPTIC SERVICE LLC	285.00
89381	DOING BETTER BUSINESS	79.69
89382	EFTPS IRS TAXES	106,521.43
89383	EMPOWER RETIREMENT	6,859.32
89384	FRONTIER	3,185.88
89385	FRONTIER	4.50
89386	FRONTIER	52.75
89387	FRONTIER	121.03
89388	FRONTIER	162.83
89389	FRONTIER	980.41
89390	FRONTIER	7,273.29
89391	FRONTIER	209.35
89392	GUTTMAN OIL CO	5,411.07
89393	INFORMER SYSTEMS LLC	5,304.00
89394	INSIGHT PUBLIC SECTOR INC	7,801.75
89395	J.C. EHRlich	846.01
89396	JEFFERSON SECURITY BANK	4,085.00
89397	MILLER'S SUPPLIES AT WORK	157.34
89398	NAPA AUTO PARTS	382.60
89399	NORFOLK SOUTHERN CORP	12.00
89400	NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89401	RESCUE ONE TRAINING FOR LINE INC.	8,850.00
89402	RETIREE HEALTH BENEFIT TRUST	7,668.00
89403	SHERIFF OF JEFFERSON COUNTY	120,238.53

89404		SOFTWARE SYSTEMS INC	55.00
89405		SPIRIT OF JEFFERSON	146.90
89406		TEK ADVISORS LLC	4,200.00
89407		THE WORMALD COMPANIES	145.00
89408		UNIFIRST	99.64
89409		US BANK	59,948.11
89410		US POSTAL SERVICE	20,000.00
89411		WINCHESTER EQUIPMENT COMPANY	141.46
89412		WV DEPUTY SHERIFF RETIREMENT SYSTEM	24,263.19
89413		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,402.58
89414	GS/004	GENERAL COUNTY FUND- J FEE	15,694.87
89415	FG/009	SHERIFF OF JEFFERSON COUNTY	5,827.74
89416	BS/011	SHERIFF OF JEFFERSON COUNTY	9,428.74
89417	AM/053	PAYMENTS CORP	109.50
89418	AM/053	SHERIFF OF JEFFERSON COUNTY	1,786.42
<b>TOTAL</b>			<b>492,710.45</b>

Mr. Stolipher motioned to approve the accounts payable for March 14, 2024, in the amount of \$492,710.45. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
89419	DARYLL WIMER	16.51
89420	DAVID EVERETT BOOBER	1,356.30
89421	ESS ELECTION SYSTEMS & SOFTWARE	271.44
89422	H.S. LEIGH KOONCE	100.00
89423	KATHRYN O'CONNOR	10.79
89424	KELVIN UPSON	150.00
89425	MICHELLE EVERS	273.48
89426	RONALD DANTZIC	25.53
89427	TRACY P RICE RPR	88.55
<b>TOTAL</b>		<b>2,292.60</b>

Mr. Stolipher motioned to approve the accounts payable for March 21, 2024, in the amount of \$2,292.60. The motion was approved unanimously.

**APPROVAL OF MANUAL CHECKS**

			14-Mar-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
335	DG/003	SHERIFF OF JEFFERSON COUNTY		\$36.74

901	HD/008	SHERIFF OF JEFFERSON COUNTY	\$2,320.00
902	HD/008	D-TRAX	\$928.00
903	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,469.79
904	HD/008	US BANK SHERIFF OF JEFFERSON COUNTY	\$91.40
1137	AV/056	COMMERCIAL PRESS INC	\$386.00
372	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	\$99,984.56
316	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY	\$1,600.00
317	AR/207	SHERIFF OF JEFFERSON COUNTY	\$8,927.74
318	AR/207	US BANK SHERIFF OF JEFFERSON COUNTY	\$1,510.54
1876	CO/246	U5 BANK SHERIFF OF JEFFERSON COUNTY	\$14,933.85
988	CW/059	FBI NCCA	\$50.00
TOTAL			\$132,238.62

Mr. Stolipher motioned to approve the manual checks for March 15, 2024, in the amount of \$132,238.62. The motion was approved unanimously.

		21-Mar-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
1138	AV/056	COMMERCIAL PRESS INC	\$2,539.00
1	PF/041	BLUE RIDGE MOUTAIN VOLUNTEER FIRE COMPANY	\$30,775.81
2	PF/041	CITIZENS VOLUNTEER FIRE COMPANY	\$30,775.81
3	PF/041	FRIENDSHIP VOLUNTEER FIRE COMPANY	\$30,775.81
4	PF/041	INDEPENDENT VOLUNTEER FIRE COMPANY	\$30,775.81
5	PF/041	MIDDEWAY FIRE COMPANY	\$30,775.81
6	PF/041	SHEPHERDWTOWN VOLUNTEER FIRE COMPANY	\$30,775.81
TOTAL			\$187,193.86

Mr. Stolipher motioned to approve the manual checks for March 22, 2024, in the amount of \$187,193.86. The motion was approved unanimously.

**REGULAR PUBLIC COMMENT:**

Public comment was received by:

Doug Rockwell (see attachment)

Jennifer King (see attachment)

Jaquelyn Milliron

David Tabb (see attachment)

Christine Wimer  
Denise Nick

**PRESENTATIONS**

1. Angic Bank, Assessor- Exonerations approval request

<b>NAME</b>	<b>TYPE</b>	<b>DISTRICT</b>	<b>AMOUNT</b>	<b>TICKET NO.</b>
John Shannon	PP	KD	\$377.73	310622

Mr. Stolipher motioned to approve the exonerations of ticket No. 310622 as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

<b>NAME</b>	<b>TYPE</b>	<b>DISTRICT</b>	<b>AMOUNT</b>	<b>TICKET NO.</b>
Visan, Dan C. & Mihaela	PP	ST	\$854.98	316898

Mr. Stolipher motioned to approve the Exonerations of ticket No. 316898 as presented by Mrs. Banks. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

2. **Public hearing- FY25 draft budget**

**PUBLIC COMMENT:**

Public comment was received by:

Susan Benzinger  
Toni Milbourne  
Jaquelyn Milliron  
Christy Stagid  
David Tabb  
Zach Holland

3. Tom Hansen, Sheriff- Requested approval of PUP control grant

Mrs. Tabb motioned to approve the award of up to \$10,000 from the WV Spray Neuter Program for the continuation of the PUP control grant and to grant the President to sign

the associated documents. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

4. Public hearing- Jefferson County for FY23 HOME investment partnership program

**PUBLIC COMMENT:**

Public comment was received by:

No public comments given

5. Gillian Olsen, environment health manager, JC Health Department- Jefferson County Board of Health fees for permits & services approval.

Mr. Stolipher motioned to approve the Jefferson County Board of Health's adoption of the local rule 'Jefferson County Board of Health Fees for permits and services as presented. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

6. Karen Olden, probate office- remove Executrix and seize estate records for the estate of Dorothy W. Copesake, decease, as presented by Henry W. Morrow, attorney requests

*\*\*Commissioner Tabb recused herself from this discussion.*

*Mr. Stolipher moved to convene as a Fiduciary Review Board. The motion was seconded by Mr. Majdi. The motion was approved unanimously.*

Mr. Stolipher motioned to accept the order as submitted with legal counsel's recommended changes and authorize the President to sign the amended order. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

*Mr. Stolipher moved to reconvene in regular session. The motion was seconded by Ms. Jackson. The motion was approved unanimously*

*\*\*Commissioner Tabb returned to regular session*

7. Laura Kuhn- director, Jefferson County fleet and Facilities Management revision to increase the vehicle fuel for the fiscal year ending June 30, 2024, requested.

Mr. Stolipher motioned to approve the budget revision for the vehicle fuel for the fiscal year ending on June 30, 2024, for the amount of \$50,0000 into the vehicle fuel line

001717 434301. Funds will be allocated from the Coal Severance Funds. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

8. Jennifer Brockman-chief county planner, Jefferson County Department of Engineering, Planning, and Zoning- proposed revision to the bylaw of the Jefferson County Planning Commission requests.

Mr. Majdi motioned to have legal review the current bylaws and bring them back to the April 4, 2024, Commission meeting and have suggested edits be submitted to the Jefferson County Planning Commission for consideration. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

9. Mike Sine, director, Emergency Service Agency-

- a) Approval of support letters for the Regional Fire, EMS, and Law Enforcement training facility

Mr. Stolipher motioned to approve the support letters for the Regional Fire, EMS, and Law Enforcement training facility and for the President of the Commission to sign the associated documents. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- b) Ambulance transport billing

Ms. Jackson motioned to authorize the Emergency Service Agency to bill for the emergency dispatch services for patients who receive treatment but refuse to be transported. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

10. 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 or property.

Mrs. Krouse moved to enter into executive session to receive legal advice and status updates on item 10a. The motion seconded was by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher moved to exit executive session and reconvene in regular session. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

## UNFINISHED BUSINESS

### 11. Approval of Fiscal Year 2025 Annual Budget

Mr. Stolipher motioned to approve the budget for FY25 as presented and to send it for publication. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

## INTERIM COUNTY ADMINISTRATOR REPORTS

- TIF lawyer

Ms. Benites- LM provided an update on the TIF lawyer

- Accounting contract

Mrs. Tabb motioned to approve the engagement letter from March 21, 2024, with CoxHollida Young as presented with a cost ceiling of \$5,000. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

- Impact Fee study

Ms. Benites- LM provided an update on the impact fee study.

- Upcoming events

Ms. Benites- LM provided dates for upcoming events.

## Adjourn

Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 8:40 pm.

\_\_\_\_\_  
Steve Stolipher, PRESIDENT

Respectfully submitted  
Sorayda Pitts  
Administrative Assistant

**IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**

In re: The Estate of Dorothy F. Copestake

**ORDER**

This day came, Janie Eckard, an heir and distributee of the estate of Dorothy F. Copestake, in person and by and through her attorney, Henry W. Morrow, Jr., and moved 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 records maintained by the said Catherine Collins pertaining to the estate of Dorothy F. Copestake, and to refer the matter to the Sheriff and the Prosecuting Attorney of Jefferson County for investigation and determination of potential criminal violations by the executrix. Based upon the filed motion and the record before the Commission, the Commission hereby makes the following findings of fact and conclusions of law:

1. The executrix was appointed as personal representative of the estate on July 20, 2016, as Catherine Copestake Yohn. She has since married and is now known as Catherine Copestake Collins.
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. An 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. The Executrix, Catherine Collins, at some point during the administration of the estate, made an unsecured and undisclosed loan from estate assets in the estimated 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., 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, prior to approval and confirmation of the accounting.

5. The First and Final Accounting and 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.

6. After repeated requests for distribution following the Commission's confirmation of the 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.

7. CF Safety Consulting and Training, L.L.C., has declared bankruptcy and seeks protection from creditors which would include the estate and could possibly preclude the estate from recovering any funds improperly loaned to the company.

8. Based upon the foregoing, 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).

9. Based upon the foregoing 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 by making an unlawful, unsanctioned and

unsecured loan to a company of which she is an partial owner thereby justifying her removal as executrix of the estate.

**ACCORDINGLY, it is hereby ORDERED**

1. That the appointment of Catherine Yohn, now Catherine Collins, as executrix of the Estate of Dorothy F. Copestake is hereby revoked and the authority of Catherine Collins as executrix and personal representative to administer the estate of Dorothy F. Copestake is hereby terminated. Catherine Collins and her agents are hereby directed to preserve and forthwith deliver and transfer all documents, records and any remaining assets to the successor executrix hereinafter appointed by this order.

2. Janie Copestake Eckard is hereby appointed as successor executor, d.b.n., of the Estate of Dorothy F. Copestake without bond as provided in the Last Will and Testament of Dorothy F. Copestake.

3. The Sheriff of Jefferson County is hereby directed to serve a copy of this order upon Catherine Collins.

3. The Commission hereby refers 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.

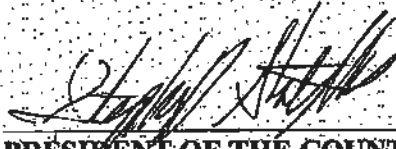
4. The Commission hereby revokes and declares null and void, it's approval and confirmation of the final accounting and Fiduciary Commissioner Report of July 14, 2023, and restores the parties to their positions as they existed on July 14, 2023.

5. The appointment of Fiduciary Commissioner D. Frank Hill, III, to oversee matters

relating to this estate is hereby continued for such report and action as is deemed necessary by the Commissioner in order to finally administer and settle this estate.

The Clerk shall enter and record this order as and for the day and date set forth below and shall mail attested copies thereof to all parties of record and their counsel, if any, and Fiduciary Commissioner Hill.

So ordered this 21<sup>st</sup> day of March, 2024.



**PRESIDENT OF THE COUNTY COMMISSION**

Order Prepared By:

Henry W. Morrow, Jr.  
Counsel for Jamie Copestake Eckard  
P.O. Box 459  
Charles Town, WV 25414  
(304) 725-3441 (voice)  
(304) 725-5056 (fax)  
[morrowlawoffice@aol.com](mailto:morrowlawoffice@aol.com)  
State Bar ID #: 2647

Jefferson County  
Jacqueline C Shadle, Clerk  
Instrument 2024000341B  
03/27/2024 @ 10:49:11 AM  
FIDUCIARY ORDER  
Book 37 @ Page 603  
Pages Recorded 4

**IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**

In re: The Estate of Dorothy F. Copestake

**AFFIDAVIT**

**STATE OF WEST VIRGINIA,**

**COUNTY OF JEFFERSON, to-wit:**

This day came Janie Copestake Eckard who, being first duly sworn, upon her oath states, represents and says as follows:

1. I am a daughter of Dorothy F. Copestake and an heir to her estate.
2. During the summer of 2023 I had reached an agreement with my sister, Catherine Collins, the executrix of the estate, and through or mutual attorneys, for a final accounting to be filed without objection. In that accounting, I was stated to receive the amount of \$ 109,458.08.
3. The final accounting was approved by the Jefferson County Commission on December 7, 2023.
4. Upon information and belief, on December 11, 2023, my attorney, Henry Morrow, emailed David DeJarnett, the estate attorney, to advise him of the County Commission's action which also included a request for a time line for when the payout due me would be mailed to my attorney as previously directed. Mr. DeJarnett, while he acknowledged receipt of Mr. Morrow's email, did not provide any time line for distribution of the funds due me.
5. Upon information and belief, on January 3, 2024, Mr. Morrow wrote an email to Mr. DeJarnett, once again requesting a time line for the distribution. Mr. DeJarnett did not respond to that email.
6. Upon information and belief, on January 18, 2024, Mr. Morrow once again wrote an email to Mr. DeJarnett repeating his request for a time line. Mr. DeJarnett did not respond to that email.
7. Upon information and belief, on February 1, 2024, Mr. DeJarnett sent a letter to Mr. Morrow stating: "Please be advised that Bowles Rice no longer represents Catherine Collins in regard to the estate of Dorothy F. Copestake."

8. Mr. Morrow notified me of each of these transactions.
9. On February 6, 2024, I received an email from Mr. Morrow forwarding an email from Attorney Aaron Amore inquiring about a "loan" the estate purportedly made to CF Safety Consulting and Training, L.L.C.
10. Upon information and belief, investigation by my attorney, Mr. Morrow, subsequently revealed that CF Safety Consulting and Training, L.L.C., a limited liability company purportedly owned by Russell Frederick Collins, Catherine Collins and Christina Kite, had filed for bankruptcy in the United States Bankruptcy Court for the Northern District of West Virginia, and in a filing in that case on January 30, 2024, listed the "Estate of Copestake" as a creditor for a loan of \$ 108,000.
11. Mr. Morrow subsequently advised me that he had discussed the matter with Mr. Amore in the early afternoon of February 7, 2024, and that he had advised Mr. Amore that both he, Mr. Morrow, and I were unaware of any such loan and that no such loan was ever disclosed in the estate accounting and other estate documents. Upon information and belief, later that same day and after Mr. Morrow had discussed the matter with Mr. Amore, a subsequent amendment to the Bankruptcy case was filed amending the listing for the loan and changing the name of the creditor from the "Estate of Copestake" to "Catherine Collins." Both the original filing of January 30, 2024, and February 7, 2024, were signed under penalty of perjury in the Bankruptcy Court by Russell Frederick Collins.
12. In the afternoon of February 20, 2024, I received an email from Fred Collins which admitted that he had convinced the executrix, Catherine Collins, his wife and my sister, to make a loan from the estate to CF Safety Consulting and Training, L.L.C., and that they didn't have the money to pay it back. I immediately sent a copy of this to my attorney. A copy of the email to my attorney forwarding the email from Mr. Collins is attached to this affidavit as Exhibit 1.
13. I have not received this final distribution from the estate and verily believe that the distribution due me was unlawfully taken by the executrix and given either to herself or CF Safety Consulting and Training, L.L.C., in violation of law and her fiduciary duties as executrix of the estate. I was never made aware of this loan and the loan was never disclosed in any of the documents filed with respect to the estate, including but not limited to the final accounting and all prior iterations of the estate accounting.

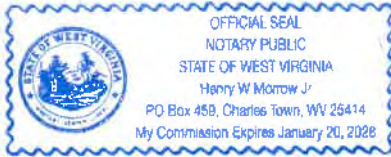
I hereby swear and affirm that the foregoing is true and accurate except as stated upon information and belief, and insofar as such matters are stated to be upon information and belief, I believe them to be true.

Given under my hand this 21<sup>st</sup> day of March 2024.

*Janie Copestake Eckard*  
\_\_\_\_\_  
**JANIE COPESTAKE ECKARD**

Taken, Subscribed and sworn to before me by Janie Copestake Eckard this 21<sup>st</sup> day of March, 2024.

**Affix Notarial Seal**



*[Signature]*  
\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: January 20, 2028

**Fwd: Copestake estate**

**EXHIBIT 1**

Janie Eckard <janieace21@gmail.com>

Tue 2/20/2024 4:11 PM

To: Henry Morrow <henrymorrow@morrowlawoffice.com>

Just received this... I'm available til 5 today if you're able to call.

Sincerely, Janie Eckard

Begin forwarded message:

**From:** Russell Frederick Collins <Fred@cfsafetytraining.com>

**Date:** February 20, 2024 at 3:13:17 PM EST

**To:** Janie Eckard <janieace21@gmail.com>

**Subject: RE: Copestake estate**

Afternoon Janie

I am writing this against our lawyer best wishes.

I am writing you to explain what happened. After the final accounting came out and it was taking so long to finalize, I talked katie into loaning the business money to make the interest off it instead of paying a loan company. We wrote loan agreements up paying 6% interest until Sept 2023, if we did not pay back it went to 10%. Bottom line I made a mistake, economy turned, and we lost 2 big jobs we were counting on.

We were told in December that it was coming due, we tried everything we could to raise the money but couldn't. We filed the business under chapter 11 reorganization so we could recover and move on with it.

That doesn't do you any good for getting your money back. We have talked to several real estate agents and have found out that our house due to market has depreciated in value (not your concern).

The loans we did has us paying 10% after Sept 23.

What I am asking is not to take this out on your sister, it was my fault. Please

I am purposing to you to let us pay you back over a 5-year max length at \$2468 a month (come from my social security check 3rd Wednesday each month, money transferred to your lawyer on 3rd Thursday, starting in April 18, 2024) until paid off.

Our business is coming back strong, but it takes time, as it grows, and we get paid through the court we will add that money in until paid off.

If it takes the full 5 years you stand to make about 50,000 dollars in interest if my math is right.

The only other option is to sell our home which I do not know how long it would take. We meet with last agent today and will decide which one to go with in next couple days.

If your interested in the payment plan, we can set it up through the lawyers. If I miss a payment, then you could proceed with legal charges.

I would appreciate it if you could give me some time and not press charges on your sister.

Thanks

---

Fred

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

From: Janie Eckard <janieace21@gmail.com>

Sent: Monday, February 5, 2024 2:19 PM

To: Russell Frederick Collins <Fred@cfsafetytraining.com>; LWYR HENRY MORROW JR  
<henrymorrow@morrowlawoffice.com>

Subject: Copestake estate

Will you be sending a check to my lawyer, Henry Morrow, for my distribution of the final accounting?

Sincerely, Janie Eckard





and agree that page 77 of the JC Plan, Agricultural and Rural Economy Recommendations (Goal 8), paragraph 5: b. provides as follows: "Amend local land use regulations to permit non-agriculturally related commercial uses by the Conditional Use Permit (CUP) process in the Rural zone if the use is agriculturally and rurally compatible in scale and intensity, poses no threat to public health, safety and welfare, and if the use helps to preserve farmland and open space and continue agricultural opportunities."

- B. The proposed amendments to the JC Plan submitted to the JC Commission by the Planning Commission shall be amended by the JC Commission by substituting for all such proposed language the following language which shall be added to the end of paragraph 8(a) on page 93 thereof the following: ", specifically Solar Energy Facilities in areas inside of the Urban Growth Boundary and the Preferred Growth Area as a Principal Permitted Use and outside of the Urban Growth Boundary and the Preferred Growth Area by the Conditional Use Permit process.". The parties agree that this settlement resolves all issues raised or which could have been raised in this civil action including procedural challenges.
- C. The preliminary injunction previously issued in this civil action shall be dissolved;
- D. This civil action shall be dismissed, with prejudice, after the JC Commission has voted to adopt the aforesaid amendment to the JC Plan at a proper meeting;
- E. No party admits any fault or wrongdoing resulting from the actions or inactions alleged in this civil action; and
- F. Each party agrees to bear their own costs and attorneys' fees incurred herein.

The Court having fully considered the agreement of the parties, and being of the opinion that the agreement as so reached between the County and the Petitioner will promote judicial economy and conserve the resources of the County and the Petitioner, does hereby

**ORDER** that the preliminary injunction previously issued herein is hereby DISSOLVED, and the further hearing scheduled herein for April 6, 2022 is hereby canceled; and it is further

**ORDERED** that the JC Commission shall amend the amendments to the JC Plan submitted to the JC Commission by the Planning Commission by substituting the language set forth in paragraph B above in the place and stead of the proposed Planning Commission amendment; and it is further

**ORDERED** that after the JC Commission has amended the amendments to the JC Plan as aforesaid at a proper meeting, the parties shall submit to the Court a proposed agreed order dismissing this civil action, with prejudice, and with each party to bear their own costs and attorneys' fees.

**Entered: March 31, 2022.**

Submitted by and agreed to:

*/s/ Kathy M. Santa Barbara*  
Kathy M. Santa Barbara, WVSB #5960  
THE LAW OFFICE OF KATHY M.  
SANTA BARBARA, PLLC  
*Counsel for Petitioner/Plaintiff*

Seen and agreed to:

*/s/ William F. Rohrbaugh*  
William F. Rohrbaugh, WVSB #5048  
*Special Counsel for Respondents/Defendants*

*/s/ Nathan P. Cochran*  
Nathan P. Cochran, WVSB #6142  
*Counsel for Respondents/Defendants*

**/s/ Debra McLaughlin**  
Circuit Court Judge  
23rd Judicial Circuit

Note: The electronic signature on this order can be verified using the reference code that appears in the upper-left corner of the first page. Visit [www.courtsv.gov/e-file/](http://www.courtsv.gov/e-file/) for more details.

**In the Circuit Court of Jefferson County, West Virginia**

**Douglas S. Rockwell,**  
Plaintiff,

v.

Case No. CC-19-2022-C-81  
Judge Debra McLaughlin

**County Commission of Jefferson  
County, WV,  
The Jefferson County Planning  
Commission,  
The Jefferson County Board of  
Zoning Appeals,**  
Defendants

**ORDER DENYING PRELIMINARY INJUNCTION and TCR 22 on MOTIONS TO  
DISMISS**

ON THE 20<sup>TH</sup> DAY OF JULY, 2022, at 9:30 o'clock a.m., came the Plaintiff, Douglas S. Rockwell, ("Mr. Rockwell"), in person and by counsel, Kathy M. Santa Barbara, Esquire, and also came the Defendants, the Jefferson County Planning Commission (the "Planning Commission"), the Jefferson County Board of Zoning Appeals (the "BZA"), and the County Commission of Jefferson County (the AJC Commission@) (collectively the "County"), by William F. Rohrbaugh, Esquire for a hearing previously scheduled for said date and time upon Mr. Rockwell's Motion for Temporary Restraining Order and Preliminary Injunction based upon his Verified Complaint for Injunctive and Declaratory Relief and Petition for Writ of Prohibition. And the Court noted the further appearance of Horus West Virginia 1, LLC ("Horus"), by counsel, Randall L. Saunders, Esquire, and of Wild Hill Solar, LLC ("Wild Hill"), by its counsel Susan R. Snowden, Esquire. Thomas Moore Lawson, Esquire, an attorney for Horus, was also present in the courtroom. Inasmuch as both Horus and Wild Hill are solar energy facility developers with applications for a Conditional Use Permit ("CUP") pending before the BZA under the Zoning Text Amendment for Solar Energy Facilities,

ZTA 22-01 (the "New STA"), Horus and Wild Hill had filed emergency motions to intervene in the within civil action. Given the pending applications, Mr. Rockwell did not object to Horus or to Wild Hill's intervention in the proceedings. And it is **SO ORDERED**.

Whereupon the Court proceeded to hear the arguments of counsel for each of the parties, which centered around the language contained within the New STA which requires that "[p]rojects which will occur on properties located outside of the UGB/PGA areas as delineated on the Future Land Use Guide shall process a Conditional Use in accordance with Article 6 [of the Zoning Ordinance.]" Section 6.3 A. of the Zoning Ordinance requires, *inter alia*, that in considering each Conditional Use Permit ("CUP") request, "[t]he following General Standards shall be considered in approving or denying the CUP: 1. The proposed use is compatible with the goals of the adopted Comprehensive Plan." After hearing concerns raised by Mr. Rockwell that the recommendations as contained within the Comprehensive Plan, in particular the Agricultural and Rural Economy Recommendations on page 77 *et seq.* thereof, were differentiated from the "goals" of the Comprehensive Plan, the Court inquired of counsel for the County as to his position as respects these concerns and was advised by Attorney Rohrbaugh that "... the Board of Zoning Appeals must look at the recommendations. They go hand in hand with the goals....The recommendations are the strategy for implementing the goals." The Court further inquired of Attorney Rohrbaugh as to whether "the way you implement the goals must be consistent with the recommendations" to which Attorney Rohrbaugh responded that he "agreed" with that statement. All parties agreed and the Court does find the "definition of a recommendation is that it is the strategy for implementing goals, and therefore, when a Board of Zoning Appeals looks at goals they have to do so in conjunction with these recommendations." Accordingly, all parties agreed that when considering an application for a CUP, under Section 6.3 as to the compatibility with the goals of the

Comprehensive Plan, the BZA shall do so in conjunction with the recommendations of the Comprehensive Plan.

The Court did inquire of Plaintiff's as to whether or not there was a legal challenge to the procedure followed by the County when it adopted the STA at issue in these proceedings. Plaintiff only argued that the County did not comply with the Agreed Order dated March 21, 2022. Accordingly, the Court did deny the Motion for Preliminary Injunction as the Court does find that the Plaintiff is not likely to prevail on the merits of his case.

The Court did inquire of the parties as to whether or not a briefing schedule would be required on the Motion to Dismiss filed by Respondents. Counsel for Plaintiff advised the Court that she would like additional time to discuss that issue with her client. The Court did Order that if the Order submitted by the parties did not contain language dismissing the complaint a TCR 22 Order would issue.

Accordingly, the Court does Order pursuant to TCR Rule 22 and RCP, Rule 6 as it pertains to Respondents Motions to Dismiss as follows:

- The movant shall E-File a proposed Order and memorandum of law (if not already done);
- Non-moving party shall E-File their response(s) and a proposed Order within **15 calendar days of the E-Filing date of this Order;**
- The movant shall then have **11 calendar days from the E-File of the response(s)** to E-File a reply memorandum, if any.

Thereafter, the Court will either rule upon the motion on the record presented or notice a hearing upon the same. In the alternative, the Court would request Plaintiff submit an agreed order dismissing the case.

The clerk shall ensure copies of this order are provided to all counsel of record including counsel for the intervening parties.

**/s/ Debra McLaughlin**  
Circuit Court Judge  
23rd Judicial Circuit

Note: The electronic signature on this order can be verified using the reference code that appears in the upper-left corner of the first page. Visit [www.courtsww.gov/e-file/](http://www.courtsww.gov/e-file/) for more details.



Jennifer King - Public Comment 03/21/2024

I haven't been in front of this Commission for about 4 years. When the Commission ignored the pleas of citizens concerned about their water, industry, growth, and environment. I see you are still ignoring citizens.

I haven't been a fan of this Commission for many years. I'm an Independent who voted for Trump in 2016 and I have the ability to recognize and admit when I'm wrong. I'm against unplanned growth, solar farms that don't benefit WV citizens, heavy industry and all other things that have been continually ignored and allowed to run amuck in this county. The list is long.

You all are literally not doing your jobs. You didn't show up for meetings, crippled Jefferson County business, and still collected your paychecks. You were derelict of your duty. AWOL. That is nothing to be proud of.

You all can't get along & are squabbling like school children. Good governing is about working tough situations out, compromising, and being able to work with people with opposing ideals. You're supposed to be on the same political side but more importantly, 1st & foremost, you're supposed to be on the side of Jefferson County. So what if Stolipher is a dictator with conflicts of interest... there's still ways to get things done with dictators.

Actually, this Commission as a whole, has been a dictatorship because it hasn't listened to the will of the people. You have people from all parties basically wanting the same things & you all are ignoring them. I didn't think it was possible that the Commission could be worse than it was 4 years ago, but here we are.

Work on improving our outdated/broken infrastructure, stop the industrialization/urbanization, get an updated water study done, and for God's sake stop acting like children, work out your differences, and start actually listening to your citizens' valid concerns & properly govern this county.

**Public Comment for Jefferson County Commission meeting for  
March 21, 2024**

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

**PUBLIC COMMENT –**

It appears that the county commission is coming up over 4 million dollars short in the next budget year (FY24-25). You just got a major increase from the assessments. Are you (JCC) having trouble managing the money? Did this have anything to do with the hostile takeover of the ambulance services in Jefferson County? You (JCC) spent over 10 million dollars in ARPA funds for the ambulance service takeover and it appears that the mutual aid is taking more ambulance calls than the JCESA.

The county commission has approved numerous Solar Farms at the cost of hundreds of millions of dollars. How much additional revenue has that added to help fund the county's needs? Meanwhile Commission Stolipher continues to have sole control of the agenda including hindering the public from requesting time before the county commission. Now days it appears that when Commissioner Stolipher is challenged, he has you arrested!

I believe both the Emergency Services and the Solar Farms should have been voted on by Jefferson County residents/taxpayers.

Within the Interim County Admin report: (on page 156-157 of the agenda packet) is a proposal for professional accounting services, which is not listed. Does this mean that Commissioner Stolipher is having trouble keeping up with the money that he is shifting around?

In regards to the Jefferson County meeting agenda packet: (West Virginia pledge of allegiance) - I am happy to know that the Mountaineers are always "fee". Oh, that's rights the county commission charges fees on everything!

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

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

**Have a nice day!**

# Jefferson County Commission Meeting – March 21, 2024

## 1. Budget 2024-2025:

- a. On day 3 of the budget session, a citizen found over a \$1 million that was not counted as revenue. My question to this commission is if that money had not been identified as a part of the budget, where would it have gone? It was suggested staff transition and turnovers was to blame. I do not agree. I find it difficult to believe that a finance director and associated administration is allowed to act in silos. If so, the JCC needs to change its way to provide gap protection through instituting continuity in government measures in critical finance administration positions. The taxes and fees that the government collects must be clearly and concisely accounted for.
- b. That said, I am requesting a separate and clear accounting for public review of the ARPA, COVID, and EMS transfer money funds.

## 2. Audit:

- a. During the last budget session, it was noted by officials that there has been high internal turnover in staff. Since the onset of this budget session there has been swirling reports of significant deficits and surpluses. Therefore, as a taxpayer, voter, and resident of this county, I am requesting an outside and independent audit for at least the last four years as modeled by the Securities Exchange Commission. *“...the auditor should not have any direct or material indirect business relationship with the fund, its management, or its affiliates.”*

<https://www.jackolq.com/requirements-under-sec-rules-and-regulations-for-the-auditors-of-privatefunds/#:~:text=independence%20is%20paramount.,its%20management%2C%20or%20its%20affiliates>

## 3. Planning Commission Bylaw Revisions concerns:

- a. The Commission should consider requiring a “revision date” be placed within the Bylaw document for easy reference.
- b. Section 2.4 Committees: The Commission should consider requiring that the word “Public be placed prior to the word “Notice” beginning at the second paragraph should begin “public notice...” How would the public know if only the Committee members are noticed? Additionally, where will the public notice be posted?  
The proposed bylaws indicate that the committees are said to be fact finding in nature therefore, all materials and information should be subject to public inspection.
- c. Section 4.1 Regular Meetings: Since the proposed bylaws suggest that the president can call a 100% audio/visual technology meeting, the Commission should verify that all applicants can meet that threshold of technology without limiting opportunity to serve.

## 4. BZA and Planning Commission Public Comment:

- a. This commission should be made aware that several boards and commissions in the county are limiting the public’s access to information by not providing reasonable deadlines for informed written comments nor meeting time for and informed verbal public comment with access to agenda packet information. This seems to potentially keep the constituents ignorant and the government impervious to public opinions.



## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held at 100 E. Washington Street, Charles Town, WV, and virtually via GoToWebinar on March 29, 2024, beginning at 9:30 am.

### **PRESENT:**

Steve Stolipher, President  
Jane Tabb, Vice President  
Pasha Majdi, Commissioner  
Jennifer Krouse, Commissioner  
Joshua Jarrel, Spilman, Thomas & Battle, PLLC (virtually)  
John Stump, Steptoe & Johnson PLLC (virtually)  
Debbie Allen, Thomas & Battle, PLLC (virtually)  
Laurel Ziemianski, Project Manager  
Edwina Benites, Interim County Administrator  
Sorayda Pitts, Administrative Assistant

### **In re: Tax Increment Financing District (TIF) workshop**

The meeting was called to order at 9:30 am by President Stolipher. The purpose was to learn about the creation of a possible Tax Increment Financing (TIF) district. Presenters were Josh Jarrel from Spilman, Thomas, and Battle, PLLC, and John Stump from Steptoe & Johnson, PLLC.

There being no further business, the meeting adjourned at 10:22 am.

---

Steve Stolipher, President

Respectively Submitted

Sorayda Pitts  
Administrative Assistant



# REQUISITIONS TO BE APPROVED

April 4, 2024

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	24057	\$ 5,981.70	Markl Supply Company	Ammunition



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$465,004.10		\$465,004.10
6.2% Tax Payable OASDI	\$28,799.58		\$28,799.58
1.45% Tax Payable HI	\$6,735.48		\$6,735.48
Fed Withholding	\$40,111.92		\$40,111.92
PA State Tax	\$33.47		\$33.47
WV State Withholding	\$15,821.27		\$15,821.27
VA State Tax	\$584.49		\$584.49
MD State Tax	\$919.75		\$919.75
PERS Retirement Deduct 4.5%	\$8,554.30		\$8,554.30
PERS Retirement Deduct 6%	\$8,767.06		\$8,767.06
DSRS Retirement Deduct 8.5%	\$8,214.04		\$8,214.04
EMS Retirement Deduct 8.5%	\$1,035.20		\$1,035.20
Hosp. Pre-Taxed	\$181.00		\$181.00
D/VF	\$13.59		\$13.59
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$0.00		\$0.00
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	\$5,066.36		\$5,066.36
457R - Roth	\$1,781.68		\$1,781.68
Christmas Club	\$4,085.00		\$4,085.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$133,248.67	\$0.00	\$133,248.67
Net Wages Total	\$331,755.43	\$0.00	\$331,755.43
Payroll Date	March 29, 2024		



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



Name: Jacki Shadle  
Department or Organization: **County Clerk**  
Estimation of amount of time needed for appointment: 5 minutes  
Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): New hire approval for full time Deputy Clerk

Please provide the County Commission with a description of your request or presentation, including any background information:  
**I would like to hire Heather Day as a full time Deputy Clerk. Her start date will be April 11, 2024 and her starting salary will be \$40,000. This request is budget neutral.**

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
**To hire Heather Day as a full time Deputy Clerk starting on April 11, 2024 with a salary of \$40,000.**

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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



Name: **Nikki Painter**  
Department or Organization: **Probate**  
Estimation of amount of time needed for appointment: **10 minutes**  
Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**  
*if a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:

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

- Fiduciary Quarterly Review of Estates Opened and Waivers of Final Settlement and Accountings recorded since January**
- Order for Irma Jean Wise Estate to appoint D. Frank Hill as Administrator CTA DBN**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**All supporting documents are included.**

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

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

- To approve the estates opened and the waivers of final settlement and accountings recorded since January as presented**
- To approve the order to appoint D. Frank Hill as Administrator CTA DBN on the Irma Jean Wise Estate**

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

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

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Regular Term

April 2024

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

At a regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, April 4<sup>th</sup>, 2024 at 9:30AM.

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

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

***Accountings***

Estate of James William Caniford, deceased, Shirley H. Caniford, Executrix

Estate of Eric Ronald Ewalt, deceased, Cheryl Engle, Administratrix

Estate of Loretta Vance Krogstad, deceased, Kerry M. Krogstad, Administratrix

Estate of Oscar Rene Martinez, deceased, Maria L. Ayala, Administratrix

Estate of Betty J. Schubel, deceased, Alexander C. Schubel, and Jodi E. Schubel Co-Executor

***Waivers of Final Settlement***

Estate of George Lewis Allen, deceased, Henry W. Allen, Executor

Estate of Mineko Allnutt, deceased, Irene McGuinn and Betty Powers, Co-Executor

Estate of Sara Lee Bond, deceased, Colleen F. Michel, and Patrick W. Bond Co-Executor

Estate of Sandra Jean Clowser, deceased, Dennis Clowser, Executor  
Estate of Paul Louis Courtney, deceased, George S. Courtney, Executor  
Estate of Jeffrey Edward Fowler, deceased, Heather M. Wean, Administratrix  
Estate of Constance Griffith, deceased, Dean Griffith, Administrator  
Estate of Walter Junior Harlow, deceased, Leland Phipps, Executor  
Estate of Wanda Fay Householder, deceased, Regina L. Sherman, Executrix  
Estate of Brien Miller Jenkins, deceased, Twila Jenkins, Administratrix  
Estate of Patricia M. Larsen, deceased, Gregory J. Larsen, and Nicola M. Larsen  
Co-Executor  
Estate of William F. Magaha, deceased, Wendy Wasson, Executrix/Trustee  
Estate of Judith Frances McDonald, deceased, Jenna Fitzsimmons, Executrix  
Estate of Alexander Miller, deceased, Pamela A. Miller, Executrix  
Estate of Albert Sidney Noble, Jr. deceased, Alicia C. Noble, Executrix  
Estate of Margaret Sarah Olcott, deceased, Janet W. Olcott, Executrix  
Estate of Michael G. Riner, deceased, Christine E. Riner, Executrix  
Estate of Allen Richard Sisk, deceased, Holly R. Hooper, Executrix  
Estate of Drew Cecil Turner, Jr. deceased, David Michael Hennen,  
Administrator  
Estate of Preston Arthur Tyson, deceased, Myret M. Tyson, Executrix  
Estate of William Floyd Wade, deceased, Norma Bennett, Administratrix  
Estate of Virginia Ann White, deceased, Ashley White Lafratte, Executrix  
Estate of Lois L. Whitfield, deceased, Gilda H. Wilson, Executrix

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President of the County Commission

United States of America

State of West Virginia



County of Jefferson, ss:

# Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 1/1/2024 thru 3/26/2024 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

---

ESTATE NUMBER: 4042  
APPOINT DATE: 01/03/2024  
ESTATE NAME: LAWRENCE DAVID OSTROW  
ADMINISTRATRIX LINDA G NEWSOME

---

ESTATE NUMBER: 4703  
APPOINT DATE: 01/08/2024  
ESTATE NAME: SALENA RUTH DEVEREUX  
ADMINISTRATRIX AMY MICHELLE STEPP

---

ESTATE NUMBER: 4704  
APPOINT DATE: 01/09/2024  
ESTATE NAME: GAIL JEANNIE GILLY  
ADMINISTRATOR CRAIG W GILLY

---

ESTATE NUMBER: 4712  
APPOINT DATE: 01/12/2024  
ESTATE NAME: ROBERT BAUER  
EXECUTRIX KARYN CALAWAY

---

ESTATE NUMBER: 4709  
APPOINT DATE: 01/12/2024  
ESTATE NAME: LYNN MURIEL HILDRETH  
EXECUTOR JASON HILDRETH

---

ESTATE NUMBER: 4713  
APPOINT DATE: 01/17/2024  
ESTATE NAME: JOYCE VIRGINIA PRICE  
EXECUTRIX CHEROKEE D MOSHIER

---

ESTATE NUMBER: 4714  
APPOINT DATE: 01/18/2024  
ESTATE NAME: LYLE L BUTTS  
EXECUTOR CURT W BUTTS

---

ESTATE NUMBER: 4715  
APPOINT DATE: 01/22/2024  
ESTATE NAME: JAHANGIR GHOBADI  
ADMINISTRATRIX FLORA GHOBADI

---

ESTATE NUMBER: 4717  
APPOINT DATE: 01/23/2024  
ESTATE NAME: FREDDIE RAY JOHNSON  
ANCILLARY ADMINISTRATOR BRENDA LOU TINCHER SISTER IN LAW

---

ESTATE NUMBER: 4716  
APPOINT DATE: 01/23/2024  
ESTATE NAME: WALLACE ALFRED OTT  
ADMINISTRATOR: MICHAEL L OTT

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ESTATE NUMBER: 4719  
APPOINT DATE: 01/26/2024  
ESTATE NAME: THOMAS DALE GILBERT  
CO EXECUTRIX: VICTORIA E CADIGAN  
CO EXECUTRIX: CATRIONA L DAWSON

---

ESTATE NUMBER: 4726  
APPOINT DATE: 01/31/2024  
ESTATE NAME: MATTHEW GOZDAN  
EXECUTRIX: COURTNEY GOZDAN  
ATTORNEY: HENRY W MORROW JR  
121 EAST LIBERTY STREET  
CHARLES TOWN, WV 25414

---

ESTATE NUMBER: 4727  
APPOINT DATE: 01/31/2024  
ESTATE NAME: ROBERT STEVEN PARKER  
EXECUTOR: BRENDAN PARKER

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ESTATE NUMBER: 4729  
APPOINT DATE: 02/01/2024  
ESTATE NAME: ANNA MAE CHANEY  
EXECUTRIX: ABAGAIL ROSE RIDLER  
ATTORNEY: DAVID A DEJARNETT  
PO DRAWER 1419  
MARTINSBURG, WV 25402-1419

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ESTATE NUMBER: 4728  
APPOINT DATE: 02/01/2024  
ESTATE NAME: THELMA B WINSTON  
EXECUTRIX: BENITA L SMITH

---

ESTATE NUMBER: 4732  
APPOINT DATE: 02/02/2024  
ESTATE NAME: LAWRENCE WAYNE GOFF  
ADMINISTRATRIX: JERI M BUCKLER

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ESTATE NUMBER: 4730  
APPOINT DATE: 02/02/2024  
ESTATE NAME: BARBARA A GREEN  
EXECUTRIX: KIMBERLY A COOMLER

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ESTATE NUMBER: 4735  
APPOINT DATE: 02/06/2024  
ESTATE NAME: ELLEN DIANE STANCLIFF JONES  
ADMINISTRATOR: HENRY W MORROW JR  
ATTORNEY: HENRY W MORROW JR  
PO BOX 459  
CHARLES TOWN, WV 25414-0459

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ESTATE NUMBER: 4737  
APPOINT DATE: 02/06/2024  
ESTATE NAME: ELENA HULINGS WHITEHEAD  
EXECUTOR: KENNETH CLARK WHITEHEAD

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ESTATE NUMBER: 4738  
APPOINT DATE: 02/16/2024  
ESTATE NAME: RICHARD FRANCIS KENNAN SR  
EXECUTRIX: MARY ANDREA WARD KENNAN  
ATTORNEY: DAVID A DEJARNETT

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ESTATE NUMBER: 4745  
APPOINT DATE: 02/16/2024  
ESTATE NAME: IRIS BELL MCCREA  
EXECUTOR DAVID W CAMPBELL

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ESTATE NUMBER: 4646  
APPOINT DATE: 02/20/2024  
ESTATE NAME: RICHARD DEAN CARPER SR  
EXECUTRIX MARY C CARPER

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ESTATE NUMBER: 4752  
APPOINT DATE: 02/20/2024  
ESTATE NAME: JULIA ANN FRENCH  
ADMINISTRATOR JAMES H FRENCH

---

ESTATE NUMBER: 4754  
APPOINT DATE: 02/20/2024  
ESTATE NAME: IRENE V MARSICO  
EXECUTOR KEVIN DANIEL MARSICO

---

ESTATE NUMBER: 4756  
APPOINT DATE: 02/21/2024  
ESTATE NAME: ELIZABETH RENEE ASH  
ADMINISTRATOR MATTHEW ASH

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ESTATE NUMBER: 4757  
APPOINT DATE: 02/22/2024  
ESTATE NAME: SHEILA A CLIFFORD  
EXECUTOR BANK OF CHARLES TOWN

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ESTATE NUMBER: 4750  
APPOINT DATE: 02/22/2024  
ESTATE NAME: AGNES MAE TWYMAN  
EXECUTRIX LECTOR DENISE RIDEOUTT

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ESTATE NUMBER: 4760  
APPOINT DATE: 02/26/2024  
ESTATE NAME: NICHOLAS BRETT HENDRICKS  
ADMINISTRATRIX TERESA HARWOOD  
SURETY JACOB HENDRICKS

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ESTATE NUMBER: 4762  
APPOINT DATE: 02/28/2024  
ESTATE NAME: MALCOLM EUGENE GENUSE  
ADMINISTRATRIX EMILY GENUSE  
SURETY BRET A ARMOUR

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ESTATE NUMBER: 4763  
APPOINT DATE: 02/28/2024  
ESTATE NAME: GEORGE FREDERICK WHETZELL  
EXECUTRIX CATHERINE J WHETZELL

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ESTATE NUMBER: 4767  
APPOINT DATE: 02/29/2024  
ESTATE NAME: JANE E GROVES  
EXECUTOR HAROLD F REED

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ESTATE NUMBER: 4770  
APPOINT DATE: 03/04/2024  
ESTATE NAME: REGINA JULIANNE SWANN  
ADMINISTRATRIX DIANE L WARRINER  
ATTORNEY JOHN K DORSEY  
104 W CONGRESS STREET  
CHARLES TOWN, WV 25414-1622

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ESTATE NUMBER: 4776  
APPOINT DATE: 03/06/2024  
ESTATE NAME: WENDY LEIGH CAMPBELL  
ADMINISTRATOR JEFFREY L CAMPBELL

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ESTATE NUMBER: 4775  
APPOINT DATE: 03/06/2024  
ESTATE NAME: FRED JOHN FREITAG  
EXECUTOR RICHARD S WASSERSTROM

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ESTATE NUMBER: 4751  
APPOINT DATE: 03/12/2024  
ESTATE NAME: SUSAN DIANE WATERS  
ADMINISTRATOR DAVID EUGENE WATERS  
ATTORNEY HENRY W MORROW JR  
PO BOX 459  
CHARLES TOWN, WV 25414-0459

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ESTATE NUMBER: 4718  
APPOINT DATE: 03/13/2024  
ESTATE NAME: ANNA L BOGDEN  
EXECUTOR MICHAEL W BOGDEN  
ATTORNEY JOHN K DORSEY  
104 W CONGRESS STREET  
CHARLES TOWN, WV 25414-1622

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ESTATE NUMBER: 4780  
APPOINT DATE: 03/13/2024  
ESTATE NAME: JAMES CLARK MCGILLIVRAY  
ANCILLARY ADMINISTRATOR MARTHA ANN MCGILLIVRAY

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ESTATE NUMBER: 4765  
APPOINT DATE: 03/14/2024  
ESTATE NAME: NORMA CAPLES PHELPS  
EXECUTOR CHRISTOPHER PHELPS

---

ESTATE NUMBER: 4782  
APPOINT DATE: 03/19/2024  
ESTATE NAME: JANET MAY BROTHERTON  
EXECUTRIX JAN MARIE CAMPBELL

---

ESTATE NUMBER: 4701  
APPOINT DATE: 03/19/2024  
ESTATE NAME: LILLIE JOE GILES-LABASBAS  
CO EXECUTOR / TRUSTEE PAMELA D CAMPBELL  
CO EXECUTOR / TRUSTEE MAXIMO GEORGE GILES-LABASBAS

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ESTATE NUMBER: 4787  
APPOINT DATE: 03/20/2024  
ESTATE NAME: DONALD CLARENCE KINLEY  
EXECUTOR JAMES R KINLEY

---

ESTATE NUMBER: 4778  
APPOINT DATE: 03/21/2024  
ESTATE NAME: CAROLYN SUE WATSON  
EXECUTRIX KELLY DERONDA  
ATTORNEY PATRICK HENRY III  
222 W JOHN STREET  
MARTINSBURG, WV 25401-3222

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TOTAL ESTATES: 42

Subscribed and sworn to before me on 3/26/2024

\_\_\_\_\_  
President of the County Commission

*Jacqueline C. Shadle*  
\_\_\_\_\_

Jacqueline C Shadle  
Clerk of Jefferson County

By \_\_\_\_\_

Karen Olden  
Deputy Clerk



IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: The Estate of Irma Jean Wise

CAROLYN WISE, individually and in her  
capacity as Administrator of the  
Estate of Ralph Allan Wise,

and

JESSICA RAE HESS, individually and in her  
capacity as the sole descendant of  
Ralph Allan Wise, beneficiary to the  
Estate of Irma Jean Wise,

Petitioners,

vs.

EDWARD WISE, individually and as  
the sole surviving Trustee  
of the I. Jean Wise Revocable  
Trust, a West Virginia Trust,

Respondent.

\*\*\*\*\*

AGREED ORDER APPOINTING ADMINISTRATOR CTA DBN

On September 1, 2022, at a regular meeting of the Jefferson  
County Commission (the "Commission"), upon proper notice and  
during which meeting a quorum was present, this matter came  
before it upon Petitioners' PETITION TO REMOVE EXECUTOR EDWARD  
WISE FROM THE ESTATE OF IRMA JEAN WISE.

WHEREUPON, the Commission having previously, by Order,  
removed Edward Wise as Executor of the Estate of Irma Jean Wise,  
deceased, the parties having advised the Commission that they  
are in agreement to request the appointment of a successor

personal representative for on behalf of the Estate of I. Jean Wise (the "Estate"), the Commission, pursuant to West Virginia Code § 44-1-9, and by regular motion and upon a duly called vote, unanimously approved and does hereby APPOINT D. Frank Hill, III as Administrator CTA DBN of the Estate of Irma Jean Wise, and as such is hereby authorized to perform all such functions as in his professional judgment and discretion are necessary to properly administer and close the Estate, and is hereby authorized to compel from the parties herein or from any banking institution, law office, tenant, or other relevant person or entity the production of any and all records relative to the lease, sale, or transfer of Estate assets, excepting any documents protected by attorney client privilege, as is hereby ORDERED to report to the Commission, in the manner required by law, as to the administration and settlement of the Estate upon the completion of his duties as described herein.

ENTERED this \_\_\_\_\_ day of April, 2024, retroactive to July 24, 2023.

\_\_\_\_\_  
Stephen D. Stolipher  
President  
Jefferson County Commission

Prepared and approved by:

/s/ D. Frank Hill, III  
D. Frank Hill, III  
P.O. Box A  
Shepherdstown, WV 25443  
(304) 876-9333  
West Virginia Bar No. 1725

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



Name: Dr. James Broomall and Peter Smith

Department or Organization: Planning Group for 250<sup>th</sup> Anniversary of the Beeline March

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

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

Subject (*Wording to be placed on agenda*): **Presentation of planned events and activities commemorating the 250<sup>th</sup> Anniversary of the Beeline March**

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

- ✦ A group working to commemorate the 250<sup>th</sup> anniversary of the Beeline March in Shepherdstown was formed last December and has been planning a whole set of 2025 activities to commemorate the March. The group would like to present the County Commission with an overview of the event with the goal of garnering the Commission's support and endorsement.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: Jessica James, Assistant Deputy County Administrator

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

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

Subject (*Wording to be placed on agenda*): Interviews/Appointments to the following:

- Jefferson County Historic Landmarks Commission – three (3) three-year terms ending March 31, 2027
- Jefferson County Planning Commission – two (2) three-year terms ending March 31, 2027
- Selection of Nominees (3) to the Charles Town Utility Board (representative to be selected by Charles Town City Council)

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

Is this a funding request?    Y/N NO

If so, how much?                \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, 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](mailto: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.



March 15, 2024

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

TO: Jefferson County Commission,

I am writing to request reappointment to the Jefferson County Historic Landmarks Commission (JCHLC) for another three-year term 2024-2027. Over the past fifteen years serving on the Commission, I have had the privilege of contributing to its expanding role in historic preservation, education, tourism, and community engagement.

During my tenure, the JCHLC has evolved beyond its traditional responsibilities to become a driving force for initiatives that enhance our county's rich heritage. Notable achievements include hosting AmeriCorps members to manage our online presence, providing educational resources to county residents and visitors alike. Additionally, we have successfully acquired and protected 174 acres across six properties on the Potomac River and part of the Shepherdstown Battlefield, ensuring these historic landmarks remain preserved for future generations.

Looking ahead, I am eager to continue advancing the Commission's work. Key priorities for the next three years include advocating for a demolition delay ordinance to safeguard inventoried historic structures, collaborating with Jefferson County Schools to integrate local history into educational curricula, and facilitating the expansion of Antietam National Battlefield to incorporate the Shepherdstown Battlefield. Furthermore, I aim to complete the interior rehabilitation of Duffields Depot, transforming it into a public museum, and to establish a grant program through continued fundraising efforts to support owners of designated landmark structures.

With my extensive experience, commitment, and strategic vision, I am confident in my ability to make valuable contributions to the JCHLC's mission. I request your consideration for reappointment, allowing me to build upon the Commission's accomplishments and ensure the preservation of Jefferson County's extraordinary historical legacy.

Thank you for your time and attention to this matter.

Sincerely,

*Martin Burke*

Martin Burke  
Terrapin Neck Rd.  
Shepherdstown, WV 25443

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

Please type or print information

Name: Martin Burke

Home Telephone Number: 304-

Work Address: NA

Work Phone Number: NA

Mobile Phone Number: 240

E-mail Address: martinburke@frontiernet.net

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

Occupation: Retired

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

College University of Michigan & Shepherd University

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

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

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

Address:

Terrapin Neck Rd. Shepherdstown, WV 25443

\_\_\_\_\_

\_\_\_\_\_

Magisterial District: Shepherdstown

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

Organization Memberships and Positions Held : \_\_\_\_\_

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

Date:	Offense:

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

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

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

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

Signature: Martin Burke Date: March 15, 2024

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



## Jessica Carroll

---

**From:** Addison Reese <addisonreese@gmail.com>  
**Sent:** Monday, March 11, 2024 5:39 PM  
**To:** Jessica James  
**Subject:** Re: Notice of Term Expiration - Jefferson County Historic Landmarks Commission

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

I am writing to express my interest in serving another term on the Jefferson County Historic Landmarks Commission. During my time on the Commission I have received \$13,000 in grants for local cemeteries and coordinated cemetery preservation events. I wrote two Jefferson County landmark nominations and co-wrote and successfully defended a National Register boundary extension. I would love to continue my work with the Commission, especially as it relates to cemetery documentation and preservation.

Thank you for your consideration,

Addison Reese

On Mar 11, 2024, at 4:33 PM, Jessica James <jjames@jeffersoncountywv.org> wrote:

Ms. Reese –

Please see attached regarding the expiration of your term on the Jefferson County Historic Landmarks Commission. If you have any questions, please let me know.

Thank you,

Jessica

Jessica James  
Assistant Deputy County Administrator  
Jefferson County Commission  
PO BOX 250  
Charles Town, WV 25414  
(p) – 304-728-3282  
(f) – 304-725-7916

**From:** helpdesk@jeffersoncountywv.org <helpdesk@jeffersoncountywv.org>  
**Sent:** Monday, March 11, 2024 4:18 PM



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 §8A-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](mailto: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.



R. Michael Shepp  
PO Box 1162  
Shepherdstown, WV 25443  
michaelshepp@me.com  
(304) 433-5000

March 3, 2024

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Honorable Commissioners:

I am writing to express my interest in being reappointed to the Jefferson County Planning Commission. I am the current president of the Planning Commission.

My primary goal if reappointed is completion of the 2045 Comprehensive Plan Update.

The Planning Commission and Its' staff has been working diligently for over the past year and we are aiming to have the final proposal to the County Commission by December of 2024.

Very truly yours,

*R. Michael Shepp*

R. Michael Shepp



Commissioners,

I am writing to express my interest in serving on the Jefferson County Planning Commission and to formally submit my application for consideration. As a proud resident, homeowner, and business owner in our county, I am deeply committed to contributing to the continued growth and development of our community.

Despite my relatively young age (20), I bring a fresh perspective, enthusiasm, and a genuine passion for our county's future. I believe my early investment in the county and state through my business and homeownership reflects my long-term commitment to Jefferson County and my desire to play an active role in shaping its trajectory.

If given the opportunity to serve on the Planning Commission, I am committed to working diligently, collaboratively, and with utmost dedication to ensure that our county's growth is guided by thoughtful planning and sustainable development practices, *while also upholding the fundamental property rights of our residents.*

Respectfully,

A handwritten signature in cursive script that reads "David Baker". The signature is written in black ink and is positioned below the word "Respectfully,".

David Baker



Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: David Baker

Home Telephone Number: 304 884 9158

Work Address: 107 Tiffany Ct. Harpers Ferry WV 25425 (Self-employed)

Work Phone Number: 304 884 9158

Mobile Phone Number: 304 884 9158

E-mail Address: david.bakerwv@gmail.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Self-employed / Lawn and Landscaping

Education: High School Homeschooled / Graduated

College Blue Ridge Community and Technical College

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

- |  |   |                             |
|--|---|-----------------------------|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident?                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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

Address:  
107 Tiffany Court  
Harpers Ferry WV 25425

Magisterial District: 99th

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

See attached letter

Organization Memberships and Positions Held : \_\_\_\_\_

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

Date:	Offense:
	<u>NONE</u>

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

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

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

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

Signature: David Baber Date: 03-19-2024

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

LETTER OF INTENT

Bryan Derrickson  
2080 Possumwood Trail,  
Harpers Ferry, WV 25425  
[derricksonb@hotmail.com](mailto:derricksonb@hotmail.com)

Date: March 13, 2024

Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Planning Commission. I have been a resident of Jefferson County for 38 years, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as an IT Project Manager supporting large telecommunications and infrastructure projects requires knowledge of zoning and building codes, organizational skills, personnel management, establishing and tracking cost, schedule and performance, creating and maintaining project documentation and briefing senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager, experience as a former citizen representative on the JCESA board and current citizen representative to the Jefferson County Parks and Recreation Board where I serve as Treasurer will be a significant asset in my service to both the Commission and Jefferson County Planning Commission. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson

X

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Bryan C. Derrickson



**Bryan C. Derrickson**  
**Poosumwood Trail**  
**Harpers Ferry, WV 25425**

derricksonb@hotmail.com

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

**Security Clearance**

Active TS/SCI

**Professional Experience**

**Global Com, Inc.**

Project Manager

Sterling, VA

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

**Redhorse Corporation**

Acquisition Specialist

Rosslyn, VA

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise Information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

**Mission First**

Senior Project Manager

Alexandria, VA

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

**SNR Systems, LLC.**

Senior Project Manager

McLean, VA

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSP and DISN Converged Access (DCA).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

**OCTO Consulting, Inc.**

McLean, VA

Project Manager

Apr 14- Dec14

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93<sup>rd</sup> Signal Command, 7<sup>th</sup> Signal Command and other stakeholders.
- Work with 7<sup>th</sup> Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

**SERCO**

Reston, VA

Engineering Project Manager

Aug 11- Mar 14

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

**SAIC**

McLean, VA

Information Assurance Manager

Feb 09 – Aug 11

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

**URS Apptis**

Chantilly, VA

SIPRNet Program Manager

Dec 03- Feb 09

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50% from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
- Analyze network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.
- Ordered, tracked and reported all circuit activation activity with LEC, RBOC and ISP providers to ensure timely delivery of trunk lines.
- Troubleshoot and resolved network problems to ensure minimal disruption of mission critical applications.
- Coordinated with various vendors for installation of router, bridges, concentrators and switches.

**TekSystems, Inc.**

Wireless Project Manager

Baltimore, MD

Mar 02- Dec 03

- Responsible for managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Worked with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.
- Worked with Field Engineers and Node Site Coordinators to decommission equipment, racks, and consolidate power.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.

**PSINet, Inc.**

Network Planning and Design Engineer

Ashburn, VA

Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

**Butler Technical Services**

MCI Service Delivery Center

McLean, VA

Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

**CACI (Formerly Government Systems, Inc.)**

Data Communications Technician Level II

Chantilly, VA

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

**Technical Training**

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)

Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)

Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

### **Related Skills**

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

### **Education**

Jefferson High School - May 1993.

Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.



**KEYS VALUATION: REAL ESTATE APPRAISAL SERVICES**  
**(240) 367-5152**

March 13, 2024

To Whom it May Concern:

My name is Cara Keys and am interested in being a volunteer for the Planning Commission. A little bit about me, I moved to Jefferson County in 2011 am married with four kids. I own and operate my appraisal firm locally in Jefferson County, Keys Valuation. I appraise a variety of commercial and agricultural properties. As a certified general, I am certified to appraisal all levels in real estate. I have the unique prospective of working with other established and successful counties in Maryland, Virginia, and West Virginia in regard to zoning, re-zoning procedures, and redevelopment projects for commercial, agriculture, land use protection, conservation easements, and subdivisions over the past ten years. I feel I could provide some insight into ideas or be a voice for existing plans you have in place.

Though my background is in real estate, I am heavily involved in many volunteer roles within the Rotary Club of Shepherdstown, youth exchange, and my church. Through my experience in these roles, I have grown in professionally in many areas of marketing and some leadership initiatives. On a personal level, I feel I work well with folks and try to build common ground to improve morale and move forward. I appreciate your consideration in a potential term for The Jefferson County Planning Commission.

Kind Regards,

*Caroline A Keys*

Cara Keys

**Owner/Certified General Appraiser MD, VA, & WV**

Keys Valuation: Real Estate Appraisal Services

**Vice President**

*Rotary Club of Shepherdstown*



# CAROLINE (CARA) KEYS



240-



cara@keysvaluation.com



Redwood Court, Harpers Ferry, WV 25425

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## About Me

I am a business owner of a commercial appraisal firm based in Jefferson County, West Virginia. I moved here in 2016 and was raised in Frederick County, Maryland. I am married and have four kids. I am passionate about volunteerism (mainly through leadership of Rotary), health, fitness, gardening, pickleball, running, church, and enjoying time with my family and friends. I am involved in the Rotary Club of Shepherdstown and a recent new member of Jefferson County Chamber of Commerce.

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## Experience

### Keys Valuation 2023-Present

Owner/Certified General



### Pugh Real Estate Group 2014-2023

Certified General

Experienced in all commercial appraisal and consulting services for development. Properties include apartments, mixed-use, warehouse, retail, shopping center, agricultural, subdivision, hotel, motel, bed & breakfast, commercial land, etc. Consulting work for redevelopment projects.

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## Education

### 2013

University of Maryland,  
College Park

Bachelors of Communications with  
focus on Business and French.

### Communications

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## Professional Licensing

### Ten years devoted to Commercial Real Estate Appraisal

Certified General Real Estate Appraiser

- State of Maryland (License No. 04-32107)
- State of West Virginia (License No. CG-616)
- State of Virginia (License No. 4001018283)

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## Expertise

- Basic Marketing design (fliers, press release, social media, events, use of canva).
- Leadership
- Development consulting
- Excel
- Public Speaking
- Development consulting

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## Volunteer

### Rotary Club of Shepherdstown

Vice President (2023-2024)

Youth Service Chair (2020-2023)

Rotary Youth Exchange Counselor (2015-2024)

- Annual State Department Background check

Kiva Microlending Project (2017-2022)

Shepherdstown Beer & Food Fest Chair (2022-2023)

- Raised nearly \$30,000 towards youth initiatives in Jefferson County



Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: ROBERT SZARKA

Home Telephone Number: 860-

Work Address: SHEPHERD UNIVERSITY, SHEPHERDSTOWN, WV 25443

Work Phone Number: 304-

Mobile Phone Number: 860-

E-mail Address: szarka@szarka.org

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: PROFESSOR

Education: High School NORWICH FREE ACADEMY

College EASTERN CT STATE (BA), UCONN (MA, PHD)

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

Are you a United States citizen?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a West Virginia resident?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a resident of Jefferson County?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you able to produce verification of residency?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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

Address: PO BOX  
SHOE LANE 102-3  
SHEPHERDSTOWN, WV 25443

Magisterial District: SHEPHERDSTOWN

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

SEE ATTACHED CV, PhD in ECONOMICS. BUSINESS EXPERIENCE IN INTERNET/WEB INDUSTRY.

Organization Memberships and Positions Held : SEE CV

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

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

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

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

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

Signature:  Date: 2024-03-06

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

## ROBERT SZARKA

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Shepherd University  
College of Business, Recreation, & Education

Shepherdstown, WV 25443

szarka@szarka.org  
rszarka@shepherd.edu  
<https://szarka.org/econ/>

### EDUCATION

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**University of Connecticut** Storrs, CT  
PhD, Economics, August 2017, Field: Industrial Organization, Advisor: Richard N. Langlois,  
Dissertation: "Economic Freedom and Civil Liberties"  
MA, Economics, August 2010

**Eastern Connecticut State University** Willimantic, CT  
BA, Economics, *magna cum laude*, May 1990

### ACADEMIC APPOINTMENTS

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**Shepherd University** Shepherdstown, WV  
Assistant Professor, Department of Business, Accounting, Economics, & Finance 2023–Present

**University of Kansas** Lawrence, KS  
Assistant Teaching Professor, Brandmeyer Center, School of Business 2020–2023

**Lock Haven University** Lock Haven, PA  
Visiting Assistant Professor, Department of Business & Computer Science 2018–2020

**State University of New York** Oneonta, NY  
Visiting Assistant Professor, Department of Economics, Finance, & Accounting 2017–2018

**University of Connecticut** Storrs, CT  
Adjunct Faculty, Department of Economics 2017

**Dickinson College** Carlisle, PA  
Visiting Assistant Professor, Department of Economics 2016

**Roger Williams University** Bristol, RI  
Adjunct Faculty, Gabelli School of Business 2014–2015

**University of Connecticut** Storrs, CT  
Graduate Assistant, Department of Economics / Writing in the Disciplines Assment. Project 2008–2014 / 2014

**University of Massachusetts** Amherst, MA  
Research Assistant, Samuel Bowles & Herbert Gintis 1993–1996  
Adjunct Faculty, Continuing Education 1994–1995  
Teaching Assistant, Department of Economics 1990–1995

**Eastern Connecticut State University** Willimantic, CT  
Adjunct Faculty, Department of Economics 1996

**Three Rivers Community College** Norwich, CT  
Adjunct Faculty 1996

**Springfield College** Springfield, MA  
Adjunct Faculty, Department of Business Management 1995

## **TEACHING**

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### **TEACHING INTERESTS**

#### *Courses*

Principles, Intermediate Theory, Managerial Econ, IO, Cryptocurrency & Decentralized Finance, Economic History

#### *Pedagogy*

Online/Blended Instruction, Classroom Experiments, Student Research, Assurance of Learning

### **COURSES TAUGHT**

#### *As Instructor of Record*

Essentials of Economics  
Principles of Microeconomics (including online & ITV)  
Principles of Macroeconomics (including online)  
Intermediate Microeconomics  
Intermediate Macroeconomics  
Managerial Economics (including online)  
Industrial Organization / Government & Business  
Money & Banking  
Brandmeyer Cryptocurrency Colloquium (non-credit)  
Writing in Economics (writing-intensive)  
Economic History of Western Europe (online, writing-intensive)  
Contending Perspectives in Economics  
Comparative Economic Systems (scheduled for Spring 2020)  
Economics of Poverty  
Economics of Innovation & Entrepreneurship  
Foundations of Business  
Business Information Systems

#### *As Substitute*

Game Theory (short-term for Vicki Knoblauch)  
Law & Economics (long-term for Simon Rottenberg)  
Applied Economics (long-term for Simon Rottenberg)

#### *As Teaching Assistant*

Principles of Microeconomics (including online)  
Principles of Macroeconomics (including online)  
Intermediate Microeconomics  
Game Theory (PhD level)  
Money & Banking  
Writing in Economics  
Public Economics

### **STUDENT RESEARCH SUPERVISED**

Noah Ellison, "The Hurt Business." Lock Haven University, 2018–2019. (Phi Kappa Phi Spring Symposium 2<sup>nd</sup> Place Presentation.)

### **CERTIFICATIONS**

*QM* Applying the Quality Matters Rubric (issued 2019-11)

## RESEARCH

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### RESEARCH INTERESTS

Bitcoin, Regulation, Economics of Organization, Economics Education

### PUBLICATIONS

#### *Journal Articles*

Harmon, Oskar R. and **Robert Szarka**. 2018. "Using Google Drawings to Create Homework Exercises." *Journal of Economics Teaching*, 2, no. 2: 68–78, [Supplementary Material](#).

**Szarka, Robert**. 2016. "The Effect of Economic Freedom on Civil Liberties in the Short Run: Physical Integrity Rights (2000–2011)." *Journal of Private Enterprise*, 31, no. 3: 21–35.

#### *Book Chapters*

Bowles, Samuel, Herbert Gintis, and **Robert Szarka**. 2004. "Escalating Differences and Elusive 'Skills': Cognitive Abilities and the Explanation of Inequality." In *Race, Poverty, and Domestic Policy*, edited by Michael Henry, 431–48. New Haven: Yale University Press.

#### *Book Reviews*

**Szarka, Robert**. 2012. Review of *Pearls of Discrete Mathematics* by Martin Erickson. *SIGACT News*, 42, no. 1.

### WORK IN PROGRESS

"Bitcoin: A Semi-Technical Introduction." (draft)

*Principles of Economics*. (textbook draft)

"Freedom, Democracy, & Google." (presented)

"Economic Freedom & Free Speech: Government Disruptions of Internet Access." (presented)

### CONFERENCES & INVITED PRESENTATIONS

Southern Economic Association Meeting, Tampa, FL, November 2017 (presenter, session chair)

Southern Economic Association Meeting, Washington, DC, November 2016 (presenter, session chair, discussant)

World Interdisciplinary Network for Institutional Research Conference, Boston, MA, September 2016 (presenter)

Business and Applied Sciences Academy of North America, New York, NY, August 2016 (presenter)

Economic Freedom Institute Conference, Purchase, NY, April 2016 (presenter)

Austrian Economics Research Conference, Auburn, AL, March 2016 (presenter)

Southern Economic Association Meeting, New Orleans, LA, November 2015 (presenter, session chair)

Department of Economics, UMass-Dartmouth, Dartmouth, MA, April 2015 (invited seminar)

Southern Economic Association Meeting, Atlanta, GA, November 2014 (presenter, discussant)

American Economic Association Annual Meeting, Philadelphia, PA, January 2014 (poster session)

4th Annual Democracy and Governance Conference, Storrs, CT, March 2012 (presenter)

3rd Annual Democracy and Governance Conference, Storrs, CT, March 2011 (presenter)

### OTHER ACADEMIC ACTIVITIES

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#### ACADEMIC AFFILIATIONS

American Economic Association (Member: 2009–Present)

Society for the Development of Austrian Economics (Member: 2013–Present)

Southern Economic Association (Member: 2014–Present)

World Interdisciplinary Network for Institutional Research (Member: 2016–Present)

#### ACADEMIC SERVICE

Comparative Welfare Entitlements Dataset (Web Hosting Support: 2012–Present)

KU Brandmeyer Center (RePEc Archive Webmaster: 2020–2023)  
KU Swing Society (Faculty Advisor: 2021–2023)  
KU University Senate Academic Computer & Electronic Communications Committee (Member: 2022–2023)  
KU Canvas Pilot (Participant: 2021)  
Journal of Institutional Economics (Ad hoc referee: 2012, 2014, 2018)  
UConn Association of Economics Graduate Students (Vice President: 2010–2011, Webmaster: 2010–2012)

#### **SELECTED AWARDS, FELLOWSHIPS, & HONORS**

OER Grant (Round 7), Open Learning WV, 2024  
OER Grant (Round 6), Open Learning WV, 2023  
Travel Grant, Charles Koch Foundation, 2016  
Hayek Fund Award, Institute for Humane Studies, 2015  
Humane Studies Fellowship, Institute for Humane Studies, 2013–2014  
Collaborative Research Fellowship, Department of Economics, UConn 2012  
Second-Year Paper Award, Department of Economics, UConn, 2011

#### **MISCELLANEOUS**

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##### **PERSONAL**

*Citizenship* United States  
*e-Residency* Estonia  
*Languages* English (*native*), German (*beginner*)  
*RePEc Profile* <https://ideas.repec.org/e/psz58.html>  
*LinkedIn* <https://www.linkedin.com/in/szarka/>

##### **SELECTED CERTIFICATIONS**

*C4* Bitcoin Certified Professional, #b22ae9 (issued 2021-08)

##### **SELECTED TECHNICAL SKILLS**

*LMS* Canvas, Blackboard, Sakai, Moodle, Brightspace/D2L  
*Statistical* R, Rstudio, Stata, Shazam, MySQL  
*Programming* Ansible, Git, Perl, PHP, Python, Javascript  
*OS* Unix, Linux, Android, ChromeOS, MS Windows  
*Content* Markdown, LaTeX, BibTeX, XML/HTML/CSS, Pandoc, Zotero, Google Drive, LibreOffice, MS Office, MediaWiki, Andacity, GIMP, OBS Studio, Kdenlive

##### **INTERNET INDUSTRY EXPERIENCE**

Bizgrok Inc. (President: 2002–Present)  
Szarka Networks (Proprietor: 2002–Present)  
Chelsea Data Inc. (President: 1999–2002)  
DownCity LLC (Managing Partner: 1997–2002)  
Brazierko Communications (Proprietor: 1992–1998)

##### **SELECTED COMMUNITY SERVICE**

Central Pennsylvania Swing Dance Club (Volunteer: 2016, 2023–2024)  
627 Stomp (Volunteer: 2022–2023)  
WCNI (Volunteer: 1989–2020)  
Connecticut Swing Dance Society (Volunteer: 2001–2010)  
Hartford Community Dance (Volunteer: 2001–2008)  
Connecticut Lindy Exchange (Founder: 2003; Treasurer: 2004–2006; Secretary: 2006–2007)  
WNHU (Volunteer: 2005)  
Shoreline Swing (Director: 2001; Treasurer: 2003; President: 2002–2003)  
Chelsea Business & Professional Association (Volunteer: 1999–2001)  
Eastern Connecticut Linux User Group (Co-Founder: 1997–2001)

March 7, 2024

Jefferson County Commission Office  
116 East Washington St  
Charles Town, WV 25414

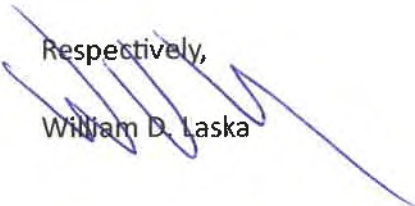
I request consideration to fill one of the Jefferson County Planning Commission's vacancies.

I believe the Planning Commission is critical to ensuring the future livability of Jefferson County. This includes addressing significant issues and balancing competing interests: individual benefits and community impacts, neighborhood preferences and broader necessities, property value increases and housing affordability, short-term gain and long-term resilience, infrastructure capacity, and desire for development. The Planning Commission makes recommendations and decisions for the whole community and not making recommendations and decisions for its member's interests or the interests of its friends and business partners.

Land use planning and development regulations are just pieces of the much larger puzzle of a thriving community. Many governmental factors interrelate with planning, such as transportation, education, parks and recreation, social services, agriculture, etc.

I may not have experience as a city planner, but I am a systems engineer with years of experience as a program manager who led numerous complex government programs. If selected, I will use this experience to ensure we have a community-focused perspective.

Respectively,

  
William D. Laska



## ***William David Laska***

Horner Farm Lane  
Shepherdstown, WV 25443  
Home E-Mail: [laskaw@aol.com](mailto:laskaw@aol.com)

Tel: (703)

### **Qualifications**

- Certified Level II Program Manager, Department of Homeland Security
- Certified Contracting Officer Technical Representative (COTR), Department of Homeland Security
- Project Management Institute (PMI) Certified Project Management Professional (PMP)
- MIT SLOAN Executive Certificate in Strategy and Innovation

### **Technical & Management Skills/Knowledge**

Program/Project Management  
Requirements/Specifications Development  
Test/Evaluation Planning  
Innovative Thinker

Systems/Civil Engineering  
R & D Planning  
Team Building  
Excellent Leadership Skills

### **Professional Affiliations**

- Project Management Institute (PMI)
- Transportation Research Board (TRB), Member of the Aviation System Planning Committee (AV020) and the Transportation of Hazardous Materials Committee (AT040).
- Transportation Research Forum (TRF)
- Royal Aeronautical Society, Capital Branch

### **Education**

M.S., 1993, Virginia Polytechnic Institute and State University, Blacksburg, Virginia. Major in Systems Engineering, major project published: November 1993, "Development of a Standards-Based Open Environment for the Worldwide Military Command and Control System."

Defense Systems Management College (DSMC), 1990, Ft. Belvoir, Virginia. Program Management Course.

B.S., 1974, Kent State University, Kent, Ohio. Major in Industrial Technology.

### **Experience**

**2018 – Present, Retired**

**2013 – 2018, Greenbrier Valley Brewing Company, Maxwelton, West Virginia.**

- Started the brewery and before selling in 2018 had distribution throughout West Virginia and parts of Virginia.

**May 2007 to May 2012, Department of Homeland Security, Science and Technology (S&T), 1120 Vermont Ave., Washington DC, Program Manager.**

- Program Manager for multiple programs within DHS S&T:
  - Rapid Response and Recovery, Rail Tankcar program - Developed materials and methodologies that will reduce or eliminate the release of Toxic Inhalation Hazards (TIH) material from railcar tanks after being subjected to natural or man-made forces.
  - Levee Strengthening and Damage Mitigation – Multi-year effort covering three projects: Identify Problem Levee Locations, Affordable Levee Strengthening and New Design, and Rapid Repair of Levee Breach. Directed the Engineering

Research and Development Center (ERDC), Army Corps of Engineers, Vicksburg, MS, on this effort.

- Hurricane Aerosol Microphysics Program – Three-year effort to develop models and simulations supported by observations leading to potential operational methodologies for better Hurricane prediction.
- Complex Event Modeling, simulation, and Analysis (CEMSA) – a multi-year effort to model and simulate the interdependencies and cascading effects and the dynamics of multi-event and multi-vectored attacks.
- Small Business Innovation Research (SBIR) effort to develop an improved Self-Contained Breathing Apparatus (SCBA) lens for Firefighters.
- Participated in Proposal Evaluations for South Eastern Regional Research Initiative (SERRI), Long Range Broad Area Announcements, and International Programs.
- Inaugurated and led the first session on Commercial Space Transportation at Transportation Research Board (TRB) annual meeting.

**March 2004 to May 2007, SRS Technologies 1401 Wilson Blvd, Arlington, Virginia, Senior Systems Engineer.**

- Represented DHS/S&T on JPDO Global Harmonization IPT/Security IPT
- Directed all liaisons with stakeholders on Counter-MANPADS issues, including government, non-government agencies and associations, and private industry.
- Represented the Counter-MANPADS office at senior level policy making bodies at the White House, FAA, DHS, and DOD to include support of Presidential Directives.
- National airspace integration Lead for Counter-MANPADS interfacing with ICAO, IATA, EUROCONTROL, FAA, and DOT on aircraft safety and security issues.

**Dec 2001 to February 2004, Mayoral Systems Analytics, Inc, 6413 Thirteenth St., Alexandria, Virginia, Senior Scientist.**

- Vertical Integrator for the Ground-based Mid-Course Defense (GMD) System Fire Control and Communications systems, including External Interface Systems and Inflight Communications Systems.
- Provided Systems Engineering support to the Systems Integration efforts as directed by the Missile Defense Agency and Joint Program Office.

**Aug 1998 to May 2001, George Mason University, Fairfax, Virginia, Adjunct Instructor, The School of Management and Graduate Student in The Institute for Public Policy (TIPP), Ph.D. Candidate.**

- As a Graduate Student, my primary area of interest was regional economics related to technological effects on the economy. Specific research was on air transportation related to capacity limitations of the National Airspace System and airports, economic effects on rural economies, and air transportation systems engineering.

**Feb 1998 to Aug 1998, KPMG Peat Marwick LLP, Dayton, Ohio, Senior Consultant**

- Provided Automated Data Processing (ADP) consulting services supporting the development and implementation of Information Technology Management policies, procedures, and requirements to Naval Aviation Depots.

**Aug 1996 to Feb 1998, Universal Steel Buildings Corp., Alexandria, Virginia, Vice President, International Business Development**

- Developed initial contacts and completed negotiations on representation in China, Ukraine, and Russia. Negotiated representation in South America, Central America, and Mexico.

- Member of the Industry Sector Advisory Committee for Trade Matters, Building Products & Other Materials (ISAC 9), USDoC.

**Oct 1994 to Aug 1996 Logis-Tech, inc., Alexandria, Virginia, Program Manager Logistics Support**

- Directed proposal and contract development, engineering analysis for Environment Stabilization System (ESS).
- Directed the erection of five ESS systems for the Bundeswehr at Neustadt/Hessen, Germany.

**Aug 1994 to Present, University of Maryland University College, College Park, Maryland, Adjunct Assistant Professor in the Information Systems Management Department. Courses taught:**

1. IFSM 201 Introduction to Computer-Based Systems
2. IFSM 300 Information Systems in Organizations
3. IFSM 310 Software and Hardware Concepts
4. IFSM 320 Office Automation
5. IFSM 490 Information Systems Resource Management

**Aug 1974 – Apr 1994, U.S. Naval Officer**

- Space and Naval Warfare Systems Command, Arlington, Virginia, Program Manager
- Naval Air Systems Command, Arlington, Virginia, Project Engineer
- Headquarters, European Command, Stuttgart, Germany, J3 Staff Officer
- USS Nimitz, CVN-68, Norfolk, Virginia
- Aviation Squadrons



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

Please type or print information

Name: **William D. Laska**

Home Telephone Number: 7

Work Address: **Horner Farm Lane**

**Shepherdstown, WV 25443**

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

Mobile Phone Number: **703**

E-mail Address: **laskaw@aol.com**

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

Occupation: **Retired**

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

College: **Yes**

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

Are you a United States citizen?	Ye s <b>X</b>	No_
Are you a West Virginia resident?	Ye s <b>X</b>	No_
Are you a resident of Jefferson County?		No_
Are you able to produce verification of residency?	Ye s <b>X</b>	No_
	Ye s <b>X</b>	

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

Address: **Horner Farm Lane**

**Shepherdstown, WV 25443**

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

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

Organization Memberships and Positions Held: **None**

Have you even been convicted of any felonies? **NO**

Date: \_\_\_\_\_ Offense: \_\_\_\_\_

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

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

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

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

Signature: \_\_\_\_\_ Date: 3/7/2024

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

Jefferson County Commission  
Application for Boards, Committees or Commissions

Planning Commission  
Please type or print information

Name: O. Colin Stone

Home Telephone Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

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

Mobile Phone Number: 410. \_\_\_\_\_

E-mail Address: OCS PHD @ GMAIL.COM

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: farmer

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

College and graduate school

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

- |  |   |                             |
|--|---|-----------------------------|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident?                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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

Address: Flowing Springs Rd  
Shenandoah Junction, WV  
25442

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

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

unanimously elected to Farmland  
protection board and the water  
advisory committee

Organization Memberships and Positions Held:

Chair, Water Advisory Committee

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

NO

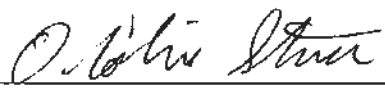
Date:	Offense:

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

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

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

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

Signature:  Date: March 25, 2024

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

## RESUME

### OSCAR COLIN STINE, Ph.D.

Professor of Epidemiology and Preventive Medicine  
Scientific Director of the Genomics Core  
School of Medicine  
University of Maryland Baltimore

#### Personal information

1. Business Address Elmwood Fields NG LLC  
Flowing Springs Road  
Shepherdstown, WV 25443

Phone Number  
E-mail ocsphd@gmail.com

2. Business Address 596 Howard Hall  
660 W. Redwood Street  
Baltimore, Maryland 21201

Phone Number (410) 706-1607  
E-mail ostin001@umaryland.edu

**I work on my family farm in Jefferson County, West Virginia on weekends and during the week at the University of Maryland.**

#### Family Farm

300 acres, cow calf operation and crops, hay, corn, soybeans, wheat

1971-Pres. Laborer on my family's farm. I have worked during the weekends, summers and vacations.

2004-2018 Vice-President of Elmwood Fields, Inc.

2018-Pres. Managing Member, Elmwood Fields NG, LLC.

#### Positions and Employment

1990-1997 Assistant Professor of Psychiatry, Johns Hopkins School of Medicine.

2002. Assistant Professor of Epidemiology and Preventative Medicine, University of Maryland Baltimore.

2000-2013 Scientific Director of the Biopolymers/Genomics Core, University of Maryland Baltimore.

2002-2012 Associate Professor of Epidemiology and Public Health, University of Maryland Baltimore.

2012-Pres. Professor of Epidemiology and Public Health, University of Maryland Baltimore.

### **Other Experiences and Professional Memberships**

- 2002-2004 **Member Advisory Committee to the National Drinking Water Advisory Committee to the EPA.**
- 2002-2008 External Review Board, Research Center at Minority Institutions Grant, Morgan State University.
- 2014-Pres. **Member WHO Global Task Force for Cholera Control, Working Group on Laboratory Methods**

### **Honors**

- 1983 Honors in Biology, Kalamazoo College
- 1985 Junior Fellow, Society of Fellows, University of Virginia
- 1989-1990 Pew Fellow, Johns Hopkins School of Medicine
- 2014 Mentor of the Year Award, Department of Epidemiology and Public Health, University of Maryland Baltimore

### **Published Scientific Work**

Currently, there are 173 peer reviewed publications in my bibliography, they may be viewed at:

<http://www.ncbi.nlm.nih.gov/myncbi/collections/bibliography/47968003/>

### **University Faculty Profile**

<http://www.medschool.umaryland.edu/profiles/Stine-O-Colin/>

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](mailto: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.



RECEIVED

MAR 13 2024

County Commission  
of Jefferson County, WV

March 4, 2024,

Jefferson County Commissioners,

I am writing this letter and submitting a resume to be considered for the Charles Town Utility Board, as a former Jefferson County Public Service District ratepayer, living outside city limits. I am currently serving on the Charles Town Utility Board in the interim until a new non-municipal ratepayer representative is appointed. I am interested in continuing in this position to see that Jefferson County grows responsibly, and to ensure West Virginia Code 24-2-2(b) is followed, which states, "...rates which ensure that the future customers to be served by the new project are solely responsible for the debt costs associated with the project," including the use of Title 150 for Water and Sewer, CSR 7 Water, CSR 5 Sewer. Safe, responsible growth keeps rates reasonable and ensures that Jefferson County continues to be the place where people can still afford to raise their families.

Thank you for your consideration.

Sincerely,



Heidi Parker, MSW  
hparker@ctubwv.com  
Cell: 304-

# Heidi Parker

Buckskin Ct. Charles Town, WV 25414  
E: hparker@ctubwv.org

The logo consists of the letters 'HP' in a white, bold, sans-serif font, centered within a dark red square.

## Objective

As a former Jefferson County Public Service District ratepayer outside city limits, it is my hope to continue to bring ratepayer interests to the Charles Town Utility Board (CTUB). I am currently serving on CTUB in the County ratepayer position and feel most qualified to continue in this role. I truly believe in the West Virginia Code 24-2-2(b) which states, "...rates which ensure that the future customers to be served by the new project are solely responsible for the debt costs associated with the project." I request the County Commission consider me as one of their selections to the Charles Town Council for the Charles Town Utility Board.

## Summary

I am a former Jefferson County Public Service District (JCPSD) ratepayer and a ratepayer advocate for over 16 years. I have intervened on cases to the Public Service Commission to prevent over building of sewer treatment plants and inflated water and sewer rates, due to unfunded future growth projects. In collaboration with others, I helped with the consolidation efforts of JCPSD and Charles Town Utility Board and am a resource to ratepayers on decisions that impact them. I am also the co-founder of the *JEFFERSON COUNTY SEWER WATCH (OFFICIAL PAGE)*, a local ratepayer advocacy group on Facebook.

## Experience

- Current Charles Town Utility Board Member March 22, 2023
- 16 years as a rate payer advocate
- Intervener on several cases that went to the Public Service Commission
- Co-founder facebook page *JEFFERSON COUNTY SEWER WATCH (OFFICIAL PAGE)* to inform rate payers of decisions that impact them
- Current Chair of the Human Resources Committee for Jefferson County Schools; Former Committee Member of the Special Education Committee for Jefferson County Schools, 2023
- Breckenridge HOA Board Member 2023-current

## Education

- BA — Brigham Young University, Graduated 1994
- MSW —University of Utah, Graduated 1997
- Continuing Education in Special Education—Shepherd University 2022-2023

## Skills

- Advocate for ratepayers for over 16 years
- Leadership in various church responsibilities, youth camps
- Organizational skills

**KUBIC**  
CONSTRUCTION, INC.

March 26, 2024  
Jefferson County Commission  
P.O. Box 250  
Charles Town, West Virginia 25414

Dear County Commissioners:

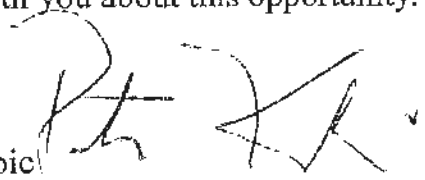
I write to express my interest in being re-appointed to the Charles Town Utility Board. As you may be aware, I served the County and municipalities of Charles Town and Ranson for over 20 years on the Charles Town Utility Board. I have been a business owner in Jefferson County for over 35 years.

I have seen significant growth in the County and region over the past several years. That growth requires knowledgeable individuals to participate and guide the direction of infrastructure in a manner that is responsible, economically viable and ensures the health and service to the community.

As I have been working to transition operations and responsibilities in my business to other family members, I find that I now have dedicated time to give back to my community and participate in a Board in which I have significant knowledge and expertise.

I am happy to answer any questions and look forward to speaking with you about this opportunity.

Regards,

  
Peter F. Kubic  
(304)  
Kubic@kubicconstruction.com

# Peter F. Kubic

---

Brookline Drive, Charles Town, WV 25414 | (304)

, Pfkubic@gmail.com

## Profile

A business owner of a residential and commercial construction company who specializes in general contracting services to include turn-key new home construction, remodeling, pre-engineered metal buildings, and commercial construction to include restaurants, offices, etc.

## Education

### HIGH SCHOOL DIPLOMA

Bowie High School, Bowie, MD 1980

### ASSOCIATE OF ARTS

The University of Maryland, University College, European Division – June 1, 1986

### DIPLOMA – ARMY PRECOMMISSION COURSE

U.S. Army Training Support Center, Fort Eustis, VA  
December 26, 1985

### BACHELOR OF SCIENCE IN CIVIL ENGINEERING

Tri-State University, Angola, IN 1986-1988

## Military Service

### UNITED STATES ARMY EUROPEAN THEATER – BRIDGE ENGINEERING 12C-MOS

1984-1986

- Honorable discharge
- Received the Army Achievement Medal – October 31, 1985
- Army Commendation Medal – April 16, 1986

## Work History

### STAFF ENGINEER | HARRIS SMARIGA & ASSOCIATES, FREDERICK, MD | 1989-2004

- Site plan design and engineering
- Frederick County/City Bridge Inspection

### OWNER/PRESIDENT | KUBIC ENGINEERING & CONSTRUCTION, INC. | 1990 - PRESENT

MD S-Corp, DBA in West Virginia as: Kubic Construction, Inc.

- Responsible for management of residential and commercial construction – company located in Kearneysville, WV
- General Contractor
- Currently licensed in MD, WV & VA

## TODD L. WILT II

1 Mason Drive, Harpers Ferry, WV 25425 • (304)

• [tlwilt281@gmail.com](mailto:tlwilt281@gmail.com)

March 25, 2024

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

Dear Members of the Jefferson County Commission,

I am writing to express my interest in serving on the Charles Town Utility Board. With my extensive experience in city management, particularly in overseeing administrative and operational functions, I believe I am well-suited to contribute effectively to the Utility Board's objectives.

As the current City Manager for Ranson, I manage a broad range of city departments and operations, ensuring efficient service delivery to our residents. My role encompasses directing public works, community development, and financial planning, which are critical components relevant to the functioning of a utility board. Additionally, my experience in managing city budgets and fiscal policies aligns with the financial oversight responsibilities of the Utility Board.

My tenure with the City of Charles Town provided me with a robust foundation in municipal operations and infrastructure management. These roles honed my skills in project management, personnel leadership, and strategic planning, all of which are vital for the effective governance of a utility service provider.

Moreover, my active involvement with the Jefferson County Fair and other community service roles underscores my commitment to the Jefferson County community and my understanding of its needs and aspirations. My ability to lead teams, manage complex projects, and navigate the intricacies of municipal governance has prepared me to make meaningful contributions to the Charles Town Utility Board.

I believe I meet the specified criteria as a resident of Jefferson County, a customer of the Charles Town Utility Board being served by assets of the former Jefferson County Public Service District system and paying the same prevailing sewer rate as customers of the former Jefferson County Public Service District. My professional background and community service record reflect my dedication to fostering community development and efficient public service delivery.

I am enthusiastic about the opportunity to apply my skills and experiences to serve on the Charles Town Utility Board. I look forward to the possibility of contributing to the board's mission to ensure reliable and effective utility services for our community.

Thank you for considering my application. I am available to discuss my candidacy further and am available at your convenience for an interview.

Sincerely,





Todd L. Wilt II

# TODD L. WILT II

## CONTACT

---

 (304) 279-4151

 [tlwilt281@gmail.com](mailto:tlwilt281@gmail.com)

 Harpers Ferry, West Virginia

## EDUCATION

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### ASSOCIATE OF ARTS

Business Administration,  
Hagerstown Business College

## PROFESSIONAL DEVELOPMENT

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- WV State Auditor Ethics Training
- WV Municipal League Judges Training
- WV Municipal League Court Clerks Training
- CIIS Level One Security Awareness Training
- Proficient in WordPress, Granicus Legislative Management Software, GOGov Citizen Request Management Software, Tyler Technologies Incode 9 Software, My Government Online Community Development Software
- Member, Society for Human Resource Management

## VOLUNTEER SERVICE

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- Active Member, Jefferson County Fair Association 1999 - Present
- Board Member, Jefferson County Emergency Services Agency 2008-2011
- President, Citizens Fire Company 2006-2008
- Active Member, Citizens Fire Company 2000-2013

## PROFILE

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I am a dynamic and results-oriented administrative leader with more than 20 years of experience in managing governmental operations and developing strong community relations. My dedication to achieving excellence and delivering tangible outcomes, combined with a deep commitment to serving the Jefferson County community, positions me as a valuable asset.

## EXPERIENCE

---

### CITY MANAGER (2023-Present)

City of Ranson, WV

As City Manager for Ranson, WV, I oversee the administrative functions of the city, serving approximately 6,000 residents. My responsibilities include:

- Directing all city departments and operations, including, public works, community development, and finance.
- Leading city planning and development initiatives to foster growth and improve community services.
- Managing the city's budget, financial planning, and fiscal policies to ensure sustainable operations.
- Facilitating city council meetings and implementing policy decisions.
- Enhancing intergovernmental relationships to leverage resources and support city projects.
- Overseeing personnel management, including hiring, training, and performance evaluation.

### OPERATIONS DIRECTOR (2017-2023)

CITY CLERK (2022)

INTERIM CITY MANAGER & CITY CLERK (2017)

MAINTENANCE DIRECTOR (2013-2017)

City of Charles Town, WV

As a key member of the City's administrative leadership team, I manage multiple departments and high-profile projects.

- Managed city services, including community development, finance, and public works, during transitional periods.
- Directed municipal court operations, major construction, and human resource policy development.
- Led maintenance team, overseeing public works and parks and recreation programs.
- Established and maintained intergovernmental relationships to support city initiatives.

### FAIR MANAGER (2004-Present)

Jefferson County Fair Association, Inc.

As Chief Administrative Officer for the Fair, I lead a team of over 300 volunteers and manage the daily operations, planning, and execution of the organization and its events.

- Lead the administration of the annual fair, managing over 300 volunteers and 30 volunteer leaders.
- Oversaw event planning, contract management, advertising, IT systems, and public relations.
- Ensured resources were available for successful event execution and maintained organizational operations.

March 24, 2024

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

Re: Appointment to the Charles Town Utility Board

To Whom it May Concern,

I am writing to express my interest in appointment to the Board of Directors for the Charles Town Utility Board.

I believe my knowledge and skill set as a local business owner along with an extensive background working in construction in and around the panhandle would be beneficial to the Board.

I am a life-long resident of Jefferson County and would like the opportunity to serve the community I live in. Given the recent increases in growth, it is important to ensure that adequate utilities are available and properly planned for the continued success of our County.

With a proven track record and background in data analytics and leadership, I'm confident I'm the right candidate.

Thank you for your time and consideration.

I look forward to hearing from you and will be available for an interview at your earliest convenience.

Sincerely,

John Knott

Quaking Aspen Way  
Charles Town, WV 25414  
(304)  
Knott\_ra260@hotmail.com

**John Joseph Knott**  
Quaking Aspen Way  
Charles Town WV 25414  
Mobile: 304  
Email: [knott\\_ra260@hotmail.com](mailto:knott_ra260@hotmail.com)

## **PROFESSIONAL SUMMARY**

Highly proactive professional possessing strong analytical, organization, research and communication strong office skills, the ability to gather information, Provides recommendations, and utilize tools to prepare and present daily reports to higher levels of command. Consistent positive attitude while providing exceptional customer service, both oral and written, to internal and external customers.

## **SECURITY CLEARANCE**

I currently hold a **TOP SECRET** security clearance.

## **Transportation Specialist 2020-Present**

- Managing the Mount Weather FEMA Fleet
- Purchasing Part and Supplies for Vehicles Repairs
- Making sure all Registrations and Title work
- Acting Transportation supervisor when needed
- Core level II
- Hold a current Class A CDL

## **Motor Vehicle Operator (MVO) 2009-2020**

- Drive diverse types of motor vehicles including platform trucks, van trucks, stake trucks, passenger, and cargo vans to
- Ensure completeness of vehicle trip tickets and preventive maintenance service records as well as ensuring that each vehicle has a blank driver's accident report and other necessary accident forms in case of vehicle or pedestrian accident.
- Perform driver maintenance in accordance with established rules and regulations.

## **River Riders- Driver 2006-2010**

- Driver: Weekend bus/van driver for the safe delivery and pick-up of guests and equipment to and from the Shenandoah and Potomac rivers in Harpers Ferry, West Virginia.
- As a weekend manager helped to keep preventive maintenance and service records on the buses and trailers as well as making sure all the fluid levels and tire pressures were maintained for daily operations.
- Ensured all guests, staff, vendors, and subcontractors were in a safe environment. Utilized spreadsheets, time sheets, invoices, delivery and inspection sheets to track all the duties needed to meet compliance and safety

#### **Hollaboch Driver/Operator 2004-2008**

- DRIVER/OPERATOR: Safe, courteous, and precise placement of concrete with a *four-stage boom pump* for residential and commercial jobs.
- Kept updated logs
- Records of time, travel and jobs that were completed.

#### **Dan Lee Company Concrete Driver/Dispatcher 2002-2004**

- DRIVER/DISPATCHER: ***Courteous*** and safe delivery of ready-mix concrete to residential, commercial, and agricultural job sites in Jefferson, Berkeley, and Morgan counties in West Virginia, as well as Virginia and Maryland.
- Dispatcher duties was to keep track of preventative maintenance and service records to ensure the safe and reliable operation of the concrete plant and trucks.

#### **Panhandle Pumping Inc Driver/Operator 2002-2004**

- DRIVER/OPERATOR: *Manager*, driver, and operator of a concrete pump truck.
- Responsible for the *safe operation of a 33-meter boom truck* and the safe placement of ready-mix concrete for residential, commercial, and agricultural projects in the Tri-state area..
- *Supervisor* and quality control coordinator. Ensured all customers, vendors, and subcontractors worked in a safe environment. Utilized spreadsheets, time sheets, invoices, delivery

#### **EDUCATION**

- Jefferson High School Graduated 1991
- Navy 1994-1996
- Shepherd University 1994-1996



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



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

Department or Organization: **Jefferson County Department of Engineering, Planning & Zoning**  
**Office of Impact Fees**

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

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

Subject (*Wording to be placed on agenda*): **Impact Fees 2024 Recalculation Study – Acceptance of Proposal**

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

**Impact fees are usually due for recalculation on a 5-year cycle, which would occur again in year 2025. However, at the February 15, 2024 county commission meeting, the county commission moved to conduct a new impact fee study and determine the level of service and impact fee amounts for each impact fee entity (Schools, Law Enforcement, Parks & Recreation, Emergency Services, and Administrative Facilities).**

**The Office of Impact Fees advertised a request for proposals with a proposal submission date of March 27, 2024. Under the RFP, proposals are valid for acceptance until June 24, 2024. The attached proposal from Tischler-Bise is the only proposal received in response to the Request for Proposals. The bid amounts submitted by Tischler-Bise to perform the recalculations for each of the impact fee entities are as follows:**

Schools	\$28,600.00
Parks & Recreation	\$12,500.00
Law Enforcement	\$ 7,200.00
Emergency Services	\$ 7,900.00
Administrative Facilities	<u>\$ 6,600.00</u>
<b>Total Bid Amount</b>	<b>\$62,800.00</b>

Is this a funding request?

**No.**

**Impact fees will be used to fund the study and recalculation of impact fees. Funding is available from impact fee funds held in bank escrow accounts for each of the impact fee entities.**

If so, how much?

Motion Requested: **Yes**

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

**Move to accept the proposal from TischlerBise, in the amount of \$62,800.00, to recalculate the impact fees; and to issue the Notice of Award and Notice to Proceed.**

Attach supporting documents for request, or request may be denied. **Copy of TischlerBise Proposal Attached**

If not attached, explain:

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

Contact information:

Email address: [mmason@jeffersoncountywv.org](mailto:mmason@jeffersoncountywv.org)

Phone Number: **304-728-3256**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

--

**NOTICE OF AWARD**

TO: TischlerBise, Inc.  
4701 Sangamore Road, Suite S240  
Bethesda, MD 20816

**PROJECT NAME:** Jefferson County, WV – 2024 Impact Fees Recalculation Study

The **OWNER:** Jefferson County Commission, West Virginia, has considered the Proposal submitted by you for the above project in response to the OWNER’S Request for Proposals dated March 13, 2024.

You are hereby notified that your PROPOSAL is accepted in the amount of:

\$62,800.00 (Sixty-Two Thousand and Eight-Hundred Dollars).

You must comply with the following conditions precedent within 15 days of the date you receive this Notice of Award:

1. Deliver to the OWNER, certificates of insurance as proof of insurance coverage required in the "Proposers Statement of Insurance Coverage".

Owner will issue a Notice to Proceed upon satisfactory review of the certificates of insurance.

You are required to return an acknowledged copy of this Notice of Award to the:

Jefferson County Commission  
C/O  
The Department of Engineering, Planning & Zoning  
Office of Impact Fees  
116 East Washington Street, Suite 100  
Charles Town, WV 25414

Attn: Impact Fees Program Specialist

Notice of Award dated this 4<sup>th</sup> day of April, 2024.

Jefferson County Commission, West Virginia (OWNER)

By: \_\_\_\_\_  
Steve Stolipher, President

**RECEIPT OF NOTICE OF AWARD**

Receipt of this Notice of Award is hereby acknowledged.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

This \_\_\_\_\_ Day of \_\_\_\_\_, 2020

## **NOTICE TO PROCEED**

**Dated:** April 22nd, 2024

**TO:** TischlerBise, Inc.  
4701 Sangamore Road, Suite S240  
Bethesda, MD 20816

**PROJECT NAME:** Jefferson County, WV – Impact Fees 2024 Recalculation Study

You are hereby notified that the contract time under the above contract will commence to run on April 25, 2024. By that date, you are to start performing your obligations under the Proposal Agreement. Based on the “Contract Time” of 90 days provided in your Proposal, the anticipated date of completion is Monday, August 5, 2024.

Please coordinate all work and meetings with:

Michelle Mason, Impact Fees Program Specialist  
(304) 728-3331  
[mmason@jeffersoncountywv.org](mailto:mmason@jeffersoncountywv.org)

By: Jefferson County Commission (Owner)

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Steve Stolipher, President

(Use Certified Mail, Return Receipt Requested)

Jefferson County Commission  
C/O  
The Department of Engineering, Planning & Zoning  
Office of Impact Fees  
116 East Washington Street, Suite 100  
Charles Town, WV 25414

Attn: Impact Fees Program Specialist



**TischlerBise**

FISCAL | ECONOMIC | PLANNING

PROPOSAL FOR  
2024 RECALCULATION OF IMPACT FEES  
& FEE SCHEDULE UPDATE

*Prepared for  
Jefferson County, West Virginia  
March 27, 2024*



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## Section 1: Cover Letter

March 27, 2024

Ms. Michelle Mason, Impact Fee Coordinator  
Jefferson County Office of Impact Fees  
116 East Washington Street, Suite 100  
Charles Town, WV 25414

Dear Michelle:

TischlerBise is pleased to submit the enclosed qualifications to prepare an Impact Fee Study Update for Jefferson County. We bring several distinct advantages to this assignment:

1. **No other firm has the depth of experience that TischlerBise brings to this assignment.** The County will benefit from our staff's experience in identifying funding gaps and creating new revenue programs for hundreds of local government agencies across the country. **We have prepared over 1,000 impact fee studies across the country – more than any other firm.** We are innovators in the field, pioneering approaches for credits, impact fees by size of housing unit, and distance-related/tiered impact fees. **More importantly, a TischlerBise impact fee methodology has never been successfully challenged in a court of law.**
2. **National Thought Leaders.** Two of our Project Team members for this assignment are considered national thought leaders on the subjects of impact fees, infrastructure financing strategies, fiscal/economic sustainability, and growth management. Carson Bise, AICP, recently Chaired the American Planning Association's Paying for Growth Task Force and was recently named an Affiliate of the National Center for Smart Growth Research & Education. Mr. Bise also serves on the Board of Directors for the Growth and Infrastructure Consortium, where he is a frequent presenter at the annual conference. Both Mr. Bise and Ms. Herlands are frequent speakers on impact fees and infrastructure financing at the state and national level for the American Planning Association, National Association of Homebuilders, Urban Land Institute, and the Government Finance Officers Association.
3. **Consensus Builders.** Our seasoned Project Team has actively participated in legislative body meetings and citizen committees to educate stakeholders regarding the technical process of impact fee calculations as well as the pros and cons of impact fees, particularly the economic effect of implementation. We have unsurpassed experience as consensus builders working with a broad cross-section of urban, suburban and rural communities across country.
4. **As a small firm, we have the flexibility and responsiveness to meet all deadlines of your project.** We offer you the level of service and commitment that the larger firms save for their largest clients.

We look forward to the possibility of working with Jefferson County again and are committed to providing you with top-quality support at a very competitive price. This proposal shall remain valid for 120 days.

Sincerely



L. Carson Bise II, AICP, President  
TischlerBise  
4701 Sangamore Road, Suite S240  
Bethesda, MD 20816  
Phone: 301-320-6900  
E-mail: [carson@tischlerbise.com](mailto:carson@tischlerbise.com)

## Section 2: Qualifications and Experience

TischlerBise is a fiscal, economic, and planning consulting firm specializing in fiscal/economic impact analysis, impact fees, user fees, market feasibility, infrastructure financing studies, and related revenue strategies. Our firm has been providing consulting services to public agencies for over thirty years. In this time, we have prepared over 900 fiscal/economic impact evaluations and over 1,000 impact fee/infrastructure financing studies – more than any other firm.

TischlerBise, Inc., was founded in 1977 as Tischler, Montasser & Associates. The firm became Tischler & Associates, Inc., in 1980 and TischlerBise, Inc., in 2005. The firm is a Subchapter (S) corporation, is incorporated in Washington, D.C., and maintains offices in Bethesda, Maryland (7 employees) and Boise, Idaho (3 employees). The firm’s legal address is:

### Principal Office

L. Carson Bise, AICP, President  
 4701 Sangamore Rd, Suite 240  
 Bethesda, MD 20816  
 301.320.6900 x12 (w) |  
 carson@tischlerbise.com

### TischlerBise National Experience

TischlerBise has been the national leader in advancing the state of the practice as it relates to impact fee calculations. For example, TischlerBise has developed unique methodologies for calculating “progressive” demand indicators for not only persons per housing unit (household), but also the development of jurisdiction-specific average daily vehicle trip generation rates, using US Census Bureau data and Institute of Transportation Engineer’s formulas. These methods not only improve proportionality, but also promote housing equity. In addition, TischlerBise has developed unique impact fee methodologies to assist communities with the implementation of land use policies intended to address sprawl, congestion, and other growth management issues by helping to direct growth to planned development zones. A summary of our national impact fee experience is shown below.

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
AZ	Apache County	◆											
AZ	Apache Junction		◆				◆	◆	◆		◆	◆	
AZ	Avondale		◆	◆	◆		◆	◆	◆		◆	◆	
AZ	Buckeye		◆	◆	◆		◆		◆		◆	◆	

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
AZ	Bullhead City		◆				◆		◆			◆	
AZ	Camp Verde	◆					◆		◆		◆	◆	
AZ	Carefree	◆	◆		◆					◆		◆	
AZ	Casa Grande		◆	◆			◆	◆	◆		◆	◆	
AZ	Cave Creek		◆	◆	◆				◆	◆		◆	
AZ	Coolidge		◆	◆			◆	◆	◆			◆	
AZ	Dewey-Humboldt		◆				◆	◆	◆		◆	◆	
AZ	El Mirage			◆	◆		◆	◆	◆			◆	
AZ	Eloy			◆	◆		◆		◆		◆	◆	
AZ	Flagstaff	◆	◆				◆	◆	◆		◆	◆	
AZ	Gilbert		◆		◆		◆	◆			◆		
AZ	Glendale			◆	◆	◆	◆	◆	◆		◆	◆	
AZ	Goodyear		◆	◆	◆		◆	◆	◆		◆		
AZ	Holbrook			◆	◆								
AZ	Lake Havasu City		◆										
AZ	Maricopa	◆	◆				◆	◆	◆	◆	◆	◆	
AZ	Navajo County	◆	◆					◆					
AZ	Peoria	◆	◆				◆	◆	◆	◆	◆	◆	
AZ	Phoenix		◆				◆	◆	◆	◆	◆		
AZ	Pinal County	◆	◆				◆		◆				
AZ	Pinetop-Lakeside		◆				◆		◆	◆		◆	
AZ	Prescott	◆											
AZ	Queen Creek		◆	◆	◆		◆	◆		◆	◆	◆	
AZ	Safford			◆	◆								
AZ	San Luis		◆	◆	◆	◆	◆	◆	◆				
AZ	Scottsdale			◆	◆								
AZ	Sedona		◆			◆	◆		◆			◆	
AZ	Show Low	◆	◆	◆	◆		◆		◆		◆		
AZ	Sierra Vista		◆				◆	◆	◆	◆	◆		
AZ	Somerton		◆	◆	◆	◆	◆	◆	◆				
AZ	Springerville	◆		◆	◆								
AZ	Surprise		◆	◆	◆		◆	◆	◆		◆	◆	
AZ	Taylor	◆	◆				◆	◆	◆			◆	
AZ	Tolleson	◆	◆	◆	◆	◆	◆	◆				◆	
AZ	Tucson		◆										

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
AZ	Wellton		◆	◆	◆	◆	◆	◆	◆				
AZ	Yuma		◆	◆		◆	◆	◆	◆	◆		◆	
CA	Avenal		◆	◆		◆	◆	◆	◆		◆		
CA	Banning		◆				◆	◆	◆			◆	
CA	Butte County		◆				◆	◆			◆	◆	
CA	Chino Hills		◆	◆		◆			◆				
CA	Clovis			◆									
CA	Corcoran			◆	◆		◆		◆			◆	
CA	El Centro						◆	◆	◆		◆	◆	
CA	Grass Valley		◆	◆	◆	◆	◆	◆	◆			◆	
CA	Half Moon Bay		◆	◆			◆		◆	◆			
CA	Hemet		◆			◆	◆	◆	◆	◆	◆	◆	
CA	Imperial County	◆											
CA	Mammoth Lakes		◆			◆	◆		◆	◆		◆	
CA	Maywood	◆											
CA	National City						◆	◆	◆		◆		
CA	Rancho Cucamonga								◆				
CA	Suisun City		◆						◆			◆	
CA	Temecula		◆	◆	◆		◆		◆	◆	◆	◆	
CA	Tulare		◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
CA	Visalia								◆		◆	◆	
CO	Adams County		◆										
CO	Arapahoe County		◆										
CO	Aspen	◆											
CO	Berthoud Fire District							◆					
CO	Boulder		◆				◆	◆	◆	◆	◆	◆	
CO	Castle Rock		◆			◆	◆	◆	◆	◆		◆	
CO	Colorado Springs		◆										
CO	Eaton			◆	◆		◆		◆	◆		◆	
CO	Erie		◆				◆		◆	◆		◆	
CO	Evans		◆										
CO	Durango	◆	◆										
CO	Fort Collins		◆										
CO	Garfield County		◆										
CO	Grand Junction						◆	◆	◆				

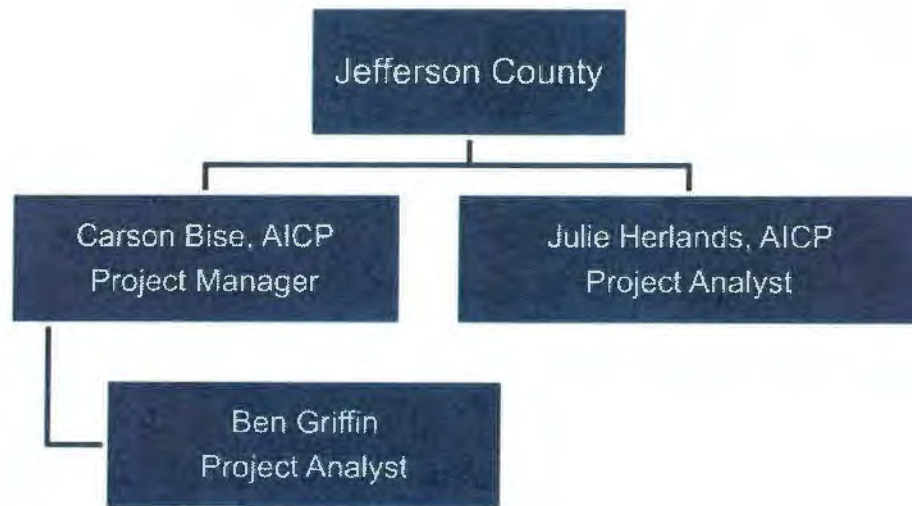
STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
CO	Greeley		◆	◆				◆	◆				
CO	Larimer County		◆										
CO	Lone Tree		◆				◆		◆	◆		◆	
CO	Longmont		◆					◆				◆	
CO	Louisville		◆				◆		◆	◆	◆	◆	
CO	Mead		◆				◆		◆			◆	
CO	Montezuma County		◆										
CO	Parker		◆				◆		◆			◆	
CO	Pitkin County		◆										
CO	Pueblo		◆										
CO	Thornton		◆				◆	◆	◆	◆		◆	
CO	Vail		◆										
FL	Manatee County		◆				◆	◆	◆	◆		◆	◆
FL	Manatee County Schools												◆
FL	Miami	◆					◆	◆	◆	◆		◆	◆
FL	Naples	◆											
FL	North Miami	◆		◆	◆		◆	◆	◆	◆	◆	◆	
FL	Parkland						◆		◆				
FL	Pasco Co. School Board												◆
FL	Port St. Lucie								◆			◆	
FL	Punta Gorda		◆				◆	◆	◆		◆	◆	
FL	South Miami		◆						◆				
FL	Seminole Co. Schools												◆
FL	Stuart		◆				◆	◆	◆			◆	
FL	West Miami			◆			◆		◆			◆	
GA	Effingham County		◆	◆	◆		◆		◆		◆		
GA	Gordon County	◆						◆	◆		◆		
GA	Henry County		◆										
GA	Roswell		◆					◆	◆		◆		
ID	Hailey		◆	◆	◆		◆	◆	◆	◆	◆	◆	
ID	Hayden		◆				◆		◆				
ID	Post Falls	◆	◆				◆		◆				
ID	Sandpoint		◆					◆	◆	◆			
ID	Shoshone Co. Fire Dept							◆					
ID	Victor		◆				◆	◆	◆				

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Law Enforcement	Fire/EMS	Parks and Recreation	Traits/Open Space	Libraries	General Government	Schools
LA	Covington			◆	◆								
MD	Carroll County					◆		◆	◆		◆	◆	◆
MD	Charles County		◆						◆				◆
MD	Cecil County		◆				◆	◆				◆	
MD	Dorchester County	◆					◆						◆
MD	Easton	◆	◆				◆	◆	◆			◆	
MD	Frederick		◆										
MD	Frederick County		◆				◆	◆	◆		◆	◆	◆
MD	Hagerstown		◆				◆		◆			◆	
MD	Hampstead				◆		◆		◆				
MT	Belgrade	◆	◆	◆	◆			◆	◆				
MT	Bozeman		◆	◆	◆			◆					
MT	Flathead County		◆					◆					
MT	Florence School District												◆
MT	Gallatin County	◆	◆					◆					
MT	Gallatin Co. Fire Districts							◆					
NC	Orange County								◆	◆			◆
NC	Pasquotank												◆
ND	Minot										◆	◆	
NM	Las Cruces			◆	◆								
NV	North Las Vegas	◆						◆					
NV	Nye County		◆			◆	◆	◆	◆				
NV	Washoe County		◆										
OH	Delaware						◆	◆	◆			◆	
OH	Lebanon		◆						◆				
OH	Pickerington	◆	◆				◆		◆			◆	
OH	Sunbury						◆					◆	
RI	East Greenwich							◆	◆	◆		◆	◆
RI	Middletown			◆			◆	◆	◆			◆	◆
UT	Mapleton			◆	◆	◆		◆	◆	◆			
UT	North Logan	◆	◆	◆	◆				◆	◆			
UT	Pleasant Grove	◆	◆	◆	◆		◆	◆	◆				
UT	Sandy City		◆			◆	◆	◆		◆			
UT	Spanish Fork	◆		◆	◆	◆			◆				
UT	West Jordan		◆	◆	◆	◆	◆	◆	◆				

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
VA	Stafford County		◆										
VA	Suffolk			◆	◆								
WV	Jefferson County						◆	◆	◆			◆	◆
WY	Casper	◆	◆					◆	◆				
WY	Cheyenne		◆				◆	◆	◆			◆	◆

## Section 3: Project Team Qualifications

Our Project Team for this assignment includes our most senior and experienced impact fee professionals. We have unsurpassed experience performing projects requiring the same expertise as that needed to serve Jefferson County. The role of each team member and their qualifications are briefly discussed in this section, and the organizational chart shows our project team for this assignment.



**Carson Bise, AICP**, President of TischlerBise, will serve as Project Manager and coordinate our Project Team's interaction with the County to ensure that all work is completed properly, on time, and within budget. He will work closely with Julie Herlands and Ben Griffin, developing and reviewing all aspects of the project and providing overall quality assurance for the project. **Mr. Bise was the Project Manager on our previous engagements with Jefferson County.**

**Julie Herlands, AICP**, is Vice President of TischlerBise, and will serve as a Project Analyst for this assignment because of her substantial experience preparing impact fees and financing strategies, as well as her strong project management skills. Ms. Herlands will assist with controlling the work in progress and will assist with the technical requirements of the project. Most importantly, Ms. Herlands, in conjunction with Mr. Bise, will ensure constant collaboration and communication between County staff and our team through frequent progress memorandums, conference calls, and in-person meetings.

**Ben Griffin**, Senior Fiscal/Economic Analyst, an accomplished development fee Project Manager in his own right, will provide analytical support to the impact fee study. Mr. Griffin has been with TischlerBise for five years and has assisted or managed impact fee studies in Boulder, Durango, Erie, Lone Tree, Louisville, and Vail.

## Project Team Résumés

### L. Carson Bise, AICP, President

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#### Experience

Carson Bise has 30 years of fiscal, economic and planning experience and has conducted fiscal and infrastructure finance evaluations in 40 states. Mr. Bise has developed and implemented more fiscal impact models than any consultant in the country. The applications which Mr. Bise has developed have been used for evaluating multiple land use scenarios, specific development projects, annexations, urban service provision, tax-increment financing, and concurrency/adequate public facilities monitoring. Mr. Bise has also written and lectured extensively on fiscal impact analysis and infrastructure financing. His most recent publications are *Next Generation Transportation Impact Fees* and *Fiscal Impact Analysis: Methodologies for Planners*, both published by the American Planning Association, a chapter on fiscal impact analysis in the book *Planning and Urban Design Standards*, also published by the American Planning Association, and the ICMA IQ Report, *Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets*. Mr. Bise was also the principal author of the fiscal impact analysis component for the Atlanta Regional Commission's Smart Growth Toolkit and is featured in the recently released AICP Training Package entitled *The Economics of Density*. Mr. Bise is currently on the Board of Directors of the Growth and Infrastructure Finance Consortium and **recently Chaired the American Planning Association's Paying for Growth Task Force**. He was also recently named an Affiliate of the National Center for Smart Growth Research & Education.

#### SELECTED IMPACT FEE EXPERIENCE

- Daphne, Alabama – *Impact Fee Study*
- Foley, Alabama – *Impact Fee Study*
- Gulf Shores, Alabama – *Impact Fee Study*
- Orange Beach, Alabama – *Impact Fee Study*
- Apache Junction, Arizona – *Impact Fee Study*
- Camp Verde, Arizona – *Impact Fee Study*
- Eloy, Arizona – *Impact Fee Study*
- Siloam Springs, Arkansas – *Impact Fee Study*
- Avenal, California – *Development Impact Fee Study*
- Corcoran, California – *Development Impact Fee Study*
- Banning, California – *Development Impact Fee Study*
- National City, California – *Development Impact Fee Study*
- Mammoth Lakes, California – *Development Impact Fee*
- Rancho Cucamonga, California – *Development Impact Fee Study*
- Suisun City, California – *Development Impact Fee Study*
- Temecula, California – *Development Impact Fee Study*
- Tulare, California – *Development Impact Fee Study*
- Adams County, Colorado – *Transportation Impact Study*
- Arapahoe County, Colorado – *Rural Road Funding Strategy and Rural Road Impact Fee Study*

- Boulder, Colorado – *Impact Fee/Excise Tax Study*
- Castle Rock, Colorado – *Impact Fee Study*
- Evans, Colorado – *Impact Fee Study*
- Erie, Colorado – *Impact Fee Study*
- Fort Collins, Colorado – *Transportation Capital Expansion Fee Study*
- Grand Junction, Colorado – *Impact Fee Study*
- Greeley, Colorado – *Impact Fee Study*
- Longmont, Colorado – *Impact Fee Study*
- Louisville, Colorado – *Impact Fee Study*
- Mead, Colorado – *Impact Fee Study*
- Steamboat Springs, Colorado – *Impact Fee Study*
- Thornton, Colorado – *Impact Fee Study*
- Vail, Colorado – *Impact Fee Study*
- DeSoto County, Florida – *Impact Fee Study*
- Manatee County, Florida – *Impact Fee Study*
- North Miami, Florida – *Impact Fee Study*
- Pasco County, Florida – *School Impact Fee Study*
- Polk County, Florida – *Impact Fee Study*
- Punta Gorda, Florida – *Impact Fee Study*
- Seminole County, Florida – *School Impact Fee and Infrastructure Financing Study*
- Anne Arundel County, Maryland – *Revenue Strategies*
- Calvert County, Maryland – *Impact Fee Study*
- Caroline County, Maryland – *Schools Excise Tax Study*
- Carroll County, Maryland – *Impact Fee Study*
- Charles County, Maryland – *Impact Fee Study*
- Dorchester County, Maryland – *Impact Fee Study*
- Town of Easton, Maryland – *Impact Fee Study*
- Hagerstown, Maryland – *Impact Fee Study*
- Hampstead, Maryland – *Impact Fee Study*
- Salisbury, Maryland – *Impact Fee Study*
- Talbot County, Maryland – *Impact Fee Study*
- Washington County, Maryland – *Impact Fee Study*
- Wicomico County, Maryland – *Impact Fee Study*
- Worcester County, Maryland – *Impact Fee Study*
- Broadwater County, Montana – *Impact Fee Feasibility Study*
- Florence-Carlton School District, Montana – *Impact Fee Study*
- North Las Vegas, Nevada – *Impact Fee Study*
- Nye County/Town of Pahrump, Nevada – *Impact Fee Study*
- Clinton City, Utah – *Impact Fee Study*
- Draper City, Utah – *Impact Fee Study*
- Farmington City, Utah – *Impact Fee Study*
- Logan City, Utah – *Impact Fee Study*
- Mapleton City, Utah – *Impact Fee Study*

- Spanish Fork, Utah – *Impact Fee Study*
- West Jordan, Utah – *Impact Fee Study*

## **EDUCATION**

M.B.A., Economics, Shenandoah University

B.S., Geography/Urban Planning, East Tennessee State University

B.S., Political Science/Urban Studies, East Tennessee State University

## **SPEAKING ENGAGEMENTS**

- Fiscal Impact Assessment, AICP Training Workshop, American Planning Association National Planning Conference
- Dealing with the Cost of Growth: From Soup to Nuts, International City/County Management Association National Conference
- Demand Numbers for Impact Analysis, National Impact Fee Roundtable
- Calculating Infrastructure Needs with Fiscal Impact Models, Florida Chapter of the American Planning Association Conference
- Economic Impact of Home Building, National Impact Fee Roundtable
- Annexation and Economic Development, American Planning Association National Conference
- Economics of Density, American Planning Association National Conference
- The Cost/Benefit of Compact Development Patterns, American Planning Association National Conference
- Fiscal Impact Modeling: A Tool for Local Government Decision Making, International City/County Management Association National Conference
- Fiscal Assessments, American Planning Association National Conference
- From Soup to Nuts: Paying for Growth, American Planning Association National Conference
- Growing Pains, International City/County Management Association National Conference
- Mitigating the Impacts of Development in Urban Areas, Florida Chapter of the American Planning Association
- Impact Fee Basics, National Impact Fee Roundtable
- Fiscal Impact Analysis and Impact Fees, National Impact Fee Roundtable
- Are Subsidies Worth It?, American Planning Association National Conference

## **PUBLICATIONS**

- "Next Generation Transportation Impact Fees," American Planning Association.
- "Fiscal Impact Analysis: Methodologies for Planners," American Planning Association.
- "Planning and Urban Design Standards," American Planning Association, Contributing Author on Fiscal Impact Analysis.
- "Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets," ICMA Press.
- "The Cost/Contribution of Residential Development," Mid-Atlantic Builder.
- "Are Subsidies Worth It?" Economic Development News & Views.
- "Smart Growth and Fiscal Realities," ICMA Getting Smart! Newsletter.
- "The Economics of Density," AICP Training Series, 2005, Training CD-ROM (American Planning Association)



## Julie Herlands, AICP, Principal

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### EXPERIENCE

Julie Herlands is a Principal with TischlerBise and has fifteen years of planning, fiscal, and economic development experience. Prior to joining TischlerBise, Ms. Herlands worked in the public sector in Fairfax County, Virginia, for the Office of Community Revitalization and for the private sector for the International Economic Development Council (IEDC), Advisory Services and Research Department. Her economic and fiscal impact experience includes a wide-range of assignments in over fifteen states. She is a frequent presenter at national and regional conferences including serving as co-organizer and co-presenter at a half-day AICP Training Workshop entitled Fiscal Impact Assessment at the APA National Planning Conference. A session on impact fees and cash proffers presented at the APA National Conference is available through the APA training series, *Best of Contemporary Community Planning*. She is the immediate past Chair of the Economic Development Division of the APA and **chaired the APA Task Force on Planning and Economic Development.**

### SELECTED IMPACT FEE AND INFRASTRUCTURE FINANCE EXPERIENCE

- Aspen, Colorado – *Affordable Housing Mitigation*
- Boulder, Colorado – *Impact Fee Study*
- Durango – *Affordable Housing and Transit Linkage Fee*
- Evans – *Impact Fee Study*
- Castle Rock, Colorado – *Impact Fee Study*
- Parker, Colorado – *Impact Fee Study*
- Plant City, Florida – *Impact Fee Study*
- Port St. Lucie, Florida – *Impact Fee Study*
- Stuart, Florida – *Impact Fee Study*
- Kellogg, Idaho – *Impact Fee Study*
- Post Falls, Idaho – *Impact Fee Study*
- Shoshone Fire District, Idaho – *Impact Fee Study*
- Evanston, Illinois – *Impact Fee/Excise Tax Study*
- Anne Arundel County, Maryland – *Revenue Strategies*
- Caroline County, Maryland – *Schools Excise Tax Study*
- Dorchester County, Maryland – *Impact Fee Study*
- Salisbury, Maryland – *Impact Fee Study*
- Easton, Maryland – *Impact Fee Study*
- Talbot County, Maryland – *Impact Fee Study*
- Wicomico County, Maryland – *Impact Fee Study*
- Worcester County, Maryland – *Impact Fee Study*
- North Las Vegas – *Impact Fee Study*
- Nye County/Town of Pahrump, Nevada – *Impact Fee Study*
- Cabarrus County, North Carolina – *Voluntary Mitigation Payment Studies (Two School Districts)*
- Catawba County, North Carolina – *School Impact Fee Studies (Three School Districts)*
- Chatham County, North Carolina – *School Impact Fee Study (One School District)*
- Orange County, North Carolina – *School Impact Fee Study (Two School Districts)*

- Abbeville County, South Carolina – *Infrastructure Financing Study*
- Beaufort County, South Carolina – *Infrastructure Financing Study*
- Prince George County, Virginia – *Cash Proffer Study*
- Prince William County, Virginia – *Impact Fee Study*
- Spotsylvania County, Virginia – *Impact Fee Study*
- Stafford County, Virginia – *Impact Fee Study*
- Sussex County, Virginia – *Cash Proffer Study*

## **EDUCATION**

Masters of Community Planning, University of Maryland (Summa Cum Laude, Phi Kappa Phi)  
 B.A., Political Science, University of Buffalo (Magna Cum Laude, Phi Beta Kappa)

## **SPEAKING ENGAGEMENTS**

- Fiscal Impact Assessment, AICP Training Workshop, American Planning Association National Planning Conference, 2009 and 2008
- Infrastructure Financing: Funding the Gap, American Planning Association National Planning Conference, 2009
- Economic Development for Planning Practitioners, Training Workshop, American Planning Association National Planning Conference, 2009
- Voluntary Mitigation Payments: An Alternative to Impact Fees, American Planning Association National Planning Conference, 2007
- Proffers vs. Impact Fees: The Virginia Experience, National Impact Fee Roundtable, 2006
- Impact Fee—Or Is It? American Planning Association National Planning Conference, 2005
- Integrating Planning with School Demands, American Planning Association National Planning Conference, 2005
- Planning and Fiscal Reality, American Planning Association National Planning Conference, 2004

## **PUBLICATIONS**

- "Should Impact Fees Be Reduced in a Recession?" *Economic Development Now*, August 10, 2009 (International Economic Development Council)
- "Agreements, Fees, and CIP," *The Best of Contemporary Community Planning*, 2005, Training CD-ROM (American Planning Association and Lincoln Institute of Land Policy)
- "The Connection between Growth Management and Local Economic Development," *Economic Development News & Views* (Economic Development Division of the APA)



## Benjamin Griffin, Senior Fiscal/Economic Analyst

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### EXPERIENCE

Benjamin Griffin is the Senior Fiscal and Economic Analyst at TischlerBise with specialties in finance and economic development planning. Prior to joining TischlerBise, Mr. Griffin worked for the New Orleans Business Alliance (NOLABA) — the non-profit agency tasked with leading economic development initiatives for the City of New Orleans. Mr. Griffin also worked for the Jefferson Parish Planning Department where he gained experience in the short-range planning division. Since joining TischlerBise, Mr. Griffin has worked on fiscal analyses, market analyses, capital improvement plans, development impact fees, and revenue strategies for local governments in sixteen states.

### SELECTED IMPACT FEE EXPERIENCE

- Buckeye, Arizona – *Development Impact Fee Study*
- Pinal County, Arizona – *Development Impact Fee Study*
- Maricopa, Arizona – *Transportation Impact Fee Review*
- Sierra Vista, Arizona – *Development Impact Fee Study*
- Tempe, Arizona – *Development Impact Fee Study*
- Yuma, Arizona – *Development Impact Fee Study*
- Lemoore, California – *Impact Fee Study*
- Mammoth Lakes, California – *Impact Fee Study*
- Suisun City, California – *Impact Fee Study*
- Tulare, California – *Impact Fee Study*
- Durango, Colorado – *Multimodal Impact Fee and Housing Linkage Fee Study*
- Fort Collins, Colorado – *Impact Fee Study*
- Lone Tree – *Impact Fee Study*
- Louisville, Colorado – *Impact Fee Study*
- Mead, Colorado – *Impact Fee Study*
- Thornton, Colorado – *Impact Fee Study*
- Manatee County, Florida – *Impact Fee Study*
- Manatee County School District, Florida – *School Impact Fee Study*
- Covington, Louisiana – *Impact Fee Study*
- Middletown, Rhode Island – *Impact Fee Study*
- West Jordan, Utah – *Impact Fee Study*
- Jefferson County, West Virginia—*Impact Fee Study*

### EDUCATION

M.A., Urban and Regional Planning, University of New Orleans

B.B.A., Finance, University of Mississippi

## Section 4: References

References for TischlerBise are shown below.

### **Pasco County School Board, Florida – School Impact Fee Study**

Project Contact: Ray Gadd, Assistant Superintendent for Support Services

Phone: (813) 794-2860

E-mail: rgadd@pasco.k12.fl.us

TischlerBise Staff: Carson Bise and Ben Griffin

TischlerBise has completed five assignments with the District School Board of Pasco County calculating impact fees. In 2016/2017, TischlerBise revised the impact fee methodology to reflect current pupil generation rates by type of housing unit, updated construction and land costs, 2017 level-of-service standards and current revenue projections (e.g., Penny for Pasco sales tax). In addition, TischlerBise held several meetings with an advisory group made up of County and School District representatives, citizen groups, and the development community. As part of this effort, TischlerBise provided the District and stakeholders the option of implementing the impact fees under a progressive residential fee structure by size of housing unit or the traditional fee structure by type of housing unit.

### **Manatee County School Board, Florida – School Impact Fee Study**

Project Contact: Mike Pendley, Executive Planner

Phone: (941) 708-8800 Extension 1056

E-mail: pendleym@manateeschools.net

TischlerBise Staff: Carson Bise

TischlerBise recently completed an update to the County's school impact fee. The County suspended collection of the impact fee in 2009 as enrollment stabilized. However, enrollment began increasing a number of years ago as the County emerged from the Great Recession. Given the need to provide additional student seats in response to this growth, the County hired TischlerBise to prepare a new school impact fee study. This update included several meetings with an advisory group made up of County and School District representatives, citizen groups, and the development community. An update was completed approximately 8 months after adoption to reflect the appropriate credit/offset for the renewal of the sales tax that is dedicated to the School District.

### **Williamson County, Tennessee – School Impact Fee Study**

Project Contact: Joe Horne, Community Development Director

Phone: (615) 790-5725

E-mail: joeh@williamson-tn.org

TischlerBise Staff: Carson Bise and Julie Herlands

Authorized by a Private Act for Williamson County, TischlerBise recently completed the first school impact fee study in the State of Tennessee. Williamson County's school enrollment is approximately 38,000, which is projected to increase by 10,000 students over the next five years. This rapid growth in school enrollment, coupled with substantial transportation funding needs, prompted the implementation of the school impact fee. A particular challenge with this study was calculating the appropriate credits required since the County has a privilege tax on new construction, a portion of which goes to the School Department for school

construction. As part of this assignment, TischlerBise conducted 5 stakeholder meetings and 2 open houses.

**City of Louisville, Colorado – Impact Fee Study**

Project Contact: Heather Balsler, Assistant City Manager

Phone: (303) 335-4530

E-mail: heatherb@louisvilleco.gov

TischlerBise Staff: Carson Bise, AICP, and Ben Griffin

TischlerBise recently completed an update to the City's impact fee program. Several options were prepared for the transportation fee including the possibility of a special service area for downtown, where there is a higher internal trip capture rate. A significant stakeholder outreach process was undertaken that included six meetings with the Steering Committee, which was comprised of City staff, concerned citizens and representatives of the building community. With this update, TischlerBise recommended preparing the impact fees using progressive housing multipliers (i.e. the fee increases with the size of the dwelling unit). The primary reason for this approach was to promote housing affordability.

**City of Longmont, Colorado – Impact Fee Study**

Project Contact: Joni Marsh, Planning and Development Services Director

Phone: (303) 774-4398

E-mail: joni.marsh@ci.longmont.co.us

TischlerBise Staff: Carson Bise, AICP

TischlerBise was retained to review and update the City of Longmont's impact fee program. Three fee categories were included—Recreation, Public Buildings, and Transportation. This assignment included updating capital improvement plans and calculating impact fees for each fee category. The Recreation fee evaluated both a plan-based approach and consumption-based approach in order to gauge the magnitude of City General Fund exposure/commitment. The Transportation fee includes both capacity and multimodal improvements. A unique aspect of the transportation impact fee was the two-tiered structure to encourage redevelopment in the downtown core. Urban areas like downtown Longmont have distinct demographic profiles and physical traits that reduce vehicle trips, such as higher internal capture, design characteristics that promote walking and biking, and superior transit service.

Consistent with the literature review, a recent analysis of mixed-use developments in six regions of the United States found an average 29% reduction in trip generation as a function of "D" variables, including: density, diversity, design, destination accessibility, distance to transit, demographics, and development scale. Because mixed-use development located in downtown Longmont will put less strain on the external street network, trip generation rates should be less than standalone suburban development.

## Section 5: Project Approach and Methodology

### Project Approach

Impact fees are simple in concept, but complex in delivery. Generally, the jurisdiction imposing the fee must: (1) identify the purpose of the fee, (2) identify the use to which the fee is to be put, (3) show a reasonable relationship between the fee's use and the type of development project, and (4) account for and spend the fees collected only for the purpose(s) used in calculating the fee.

Reduced to its simplest terms, the process of calculating impact fees involves the following two steps:

1. Determine the cost of development-related capital improvements, and
2. Allocate those costs equitably to various types of development.

There is, however, a fair degree of latitude granted in constructing the actual fees, as long as the outcome is "proportionate and equitable." Fee construction is both an art and a science, and it is in this convergence that TischlerBise excels in delivering products to clients.


Any one of several legitimate methods may be used to calculate impact fees for the County. Each method has advantages and disadvantages given a particular situation, and to some extent they are interchangeable because they all allocate facility costs in proportion to the needs created by development.

In practice, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for capital facilities. The following paragraphs discuss the three basic methods for calculating impact fees and how those methods can be applied.

**Plan-Based Impact Fee Calculation** - The plan-based method allocates costs for a specified set of future improvements to a specified amount of development. The improvements are identified by a CIP. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. The plan-based method is often the most advantageous approach for facilities that require engineering studies, such as roads and utilities.

**Cost Recovery Impact Fee Calculation** - The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities from which new growth will benefit. To calculate an impact fee using the cost recovery approach, facility cost is divided by the ultimate number of demand units the facility will serve. An oversized police station is an example.

**Incremental Expansion Impact Fee Calculation** - The incremental expansion method documents the current level of service (LOS) for each type of public facility in both quantitative and qualitative measures, based on an existing service standard such as square feet per capita or park acres per capita. The LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, clients do not use the funds for renewal and/or replacement of existing facilities. Rather, the jurisdiction uses the impact fee revenue to expand or provide additional facilities as needed to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments with LOS standards based on current conditions in the community.



**Evaluation of Alternatives.** Designing the optimum impact fee approach and methodology is what sets TischlerBise apart from our competitors. Unlike most consultants, we routinely consider each of the three methodologies for each component within a fee category. The selection of the methodology for each component of an impact fee category will be dependent on which is most beneficial for the County. In some cases, we will prepare the impact fee using several methodologies and will discuss the various trade-offs with the County. There will likely be policy and revenue tradeoffs. We recognize that “one size does not fit all” and we create the optimum format that best achieves our clients’ goals.

**Lending a Sense of Market Reality to the Development Projections.** Projecting future residential and nonresidential development is more difficult now than in the past due to shifting trends in the housing market as a result of changing demographics and lifestyle choices. Changes in the retail sector combined with existing surpluses of retail space in many communities are also a concern. **TischlerBise’s extensive national experience conducting market analysis and real estate feasibility studies is invaluable in determining the appropriate development projections used in the impact fee calculations.** Depending on the methodology employed, overly optimistic development projections can increase the County’s financial exposure if impact fee revenue is less than expected.

**Historical and Projected Enrollment.** TischlerBise will review historical and projected enrollment data. This review will provide an understanding of enrollment trends that have occurred overall and by type of school. Finally, we will compare historical and projected enrollment to historical and projected population/housing unit growth in order to establish any relevant trends. Our Team’s national perspective related to calculating school impact fees will inform this analysis. We will likely prepare several alternative projections of housing units and enrollment for review by Jefferson County Schools staff.

**Update of Student Generation Rates and GIS Support.** TischlerBise will review the current student generation rates component of the fees to confirm that the pupils per housing unit used in the previous study are still appropriate or suggest an update to the rates. We will work with the School staff to determine whether an update is needed. TischlerBise will work closely with staff on the approach, methodology, and calculations to ensure an efficient process and defensible results.

## Scope of Work

The following scope of work provides detailed steps to ensure this project is completed successfully and meets the legal requirements for impact fees, based on the State’s enabling legislation (West Virginia State Code Chapter 7, Article 20, as well as national case law. The impact fees categories are assumed to include: Schools; Law Enforcement; Parks and Recreation; Fire and Emergency Service; and County Administration Facilities.

### TASK 1: PROJECT INITIATION / DATA ACQUISITION

During this task, we will meet with County staff to establish lines of communication, review and discuss project goals and expectations related to the project, review (and revise if necessary) the project schedule, request data and documentation related to new proposed development, and discuss staff’s role in the project. The objectives of this initial discussion are outlined below:

- Obtain and review current demographics and other land use information for Jefferson County
- Review and refine work plan and schedule

- Assess additional information needs and required staff support
- Identify and collect data and documents relevant to the analysis
- Identify any relevant policy issues

**Meetings:** One (1) on-site visit to meet with County staff as appropriate.

**Deliverables:** Data request memorandum (prepared in advance of meeting).

## **TASK 2: PREPARE LAND USE ASSUMPTIONS AND DEVELOPMENT PROJECTIONS**

The purpose of this task is to review and understand the current demographics of the County and determine the likely development future for the County in terms of new population, housing units, employment, and nonresidential building area over the next 10-20 years. TischlerBise will prepare a plan that includes projections of changes in land uses, densities, intensities, and population. A map of the area(s) to which the land use assumptions apply will also be included in this task.

**Meetings:** Discussions with the Engineering, Planning and Zoning Department and other relevant staff held as part of Task 1, as well as conference calls as needed.

**Deliverables:** TischlerBise will prepare a draft Technical Memorandum discussing the recommended land use factors and projections. After review and sign-off by the County, a final memorandum will be issued, which will become part of the final Impact Fee Report.

## **TASK 3: RECOMMEND STUDENT GENERATION RATES**

The purpose of this task is to review and understand the current enrollment trends in the County and to determine the likely increase in public school students resulting from new development over the next ten to twenty years.

**Historical and Projected Enrollment.** TischlerBise will review historical and projected enrollment data. This review will provide an understanding of enrollment trends that have occurred overall and by type of school. Finally, we will compare historical and projected enrollment to historical and projected population/housing unit growth in order to establish any relevant trends. Our national perspective related to calculating school impact fees will inform this analysis. We will likely prepare several alternative projections of housing units and enrollment for review by School staff.

**Prepare Student Generation Rates and GIS Support.** TischlerBise will review approaches to calculating student generation rates with School staff. This will include a GIS evaluation, if geocoded enrollment data is available.

**Meetings:** One (1) meeting conducted as part of Task 1.

**Deliverables:** TischlerBise will prepare a draft technical memorandum discussing the recommended school enrollment projections and pupil generation rates. After review and sign-off by the School Department, a final memorandum will be issued.

## **TASK 4: DETERMINE CAPITAL FACILITY NEEDS AND SERVICE LEVELS**

This Task as well as Tasks 5-7 may vary somewhat depending on the methodology applied to a particular impact fee category. The impact fee study for each facility type would be presented in separate chapters in the Impact Fee Report.

**Identify Facilities/Costs Eligible for Impact Fee Funding.** As an essential part of the nexus analysis, TischlerBise will evaluate the impact of development on the need for additional facilities, by type, and identify costs eligible for impact fee funding. Elements of the analysis include:

- Review facility plans, fixed asset inventories, and other documents establishing the relationship between development and facility needs by type.
- Identify planned facilities, vehicles, equipment, and other capital components eligible for impact fee funding.
- Prepare forecast of relevant capital facility needs.
- Adjust costs as needed to reflect other funding sources.

As part of calculating the fee, the County may include the construction contract price; the cost of acquiring land, improvements, materials, and fixtures; the cost for planning, surveying, and engineering fees for services provided for and directly related to the construction system improvement; and debt service charges, if the County might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the cost of system improvements. All these components will be considered in developing an equitable allocation of costs.

**Identify Appropriate Level of Service (LOS) Standards.** We will review needs analyses and LOS for each facility type. Activities related to this Task include:

- Apply defined service standards to data on future development to identify the impacts of development on facility and other capital needs. This will include discussions with staff of the existing versus adopted LOS, as appropriate.
- Ascertain and evaluate the actual demand factors (measures of impact) that generate the need for each type of facility to be addressed in the study.
- Identify actual existing service levels for each facility type. This is typically expressed in the number of demand units served.
- Define service standards to be used in the impact fee analysis.
- Determine appropriate geographic service areas (if necessary) for each fee category.

**Meetings:** Two (2) meetings with County staff to discuss capital facility needs and levels of service.

**Deliverables:** Memoranda as appropriate. Results integrated into Draft/Final Impact Fee Report.

## **TASK 5: EVALUATE DIFFERENT ALLOCATION METHODOLOGIES**

The purpose of this Task is to determine the methodology most appropriate for each impact fee category. As noted previously, the three basic methodologies that can be applied in the calculation of impact fees are the plan-based, incremental expansion, and cost-recovery approaches. Selection of the particular methodology for each component of the impact fee category will depend on which is most beneficial for the County. In some cases, we will prepare the impact fees for a particular infrastructure category using several methodologies and will discuss the trade-offs with the County. This allows the utilization of a combination of methodologies within one fee category. For instance, a plan-based approach may be appropriate for a new building while an incremental approach may be appropriate for support vehicles and equipment. By testing all possible methodologies, the County is assured that the maximum supportable impact fee will be developed. Policy discussions will then be held at the staff level regarding the trade-offs associated with

each allocation method prior to proceeding to the next Task as well as trade-offs regarding implementation as impact fees.

**Meetings:** One (1) meeting with County staff to discuss issues related to allocation methodologies and relevant policy issues.

**Deliverables:** "Storyboard" presentation on fee options.

#### **TASK 6: DETERMINE NEED FOR "CREDITS" TO BE APPLIED AGAINST CAPITAL COSTS**

There are two types of "credits" that are included in the calculation of impact fees, each with specific, distinct characteristics. The first is a credit due to possible double payment situations. This could occur when a property owner will make future contributions toward the capital costs of a public facility covered by an impact fee. The second is a credit toward the payment of an impact fee for the required dedication of public sites and improvements provided by the developer and for which the impact fee is imposed. Both types of credits will be considered and addressed in the impact fee study.

**Deliverables:** Memoranda as appropriate. See Task 8.

#### **TASK 7: CONDUCT FUNDING AND CASH FLOW ANALYSIS**

In order to prepare a meaningful capital funding strategy, it is important to not only understand the gross revenues, but also the capital facility costs and any deficits. In this case, some consideration should be given to anticipated funding sources. This calculation will allow the County to better understand the various revenue sources possible and the amount that would be needed if the impact fees were discounted.

The initial cash flow analysis will indicate whether additional funds might be needed or if the funding strategy might need to be changed to have new growth pay its fair share of new capital facilities. This could also affect the total credits calculated in the previous Task. Therefore, it is likely that a number of iterations will be conducted in order to refine the cash flow analysis reflecting the capital improvement needs.


**Deliverables:** See Task 8.

#### **TASK 8: PREPARE DRAFT AND FINAL IMPACT FEE REPORT, PUBLIC PRESENTATIONS**

TischlerBise will prepare a draft report for the County's review. The report will summarize the need for all relevant categories of impact fees in Jefferson County and the relevant methodologies employed in the calculation. It will also document all assumptions and cost factors. The report will include at a minimum the following information:

- Executive summary
- A detailed description of the methodologies used during the study
- A detailed description of all LOS standards and cost factors used and accompanying rationale
- A detailed schedule of all proposed fees listed by land use type and activity
- Other information which adequately explains and justifies the resulting recommended fee schedule
- Cash flow analysis
- Implementation and administration procedures

Following the County's review of the draft report, we will make mutually agreed upon changes to the impact fee report and issues a final version.



TischlerBise's report(s) will have flow diagrams clearly indicating the methodology and approach, a series of tables for each fee category showing all of the data assumptions and figures, and a narrative explaining all of the data assumptions, sources and the methodologies. The report will be a stand-alone document clearly understood by all interested parties. Because of the firm's extensive experience in calculating impact fees and preparing such reports, we have developed a very succinct written product that leaves a well-understood paper trail.

**Meetings:** Two (2) meetings/ presentations to present the Impact Fee Study with the County Commission.

**Deliverables:** Draft and Final Impact Fee Study.

## Section 6: Project Schedule

### Project Schedule

The table below indicates our proposed schedule for this assignment, assuming an early April start date.

IMPACT FEE PROJECT SCHEDULE FOR JEFFERSON COUNTY, WEST VIRGINIA			
Tasks	Anticipated Dates	Meetings	Meetings/Deliverables
Task 1: Project Initiation / Data Acquisition	April, 2024	1	Data Request Memorandum
Task 2: Prepare Land Use Assumptions and Development Projections	April, 2024	1	Technical Memorandum Outlining Recommended Land Use Assumptions
Task 3: Recommend Student Generation Rates	April, 2024	1	Technical Memorandum Outlining Recommended Student Generation Rates
Task 4: Determine Capital Facility Needs and Service Levels	April - June, 2024	2	Memoranda as Appropriate
Task 5: Evaluate Different Allocation Methodologies	June, 2024	1	"Storyboard" Presentation on Fee Options
Task 6: Determine Need for "Credits" to be Applied Against Capital Costs	June, 2024	0	See Task 8
Task 7: Conduct Funding and Cash Flow Analysis	June, 2024	0	See Task 8
Task 8: Prepare Impact Fee Report, Public Presentations	June, 2024	1	Draft/Final Impact Fee Report, Presentation Materials as Appropriate

### Project Management Approach

TischlerBise utilizes a project management process which ensures that our projects are completed on time, within budget, and most importantly, that they yield results that match our clients' expectations. Our project management plan utilizes the following principles common to successful projects:

1. First, we begin by **defining the project to be completed**. Based on discussions that occur as part of our Project Initiation task, Carson Bise will identify the project goals and objectives in collaboration with County staff, list potential challenges to the process, and develop a plan to ensure successful outcomes and effective communication.
2. Second, we will **plan the project schedule**. As part of the Project Initiation task, Mr. Bise will work with County staff to create an agreed-upon timetable to meet the project schedule. Prior to beginning the project, Mr. Bise will assign roles that will ensure that the project schedule is met on time and within budget.
3. Third, we will **actively manage the project process**. Mr. Bise and Ms. Herlands both have a long history of past project successes (we encourage you to contact our references regarding this aspect) that are supported by strong project management skills. Mr. Bise will manage the work in progress, provide guidance and oversight to staff, and will be accountable to you for meeting the schedule, budget, and technical requirements of the project.



4. Finally, we will **review all project deliverables and communication through a formal quality assurance process** that requires review at the peer level, project manager level, and chief executive officer level. Prior to the delivery of work product to you and staff, deliverables will go through a structured quality assurance process involving up to three levels of review and utilizing a formal checklist tool. The first level involves a peer-to-peer review of work products and computer models. Next, Mr. Bise will be responsible for the second set of reviews comparing the work product to the completed quality checklist form.





## Section 7: **Required Forms**



**PROPOSAL FORM**

Jefferson County, West Virginia

**RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE**

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

c/o Jefferson County Department of Engineering, Planning & Zoning  
Office of Impact Fees  
P.O. Box 716  
116 East Washington Street, Suite 100  
Charles Town, WV 25414

From: TischlerBise, Inc.  
Name of Proposer  
4701 Sangamore Road S240  
Mailing Address  
Bethesda, MD 20816  
County, State, Zip Code

**CONTRACTOR'S PROPOSAL**

The undersigned Proposer agrees that he will contract with the Jefferson County Commission to provide all necessary labor, supervision, tools, and other means to do all the work and furnish all the materials specified in the contract in the manner and time therein prescribed, and that he will take as full payment the amount set forth herein.

RECALUCATION OF IMPACT FEES & FEE SCHEDULE UPDATE, in its entirety, all Addenda, and the following documents by this reference are hereby made a part of this proposal:

- a. Notice of Request For Proposals
- b. Instructions To Proposer
- c. Terms and Conditions
- d. Scope of Work
- e. Proposal Form
- f. Non-Collusion Affidavit
- g. Proposer's Statement of Insurance Coverage
- h. Proposer Statement of Relevant Experience
- i. Additional information provided by the Proposer as required

Proposer acknowledges receipt (if applicable) of Addenda Number(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. The Jefferson County Commission reserves the right to increase or decrease the quantity of any item or omit items as may be deemed necessary and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price.

A. The County may choose to proceed with impact fee analyses for fewer than the five, and potentially only one of the identified categories. For each of the categories below, please provide an individual cost proposal to complete all necessary work to develop a fee schedule for that one category, assuming that the analysis and fee calculation for only that category will be pursued:

1. Schools impact fee analysis/calculation:

Amount Bid \$ \$28,600  
Amount Bid in Words Twenty-eight thousand six hundred

2. Law Enforcement impact fee analysis/calculation:

Amount Bid \$ \$7200  
Amount Bid in Words Seven thousand two hundred

3. Parks & Recreation impact fee analysis/calculation:

Amount Bid \$ \$12500  
Amount Bid in Words Twelve thousand five hundred

4. Emergency Services (ESA) impact fee analysis/calculation:

Amount Bid \$ \$7,900  
Amount Bid in Words Seven thousand nine hundred

5. County Administrative Facilities impact fee analysis/calculation:

Amount Bid \$ \$6600  
Amount Bid in Words Six thousand six hundred

B. Cost proposal to complete the full scope of work, including analysis and calculation of fee schedules for all five identified categories. If the Proposer realizes an economy of scale by performing the scope of work for all five of the impact fee categories, then this **Full Scope Total Amount to complete the full scope of work for all five categories need not be equal to the sum of the individual category bid amounts provided above.**

Full Scope Total Amount Bid \$ \$62,800

Full Scope Total Amount Bid in Words Sixty-two thousand eight hundred

TischlerBise, Inc.

Company Name of Proposer

4701 Sangamore Road S240

Mailing Address (PO Box or Street Address)

Bethesda, MD 20816

City, State, Zip Code

L. Carson Bise

Name of Authorized Representative

Signature

S Corporation

Title

President

Type of Business (Corp, Partnership, Sole Proprietorship)

(301) 320-6900 Ext 12

Telephone Number

Facsimile Phone Number

**NON-COLLUSION AFFIDAVIT**

**(To Be Completed, Notarized, and Submitted With Bid)**

Jefferson County, West Virginia

**RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE**

Jefferson County Commission  
Jefferson County, West Virginia

" L. Carson Bise of Tishler Bise, Inc., Proposer, being first duly sworn, deposes and says that he or she is Owner of the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid."

Tishler Bise, Inc.  
Proposer Name (Person, Firm, Corp.)

4701 Sangamore Rd  
S 240  
Address

Bethesda, MD 20816  
City State Zip Code

Date of Signing: 3/22/24

[Signature]  
Authorized Representative's Signature

Tamara W. Tawfeeq  
Notary Signature/Seal

L. Carson Bise  
Authorized Representative's Name (Typed)

President  
Authorized Representative's Title

**TAMARA WAFEEQ TAWFEEQ  
NOTARY PUBLIC  
MONTGOMERY COUNTY  
MARYLAND  
My Commission Expires 06-29-2027**

**PROPOSER'S STATEMENT  
Of  
INSURANCE COVERAGE**

Jefferson County, West Virginia  
**RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE**

PROPOSER HEREBY CERTIFIES that the Proposer has reviewed and understands the insurance coverage requirements specified in the Request for Proposals – Recalculation of Impact Fees & Fee Schedule Update. Should the Proposer be awarded the contract for the work, Proposer further certifies that the Proposer can meet the specified requirements for insurance, and agrees to name the Jefferson County Commission as Additional Insured for the work specified and provide certificates of insurance for the insurance coverage.

**Insurance Required:**

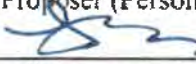
- Workmen's Compensation and Employment Liability Insurance in compliance with statutory limits.
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$1,000,000 per occurrence and in the aggregate.
- Professional Liability Insurance with a limit of \$1,000,000 per claim and in the aggregate.
- Automobile Liability Insurance including non-owned and hired automobiles with the limits listed below:

Bodily Injury \$500,000 each person  
\$500,000 each occurrence

Property Damage \$100,000 each occurrence

TischlerBise, Inc.

\_\_\_\_\_  
Name of Proposer (Person, Firm, or Corporation)

  
\_\_\_\_\_  
Signature of Proposer's Authorized Representative

L. Carson Bise, President

\_\_\_\_\_  
Name & Title of Authorized Representative (Typed)

3/22/24  
\_\_\_\_\_  
Date of Signing

**PROPOSER STATEMENT OF RELEVANT EXPERIENCE**  
**Jefferson County, West Virginia**  
**RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE**

List five references which your firm provided impact fee analysis/calculation services for a Municipal, County, or other governmental unit within the last five years.

I hereby certify that I have performed the work listed below:

Name of Proposer: Tischler Bise, Inc.

Signature of Proposer: 

DESCRIPTION	DATES	CONTRACT AMOUNT	CUSTOMER CONTACT	CUSTOMER TELEPHONE
Manatee County School Board Impact Fee Study	2009, 2017, 2023	\$67,600	Mike Pandley	(811) 708-8800 Ext 1056
Pasco County School District Impact Fee Study	2004, 2017, 2021	\$65,600	Betsy Kuhn	(813) <del>784</del> 784-2203
Longmont, CO	2004, 2016	\$58,900	Joni Marsh	(303) 774-4398
Williamson County, Tennessee Impact Fee Study	2016, 2023	\$72,700	Joe Horne	(615) 790-5725
Firestone, CO Impact Fee Study	2023	\$65,840	Rachyn Ferrara	(303) 531-6257



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



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Department of Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: 4 April 2024

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

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

Subject (*Wording to be placed on agenda*): Request Approval to amend Board of Education impact Fees – FY 2024 Capital Improvement Plan.

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

**Board of Education**  
**FY 2024 CIP**  
**Amendment No. 1**

This CIP amendment regards the increase and modification for the current FY 2024 CIP for the 2024 Impact Fee Recalculation Study increase of \$25,000 to \$28,600.

The project was previously approved by the County Commission for FY 2026 for \$25,000.

The revised FY 2024 CIP Form 1 and Table 1 are attached.

The Office of Impact Fees recommends approval of the requested amendment.

Is this a funding request? No, impact fees are used as funding.

If so, how much? \$

Provide exact financial impact/request:

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

Move to approve the Board of Education – FY 2024 Capital Improvement Plan – Amendment No. 1, as presented.

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

If not attached, explain:

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

Phone Number: 304-728-3257

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

not applicable

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency, Department or Office: Jefferson County Board of Education

(1) Pri No	(2) PROJECT NAME & DESCRIPTION	(3) EST'D TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY	FY	FY	FY	FY
				2024		2025	2026	2027	2028	2029
1	Shepherdstown Elementary School	24,046,459	1,276,081	0	24,046,459	-	-	-	-	-
2	Ranson Elementary School	23,687,740	1,276,081	0	23,687,740	-	-	-	-	-
3	High School Auxiliary Gym	3,034,000	1,910,888	0	3,034,000	-	-	-	-	-
4	New Middle School (10+ yrs)	38,000,000	3,232,660	0	0	-	-	-	-	-
5	Impact Fee Study	28,600		28,600	0	-	-	-	-	-
6	ROTC Wing at Jefferson High School	1,250,000		0	0	-	-	-	1,250,000.00	-
7	Regional Student Support Center (5+ yrs)	17,000,000	469,250	0	7,000,000	-	-	-	10,000,000.00	-
8	New High School	69,000,000		0	0	-	-	-	-	-

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

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
<b>Jefferson County Board of Education</b>											
1	1	Shepherdstown Elementary School	\$24,046,459	\$1,276,081	\$0	\$22,770,378	\$0	\$0	\$0	\$0	\$0
2	1	Ranson Elementary School	\$23,687,740	\$1,276,081	\$0	\$22,411,659	\$0	\$0	\$0	\$0	\$0
4	1	High School Auxiliary Gym	\$3,034,000	\$1,910,698	\$0	\$1,123,312	\$0	\$0	\$0	\$0	\$0
5	1	New Middle School (10+ yrs)	\$38,000,000	\$3,232,860	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0
7	1	Impact Fee Study	\$28,600	\$0	\$28,600	\$0	\$0	\$0	\$0	\$0	\$0
8	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$166,046,789</b>	<b>\$7,696,510</b>	<b>\$28,600</b>	<b>\$53,305,349</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,250,000</b>	<b>\$0</b>
<b>Jefferson County Parks and Recreation Commission</b>											
1	1	Sam Michael's Park (Septic Upgrades)	\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$750,000</b>	<b>\$0</b>	<b>\$450,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Jefferson County Emergency Services Agency</b>											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	1	County ambulance Replacement Plan	\$2,925,000	\$0	\$650,000	\$0	\$325,000	\$650,000	\$325,000	\$650,000	\$325,000
<b>TOTALS</b>			<b>\$3,445,328</b>	<b>\$0</b>	<b>\$731,000</b>	<b>\$0</b>	<b>\$406,000</b>	<b>\$731,000</b>	<b>\$406,000</b>	<b>\$731,000</b>	<b>\$406,000</b>

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



Name: Roger Goodwin, Chief County Engineer

Department or Organization:

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

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

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

- 📌 Building Code Board of Appeals – Appointment of Members
  - 5 vacancies, each for a term of two years ending July 1, 2026

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:



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](mailto: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.



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

Please type or print information

Name: Alicia F. McCormick, P.E.

Home Telephone Number: \_\_\_\_\_

Work Address: E. German Street, Shepherdstown, WV 25443

Work Phone Number: 304-876 \_\_\_\_\_

Mobile Phone Number: 304-639- \_\_\_\_\_

E-mail Address: aliciafmccormick@gmail.com

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

Occupation: Structural Engineer

Education: High School Annapolis Sr. HS, Annapolis, MD

College The Catholic University of America, Washington, D.C.

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

Are you a United States citizen?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a West Virginia resident?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a resident of Jefferson County?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you able to produce verification of residency?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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

Address:  
Engle Molers Road, Harpers Ferry, WV  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Shepherdstown

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

Professional Structural Engineers for over 35 years  
10 years residential construction

Organization Memberships and Positions Held : American Society of Civil Engs  
American Council of Engineering Companies; Building Code of Appeals

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

Date:	Offense:

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

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

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

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

Signature:  Date: 3/28/24

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

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

Please type or print information

Name: Timothy McClenahan

Home Telephone Number: \_\_\_\_\_

Work Address: Berryville, VA 22611

Work Phone Number: 540 \_\_\_\_\_

Mobile Phone Number: 540 \_\_\_\_\_

E-mail Address: southernhbllc@aol.com

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

Occupation: Residential Builder

Education: High School Broad Run HS, Broad Run, VA

College \_\_\_\_\_

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

- |  |   |  |
|--|---|--|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Are you a West Virginia resident?                  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |

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

Address:  
Berryville, VA 22611  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Memberships and Positions Held : Electric Union  
Jefferson County Building Code of Appeals

\_\_\_\_\_

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

Date:	Offense:

Statement: I would like to do anything to help Jefferson County. I have been building in Jefferson County for over 20 years.

\_\_\_\_\_

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

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

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

Signature: Timothy Mc Clembam Date: 3/26/24

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

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

Please type or print information

Name: Jeffrey Whitacre, AIA

Home Telephone Number: \_\_\_\_\_

Work Address: P.O. Box Charles Town, WV

Work Phone Number: 304-728-\_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

E-mail Address: arcspace2@aol.com

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

Occupation: Architect

Education: High School Eisenhower HS, Valley Forge, PA

College Penn State University, University Park, PA

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

- |  |   |                             |
|--|---|-----------------------------|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident?                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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

Address:  
Cloverdale Road, Charles Town, WV 25414  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Kabletown

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

Organization Memberships and Positions Held : American Institute of Architects;  
Charles Town Historic Landmarks Commission

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

Date:	Offense:

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

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

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

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

Signature: Jeffrey Whitmore Date: 3/28/24

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

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

Please type or print information

Name: Peter F. Kubic

Home Telephone Number: 304-886

Work Address: Edmond Boulevard, Kearneysville, WV 25430

Work Phone Number: 304-728-

Mobile Phone Number: 304-728-

E-mail Address: pfkubic@gmail.com

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

Occupation: Residential & Commercial Builder, Civil Engineer

Education: High School Bowie HS, Bowie, MD

College Trine University, Angola, IN

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

Are you a United States citizen?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a West Virginia resident?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a resident of Jefferson County?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you able to produce verification of residency?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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

Address:

Brookline Drive, Charles Town, WV  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Charles Town

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:  
Commercial and Residential builder for over 40 years.

Organization Memberships and Positions Held : Jefferson County Building Code of Appeals Board

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

Date:	Offense:

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

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

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

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

Signature: [Handwritten Signature] Date: 3/28/24

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

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

Please type or print information

Name: Timothy Offutt

Home Telephone Number: 304-279-

Work Address: Edmond Road, Kearneysville, WV 25430

Work Phone Number: 304-728-

Mobile Phone Number: 304-279-

E-mail Address: tim@toddelectric.net

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Electrician/Production Supervisor

Education: High School Jefferson High School

College Shepherd College

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

- |  |   |                             |
|--|---|-----------------------------|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident?                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

{Proof of paying personal property tax, voter registration, etc.}

Address:  
Engle Switch Road, Harpers Ferry, WV 25425  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Harpers Ferry

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

40 years as a licensed electrician  
\_\_\_\_\_  
\_\_\_\_\_

Organization Memberships and Positions Held : Building Code of Appeals  
\_\_\_\_\_  
\_\_\_\_\_

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

Date:	Offense:

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

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

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

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

Signature: Timothy Offutt/ab Date: 3/28/24

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

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



Name: **Roger Goodwin, Chief County Engineer**

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

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

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

Subject (*Wording to be placed on agenda*): **Consideration of Adoption of Revised Building Permit & Land Development Fee Schedules.**

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

**During the FY 2025 Budget discussion, it was presented to the county commission that the building permit fees were increased one time since year 2001. Permit fees were raised in 2014 by 10%. It is the only time fees have been raised since permit fees were first adopted in 2001.**

**If permit fees had been adjusted every year since 2014, based on inflation, then the permit fees would be as shown on the attached fee schedules. The land development fee schedule also adds a site plan processing fee. These fees will provide additional funding for the resources that are necessary due to the significant increase in workload in the department.**

**If adopted, we recommend that the fee schedules become effective on July 1, 2024, in order to provide a transition period between projects already in the planning and permitting process and new projects.**

Is this a funding request? **No.**

If so, how much?

Motion Requested: **Move to adopt the building permit and land development fee schedules as presented, effective July 1, 2024.**

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. **See attached fee schedules**

If not attached, explain:

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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

Jefferson County, West Virginia  
**Engineering Department**  
**&**  
**Office of Building Permits & Inspections**  
116 East Washington Street  
Charles Town, WV 25414  
304-725-2998

**Schedule of Residential Building Permit Fees (IRC)**

Effective July 1, 2024

DRAFT 02/29/2024

Residential Permit Type	Fee Amount	
	Base Fee	*plus Fee per Sq.-Ft. of Finished & Unfinished Area
Single-Family Dwelling	\$125.00	\$0.25
Mobile/Manufactured Home	\$125.00	\$0.25
Townhouse & Duplex (less than 4 story)	\$125 per unit	\$0.25
Residential Dwelling Addition	\$125.00	\$0.25
<i>(*Sq.-Ft. Fee also applies to Porch, Garage &amp; Basement Areas; Decks are a separate Fee, see below)</i>		
Residential Interior Room/Basement Renovation	\$125.00	plus \$0.25/Sq.-Ft. of Renovated Area
Chimney/Fireplace (added to existing dwelling)	\$175 per chimney	
Sheds/Garage/Structure ancillary to Residence	\$100.00	plus \$0.25/Sq.-Ft. of Area
Decks	\$100.00	plus \$0.25/sq.-ft. of deck area
Replacement Windows	\$200.00	
Spa or Hot Tub	\$125.00	
Swimming Pool - In-Ground	\$100.00	plus \$0.25/sq.-ft. of pool area + patio area.
Swimming Pool - Above Ground	\$100.00	plus \$0.25/Sq.-Ft. of pool area (Round Pool See Table Below)
Electrial Wiring Only: (Electric panel, new outlets, new lights, HVAC, generator, solar panels, etc.)	\$190.00	
Retaining Wall (4' or more from footer to top wall)	\$100 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$100 plus \$0.10/lineal foot of fence	
Agricultural Building	\$55.00	
Demolition - Residential Dwelling	\$150.00	
Re-inspection Fee	\$75/each re-inspection, paid prior to re-inspection	
Plan change after permit issued	\$75 plus \$75 for each additional inspection due to plan change.	
Permit Application Denied & Resubmitted within 90 days for review; \$75 re-application fee		
Beginning Construction Without a Permit	1st time = \$125	2nd time = \$200      3rd time = \$350

Round Pool Fee Calculator				
Round Pool Diameter (Feet)	Base Fee	Area of Pool (Sq-Ft)	per Sq-Ft Fee	Total Fee
15	\$100	176.71	\$0.25	\$144.18
16	\$100	201.06	\$0.25	\$150.27
17	\$100	226.98	\$0.25	\$156.74
18	\$100	254.47	\$0.25	\$163.62
19	\$100	283.53	\$0.25	\$170.88
20	\$100	314.16	\$0.25	\$178.54
24	\$100	452.39	\$0.25	\$213.10
27	\$100	572.55	\$0.25	\$243.14
28	\$100	615.75	\$0.25	\$253.94
29	\$100	660.52	\$0.25	\$265.13
30	\$100	706.86	\$0.25	\$276.71
33	\$100	855.30	\$0.25	\$313.82

Round Pool Fee includes the Base Fee + per Sq-Ft. Fee Amounts only. The applicant will also need to add the fee for any above ground deck/platform that surrounds the pool

All fees are due upon submission of permit applications, plan changes, reinspections requests, etc; and are payable to: Jefferson County Commission

Jefferson County, West Virginia  
Engineering Department

&

Office of Building Permits & Inspections

116 East Washington Street  
 Charles Town, WV 25414  
 304-725-2998

**Schedule of Commercial/Industrial Building Permit Fees (IBC)**

Effective July 1, 2024

DRAFT 02/29/2024

Commercial Permit Type	Fee Amount	
	Base Fee	plus Fee per Sq.-Ft. of Finished & Unfinished Area
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Less than 2,000 sq.-ft. floor area; finished or unfinished)	\$450.00	\$0.25
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Greater than or equal to 2,000 sq.-ft. floor area; finished or unfinished)	\$850.00	\$0.25
Church Building (New Construction)	\$850.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$450.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$850	\$0.25
Institutional (hospital, school, fire hall, etc.)	\$850	\$0.25
Commercial/Institutional Swimming Pool	\$450 per pool + \$0.25/sq-ft of pool & patio	
Commercial/Institutional Whirlpool, Hot Tub or Spa	\$450 per Whirlpool/Hot Tub/Spa	
Demolition Permit	\$275.00	
Existing Cell Tower or Electric Substation & Equipment	\$450.00	
New Cell Tower or New Electric Substation & Equipment	\$1,800.00	
Temporary Construction/Office Trailers	\$125.00	
Sign Permit: Value < or = to \$2,500	\$100.00	
Sign Permit: Value > \$2,500	\$450.00	
Replacement Windows	\$200.00	
Retaining Wall (4' or more from footer to top wall)	\$100 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$100 plus \$0.10/lineal foot of fence	
Electrial Wiring Only (New electric panel & electric panel upgrades, new outlets, new lights, HVAC, backup generators, hot tub electrical, etc.)	\$190.00	
Roof Top & Ground Mounted Solar Panels - Commercial Building	\$500 + \$0.10/sq-ft of panels	
Solar Farm/Facilities (Utility Level)	\$13,500 (5 MW or less) +\$1,500 per additional MW	
	Appurtenant Structures \$450/EA +0.25/sq-ft of floor area / foot print	
Site Plan with no Structures (parking lot, walkway, etc.)	\$400.00	plus \$1.50 for every \$1,000 value > \$50,000
Re-inspection Fee	\$75/each re-inspection (shall be paid prior to re-inspection)	
Plan change after permit application reviewed	\$75 plus \$75 for each additional inspection due to plan change.	
Permit Application Denied & Resubmitted within 90 days for review; \$125 re-application fee.		
Beginning Construction Without a Permit	(1st time = \$125, 2nd time \$200, 3rd time \$350) + permit fee	

All fees are due upon submission of permit applications, plan changes, reinspections requests, etc; and are payable to: Jefferson County Commission

Jefferson County, West Virginia  
Engineering Department  
&  
Office of Building Permits & Inspections  
116 East Washington Street  
Charles Town, WV 25414  
304-725-2998

**DRAFT 02/29/2024**

**Schedule of Miscellaneous Fees**

**Effective July 1, 2024**

No.	Item	Fee
1	Minor Redline Revisions - Preliminary Plats & Site Plans	\$250
2	Major Redline Revisions - Preliminary Plats & Site Plans	\$400
3	Land Development Site Work - Inspection	\$85
3	Land Development Site Work - Reinspection (due to failed inspection)	\$85
4	Final Plat - Minor Amendment Review	\$115
5	Construction Bond - Time Extension Request	\$475
6	Construction Bond - Surety Renewal	\$475
7	Construction Bond - Tolling of Bonding Request	\$475
8	Floodplain Ordinance - Floodplain Delineations	\$15
9	Floodplain Ordinance - 100 Yr. Flood Elevation Determination	\$25
10	Floodplain Ordinance - Review of LOMA or LOMR requests	\$40
11	Small format Document Copies - (letter, legal & 11"x17")	\$1/page
12	Large format Document Copies (plan sheets, maps, etc.)	\$7.50/sheet
13		
14		
15		

All fees are due upon submission of permit applications, revisions, etc; and are payable to:  
Jefferson County Commission

# Land Development Fees

<b>Subdivision Processing Fees</b> <i>Effective September 1, 1987; Revised 02/18/88, 01/31/91, and 01/01/01.*</i>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b><u>Major Residential Subdivision</u></b>		
Concept Plan* (2008 Subdivision Regulations)	No Fee (1-49 Lots)	\$300 (1-49 Lots)
	No Fee (50+ Lots)	\$500 (50+ Lots)
Preliminary Plat (each phase)	\$300	\$350
Final Plat (each phase)	\$300	\$350
Plus Per Residential Lot (calculated with Preliminary Plat + Final Plat Fee)	\$400	\$700
<b><u>Major Non-Residential Subdivision</u></b>		
Concept Plan* (2008 Subdivision Regulations)	No Fee (1-49 Lots)	\$300 (1-49 Lots)
	No Fee (50+ Lots)	\$500 (50+ Lots)
Preliminary Plat (each phase)	\$300	\$350
Final Plat (each phase)	\$300	\$350
Plus Per Non-residential Lot (calculated with Preliminary Plat + Final Plat Fee)	\$500	\$550
<b><u>Mobile Home Park</u></b>		
Concept Plan* (2008 Subdivision Regulations)	No Fee (1-49 Lots)	\$300 (1-49 Lots)
	No Fee (50+ Lots)	\$500 (50+ Lots)
Preliminary Plat (each phase)	\$300	\$350
Final Plat (each phase)	\$300	\$350
Plus Per Lot Fee (calculated with Preliminary Plat + Final Plat Fee)	\$400	\$450
*Concept Plan replaces the Community Impact Statement (CIS) process that was in effect with the 1979 Subdivision Ordinance	\$250 (1 to 50 Lots)	N/A
	\$1,000 (50 Lots +)	N/A
<b>Fees for Conventional Subdivisions are payable as follows:</b>		
30% at Preliminary Plat Submittal		
30% at Final Plat Submittal		
40% at Mylar Submittal		
<i>In the event a subdivision is processed in sections, all fee increases are applicable to the sections which do not have final plat approval.</i>		
<b><u>Minor Residential Subdivision</u></b>		
Per Subdivision Plat	\$200	\$350
Plus Per Lot within the Subdivision	\$200	\$350
<b><u>Minor Non-Residential Subdivision</u></b>		
Per Subdivision Plat	\$300	\$525
Plus Per Lot within the Subdivision	\$500	\$875

<b>Site Development Plans</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>Multifamily Development Site Plan</b> <i>no subdivision of lots – e.g. apartment complex</i> <i>(process includes Site Plan, Bonding, &amp; Milestone Inspections)</i>		
Concept Plan (10 units or more)	No Fee	\$300
Site Plan	No Fee	\$500
Plus Per Principal Building Fee	No Fee	\$100
Plus Per Dwelling Unit Fee	No Fee	\$200
<b>Campground Site Plan</b> <i>(process includes Site Plan, Bonding, &amp; Milestone Inspections)</i>		
Concept Plan (10 campsites or more)	No Fee	\$300
Site Plan	No Fee	\$500
Plus Per Campsite Fee	No Fee	\$100
<b>Cell Tower Site Plan</b> <i>(process includes Site Plan, Bonding, &amp; Milestone Inspections)</i>		
Concept Plan Review Fee	No Fee	\$500
Site Plan Base Review Fee	No Fee	\$1,000
<b>Site Plan – Minor or Major Process</b> – non-residential site development <i>(process includes Site Plan, Bonding, &amp; Milestone Inspections)</i>		
Concept Plan Review Fee	No Fee	\$300
Minor Site Plan Review Fee	No Fee	\$500
Major Site Plan Review Fee	No Fee	\$1,000
<b>Concept Plan Only</b>		
Concept Plan Review Fee – Agritourism Project	No Fee	\$300
Concept Plan & Stormwater Management Report/Plan Review Fee – Solar Energy Facility	No Fee	\$1,000

<u>Other Relevant Subdivision Project Types</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
<b><u>Redline Revisions and Minor Plat Changes/Final Plat Amendments</u></b>		
Minor Plat Changes/Final Plat Amendments	\$150	\$200
Redline Revision to Preliminary Plat or Site Plan	\$175	\$300
<b><u>Boundary Line Adjustment / Consolidation Deeds</u></b>		
Base Fee Per Plat	\$100	\$175
Consolidation Deed Only	\$100	\$175
<b><u>Easement Plat / Deed</u></b>		
Base Fee Per Plat	\$100	\$175
Easement Deed Only	\$100	\$175
<b><u>Waiver Application (2008 Subdivision Regulations)</u></b>	\$100	\$150
<b><u>Subdivision Variance Application (1979 Ordinance)</u></b>	\$100	\$150

<u>Zoning Project Types</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Zoning Ordinance Text Amendment Application <i>*If initiated by a property owner/developer. County boards and commissions are exempt from fee.</i>	No Fee	\$1,000
Zoning Map Amendment Application (Rezoning)	\$1,000 + \$50 per acre	\$1,500 + \$75 per acre
Conditional Use Permit (CUP) Application	\$250 + \$50 per acre	\$300 + \$75 per acre
Zoning Variance Application	\$100	\$150
Zoning Variance Application (construction/use commenced prior to BZA approval)	\$150	\$200
Administrative Appeal Application (each issue appealed constitutes a separate appeal)	\$100	\$150
Zoning Certificate	No Fee	\$25
Zoning Verification Letter <i>*Includes WV ABC Letter</i>	No Fee	No Fee

<b>Miscellaneous Items</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Pre-Proposal Conference	No Fee	No Fee
Information Request Form	No Fee	No Fee
Comprehensive Plan – 2014 to Present *text only – no maps	\$20	\$20
Comprehensive Plan – 2014 to Present *includes 24” x 36” Future Land Use Guide	\$40	\$40
Comprehensive Plan – 2004 and older	\$12	\$10
24” x 36” Maps (e.g. Zoning Map, Future Land Use Guide)	\$20	\$20
36” x 54” Maps (e.g. Zoning Map, Future Land Use Guide)	\$25	\$25
USB Thumb Drive (copy of meeting recordings, electronic copy of files, etc.)	\$10	\$10
Zoning Ordinance	\$15	\$20
Subdivision Regulations	\$15	\$20
Copies (letter, legal, & 11” x 17”) – 10+ sheets	\$1/page	\$1/page
Copies (plan/plat sheets)	\$7.50/sheet	\$10/sheet
<b>Note:</b> The charge for copies is subject to change and shall be the prevailing rate as set by the County Commission of Jefferson County		



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Mike Sine

Department or Organization: ESA

Commission Meeting Date: 4/04/2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

- 1) Promotion
- 2) Main Office Construction/Renovation Request

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

- 1) Promote FF/Paramedic to Lieutenant to fill budgeted vacancy.
- 2) Proposal for minor construction/renovation project to ESA main office. See attachments.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount: \$31.82/hr

Name of Hire (if Applicable): Brittany McLaughlin

Grade/Step/Hours (PT/FT): Grade 7/ 2184 FLSA FT

Start Date (beginning of pay period): 3/24/2024

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Move to promote fulltime employee Brittany McLaughlin from FF/Paramedic IV to Lieutenant. This will be a pay rate increase to \$31.84/hr effective 3/24/2024.

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

If not attached, explain:

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

Contact Information: Mike Sine

Phone Number: 3047283287

Email Address:

msine@jcesa.org

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Additional Comments Page:



## Jefferson County Emergency Services Agency



### Interior Construction Project

**Location:** Main Office @ 419 16<sup>th</sup> Ave.

**Plan:** Interior construction / renovation. Construct a new hallway extension, 2 new offices, and a new conference room.

**Purpose:** It has been the plan as budgeted during FY24 to hire 4 additional FF/Paramedics to replace the Lieutenants. These Lieutenants are currently assigned to a unit as part of an ambulance crew. This makes it difficult for them to be an effective shift leader/supervisor. Once the new hires have completed their internship the Lieutenants will be assigned to the main office. They will continue to work 24-hour shifts which require sleeping quarters. The 2 former sleeping quarters are currently being utilized as a master supply room and as an office for Capt. Horn. We need to construct a new office for Capt. Horn, and an office for the Lieutenants. Additionally, we have lost the use of our current conference room as the Ambulance Fee office now occupies that space. The construction of these offices will result in a new secured room to serve as a new conference room with a storage closet.

**Cost:** Fleet and Facilities has reviewed the request, stated they could handle the project, and put together a cost estimate of **\$11500**.

**Funding:** The ESA has \$150,000 budgeted for Capital Expenditures in FY24. We have used \$0 of this funding to hold in the event of running over budget for the entire fiscal year.

**Concept Drawing:** See additional page.

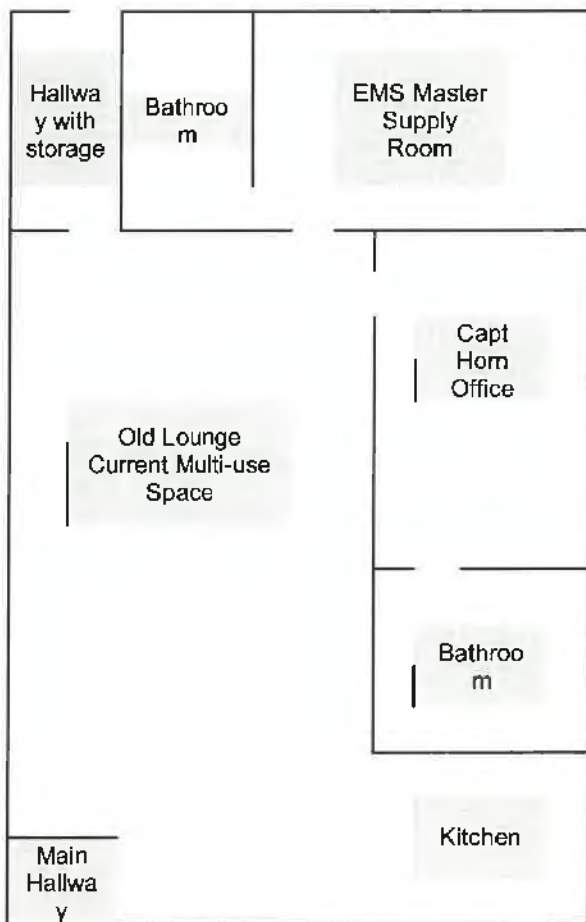




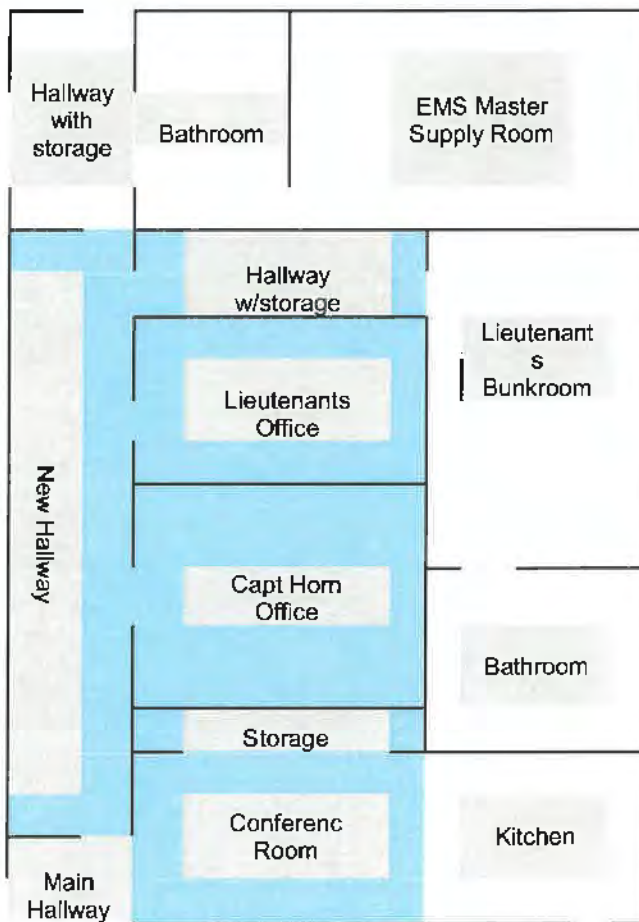
# Jefferson County Emergency Services Agency



## Current Space Configuration



## Revised Space





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



Name: Bessie Nelson, Budget Director

Department or Organization: Count Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

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

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

**State and Internal Budget Revisions for FY24**

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

2 State Budget Revisions

- 1 – General Fund #001-4
- 1 – Coal Severance Fund #002-2

7 Internal Budget Revisions:

- 4 – ARPA Fund (IBR#FY24-07, IBR#FY24-08, IBR#FY24-13, IBR#FY24-14)
- 1 – Maintenance (IBRFY24-09),
- 1 – Other Buildings (IBRFY24-10)
- 1 – Homeland Security (IBRFY24-11)
- 1 – Sheriff's Office (IBRFY24-12)

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 motion to approve the two state budget revisions and six internal budget revisions as presented for approval.***

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: [bnelson@jeffersoncountywv.org](mailto:bnelson@jeffersoncountywv.org)

Phone Number: 304.724.8425 ext 1008

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

not applicable



Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2024  
 Internal Budget Revision  
 IBR # FY24-07 (page 1)

**Narrative:**

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

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

Requested by: Edwina Benites

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

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Bessie Nelson /Budget Director

Date Submitted to County Commission: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

















Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301

Phone: 627-2415 ext. 5101 or ext. 5118  
 Fax: 304-340-6080  
 Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-28a)

CONTROL NUMBER  
 FY: 2024  
 Fund: 001  
 Rev. No. 4  
 Pages: 1

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Bessie Nelson**

Phone: **304.724.8425**

Fax:

Email: [bnelson@jeffersoncountywv.org](mailto:bnelson@jeffersoncountywv.org)

PO Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
960	General Government	175,000		175,000	
980	Sheriff-Law Enforcement	766,487		766,487	
982	Data Processing	375,000		375,000	
983	Election County Clerk	98,200		98,200	
987	Courthouse	100,000		100,000	
988	Other Buildings	220,000		220,000	
992	Communication Center	147,556		147,556	
996	Ambulance	81,000		81,000	
711	Emergency Services/OES	279,629		15,000	264,629
699	Contingencies		1,978,243		1,978,243
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301

Phone: 627-2415 ext. 5101 or ext. 5118

Fax: 304-340-5090

Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

FY: 2024

Fund: 002

Rev. No. 2

Pages: 1

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Bessie Nelson**

Phone: **304.724.8425**

Fax:

Email: [bnelson@jeffersoncountywv.org](mailto:bnelson@jeffersoncountywv.org)

PO Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	139,786	115,000		254,786
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

115,000

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
900	Parks & Recreation		10,000		10,000
950	Social Services		10,000		10,000
964	Social Services			10,000	-10,000
998	Parks and Recreation			10,000	-10,000
431	Economic Development		65,000		65,000
717	Central Garage		50,000		50,000
696	Transfer to Financial Stabilization Fund	8,589		8,589	
401	County Commission	26,697	8,589		35,286
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

115,000

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: April 4, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Report by legal counsel

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

See attached

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

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

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

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

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

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

N/A

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

If not attached, explain:

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

Contact Information: Jaymee Houser

Phone Number: 304-728-3318

Email Address:

jhouser@jcpawv.org

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Additional Comments Page:

- a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.
- b. Report by counsel on Magistrate Court space and related issues.

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Name: Luke Seigfried, County Planner

Department or Organization: Engineering, Planning, and Zoning

Commission Meeting Date: April 4, 2024

Special Meeting Date (if necessary): Joint afternoon meeting

Subject (wording to be placed on agenda):

Joint Session of the County Commission and Planning Commission to discuss the direction of the 2045 Comprehensive Plan Update including the Goals and Objectives and the Comprehensive Plan Adoption Timeline.

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

The purpose of this meeting is for County Commission and Planning Commission to discuss the updates Planning Commission is drafting for the 2045 Comprehensive Plan update. Staff will also explain the public hearing and adoption process of the Comprehensive Plan. The text and action items of the Comprehensive Plan Update are currently being prepared and it is important for Planning Commission to be able to address any questions that County Commission has prior to the public hearings and workshops.

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):

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: Luke Seigfried

Phone Number: (304) 728-3228

Email Address:

complan2045@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Additional Comments Page:

# Final Public Input Meeting

2045 Comprehensive Plan Update

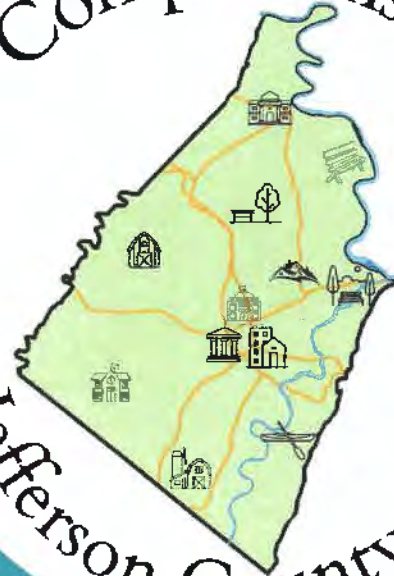
Date: May 13th, 2024  
Time: 7 pm - 9 pm  
Location: Jefferson High School

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

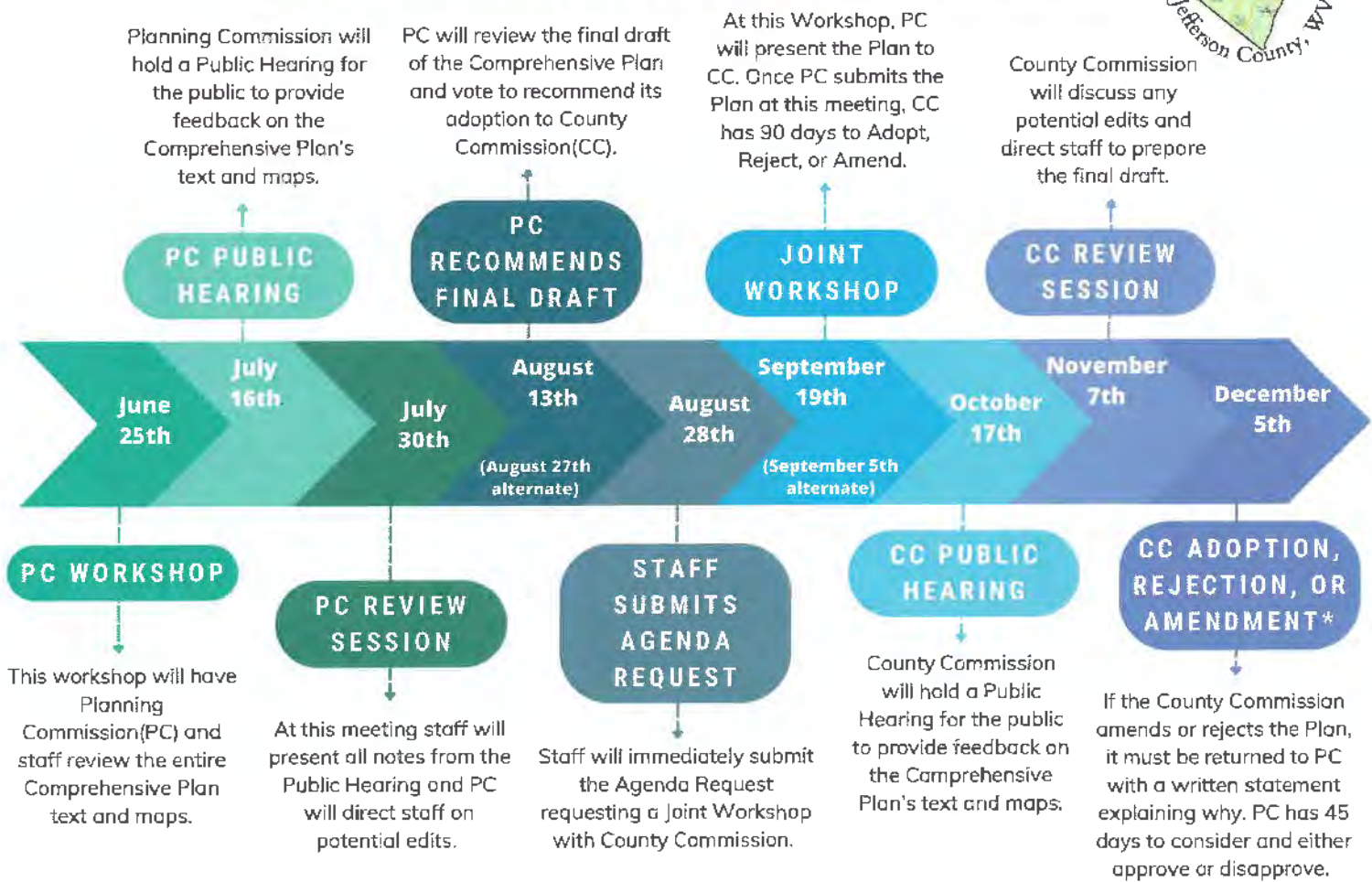
Jefferson County, WV



For any questions you can reach us at  
[complan2045@jeffersoncountywv.org](mailto:complan2045@jeffersoncountywv.org)

**2045 Comprehensive Plan Update**

**COMPREHENSIVE PLAN ADOPTION TIMELINE**



# Draft Goals & Objectives for the 2045 Comprehensive Plan Update

## Quality Land Use and Growth Management

1. Ensure that future land use regulations and policies support the development rights of residential and non-residential properties.
  - i. Establish a simplified variety of commercial, residential, and mixed-use zoning categories and Land Use Classification appropriate to the County's needs.
  - ii. Continue to encourage the utilization of cluster subdivisions as the preferred form of residential development within rural areas.
  - iii. Align existing land use regulations with West Virginia State code and streamline land development process.
  - iv. Allow additional commercial and institutional uses in all zoning districts by right including medical facilities.
  
2. Concentrate high density development in the County's Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB) where infrastructure exists or is made available.
  - i. Encourage the adaptive reuse of existing buildings and previously used sites within Jefferson County, paying particular attention to brownfield and greyfield sites.
  - ii. Encourage expansions to the village areas and to provide a continuation of village scale and design in these areas.
  - iii. Coordinate with utility providers operating in Jefferson County to identify appropriate locations to provide new service based on existing and proposed residential development and infrastructure while supporting the enhancement of existing infrastructure.
  - iv. Reevaluate the Preferred Growth Areas to reflect infrastructure expansions and land use changes.

3. Support agricultural activities and promote agritourism.
  - i. Enhance the viability of existing farmlands within Jefferson County by allowing a flexible range of agricultural and/or artisan uses within existing rural areas.
  - ii. Encourage farm operators to collaborate with County officials in identifying potential economic development opportunities related to agriculture in Jefferson County.
  - iii. Support programs for the education of and resources for the creation and viability of new generations of farmers.
  - iv. Update existing land use regulations to allow for diverse compatible and complementary uses on agricultural properties and within rural areas of Jefferson County.
  - v. Support on farm agricultural processing businesses.

#### Promoting Tourism and Conservation

4. Encourage the preservation of historical sites and leverage heritage and cultural tourism to foster local business growth and development.
  - i. Encourage the utilization of existing historic and agricultural areas for a variety of uses in ways that respect their historical function or setting.
  - ii. Encourage the adaptive reuse of existing non-residential structures for housing.
  - iii. Identify and implement feasible strategies to ensure short term rental compliance with local ordinances.
  
5. Encourage land conservation programs to help preserve the rural character of Jefferson County.
  - i. Financially support county conservation agencies including but not limited to the Farmland Preservation Board and Historic Landmarks Commission.
  - ii. Support agricultural cooperatives and food hubs in Jefferson County.
  - iii. Provide equal opportunity to small and large farms.

6. Balance the existing preservation of Jefferson County's natural resources with providing additional access to and utilization of outdoor recreational tourism.
  - i. Investigate additional opportunities for public river access.
  - ii. Develop connectivity to existing pedestrian and bike trails.

### Community Connections

7. Collaborate with state and regional transportation partners to enhance the built environment to promote safety on and around state and municipal roads and lessen congestion.
  - i. Continue to coordinate with WVDOH related to access and transportation improvement decisions regarding local development review.
  - ii. Actively coordinate with HEPMPO, WVDOH, Municipalities and other appropriate stakeholders to identify potential highway, rail, bike, and pedestrian safety concerns within Jefferson County and promote safety measures.
  - iii. Advocate for new developments to utilize traffic calming measures and building safe roads for pedestrians, cyclists, and motorists.
  - iv. Identify methods to improve public transportation and highway connectivity into adjoining states by working with HEPMPO, WVDOT, EPTA, and agencies in Maryland, Pennsylvania, the District of Columbia, and Virginia.
8. Foster a culture of public engagement that effectively communicates policy making decisions.
  - i. Ensure public hearing and workshops are held in accordance with state code and local regulations.
9. Work with partners to protect the watersheds of Jefferson County and preserve the natural environment.
  - i. Encourage developers to build new subdivisions to meet standards set by regional or national sustainable building organizations.

- ii. Coordinate with local and regional partners regarding information and activities related to meeting the Chesapeake Bay Watershed Implementation Plan goals and property owners to enact voluntary recommendations.
- iii. Work with property owners and applicable agencies to identify voluntary ways to protect unique natural features and the watersheds of Jefferson County.
- iv. Collaborate with applicable agencies, local watershed groups, and private property owners to identify funding for the maintenance and upgrade of existing septic systems.

10. Support a variety of public and private educational opportunities in Jefferson County.

- i. Coordinate with the Jefferson County School Board to identify appropriate locations to develop new schools based on existing and proposed residential development and infrastructure.
- ii. Support the efficient enhancement and renovation of existing Jefferson County School buildings.
- iii. Continue to assess school impact fees as development occurs.

11. Align expansion of County park facilities and programs with federal, state, and municipal recreation providers to ensure that a wide variety of park and recreation opportunities are available throughout Jefferson County.

- i. Continue to evaluate the need for and financing of a public pool or aquatic center.
- ii. Coordinate with local, state, and regional governments, non-profits, and community groups to identify funding sources for recreational facilities.
- iii. Support the expansion of park lands and adoption of Master Plans or existing park utilization.

## Growing a Diverse Economy

12. Foster job development in Jefferson County by promoting diverse businesses; employment opportunities; local business entrepreneurship; and professional service jobs.
  - i. Collaborate with the Jefferson County Development Authority and other agencies to build and expand existing local businesses and to enable the start-up of new businesses within Jefferson County.
  - ii. Support vocational training opportunities for students of all ages in skilled trade programs and higher education to create a flexible, resilient workforce.
  
13. Develop an environment that promotes existing and new businesses by expanding necessary infrastructure within the Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB).
  - i. Utilize existing infrastructure to allow construction of village-scaled businesses, residential uses, and community facilities with Village areas and potential village expansion areas.
  - ii. Allow small-scale commercial and multi-family uses in existing areas that have the potential to be designated as a village at a future date.
  - iii. Provide incentives and opportunities for businesses to relocate or expand their operations within the County.
  - iv. Work with utility providers to ensure public and private infrastructure is in place within UGBs, PGAs, and Villages to enable economic development.

## Creating Livability

14. Promote a countywide expansion of activities, amenities, and entertainment for all Jefferson County residents.
  - i. Collaborate with Jefferson County Development Authority and local businesses to identify opportunities and programs that would aid in retaining young residents within Jefferson County.
  - ii. Support programs that provide services and entertainment for residents of Jefferson County.

- iii. Explore International Dark Sky Association recommended standards to reduce light pollution.
15. Enhance public services and public safety to meet the needs of Jefferson County residents.
- i. Coordinate with EPTA to improve transit service within Jefferson County and the Eastern Panhandle as a whole.
  - ii. Ensure access to emergency services in Jefferson County.
  - iii. Identify ways to expand medical services and wellness programs.
16. Improve interconnectivity by enhancing and expanding pedestrian and bike paths.
- i. Establish that new development adjacent to municipal boundaries, Villages, or within UGBs is designed and built in a way that enables connectivity to the existing street and infrastructure network or for future connectivity as development is extended to these areas.
  - ii. Collaborate with WVDOH to connect the Route 9 bike path into Ranson.
  - iii. Continue to support construction of Shepherdstown bike path from Shepherdstown Middle School to Morgan Grove Park and Shepherdstown Library.
  - iv. Require sidewalks to be constructed or easements for their implementation be included within and connecting to existing and new development.
  - v. Develop a path connecting Ranson to Sam Michaels Park.
17. Encourage a diversity of housing options including attainable and senior housing availability and accessibility to current and incoming residents.
- i. Work with county residents, members of the development community, and local and regional non-profit organizations to identify ways to integrate attainable housing with existing and new communities in Jefferson County.
  - ii. Identify and utilize private and public funding for the development of attainable housing in Jefferson County.

- iii. Encourage developers, contractors, and homeowners to build and renovate residential developments to meet the needs of residents across the entire lifecycle.
- iv. Encourage the development of communities that provide a variety of care for elderly and/or disabled residents within Jefferson County in close proximity to transportation corridors, medical facilities, and everyday needs.
- v. Identify methods to lower the cost of constructing attainable housing within Jefferson County while ensuring a high quality of housing in conjunction with local non-profits and housing providers.



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



Name: **OLD BUSINESS**

Department or Organization:

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

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

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

- ✎ To consider and act upon a proposed Resolution regarding the approval of (1) a Tax Increment Financing Application (the “TIF Application”) with respect to the proposed creation of a Tax Increment Financing District to be designated “Jefferson County Redevelopment District No. 1 – Hill Top House Hotel” (the “Property TIF District”) and the adoption of a project plan for the Property TIF District to be designated as “Project Plan No. 1”; and (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval.

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

✎ See the following, attached:

1. Proposed Agenda item for Consideration of the Resolution;
2. Resolution Submitting Application to be considered for approval of Application and submission to WVDED;
3. Form of Construction Bidding MOU which is approved as to form by the Resolution; and
4. A copy of the approval letter from the WV Department of Economic Development which conditions approval of the Hill Top House EODD on the creation of a Property TIF by the County Commission.

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:



THE COUNTY COMMISSION OF JEFFERSON COUNTY  
APRIL 4, 2024 REGULAR MEETING

AGENDA ITEMS

1. To consider and act upon a proposed Resolution regarding the approval of (1) a Tax Increment Financing Application (the "TIF Application") with respect to the proposed creation of a Tax Increment Financing District to be designated "Jefferson County Redevelopment District No. 1 – Hill Top House Hotel" (the "Property TIF District") and the adoption of a project plan for the Property TIF District to be designated as "Project Plan No. 1"; and (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval.



**Resolution Submitting Application - Property TIF**

**RESOLUTION**

**WHEREAS**, The County Commission of Jefferson County, West Virginia (the “County Commission”) is authorized by the West Virginia Tax Increment Financing Act, Chapter 7, Article 11B of the Code of West Virginia, 1931, as amended (the “TIF Act”) to create tax increment financing districts, approve project plans, issue tax increment financing obligations and take such other actions as necessary or desirable to facilitate the orderly development and economic stability of Jefferson County, West Virginia (the “County”), all as more fully set forth in the Act;

**WHEREAS**, the County Commission and SWaN Hill Top House Hotel, LLC (the “Developer”) have previously submitted an application to the West Virginia Department of Economic Development (the “WVDED”) and the West Virginia Legislature for the creation of an economic opportunity development district pursuant to the County Economic Opportunity Development District Act, Chapter 7, Article 22 of the Code of West Virginia, 1931, as amended (the “EODD Act”), to be known as “Hill Top House Hotel Economic Opportunity Development District” (the “Excise TIF District”);

**WHEREAS**, by a letter dated June 12, 2023, the Secretary of the WVDED conditionally approved the creation of the Excise TIF District, which conditional approval requires that the County Commission apply to the WVDED to establish an accompanying redevelopment district under the TIF Act;

**WHEREAS**, because the WVDED has conditioned its approval of the Excise TIF District on the establishment of a redevelopment district under the TIF Act, the Developer has requested that the County Commission consider the creation and establishment of a redevelopment district in the County to be known and designated as “Jefferson County Redevelopment District No. 1 – Hill Top House Hotel” (the “Property TIF District”) and approval of a project plan for the Property TIF District to be known and designated as “Project Plan No. 1 – Hill Top House Hotel” (the “Project Plan”);

**WHEREAS**, the County Commission has received and reviewed an Application (the “Application”) prepared by the Developer relating to the proposed creation of the Property TIF District and approval of the Project Plan;

**WHEREAS**, the County Commission did, on August 17, 2023, following proper notice thereof, hold a public hearing with respect to the Application wherein interested parties were afforded a reasonable opportunity to express their views on the proposed creation of the Property TIF District and its proposed boundaries and the proposed approval of the Project Plan;

**WHEREAS**, the County Commission has, following such public hearing, found and determined that the approval of the Application will benefit the County and its residents by facilitating the orderly development and economic stability of the County, and that development

therein will encourage investing in job-producing, private development and expand the public tax base of the County, that future capital improvements will result in the increase in the value of property located in the Property TIF District and will encourage increased employment and business activity within such area and will serve a public purpose of the County Commission; and

**WHEREAS**, the County Commission now desires to submit the Application to the WVDED for approval.

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

1. It is hereby found and determined following the public hearing thereon that the Application, as submitted to the County Commission, with certain supplements required by the passage of time, is approved and is in form and substance suitable for submission to the WVDED for its consideration of approval.

2. It is hereby found and determined that the projects described in the Project Plan are not reasonably expected to occur without the use of tax increment financing.

3. It is hereby found and determined that the development as set forth in the Application will not be solely used for development of commercial businesses that will unfairly compete in the local economy and that development or redevelopment is in the public interest because it will (i) discourage commerce, industry or manufacturing from moving their operations to another state; (ii) result in increased employment in the County; or (iii) result in preservation or enhancement of the tax base of the County.

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

5. The Memorandum of Understanding regarding public bidding of design and/or construction of the TIF Projects (the "MOU"), substantially in the form presented to this meeting, is hereby approved and the President of the County Commission is hereby authorized and ordered to execute the MOU with such changes as may be approved by the President, such execution to be conclusive evidence of any such approval.

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

7. This Resolution is effective immediately upon adoption.

[Signature Page Follows]

Adopted this April 4, 2024

THE COUNTY COMMISSION OF JEFFERSON  
COUNTY

By: \_\_\_\_\_  
Its President

**CERTIFICATION**

The undersigned, being the duly qualified, elected and acting Clerk of The County Commission of Jefferson County, does hereby certify that the foregoing Resolution was duly adopted by the County Commission, at a regular meeting duly held, pursuant to proper notice thereof, on April 4, 2024, a quorum being present and acting throughout, and which Resolution has not been modified, amended or revoked and is a true, correct and complete copy thereof as of this April 4, 202r.

By: \_\_\_\_\_  
Name: Jacqueline C. Shadle  
Title: County Clerk

**Construction Bidding MOU**

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING (“MOU”)** is made and entered into as of \_\_\_\_\_, 2024, by and between The County Commission of Jefferson County, a public corporation and governing body of Jefferson County, a political subdivision of the State of West Virginia (the “County Commission”), and SWaN Hill Top House Hotel, LLC, a Delaware limited liability company (the “Developer”).

**WHEREAS**, the County Commission has, on April 4, 2024, following a public hearing thereon, adopted a resolution regarding approval of an application (the “Application”) for the creation and establishment of a redevelopment district in the County to be known and designated as “The County Commission of Jefferson County Redevelopment District No. 1 – Hilltop House Hotel” (the “TIF District”) and approval of a project plan for the TIF District to be known and designated as “Project Plan No. 1” (the “Project Plan”) and issuance of tax increment financing bonds or other obligations, as more fully described in the Application;

**WHEREAS**, the County Commission and the Developer have agreed to jointly develop and finance through the issuance of tax increment revenue bonds or other obligations and/or the use of tax increment revenues on a pay-as-you-go basis, the projects approved in the Application (collectively, the “TIF Projects”); and

**WHEREAS**, a memorandum of understanding between the Developer and the County Commission regarding the competitive bidding process for construction of the TIF Projects is required to be submitted to the West Virginia Department of Economic Development as a condition to such Department’s approval of the Application; and

**ACCORDINGLY**, the Developer and the County Commission have determined to proceed in the following manner:

1. The bid specifications for design and/or construction of the TIF Projects or any portion thereof will be prepared by or on behalf of the Developer and provided to the County Commission for review at least two weeks prior to publication of the advertisement for bids.

2. The bid specifications will comply with Chapter 5G, Article 1, Chapter 5, Article 22 and Chapter 5, Article 22A of the Code of the State of West Virginia, 1931, as amended (collectively, the “Bidding Statutes”), as applicable. In addition, the bid specifications for construction will include provisions with respect to local labor market utilization and other provisions of the “West Virginia Jobs Act,” Chapter 21, Article 1C of the Code, all in accordance with the West Virginia Tax Increment Financing Act, Chapter 7, Article 11B of the West Virginia Code (the “TIF Act”).

3. Upon approval of the County Commission, the Developer will be responsible for the publication of all bid advertisements.

4. Bid opening will be held at a mutually agreeable location in the presence of representatives of the County Commission and the Developer.

5. The County Commission and the Developer will, in accordance with the provisions of the applicable Bidding Statutes and the TIF Act, award the construction contract to the lowest qualified responsible bidder, who shall furnish sufficient performance and payment bond, subject to the right of the County Commission and the Developer to reject any and all bids.

6. The Developer will be responsible for all costs in connection with the preparation and advertisement of bids, provided however, that all such costs may be reimbursable from the TIF Fund of the TIF District or from the proceeds of tax increment financing obligations to be issued by the County Commission.

[Signature Page Follows]

**WITNESS** the following signatures:

THE COUNTY COMMISSION OF JEFFERSON  
COUNTY

By: \_\_\_\_\_  
Name: Steve Stolipher  
Title: President

SWAN HILL TOP HOUSE HOTEL, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Authorized Representative



June 12, 2023

Ms. Makayla Zonfrilli, County Administrator  
County Commission of Jefferson County  
124 E. Washington Street  
Charles Town, WV 25414

Dear Ms. Rezmer:

Pursuant to WV Code 7-27-7, the West Virginia Department of Economic Development (WVDED) has reviewed the Jefferson County Commission's application for Hill Top House Hotel Economic Opportunity Development District.

The base sales tax revenue amount for the District is \$0 upon the effective date of entry of an ordinance creating the District. The gross annual district tax revenue amount is estimated by the County in the application to be \$350,160 in 2026, with a resulting net annual district revenue amount for 2026 estimated at \$350,160. The district sales tax revenue amount is estimated by the County to steadily increase to \$2,788,741 by 2052, resulting in a net revenue of \$2,788,741.

This correspondence serves as an official notice of conditional approval of the Hill Top House Hotel Economic Opportunity Development District application. Conditions of the approval are as follows:

1. Historically, an application for a new Economic Opportunity Development District is accompanied by a corresponding Tax Increment Financing application. Please clarify the intention of the Jefferson County Commission and Hill Top House Hotel to submit an accompanying TIF application for this project, including the timeline for such submission.
2. The EODD tax bond proceeds are not anticipated to be the only source of capital for the project. Among other anticipated sources is a construction loan. The WVDED requests documentation, in the form of a letter from a lender, that Hill Top House has secured a construction loan for the project.

Upon satisfactory documentation of the items above, bonding capacity for the District will be approved up to a total maximum amount of \$25 million to finance the redevelopment of the former Hill Top House Hotel site and adjoining properties by constructing a new hotel on the site, restoring the adjacent historic Lodge building, restoring and repurposing four historic houses originally constructed as housing for workers at the Harpers Ferry Armory as guest houses, restoring and repurposing one additional Armory house and a former barbershop.

Thank you for your cooperation regarding this process. If you have any questions, please do not hesitate to contact Mr. Todd E. Hooker at (304) 558-2234.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitch Carmichael", written in a cursive style.

Mitch Carmichael

Secretary, WV Department of Economic Development

Cc: Jason W. Turner, Steptoe & Johnson

Laurel Ziemianski, SWaN Hill Top House Hotel, LLC

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://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 – 1<sup>st</sup> Choice: 3/21/24

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

Date Requested – 2<sup>nd</sup> Choice: 4/4/24

carried over to 4/4/2024 mtg.

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**

applicable

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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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 staffan 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.



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



Name: Eddie Benites, Interim County Administrator

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 4, 2024**

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

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

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

- 📎 Article 147 (documents attached)
- 📎 FY24 Congressional Directed Spending – Jefferson County (documents attached)
- 📎 FY25 Congressional Directed Spending – Jefferson County (documents attached)
- 📎 Solicitation of Human Resource Manager (documents attached)

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

- 📎 Please see attached memo. for additional description/information, along with supporting documentation.

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**





# JEFFERSON COUNTY COMMISSION

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

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

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

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 29, 2024

Re: Interim County Administrator Report, April 4, 2024

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## Summary:

- A. Article 147
- B. FY 24 Congressional Directed Spending- Jefferson County
- C. FY 25 Congressional Directed Spending- Jefferson County
- D. Solicitation of a Human Resource Manager

### A. Article 147

On April 1, 2024, the Charles Town Utility Board will consider changing how members of the board are selected for the board of directors. I will attend the meeting.

Article 147 of the City of Charles Town Codified Ordinances created the Charles Town Utility Board (CTUB) in 1998 when a variety of municipal and county water and sewer systems were consolidated under one entity- CTUB. 147.02 (5), details the Jefferson County Commission's involvement in selecting directors- both reasoning and process.

"Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the [Charles Town] City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as of the Directors, using the following process:

"The Commission shall have the right to nominate not more than three (3) individuals to serve as the Director, each of whom shall satisfy all of the following criteria...

"... Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB."

### Attachment A- Codified-Ordinance-Article-147

B. FY 2024 Congressionally Directed Spending- Jefferson County

Congress recently approved funding for Fiscal Year 2024- October 1, 2023- September 30, 2024. The bills included funding for Jefferson County through Congressionally Directed Spending (CDS). Funding included:

- \$2,235,000 for Shepherd University Technology Upgrades (Labor, Health and Human Services, Education, and Related Agencies)
- \$300,000 for Jefferson County Community Ministries Community Service Center Project (Labor, Health and Human Services, Education, and Related Agencies)
- \$10 million for Northern West Virginia Environmental Infrastructure, WV (Section 571) (Energy and Water)
- \$500,000 for Harpers Ferry for Water Distribution Improvement Project (Interior and Environment)
- \$100,000 for Webb-Blessing Housing Restoration and Reuse Action Plan (Transportation, Housing, and Urban Development)
- \$187,000 for Community Markets, Inc Local Food Access Program (Transportation, Housing, and Urban Development)
- \$1 million for Jefferson County Community Ministries Community Service Center Project (Transportation, Housing, and Urban Development)
- \$543,000 for Shepherdstown Path Project ((Transportation, Housing, and Urban Development)

**Attachment B- Capito WV Congressionally Directed Spending Projects Included in FY24 Appropriation Bills**

C. FY 2024 Congressionally Directed Spending- Jefferson County

Congressionally Directed Spending requests are due to senators Capito and Manchin soon. Staff would like to submit the following requests.

- \$100,000 to replace radios operating on soon-to-be-phased out technology with modern technology and interoperability and other technology upgrades- Jefferson County Office of Homeland Security and Emergency Management
- \$350,000 to purchase an additional ambulance- Jefferson County Emergency Services Agency
- \$500,000 for the expansion of the Jefferson County Emergency Services Agency building, Ranson – Jefferson County Emergency Services Agency
- \$500,000 for sinkhole/ parking lot repair, building demolition, and stormwater management of the Jefferson County Charles Town campus- Fleets and Facilities
- \$100,000 to replace license plate readers- Jefferson County Sheriff's office
- \$350,000 for a bearcat (armored vehicle)- Jefferson County Sheriff's office

Suggested motion: Approve the application of Congressionally Directed Spending request as presented and task the interim county administrator with securing the required letters of support and applying for the funds.

D. Solicitation of a Human Resource Manager

No applicant for the deputy county administrator included high-level experience as a human resource manager. It is my suggestion that job #40104 be reconstituted from a deputy county administrator to a human resource manager.

“Essential functions” of this position (financial management and community relations) are already being provided by other Hunter House staff. There is a great need, however, for human resource management and organizational training and development.

**Suggested motion:**

- Motion to advertise for human resource manager- grade 5/6 (position description attached)
- Motion that the county administrator select, and bring to the Commission for confirmation, a staff member of Department 401 or department head to serve as the deputy county administrator in addition to his or her current role. The initial salary for the human resource manager and the additional salary earned as a deputy county administrator shall not exceed the amount budgeted for position job #40104 (\$76,361)

**Attachments:**

Attachment C- Human Resource Manager job description

Attachment D- Deputy County Administrator job description (previous solicitation)

Attachment E- FY24 Grade Scale- Eff 07-01-2023 - REV 08-02-2023



#### **147.02 BOARD OF DIRECTORS COMPOSITION.**

(a) The Charles Town Utility Board of Directors shall consist of five (5) members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an ex officio basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(f) below. The Board of Directors structure shall be configured as follows:

- (1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.
- (2) Not less than one (1) Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.
- (3) Not less than one (1) Director shall be a resident of Charles Town and a ratepayer in the System.
- (4) Since CTUB has acquired the Ranson sewer system and as such provides services to the City of Ranson, the City Council will consider the City of Ranson's recommendation(s) for an individual to serve as one of the Directors, using the following process:
  - A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.
  - B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.
  - C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.
- (5) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:
  - A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all of the following criteria:
    1. Resident of Jefferson County, West Virginia;
    2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and
    3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.
  - B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.
  - C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

- D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:
1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;
  2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6-9A-1, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and
  3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.
- (Ord. 2022-001. Passed 2-22-22.)

## Capito WV Congressionally Directed Spending Projects Included in FY24 Appropriations Bills

### SUBCOMMITTEE ON LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES

- Lily's Place Resource Center – \$1,085,000 **(Cabell County)**
- Lily's Place Resource Center MAT and Services for Fathers – \$395,000 **(Cabell County)**
- Gilmer County, Ambulance and Equipment – \$157,000 **(Gilmer County)**
- Monroe County, Administrative Offices and Emergency Command Center – \$98,000 **(Monroe County)**
- Hubbard Hospice House, Updates – \$426,000 **(Kanawha County)**
- Ending Generational ACEs (Adverse Childhood Events) –\$127,000 **(Preston County)**
- Mitigating Adverse Childhood Experiences to Prevent Substance Use – \$500,000 **(Berkeley County)**
- Crittenton's Center for Young Women and Children – \$3,042,000 **(Ohio County)**
- Expansion of Addiction Services in the Eastern Panhandle – \$201,000 **(Berkeley County)**
- Blue Ridge CTC, Advanced Manufacturing Technology Integration Project – \$492,000 **(Berkeley County)**
- WV SOM Fredric W. Smith Science Building – \$6,000,000 **(Greenbrier County)**
- WVU, Engineering Technology Infrastructure Investment – \$1,100,000 **(Monongalia County)**
- WVU Medicine, Children's Inpatient Expansion Project – \$6,428,000 **(Monongalia County)**
- Paramedic Workforce Education Initiative – \$1,800,000 **(Kanawha County)**
- West Virginia Healthcare Career Pathways – \$250,000 **(Kanawha County)**
- Boone Memorial Hospital, Surgery Enhancement Project – \$2,202,000 **(Boone County)**
- Marshall Cyber Security for Critical Infrastructure – \$1,500,000 **(Cabell County)**
- WVU School of Dentistry, Facilities Renovation – \$12,600,000 **(Monongalia County)**
- Lauren's Wish, Addiction Triage Center Client Care – \$838,000 **(Monongalia County)**
- Pocahontas Memorial Rural Hospital Expansion – \$6,000,000 **(Pocahontas County)**
- Grant County, EMS Building – \$700,000 **(Grant County)**
- Mason County, The Education Alliance 4-T Rural Expansion – \$400,000 **(Kanawha County)**
- Summers County, Commission Emergency Department Renovation Project – \$3,000,000 **(Summers County)**
- Minnie Hamilton Health Care Center Renovation Project – \$5,000,000 **(Calhoun County)**
- 5WVCTC, Early College Academy Program Expansion – \$800,000 **(Logan County)**
- Bethany College, Pathways for Online Workforce Education – \$1,000,000 **(Brooke County)**



- Pierpont Simulation Training for Workforce Skills Development – \$1,496,000 (**Marion County**)
- Mountwest, Trade Up to a Degree – \$195,000 (**Cabell County**)
- Glenville State College, Campus Security – \$2,120,000 (**Gilmer County**)
- Shepherd University Technology Upgrades – \$2,235,000 (**Jefferson County**)
- Fairmont State University, Renovation of Nursing Program Facilities – \$3,059,000 (**Marion County**)
- Bluefield State University, College of Nursing and Allied Health Expansion – \$7,415,000 (**Mercer County**)
- BridgeValley School of Nursing Expansion Project – \$1,586,000 (**Kanawha County**)
- Roane General Ambulance Service – \$500,000 (**Roane County**)
- Camden Family Health Expansion Project – \$5,000,000 (**Webster County**)
- Mineral County Health Department Annex Construction and Main Building Upgrade – \$1,260,000 (**Mineral County**)
- GameChanger Age-Appropriate Prevention Education of Opioid & Substance Misuse – \$50,000 (**Marion County**)
- Braxton County, Ambulance Replacement – \$400,000 (**Braxton County**)
- CAMC, Neurosciences Institute – \$15,000,000 (**Kanawha County**)
- Potomac Valley Hospital ED Observation Unit Project – \$1,000,000 (**Mineral County**)
- Broaddus Hospital, Emergency Back-Up Generator Project – \$529,000 (**Barbour County**)
- FaithHealth Appalachia: Faith and Health Communities United – \$470,000 (**Cabell County**)
- ACEs Mitigation for Youth in Morgan County – \$500,000 (**Morgan County**)
- Pretera at Pinecrest Roof Replacement – \$350,000 (**Cabell County**)
- Building Communities of Resilience around Substance Use Disorder – \$600,000 (**Cabell County**)
- Marshall Community Health Institute – \$15,000,000 (**Cabell County**)
- Mountwood Park Harmony Ridge Recovery Center HVAC – \$300,000 (**Wood County**)
- Expanding Multispecialty Physicians To Greenbrier County – \$7,516,000 (**Greenbrier County**)
- Bridgevalley Medical Lab Technology Program Expansion – \$212,000 (**Kanawha County**)
- The Bridge: creating effective support in school – \$225,000 (**Putnam County**)
- Eastern WV CTC Aviation Maintenance Technician Program – \$150,000 (**Hardy County**)
- Libera Mental Health Support Programs for Middle School Youth – \$200,000 (**Monongalia County**)
- Jefferson County, Community Ministries, Community Service Center Project – \$300,000 (**Jefferson County**)
- City of Elkins, Wastewater and Water Apprenticeship Program – \$60,000 (**Randolph County**)
- Hazel's House of Hope Day Services Center Addition – \$500,000 (**Monongalia County**)
- Community Partnerships for Child Abuse Prevention in West Virginia – \$100,000 (**Cabell County**)



- Marshall Well-being of West Virginia Families – \$1,000,000 **(Cabell County)**
- Blue Ridge, Veterinary Technician Training – \$254,000 **(Berkeley County)**
- Rural Education and Nutrition Support – \$750,000 **(Cabell County)**
- West Virginia's Workforce Unifier – \$300,000 **(Kanawha County)**
- Delivering STEM & West Virginia History with Innovative Education Model – \$350,000 **(Greenbrier County)**
- Invest in Safety Training – \$300,000 **(Boone County)**
- SMART 33 Wheeling District JATC Fabricates the Future – \$400,000 **(Ohio County)**
- DAC-Wilfong Wellness Center – \$500,000 **(Marion County)**

### **SUBCOMMITTEE ON COMMERCE, JUSTICE, AND SCIENCE**

- Hancock County Sheriff's Office technology and vehicle upgrades – \$391,000 **(Hancock County)**
- Bridgeport Public Safety Training and Technology Project – \$650,000 **(Harrison County)**
- Shinnston Smart Community Technology – \$1,000,000 **(Harrison County)**
- Wetzel County Police Cruisers – \$141,000 **(Wetzel County)**
- Marion County Smart County Technology – \$980,000 **(Marion County)**
- WVU Robotics, Research, Education, and Outreach – \$1,000,000 **(Monongalia County)**
- Acquisition of a High-Performance CPU Cluster for Research and Education in WV – \$1,500,000 **(Monongalia County)**
- Clarksburg Police Public Safety Needs – \$446,000 **(Harrison County)**
- Fairmont State Campus Security System Upgrades – \$1,701,000 **(Marion County)**
- Development of a High-temporal-resolution Laser Induced Fluorescence Diagnostic for Space Plasma and Spacecraft Applications – \$465,000 **(Monongalia County)**
- WVU Advanced Sample Preparation for Electron Microscopy-Based Interdisciplinary Research – \$1,140,000 **(Monongalia County)**
- WVU Acquisition of a Liquid Chromatography/Mass Spectrometer – \$233,000 **(Monongalia County)**
- Preventative Building Security Enhancements at WVU Potomac State College – \$439,000 **(Mineral County)**
- Monroe County Emergency Communication System Upgrade – \$750,000 **(Monroe County)**
- Town of Anstead Hire and Equip Project – \$202,000 **(Fayette County)**
- Nicholas County Vehicle Replacement – \$308,000 **(Nicholas County)**
- Nicholas County Sheriff Department Body worn cameras – \$84,000 **(Nicholas County)**
- Nicholas County Commission- Summersville CAD System – \$2,062,000 **(Nicholas County)**
- Clay Police Cruiser Equipment Package – \$8,000 – **(Clay County)**
- Braxton County Legacy Radio Communications Upgrade – \$1,882,000 **(Braxton County)**
- Braxton County Mobile Law Enforcement Technologies – \$211,000 **(Braxton County)**
- Mercer County Courthouse Security Equipment – \$245,000 **(Mercer County)**
- Beckley Police Cruisers – \$270,000 **(Raleigh County)**



- City of Beckley Police Bullet Proof Vests – \$36,000 (**Raleigh County**)
- City of Beckley Portable Police Radios – \$57,000 (**Raleigh County**)
- St. Albans PD Technology Upgrades – \$150,000 (**Kanawha County**)
- Winfield Police Car Equipment Project – \$31,000 (**Putnam County**)
- KISRA Re-entry Learning Platform – \$333,000 (**Kanawha County**)
- Town of Poca Active Shooter Training and Equipment Project – \$54,000 (**Putnam County**)
- Cabell County Sheriff's Department Body Worn Cameras – \$386,000 (**Cabell County**)
- Huntington Police Department Technology Modernization Project – \$1,300,000 (**Cabell County**)
- University of Charleston Campus Safety and Security Upgrades – \$1,394,000 (**Kanawha County**)
- Marshall University Forensic Genomics Institute – \$2,000,000 (**Cabell County**)
- BridgeValley Gunshot Detectors Equipment – \$400,000 (**Kanawha County**)
- Charleston SUD Crisis Intervention – \$125,000 (**Kanawha County**)
- Cabell County Dispatch Console Upgrades – \$1,500,000 (**Cabell County**)
- University of Charleston WV Law Enforcement Training Program – \$1,922,000 (**Kanawha County**)
- Huntington COPE - Community Oriented Policing Endeavors – \$776,000 (**Cabell County**)

#### **SUBCOMMITTEE ON AGRICULTURE, RURAL DEVELOPMENT, AND FOOD AND DRUG ADMINISTRATION**

- Town of Bethany (Replace roof at Community Center) – \$23,000 (**Brooke County**)
- Town of Ridgeley (New town hall) – \$1,200,000 (**Mineral County**)
- Elkins-Randolph Public Library (Expand and renovate) – \$2,200,000 (**Randolph County**)
- Town of Wardensville (Repair storm water damage Capon Valley Comm. Center) – \$1,121,000 (**Hardy County**)
- Tucker County (Construct visitor's center) – \$1,260,000 (**Tucker County**)
- Randolph Co. Dev. Authority (Construct conference center in Elkins) – \$1,250,000 (**Randolph County**)
- Blackwater Ministerial Assoc. – \$132,000 (**Randolph/Tucker County**)
- God's Way Home, Inc. (Establish community kitchen and food bank in Greenbrier Co.) – \$100,000 (**Greenbrier County**)
- City of Princeton (To move the Police Dept) – \$657,000 (**Mercer County**)
- New Beginnings Resource Center (To purchase a 26 foot refrigerated box truck) – \$51,000 (**Nicholas County**)
- Historic Fayette Theater (Necessary Upgrades to the interior) – \$372,000 (**Fayette County**)
- Town of Clendenin (Bring town hall up to safety standards) – \$563,000 (**Kanawha County**)
- Gilmer Co. Commission (Handicap access on 2<sup>nd</sup> floor of courthouse) – \$191,000 (**Gilmer County**)



- Southern WV Comm &Tech (Upgrade campus library) – \$1,275,000 (**Logan County**)
- City of Belmont (Replace water treatment plant roof) – \$75,000 (**Pleasants County**)
- Town of Reedsville (Restore historic town hall) – \$234,000 (**Preston County**)
- Weston Historic Landmark Comm. (Renovated to build Weston Cultural Center) – \$750,000 (**Lewis County**)
- Arnettsville Community Assoc (Replace roof at community center) – \$150,000 (**Monongalia County**)

#### **SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT**

- Morgantown River Trash Removal Initiative – \$750,000 (**Monongalia County**)
- Locks and Dams 2, 3 and 4 Monongahela River – \$41,000,000 (**Monongalia County**)
- Northern West Virginia Environmental Infrastructure, WV (Section 571) – \$10,000,000 (**Jefferson County**)
- Senior Life Services of Morgan Co. (Replace HVAC) – \$487,000 (**Morgan County**)
- Burnsville Lake – \$650,000 (**Braxton County**)
- WVU Remote Sensing Tools – \$280,000 (**Monongalia County**)
- McDowell Co. Complete Letter Report – \$500,000 (**McDowell County**)
- Southern West Virginia Environmental Infrastructure, WV (Section 340) – \$10,000,000 (**Cabell County**)
- Bluestone Lake, WV – \$600,000 (**Summers County**)
- CART Carbon-Managed Distributed Energy System – \$656,000 (**Mercer County**)
- Kanawha River Locks And Dam, WV (Winfield Locks) – \$8,000,000 (**Putnam County**)
- Kanawha River Locks And Dam (Marmet Service Bridge) – \$7,200,000 (**Kanawha County**)
- WVPEA - Hydrogen and Critical Mineral Extraction from Fossil Fuels – \$270,000 (**Kanawha County**)
- Southern West Virginia Environmental Infrastructure, WV (Section 340) – \$10,000,000 (**Cabell County**)
- Upper Guyandotte Feasibility Study, WV – \$250,000 (**Cabell County**)

#### **SUBCOMMITTEE ON INTERIOR AND ENVIRONMENT**

- Town of West Union for Wastewater Treatment Plant and System Upgrades – \$10,022,000 (**Doddridge County**)
- Harpers Ferry for Water Distribution Improvement Project – \$500,000 (**Jefferson County**)
- Mountain Top PSD Radio-Read Water Metering System Project – \$400,000 (**Grant County**)
- Town of Alderson for Sewer System Improvements – \$500,000 (**Greenbrier/Monroe Counties**)
- Red Sulphur Public Service District for Sewer Project – \$500,000 (**Monroe County**)
- Ansted Wastewater Extension to NRGNPP – \$500,000 (**Fayette County**)



- Clay County Public Service District for Fola Water Infrastructure – \$500,000 (**Clay County**)
- Roane County Water System Improvements and Repairs Phase I – \$1,000,000 (**Roane County**)
- Cool Ridge Flat Top Public Service District for Water System Improvements – \$80,000 (**Raleigh County**)
- McDowell County Davy Sewer Project – \$1,750,000 (**McDowell County**)
- City of Williamson Water System Upgrade Project – \$750,000 – (**Mingo County**)
- Pineville: Brenton/Baileysville Waterline Extension – \$750,000 (**Wyoming County**)
- Barboursville Wastewater System Upgrades-Lagoon Decommissioning Project – \$5,000,000 (**Cabell County**)
- WVSU for Preservation of Historic Malden Village – \$398,000 (**Kanawha County**)
- Town of Wayne Wastewater Improvements Project – \$1,000,000 (**Wayne County**)
- Salt Rock Sewer WWTP Pretreatment Facilities – \$750,000 (**Cabell County**)
- City of Sistersville for Virginia Terrace Sewer Project – \$1,000,000 (**Tyler County**)
- Crab Creek Water Treatment Plant Improvements – \$1,500,000 (**Mason County**)

#### **SUBCOMMITTEE ON MILITARY CONSTRUCTION AND VETERANS AFFAIRS**

- Renovate Building 109 (130<sup>th</sup> Airlift Wing, Charleston) – \$3,000,000 (**Kanawha County**)
- West Virginia National Guard Joint Force Headquarters- Readiness Center – \$4,800,000 (**Kanawha County**)
- Army Combat Fitness Test Facility – \$8,300,000 (**Kanawha County**)
- Bluefield National Guard Readiness Center – \$1,950,000 (**Kanawha County**)
- Main Gate Entry Control Point Renovation (167<sup>th</sup> Airlift Wing) – \$6,000,000 (**Kanawha County**)
- Indoor Small Arms Range (167<sup>th</sup> Airlift Wing, Martinsburg) – \$7,000,000 (**Kanawha County**)
- Bluefield National Guard Readiness Center – \$1,950,000 (**Kanawha County**)
- Parkersburg National Guard Readiness Center – \$3,300,000 (**Kanawha County**)

#### **SUBCOMMITTEE ON TRANSPORTATION, HOUSING, AND URBAN DEVELOPMENT**

- Wheeling Gateway Visitors Center – \$5,000,000 (**Ohio County**)
- Wheeling Fire Department Facilities & Equipment Upgrades – \$1,550,000 (**Ohio County**)
- Ohio County Childcare – \$1,000,000 (**Ohio County**)
- Harmony Grove I-79 Interchange – \$1,500,000 (**Monongalia County**)
- Wetzel County 911 Storage Facility – \$500,000 (**Wetzel County**)
- Clarksburg Fire Department Public Safety Needs – \$622,000 (**Harrison County**)
- Personal Rapid Transit (PRT) Passenger Stations and Guideway Rehabilitation Project – \$6,400,000 (**Monongalia County**)
- Fairmont State Library Renovation – \$2,130,000 (**Marion County**)



- Morgantown Housing Creation and Blight Removal – \$2,000,000 (**Monongalia County**)
- Mountaineer Food Bank Warehouse Expansion – \$1,000,000 (**Monongalia County**)
- West Virginia Historic Preservation Training Center – \$500,000 (**Preston County**)
- Star City Caperton Trail Paving Project – \$220,000 (**Monongalia County**)
- Downtown Clarksburg Mobility & Accessibility Revitalization – \$500,000 (**Harrison County**)
- Rail Trail Connector to North Bend Trail – \$1,300,000 (**Harrison County**)
- Martinsburg Platform Fire Truck Replacement – \$1,800,000 (**Berkeley County**)
- Boys & Girls Club of the Eastern Panhandle Renovation and Expansion Project – \$2,000,000 (**Berkeley County**)
- Webb-Blessing Housing Restoration & Reuse Action Plan – \$100,000 (**Jefferson County**)
- North Depot Trail Head & Development Hub Project – \$720,000 (**Morgan County**)
- Jefferson County Community Ministries, Community Service Center Project – \$1,000,000 (**Jefferson County**)
- B&O Roundhouse Farmers Market & Events Center – \$750,000 (**Berkeley County**)
- Community Markets, Inc. Local Food Access Program – \$187,000 (**Jefferson County**)
- Shepherdstown Path Project – \$543,000 (**Jefferson County**)
- South Berkeley Inwood Park – \$1,125,000 (**Berkeley County**)
- Franklin Community Volunteer Fire Department, Inc. Station Addition – \$1,849,000 (**Pendleton County**)
- Corridor H (Wardensville - VA State Line) – \$12,500,000 (**Tucker/Hardy Counties, etc.**)
- Eastern WV CTC Heavy Equipment Operator Training Program – \$1,407,000 (**Hardy County**)
- Grant County Trail – \$607,000 (**Grant County**)
- Keyser-Mineral County New Public Library Building – \$1,000,000 (**Mineral County**)
- Historic Oak Hill School New River Apartments – \$975,000 (**Fayette County**)
- White Sulphur Springs Recreation – \$2,688,000 (**Greenbrier County**)
- City of Summersville Visitor Center – \$1,800,000 (**Nicholas County**)
- New River Center Housing & Retail Development – \$1,830,000 (**Summers County**)
- Town of Union Street Lighting – \$375,000 (**Monroe County**)
- Demolition of Former Gauley Bridge High School – \$360,000 (**Fayette County**)
- REACHH-Family Resource Center Inc. Low and Moderate Income Assistance – \$650,000 (**Summers County**)
- Town of Clay Streetscape – \$500,000 (**Clay County**)
- Calhoun Homes Inc. - Critical Housing Stabilization and Weatherization Project – \$200,000 (**Calhoun County**)
- Smithers Longacre Readiness Development – \$2,500,000 (**Kanawha County**)
- Philippi Commercial Spaces Development – \$315,000 (**Barbour County**)
- Unleash Tygart; Grafton WV Development & Revitalization Initiative – \$3,000,000 (**Taylor County**)
- Holly Gray Pavilion Replacement – \$1,500,000 (**Braxton County**)



- Spencer Development Authority - Downtown Housing Rehabilitation – \$1,500,000 **(Roane County)**
- Beckley Fire Truck – \$1,182,000 **(Raleigh County)**
- WVU Tech Campus Corridor Streetscape – \$1,240,000 **(Raleigh County)**
- WV Create Center: Site Development Project Carbon Corridor – \$566,000 **(Mercer County)**
- Huntington Westmoreland Fire Station Development – \$4,165,000 **(Cabell County)**
- Home Repair for Disadvantaged West Virginia – \$400,000 **(Kanawha County)**
- YWCA Building Preservation & Improvements – \$233,000 **(Kanawha County)**
- Renovation and Restoration of Capitol Market – \$1,168,000 **(Kanawha County)**
- West Virginia Land Trust's Airport Park Restoration and Development – \$304,000 **(Kanawha County)**
- Kanawha Manufacturing Building – \$50,000 **(Kanawha County)**
- Charleston Capital Sports Center – \$2,000,000 **(Kanawha County)**
- Huntington Industrial Development Center – \$1,000,000 **(Cabell County)**
- Charleston Clay Center Connector Project – \$400,000 **(Kanawha County)**
- Meeks Mountain Trails – \$512,000 **(Putnam County)**
- WVUP Technology School in Former Ohio Valley University Window and Door Replacement – \$1,250,000 **(Wood County)**
- Final Phase of Kisar-Kincaid House Rehabilitation – \$750,000 **(Mason County)**
- Boys and Girls Club of Parkersburg Outdoor Renovations – \$750,000 **(Wood County)**

#### **SUBCOMMITTEE ON HOMELAND SECURITY**

- State Emergency Ops Center Communications and Continuity Equipment – \$660,000 **(Kanawha County)**
- Rams Horn, Stormwater System Improvements – \$2,873,000 **(Kanawha County)**
- Bellepoint Park, Stormwater Drain Replacement – \$480,000 **(Summers County)**
- Town of Hendricks, Stormwater Improvement Project – \$1,297,000 **(Tucker County)**

#### **SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT**

- Drug Free WV Youth Coalitions- Martinsburg Initiative – \$35,000 **(Berkeley County)**
- National Guard, Small Business Center – \$595,000 **(Kanawha County)**
- New River Gorge, Regional Working Group – \$750,000 **(Fayette County)**
- Archival Facilities Renovation Project – \$2,226,000 **(Kanawha County)**
- Digital Archives Portal: Congressional Archives for Education – \$1,500,000 **(Monongalia County)**
- Greenbrier Valley, EDC Commercialization Center – \$819,000 **(Greenbrier/Pocahontas/Monroe Counties)**
- Stackable Business Credentials at BridgeValley CTC – \$167,000 **(Kanawha County)**
- Wellsburg Town Square Small Business Revitalization – \$750,000 **(Brooke County)**



## Human Resource Manager- Job #40104

### Job Summary:

The Human Resource Manager will lead and direct the routine functions of human resources (HR) for the County including but not limited to, hiring and interviewing staff; administering pay, benefits, and leave; ensuring compliance training; assisting directors with performance reviews, employee improvement plans, leadership training, etc.; and enforcing company policies and practices; and ensuring legal compliance and implementation of the County's mission and talent strategy.

### *Supervisory Responsibilities:*

- Recruits, interviews, hires, and trains new staff.
- In conjunction with department heads, provides constructive and timely performance evaluations.
- In conjunction with the department heads, handles discipline and termination of employees in accordance with County policy.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews and modifies policies and practices to facilitate optimum communication.
- Facilitates professional development, training, and certification activities.

### *Duties/Responsibilities:*

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to when complex, specialized, and sensitive questions and issues arise; will be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, including for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Thorough knowledge of employment-related laws and regulations.
- Performs other duties as assigned.

***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

***Education and Experience:***

- Bachelor's degree in Human Resources or related field highly recommended. Master's degree in Human Resources preferred.
- A minimum of five years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

***Physical Requirements:***

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Additional information for applicants:

Salary: Grade 5 (bachelor's degree), starting pay \$47,290  
Grade 6 (master's degree), starting pay \$54,756

To apply, please send a cover letter and resume to Jessica James at [jjames@jeffersoncountywv.org](mailto:jjames@jeffersoncountywv.org) or via US Mail to Jefferson County Commission, Attn: Jessica James, 124 E. Washington Street, Charles Town, WV 25414. Applications will be accepted until 5:00 pm on May 3, 2024.

## **Job Description**

Jefferson County, West Virginia  
Job Description

**Position Title** Deputy County Administrator Grade Level VIII

**Department** County Commission Administration

**Reports to** County Administrator FLSA Status EXEMPT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\*Salary and benefits projection for budget process

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

\*EEO Census, EEOP, Health Census submissions.

**Organizational Training and Development.** Develops and administers training programs.

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

**Financial Management (Budgeting, Accounting, Financial Analysis)**

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

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

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

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

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

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

\*Assist in the coordination of annual JCC audit.

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

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

## **ADDITIONAL INFORMATION FOR APPLICANTS**

To apply, please send cover letter and resume to Jessica James at [jjames@jeffersoncountywv.org](mailto:jjames@jeffersoncountywv.org) or via US Mail to Jefferson County Commission, Attn: Jessica James, 124 E. Washington Street, Charles Town, WV 25414. Applications will be accepted until 5:00 p.m. on Monday, February 5, 2024.

Job Type: Full-time

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

Benefits:

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

Schedule:

- 8 hour shift

Work Location: In person

## Jefferson County Government FY2023-2024 Annual Salaries Effective 7/1/2023

(Paid Bi-weekly Based on Hours Worked per Period)

5% COLA, DEPUTIES 10% ADJ + 5% COLA No Merit FY24

Revised 08-02-2023

New Grade	Bi-Wkly Hrs	Annual Minimum	Annual Maximum	New Range	Per Hour Minimum	Per Hour Maximum	% Between Grades
1	70	23,889	38,223	60.0%	13.1261	21.0017	
	80	27,302	43,683	60.0%	13.1261	21.0017	
2	70	29,720	47,551	60.0%	16.3295	26.1272	24.4%
	80	33,965	54,344	60.0%	16.3295	26.1272	24.4%
4	70	35,550	56,880	60.0%	19.5328	31.2526	8.9%
	80	40,628	65,005	60.0%	19.5328	31.2526	8.9%
5	70	41,379	66,207	60.0%	22.7358	36.3773	16.4%
	80	47,290	75,665	60.0%	22.7358	36.3773	16.4%
6	70	47,920	76,672	60.0%	26.3296	42.1275	15.8%
	80	54,766	87,625	60.0%	26.3296	42.1275	15.8%
7	70	51,511	82,418	60.0%	28.3030	45.2847	7.5%
	80	58,870	94,192	60.0%	28.3030	45.2847	7.5%
8	80	76,361	122,178	60.0%	36.7120	58.7392	29.7%
9	80	88,023	140,837	60.0%	42.3188	67.7102	15.3%
10	80	111,342	178,148	60.0%	53.5299	85.6480	26.5%

### Jefferson County Sheriff's Deputies

	Uncertified	Certified						
DEPUTY	51,000	52,500			24.5192	25.2404		
			58,650	87,975	50.0%	28.1971	42.2956	15.0%
CORPORAL			64,515	96,772	50.0%	31.0168	46.5252	10.0%
SERGEANT			70,966	106,450	50.0%	34.1185	51.1777	10.0%
LIEUTENANT			77,353	116,030	50.0%	37.1891	55.7837	9.0%
CAPTAIN			83,542	125,312	50.0%	40.1643	60.2464	8.0%
CHIEF DEPUTY			90,225	135,337	50.0%	43.3774	65.0661	8.0%



**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

STATE OF WEST VIRGINIA  
County of: Jefferson, West Virginia

In accordance with WV Code §11-8-10, as amended, the Jefferson County Commission proceeded to make an estimate of the amounts necessary to be raised by a levy of taxes for the current year, and doth determine and estimate the several amounts to be as follows:

<b>General Fund</b>	<b>Estimated Revenues</b>
Fund Balance	\$ 4,141,288
Property Taxes Current year	17,150,936
Prior Year Taxes	1,242,023
Property Taxes Excess Levy	-
Tax Penalties, Interest & Publication Fees	280,000
Dog Taxes	-
Property Transfer Tax	1,800,000
Coal Severance Tax	-
Gas and Oil Severance Tax	280,000
Horse and Dog Racing Tax	15,000
Wine & Liquor Tax	320,000
Hotel Occupancy Tax	890,900
Waste Coal Producing Counties	10,000
Payment in Lieu of Taxes	315,000
Synthetic Fuel Tax	-
Miscellaneous Energy Tax (Coal Bed Methane)	-
Licenses	-
Building Permits	660,800
Miscellaneous Permits	-
Federal Grants / Federal Payment in Lieu of Taxes	172,500
State Grants	-
Other Grants	-
Charges for Services	-
Magistrate Court Clerk	-
Sheriff's Service of Process	14,300
Sheriff's Earnings	20,700
County Clerk's Earnings	197,700
Circuit Clerk's Earnings	40,000
Prosecuting Attorney's Earnings	2,078
Accident Reports	5,000
Motor Vehicle License Fee	-
Map Sales	-
Clerk Deed Fees	-
Parks & Recreation Fees	-
Rents & Concessions	323,154
Landfill/Incinerator Fees	-
Airport Revenue	-
Cemetery Revenue	-
Ambulance Fees	997,500
Emergency Services Fees	1,600,000
Emergency 911 Fee	2,129,100
Special Patrol/Security Systems	-

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

Franchise Agreement	560,000
Inspection Fees	-
IRP Fees (Interstate Registration Plan)	15,500
Jail Fees	-
Fines, Fees & Court Costs	-
Regional Jail Operations Partial Reimbursement	50,000
Interest Earned	47,500
Miscellaneous Revenue	20,000
Sheriff's Commission	10,000
Confiscated Property	-
Commissions	-
Gaming Income	653,975
Recycling Programs	-
Filing Fees	-
Video Lottery	3,061,575
Planning Commission Revenue	-
Sale of Materials	-
Royalties	-
Sale of Bonds	-
Proceeds from Bond Restructuring	-
Lease Purchase Revenue	-
Contributions/Transfer from Other Entities	-
Charges to Other Entities	-
Refunds/Reimbursements (External Sources)	200,000
Parking	-
Sale of Fixed Assets	-
Gain/Loss on Sale of Fixed Assets	-
Transfers From Other Funds	300,000
Emergency 911 Reimbursement	-
Dog & Kennel Reimbursement	28,000
Concealed Weapons Reimbursements	-
Home Confinement Reimbursements	-
General School Reimbursements	125,000
Magistrate Court Reimbursements	25,000
Worthless Check Reimbursements	-
Payroll Reimbursements	239,968
Transfers from Rainy Day Fund	-
Transfers Assessor's Valuation Fund	<u>669,152</u>
<b>Total Estimated General Fund Revenues</b>	<b>\$ <u>38,613,649</u></b>
	<b><u>Estimated Revenues</u></b>
<b>Coal Severance Tax</b>	
Assigned Fund Balance	\$ 221,985
Unassigned Fund Balance	-
Coal Severance Tax	175,000
Interest Earned on Investment	1,200
Refunds/Reimbursements	<u>-</u>
<b>Total Coal Severance</b>	<b>\$ <u>398,185</u></b>

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

<b>ESTIMATED EXPENDITURES</b>	<b>General Fund</b>	<b>Coal Severance Tax Fund</b>
<b>GENERAL GOVERNMENT</b>		
County Commission	\$ 1,905,431	\$ 398,185
County Clerk	777,256	-
Circuit Clerk	519,744	-
Sheriff - Treasurer	573,527	-
Prosecuting Attorney	1,952,074	-
Assessor	483,642	-
Assessor's Valuation Fund	669,152	-
Statewide Computer Network	53,157	-
Sheriff's Tax Processing	-	-
County Surveyor	-	-
Fiduciary Supervisor	-	-
Agricultural Agent	135,184	-
Elections - County Clerk	325,663	-
Elections - Circuit Clerk	-	-
Magistrate Court	3,200	-
Circuit Court	-	-
County Administrator	-	-
Purchasing Department	-	-
Personnel Office	-	-
Custodial	-	-
Civil Service	2,875	-
Capital Planning	-	-
Insurance Program (Self Insured)	2,900,000	-
Courthouse	1,317,734	-
Other Buildings	810,800	-
Printing	-	-
Microfilm	-	-
Data Processing	1,201,219	-
Regional Development Authority	54,240	-
Community Development	-	-
Economic Development	414,677	-
Industrial Development	-	-
Geographic Information Systems (GIS)	-	-
Airports	-	-
Public Works Department	-	-
Rehabilitation of Property	-	-
Acquisition of Property	-	-
Building Inspection	-	-
Planning & Zoning	-	-
Engineering	1,532,523	-
Housing Authority	-	-
Federal Grants	-	-
State Grants	-	-
Other Grants	-	-
Litigation Reserve	-	-
Parking	-	-
Finance Department	-	-

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

Courthouse Annex	-	-
Worthless Check	-	-
Farm Preservation Program	107,727	-
Zoning Board	-	-
Teen Court	-	-
County Clerk Operations	-	-
Legal Department	-	-
Transfer to Financial Stabilization Fund	-	-
Contributions to Comms/Authorities	25,246	-
Transfers/Reimbursements	653,975	-
Contingencies - Not to Exceed 10% of Budget	3,525,341	-
	<hr/>	<hr/>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>19,944,387</b>	<b>398,185</b>
	<hr/>	<hr/>
<b>PUBLIC SAFETY</b>	<b>-</b>	<b>-</b>
Sheriff - Law Enforcement	5,014,490	-
Sheriff - Service of Process	12,325	-
County Jail - Reimbursable J/C	-	-
County Jail - Nonreimbursable J/C	-	-
Regional Jail	775,000	-
Home Confinement	-	-
Concealed Weapons	-	-
Investigative Services	-	-
Police Special Duty	-	-
Juvenile Detention Center	-	-
Civil Defense	-	-
Emergency Services	279,318	-
Communication Center	2,537,574	-
Fire Department	595,000	-
Fire Coordinator	-	-
Ambulance Authority	6,364,918	-
Dog Warden/Humane Society	309,845	-
Central Garage	659,952	-
Flood Control	-	-
Watershed Project	-	-
Dams & Dredging	-	-
Local Law Enforcement Block Grant	-	-
Public Safety Grants	-	-
Courthouse Security	-	-
Community Based Corrections Program	-	-
Rapid Response	-	-
Mapping and Addressing	-	-
Local Emergency Planning Commission	-	-
Project Lifesaver	-	-
K-9	-	-
Public Safety Grant	-	-
	<hr/>	<hr/>
<b>TOTAL PUBLIC SAFETY</b>	<b>16,548,422</b>	<b>-</b>
	<hr/>	<hr/>
<b>HEALTH AND SANITATION</b>	<b>-</b>	<b>-</b>
Local Health Department	106,186	-
Mental Health	-	-

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

Other Health Programs	-	-
Hospital	-	-
Dental Clinic	-	-
Vital Statistics	-	-
Sewer	-	-
Storm Sewer	-	-
Solid Waste Authority	-	-
Water	-	-
Garbage Department	-	-
Landfill/Incinerator	-	-
Recycling Center	-	-
Litter Control	-	-
Federal Grants - H&S	-	-
State Grants - H&S	-	-
	<hr/>	<hr/>
<b>TOTAL HEALTH &amp; SANITATION</b>	<b>106,186</b>	<b>-</b>
	<hr/>	<hr/>
<b>CULTURE AND RECREATION</b>	<b>-</b>	<b>-</b>
Parks & Recreation	1,056,708	-
Swimming Pools	-	-
4 - H Camp	-	-
Arts & Humanities	16,808	-
Museum Commission	-	-
Fair Associations/Festivals	-	-
Youth Camp	-	-
Summer Youth Program	-	-
Community Center	-	-
Historical Commission	24,888	-
Civic Promotion	-	-
Visitor's Bureau	445,450	-
Travel Council	-	-
Beautification	-	-
Rails to Trails	-	-
Hotel/Motel Promotion of Tourism	-	-
Library	370,800	-
Law Library	-	-
Federal Grants	-	-
State Grants	-	-
	<hr/>	<hr/>
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>1,914,654</b>	<b>-</b>
	<hr/>	<hr/>
<b>SOCIAL SERVICES</b>	<b>-</b>	<b>-</b>
Social Services	-	-
Human Resources	-	-
Senior Citizens	-	-
Public Transit	100,000	-
Federal Grants	-	-
State Grants	-	-
Homeless Shelter	-	-
Family Court	-	-
Community Council	-	-
Cemeteries	-	-
	<hr/>	<hr/>

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

TOTAL SOCIAL SERVICES	100,000	-
CAPITAL PROJECTS	-	-
General Government	-	-
Public Safety	-	-
Health & Sanitation	-	-
Culture & Recreation	-	-
Social Services	-	-
Central Garage	-	-
Geographic Information System (GIS)	-	-
Federal Grants	-	-
State Grants	-	-
County Clerk	-	-
Circuit Clerk	-	-
Assessor	-	-
Prosecuting Attorney	-	-
Sheriff-Treasurer	-	-
Sheriff-Law Enforcement	-	-
Sheriff-Jail	-	-
Data Processing	-	-
Election - County Clerk	-	-
Circuit Court	-	-
Community Development	-	-
County Commission	-	-
Courthouse	-	-
Other Buildings	-	-
Extension Services	-	-
Other Boards & Authorities	-	-
Purchasing	-	-
Communication Center	-	-
Dog Warden	-	-
Emergency Services	-	-
Service of Process	-	-
Ambulance	-	-
Water	-	-
Parks & Recreation	-	-
Streets and Highways	-	-
	-	-
TOTAL CAPITAL OUTLAY	-	-
<b>Total Expenditures</b>	<b>\$ 38,613,649</b>	<b>\$ 398,185</b>

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

**JEFFERSON COUNTY, WEST VIRGINIA  
REGULAR CURRENT EXPENSE LEVY  
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025**

	Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
<b>Class I</b>			
Personal Property	\$ 0	13.25	\$ 0
Public Utility	0		0
<b>Total Class I</b>	\$ 0		\$ 0
<b>Class II</b>			
Real Estate	\$ 3,756,705,030	26.50	\$ 9,955,268
Personal Property	3,106,750		8,233
<b>Total Class II</b>	\$ 3,759,811,780		\$ 9,963,501
<b>Class III</b>			
Real Estate	\$ 594,678,890	53.00	\$ 3,151,798
Personal Property	368,203,282		1,951,477
Public Utility	142,085,702		753,054
<b>Total Class III</b>	\$ 1,104,967,874		\$ 5,856,329
<b>Class IV</b>			
Real Estate	\$ 386,517,900	53.00	\$ 2,048,545
Personal Property	112,830,238		598,000
Public Utility	20,326,617		107,731
<b>Total Class IV</b>	\$ 519,674,755		\$ 2,754,276
<b>Total Value &amp; Projected Revenue</b>	\$ 5,384,454,409		\$ 18,574,106
Less Delinquencies, Exonerations & Uncollectable Taxes		4.08%	757,824
Less Tax Discounts		1.92%	342,073
Less Allowance for Tax Increment Financing (if Applicable)			0
<b>Total Projected Property Tax Collection</b>			<b>17,474,209</b>
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		1.85%	0
<b>Net Amount to be Raised by Levy of Property Taxes</b>			<b>\$ 17,474,209</b>

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

**JEFFERSON COUNTY, WEST VIRGINIA**

**Excess Levy/Levies**


**FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025**

	Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
<b>Class I</b>			
Personal Property	\$ 0	0.00	\$ 0
Public Utility	0		0
<b>Total Class I</b>	<u>\$ 0</u>		<u>\$ 0</u>
<b>Class II</b>			
Real Estate	\$ 3,756,705,030	0.00	\$ 9,955,268
Personal Property	3,106,750		8,233
<b>Total Class II</b>	<u>\$ 3,759,811,780</u>		<u>\$ 9,963,501</u>
<b>Class III</b>			
Real Estate	\$ 594,678,890	0.00	\$ 3,151,798
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<b>Total Class III</b>	<u>\$ 1,104,967,874</u>		<u>\$ 5,856,329</u>
<b>Class IV</b>			
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Personal Property	112,830,238		598,000
Public Utility	20,326,617		107,731
<b>Total Class IV</b>	<u>\$ 519,674,755</u>		<u>\$ 2,754,276</u>
<b>Total Value &amp; Projected Revenue</b>	<u>\$</u>		<u>\$ 18,574,106</u>
Less Delinquencies, Exonerations & Uncollectable Taxes		4.08%	757,824
Less Tax Discounts		1.92%	342,073
<b>Net Amount to be Raised by Levy of Property Taxes</b>			<u>\$ 17,474,209</u>

**Jefferson County Commission Levy Estimate (Budget)  
2024 - 2025 Fiscal Year**

STATE OF WEST VIRGINIA  
COUNTY OF JEFFERSON

I, Jacqueline Shadle, CLERK OF THE COUNTY COMMISSION OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COMMISSION ON THE 21<sup>st</sup> DAY OF MARCH 2024.

  
(Signature)





## Jefferson County Emergency Services Agency



### 911 Ambulance Billing Update

Billing for: Treated – No transport

Includes all calls with an assessment

Pt refuses all care and/or evaluation – no bill

Started during Covid

Medicaid, Auto and many Medical Ins already pay – not Medicare

Medicaid pays \$89.16

Most Auto \$200

Med insurance \$300

Changing state code to make it mandatory for insurance to pay

Can make flat rate or tiered.

2800 Transports – 12 mths

850 additional billable calls

Dispatched Time between 3/1/2023

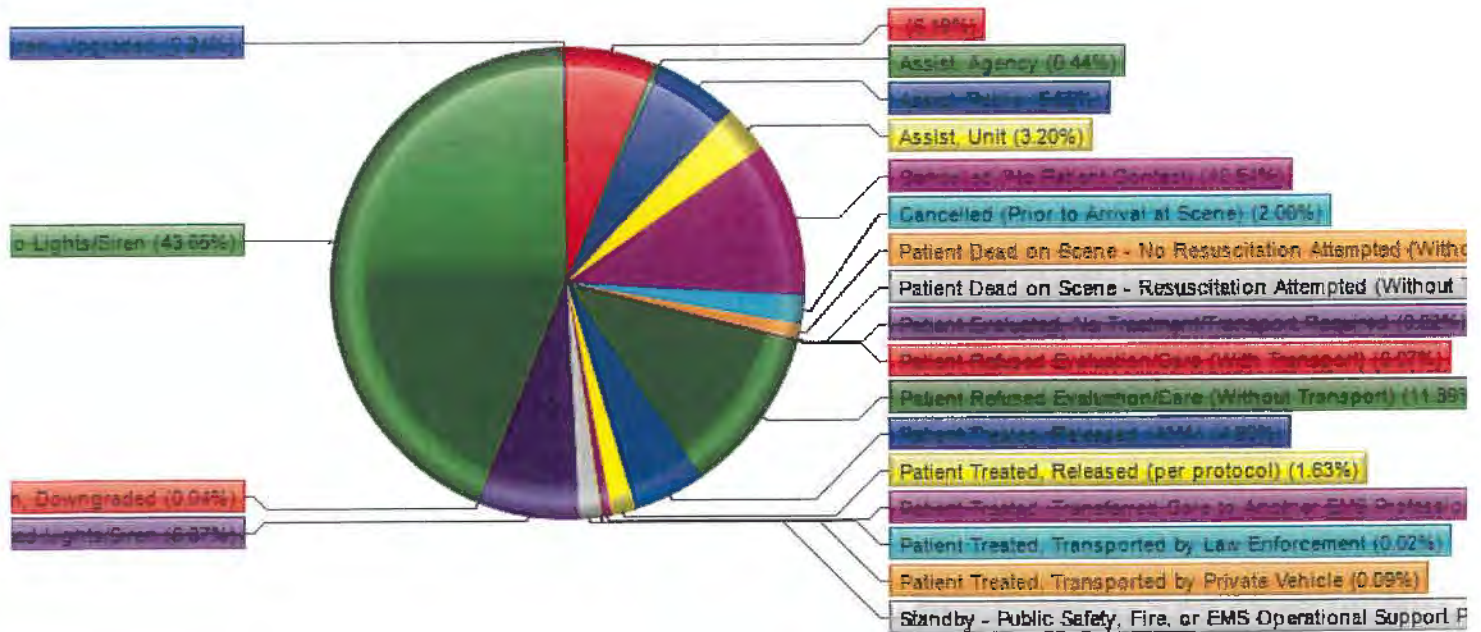
and 3/14/2024

Run

Run and Hide Parameters

### Disposition Breakdown

Disposition	Total
Assist, Agency	24
Assist, Public	302
Assist, Unit	174
Cancelled (No Patient Contact)	574
Cancelled (Prior to Arrival at Scene)	109
Patient Dead on Scene - No Resuscitation Attempted (Without Transport)	49
Patient Dead on Scene - Resuscitation Attempted (Without Transport)	7
Patient Evaluated, No Treatment/Transport Required	1
Patient Refused Evaluation/Care (With Transport)	4
Patient Refused Evaluation/Care (Without Transport)	620
Patient Treated, Released (AMA)	267
Patient Treated, Released (per protocol)	89
Patient Treated, Transferred Care to Another EMS Professional/Unit	37
Patient Treated, Transported by Law Enforcement	1
Patient Treated, Transported by Private Vehicle	5
Standby - Public Safety, Fire, or EMS Operational Support Provided	79
Transported Lights/Siren	374
Transported Lights/Siren, Downgraded	2
Transported No Lights/Siren	2377
Transported No Lights/Siren, Upgraded	13
<b>Total</b>	<b>5445</b>



**JEFFERSON COUNTY EMERGENCY SERVICES AGENCY (JB)**  
**Fiscal YTD Summary - 02/21/24 to 03/21/24**

Transaction Date	GreaterThanOrEqualTo	3/1/2023
Transaction Date	LessThanOrEqualTo	2/29/2024
Company Code	Equal	JEFFERSON COUNTY EMERGENCY
Company Code	InList	JEFFERSON COUNTY EMERGENCY

	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Totals
Beginning AR	\$0.00	\$7,390.60	\$342,911.91	\$329,795.04	\$355,285.03	\$390,788.08	\$414,060.60	\$445,681.62	\$423,989.12	\$447,131.95	\$480,011.52	\$567,135.27	
Charges/Invoices	\$7,390.60	\$349,996.14	\$215,634.62	\$238,988.28	\$207,639.68	\$234,655.00	\$197,789.40	\$246,088.66	\$239,702.54	\$191,375.40	\$272,972.74	\$296,537.52	\$2,701,754.78
Contractual Adjustments	\$0.00	(\$5,664.20)	(\$73,769.94)	(\$60,535.50)	(\$49,175.70)	(\$61,490.89)	(\$39,350.34)	(\$70,009.57)	(\$53,229.88)	(\$39,975.98)	(\$46,183.41)	(\$97,404.10)	(\$596,878.61)
Allowed Charges	\$7,390.60	\$344,331.94	\$141,865.68	\$178,452.78	\$158,464.18	\$173,168.01	\$158,439.06	\$176,089.09	\$186,472.66	\$151,399.42	\$226,779.33	\$202,053.42	\$2,104,876.17
Patient Discounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$290.00)	(\$764.00)	(\$314.40)	(\$4,094.00)	\$0.00	\$0.00	\$0.00	(\$5,462.40)
Patient to Bad Debt	\$0.00	\$0.00	(\$762.00)	\$0.00	\$0.00	(\$3,174.23)	(\$23,057.07)	(\$19,161.94)	(\$13,160.13)	(\$22,558.83)	(\$20,341.11)	(\$23,415.61)	(\$125,630.92)
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bankruptcy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00
Total Adjustments	\$0.00	\$0.00	(\$762.00)	\$0.00	\$7.00	(\$3,464.23)	(\$23,941.07)	(\$19,476.34)	(\$17,254.13)	(\$22,558.83)	(\$20,341.11)	(\$23,415.61)	(\$125,630.92)
Medicare Payments	\$0.00	(\$8,040.23)	(\$109,941.18)	(\$52,916.37)	(\$49,047.60)	(\$60,229.20)	(\$42,894.55)	(\$68,215.93)	(\$64,812.27)	(\$40,423.31)	(\$65,369.60)	(\$80,933.88)	(\$652,824.23)
Medicaid Payments	\$0.00	\$0.00	(\$23,294.01)	(\$34,226.68)	(\$41,366.92)	(\$34,017.30)	(\$24,309.47)	(\$43,481.73)	(\$34,308.85)	(\$20,812.43)	(\$19,465.87)	(\$58,608.65)	(\$331,660.99)
Insurance Payments	\$0.00	(\$770.40)	(\$16,038.09)	(\$58,055.34)	(\$26,974.30)	(\$42,590.05)	(\$26,482.91)	(\$57,442.06)	(\$39,483.44)	(\$29,455.76)	(\$24,996.34)	(\$77,203.10)	(\$401,412.38)
Patient Payments	\$0.00	\$0.00	(\$4,947.28)	(\$7,784.80)	(\$5,561.31)	(\$9,592.63)	(\$7,759.96)	(\$9,135.53)	(\$7,493.14)	(\$5,659.52)	(\$10,243.06)	(\$13,446.36)	(\$81,633.59)
Total Payments	\$0.00	(\$8,810.63)	(\$154,220.55)	(\$152,962.79)	(\$122,960.13)	(\$146,429.26)	(\$103,447.00)	(\$178,275.25)	(\$146,075.70)	(\$96,161.02)	(\$120,014.87)	(\$238,191.99)	(\$1,600,968.14)
Insurance Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Patient Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$470.03	\$0.00	\$0.00	\$200.00	\$700.40	\$245.00	\$1,615.43
Returned Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$470.03	\$0.00	\$0.00	\$200.00	\$700.40	\$245.00	\$1,615.43
Change in A/R	\$7,390.60	\$336,521.31	(\$13,116.67)	\$25,468.99	\$35,521.05	\$23,274.52	\$31,621.02	(\$21,692.50)	\$23,142.83	\$32,979.57	\$87,123.75	(\$59,309.18)	\$200,000.00
Ending A/R	\$7,390.60	\$342,911.91	\$329,795.04	\$355,285.03	\$390,788.08	\$414,060.60	\$445,681.62	\$423,989.12	\$447,131.95	\$480,011.52	\$567,135.27	\$507,626.09	\$480,820.00
<b>BAD DEBT ACTIVITY</b>													
Beginning Bad Debt	\$50,034.38	\$50,034.38	\$50,034.38	\$49,272.38	\$49,272.38	\$49,272.38	\$46,098.15	\$23,041.08	\$3,879.14	(\$9,280.99)	(\$31,839.82)	(\$52,180.93)	
Accounts Sent to Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Adjustments	\$0.00	\$0.00	(\$762.00)	\$0.00	\$0.00	(\$3,174.23)	(\$23,057.07)	(\$19,161.94)	(\$13,160.13)	(\$22,558.83)	(\$20,341.11)	(\$23,415.61)	(\$125,630.92)
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Bad Debt	\$50,034.38	\$50,034.38	\$49,272.38	\$49,272.38	\$49,272.38	\$46,098.15	\$23,041.08	\$3,879.14	(\$9,280.99)	(\$31,839.82)	(\$52,180.93)	(\$75,596.54)	
<b>OPERATING RATIOS</b>													
Total # of Tickets	12	522	311	350	305	341	293	365	353	284	401	589	4,126
Total # of Bills Sent	7	562	514	497	401	461	469	398	450	404	518	657	5,366
Gross Days in AR	90.00	86.35	51.90	39.74	63.11	54.70	62.67	56.24	58.87	63.80	72.50	59.83	
Avg Charge / Transport	\$615.88	\$670.49	\$693.36	\$682.82	\$580.79	\$688.15	\$675.05	\$674.16	\$679.04	\$673.86	\$580.73	\$508.55	\$654.81
Avg Revenue / Transport	\$0.00	\$16.68	\$495.89	\$437.09	\$403.12	\$429.41	\$353.06	\$488.43	\$413.81	\$338.60	\$299.29	\$404.40	\$355.69
A0425 - MILEAGE	14.50	1,533.10	1,136.90	1,131.83	1,015.20	1,147.20	930.40	1,084.80	1,215.33	812.90	1,388.40	1,418.70	12,830.20
A0427 - ALS EMERGENCY	3.00	261.00	172.00	192.00	165.00	208.00	181.00	198.00	190.00	150.00	212.00	248.00	2,162.00
A0428 - BLS NON-EMERG	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	2.00
A0429 - BLS EMERGENCY	9.00	242.00	126.00	142.00	130.00	121.00	126.00	160.00	152.00	120.00	173.00	156.00	1,667.00
A0433 - ALS-2 EMERGENCY	0.00	18.00	13.00	16.00	9.00	11.00	6.00	7.00	11.00	13.00	15.00	9.00	128.00
A0998 - NO TRANSPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	176.00	177.00
BLSMI - BLS MILEAGE	49.30	1,152.50	717.50	659.90	817.30	484.80	533.30	733.80	650.00	516.30	819.00	730.30	7,664.00

# Jefferson County Foundation, Inc.

March 21, 2024

Jefferson County Commission  
116 E Washington St  
Charles Town, WV 25414  
Via email

## **RE: Presentation and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission**

Dear Jefferson County Commissioners,

We thank you and the Jefferson County Planning Commission for working to increase its transparency by committing to opening its committee meetings and working to change its bylaws to reflect this. We urge you to edit the changes that the Planning Commission is proposing to its bylaws before approving them. We find several ways that the new language does not align with the Open Meetings Act. We advocate for changing the bylaws to meet the Open Meetings Act and make the business of the Planning Commission as transparent as possible.

First, we believe that all committee meetings should be open meetings that are properly publicly noticed and have publicly posted minutes. The following is taken from the WV Ethics Commission web page dedicated to the Open Governmental Meetings Act.

### **FREQUENTLY ASKED QUESTIONS**

#### **Are committee meetings subject to the Open Meetings Act? Do committee meetings need to be noticed?**

Yes. All sub-units of a governing body, regardless of size, must follow the Open Meetings Act. This includes regular, standing and *ad hoc* committees.

#### **Are work sessions subject to the Open Meetings Act?**

Yes. The term "work session" is frequently used by governing bodies to describe a meeting in which the members of the governing body or committee discuss a project or review a budget but do not plan to take official action during the session.

1

It is clear from the answers to these frequently asked questions that any committee meetings of the JC Planning Commission are meetings under the Act and this is regardless of whether a quorum of the Planning Commission is on the committee or not and whether any official action is taken during the meeting. Therefore, the JC Planning Commission committee meetings should be open and meet all the requirements for open meetings including timing of public notice and posting of minutes.

The proposed change states that "Notice for all Committee meetings shall be in writing, will include date, time, and place of Committee meeting as well as the purpose of the meeting."

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<sup>1</sup> <https://ethics.wv.gov/openmeetings/Pages/default.aspx> at the bottom of the page

This is not sufficient. An agenda should also be posted with agenda items clearly stated so the public will understand what will be discussed (See below the question "How much advance notice of a meeting is necessary?" and "How specific must an agenda be?").

The proposed change states that "The notice shall be sent to all Committee members at least two days before the Committee meeting." This is not in accordance with the WV Open Governmental Meetings Act. Committee meetings do not meet the definition of a "special meeting" and therefore require 3 days notice (See below the question "How much advance notice of a meeting is necessary?" and "Time requirements for posting an agenda"). Also, as can be found in the below section from the WV Ethics Commission webpage dedicated to the Open Governmental Meetings Act "Public notice of the meeting **and the agenda** must be made available in advance of the **meeting to the public**" (emphasis added).

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## NOTICE and AGENDA

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### How much advance notice of a meeting is necessary?

Public notice of the meeting and the agenda must be made available in advance of a meeting to the public.

Every public agency should establish rules for giving advance notice of all regularly scheduled and special meetings. W.Va. Code § 6-9A-3. In addition, the Open Meetings Committee of the West Virginia Ethics Commission, through the issuance of Advisory Opinions, has established rules which establish how much advance notice is required.

### Calculating days for purposes of the Open Meetings Act

In calculating days of notice, do not count the day of the meeting, weekend days or legal holidays. Half-day holidays are not legal holidays for the purpose of calculating days. State agencies, however, have additional obligations for posting a meeting notice with the Secretary of State's office.

### What must a notice include?

Notice must include the date, time, and place of the meeting. For special meetings or emergency meetings, the notice must state the purpose of the meeting.

### Time requirements for posting an agenda

- **Regular meeting** - three business days before the meeting.
- **Special meeting** - two business days before the meeting.
- **Emergency meeting** - as soon as practicable prior to the meeting.

### Where/how to post an agenda?

A governing body complies with the Act by posting its meeting agenda for each regularly scheduled meeting in a public place at its central office and by having copies of the agenda available there during regular business hours.

In addition, it may distribute agendas to the news media by mail or email. The agenda also may be posted on the governing body's website if it has one. While additional dissemination to the public and the media is encouraged, failure to provide an agenda by such additional means will not invalidate an otherwise proper public meeting.

### How specific must an agenda be?

Agendas must give reasonable notice to the public of what issues will be discussed. A matter requiring the governing body to take official action must be listed on the agenda. For example, "filling position of office manager" would be sufficient. Using vague headings such as "old business," "new business" and "personnel matters" is clearly insufficient. The public should also be given notice of significant additions or changes to the agenda. Each governing body should have rules on how such notice will be given.

2

We do not see where minutes for these meetings are addressed in the bylaw change. We advocate for requiring that minutes be produced and publicly posted for these meetings just as the JCC and the JC Planning Commission do for their meetings. The requirement of the Open Governmental Meetings Act requires that minutes of meetings meet certain criteria and be posted in a specific amount of time (one day after approval). We would advocate for draft minutes to be posted as is customary for the JCC.

## MINUTES

### Should minutes be prepared?

The Act requires that written minutes of all open meetings be available to the public within a reasonable time after the meeting.

The minutes must include:

- The date, time and place of the meeting.
- The name of each member of the governing body present and absent.
- All motions, orders, resolutions, ordinances and measures proposed, as well as the name of the person proposing each action and the disposition of the matter.
- The results of all votes, including roll call votes by member name, if such votes are conducted.

### When must meeting minutes be made available to the public?

Meeting minutes should usually be made available to the public one business day after the public body's next regular meeting. If, at that meeting, the public body makes material changes to the draft minutes, then, in the absence of compelling circumstances, the approved minutes should be made available no later than three business days following the meeting.

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3

The proposed change states, "however, there will be no public comment." We do not see a reason why public comment needs to be specifically prohibited. We would advocate for making it possible when the committee sees fit. One could imagine times when public input in the committee setting may be advantageous.

We respectfully request that the following changes be made before the bylaw amendments are approved by the county commission.

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<sup>2</sup> <https://ethics.wv.gov/openmeetings/Pages/default.aspx> at the middle of the page.

<sup>3</sup> <https://ethics.wv.gov/openmeetings/Pages/default.aspx> at the middle of the page.

- Require that Public notice and the Agenda be posted there (3) days in advance of JC Planning Commission Committee meetings.
- Require that this posting be done in the same manner as the JC Planning Commission meetings are posted (i.e., on the same website in the same manner).
- Require that meeting minutes be produced in accordance with the Open Governmental Meetings Act and publicly posted the minutes in accordance with the minutes posting practice of the JCC.
- Remove the language "however, there will be no public comment," and replace it with "public comment may be held at the discussion of the committee chair" or similar.

Thank you for considering these comments.

Kind regards,

A handwritten signature in black ink that reads "Christine L. Wimer". The signature is written in a cursive, flowing style.

Dr. Christine Wimer, President

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## **CCAWV County Government Essay Contest Rules**

The contest is open to all 8th grade students, beginning April 1, 2024, who are enrolled in a West Virginia public, private or charter school.

Each essay is limited to a minimum of 400 words and a maximum of 500 words and must address the following question: **“How does my county commission make life better for me?”** The essay must address specifically the county commission of the county in which the student resides.

Each student is limited to one entry.

Each teacher must completely fill out an official application and submit the essay online at <https://www.ccaavv.org/essaycontest>.

All entries must contain the student’s name, email address, and their home county. Please include the student's name and school on the submitted essay.

The entries must be in Microsoft Word or PDF format and must be submitted by the student’s teacher.

All entries must be submitted by **5:00 pm on Friday, April 19, 2024**.

The winning essays will be announced in May.

There will be a monetary prize for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place student winners as well as honorable mention and the teacher who submitted the 1<sup>st</sup> place essay will receive a monetary prize to be used for classroom activities.

The winning students and his/her teachers will be invited to a County Commissioners’ meeting in their home county to receive their awards.

The 1st place winning essay will be posted on the CCAVW website:

<https://www.ccaavv.org>

Essays will be judged on the following criteria: Understanding of the role of county commission; grammar and spelling; clarity and organization of thought. While content is important, essays will be judged on a well-structured, grammatically correct submission.

By entering the contest, each student and teacher agrees to allow his/her name to be used in a news release announcing the contest winner in the event their essay is selected as a winning essay. In addition, they agree to allow their name and photograph to be published on the CCAVW website.