

**REGULAR MEETING AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION APRIL-JUNE 2024
THURSDAY, APRIL 18, 2024
6:00 P.M.
County Commission Meeting Room
Old Charles Town Library
200 E. Washington Street, Charles Town, WV**

CALL TO ORDER

PRAYER- Pastor Van Marsceau from Fellowship Bible Church

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE TO THE WV FLAG

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

APPROVAL OF MINUTES

- April 4, 2024 Regular Meeting

APPROVAL OF REQUISITIONS

- April 18, 2024

APPROVAL OF ACCOUNTS PAYABLE

- April 11, 2024
- April 18, 2024

APPROVAL OF MANUAL CHECKS

- April 12, 2024
- April 19, 2024

APPROVAL OF PAYROLL

- April 12, 2024

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PUBLIC COMMENT

****You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to info@jeffersoncountywv.org. Your name will be included in the minutes and any written comments submitted will be published in the following agenda under Correspondence & Information.**

PRESENTATIONS

1. 6:10 p.m. Angela Banks, Assessor
- Approval to Hire Part-Time Help
2. 6:15p.m. Tom Hansen, Sheriff
- Approval to apply for funding for Xray machines for the Courthouse and Old Jail
- Approval of hire for Bailiff
3. 6:45 p.m. Sara McGee, MountainHeart Community Services, Inc.
- Approval of Proclamations for Community Action Month and Provider Appreciation Day (partnering with Telamon)
4. 7:00 p.m. Jennifer Brockman, Planning and Zoning
-Approval to request a Public Hearing
5. 7:10 p.m. Interviews and Appointments to the following:
- Charles Town Utility Board – selection of three (3) nominees to be forwarded to the Charles Town City Council
- Jefferson County Parks and Recreation – one unexpired term ending June 30, 2025
6. 7:30 p.m. Jennifer Myers, director, Jefferson County Parks and Recreation
- Approval of funding to replace AC units
7. 7:45 p.m. Laura Kuhn, director, fleet & facilities management
- Approval of the submission of the Energy Efficiency and Conservation Block grant program
8. 7:55 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.
 - c. Report by counsel regarding the Advisory Opinion concerning Planning Commission committees received April 4, 2024.

INTERIM COUNTY ADMINISTRATOR REPORTS

- Article 147
- Solicitation of a Human Resource Manager
- Employee Benefits Fair

ADJOURN

CORRESPONDENCE AND INFORMATION

Jefferson County Historic Landmarks Commission Quarter 1 Quarterly Report

Jefferson County Year-to-Year report

Public Comments received from the following : Christine Wimer, David Tabb, Jacquelyn Milliron

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

Minutes

Jefferson County Commission

Thursday, April 4, 2024

A meeting of the Jefferson County Commission was held on Thursday, April 4, 2024, during the second quarterly session at 9:30 am. 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, April 4, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Pastor Anthony Aaron, assistant pastor

Pledge of Allegiance

Pledge of Allegiance of the West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the March 19, 2024, budget deliberations, day 3 meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 21, 2024, regular meeting minutes with edits. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 29, 2024, Tax Increment Financing (TIF) meeting minutes. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher made a motion to approve the Requisitions for April 4, 2024, in the amount of \$5,981.70. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for in the amount of \$331,755.43. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89429		AHA-ARTS & HUMANITIES ALLIANCE	1,057.35
89430		AMANDA KEMP	2,554.52
89431		ANGELA O'BRIEN	654.00
89432		AT&T	712.18
89433		BUREAU OF CHILD SUPPORT	373.39
89434		COMPILED TECHNOLOGIES LLC	933.50
89435		COMPTROLLER OF MARYLAND	919.75
89436		COX HOLLIDA YOUNG PLLC	11,913.63
89437		CYNTHIA DANNER	344.85
89438		DIV OF JUSTICE & COMMUNTY	750.00
89439		EFTPS IRS TAXES	111,182.04
89440		EMPOWER RETIREMENT	6,848.04
89441		G & TRIPLE T LLC	4,450.00
89442		GUTTMAN OIL CO	10,531.45
89443		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,565.66
89444		JEFFERSON CO CONVENTION AND VISITORS BUREAU	26,433.59
89445		JEFF CO PARKS & RECREATION COMMISSION	23,810.59
89446		JEFFERSON SECURITY BANK	4,085.00
89447		LANGUAGE LINE SERVICES	86.75
89448		MICHELLE EVERS	177.00
89449		MOTOROLA SOLUTIONS INC	940.00
89450		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89451		PA DEPT OF REVENUE	584.60
89452		POTOMAC EDISON	261.93
89453		DR. ROBERT E. JONES III	1,000.00
89454		RUSSELL BURGESS	5,250.00
89455		SPIRIT OF JEFFERSON	159.56
89456		STAPLES	2,136.44
89457		TAMMY MOBLEY	1,183.03
89458		UNIFIRST	199.28
89459		VA DEPT OF TAXATION	4,318.72
89460		VINCENT TIONG	5,039.89
89461		WV DEPUTY SHERIFF RETIREMENT SYSTEM	23,675.76
89462		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	6,933.54
89463		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,580.71
89464		WV STATE TAX DEPARTMENT	46,690.44
89465	FG/009	BERKELEY COUNTY SHERIFF'S OFFICE	830.48

89466	FG/009	RANSON POLICE DEPT	3,224.72
89467	FG/009	SHERIFF OF JEFFERSON COUTY	5,036.65
89468	BS/011	SHERIFF OF JEFFERSON COUTY	7,128.21
89469	AM/53	JEFFERSON COUNTY EMERGENCY SERVICES AGENCY	450,000.00
89470	AM53	SHERIFF OF JEFFERSON COUTY	1,773.08
			824,395.33

Mr. Stolipher motioned to approve the accounts payable for March 28, 2024, in the amount of \$824,395.33. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89471		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,174.75
89472		BOLAND TRANE SERVICES INC	489.80
89473		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	23,175.00
89474		CAPITAL ELECTRIC	1,070.15
89475		CHARLES TOWN PRESBYTERIAN CHURCH	44.00
89476		COLONIAL LIFE	143.52
89477		COMPILED TECHNOLOGIES LLC	3,600.00
89478		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	25,000.00
89479		ESS ELECTION SYSTEMS & SOFTWARE	2,701.00
89480		G & TRIPLE T LLC	6,375.00
89481		HIGHMARK WV	200,232.34
89482		JEFFERSON CO EMERGENCY SERVICES AGENCY	787,217.75
89483		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	28,667.75
89484		JEFF CO PARKS & RECREATION COMMISSION	139,535.50
89485		JEFFERSON DAY REPORT CENTER	38,750.00
89486		JESSICA GORMONT	720.48
89487		JOHN DEERE FINANCIAL	85.99
89488		MR PRINT	263.39
89489		NATIONAL VISION ADMIN.	1,599.78
89490		OLD CHARLES TOWN LIBRARY	24,675.00
89491		RICE TIRES CO	594.40
89492		SHEPHERDSTOWN PUB LIBRARY	23,175.00
89493		SOUTH JEFFERSON PUBLIC LIBRARY	23,175.00
89494		SPIRIT OF JEFFERSON	284.20
89495		TEK ADVISORS LLC	7,962.80
89496		THE HARTFORD	3,893.98
89497		THE HARTFORD	2,362.20
89498		THOMPSON GAS	486.40
89499		UNIFIRST	99.64
89500		WINCHESTER EQUIPMENT COMPANY	24.63
89501		WVU WEST VIRGINIA UNIVERSITY	3,700.00

89502	SG/010	SHERIFF OF JEFFERSON COUNTY	3,354.00
TOTAL			1,356,633.45

Mr. Stolipher motioned to approve the accounts payable for April 4, 2024, in the amount of \$1,356,633.45. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			28-Mar-24
OTHER FUNDS			
Check #	Fund	Vendor	Amount
599	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER	\$5,400.00
905	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,743.63
1	ES/042	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$143,763.21
7	TC/077	UNITED WAY	\$40.00
1139	AV/056	MILLER'S SUPPLIES AT WORK	\$234.09
1140	AV/056	PRINT-O-STAT	\$190.00
319	AR/207	AT&T	\$553.92
320	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY	\$1,800.00
321	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY	\$2,400.00
322	AR/207	SHENANDOAH COMMUNITY HEALTH FOUNDATION	\$8,500.00
323	AR/207	SHERIFF OF JEFFERSON COUNTY	\$8,767.62
1877	CO/246	SHADE EQUIPMENT COMPANY INC	\$15,039.20
TOTAL			\$188,431.67

Mr. Stolipher motioned to approve the manual checks for March 29, 2024, in the amount of \$188,431.67. The motion was approved unanimously.

			APRIL 4, 2024
OTHER FUNDS			
Check #	Fund	Vendor	Amount
600	CS/002	JEFF CO COMMUNITY MINISTRIES	\$25,000.00
336	DG/003	SHERIFF OF JEFFERSON COUNTY	\$2,075.00
1141	AV/056	MINERAL COUNTY ASSESSOR	\$1,120.00
1142	AV/056	MILLER'S SUPPLIES AT WORK	\$460.42
324	AR/207	APPARATUS REPAIR & ENGINEERING, INC	\$1,914.20
325	AR/207	JEFF CO PARKS & RECREATION COMMISSION	\$75,000.00
1878	CO/246	IPC TECHNOLOGIES INC.	\$75,170.54
1879	CO/246	R.E. MICHEL CO. LLC	\$351.70
989	CW/059	WV STATE POLICE ACCT OFFICE	\$30.00

990	CW/059	WV STATE AUDITOR	\$2,195.00
991	CW/059	HUNTZMAN ENTERPRISES	\$525.00
412	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$635.00
TOTAL			\$184,476.86

Mr. Stolipher motioned to approve the manual checks for April 5, 2024, in the amount of \$184,476.86. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jaquelyn Milliron (see attachment)

Colin Stine

David Tabb (see attachment)

Tamara Thompson

Christine Winer (see attachment)

PRESENTATIONS

1. Jackie Shadle, County Clerk- Hire approval request

Mr. Stolipher motioned to approve the hire of Heather Day as a full-time deputy clerk, with a start date of April 11, 2024, and a salary of \$40,000. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

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

2. Nikki Painter, chief deputy clerk-

- a. Review of estates opened and waivers of final settlement and accountings recorded since January

Mr. Stolipher moved to approve as presented the estates opened and the waivers of final settlement and accountings recorded since January. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- b. Order for Irma Jean Wise estate to appoint D. Frank Hill as administrator CTA DBN

Mrs. Krouse moved to approve the order to appoint D. Frank Hill as administrator CTA DBN of the Irma Jean Wise estate. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mrs. Tabb to move to reconvene in regular session. The motion was seconded by Mr. Stolipher. The motion was approved unanimously

3. Peter Smith and Addison Reese - planning group for 250th anniversary of the Beeline March.

Presentation only.

4. Interviews and appointments to the following

- a. Jefferson County Historic Landmarks Commission-three (3) three-year terms ending March 31, 2027

Mr. Stolipher motioned to nominate Martin Burke and Addison for three (3) year terms ending March 31, 2027. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

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

Nominees:

Mike Shepp (3 votes- Commissioner Stolipher, Commissioner Tabb and Commissioner Majdi)

David Baker (1 vote- Commissioner Krouse)

Cara Keys (3 votes- Commissioner Tabb, Commissioner Stolipher and Commissioner Majdi)

Robert Szarka

William Laska (2 votes-Commissioner Jackson and Commissioner Krouse)

Coin Stine

Mr. Stolipher motioned to appoint Mike Shepp and Cara Keys for three (3) year terms to Jefferson County Planning Commission, term ending March 31, 2027.

- c. Charles Town Utility Board- selection of three (3) nominees to forward to Charles Town City council for appointment

It was the consensus decision of the Commission to table this item until the Regular Commission on April 18, 2024, at 6pm when more of the applicants could be present and interview.

5. Roger Goodwin- chief county engineer-

- a Impact Fees 2024 Recalculation Study – Acceptance of Proposals

Mr. Stolipher motioned to accept the proposal from TischelerBise in the amount of \$62,800.00, to recalculate the impact fees and to issue the Notice of Award and Notice to proceed. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

- b. Requested Approval to Amend Board of Education Impact Fees FY2024 Capital Improvement Plan

Mr. Majdi motioned to approve the Board of Education- FY 2024 Capital Improvement Plan- Amendment No.1 as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

- c. Building Code Board of Appeals – Appointment of Members

Mr. Stolipher motioned to accept the names presented to serve a three-year term ending March 31, 2027, on the Building Code Board of Appeals. The motion was seconded by Mrs. Tabb. Motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Tabb, and Commissioner Majdi voting in favor of the motion and Commissioner Jackson and Commissioner Krouse voting against.

Nominees:

Alicia McCormick
Timothy McClenahan
Jeffrey Whitacre
Petre Kubic
Timothy Offutt

- d. Consideration of Adoption of Revised Building Permit Land Development Fee Schedules

Mr. Majdi motioned to adopt the proposed permit fee changes with the exception changes to the residential permit fees contingent on a review of the county attorney. The motion

passed on a 3-2 vote with Commissioner Stolipher, Commissioner Majdi, and Commissioner Jackson voting in favor of the motion and Commissioner Tabb and Commissioner Krouse opposing it.

See attachments

6. Mike Sine- director, Jefferson County Emergency Services Agency

- a. Approval of Promotion – Firefighter/Paramedic to Lieutenant to fill budgeted vacancy

Mr. Stolipher motioned to approve the promotion of Brittany McLaughlin from FF/Paramedic IV to Lieutenant. The pay rate will be \$31.82 per hour effective March 24, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

- b. Main Office Construction/Renovation Request

Mr. Stolipher motioned to approve \$30,000 in renovation expenses for improvements to the building at 419 Ave. Ranson, WV 25438. The motion was seconded by Mrs. Krouse. The motion passed on a 4-1 vote with Commissioner Stolipher, Commissioner Majdi, Commissioner Tabb, and Commissioner Krouse voting in favor and Commissioner Jackson opposing it.

7. Bessie Nelson- budget director, State and internal revisions for FY24

Mr. Stolipher motioned to approve the two (2) state budget revisions and six (6) internal budget revisions as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

See attachment

8. 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.

Mr. Stolipher moved to enter into executive session to receive legal advice and status updates on items (8 a and b). The motion was seconded by Mrs. Tabb. The Commission approved the motion unanimously.

Mrs. Tabb moved to exit executive session and reconvene in regular session. The Commission approved the motion unanimously.

UNFINISHED BUSINESS

9. Tax Increment Financing Proposal- Hill Top House

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

Mr. Majdi motioned to approve the resolution regarding the property tax increment financing application to officially submit a complete TIF application with consultation, with the County’s attorney. The motion was seconded by Mr. Stolipher. The motion passed 3-2 with Commissioner Majdi, Commissioner Stolipher, and Commissioner Tabb voting in favor of the motion, and Commissioner Jackson and Commissioner Krouse opposing it.

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

Mr. Stolipher motioned to take our counselor changes, send it to send it to the Planning Commission for review and approval, and then bring it back here, to this board. The motion passes on a 3-2 with Commissioner Stolipher, Commissioner Tabb, and Commissioner Majdi voting for, and Commissioner Krouse and Commissioner Jackson opposing.

NEW BUSINESS

11. Scheduling of Interviews for County Administrator position

Mr. Stolipher motioned to hold interviews for the County Administrator position on April 22, 2024, at 9:30 am. Applications will be provided to the Commissioner by end of business on April 5, 2024. Each Commissioner will provide two (2) names to be interviewed. The motion was seconded by Mrs. Krouse. The motion passed on a 4-1 vote. Commissioner Stolipher, Commissioner Tabb, Commissioner Jackson, and Commission Krouse are in favor, and Commission Majdi is opposing.

INTERIM COUNTY ADMINISTRATOR REPORTS

- Article 147 (Charles Town Utility Board)

Mr. Stolipher motioned to authorize the interim county administrator to re-engage Mr. Rohrbaugh to consider possible changes to Article 147. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

- FY24 Congressionally Directed Spending – Jefferson County

Ms. Benites- LM provided an update on the FY24 congressionally directed spending for projects in Jefferson County

- FY25 congressionally directed spending

Mr. Majdi motioned to approve applying for a congressionally directed spending request as presented and task the interim county administrator with securing the required letters of support and applying for the funds. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

- Solicitation of Human Resource Manager

Mr. Stolipher motioned to table this agenda item. The motion was seconded by Mrs. Krouse. The motion was approved anonymously.

AFTERNOON SESSION

Joint session with the Jefferson County Planning Commission

No action taken

Adjourn

Mrs. Tabb motioned to adjourn. The motion was approved unanimously. The Commission adjourned at 2:30 pm.

JANE TABB, VICE PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

Jefferson County Commission Meeting April 4, 2024

1. Planning Commission Bylaws:

- a. The proposed Planning Commission Bylaws have three fatal flaws:
 - i. The Bylaws as written only require “Notice” committee members and not the Public at large.
 - ii. The phrase “on occasion” for video conference only meetings is not defined. It lacks justification parameters which may lead to excessive arbitrary power.
 - iii. The actual bylaws are not dated with revision number or number pages.

2. 2045 Comprehensive Plan:

- a. Before giving its consent, the County Commission should insist that the Planning Commission make a list of all provisions of the current 2035 Comprehensive Plan dealing with neighborhood compatibility, residential quality of life, environment, natural beauty etc...and let the public know which ones are being kept, which ones have been dropped and whether there are any new ones. The public requested a redline of the 2035 plan and the Planning commission refused stipulating that it won't matter because when the new is adopted the old is out. Without being informed of what we had, what's new and what has changed, the residents are left with the possibility of surprise negative impacts that were not disclosed adequately.

3. Hilltop House TIF

- a. At the Good Friday work session on the Hilltop House TIF, the attorney indicated that the original application was missing items and that there was financial data that would need to be updated. It was noted by another attorney, Mr. Stump, that there are legal suits still in the works regarding the TIF. It would be prudent for this Commission to require another hearing to inform the public of these changes. I further express my opinion that a TIF should never be used for water and sewer. It should never be the responsibility of ratepayers to shoulder the cost of new for-profit growth regarding public health needs such as water and sanitation. Title 150 Water and Sewer Rules Code of State Regulation #7 and #5, respectively should be used to engage new growth for mainline and alternate mainline extension agreements.

4. Independent Audit:

- a. I am again requesting an independent audit of the county for the last four years. On Tuesday March 19, 2024 this commission had extra money that it considered either colas or merit pay or rework the budget again. If we had the money on March 19, we should have it today without going in the red. You want to call us rebels or fringe, sobeit—if that's what it takes for this government to start making sense with the money we give it.

**Public Comment for Jefferson County Commission meeting for
April 4, 2024**

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

PUBLIC COMMENT –

First and foremost, the minutes of March 21, 2024 does not reflect that Jefferson County Commissioner Stolipher hindered Mr. Tabb from speaking at the time of regular public comment as listed in the March 21, 2024 minutes. Commissioner Stolipher stopped public comments at the point of Jaquelyn Milliron, hindering Mr. Tabb: Christine Wimer and Denise Nick from speaking before the agenda packet presentation started. This is a violation of the Open Meeting Act, Sunshine Law and Robert's Rules that the Jefferson County Commission claims to uphold. All that wish to speak is required within public comment since not all agenda packet presentations allows Public Comment. Commissioner Stolipher violated the oath of office to uphold the Constitution and the laws and rules that governs the County of Jefferson in the State of West Virginia to include the United States. The other four Jefferson County Commissioner should hold Commissioner Stolipher in violation of the oath of office and remove Stolipher from any office. The removal is possible when any meeting that the business of governing the County of Jefferson and or the State of West Virginia has been violated. If the other four Commissioner fail to act upon Stolipher's inappropriate and or illegal acts, then those that fail to take action, are no better than Mr. Stolipher!

Agenda #12 – Unfinished Business – Hill Top House Hotel

"TIF Application" should be put on the ballot and require whether the resident/taxpayer wishes to give away their tax dollars in which no one gave them any tax relief.

We are in a time of lawlessness. Anything bad an elected official can do is okay by the Government when both benefits.

"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 Foundation, Inc.

April 4, 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 (carried over from 3/21/24)

Dear Jefferson County Commissioners,

We continue to urge you to edit the proposed language changes that the Planning Commission is proposing to its bylaws before approving them. We stand by our requests from our previous comment letter of March 21, 2024 and provide them here for ease of reference.

- Require that Public notice and the Agenda be posted three (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 discretion of the committee chair” or similar.

In follow up to our public comments submitted in March we have the following suggested changes to the current proposed language of Section 2.4 – Committees.

“Section 2.4 – Committees” Paragraph 2 current proposed language:

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.

“Section 2.4 – Committees” Paragraph 2 suggested changes to current proposed language in green:

Public 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, and the agenda for all Committee meetings shall be made in accordance with the open meetings act giving the public reasonable notice of what issues will be discussed. The public notice and the agenda for all Committee meetings shall be posted publicly in the customary way that all meetings of the Planning Commission are posted (i.e., on the same page of the website) and sent to all Committee members at least ~~two~~ three business days

(not including the day of the meeting) 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.

“Section 2.4 – Committees” Paragraph 4 current proposed language:

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.

“Section 2.4 – Committees” Paragraph 4 suggested changes to current proposed language in green: All Committee meetings are shall be open to the public. however, there will be no Public comment maybe held at the discretion of the Committee chair. Such Committee meetings shall be recorded, and such recordings and minutes shall be maintained and shall be made posted publicly available, upon request and in the customary way that all meeting minutes and recordings of the Planning Commission are posted (i.e., on the same page of the website) in accordance with the procedures of the Planning Commission and/or its staff. To the public.

The goal of these suggested edits to the proposed language is to ensure that the Planning Commission Committee meetings follow the open meetings act and are transparent to the public. We understand that public comment is not required by the WV Open Governmental Meetings Act. However, we see no reason for it to be expressly prohibited. If the County Commissioners would like public comment to be required this would be a welcome step to improving public engagement and accountability.

Thank you for considering these suggested changes.

Kind regards,

Christine L Wimer

Dr. Christine Wimer, President

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

Residential Permit Type	Fee Amount	
	Base Fee	*plus Fee per Sq.-Ft. of Finished & Unfinished Area
Single-Family Dwelling	\$95.00	\$0.20
Mobile/Manufactured Home	\$95.00	\$0.20
Townhouse & Duplex (less than 4 story)	\$95 per unit	\$0.20
Residential Dwelling Addition	\$95.00	\$0.20
<i>(*Sq.-Ft. Fee also applies to Porch, Garage & Basement Areas; Decks are a separate Fee, see below)</i>		
Residential Interior Room/Basement Renovation	\$75.00	plus \$0.20/Sq.-Ft. of Renovated Area
Chimney/Fireplace (added to existing dwelling)	\$150 per chimney	
Sheds/Garage/Structure ancillary to Residence	\$75.00	plus \$0.20/Sq.-Ft. of Area
Decks	\$75.00	plus \$0.20/sq.-ft. of deck area
Replacement Windows	\$150.00	
Spa or Hot Tub	\$100.00	
Swimming Pool - In-Ground	\$75.00	plus \$0.20/sq.-ft. of pool area + patio area.
Swimming Pool - Above Ground	\$75.00	plus \$0.10/Sq.-Ft. of pool area (Round Pool See Table Below)
Electrical Wiring Only: (Electric panel, new outlets, new lights, HVAC, generator, solar panels, etc.)	\$150.00	
Roof Top & Ground Mounted Solar Panels - Residential Dwelling	\$400 + \$0.05/sq-ft of panels	
Retaining Wall (4' or more from footer to top wall)	\$75 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$75 plus \$0.10/lineal foot of fence	
Agricultural Building	\$55.00	
Demolition - Residential Dwelling	\$125.00	
Re-inspection Fee	\$65/each re-inspection, paid prior to re-inspection	
Plan change after permit issued	\$65 plus \$65 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 = \$75	2nd time = \$150 3rd time = \$300

Round Pool Fee Calculator				
Round Pool Diameter (Feet)	Base Fee	Area of Pool (Sq-Ft)	per Sq-Ft Fee	Total Fee
15	\$75	176.71	\$0.10	\$92.67
16	\$75	201.06	\$0.10	\$95.11
17	\$75	226.98	\$0.10	\$97.70
18	\$75	254.47	\$0.10	\$100.45
19	\$75	283.53	\$0.10	\$103.35
20	\$75	314.16	\$0.10	\$106.42
24	\$75	452.39	\$0.10	\$120.24
27	\$75	572.55	\$0.10	\$132.26
28	\$75	615.75	\$0.10	\$136.58
29	\$75	660.52	\$0.10	\$141.05
30	\$75	706.86	\$0.10	\$145.69
33	\$75	855.30	\$0.10	\$160.53

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, reinspection 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

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 electrial, 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

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

Subdivision Processing Fees	
<i>Effective September 1, 1987; Revised 02/18/88, 01/31/91, 01/01/01, and 07/01/24</i>	
<u>Major Residential Subdivision</u>	
Concept Plan (2008 Subdivision Regulations)	\$300 (1-49 Lots)
	\$500 (50+ Lots)
Preliminary Plat <i>(each phase)</i>	\$350
Final Plat <i>(each phase)</i>	\$350
Plus Per Residential Lot (calculated with Preliminary Plat + Final Plat Fee)	\$700
<u>Major Non-Residential Subdivision</u>	
Concept Plan (2008 Subdivision Regulations)	\$300 (1-49 Lots)
	\$500 (50+ Lots)
Preliminary Plat <i>(each phase)</i>	\$350
Final Plat <i>(each phase)</i>	\$350
Plus Per Non-residential Lot (calculated with Preliminary Plat + Final Plat Fee)	\$550
<u>Mobile Home Park</u>	
Concept Plan (2008 Subdivision Regulations)	\$300 (1-49 Lots)
	\$500 (50+ Lots)
Preliminary Plat <i>(each phase)</i>	\$350
Final Plat <i>(each phase)</i>	\$350
Plus Per Lot Fee (calculated with Preliminary Plat + Final Plat Fee)	\$450
Fees for Conventional Subdivisions are payable as follows:	
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>	
<u>Minor Residential Subdivision</u>	
Per Subdivision Plat	\$350
Plus Per Lot within the Subdivision	\$350
<u>Minor Non-Residential Subdivision</u>	
Per Subdivision Plat	\$525
Plus Per Lot within the Subdivision	\$875

<u>Site Development Plans</u>	
<u>Multifamily Development Site Plan</u> <i>no subdivision of lots – e.g. apartment complex</i> <i>(process includes Site Plan, Bonding, & Milestone Inspections)</i>	
Concept Plan (10 units or more)	\$300
Site Plan	\$500
Plus Per Principal Building Fee	\$100
Plus Per Dwelling Unit Fee	\$200
<u>Campground Site Plan</u> <i>(process includes Site Plan, Bonding, & Milestone Inspections)</i>	
Concept Plan (10 campsites or more)	\$300
Site Plan	\$500
Plus Per Campsite Fee	\$100
<u>Cell Tower Site Plan</u> <i>(process includes Site Plan, Bonding, & Milestone Inspections)</i>	
Concept Plan Review Fee	\$500
Site Plan Base Review Fee	\$1,000
<u>Site Plan – Minor or Major Process</u> – non-residential site development <i>(process includes Site Plan, Bonding, & Milestone Inspections)</i>	
Concept Plan Review Fee	\$300
Minor Site Plan Review Fee	\$500
Major Site Plan Review Fee	\$1,000
<u>Concept Plan Only</u>	
Concept Plan Review Fee – Agritourism Project	\$300
Concept Plan & Stormwater Management Report/Plan Review Fee – Solar Energy Facility	\$1,000

<u>Other Relevant Subdivision Project Types</u>	
<u>Redline Revisions and Minor Plat Changes/Final Plat Amendments</u>	
Minor Plat Changes/Final Plat Amendments	\$200
Redline Revision to Preliminary Plat or Site Plan	\$300
<u>Boundary Line Adjustment / Consolidation Deeds</u>	
Base Fee Per Plat	\$175
Consolidation Deed Only	\$175
<u>Easement Plat / Deed</u>	
Base Fee Per Plat	\$175
Easement Deed Only	\$175
<u>Waiver Application (2008 Subdivision Regulations)</u>	\$150
<u>Subdivision Variance Application (1979 Ordinance)</u>	\$150

<u>Zoning Project Types</u>	
Zoning Ordinance Text Amendment Application <i>*If initiated by a property owner/developer. County boards and commissions are exempt from fee.</i>	\$1,000
Zoning Map Amendment Application (Rezoning)	\$1,500 + \$75 per acre
Conditional Use Permit (CUP) Application	\$300 + \$75 per acre
Zoning Variance Application	\$150
Zoning Variance Application (construction/use commenced prior to BZA approval)	\$200
Administrative Appeal Application (each issue appealed constitutes a separate appeal)	\$150
Zoning Certificate	\$25
Zoning Verification Letter <i>*Includes WV ABC Letter</i>	No Fee

Miscellaneous Items	
Pre-Proposal Conference	No Fee
Information Request Form	No Fee
Comprehensive Plan – 2014 to Present *text only – no maps	\$20
Comprehensive Plan – 2014 to Present *includes 24" x 36" Future Land Use Guide	\$40
Comprehensive Plan – 2004 and older	\$10
24" x 36" Maps (e.g. Zoning Map, Future Land Use Guide)	\$20
36" x 54" Maps (e.g. Zoning Map, Future Land Use Guide)	\$25
USB Thumb Drive (copy of meeting recordings, electronic copy of files, etc.)	\$10
Zoning Ordinance	\$20
Subdivision Regulations	\$20
Copies (letter, legal, & 11" x 17") – 10+ sheets	\$1/page
Copies (plan/plat sheets)	\$10/sheet
Note: The charge for copies is subject to change and shall be the prevailing rate as set by the County Commission of Jefferson County	

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: 304-340-6090
 Email: 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: 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

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

4/4/23

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

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: 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

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	111,803		251,589
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

111,803

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		22,500		22,500
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
401	County Commission	26,697		1,697	25,000
952	Senior Citizens	14,000		14,000	
439	Planning & Zoning	41,700		41,700	
696	Transfer to Financial Stabilization Fund	8,589		8,589	
698	Transfers/Reim. (Audit Findings)		100,289		100,289
	#N/A				

NET INCREASE/(DECREASE) Expenditures


111,803

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date


 AUTHORIZED SIGNATURE
 OF ENTITY

4/4/23
 APPROVAL
 DATE

REQUISITIONS TO BE APPROVED

April 18, 2024

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
IT	29123	\$ 36,685.19	Tyler Technologies	Support and Licensing

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$467,801.61		\$467,801.61
6.2% Tax Payable OASDI	\$27,863.12		\$27,863.12
1.45% Tax Payable HI	\$6,516.32		\$6,516.32
Fed Withholding	\$37,536.88		\$37,536.88
PA State Tax	\$52.43		\$52.43
WV State Withholding	\$15,080.32		\$15,080.32
VA State Tax	\$566.13		\$566.13
MD State Tax	\$915.21		\$915.21
PERS Retirement Deduct 4.5%	\$8,616.14		\$8,616.14
PERS Retirement Deduct 6%	\$8,655.76		\$8,655.76
DSRS Retirement Deduct 8.5%	\$8,249.76		\$8,249.76
EMS Retirement Deduct 8.5%	\$968.77		\$968.77
Hosp. Pre-Taxed	\$16,442.00		\$16,442.00
D/VF	\$1,653.82		\$1,653.82
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$1,951.24		\$1,951.24
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$166.49		\$166.49
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	\$1,780.67		\$1,780.67
Christmas Club	\$4,085.00		\$4,085.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$148,710.90	\$0.00	\$148,710.90
Net Wages Total	\$319,090.71	\$0.00	\$319,090.71
Payroll Date	April 12, 2024		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 18, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to Hire Part-Time Help**

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

📌 This is to replace 2 part-time employees who left last year. Positions are budget neutral.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Court Security Grant
Part-time Bailiff New Hire and amendment to hours

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

We would like to apply for funding for XRAY machines at the entrances of the Historic Courthouse and the Old Jail.

We have lost several part-time bailiffs and have identified new candidates to fill those roles. We have also lost an employee authorized to work 1560 hours, so we would like to get permission to increase another current Bailiff to be able to work those hours as well.

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve the application for the Court Security Grant and authorize the President to sign all associated documents.

I move to approve the hire of Julie Wolford and Thomas Twigg as part-time Bailiffs beginning April 22, 2024 at a rate of 17.00 per hour.

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

If not attached, explain:

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

Contact Information:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

I move to approve that Kathleen O'Conner be allowed to work no more than 1560 hours which will entitle her to receive PERS retirement benefits paid by the County.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sara McGee**

Department or Organization: **MountainHeart Community Services Inc.**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 18th, 2024**

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

Date Requested – 2nd Choice: **April 4th, 2024**

Subject (*Wording to be placed on agenda*): **Signature of Proclamations**

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

 Signature of Proclamations for Community Action Month (partnering with Telemon) and Provider Appreciation Day.

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*): **Signature of Proclamations**

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



Community Action 60th Anniversary and Community Action Month Proclamation

WHEREAS, Community Action has made essential contributions across this Nation for 60 years, inspiring a spirit of hope, creating opportunities for millions of people to be a part of the American Dream, and improving communities; and

WHEREAS, Community Action remains committed to a nation that creates opportunities for all people to thrive, builds strong, resilient communities, and ensures a more equitable society; and

WHEREAS, Community Action is a robust state and local force connecting people to life-changing services and creating pathways to prosperity in 99% of all American counties; and

WHEREAS, Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes; and

WHEREAS, Community Action strategies and innovative solutions evolve as the needs of individuals, families, and communities in cities, suburbs, and rural areas change; and

WHEREAS, Community Action is experienced in advancing opportunities by coordinating federal state, local and private resources to achieve results for people and communities; and

WHEREAS, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard; and

WHEREAS, Community Action is recognizing 60 years of innovation, impact, and providing proven results for Americans.

NOW, THEREFORE, I Steve Stolipher Commission President of Jefferson County, WV, do hereby proclaim May 2024 as Community Action Month in recognition of the hard work and dedication of Jefferson County, WV Community Action Agencies.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Jefferson County, WV on this day of Thursday the 2nd of May 2024.

SIGNATURE OF: [OFFICIAL SIGNATURE] _____

BY THE: Commission President OF: Jefferson County, WV

ATTEST: [NAME] [POSITION] _____



1200 Harrison Avenue, Suite 400
Elkins, WV 26241
(304) 637-2840
fax (304) 637-2845
1-877-862-3103

Dreama D. Padgett, Chief Executive Officer

Child Care Resource & Referral
Consulting Services • Construction
Employment Training • Energy Assistance
Head Start / Early Head Start • Parents As Teachers
Information & Referral • Information Technology
Medicaid Waiver • PREP • VITA / EITC
Weatherization • WV Birth To Three

Proclamation by Steve Stolipher, Commission President

Provider Appreciation Day

May 10, 2024

WHEREAS, MountainHeart Community Services, Child Care Aware® of America and other organizations nationwide are recognizing Child Care Providers on this day and

WHEREAS, Child Care has provided a safe, nurturing place for the enrichment and development of millions of children nationwide and is a vital force in our economy; and

WHEREAS, the pandemic illuminated how indispensable child care providers are for the well-being and economic security of West Virginia young children, families, and communities.

WHEREAS, child care programs, which are mostly small businesses, run and staffed predominantly by women, continue to recover from the health and financial hardships stemming from the pandemic to meet the needs of more families and

WHEREAS West Virginia recognizes that child care has been and continues to be a lifeline for families, communities, and the economy. As such, it has provided much-needed support to providers to help sustain the viability of child care by issuing payment for enrollment versus attendance and offering grants and professional development opportunities.

WHEREAS, the future depends on the quality of the early childhood experiences provided to young children today; support for high-quality child care represents a worthy commitment to our children's future.

Now, therefore, I, Steve Stolipher, Commission President, Jefferson County, WV, hereby proclaim May 10, 2024, as Provider Appreciation Day in Jefferson County, WV, and urge all citizens to recognize Child Care Providers for their important work, and how valuable they are for our communities.

Steve Stolipher, Commission President

*Working together with individuals, families,
and communities to provide resources for a better life.*

www.mountainheartwv.org

AN EQUAL OPPORTUNITY EMPLOYER

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **4/18/24**

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

Date Requested – 2nd Choice: **5/2/24**

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

Request to schedule Public Hearing for the proposed Subdivision Regulations Text Amendment related to adding public hearings for Waivers as recommended by the Planning Commission

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

- On April 9, 2024, the Planning Commission held a Public Hearing on the attached proposed amendment to the Subdivision Regulations related to holding Public Hearings for Waiver Applications (STA24-01). After that Hearing, the Planning Commission unanimously recommended the amendment as drafted to the County Commission for adoption. Such an amendment requires the County Commission to hold a Public Hearing before adopting such an amendment.
- Per Section 8A-4-3 of the WV Code, the public notice of the date, time and place of the public hearing must be published in a local newspaper of general circulation in the area as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code, at least thirty days prior to the Public Hearing.

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 schedule a Public Hearing on the Proposed Amendment to Division 24.300 C and D of the Jefferson County Subdivision Regulations on June 6, 2024 (or _____) at _____ (time certain).

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, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor; P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountyv.wv.org

Email: planningdepartment@jeffersoncountyv.wv.org

Phone: (304) 728-3228

MEMO

TO: Planning Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, Chief County Planner
DATE: April 9, 2024
RE: PUBLIC HEARING for Proposed Amendment to Division 24.300 of the Subdivision Regulations (STA24-01)

At their March 12, 2024, the Planning Commission scheduled a Public Hearing on the following proposed amendment to the Subdivision Regulations to open up waiver applications to public comment. The Planning Commission will need to forward the final amendment language to the County Commission for their own Public Hearing and adoption.

Note that WV Code 8A-4-2(a)(13) only states “(13) The process for granting waivers from the minimum standards of the subdivision and land development ordinance;” and does not include the criteria or process noted below:

“Division 24.300 Waivers

Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- (1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- (2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- (3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- (4) that the waiver if granted will result in a project of better quality and/or character.

Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.

- A. **Applicant.** An application for a waiver may be made by anyone with a financial interest in a property. The owner is responsible for providing all information and justification for the waiver request.
- B. **Application.** An application for a waiver shall be filed with the Planning Commission. An application for the waiver shall be submitted, along with the required fee, on the appropriate form. In addition to that basic information, the following information shall be submitted to support the application:

1. Plat or plan of the property depicting parcel information, proposed layout, and, where applicable, all proposed modifications;
2. A description of the physical features of the property, total acreage, present use, the use of the property at the time of the adoption of these Regulations, and any known prior uses;
3. A description of the specific portions of these Regulations for which relief is being sought;
4. A narrative describing how the proposed waiver will improve the public benefits; and
5. An accurate list of all properties and owners' addresses adjoining the subject property.

C. Public Notice. The applicant shall post the property fourteen (14) days prior to the scheduled ~~meeting~~Public Hearing. The adjoining property owners shall be noticed by staff via mailed letter fourteen (14) days prior to the scheduled ~~meeting~~Public Hearing.

D. On the date of the scheduled Public Hearing, the Planning Commission shall conduct a public hearing to receive public comments, concerns, and inputs on the proposed waiver to the Subdivision Regulations. The scope of this public hearing shall be limited to whether the application meets the criteria to modify the requirements of these Regulations and may be approved with conditions.

E. Action. The Planning Commission shall make a decision within 30 days of the receipt of the request for waiver.

F. Conditions of Approval. In granting a waiver, the Planning Commission may prescribe any conditions and safeguards that it finds are appropriate and in conformity with these Regulations.

G. All waivers and/or conditions of approval associated with the waiver shall be documented on all subsequent plats or plans."

If the Planning Commission chooses to move forward with this proposed text amendment, a Public Hearing will be required before both the Planning commission and the County Commission.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Assistant Deputy County Administrator

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **April 18, 2024**

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

Date Requested – 2nd Choice:

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

Interviews and Appointments to the following:

- Charles Town Utility Board – Selection of three (3) nominees to forward to the Charles Town City Council (held over from 4/4 JCC meeting)**
- Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2025**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to 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 25D, Charles Town, WV 25414 or info@jeffersoncountywv.org no later than 12:00 p.m. the Monday before the proposed date of appointment.

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

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



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.

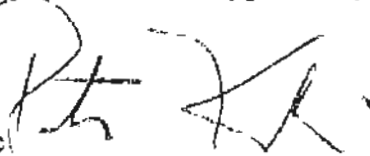
As I have been working to transition operations and responsibilities in my business to other family members, I find that I now have dedicated time to give back to my community and participate in a Board in which I have significant knowledge and expertise.

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

Wason Drive, Harpers Ferry, WV 25425 • (304)

• twilt2&1@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



Harpers Ferry, West Virginia

EDUCATION

ASSOCIATE OF ARTS

Business Administration,
Hagerstown Business College

PROFESSIONAL DEVELOPMENT

- WV State Auditor Ethics Training
- WV Municipal League Judges Training
- WV Municipal League Court Clerks Training
- CJIS 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

- 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

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

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

Hello, I am sending this letter to hopefully to be consider a candidate for the vacant Jefferson County Parks and Recreation Committee Board seat. I am born and raised in Jefferson County, WV. I come from a family of Jefferson County educators. My Aunt Mary Doakes served as the first African Administrator in Jefferson County as she served as the principal @ Charles Town Jr HS for almost 20 years. My mother, Dorothy Taylor taught 3rd grade for 25 years at Page Jackson Elementary School and my father James L. Taylor who was the first African American football player at Shepherd University, taught biology, human physiology and coached several sports at Jefferson HS. I attended West Virginia State University and majored in Recreation Management. I was able to become the Harpers Ferry Job Corp Recreation Supervisor/Athletic Director and I managed a staff of three full time employees, as we created recreation activities and sport league teams for the over two hundred co-ed residential students who came from different diversified backgrounds. I became strongly interested in Recreation at a early age because my father ran a summer camp during his summer breaks at the Evitts Run park. We did tennis, basketball, badminton, volley ball, horseshoes, boxing and archery. On several occasions I can recall three to four hundred people from the community and surrounding areas would bring their blankets and take seat on the grassy hill area and cheer on the first ever "Break Dance" competition. I was fortunate enough at early age to be able to observe the footwork and organizational skills to be able to put certain events together. I organized a outdoor summer basketball league when I was in Jr high school, and also organized a adult flag football league that lasted about four years, in my late 20s. So by now, you can tell I have a strong passion for community recreation. I currently work in the IT field as a government contractor but heart is still with community recreation and would love to be a part of this growing community

Randall Taylor

Randall Y. Taylor

Ranson, WV 25438

(304)

wvslim8480@aol.com

OBJECTIVE:

To obtain a professional position within the information technology field, where my past and present skills, knowledge and education can be utilized.

WORK HISTORY:

CACI International

August 1, 2022

Sr Helpdesk/Data Transfer Officer

Herndon, Virginia

- Travel to customer sites (Washington Metro Area) to provide onsite troubleshooting support
- Create new customer accounts
- Provide daily access/account verification and troubleshooting assistance
- Respond to and diagnose problems through discussion with users
- Ensure a timely process through which problems are controlled – includes problem recognition, research, isolation, resolution, and follow-up steps
- Supervise operations of help desk and services as focal point for customer concerns
- Interact directly with government and Congressional customers; respond to telephone calls, email, and personnel requests for technical support
- Document, track, and monitor end user issues to ensure a timely resolution
- Provide second tier support to end users for either PC, server, or mainframe applications or hardware
- Interact with other departments such as network services, software systems engineering, and/or applications development to restore end user service and/or identify and correct core problem
- Simulate or recreate user problems to resolve operating difficulties
- Recommend systems modifications to reduce user problems
- Train government and Congressional users how to use the system

Unity Systems

May 2018 to Present

McLean, VA

Customer Information Technology Officer

- Troubleshoot basic to advance end user issues on various software applications, hardware and network, and provide desktop support.
- Coordinate customer requirements with the network team.
- Assist with the implementation of hardware/software upgrades and deliveries.
- Lead Key Fob administrator for over 300 users.
- Perform sensitive data access control and account administration coordination.
- Set up VTC's prior to VIP meetings and briefings.
- Knowledge of server administration, maintenance and user account management.

General Dynamics

Reston, VA

July 2017-May 2018

Principal Systems Administrator/CMA

- Assist customers via telephone and personal visits to troubleshoot and solve common hardware, software to access/physical problems using LAN, mainframe, PC's and printers on the network.
- Install workstations, printers, scanners, accessories, and software drivers.
- Unlock accounts and reset password accounts using Active Directory.
- Transfer data to and from CD/DVD's, flash drives and scanned documents.
- Assist users with server access and administration.
- Submit ESMT request.
- Maintain customer service request and troubleshoot to find solutions.

CSRA

Reston, VA

August 2015-July 2017

Systems Administrator

- Coordinate the installation of client department specific applications and systems.
- Upgrade system software and hardware components as required to meet business needs.
- Ensure upgrades are occurring in accordance with established parameter.
- Create outage and degraded service status reports to upper management, internal and external customers.

Unity Systems**Reston, VA****November 2012-June 2015****Sr. System Administrator/Data Transfer Officer**

- Provide customer support service requiring broad technical troubleshooting skills.
- Responsible for supporting customer operating systems, standalone workstations and customer supported corporate applications.
- Install and perform minor repairs to hardware, software and peripheral equipment, following design or installation specifications.
- Assist with the conference rooms VTC set ups/meetings for customers.
- Troubleshoot advance networking issues.
- Perform password resets.
- Manage active directory accounts.
- Set up new and existing customers Lotus Notes.
- Use remote assistance to troubleshoot external computer systems.

Lockheed Martin**Mclean, VA****February 2011-November 2012****Systems Administrator/Close Support Specialist**

- Provide customer support via phone to users of computer networks and applications.
- Provide LAN administration and Lotus Notes administration tasks.
- Troubleshoot minor technical problems
- Set up user accounts in Windows 2000, 2003, XP and Lotus Notes.
- Perform desktop installation work, client administrator, and customer service request.

Lockheed Martin**Rockville, MD****July 2007-February 2011**

- Responsible for software and hardware installation and configuration.
- Maintain and repair a variety of equipment, install drivers, bios and update systems.
- Install local area networks and virtual LANS
- Integrate systems and subsystems, and software at customer locations.

Verizon Business

Ashburn, VA

May 2006- July 2007

Data Center Engineer 1

- Analyze customer needs to identify hardware configuration solutions.
- Coordinate with internal staff on implementation and problem resolutions.
- Resolve network hardware and software operations problems.
- Represent Data Center during project and business planning meetings.
- Support servers, network router components, fiber and category 5 cable installs.
- Assist systems administrators in analyzing and correcting software installs.

Harpers Ferry Job Corp Center

Harpers Ferry, WV

September 2001-December 2006

Recreation/Athletic Director

- Provide supervision to 3 fulltime Recreation Specialists.
- Create and provide a clean and safe environment.
- Establish and operate a center-wide diversified recreation and fitness program for 210 residential students between the ages of 16-24.
- Developed instructional programs to teach students new skills and to improve existing skills.
- Served as head coach for flag football, basketball and track and field.

Cable & Wireless USA

Sterling, VA

August 2000-September 2001

Jr. LAN/WAN Administrator

- Provide help desk support for over 300 users in a NT/Windows 2000 environment.
- Experience with installation of operation systems, workstations, printers, RAM, CD-ROM Hard Drive, and Floppy Drive.
- Implemented upgrades and patches for computer applications.
- Trained users on company related software.

AQUIRED SKILLS:

Windows, Active Directory, Remedy, NT, Lotus Notes, ICE, AADS, EARRS, Remedy, ESMT, Basic Networking and hardware

EDUCATION

- Jefferson High School 1986-1988
- West Virginia State College 1988-2002 (Recreation Management)
- Strayer University 2000- (Computer Information Systems)
- Blue Ridge CTC Jan 2013-present (studying CCNA)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 5 min.

Date Requested – 1st Choice: **April 18**

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

Date Requested – 2nd Choice: May 2

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

Approval of funding to replace AC units at the Jefferson County Community Center.

Please provide the County Commission with a description of your request or presentation, including any background information: Jefferson County Parks & Recreation Commission is asking the Jefferson County Commission to provide Capital Project Funding to replace two HVAC Units that are no longer working. Both units are rooftop units that handle air flow in the gym.

Is this a funding request? Y/N YES

If so, how much? \$60,000.

Provide exact financial impact/request: One time allocation.

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

Jefferson County Commission approval of \$60,000 expenditure to replace HVAC units at the Jefferson County Community Center.

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: Jennifer Myers

Email address: jmyers@jcprc.org

Phone Number: [304-728-3207](tel:304-728-3207)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Laura Kuhn

Department or Organization: Fleet & Facilities Management

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice: **4/18/2024**

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

Date Requested – 2nd Choice:

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

Request for Approval of the Submission of the Energy Efficiency and Conservation Block Grant Program Voucher Application for the Installation of Energy-Efficient Windows in County Buildings

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

Under the EECBG Program, our county has been allocated \$76,900 to invest in energy-saving measures. One of the allowable options for use of the equipment rebate is for retrofit technologies that include weatherization materials. I propose utilizing these funds for the purchase and installation of new energy-efficient windows in various county facilities. This upgrade will not only address the pressing need to replace outdated and inefficient windows but also contribute to long-term energy cost savings. Our priority areas for window replacement include the Mason Building and Public Services Center.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

Move to approve the submission of the EECBG Program Voucher application for an energy efficiency improvement project to replace windows in various county buildings.

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

If not attached, explain:

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

Contact information:

Email address: lkuhn@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



Department of Fleet & Facilities Management
128 Industrial Blvd
Kearneysville, WV 25430
304-728-3355
Laura Kuhn, Director

Subject: Proposal for Energy Efficiency Improvement Project

I am presenting a proposal for an energy efficiency improvement project under the Energy Efficiency and Conservation Block Grant (EECBG) Program. This program is administered through the US Department of Energy (DOE) and is made possible through funding from the Bipartisan Infrastructure Law (BIL) and the Inflation Reduction Act (IRA), with the aim of assisting local governments in implementing strategies to reduce energy use and improve energy efficiency.

Under the EECBG Program, our county has been allocated \$76,900 to invest in energy-saving measures. One aspect of this program is the option for local governments to opt for equipment rebate vouchers or technical assistance vouchers in place of traditional grants. This flexibility is designed to simplify the process of accessing funds and maximize efficiency in project implementation.

Equipment rebate vouchers are to be used for the purchase and installation of energy-related equipment. One of the allowable options for use of the equipment rebate is for retrofit technologies that include weatherization materials. I propose utilizing these funds for the purchase and installation of new energy-efficient windows in various county facilities. This upgrade will not only address the pressing need to replace outdated and inefficient windows but also contribute to long-term energy cost savings. Our priority areas for window replacement include the Mason Building and Public Services Center, where the benefits of energy-efficient windows will be most pronounced.

The equipment rebate vouchers provided by the EECBG Program will cover the costs associated with procuring and installing energy-related equipment, such as the proposed windows. This investment aligns perfectly with the program's objectives and presents a tangible opportunity to make a significant impact on our county's energy consumption.

I am seeking your approval to proceed with the submission of the EECBG Program Voucher application for this project. Your support of this project would be greatly appreciated.

Thank you for your consideration.

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: April 18, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Report by legal counsel

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

See attached

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

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

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

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

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

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

N/A

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

If not attached, explain:

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

Contact Information: Jaymee Houser

Phone Number: 304-728-3318

Email Address:

jhouser@jcpawv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

- a. 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.
- c. Report by counsel regarding the Advisory Opinion concerning Planning Commission committees received April 4, 2024.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Edwina Benites-LM

Department or Organization: 401- County Commission

Commission Meeting Date: April 18, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

- A. Article 147 (See attached)
- B. Solicitation of a Human Resource Manager (See attached)
- C. Employee Benefits Fair (See attached)

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

See attached

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:

Phone Number:

Email Address:



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

See attached



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Tricia Jackson

COMMISSIONER
Jennifer Krouse

COMMISSIONER
Pasha Majdi

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

From: Edwina Benites-LM, interim county administrator

Date: April 12, 2024

Re: Interim County Administrator Report, April 18, 2024

Summary:

- A. Article 147
- B. Solicitation of a Human Resource Manager
- C. Employee Benefits Fair

A. Article 147

At the April 4, 2024, I reported that Charles Town City Council has tasked John Nissel with meeting with Todd Wilt (Ranson) and me on possible changes to Article 147. At the same meeting, the Commission tasked me with engaging with our attorney on Article 147 issues.

Since April 4th, I contacted our attorney (Will Rohrbaugh) and followed up with John Nissel and Todd Wilt.

B. Solicitation of a Human Resource Manager

No applicant for the deputy county administrator included high-level experience as a human resource manager. I suggest 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

Attachment F- Job #40104 Flow Chart

c. Employee Benefits Fair

There will be an employee benefits fair at Sam Michael's Park on May 13th, 10-2 pm. The goal is to provide resources to employees as they consider their options for open enrollment. Additionally, we will have tables for information on retirement and other services that may be of interest to employees.

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 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 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)

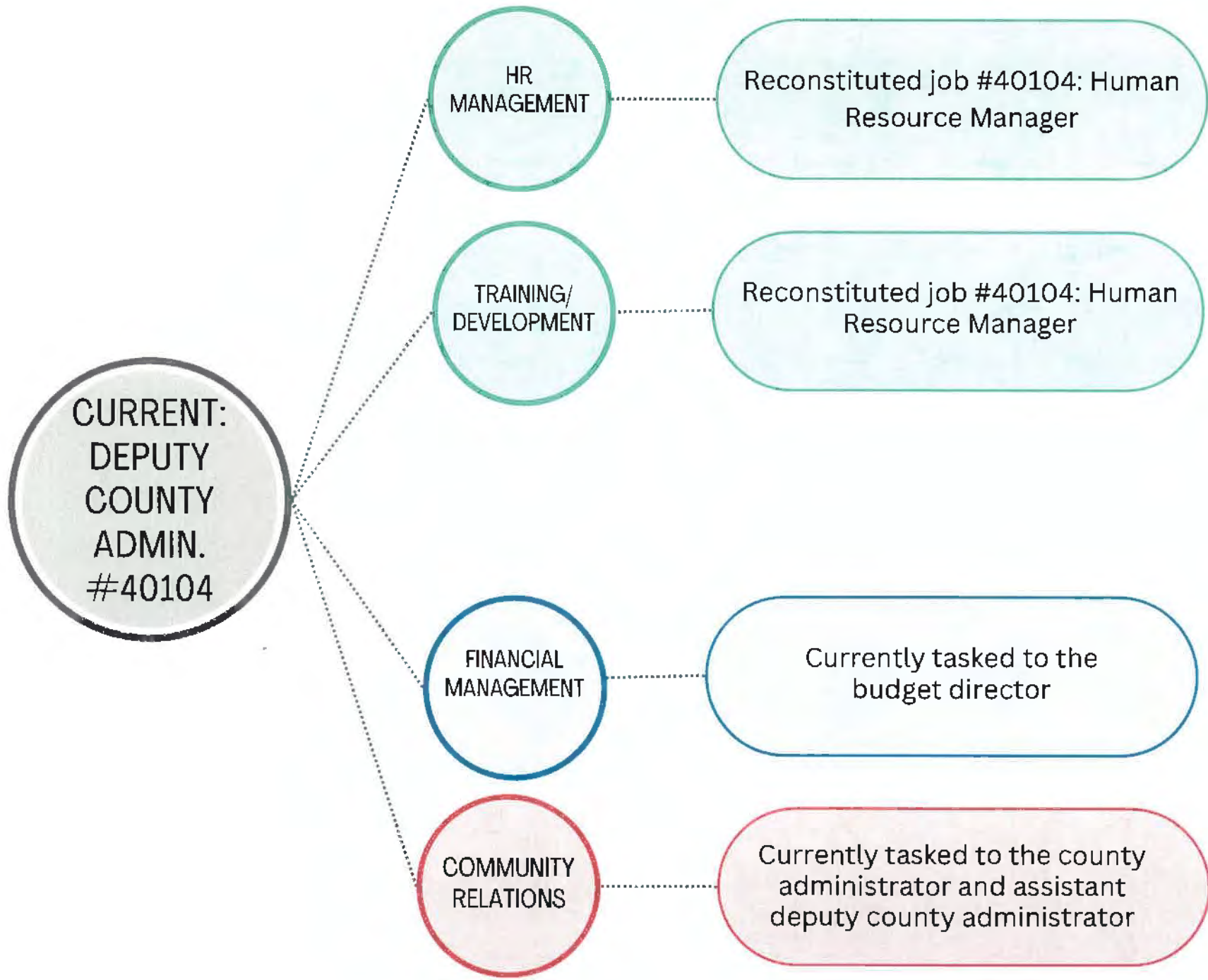
5% COLA, DEPUTIES 10% ADJ + 5% COLA No Merit FY24

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	58,650	87,975	50.0%	24.5192	25.2404
						28.1971	42.2956
CORPORAL			64,515	96,772	50.0%	31.0168	46.5252
SERGEANT			70,966	106,450	50.0%	34.1185	51.1777
LIEUTENANT			77,353	116,030	50.0%	37.1891	55.7837
CAPTAIN			83,542	125,312	50.0%	40.1643	60.2464
CHIEF DEPUTY			90,225	135,337	50.0%	43.3774	65.0661





Quarterly Report January 1, 2024 – March 31, 2024

1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management – ongoing
 - ii. Lobby for Antietam National Battlefield boundary expansion to include Shepherdstown Battlefield – ongoing.
 - iii. James Osbourn House and barn maintenance
 - iv. Potomac River front clean up April of every year
- b. Peter Burr Farm building and grounds improvements and programing – ongoing
- c. Develop grant application and eligibility requirements for JCHPF, a new grant program
- d. JC History project – sponsor and coordinate - ongoing
- e. Duffields Depot rehabilitation - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department – ongoing
- g. Cell tower reviews in conjunction with WVSHPO & JC Planning Department – ongoing
- h. Continual verification of JCHLC historic sites inventory data – ongoing
- i. Identify all cemeteries in Jefferson County and add to GIS layer- ongoing.
- j. Actively maintain Fairview, Boyd Carter, and Middleway cemeteries - ongoing
- k. Text amendment to Zoning Ordinance to include - Delay of demolition & Demolition by neglect– ongoing
- l. Rt. 340 mitigation - contractor hired to document *Straithmore*
- m. Articles on historic preservation to appear in the *Observer and Spirit* – ongoing.
- n. Work with JC Schools to implement *Teaching with Historic Places* – ongoing
- o. Jefferson County Landmarks nomination for *Shenandoah Oaks* – ongoing
- p. Jefferson County Landmarks nomination for *Shady Grove* – ongoing
- q. National Register nomination for the *Woodbryne House* – ongoing
- r. Studying the viability of history tours of Jefferson County

2. Projects Completed

- a. James Osbourn Farm easement preparation and recordation
- b. National Register nomination for *Rees-Daniels, Fairview Farm* 3/28/24
- c. National Register nomination for *Fredrick Rosenberger Farm* – 3/28/24
- d. Wrote and designed a NEW brochure *Morgans Grove Historic District* and printed 2,000 copies
- e. Redesigned five heritage tourism brochures and printed 10,000 copies.
- f. Received two project grants totaling \$5,500 for cemeteries in Jefferson County

Submitted by
Martin Burke, Chair

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Friday, March 1, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **2400089** through **2400198**, inclusive. Within this range there were 109 non-exempt impact fee payments. This amounts to **\$109.00**.
- Interest earned by the Office of Impact Fees General Account in February 2024 amounts to **\$82.84**, of which **\$0.00** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$109.00.

Check # 1447

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24011
Date: 3/1/2024

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

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

\$109.00

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

Impact Fee Process Numbers 2400089 through 2400198, inclusive. Within this range, there were 109 non-exempt impact fee payments.

Total: \$109.00

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

Check Number: 1447



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1447

Trace 20240301:43890.82

Date 3/1/2024

Series 1

Recipient Sheriff of Jefferson County

Amount \$109.00

Account 3107582

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

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

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/5/2024	2400089	2003-3	11/24/2005	\$1.00
2/5/2024	2400090	2003-3	11/24/2005	\$1.00
2/5/2024	2400091	2003-3	11/24/2005	\$1.00
2/5/2024	2400092	2003-3	11/24/2005	\$1.00
2/5/2024	2400093	2003-3	11/24/2005	\$1.00
2/5/2024	2400094	2003-3	11/24/2005	\$1.00
2/5/2024	2400095	2003-3	11/24/2005	\$1.00
2/5/2024	2400096	2003-3	11/24/2005	\$1.00
2/5/2024	2400097	2003-3	11/24/2005	\$1.00
2/5/2024	2400098	2003-3	11/24/2005	\$1.00
2/5/2024	2400099	2003-3	11/24/2005	\$1.00
2/5/2024	2400100	2003-3	11/24/2005	\$1.00
2/5/2024	2400101	2003-3	11/24/2005	\$1.00
2/5/2024	2400102	2003-3	11/24/2005	\$1.00
2/6/2024	2400103	2003-3	11/24/2005	\$1.00
2/9/2024	2400104	2003-3	11/24/2005	\$1.00
2/9/2024	2400105	2003-3	11/24/2005	\$1.00
2/9/2024	2400106	2003-3	11/24/2005	\$1.00
2/9/2024	2400107	2003-3	11/24/2005	\$1.00
2/9/2024	2400108	2003-3	11/24/2005	\$1.00
2/9/2024	2400109	2003-3	11/24/2005	\$1.00
2/9/2024	2400110	2003-3	11/24/2005	\$1.00
2/9/2024	2400111	2003-3	11/24/2005	\$1.00
2/9/2024	2400112	2003-3	11/24/2005	\$1.00
2/9/2024	2400113	2003-3	11/24/2005	\$1.00
2/9/2024	2400114	2003-3	11/24/2005	\$1.00
2/9/2024	2400115	2003-3	11/24/2005	\$1.00
2/9/2024	2400116	2003-3	11/24/2005	\$1.00
2/9/2024	2400117	2003-3	11/24/2005	\$1.00
2/9/2024	2400118	2003-3	11/24/2005	\$1.00
2/9/2024	2400119	2003-3	11/24/2005	\$1.00

2/9/2024	2400120	2003-3	11/24/2005	\$1.00
2/9/2024	2400121	2003-3	11/24/2005	\$1.00
2/9/2024	2400122	2003-3	11/24/2005	\$1.00
2/9/2024	2400123	2003-3	11/24/2005	\$1.00
2/9/2024	2400124	2003-3	11/24/2005	\$1.00
2/9/2024	2400125	2003-3	11/24/2005	\$1.00
2/9/2024	2400126	2003-3	11/24/2005	\$1.00
2/9/2024	2400127	2003-3	11/24/2005	\$1.00
2/9/2024	2400128	2003-3	11/24/2005	\$1.00
2/9/2024	2400129	2003-3	11/24/2005	\$1.00
2/9/2024	2400130	2003-3	11/24/2005	\$1.00
2/9/2024	2400131	2003-3	11/24/2005	\$1.00
2/9/2024	2400132	2003-3	11/24/2005	\$1.00
2/9/2024	2400133	2003-3	11/24/2005	\$1.00
2/9/2024	2400134	2003-3	11/24/2005	\$1.00
2/9/2024	2400135	2003-3	11/24/2005	\$1.00
2/9/2024	2400136	2003-3	11/24/2005	\$1.00
2/9/2024	2400137	2003-3	11/24/2005	\$1.00
2/9/2024	2400138	2003-3	11/24/2005	\$1.00
2/9/2024	2400139	2003-3	11/24/2005	\$1.00
2/9/2024	2400140	2003-3	11/24/2005	\$1.00
2/9/2024	2400141	2003-3	11/24/2005	\$1.00
2/9/2024	2400142	2003-3	11/24/2005	\$1.00
2/9/2024	2400143	2003-3	11/24/2005	\$1.00
2/9/2024	2400144	2003-3	11/24/2005	\$1.00
2/9/2024	2400145	2003-3	11/24/2005	\$1.00
2/9/2024	2400146	2003-3	11/24/2005	\$1.00
2/9/2024	2400147	2003-3	11/24/2005	\$1.00
2/9/2024	2400148	2003-3	11/24/2005	\$1.00
2/9/2024	2400149	2003-3	11/24/2005	\$1.00
2/9/2024	2400150	2003-3	11/24/2005	\$1.00
2/9/2024	2400151	2003-3	11/24/2005	\$1.00
2/9/2024	2400152	2003-3	11/24/2005	\$1.00
2/9/2024	2400153	2003-3	11/24/2005	\$1.00
2/9/2024	2400154	2003-3	11/24/2005	\$1.00
2/9/2024	2400155	2003-3	11/24/2005	\$1.00
2/12/2024	2400156	2003-3	11/24/2005	\$1.00
2/12/2024	2400157	2003-3	11/24/2005	\$1.00
2/12/2024	2400158	2003-3	11/24/2005	\$1.00
2/14/2024	2400159	2003-3	11/24/2005	\$1.00
2/14/2024	2400160	2003-3	11/24/2005	\$1.00
2/14/2024	2400161	2003-3	11/24/2005	\$1.00
2/15/2024	2400162	2003-3	11/24/2005	\$1.00
2/15/2024	2400163	2003-3	11/24/2005	\$1.00
2/15/2024	2400164	2003-3	11/24/2005	\$1.00
2/15/2024	2400165	2003-3	11/24/2005	\$1.00
2/15/2024	2400166	2003-3	11/24/2005	\$1.00

2/15/2024	2400167	2003-3	11/24/2005	\$1.00
2/15/2024	2400168	2003-3	11/24/2005	\$1.00
2/16/2024	2400169	2003-3	11/24/2005	\$1.00
2/16/2024	2400170	2003-3	11/24/2005	\$1.00
2/16/2024	2400171	2003-3	11/24/2005	\$1.00
2/16/2024	2400172	2003-3	11/24/2005	\$1.00
2/27/2024	2400173	2003-3	11/24/2005	\$1.00
2/27/2024	2400174	2003-3	11/24/2005	\$1.00
2/27/2024	2400175	2003-3	11/24/2005	\$1.00
2/27/2024	2400176	2003-3	11/24/2005	\$1.00
2/27/2024	2400177	2003-3	11/24/2005	\$1.00
2/27/2024	2400178	2003-3	11/24/2005	\$1.00
2/28/2024	2400179	2003-3	11/24/2005	\$1.00
2/28/2024	2400181	2003-3	11/24/2005	\$1.00
2/29/2024	2400182	2003-3	11/24/2005	\$1.00
2/29/2024	2400183	2003-3	11/24/2005	\$1.00
2/29/2024	2400184	2003-3	11/24/2005	\$1.00
2/29/2024	2400185	2003-3	11/24/2005	\$1.00
2/29/2024	2400186	2003-3	11/24/2005	\$1.00
2/29/2024	2400187	2003-3	11/24/2005	\$1.00
2/29/2024	2400188	2003-3	11/24/2005	\$1.00
2/29/2024	2400189	2003-3	11/24/2005	\$1.00
2/29/2024	2400190	2003-3	11/24/2005	\$1.00
2/29/2024	2400191	2003-3	11/24/2005	\$1.00
2/29/2024	2400192	2003-3	11/24/2005	\$1.00
2/29/2024	2400193	2003-3	11/24/2005	\$1.00
2/29/2024	2400194	2003-3	11/24/2005	\$1.00
2/29/2024	2400195	2003-3	11/24/2005	\$1.00
2/29/2024	2400196	2003-3	11/24/2005	\$1.00
2/29/2024	2400197	2003-3	11/24/2005	\$1.00
2/29/2024	2400198	2003-3	11/24/2005	\$1.00

Total amount for this withdraw \$109.00

Total amount for this account \$109.00

Total amount all accounts \$109.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24013
Date: 3/1/2024

Bill To:	Pay To:
Office of Impact Fees 116 East Washington Street Suite 100 Charles Town, WV 25414	Sheriff of Jefferson County P.O. Box 9 Charles Town, WV 25414

P.O. Number	Vendor Number
--------------------	----------------------

Description	Amount
Impact Fee payments collected for month of February 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$109,654.00
Interest earned by the Office of Impact Fees General Account February 2024.	\$59.65
Impact Fee Process Numbers 2400089 through 2400198, inclusive. Within this range, there were 109 non-exempt impact fee payments.	
Total:	\$109,713.65

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

Check Number: 1449

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Friday, March 1, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **2400089** through **2400198**, inclusive. Within this range there were 109 non-exempt impact fee payments. This amounts to **\$109,654.00**.
- Interest earned by the Office of Impact Fees General Account in February 2024 amounts to **\$82.84**, of which **\$59.65** is attributed to fees collected for Parks and Recreation.

As per the attached invoice, the total amount of this transfer is \$109,713.65.

Check # 1449



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1449

Trace 20240301:44003.43

Date 3/1/2024

Series 3

Recipient Sheriff of Jefferson County

Amount \$109,654.00

Account 3122808

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

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

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/5/2024	2400089	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400090	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400091	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400092	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400093	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400094	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400095	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400096	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400097	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400098	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400099	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400100	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400101	2005-2	5/12/2005	\$1,006.00
2/5/2024	2400102	2005-2	5/12/2005	\$1,006.00
2/6/2024	2400103	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400104	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400105	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400106	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400107	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400108	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400109	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400110	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400111	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400112	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400113	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400114	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400115	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400116	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400117	2005-2	5/12/2005	\$1,006.00
2/9/2024	2400118	2005-2	5/12/2005	\$1,006.00

2/9/2024	2400119	2005-1	3/22/2005	\$0.00
2/9/2024	2400120	2005-1	3/22/2005	\$0.00
2/9/2024	2400121	2005-1	3/22/2005	\$0.00
2/9/2024	2400122	2005-1	3/22/2005	\$0.00
2/9/2024	2400123	2005-1	3/22/2005	\$0.00
2/9/2024	2400124	2005-1	3/22/2005	\$0.00
2/9/2024	2400125	2005-1	3/22/2005	\$0.00
2/9/2024	2400126	2005-1	3/22/2005	\$0.00
2/9/2024	2400127	2005-1	3/22/2005	\$0.00
2/9/2024	2400128	2005-1	3/22/2005	\$0.00
2/9/2024	2400129	2005-1	3/22/2005	\$0.00
2/9/2024	2400130	2005-1	3/22/2005	\$0.00
2/9/2024	2400131	2005-1	3/22/2005	\$0.00
2/9/2024	2400132	2005-1	3/22/2005	\$0.00
2/9/2024	2400133	2005-1	3/22/2005	\$0.00
2/9/2024	2400134	2005-1	3/22/2005	\$0.00
2/9/2024	2400135	2005-1	3/22/2005	\$0.00
2/9/2024	2400136	2005-1	3/22/2005	\$0.00
2/9/2024	2400137	2005-1	3/22/2005	\$0.00
2/9/2024	2400138	2005-1	3/22/2005	\$0.00
2/9/2024	2400139	2005-1	3/22/2005	\$0.00
2/9/2024	2400140	2005-1	3/22/2005	\$0.00
2/9/2024	2400141	2005-1	3/22/2005	\$0.00
2/9/2024	2400142	2005-1	3/22/2005	\$565.00
2/9/2024	2400143	2005-1	3/22/2005	\$565.00
2/9/2024	2400144	2005-1	3/22/2005	\$565.00
2/9/2024	2400145	2005-1	3/22/2005	\$565.00
2/9/2024	2400146	2005-1	3/22/2005	\$565.00
2/9/2024	2400147	2005-1	3/22/2005	\$565.00
2/9/2024	2400148	2005-1	3/22/2005	\$565.00
2/9/2024	2400149	2005-1	3/22/2005	\$565.00
2/9/2024	2400150	2005-1	3/22/2005	\$565.00
2/9/2024	2400151	2005-1	3/22/2005	\$565.00
2/9/2024	2400152	2005-1	3/22/2005	\$565.00
2/9/2024	2400153	2005-1	3/22/2005	\$565.00
2/9/2024	2400154	2005-1	3/22/2005	\$565.00
2/9/2024	2400155	2005-1	3/22/2005	\$565.00
2/12/2024	2400156	2005-1	3/22/2005	\$0.00
2/12/2024	2400157	2005-1	3/22/2005	\$565.00
2/12/2024	2400158	2005-1	3/22/2005	\$565.00
2/14/2024	2400159	2005-1	3/22/2005	\$0.00
2/14/2024	2400160	2005-1	3/22/2005	\$0.00
2/14/2024	2400161	2005-1	3/22/2005	\$565.00
2/15/2024	2400162	2005-1	3/22/2005	\$0.00
2/15/2024	2400163	2005-1	3/22/2005	\$565.00
2/15/2024	2400164	2005-1	3/22/2005	\$565.00
2/15/2024	2400165	2005-1	3/22/2005	\$565.00

2/15/2024	2400166	2005-2	5/12/2005	\$1,006.00
2/15/2024	2400167	2005-2	5/12/2005	\$1,006.00
2/15/2024	2400168	2005-2	5/12/2005	\$1,006.00
2/16/2024	2400169	2005-2	5/12/2005	\$1,006.00
2/16/2024	2400170	2005-2	5/12/2005	\$1,006.00
2/16/2024	2400171	2005-2	5/12/2005	\$1,006.00
2/16/2024	2400172	2005-2	5/12/2005	\$1,006.00
2/27/2024	2400173	2005-2	5/12/2005	\$1,006.00
2/27/2024	2400174	2005-2	5/12/2005	\$1,006.00
2/27/2024	2400175	2005-2	5/12/2005	\$1,006.00
2/27/2024	2400176	2005-2	5/12/2005	\$1,006.00
2/27/2024	2400177	2005-2	5/12/2005	\$1,006.00
2/27/2024	2400178	2005-2	5/12/2005	\$1,006.00
2/28/2024	2400179	2005-2	5/12/2005	\$1,006.00
2/28/2024	2400181	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400182	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400183	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400184	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400185	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400186	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400187	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400188	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400189	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400190	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400191	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400192	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400193	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400194	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400195	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400196	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400197	2005-2	5/12/2005	\$1,006.00
2/29/2024	2400198	2005-2	5/12/2005	\$1,006.00

Total amount for this withdraw \$109,654.00

Total amount for this account \$109,654.00

Total amount all accounts \$109,654.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24014

Date: 3/1/2024

Bill To:

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

Pay To:

Sheriff of Jefferson County
P.O. Box 9

Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of February 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$11,554.00

Interest earned by the Office of Impact Fees General Account February 2024. \$6.63

Impact Fee Process Numbers 2400089 through 2400198, inclusive. Within this range, there were 109 non-exempt impact fee payments.

Total: \$11,560.63

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

Check Number: 1450

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *OML*
DATE: Friday, March 1, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Emergency Services Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **2400089** through **2400198**, inclusive. Within this range there were 109 non-exempt impact fee payments. This amounts to **\$11,554.00**.
- Interest earned by the Office of Impact Fees General Account in February 2024 amounts to **\$82.84**, of which **\$6.63** is attributed to fees collected for Emergency Services.

As per the attached invoice, the total amount of this transfer is \$11,560.63.

Check # 1450



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

EMS

Check Number 1450

Trace 20240301:44042.9

Date 3/1/2024

Series 4

Recipient Sheriff of Jefferson County

Amount \$11,554.00

Account 3122816

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

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

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/5/2024	2400089	2005-3	5/12/2005	\$106.00
2/5/2024	2400090	2005-3	5/12/2005	\$106.00
2/5/2024	2400091	2005-3	5/12/2005	\$106.00
2/5/2024	2400092	2005-3	5/12/2005	\$106.00
2/5/2024	2400093	2005-3	5/12/2005	\$106.00
2/5/2024	2400094	2005-3	5/12/2005	\$106.00
2/5/2024	2400095	2005-3	5/12/2005	\$106.00
2/5/2024	2400096	2005-3	5/12/2005	\$106.00
2/5/2024	2400097	2005-3	5/12/2005	\$106.00
2/5/2024	2400098	2005-3	5/12/2005	\$106.00
2/5/2024	2400099	2005-3	5/12/2005	\$106.00
2/5/2024	2400100	2005-3	5/12/2005	\$106.00
2/5/2024	2400101	2005-3	5/12/2005	\$106.00
2/5/2024	2400102	2005-3	5/12/2005	\$106.00
2/6/2024	2400103	2005-3	5/12/2005	\$106.00
2/9/2024	2400104	2005-3	5/12/2005	\$106.00
2/9/2024	2400105	2005-3	5/12/2005	\$106.00
2/9/2024	2400106	2005-3	5/12/2005	\$106.00
2/9/2024	2400107	2005-3	5/12/2005	\$106.00
2/9/2024	2400108	2005-3	5/12/2005	\$106.00
2/9/2024	2400109	2005-3	5/12/2005	\$106.00
2/9/2024	2400110	2005-3	5/12/2005	\$106.00
2/9/2024	2400111	2005-3	5/12/2005	\$106.00
2/9/2024	2400112	2005-3	5/12/2005	\$106.00
2/9/2024	2400113	2005-3	5/12/2005	\$106.00
2/9/2024	2400114	2005-3	5/12/2005	\$106.00
2/9/2024	2400115	2005-3	5/12/2005	\$106.00
2/9/2024	2400116	2005-3	5/12/2005	\$106.00
2/9/2024	2400117	2005-3	5/12/2005	\$106.00
2/9/2024	2400118	2005-3	5/12/2005	\$106.00
2/9/2024	2400119	2005-3	5/12/2005	\$106.00

2/9/2024	2400120	2005-3	5/12/2005	\$106.00
2/9/2024	2400121	2005-3	5/12/2005	\$106.00
2/9/2024	2400122	2005-3	5/12/2005	\$106.00
2/9/2024	2400123	2005-3	5/12/2005	\$106.00
2/9/2024	2400124	2005-3	5/12/2005	\$106.00
2/9/2024	2400125	2005-3	5/12/2005	\$106.00
2/9/2024	2400126	2005-3	5/12/2005	\$106.00
2/9/2024	2400127	2005-3	5/12/2005	\$106.00
2/9/2024	2400128	2005-3	5/12/2005	\$106.00
2/9/2024	2400129	2005-3	5/12/2005	\$106.00
2/9/2024	2400130	2005-3	5/12/2005	\$106.00
2/9/2024	2400131	2005-3	5/12/2005	\$106.00
2/9/2024	2400132	2005-3	5/12/2005	\$106.00
2/9/2024	2400133	2005-3	5/12/2005	\$106.00
2/9/2024	2400134	2005-3	5/12/2005	\$106.00
2/9/2024	2400135	2005-3	5/12/2005	\$106.00
2/9/2024	2400136	2005-3	5/12/2005	\$106.00
2/9/2024	2400137	2005-3	5/12/2005	\$106.00
2/9/2024	2400138	2005-3	5/12/2005	\$106.00
2/9/2024	2400139	2005-3	5/12/2005	\$106.00
2/9/2024	2400140	2005-3	5/12/2005	\$106.00
2/9/2024	2400141	2005-3	5/12/2005	\$106.00
2/9/2024	2400142	2005-3	5/12/2005	\$106.00
2/9/2024	2400143	2005-3	5/12/2005	\$106.00
2/9/2024	2400144	2005-3	5/12/2005	\$106.00
2/9/2024	2400145	2005-3	5/12/2005	\$106.00
2/9/2024	2400146	2005-3	5/12/2005	\$106.00
2/9/2024	2400147	2005-3	5/12/2005	\$106.00
2/9/2024	2400148	2005-3	5/12/2005	\$106.00
2/9/2024	2400149	2005-3	5/12/2005	\$106.00
2/9/2024	2400150	2005-3	5/12/2005	\$106.00
2/9/2024	2400151	2005-3	5/12/2005	\$106.00
2/9/2024	2400152	2005-3	5/12/2005	\$106.00
2/9/2024	2400153	2005-3	5/12/2005	\$106.00
2/9/2024	2400154	2005-3	5/12/2005	\$106.00
2/9/2024	2400155	2005-3	5/12/2005	\$106.00
2/12/2024	2400156	2005-3	5/12/2005	\$106.00
2/12/2024	2400157	2005-3	5/12/2005	\$106.00
2/12/2024	2400158	2005-3	5/12/2005	\$106.00
2/14/2024	2400159	2005-3	5/12/2005	\$106.00
2/14/2024	2400160	2005-3	5/12/2005	\$106.00
2/14/2024	2400161	2005-3	5/12/2005	\$106.00
2/15/2024	2400162	2005-3	5/12/2005	\$106.00
2/15/2024	2400163	2005-3	5/12/2005	\$106.00
2/15/2024	2400164	2005-3	5/12/2005	\$106.00
2/15/2024	2400165	2005-3	5/12/2005	\$106.00
2/15/2024	2400166	2005-3	5/12/2005	\$106.00

2/15/2024	2400167	2005-3	5/12/2005	\$106.00
2/15/2024	2400168	2005-3	5/12/2005	\$106.00
2/16/2024	2400169	2005-3	5/12/2005	\$106.00
2/16/2024	2400170	2005-3	5/12/2005	\$106.00
2/16/2024	2400171	2005-3	5/12/2005	\$106.00
2/16/2024	2400172	2005-3	5/12/2005	\$106.00
2/27/2024	2400173	2005-3	5/12/2005	\$106.00
2/27/2024	2400174	2005-3	5/12/2005	\$106.00
2/27/2024	2400175	2005-3	5/12/2005	\$106.00
2/27/2024	2400176	2005-3	5/12/2005	\$106.00
2/27/2024	2400177	2005-3	5/12/2005	\$106.00
2/27/2024	2400178	2005-3	5/12/2005	\$106.00
2/28/2024	2400179	2005-3	5/12/2005	\$106.00
2/28/2024	2400181	2005-3	5/12/2005	\$106.00
2/29/2024	2400182	2005-3	5/12/2005	\$106.00
2/29/2024	2400183	2005-3	5/12/2005	\$106.00
2/29/2024	2400184	2005-3	5/12/2005	\$106.00
2/29/2024	2400185	2005-3	5/12/2005	\$106.00
2/29/2024	2400186	2005-3	5/12/2005	\$106.00
2/29/2024	2400187	2005-3	5/12/2005	\$106.00
2/29/2024	2400188	2005-3	5/12/2005	\$106.00
2/29/2024	2400189	2005-3	5/12/2005	\$106.00
2/29/2024	2400190	2005-3	5/12/2005	\$106.00
2/29/2024	2400191	2005-3	5/12/2005	\$106.00
2/29/2024	2400192	2005-3	5/12/2005	\$106.00
2/29/2024	2400193	2005-3	5/12/2005	\$106.00
2/29/2024	2400194	2005-3	5/12/2005	\$106.00
2/29/2024	2400195	2005-3	5/12/2005	\$106.00
2/29/2024	2400196	2005-3	5/12/2005	\$106.00
2/29/2024	2400197	2005-3	5/12/2005	\$106.00
2/29/2024	2400198	2005-3	5/12/2005	\$106.00

Total amount for this withdraw \$11,554.00

Total amount for this account \$11,554.00

Total amount all accounts \$11,554.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *NMM*
DATE: Friday, March 1, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Administrative Facilities Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **2400089** through **2400198**, inclusive. Within this range there were 109 non-exempt impact fee payments. This amounts to **\$5,123.00**.
- Interest earned by the Office of Impact Fees General Account in February 2024 amounts to **\$82.84**, of which **\$3.31** is attributed to fees collected for Administrative Facilities.

As per the attached invoice, the total amount of this transfer is \$5,126.31.

Check # 1451



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Admin. Facilities

Check Number 1451

Trace 20240301:44079.35

Date 3/1/2024

Series 5

Recipient Sheriff of Jefferson County

Amount \$5,123.00

Account 33182570

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

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

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/5/2024	2400089	2021-1	8/5/2021	\$47.00
2/5/2024	2400090	2021-1	8/5/2021	\$47.00
2/5/2024	2400091	2021-1	8/5/2021	\$47.00
2/5/2024	2400092	2021-1	8/5/2021	\$47.00
2/5/2024	2400093	2021-1	8/5/2021	\$47.00
2/5/2024	2400094	2021-1	8/5/2021	\$47.00
2/5/2024	2400095	2021-1	8/5/2021	\$47.00
2/5/2024	2400096	2021-1	8/5/2021	\$47.00
2/5/2024	2400097	2021-1	8/5/2021	\$47.00
2/5/2024	2400098	2021-1	8/5/2021	\$47.00
2/5/2024	2400099	2021-1	8/5/2021	\$47.00
2/5/2024	2400100	2021-1	8/5/2021	\$47.00
2/5/2024	2400101	2021-1	8/5/2021	\$47.00
2/5/2024	2400102	2021-1	8/5/2021	\$47.00
2/6/2024	2400103	2021-1	8/5/2021	\$47.00
2/9/2024	2400104	2021-1	8/5/2021	\$47.00
2/9/2024	2400105	2021-1	8/5/2021	\$47.00
2/9/2024	2400106	2021-1	8/5/2021	\$47.00
2/9/2024	2400107	2021-1	8/5/2021	\$47.00
2/9/2024	2400108	2021-1	8/5/2021	\$47.00
2/9/2024	2400109	2021-1	8/5/2021	\$47.00
2/9/2024	2400110	2021-1	8/5/2021	\$47.00
2/9/2024	2400111	2021-1	8/5/2021	\$47.00
2/9/2024	2400112	2021-1	8/5/2021	\$47.00
2/9/2024	2400113	2021-1	8/5/2021	\$47.00
2/9/2024	2400114	2021-1	8/5/2021	\$47.00
2/9/2024	2400115	2021-1	8/5/2021	\$47.00
2/9/2024	2400116	2021-1	8/5/2021	\$47.00
2/9/2024	2400117	2021-1	8/5/2021	\$47.00
2/9/2024	2400118	2021-1	8/5/2021	\$47.00

2/9/2024	2400119	2021-1	8/5/2021	\$47.00
2/9/2024	2400120	2021-1	8/5/2021	\$47.00
2/9/2024	2400121	2021-1	8/5/2021	\$47.00
2/9/2024	2400122	2021-1	8/5/2021	\$47.00
2/9/2024	2400123	2021-1	8/5/2021	\$47.00
2/9/2024	2400124	2021-1	8/5/2021	\$47.00
2/9/2024	2400125	2021-1	8/5/2021	\$47.00
2/9/2024	2400126	2021-1	8/5/2021	\$47.00
2/9/2024	2400127	2021-1	8/5/2021	\$47.00
2/9/2024	2400128	2021-1	8/5/2021	\$47.00
2/9/2024	2400129	2021-1	8/5/2021	\$47.00
2/9/2024	2400130	2021-1	8/5/2021	\$47.00
2/9/2024	2400131	2021-1	8/5/2021	\$47.00
2/9/2024	2400132	2021-1	8/5/2021	\$47.00
2/9/2024	2400133	2021-1	8/5/2021	\$47.00
2/9/2024	2400134	2021-1	8/5/2021	\$47.00
2/9/2024	2400135	2021-1	8/5/2021	\$47.00
2/9/2024	2400136	2021-1	8/5/2021	\$47.00
2/9/2024	2400137	2021-1	8/5/2021	\$47.00
2/9/2024	2400138	2021-1	8/5/2021	\$47.00
2/9/2024	2400139	2021-1	8/5/2021	\$47.00
2/9/2024	2400140	2021-1	8/5/2021	\$47.00
2/9/2024	2400141	2021-1	8/5/2021	\$47.00
2/9/2024	2400142	2021-1	8/5/2021	\$47.00
2/9/2024	2400143	2021-1	8/5/2021	\$47.00
2/9/2024	2400144	2021-1	8/5/2021	\$47.00
2/9/2024	2400145	2021-1	8/5/2021	\$47.00
2/9/2024	2400146	2021-1	8/5/2021	\$47.00
2/9/2024	2400147	2021-1	8/5/2021	\$47.00
2/9/2024	2400148	2021-1	8/5/2021	\$47.00
2/9/2024	2400149	2021-1	8/5/2021	\$47.00
2/9/2024	2400150	2021-1	8/5/2021	\$47.00
2/9/2024	2400151	2021-1	8/5/2021	\$47.00
2/9/2024	2400152	2021-1	8/5/2021	\$47.00
2/9/2024	2400153	2021-1	8/5/2021	\$47.00
2/9/2024	2400154	2021-1	8/5/2021	\$47.00
2/9/2024	2400155	2021-1	8/5/2021	\$47.00
2/12/2024	2400156	2021-1	8/5/2021	\$47.00
2/12/2024	2400157	2021-1	8/5/2021	\$47.00
2/12/2024	2400158	2021-1	8/5/2021	\$47.00
2/14/2024	2400159	2021-1	8/5/2021	\$47.00
2/14/2024	2400160	2021-1	8/5/2021	\$47.00
2/14/2024	2400161	2021-1	8/5/2021	\$47.00
2/15/2024	2400162	2021-1	8/5/2021	\$47.00
2/15/2024	2400163	2021-1	8/5/2021	\$47.00
2/15/2024	2400164	2021-1	8/5/2021	\$47.00
2/15/2024	2400165	2021-1	8/5/2021	\$47.00

2/15/2024	2400166	2021-1	8/5/2021	\$47.00
2/15/2024	2400167	2021-1	8/5/2021	\$47.00
2/15/2024	2400168	2021-1	8/5/2021	\$47.00
2/16/2024	2400169	2021-1	8/5/2021	\$47.00
2/16/2024	2400170	2021-1	8/5/2021	\$47.00
2/16/2024	2400171	2021-1	8/5/2021	\$47.00
2/16/2024	2400172	2021-1	8/5/2021	\$47.00
2/27/2024	2400173	2021-1	8/5/2021	\$47.00
2/27/2024	2400174	2021-1	8/5/2021	\$47.00
2/27/2024	2400175	2021-1	8/5/2021	\$47.00
2/27/2024	2400176	2021-1	8/5/2021	\$47.00
2/27/2024	2400177	2021-1	8/5/2021	\$47.00
2/27/2024	2400178	2021-1	8/5/2021	\$47.00
2/28/2024	2400179	2021-1	8/5/2021	\$47.00
2/28/2024	2400181	2021-1	8/5/2021	\$47.00
2/29/2024	2400182	2021-1	8/5/2021	\$47.00
2/29/2024	2400183	2021-1	8/5/2021	\$47.00
2/29/2024	2400184	2021-1	8/5/2021	\$47.00
2/29/2024	2400185	2021-1	8/5/2021	\$47.00
2/29/2024	2400186	2021-1	8/5/2021	\$47.00
2/29/2024	2400187	2021-1	8/5/2021	\$47.00
2/29/2024	2400188	2021-1	8/5/2021	\$47.00
2/29/2024	2400189	2021-1	8/5/2021	\$47.00
2/29/2024	2400190	2021-1	8/5/2021	\$47.00
2/29/2024	2400191	2021-1	8/5/2021	\$47.00
2/29/2024	2400192	2021-1	8/5/2021	\$47.00
2/29/2024	2400193	2021-1	8/5/2021	\$47.00
2/29/2024	2400194	2021-1	8/5/2021	\$47.00
2/29/2024	2400195	2021-1	8/5/2021	\$47.00
2/29/2024	2400196	2021-1	8/5/2021	\$47.00
2/29/2024	2400197	2021-1	8/5/2021	\$47.00
2/29/2024	2400198	2021-1	8/5/2021	\$47.00

Total amount for this withdraw \$5,123.00

Total amount for this account \$5,123.00

Total amount all accounts \$5,123.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Edwina Benites, Tina Branson, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Friday, March 1, 2024
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **2400089** through **2400198**, inclusive. Within this range there were 44 non-exempt impact fee payments. This amounts to **\$24,860.00**.
- Interest earned by the Office of Impact Fees General Account in February 2024 amounts to **\$82.84**, of which **\$13.25** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$24,873.25.

Check # 1448

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 24012

Date: 3/1/2024

Bill To:

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

Pay To:

Sheriff of Jefferson County
P.O. Box 9

Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of February 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$24,860.00

Interest earned by the Office of Impact Fees General Account February 2024. \$13.25

Impact Fee Process Numbers 2400089 through 2400198, inclusive. Within this range, there were 44 non-exempt impact fee payments.

Total: \$24,873.25

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

Check Number: 1448



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1447

Trace 20240301:43890.82

Date 3/1/2024

Series 1

Recipient Sheriff of Jefferson County

Amount \$109.00

Account 3107582

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

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

Deposit Date	Process Number	Ordinance	Enact Date	Amount
2/5/2024	2400089	2003-3	11/24/2005	\$1.00
2/5/2024	2400090	2003-3	11/24/2005	\$1.00
2/5/2024	2400091	2003-3	11/24/2005	\$1.00
2/5/2024	2400092	2003-3	11/24/2005	\$1.00
2/5/2024	2400093	2003-3	11/24/2005	\$1.00
2/5/2024	2400094	2003-3	11/24/2005	\$1.00
2/5/2024	2400095	2003-3	11/24/2005	\$1.00
2/5/2024	2400096	2003-3	11/24/2005	\$1.00
2/5/2024	2400097	2003-3	11/24/2005	\$1.00
2/5/2024	2400098	2003-3	11/24/2005	\$1.00
2/5/2024	2400099	2003-3	11/24/2005	\$1.00
2/5/2024	2400100	2003-3	11/24/2005	\$1.00
2/5/2024	2400101	2003-3	11/24/2005	\$1.00
2/5/2024	2400102	2003-3	11/24/2005	\$1.00
2/6/2024	2400103	2003-3	11/24/2005	\$1.00
2/9/2024	2400104	2003-3	11/24/2005	\$1.00
2/9/2024	2400105	2003-3	11/24/2005	\$1.00
2/9/2024	2400106	2003-3	11/24/2005	\$1.00
2/9/2024	2400107	2003-3	11/24/2005	\$1.00
2/9/2024	2400108	2003-3	11/24/2005	\$1.00
2/9/2024	2400109	2003-3	11/24/2005	\$1.00
2/9/2024	2400110	2003-3	11/24/2005	\$1.00
2/9/2024	2400111	2003-3	11/24/2005	\$1.00
2/9/2024	2400112	2003-3	11/24/2005	\$1.00
2/9/2024	2400113	2003-3	11/24/2005	\$1.00
2/9/2024	2400114	2003-3	11/24/2005	\$1.00
2/9/2024	2400115	2003-3	11/24/2005	\$1.00
2/9/2024	2400116	2003-3	11/24/2005	\$1.00
2/9/2024	2400117	2003-3	11/24/2005	\$1.00
2/9/2024	2400118	2003-3	11/24/2005	\$1.00
2/9/2024	2400119	2003-3	11/24/2005	\$1.00

2/9/2024	2400120	2003-3	11/24/2005	\$1.00
2/9/2024	2400121	2003-3	11/24/2005	\$1.00
2/9/2024	2400122	2003-3	11/24/2005	\$1.00
2/9/2024	2400123	2003-3	11/24/2005	\$1.00
2/9/2024	2400124	2003-3	11/24/2005	\$1.00
2/9/2024	2400125	2003-3	11/24/2005	\$1.00
2/9/2024	2400126	2003-3	11/24/2005	\$1.00
2/9/2024	2400127	2003-3	11/24/2005	\$1.00
2/9/2024	2400128	2003-3	11/24/2005	\$1.00
2/9/2024	2400129	2003-3	11/24/2005	\$1.00
2/9/2024	2400130	2003-3	11/24/2005	\$1.00
2/9/2024	2400131	2003-3	11/24/2005	\$1.00
2/9/2024	2400132	2003-3	11/24/2005	\$1.00
2/9/2024	2400133	2003-3	11/24/2005	\$1.00
2/9/2024	2400134	2003-3	11/24/2005	\$1.00
2/9/2024	2400135	2003-3	11/24/2005	\$1.00
2/9/2024	2400136	2003-3	11/24/2005	\$1.00
2/9/2024	2400137	2003-3	11/24/2005	\$1.00
2/9/2024	2400138	2003-3	11/24/2005	\$1.00
2/9/2024	2400139	2003-3	11/24/2005	\$1.00
2/9/2024	2400140	2003-3	11/24/2005	\$1.00
2/9/2024	2400141	2003-3	11/24/2005	\$1.00
2/9/2024	2400142	2003-3	11/24/2005	\$1.00
2/9/2024	2400143	2003-3	11/24/2005	\$1.00
2/9/2024	2400144	2003-3	11/24/2005	\$1.00
2/9/2024	2400145	2003-3	11/24/2005	\$1.00
2/9/2024	2400146	2003-3	11/24/2005	\$1.00
2/9/2024	2400147	2003-3	11/24/2005	\$1.00
2/9/2024	2400148	2003-3	11/24/2005	\$1.00
2/9/2024	2400149	2003-3	11/24/2005	\$1.00
2/9/2024	2400150	2003-3	11/24/2005	\$1.00
2/9/2024	2400151	2003-3	11/24/2005	\$1.00
2/9/2024	2400152	2003-3	11/24/2005	\$1.00
2/9/2024	2400153	2003-3	11/24/2005	\$1.00
2/9/2024	2400154	2003-3	11/24/2005	\$1.00
2/9/2024	2400155	2003-3	11/24/2005	\$1.00
2/12/2024	2400156	2003-3	11/24/2005	\$1.00
2/12/2024	2400157	2003-3	11/24/2005	\$1.00
2/12/2024	2400158	2003-3	11/24/2005	\$1.00
2/14/2024	2400159	2003-3	11/24/2005	\$1.00
2/14/2024	2400160	2003-3	11/24/2005	\$1.00
2/14/2024	2400161	2003-3	11/24/2005	\$1.00
2/15/2024	2400162	2003-3	11/24/2005	\$1.00
2/15/2024	2400163	2003-3	11/24/2005	\$1.00
2/15/2024	2400164	2003-3	11/24/2005	\$1.00
2/15/2024	2400165	2003-3	11/24/2005	\$1.00
2/15/2024	2400166	2003-3	11/24/2005	\$1.00

2/15/2024	2400166	2005-1	3/22/2005	\$565.00
2/15/2024	2400167	2005-1	3/22/2005	\$565.00
2/15/2024	2400168	2005-1	3/22/2005	\$565.00
2/16/2024	2400169	2005-1	3/22/2005	\$0.00
2/16/2024	2400170	2005-1	3/22/2005	\$0.00
2/16/2024	2400171	2005-1	3/22/2005	\$0.00
2/16/2024	2400172	2005-1	3/22/2005	\$565.00
2/27/2024	2400173	2005-1	3/22/2005	\$565.00
2/27/2024	2400174	2005-1	3/22/2005	\$565.00
2/27/2024	2400175	2005-1	3/22/2005	\$565.00
2/27/2024	2400176	2005-1	3/22/2005	\$0.00
2/27/2024	2400177	2005-1	3/22/2005	\$0.00
2/27/2024	2400178	2005-1	3/22/2005	\$0.00
2/28/2024	2400179	2005-1	3/22/2005	\$0.00
2/28/2024	2400181	2005-1	3/22/2005	\$0.00
2/29/2024	2400182	2005-1	3/22/2005	\$0.00
2/29/2024	2400183	2005-1	3/22/2005	\$0.00
2/29/2024	2400184	2005-1	3/22/2005	\$0.00
2/29/2024	2400185	2005-1	3/22/2005	\$0.00
2/29/2024	2400186	2005-1	3/22/2005	\$0.00
2/29/2024	2400187	2005-1	3/22/2005	\$0.00
2/29/2024	2400188	2005-1	3/22/2005	\$0.00
2/29/2024	2400189	2005-1	3/22/2005	\$0.00
2/29/2024	2400190	2005-1	3/22/2005	\$0.00
2/29/2024	2400191	2005-1	3/22/2005	\$0.00
2/29/2024	2400192	2005-1	3/22/2005	\$0.00
2/29/2024	2400193	2005-1	3/22/2005	\$0.00
2/29/2024	2400194	2005-1	3/22/2005	\$0.00
2/29/2024	2400195	2005-1	3/22/2005	\$0.00
2/29/2024	2400196	2005-1	3/22/2005	\$0.00
2/29/2024	2400197	2005-1	3/22/2005	\$0.00
2/29/2024	2400198	2005-1	3/22/2005	\$0.00

Total amount for this withdraw \$24,860.00

Total amount for this account \$24,860.00

Total amount all accounts \$24,860.00

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 24015

Date: 3/1/2024

Bill To:	Pay To:
Office of Impact Fees 116 East Washington Street Suite 100 Charles Town, WV 25414	Sheriff of Jefferson County P.O. Box 9 Charles Town, WV 25414

P.O. Number	Vendor Number
--------------------	----------------------

Description	Amount
Impact Fee payments collected for month of February 2024 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Administrative Facilities Impact Fees Bank Account (33182570).	\$5,123.00
Interest earned by the Office of Impact Fees General Account February 2024.	\$3.31
Impact Fee Process Numbers 2400089 through 2400198, inclusive. Within this range, there were 109 non-exempt impact fee payments.	
Total:	\$5,126.31

Notes/Comments: Transfer of funds into Administrative Facilities Impact Fee Account (33182570).

Check Number: 1451

JEFFERSON COUNTY, WV - PRODUCTION



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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
001401 COUNTY COMMISSION							
001.401.GG.410100.	227,675	OFF SAL 227,675	144,266.04	25,793.10	.00	83,408.96	63.4%
2024/01/000094 07/21/2023 PRJ	6,846.30	REF 2402PD			WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000269 07/01/2023 BUC	227,675.00	REF			ORIGINAL BUDGET	2024	
2024/02/000005 08/04/2023 PRJ	6,846.30	REF 2403PR			WARRANT=2403PR	RUN=1 BI-WEEKL	
2024/02/000127 08/18/2023 PRJ	6,846.30	REF 2404PR			WARRANT=2404PR	RUN=1 BI-WEEKL	
2024/03/000005 09/01/2023 PRJ	6,846.30	REF 2405PR			WARRANT=2405PR	RUN=1 BI-WEEKL	
2024/03/000071 09/15/2023 PRJ	6,846.30	REF 2406PR			WARRANT=2406PR	RUN=1 BI-WEEKL	
2024/03/000181 09/29/2023 PRJ	6,846.30	REF 2407PR			WARRANT=2407PR	RUN=1 BI-WEEKL	
2024/04/000057 10/13/2023 PRJ	6,846.30	REF 2408PR			WARRANT=2408PR	RUN=1 BI-WEEKL	
2024/04/000111 10/27/2023 PRJ	6,846.30	REF 2409PR			WARRANT=2409PR	RUN=1 BI-WEEKL	
2024/05/000027 11/09/2023 PRJ	6,846.30	REF 2410PR			WARRANT=2410PR	RUN=1 BI-WEEKL	
2024/05/000092 11/24/2023 PRJ	6,846.30	REF 2411PR			WARRANT=2411PR	RUN=1 BI-WEEKL	
2024/06/000009 12/08/2023 PRJ	6,846.30	REF 2412PR			WARRANT=2412PR	RUN=1 BI-WEEKL	
2024/06/000062 12/22/2023 PRJ	8,772.84	REF 2413PR			WARRANT=2413PR	RUN=1 BI-WEEKL	
2024/07/000007 01/05/2024 PRJ	8,597.70	REF 2414PR			WARRANT=2414PR	RUN=1 BI-WEEKL	
2024/07/000066 01/19/2024 PRJ	8,597.70	REF 2415PR			WARRANT=2415PR	RUN=1 BI-WEEKL	
2024/08/000008 02/02/2024 PRJ	8,597.70	REF 2416PR			WARRANT=2416PR	RUN=1 BI-WEEKL	
2024/08/000087 02/16/2024 PRJ	8,597.70	REF 2417PR			WARRANT=2417PR	RUN=1 BI-WEEKL	
2024/09/000006 03/01/2024 PRJ	8,597.70	REF 2418PR			WARRANT=2418PR	RUN=1 BI-WEEKL	
2024/09/000054 03/15/2024 PRJ	8,597.70	REF 2419PR			WARRANT=2419PR	RUN=1 BI-WEEKL	
2024/09/000116 03/29/2024 PRJ	8,597.70	REF 2420PR			WARRANT=2420PR	RUN=1 BI-WEEKL	
001.401.GG.410300.	528,613	WAGES 520,763	257,611.48	35,081.64	.00	263,151.52	49.5%
2024/01/000094 07/21/2023 PRJ	17,051.76	REF 2402PD			WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000206 07/01/2023 BUA	-7,850.00	REF GENERA			EMPLOYEE RECOGNITION PROGRAM		
2024/01/000269 07/01/2023 BUC	528,613.00	REF			ORIGINAL BUDGET	2024	
2024/02/000005 08/04/2023 PRJ	17,159.97	REF 2403PR			WARRANT=2403PR	RUN=1 BI-WEEKL	
2024/02/000127 08/18/2023 PRJ	17,965.93	REF 2404PR			WARRANT=2404PR	RUN=1 BI-WEEKL	
2024/02/000316 08/31/2023 GEN	407.85	REF REZMER			C.REZMER WRG GL 2404PR		
2024/03/000005 09/01/2023 PRJ	16,116.35	REF 2405PR			WARRANT=2405PR	RUN=1 BI-WEEKL	
2024/03/000071 09/15/2023 PRJ	17,279.06	REF 2406PR			WARRANT=2406PR	RUN=1 BI-WEEKL	
2024/03/000181 09/29/2023 PRJ	18,403.76	REF 2407PR			WARRANT=2407PR	RUN=1 BI-WEEKL	
2024/04/000057 10/13/2023 PRJ	14,217.89	REF 2408PR			WARRANT=2408PR	RUN=1 BI-WEEKL	
2024/04/000111 10/27/2023 PRJ	14,217.91	REF 2409PR			WARRANT=2409PR	RUN=1 BI-WEEKL	
2024/04/000148 10/31/2023 GEN	-70,097.06	REF SALARY			FRMLND REIMB SALARY WHEELER		
2024/04/000165 10/31/2023 GEN	70,097.06	REF RVS JN			RVS FRMLND REIMB SALRY WHEELER		
2024/05/000027 11/09/2023 PRJ	16,661.16	REF 2410PR			WARRANT=2410PR	RUN=1 BI-WEEKL	
2024/05/000056 11/09/2023 GEN	-944.00	REF MK GL#			WRONG GL FOR PT		

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			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410300.			WAGES						
2024/05/000092	11/24/2023	PRJ	9,775.60	REF 2411PR			WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	9,775.61	REF 2412PR			WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	9,775.60	REF 2413PR			WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	9,775.59	REF 2414PR			WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	11,502.07	REF 2415PR			WARRANT=2415PR	RUN=1	BI-WEEKL
2024/08/000008	02/02/2024	PRJ	11,693.84	REF 2416PR			WARRANT=2416PR	RUN=1	BI-WEEKL
2024/08/000087	02/16/2024	PRJ	11,693.89	REF 2417PR			WARRANT=2417PR	RUN=1	BI-WEEKL
2024/09/000006	03/01/2024	PRJ	11,693.86	REF 2418PR			WARRANT=2418PR	RUN=1	BI-WEEKL
2024/09/000054	03/15/2024	PRJ	11,693.90	REF 2419PR			WARRANT=2419PR	RUN=1	BI-WEEKL
2024/09/000116	03/29/2024	PRJ	11,693.88	REF 2420PR			WARRANT=2420PR	RUN=1	BI-WEEKL
001.401.GG.410400.			33,751	FICA 33,751	24,822.50	3,750.92	.00	8,928.50	73.5%
2024/01/000094	07/21/2023	PRJ	1,454.14	REF 2402PD			WARRANT=2402PR	RUN=1	BI-WEEKL
2024/01/000269	07/01/2023	BUC	33,751.00	REF			ORIGINAL BUDGET 2024		
2024/02/000005	08/04/2023	PRJ	1,460.89	REF 2403PR			WARRANT=2403PR	RUN=1	BI-WEEKL
2024/02/000127	08/18/2023	PRJ	1,536.15	REF 2404PR			WARRANT=2404PR	RUN=1	BI-WEEKL
2024/03/000005	09/01/2023	PRJ	1,396.16	REF 2405PR			WARRANT=2405PR	RUN=1	BI-WEEKL
2024/03/000071	09/15/2023	PRJ	1,468.28	REF 2406PR			WARRANT=2406PR	RUN=1	BI-WEEKL
2024/03/000181	09/29/2023	PRJ	1,565.49	REF 2407PR			WARRANT=2407PR	RUN=1	BI-WEEKL
2024/04/000057	10/13/2023	PRJ	1,290.66	REF 2408PR			WARRANT=2408PR	RUN=1	BI-WEEKL
2024/04/000111	10/27/2023	PRJ	1,293.04	REF 2409PR			WARRANT=2409PR	RUN=1	BI-WEEKL
2024/04/000148	10/31/2023	GEN	-4,272.16	REF SALARY			FRMLND REIMB SALARY WHEELER		
2024/04/000165	10/31/2023	GEN	4,272.16	REF RVS JN			RVS FRMLND REIMB SALRY WHEELER		
2024/05/000027	11/09/2023	PRJ	1,445.23	REF 2410PR			WARRANT=2410PR	RUN=1	BI-WEEKL
2024/05/000092	11/24/2023	PRJ	1,059.62	REF 2411PR			WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	1,100.96	REF 2412PR			WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	1,137.78	REF 2413PR			WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	1,131.64	REF 2414PR			WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	1,233.93	REF 2415PR			WARRANT=2415PR	RUN=1	BI-WEEKL
2024/08/000008	02/02/2024	PRJ	1,251.74	REF 2416PR			WARRANT=2416PR	RUN=1	BI-WEEKL
2024/08/000087	02/16/2024	PRJ	1,245.87	REF 2417PR			WARRANT=2417PR	RUN=1	BI-WEEKL
2024/09/000006	03/01/2024	PRJ	1,246.99	REF 2418PR			WARRANT=2418PR	RUN=1	BI-WEEKL
2024/09/000054	03/15/2024	PRJ	1,245.85	REF 2419PR			WARRANT=2419PR	RUN=1	BI-WEEKL
2024/09/000116	03/29/2024	PRJ	1,258.08	REF 2420PR			WARRANT=2420PR	RUN=1	BI-WEEKL
001.401.GG.410401.			7,893	MEDICARE 7,893	5,805.25	877.24	.00	2,087.75	73.5%
2024/01/000094	07/21/2023	PRJ	340.08	REF 2402PD			WARRANT=2402PR	RUN=1	BI-WEEKL
2024/01/000269	07/01/2023	BUC	7,893.00	REF			ORIGINAL BUDGET 2024		
2024/02/000005	08/04/2023	PRJ	341.65	REF 2403PR			WARRANT=2403PR	RUN=1	BI-WEEKL
2024/02/000127	08/18/2023	PRJ	359.27	REF 2404PR			WARRANT=2404PR	RUN=1	BI-WEEKL
2024/03/000005	09/01/2023	PRJ	326.53	REF 2405PR			WARRANT=2405PR	RUN=1	BI-WEEKL
2024/03/000071	09/15/2023	PRJ	343.37	REF 2406PR			WARRANT=2406PR	RUN=1	BI-WEEKL

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			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410401.			MEDICARE						
2024/03/000181	09/29/2023	PRJ	366.14	REF 2407PR				WARRANT=2407PR	RUN=1 BI-WEEKL
2024/04/000057	10/13/2023	PRJ	301.85	REF 2408PR				WARRANT=2408PR	RUN=1 BI-WEEKL
2024/04/000111	10/27/2023	PRJ	302.41	REF 2409PR				WARRANT=2409PR	RUN=1 BI-WEEKL
2024/04/000148	10/31/2023	GEN	-999.13	REF SALARY				FRMLND REIMB SALARY WHEELER	
2024/04/000165	10/31/2023	GEN	999.13	REF RVS JN				RVS FRMLND REIMB SALRY WHEELER	
2024/05/000027	11/09/2023	PRJ	338.00	REF 2410PR				WARRANT=2410PR	RUN=1 BI-WEEKL
2024/05/000092	11/24/2023	PRJ	247.80	REF 2411PR				WARRANT=2411PR	RUN=1 BI-WEEKL
2024/06/000009	12/08/2023	PRJ	257.47	REF 2412PR				WARRANT=2412PR	RUN=1 BI-WEEKL
2024/06/000062	12/22/2023	PRJ	266.10	REF 2413PR				WARRANT=2413PR	RUN=1 BI-WEEKL
2024/07/000007	01/05/2024	PRJ	264.67	REF 2414PR				WARRANT=2414PR	RUN=1 BI-WEEKL
2024/07/000066	01/19/2024	PRJ	288.57	REF 2415PR				WARRANT=2415PR	RUN=1 BI-WEEKL
2024/08/000008	02/02/2024	PRJ	292.75	REF 2416PR				WARRANT=2416PR	RUN=1 BI-WEEKL
2024/08/000087	02/16/2024	PRJ	291.35	REF 2417PR				WARRANT=2417PR	RUN=1 BI-WEEKL
2024/09/000006	03/01/2024	PRJ	291.66	REF 2418PR				WARRANT=2418PR	RUN=1 BI-WEEKL
2024/09/000054	03/15/2024	PRJ	291.34	REF 2419PR				WARRANT=2419PR	RUN=1 BI-WEEKL
2024/09/000116	03/29/2024	PRJ	294.24	REF 2420PR				WARRANT=2420PR	RUN=1 BI-WEEKL
001.401.GG.410500.			166,437	HEALTH INS 166,437	34,945.79	3,413.50	.00	131,491.21	21.0%
2024/01/000094	07/21/2023	PRJ	2,801.70	REF 2402PD				WARRANT=2402PR	RUN=1 BI-WEEKL
2024/01/000204	07/31/2023	GEN	-3.36	REF JULINS				JULY ROUNDING VISION/DENTAL	
2024/01/000204	07/31/2023	GEN	-1.41	REF JULINS				JULY ROUNDING HEALTH	
2024/01/000204	07/31/2023	GEN	51.58	REF JULINS				DNTAL SHRT ROSE CARROL.MICHAEL	
2024/01/000204	07/31/2023	GEN	9.41	REF JULINS				VISION SHRT K.ROSE A.CARROLL	
2024/01/000204	07/31/2023	GEN	1,399.48	REF JULINS				HEALTH SHRT K.ROSE A.CARROLL	
2024/01/000269	07/01/2023	BUC	166,437.00	REF				ORIGINAL BUDGET 2024	
2024/02/000005	08/04/2023	PRJ	2,918.35	REF 2403PR				WARRANT=2403PR	RUN=1 BI-WEEKL
2024/02/000127	08/18/2023	PRJ	2,797.70	REF 2404PR				WARRANT=2404PR	RUN=1 BI-WEEKL
2024/02/000309	08/30/2023	GEN	- .44	REF augins				aug round dental	
2024/02/000309	08/30/2023	GEN	-2.96	REF augins				aug round vision	
2024/02/000309	08/30/2023	GEN	-1.42	REF augins				aug round medical	
2024/03/000005	09/01/2023	PRJ	2,918.35	REF 2405PR				WARRANT=2405PR	RUN=1 BI-WEEKL
2024/03/000071	09/15/2023	PRJ	2,797.70	REF 2406PR				WARRANT=2406PR	RUN=1 BI-WEEKL
2024/03/000230	09/29/2023	GEN	-899.65	REF SEPTIN				A.CARROLL INS BCBS REFUNDED	
2024/03/000230	09/29/2023	GEN	-50.00	REF SEPTIN				ERROR IN JULY JE 204 \$50	
2024/03/000230	09/29/2023	GEN	-36.44	REF SEPTIN				A.CARROLL INS BCBS REFUNDED	
2024/03/000248	09/30/2023	GEN	-3.54	REF SEPTINS				VISION/DENTAL ROUND SEPT 2023	
2024/03/000248	09/30/2023	GEN	-1.42	REF SEPINS				MEDICAL ROUND SEPT 2023	
2024/03/000248	09/30/2023	GEN	-174.20	REF SEPINS				DENTAL EMPLYR OVERAGE JULY 23	
2024/03/000248	09/30/2023	GEN	-836.46	REF SEPINS				MEDICAL EMPLYR OVERAGE JULY 23	
2024/04/000057	10/13/2023	PRJ	2,172.44	REF 2408PR				WARRANT=2408PR	RUN=1 BI-WEEKL
2024/04/000111	10/27/2023	PRJ	2,064.49	REF 2409PR				WARRANT=2409PR	RUN=1 BI-WEEKL
2024/04/000141	10/31/2023	GEN	-3.44	REF OCTRND				VISION/DENTAL ROUNDING OCT 23	
2024/04/000141	10/31/2023	GEN	-1.48	REF OCTRND				MEDICAL ROUNDING OCT 23	
2024/04/000148	10/31/2023	GEN	-10,026.09	REF SALARY				FRMLND REIMB SALARY WHEELER	

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			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410500.			HEALTH INS						
2024/04/000165	10/31/2023	GEN	10,026.09	REF RVS JN					
2024/05/000027	11/09/2023	PRJ	1,744.85	REF 2410PR					
2024/05/000092	11/24/2023	PRJ	1,649.60	REF 2411PR					
2024/05/000129	11/30/2023	GEN	-3.50	REF NOVRND					
2024/05/000129	11/30/2023	GEN	-1.45	REF NOVRND					
2024/05/000129	11/30/2023	GEN	11.22	REF NOVRND					
2024/05/000129	11/30/2023	GEN	12.70	REF NOVRND					
2024/06/000009	12/08/2023	PRJ	1,744.85	REF 2412PR					
2024/06/000062	12/22/2023	PRJ	1,649.60	REF 2413PR					
2024/06/000115	12/31/2023	GEN	3.48	REF WARNER					
2024/06/000115	12/31/2023	GEN	-4.80	REF DECRND					
2024/07/000007	01/05/2024	PRJ	1,757.55	REF 2414PR					
2024/07/000066	01/19/2024	PRJ	1,649.60	REF 2415PR					
2024/07/000110	01/31/2024	GEN	-4.96	REF JANROU					
2024/08/000008	02/02/2024	PRJ	1,763.90	REF 2416PR					
2024/08/000087	02/16/2024	PRJ	1,649.60	REF 2417PR					
2024/08/000142	02/15/2024	GEN	-4.93	REF FEB RD					
2024/09/000006	03/01/2024	PRJ	1,763.90	REF 2418PR					
2024/09/000054	03/15/2024	PRJ	1,649.60	REF 2419PR					
001.401.GG.410599.			-166,437	HLTH INS C -166,437	-34,450.12		.00	.00	-131,986.88 20.7%
2024/01/000207	07/31/2023	GEN	-7,175.23	REF HEALTH					
2024/01/000269	07/01/2023	BUC	-166,437.00	REF					
2024/02/000310	08/30/2023	GEN	-5,711.23	REF HEALTH					
2024/03/000265	09/30/2023	GEN	-3,714.34	REF HEALTH					
2024/06/000121	12/31/2023	GEN	-1,012.47	REF HEALTH					
2024/07/000152	01/31/2024	GEN	-3,402.19	REF HEALTH					
2024/08/000169	02/29/2024	GEN	-13,434.66	REF HEALTH					
001.401.GG.410600.			48,993	RETIREMT 48,993	32,891.76	5,007.57	.00	16,101.24	67.1%
2024/01/000094	07/21/2023	PRJ	1,993.22	REF 2402PD					
2024/01/000269	07/01/2023	BUC	48,993.00	REF					
2024/02/000005	08/04/2023	PRJ	2,002.96	REF 2403PR					
2024/02/000127	08/18/2023	PRJ	2,112.20	REF 2404PR					
2024/03/000005	09/01/2023	PRJ	1,909.03	REF 2405PR					
2024/03/000071	09/15/2023	PRJ	2,013.67	REF 2406PR					
2024/03/000181	09/29/2023	PRJ	1,946.79	REF 2407PR					
2024/04/000057	10/13/2023	PRJ	1,738.16	REF 2408PR					
2024/04/000111	10/27/2023	PRJ	1,741.58	REF 2409PR					
2024/04/000148	10/31/2023	GEN	-6,308.75	REF SALARY					
2024/04/000165	10/31/2023	GEN	6,308.75	REF RVS JN					
2024/05/000027	11/09/2023	PRJ	1,738.16	REF 2410PR					

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001.401.GG.410600.			RETIREMT						
2024/05/000092	11/24/2023	PRJ	1,338.35	REF 2411PR			WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	1,338.35	REF 2412PR			WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	1,511.74	REF 2413PR			WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	1,502.82	REF 2414PR			WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	1,651.36	REF 2415PR			WARRANT=2415PR	RUN=1	BI-WEEKL
2024/08/000008	02/02/2024	PRJ	1,677.18	REF 2416PR			WARRANT=2416PR	RUN=1	BI-WEEKL
2024/08/000087	02/16/2024	PRJ	1,668.62	REF 2417PR			WARRANT=2417PR	RUN=1	BI-WEEKL
2024/09/000006	03/01/2024	PRJ	1,670.33	REF 2418PR			WARRANT=2418PR	RUN=1	BI-WEEKL
2024/09/000054	03/15/2024	PRJ	1,668.62	REF 2419PR			WARRANT=2419PR	RUN=1	BI-WEEKL
2024/09/000116	03/29/2024	PRJ	1,668.62	REF 2420PR			WARRANT=2420PR	RUN=1	BI-WEEKL
001.401.GG.410801.			2,000	OVERTIME 2,000	228.19	19.02	.00	1,771.81	11.4%
2024/01/000269	07/01/2023	BUC	2,000.00	REF			ORIGINAL BUDGET 2024		
2024/04/000111	10/27/2023	PRJ	38.03	REF 2409PR			WARRANT=2409PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	76.06	REF 2414PR			WARRANT=2414PR	RUN=1	BI-WEEKL
2024/08/000008	02/02/2024	PRJ	95.08	REF 2416PR			WARRANT=2416PR	RUN=1	BI-WEEKL
2024/09/000006	03/01/2024	PRJ	19.02	REF 2418PR			WARRANT=2418PR	RUN=1	BI-WEEKL
001.401.GG.410802.			0	PT/EX HELP 0	2,943.08	.00	.00	-2,943.08	100.0%
2024/02/000127	08/18/2023	PRJ	407.85	REF 2404PR			WARRANT=2404PR	RUN=1	BI-WEEKL
2024/02/000316	08/31/2023	GEN	-407.85	REF REZMER			C.REZMER WRG GL 2404PR		
2024/05/000056	11/09/2023	GEN	944.00	REF MK GL#			WRONG GL FOR PT		
2024/05/000092	11/24/2023	PRJ	666.36	REF 2411PR			WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	1,332.72	REF 2412PR			WARRANT=2412PR	RUN=1	BI-WEEKL
001.401.GG.421100.			1,350	TELEPHONE 1,350	2,165.82	.00	.00	-815.82	160.4%
2024/01/000269	07/01/2023	BUC	1,350.00	REF			ORIGINAL BUDGET 2024		
2024/02/000358	08/31/2023	API	283.78	VND 010073 IN 2024109		AT&T	AT&T PAYMENT		
2024/03/000363	09/30/2023	API	283.78	VND 010073 IN 2024258		AT&T	AT&T PAYMENT		
2024/03/000363	09/30/2023	API	328.65	VND 010073 IN 2024259		AT&T	AT&T PAYMENT		
2024/04/000167	10/31/2023	API	315.53	VND 010073 IN 2025412		AT&T	AT&T PAYMENT		
2024/05/000143	11/30/2023	API	238.48	VND 010073 IN 2024994		AT&T	AT&T PAYMENT		
2024/06/000129	12/31/2023	API	238.48	VND 010073 IN 2025545		AT&T	AT&T PAYMENT		
2024/07/000160	01/31/2024	API	238.56	VND 010073 IN 2026019		AT&T	AT&T PAYMENT		
2024/08/000188	02/29/2024	API	238.56	VND 010073 IN 2026070		AT&T	AT&T PAYMENT-FIRST		

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001.401.GG.421400.	15,000	TRAVEL 15,000	4,019.50	562.50	.00	10,980.50	26.8%
2024/01/000269 07/01/2023 BUC	15,000.00	REF					
2024/02/000351 08/31/2023 API	116.00	VND 016012 IN 2023861					
2024/02/000351 08/31/2023 API	232.00	VND 016012 IN 2023862					
2024/02/000351 08/31/2023 API	116.00	VND 016012 IN 2023863					
2024/02/000351 08/31/2023 API	116.00	VND 016012 IN 2023864					
2024/02/000351 08/31/2023 API	10.87	VND 999998 IN 2023844					
2024/02/000358 08/31/2023 API	188.70	VND 037056 IN 2024105					
2024/04/000163 10/31/2023 API	98.00	VND 999998 IN 2024740					
2024/05/000038 11/03/2023 API	132.31	VND 019002 IN TJ/1123					
2024/05/000098 11/16/2023 API	284.93	VND 019002 IN TJ111623					
2024/05/000143 11/30/2023 API	120.04	VND 037060 IN 2024986					
2024/07/000119 01/23/2024 API	121.00	VND 019002 IN TJ1/2024					
2024/07/000119 01/26/2024 API	440.46	VND 019002 IN TJTRAVEL1/2024					
2024/07/000119 01/23/2024 API	121.00	VND 020073 IN JK1/2024					
2024/07/000119 01/23/2024 API	85.00	VND 020073 IN JK2/2024					
2024/07/000160 01/31/2024 API	556.00	VND 014012 IN 2025960					
2024/07/000160 01/31/2024 API	718.69	VND 014012 IN 2025961					
2024/09/000026 03/04/2024 API	562.50	VND 023001 IN TRAVEL/MAR2024					
							ORIGINAL BUDGET 2024
							GLADE SPRINGS RESORT WV STATE AUDITOR C
							GLADE SPRINGS RESORT WV STATE AUDITOR C
							GLADE SPRINGS RESORT WV STATE AUDITOR C
							GLADE SPRINGS RESORT WV STATE AUDITOR C
							PCARD ONE TIME PAY JIMMY JOHNS 1255
							ENTERPRISE RENTACAR ENTERPRISE RENT-A-
							PCARD ONE TIME PAY CACAPON RESORT LPM
							TRICIA JACKSON MILEAGE REIMBURSEM
							TRICIA JACKSON WORKFORCE DEVELOP
							HAMPTON INN T JACKSON (11/13 -
							TRICIA JACKSON PER DIEM CCAWV 202
							TRICIA JACKSON MILEAGE REIMBURSEM
							JENNIFER KROUSE PER DIEM CCAWV 202
							JENNIFER KROUSE WVACO CONF OF COUN
							EMBASSY SUITES T. JACKSON - CCAWV
							EMBASSY SUITES J. KROUSE - CCAWV
							BESSIE NELSON MUNIS USER CONFERE
001.401.GG.421800.	250	POSTAGE 250	138.85	.00	.00	111.15	55.5%
2024/01/000269 07/01/2023 BUC	250.00	REF					
2024/02/000263 08/28/2023 API	34.71	VND 015002 IN 8-209-12328					
2024/02/000263 08/28/2023 API	54.76	VND 015002 IN 8-216-34521					
2024/06/000131 12/31/2023 API	9.88	VND 025011 IN 2025774					
2024/07/000155 01/31/2024 API	39.50	VND 025011 IN 2025673					
							ORIGINAL BUDGET 2024
							FEDEX FEDEX SERVICE CIND
							FEDEX FEDEX SERVICE CIND
							US POSTAL SERVICE USPS PO 3474760885
							US POSTAL SERVICE USPS PO 3474760885
001.401.GG.422000.	6,000	ADV/LG PUB 6,000	1,936.72	184.16	.00	4,063.28	32.3%
2024/01/000248 07/31/2023 API	61.62	VND 019012 IN 63198/63199					
2024/01/000269 07/01/2023 BUC	6,000.00	REF					
2024/02/000196 08/15/2023 API	22.22	VND 019012 IN 63663					
2024/02/000263 08/22/2023 API	61.62	VND 019012 IN 63746					
2024/02/000263 08/22/2023 API	22.22	VND 019012 IN 63848					
2024/03/000253 09/27/2023 API	48.90	VND 019012 IN 64178					
2024/04/000058 10/04/2023 API	43.58	VND 019012 IN 64254					
2024/04/000149 10/30/2023 API	934.86	VND 019012 IN 64568					
2024/06/000110 12/28/2023 API	55.06	VND 019012 IN 65145					
2024/07/000089 01/17/2024 API	305.80	VND 019012 IN 65162					
2024/07/000089 01/18/2024 API	50.14	VND 019012 IN 65418					
2024/07/000155 01/31/2024 API	80.00	VND 999998 IN 2025707					
2024/08/000166 02/20/2024 API	66.54	VND 019012 IN BORE-NOTICE					
2024/09/000026 03/04/2024 API	59.98	VND 019012 IN 65973					
2024/09/000121 03/21/2024 API	33.74	VND 019012 IN 66128					
							ORIGINAL BUDGET 2024
							SPIRIT OF JEFFERSON LEGAL CLASSIFIED -
							SPIRIT OF JEFFERSON LEGAL CLASSIFIED
							SPIRIT OF JEFFERSON LEGAL ADD
							SPIRIT OF JEFFERSON LEGAL CLASSIFIED
							SPIRIT OF JEFFERSON LEGAL ADD
							SPIRIT OF JEFFERSON LEGAL AD
							SPIRIT OF JEFFERSON FINANCIAL STATEMEN
							SPIRIT OF JEFFERSON LEGAL CLASSIFIED/J
							SPIRIT OF JEFFERSON LEGAL AD-INTERIM C
							SPIRIT OF JEFFERSON LEGAL ADD-BPZ
							PCARD ONE TIME PAY INTERIM CO, ADMIN
							SPIRIT OF JEFFERSON BORE NOTICE TY 202
							SPIRIT OF JEFFERSON LEGL CLASSIFIED-PU
							SPIRIT OF JEFFERSON LEGAL CLASSIFIED J

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001.401.GG.422300.			PROF SVCS						
			ORIGINAL BUDGET 2024						
2024/01/000269	07/01/2023	BUC	70,350.00	REF					
2024/02/000003	08/01/2023	API	900.00	VND 022192	IN	JCC82023	MILLENNIUM INS GROUP	HRA ADMINISTRATION	88303
2024/02/000135	08/04/2023	API	53.42	VND 019012	IN	63485	SPIRIT OF JEFFERSON	LEGAL CLASSIFIED	88392
2024/02/000196	08/17/2023	API	126.65	VND 010172	IN	CBR8/23	AMERIFLEX	ADMINISTRATIVE COB	88407
2024/02/000263	08/23/2023	API	8,325.00	VND 029123	IN	045-430810	TYLER TECHNOLOGIES	TYLER TRAINING	88466
2024/02/000369	08/23/2023	APM	-8,325.00	VND 029123	IN	045-430810	TYLER TECHNOLOGIES	TYLER TRAINING	
2024/03/000003	09/01/2023	API	900.00	VND 022192	IN	JCC92023	MILLENNIUM INS GROUP	HRA ADMINISTRATION	88422
2024/03/000036	09/01/2023	API	1,422.00	VND 022099	IN	2210	MAZZITTI & SULL EAP	QUARTERLY EAP SVCS	88495
2024/03/000036	09/05/2023	API	5,737.28	VND 025104	IN	1403	PROGRESSIVE PRINTING	AMBO FEE MAILINGS	88497
2024/03/000082	09/08/2023	API	126.65	VND 010172	IN	CBR9/23	AMERIFLEX	ADMINISTRATION COB	88505
2024/03/000142	09/19/2023	API	2,732.00	VND 011093	IN	975072	BEST BEST & KRIEGER	CABLE FRANCHISE REN	88546
2024/03/000142	09/13/2023	API	2,076.00	VND 017085	IN	31945	COX HOLLIDA YOUNG PL	ACCOUNTING SERVICE	88547
2024/03/000142	09/13/2023	API	42.70	VND 017126	IN	G3752816	HIRERIGHT	BACKGROUND SERVICE	88553
2024/04/000006	10/01/2023	API	900.00	VND 022192	IN	JCC102023	MILLENNIUM INS GROUP	HRA ADMINISTRATION	88523
2024/04/000085	10/10/2023	API	126.65	VND 010172	IN	CBR10/23	AMERIFLEX	ADMINISTRATION COB	88690
2024/04/000117	10/18/2023	API	942.50	VND 017085	IN	32052	COX HOLLIDA YOUNG PL	PROF ACCOUNTING SV	88718
2024/04/000117	10/18/2023	API	3,500.00	VND 017085	IN	32053	COX HOLLIDA YOUNG PL	PROF SERVICES - FI	88718
2024/05/000003	11/01/2023	API	900.00	VND 022192	IN	JCC112023	MILLENNIUM INS GROUP	HRA ADMINISTRATION	88737
2024/05/000069	11/08/2023	API	126.65	VND 010172	IN	CBR11/23	AMERIFLEX	ADMINISTRATION COB	88819
2024/05/000069	11/08/2023	API	4,292.00	VND 017085	IN	32189	COX HOLLIDA YOUNG PL	CPA SVCS - OCT 202	88821
2024/05/000098	11/16/2023	API	1,791.80	VND 032054	IN	3211	WENDI L. WATSON	JCV-PCPC CC-19-202	88870
2024/06/000003	12/01/2023	API	900.00	VND 022192	IN	JCC122023	MILLENNIUM INS GROUP	HRA ADMINISTRATION	88828
2024/06/000015	12/04/2023	API	1,422.00	VND 022099	IN	2522	MAZZITTI & SULL EAP	QUARTERLY INVOICE	88912
2024/06/000037	12/11/2023	API	126.65	VND 010172	IN	CBR12/23	AMERIFLEX	ADMINISTRATION COB	88941
2024/06/000094	12/20/2023	API	475.00	VND 017085	IN	32272	COX HOLLIDA YOUNG PL	ACCOUNTING SVS NOV	88999
2024/06/000114	12/26/2023	API	1,814.33	VND 017085	IN	32319	COX HOLLIDA YOUNG PL	PROF.SVS 12/1-12/1	89065
2024/07/000042	01/03/2024	API	900.00	VND 022192	IN	JCC12024	MILLENNIUM INS GROUP	HRA ADMINISTRATION	89078
2024/07/000089	01/10/2024	API	126.65	VND 010172	IN	CBR1/24	AMERIFLEX	AMERIFLEX COBRA AD	89121
2024/07/000089	01/10/2024	API	853.18	VND 012305	IN	HRA2024032	CARRIE ORR	EMPLOYEE HRA DEDUC	89125
2024/07/000116	01/10/2024	APM	-853.18	VND 012305	IN	HRA2024032	CARRIE ORR	RSEMENT	
2024/07/000119	01/26/2024	API	41.85	VND 017126	IN	G3824538	HIRERIGHT	JCDA-M.WALKER BCKG	89174
2024/08/000006	02/01/2024	API	900.00	VND 022192	IN	JCC22024	MILLENNIUM INS GROUP	HRA ADMINISTRATION	89136
2024/08/000056	02/02/2024	API	2,543.63	VND 017085	IN	32443	COX HOLLIDA YOUNG PL	PROF. SVCS. 1/1-1/	89215
2024/08/000058	02/02/2024	API	958.00	VND 011093	IN	676742	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89211
2024/08/000058	02/02/2024	API	243.00	VND 011093	IN	976742	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89211
2024/08/000112	02/09/2024	API	126.65	VND 010172	IN	CBR2/24	AMERIFLEX	ADMINISTRATION COB	89254
2024/08/000113	02/09/2024	API	135.00	VND 011093	IN	987138	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89257
2024/09/000007	03/01/2024	API	900.00	VND 022192	IN	JCC32024	MILLENNIUM INS GRDUP	HRA Administration	89314
2024/09/000026	03/01/2024	API	3,956.75	VND 017085	IN	32581	COX HOLLIDA YOUNG PL	ASSIST BUDGET DIRE	89339
2024/09/000026	03/01/2024	API	5,000.00	VND 017085	IN	32477	COX HOLLIDA YOUNG PL	FY23 FINANCIAL STA	89339
2024/09/000026	03/01/2024	API	2,422.50	VND 017085	IN	32478	COX HOLLIDA YOUNG PL	FY23 FINANCIAL STA	89339
2024/09/000076	03/08/2024	API	126.65	VND 010172	IN	CBR3/24	AMERIFLEX	AMERIFLEX COBRA AD	89374
2024/09/000121	03/18/2024	API	7,500.00	VND 017085	IN	32651	COX HOLLIDA YOUNG PL	06/23 COMPILED FIN	89436
2024/09/000121	03/18/2024	API	4,413.63	VND 017085	IN	62346	COX HOLLIDA YOUNG PL	FY25 BUDGET PREP 2	89436

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001.401.GG.422301.			210,000	HRA ACCT 210,000	132,400.89	28,107.30	.00	77,599.11	63.0%
2024/01/000269	07/01/2023	BUC	210,000.00	REF					
			ORIGINAL BUDGET 2024						
2024/02/000263	08/24/2023	API	3,250.00	VND 015033	IN HRA202384	RONALD FLETCHER	HRA EMPLOYEE	DEDUC	88458
2024/02/000263	08/24/2023	API	305.82	VND 022137	IN HRA2023085	MICHAEL MONAGHAN	HRA EMPLOYEE	DEDUC	88454
2024/02/000263	08/24/2023	API	202.34	VND 032198	IN HRA2023086	ADAM WARD	HRA EMPLOYEE	DEDUC	88431
2024/03/000082	09/08/2023	API	5,250.00	VND 022137	IN HRA2024002	MICHAEL MONAGHAN	EMPLOYEE	HRA Deduc	88522
2024/03/000082	09/08/2023	API	2,688.09	VND 034011	IN HRA2024001	NEIL ZAHRADNIK	EMPLOYEE	HRA Deduc	88525
2024/03/000206	09/22/2023	API	5,250.00	VND 017151	IN HRA2024003	MATTHEW HARVEY	EMPLOYEE	HRA Deduc	88599
2024/04/000085	10/10/2023	API	1,511.62	VND 011236	IN HRA2024006	SHANNON BURLETT	EMPLOYEE	HRA Deduc	88703
2024/04/000085	10/10/2023	API	1,952.70	VND 013132	IN HRA2024005	CYNTHIA DANNER	EMPLOYEE	HRA Deduc	88693
2024/04/000085	10/10/2023	API	5,250.00	VND 013149	IN HRA2024004	DUANE DUNN	EMPLOYEE	HRA Deduc	88694
2024/04/000085	10/10/2023	API	2,275.27	VND 020049	IN HRA2024007	KATHRYN KING	EMPLOYEE	HRA Deduc	88699
2024/04/000085	10/10/2023	API	2,674.44	VND 037724	IN HRA2024008	AUTUMN ULSH	EMPLOYEE	HRA Deduc	88691
2024/04/000149	10/25/2023	API	1,199.00	VND 011211	IN HRA2024009	LORI BROWN	EMPLOYEE	HRA Deduc	88774
2024/04/000149	10/25/2023	API	2,829.24	VND 012289	IN HRA2024011	SAMANTHA COMBS	EMPLOYEE	HRA Deduc	88782
2024/04/000149	10/25/2023	API	275.51	VND 022159	IN HRA2024012	JASON MICKEY	EMPLOYEE	HRA Deduc	88772
2024/04/000149	10/25/2023	API	683.07	VND 023009	IN HRA2024010	MORGAN NICK	EMPLOYEE	HRA Deduc	88775
2024/04/000149	10/25/2023	API	5,250.00	VND 028254	IN HRA2024013	WENDY SCHUTZ	EMPLOYEE	HRA Deduc	88786
2024/04/000149	10/25/2023	API	604.95	VND 028296	IN HRA2014014	EVELYN STEPHENSON	EMPLOYEE	HRA Deduc	88768
2024/05/000096	11/08/2023	API	77.03	VND 012289	IN HRA2024015	SAMANTHA COMBS	EMPLOYEE	HRA Deduc	88864
2024/05/000096	11/08/2023	API	322.89	VND 022215	IN HRA2024016	MICHELLE EVERS	EMPLOYEE	HRA Deduc	88860
2024/05/000098	11/08/2023	API	2,575.56	VND 037724	IN HRA2024017	AUTUMN ULSH	EMPLOYEE	HRA Deduc	88840
2024/05/000119	11/27/2023	API	45.96	VND 017157	IN HRA2024020	MARION A. HAZEL	EMPLOYEE	HRA Deduc	88882
2024/05/000119	11/27/2023	API	3,141.51	VND 022215	IN HRA2024019	MICHELLE EVERS	EMPLOYEE	HRA Deduc	88883
2024/05/000119	11/27/2023	API	3,572.11	VND 023009	IN HRA2024018	MORGAN NICK	EMPLOYEE	HRA Deduc	88884
2024/05/000134	11/27/2023	API	2,343.73	VND 012289	IN HRA2024021	SAMANTHA COMBS	EMPLOYEE	HRA Deduc	88921
2024/06/000068	12/11/2023	API	4,634.86	VND 022217	IN HRA2024023	MONICA ANDERSON	EMPLOYEE	HRA Deduc	88976
2024/06/000068	12/11/2023	API	1,995.91	VND 028327	IN HRA2024022	LUKE SEIGFRIED	EMPLOYEE	HRA Deduc	88975
2024/07/000042	01/03/2024	API	171.62	VND 011236	IN HRA2024024	SHANNON BURLETT	EMPLOYEE	HRA Deduc	89090
2024/07/000042	01/03/2024	API	1,683.92	VND 017094	IN HRA2024028	TAMMY MOBLEY	EMPLOYEE	HRA Deduc	89092
2024/07/000042	01/03/2024	API	1,630.22	VND 020049	IN HRA2024026	KATHRYN KING	EMPLOYEE	HRA Deduc	89075
2024/07/000042	01/03/2024	API	4,449.16	VND 021039	IN HRA2024030	NICOLE NOBREGA	EMPLOYEE	HRA Deduc	89082
2024/07/000042	01/03/2024	API	1,520.07	VND 022159	IN HRA2024027	JASON MICKEY	EMPLOYEE	HRA Deduc	89074
2024/07/000042	01/03/2024	API	330.00	VND 022215	IN HRA2024025	MICHELLE EVERS	EMPLOYEE	HRA Deduc	89077
2024/07/000042	01/03/2024	API	986.18	VND 023009	IN HRA2024029	MORGAN NICK	EMPLOYEE	HRA Deduc	89079
2024/07/000042	01/03/2024	API	3,810.77	VND 029106	IN HRA2024031	MARY K THOMPSON	EMPLOYEE	HRA Deduc	89076
2024/07/000089	01/10/2024	API	2,236.50	VND 028010	IN HRA2024033	MALLORY SODERLUND	EMPLOYEE	HRA Deduc	89135
2024/07/000116	01/10/2024	APM	853.18	VND 012305	IN HRA2024032	CARRIE ORR	EMPLOYEE	HRA Deduc	
2024/07/000119	01/10/2024	API	2,250.50	VND 011236	IN HRA2024034	SHANNON BURLETT	EMPLOYEE	HRA Deduc	89192
2024/07/000119	01/10/2024	API	4,546.67	VND 022095	IN HRA2024035	RYAN MILBOURNE	EMPLOYEE	HRA Deduc	89190
2024/08/000049	02/05/2024	API	5,250.00	VND 010165	IN HRA2024038	STEPHEN S ALLEN	EMPLOYEE	HRA Deduc	89244
2024/08/000049	02/05/2024	API	400.94	VND 012011	IN HRA2024040	REBECCA CHALK	EMPLOYEE	HRA Deduc	89234
2024/08/000049	02/05/2024	API	5,250.00	VND 016093	IN HRA2024036	RHONDA GREENHOLTZ	EMPLOYEE	HRA Deduc	89236
2024/08/000049	02/05/2024	API	205.56	VND 017157	IN HRA2024039	MARION A. HAZEL	EMPLOYEE	HRA Deduc	89229
2024/08/000049	02/05/2024	API	4,842.24	VND 025083	IN HRA2024037	ALICE N PAINTER	EMPLOYEE	HRA Deduc	89210
2024/08/000166	02/23/2024	API	2,628.97	VND 017013	IN HRA2024042	AMANDA KEMP	EMPLOYEE	HRA Deduc	89299
2024/08/000166	02/20/2024	API	1,085.48	VND 022091	IN HRA2024041	VICTORIA MYERS	EMPLOYEE	HRA Deduc	89325

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001.401.GG.422301.		HRA ACCT						
2024/09/000026	03/01/2024 API	8,748.65	VND 011175	IN HRA2024043	JENNIFER M BROCKMAN	EMPLOYEE HRA DEDUC	89348	
2024/09/000026	03/01/2024 API	1,316.26	VND 011236	IN HRA2024044	SHANNON BURLETT	EMPLOYEE HRA OEDUC	89360	
2024/09/000026	03/01/2024 API	3,219.62	VND 028010	IN HRA2024045	MALLORY SODERLUND	EMPLOYEE HRA DEDUC	89350	
2024/09/000101	03/12/2024 API	273.48	VND 022215	IN HRA2024046	MICHELLE EVERS	EMPLOYEE HRA DEDUC	89425	
2024/09/000121	03/12/2024 API	5,250.00	VND 011229	IN HRA2024050	RUSSELL BURGESS	EMPLOYEE HRA DEDUC	89454	
2024/09/000121	03/12/2024 API	344.85	VND 013132	IN HRA2024047	CYNTHIA DANNER	EMPLOYEE HRA DEDUC	89437	
2024/09/000121	03/12/2024 API	2,554.52	VND 017013	IN HRA2024048	AMANDA KEMP	EMPLOYEE HRA DEDUC	89430	
2024/09/000121	03/12/2024 API	1,183.03	VND 017094	IN HRA2024051	TAMMY MOBLEY	EMPLOYEE HRA DEDUC	89457	
2024/09/000121	03/12/2024 API	177.00	VND 022215	IN HRA2024049	MICHELLE EVERS	EMPLOYEE HRA DEDUC	89448	
2024/09/000121	03/12/2024 API	5,039.89	VND 029057	IN HRA2024052	VINCENT TIONG	EMPLOYEE HRA DEDUC	89460	
001.401.GG.422302.		5,040	EE AST PGM	2,358.00	1,422.00	.00	2,682.00	46.8%
			5,040					
2024/01/000188	07/26/2023 API	936.00	VND 022099	IN 1923	MAZZITTI & SULL EAP	QUARTERLY EAP	88335	
2024/01/000269	07/01/2023 BUC	5,040.00	REF			ORIGINAL BUDGET 2024		
2024/09/000026	03/04/2024 API	1,422.00	VND 022099	IN 2813	MAZZITTI & SULL EAP	QUATERLY INVOICE-E	89351	
001.401.GG.422400.		35,100	AUDIT COST	.00	.00	.00	35,100.00	.0%
			35,100					
2024/01/000269	07/01/2023 BUC	35,100.00	REF			ORIGINAL BUDGET 2024		
001.401.GG.422600.		329,000	INS / BOND	360,385.50	.00	.00	-31,385.50	109.5%
			329,000					
2024/01/000004	07/01/2023 API	59,797.50	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF BUSI	88183	
2024/01/000004	07/01/2023 API	475.00	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF CRIM	88183	
2024/01/000004	07/01/2023 API	4,000.00	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF CYBE	88183	
2024/01/000004	07/01/2023 API	2,076.50	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF EQUI	88183	
2024/01/000004	07/01/2023 API	16,611.50	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF PROP	88183	
2024/01/000004	07/01/2023 API	66,708.00	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF GENE	88183	
2024/01/000004	07/01/2023 API	14,550.50	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF INCR	88183	
2024/01/000004	07/01/2023 API	3,630.00	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF INLA	88183	
2024/01/000004	07/01/2023 API	16,770.50	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF PUBL	88183	
2024/01/000004	07/01/2023 API	-1,882.50	VND 032151	IN 107156	WVCorp WV COUNTIES	FY24 1ST HALF RATE	88183	
2024/01/000269	07/01/2023 BUC	329,000.00	REF			ORIGINAL BUDGET 2024		
2024/03/000036	09/01/2023 API	59,797.50	VND 032151	IN 107157	WVCorp WV COUNTIES	BUSINESS AUTO	88501	
2024/03/000036	09/01/2023 API	475.00	VND 032151	IN 107157	WVCorp WV COUNTIES	CRIME	88501	
2024/03/000036	09/01/2023 API	4,000.00	VND 032151	IN 107157	WVCorp WV COUNTIES	CYBER	88501	
2024/03/000036	09/01/2023 API	2,076.50	VND 032151	IN 107157	WVCorp WV COUNTIES	EQUIP BREAKDOWN	88501	
2024/03/000036	09/01/2023 API	16,611.50	VND 032151	IN 107157	WVCorp WV COUNTIES	PROPERTY	88501	
2024/03/000036	09/01/2023 API	66,708.00	VND 032151	IN 107157	WVCorp WV COUNTIES	GENERAL LIABILITY	88501	
2024/03/000036	09/01/2023 API	14,550.50	VND 032151	IN 107157	WVCorp WV COUNTIES	INCREASED LIMITS	88501	
2024/03/000036	09/01/2023 API	3,630.00	VND 032151	IN 107157	WVCorp WV COUNTIES	INLAND MARINE	88501	
2024/03/000036	09/01/2023 API	16,770.50	VND 032151	IN 107157	WVCorp WV COUNTIES	PUBLIC OFFICIALS L	88501	

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001.401.GG.422600.			INS / BOND							
2024/03/000036	09/01/2023	API	-1,882.50	VND 032151	IN 107157		WVCorp WV COUNTIES	RATE CREDIT	88501	
2024/03/000122	09/18/2023	GEN	-5,801.00	REF			move deposit to correct fund			
2024/03/000142	09/14/2023	API	712.50	VND 032151	IN 101823BPRMP		WVCorp WV COUNTIES	WV CORP-ACCIDENT P	88568	
001.401.GG.422601.			130,000	WC INS	130,000	120,541.50	.00	.00	9,458.50	92.7%
2024/01/000004	07/01/2023	API	40,180.50	VND 032151	IN 107158		WVCorp WV COUNTIES	FY24 QTR 1 WORKERS	88184	
2024/01/000269	07/01/2023	BUC	130,000.00	REF			ORIGINAL BUDGET 2024			
2024/03/000034	09/01/2023	API	40,180.50	VND 032151	IN 107159		WVCorp WV COUNTIES	FY24 QTR 2 WORKERS	88493	
2024/06/000015	12/01/2023	API	40,180.50	VND 032151	IN 107160		WVCorp WV COUNTIES	FY24 QTR 3 WORKERS	88936	
001.401.GG.422602.			20,000	UNEMP INS	20,000	862.44	.00	.00	19,137.56	4.3%
2024/01/000269	07/01/2023	BUC	20,000.00	REF			ORIGINAL BUDGET 2024			
2024/03/000263	09/30/2023	API	862.44	VND 032116	IN QTR03/2023		WV BUREAU OF EMPLOYMT	3RD QTR 2023 UNEMP	88708	
001.401.GG.422900.			0	CT COST/DM	0	17,937.75	.00	.00	-17,937.75	100.0%
2024/06/000037	12/11/2023	API	17,937.75	VND 012304	IN 1860-003		CAMPBELL FLANNERY PC	LUTMAN VS JCC (DEL	88942	
001.401.GG.423000.			3,200	CONT SVCS	3,200	22,093.71	.00	.00	-18,893.71	690.4%
2024/01/000054	07/07/2023	API	169.55	VND 013004	IN IN118162A		DIGITAL DOCUMENT SOL	EXTRA/COLOR COPIES	88230	
2024/01/000054	07/06/2023	API	146.91	VND 015010	IN 42656317A		FIRST CITIZENS BANK	JULY 2023 COPIER M	88233	
2024/01/000212	07/01/2023	GRV	3,582.00	REF	FY23PP		REV FY23 PREPAIDS			
2024/01/000269	07/01/2023	BUC	3,200.00	REF			ORIGINAL BUDGET 2024			
2024/02/000196	08/01/2023	API	176.67	VND 013004	IN IN119250		DIGITAL DOCUMENT SOL	AUGUST 2023 COPIER	88413	
2024/02/000196	08/14/2023	API	146.91	VND 015010	IN 42849380		FIRST CITIZENS BANK	JULY COPIER SERVIC	88502	
2024/02/000369	08/23/2023	APM	8,325.00	VND 029123	IN 045-430810		TYLER TECHNOLOGIES	TYLER TRAINING		
2024/03/000253	09/07/2023	API	232.10	VND 013004	IN IN120820		DIGITAL DOCUMENT SOL	EXTRA COLOR COPIES	88627	
2024/03/000253	09/01/2023	API	146.91	VND 015010	IN 43051028		FIRST CITIZENS BANK	COPIER SERVICE	88630	
2024/03/000273	09/28/2023	API	146.91	VND 015010	IN 43254353		FIRST CITIZENS BANK	OCTOBER COPIER SER	88726	
2024/04/000153	10/26/2023	API	147.26	VND 015010	IN 43453351		FIRST CITIZENS BANK	MONTHLY COPIER SER	88796	
2024/04/000153	10/26/2023	API	38.91	VND 015010	IN 43453351		FIRST CITIZENS BANK	ADJUSTED PAST DUE	88796	
2024/04/000167	10/31/2023	API	195.42	VND 013004	IN 2025414		DIGITAL DOCUMENT SOL	COPIERS - (9/5/23		
2024/05/000098	11/07/2023	API	111.59	VND 013004	IN IN123840		DIGITAL DOCUMENT SOL	COVERAGE 10/6/2023	88846	
2024/05/000134	11/28/2023	API	147.26	VND 015010	IN 43653948		FIRST CITIZENS BANK	MONTHLY COPIER STA	88904	
2024/06/000114	12/26/2023	API	147.26	VND 015010	IN 43853954		FIRST CITIZENS BANK	COPIER MONTHLY SER	89067	
2024/07/000067	01/04/2024	API	7,500.00	VND 027003	IN 2024604		EASTERN PNH REG PLNG	ADMIN FEES - BROAD	89102	
2024/07/000119	01/18/2024	API	99.24	VND 013004	IN IN125182		DIGITAL DOCUMENT SOL	COMMISSION OFFICE C	89167	
2024/07/000119	01/23/2024	API	201.21	VND 013004	IN IN126508		DIGITAL DOCUMENT SOL	COMMISSION COPIER	89167	
2024/07/000119	01/26/2024	API	147.26	VND 015010	IN 44055364		FIRST CITIZENS BANK	COMMISSION COPIER	89172	

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001.401.GG.423000.		CONT SVCS						
2024/08/000166	02/05/2024 API	138.08 VND	013004 IN	IN127929		DIGITAL DOCUMENT SOL	COMMISSION	89303
2024/08/000181	02/23/2024 API	147.26 VND	015010 IN	44255248		FIRST CITIZENS BANK	COMM OFFICE	89343
001.401.GG.423900.		INS RETIRE						
		90,000	90,000	69,012.00	7,668.00	.00	20,988.00	76.7%
2024/01/000103	07/14/2023 API	7,668.00 VND	027078 IN	RHBT7/2023		RETIREE HLTH BEN TRU	RETIREE HEALTH INS	88268
2024/01/000269	07/01/2023 BUC	90,000.00 REF				ORIGINAL BUDGET 2024		
2024/02/000089	08/01/2023 API	7,668.00 VND	027078 IN	RHBT08/2023		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	88353
2024/03/000253	09/29/2023 API	7,668.00 VND	027078 IN	RHBT09/23		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	88642
2024/04/000018	10/01/2023 API	7,668.00 VND	027078 IN	RHBT10/23		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	88642
2024/05/000038	11/03/2023 API	7,668.00 VND	027078 IN	RHBT11/2023		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	88803
2024/06/000015	12/01/2023 API	7,668.00 VND	027078 IN	RHBT12/2023		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	88919
2024/07/000042	01/03/2024 API	7,668.00 VND	027078 IN	RHBT01/2024		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	89086
2024/08/000049	02/05/2024 API	7,668.00 VND	027078 IN	RHBT02/2024		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	89235
2024/09/000076	03/01/2024 API	7,668.00 VND	027078 IN	RHBT03/2024		RETIREE HLTH BEN TRU	RETIREE HEALTH BEN	89402
001.401.GG.434100.		MAT SUPP						
		2,700	2,700	9,081.00	.00	.00	-6,381.00	336.3%
2024/01/000243	07/31/2023 API	97.94 VND	037008 IN	2023471		AMAZON	OFFICE SUPPLIES -	
2024/01/000269	07/01/2023 BUC	2,700.00 REF				ORIGINAL BUDGET 2024		
2024/04/000163	10/31/2023 API	203.94 VND	010000 IN	Accustic Panels-BN		AMAZON.COM	Accustic Panels-BN	
2024/05/000098	11/16/2023 API	8,539.00 VND	012025 IN	2023 GARLAND		CITY OF CHARLES TOWN	GARLAND FOR COURTH	88843
2024/05/000146	11/30/2023 API	-39.95 VND	010000 IN	2025213		AMAZON.COM	AMZN MKTP US	
2024/05/000146	11/30/2023 API	-39.95 VND	010000 IN	2025214		AMAZON.COM	AMZN MKTP US	
2024/06/000127	12/31/2023 API	222.06 VND	010000 IN	2025267		AMAZON.COM	AMAZON.COM*VJ62D0W	
2024/07/000155	01/31/2024 API	24.99 VND	010000 IN	2025704		AMAZON.COM	COMMISSIOENR P.MAJ	
2024/07/000155	01/31/2024 API	37.03 VND	010000 IN	2025705		AMAZON.COM	COMM OF C HEAVY DU	
2024/07/000155	01/31/2024 API	35.94 VND	010000 IN	2025706		AMAZON.COM	DATE STAMP-S.PITTS	
001.401.GG.435300.		COMP SFTWR						
		1,000	1,000	34.18	.00	.00	965.82	3.4%
2024/01/000248	07/31/2023 API	58.85 VND	037037 IN	2023714		MICROSOFT OFFICE	MICROSOFT PROJECT	
2024/01/000269	07/01/2023 BUC	1,000.00 REF				ORIGINAL BUDGET 2024		
2024/02/000351	08/31/2023 API	-24.67 VND	037037 IN	2023860		MICROSOFT OFFICE	MICROSOFT*365	
001.401.GG.435600.		LIC ANL FE						
		0	0	149.00	.00	.00	-149.00	100.0%
2024/03/000363	09/30/2023 API	149.00 VND	012025 IN	JCC ANNUAL PARKING		CITY OF CHARLES TOWN	CITY OF CHARLES TO	

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001.401.GG.456700.	4,800	TRF OTH GV 4,800	4,800.00	.00	.00	.00	100.0%
2024/01/000103 07/13/2023 API	4,800.00 VND	037192 IN 2021438					
2024/01/000269 07/01/2023 BUC	4,800.00 REF			WV TREASURY	EFT FY24	WV PROS A	88314
				ORIGINAL BUDGET 2024			
001.401.GG.456708.	14,231	INKD-FM PT 14,231	.00	.00	.00	14,231.00	.0%
2024/01/000269 07/01/2023 BUC	14,231.00 REF			ORIGINAL BUDGET 2024			
001.401.GG.456800.	1,000	CONT-OTH 1,000	.00	.00	.00	1,000.00	.0%
2024/01/000269 07/01/2023 BUC	1,000.00 REF			DRIGINAL BUDGET 2024			
001.401.GG.456800.G2011	0	CONT-OTH 0	116,250.00	.00	.00	-116,250.00	100.0%
2024/01/000004 07/01/2023 API	38,750.00 VND	019044 IN DAY24/1		JEFF DAY REPORT CNTR 2023/24	ALLOC		88206
2024/04/000002 10/05/2023 API	38,750.00 VND	019044 IN DAY24/2		JEFF DAY REPORT CNTR 2023/24	ALLOCATION		88636
2024/07/000002 01/01/2024 API	38,750.00 VND	019044 IN DAY24/3		JEFF DAY REPORT CNTR 2023/24	ALLOCATION		89033
TOTAL COUNTY COMMISSION	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	78.1%
TOTAL GENERAL FUND	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	78.1%
TOTAL EXPENSES	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	
GRAND TOTAL	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	78.1%

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

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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Print Full or short description: S
 Print MTD Version: Y
 Print Revenues-Version headings: N
 Format type: 1
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Include requisition amount: N
 Multiyear view: D

Year/Period: 2024/ 9
 Print revenue as credit: Y
 Print totals only: N
 Suppress zero bal accts: Y
 Print full GL account: Y
 Double space: N
 Roll projects to object: N
 Carry forward code: 1
 Print journal detail: Y
 From Yr/Per: 2024/ 1
 To Yr/Per: 2024/ 9
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1

Find Criteria

Field Name	Field value
Org	001401
Object	
Project	
Rollup code	
Account type	
Account status	

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001 GENERAL FUND							
001401 COUNTY COMMISSION							
001.401.GG.410100.		OFF SAL					
001.401.GG.410300.	227,675	227,675	144,266.04	25,793.10	.00	83,408.96	63.4%
001.401.GG.410400.	528,613	WAGES	257,611.48	35,081.64	.00	263,151.52	49.5%
001.401.GG.410401.	33,751	520,763	24,822.50	3,750.92	.00	8,928.50	73.5%
001.401.GG.410500.	7,893	FICA	5,805.25	877.24	.00	2,087.75	73.5%
001.401.GG.410599.	166,437	MEDICARE	34,945.79	3,413.50	.00	131,491.21	21.0%
001.401.GG.410600.	-166,437	7,893	-34,450.12	.00	.00	-131,986.88	20.7%
001.401.GG.410801.	48,993	HEALTH INS	32,891.76	5,007.57	.00	16,101.24	67.1%
001.401.GG.410802.	2,000	166,437	228.19	19.02	.00	1,771.81	11.4%
001.401.GG.421100.	0	HLTH INS C	2,943.08	.00	.00	-2,943.08	100.0%
001.401.GG.421400.	1,350	RETIREMT	2,165.82	.00	.00	-815.82	160.4%
001.401.GG.421800.	15,000	48,993	4,019.50	562.50	.00	10,980.50	26.8%
001.401.GG.422000.	250	OVERTIME	138.85	.00	.00	111.15	55.5%
001.401.GG.422100.	6,000	2,000	1,936.72	184.16	.00	4,063.28	32.3%
001.401.GG.422200.	7,500	PT/EX HELP	2,834.00	.00	.00	4,666.00	37.8%
001.401.GG.422300.	13,015	0	13,143.00	.00	.00	-128.00	101.0%
001.401.GG.422301.	70,350	TELEPHONE	56,834.24	24,319.53	.00	13,515.76	80.8%
001.401.GG.422302.	210,000	1,350	132,400.89	28,107.30	.00	77,599.11	63.0%
001.401.GG.422400.	5,040	TRAVEL	2,358.00	1,422.00	.00	2,682.00	46.8%
	35,100	15,000	.00	.00	.00	35,100.00	.0%

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.422600.	329,000	INS / BOND 329,000	360,385.50	.00	.00	-31,385.50	109.5%
001.401.GG.422601.	130,000	WC INS 130,000	120,541.50	.00	.00	9,458.50	92.7%
001.401.GG.422602.	20,000	UNEMP INS 20,000	862.44	.00	.00	19,137.56	4.3%
001.401.GG.422900.	0	CT COST/DM 0	17,937.75	.00	.00	-17,937.75	100.0%
001.401.GG.423000.	3,200	CONT SVCS 3,200	22,093.71	.00	.00	-18,893.71	690.4%
001.401.GG.423900.	90,000	INS RETIRE 90,000	69,012.00	7,668.00	.00	20,988.00	76.7%
001.401.GG.434100.	2,700	MAT SUPP 2,700	9,081.00	.00	.00	-6,381.00	336.3%
001.401.GG.435300.	1,000	COMP SFTWR 1,000	34.18	.00	.00	965.82	3.4%
001.401.GG.435600.	0	LIC ANL FE 0	149.00	.00	.00	-149.00	100.0%
001.401.GG.456700.	4,800	TRF OTH GV 4,800	4,800.00	.00	.00	.00	100.0%
001.401.GG.456708.	14,231	INKD-FM PT 14,231	.00	.00	.00	14,231.00	.0%
001.401.GG.456800.	1,000	CONT-OTH 1,000	.00	.00	.00	1,000.00	.0%
001.401.GG.456800.G2011	0	CONT-OTH 0	116,250.00	.00	.00	-116,250.00	100.0%
TOTAL COUNTY COMMISSION	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	78.1%
TOTAL GENERAL FUND	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	78.1%
TOTAL EXPENSES	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	
GRAND TOTAL	1,808,461	1,800,611	1,406,042.07	136,206.48	.00	394,568.93	78.1%

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: S
Print MTD version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: D

Year/Period: 2024/ 9
Print revenue as credit: Y
Print totals only: N
Suppress zero bal accts: Y
Print full GL account: Y
Double space: N
Roll projects to object: N

Carry forward code: 1
Print journal detail: N
From Yr/Per: 2024/ 1
To Yr/Per: 2024/ 9
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PD #: J
Detail format option: 1

Find Criteria

Field Name	Field Value
Org	001401
Object	
Project	
Rollup code	
Account type	
Account status	