

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION – APRIL – JULY 2024
THURSDAY, MAY 2, 2024
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PRAYER – John Mark Seay, Assistant Pastor, Frederick Baptist Church

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE to WV FLAG

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

APPROVAL OF MINUTES

- April 15, 2024 – Opioid Settlement Fund Public Workshop
- April 16, 2024 – Lay the Levy
- April 18, 2024 Regular Meeting
- April 22, 2024 – County Administrator Interviews

APPROVAL OF ACCOUNTS PAYABLE

- April 25, 2024
- May 2, 2024

APPROVAL OF MANUAL CHECKS

- April 26, 2024
- May 3, 2024

APPROVAL OF PAYROLL

- April 26, 2024

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PUBLIC COMMENT

****To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please "raise your hand" on the GotoWebinar control panel. Please submit comments via email to info@jeffersoncountywv.org. Your name & any written comments submitted for the record will be included in the minutes.**

PRESENTATIONS

1. 9:45 a.m. **Matt Harvey, Prosecuting Attorney**
 - Approval of hire – Assistant Prosecuting Attorney

2. 9:55 a.m. **Nikki Painter, Chief Deputy Clerk, County Clerk's Office**
 - Fiduciary Commissioner Report for the Estate of Tyrone Stewart Jr.
 - Election update and setting of location for primary election canvass on May 20, 2024

3. 10:10 a.m. **Luke Peters, WV Office of Broadband**
 - Presentation regarding broadband deployment in Jefferson County

4. 10:30 a.m. **Susan McFadden, Jefferson County Community Educational Outreach Service**
 - Proclamation Request to declare the week of May 19-24, 2024 Community Educational Outreach Service Week in Jefferson County

5. 10:40 a.m. **Matt Cockerham, Cochran Mill, LLC**
 - Landowner Petition for Zoning Map Amendment for Cochran Mill Road, LLC, Kabletown District; Tax Map 12, Parcel 12.7 containing 10.21 acres & Parcel 12.6 containing 9.99 acres (20.20 Total Acres) – Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

6. 10:55 a.m. **Martin Burke, Jefferson County Historic Landmarks Commission**
 - Request for \$13,200 in ARPA funding as part of an 80/20 match for Duffields Depot rehabilitation

7. 11:05 a.m. **Jennifer Brockman, County Planner, Jefferson County Office of Planning and Zoning**
 - Request for a full refund of a fee for a Waiver Application for Road Runner Wrecker (applicant)

8. 11:15 a.m. **Laura Kuhn, Director, Jefferson County Fleet & Facilities Management**
 - Approval to purchase three 5-ton heat pump units for the gymnasium at the Jefferson County Community Center

9. 11:25 a.m. **Jeffrey Polczynski, Director, Jefferson County Emergency Communications**
 - Appointment Request – two full-time public safety dispatchers

10. 11:30 a.m. **-----BREAK-----**

11. 11:40 a.m. **Mike Sine, Director, Jefferson County Emergency Services**
 - MOU with HFNP employee promotion
 - Pay table revision
 - Transfer employee from part-time to full-time
 - Employee promotion

12. 11:55 a.m. Bessie Nelson, Budget Director
- Review and Approval of FY25 Benefits Selection to Include medical, dental, vision, and life insurance
13. 12:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property
 - b. Discussion and legal advice concerning West Virginia Human Rights Commission Docket No.: EREP-49-21

COUNTY ADMINISTRATOR REPORTS

- Article 147
 - FY2023 Appropriation Requests
 - Grant Funding – Region 9
 - Opioid Settlement Funding – Next Steps
 - Impact Fee Study Update
14. ADJOURN

CORRESPONDENCE AND INFORMATION

Jefferson County Office of Planning & Zoning FY24 3rd Quarter Report

Year-to-Date Budget Reports

Correspondence received from the following: Thomas & Jan Loy, Peter Kubic, William Wilt

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

SPECIAL SESSION TO LAY THE LEVY

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in- person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, April 16, 2024, beginning at 09:30 a.m.

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

In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2025

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

The purpose of the meeting was to Lay the Levy for FY25.

AUTHORIZED RATES

Class I Property	Thirteen and twenty-five cents (\$13.25)
Class II Property	Twenty-six and fifty cents (\$26.50)
Class II Property and Class IV Property	Fifty-three (\$53.00)

Mr. Majdi to approve the levy rates for property taxation beginning July 1, 2024, as reflected in the Levy Order Rate Sheet, and to authorize the County Clerk to sign the Levy Order Rate Sheet as presented, and forward the proper documents to the State Auditor's office. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

There being no further business, the meeting adjourned at 9:33 am.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

SPECIAL SESSION OPIOD SETTLEMENT WORKSHOP

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in-person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Monday, April 15, 2024, beginning at 6:00 pm.

PRESENT: Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Jennifer Krouse, County Administrator
Edwina Benites, Interim County Administrator
Sorayda Pitts, Administrative Assistant

SPEAKERS: Dr. Terrence Reidy- Jefferson County Health Department
Sheriff Tom Hansen and Sargent Armel- Jefferson County Sheriff's Office
Stephen Skinner-Skinner & Skinner

In re: OPIOID SETTLEMENT WORKSHOP

The meeting was called to order at 6:00 pm by President Stolipher. The Commission received presentations from Dr. Reidy, Sheriff Hansen and Sargent Armel and Stephen Skinner. The Commission also received public comment from the following individuals and organizations.

Public Comments:

Amanda Stroud
Tina Renner
Keith Lowery
Heather Kahsay
Heather McMains
Stacie Rohn
Peter Corm
Jennifer Verdugo

Attachments

- Dr. Reidy-Jefferson County Health Department
- Memorandum of Understanding

Steve Stolipher, PRESIDENT

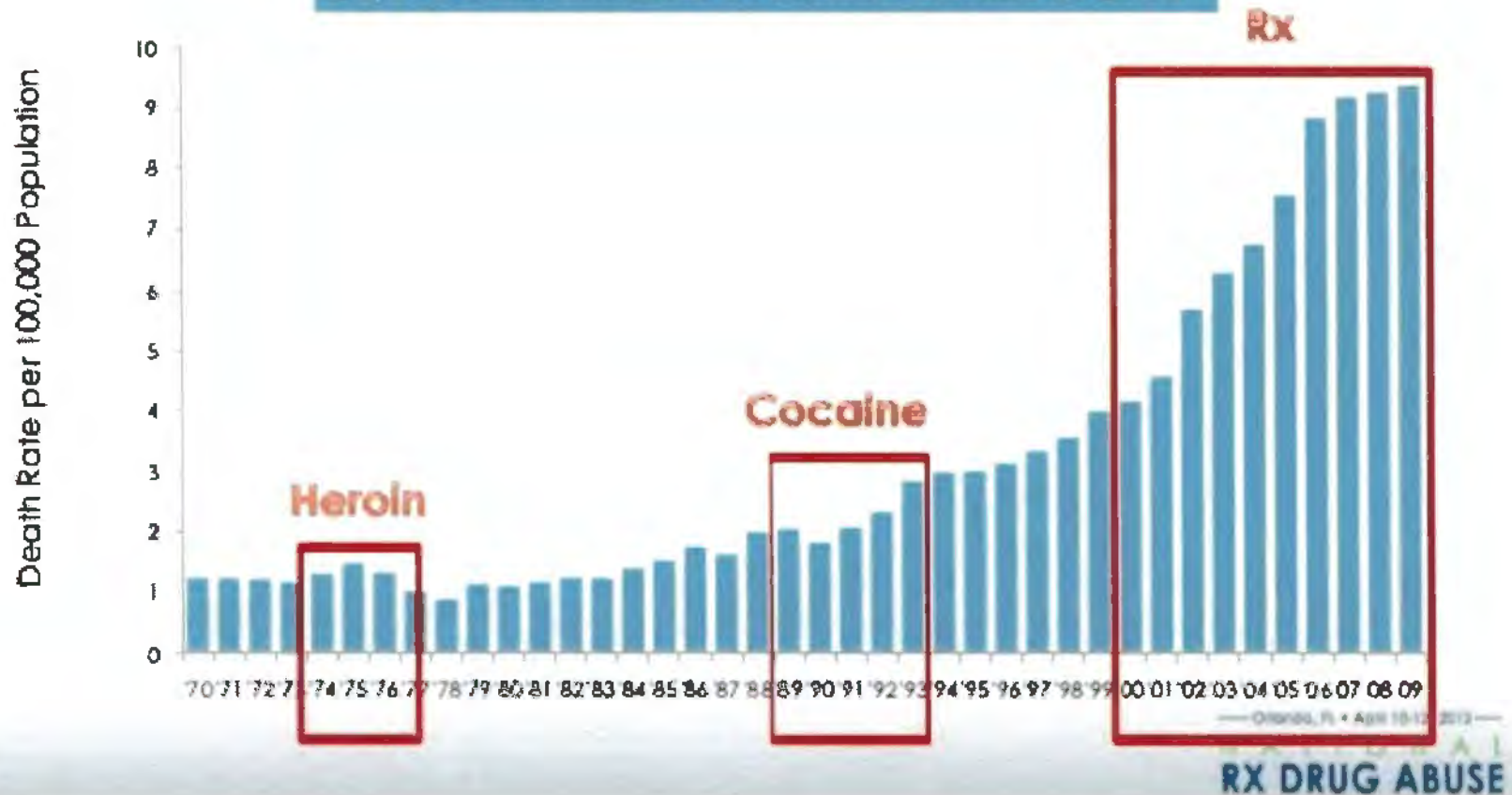
Respectfully submitted
Sorayda Pitts
Administrative Assistant

Jefferson County Opioid Workshop

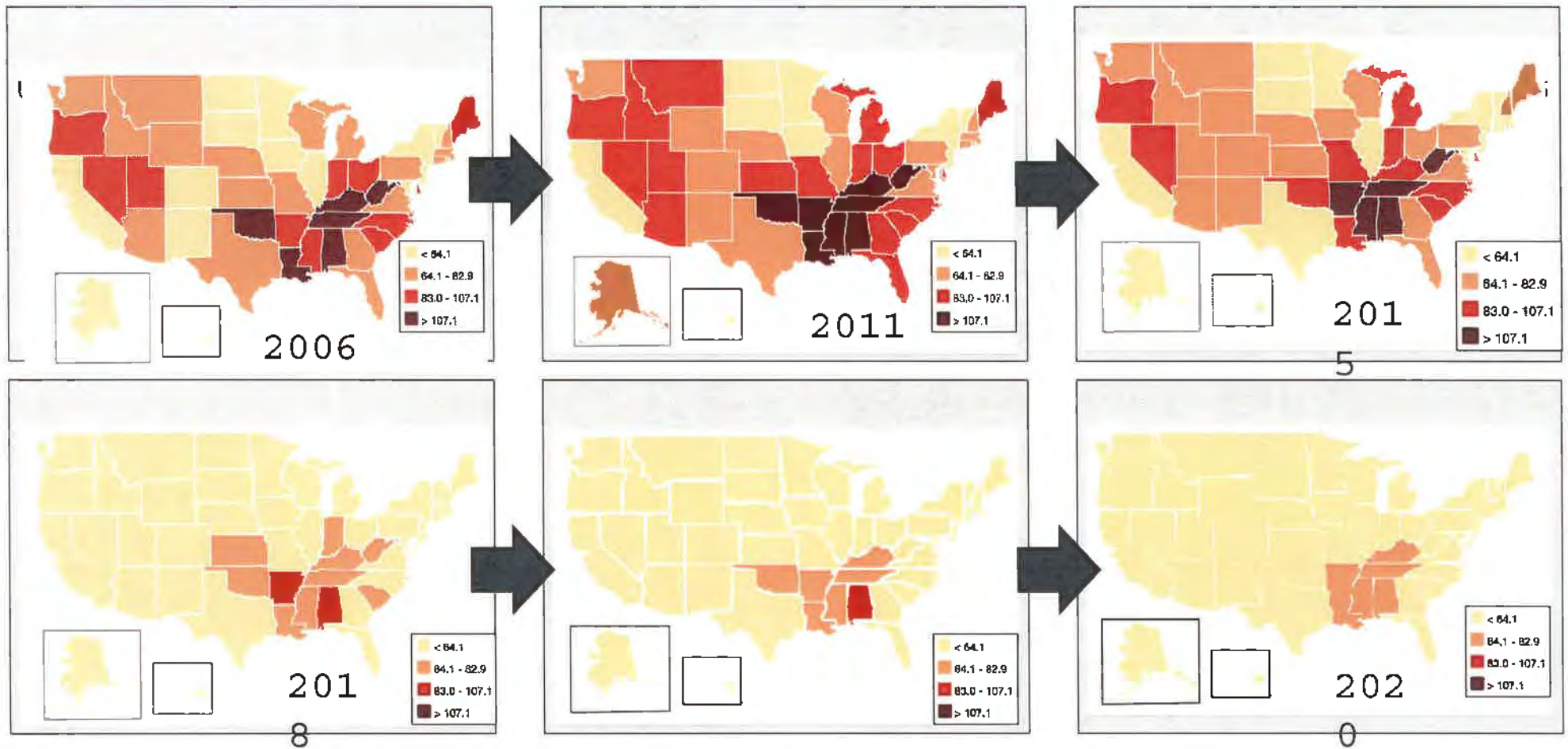
April 15, 2025

Unintentional Drug Overdose Deaths United States, 1970-2009

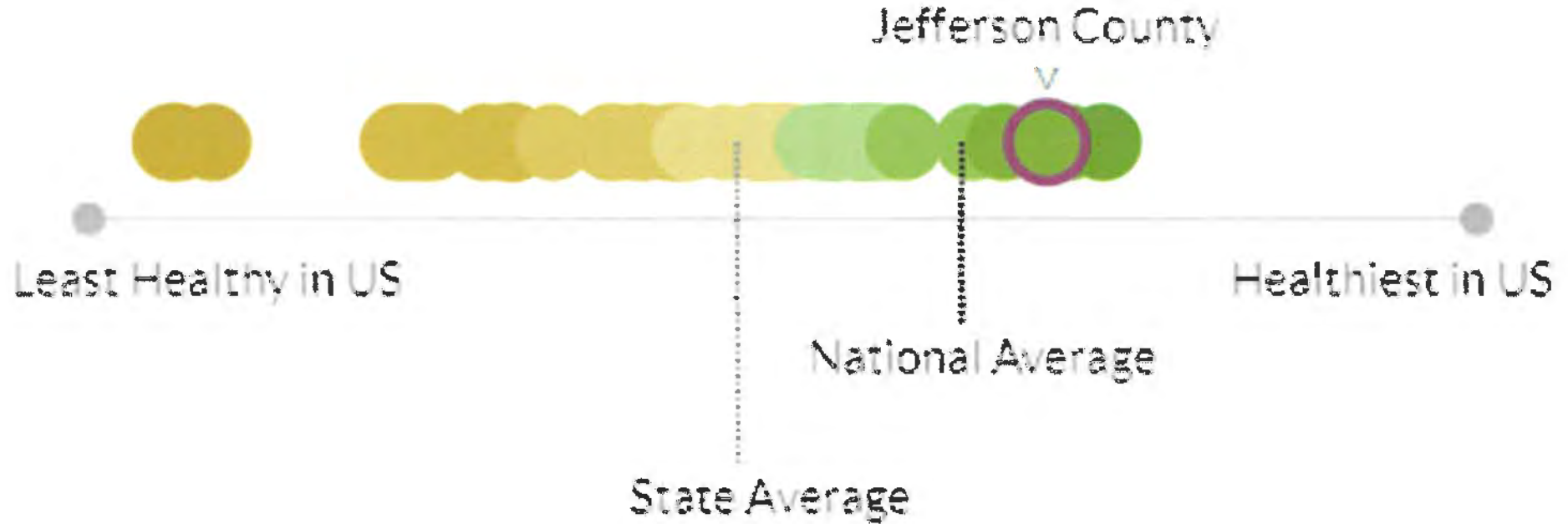
28,578 unintentional overdose deaths in 2009



U.S. Opioid Dispensing Rates by State



2024 Health Outcomes Jefferson County West Virginia

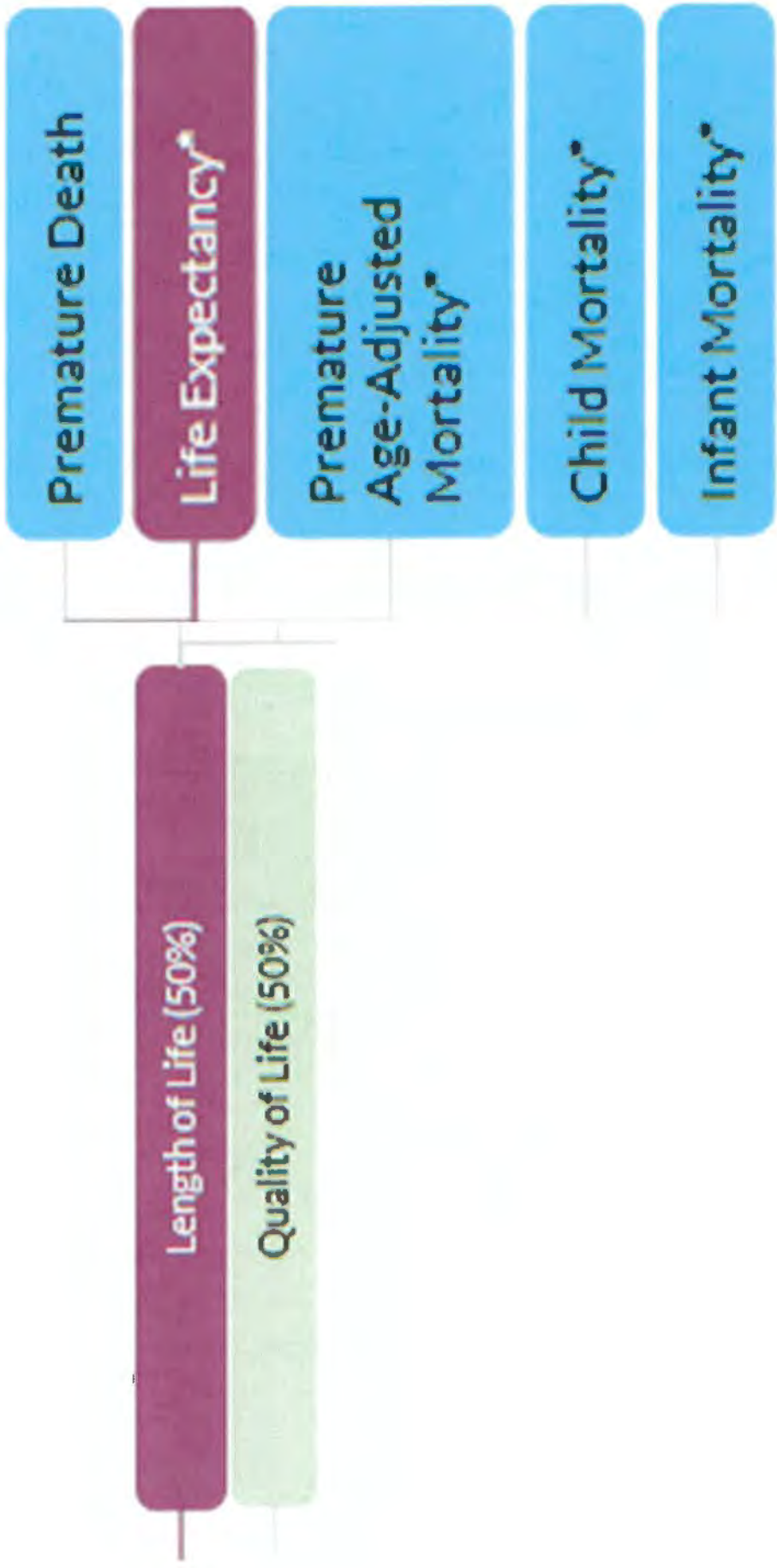


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graph LR; A[Health Outcomes] --- B[Length of Life (50%)]; A --- C[Quality of Life (50%)];
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Health Outcomes

Length of Life (50%)

Quality of Life (50%)



Average Life Expectancy at Birth- years

- United States 77.6
- Jefferson County, WV 77.0
- West Virginia 72.9

Life Expectancy at Birth

U.S. Ranks 32 of 38 OECD Countries

United States 76.4 years

OECD Average 80.3 years

Premature Deaths

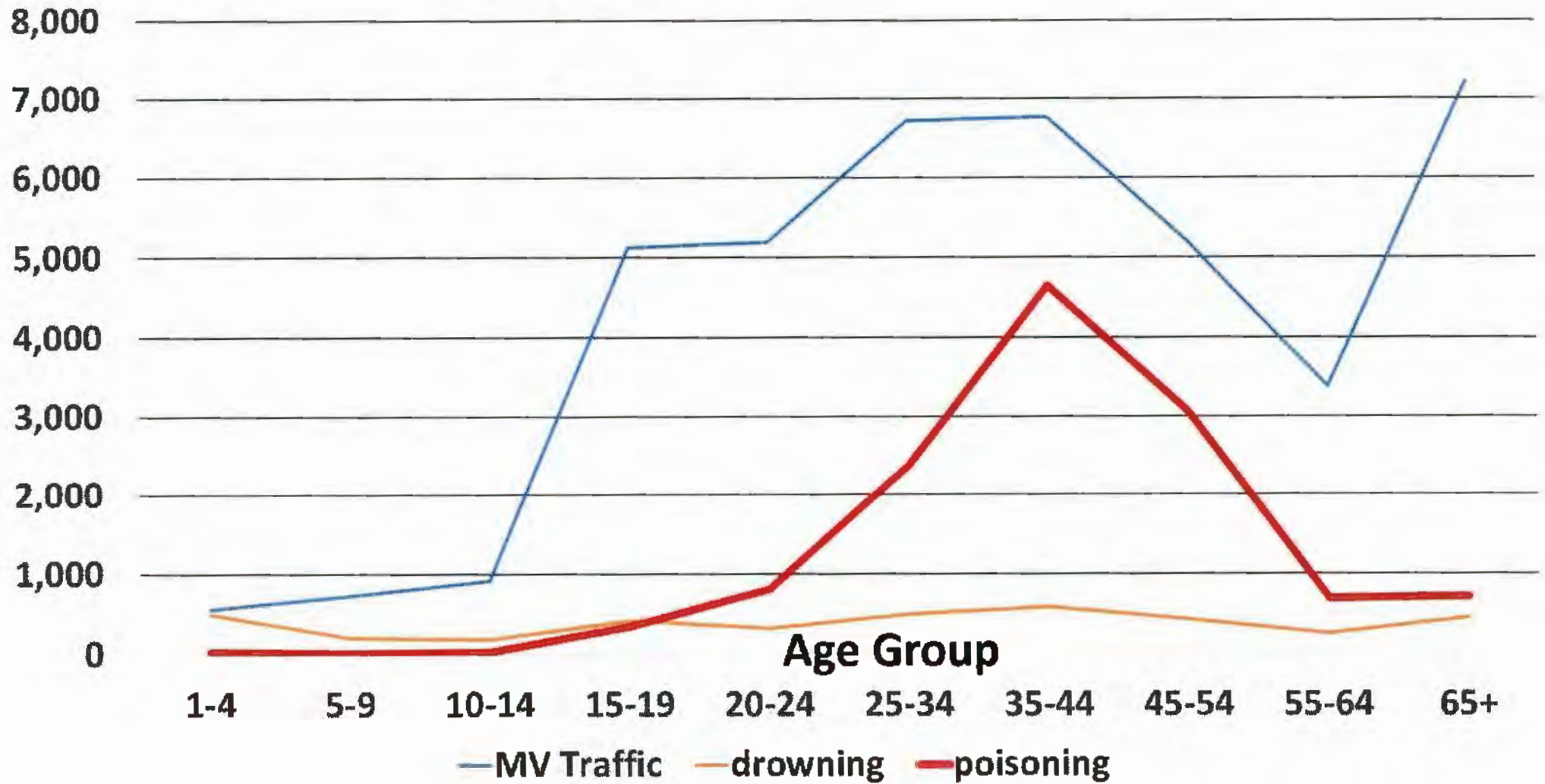
2020

10 Leading Causes of Death, United States

Rank	Age Groups								
	<1	1-4	5-9	10-14	15-19	20-24	25-34	35-44	45-54
1	Congenital Anomalies 4,043	Unintentional Injury 1,153	Unintentional Injury 685	Unintentional Injury 881	Unintentional Injury 4,654	Unintentional Injury 10,463	Unintentional Injury 31,315	Unintentional Injury 31,057	Malignant Neoplasms 34,589

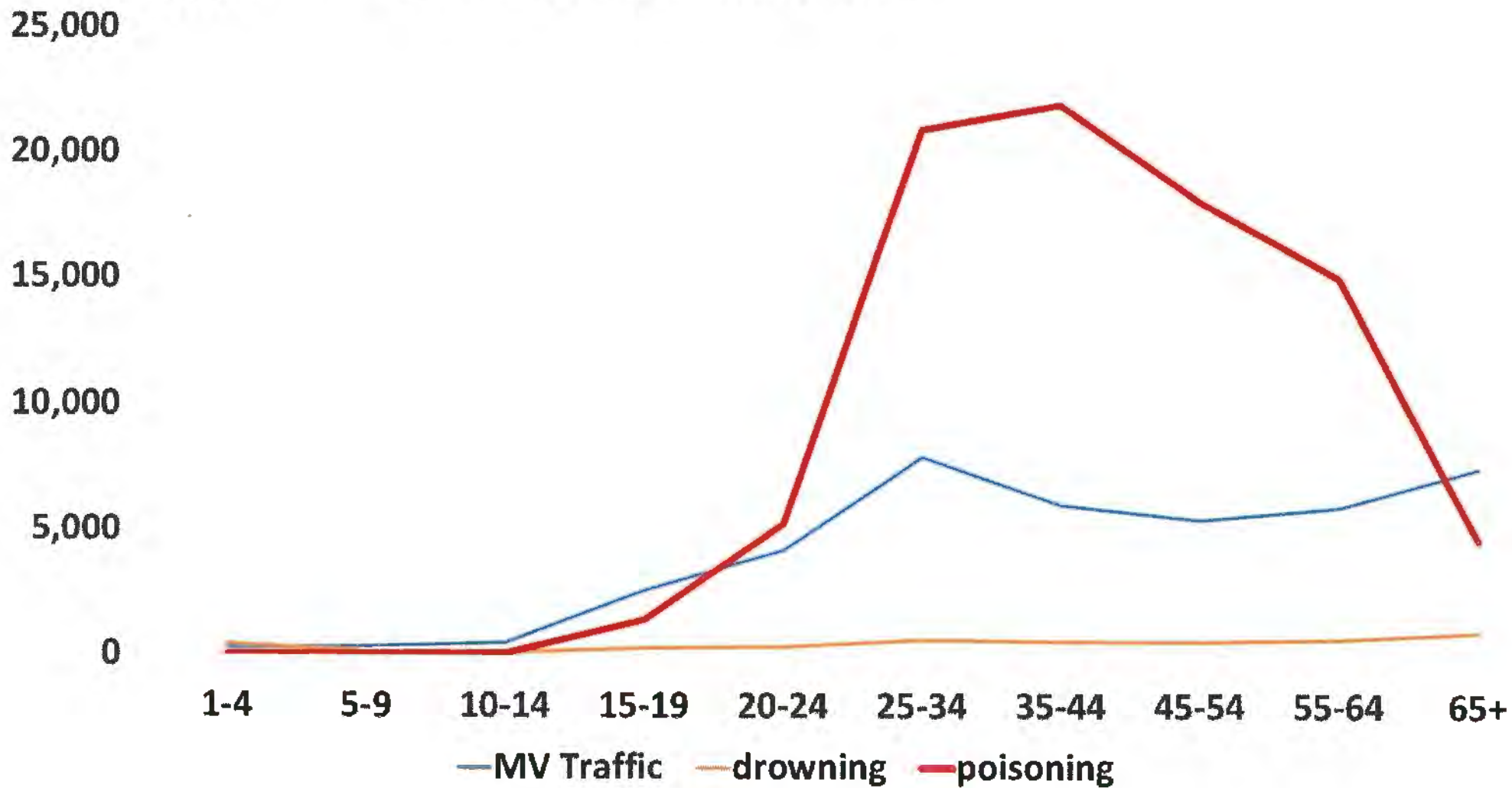
2000

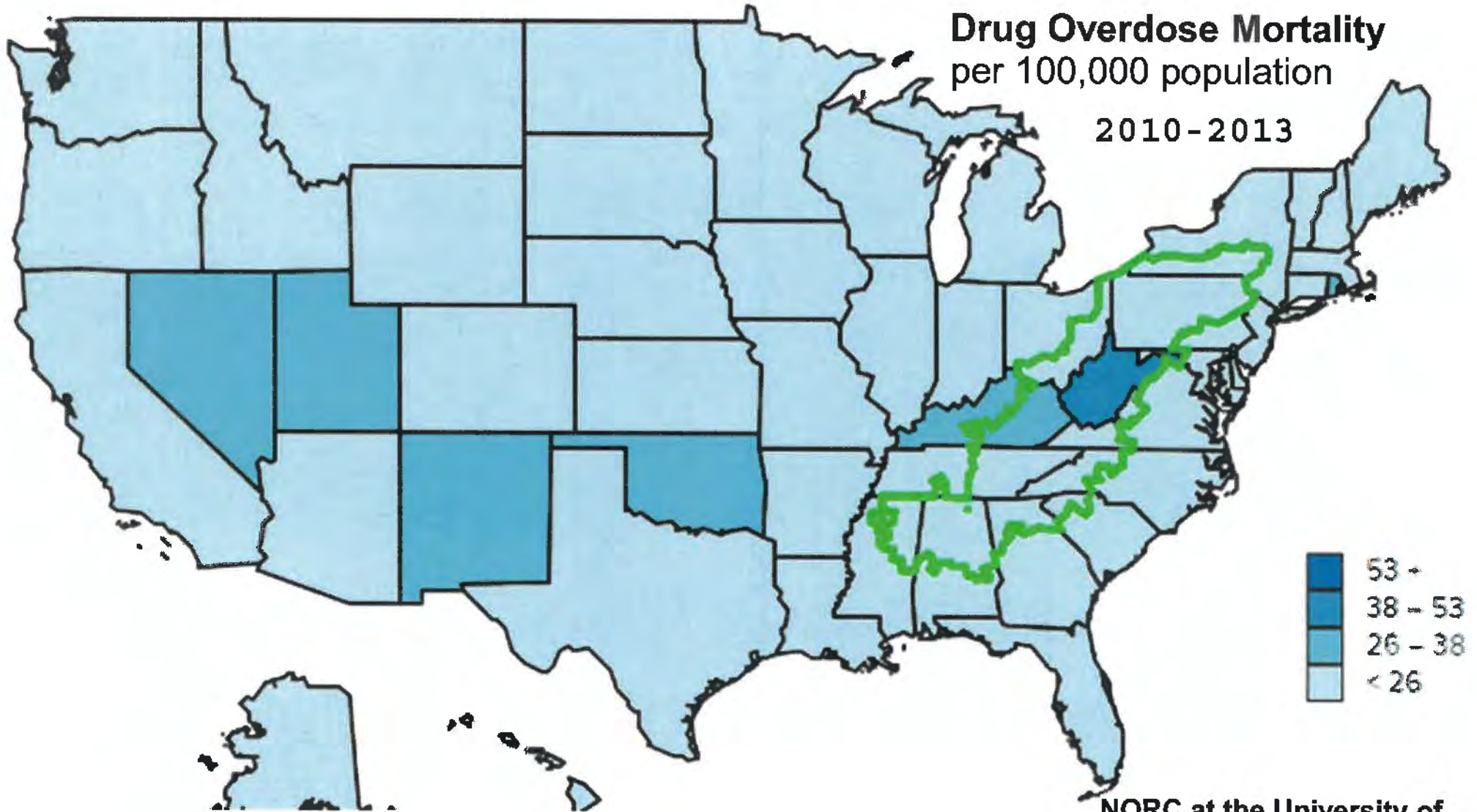
Deaths from Unintentional Injuries



2020

Deaths From Unintentional Injuries

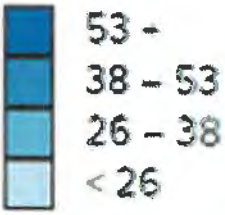
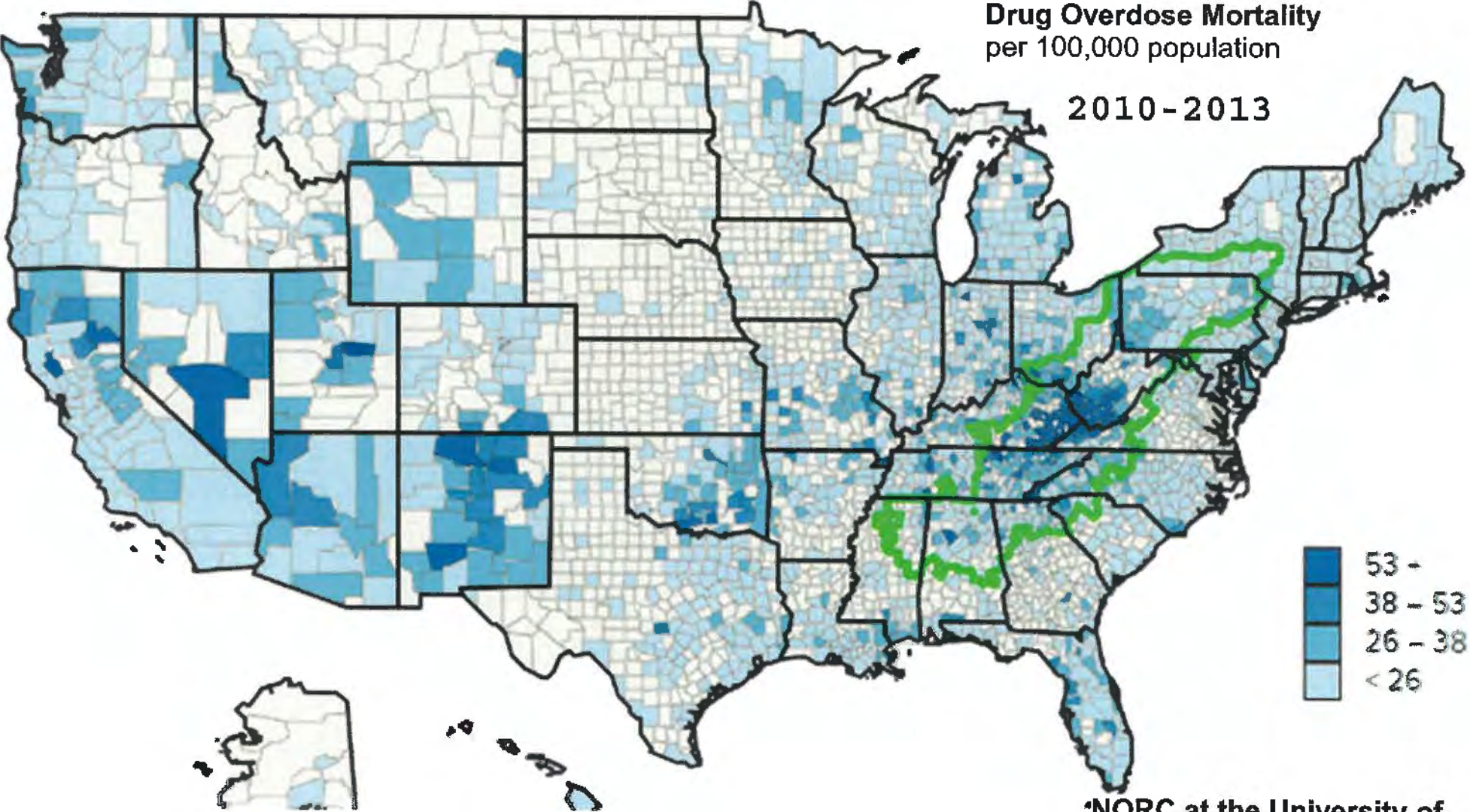




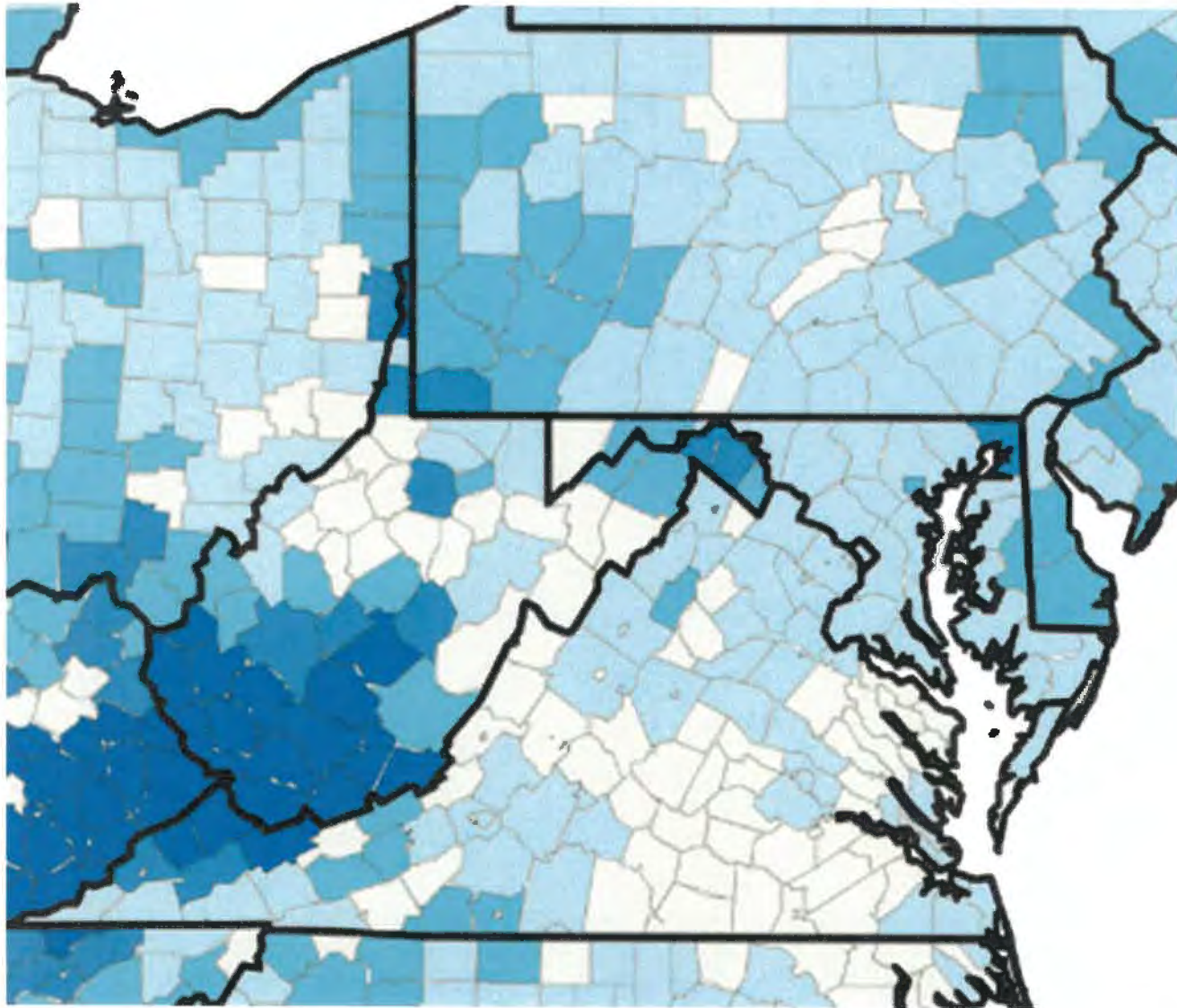
NORC at the University of

Drug Overdose Mortality
per 100,000 population

2010-2013

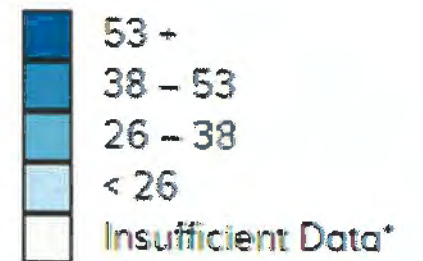


*NORC at the University of

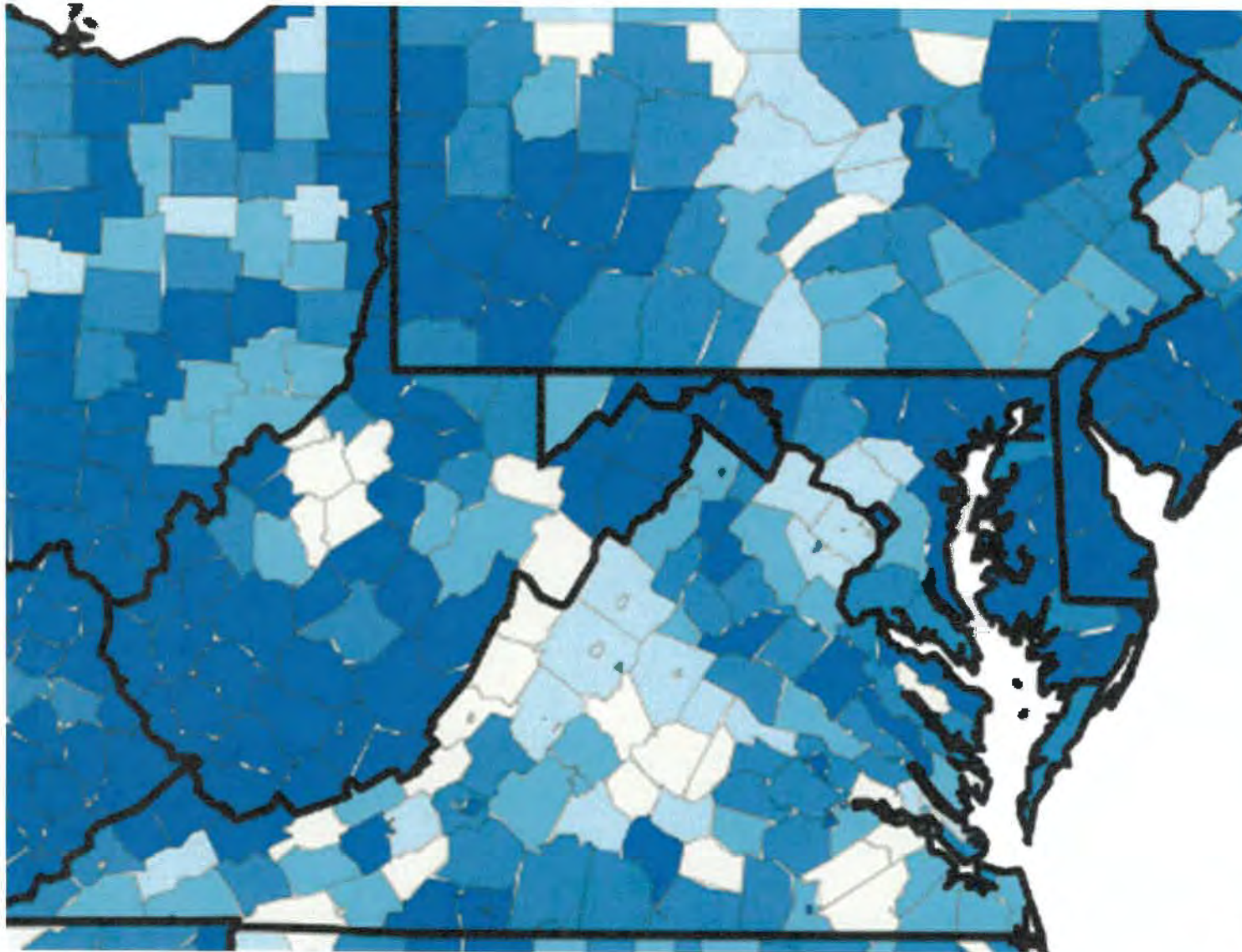


Drug Overdose Mortality
per 100,000 population

2010-2013

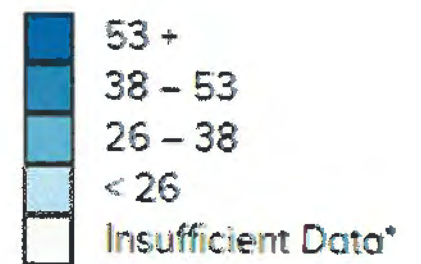


NORC at the University of



Drug Overdose Mortality
per 100,000 population

2018 - 2021



NORC at the University of

Historically High Levels of Overdose Deaths in the U.S.

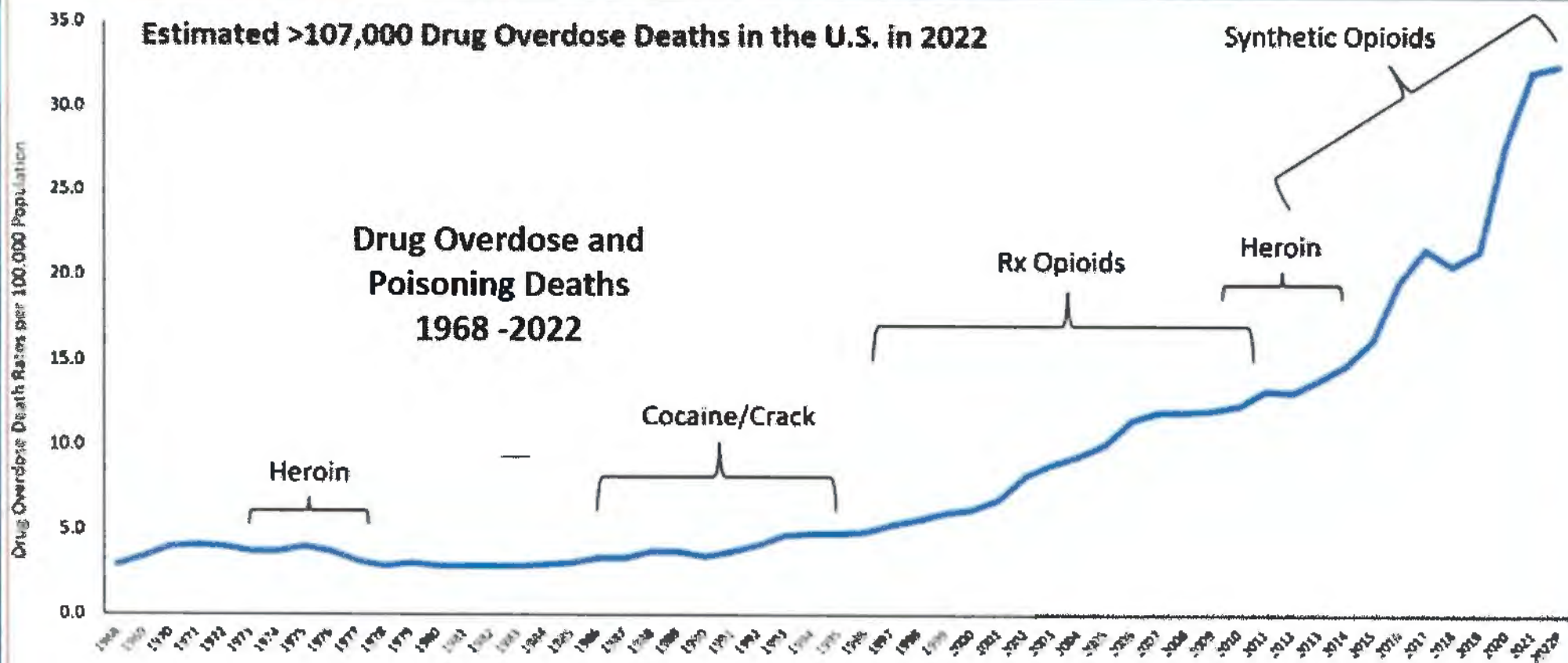
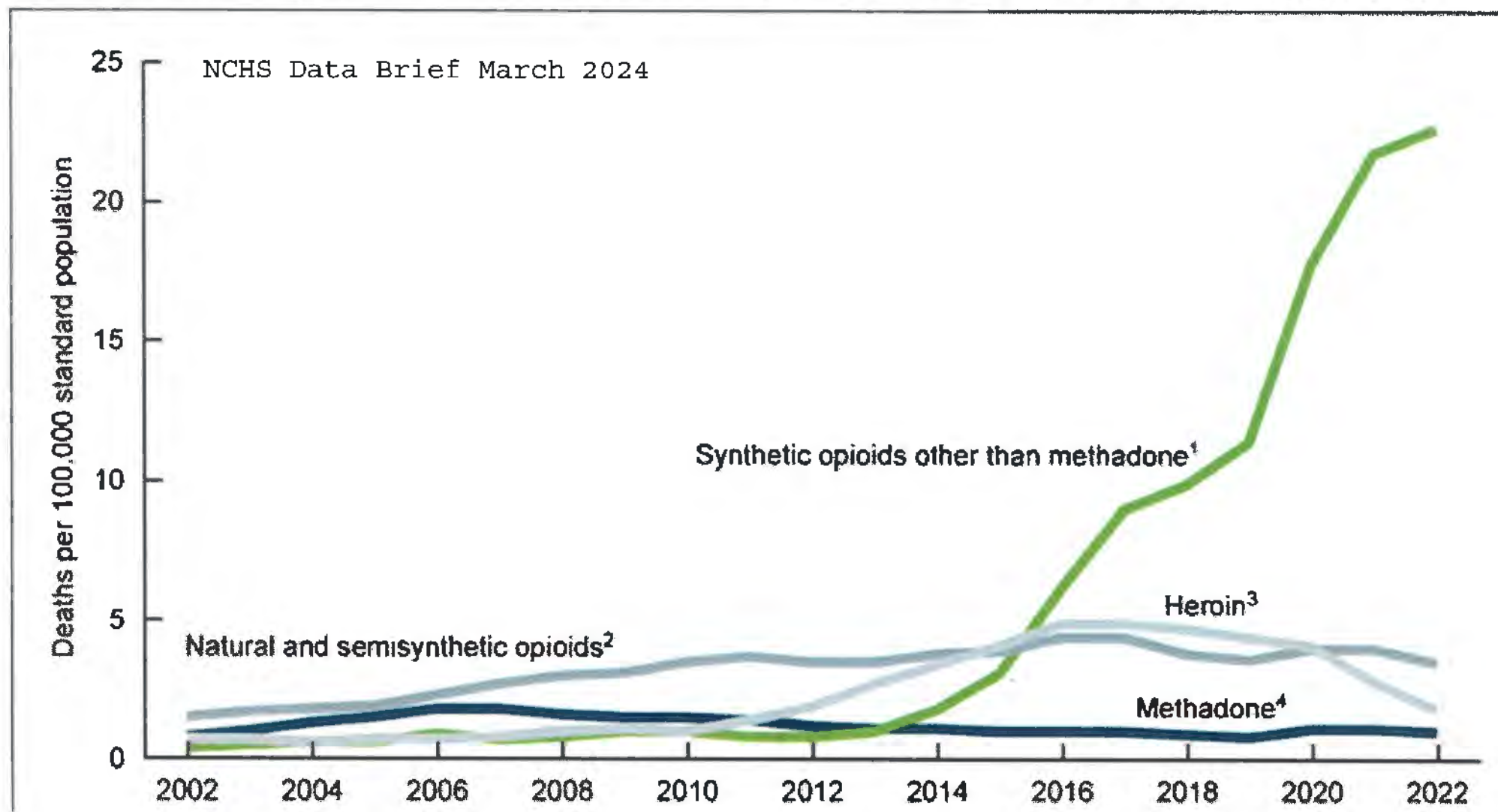


Figure 4. Age-adjusted rate of drug overdose deaths involving opioids, by type of opioid: United States, 2002–2022

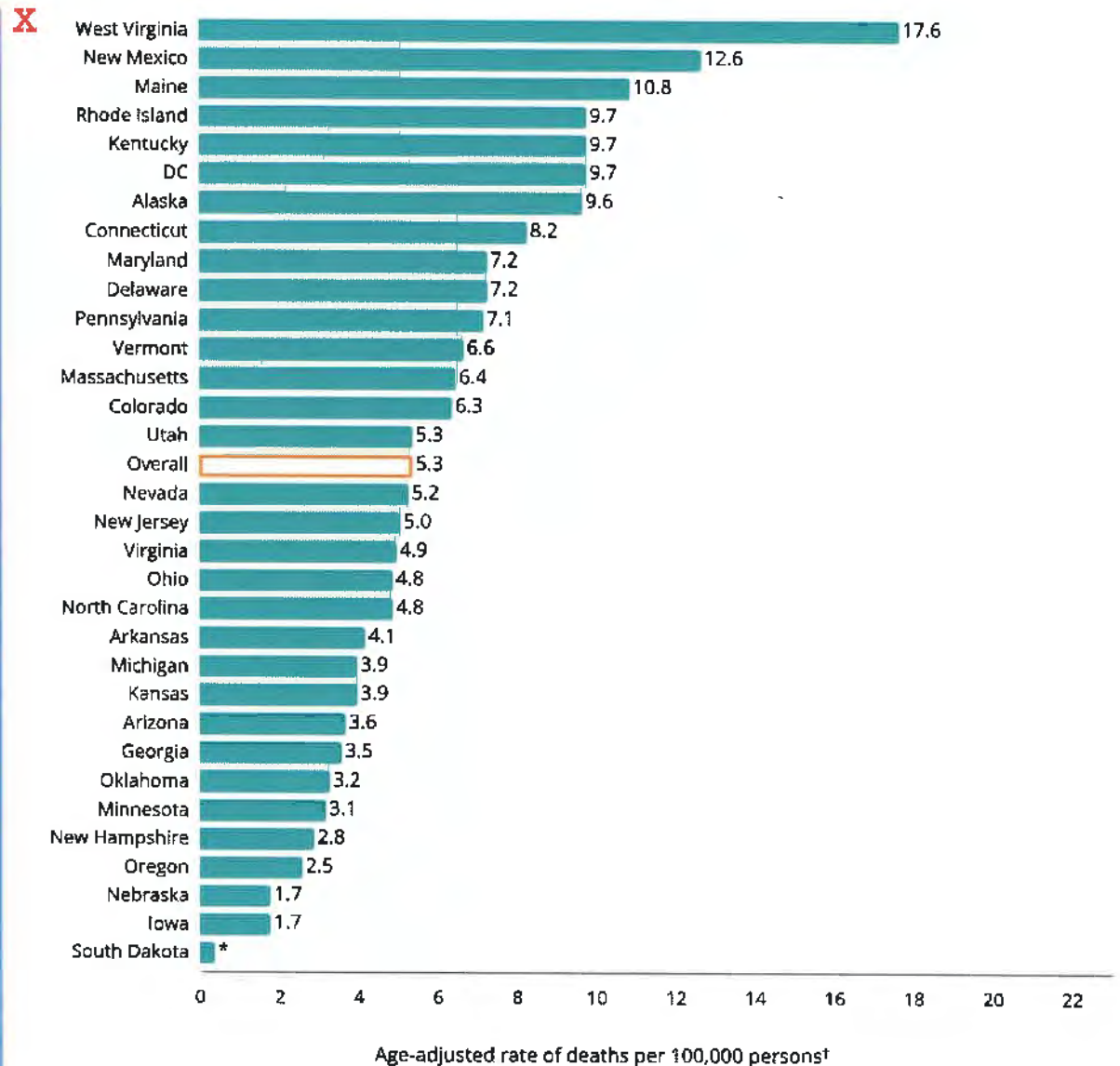


Rate of Overdose Deaths by State & Drug:

PRESCRIPTION OPIOIDS

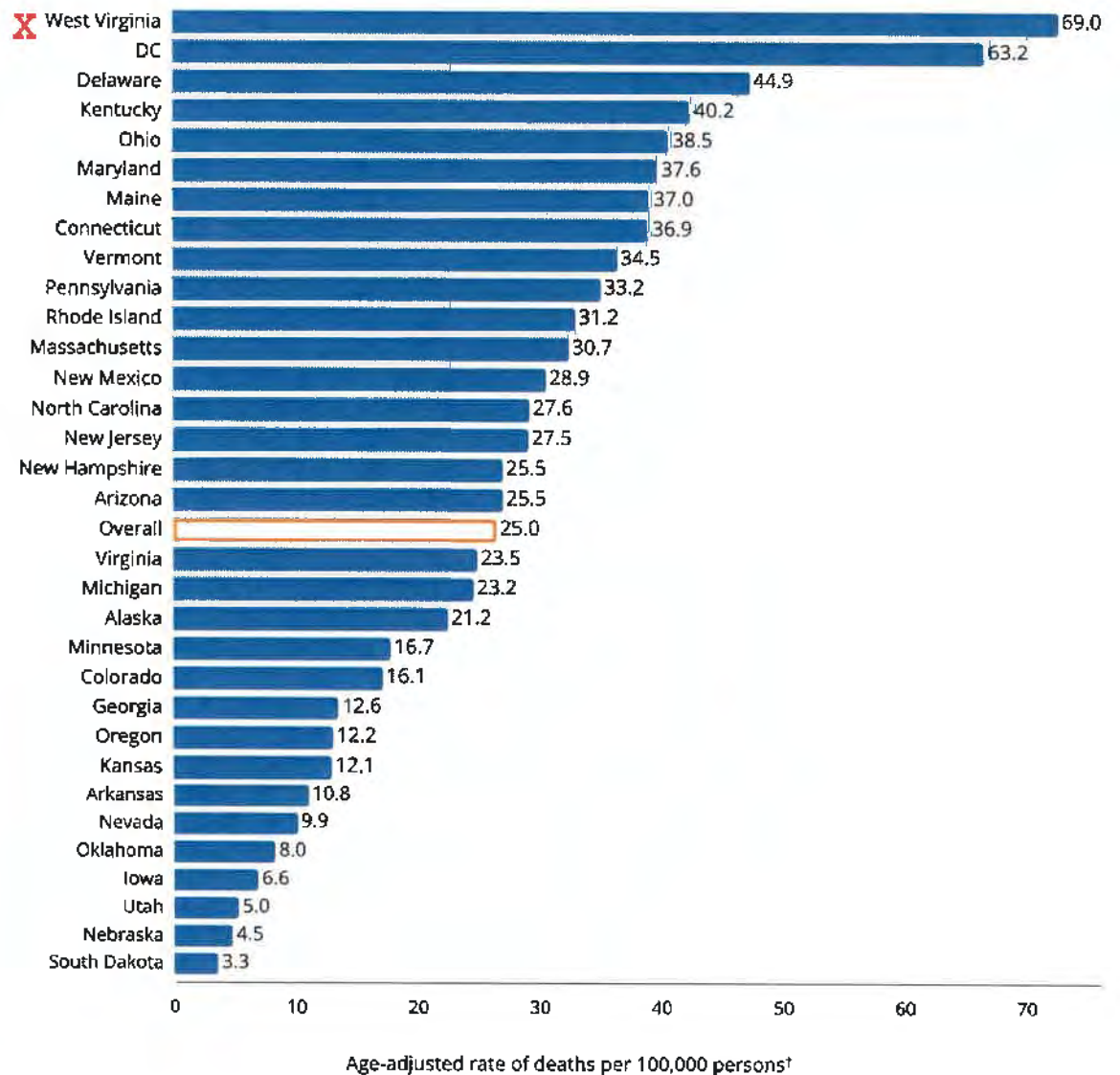
Year 2021

PRESCRIPTION OPIOIDS:
 “Commonly referred to as Opioid analgesics, medications that have been used to treat moderate to severe pain in some patients.” (CDC)

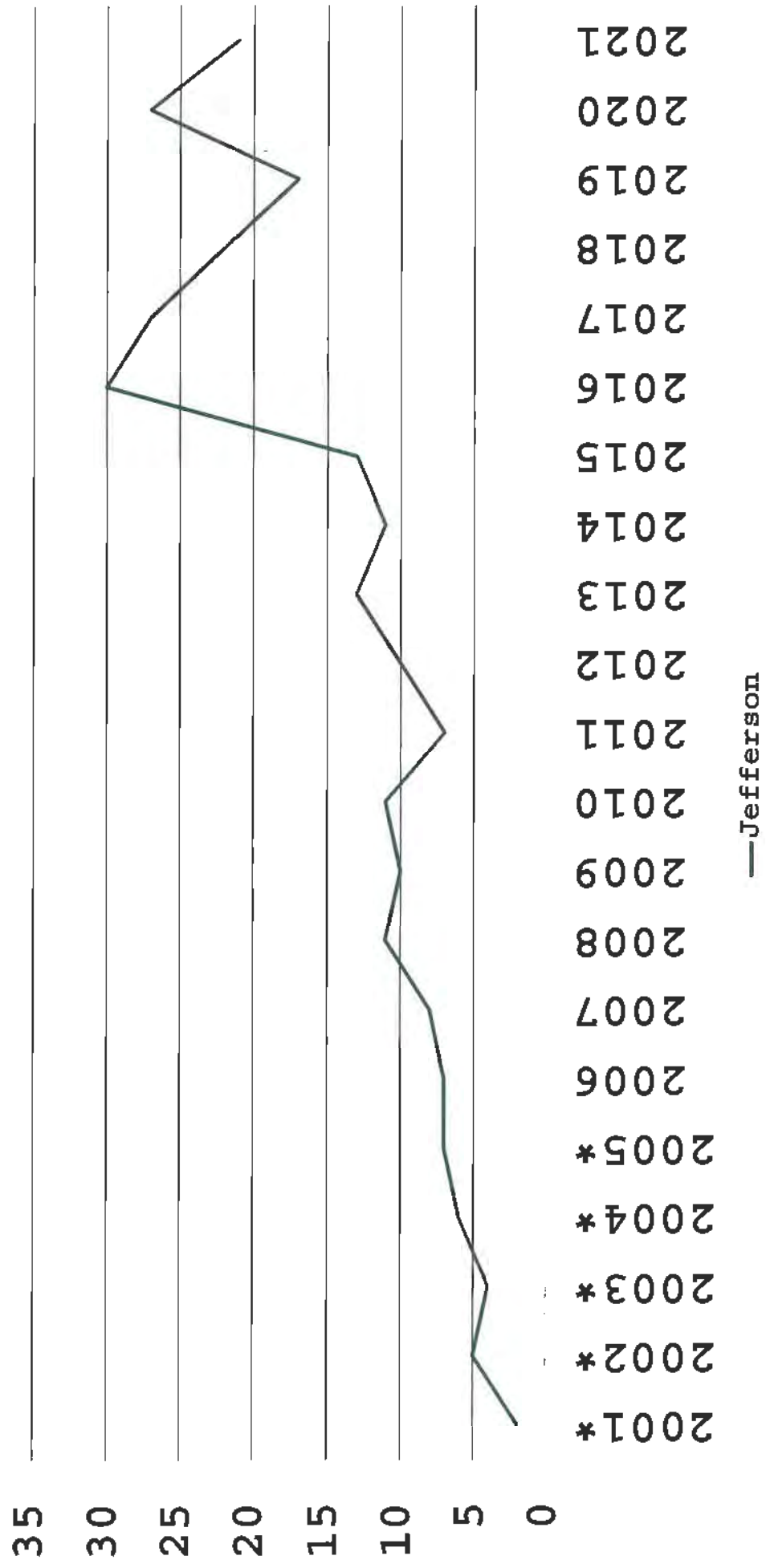


Rate of Overdose Deaths by State & Drug: ILLICITLY MANUFACTURED Year 2021

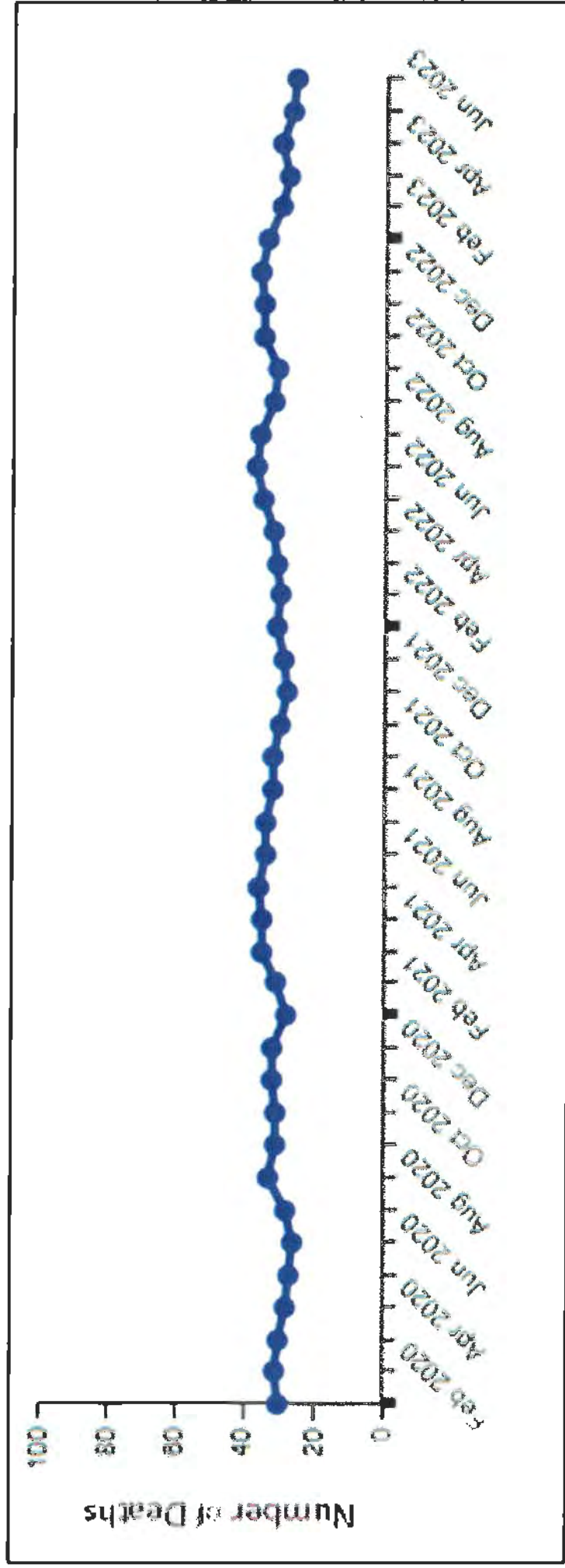
FENTANYL: "a synthetic opioid, approved for treating severe pain, typically advanced cancer pain. It is 50 to 100 times more potent than morphine. However, illegally made fentanyl is sold through illicit drug markets for its heroin-like effect, and it is often mixed with heroin or other drugs, such as cocaine, or pressed in to counterfeit prescription pills." (CDC)



Jefferson County, WV Unintentional Opioid Overdose Deaths



Provisional Counts of Drug Overdose Deaths Jefferson County, West Virginia



Substances that are
used/abused, addicting, and
are harmful

- Alcohol
- Opiates
- Sedatives
- Hallucinogens
- Stimulants methamphetamines
- Nicotine

Things are changing fast

- Different substances are combined
- You don't know what you are getting
 - Not heroin -it is fentanyl or another new opioid
 - Opioids have stimulants such as methamphetamine added
 - Stimulants (methamphetamine and cocaine) have fentanyl added
 - Xylazine or other illicit sedatives are added to fentanyl
 - What looks like prescription pills are fake and contain fentanyl and not the oxycodone or Xanax, etc that the person wanted.

Call 911 Suspected Overdose

Administer naloxone Naloxone
(Narcan[®])

reverses opioid effects

Does not reverse other
sedating medications

Give rescue breathing

Harms other than death

- Loss of work, income
- Infections bacterial, wound, heart valve, hepatitis, HIV
- Destruction of family and social fabric- Adverse childhood events
- Incarceration
- Vehicular accidents

- Help those with the substance use disorder
- Help break the cycle of future generations

Harm Reduction

- Syringe exchange programs
- Connect to Care
 - Address the social determinants of health, not just drug use
 - Diseases of despair, improve the despair
- Recognize addiction is disease, a disorder and can be treated
- Many people can stop using - in recovery
- Some people are able to stop the use of illicit opioids by using legal replacement therapy -they are also in recovery

Adverse Childhood Experiences

Deaths of parents, addictions of parent
Incarceration of parent
Separation from parent

These experiences increase both mental health problems in adulthood and physical problems in adulthood

How to prevent harm

- Prevent use
- Education, societal norms, laws,
- Alter factors that lead to the underlying conditions that cause
- Just like we make communities safer by improving the roads we can make communities safer in other ways
- What predisposes people to become addicted to drugs
 - Adverse childhoods events ACES
 - Diseases of despair

Social Determinants of Health

Economic Stability	Neighborhood and Physical Environment	Education	Food	Community and Social Context	Health Care System
Employment	Housing	Literacy	Hunger	Social integration	Health coverage
Income	Transportation	Language	Access to healthy options	Support systems	Provider availability
Expenses	Safety	Early childhood education		Community engagement	Provider linguistic and cultural competency
Debt	Parks	Vocational training		Discrimination	Quality of care
Medical bills	Playgrounds	Higher education			
Support	Walkability				

Health Outcomes

Mortality, Morbidity, Life Expectancy, Health Care Expenditures, Health Status, Functional Limitations

Care for those with the substance use disorder

- Use of the substance such as alcohol versus a use that is a disorder
- Someone who drinks alcohol vs someone who has a drinking causes
- Legal versus illegal
- Alcohol prohibition
- Quality control of the drug so not poisoning. Prescription quality versus street drugs

**WEST VIRGINIA FIRST
MEMORANDUM OF UNDERSTANDING**

General Principles

Whereas, the people of the State of West Virginia, its Local Governments and communities, have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities within the Pharmaceutical Supply Chain; and,

Whereas, certain Local Governments, through their elected representatives and counsel, and the State, through its Attorney General, are separately engaged in litigation seeking to hold Pharmaceutical Supply Chain Participants accountable for the public harms caused by their misfeasance, nonfeasance, and malfeasance; and

Whereas, the State, through its Attorney General, and its Local Governments share a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance, and malfeasance throughout the State of West Virginia;

Terms

The State and its Local Governments and communities, subject to the completion of formal documents effectuating the Parties' agreements, enter into this Memorandum of Understanding ("MOU") relating to the allocation and use of the proceeds of Settlements and Judgments described herein.

A. Definitions

As used in this Memorandum of Understanding:

1. "Approved Purpose(s)" shall mean evidence-based strategies, programming and/or services used to expand the availability of treatment for individuals affected by substance use disorders and/or addiction, to develop, promote and provide evidence-based substance use prevention strategies, to provide substance use avoidance and awareness education, to engage in enforcement to curtail the sale, distribution, promotion or use of opioids and other drugs, to decrease the oversupply of licit and illicit opioids and to support recovery from addiction to be performed by qualified providers as is further set forth in Exhibit A and Paragraph B(3) below.
2. "Court" is the West Virginia Mass Litigation Panel.
3. "Foundation Share" shall mean Opioid Funds allocated to the Foundation from any settlement or judgment.

4. "Judgment" shall mean a final judgment or verdict in favor of any of the Parties in a judicial proceeding pending in either state or federal court (including Bankruptcy Court) which resolves legal or equitable claims regarding opioids against a Pharmaceutical Supply Chain Participant. Judgment shall not include any judgment on the claims of Cabell County and the City of Huntington which were previously tried in the United States District Court for the Southern District of West Virginia, or any judgment on any claims asserted by the State against a Pharmaceutical Supply Chain Participant arising under federal or state antitrust laws, state criminal laws, or claims asserted pursuant to W. Va. Code § 9-7-6(c) or for Medicaid reimbursement.
5. "Local Government(s)" shall mean all counties, cities, villages, and towns located within the geographic boundaries of the State.
6. "Local Government Share" or "LG Share" shall mean Opioid Funds allocated directly to Local Governments from any settlement or judgment.
7. "Regional Share Calculation" shall mean each Region's share of Opioid Funds which shall be calculated by summing the individual percentage shares of the Local Governments set forth in Exhibit C for all of the subdivisions in the entire Region as defined in Exhibit B.
8. "Net Opioid Fund" is the Opioid Fund less the Opioid Seed Fund payment.
9. "Opioid Funds" shall mean monetary amounts obtained through a Settlement or Judgment as defined in this Memorandum of Understanding.
10. "Pharmaceutical Supply Chain" shall mean the process and channels through which opioids are manufactured, marketed, promoted, distributed, or dispensed.
11. "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, including but not limited to those persons or entities identified as Defendants in the matter captioned In re: Opioid Litigation, MDL 2804 pending in the United States District Court for the Northern District of Ohio, the proceedings before the West Virginia Mass Litigation Panel, styled In Re: Opioid Litigation, Civil Action No. 19-C-9000, and relates to conduct occurring prior to the date of this agreement. For the avoidance of doubt, the term Pharmaceutical Supply Chain Participant includes any parent or subsidiary company of any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, and any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, that seeks or has sought protection under the United States Bankruptcy Code.

12. "Settlement" shall mean the negotiated resolution by any of the Parties, of legal or equitable claims regarding opioids against a Pharmaceutical Supply Chain Participant when that resolution has been jointly entered into by the Parties. It does not include the Settlements the State and/or the West Virginia Attorney General entered into with any Pharmaceutical Supply Chain Participant prior to December 1, 2021. For the avoidance of doubt McKinsey is included. Settlement shall not include the claims of Cabell County and the City of Huntington, which were previously tried in the United States District Court for the Southern District of West Virginia or settlement of any claims asserted by the State and/or the West Virginia Attorney General against a Pharmaceutical Supply Chain Participant arising under federal or state antitrust laws, state criminal laws, or claims asserted pursuant to W. Va. Code, § 9-7-6(c) or for Medicaid reimbursement.
13. "State Share" shall mean Opioid Funds allocated to the State from any settlement or judgment.
14. "The Parties" shall mean the State and the Local Governments.
15. "Regions" shall mean the division of the Local Governments into six (6) separate areas as set forth in Exhibit B.
16. "The State" shall mean the State of West Virginia acting through its Attorney General.
17. "West Virginia Seed Fund" shall be funded as set forth in Paragraph B(2)(a). The funds are available for use in proper creation and documentation of the West Virginia Opioid Foundation and to fund their start-up work, and subsequent operation.

B. Settlement and Judgment Proceeds

1. The Parties shall organize a private, nonstock, nonprofit corporation for the purposes of receiving and distributing West Virginia Opioid Funds as set forth in Section C. of this MOU ("Opioid Foundation").
2. The Parties shall allocate all Opioid Funds as follows:
 - a. Subject to relevant approvals, the State shall pay into the West Virginia Seed Fund the \$10,000,000 received from McKinsey & Company as a result of the February 3, 2021, consent judgment with the State.
 - b. All other Opioid Funds covered by the agreement shall be allocated as set forth below:

- i. 24.5% of the Net Opioid Funds shall be allocated as LG Shares. These LG Shares shall be allocated amongst the Local Governments using the default percentages set forth in Exhibit C. Each county and its inclusive municipalities must either: (a) ratify the default allocation; (b) reach an agreement altering the default allocation; or (c) submit to binding arbitration before Judge Christopher Wilkes (WVMLP Special Master) whose decision will be final and non-appealable.
 - ii. The Foundation will receive 72.5% of the Net Opioid Funds ("Foundation Share").
 - iii. The State shall receive 3% of the Net Opioid Funds ("State Share"), by and through the Attorney General, to be held in escrow for expenses incurred related to opioid litigation. If the 3% is not spent by December 31, 2026, then 1% goes to Local Governments and 2% goes to the Opioid Foundation.
3. All Net Opioid Funds, regardless of allocation, shall be used in a manner consistent with the Approved Purposes definition. The LG Share may be used as restitution for past expenditures so long as the past expenditures were made for purposes that would have qualified or were consistent with the categories of Approved Purposes listed in Exhibit A. Prior to using any portion of the LG Share as restitution for past expenditures, a Local Government shall pass a resolution or take equivalent governmental action detailing and explaining its use of the funds for restitution. Moreover, up to one-half of the LG Share may be used to provide restitution for monies that were previously expended on opioid abatement activities, including law enforcement and regional jail fees.
4. In the event a Local Government merges, dissolves, or ceases to exist, the relevant shares for that Local Government shall be redistributed equitably based on the composition of the successor Local Government. If a Local Government for any reason is excluded from a specific Settlement or Judgment, the allocation percentage for that Local Government shall be redistributed among the participating Local Governments for that Settlement or Judgment.
5. If the LG Share is less than \$500, then that amount will instead be distributed to the county in which the Local Government lies to allow practical application of the abatement remedy.
6. Funds obtained that are unrelated to any Settlement or Judgment with a Pharmaceutical Supply Chain Participant, including those received via grant, bequest, gift, or the like, may be directed to the Opioid Foundation and disbursed as set forth below.
7. The Foundation Share shall be used for the benefit of the people of West Virginia consistent with the by-laws of the Foundation documents and this MOU.

8. Nothing in this MOU alters or changes the Parties' rights to pursue their own claims in litigation, subject to Paragraph E. Rather, the intent of this MOU is to join the Parties together regarding the distribution of the proceeds of settlements with or judgments against Pharmaceutical Supply Chain Participants for the benefit of all West Virginians and ensure that settlement monies are spent consistent with the Approved Purposes set forth in Exhibit A.
9. Any settlement, judgment and/or other remedy arising out of *City of Huntington v. AmerisourceBergen Drug Corporation, et al.* (Civil Action No. 3:17-01362) and/or *Cabell County Commission v. AmerisourceBergen Drug Corporation, et al.* (Civil Action No. 3:17-01665) pending in the United States District Court for the Southern District of West Virginia (Faber, J.) ("CT2") is specifically excluded from this MOU.

C. The Opioid Foundation

1. The Parties shall create a private section 501(c)(3) Opioid Foundation ("Foundation") with a governing board ("Board"), a panel of experts ("Expert Panel"), and such other regional entities as may be necessary for the purpose of receiving and disbursing Opioid Funds and other purposes as set forth both herein and in the documents establishing the Foundation. The Foundation will allow Local Governments to take advantage of economies of scale and will partner with the State to increase revenue streams.
2. Each Region shall create their own governance structure, ensuring that all Local Governments have input and equitable representation regarding regional decisions including representation on the board and selection of projects to be funded from the Regional Share Calculation. The Expert Panel may consult with and may make recommendations to Regions on projects, services and/or expenses to be funded. Regions shall have the responsibility to make decisions that will allocate funds to projects, services and/or expenses that will equitably serve the needs of the entire Region.

3. Board Composition

The Board will consist of 11 members comprising representation as follows:

- a. To represent the interests of the State, five appointees of the governor, subject to confirmation by the Senate. The five appointees are intended to be limited to one from any given Region. If special circumstances are shown, this provision may be waived by a vote of four of the six Local Government members.
- b. To represent the interests of the Local Governments, six members, with one member selected from each Region. The Local Governments in each Region shall make the selection of the board member to represent their region.

4. Board terms will be staggered three-year terms. Board members may be reappointed.
5. Board members shall serve as fiduciaries of the Foundation separate and distinct from any representational capacity of the entity appointing the Board Member. Members of any regional governing structure shall likewise serve as fiduciaries of their Region separate and distinct from any representational capacity of the entity appointing the member.
6. Members of the board should have expertise in a variety of disciplines, such as substance abuse treatment, mental health, law enforcement, pharmacology, finance, and healthcare policy and management. Drawing Board members from these disciplines will help to ensure that the Board will make appropriate and prudent investments in order to meet short-term and long-term goals.
7. Six members of the Board shall constitute a quorum. Members of the Board may participate in meetings by telephone or video conference or may select a designee to attend and vote if the Board member is unavailable to attend a board meeting.
8. The Foundation shall have an Executive Director appointed by the Attorney General after consultation with the Board. The Board may reject the Attorney General's selection of the Executive Director only on the affirmative vote of eight members of the board. The Executive Director shall have at least six years' experience in healthcare, finance and management and will be responsible for the management, organization, and preservation of the public/private partnership's records. The Executive Director may be removed by the Board upon the concurrence of the votes of three-fourths of the members of the Board. The Executive Director shall have the right to attend all Board meetings unless otherwise excused but shall vote only in the event of a tie.
9. The Board shall appoint the Expert Panel. The Expert Panel should include experts in the fields of substance abuse treatment, mental health, law enforcement, pharmacology, finance, and healthcare policy and management. The purpose of the Expert Panel is to assist the Board in making decisions about strategies for abating the opioid epidemic in local communities around the state. The Executive Director and any member of the Board shall have the right to attend all meetings of the Expert Panel.
10. The governance of the Board and the criteria to be established for disbursement of funds shall be guided by the recognition that expenditures should insure the efficient and effective abatement of the opioid epidemic, the enforcement of laws to curb the use of opioids, and the prevention of future addiction and substance misuse based upon an intensity and needs basis. All expenditures must be consistent with the categories of Approved Purposes as set forth in Exhibit A hereto.

11. Disbursement of Foundation Share by the Board
 - a. The Foundation Board shall develop and approve procedures for the disbursement of Opioid Funds of the Foundation consistent with this Memorandum of Understanding.
 - b. Funds for statewide programs, innovation, research, and education may also be expended by the Foundation from the Foundation Share, from the State Share (as directed by the State), or from sources other than Opioid Funds as provided below.
 - c. The Foundation shall spend 20% of its annual budget in the six regions during the Foundation's first seven years of funding to be divided according to each Region's fixed Regional Share Calculation. After seven years, all regional spending will be as set forth in Section 11(d), below. Regions may, after consulting with the Expert Panel, expend the sums received under this Section 11(c) for any Approved Purposes.
 - d. After the Regional Shares are distributed as set forth in Section 11(c), the Disbursement of Funds from the Foundation Share approved for disbursement by the Board for Approved Purposes shall be disbursed based on an evidence-based evaluation of need after consultation with the Expert Panel. The Parties do not intend to require any specific regional allocation of the Foundation Share other than those distributed pursuant to Paragraph 11(c).
 - e. Regions may collaborate with other Regions to submit joint proposals.
 - f. The proposed procedures shall set forth the role of the Expert Panel in advising the Regions and the Board concerning disbursements of Opioid Funds of the Foundation as set forth in this MOU.
 - g. Within 90 days of the first receipt of any Opioid Funds and annually thereafter, the Board, after receiving counsel from its investment advisors and Expert Panel, shall determine the amount and timing of Foundation funds to be distributed annually. In making this determination, the Board shall consider: (a) Pending requests for Opioid Funds from communities, entities, or regions; (b) the total Opioid Funds available; (c) the timing of anticipated receipts of future Opioid Funds; (d) non-Opioid funds received by the Foundation; (e) investment income; and (f) long-term financial viability of the Foundation. The Foundation may disburse its principal and interest with the aim towards an efficient, expeditious abatement of the Opioid crisis considering long term and short-term strategies.
12. The Foundation, Expert Panel, and any other entities under the supervision of the Foundation, including the Regions, shall operate in a transparent manner. Meetings

should be open. All operations of the Foundation and all Foundation supervised entities, including the Regions, shall be subject to audit and review by the Attorney General and/or other appropriate State officials.

13. Each Local Government shall submit an annual financial report to the Foundation no later than April 30 of each year specifying the amounts spent on Approved Purposes within the Region during the previous fiscal year. A report for each Region shall be prepared no later than thirty days thereafter. Each Region's report shall incorporate the information disclosed in each Local Government's annual report generated pursuant to Section B(4), above. Each Region's report shall specify (i) the amount of Opioid Funds received, (ii) the amount of Opioid Funds disbursed or applied during the previous fiscal year, broken down by categories of Approved Uses (indicating the name of the recipient, the amount awarded, a description of the use of the award, and disbursement terms), and (iii) impact information measuring or describing the progress of the Approved Use strategies.
14. The Foundation shall publish a consolidated report detailing annual financial expenditures within 15 days of the last day of the state fiscal year covered by the report.
15. The Foundation shall consult with a professional investment advisor to adopt a Foundation investment policy that will seek to assure that the Foundation's investments are appropriate, prudent, and consistent with best practices for investments of public funds. The investment policy shall be designed to meet the Foundation's long and short-term goals.
16. The Foundation and any Foundation supervised entity may receive funds including stocks, bonds, real property, government grants, private-sector donations, and cash in addition to the proceeds of the Litigation. These Non-Opioid additional funds shall be subject only to the limitations, if any, contained in the individual award, grant, donation, gift, bequest, or deposit consistent with the mission of the Foundation.

D. Payment of Attorneys' Fees and Litigation Expenses

Payment of all Attorneys' Fees and Litigation Expenses shall be awarded consistent with the orders of the Court and upon recommendation of Judge Christopher Wilkes (WVMLP Special Master). Such award shall be final and non-appealable.

E. Authority to Negotiate and Announcing Resolution of Claims

1. The Court has established three case tracks.
 - a. Manufacturers and Pharmacy claims are to be coordinated by the office of Attorney General Morrissey and his designated counsel. The Attorney General shall retain the authority over resolution of those claims after

consultation and coordination with Local Governments subject to Court approval.

- b. The Distributor Claims are to be coordinated by Co-Lead Counsel Paul Farrell, Jr. and Robert Fitzsimmons. The Co-Leads shall retain the authority over resolution of those claims after consultation and coordination with Local Governments and their counsel and the Attorney General and his designated counsel.

- 2. If there is any resolution of any claim before the Court, it will be announced and presented to the Court jointly by the Attorney General and the Local Governments for Approval.

F. Amendments

The Parties agree to make such amendments as necessary to implement the general principles of this MOU.

EXHIBIT A

SCHEDULE A - CORE STRATEGIES

The Parties shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies ("**Core Strategies**").¹

A. NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed services.

B. MEDICATION-ASSISTED TREATMENT ("MAT") DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Treatment and Recovery Support Services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

C. PREGNANT & POSTPARTUM WOMEN

1. Expand Screening, Brief Intervention, and Referral to Treatment ("SBIRT") services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women and co-occurring Opioid Use Disorder ("OUD") and other substance Use Disorder ("SUD")/Mental Health disorders for uninsured individuals for up to 12 months postpartum; and

¹As used in this Schedule A, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs. Priorities will be established by the Opioid Abatement Foundation.

3. Provide comprehensive wrap-around services to individuals with Opioid Use Disorder (OUD) including housing, transportation, job placement/training, and childcare.

D. EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME

1. Expand comprehensive evidence-based treatment and recovery support for NAS babies;
2. Expand services for better continuation of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES

1. Expand services such as on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansion above.

F. TREATMENT FOR INCARCERATED POPULATION

1. Provide evidence-based treatment and recovery support including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. PREVENTION PROGRAMS

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;

3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE.

I. LAW ENFORCEMENT

1. Funding for law enforcement efforts to curtail the sale, distribution, promotion or use of opioids and other drugs to reduce the oversupply of licit and illicit opioids, including regional jail fees.

J. RESEARCH

Research to ameliorate the opioid epidemic and to identify new tools to reduce and address opioid addiction. Holistically seek to address the problem from a supply, demand, and educational perspective. Ensure tools exist to provide law enforcement with appropriate enforcement to address needs.

SCHEDULE B - APPROVED USES

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:²

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

1. Support treatment of Opioid Use Disorder (OUD) and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (MAT) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (ASAM) continuum of care for OUD and any co-occurring SUB/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (OTPs) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support intervention, treatment, and recovery services, offered by qualified professionals and service providers, including but not limited to faith-based organizations or peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Treatment of trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.
8. Training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach

² As used in this Schedule B, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs. Priorities will be established by the Opioid Abatement Foundation.

specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

Scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SLTD or mental health conditions, including but not limited to training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.

11. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (DATA 2000) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
12. Dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service-Opioids web-based training curriculum and motivational interviewing.
13. Development and dissemination of new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage and support non-profits, faith-based communities, and community coalitions to support, house, and train people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Training and development of procedures for government staff to appropriately interact with and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have - or are at risk of developing - OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OLT treatment.
2. Fund Screening, Brief Intervention and Referral to Treatment (SBIRT) programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as on-call teams to begin MAT in hospital emergency departments.
6. Training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.

11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.
14. Support assistance programs for health care providers with OUD.
15. Engage and support non-profits and the faith-based community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL-JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 - a. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (PAARI);
 - b. Active outreach strategies such as the Drug Abuse Response Team (DART) model;
 - c. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 - d. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (LEAD) model;
 - e. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or

- f. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.
4. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison, have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (CTI), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal-justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (NAS), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women — or women who could become pregnant — who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Training for obstetricians or other healthcare personnel that work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; expand long-term treatment and services for medical monitoring of NAS babies and their families.
5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with Neonatal Abstinence Syndrome get referred to appropriate services and receive a plan of safe care.
6. Child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Enhanced family supports and childcare services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including but not limited to parent skills training.
10. Support for Children's Services — Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Fund medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain

from the U.S. Centers for Disease Control and Prevention, or other recognized Best Practice guidelines, including providers at hospitals (academic detailing).

2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Support enhancements or improvements to Prescription Drug Monitoring Programs (PDMPs), including but not limited to improvements that:
 - a. Increase the number of prescribers using PDMPs;
 - b. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
 - c. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increase electronic prescribing to prevent diversion or forgery.
8. Educate Dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Fund media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.

4. Drug take-back disposal or destruction programs.
5. Fund community anti-drug coalitions that engage in drug prevention efforts.
6. Support community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction — including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).
7. Engage and support non-profits and faith-based communities as systems to support prevention.
8. Fund evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER OPIOID-RELATED INJURIES

Support efforts to prevent or reduce overdose deaths or other opioid-related injuries through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increase availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, and community outreach workers, persons being released from jail or prison, or other members of the general public.

2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enable school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expand, improve, or develop data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.
7. Public education relating to immunity and Good Samaritan laws.
8. Educate first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Expand access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
10. Support mobile units that offer or provide referrals to treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
11. Support screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in Section C, D and H relating to first responders, support the following:

1. Educate law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing negative outcomes related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government, law enforcement, or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of reducing the oversupply of opioids, preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Provide funding for staff training or networking programs and services to improve the capability of government, law enforcement, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on novel prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (e.g. Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations including individuals entering the criminal justice system, including but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (ADAM) system.
8. Qualitative and quantitative research regarding public health risks within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

M. LAW ENFORCEMENT

Ensure appropriate resources for law enforcement to engage in enforcement and possess adequate equipment, tools, and manpower to address complexity of the opioid problem.

EXHIBIT B. OPIOID REGIONAL MAP

Region 1

Brooke, Hancock, Ohio
Marshall and Wetzel Counties

Region 3

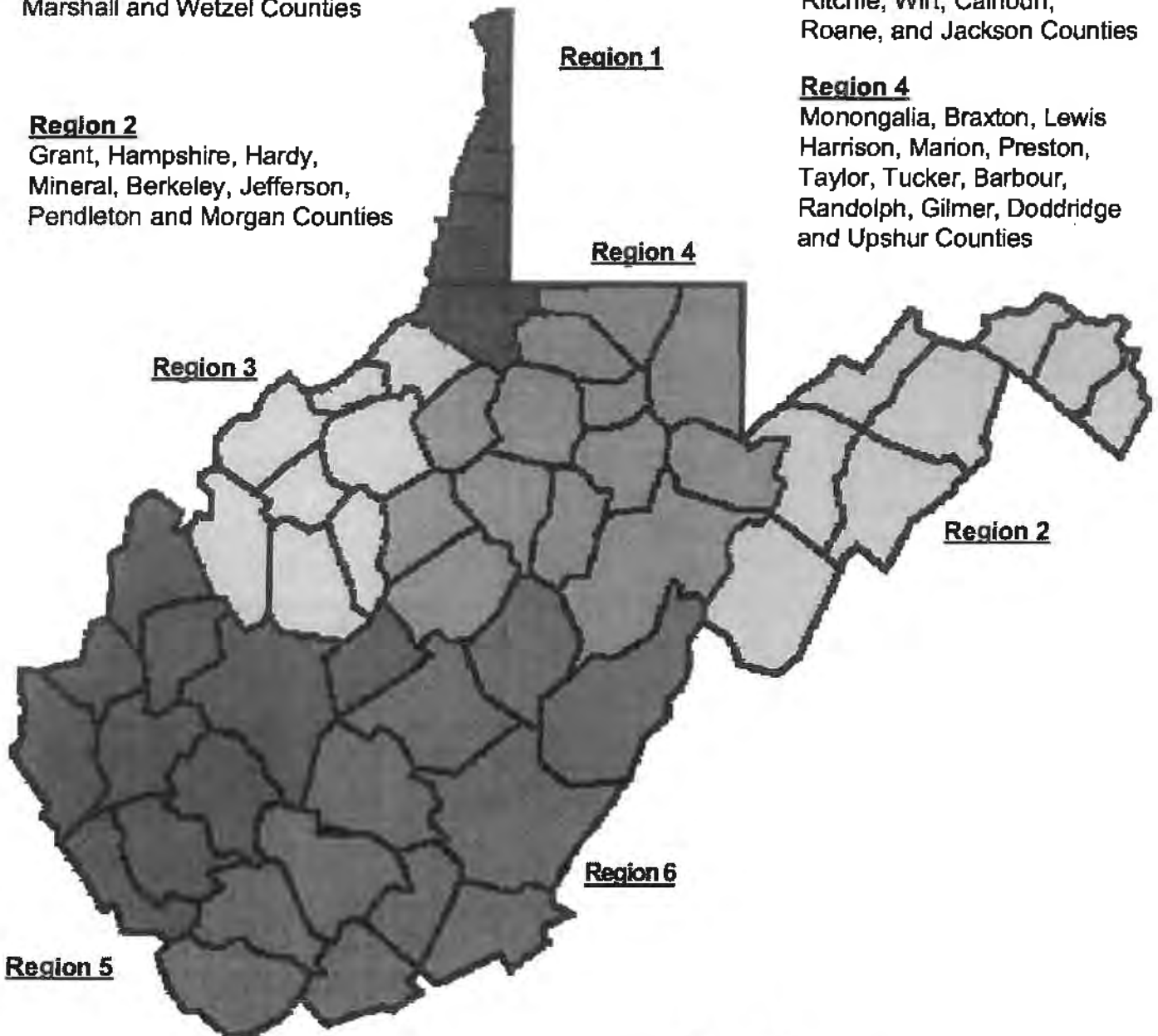
Wood, Tyler, Pleasants,
Ritchie, Wirt, Calhoun,
Roane, and Jackson Counties

Region 2

Grant, Hampshire, Hardy,
Mineral, Berkeley, Jefferson,
Pendleton and Morgan Counties

Region 4

Monongalia, Braxton, Lewis
Harrison, Marion, Preston,
Taylor, Tucker, Barbour,
Randolph, Gilmer, Doddridge
and Upshur Counties



Region 5

Region 5

Cabell, Clay, Boone, Kanawha,
Lincoln, Logan, Putnam, Mason,
Mingo, and Wayne Counties

Region 6

Region 6

Fayette, Monroe, Raleigh, Summers,
Nicholas, Webster, Greenbrier,
Pocahontas, Mercer, Wyoming, and
McDowell Counties

Exhibit C (Allocations to Subdivisions)

Allocation to West Virginia Counties and Municipalities (NOT Including Cabell County and Huntington)

Government Name	County	WV Share (%)
ADDISON TOWN	WEBSTER	0.0191%
ALBRIGHT TOWN	PRESTON	0.0001%
ALDERSON TOWN	GREENBRIER/MONROE	0.0037%
ANAWALT TOWN	MCDOWELL	0.0008%
ANMOORE TOWN	HARRISON	0.0083%
ANSTED TOWN	FAYETTE	0.0024%
ATHENS TOWN	MERCER	0.0003%
AUBURN TOWN	RITCHIE	0.0001%
BANCROFT TOWN	PUTNAM	0.0002%
BARBOUR COUNTY	BARBOUR	0.3900%
BARBOURSVILLE VILLAGE	CABELL	0.4372%
BARRACKVILLE TOWN	MARION	0.0016%
BATH (BERKELEY SPRINGS) TOWN	MORGAN	0.0068%
BAYARD TOWN	GRANT	0.0000%
BECKLEY CITY	RALEIGH	3.7259%
BEECH BOTTOM VILLAGE	BROOKE	0.0003%
BELINGTON TOWN	BARBOUR	0.0355%
BELLE TOWN	KANAWHA	0.0411%
BELMONT CITY	PLEASANTS	0.0002%
BENWOOD CITY	MARSHALL	0.0076%
BERKELEY COUNTY	BERKELEY	3.5839%
BETHANY TOWN	BROOKE	0.0005%
BETHLEHEM VILLAGE	OHIO	0.0020%
BEVERLY TOWN	RANDOLPH	0.0008%
BLACKSVILLE TOWN	MONONGALIA	0.0003%
BLUEFIELD CITY	MERCER	0.1794%
BOLIVAR TOWN	JEFFERSON	0.0058%
BOONE COUNTY	BOONE	3.1744%
BRADSHAW TOWN	MCDOWELL	0.0012%
BRAMWELL TOWN	MERCER	0.0003%
BRANDONVILLE TOWN	PRESTON	0.0001%
BRAXTON COUNTY	BRAXTON	0.5244%
BRIDGEPORT CITY	HARRISON	0.0761%
BROOKE COUNTY	BROOKE	1.0924%
BRUCETON MILLS TOWN	PRESTON	0.0002%
BUCKHANNON CITY	UPSHUR	0.1667%
BUFFALO TOWN	PUTNAM	0.0009%
BURNSVILLE TOWN	BRAXTON	0.0029%
CABELL COUNTY	CABELL	0.0000%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
CAIRO TOWN	RITCHIE	0.0002%
CALHOUN COUNTY	CALHOUN	0.1767%
CAMDEN-ON-GAULEY TOWN	WEBSTER	0.0003%
CAMERON CITY	MARSHALL	0.0021%
CAPON BRIDGE TOWN	HAMPSHIRE	0.0024%
CARPENDALE TOWN	MINERAL	0.0002%
CEDAR GROVE TOWN	KANAWHA	0.0008%
CEREDO CITY	WAYNE	0.1678%
CHAPMANVILLE TOWN	LOGAN	0.1592%
CHARLES TOWN CITY	JEFFERSON	0.2924%
CHARLESTON CITY	KANAWHA	6.7218%
CHESAPEAKE TOWN	KANAWHA	0.0180%
CHESTER CITY	HANCOCK	0.0077%
CLARKSBURG CITY	HARRISON	1.1365%
CLAY COUNTY	CLAY	0.3373%
CLAY TOWN	CLAY	0.0001%
CLEARVIEW VILLAGE	OHIO	0.0001%
CLENDENIN TOWN	KANAWHA	0.0257%
COWEN TOWN	WEBSTER	0.0012%
DANVILLE TOWN	BOONE	0.0012%
DAVIS TOWN	TUCKER	0.0002%
DAVY TOWN	MCDOWELL	0.0006%
DELBARTON TOWN	MINGO	0.0517%
DODDRIDGE COUNTY	DODDRIDGE	0.2312%
DUNBAR CITY	KANAWHA	0.2917%
DURBIN TOWN	POCAHONTAS	0.0001%
EAST BANK TOWN	KANAWHA	0.0008%
ELEANOR TOWN	PUTNAM	0.0144%
ELIZABETH TOWN	WIRT	0.0048%
ELK GARDEN TOWN	MINERAL	0.0007%
ELKINS CITY	RANDOLPH	0.0321%
ELLENBORO TOWN	RITCHIE	0.0003%
FAIRMONT CITY	MARION	0.6852%
FAIRVIEW TOWN	MARION	0.0007%
FALLING SPRING TOWN	GREENBRIER	0.0000%
FARMINGTON TOWN	MARION	0.0002%
FAYETTE COUNTY	FAYETTE	1.6411%
FAYETTEVILLE TOWN	FAYETTE	0.1828%
FLATWOODS TOWN	BRAXTON	0.0007%
FLEMINGTON TOWN	TAYLOR	0.0000%
FOLLANSBEE CITY	BROOKE	0.0123%
FORT GAY TOWN	WAYNE	0.0324%
FRANKLIN TOWN	PENDLETON	0.0014%
FRIENDLY TOWN	TYLER	0.0000%
GARY CITY	MCDOWELL	0.0012%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
GASSAWAY TOWN	BRAXTON	0.0024%
GAULEY BRIDGE TOWN	FAYETTE	0.0531%
GILBERT TOWN	MINGO	0.0728%
GILMER COUNTY	GILMER	0.1919%
GLASGOW TOWN	KANAWHA	0.0016%
GLEN DALE CITY	MARSHALL	0.0050%
GLENVILLE TOWN	GILMER	0.0169%
GRAFTON CITY	TAYLOR	0.4640%
GRANT COUNTY	GRANT	0.3394%
GRANT TOWN TOWN	MARION	0.0109%
GRANTSVILLE TOWN	CALHOUN	0.0012%
GRANVILLE TOWN	MONONGALIA	0.1649%
GREENBRIER COUNTY	GREENBRIER	1.4386%
HAMBLETON TOWN	TUCKER	0.0001%
HAMLIN TOWN	LINCOLN	0.0703%
HAMPSHIRE COUNTY	HAMPSHIRE	0.0869%
HANCOCK COUNTY	HANCOCK	1.6106%
HANDLEY TOWN	KANAWHA	0.0007%
HARDY COUNTY	HARDY	0.2815%
HARMAN TOWN	RANDOLPH	0.0002%
HARPERS FERRY TOWN	JEFFERSON	0.0095%
HARRISON COUNTY	HARRISON	1.3251%
HARRISVILLE TOWN	RITCHIE	0.0045%
HARTFORD CITY TOWN	MASON	0.0001%
HEDGESVILLE TOWN	BERKELEY	0.0001%
HENDERSON TOWN	MASON	0.0002%
HENDRICKS TOWN	TUCKER	0.0001%
HILLSBORO TOWN	POCAHONTAS	0.0001%
HINTON CITY	SUMMERS	0.4106%
HUNDRED TOWN	WETZEL	0.0001%
HUNTINGTON CITY	CABELL/WAYNE	0.0000%
HURRICANE CITY	PUTNAM	0.2140%
HUTTONSVILLE TOWN	RANDOLPH	0.0000%
IAEGER TOWN	MCDOWELL	0.0006%
JACKSON COUNTY	JACKSON	0.8319%
JANE LEW TOWN	LEWIS	0.0010%
JEFFERSON COUNTY	JEFFERSON	1.7496%
JUNIOR TOWN	BARBOUR	0.0036%
KANAWHA COUNTY	KANAWHA	3.6016%
KENOVA CITY	WAYNE	0.2064%
KERMIT TOWN	MINGO	0.0294%
KEYSER CITY	MINERAL	0.0078%
KEYSTONE CITY	MCDOWELL	0.0018%
KIMBALL TOWN	MCDOWELL	0.0020%
KINGWOOD CITY	PRESTON	0.0046%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
LEON TOWN	MASON	0.0000%
LESTER TOWN	RALEIGH	0.0310%
LEWIS COUNTY	LEWIS	0.4053%
LEWISBURG CITY	GREENBRIER	0.3917%
LINCOLN COUNTY	LINCOLN	1.3818%
LOGAN CITY	LOGAN	0.4429%
LOGAN COUNTY	LOGAN	3.7315%
LOST CREEK TOWN	HARRISON	0.0001%
LUMBERPORT TOWN	HARRISON	0.0027%
MABSCOTT TOWN	RALEIGH	0.0512%
MADISON CITY	BOONE	0.0578%
MAN TOWN	LOGAN	0.0025%
MANNINGTON CITY	MARION	0.0030%
MARION COUNTY	MARION	1.0540%
MARLINTON TOWN	POCAHONTAS	0.0009%
MARMET CITY	KANAWHA	0.0061%
MARSHALL COUNTY	MARSHALL	0.8648%
MARTINSBURG CITY	BERKELEY	3.5343%
MASON COUNTY	MASON	1.3496%
MASON TOWN	MASON	0.0028%
MASONTOWN TOWN	PRESTON	0.0008%
MATEWAN TOWN	MINGO	0.0718%
MATOAKA TOWN	MERCER	0.0002%
MCDOWELL COUNTY	MCDOWELL	3.2036%
MCMECHEN CITY	MARSHALL	0.0079%
MEADOW BRIDGE TOWN	FAYETTE	0.0005%
MERCER COUNTY	MERCER	0.3738%
MIDDLEBOURNE TOWN	TYLER	0.0003%
MILL CREEK TOWN	RANDOLPH	0.0000%
MILTON TOWN	CABELL	0.1485%
MINERAL COUNTY	MINERAL	0.8526%
MINGO COUNTY	MINGO	2.9452%
MITCHELL HEIGHTS TOWN	LOGAN	0.0010%
MONONGAH TOWN	MARION	0.0028%
MONONGALIA COUNTY	MONONGALIA	1.4987%
MONROE COUNTY	MONROE	0.5766%
MONTGOMERY CITY	FAYETTE/KANAWHA	0.1004%
MONTROSE TOWN	RANDOLPH	0.0001%
MOOREFIELD TOWN	HARDY	0.0092%
MORGAN COUNTY	MORGAN	0.7095%
MORGANTOWN CITY	MONONGALIA	0.1330%
MOUNDSVILLE CITY	MARSHALL	0.3175%
MOUNT HOPE CITY	FAYETTE	0.0918%
MULLENS CITY	WYOMING	0.3675%
NEW CUMBERLAND CITY	HANCOCK	0.0034%

Exhibit C (Allocations to Subdivisions)

<u>Government Name</u>	<u>County</u>	<u>WV Share (%)</u>
NEW HAVEN TOWN	MASON	0.0057%
NEW MARTINSVILLE CITY	WETZEL	0.0019%
NEWBURG TOWN	PRESTON	0.0012%
NICHOLAS COUNTY	NICHOLAS	0.2115%
NITRO CITY	KANAWHA/PUTNAM	0.2710%
NORTH HILLS TOWN	WOOD	0.0016%
NORTHFORK TOWN	MCDOWELL	0.0006%
NUTTER FORT TOWN	HARRISON	0.1025%
OAK HILL CITY	FAYETTE	0.3993%
OAKVALE TOWN	MERCER	0.0001%
OCEANA TOWN	WYOMING	0.3269%
OHIO COUNTY	OHIO	0.5595%
PADEN CITY CITY	WETZEL/TYLER	0.0073%
PARKERSBURG CITY	WOOD	1.7126%
PARSONS CITY	TUCKER	0.0005%
PAW PAW TOWN	MORGAN	0.0019%
PAX TOWN	FAYETTE	0.0083%
PENDLETON COUNTY	PENDLETON	0.1789%
PENNSBORO CITY	RITCHIE	0.0004%
PETERSBURG CITY	GRANT	0.0012%
PETERSTOWN TOWN	MONROE	0.0014%
PHILIPPI CITY	BARBOUR	0.0919%
PIEDMONT TOWN	MINERAL	0.0007%
PINE GROVE TOWN	WETZEL	0.0002%
PINEVILLE TOWN	WYOMING	0.1284%
PLEASANT VALLEY CITY	MARION	0.0011%
PLEASANTS COUNTY	PLEASANTS	0.1406%
POCA TOWN	PUTNAM	0.0003%
POCAHONTAS COUNTY	POCAHONTAS	0.3759%
POINT PLEASANT CITY	MASON	0.1406%
PRATT TOWN	KANAWHA	0.0014%
PRESTON COUNTY	PRESTON	0.8811%
PRINCETON CITY	MERCER	4.6088%
PULLMAN TOWN	RITCHIE	0.0001%
PUTNAM COUNTY	PUTNAM	1.7741%
QUINWOOD TOWN	GREENBRIER	0.0182%
RAINELLE TOWN	GREENBRIER	0.0266%
RALEIGH COUNTY	RALEIGH	5.5343%
RANDOLPH COUNTY	RANDOLPH	0.7294%
RANSON CORPORATION	JEFFERSON	0.0234%
RAVENSWOOD CITY	JACKSON	0.0959%
REEDSVILLE TOWN	PRESTON	0.0007%
REEDY TOWN	ROANE	0.0000%
RHODELL TOWN	RALEIGH	0.0014%
RICHWOOD CITY	NICHOLAS	0.0103%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
RIDGELEY TOWN	MINERAL	0.0027%
RIPLEY CITY	JACKSON	0.0921%
RITCHIE COUNTY	RITCHIE	0.2018%
RIVESVILLE TOWN	MARION	0.0010%
ROANE COUNTY	ROANE	0.5653%
ROMNEY CITY	HAMPSHIRE	0.0614%
RONCEVERTE CITY	GREENBRIER	0.0960%
ROWLESBURG TOWN	PRESTON	0.0024%
RUPERT TOWN	GREENBRIER	0.0073%
SALEM CITY	HARRISON	0.0042%
SAND FORK TOWN	GILMER	0.0003%
SHEPHERDSTOWN TOWN	JEFFERSON	0.0088%
SHINNSTON CITY	HARRISON	0.1066%
SISTERSVILLE CITY	TYLER	0.2085%
SMITHERS CITY	FAYETTE/KANAWHA	0.0383%
SMITHFIELD TOWN	WETZEL	0.0001%
SOPHIA TOWN	RALEIGH	0.0409%
SOUTH CHARLESTON CITY	KANAWHA	0.9750%
SPENCER CITY	ROANE	0.0646%
ST. ALBANS CITY	KANAWHA	0.4843%
ST. MARYS CITY	PLEASANTS	0.0623%
STAR CITY TOWN	MONONGALIA	0.0414%
STONEWOOD CITY	HARRISON	0.0478%
SUMMERS COUNTY	SUMMERS	0.3559%
SUMMERSVILLE CITY	NICHOLAS	1.6957%
SUTTON TOWN	BRAXTON	0.0210%
SYLVESTER TOWN	BOONE	0.0003%
TAYLOR COUNTY	TAYLOR	0.0431%
TERRA ALTA TOWN	PRESTON	0.0015%
THOMAS CITY	TUCKER	0.0002%
THURMOND TOWN	FAYETTE	0.0000%
TRIADELPHIA TOWN	OHIO	0.0003%
TUCKER COUNTY	TUCKER	0.1255%
TUNNELTON TOWN	PRESTON	0.0006%
TYLER COUNTY	TYLER	0.0204%
UNION TOWN	MONROE	0.0006%
UPSHUR COUNTY	UPSHUR	0.5108%
VALLEY GROVE VILLAGE	OHIO	0.0001%
VIENNA CITY	WOOD	0.2838%
WAR CITY	MCDOWELL	0.0020%
WARDENSVILLE TOWN	HARDY	0.0013%
WAYNE COUNTY	WAYNE	2.3586%
WAYNE TOWN	WAYNE	0.0356%
WEBSTER COUNTY	WEBSTER	0.3765%
WEIRTON CITY	HANCOCK/BROOKE	1.3728%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
WELCH CITY	MCDOWELL	0.1195%
WELLSBURG CITY	BROOKE	0.0069%
WEST HAMLIN TOWN	LINCOLN	0.0380%
WEST LIBERTY TOWN	OHIO	0.0025%
WEST LOGAN TOWN	LOGAN	0.0162%
WEST MILFORD TOWN	HARRISON	0.0015%
WEST UNION TOWN	DODDRIDGE	0.0007%
WESTON CITY	LEWIS	0.0096%
WESTOVER CITY	MONONGALIA	0.0094%
WETZEL COUNTY	WETZEL	0.4889%
WHEELING CITY	OHIO/MARSHALL	1.0692%
WHITE HALL TOWN	MARION	0.0028%
WHITE SULPHUR SPRINGS CITY	GREENBRIER	0.1585%
WHITESVILLE TOWN	BOONE	0.0148%
WILLIAMSON CITY	MINGO	0.3916%
WILLIAMSTOWN CITY	WOOD	0.0567%
WINDSOR HEIGHTS VILLAGE	BROOKE	0.0001%
WI NFIELD TOWN	PUTNAM	0.0307%
WIRT COUNTY	WIRT	0.1075%
WOMELSDORF (COALTON) TOWN	RANDOLPH	0.0010%
WOOD COUNTY	WOOD	1.0924%
WORTHINGTON TOWN	MARION	0.0003%
WYOMING COUNTY	WYOMING	4.0024%
Totals		100.0000%

Exhibit C (Allocations to Subdivisions)

Allocation to West Virginia Counties and Municipalities (Including Cabell County and Huntington)

Government Name	County	WV Share (%)
ADDISON TOWN	WEBSTER	0.0174%
ALBRIGHT TOWN	PRESTON	0.0001%
ALDERSON TOWN	GREENBRIER/MONROE	0.0034%
ANAWALT TOWN	MCDOWELL	0.0007%
ANMOORE TOWN	HARRISON	0.0076%
ANSTED TOWN	FAYETTE	0.0022%
ATHENS TOWN	MERCER	0.0003%
AUBURN TOWN	RITCHIE	0.0001%
BANCROFT TOWN	PUTNAM	0.0001%
BARBOUR COUNTY	BARBOUR	0.3541%
BARBOURSVILLE VILLAGE	CABELL	0.3969%
BARRACKVILLE TOWN	MARION	0.0015%
BATH (BERKELEY SPRINGS) TOWN	MORGAN	0.0062%
BAYARD TOWN	GRANT	0.0000%
BECKLEY CITY	RALEIGH	3.3824%
BEECH BOTTOM VILLAGE	BROOKE	0.0003%
BELINGTON TOWN	BARBOUR	0.0322%
BELLE TOWN	KANAWHA	0.0373%
BELMONT CITY	PLEASANTS	0.0002%
BENWOOD CITY	MARSHALL	0.0070%
BERKELEY COUNTY	BERKELEY	3.2534%
BETHANY TOWN	BROOKE	0.0005%
BETHLEHEM VILLAGE	OHIO	0.0018%
BEVERLY TOWN	RANDOLPH	0.0008%
BLACKSVILLE TOWN	MONONGALIA	0.0002%
BLUEFIELD CITY	MERCER	0.1629%
BOLIVAR TOWN	JEFFERSON	0.0053%
BOONE COUNTY	BOONE	2.8817%
BRADSHAW TOWN	MCDOWELL	0.0011%
BRAMWELL TOWN	MERCER	0.0003%
BRANDONVILLE TOWN	PRESTON	0.0001%
BRAXTON COUNTY	BRAXTON	0.4761%
BRIDGEPORT CITY	HARRISON	0.0694%
BROOKE COUNTY	BROOKE	0.9916%
BRUCETON MILLS TOWN	PRESTON	0.0002%
BUCKHANNON CITY	UPSHUR	0.1513%
BUFFALO TOWN	PUTNAM	0.0008%
BURNSVILLE TOWN	BRAXTON	0.0026%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
CABELL COUNTY	CABELL	3.2406%
CAIRO TOWN	RITCHIE	0.0002%
CALHOUN COUNTY	CALHOUN	0.1604%
CAMDEN-ON-GAULEY TOWN	WEBSTER	0.0002%
CAMERON CITY	MARSHALL	0.0019%
CAPON BRIDGE TOWN	HAMPSHIRE	0.0022%
CARPENDALE TOWN	MINERAL	0.0002%
CEDAR GROVE TOWN	KANAWHA	0.0007%
CEREDO CITY	WAYNE	0.1523%
CHAPMANVILLE TOWN	LOGAN	0.1445%
CHARLES TOWN CITY	JEFFERSON	0.2655%
CHARLESTON CITY	KANAWHA	6.1020%
CHESAPEAKE TOWN	KANAWHA	0.0163%
CHESTER CITY	HANCOCK	0.0070%
CLARKSBURG CITY	HARRISON	1.0317%
CLAY COUNTY	CLAY	0.3062%
CLAY TOWN	CLAY	0.0000%
CLEARVIEW VILLAGE	OHIO	0.0001%
CLENDENIN TOWN	KANAWHA	0.0233%
COWEN TOWN	WEBSTER	0.0011%
DANVILLE TOWN	BOONE	0.0011%
DAVIS TOWN	TUCKER	0.0002%
DAVY TOWN	MCDOWELL	0.0005%
DELBARTON TOWN	MINGO	0.0469%
DODDRIDGE COUNTY	DODDRIDGE	0.2099%
DUNBAR CITY	KANAWHA	0.2648%
DURBIN TOWN	POCAHONTAS	0.0001%
EAST BANK TOWN	KANAWHA	0.0008%
ELEANOR TOWN	PUTNAM	0.0131%
ELIZABETH TOWN	WIRT	0.0043%
ELK GARDEN TOWN	MINERAL	0.0006%
ELKINS CITY	RANDOLPH	0.0293%
ELLENBORO TOWN	RITCHIE	0.0003%
FAIRMONT CITY	MARION	0.6220%
FAIRVIEW TOWN	MARION	0.0007%
FALLING SPRING TOWN	GREENBRIER	0.0000%
FARMINGTON TOWN	MARION	0.0002%
FAYETTE COUNTY	FAYETTE	1.4898%
FAYETTEVILLE TOWN	FAYETTE	0.1659%
FLATWOODS TOWN	BRAXTON	0.0006%
FLEMINGTON TOWN	TAYLOR	0.0000%
FOLLANSBEE CITY	BROOKE	0.0112%
FORT GAY TOWN	WAYNE	0.0294%
FRANKLIN TOWN	PENDLETON	0.0013%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
FRIENDLY TOWN	TYLER	0.0000%
GARY CITY	MCDOWELL	0.0011%
GASSAWAY TOWN	BRAXTON	0.0022%
GAULEY BRIDGE TOWN	FAYETTE	0.0482%
GILBERT TOWN	MINGO	0.0661%
GILMER COUNTY	GILMER	0.1742%
GLASGOW TOWN	KANAWHA	0.0015%
GLEN DALE CITY	MARSHALL	0.0045%
GLENVILLE TOWN	GILMER	0.0153%
GRAFTON CITY	TAYLOR	0.4212%
GRANT COUNTY	GRANT	0.3081%
GRANT TOWN TOWN	MARION	0.0099%
GRANTSVILLE TOWN	CALHOUN	0.0011%
GRANVILLE TOWN	MONONGALIA	0.1497%
GREENBRIER COUNTY	GREENBRIER	1.3059%
HAMBLETON TOWN	TUCKER	0.0001%
HAMLIN TOWN	LINCOLN	0.0638%
HAMPSHIRE COUNTY	HAMPSHIRE	0.0793%
HANCOCK COUNTY	HANCOCK	1.4621%
HANDLEY TOWN	KANAWHA	0.0006%
HARDY COUNTY	HARDY	0.2555%
HARMAN TOWN	RANDOLPH	0.0002%
HARPERS FERRY TOWN	JEFFERSON	0.0086%
HARRISON COUNTY	HARRISON	1.2029%
HARRISVILLE TOWN	RITCHIE	0.0041%
HARTFORD CITY TOWN	MASON	0.0001%
HEDGESVILLE TOWN	BERKELEY	0.0001%
HENDERSON TOWN	MASON	0.0002%
HENDRICKS TOWN	TUCKER	0.0001%
HILLSBORO TOWN	POCAHONTAS	0.0001%
HINTON CITY	SUMMERS	0.3727%
HUNDRED TOWN	WETZEL	0.0001%
HUNTINGTON CITY	CABELL/WAYNE	5.9777%
HURRICANE CITY	PUTNAM	0.1943%
HUTTONSVILLE TOWN	RANDOLPH	0.0000%
IAEGER TOWN	MCDOWELL	0.0005%
JACKSON COUNTY	JACKSON	0.7552%
JANE LEW TOWN	LEWIS	0.0009%
JEFFERSON COUNTY	JEFFERSON	1.5882%
JUNIOR TOWN	BARBOUR	0.0032%
KANAWHA COUNTY	KANAWHA	3.2694%
KENOVA CITY	WAYNE	0.1874%
KERMIT TOWN	MINGO	0.0267%
KEYSER CITY	MINERAL	0.0072%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
KEYSTONE CITY	MCDOWELL	0.0016%
KIMBALL TOWN	MCDOWELL	0.0019%
KINGWOOD CITY	PRESTON	0.0042%
LEON TOWN	MASON	0.0000%
LESTER TOWN	RALEIGH	0.0281%
LEWIS COUNTY	LEWIS	0.3679%
LEWISBURG CITY	GREENBRIER	0.3556%
LINCOLN COUNTY	LINCOLN	1.2544%
LOGAN CITY	LOGAN	0.4020%
LOGAN COUNTY	LOGAN	3.3874%
LOST CREEK TOWN	HARRISON	0.0000%
LUMBERPORT TOWN	HARRISON	0.0025%
MABSCOTT TOWN	RALEIGH	0.0465%
MADISON CITY	BOONE	0.0525%
MAN TOWN	LOGAN	0.0023%
MANNINGTON CITY	MARION	0.0028%
MARION COUNTY	MARION	0.9568%
MARLINTON TOWN	POCAHONTAS	0.0008%
MARMET CITY	KANAWHA	0.0055%
MARSHALL COUNTY	MARSHALL	0.7851%
MARTINSBURG CITY	BERKELEY	3.2084%
MASON COUNTY	MASON	1.2251%
MASON TOWN	MASON	0.0026%
MASONTOWN TOWN	PRESTON	0.0007%
MATEWAN TOWN	MINGO	0.0652%
MATOAKA TOWN	MERCER	0.0002%
MCDOWELL COUNTY	MCDOWELL	2.9082%
MCMECHEN CITY	MARSHALL	0.0072%
MEADOW BRIDGE TOWN	FAYETTE	0.0004%
MERCER COUNTY	MERCER	0.3393%
MIDDLEBOURNE TOWN	TYLER	0.0002%
MILL CREEK TOWN	RANDOLPH	0.0000%
MILTON TOWN	CABELL	0.1348%
MINERAL COUNTY	MINERAL	0.7740%
MINGO COUNTY	MINGO	2.6736%
MITCHELL HEIGHTS TOWN	LOGAN	0.0010%
MONONGAH TOWN	MARION	0.0026%
MONONGALIA COUNTY	MONONGALIA	1.3605%
MONROE COUNTY	MONROE	0.5234%
MONTGOMERY CITY	FAYETTE/KANAWHA	0.0912%
MONTROSE TOWN	RANDOLPH	0.0001%
MOOREFIELD TOWN	HARDY	0.0084%
MORGAN COUNTY	MORGAN	0.6441%
MORGANTOWN CITY	MONONGALIA	0.1213%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
MOUNDSVILLE CITY	MARSHALL	0.2882%
MOUNT HOPE CITY	FAYETTE	0.0834%
MULLENS CITY	WYOMING	0.3336%
NEW CUMBERLAND CITY	HANCOCK	0.0031%
NEW HAVEN TOWN	MASON	0.0052%
NEW MARTINSVILLE CITY	WETZEL	0.0018%
NEWBURG TOWN	PRESTON	0.0011%
NICHOLAS COUNTY	NICHOLAS	0.1920%
NITRO CITY	KANAWHA/PUTNAM	0.2460%
NORTH HILLS TOWN	WOOD	0.0015%
NORTHFORK TOWN	MCDOWELL	0.0005%
NUTTER FORT TOWN	HARRISON	0.0930%
OAK HILL CITY	FAYETTE	0.3625%
OAKVALE TOWN	MERCER	0.0001%
OCEANA TOWN	WYOMING	0.2967%
OHIO COUNTY	OHIO	0.5079%
PADEN CITY CITY	WETZEL/TYLER	0.0067%
PARKERSBURG CITY	WOOD	1.5547%
PARSONS CITY	TUCKER	0.0005%
PAW PAW TOWN	MORGAN	0.0017%
PAX TOWN	FAYETTE	0.0076%
PENDLETON COUNTY	PENDLETON	0.1624%
PENNSBORO CITY	RITCHIE	0.0003%
PETERSBURG CITY	GRANT	0.0011%
PETERSTOWN TOWN	MONROE	0.0013%
PHILIPPI CITY	BARBOUR	0.0834%
PIEDMONT TOWN	MINERAL	0.0006%
PINE GROVE TOWN	WETZEL	0.0002%
PINEVILLE TOWN	WYOMING	0.1165%
PLEASANT VALLEY CITY	MARION	0.0010%
PLEASANTS COUNTY	PLEASANTS	0.1276%
POCA TOWN	PUTNAM	0.0002%
POCAHONTAS COUNTY	POCAHONTAS	0.3412%
POINT PLEASANT CITY	MASON	0.1276%
PRATT TOWN	KANAWHA	0.0013%
PRESTON COUNTY	PRESTON	0.7999%
PRINCETON CITY	MERCER	4.1839%
PULLMAN TOWN	RITCHIE	0.0001%
PUTNAM COUNTY	PUTNAM	1.6105%
QUI NWOOD TOWN	GREENBRIER	0.0165%
RAINELLE TOWN	GREENBRIER	0.0241%
RALEIGH COUNTY	RALEIGH	5.0240%
RANDOLPH COUNTY	RANDOLPH	0.6622%
RANSON CORPORATION	JEFFERSON	0.0214%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
RAVENSWOOD CITY	JACKSON	0.0870%
REEDSVILLE TOWN	PRESTON	0.0006%
REEDY TOWN	ROANE	0.0000%
RHODELL TOWN	RALEIGH	0.0013%
RICHWOOD CITY	NICHOLAS	0.0093%
RIDGELEY TOWN	MINERAL	0.0024%
RIPLEY CITY	JACKSON	0.0836%
RITCHIE COUNTY	RITCHIE	0.1832%
RIVESVILLE TOWN	MARION	0.0009%
ROANE COUNTY	ROANE	0.5132%
ROMNEY CITY	HAMPSHIRE	0.0557%
RONCEVERTE CITY	GREENBRIER	0.0871%
ROWLESBURG TOWN	PRESTON	0.0022%
RUPERT TOWN	GREENBRIER	0.0066%
SALEM CITY	HARRISON	0.0038%
SAND FORK TOWN	GILMER	0.0002%
SHEPHERDSTOWN TOWN	JEFFERSON	0.0080%
SHINNSTON CITY	HARRISON	0.0968%
SISTERSVILLE CITY	TYLER	0.1893%
SMITHERS CITY	FAYETTE/KANAWHA	0.0348%
SMITHFIELD TOWN	WETZEL	0.0001%
SOPHIA TOWN	RALEIGH	0.0371%
SOUTH CHARLESTON CITY	KANAWHA	0.8851%
SPENCER CITY	ROANE	0.0586%
ST. ALBANS CITY	KANAWHA	0.4397%
ST. MARYS CITY	PLEASANTS	0.0565%
STAR CITY TOWN	MONONGALIA	0.0376%
STONEWOOD CITY	HARRISON	0.0434%
SUMMERS COUNTY	SUMMERS	0.3231%
SUMMERSVILLE CITY	NICHOLAS	1.5393%
SUTTON TOWN	BRAXTON	0.0191%
SYLVESTER TOWN	BOONE	0.0003%
TAYLOR COUNTY	TAYLOR	0.0391%
TERRA ALTA TOWN	PRESTON	0.0014%
THOMAS CITY	TUCKER	0.0002%
THURMOND TOWN	FAYETTE	0.0000%
TRIADELPHIA TOWN	OHIO	0.0003%
TUCKER COUNTY	TUCKER	0.1140%
TUNNELTON TOWN	PRESTON	0.0005%
TYLER COUNTY	TYLER	0.0185%
UNION TOWN	MONROE	0.0006%
UPSHUR COUNTY	UPSHUR	0.4637%
VALLEY GROVE VILLAGE	OHIO	0.0001%
VIENNA CITY	WOOD	0.2577%

Exhibit C (Allocations to Subdivisions)

Government Name	County	WV Share (%)
WAR CITY	MCDOWELL	0.0018%
WARDENSVILLE TOWN	HARDY	0.0012%
WAYNE COUNTY	WAYNE	2.1411%
WAYNE TOWN	WAYNE	0.0323%
WEBSTER COUNTY	WEBSTER	0.3418%
WEIRTON CITY	HANCOCK/BROOKE	1.2462%
WELCH CITY	MCDOWELL	0.1085%
WELLSBURG CITY	BROOKE	0.0063%
WEST HAMLIN TOWN	LINCOLN	0.0345%
WEST LIBERTY TOWN	OHIO	0.0023%
WEST LOGAN TOWN	LOGAN	0.0147%
WEST MILFORD TOWN	HARRISON	0.0014%
WEST UNION TOWN	DODDRIDGE	0.0006%
WESTON CITY	LEWIS	0.0088%
WESTOVER CITY	MONONGALIA	0.0086%
WETZEL COUNTY	WETZEL	0.4438%
WHEELING CITY	OHIO/MARSHALL	0.9706%
WHITE HALL TOWN	MARION	0.0025%
WHITE SULPHUR SPRINGS CITY	GREENBRIER	0.1439%
WHITESVILLE TOWN	BOONE	0.0134%
WILLIAMSON CITY	MINGO	0.3555%
WILLIAMSTOWN CITY	WOOD	0.0515%
WINDSOR HEIGHTS VILLAGE	BROOKE	0.0001%
WINFIELD TOWN	PUTNAM	0.0279%
WIRT COUNTY	WIRT	0.0976%
WOMELSDORF (COALTON) TOWN	RANDOLPH	0.0009%
WOOD COUNTY	WOOD	0.9917%
WORTHINGTON TOWN	MARION	0.0003%
WYOMING COUNTY	WYOMING	3.6334%
Totals		100.0000%

Minutes

Jefferson County Commission

Thursday, April 18, 2024

A meeting of the Jefferson County Commission was held on Thursday, April 18, 2024, during the first quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Commissioner Tricia Jackson, Commissioner Jennifer Krouse, Commissioner Pasha Majdi, and Commissioner Jane Tabb. Also present were Edwina Benites, interim county administrator; Nathan Cochran, assistant prosecuting attorney; Jacki Shadle, County Clerk; and Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, April 18, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Pastor Van Marsceau from Fellowship Bible Church

Pledge of Allegiance

Pledge of Allegiance of the West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the April 4, 2024, regular meeting with edits. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher made a motion to approve the Requisitions for April 18, 2024, in the amount of \$36,685.19. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for in the amount of \$319,090.71. The motion was approved unanimously.

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

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
89504	ADAM WARD	93.13
89505	AMERIFLEX	126.65
89506	AT&T	104.12
89507	AT&T BILL PAYMENT	2.58
89508	BOLAND TRANE SERVICES INC	713.00
89509	BUREAU OF CHILD SUPPORT	373.39
89510	CASTO & HARRIS INC	359.56
89511	CHARLES TOWN PRESBYTERIAN CHURCH	25.00
89512	COMPTROLLER OF MARYLAND	915.21
89513	DAVID WAMPLER	107.00
89514	DEBBIE LOWE	5,938.28
89515	DIGITAL DOCUMENT SOLUTIONS INC	930.07
89516	EFTPS IRS TAXES	106,295.76
89517	ELSS EXECUTIVE REPORTING, LLC	1,158.89
89518	EMILY MORROW	186.93
89519	EMPOWER RETIREMENT	6,847.03
89520	FEDEX	509.88
89521	FIRST CITIZENS BANK & TRUST CO	2,230.47
89522	FRONTIER	135.43
89523	FRONTIER	36.77
89524	FRONTIER	55.00
89525	FRONTIER	2.25
89526	FRONTIER	3,199.76
89527	FRONTIER	7,268.49
89528	FRONTIER	161.60
89529	FRONTIER	207.90
89530	GUTTMAN OIL CO	10,677.84
89531	JEFFERSON SECURITY BANK	4,085.00
89532	JENNILEE HARTMAN	522.57
89533	MARGARET GAINEY	304.30
89534	MILLER'S SUPPLIES AT WORK	884.51
89535	NICOLE NOBREGA	800.84
89536	NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89537	POTOMAC EDISON	32,697.89
89538	R.E. MICHEL CO. LLC	23.21
89539	RETIREE HEALTH BENEFIT TRUST	7,668.00
89540	ROBERT D AITCHESON	100.00
89541	RONALD DANTZIC	138.19

89542		SANDRA KELLEY	327.25
89543		SHERIFF OF JEFFERSON COUNTY	96.36
89544		SOFTWARE SYSTEMS INC	1,110.95
89545		SPIRIT OF JEFFERSON	185.56
89546		STAPLES	2,605.42
89547		TRACY P RICE RPR	84.70
89548		UNIFIRST	99.64
89549		WHOLESALE TIRES INC.	277.32
89550		WV DEPUTY SHERIFF RETIREMENT SYSTEM	23,778.74
89551		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,488.02
89552		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
89553		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	67,331.10
89554	FG/009	SHERIFF OF JEFFERSON COUNTY	5,339.53
89555	BS/011	SHERIFF OF JEFFERSON COUNTY	8,512.27
89556	AM/0S3	SHERIFF OF JEFFERSON COUNTY	1,799.13
TOTAL			356,153.98

Mr. Stolipher motioned to approve the accounts payable for April 11, 2024, in the amount of \$356,153.98. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
89557	AMANDA JACKSON	218.50
89558	APRIL BLAKER	1,229.18
89559	CARRIE ORR	1,474.42
89560	COX HOLLIDA YOUNG PLLC	1,663.49
89561	CWP	260.00
89562	E50 SOLUTIONS INC.	8,715.00
89563	FRONTIER	120.29
89564	FRONTIER	976.59
89565	J.C. EHRLICH	846.01
89566	JASON MICKEY	566.41
89567	JEFFERSON CO CONVENTION AND VISITORS BUREAU	5,247.77
89568	JEFFREY POLCZYNSKI	218.50
89569	KONE BROOKLYN	3,619.50
89570	LAURA POPE	376.50
89571	LORI BROWN	376.50
89572	MARION A. HAZEL	312.86
89573	MARKL SUPPLY COMPANY	5,981.70
89574	MILLENIUUM INSURANCE GROUP	900.00
89575	MILLERS SUPPLIES AT WORK	253.50
89576	POTOMAC EDISON	4,910.22

89577		SANDRA KELLEY	996.67
89578		SOFTWARE SYSTEMS INC	55.00
89579		SPIRIT OF JEFFERSON	1,109.58
89580		TOWN OF BOLIVAR	5,247.77
89581		UNIFIRST	99.64
89582		US BANK	69,096.76
89583		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	3,522.46
TOTAL			118,394.82

Mr. Stolipher motioned to approve the accounts payable for April 18, 2024, in the amount of \$118,394.82. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

337	DG/003	SHERIFF OF JEFFERSON COUNTY	\$28.00
906	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING	\$2,630.40
907	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,958.96
7	PF/041	BAKERTON VOLUNTEER FIRE DEPT	\$30,775.81
1143	AV/056	COMMERICAL PRESS INC	\$1,934.00
1144	AV/056	J.D POWER & ASSOCIATES	\$751.00
1145	AV/056	MONROE SYSTEMS FOR BUSINESS	\$1,087.58
326	AR/207	SHERIFF OF JEFFERSON COUNTY	\$8,986.85
1880	CO/246	R.E. MICHEL CO. LLC	\$71.10
1452	SI/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$112.00
1453	LI/249	SHERIFF OF JEFFERSON COUNTY-LAW ENF IMPACT	\$27,698.78
1454	PI/249	SHERIFF OF JEFFERSON COUNTY- PARKS/REC IMPACT	\$112,726.35
1455	EI/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$11,878.12
1456	AI/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$5,266.30
TOTAL			\$205,905.25

Mr. Stolipher motioned to approve the manual checks for April 12, 2024, in the amount of \$205,905.25. The motion was approved unanimously.

		APRIL 18, 2024	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
908	HD/008	D-TRAX LLC	\$736.00
1146	AV/056	MILLER'S SUPPLIES AT WORK	\$97.54
1147	AV/056	US BANK	\$768.07
373	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	\$103,245.15

327	AR/207	AT&T	\$690.94
328	AR/207	CITIZENS VOLUNTEER FIRE COMPANY	\$3,400.00
329	AR/207	INDEPENDENT VOLUNTEER	\$2,400.00
330	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE DEPT	\$1,600.00
331	AR/207	US BANK	\$4,256.24
1881	CO/246	US BANK	\$22.94
TOTAL			\$117,216.88

Mr. Stolipher motioned to approve the manual checks for April 19, 2024, in the amount of \$117,216.88. The motion was approved unanimously.

REGULAR PUBLIC COMMENT:

Public comment was received by:

Barbara Fuller

Brian Parrish

Mary Gee

Richard Gee

Jacquelyn Milliron (see attachment)

Christine Marshall (see attachment)

Christy Stadig (see attachment)

Amanda Stroud

David Tabb (see attachment)

Ada Henseley

PRESENTATIONS

1. Angie Banks, Assessor- approval to hire part-time help

Mr. Majdi motioned to approve the advertisement for part-time help. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

2. Tom Hansen, Sheriff- approvals of grant application and hire

Approval to apply for the court security grant to purchase X-ray machines for the Courthouse and jail

Mr. Stolipher motioned to approve the application for the Court Security Grant and authorize the President to sign all associated documents. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Approval to hire part-time bailiffs

Mr. Stolipher motioned to hire Julie Wolford and Thomas Twigg as part-time bailiffs with a start dates of April 22, 2024, at a rate of \$17.00 per hour. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

Approval to amend the hours of a current part-time bailiff

Mrs. Krouse motioned to approve that Kathleen O'Connor be allowed to work no more than 1500 hours annually which will entitle her to receive PERS retirement benefits paid by the County. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

3. Sarah McGee- Mountainheart Community Services, Inc. –signature of proclamations requests

Mr. Stolipher motioned to authorize the President to sign the Community Action Month (partnering with Telemon) and Provider Appreciation Day proclamations as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

4. Jennifer Brockman, Planning and Zoning- public hearing request

Mrs. Tabb motioned to schedule a public hearing on June 27, 2024, regarding the proposed amendment to Division 24.3000 C and D of the Jefferson County Subdivision Regulations. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

5. Interviews and appointments to the following

Charles Town Utility Board –selection of nominees to forward to the Charles Town City Council

Nominees-

Heidi Parker- 5 votes (Commissioner Majdi, Commissioner Stolipher, Commissioner Tabb, Commissioner Jackson and Commissioner Krouse)

Todd Wilt (online) - 2 votes (Commissioner Stolipher and Commissioner Majdi)

Peter Kubic (online) - 2 votes (Commissioner Stolipher and Commissioner Majdi)

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

Moved to the next, regular Commission meeting

6. Jennifer Myers, director- Jefferson County Parks and Recreation- funding to replace AC units at the Jefferson County Community Center request

Mr. Stolipher motioned to approve an additional \$15,000 to replace the HVAC units at the Jefferson County Community Center, funds will be allocated from the Capital Outlay funds. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

7. Laura Kuhn, director, fleet and facilities management- approval request to submit the Energy Efficiency and Conservation Block Grant Program for application for the installation of energy-efficient window in County buildings

Mr. Majdi motioned to approve the submission of the EECBG Program for the energy efficiency improvement project to replace windows in various County buildings. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

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

INTERIM COUNTY ADMINISTRATOR REPORTS

Article 147

Ms. Benites-LM provided an update on Article 147.

Solicitation of Human Resource Manager

It was the consensus of the Commission to table this agenda item for further review.

Employee Benefits Fair

Ms. Benites-LM provided an update on the employee benefits fair.

Adjourn

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

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

1. **The West Virginia Ethics Commission** rendered a decision in case 2024-02 regarding the Open Meetings Act application to committees of the planning commission.
 - a. If the committees are meeting to acquire information, then they are not subject to Open Meetings Act requirements of public notice.
 - b. If the committees are meeting and a recommendation to the planning commission is made based on the information gathered, then they are subject to Open Meetings Act.
 - c. A quorum of the committee is defined by a quorum of committee members, not planning commissioners.
 - d. The question is why meet with staff and the contractor privately? And why was the public told the information from those meetings private? The solar facilities committee and the ordinance re-write committee made recommendations to the planning commission in the past.
2. **Commissioners' Report:** I am requesting that this County Commission reinstitute the "commissioners' report" section of the agenda for the convenience of the public to know attendance and voting records where the elected county commissioners may have dual vote regarding the similar topics.
3. **2045 Comprehensive Plan:** The Jefferson County Planning Commission deleted the 2045 comprehensive plan citizen's stakeholder committee. I am requesting that this County Commission reinstate at commission level, an economically and geographically diverse stakeholder committee to openly review changes. While public input meetings were managed earnestly by staff, the effectiveness of public input was significantly watered down by planning commissioners having the final say.
4. **Solar Plant reference:** I am requesting that all county references to Solar facilities, farms, compounds, be instead referred to as "Solar Plants" and that this commission require similar regulatory practices as for existing coal and gas energy plants. Solar Plants contain known toxic chemical hazmat components, potential catastrophic fire and safety issues, environmental mitigation requirements, and unknown debris contingencies in destructive weather events over their useful life. It is the least our government can do given the ill-fated solar text amendment. Let's put the horse before the cart.
5. **Independent Audit:** I am requesting an Independent Audit of the county finances for the last years due to numerous anomalies that took place during the year's budget session.
6. **Hilltop TIF:** This is a request for consideration that the county commission reconsider the Hilltop TIF to exclude water and sewer infrastructure which should be properly executed under Title 150 Water and Sewer Rules as did Rockwood despite them being on a PILOT.
7. **CTUB Nominees:** Round 2 of interviews for nominees for the county CTUB position. There are three published requirements and this commission is obligated to send "not more than three" to the Charles Town City Council. One of the candidates fails requirement number #2 and #3 to be a current CTUB sewer customer and former JCPSD SEWER customer. The official residence of another applicant was questioned. At the last meeting only one applicant who was interviewed supplied proof of satisfying all three requirements.

TIF

Tax Increment Finance and the Hill Top House Hotel Project

I. Introduction

- The Jefferson County Commission (“**Commission**”) is considering establishing two tax increment finance (“**TIF**”) districts: a property tax TIF District and special district excise tax TIF district (the “**TIF Districts**”).
- The TIF Districts have been proposed by SWaN Hill Top House Hotel, LLC (the “**Developer**”) to facilitate redevelopment of the historic Hill Top House Hotel and surrounding properties in Harpers Ferry, West Virginia (the “**Project**”).
- This document is meant to provide a basic understanding of how TIF works in West Virginia and to provide the Commission with a summary of the steps it has taken to date to create the TIF Districts.

II. TIF in West Virginia

A. Fundamentals of TIFs

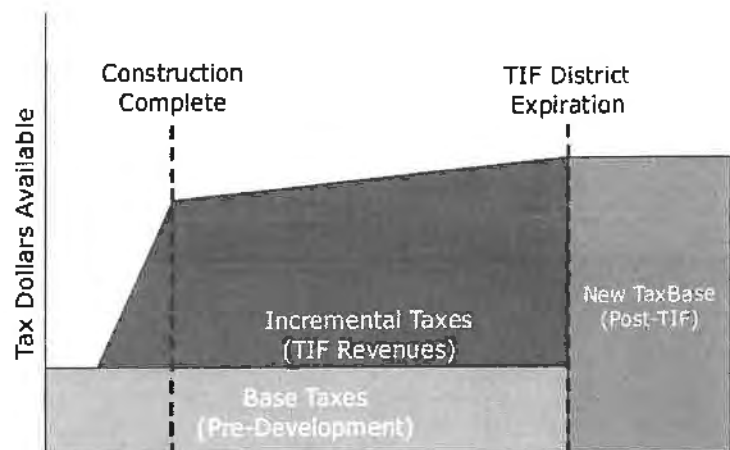
- TIF uses future increases in tax revenue to finance current public improvements.
- In most cases, TIF is deployed as a public-private partnership.
- TIF is designed to enable public bodies to address blighted or underdeveloped areas in its community and stimulate economic growth, and private project developer to offset the costs to develop a project that would otherwise be uneconomical to pursue.
- In West Virginia, TIF districts utilizing increases in property tax revenues or sales tax revenues are permitted and typically assist with financing costs related to public infrastructure, land acquisition, demolition, utilities, and other public improvements such as streetscapes, sidewalks, street lighting, parking, traffic improvements, water and sewer improvements, gas and electric improvements.
- Because projects utilizing TIF funds are “public improvements,” they must comply with West Virginia laws pertaining to (1) use of local labor and (2) either competitive bidding or design-build methods of construction. Prior to July 1, 2016, projects financed with TIF funds also required payment of prevailing wages. However, the West Virginia legislature repealed prevailing wage for public projects during the 2016 legislative session.
- West Virginia permits two separate types of TIF districts:

OFFER FOR
Public Comment: JM April 18, 2024

- As development occurs, property values should increase over time. The amount of property taxes collected in excess of a base assessed value (i.e., positive increment) are collected and deposited into a separate fund with the County. This account is generally referred to as the TIF Fund.
- Each year after the creation of the district, the County Assessor will certify the current assessed values of the taxable property in the district. This is called the Current Assessed Value.
- The Difference between the Base Assessed Value and the Current Assessed Value is the increment.
- The monies in the TIF Fund become available to be used to finance the projects in the Project Plan and other improvements within or serving the district, typically to repay TIF obligations (e.g., bonds or loans) or to fund public improvements on a pay-as-you-go basis.

How does Tax Increment Financing Work?

- ▶ Financing a project with increased value of future tax revenues
- ▶ TIF districts split taxes:
 - Base
 - Incremental



C. Excise Tax TIF Act.

- Similar to the Property Tax TIF Act, county commissions are also permitted, upon their own initiative or upon application of a project developer, to create Economic Opportunity Development Districts (“**EODD**”) under the Excise Tax TIF Act.
- EODDs capture increases in sales taxes within such a district to finance public improvements within its boundaries.

- EODDs must confirm that at least \$75 million in private capital will be invested within the first two years following creation of the District.
- In addition to approval from WVDED, the West Virginia legislature must authorize the county commission to levy the special district excise tax on the privilege of selling tangible personal property and rendering select services within the proposed district.
- Upon approval, WVDED issues a written certification approving the district, and stating (1) the base district tax, (2) the base revenue amount, (3) the gross annual district tax revenue amount, and (4) the estimated net annual district tax revenue amount all as determined by WVDED.

D. Procedures under the Property Tax TIF Act.

- Specific statutory procedures must be satisfied to establish a new TIF district.
- The TIF process begins by identifying the boundaries of the district and defining the plan of development. In West Virginia, the plan of development in a TIF district is called the "Project Plan." The Project Plan must be approved by the governing body of the County or Municipality creating the district is integral to application.
- The Project Plan, and all the materials supporting the Project Plan, are inserted into an application that will be submitted to WVDED.
- Once the application is completed (or nearly completed), the County will adopt a resolution setting a public hearing. Notice of the public hearing must be published in the local paper by Class II legal ad.
- Notice of the public hearing must be provided to taxing authorities at least 30 days prior to the public hearing.
- At the public hearing, the public is afforded the right to speak for or against the creation of the district.
- Usually, immediately after the public hearing, the County will consider a resolution authorizing the submission of the application to the WVDED.
- WVDED will have 60 days to review, in which time it must approve, reject, or request changes or additional information.
- If approved, WVDED will send the County a letter approving the application and the creation of the district. If the application includes TIF bonds in its plan of finance, WVDED will typically provide a maximum bonding capacity for the district.

- The County will then properly notice a meeting to consider an Order creating the district, approving the Project Plan, and establishing the TIF Fund.

III. Status of each of the TIF Districts.

- The Commission and the Developer have already started the process to form both TIF Districts.
- The Commission applied to WVDED create an excise tax TIF district in 2022.
- Last summer, WVDED approved the application, but made its approval conditioned upon the Commission and the Developer forming a property tax TIF district and delivery of construction loan documentation from the Developer.

A. Steps taken to create the Hill Top House Hotel Economic Opportunity Development District (Excise Tax TIF District).

- Sometime in 2022, the Developer prepared and submitted an application to the Commission that proposed to create an Economic Opportunity Development District in Jefferson County to be known and designated as “Hill Top House Hotel Economic Opportunity Development District”.
- On November 3, 2022, the Commission held a public hearing at which time the public was afforded an opportunity to speak for or against the creation of the proposed Excise Tax TIF District.
- Immediately following the public hearing, the Commission considered a resolution to approve the form of application to create the Excise Tax TIF District.
- The resolution was approved on a four to one vote.
- The resolution authorized the financing of the projects described in the application and the submission of the application to WVDED for consideration of approval. If so approved, the district would be submitted for consideration by the West Virginia Legislature.
- During the 2023 regular legislative session, the legislature authorized the Commission to levy a special district excise tax for the benefit of the Project and authorized the creation of the Excise Tax TIF District.

- In the legislation authorizing the creation of the Excise Tax TIF District⁵, the legislature provided that (1) the Commission could create the Excise Tax TIF District and levy the special district excise tax by order entered of record as provided in § 7-22-10 without the approval of the executive director of the WVDED; and (2) the Commission could determine the (i) base district tax, (ii) base tax revenue amount, (iii) gross annual district tax revenue amount, and (iv) estimated net annual district tax revenue amount in lieu of that determination by WVDED as provided in § 7-22-7.
- For purposes of determining the base tax revenue amount, the Commission was directed to promptly request a certification from the Tax Commissioner of the base tax revenue amount. The Tax Commissioner was directed to provide the certification to the Commission within thirty (30) days.
- By letter dated June 12, 2023, WVDED conditionally approved the creation of the Excise Tax TIF District (the “**Conditional Approval Letter**”).
 - o WVDED noted that historically applications to form an excise tax TIF district are submitted together with an application to establish a property tax TIF district, and therefore approval of the Excise Tax TIF District was withheld pending review of an application for a property tax TIF district and a project plan.
 - o Noting that the Project would be funded in part by a construction loan, WVDED also requested a copy of the construction loan documentation from the Commission.
- As a result of the Conditional Approval Letter, the County and the Developer began the process to create the Property Tax TIF District.

B. Steps taken to create the Jefferson County Redevelopment District No. 1 – Hill Top House Hotel (Property Tax TIF District).

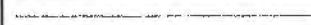

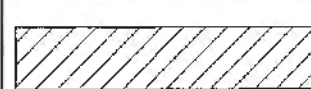
- During a regularly scheduled meeting on July 6, 2023, the Commission entertained a motion to schedule a public hearing for August 17, 2023, on the proposed creation of the Property Tax TIF District. The motion was unanimously approved.
- On August 17, 2023, the Commission held a public hearing regarding (1) the approval of the application to create the Property Tax TIF District, and the adoption of a project plan for the Property Tax TIF District, and (2) the submission of the Property Tax TIF Application to WVDED for consideration of approval.

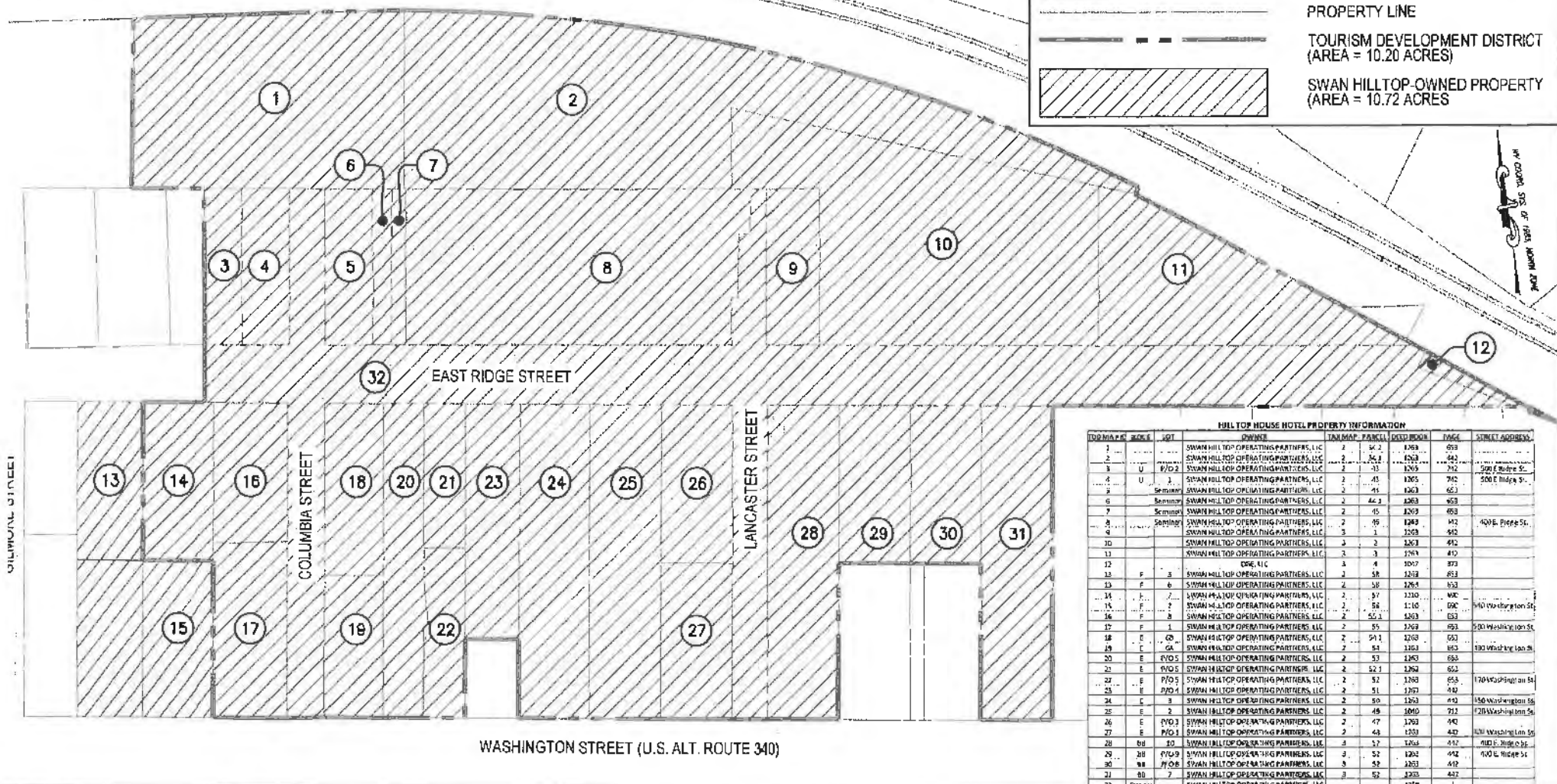
⁵ See H.B. 3013 as codified in W. Va. Code §7-22-9(4).

EXHIBIT A

Map of Boundaries of the Proposed TIF Districts

LEGEND:

-  PROPERTY LINE
-  TOURISM DEVELOPMENT DISTRICT (AREA = 10.20 ACRES)
-  SWAN HILLTOP-OWNED PROPERTY (AREA = 10.72 ACRES)



HILL TOP HOUSE HOTEL PROPERTY INFORMATION

LOT NO.	ACRES	LOT	OWNER	TENANT	PARCEL	USED FEET	PAGE	STREET ADDRESS
1			SWAN HILLTOP OPERATING PARTNERS, LLC		34	1253	653	
2			SWAN HILLTOP OPERATING PARTNERS, LLC		26.2	1253	442	
3		P/D 2	SWAN HILLTOP OPERATING PARTNERS, LLC		33	1265	742	500 E Ridge St.
4	U	2	SWAN HILLTOP OPERATING PARTNERS, LLC		45	1265	742	500 E Ridge St.
5		Seamless	SWAN HILLTOP OPERATING PARTNERS, LLC		45	1263	653	
6		Seamless	SWAN HILLTOP OPERATING PARTNERS, LLC		44.3	1263	653	
7		Seamless	SWAN HILLTOP OPERATING PARTNERS, LLC		45	1267	653	
8		Seamless	SWAN HILLTOP OPERATING PARTNERS, LLC		45	1249	442	400 E Ridge St.
9			SWAN HILLTOP OPERATING PARTNERS, LLC		3	1253	442	
10			SWAN HILLTOP OPERATING PARTNERS, LLC		3	1263	442	
11			SWAN HILLTOP OPERATING PARTNERS, LLC		3	1263	412	
12			ONE, LLC		4	1263	412	
13	F	3	SWAN HILLTOP OPERATING PARTNERS, LLC		4	1267	373	
14	F	6	SWAN HILLTOP OPERATING PARTNERS, LLC		2	58	1212	453
15	F	7	SWAN HILLTOP OPERATING PARTNERS, LLC		2	58	1264	453
16	F	7	SWAN HILLTOP OPERATING PARTNERS, LLC		2	57	1230	402
17	F	8	SWAN HILLTOP OPERATING PARTNERS, LLC		2	58	1245	392
18	F	8	SWAN HILLTOP OPERATING PARTNERS, LLC		2	55.3	1263	353
19	F	1	SWAN HILLTOP OPERATING PARTNERS, LLC		2	55	1262	653
20	E	CD	SWAN HILLTOP OPERATING PARTNERS, LLC		2	54.1	1263	653
21	E	GA	SWAN HILLTOP OPERATING PARTNERS, LLC		2	54	1263	653
22	E	P/D 5	SWAN HILLTOP OPERATING PARTNERS, LLC		2	53	1263	653
23	E	P/D 5	SWAN HILLTOP OPERATING PARTNERS, LLC		2	52.1	1262	653
24	E	P/D 5	SWAN HILLTOP OPERATING PARTNERS, LLC		2	52	1263	653
25	E	P/D 4	SWAN HILLTOP OPERATING PARTNERS, LLC		2	51	1262	442
26	E	3	SWAN HILLTOP OPERATING PARTNERS, LLC		2	50	1263	442
27	E	2	SWAN HILLTOP OPERATING PARTNERS, LLC		2	49	1040	712
28	E	P/D 3	SWAN HILLTOP OPERATING PARTNERS, LLC		2	47	1263	442
29	E	P/D 1	SWAN HILLTOP OPERATING PARTNERS, LLC		2	46	1263	442
30	BB	30	SWAN HILLTOP OPERATING PARTNERS, LLC		3	57	1264	412
31	BB	P/D 3	SWAN HILLTOP OPERATING PARTNERS, LLC		3	52	1264	442
32	BB	P/D 3	SWAN HILLTOP OPERATING PARTNERS, LLC		3	52	1263	442
33	BB	7	SWAN HILLTOP OPERATING PARTNERS, LLC		3	52	1263	442
34	BB	7	SWAN HILLTOP OPERATING PARTNERS, LLC		3	52	1258	1

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 Phone: 202-869-1600
 www.gordondc.us.com

HILL TOP HOUSE HOTEL
 TOURISM DEVELOPMENT DISTRICT
 SCALE: 1" = 80'
 SEPTEMBER 28, 2022

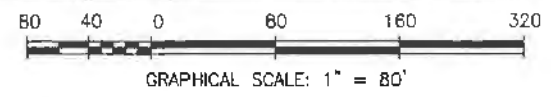


EXHIBIT D109-0201-0016
 CADD: D109-0201-0016_TOURISM DEVELOPMENT DISTRICT.CWG
 DRAWN BY: K. EYE
 SHEET 1 OF 1

Open Meetings Advisory Opinion No. 2024-02

Issued on April 4, 2024, by

**The West Virginia Ethics Commission
Committee on Open Governmental Meetings**

Opinion Sought

The **Jefferson County Planning Commission** asks whether its Committees are subject to the Open Meetings Act.

Facts Relied Upon by the Committee

The Jefferson County Planning Commission (“Planning Commission” or “Requester”) oversees the administration of the county zoning ordinance, the county subdivision ordinance, other matters related to land use in Jefferson County, and its own fiscal affairs pursuant to W. Va. Code § 8A-2-11. The Commission consists of nine members, each appointed to serve a three-year term of office. W. Va. Code § 8A-2-4. State law provides, in relevant part, that the duties of county planning commissions include making “recommendations to the appropriate governing body concerning planning.” W. Va. Code § 8A-2-11(8).

The Planning Commission has adopted by-laws that include a provision that enables the Commission to form committees. The provision states:

The Planning Commission may establish one or more committees to which, pursuant to W. Va. Code § 8A-2-11(15), it may delegate limited powers. Committees shall consist of no less than three (3) members nor more than five (5) members of the Planning Commission. Appointments to committees shall be made by a majority vote of the Planning Commission.

The Planning Commission has established three committees: the Budget Committee, the Solar Text Amendment Committee, and the Ordinance Rewrite Committee (collectively “the Committees” or the “Planning Commission Committees”). Each Committee consists exclusively of three Planning Commission members.¹ None of the Committees are meeting at this time.

The Planning Commission is required to approve and submit an annual budget to the Jefferson County Commission. W. Va. Code § 8A-2-11. The budget is prepared by the director of the department of engineering, planning, and zoning (“director”), who is not a member of the Commission, but is a Jefferson County employee. The Requester states

¹ According to the Requester, a quorum of Planning Commission members has never served on any of the Committees. Currently, there is a vacancy on the Solar Text Amendment Committee.

that the Planning Commission formed the Budget Committee to review the budget prepared by the director before the director presented the budget to the Planning Commission. Similarly, the Commission formed the Solar Text Amendment Committee in February 2020 to work with consultants and Planning Commission staff to draft ordinance amendments to its solar text ordinance. Staff presented the draft ordinance amendments to the Planning Commission at a public meeting.

The Planning Commission rewrote the county's subdivision ordinance and its zoning ordinance in 2008. During the process, staff identified conflicts between the two ordinances that needed to be resolved through several amendments to the subdivision ordinance in 2010. The Planning Commission hired a consultant to rewrite the ordinance, and in 2019, the Commission formed the Ordinance Rewrite Committee to "review and work with [the] consultant to revise [the] subdivision and land development ordinance." According to the Requester, the Ordinance Rewrite Committee facilitated meetings between staff and the consultants, helped identify conflicts in the ordinances, and met privately with the consultant. The proposed changes to the ordinance have not been presented to the Planning Commission, and the project is currently suspended pending the completion of the Jefferson County Comprehensive Plan.

The Requester describes each Committee as "an advisory body with no legislative authority." The Requester states that the Committees do not formulate policy, make recommendations directly to the Planning Commission, or have decision-making authority. Rather, the Committees were created to facilitate interactions between Planning Commission staff and consultants, make recommendations to Planning Commission staff and the consultants, and present progress reports to the Planning Commission. The Requester states that Planning Commission staff and consultants have created documents and drafted ordinance provisions, which the staff presented to the Planning Commission at a public meeting.

The Requester has asked whether the Committees are subject to the Open Governmental Meetings Act, at W. Va. Code §§ 6-9A-1 through 12 ("Open Meetings Act"), and whether the Committees should prepare agendas for, invite the public to, and take minutes of its meetings.

Code Provisions Relied Upon by the Committee

W. Va. Code § 6-9A-2(4) states:

"Governing body" means the members of any public agency having the authority to make decisions for or recommendations to a public agency on policy or administration, the membership of a governing body consists of two or more members; for the purposes of this article, a governing body of the Legislature is any standing, select or special committee, except the commission on special investigations, as determined by the rules of the respective houses of the Legislature.

W. Va. Code § 6-9A-2(5) states, in relevant part:

(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

....

(D) General discussions among members of a governing body on issues of interest to the public when held in a planned or unplanned social, educational, training, informal, ceremonial or similar setting, without intent to conduct public business even if a quorum is present and public business is discussed but there is no intention for the discussion to lead to an official action; or

(E) Discussions by members of a governing body on logistical and procedural methods to schedule and regulate a meeting.

W. Va. Code § 6-9A-2(7) states:

"Public agency" means any administrative or legislative unit of state, county or municipal government, including any department, division, bureau, office, commission, authority, board, public corporation, section, committee, subcommittee or any other agency or subunit of the foregoing, authorized by law to exercise some portion of executive or legislative power. The term "public agency" does not include courts created by article eight of the West Virginia Constitution or the system of family law masters created by article four, chapter forty-eight-a of this code.

W. Va. Code § 6-9A-3(a) states:

Except as expressly and specifically otherwise provided by law, whether heretofore or hereinafter enacted, and except as provided in section four of this article, all meetings of any governing body shall be open to the public.

Advisory Opinion

The Open Meetings Act requires a governing body of a public agency to hold public meetings, subject to exceptions. "Public agency" means any administrative or legislative unit of . . . county or municipal government, including any department, division, bureau, office, commission, authority, board, public corporation, section, committee, subcommittee or any other agency or subunit of the foregoing, authorized by law to exercise some portion of executive or legislative power. W. Va. Code § 6-9A-2(7). The Planning Commission is a public agency because it is a commission authorized by law

to exercise some portion of executive or legislative power relating to county planning. See W. Va. Code § 8A-2-11 (establishing the powers and duties of county planning commissions).²

Next, this Committee must determine whether the Committees are governing bodies of the Planning Commission. "Governing body" means the members of any public agency having the authority to make decisions for or recommendations to a public agency on policy or administration, the membership of a governing body consists of two or more members" This Committee has previously addressed whether committees are governing bodies of public agencies and therefore subject to the Open Meetings Act. In Open Meetings Advisory Opinion 2002-13, this Committee held that a standing committee, consisting of two or more members of a public agency, whose purpose is to make recommendations to the public agency as a whole, is a governing body of a public agency, and must conduct its meetings in compliance with the Open Meetings Act. See also Open Meetings Advisory Opinion 2005-05. In Open Meetings Advisory Opinion 2014-02, this Committee held that committees that are merely tasked with "collation of data or preliminary research, however, are not subject to the Act as long as they are not tasked with making recommendations about that data to the Council or otherwise exercise executive or legislative power."

Whether a committee is a "governing body" for purposes of the Open Meetings Act depends upon the authority delegated to the committee by the public agency that created it. Here, the Planning Commission's by-laws allow the public agency, the Planning Commission, to create committees and delegate limited powers to the committees. The Committees consist exclusively of three Planning Commission members. The Requester states that the main purpose of the Committees is to facilitate interactions between Planning Commission staff and consultants, make recommendations to the Planning Commission staff and consultants, and present progress reports to the Planning Commission. Although the Requester has stated that the Committees make recommendations to staff and consultants, the Requester has not stated specifically what type of recommendations the Committees have been delegated the authority to make.

Therefore, this Committee finds that facilitating interactions between Planning Commission staff and consultants and presenting progress reports to the Planning Commission do not constitute making decisions or recommendations to a public agency on policy or administration. Thus, when the Committees' authority is limited to these activities, the Committees are not governing bodies under the Open Meetings Act.

The Requester also states, however, that the Committees make recommendations to Planning Commission staff and the consultants who in turn make recommendations to the Planning Commission. **This Committee finds that if the Planning Commission delegated authority to the Committees to make recommendations to Planning**

² The duties of county planning commissions include making "recommendations to the appropriate governing body concerning planning." W. Va. Code § 8A-2-11(8).

Commission staff or consultants on policy or administration, such as the contents of an ordinance or budget, and the staff or consultants make recommendations to the Planning Commission on these same matters, then the Committees are governing bodies under the Open Meetings Act. While the Committees are making recommendations to the staff and consultants and not directly to the Planning Commission, this Committee finds that making a recommendation to staff or consultants that are or may be passed along in part or whole to the governing body constitutes making a recommendation to the Planning Commission, a public agency. In making this determination, this Committee has also considered that the Planning Commission Committees consist of three Planning Commission members.

Next, this Committee will address which gatherings of a governing body trigger the notice, agenda, minutes, and other public meeting requirements under the Open Meetings Act. W. Va. Code § 6-9A-3. A “meeting” under the Act is “the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action.” W. Va. Code § 6-9A-2(5) (defining meeting and acts excluded from the definition). Not every gathering of a governing body is a public meeting. *Id.*

In Open Meetings Advisory Opinion 2018-01, this Committee concluded that county commissioners may meet with other county officials and their staff members regarding concerns the staff members had about performing their work so long as the meetings would simply serve as an educational tool for the commissioners to learn about the functions of other county elected officials and their staffs.³ Conversely, in Open Meetings Advisory Opinion 2019-03, this Committee held that a quorum of civil service commissioners may not meet outside of a public meeting to discuss staff job duties, staff performance, appropriate office conduct, or approving expenditures because such activities go beyond simply serving as an educational tool for commissioners.

This Committee holds that when the Committees merely facilitate interactions between Planning Commission staff and consultants or present progress reports to the Planning Commission, such gatherings may be held in private because they are not public meetings under the Open Meetings Act.

If the Committees make recommendations to Planning Commission staff or consultants on policy or administration, such as the contents of an ordinance or budget, and the staff or consultants make recommendations to the Planning Commission on these same matters, then a quorum of those Committee members may not meet with Planning Commission staff or consultants outside of a properly noticed public meeting.

Each Committee must determine prior to each meeting, based upon the purpose of the meeting, whether it must notice and hold a public meeting or whether the gathering is

³ Nonetheless, to avoid any possibility of contravening the Act, this Committee still recommended that only one member of the county commission attend the meetings and report back to the full commission during a properly noticed meeting where this item has been placed on the agenda.

one that does not require a public meeting under the Open Meetings Act. For a gathering not subject to Open Meetings Act public meeting requirements, the committee participants must ensure that they do not stray into discussing matters that must be considered at properly noticed public meetings.

This Advisory Opinion is limited to questions arising under the Open Governmental Proceedings Act, W. Va. Code §§ 6-9A-1 through 6-9A-12, and does not purport to interpret other laws or rules.



Lynn Davis, Chairperson
Open Governmental Meetings Committee
West Virginia Ethics Commission

From: Christine Marshall [REDACTED]
Apr 18, 2024 at 3:21:59 PM
To: Christine Marshall [REDACTED]

4-18-24

- Please amend the April 4th meeting minutes to include the full TIF Application as it was presented to the Jefferson County Commission by Mr. Stump.
- It is appalling that the application for the TIF was approved after the Commission hired counsel to evaluate and advise them, but BEFORE that counsel could read and evaluate the documents. And BEFORE the counsel could advise the Commission or make any necessary changes that would ensure that that document was protective of the county.
- How could the County Commission approve an application and call it "materially complete" (whatever that actually means) when the expert you hired had not been given the time and or opportunity to read it?
- You all have the welfare of the county and its financial health in your hands. Please protect the county and thoroughly evaluate, with YOUR counsel, future proposals and BEFORE approval of any bonds.

18 April 2024 Jefferson County Commission Meeting – Public Comment

Christy Stadig
Harpers Ferry

All 5 commissioners unanimously voted for an audit in March. At the March 21st County Commission Meeting, staff explained that after a phone call to the State Auditor's office, it was decided that no audit was necessary. Would someone please explain how county staff's opinion overrides the votes of all five commissioners? This is concerning to the citizens of our county.

I have too many too many financial concerns to list in a 3 minute public comment. I am simply here to reiterate what I said in my March 21st public comment. It was clear from attending many of the budget meetings that our finances are in disarray and many citizens would like a full forensic audit of the county's finances. Five commissioners felt the same and voted as such in March.

I would like to know how we went from being \$4.3 million dollars in the red to a reporter finding a million dollars in one of the meetings...to a "data entry error" resulting in a large sum of money being found in one of the final budget meetings. I would also like to know why last year's budget was never signed off on. I would like to know where my tax dollars are and I'm concerned that things are just a little too confusing. All 5 commissioners voted for an audit. When will this audit be taking place?
Thank you

SPECIAL SESSION COUNTY ADMINISTRATOR INTERVIEWS

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in-person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Monday, April 22, 2024, beginning at 9:30 am.

PRESENT: Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Tricia Jackson, Commissioner
Jennifer Krouse, County Administrator
Sorayda Pitts, Administrative Assistant

In re: COUNTY ADMINISTRATOR INTERVIEWS

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

Mr. Stolipher moved to enter into executive session to conduct interviews for the County Administrator position. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

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

Mr. Majdi motioned to hire Edwina Benites as the County Administrator, with a salary of \$120,000.00 effective immediately. The motion was seconded by Mr. Stolipher. The motion passed on a 3-2 vote with Commissioner Majdi, Commissioner Tabb, and Commissioner Stolipher voting in favor of the motion and Commissioner Krouse and Commissioner Jackson opposing the motion.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$464,632.74		\$464,632.74
6.2% Tax Payable OASDI	\$27,672.91		\$27,672.91
1.45% Tax Payable HI	\$6,471.92		\$6,471.92
Fed Withholding	\$37,442.29		\$37,442.29
PA State Tax	\$62.37		\$62.37
WV State Withholding	\$14,965.59		\$14,965.59
VA State Tax	\$469.03		\$469.03
MD State Tax	\$972.24		\$972.24
PERS I Retirement Deduct 4.5%	\$8,632.03		\$8,632.03
PERS II Retirement Deduct 6%	\$8,465.99		\$8,465.99
DSRS Retirement Deduct 8.5%	\$8,085.38		\$8,085.38
EMS Retirement Deduct 8.5%	\$923.35		\$923.35
Hosp. Pre-Taxed	\$16,346.00		\$16,346.00
D/VF	\$1,650.54		\$1,650.54
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$1,942.74		\$1,942.74
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$0.00		\$0.00
Wage Attach #3	\$0.00		\$0.00
Wage Attach #4			\$0.00
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$4,977.70		\$4,977.70
457R - Roth	\$1,693.18		\$1,693.18
Christmas Club	\$4,085.00		\$4,085.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$147,402.74	\$0.00	\$147,402.74
Net Wages Total	\$317,230.00	\$0.00	\$317,230.00
Payroll Date	April 26, 2024		

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Matthew Harvey

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: May 2, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

New Hire Request

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

1. The Prosecuting Attorney's office seeks to hire an Assistant Prosecuting Attorney. Qualified candidate, Travis Knupp, has already been identified.

Type of Request: (Funding/Hiring): Hiring

Funding/Salary/Hourly Amount: \$70,000 annually

Name of Hire (if Applicable): Travis Knupp

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

Start Date (beginning of pay period): May 3, 2024

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

This is a budget neutral position.

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

The Commission approves the hiring of Travis Knupp as an Assistant Prosecuting Attorney at a rate of \$70,000 annually to begin working on May 5, 2024.

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

If not attached, explain:

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

Contact Information: Jaymee Houser

Phone Number: 304-728-3318

Email Address:

jhouser@jepawv.org



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: Bessie Nelson

Date: May 2, 2024

Re: Fiscal Note: Prosecuting Attorney's hiring request

County Prosecutor Matt Harvey requests hiring Travis Knupp as an Assistant Prosecuting Attorney at a salary of \$70,000 on May 5, 2024. This memorandum is to provide the fiscal impact of the hire.

- | | |
|-----------------------------------------------|-------------|
| - Amount budgeted for this position in FY 24: | \$76,000.00 |
| - Amount budgeted for this position in FY 25: | \$76,000.00 |

County Budget Director
Bessie Nelson

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **County Clerk's Office**

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

Date Requested – 1st Choice: **May 2, 2024**

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

Date Requested – 2nd Choice:

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

- 1. Fiduciary Commissioner Report for the Estate of Tyrone Stewart Jr.**
- 2. Election Update & Set Time & Location for Canvass on May 20, 2024**

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*):

- 1. To accept the recommendation from Mr. Lorenzetti, Fiduciary Commissioner, to remove Fredonia Stewart as Successor and appoint Donna Herring.**
- 2. To hold the 2024 Primary Canvass at the Jefferson County Courthouse beginning at 9:30 a.m.**

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

FIDUCIARY COMMISSIONER REPORT- Jefferson County, WV

April 1, 2024

Estate of Tyrone Paul Stewart, Jr.

Hearing Date: March 11, 2024

Recorded

Bond of \$275 posted by Donna Herring

Attendees: Ralph Lorenzetti

Karen Oden-Probate Clerk

Nikki Painter-Chief Deputy Clerk

Fredonia Stewart- Successor under Probate for Small Estates

Donna Herring- Petitioner for Daughter Ashly Stewart, also present

Witnesses Testifying: Fredonia Stewart- ex-wife of deceased and mother of Logan Stewart,

daughter of deceased

Donna Herring

Dwayne Stewart, Brother of Deceased

Margaret Stewart, Mother of Deceased

Tonya Newman, Friend of Fredonia

Antoine Lewis, Step son of Deceased, son of Fredonia

Will- A proffered typed will was rejected for filing by the Clerks Office as it did not have two witnesses. The Successor proffered the will again a second time with two witnesses, however it had no date and it was not clear which parties the notary was witnessing. A copy of a notary receipt was filed as to date but it was not part of will and indicated that it attested to one witness. The will was not accepted.

Hearing-Stipulated facts, The Successor indicated in the "Affidavit for Small Estate" that Decedent died intestate with 50% to daughter Ashley Stewart and 50% to daughter Logan Stewart.

However, upon Mr. Stewart's death Ms. Fredonia Stewart indicated that to vacate Mr. Stewart's apartment, she divided property, for distribution, Goodwill contribution and trash disposal. As to personal property for distribution she used the eventually rejected will. Most personal property went to her sons, Mr. Stewart's step sons. A few items went Mr. Stewart's brother, a few watches and long sleeve

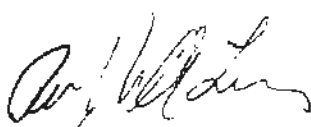
shirts. I item of note was a 2014 Honda Accord (\$6000) which she titled in her name for use by her son Antoine. She testified that she was owed \$2452 on its purchase. One issue was a \$20,000 reference in the rejected will, the successor indicated this money did not exist. Various insurance policies were testified about, however the successor indicated that due to not disclosing Mr. Stewart's health at time of application, payout was denied but premiums were returned. The "Affidavit for Small Estate" filed by the Successor listed the entire personal probate estate as \$7,398.60. This does not include 50% of the personal property that Successor distributed to her sons.

The testimony was at the time of Hearing that Ashley Stewart had not received any distribution. The testimony indicated that there has been little communication between the parties. Ms. Fredonia Stewart believes she has conducted herself properly, but subsequent to hearing indicates she has some to-do items, see her email dated March 12, 2024. Ms. Herring believes Ms. F. Stewart has not operated in good faith to the detriment of Ashly Stewart, see her email dated March 20, 2024.

Recommendation: Ms. Fredonia Stewart may have unwittingly relied on the rejected will, but still it appears she has ignored Ashly Stewart's interest in the estate. I cannot address the insurance denials, but Ashly should have received 50% of the value of the personal property distributed to her children (as should has Logan). Ashly should also receive 50% of the \$7,398.60 as listed in the affidavit.

Therefore, I would recommend to the County Commission that Ms. Fredonia Stewart be removed as Successor, and Ms. Herring be appointed Successor. Note, that Logan Stewart should also receive 50% of personal estate of her father.

Respectfully,



Ralph A. Lorenzetti, Jr.

Fiduciary Commissioner

Attachments: emails of F. Stewart and D. Herring

Cc: F. Stewart and D. Herring, by email.

Re: Re: Estate of Tyrone Paul Stewart, Jr., Jefferson County, WV

From: Fredonia Stewart <fredonia.stewart77@gmail.com>
To: Ralph Lorenzetti <lorenzet1@earthlink.net>
Cc: Donna Herring <drherring1@msn.com>, <kolden@jeffersoncountywv.org>, Fredonia Stewart <Fredonia.Stewart77@gmail.com>
Subject: Re: Re: Estate of Tyrone Paul Stewart, Jr., Jefferson County, WV
Date: Mar 12, 2024 11:05 AM
Attachments: [image.png](#) [image.png](#) [image.png](#)

Good Evening as requested,

Life insurance policy.

1. Prudential "Bestow" - No information showing Ashley Stewart as an Beneficiary - 1-888-989-4778 -
2. Northramp "Bestow" - Ashley's legal guardian will need to call to see if there's any benefits per the company policy, provide Tyrone's D.O.B. and Date of Death - 1-800-733-2524
3. USAA - Ashley's legal guardian will need to call to see if there's any benefits per the company policy, provide Tyrone's D.O.B. and Date of Death 1-800-531-8455
4. OneMain - Ashley's legal guardian will need to call to see if there's any benefits per the company policy, provide Tyrone's D.O.B. and Date of Death -1-800-307-0048

To-Do

1. Contact Bank to see if there's any funds withheld from Tyrone Stewart's account.
2. Get guns value sale and split profit between Logan and Ashley Stewart
3. Once Verizon Pension is received, it will be split between Logan and Ashley Stewart
4. TV I will get appraised sale and split profit between Logan and Ashley Stewart
5. 2014 Honda

If Donna would like to have the 2014 Honda, Fredonia will need to be reimbursed \$2452.44, the car balance Fredonia Stewart paid, plus Logan Stewart portion of the blue book value

Honda Blue Book Value
\$ 3,454.00

Honda Paid off Amount
Paid by Fredonia
Stewart Personal

Account		
\$ 2,452.44	\$ 304.00	9/6/2023
	\$ 54.80	10/2/2023
	\$ 2,093.64	10/5/2023

Karen Olden

From: Donna Herring <drherring1@msn.com>
Sent: Wednesday, March 20, 2024 10:34 PM
To: Lorenzet1@earthlink.net
Cc: Karen Olden
Subject: Estate of Tyrone Paul Stewart, Jr - Closing Statement

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

Greetings Mr. Lorenzetti,

I'm providing a written request for Fredonia Stewart to be removed as executor of the Estate for Tyrone Paul Stewart, Jr.

Fredonia Stewart stole descendant's property which included a vehicle, jewelry, motor cycle, hand guns, cans of 3 large cans filled with coins and bills, all furnishings in the apartment he lived in with his mother, insurance policies proceeds and cash from his bank accounts.

Fredonia Stewart took all this property, according to her witness Tanya Newman, within 5 days of his death. When all the property was taken, she was not appointed by any court as the representative of his estate. She changed the title to his car fraudulently as well as several other things.

She testified that she "included" his daughter, Ashley Stewart, in all her plans yet also testified that she didn't communicate with Ashley at all. She also had every opportunity to contact Ashley or myself to provide Ashley with her share of the estate, but never tried to do so. Ashley and I met with her in West Virginia for the viewing as well as attended the funeral.

During the hearing Fredonia Stewart testified under oath that all the insurance was left to her and her children. I contacted the following insurance companies and found out that Fredonia Stewart once again lied under oath.

I called the following companies on March 12, 2024, and learned the following:

Prudential (Insurance through Verizon)

- Fredonia Stewart filed a claim in July 2023.
- There were two policies: Basic and Supplemental.
- Fredonia Stewart stated she and her children were listed as the beneficiaries. That was a lie. The beneficiary listed on the policy was a man who had passed at the time of the claim and therefore the payout was made to the Estate of Tyrone Paul Stewart, Jr. This payout was completed October 2023 and Ashley has not received anything.

One Main Financial

There were 2 policies:

- One policy was cancelled/denied
- One policy was paid out. To learn who the beneficiary was and if it was changed by the POA, a letter must be written to "Pension Claims" and faxed to 1-800-350-9582. It must include the following information: Date of Birth, Last 4 digits of social security number, address and my contact information.

Verizon Benefits

- Under oath Fredonia Stewart stated that she submitted paperwork for Tyrone's pension on Ashley's behalf. That was also a lie. According to Verizon, there was no pension because Tyrone cashed out his pension in one lumpsum in 2011.

Possible Social Security Fraud

Fredonia Stewart also testified that Social Security began providing monetary benefits to Tyrone only 2 months before his death. That was also a lie. The Social Security Administration stated that Tyrone started receiving Social Security benefits the year before his death. Those funds were being deposited into his bank account which Fredonia gained access to using the cellphone that Margaret and Dwayne Stewart, Tyrone's mother and brother respectively, had been trying to get from Fredonia and she has still to this day not given up the phone. It is my understanding that she wants to erase all the information on the phone so that no one can access the information or history. As stated in the hearing, Margaret Stewart was paying between \$1300 and \$1500 per month to Fredonia for the apartment Tyrone lived in with his mother. The apartment rent was approximately \$900 per month. So if Margaret Stewart was giving Fredonia Stewart her social security to pay for Tyrone's expenses where did Tyrone's Social Security money go? The only way to address this is to ask for the Date of Death balance as well as bank statements from late 2021/early 2022 through the date(s) the account(s) were closed. Fredonia Stewart mentioned more than one account during the hearing.

It is for the reasons stated above that I request that:

- Fredonia Stewart be removed as executor of the Estate of Tyrone Paul Stewart, Jr. and legal action be taken to address all fraudulent activity as Executor of the estate
- That the title to the car be removed from Fredonia Stewart's name, because she obtained the car through fraudulent means, and put in the title in the name of his heir Ashley Briauna Stewart and that 50% of the value of the car at the Date of Death be taken into account during the final account and payout to Ashley Stewart.
- That 50% of all insurance payouts to the Estate of Tyrone Paul Stewart Jr. be collected from Fredonia Stewart and given to his rightful heir, Ashley Briauna Stewart.
- That all funds removed from Tyrone Stewart's bank account, through fraudulent means, be returned to the estate and 50% of the total, after Fredonia Stewart returns all funds used for her personal expenses, be given to his rightful heir, Ashley Briauna Stewart.
- That Fredonia Stewart provide a full accounting of all estate inventory, which would include all the items she listed in the fraudulent will as well as the items she did not include.
- That Fredonia Stewart did not open a bank account for the estate to keep all estate funds and transactions separate from her personal funds to reduce theft and fraud.
- That Fredonia Stewart did not complete and submit any interim and/or final accounts of the estate to the court for approval.
- Fredonia Stewart has been trying to harass and manipulate Ashley Stewart, Tyrone Stewart's first child that has multiple disabilities. This is shown by her manipulation of her son, Ahmad. Ahmad testified that he didn't feel that he wanted to speak to Ashley yet, following the hearing he called Ashley to ask her to have me stop contesting the estate.
- That Fredonia Stewart will intentionally damage the estate's property to prevent Ashley Stewart from obtaining her rightful share.

I request all of this because Fredonia Stewart has proven to have poor moral character and is not opposed to self-gain through theft, fraud and perjury. This is proven by her intentionally and knowingly stealing property and cash from Tyrone Stewart's daughter, Ashley Stewart. She was able to do this by gaining executorship of the estate without my knowledge. I started reaching out to the WV Register of Wills via email on July 5, 2023. Prior to July 2023, I called the Register of Wills to learn about the estate at the request of Tyrone Stewart's mother, Margaret Stewart.

It is my hope and prayers that Ashley will be able to put this all behind her as soon as possible so that she can fully grieve and be free from harassment by Fredonia Stewart and those that she sends. Ashley would also like to grieve the loss of the extended family she thought she had, her stepbrothers and alleged half-sister, and move on in peace.

For Ashley to receive justice and what is rightfully hers, we request that the Register of Wills and/or Fiduciary Commission remove Fredonia Stewart as personal representative and assign an unbiased auditor to review all the documents and accounts. If an auditor is not available, I would be willing to be Executor of the estate and report to the court as needed, although I feel the best approach would be to also assign an auditor whose expertise is needed to identify all the fraudulent activity that has occurred to date.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 2, 2024**

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

Date Requested – 2nd Choice:

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

Presentation: Program Manager Luke Peters, WV Office of Broadband, regarding broadband deployment in Jefferson County

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

The WV Department of Economic Development is tasked with deploying local and federal broadband funds, including \$1.2 billion in federal Broadband Equity, Access and Deployment (“BEAD”) funding for broadband development in West Virginia. BEAD is administered by the National Telecommunication and Information Administration (“NTIA”). This historic investment in broadband infrastructure and related digital inclusion efforts will support West Virginia’s universal broadband access vision to, “Achieve universal broadband coverage and digital equity throughout the State through aggressive broadband deployment goals and a commitment to closing the digital divide through robust equity and inclusion initiatives.”

BEAD Program Manager Luke Peters with the WV Office of Broadband will provide an overview of the broadband deployment plan in Jefferson County.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Susan McFadden, Vice President Kabletown CEOS Club, Member Jefferson County CEOS Council**

Department or Organization: **West Virginia Community Education Outreach Service Clubs of Jefferson County**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 2, 2024**

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

Date Requested – 2nd Choice: **May 16, 2024**

Subject (*Wording to be placed on agenda*): **Jefferson County Community Educational Outreach Service (CEOS) Clubs requests a proclamation for CEOS Week, May19,2024 –May24,2024.**

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

- 📌 **A signed proclamation designating CEOS Week May 19, 2024 through May 24, 2024 in Jefferson County. See attached Yearbook, previous proclamation, and 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*):

We, the West Virginia Community Education Outreach Service Clubs of Jefferson County, move, to request the Commissioners to designate May 19, 2024 through May24, 2024 as CEOS Week in Jefferson County.

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

If not attached, explain:

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

Contact information: Susan McFadden

Email address: ssmcfad@gmail.com

Phone Number: 269-719-6369

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

applicable



PROCLAMATION

WHEREAS,

The West Virginia Community Educational Outreach Service (CEOS) and

Jefferson County CEOS

are volunteers with a Mission to broaden SERVICE in our COMMUNITY, continue lifelong EDUCATION to strengthen individuals and families, and provide an OUTREACH for leadership.

WHEREAS,

In partnership with West Virginia University Extension Service, the CEOS pledges that its purpose of Education will assist us in meeting the needs of a changing and diverse society.

WHEREAS,

For their significant service and contribution to the well-being of family and community.

BE IT KNOWN, that *Jefferson County Commissioners*

hereby proclaims May 20-26 as

COMMUNITY EDUCATIONAL OUTREACH SERVICE WEEK

IN WITNESS WHEREOF, given under our hand and seal.

Mayor and /or Commissioner





CEOS Week

Journal photo by Mary Stortstrom

The Jefferson County Commissioners signed a proclamation Thursday declaring May 17-23 as West Virginia Community Educational Outreach Service Week. The West Virginia Community Educational Outreach Service program, a branch of the West Virginia University Extension Service, focuses on continuing education, leadership development and community involvement. The CEOS core values include strengthening families and individuals, instilling honesty, integrity and respect, preserving heritage and promoting lifelong learning. Originally founded as the Farm Women's Club in Ohio County in 1914, the CEOS program, like the West Virginia Extension service itself, celebrated its centennial last year. Members of the Jefferson County chapter of CEOS, pictured above with the Jefferson County Commission, read the proclamation at the county commission meeting.

Sum. May 10th The Journal

NEIGHBORHOOD

turday, April 30, 2016

Submit your news online at www.journal-news.net

Page A5



CEOS week announced

Submitted photo
Members of the Jefferson County Commission and members of the Kabetown Community Educational Outreach Service (CEOS) group stand holding a proclamation signed by the commissioners declaring May 15-21 as West Virginia CEOS Week. Susan McFadden, a member of the Kabetown CEOS group, said the group goes to the senior center in Ranson to host craft workshops, holds a "pink" luncheon and purse auction to raise money for breast cancer research and encourages youth to read during the summer. Members of the group also volunteer with Meals on Wheels of Jefferson County and local animal shelters, McFadden said. According to Debbie Viands, president of the Kabetown CEOS group, there are five other CEOS clubs in Jefferson County.

Community Educational Outreach Service

All About Community Educational Outreach Service

All About the Community Educational Outreach Service (CEOS)



Members of WVCEOS are people like you!

Together, members conduct and participate in motivating educational activities that help members continue education, serve their community and socialize. Join the CEOS organization by calling your local WVU Extension office and start making a difference today.



A statewide club supporting West Virginia since 1914

WVCEOS is a voluntary, nonprofit organization functioning in cooperation with West Virginia University Extension. It is one of the largest educational organizations in the nation.

Over the past decade, West Virginia CEOS members performed more than 5.6 million hours of service for communities in need.

CEOS program areas of emphasis include preserving the environment, building family strengths, and increasing awareness of our global interdependence.

Through dedicated service and continued education, CEOS members strengthen individuals, families and communities across West Virginia.

In West Virginia, the first club (then a Farm Women's Club) was established on December 14, 1914. Today, approximately 2,000 members participate in this outstanding program, available in all 55 counties.

Learn more about [CEOS](#) across West Virginia.

2023 Jefferson County Council Officers

President: Heidi Ware

Vice President: Martha Rizzo

Secretary: Wallis Anne Magaha

Treasurer: Linda Poston

Jefferson County CEOS Clubs

- Jefferson CEOS Club
- Kabletown CEOS Club
- Lady Fairfax CEOS Club
- Mecklenburg CEOS Club
- Summit Point CEOS Club

To learn more about becoming a Jefferson County CEOS member [email April Blaker](#), call [304-728-7413](#), or stop by the [Jefferson County Extension Office](#).

Jefferson County CEOS News

Jefferson County CEOS Minutes

Visit the [Jefferson County Facebook site](#) to find and review meeting minutes, or contact the Jefferson County Office to request a copy.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Cochran Mill, LLC-Matt Cockerham

Department or Organization: Board of Zoning Appeals

Commission Meeting Date: May 2, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Landowner Petition for Map Amendment for Cochran Mill Road LLC, Kabletown District, TM 12, P 12.7 containing 10.21 Acres & P 12.6 containing 9.99 Acres (20.20 Total Acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

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

Request for a Map Amendment for Cochran Mill Road LLC per Article 12, Section 12.3.A of the Jefferson County Zoning and Land Development from Industrial Commercial (IC) to Residential Growth/Light Industrial/Commercial. Supporting and Background Attached.

Type of Request: (Funding/Hiring): NA

Funding/Salary/Hourly Amount: NA

Name of Hire (if Applicable): NA

Grade/Step/Hours (PT/FT): NA

Start Date (beginning of pay period): NA

Post Probationary Increase (If applicable): NA

Any Additional Conditions of Employment or Funding Comments:

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

Motion: Move to Accept Landowner Petition and Request for Map Amendment for Cochran Mill Road LLC, Parcels 12.7 & 12.6 on Map 12 in the Kabletown District and schedule a Public Hearing at the County Commission Meeting on May 2, 2024 and to refer the application tot the Planning Commission for advice on the request's consistency with the Comprehensive Plan.

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

If not attached, explain: **Documents Attached**

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

Contact Information: Brooke Perry

Phone Number: 304-725-8456

Email Address:

bperry@ifs-ae.com

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor, P.O. Box 716
 Charles Town, West Virginia 25414

File #: 24-1-Z
 Date Rec'd: 04-25-2024
 Fees Paid: _____
 Staff Int: _____

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code.

Property Owner Information

Owner Name: Matt Cockerham
 Business Name: Cochran Mill, LLC
 Mailing Address: Po Box 137, Point of Rocks, MD 21777
 Phone Number: 240-285-2988 Email: matt@nstarfd.com

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

Name: Mark A. McDonald
 Business Name: Integrity Federal Services
 Mailing Address: 148 S. Queen St., Suite 201, Martinsburg, WV 25401
 Phone Number: 304-728-8456 Email: mmcdonald@ifs-ae.com

Physical Property Details

Physical Address: _____ Vacant Lot:
 Tax District: Kabletown (06) Map No: 12 Parcel No: 12.6 & 12.7
 Parcel Size: Total - 20.2 Acres Deed Book: 1036 Page No: 458

Current Zoning District

IC - Industrial Commercial

Proposed Zoning District

RLIC - Residential/Light Industrial/Commercial

Substantiation for the Request

For a Zoning Map Amendment (rezoning) request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

Describe how this Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.


See Attached

Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.

See Attached

A plat or sketch shall include the entire original parcel as it appeared on the date this Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated.

The information given is correct to the best of my knowledge.

	12/18/23		
Property Owner Signature*	Date	Property Owner Signature*	Date
<i>Matthew Cokerham Member</i>			

*The original signature of the property owner is required. A copy of the signature will not be accepted.

A complete petition, and related fees, shall be submitted to the Office of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. A copy of the application shall be submitted to the County Commission Office for inclusion on the County Commission Agenda at least one week prior to the County Commission meeting date.



INTEGRITY FEDERAL SERVICES

REQUEST FOR ZONING MAP AMMENDMENT

SUNNYSIDE LOTS 6 & 7

INDUSTRIAL COMMERCIAL DISTRICT (IC) TO
RESIDENTIAL/LIGHT-INDUSTRIAL/COMMERCIAL (RLIC) DISTRICT



Jefferson County, West Virginia
Kabletown District (06)
Tax Map 12, Parcel(s) 12.6 & 12.7
Deed Book 1036, Deed Page 458

April 11, 2024

Property Owner: Cochran Mill Road, LLC
Consultant: Integrity Federal Services, Inc.
Brooke Perry, Planning Manager
bperry@ifs-ae.com



Civil Engineering | Landscape Architecture | Planning
148 South Queen Street, Suite 201, Martinsburg, WV 25401 • 304-725-8456
3690 Orange Place, Suite 350, Beachwood, OH 44142 • 681-283-3537
Service-Disabled Veteran-Owned Small Business

INTEGRITY FEDERAL SERVICES

Sunnyside Lots 6 & 7 Rezoning
Integrity Federal Services
#5020-0201
April 11, 2024
Page 2

April 11, 2024

Jefferson County
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor
Charles Town, WV 25414

Dear Commissioners and Staff:

This report has been prepared on behalf of Cochran Mill Road, LLC. for the formal request of a Zoning Map Amendment (rezoning) regarding the subject parcels owned by Cochran Mill Road, LLC and identified as District 6, Tax Map 12, Parcel(s) 12.6 & 12.7. The subject parcels are located at the terminus of Kanawha Lane, approximately 0.5 miles west of the intersection of Wheatland Road (Rt. 340/2) and Berryville Pike (Rt. 340). Parcel 12.6 contains 9.99 acres, Parcel 12.7 contains 10.21 acres, for a combined total of 20.2 acres.

Currently, the subject parcels are both located in the Industrial Commercial (IC) zoning district. The Property Owner proposes to rezone the entire 20.2± acres (9.99 & 10.21) to the Residential/Light-Industrial/Commercial (RLIC) zoning district to allow for the highest and best use of the parcels as market conditions change and the availability of public utilities expands.

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

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

Sincerely,



Brooke Perry
Planning Manager
Integrity Federal Services
bperry@ifs-ae.com

I. PROJECT SUMMARY

The subject parcels were originally created as lots 6 & 7 of the twelve (12) lot Sunnyside Industrial Park, in 2007. Kanawha Lane currently provides access to the parcels from Wheatland Road (Rt 340/2). Kanawha Lane is a commercial grade paved internal subdivision road, with a 60' wide right-of-way. Kanawha Lane is located approximately 0.5 miles west of the intersection of Wheatland Road (Rt. 340/2) and Berryville Pike (Rt. 340).

The subject parcels have retained their zoning designation of Industrial Commercial (IC) from their creation in 2007, while 75% of the parcels in the Sunnyside Industrial Park have since obtained rezonings to Residential/Light-Industrial/Commercial (RLIC). In December of 2021, the County Commission approved Zoning Map Amendment Request 21-3-Z, which rezoned 9 parcels (Lots 1-5 & 8-11, totaling 54 acres) within the Sunnyside Industrial Park to Residential/Light-Industrial/Commercial (RLIC). A Concept Plan for these parcels was accepted by the Planning Commission at the November 15th, 2022 Meeting (File 22-27-SD).

The subject property is bound on the East, West, and South by Rural/Agriculture Zoning. The 2015 Future Land Use Guide indicates that these areas will remain Rural/Agriculture or Large Lot Residential land uses. The Northern boundary of the subject parcels adjoin the aforementioned Sunnyside Industrial Park lots, currently zoned Residential/Light-Industrial/Commercial (RLIC) pursuant to the 2022 Zoning Map.

Currently there is no public water, sewer, or gas utilities available to serve the parcels, making the land less desirable for development as Industrial or Commercial use, and better apt for use as large lot residential. While the current zoning already permits industrial and commercial uses, the owner-initiated rezoning to Residential/Light-Industrial/Commercial (RLIC) would broaden the permitted uses, while also allowing various densities of residential uses. The proposed rezoning provides the flexibility for the landowner to utilize the parcels as market conditions and the public utility infrastructure continues to develop.

II. SUBSTANTIATION FOR THE REQUEST

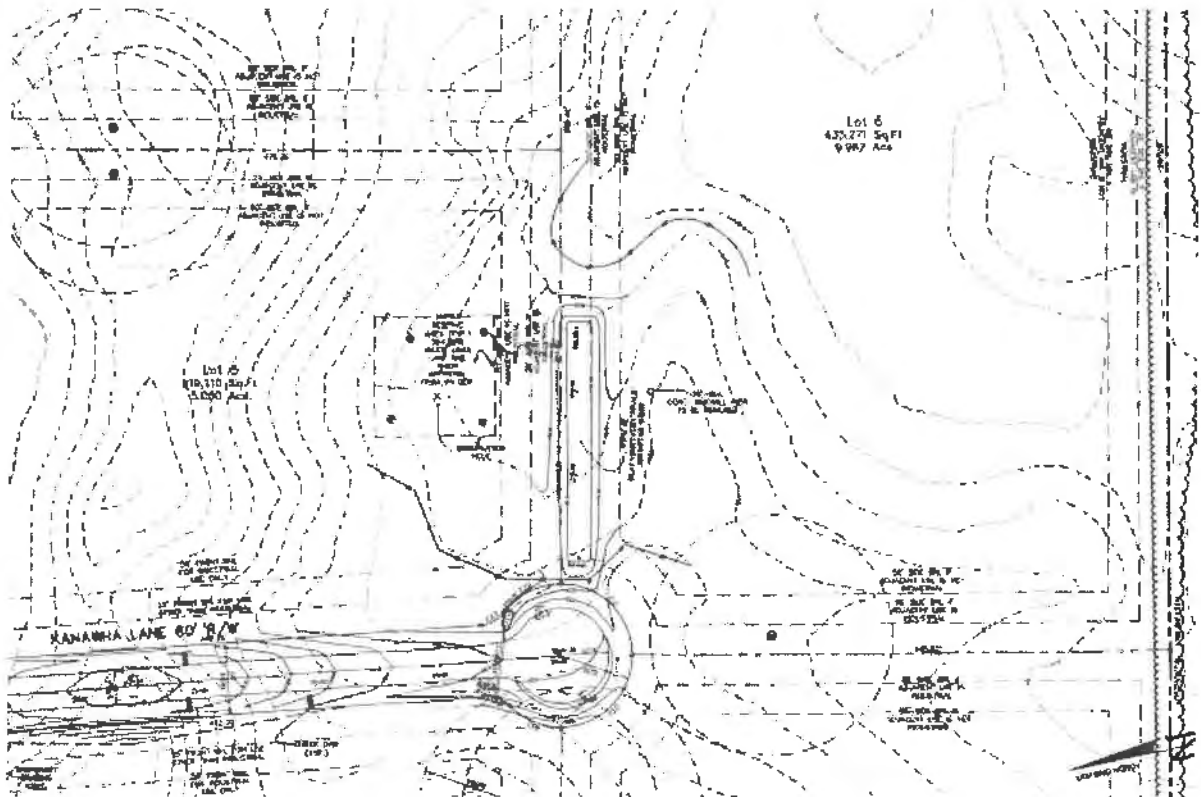
Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

The residential use of the subject properties is not permitted under the current zoning district of Industrial Commercial (IC). Rezoning the property to Residential/Light-Industrial/Commercial (RLIC) would open up development of the parcels to a variety of land uses, including residential development, and would provide continuity with the zoning designations for the remainder of the Sunnyside Industrial Park. The subject properties are proposed to be developed as large lot residential parcels under the regulations of the Residential/Light-Industrial/Commercial (RLIC) zoning district. It is anticipated the development will provide single-family detached homes, but any uses under the RLIC district would be permitted. Due to

the minimum lot size requirements for lots served by well and septic, residential uses with mid to high density would not be allowed, unless public utilities were extended to the parcel.

Traffic impacts anticipated onto Wheatland Road from this land use change would be minimal, and impacts to the longevity of the road would be favorable. This is due to a directly correlated increase in residential vehicle trips and decrease in Heavy Machinery (i.e. tractor trailer) usage of the roadways. Additionally, there is currently a Depressed Vegetated Swale on Lot 6 that could provide sufficient Stormwater Management for up to six (6) residential lots. Refer to the *Sunnyside Preliminary Plat*, inset below, and attached to this document for reference.

Sunnyside Industrial Park was originally processed as a Major Non-Residential Subdivision, resulting in an “approved major non-residential subdivision with master planned roads and stormwater”. Any non-residential development of these lots will continue to be able to process as a Minor Site Plan. Further subdivision of these lots for development as a residential subdivision would be required to process as a Major Subdivision and subject to Jefferson County review and approval processes.



The subject parcels are shown as “Industrial or Commercial” on the Future Land Use Guide. The current zoning of Industrial Commercial (IC) permits a wide variety of Industrial and commercial uses but does not provide for residential land uses. The proposed rezoning to Residential/Light-Industrial/Commercial (RLIC) would preserve the Industrial and Commercial uses on the properties, while allowing for various densities

of residential uses. The proposed rezoning provides the flexibility for the landowner to utilize the parcels as market conditions and the public utility infrastructure continues to develop.

Describe how this Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

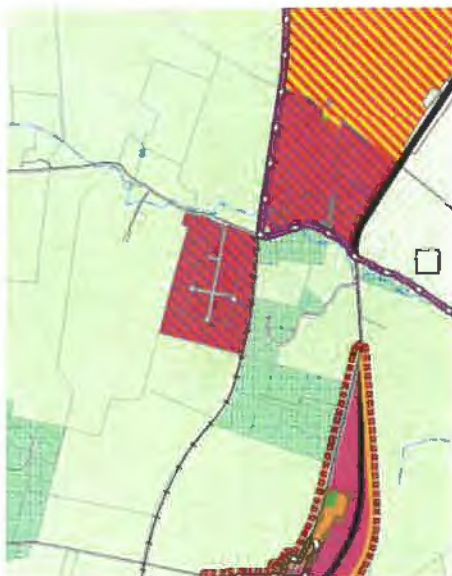
There are four broad types of land use activity which are identified and discussed in the 2035 Plan:

- Urban Growth Boundaries (UGBs)
- Preferred Growth Areas (PGAs)
- Rural/Agricultural Areas
- Villages

The Sunnyside Industrial Park is located in the Rural/Agricultural Area just outside the Charles Town UGB and US 340 South PGA. See Image below and document attachments for reference.

The 2035 Plan commentary regarding the Rural/Agricultural Area is focused on the development of this area for rural residential uses, rural agricultural uses, and value-added operations. Generally, the 2035 Plan expects that urban level residential and non-residential development will focus in the UGBs and PGAs over the 20-year planning period. However, the 2035 Plan also clearly discusses the retention of existing zoning map classifications and clearly states that no zoning map amendments (rezoning requests) or reductions in existing zoning rights were proposed by the County during the development of the 2035 Plan and the Future Land Use Guide.

As the Sunnyside Industrial Park has been zoned Industrial-Commercial for a number of decades, the Future Land Use Guide showed this area as "Industrial or Commercial". Further discussion on the parcels in relation to the Future Land Use Guide can be found on page seven (7) of this report.



Urban Growth Boundary - (Pages 18-20, *Envision Jefferson 2035 Comprehensive Plan*)

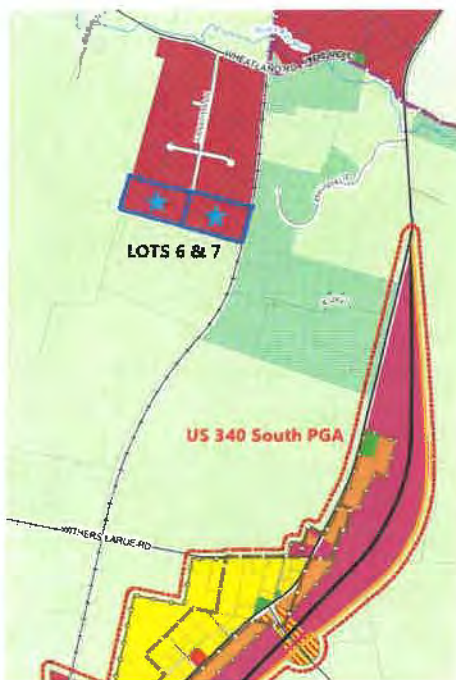
According to §8-6-4a of the West Virginia Code, Urban Growth Boundaries (UGBs) are, "an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area."

The subject parcels are located immediately southwest of the Charles Town Urban Growth Boundary, separated from the UGB by the Wheatland Road right-of-way. The UGB extends to the intersection of Wheatland Road (Rt 3420/2) and the railroad tracks, just west of Berryville Pike (Rt 340).

Section 1 - Land Use and Growth Management Element of the 2035 Plan states the following regarding the Charles Town Urban Growth Boundary:

“During the development of the 2008 Zoning Ordinance (which subsequently was not approved), the County and the Corporation of Charles Town worked jointly to develop a land use planning tool referred to as the County Townscape Boundary which was reflected on the draft Zoning Map. When the state law was amended in 2009 to allow the creation of Urban Growth Boundaries, Charles Town formally requested that the County Commission approve this draft boundary as their Urban Growth Boundary and reflect it on the County Zoning Map. This boundary was approved by County Commission in 2010.”.

The Charles Town Urban Growth Boundary Map is attached to this document for ease of reference.



Preferred Growth Areas - (Pages 20-23, *Envision Jefferson 2035 Comprehensive Plan*)

The 2035 Plan defines Preferred Growth Areas (PGAs) as, “areas...outside the UGBs and are generally intended to develop using the County’s development standards. In these areas, water and sewer services are either currently available or could be made available in the next two decades, due to the PGAs proximity to existing services or anticipated growth. In addition, many of these areas in Jefferson County are locations where natural gas lines could be reasonably extended once this service is established in Jefferson County. The PGA may also have other community services and facilities that are currently available or could be made available in the next two decades.”.

While the subject parcels lie just outside the US 340 South PGA, it is important to note the parcels close proximity and the considerations given to the availability of public utility infrastructure in the area.

Section 1 - Land Use and Growth Management Element of the 2035 Plan states the following regarding the US 340 South PGA:

“The proposed highway widening and realignment is expected to create some additional growth pressures along this corridor. Additionally, a percentage of the property along the western edge of US 340 South is currently zoned Industrial-Commercial. Localized water and sewer service may need to be utilized for higher intensity development to occur along this corridor. It is recognized that the proposed US 340 alignment is not yet finalized and that land use decisions may need to move with the corridor, or a small area plan may be needed for this location if the final alignment is significantly different from the proposed configuration.

The West Virginia Division of Highways has identified a preferred alignment out of multiple alternatives and recently made minor adjustments to the preferred alignment choice. However, no Record of Decision, the legally binding conclusion, has been published at this time. The

possibility for changes to the current preferred alignment is possible. In creating the land use recommendation for this area, the preferred alignment was used to make future land use decisions. The current preferred alignment is shown to the east of the existing US 340 right-of-way. This area does not have any public water and sewer infrastructure which future development will need for site development.”.

The US 340 South Preferred Growth Area Map is attached to this document for ease of reference.

Future Land Use Guide - (Pages 26 & 235, *Envision Jefferson 2035 Comprehensive Plan*)

The 2035 Plan was the first Jefferson County Comprehensive Plan to include a Future Land Use Guide, which is intended to be a tool to provide a visual definition of future growth and areas where potential owner initiated zoning map amendments (rezoning requests) might occur within the timeframe of the 2023 Plan. The 2035 Plan states that *“by creating a Future Land Use Map/Guide, a community provides clarification for property owners related to their potential development on their site. The review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan. All zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan.”.*

The parcels that are part of this Zoning Map Amendment request are shown on the Future Land Use Guide as “Industrial or Commercial”. Appendix G of the *Comprehensive Plan* provides a detailed explanation of the Land Use Map Classifications utilized on the Existing Land Use Map and Future Land Use Guide, which are intended to provide guidance to the Commissions when considering owner-initiated zoning map amendments (rezoning requests). It further notes that while some of the land use classifications may require new zoning categories, the land uses were not intended to be a comprehensive list of possible zoning districts.

Appendix G - Land Use Map Classifications of the *Envision Jefferson 2035 Comprehensive Plan* states that the “Industrial or Commercial” land use category was used to depict *“existing properties zoned Industrial/Commercial District (IC). In some areas, it is anticipated that commercial development may be more probable to occur in this category than the industrial uses. The Zoning Ordinance states that commercial uses are to be incidental to the industrial activity in the IC zone; however, it lists all commercial uses as a principle permitted use in this zone. Therefore, property zoned IC has the zoning entitlement rights to develop as either commercial or industrial. This Plan clarifies that the property shown on the Future Land Use Guide may develop as ether commercial or industrial. The commercial uses in this category could be Neighborhood Commercial, General Commercial or Regional Commercial as appropriate for the site, based on the road network and available infrastructure.”.*

While this future land use category does not anticipate residential development, it is reasonable in this area with the minimal utilities available, to broaden the use to include large lot residential and rural/agriculture through the rezoning process. Surrounding properties do not allow heavy industrial uses but do allow for large lot residential.

Urban Level Development Recommendations - (Page 30, Envision Jefferson 2035 Comprehensive Plan)

Division (2) of the table listed above states, *“Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future land Use Guide and the recommendations of this Plan; the County commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:*

- a. Economic Well-Being of the County; or*
- b. Error or Under Scrutinized Property on the Future land Use Guide; or*
- c. Change in Neighborhood; or*
- d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or*
- e. Environmental impacts are considered.”*

This request meets the following conditions:

b. Under Scrutinized Property on the Future Land Use Guide – The Sunnyside Industrial Park has been zoned Industrial-Commercial for a number of decades, and includes a commercial grade road. Therefore, the Future Land Use Guide showed this area as “Industrial or Commercial” in the 2035 Plan. The 2035 Plan clearly describes the retention of existing zoning map classifications and clearly states that no zoning map amendments or reductions in existing zoning rights were proposed by the County during the development of the 2035 Plan and the Future Land Use Guide.

As the current landowner and previous Zoning Map Amendment applicants have noted, there is no public water, sewer, or gas utilities available in this area. These utilities are typically available or will be within the next two decades in areas depicted for Industrial or Commercial use in the 2035 Plan. This lack of public utilities has made it difficult to develop the lots for industrial or commercial uses. The owners are requesting re-zoning these lots to Residential/Light-Industrial/Commercial (RLIC) to broaden the potential uses in this area to allow various densities of residential uses, in addition to commercial and light industrial uses.

The subject property is bound on the East, West, and South by Rural/Agriculture Zoning. The 2015 Future Land Use Guide indicates that these areas will remain Rural/Agriculture or Large Lot Residential land uses. These properties do not allow heavy industrial uses but do allow for large lot residential use as is proposed with this rezoning request. The Northern boundary of the subject parcels adjoin the remaining Sunnyside Industrial Park lots, currently zoned Residential/Light-Industrial/Commercial (RLIC) pursuant to the 2022 Zoning Map. Historical precedent has been set with the previous rezoning of lots 1-5 & 8-11 of the Sunnyside Industrial Park (BZA #21-3-Z) that this was an under scrutinized property as it pertains to the 2015 Future Land Use Guide.

Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.

The Original Zoning Ordinance was adopted on July 7, 1988. Changes in the immediate area of the subject properties include the following:

Surrounding Development - The property is primarily surrounded by farmland and rural large lot residential uses. The subject parcels were originally created as lots 6 & 7 of the twelve (12) lot Sunnyside Industrial Park, in 2007. Kanawha Lane currently provides access to the parcels from Wheatland Road (Rt 340/2). Kanawha Lane is a commercial grade paved internal subdivision road, with a 60' right-of-way.

The subject parcels have retained their zoning designation of Industrial Commercial (IC) from their creation in 2007, while 75% of the parcels in the Sunnyside Industrial Park have since obtained rezonings to Residential/Light-Industrial/Commercial (RLIC). On December 2, 2021 the Jefferson County Board of Zoning Appeals approved Zoning Map Amendment Request 21-3-Z, which rezoned 9 parcels (lots 1-5 & 8-11; totaling 54 acres) within the Industrial Park to Residential/Light-Industrial/Commercial (RLIC). The rezoning referenced above proposed large lot residential use of the parcels. A Concept Plan for the rezoned parcels was accepted by the Planning Commission at the November 15th, 2022 Meeting (File 22-27-SD).

Currently, there is no public water, sewer, or gas utilities available to serve the parcels, making the land less desirable for development as Industrial or Commercial use, and better adept for use as large lot residential. While the current zoning already permits industrial and commercial uses, the owner-initiated rezoning to Residential/Light-Industrial/Commercial (RLIC) would broaden the permitted uses, while also allowing various densities of residential uses. The proposed rezoning provides the flexibility for the landowner to utilize the parcels as market conditions and the public utility infrastructure continues to develop.

Transportation - Route 9 was expanded to a 4-lane divided highway, providing a high-capacity road corridor between Jefferson County and Interstate 81.

The following must be attached to this application:

A plot or sketch shall include the entire original parcel as it appeared on the date this Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated.

The required sketch is attached for reference: Sunnyside Lots 6 & 7 - Concept Plan.

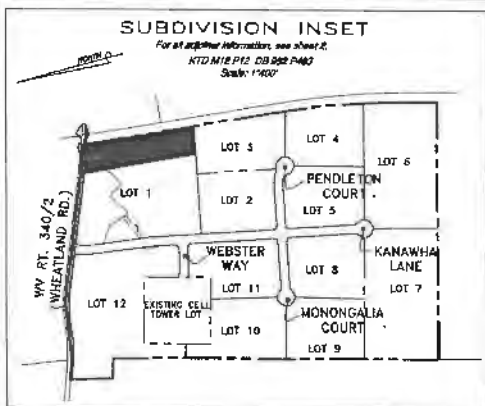
Please see the comprehensive list of attachments below.

Attachments:

- Sunnyside Lots 6 & 7 - Concept Plan
- Preliminary Plat of Sunnyside Industrial Park – Plat Book 24, Page 11
- Parcel 12.6 Deed (Lot 6) - Deed Book 1036, Page 458
- Parcel 12.7 Deed (Lot 7) - Deed Book 1036, Page 458
- 2022 Jefferson County Zoning Map
- 2035 Comprehensive Plan, Appendix F- 2014 Zoning Map
- 2035 Comprehensive Plan, Appendix F- Future Land Use Guide
- 2035 Comprehensive Plan, Appendix F- Charles Town UGB
- 2035 Comprehensive Plan, Appendix F- US Route 340 South PGA



LOCATION INSET
Scale: 1" = 2000'



SUBDIVISION INSET
For all additional information, see sheet 2.
KTD M12 P12 DB 992 P483
Scale: 1"=100'

Preliminary Plat showing Lots 1-12

Sunnyside Industrial Park

Kabletown District
Jefferson County, West Virginia

KTD M12 P12 DB 992 P483

Developed By:
Sunnyside, LLC
August 18, 2005

Prepared By:



Dewberry & Davis, LLC
411 S. FAIRFAX BOULEVARD
RANSON, WV 26408-1011
PHONE: 304.725.4572
FAX: 304.725.9696
WWW.DEWBERRY.COM

LEGEND

- property corner to be set & re-set unless otherwise noted
- traffic direction
- existing contour 10'
- existing contour 2'
- design contours as noted
- storm drainage easement
- inlets
- elevation
- step sign
- level sign
- speed limit sign

REVISIONS

No.	Revisions	Date
1	Per JCPD Comments	08/18/05
2	Per JCPD Comments	07/29/05
3	Per JCPD Comments	08/25/05
4	Per JCPD Comments	07/12/05

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Coverage	1
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KANAWHA LANE Plan/Profile	8-9
WEBSTER WAY Plan/Profile	10
PENDLETON COURT Plan/Profile	11
MONONGALIA COURT Plan/Profile	12
WV RT. 340/2 Plan/Profile	13
Over Water Weir Details	14
Culverts	15
Standard Details	16-17

VARIANCES

No.	Variance
1	SUBDIVISION OVERLAP AREA & SETBACKS

OWNER / DEVELOPER'S STATEMENT OF ACCEPTANCE
The owner/developer, in signing this plat, agrees to abide by all conditions, terms, and specifications provided herein.

Louis B. Atkey, Co-General Partner
Sunnyside, LLC
822 East Washington Street, Suite B
Charles Town WV 25414
304-261-5442

Call 1-800-245-4348 "Miss Utility"
BEFORE ANY CONSTRUCTION PERMITS OR COMMENCE

TABLE OF MILESTONE INSPECTIONS

Inspection	Date Inspected	Inspector's Initials
1. Installation of Sediment Control Devices *		
2. Completion of Underground Utilities Installation		
3. Completion of Grading for Roads **		
4. Completion of Grading for Buildings		
5. Completion of Base Stone Installation & Compaction **		
6. Completion of Sidewalks		
7. Completion of Final Grading and Seeding		

TABLE OF MILESTONE INSPECTIONS

Inspection	Date Inspected	Inspector's Initials
8. Completion of Final Project Details		
9. Completion of Stormwater Mgmt. Rough Grading		
10. Completion of Stormwater Management Details		
** Must be Inspected Prior to any other work.		
** Must be Inspected prior to being covered.		

SURVEYOR'S CERTIFICATION
The perimeter and all lot boundaries shown hereon have been established by a network of traverse control having a relative error of closure of 1 : 7,500 or better.

KAREN K. DAVIS, PS
No. 808
STATE OF WEST VIRGINIA
Surveyor

Karen K. Davis, PS 304-725-4572
Dewberry & Davis, LLC

OWNER / DEVELOPER'S STATEMENT OF ACCEPTANCE
The owner/developer, in signing this plat, agrees to abide by all conditions, terms, and specifications provided herein.

Gene Capofelci, Co-General Partner
Sunnyside, LLC
622 East Washington Street, Suite B
Charles Town WV 25414
304-535-2222

Preliminary Plat Approval
Date: _____
JCPD file: 04-39

Roger Goodwin, P.E. County Engineer
Jefferson County Planning, zoning and engineering

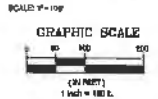
ENGINEER'S CERTIFICATION
I hereby certify that these sealed plans reasonably show or support minimum acceptable engineering standards and those state and county code provisions applicable on said data.

LISA D. MCCULLY, PE
No. 11740
STATE OF WEST VIRGINIA
Professional Engineer

Lisa D. McCully, PE 304-725-4572
Dewberry & Davis, LLC

ACREAGE TABLE

LOT AREA = 82.4 Ac.
ROADS AND UTILITIES = 2.1 Ac.
TOTAL AREA = 84.5 Ac.



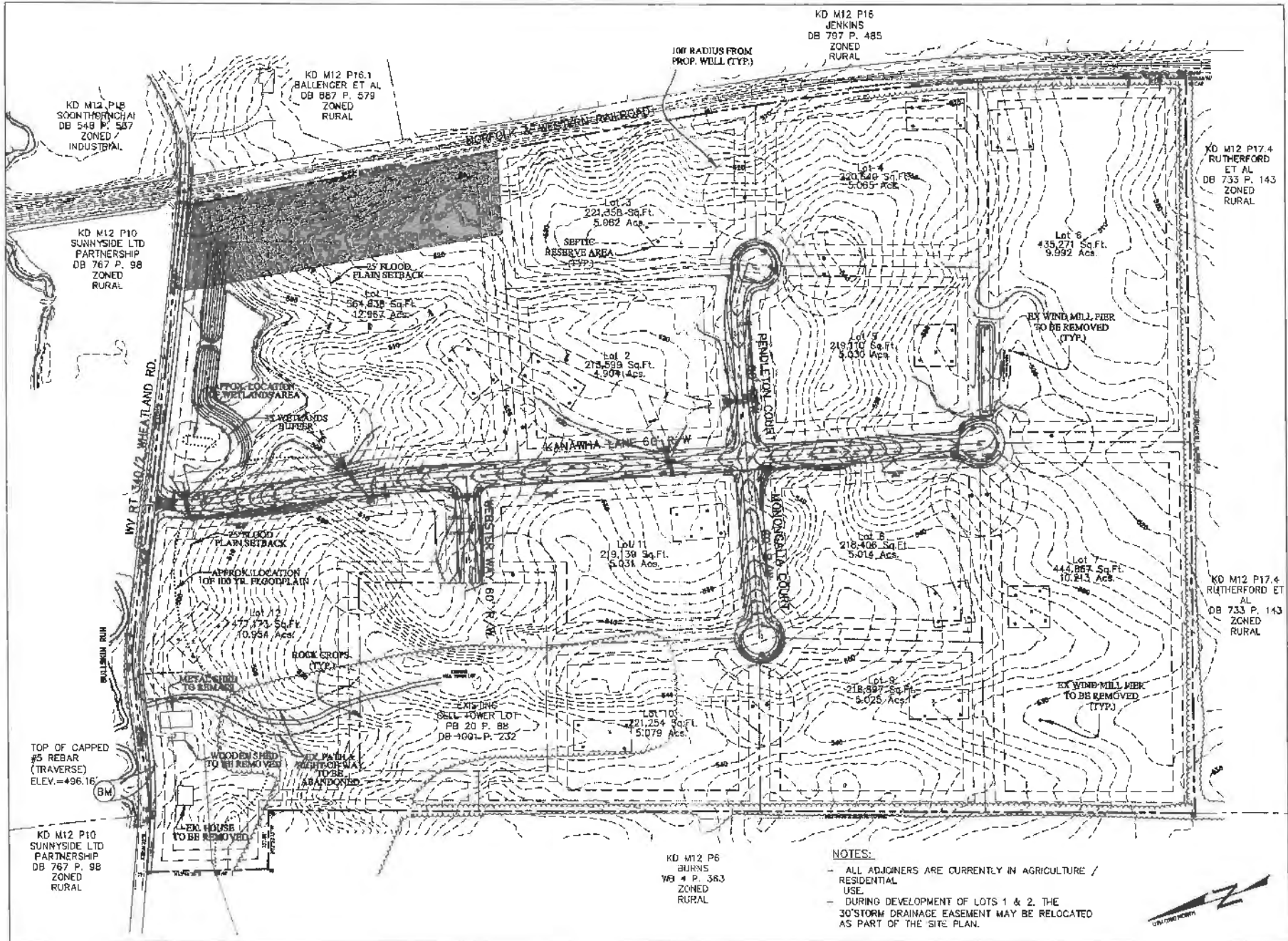
NO.	DATE	BY	DESCRIPTION

DRAWN BY: S.E.C.
 APPROVED BY: J.D.M.
 CHECKED BY: L.S.H.
 DATE: AUGUST 2008

TITLE: OVERALL DESIGN & EASEMENT CONTROL PLAN

FOR GENERAL NOTES, SEE SHEET 3.

PROJECT NO. 1270138



NOTES:

- ALL ADJOINERS ARE CURRENTLY IN AGRICULTURE / RESIDENTIAL USE.
- DURING DEVELOPMENT OF LOTS 1 & 2, THE 30' STORM DRAINAGE EASEMENT MAY BE RELOCATED AS PART OF THE SITE PLAN.



KD M12 P16
 SOGIN THORNTON
 DB 548 P. 537
 ZONED
 INDUSTRIAL

KD M12 P10
 SUNNYSIDE LTD
 PARTNERSHIP
 DB 767 P. 98
 ZONED
 RURAL

KD M12 P16.1
 BALLENGER ET AL
 DB 887 P. 579
 ZONED
 RURAL

KD M12 P16
 JENKINS
 DB 797 P. 485
 ZONED
 RURAL

KD M12 P17.4
 RUTHERFORD
 ET AL
 DB 733 P. 143
 ZONED
 RURAL

KD M12 P17.4
 RUTHERFORD ET
 AL
 DB 733 P. 143
 ZONED
 RURAL

TOP OF CAPPED
 #5 REBAR
 (TRAVERSE)
 ELEV. = +96.16'

KD M12 P10
 SUNNYSIDE LTD
 PARTNERSHIP
 DB 767 P. 98
 ZONED
 RURAL

KD M12 P6
 BURNS
 WB # P. 383
 ZONED
 RURAL

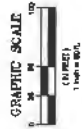


Dewberry & Davis, LLC
 411 B. EAST FAUXBOULEVARD
 FARMINGTON, VT 05475
 PHONE: 802.253.1111
 FAX: 802.253.1100
 WWW.DDBV.COM

DEVELOPER BY:
 SUNNYSIDE, LLC

Preliminary Plat/Site Plan showing
 Lots 1-12
 Sunnyside Industrial Park
 KABLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA

SCALE 1"=40'



NO.	DATE	BY	DESCRIPTION
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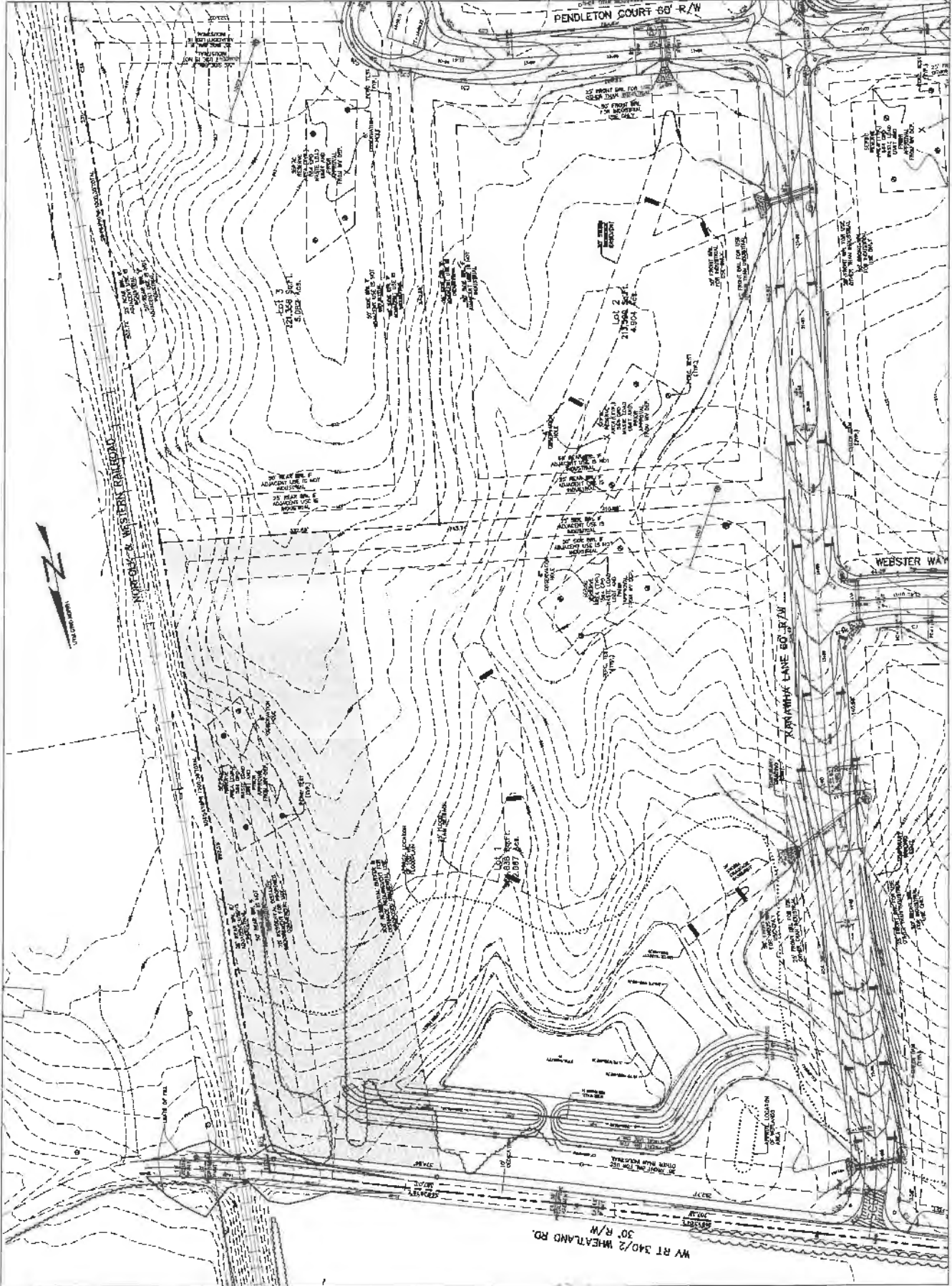
DESIGNED BY: AEA
 APPROVED BY: AEA
 CHECKED BY: LJM
 DATE: 11/15/2011
 TITLE: PLAT VIEW

MATCH LINES

4	7
5	6

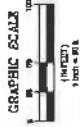
PRODUCTION NUMBER

BASED UPON



Preliminary Plat/Site Plan showing
 Lots 1-12
 Sunnyside Industrial Park
 KABLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA

SCALE: 1"=50'



NO.	DATE	BY	DESCRIPTION
1	11/11/16	DLK	ADDED COMMENTS
2	06/04/16	DLK	ADDED COMMENTS
3	05/14/16	DLK	ADDED COMMENTS
4	05/14/16	DLK	ADDED COMMENTS
5	05/14/16	DLK	ADDED COMMENTS
6	05/14/16	DLK	ADDED COMMENTS
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91	05/14/16	DLK	ADDED COMMENTS
92	05/14/16	DLK	ADDED COMMENTS
93	05/14/16	DLK	ADDED COMMENTS
94	05/14/16	DLK	ADDED COMMENTS
95	05/14/16	DLK	ADDED COMMENTS
96	05/14/16	DLK	ADDED COMMENTS
97	05/14/16	DLK	ADDED COMMENTS
98	05/14/16	DLK	ADDED COMMENTS
99	05/14/16	DLK	ADDED COMMENTS
100	05/14/16	DLK	ADDED COMMENTS

DATE: 05/14/16

DESIGNED BY: DLK

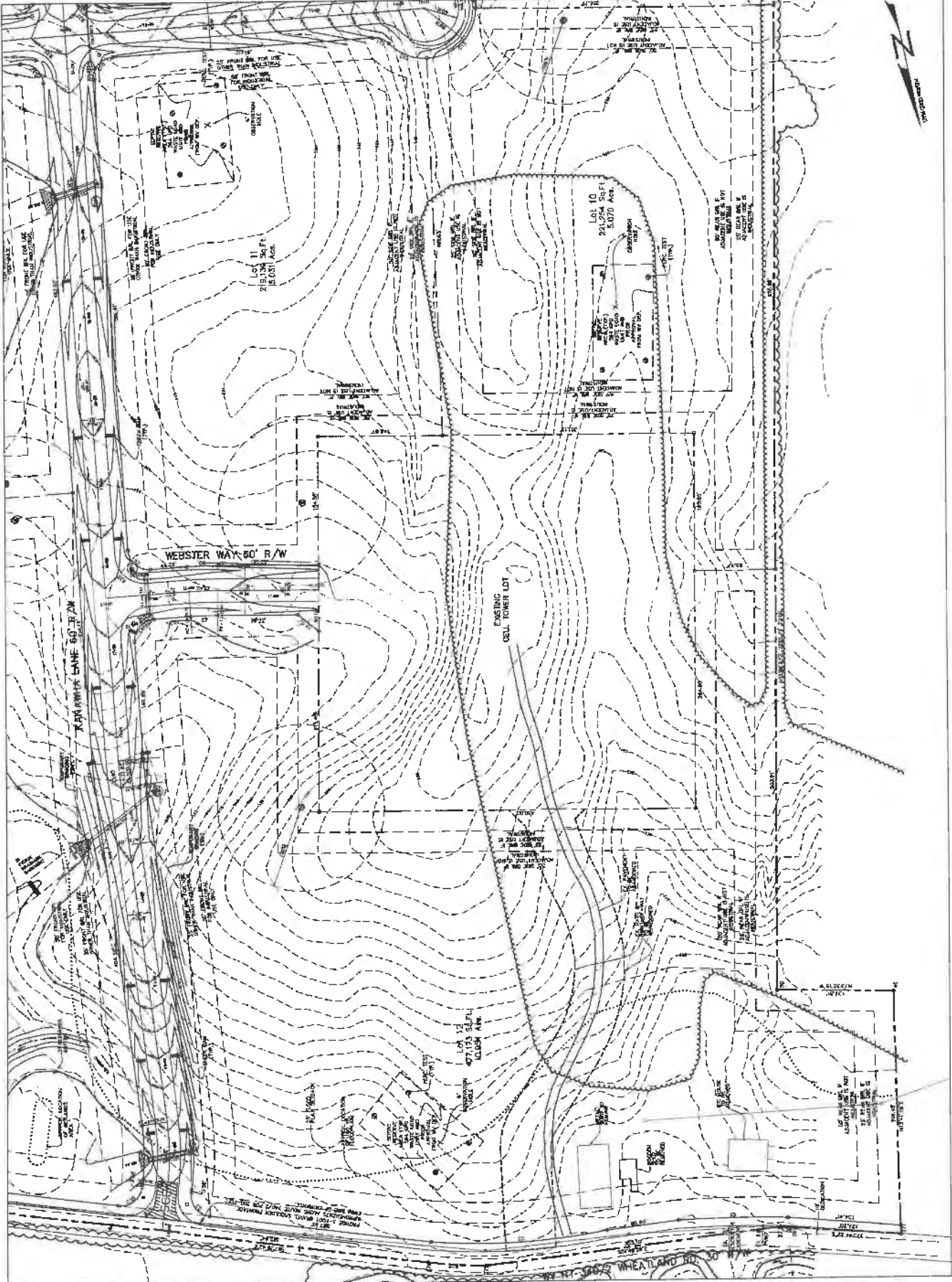
CHECKED BY: DLK

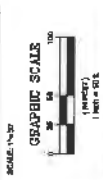
APPROVED BY: DLK

PROJECT NO.: 157914

MATCH LINES

4	7
5	6





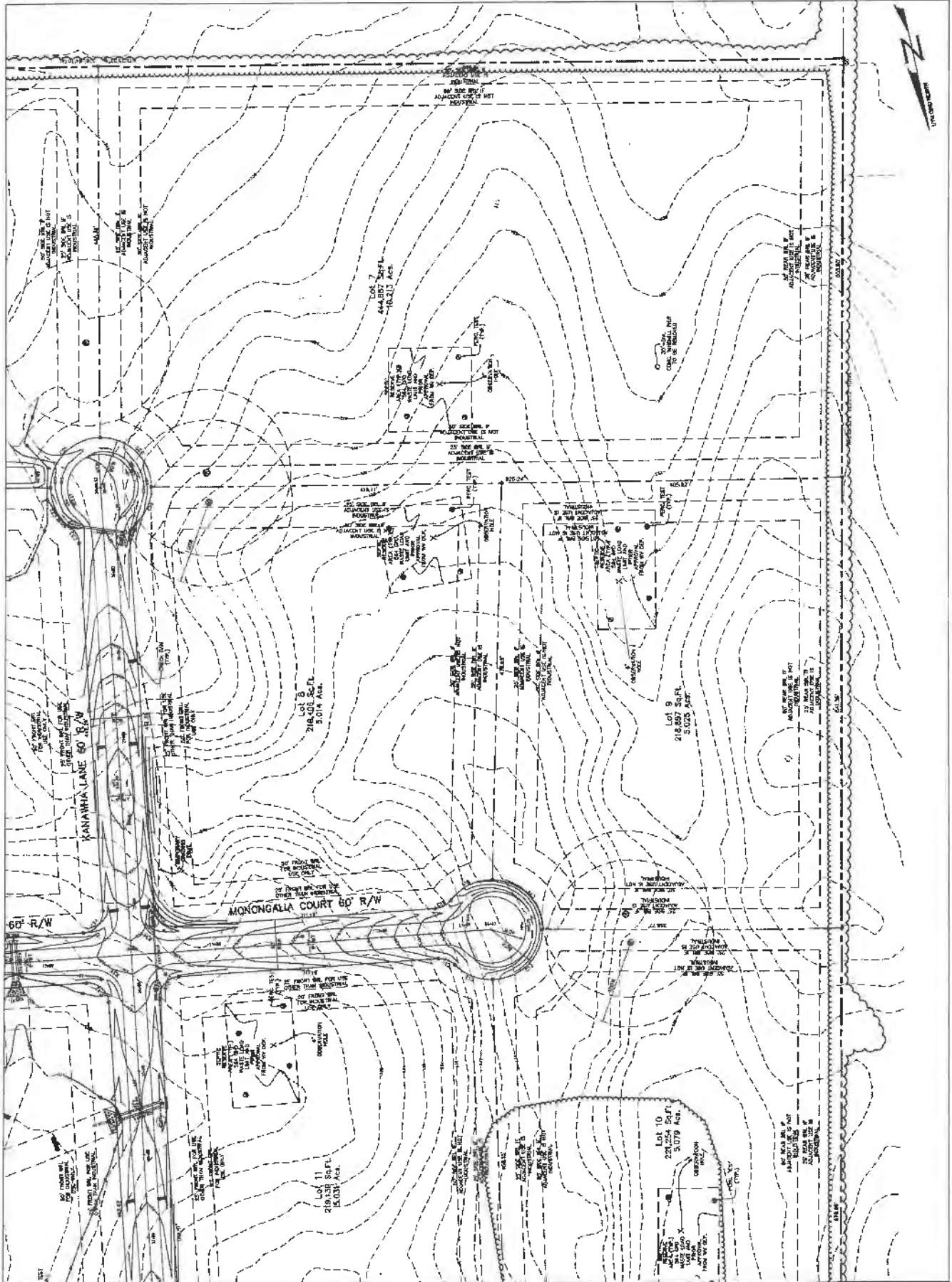
NO.	DATE	BY	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

DESIGNED BY: J.L.A.
 CHECKED BY: J.L.A.
 DATE: 08/11/11

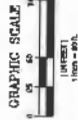
TITLE PLANNING
 MATCH LINES

4	7
5	6

PRODUCTION NUMBER



SCALE: 1"=40'



NO.	DATE	BY	DESCRIPTION
1			APPROVALS
2			REVISED
3			REVISED
4			REVISED
5			REVISED
6			REVISED
7			REVISED
8			REVISED
9			REVISED
10			REVISED
11			REVISED
12			REVISED

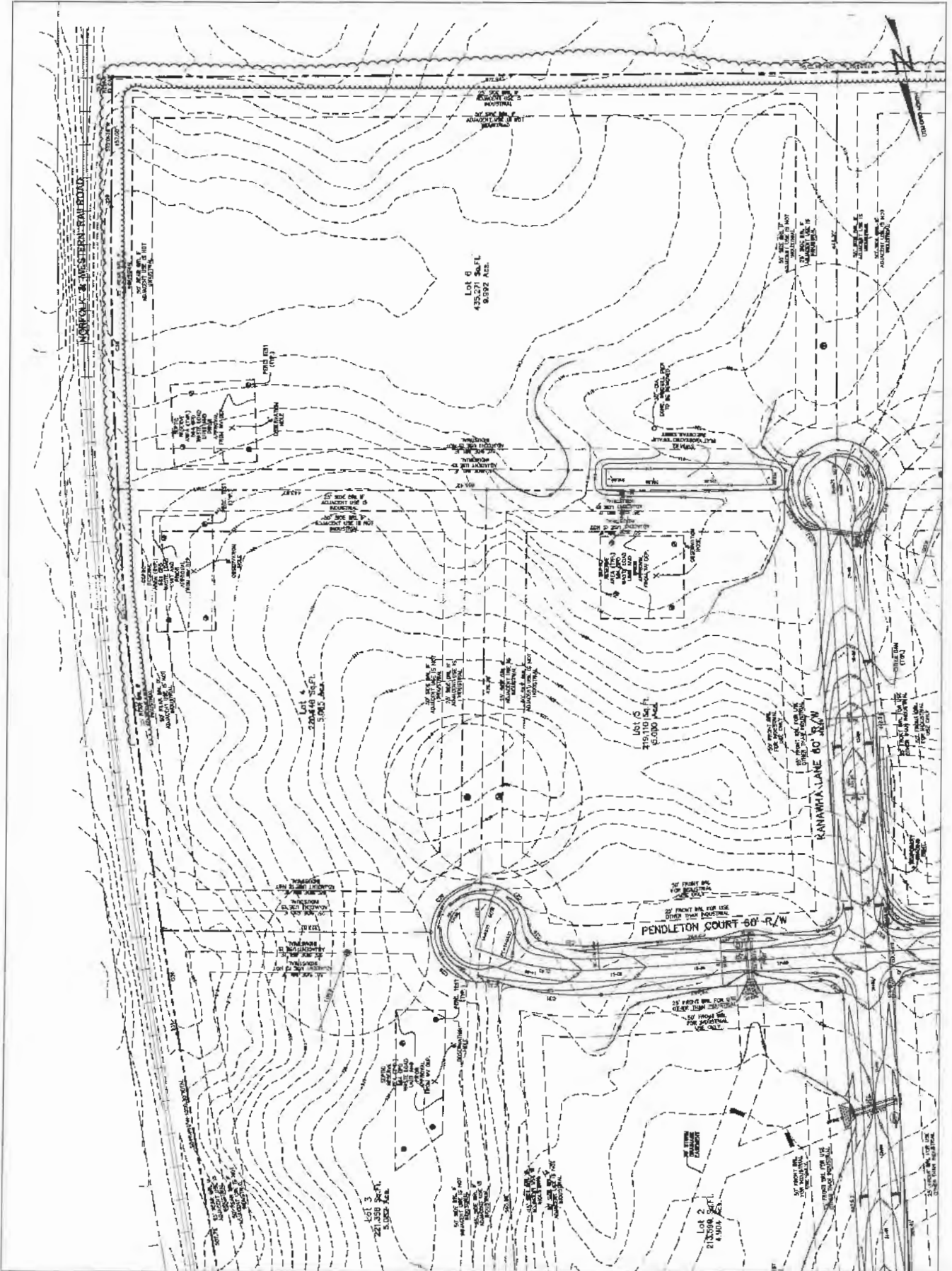
DESIGNED BY	DATE
CHECKED BY	DATE
APPROVED BY	DATE
PROJECT NO.	
TITLE	

MATCH LINES

4	7
5	6

PROJECT NO. 17048

SHEET 0017

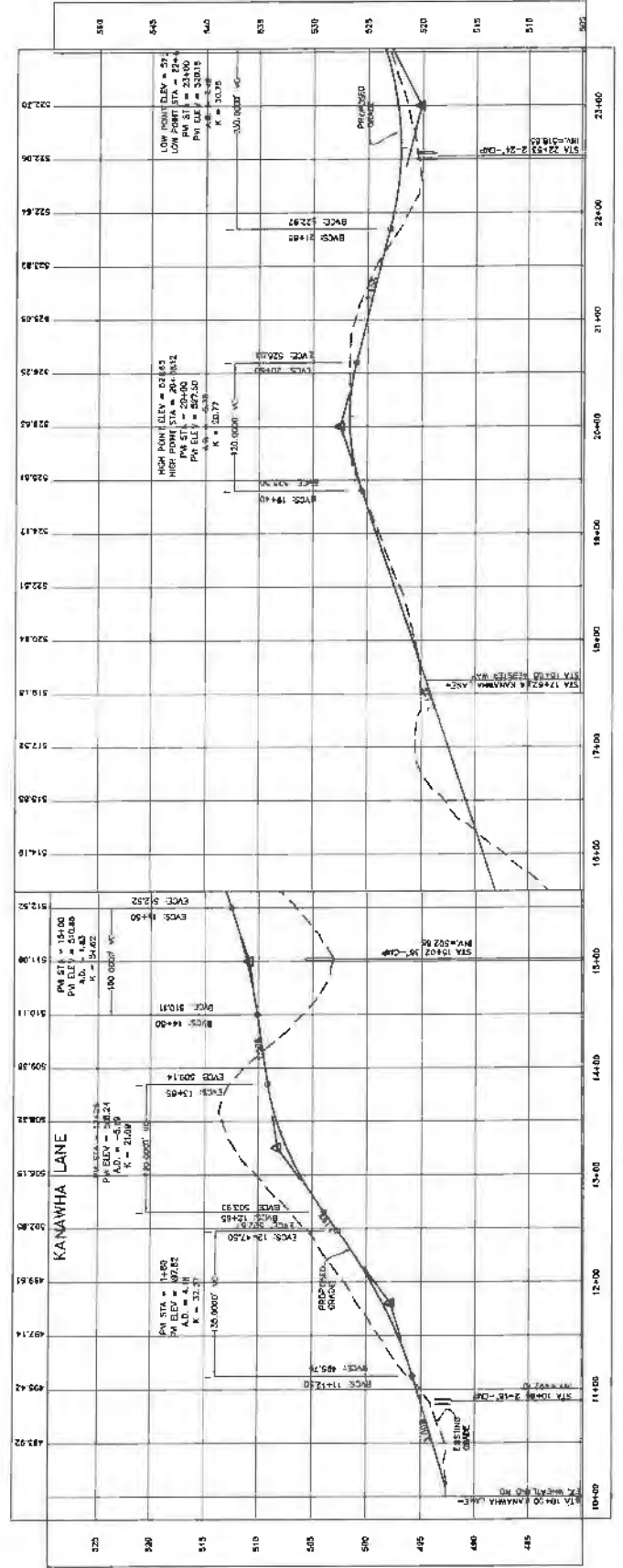
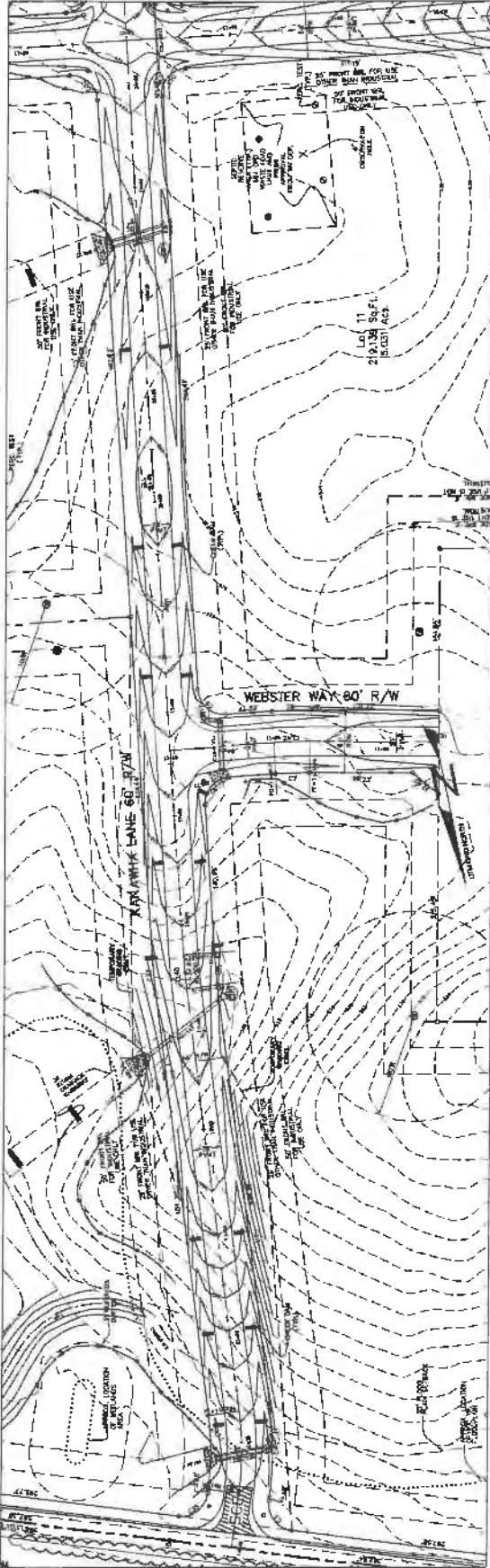




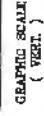
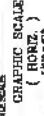
Dewberry & Davis, LLC
 411 B. FAUPEL AVENUE
 FARGO, ND 58103-1611
 PHONE: 701.785.1234
 FAX: 701.785.1234
 WWW.DEWBERRY.COM

DEVELOPED BY:
 SUNNYSIDE, LLC

Preliminary Plan/ Site Plan showing
 Lots 1-12
 Sunnyside Industrial Park
 KABLETOWN DISTRICT
 DEERSON COUNTY, WEST VIRGINIA



TEMPORARY SCALE



NO.	DATE	BY	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

DESIGNED BY: JLS
 CHECKED BY: LJA
 APPROVED BY: LJA
 DATE: JUNE 2012
 TITLE: KANAWHA LANE PLANS AND PROFILES
 NOTE: INDICATES TREATMENT REQUIREMENTS PER SHEET 14 OF 17.

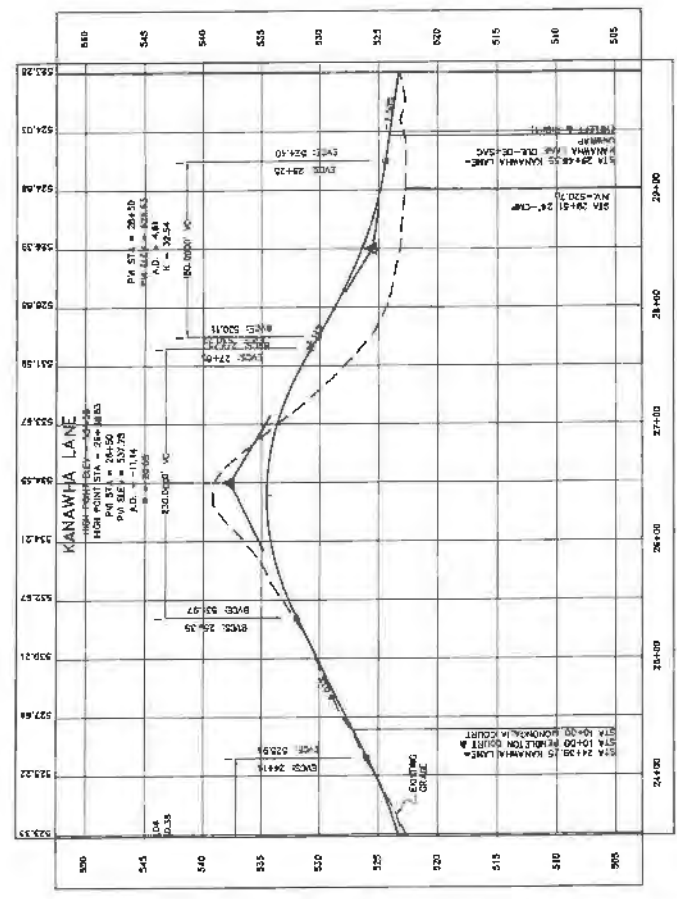
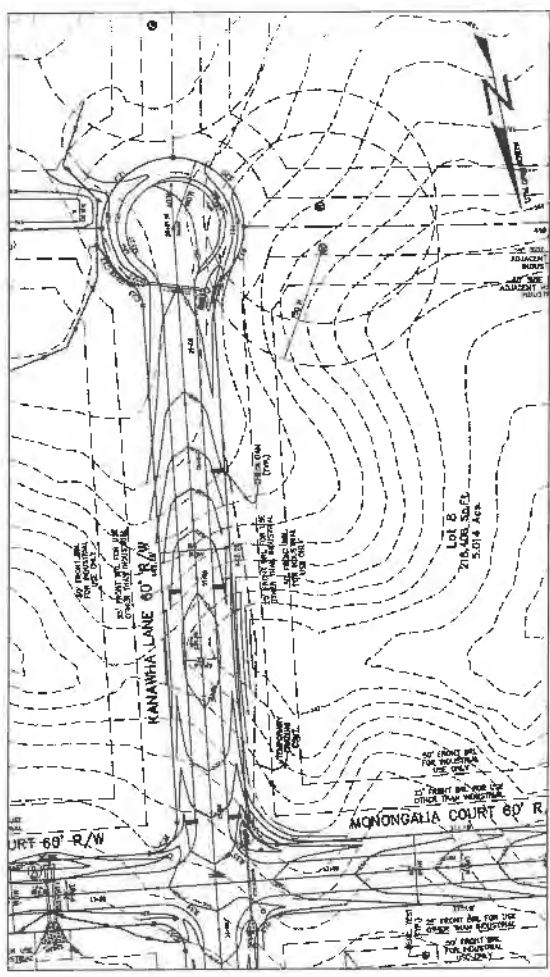
PROJECT NO. 12789.H

PROJECT NO. 1277

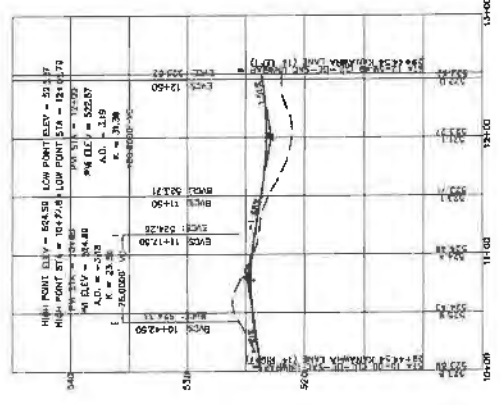
Dewberry & Davis, LLC
 471 E. PARKWAY SULLY ROAD
 SUITE 200
 CHARLOTTE, NC 28204
 PHONE: 354-752-6272
 FAX: 354-752-6808
 WWW.DDBDPARTNERS.COM

DEVELOPED BY:
 SUNNYSIDE, LLC

Preliminary Plan Showing
 Sunnyside Industrial Park
 Lots 1-12
 KARBLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA



CUL-DE-SAC UNWRAP



SCALE



REVISIONS

NO.	DATE	BY	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

DRAWN BY: SJA
 APPROVED BY: LHM
 CHECKED BY: LHM
 DATE: 08/18/08

TITLE: KANAWHA LANE PLAN & PROFILE
 NOTE: PORTION WITHIN PORT BOUNDARY SEE SHEET 15 OF 17.

PROJECT NO.: 080108



Dewberry A D Inc, LLC
 411 S. RAIFAN BOULEVARD
 FAYETTEVILLE, WV 25830-1411
 PHONE: 304.799.8800
 FAX: 304.799.8802
 WWW.DEBERRY.COM

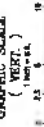
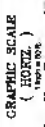
DEVELOPED BY:
 SUNNYSIDE, LLC

Preliminary Plat/Site Plan showing
 Lots 1-12
 Sunnyside Industrial Park
 KABLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA

PLAN VIEW SCALE



PROFILE SCALE

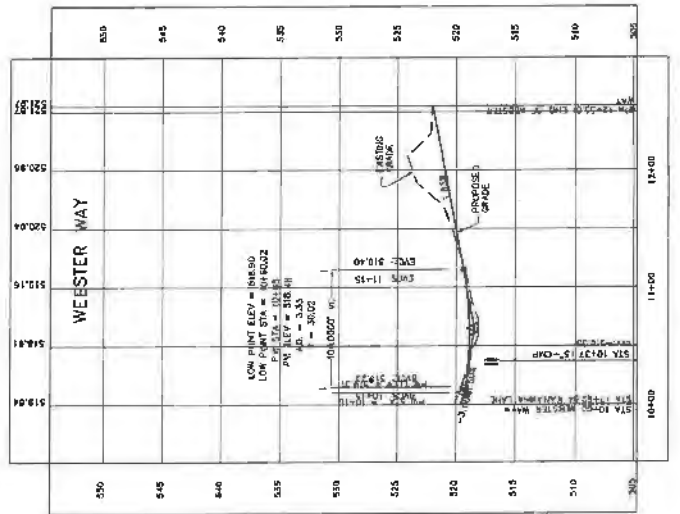
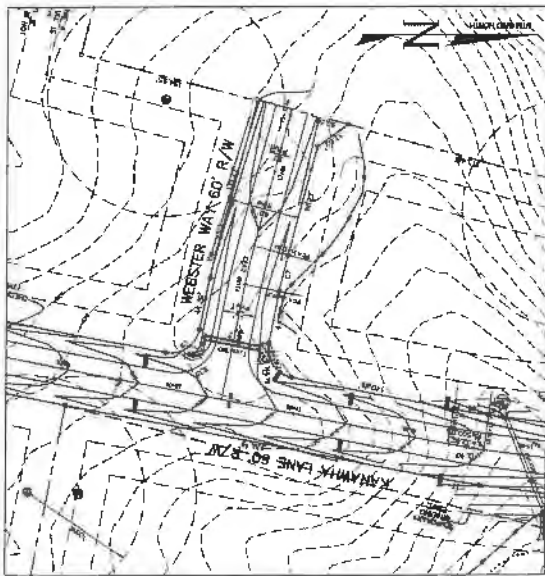


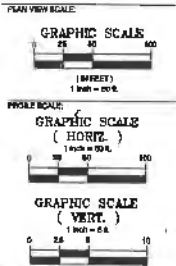
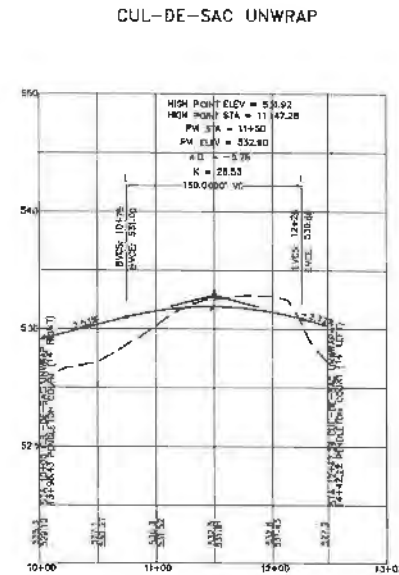
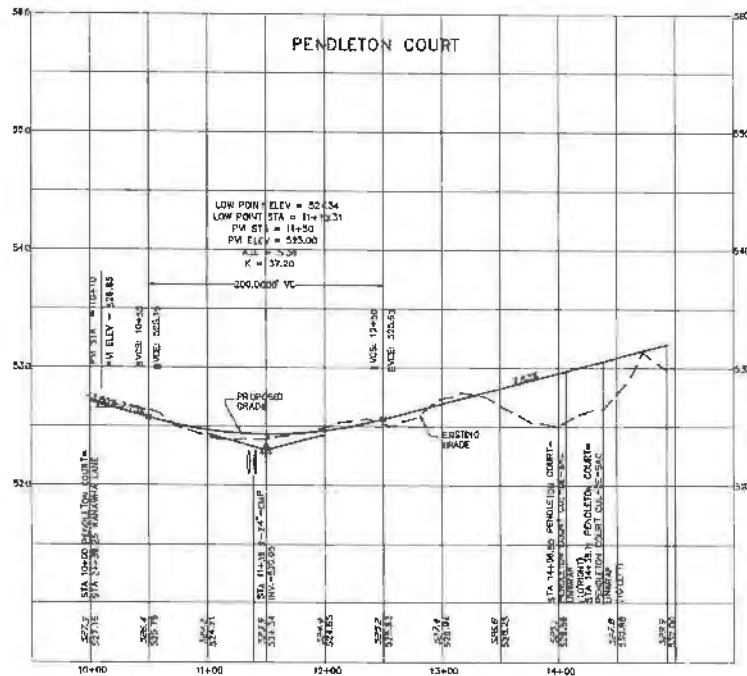
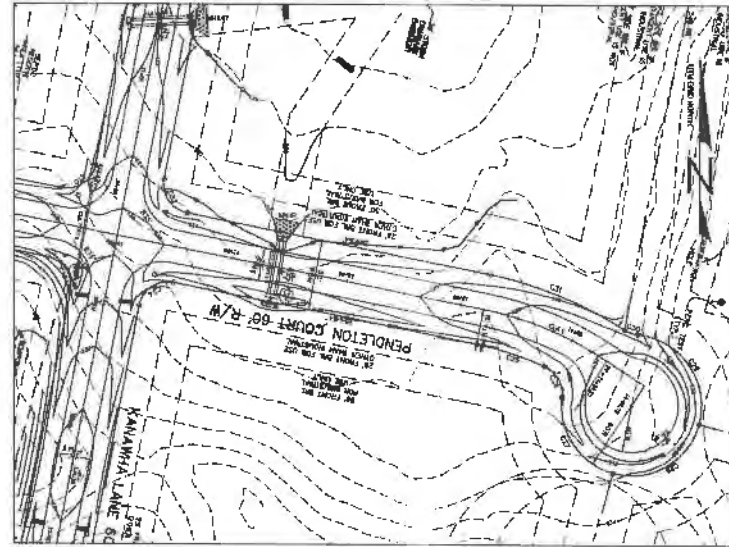
NO.	DATE	BY	DESCRIPTION
1	11/17/08	BAJ	APPROXIMATE
2	08/08/09	BAJ	APPROXIMATE
3	08/08/09	BAJ	APPROXIMATE
4	08/08/09	BAJ	APPROXIMATE

DESIGNED BY: BAJ
 APPROVED BY: LJA
 CHECKED BY: LJA
 DATE: 08/08/09
 TITLE: WEESTER WAY PLANS 10/08

PROJECT NO. 100818

WEST VIR. 10/08-11





NO.	DATE	BY	DESCRIPTION
4	1/27/08	SLJ	ADDED COMMENTS
3	6/20/08	SLJ	ADDED COMMENTS
2	2/21/08	SLJ	ADDED COMMENTS
1	6/26/08	SLJ	ADDED COMMENTS

DESIGNED BY: SLJ
 APPROVED BY: LEM
 CHECKED BY: LEM
 DATE: AUGUST 2008

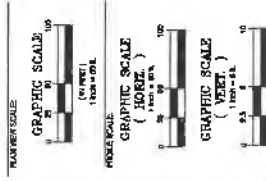
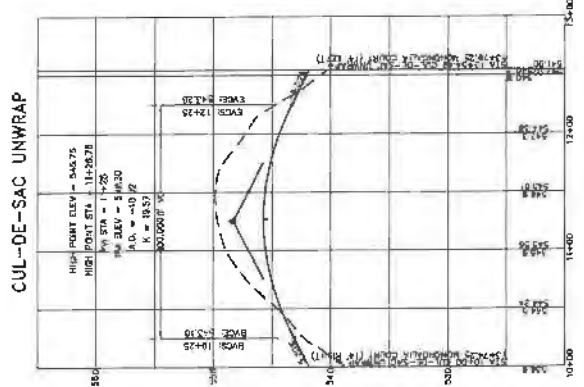
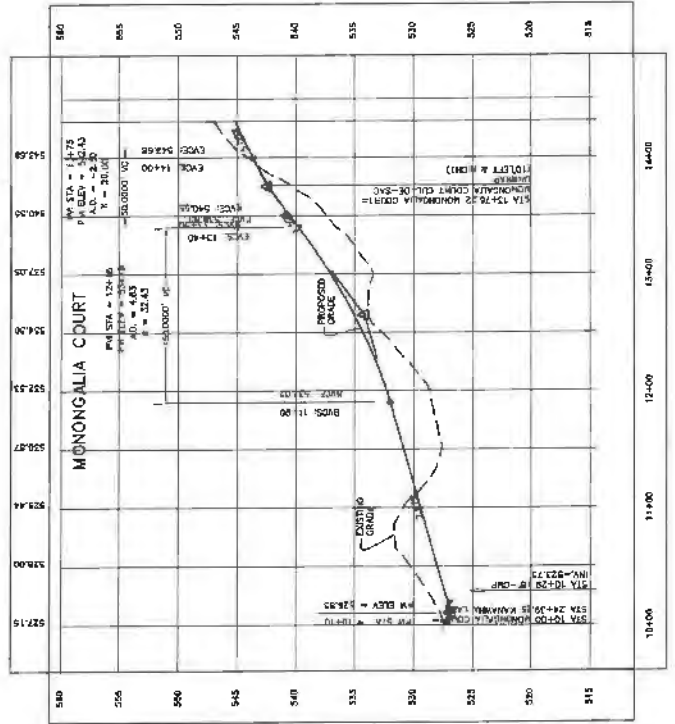
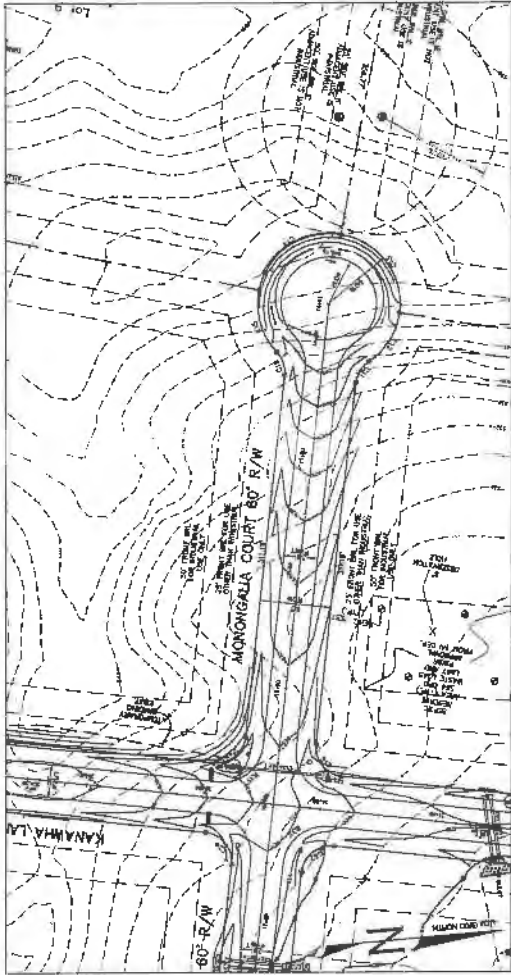
TITLE: PENDLETON COURT PLAN & PROFILE

PROJECT NO: 080108

Dewberry & Davis, LLC
 1000 BANKERS BUILDING
 1000 BANKERS BUILDING
 RANSON, VA 22671
 PHONE: 804.738.4672
 FAX: 804.738.4673
 WWW.DDBERRY.COM

DEVELOPED BY:
 SUNNYSIDE, LLC

Preliminary Plat/Site Plan showing
 Lots 1-12
 Sunnyside Industrial Park
 KABLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA



NO.	DATE	BY	DESCRIPTION
1			
2			
3			
4			

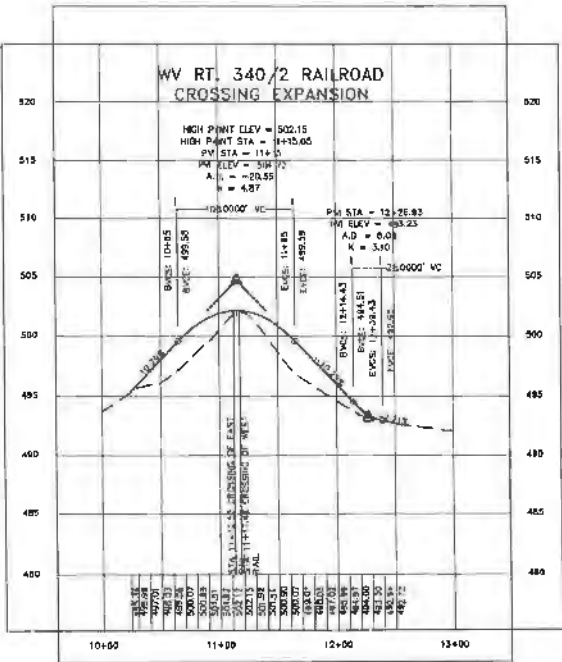
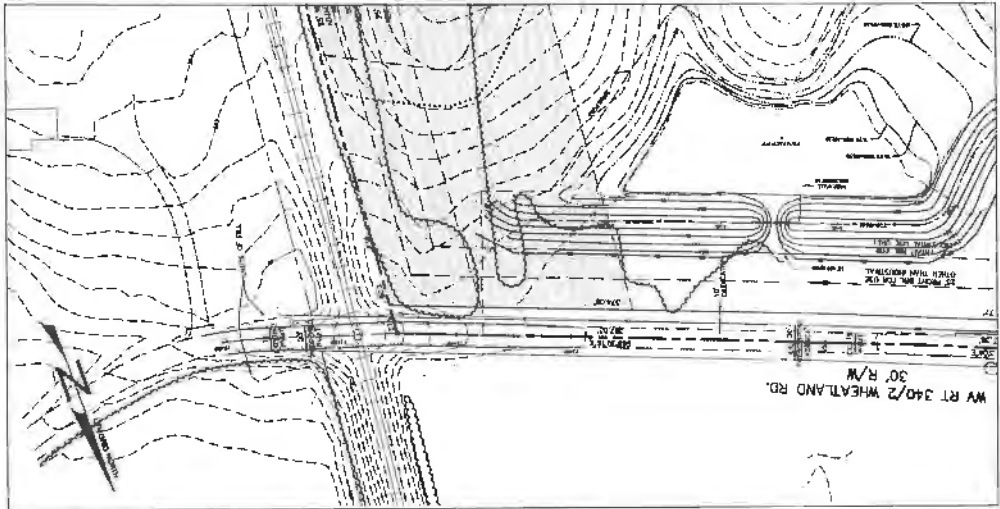
DESIGNED BY: J.L.S.
 APPROVED BY: J.L.S.
 CHECKED BY: J.L.S.
 DATE: AUGUST 2008

TITLE: MONONGALIA COURT PAVEMENT
 AND CUL-DE-SAC UNWRAP SCHEDULE
 SHEET NO. 1 OF 11

Dewberry & Davis, LLC
 415 S. PARKWAY BOULEVARD
 FAYETTE, WV 25701-1811
 PHONE: 304.725.4872
 FAX: 304.725.1888
 WWW.DEWBERRY.COM

DEVELOPED BY:
 SUNNYSIDE, LLC

Preliminary Plat/Site Plan showing
 Lots 1-12
Sunnyside Industrial Park
 KABLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA

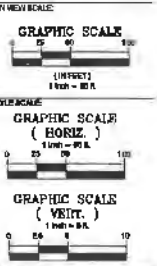


NOTE:
 IMPROVEMENTS TO THE RAILROAD CROSSING ARE TO BE CONSTRUCTED AS A WEST VIRGINIA DIVISION OF HIGHWAYS PROJECT, AND AS SUCH ARE NO LONGER ASSOCIATED WITH THIS PLAN. THE STATE PROJECT NUMBER IS U319-340/2-1.07 CONSTRUCTION HAS BEEN SCHEDULED BY THE STATE FOR JUNE 2007.

DITCH TREATMENT SCHEDULE

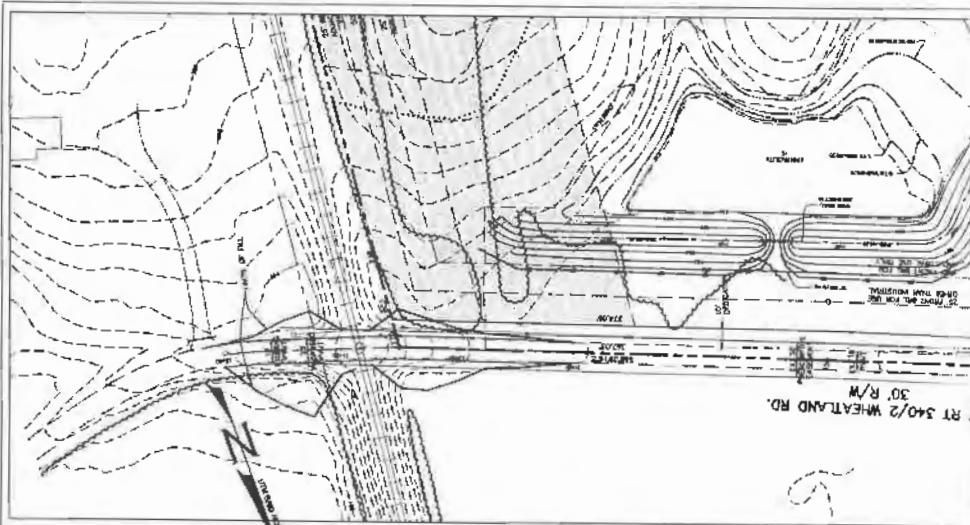
KANAWHA LANE
 10+50 - 13+50 SOLID SODDING BOTH SIDES
 15+00 - 20+00 JUTE MESH BOTH SIDES
 23+00 - 25+50 JUTE MESH BOTH SIDES
 27+50 - 29+00 SOLID SODDING BOTH SIDES

MONONGALIA COURT
 10+29 - 12+00 JUTE MESH BOTH SIDES
 12+00 - 14+50 SOLID SODDING BOTH SIDES

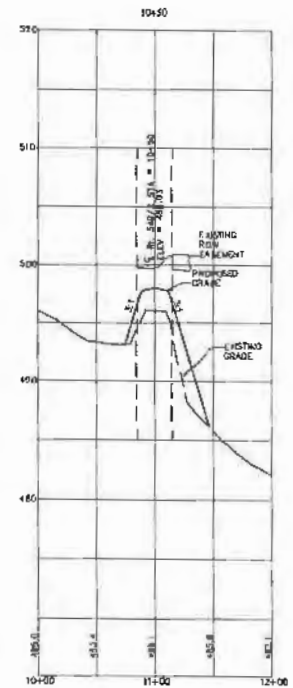
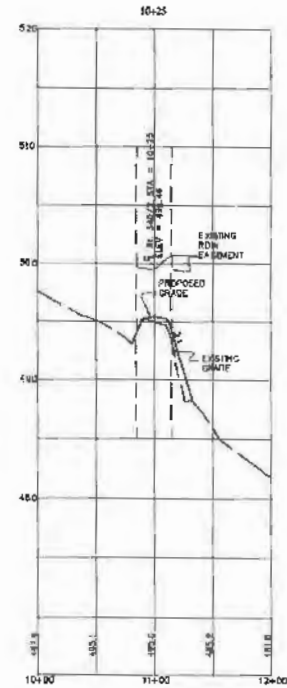
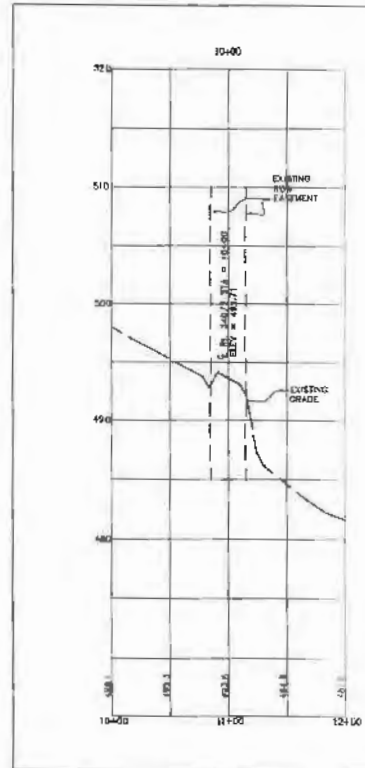
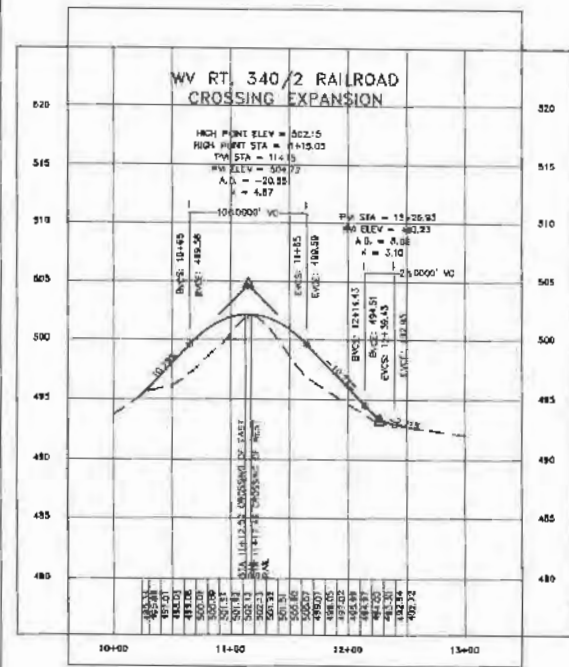


NO.	DATE	BY	DESCRIPTION
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5	5/20/06	SLA	ISSUED COMMENTS
6	5/18/06	SLA	ISSUED COMMENTS
1	8/24/05	SLA	ISSUED COMMENTS

DESIGN BY: SLA
 APPROVED BY: SLA
 CHECKED BY: L.B.M.
 DATE: AUGUST 2006
 TITLE: WV RT 340/2 PLAN & PROFILE



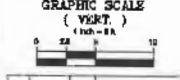
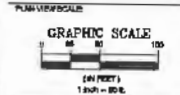
WV RT. 340/2 CROSS SECTION VIEWS



Dewberry & Davis, LLC
 411 S. FAIRFAX BOULEVARD
 RANCHO, VA 22669-1811
 PHONE: 304.726.4500
 FAX: 304.726.4800
 WWW.DEWBERRY.COM

DEVELOPED BY:
 SUNNYSIDE, LLC

Preliminary Plan/Site Plan showing
 Lots 1-12
Sunnyside Industrial Park
 KABLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA



NO.	DATE	BY	DESCRIPTION

REVISIONS

DRAWN BY: JMS
 APPROVED BY: LCM
 CHECKED BY: JMS
 DWS: JACOB DWS

TITLE: WV RT. 340/2 CROSS SECTION VIEWS & BOTTOM VIEW

PROJECT NO. 095019



Dewberry & Davis, LLC
 4115 HENDERSON ROAD
 HANOVER, VA 22060-1131
 PHONE: 541.252.4272
 WWW.DEWBERRY.COM

DEVELOPED BY:
 SUNNYSIDE, LLC

Preliminary Plan/Site Plan showing
 Lots 1-12
 Sunnyside Industrial Park
 KABLETOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA

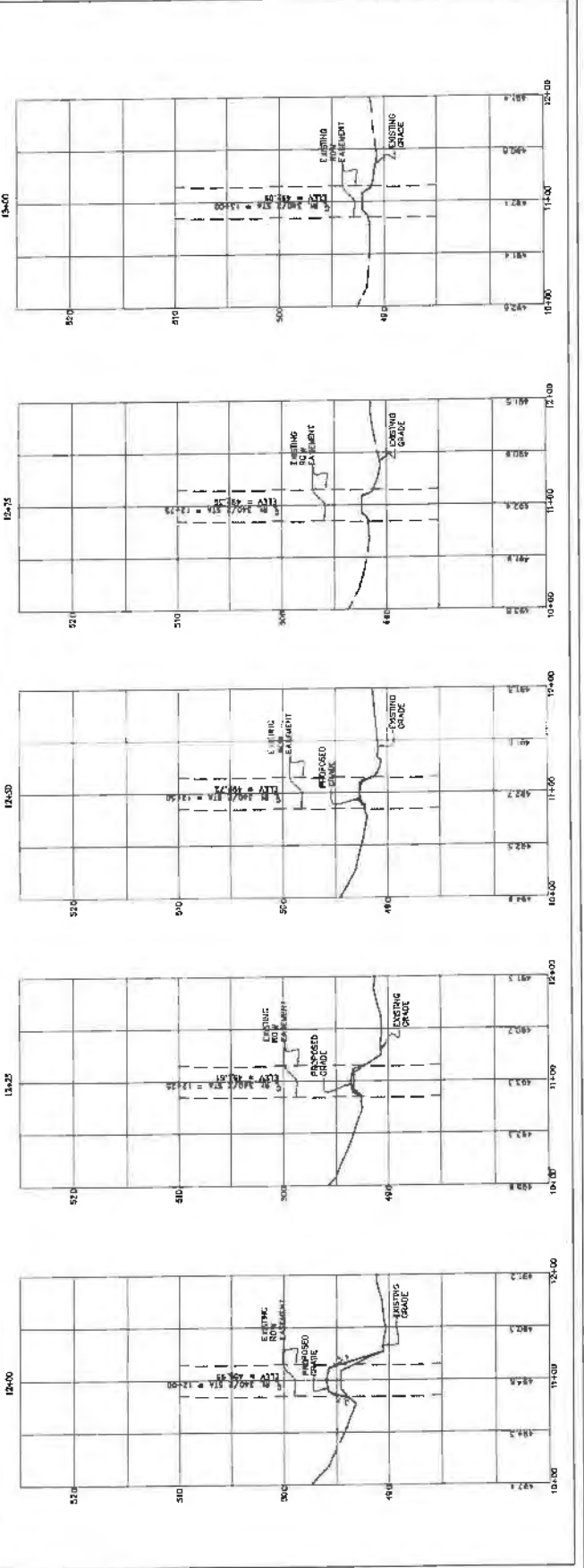
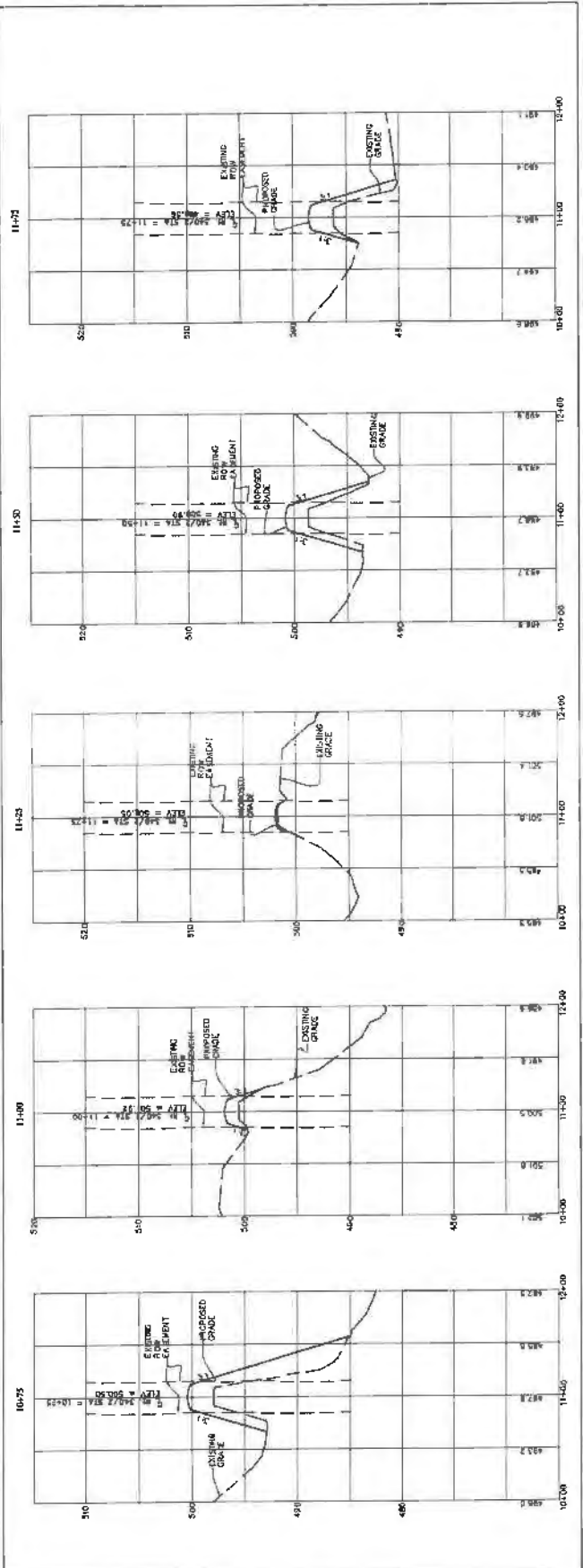


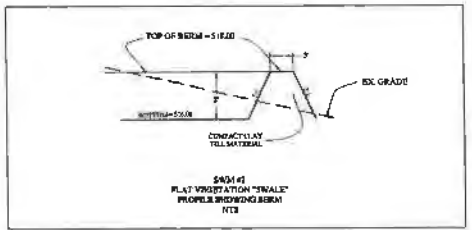
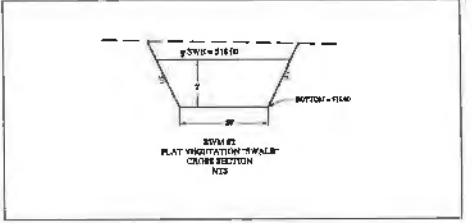
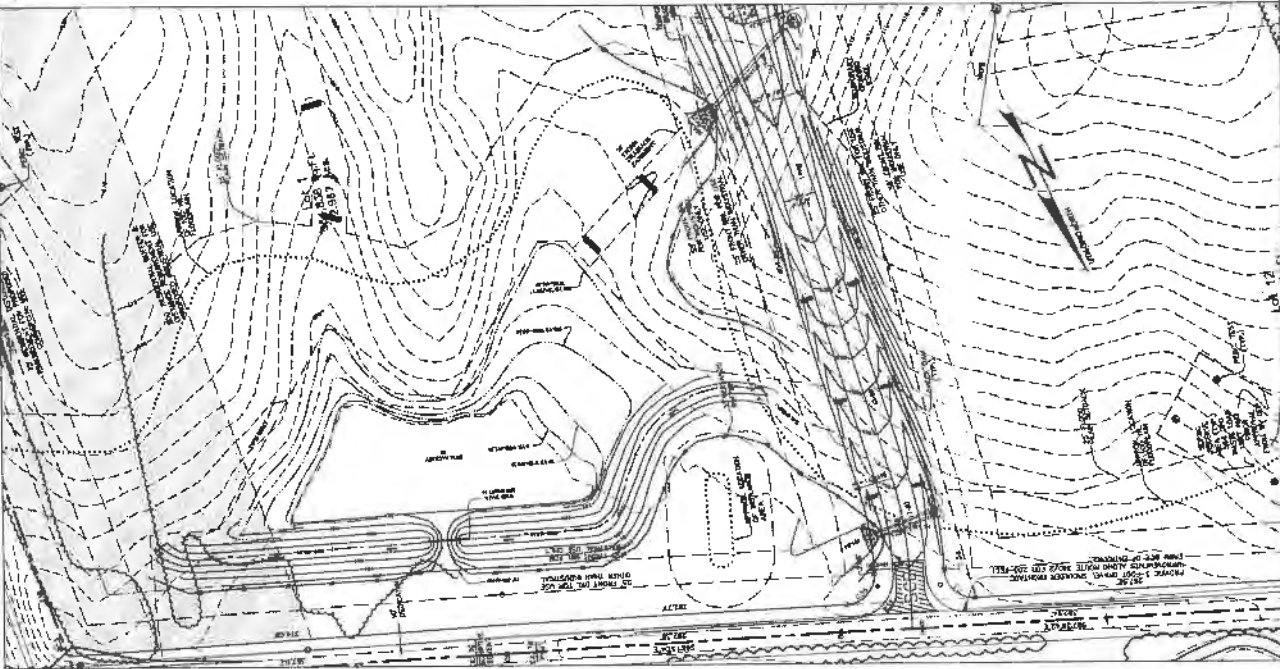
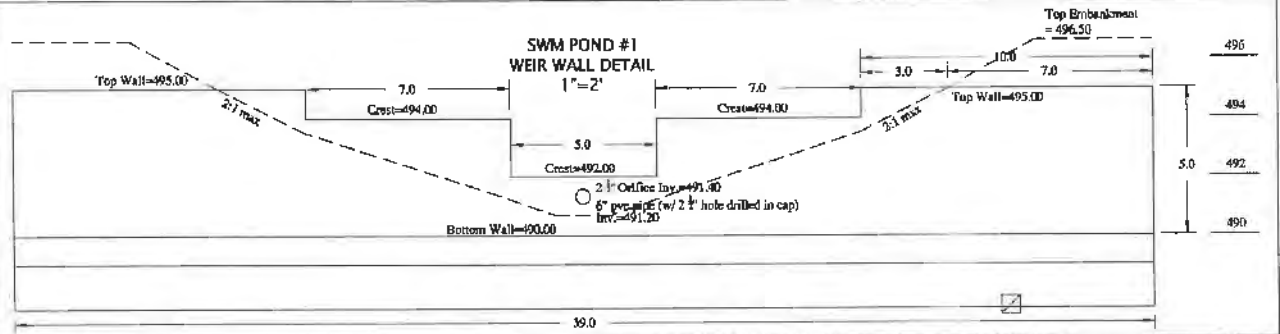
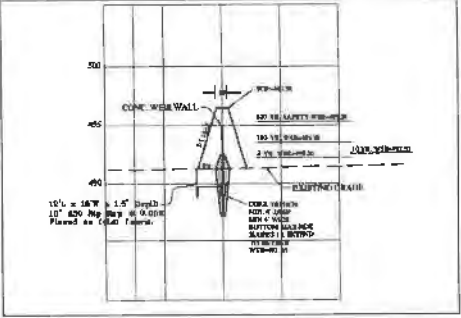
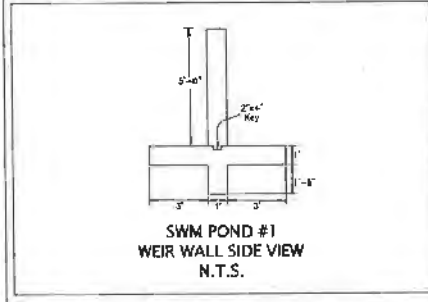
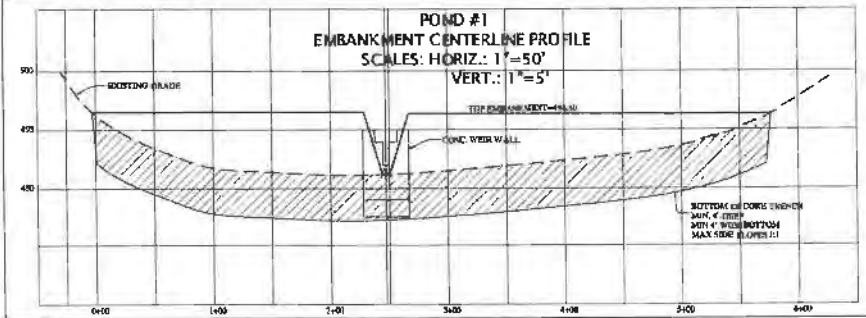
NO.	DATE	BY	DESCRIPTION
1			ISSUE FOR PERMITS
2			ISSUE FOR PERMITS
3			ISSUE FOR PERMITS
4			ISSUE FOR PERMITS
5			ISSUE FOR PERMITS
6			ISSUE FOR PERMITS
7			ISSUE FOR PERMITS
8			ISSUE FOR PERMITS
9			ISSUE FOR PERMITS
10			ISSUE FOR PERMITS
11			ISSUE FOR PERMITS
12			ISSUE FOR PERMITS

DRAWN BY: JDL
 APPROVED BY: JDL
 CHECKED BY: JDL
 DATE: 04/15/2014
 TITLE: WWT APPLICATION FORM

PROJECT NO. 14-001

SHEET NO. 106 OF 110





NOTE:
 SWM FACILITY IS NOT INTENDED TO BE USED AS A
 TEMPORARY SEDIMENT BASIN. SEDIMENT MUST BE
 CONTROLLED PRIOR TO DISCHARGE INTO THE FACILITY.

PLAN VIEW SCALE:

GRAPHIC SCALE
 (HORIZ.)
 1 inch = 50 feet

PROFILE SCALE:

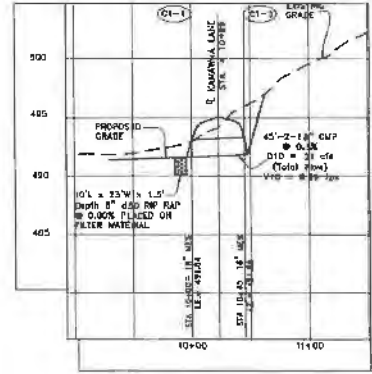
GRAPHIC SCALE
 (VERT.)
 1 inch = 5 feet

NO.	DATE	BY	DESCRIPTION

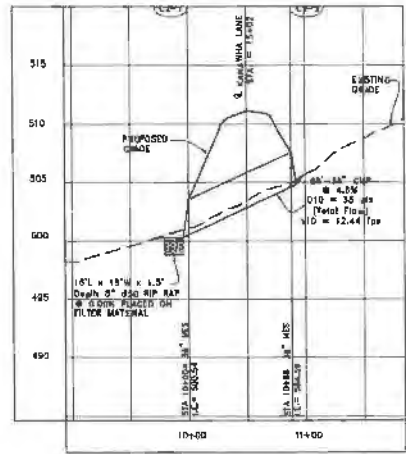
DRAWN BY: J.L.E.
 APPROVED BY: L.M.M.
 CHECKED BY: J.B.R.
 DATE: AUGUST 2008

TITLE: SWM DETAILS

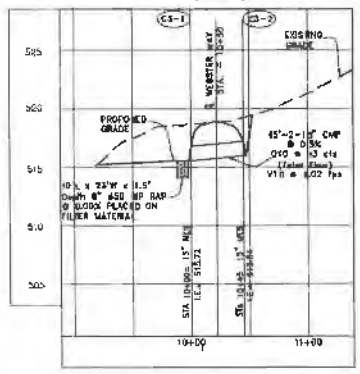
CULVERT 1
 SCALE 1"=50' (HORIZ.)
 1"=5' (VERT.)



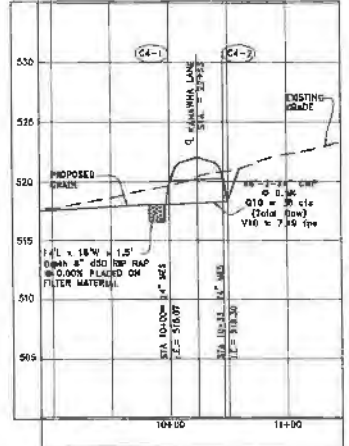
CULVERT 2
 SCALE 1"=50' (HORIZ.)
 1"=5' (VERT.)



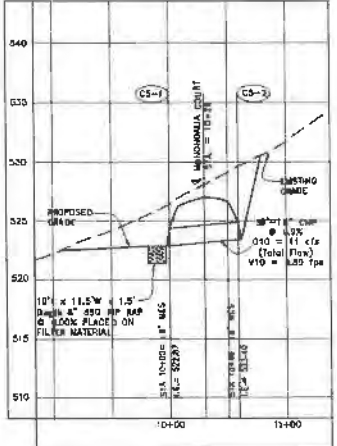
CULVERT 3
 SCALE 1"=50' (HORIZ.)
 1"=5' (VERT.)



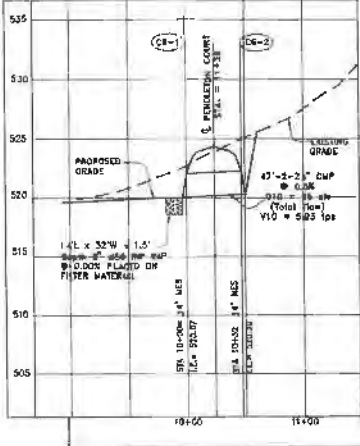
CULVERT 4
 SCALE 1"=50' (HORIZ.)
 1"=5' (VERT.)



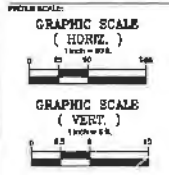
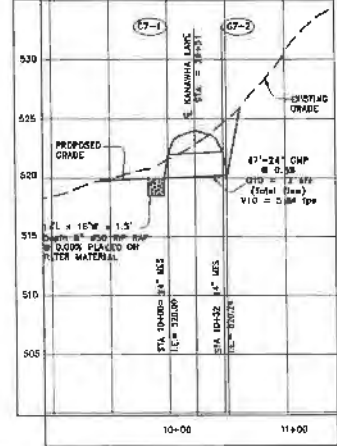
CULVERT 5
 SCALE 1"=50' (HORIZ.)
 1"=5' (VERT.)



CULVERT 6
 SCALE 1"=50' (HORIZ.)
 1"=5' (VERT.)



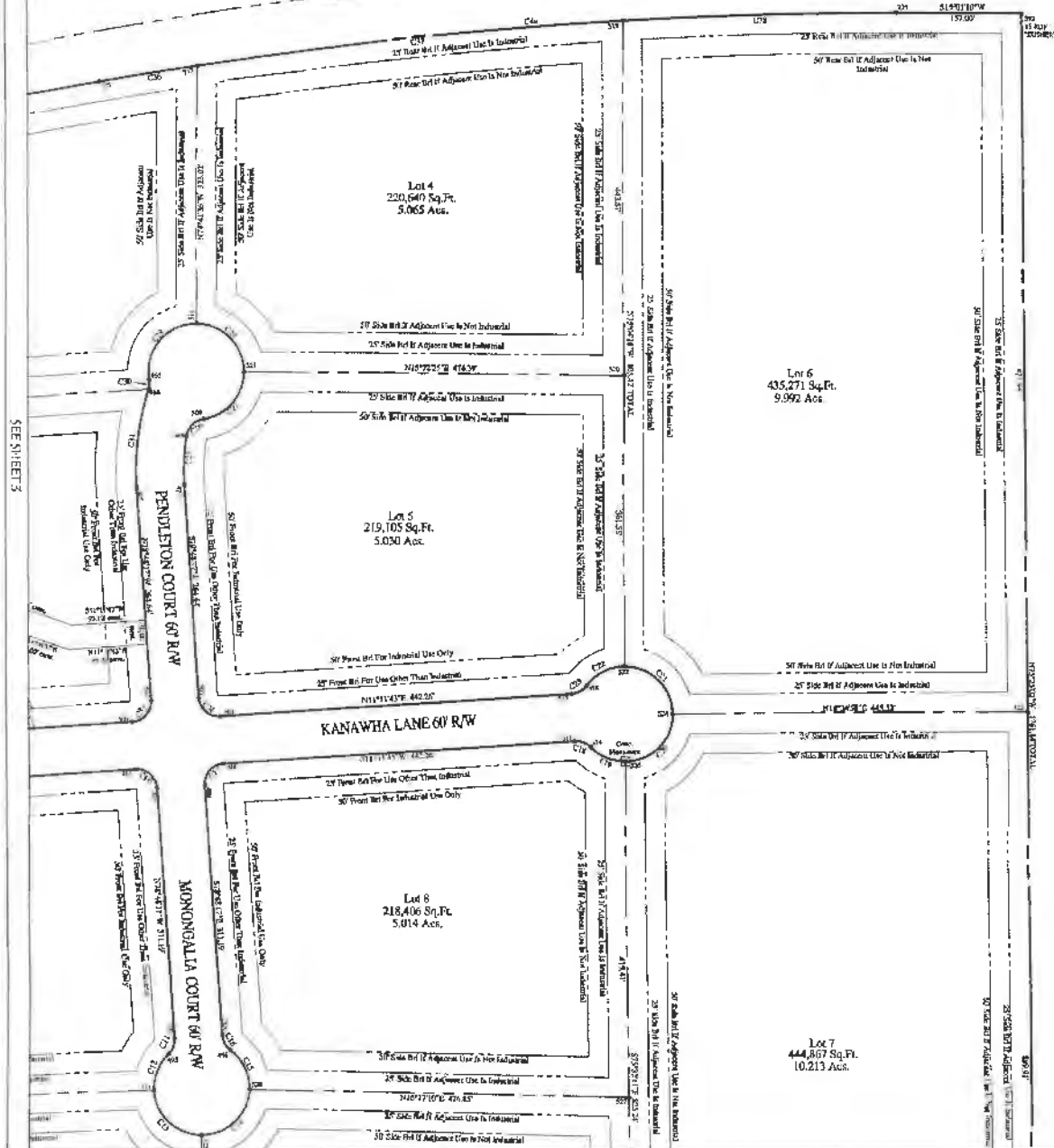
CULVERT 7
 SCALE 1"=50' (HORIZ.)
 1"=5' (VERT.)



NO.	DATE	BY	DESCRIPTION
REVISIONS			
DESIGN BY	A.L.L.		
APPROVED BY	L.D.M.		
DRAWN BY	L.D.M.		
DATE	AUGUST 2008		
TITLE: CULVERT PROFILES			
PROJECT NO. 08002			

KD M12 P16
JENKINS
DB 797 P. 485

NORFOLK & WESTERN RAILROAD



SEE SHEET 3



KD M12 P17.4
RUTHERFORD ET AL
DB 783 P. 149

Approved Subdivision
Ashley Kelly Gitts
Acting Chief Planner
3/15/07

Final Plat showing Lots 1-12 Sunnyside Industrial Park

Kabletown District
Jefferson County, West Virginia
KD M12 P12 DB 992 P485
March 2, 2007 Scale: 1"=60'



Dewberry

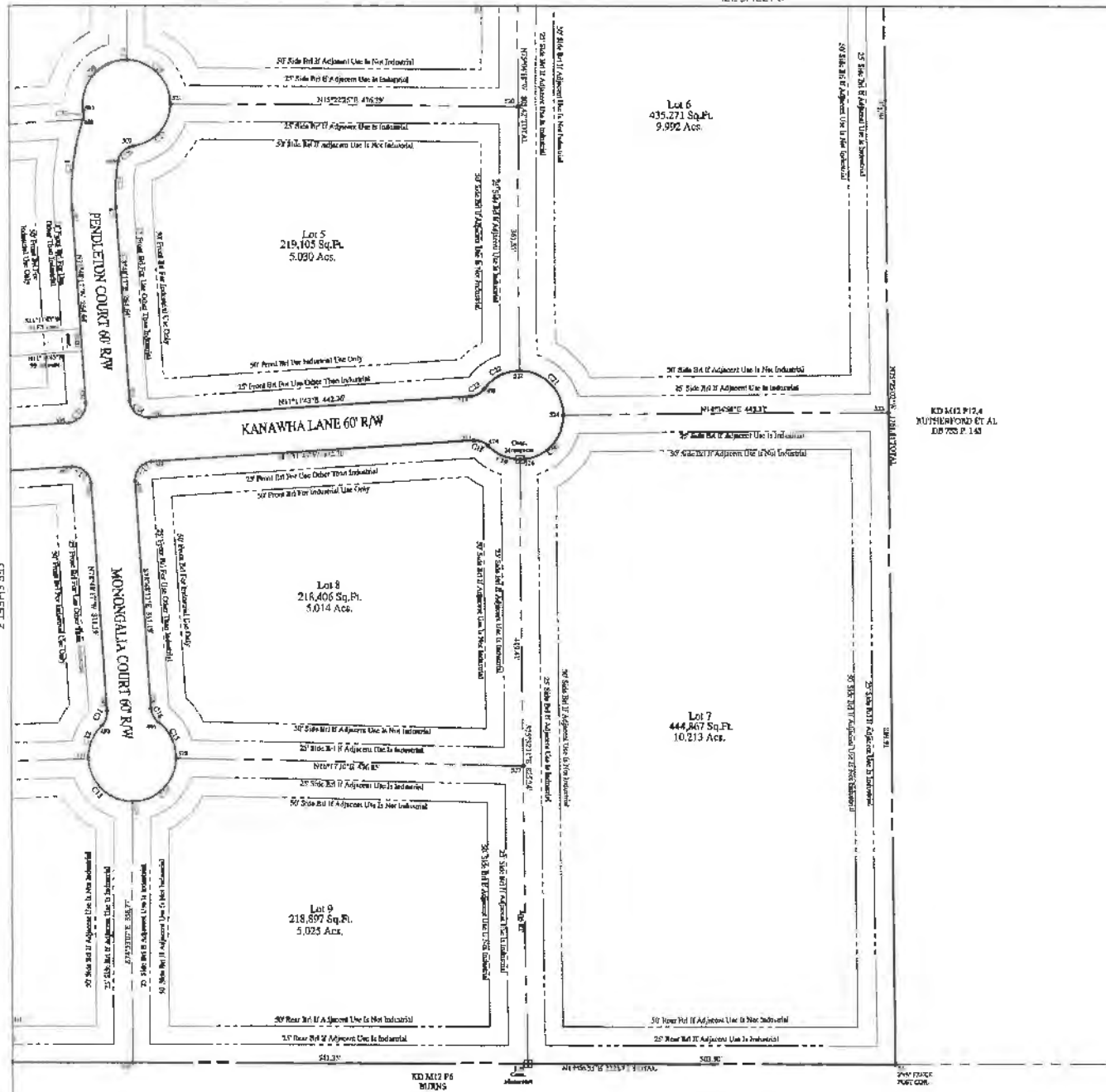
Dewberry & Davis, LLC
401 S. FAIRFAX BOULEVARD, SUITE 3
RANSON, WV 26438-1611
PHONE: 304.725.4572
FAX: 304.725.6896

GRAPHIC SCALE



(IN FEET)

SEE SHEET 6



KD M12 P12.4
MUTHERFORD ET AL
DB 783 P. 143



Jeffrey M. Peterson
Registered Professional Engineer
State of West Virginia
License No. 10000

Final Plat showing Lots 1-12 Sunnyside Industrial Park

Kabletown District
Jefferson County, West Virginia
KD M12 P12 DB 992 P483
March 2, 2007 Scale: 1"=60'



Dewberry
Dewberry & Davis, LLC
401 S. FAIRFAX BOULEVARD, SUITE 3
HANSON, WV 25438-1811
PHONE: 304.725.4672
FAX: 304.725.6896



KD M12 P6
M12MNS
WB 47.503

2007 F2007
PAGE 004

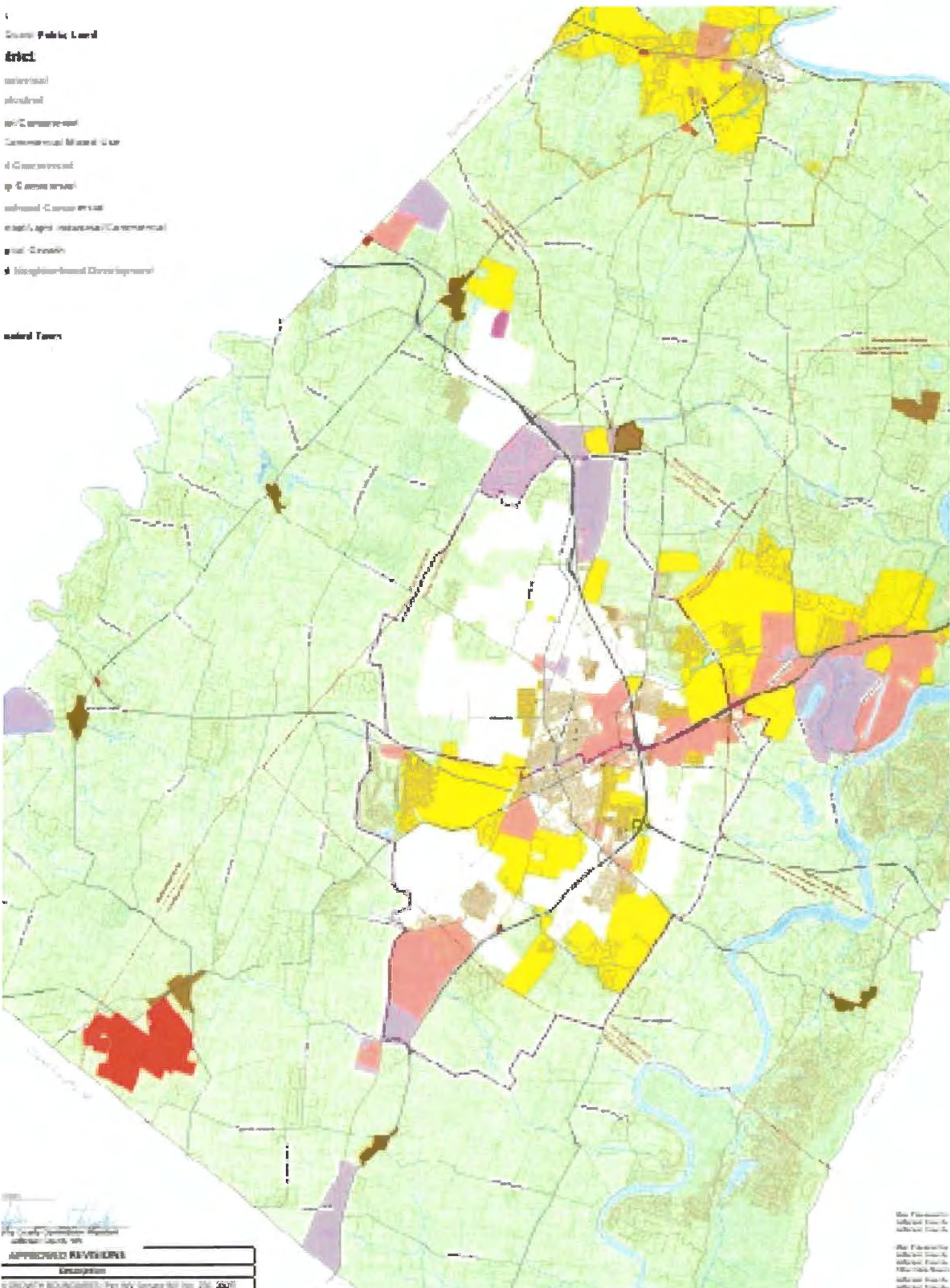
SEE SHEET 3

127520152

County Public Land

- District**
- unclassified
 - planned
 - unclassified
 - Commercial Mixed Use
 - Commercial
 - Community
 - Industrial/Commercial
 - Residential
 - Neighborhood Development

Water Features

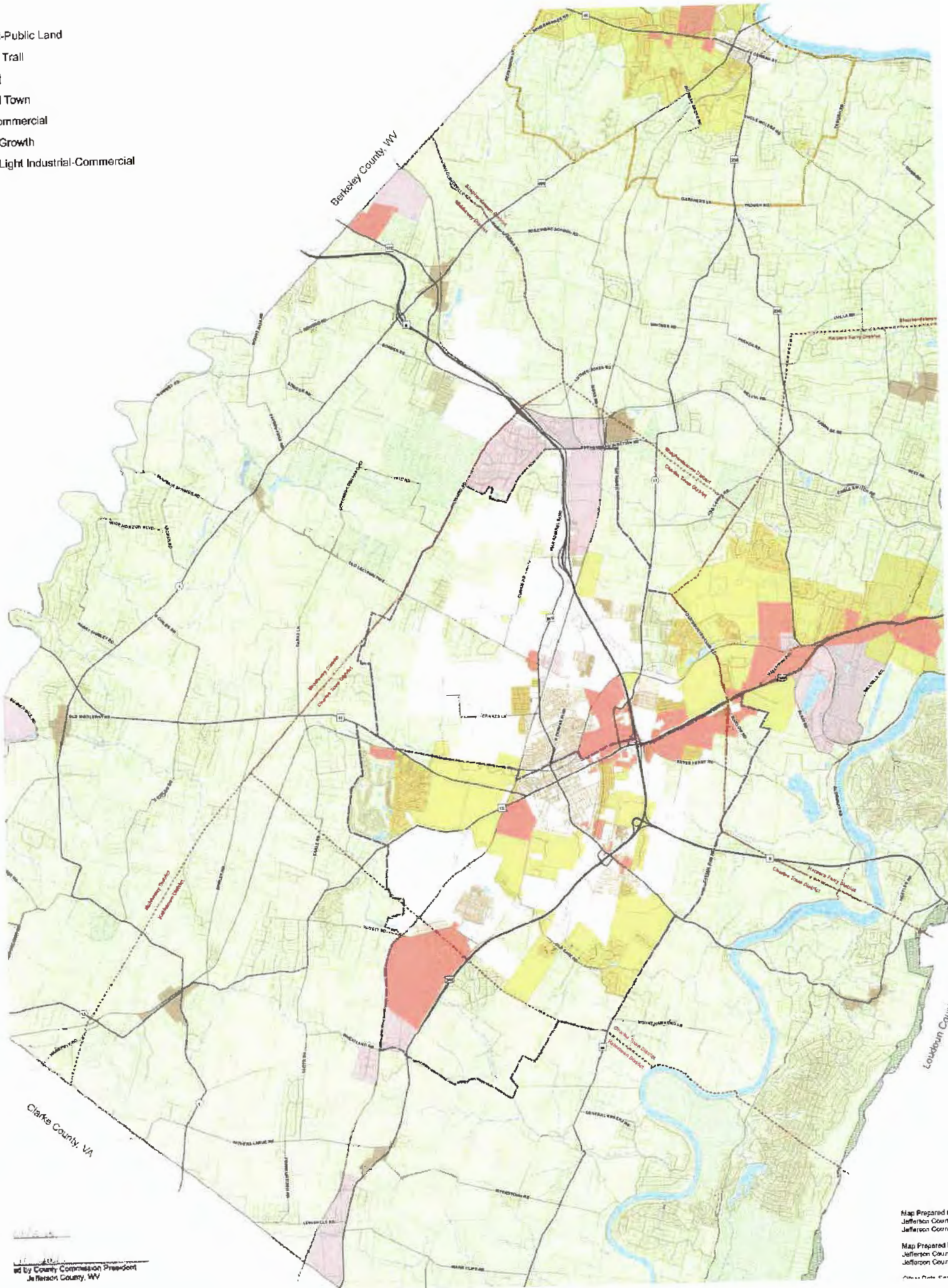




 PLANNING DEPARTMENT
 1000 ...
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The Planning
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I-2 Public Land
 I-1 In Trail
 I-0
 I-3 Residential Town
 I-2 Commercial
 I-1 Growth
 I-0 Light Industrial-Commercial



Prepared by
 and by County Commission President
 Jefferson County, WV

Map Prepared for
 Jefferson County
 Jefferson County
 Jefferson County
 Jefferson County

1 Realignment

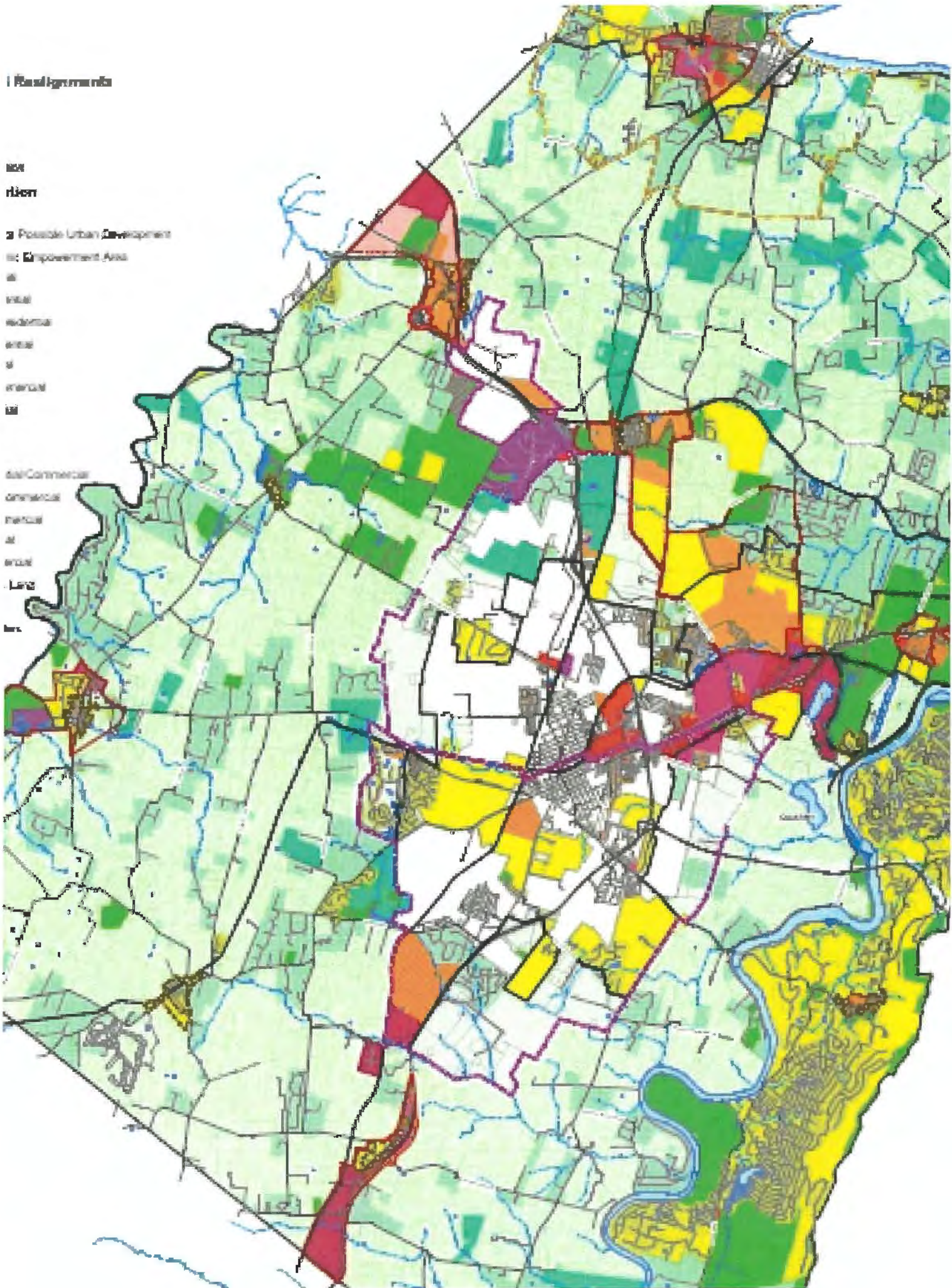
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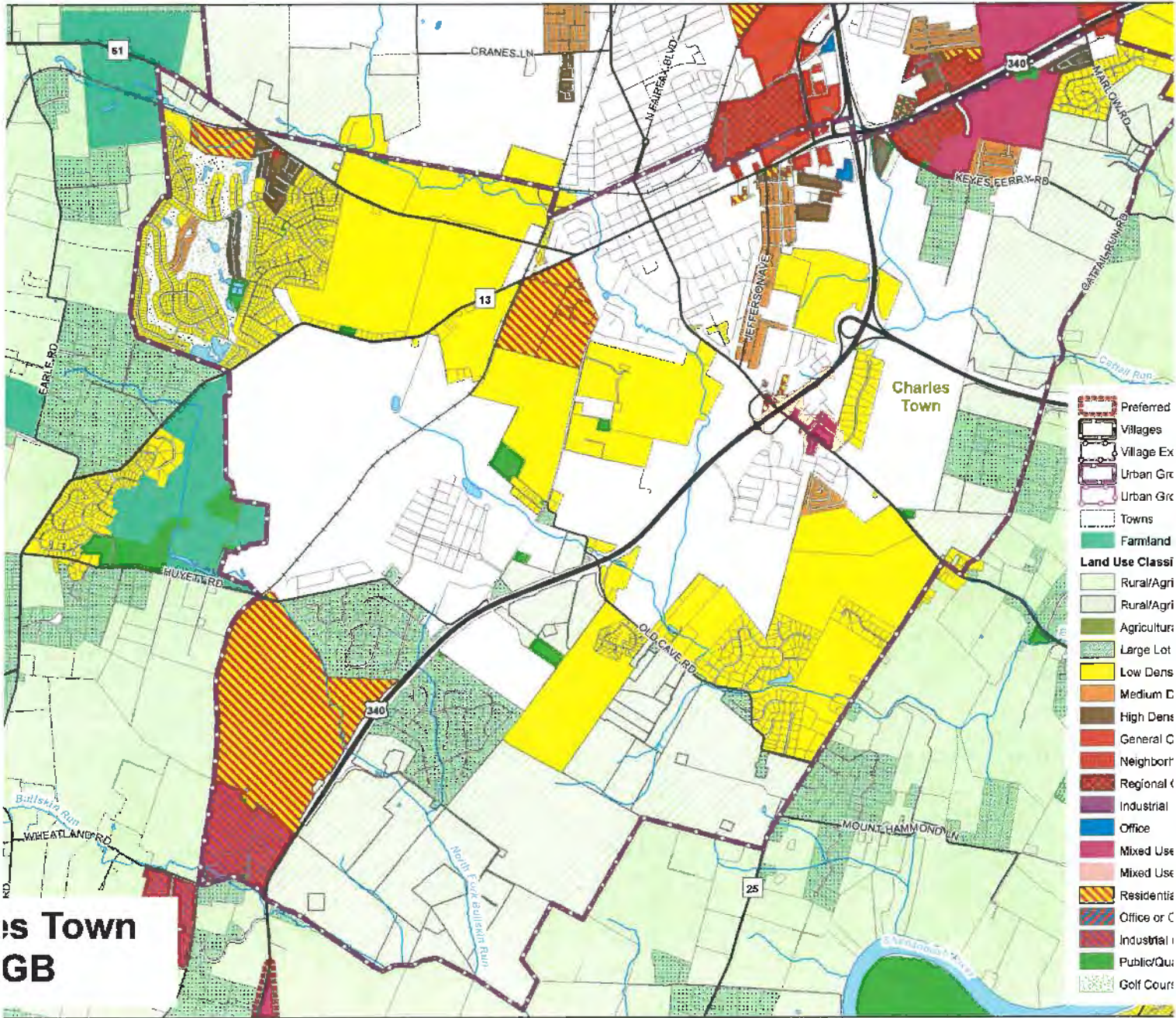
2 Possible Urban Development

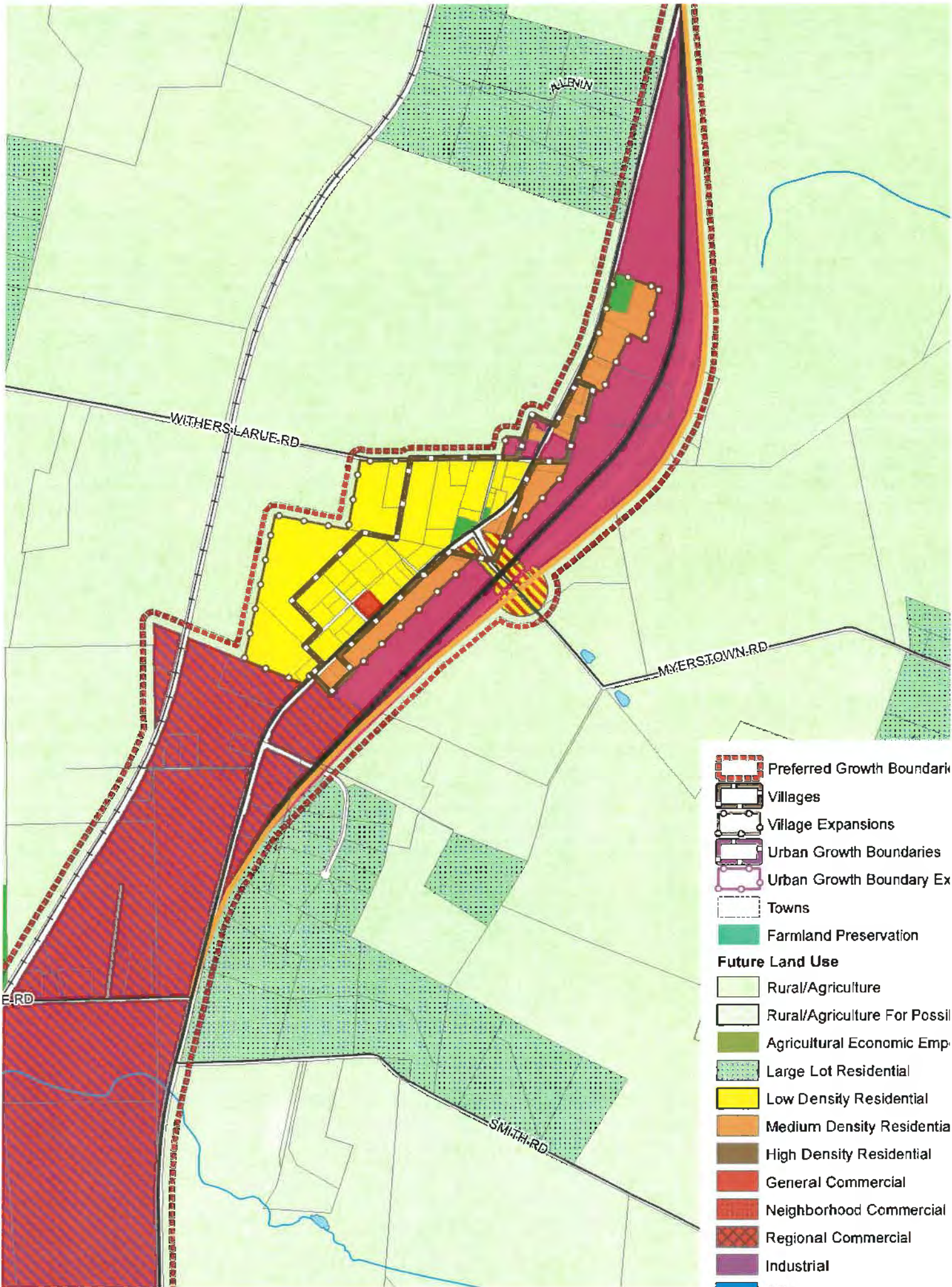
in Empowerment Area



















at
local
industrial
estate
of
merchandise
lot

Local Commercial
Commercial
Industrial
at
estate
Land
Use







-  Preferred Growth Boundary
-  Villages
-  Village Expansions
-  Urban Growth Boundaries
-  Urban Growth Boundary Ex
-  Towns
-  Farmland Preservation
- Future Land Use**
-  Rural/Agriculture
-  Rural/Agriculture For Possil
-  Agricultural Economic Emp
-  Large Lot Residential
-  Low Density Residential
-  Medium Density Residential
-  High Density Residential
-  General Commercial
-  Neighborhood Commercial
-  Regional Commercial
-  Industrial

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 15 min.

Date Requested – 1st Choice: **May 2, 2024**

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

Date Requested – 2nd Choice: May 16, 2024

Subject (*Wording to be placed on agenda*): Request for \$13,200 in ARPA funding as part of an 80/20 match for Duffields Depot rehabilitation.

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

In June 2023, JCHLC submitted a grant application for \$66,000 to the WV DOT, Transportation Alternatives Grant. On April 23, 2024, JCHLC was informed the grant application was approved. Since acquiring the Depot in February 2018, the Commission has spent over \$100,000 to rehabilitate the building, \$42,000 of that was raised from donors and small grants. Ultimately the Landmarks Commission would like to open the depot to the public on weekends as a museum which will in turn boost tourism. **SEE ATTACHED INTENT TO APPLY**

Is this a funding request? Y

If so, how much? \$ 13,200

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 provide \$13,200 in ARPA funds to the Landmarks Commission as part of an 80/20

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: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Steve Stolipher

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Tricia Jackson

COMMISSIONER

Jennifer Krouse

COMMISSIONER

Pasha Majdi

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

From: Bessie Nelson

Date: May 2, 2024

Re: **Fiscal Note: Jefferson County Historic Landmarks Commission**

Martin Burke, Chair of the JC Historic Landmarks Commission has submitted a request for \$13,200 which represents 20% match for the \$66,000.

This is a pass through grant from the Federal government to WV Department of Transportation Division of Highways. The required 20% must be non-federal Sponsor share. ARPA funding cannot be used for this match.

I recommend using Coal Severance instead of ARPA. We originally budgeted \$100,000 in Coal Severance Tax Revenue; thus far, we have received \$141,000 with another quarterly payment expected any day.

County Budget Director
Bessie Nelson

Rehabilitation of Duffields Depot

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

TRANSPORTATION ALTERNATIVES PROGRAM ELECTRONIC INTENT-TO-APPLY FORM

PROJECT IDENTITY

Fiscal Year: 2023

Is your proposed project for the Recreational Trails Program (RTP): Yes No

Intent is to apply for funding as: Construction Phase Only

Select the project type applicable to your proposed project: [Historic preservation and rehabilitation of historic transportation facilities.](#)

Congressional District(s): [2nd District](#)

County(ies): [Jefferson](#)

Project Name: [Rehabilitation of Duffields Depot](#)

Date of Application: [5/1/2023 9:15:54 AM](#)

Project Short Description:

FUNDING INFORMATION

Approximate amount of Federal funds you will be requesting: [70,000](#)

Federal funds may be reimbursed up to 80% of the total project cost.

Construction costs should be computed using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, and if the project will be let for contract (i.e., the sponsor will advertise for bids to perform the actual construction of the project). Should Force Account (upon WVDOH Commissioner approval) or In-kind (for the RTP only) labor, materials and equipment be proposed for construction of the proposed project, then please adjust the amount accordingly.

NOTE: Should Force Account be requested, please provide a cost estimate using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, as well as Force Account, as there is no guarantee that Force Account will be permissible for the project. Force Account must first be justified and approved by the Commissioner of the WVDOH based on a WVDOH approved cost analysis illustrating that Force Account work is both permissible and more cost effective than hiring a contractor.

Is the required 20% match available? Yes No

The 20% minimum Sponsor's match must be available at the time of application unless choosing the 'pay as you go' option or using In-kind services (for RTP only) to meet the required match.

If "No," please explain:

How will the minimum 20% match be met?

Cash

If cash, do you intend to pay the match up front and submit a check to the WVDOH upon return of the project agreement?

Yes No

Pay-as-you-go (i.e., Sponsor pays all invoices at 100%, and then submits invoices to the WVDOH for reimbursement of 80% of the total invoiced).

In-kind. In-kind is defined as donated time, materials or equipment used for design and/or construction of an RTP funded project that can be used as the minimum 20% match.

Independent Project Estimate:

Should your project be awarded/selected, the project Sponsor must have an independent project estimate for guidance in the negotiation of fee with the consultant chosen by a WVDOH certified consultant selection process. The estimate must be performed and verified by a WV licensed Professional Engineer (PE). The estimate must include the complete scope of work as detailed in the project agreement. The development of an independent project estimate to assist with the consultant selection process, if included in the scope of work in the project agreement, is a work element eligible for reimbursement. (Do not do this until you are notified of the grant being selected).

What if the Sponsor has an engineer/consultant/firm on retainer?

If the project Sponsor is planning on using an engineer/consultant/firm on retainer or under existing contract, the Sponsor must be capable of producing evidence that the engineer/consultant was selected using a certified consultant selection process. Furthermore, the contract/agreement between the Sponsor and engineer/consultant/firm must include the elements of work outlined in the project agreement (i.e., if applying for sidewalk construction, the contract must include specific language regarding the design of sidewalks as part of the existing contract/agreement). The contract/agreement must be submitted to the WVDOH for approval prior to any reimbursable work elements being performed.

SPONSOR INFORMATION

Project Sponsor: Jefferson County Historic Landmarks Commission

DUNS#: 078584008

NOTE: For Local Public Agency (LPA) administered projects, regulations require that the person(s) serving as Project Manager/Responsible Charge is a full time employee of the Sponsor and meet the following criteria:

Does the project Sponsor have a full time public employee(s) who can perform the following duties and functions?

- Administers inherently governmental project activities, including those dealing with cost, time adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintains familiarity of day to day project operations, including project safety issues;
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Reviews financial processes, transactions and documentation to ensure that the safeguards are in place to minimize fraud, waste, abuse;
- Directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation,
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

Yes No

(If no, the applying Sponsor may be ineligible as a project Sponsor upon review by WVDOH staff).

Who will be the primary Project Manager (Responsible Charge) on behalf of the Sponsor should this project be awarded/selected?

NOTE: The Project Manager/Responsible Charge may differ from the primary and secondary point of contact, requested below, on behalf of the Sponsor so long as the below referenced duties and functions can and will be performed by the person designated as Project Manager/Responsible Charge. The duties/requirements of Project Manager/Responsible Charge may be distributed between multiple full time employees of the Sponsor so long as the above referenced duties and functions are kept on a day to day basis including maintaining a daily diary/log of activities and proof that the duties/requirements are being met. Although the duties and functions can be performed by more than one full time employee, please list the primary Project Manager/Responsible Charge designated by the Sponsor below:

Name: Martin Burke

Title: Chair, JCHLC

Street Address: 1328 Terrapin Neck Rd.

City: Shepherdstown

State: WV

Zip Code: 25443

Phone Number: 304-876-3883

Email Address: martinburke@frontiernet.net

CONTACT INFORMATION:

Name of Sponsor's Organization: Jefferson County Historic Landmarks Commission

Primary Point of Contact Information

Contact Person: Martin Burke

Contact Person Title: Chair

Street Address Line 1: 1328 Terrapin Neck Rd.

Street Address Line 2:

City: Shepherdstown State: WV Zip: 25443

Primary Phone Number: 304-876-3883 Alternate Phone Number:

Fax Number: E-mail Address: martinburke@froninternet.net

Secondary Point of Contact Information

Contact Person: Jim King

Contact Person Title: Architect

Street Address Line 1: 940 Willowdale Drive

Street Address Line 2:

City: Shepherdstown State: WV Zip: 25443

Primary Phone Number: 681-240-1010 ext: 300 Alternate Phone Number:

Fax Number: E-mail Address: jim.king.aia@gmail.com

PROJECT INFORMATION

Is this a continuation of a project previously approved for funding? Yes No

RTP Only:

Please check the one (1) description that best fits your proposed project:

Motorized Non-motorized Combination of both motorized and non-motorized Equipment purchase

Does your proposal include land acquisition? Yes No

If 'Yes,' is it from a willing seller/lessor? Yes No

Please identify all seller(s)/lessor(s) if the proposed project will require land or property acquisition:

Has an appraisal been prepared? Yes No

If 'Yes,' what is the appraisal amount:

When was the appraisal performed?

Does your proposed project impact a historic and/or archaeological site? Yes No

Please summarize the proposed project (see Application Process Step #1): Duffields Depot is the oldest surviving combined freight and passenger station in the United States 1843-1884 and listed on the National Register of Historic Places in 2007. In 1884 the B&O Railroad built its own station approximately 100 yards west of the current location.

All that remains of Duffields Depot is the small, 24 x 30 feet, stone stationmasters office, living quarters, and passenger's waiting area. The wooden freight station collapsed in a wind storm in 2018. The Landmarks Commission has been rehabilitating the building since 2018 with the goal of converting it into the Duffields Depot Museum and reopening it to the public.

Over the last five years, JCHLC has spent \$94,000 to rehabilitate the Depot. Work included: replacing the roof, replacing window sash and two exterior doors, replacing the broken summer beam, floor joists, and flooring in the north room, getting electricity to the building to power sump pumps to control flooding in the basement. All work has been accomplished in strict accordance with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating historic Buildings.

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:

Jefferson County attracts the highest number of tourists to West Virginia, over four million annually, so there is a demand for places to recreate, historic towns to visit, and things to learn. We like to believe that all of our visitors are heritage tourists and have come to learn about the history and historic resources in Jefferson County. A Duffields Depot Museum will add to that mix.

The museum will have two themes the B&O railroad and its early history and the depot's importance during the Civil War. There are five Federally recognized Civil War battlefields in Jefferson County, which means visitors just come the visit the battlefields The Depot is already a stop on the multi state Civil War Trails program, because of the notoriety of Lt. Colonel John Singleton Mosby First Calico Raid, in June 29,1864.

The depot sits astride the very active CSX railroad which also serves Amtrak and MARC commuter trains. The MARC commuter trains still stop six times a day at Duffields.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jennifer Brockman, County Planner

Department or Organization: Office of Planning & Zoning

Commission Meeting Date: May 2, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Request for a full refund of a fee for a Waiver Application for Road Runner Wrecker (applicant).

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

Staff originally advised that a waiver would be needed to request to reopen the project file; however, upon further evaluation, Staff determined that the waiver was not required due to the vesting provisions in the Subdivision Regulations. As such, Staff is recommending a full refund of the \$100 application fee.

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

Funding/Salary/Hourly Amount: \$100.00

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to recommend a full refund of the \$100 fee related to an application that was deemed unnecessary by staff.

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: Office of Planning & Zoning

Phone Number: 304-728-3228

Email Address:

planningdepartment@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

Please see attached email correspondence with the County Planner determining that the waiver was no longer needed for the referenced project.

*Note that County Staff do not have the authority to write checks or issue refunds. Reimbursements of any project fees require approval from the County Commission before the Finance Office will issue the reimbursement. Staff submits a billhead with the reimbursement request along with a copy of the approved meeting minutes. This means that most reimbursement requests take approximately 6-8 weeks to process.

Planning Department

From: Planning Department
Sent: Wednesday, March 6, 2024 3:47 PM
To: Zachary Judy; Zoning
Cc: Amy Moyers
Subject: RE: Road Runner Wrecker (21-1-SP)

Mr Judy

Because the Site Plan had been submitted and received first review comments, it is considered "approved with conditions" which vested the Concept Plan.

The Site Plan cannot be approved until all outstanding comments from August 2022 have been addressed.

If it is determined that no other waivers or variances are required, staff will request a refund of your fees from the County Commission.

We advise resubmitting the Site Plan for additional review in order to move forward with this project.

Feel free to reach out to us if you have any additional questions.

Jennifer M. Brockman, AICP
Chief County Planner
Jefferson County Office of Planning and Zoning
116 E. Washington St
Charles Town, WV 25414
304-728-3228
planningdepartment@jeffersoncountywv.org

From: Zachary Judy <zjudy@greenwayeng.com>
Sent: Wednesday, March 6, 2024 3:02 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; Zoning <Zoning@jeffersoncountywv.org>
Cc: Amy Moyers <amoyers@greenwayeng.com>
Subject: RE: Road Runner Wrecker (21-1-SP)

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

Michelle,

Has our site plan submission been accepted then or do we need to resubmit? Also will you be issuing a refund on our waiver fee?

Thanks,

Zach Judy, PE | Project Manager
Winchester, VA | Ashburn, VA | Martinsburg, WV

151 Windy Hill Lane
Winchester, VA 22602
Office: 540.662.4185 ext 234
Web: www.GreenwayEng.com

Email: zjudy@greenwayeng.com



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From: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Sent: Wednesday, March 6, 2024 2:49 PM
To: Zachary Judy <zjudy@greenwayeng.com>; Zoning <Zoning@jeffersoncountywv.org>
Cc: Amy Moyers <amoyers@greenwayeng.com>
Subject: RE: Road Runner Wrecker (21-1-SP)

Good afternoon,

I am reaching out to advise that after the Planner review, it has been determined that you will not need the waiver that was scheduled on the March 12, 2024 Planning Commission meeting due to your project being vested.

If you have any questions or concerns, please feel free to reach out to us.

Best,

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

From: Zachary Judy <zjudy@greenwayeng.com>
Sent: Friday, February 9, 2024 2:33 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; Zoning <Zoning@jeffersoncountywv.org>
Cc: Amy Moyers <amoyers@greenwayeng.com>
Subject: RE: Road Runner Wrecker (21-1-SP)

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

Thank you! We need to pick up the sign for posting at the property correct?

Zach Judy, PE | Project Manager
Winchester, VA | Ashburn, VA | Martinsburg, WV

151 Windy Hill Lane
Winchester, VA 22602
Office: 540.662.4185 ext 234
Web: www.GreenwayEng.com
Email: zjudy@greenwayeng.com

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: **5/2/2024**

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 Purchase Three 5-Ton Heat Pump Units for the Gymnasium at the Jefferson County Community Center - \$16,645.78

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

The Community Center faced a setback when both rooftop HVAC units were damaged in a recent storm, leaving the gym without cooling just as the hot summer months approach. While Parks & Rec has the green light to purchase and install new units, the lead-time of 15-20 weeks means enduring the heat until possibly fall. A rental option was explored, with an initial cost of \$55,000 and \$15,000 per additional month, potentially totaling \$115,000 for 4-5 months. However, an innovative solution emerged from the County's HVAC technician: installing (3) 5-ton heat pumps to temporarily cool the gym this summer, at an estimated cost of \$20-25,000. I propose the County Commission purchase these heat pumps for \$16,645.78, as they are regularly used by the Fleet & Facilities Department in other county buildings. After their temporary use at the Community Center, they can be stored for future replacements. Parks and Recreation will cover all installation and material cost for the temporary solution. With the exception of electrical work, all work will be performed by the Fleet & Facilities Department saving on labor costs.

Is this a funding request? Y/N YES
if so, how much? \$16,645.78
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 purchase of (3) 5-ton heat pump units for the gymnasium at the Jefferson County Community Center at a cost of \$16,645.78.

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

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

Contact information:

Email address: lkuhn@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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: Bessie Nelson

Date: May 2, 2024

Re: Fiscal Note: Maintenance HVAC Requests

Laura Kuhn, Director of Maintenance requests the following:

Purchase (3) 5-ton heat pumps to temporarily cool the gym located at the Jefferson County Community Center. These units can be used to replace other units when Parks and Recreation's new HVAC units are installed.

Funding for the \$16,645.78 is available in the Capital Outlay Fund which currently has an estimated balance of \$17,250,000 available in the contingency – fund balance reserve.



Thos Somerville Co
 16155 Trade Zone Ave
 Upper Marlboro, MD 20774 20774
 www.TSCOnline.com

QUOT

Bill To: 40252
 JEFFERSON COUNTY COMMISSION
 P.O. BOX 250
 CHARLES TOWN, WV 25414

Ship To
 JEFFERSON COUNTY COMMISSION
 P.O. BOX 250
 CHARLES TOWN, WV 25414

Order #	5575482-00
Page #	1
Ship Point	
Via	Our Truck
Terms	NET PROX
Entered	04/19/24
Picked	
Shipped	
Invoiced	
Printed	04/19/24 09:20
Cancel	Quote valid for thirty day

Taken By: ces2 Sales in: 9999 Sales out: 0502 Placed by: park's & rec						Instructions		
Ln #	Product and Description	Quantity Ordered	Qty U/M	Unit Price	Price U/M	Amount (ft)		
1	1217102 4HP17L60P DUC 17 SEER 1-STG OMNI HP 5T Superseded Prod: 1006524	3	EA	3275.65710	EA	9826.1		
2	1003916 BCB5C60MA4X A-D OMNI PAN COIL/5.0T-PSC-TXV	3	EA	1321.29230	EA	3963.1		
3	1004119 ECBA25-15CB-15KW A-D ELEC HT KIT-BCE5 A/H-W/C	3	EA	238.16670	EA	714.5		
4	1210224 618K0500L LINESETS INC. 3/8X1-1/8X1/2 ERCX50 LS	2	RL	564.11450	RL	1128.2		
5	1222964 96419 RECTORSEAL RSH50 DISC BOX 60A NON-FUSED	3	EA	149.76670	EA	449.3		
6	699549 TH4210U2002 T4 PRO 2H/1C HP/1H/1C CONV PROG	3	EA	81.48530	EA	244.4		
7	396135 EL3636-2 36X36X2 E-LITE PAD GREY	3	EA	48.78330	EA	146.3		
8	396107 6-34-6NM 3/4X6 #8 NON-METAL CNNCTR	3	EA	28.60	EA	85.8		
9	396020 HPR-6 6IN 1 PIECE HEAT PUMP RISER GREY Superseded Prod: 044287	12	EA	7.19100	EA	86.2		
9 Lines Total		Qty Shipped Total	35	Total Invoice Total		16645.7		

THE PRICES FOR ITEMS LISTED REPRESENT OUR BEST EFFORT TO QUOTE CURRENT PRICES FOR PROMPT ACCEPTANCE. HOWEVER, NO WARRANTY AGAINST OMISSIONS, INACCURACIES OR ANY CHANGES WHATSOEVER UP AND UNTIL THE TIME OF FINAL SALE IS EITHER EXPRESSED OR IMPLIED. PRIOR APPROVAL MUST BE OBTAINED FOR RETURN OF MATERIAL FOR CREDIT. A MINIMUM 15% HANDLING CHARGE WILL BE MADE ON MATERIAL RETURNED TO OUR STOCK. MATERIAL RETURNED TO THE MANUFACTURER WILL BE SUBJECT TO FREIGHT CHARGES AND HANDLING CHARGES. 2% PER MONTH SERVICE CHARGE ON PAST DUE BALANCE.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jeffrey Polczynski, Director of Communications – Presenting will be Edwina Benites, County Administrator

Department or Organization: Emergency Communications Center – Dept 712

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: May 2, 2024

If a specific date is needed, please provide reason for specific date: Timing in regards to onboarding of employees and coordinating the start of a dispatch academy class

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Appointment Request – Full Time Public Safety Dispatchers (Trainee)

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

The purpose of this agenda item is to request permission to appoint two individuals to fill vacancies in the staffing at the Emergency Communications Center. These two will begin Dispatch Academy near mid to late May, 2024 and will attend academy into August 2024

1. Jessica Waggoner Norris – Formerly of Richmond Ambulance Authority. Lives in Shepherdstown and is an experienced Emergency Medical Dispatcher, as well as a Paramedic. Holds EMD certification from the National Academy of Emergency Dispatch.
2. Emily Daveler – Former Police Officer at Hagerstown PD and Boonsboro PD having almost of decade of experience on the street. No dispatch experience.

The ECC has received notification that veteran PSD Staci Hovermale will be retiring from the ECC at the end of May 2024. Additionally, the ECC has lost three of the six individuals appointed in December 2023 while in training. The ECC currently has 6 vacancies to authorized staffing, losing a full-time trained dispatcher/training officer (Carrie Orr) on May 2nd (yesterday). One full-time dispatcher is currently on maternity leave. ECC also has an additional 5 vacancies in *overflow*. The hiring of these two fills two of the eleven staffing vacancies. The ECC continues to encourage applications and testing for candidates to fill the remaining vacancies.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

“Motion to approve the appointment of the following individuals as Public Safety Dispatcher (Trainee) at the hourly rate noted for each, the training incentive signing bonus of \$2,000 and the post-training salary increase upon completion of training”

1. Jessica Waggoner Norris - \$24.0982/hour; \$50,124
2. Emily Daveler - \$23.7473/hour; \$49,394.32

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: **Jeffrey Polczynski**

Email address: jpolczynski@jeffersoncountywv.org

Phone Number: 304-728-3317

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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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: Bessie Nelson

Date: May 2, 2024

Re: Fiscal Note: Emergency Communications Center's hiring request

Jeffrey Polczynski, Director of Communications requests hiring the following individuals as Public Safety Dispatchers (Trainees):

Jessica Waggonner Norris	\$2,000 signing bonus	\$24.0982/hour	\$50,124.26
Emily Daveler	\$2,000 signing bonus	\$23.7473/hour	\$49,394.32

Both shall receive the \$2,000 signing bonus and the post-training salary increase upon complete of training.

- Amount budgeted for this position in FY 24:	\$48,664.00
- Amount budgeted for this position in FY 25:	\$48,664.00

Dispatcher retiring at the end of May.	\$28.8240/hour	\$59,953.92
----------------------------------------	----------------	-------------

There is enough money available the personnel budget to allow the new hires at the offered rates. These new hires were offered higher starting salaries based on experience and certifications.

County Budget Director
Bessie Nelson

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Mike Sine

Department or Organization: ESA

Estimation of amount of time needed for appointment: 20 mins

Date Requested – 1st Choice: 5/02/2024

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

- 1) MOU with HFNP Employee Promotion
- 2) Paytable Revision
- 3) Transfer Employee from part-time to full-time
- 4) Employee Promotion

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

- 1) Request approval and endorsement of the updated MOU with Harpers Ferry National Park Service.
- 2) Request approval of updated and revised payable for ESA staff and ESA policy AP1192.
- 3) Request approval to transfer FF/Paramedic Colin Graham from part-time to full-time.
- 4) Request approval to promote FF/Paramedic Kaila Napier to from FF/Paramedic II to FF/Paramedic III.

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

If so, how much? \$

Provide exact financial impact/request:

- 3) Budgeted Vacancy from ESA budgeted payroll.

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

- 1) I move to approve and endorse the updated MOU with the Harpers Ferry National Park Service.
- 2) I move to approve the revised ESA payable and corresponding ESA policy AP1192.
- 3) I Move to transfer Colin Graham a FF/Paramedic I from part-time to full-time continuing at the same rate of \$25.00/hr until completion of his probationary period. This transfer is to be effective 6/30/2024.
- 4) I Move to approve the promotion of Kaila Napier from FF/Paramedic II to FF/Paramedic III and receive a pay rate increase to \$27.27/hr. This is to be effective 4/21/2024.

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: Mike Sine

Email address: msine@jcesa.org

Phone Number: 304-728-3287

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Pay Grade Table

Approval:

Date:

Grade Steps 0-10

Updated 4/2024	Grade Step											
		0	1	2	3	4	5	6	7	8	9	10
	Step %	0	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%
Title	Differential	Rate (per hour and annual estimates. For salaried positions, only annual salary shown.)										
FF/BMT I	Start:	\$19.67	\$20.04	\$21.42	\$20.81	\$21.20	\$21.60	\$22.01	\$22.42	\$22.85	\$23.28	\$23.72
2184		\$42,959.28	\$43,771.21	\$44,598.49	\$45,441.40	\$46,300.24	\$47,175.31	\$48,066.93	\$48,975.39	\$49,901.03	\$50,844.16	\$51,805.11
FF/BMT II	2.5%	\$20.18	\$20.54	\$20.93	\$21.33	\$21.73	\$22.14	\$22.56	\$22.99	\$23.42	\$23.86	\$24.31
2184		\$44,033.26	\$44,865.49	\$45,713.45	\$46,577.43	\$47,457.75	\$48,354.70	\$49,268.60	\$50,199.78	\$51,148.55	\$52,115.26	\$53,100.24
FF/BMT III	2.5%	\$20.67	\$21.06	\$21.45	\$21.86	\$22.27	\$22.69	\$23.12	\$23.56	\$24.01	\$24.46	\$24.92
2184		\$45,134.09	\$45,987.13	\$46,856.28	\$47,741.87	\$48,644.19	\$49,563.56	\$50,500.32	\$51,454.77	\$52,427.27	\$53,418.14	\$54,427.75
Technician	2.5%	\$21.18	\$21.58	\$21.99	\$22.41	\$22.83	\$23.26	\$23.70	\$24.15	\$24.61	\$25.07	\$25.54
2184		\$46,282.45	\$47,136.81	\$48,027.69	\$48,935.42	\$49,860.29	\$50,802.65	\$51,762.82	\$52,741.14	\$53,737.95	\$54,753.60	\$55,788.44
FF/ABMT I	Start:	\$21.28	\$21.68	\$22.09	\$22.51	\$22.93	\$23.37	\$23.81	\$24.26	\$24.72	\$25.19	\$25.66
2184		\$46,475.52	\$47,353.91	\$48,246.90	\$49,160.80	\$50,099.94	\$51,066.64	\$52,061.23	\$52,984.06	\$53,935.45	\$54,905.78	\$55,845.39
FF/ABMT II	2.5%	\$21.81	\$22.22	\$22.64	\$23.07	\$23.51	\$23.95	\$24.41	\$24.87	\$25.34	\$25.82	\$26.30
2184		\$47,637.41	\$48,537.76	\$49,455.12	\$50,389.82	\$51,342.19	\$52,312.68	\$53,301.26	\$54,308.66	\$55,335.09	\$56,380.92	\$57,446.52
FF/ABMT III	2.5%	\$22.36	\$22.78	\$23.21	\$23.65	\$24.10	\$24.55	\$25.02	\$25.49	\$25.97	\$26.46	\$26.96
2184		\$48,828.34	\$49,751.20	\$50,691.50	\$51,649.57	\$52,625.74	\$53,620.37	\$54,633.79	\$55,666.37	\$56,718.47	\$57,790.45	\$58,882.69
Technician-ABMT	2.5%	\$22.92	\$23.35	\$23.79	\$24.24	\$24.70	\$25.17	\$25.64	\$26.13	\$26.62	\$27.12	\$27.63
2184		\$50,049.05	\$50,994.98	\$51,958.78	\$52,940.80	\$53,941.39	\$54,960.88	\$55,999.64	\$57,058.03	\$58,136.43	\$59,235.21	\$60,354.75
FF/P I	Start:	\$25.00	\$25.47	\$25.95	\$26.44	\$26.94	\$27.45	\$27.97	\$28.50	\$29.04	\$29.59	\$30.15
2184		\$54,600.00	\$55,631.94	\$56,683.38	\$57,754.70	\$58,846.26	\$59,968.46	\$61,091.67	\$62,246.31	\$63,422.76	\$64,621.45	\$65,842.80
FF/P II	2.5%	\$25.63	\$26.11	\$26.60	\$27.11	\$27.62	\$28.14	\$28.67	\$29.21	\$29.77	\$30.33	\$30.90
2184		\$55,965.00	\$57,022.74	\$58,100.47	\$59,198.57	\$60,317.42	\$61,457.42	\$62,618.96	\$63,802.48	\$65,008.33	\$66,236.99	\$67,488.87
FF/P III	2.5%	\$26.27	\$26.76	\$27.27	\$27.78	\$28.31	\$28.84	\$29.39	\$29.94	\$30.51	\$31.09	\$31.67
2184		\$57,364.13	\$58,448.31	\$59,552.98	\$60,678.53	\$61,825.36	\$62,993.85	\$64,184.44	\$65,397.52	\$66,633.54	\$67,892.91	\$69,176.09
FF/P IV	2.5%	\$26.92	\$27.43	\$27.95	\$28.48	\$29.02	\$29.56	\$30.12	\$30.69	\$31.27	\$31.86	\$32.47
2184		\$58,798.23	\$59,909.51	\$61,041.80	\$62,195.49	\$63,370.99	\$64,568.70	\$65,789.05	\$67,032.46	\$68,299.38	\$69,590.23	\$70,905.49
Lieutenant	5%	\$28.27	\$28.80	\$29.35	\$29.90	\$30.47	\$31.04	\$31.63	\$32.23	\$32.84	\$33.46	\$34.09
2184		\$61,738.14	\$62,904.99	\$64,093.89	\$65,305.27	\$66,539.54	\$67,797.14	\$69,078.50	\$70,384.09	\$71,714.34	\$73,069.75	\$74,450.76
Captain (EMT)	5%	\$29.68	\$30.24	\$30.81	\$31.40	\$31.99	\$32.59	\$33.21	\$33.84	\$34.48	\$35.13	\$35.79
2080		\$61,738.14	\$62,904.99	\$64,093.89	\$65,305.27	\$66,539.54	\$67,797.14	\$69,078.50	\$70,384.09	\$71,714.34	\$73,069.75	\$74,450.76
Captain (ABMT)	5%	\$31.17	\$31.75	\$32.36	\$32.97	\$33.59	\$34.22	\$34.87	\$35.53	\$36.20	\$36.89	\$37.58
2080		\$64,825.05	\$66,050.24	\$67,298.59	\$68,570.53	\$69,866.52	\$71,186.99	\$72,532.43	\$73,903.29	\$75,300.06	\$76,723.23	\$78,173.30
Captain (Paramedic)	5%	\$32.72	\$33.34	\$33.97	\$34.61	\$35.27	\$35.94	\$36.61	\$37.31	\$38.01	\$38.73	\$39.46
2080		\$68,088.30	\$69,352.75	\$70,633.52	\$71,939.03	\$73,269.84	\$74,746.34	\$76,159.05	\$77,598.45	\$79,065.07	\$80,569.40	\$82,081.97
Director		\$41.69	\$42.48	\$43.28	\$44.10	\$44.93	\$45.78	\$46.65	\$47.53	\$48.43	\$49.34	\$50.27
Salaried		\$86,715.20	\$88,354.12	\$90,024.01	\$91,725.46	\$93,459.08	\$95,225.45	\$97,025.21	\$98,858.99	\$100,727.42	\$102,631.17	\$104,570.90
Office Manager		\$20.72	\$21.11	\$21.51	\$21.91	\$22.31	\$22.71	\$23.11	\$23.52	\$23.92	\$24.32	\$24.73
Salaried		\$43,097.60	\$43,912.14	\$44,742.08	\$45,587.71	\$46,448.32	\$47,327.21	\$48,221.09	\$49,133.08	\$50,061.70	\$51,007.87	\$51,971.91



Pay Grade Table

Grade Steps 11-25

Grade Step														
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Step %														
1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%
Rate (per hour and annual estimates. For salaried positions, only annual salary shown.)														
FR-EMT1 Starting Range - 2 Years of Career experience = 1 Step Increase at date of hire with max of 10 steps. (Ex. 6 years career experience equals 3 starting rate of \$28.81)														
\$24.77	\$25.24	\$25.72	\$26.20	\$26.70	\$27.20	\$27.72	\$28.24	\$28.78	\$29.32	\$29.87	\$30.44	\$31.01	\$31.60	\$32.20
\$64,103.83	\$65,126.40	\$66,168.29	\$67,229.87	\$68,311.51	\$69,413.60	\$70,536.52	\$71,680.66	\$72,846.42	\$74,034.22	\$75,244.46	\$76,477.58	\$77,734.01	\$79,014.18	\$70,318.55
\$25.39	\$25.87	\$26.36	\$26.86	\$27.37	\$27.88	\$28.41	\$28.95	\$29.50	\$30.05	\$30.62	\$31.20	\$31.79	\$32.39	\$33.00
\$65,456.43	\$66,504.56	\$67,572.49	\$68,660.61	\$69,769.30	\$70,899.94	\$72,049.93	\$73,222.67	\$74,417.58	\$75,635.07	\$76,875.58	\$78,139.52	\$79,427.36	\$70,739.54	\$72,076.52
\$26.03	\$26.52	\$27.02	\$27.53	\$28.05	\$28.58	\$29.12	\$29.67	\$30.23	\$30.80	\$31.39	\$31.98	\$32.58	\$33.20	\$33.83
\$66,842.84	\$67,917.17	\$69,011.81	\$70,127.13	\$71,263.53	\$72,421.41	\$73,601.18	\$74,803.24	\$76,028.02	\$77,275.95	\$78,547.46	\$79,843.01	\$81,163.04	\$82,508.03	\$83,878.43
FR-EMT11 Starting Range - 2 Years of Career experience = 1 Step Increase at date of hire with max of 10 steps. (Ex. 6 years career experience equals 3 starting rate of \$22.51)														
\$26.80	\$27.31	\$27.82	\$28.35	\$28.89	\$29.43	\$29.99	\$30.55	\$31.13	\$31.72	\$32.32	\$32.93	\$33.55	\$34.19	\$34.83
\$68,532.26	\$69,638.52	\$70,765.69	\$71,914.16	\$73,084.34	\$74,276.63	\$75,491.46	\$76,729.25	\$77,990.43	\$79,275.46	\$80,584.76	\$81,918.81	\$83,278.08	\$84,663.03	\$86,074.16
\$27.47	\$27.99	\$28.52	\$29.06	\$29.61	\$30.17	\$30.74	\$31.32	\$31.91	\$32.51	\$33.13	\$33.75	\$34.39	\$35.04	\$35.70
\$69,995.57	\$71,129.48	\$72,284.83	\$73,462.02	\$74,661.45	\$75,883.55	\$77,128.75	\$78,397.48	\$79,689.19	\$81,007.34	\$82,349.38	\$83,716.78	\$85,110.03	\$86,529.61	\$87,975.02
\$28.16	\$28.69	\$29.23	\$29.78	\$30.35	\$30.92	\$31.51	\$32.10	\$32.71	\$33.33	\$33.96	\$34.60	\$35.25	\$35.92	\$36.60
\$61,485.48	\$62,657.72	\$63,841.95	\$65,048.57	\$66,277.98	\$67,530.64	\$68,806.97	\$70,107.42	\$71,432.45	\$72,782.52	\$74,158.11	\$75,559.70	\$76,987.78	\$78,442.85	\$79,925.42
FR-P1 Starting Range - 2 Years of Career experience = 1 Step Increase at date of hire with max of 10 steps. (Ex. 6 years career experience equals 3 starting rate of \$25.44)														
\$31.49	\$32.08	\$32.69	\$33.30	\$33.93	\$34.58	\$35.23	\$35.89	\$36.57	\$37.26	\$37.97	\$38.69	\$39.42	\$40.16	\$40.92
\$68,764.41	\$70,064.05	\$71,388.26	\$72,737.50	\$74,112.24	\$75,512.96	\$76,940.16	\$78,394.33	\$79,875.98	\$81,385.63	\$82,923.82	\$84,491.08	\$86,087.66	\$87,715.03	\$89,372.84
\$32.27	\$32.88	\$33.50	\$34.14	\$34.78	\$35.44	\$36.11	\$36.79	\$37.49	\$38.20	\$38.92	\$39.65	\$40.40	\$41.17	\$41.94
\$70,483.52	\$71,815.65	\$73,172.97	\$74,555.94	\$75,965.05	\$77,400.79	\$78,863.66	\$80,354.18	\$81,872.88	\$83,420.29	\$84,996.92	\$86,603.36	\$88,240.16	\$89,907.60	\$91,607.16
\$33.09	\$33.70	\$34.34	\$34.99	\$35.65	\$36.33	\$37.01	\$37.71	\$38.42	\$39.15	\$39.89	\$40.64	\$41.41	\$42.20	\$42.99
\$72,245.60	\$73,611.05	\$75,002.28	\$76,419.84	\$77,864.17	\$79,335.81	\$80,835.25	\$82,363.04	\$83,919.70	\$85,505.78	\$87,121.84	\$88,768.44	\$90,446.17	\$92,155.60	\$93,897.34
\$34.73	\$35.39	\$36.06	\$36.74	\$37.43	\$38.14	\$38.86	\$39.60	\$40.36	\$41.13	\$41.91	\$42.69	\$43.48	\$44.28	\$45.10
\$75,857.88	\$77,291.60	\$78,752.41	\$80,240.63	\$81,757.38	\$83,302.60	\$84,877.01	\$86,481.19	\$88,115.68	\$89,781.07	\$91,477.93	\$93,206.87	\$94,968.48	\$96,763.38	\$98,592.21
\$36.47	\$37.16	\$37.86	\$38.58	\$39.31	\$40.05	\$40.81	\$41.58	\$42.38	\$43.18	\$43.98	\$44.81	\$45.66	\$46.52	\$47.40
\$75,857.88	\$77,291.60	\$78,752.41	\$80,240.63	\$81,757.38	\$83,302.60	\$84,877.01	\$86,481.19	\$88,115.68	\$89,781.07	\$91,477.93	\$93,206.87	\$94,968.48	\$96,763.38	\$98,592.21
\$38.29	\$39.02	\$39.75	\$40.51	\$41.27	\$42.05	\$42.85	\$43.66	\$44.49	\$45.32	\$46.18	\$47.05	\$47.94	\$48.85	\$49.77
\$79,690.78	\$81,156.18	\$82,650.03	\$84,172.87	\$85,725.25	\$87,307.73	\$88,920.87	\$90,565.25	\$92,231.47	\$93,927.12	\$95,653.43	\$97,410.83	\$99,199.81	\$101,020.06	\$102,872.18
\$40.21	\$40.97	\$41.74	\$42.53	\$43.34	\$44.15	\$44.99	\$45.84	\$46.71	\$47.59	\$48.49	\$49.40	\$50.34	\$51.29	\$52.26
\$83,633.32	\$85,213.99	\$86,824.53	\$88,465.51	\$90,137.51	\$91,841.11	\$93,576.91	\$95,345.51	\$97,147.54	\$98,983.63	\$100,854.42	\$102,760.57	\$104,702.74	\$106,681.63	\$108,697.91
\$51.22	\$52.19	\$53.18	\$54.18	\$55.21	\$56.25	\$57.32	\$58.40	\$59.50	\$60.63	\$61.77	\$62.94	\$64.13	\$65.34	\$66.56
\$106,547.29	\$108,561.04	\$110,612.64	\$112,703.42	\$114,833.52	\$117,003.67	\$119,215.24	\$121,468.41	\$123,764.16	\$126,103.31	\$128,486.66	\$130,915.06	\$133,389.35	\$135,910.41	\$138,479.12
\$52.48	\$53.49	\$54.51	\$55.55	\$56.61	\$57.69	\$58.79	\$59.90	\$61.03	\$62.18	\$63.35	\$64.54	\$65.75	\$66.98	\$68.23
\$62,954.18	\$63,955.02	\$64,974.77	\$66,013.79	\$67,072.45	\$68,151.12	\$69,250.18	\$70,370.00	\$71,511.00	\$72,673.56	\$73,858.09	\$75,065.00	\$76,294.73	\$77,547.70	\$78,824.35

JCESA began using the pay table on the first full pay period in July of 2018. Pay rates for all employees hired before July of 2018 were converted using this table and pay rates for all uniformed employees hired before and since July of 2018 are now assigned based on title/rank and grade step increase, referencing this table.

Title/Rank

Employees must not only be eligible for a given title/rank to be paid at the corresponding rate, but they must also be appointed by the Director and then approved by the Commission to attain that title/rank. Most titles/ranks have an unlimited capacity (i.e., every Firefighter/EMT can be promoted to Firefighter/EMT II) but some have limited capacity (there are only four lieutenant positions.) Additionally, it is the responsibility of the employee to ensure documentation of all qualifications are on-file in TargetSolutions. Any employee who believes they are eligible for a promotion in title/rank must submit a request, in writing, to the Operations Commander.



Pay Grade Table

Grade Step Increases

In previous versions of this table *Grade Steps* were titled *Years of Service* and reflected annual pay increases based on years of employment at the JCESA. Effective immediately the starting pay rate and initial grade step are for new hires are based on an employee's previous career Fire/EMS work experience and are determined during the hiring process. This range shall be from 0-10 with new employees having no experience starting at Step 0. Two (2) years of experience shall equal one (1) step. *Grade Steps* shall otherwise be utilized for the purpose of receiving merit increases. Merit increases are at the discretion of the Commission and may or may not be approved in each fiscal year's budget. Part-time employees are not eligible for merit increases. On the date this revised policy is approved the employees current Grade Step is equal to their Years of Service calculated on 7/01/2023. No merits or anniversary date Years of Service adjustment were approved for FY24.

Experience Credit – This section, *Experience Credit*, shall be eliminated 90 days after the approval date of this policy.

If an employee hired after July 1, 2018 has at least 10 years of relevant Fire/EMS experience as a paid employee in a 911 system prior to joining the agency, that experience may be converted to years of service credit at no more than fifty percent of the actual years of experience, at the discretion of the Director. Current employees must place a request in writing with documentation proof of previous experience. This request will then be submitted to the County Budget Director and presented to the Commission for approval.



Pay Grade Table

12-25 Years of Service

Full-Time Years of Service		Grade Step Increase											
12	13	14	15	16	17	18	19	20	21	22	23	24	25
Rate (per hour and annual estimates. For salaried positions, only annual salary shown.)													
24.63	25.09	25.57	26.05	26.54	27.04	27.55	28.07	28.60	29.15	29.70	30.26	30.83	31.41
25.24	25.72	26.20	26.70	27.20	27.72	28.24	28.78	29.32	29.87	30.44	31.01	31.60	32.20
55,126	56,168	57,230	58,312	59,414	60,537	61,681	62,846	64,034	65,244	66,478	67,734	69,014	70,319
25.87	26.36	26.86	27.37	27.88	28.41	28.95	29.50	30.05	30.62	31.20	31.79	32.39	33.00
56,505	57,572	58,661	59,769	60,899	62,050	63,223	64,418	65,635	66,876	68,140	69,427	70,740	72,077
26.52	27.02	27.53	28.05	28.58	29.12	29.67	30.23	30.80	31.39	31.98	32.58	33.20	33.83
57,917	59,012	60,127	61,264	62,421	63,601	64,803	66,028	67,276	68,547	69,843	71,163	72,508	73,878
26.64	27.14	27.66	28.18	28.71	29.26	29.81	30.37	30.95	31.53	32.13	32.73	33.35	33.98
27.31	27.82	28.35	28.88	29.43	29.99	30.55	31.13	31.72	32.32	32.93	33.55	34.19	34.83
59,639	60,766	61,914	63,084	64,277	65,491	66,729	67,990	69,275	70,585	71,919	73,278	74,663	76,074
27.99	28.52	29.06	29.61	30.17	30.74	31.32	31.91	32.51	33.13	33.75	34.39	35.04	35.70
61,129	62,285	63,462	64,661	65,884	67,129	68,397	69,690	71,007	72,349	73,717	75,110	76,530	77,976
28.69	29.23	29.78	30.35	30.92	31.51	32.10	32.71	33.33	33.96	34.60	35.25	35.92	36.60
62,658	63,842	65,049	66,278	67,531	68,807	70,107	71,432	72,783	74,158	75,560	76,988	78,443	79,925
28.67	29.21	29.76	30.33	30.90	31.48	32.08	32.68	33.30	33.93	34.57	35.23	35.89	36.57
<i>Employees hired after July 1, 2018 who do not meet the requirements for promotion to FF/P II are ineligible for YOS Increases.</i>													
29.39	29.94	30.51	31.08	31.67	32.27	32.88	33.50	34.13	34.78	35.44	36.11	36.79	37.48
64,179	65,392	66,628	67,887	69,170	70,477	71,809	73,166	74,549	75,958	77,394	78,857	80,347	81,866
30.12	30.69	31.27	31.86	32.46	33.08	33.70	34.34	34.99	35.65	36.32	37.01	37.71	38.42
65,783	67,026	68,293	69,584	70,899	72,239	73,604	74,996	76,413	77,857	79,329	80,828	82,356	83,912
30.87	31.46	32.05	32.66	33.27	33.90	34.54	35.20	35.86	36.54	37.23	37.93	38.65	39.38
67,428	68,702	70,001	71,324	72,672	74,045	75,445	76,870	78,323	79,804	81,312	82,849	84,415	86,010
32.42	33.03	33.65	34.29	34.94	35.60	36.27	36.96	37.66	38.37	39.09	39.83	40.58	41.35
70,799	72,137	73,501	74,890	76,305	77,747	79,217	80,714	82,239	83,794	85,377	86,991	88,635	90,310
34.04	34.68	35.34	36.00	36.69	37.38	38.08	38.80	39.54	40.29	41.05	41.82	42.61	43.42
70,799	72,137	73,501	74,890	76,305	77,747	79,217	80,714	82,239	83,794	85,377	86,991	88,635	90,310
35.74	36.42	37.10	37.80	38.52	39.25	39.99	40.75	41.52	42.30	43.10	43.91	44.74	45.59
74,339	75,744	77,176	78,634	80,120	81,635	83,178	84,750	86,351	87,983	89,646	91,341	93,067	94,826
37.53	38.24	38.96	39.70	40.45	41.21	41.99	42.78	43.59	44.41	45.25	46.11	46.98	47.87
78,056	79,531	81,034	82,566	84,126	85,716	87,336	88,987	90,669	92,383	94,129	95,908	97,720	99,567
54.67	55.70	56.76	57.83	58.92	60.04	61.17	62.33	63.51	64.71	65.93	67.17	68.44	69.74
113,716	115,865	118,055	120,286	122,559	124,876	127,236	129,641	132,091	134,587	137,131	139,723	142,364	145,054
27.24	27.75	28.28	28.81	29.36	29.91	30.48	31.05	31.64	32.24	32.85	33.47	34.10	34.74
56,653	57,724	58,814	59,926	61,059	62,213	63,389	64,587	65,807	67,051	68,318	69,609	70,925	72,266
22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94
47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715
19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75
41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080

JCESA began using the pay table on the first full pay period in July of 2018. Pay rates for all employees hired before July of 2018 were converted using this table and pay rates for all uniformed employees hired before and since July of 2018 are now assigned based on title/rank and years of service **grade step increase**, referencing this table.



Pay Grade Table

12-25 Years of Service

Full-Time Years of Service												Grade Step Increase		
12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Rate (per hour and annual estimates. For salaried positions, only annual salary shown.)														
24.63	25.09	25.57	26.05	26.54	27.04	27.55	28.07	28.60	29.15	29.70	30.26	30.83	31.41	
25.24	25.72	26.20	26.70	27.20	27.72	28.24	28.78	29.32	29.87	30.44	31.01	31.60	32.20	
55,126	56,168	57,230	58,312	59,414	60,537	61,681	62,846	64,034	65,244	66,478	67,734	69,014	70,319	
25.87	26.36	26.86	27.37	27.88	28.41	28.95	29.50	30.05	30.62	31.20	31.79	32.39	33.00	
56,505	57,572	58,661	59,769	60,899	62,050	63,223	64,418	65,635	66,876	68,140	69,427	70,740	72,077	
26.52	27.02	27.53	28.05	28.58	29.12	29.67	30.23	30.80	31.39	31.98	32.58	33.20	33.83	
57,917	59,012	60,127	61,264	62,421	63,601	64,803	66,028	67,276	68,547	69,843	71,163	72,508	73,878	
26.64	27.14	27.66	28.18	28.71	29.26	29.81	30.37	30.95	31.53	32.13	32.73	33.35	33.98	
27.31	27.82	28.35	28.88	29.43	29.99	30.55	31.13	31.72	32.32	32.93	33.55	34.19	34.83	
59,639	60,766	61,914	63,084	64,277	65,491	66,729	67,990	69,275	70,585	71,919	73,278	74,663	76,074	
27.99	28.52	29.06	29.61	30.17	30.74	31.32	31.91	32.51	33.13	33.75	34.39	35.04	35.70	
61,129	62,285	63,462	64,661	65,884	67,129	68,397	69,690	71,007	72,349	73,717	75,110	76,530	77,976	
28.69	29.23	29.78	30.35	30.92	31.51	32.10	32.71	33.33	33.96	34.60	35.25	35.92	36.60	
62,658	63,842	65,049	66,278	67,531	68,807	70,107	71,432	72,783	74,158	75,560	76,988	78,443	79,925	
28.67	29.21	29.76	30.33	30.90	31.48	32.08	32.68	33.30	33.93	34.57	35.23	35.89	36.57	
<i>Employees hired after July 1, 2018 who do not meet the requirements for promotion to FF/PII are ineligible for YOS increases.</i>														
29.39	29.94	30.51	31.08	31.67	32.27	32.88	33.50	34.13	34.78	35.44	36.11	36.79	37.48	
64,179	65,392	66,628	67,887	69,170	70,477	71,809	73,166	74,549	75,958	77,394	78,857	80,347	81,866	
30.12	30.69	31.27	31.86	32.46	33.08	33.70	34.34	34.99	35.65	36.32	37.01	37.71	38.42	
65,783	67,026	68,293	69,584	70,899	72,239	73,604	74,996	76,413	77,857	79,329	80,828	82,356	83,912	
30.87	31.46	32.05	32.66	33.27	33.90	34.54	35.20	35.86	36.54	37.23	37.93	38.65	39.38	
67,428	68,702	70,001	71,324	72,672	74,045	75,445	76,870	78,323	79,804	81,312	82,849	84,415	86,010	
32.42	33.03	33.65	34.29	34.94	35.60	36.27	36.96	37.66	38.37	39.09	39.83	40.58	41.35	
70,799	72,137	73,501	74,890	76,305	77,747	79,217	80,714	82,239	83,794	85,377	86,991	88,635	90,310	
34.04	34.68	35.34	36.00	36.69	37.38	38.08	38.80	39.54	40.29	41.05	41.82	42.61	43.42	
70,799	72,137	73,501	74,890	76,305	77,747	79,217	80,714	82,239	83,794	85,377	86,991	88,635	90,310	
35.74	36.42	37.10	37.80	38.52	39.25	39.99	40.75	41.52	42.30	43.10	43.91	44.74	45.59	
74,339	75,744	77,176	78,634	80,120	81,635	83,178	84,750	86,351	87,983	89,646	91,341	93,067	94,826	
37.53	38.24	38.96	39.70	40.45	41.21	41.99	42.78	43.59	44.41	45.25	46.11	46.98	47.87	
78,056	79,531	81,034	82,566	84,126	85,716	87,336	88,987	90,669	92,383	94,129	95,908	97,720	99,567	
54.67	55.70	56.76	57.83	58.92	60.04	61.17	62.33	63.51	64.71	65.93	67.17	68.44	69.74	
113,716	115,865	118,055	120,286	122,559	124,876	127,236	129,641	132,091	134,587	137,131	139,723	142,364	145,054	
27.24	27.75	28.28	28.81	29.36	29.91	30.48	31.05	31.64	32.24	32.85	33.47	34.10	34.74	
56,653	57,724	58,814	59,926	61,059	62,213	63,389	64,587	65,807	67,051	68,318	69,609	70,925	72,266	
22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	22.94	
47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	47,715	
19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	
41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	41,080	

JCESA began using the pay table on the first full pay period in July of 2018. Pay rates for all employees hired before July of 2018 were converted using this table and pay rates for all uniformed employees hired before and since July of 2018 are now assigned based on title/rank and years of service **grade step increase**, referencing this table.



Pay Grade Table

Title/Rank

Employees must not only be eligible for a given title/rank to be paid at the corresponding rate, but they must also be appointed **by the Director and then approved by the Commission** to attain that title/rank. Most titles/ranks have an unlimited capacity (i.e., every Firefighter/EMT can be promoted to Firefighter/EMT II) but some have limited capacity (there are only four lieutenant positions.) Additionally, it is the responsibility of the employee to ensure documentation of all qualifications are on-file in TargetSolutions. Any employee who believes they are eligible for a promotion in title/rank must submit a request, in writing, to the Operations Commander.

Years of Service-Grade Step Increases

~~On this table, years of service are full-time years of service. For the purpose of pay rate determination, part time service is counted at fifty percent of full-time service. Two part-time years of service will be considered one year of service on this table for the purpose of pay rate determination. In previous versions of this table Grade Steps were titled Years of Service and reflected annual pay increases based on years of employment at the JCESA. Effective immediately the starting pay rate and initial grade step are for new hires are based on an employee's previous career Fire/EMS work experience and are determined during the hiring process. This range shall be from 0-10 with new employees having no experience starting at Step 0. Two (2) years of experience shall equal one (1) step. Grade Steps shall otherwise be utilized for the purpose of receiving merit increases. Merit increases are at the discretion of the Commission and may or may not be approved in each fiscal year's budget. Part-time employees are not eligible for merit increases. On the date this revised policy is approved the employees current Grade Step is equal to their Years of Service calculated on 7/01/2023. No merits or anniversary date Years of Service adjustment were approved for FY24.~~

Years of Service Increases

~~*The intent of the agency and this pay table:* on the first regular pay date of the month following the employee's anniversary month, the employee's wage will reflect an increase according to this table. Since part time service is counted at fifty percent of full-time service, part-time employees will only be eligible for Years of Service increases following even-anniversary dates (i.e., two years, four years, six years, etc.) *Reality:* In the event that the agency's funding is reduced in any fiscal year, increases based on years of service may be reduced or frozen.~~

Experience Credit – This section, Experience Credit, shall be eliminated 90 days after the approval date of this policy.

If an employee hired after July 1, 2018 has at least 10 years of relevant Fire/EMS experience as a paid employee in a 911 system prior to joining the agency, that experience may be converted to years of service credit at no more than fifty percent of the actual years of experience, at the discretion of the Director. Current employees must place a request in writing with documentation proof of previous experience. **This request will then be submitted to the County Budget Director and presented to the Commission for approval.**

**Mutual Aid Agreement
Harpers Ferry National Historical Park
&
Jefferson County Emergency Services Agency
Jefferson County, West Virginia**

This Agreement is entered into by and between the National Park Service (hereinafter "NPS"), United States Department of the Interior, acting through the Superintendent of Harpers Ferry National Historical Park (hereinafter "Park"), and Jefferson County Emergency Services Agency (hereinafter "JCESA"), acting through the Director.

ARTICLE I- BACKGROUND AND OBJECTIVES

The purpose of this Agreement is to provide mutual aid and assistance between the Park and JCESA should emergency medical services/search and rescue operations be needed in, or wildland fires or hazardous materials spills occur on, or threaten or endanger property under the protection of either agency.

Currently, the NPS is primarily responsible for completing detection and suppression of wildfires and providing response to emergency medical incidents/search and rescue operations, and hazardous materials spills on federally owned land within the Park. JCESA is primarily responsible for completing detection and suppression of wildfires and providing response to emergency medical incidents/search and rescue operations, and hazardous materials spills within their response area.

ARTICLE II- AUTHORITY

WHEREAS, pursuant to 16 U.S.C. 450 bb, the NPS administers the Park that was established as a unit of the National Park System, United States Department of the Interior: and

WHEREAS, pursuant to 16 U.S.C. 1b. (1), the NPS may provide for the rendering of emergency rescue, fire suppression and cooperative assistance to nearby fire prevention agencies and for related purposes outside of the National Park System; and

WHEREAS, pursuant to 42 U.S.C. 1856a, the NPS is authorized to enter into reciprocal agreements for mutual aid, to furnish fire protection with any fire organization maintaining fire protection facilities in the vicinity of NPS property and for other property for which said agency normally provides fire protection; and

WHEREAS, the Park and JCESA have determined that the Agreement herein described is compatible with the public interest.

NOW, THEREFORE, pursuant to 42 U.S.C. 1856a, both parties do mutually understand and agree as follows:

ARTICLE III- STATEMENT OF WORK

The area of Park property covered by this Agreement will be that area within JCESA's response area within Jefferson County, West Virginia.

Mutual Aid Agreement
Harpers Ferry National Historical Park
Jefferson County Emergency Services Agency

In the execution of this Agreement, employees, or agents of JCESA are not considered employees of the Park or NPS.

The NPS, Park, and JCESA waive all claims against each other for compensation for any loss, damage, personal injury, or death occurring in consequence of activities pursuant to this Agreement.

Neither party to this Agreement will reimburse the other party for all or any part of the cost incurred by such party in providing services pursuant to this Agreement.

Nothing in this Agreement will be construed as obligating the NPS to expend in any one fiscal year any sum in excess of the monies appropriated by Congress and allocated by the NPS for the performance of this Agreement.

The Park and JCESA agree to notify the other of available training in the areas identified and participate in joint training exercises when possible.

The provisions of this Agreement are divided into the following three sections: Wildland Fire (Forest Fire); Emergency Medical Services/Search and Rescue; and Hazardous Materials.

Wildland Fire (Forest Fire)

Each party to this Agreement will furnish such equipment and personnel to aid the other party as can be made available without jeopardizing the fire protection of its own area of responsibility.

Only Minimum Impact Suppression Tactics will be used when fighting fires within the Park. No chainsaws or ground-disturbing equipment such as graders or bulldozers will be used without the permission of the NPS Superintendent or his/her designee.

Each party, to this agreement, will mutually report any fires that occur on or threaten lands within their respective jurisdictional boundaries. Once reported, either party may take immediate action to suppress a fire in the other party's area of primary responsibility in order to save life or property.

The Park will provide an Incident Commander (IC) for incidents on Park lands. The IC will serve as the liaison with the Officer-In-Charge of JCESA on the scene of the incident and will direct and control suppression efforts on Park land. If the fire crosses from Park land to adjacent private land, the Officer-In-Charge of JCESA will take over as IC for suppression activities on private land.

Emergency Medical Services/Search and Rescue

JCESA will respond to all requests for emergency medical services (EMS) and Search and Rescue (SAR) in the Park, within JCESA's response area.

Each party to this Agreement agrees that they will mutually report any EMS or SAR incidents that occur on lands within their respective jurisdictional boundaries.

The Park employee who is first on the scene of an EMS or SAR Incident will assume the duties of Incident Commander until relieved by higher qualified Park or JCESA personnel and will order resources as appropriate. When an EMS or SAR incident occurs on land in the Park, Park personnel will assume the duties of IC. When an EMS or SAR incident occurs on the water outside the Park, Park personnel will assist the JCESA IC. Park personnel with the requisite training and experience will respond in a positive manner to requests for assistance from JCESA Officer-In-Charge at the scene. This may include riding in

a JCESA ambulance to assist in providing patient care and/or transport. This may also include transporting Company personnel in Park vehicles and equipment.

Park equipment may be made available for use in SAR operations adjacent to Park boundaries on the request of the JCESA Director or his/her designee. Such equipment will be operated by Park personnel while under the general direction of the IC at the scene of the search and rescue operation.

Hazardous Materials

JCESA will respond to all Hazardous Material spills in the Park, when requested, or when dispatched by Jefferson County Emergency Communications Center.

JCESA will conduct all containment and control efforts within the spill site in accordance with guidelines established by the State of West Virginia, appropriate Federal containment, and control standards and regulations for hazardous materials disposal.

The Park employee who is the first responder to the incident will assume the duties of IC until relieved by someone of higher qualifications. The Officer-In-Charge for JCESA will determine the next level of response, if necessary, and initiate the request for additional assistance.

The Park will provide site security and crowd and traffic control.

The Park will provide support as requested by JCESA within the capabilities of training, equipment, and staffing levels.

The Park will initiate the investigation to identify the responsible party and determine the source of the hazardous material.

The financial responsibility for the clean-up is to be borne by the responsible party, as permitted by law.

ARTICLE IV- TERM OF AGREEMENT

The Agreement will be effective for a period of five years from the date of the final signature, unless it is terminated earlier by one of the parties pursuant to Article X that follows.

ARTICLE V- KEY OFFICIALS

Superintendent
Harpers Ferry National Historical Park
485 Fillmore Street, Harpers Ferry, WV 25425

Director
Jefferson County Emergency Services Agency
419 16th Avenuc Ranson, WV, 25438

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

ARTICLE VI- FUNDING

Funds will not be exchanged under this Agreement. In-kind services will be exchanged as set forth in Article III.

ARTICLE VII- PRIOR APPROVAL

Not applicable.

ARTICLE VIII- REPORTS AND/OR OTHER DELIVERABLES

Each party is responsible for its respective timekeeping and other required records and reports. Upon request and to the full extent permitted by applicable law, the parties will share with each other final reports of incidents involving both parties.

ARTICLE IX- PROPERTY UTILIZATION

Unless otherwise agreed to in writing by the parties, any property furnished by one party to the other will remain the property of the furnishing party. Any property furnished by the NPS to the Company during the performance of this Agreement will be used and disposed of as set forth in NPS Property Management Regulations.

ARTICLE X- MODIFICATION AND TERMINATION

This Agreement may be modified only by a written instrument executed by the parties.

Either party may terminate this Agreement by providing the other party with thirty (30) days advance written notice. If one party provides the other party with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and to try to resolve their differences.

ARTICLE XI- STANDARD CLAUSES

Civil Rights: During the performance of this Agreement, the NPS/Park agree to abide by the terms of USDI-Civil Rights Assurance Certification, non-discrimination and will not discriminate against any person because of race, color, religion, sex or national origin. The participants will take affirmative action to ensure that applicants are employed without regard to their race, color, sexual orientation, national origin, disabilities, religion, age, or sex. The JCESA agrees to abide by the applicable Civil Rights laws of the United States of America and the State of West Virginia, including the West Virginia Human Rights Act, W.Va. Code 5-11-1 et. seq.

The Parties agree that all mutual aid which may be provided between them is provided *gratis* as a voluntary public service between agencies and does not constitute federal funding. The Parties further understand and agree nothing in this agreement creates, nor shall be construed to create, the JCESA, the Jefferson County Commission, any of their agents or employees as "recipients of federal funds." Furthermore, the Parties further understand and agree nothing in this agreement creates, nor shall be construed to create, the JCESA, the Jefferson County Commission, any of their agents or employees to be federal contractors within the meaning of OFCCP rules and regulations or any other federal rule or regulation.

Promotions: The Company shall not publicize, or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts, or

other publications) which states or implies Governmental, Departmental, bureau or Government employee endorsement of a product, service, or position which the Company represents. No release of information relating to this agreement may state or imply that the Government approves of JCESA's work product or considers JCESA's work product to be superior to other products or services.

Public Information Release: JCESA must obtain prior approval from the Superintendent, Harpers Ferry National Historical Park, for any public information releases which refer to the Department of the Interior, any bureau, park unit, or employee, or this Agreement. The specific text, layout, photographs, etc., of the proposed release must be submitted with the request for approval.

ARTICLE XII- SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) set forth below.

RYAN LEVINS Digitally signed by RYAN LEVINS
Date: 2024.03.29 08:15:43 -04'00'

Ryan Levins
Superintendent (Acting)
Harpers Ferry National Historical Park

Date

Theodore (Mike) Sine
Director
Jefferson County Emergency Services Agency

Date

Steve Stolipher
President
Jefferson County Commission

Date

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bessie Nelson, Budget Director**

Department or Organization: **Count Commission**

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

Date Requested – 1st Choice: **May 2, 2024**

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

Date Requested – 2nd Choice:

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

Review and Approval of FY25 Benefits Selection to include Medical, Dental, Vision and Life Insurance

Please provide the County Commission with a description of your request or presentation, including any background information:
Review and approval of employee medical, dental, vision and life insurance plans for FY2025.

Highmark Dental Renewal - The increase with the dental is minimal.

Highmark Medical/RX Renewal – 5.02% increase

Vision Renewal – This is in a rate hold so NO increase 7/1/24.

Harford Group Life/ADD and Voluntary Life – This is in a rate hold so NO increase 7/1/24.

Is this a funding request? Y/N **NO (FY25 Budget – 9% increase)**

If so, how much? \$

Provide exact financial impact/request:

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

I motion to approve the FY25 Benefits Selection to include Medical, Dental, Vision and Life Insurance as presented for approval.

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

If not attached, explain:

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

Contact information:

Email address: bnelson@jeffersoncountywv.org

Phone Number: 304.724.8425 ext 1008

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Tricia Jackson

COMMISSIONER
Jennifer Krouse

COMMISSIONER
Pasha Majdi

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

From: Bessie Nelson

Date: May 2, 2024

Re: Fiscal Note: Employee Insurance Benefits FY25

During budget deliberations, we estimated the increase for increase premiums to be 9%. You approved the budget of \$2,900,000 for County and ESA employees. The health insurance increase is 5.02% for FY25.

The total increase to the County based on current enrollment is \$114,000. We budgeted \$200,000.

I recommend the County absorb the increase in premiums this year.

County Budget Director
Bessie Nelson

Insurance Premiums 2025

	Employee Only						Employee & Spouse or Employee & Child						Employee & Children or Family					
	Employee	Max Employee	Employer	Max Employer	Total	Max Total	Employee	Max Employee	Employer	Max Employer	Total	Max Total	Employee	Max Employee	Employer	Max Employer	Total	Max Total
Medical	\$ 96.00	\$ 1,152.00	\$ 848.81	\$ 10,185.72	\$ 944.81	\$ 11,337.72	\$ 362.00	\$ 4,344.00	\$ 1,527.63	\$ 18,331.56	\$ 1,889.63	\$ 22,675.56	\$ 488.00	\$ 5,856.00	\$ 1,874.04	\$ 22,488.48	\$ 2,362.04	\$ 28,344.48
Dental	\$ 2.52	\$ 30.24	\$ 20.41	\$ 244.92	\$ 22.93	\$ 275.16	\$ 25.77	\$ 309.24	\$ 23.95	\$ 287.40	\$ 49.72	\$ 596.64	\$ 49.10	\$ 589.20	\$ 25.44	\$ 305.28	\$ 74.54	\$ 894.48
Vision	\$ 0.75	\$ 9.00	\$ 6.19	\$ 74.28	\$ 6.94	\$ 83.28	\$ 5.69	\$ 68.28	\$ 6.19	\$ 74.28	\$ 11.88	\$ 142.56	\$ 12.79	\$ 153.48	\$ 6.19	\$ 74.28	\$ 18.98	\$ 227.76
	\$ 99.27	\$ 1,191.24	\$ 875.41	\$ 10,504.92	\$ 974.68	\$ 11,696.16	\$ 393.46	\$ 4,721.52	\$ 1,557.77	\$ 18,693.24	\$ 1,951.23	\$ 23,414.76	\$ 549.89	\$ 6,598.68	\$ 1,905.67	\$ 22,868.04	\$ 2,453.56	\$ 29,486.72

Insurance Premiums 2024

	Employee Only						Employee & Spouse or Employee & Child						Employee & Children or Family					
	Employee	Max Employee	Employer	Max Employer	Total	Max Total	Employee	Max Employee	Employer	Max Employer	Total	Max Total	Employee	Max Employee	Employer	Max Employer	Total	Max Total
Medical	\$ 96.00	\$ 1,152.00	\$ 803.65	\$ 9,643.80	\$ 899.65	\$ 10,795.80	\$ 362.00	\$ 4,344.00	\$ 1,437.31	\$ 17,247.72	\$ 1,799.31	\$ 21,591.72	\$ 488.00	\$ 5,856.00	\$ 1,761.13	\$ 21,133.56	\$ 2,249.13	\$ 26,989.56
Dental	\$ 2.52	\$ 30.24	\$ 21.92	\$ 263.04	\$ 24.44	\$ 293.28	\$ 25.77	\$ 309.24	\$ 22.89	\$ 274.68	\$ 48.66	\$ 583.92	\$ 49.10	\$ 589.20	\$ 23.86	\$ 286.32	\$ 72.96	\$ 875.52
Vision	\$ 0.75	\$ 9.00	\$ 6.19	\$ 74.28	\$ 6.94	\$ 83.28	\$ 5.69	\$ 68.28	\$ 6.19	\$ 74.28	\$ 11.88	\$ 142.56	\$ 12.79	\$ 153.48	\$ 6.19	\$ 74.28	\$ 18.98	\$ 227.76
	\$ 99.27	\$ 1,191.24	\$ 831.76	\$ 9,981.12	\$ 931.03	\$ 11,172.36	\$ 393.46	\$ 4,721.52	\$ 1,466.39	\$ 17,596.68	\$ 1,859.85	\$ 22,318.20	\$ 549.89	\$ 6,598.68	\$ 1,791.18	\$ 21,494.16	\$ 2,341.07	\$ 28,092.84

diff	# of Emp	Monthly Increase	Annual Increase	Total Increase	# of Emp	Monthly Increase	Annual Increase	Total Increase	# of Emp	Monthly Increase	Annual Increase	Total Increase	Combined Total Increase
Medical	93	\$ 45.16	\$ 541.92	\$ 50,398.56	25	\$ 90.32	\$ 1,083.84	\$ 27,096.00	27	\$ 112.91	\$ 1,354.92	\$ 36,582.84	\$ 114,077.40
Dental	83	\$ (1.51)	\$ (18.12)	\$ (1,503.96)	24	\$ 1.06	\$ 12.72	\$ 305.28	36	\$ 1.58	\$ 18.96	\$ 682.56	\$ (516.12)
Vision	82	\$ -	\$ -	\$ -	25	\$ -	\$ -	\$ -	35	\$ -	\$ -	\$ -	\$ -
				\$ 48,894.60				\$ 27,401.28				\$ 37,265.40	\$ 113,561.28



July 2024 Renewal

~~Stephanie Grove~~
County Administration
Jefferson County Commission
124 E. Washington St.
Charles Town, WV 25414

Edwina Benitez

Re: Client 123888

Dear Stephanie Grove:

Thank you for being a valued Highmark West Virginia customer. We appreciate the opportunity to provide the coverage you need, the value you want, and the service and support you expect.

As your health coverage with us approaches its renewal date, we remain committed to our relationship. Our goal is to make your health care experience smoother, simpler and more convenient each year. We know that taking the right actions now will help to keep your employees healthy and productive and manage your costs. As your health partner, we look forward to continue working together to maximize your group's success.

For more than 80 years, the Blues have been an integral part of health care delivery and financing in the United States. The Blues have more programs, more providers and more experience in local care delivery transformation than our national competitors. It's no wonder nearly one in three Americans carry a Blue ID card.

As a leading Blue Plan, Highmark West Virginia continues to bring innovative and visionary leadership to the most crucial problems and opportunities facing health care. Our evolving quality, value-based programs are improving care, reducing costs and, most importantly, saving lives.

The following features are already at work in your health plan. They encourage your employees to have better relationships with their primary care physicians and to take an active role in their health, thus contributing to a healthier, more productive workforce.

True Performance – Highmark's foundational value based program launched in 2017. It's designed to help control your health plan spending by rewarding primary care physicians (PCPs) based on the affordability and quality of the care they provide.

To help PCPs improve patient outcomes and make care more affordable, we provide higher incentives when they follow the industry's best practices. We also provide extra reimbursement to reward them for making sure their patients get the right preventative care to keep them healthy. When doctors make sure their patients get the right care at the right time, this can cut down on unnecessary or preventable costs, like redundant testing, ER visits, or hospital stays. Savings can add up to \$50 million each year. When PCPs are rewarded based on quality and cost, you know every dollar you spend goes toward the best, most cost-effective care.

Provider Discounts – Negotiated allowances with our network providers offer you and your employees substantial savings. And, it's easy to use our network providers because Highmark has the most extensive networks in West Virginia.

(Continued on back)

Prevention and Early Detection – Preventing or detecting problems before they become serious is important to managing health care costs. Highmark's award-winning Blues On Call program provides your employees with information and resources to make informed, appropriate care decisions. This can help to lower your group's health-related costs and increase productivity.

Highmark West Virginia works hard to provide the highest quality plan designs at the best value. We can help you find the health care coverage solution that is right for your organization. Choose from a variety of familiar deductible options or combine a deductible with coinsurance or copayments to manage your costs.

If you currently have Blue Edge Dental, your renewal rates are included on the corresponding Renewal Acceptance Agreement. If you currently do not have this coverage (or a subsidiary product), we can help you find a dental product that is right for your organization.

In response to the Patient Protection and Affordable Care Act (PPACA) legislation, the below tax may impact your premium. The tax is as follows:

- Patient-Centered Outcomes Research Institute (PCORI) Fees - This tax has been included in all fully-insured rates and has been extended for 10 years, and continues to be in effect until plan years ending September 30, 2029. The amount due per life is subject to annual adjustment.

Thank you for the opportunity to serve you during the next contract year. We look forward to continuing our relationship with you. If you have any questions, please contact your Highmark West Virginia Client Manager or your authorized Highmark Producer (broker).

Enclosed is your Renewal Acceptance Agreement that outlines the details of your renewal package.

Sincerely,



Linda Wigal
Vice President, Sales

Enclosure

Jefferson County Commission
Product Renewal Detail
51+ Size Group
Renewal Period: 07/01/2024 to 06/30/2025
Experience Period: 01/01/2023 to 12/31/2023, Paid Through 01/31/2024

	TOTAL
Average Monthly Members	259
Average Monthly Contracts	140
Ending Members as of 01/31/2024	263
Ending Contracts as of 01/31/2024	147
Member Ratio	1.79
Known Allowed Charges	\$2,174,207
Adjustments to Claims:	
Adjustment for Completion	\$70,322
Shock Claims Excluded	(\$260,684)
Pooling Charge	\$230,653
Other Adjustments	\$0
Adjusted Allowed Charges	\$2,214,498
Credibility Percentage	44.42%
Credibility Adjustment	\$41,553
Risk Adjustment to Allowed Charges	\$170,958
Demographic Changes	\$23,914
Credibility & Risk Adjusted Allowed Charges	\$2,450,923
Ultimate Allowed Charges at Ending Enrollment	\$2,488,667
Projected Allowed Charges	\$2,813,399
Annual Trend Factor	8.52%
Impact of Member & Other Party Liability	(\$546,993)
Projected Incurred Claims	\$2,266,406
Retention	\$176,037
Preliminary Required Income	\$2,442,443
Final Renewal Income, Before PPACA Taxes	\$2,442,443
Percent Change, Before PPACA Taxes	4.98%
Taxes Associated with PPACA Legislation	\$847
Final Renewal Income	\$2,443,290
Income at Current Rates	\$2,326,500
Percent Change	5.02%

Notes:

- The income numbers shown above are for illustrative purposes only and are used solely to estimate the overall renewal rate change
- The Pooling Charge and Threshold detail is displayed on the Rate Summary Report
- Impact of Mandates shown above includes the WVA PBM.

**Jefferson County Commission
Rate Summary Report**

Group Number(s): 090985-87, -88

Renewal Dates: July 01, 2024 Through June 30, 2025

Renewal Rates	Individual	Parent & Child	Parent & Children	Two Person	Family
SBP 10 w/RX \$6000	\$944.81	\$1,889.63	\$2,362.04	\$1,889.63	\$2,362.04
Total	\$944.81	\$1,889.63	\$2,362.04	\$1,889.63	\$2,362.04

Current Dates: July 01, 2023 Through June 30, 2024

Current Rates	Individual	Parent & Child	Parent & Children	Two Person	Family
SBP 10 w/RX \$6000	\$899.65	\$1,799.31	\$2,249.13	\$1,799.31	\$2,249.13
Total	\$899.65	\$1,799.31	\$2,249.13	\$1,799.31	\$2,249.13

Difference	\$45.16	\$90.32	\$112.91	\$90.32	\$112.91
Percent Change	5.02%	5.02%	5.02%	5.02%	5.02%

Ending Enrollment (147) as of 01/31/2024	93	5	2	20	27
---------------------------------------------	----	---	---	----	----

Pooling Threshold: SBP 10 w/RX \$6000: \$100,000

Pooling Charge: SBP 10 w/RX \$6000: 15.00%

Renewal Acceptance Agreement

Client Name: Jefferson County Commission
Client Number: 123888
Renewal Period: July 01, 2024 through June 30, 2025

This Renewal Acceptance Agreement represents written notice concerning the monthly premium rates that will apply to your renewed contract. Please place a check next to the offered rates you accept/decline. To renew, acknowledge your acceptance of the applicable terms and conditions by signing and returning this Renewal Acceptance Agreement to your Highmark West Virginia Client Manager or your authorized Highmark West Virginia Producer (broker) no later than 45 days from the effective date of this renewal.

This Renewal Acceptance Agreement will amend your existing monthly premium rates for the period noted above. The monthly premium rates necessary to provide coverage for the new benefit period are as follows:

SBP 10 w/RX \$6000	
Group(s): 090985-87; -88	
Contract Type	Total
Individual	\$944.81
Parent & Child	\$1,889.63
Parent & Children	\$2,362.04
Two Person	\$1,889.63
Family	\$2,362.04

ACCEPT

DECLINE

Comments:

By signing below, Group Representative acknowledges and agrees that:

- Group has had the opportunity to discuss applicable underwriting requirements with Highmark West Virginia; and agrees to follow such requirements. Among other things, these requirements address:
 - Minimum Stop-Loss Insurance Requirements (based on Group size);
 - Employer and Employee Contribution Requirements; and
 - Geographic and Location Offering requirements.
- Highmark West Virginia will pass the cost of taxes, fees and surcharges applicable to the Group and its plan(s).
- Highmark West Virginia reserves the right to modify rates at any time if there is a change in state, federal or other law (including agency interpretations of such laws).

- Your renewal is subject to the satisfaction of certain Highmark West Virginia underwriting requirements; specifically:
 - Highmark West Virginia reserves the right to modify the monthly premium rates at any time during the contract period if the plan sponsor's enrollment increases or decreases by more than ten percent (10%) from the level of the base experience period when the premium rates were determined.

Accepted by: _____ Title: _____
(Signature of Authorized Group Representative)

Email Address: _____ Date: _____

The initial payment of premium for the renewal period described above shall be deemed an acceptance of all of the above terms and conditions of renewal agreement.

Dental Renewal Acceptance Agreement

Client Name: Jefferson County Commission
Client Number: 123888

This Renewal Acceptance Agreement represents written notice concerning the monthly premium rates that will apply to your renewed contract. Please place a check next to each of the offered rates you accept/decline. To renew, acknowledge your acceptance of the applicable terms and conditions by signing this and returning this Renewal Acceptance Agreement renewal form to your Highmark West Virginia Client Manager or your authorized Highmark West Virginia Producer (broker) no later than 30 days from the effective date of this renewal.

This Renewal Acceptance Agreement will amend your premium rates for the period effective July 01, 2024 through June 30, 2025. The monthly premium rates necessary to provide coverage for the new benefit period are as follows and reflects a 2.17% overall premium increase:

Blue Edge Dental	
Group(s): 090985-87; -88; 107795-51; -52	
Contract Type	Total
Individual	\$22.93
Parent & Child	\$49.72
Parent & Children	\$74.54
Two Person	\$49.72
Family	\$74.54

ACCEPT

DECLINE

Comments:

By signing below, Group Representative acknowledges and agrees that:

- Group has had the opportunity to discuss applicable underwriting requirements with Highmark West Virginia; and agrees to follow such requirements.
- Highmark West Virginia reserves the right to modify rates at any time if there is a change in state, federal or other law (including agency interpretations of such laws).
- Your renewal is subject to the satisfaction of certain Highmark West Virginia underwriting requirements; specifically:
 - Highmark West Virginia reserves the right to modify the monthly premium rates at any time during the contract period if the plan sponsor's enrollment increases or decreases by more than ten percent (10%) from the level of the base experience period when the premium rates were determined.

Accepted by: _____
 (Signature of Authorized Group Representative)

Title: _____

Email Address: _____

Date: _____

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: May 2, 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.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Jefferson County Commission- Administration

Estimation of amount of time needed for appointment: 15 minutes






Date Requested -- 1st Choice: **May 2, 2024**

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

Date Requested – 2nd Choice:

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

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

-  Article 147 (see attached)
-  FY 2025 Appropriation Requests (see attached)
-  Grant Funding- Region 9 (see attached)
-  Opioid Funding- next steps (see attached)
-  Impact Fee Study Update (see attached)

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT

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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, county administrator

Date: May 2, 2024

Re: County Administrator Report, May 2, 2024

Summary:

- A. Article 147
- B. FY 2025 Appropriation Requests
- C. Grant Funding- Region 9
- D. Opioid Funding- next steps
- E. Impact Fee Study Update

A. Article 147

At the April 4, 2024, Commission meeting, I reported that the 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.

John Nissel, Todd Wilt, and I met to discuss changes to Article 147. I created a redlined version of Article 147 based upon our conversations and sent it to our legal counsel for review.

B. FY 2025 Appropriation Requests

At the April 4, 2024, Commission meeting, the Commission approved applying for congressionally directed spending for the following items:

- \$100,000 to replace radios operating on soon-to-be-phased out technology with modern technology and interoperability and other technology upgrades- Jefferson County Office of Homeland Security and Emergency Management
- \$350,000 to purchase an additional ambulance- Jefferson County Emergency Services Agency
- \$500,000 for the expansion of the Jefferson County Emergency Services Agency building, Ranson – Jefferson County Emergency Services Agency
- \$500,000 for sinkhole/ parking lot repair, building demolition, and stormwater management of the Jefferson County Charles Town campus- Fleets and Facilities
- \$100,000 to replace license plate readers- Jefferson County Sheriff's office
- \$350,000 for a bearcat (armored vehicle)- Jefferson County Sheriff's office

County Administrator
Edwina Benites-LM

I applied for the appropriation requests and secured the appropriate letters of support. The requests for the Sheriff's office were slightly higher than anticipated because quotes came in above the amount projected. (See projections above)

A huge "kudos" goes out to the Department of Homeland Security and Emergency Management, Fleets and Facilities Management, the Emergency Services Agency, the Sheriff's office, and all the entities who shared letters of support for these projects.

C. Grant Funding- Region 9

Jefferson County pays roughly \$54,000 annually to Region 9, and in recent years, the Jefferson County Commission has made these payments without engaging in Region 9's grant-support (writing and administration) services.

In late April, Region 9 met with Jefferson County directors to discuss funding priorities and beginning applying for available funds.

Attachment 1- R9 Project Sheet Dec 2023

D. Opioid Funding- next steps

Last month, the Commission conducted a workshop on the opioid epidemic. The goal of the workshop was to hear from experts on the opioid crisis in Jefferson County, regionally, and statewide. The Commission received presentations from the Jefferson County Health Department, the Jefferson County Sheriff's Office, as well the attorney who represented the Commission on the opioid issue- Stephen Skinner. The Commission also heard from the public.

As the presentation drew to a close, the Commission asked for additional information and a plan that would be coordinated and leverage like-stakeholders in an effort to use wisely the roughly \$1.2 million the Commission received as part of the opioid settlement.

One of our most-significant partners will most-likely be the State's West Virginia First Foundation. The new executive director starts this month. One of the West Virginia First Foundation's initial efforts will be tasking an expert committee with drafting regional needs assessments.

My recommendation is to be an active member of Region 2's progress and use the regionally assessment to guide the next steps. Thank you to Commissioner Krouse for connecting me with Region 2.

E. Impact Fee Study Update

In April, the Commission approved an RFP to conduct an updated impact fee study. The consultant has started the analysis and will meet with impact fee entities to collect data this week.

Region 4 Projects

Awarded in Progress

Year	County/Municipality	Project	Source (s)	Federal Grant	State Grant	Loans	Foundation Grant	Applicant/Match	Total	Status
2017	Bath	C&O Canal Connector Trail	FLAP/MCC	\$200,000.00					\$ 200,000.00	Waiting on Notice to Proceed; County to provide match
2023	Berkeley County	Berkeley County Broadband - GigReady Technical Assistance/3dBPS	WVDED		\$6,326,383.00			\$11,748,811.00	\$ 18,075,094.00	Grant agreement issued to Promer for website installation
2020	Berkeley County	Blue Ridge CTC Plastics Lab	EDA	\$916,500.00				\$294,190.00	\$ 1,210,690.00	Awaiting equipment
2023	Berkeley County	The Woods Sewer Treatment Plant	WDA/Local		\$2,282,250.00			\$8,429,000.00	\$ 10,711,250.00	Under design; updated Schedule B needed
2023	Berkeley County	BCPSWD Pikeville Water Main	EE Grant/WVBFH/Local		\$5,000,000.00	\$3,065,333.00		\$1,792,834.00	\$ 9,858,167.00	Construction completion estimate 8.15.24
2023	Berkeley County	BCPSWD Pomme River Plant	EE Grant/WVBFH/Local	\$18,400,000.00		\$21,102,257.00		\$3,068,876.00	\$ 42,591,133.00	Binding commitment and authorization to bid requested
2023	Berkeley County	BCPSWD Brainer Hill Plant	EE Grant/WVBFH/Local		\$25,000,000.00	\$36,085,000.00		\$3,702,823.00	\$ 64,787,823.00	FONSI review, bid Feb 2024
2023	Berkeley County	BCPSWD Brainer Hill Mains	CDS	\$3,000,000.00				\$750,000.00	\$ 3,750,000.00	Awaiting EPA and NEPA Notice to Proceed
2022	Berkeley County	Road 11 Stormwater Retrofits FY23	604B WVDEP/ U.S. EPA	\$70,000.00					\$ 70,000.00	Grant period extended to allow for 3 maintenance agreements to be signed; design complete
2022	Charles Town	Charles Town Waste Water Treatment Plant Improvement Project	WDA/Local		\$1,966,030.00			\$10,822,602.00	\$ 12,088,632.00	Construction underway
2023	Charles Town	Charles Town S. George Street Pedestrian Improvements	TAP/Local		\$408,983.00			\$102,245.75	\$ 511,228.75	Awaiting DOH NTP counter-signed construction agreement
2018	Harpers Ferry	Harpers Ferry High Street Streetscape	TAP/Local		\$360,000.00			\$80,000.00	\$ 440,000.00	Awaiting 340 corridor study to finalize scope. Project submitted as WV Tourism/DOH \$14mil grant
2017	Harpers Ferry	Arroyo Canal Trail	FLAP	\$581,468.16				\$50,000.00	\$ 631,468.16	Need CSX easement; Project submitted as WV Tourism/DOH \$14mil grant
2023	Harpers Ferry	Harpers Ferry Water Works	WDA/Local		\$2,475,000.00			\$835,000.00	\$ 3,310,000.00	Requested authorization to bid Jan 2024
2023	Hedgesville	2023- 2033 Comprehensive Plan	Technical Assistance					\$10,000.00	\$ 10,000.00	Comp Plan development process expected to begin in Jan/Feb 2024
2023	Marlinton	Recycling Center Green Infrastructure	604B WVDEP/U.S. EPA	\$38,000.00					\$38,000.00	Signing award done/get Marlinton an MOU/CBC to do concept design, waiting on EPA for Title VI approval
2022	Morgan County	Camp State Park Mountain Bike Trails	EDA/State	\$2,800,000.00				\$700,000.00	\$ 3,500,000.00	Phase 1 design complete; Plans and Specs under EDA review. To bid by 2/29/2024. Phase 2 -Design complete by March 2024; to bid and start of construction by July 2024
2020	Morgan County	Warm Springs PSD I&I	USDA	\$1,929,000.00		\$2,500,000.00			\$ 4,429,000.00	PSC filing October 2024, 20 easements needed, bid Spring 2024
2022	Morgan County	US 522 Water and Sewer Extension Project	EDA/State/Local	\$3,338,228.00	\$2,720,772.00				\$ 6,059,000.00	Threshold has begun design, 60%
2021	Morgan County	Warm Springs Generator	CDS	\$184,200.00				\$61,400.00	\$ 245,600.00	Awaiting FEMA approval
2023	Paw Paw	Paw Paw Sewer Plant Improvements Project Phase I	WDA/UDC/CWSRF/Local	\$1,000,000.00	\$2,084,000.00			\$25,000.00	\$ 3,109,000.00	PSC approved, request authorization to bid Nov 2023. bid Jan 2024
2023	Paw Paw	Paw Paw Sewer Line Repair/Replacement Phase II	JDC/SRF/CWSRF	\$1,000,000.00	\$1,000,000.00	\$1,302,900.00			\$ 3,302,900.00	PSC approval Dec 2023, request authorization to bid Dec 2023. Bid Jan 2024
2023	Paw Paw	Town of Paw Paw/Paw Paw Tunnel Connection Project	FLAP	\$300,000.00					\$ 300,000.00	DOH administering; scoping meeting to be held January 9 2024
2023	Paw Paw	Town of Paw Paw Fire Station Restoration	CDS - HUD	\$725,000.00					\$ 725,000.00	Awaiting HUD authorization to proceed
2022	Paw Paw	Town of Paw Paw Police Car	USDA	\$20,150.00				\$10,050.00	\$ 30,200.00	Awaiting USDA LOC
2023	Paw Paw	Digital Equity Pilot Program	WVDEP		\$5,000.00				\$5,000.00	Lab equipment purchased
2022	Ranson	Milhead/Belthins Stormwater Project	WVDEP/Local/WDA	\$136,897.59	\$588,674.00			\$1,351,138.00	\$ 2,076,709.59	Two phases; Phase 1 designed with bid Spring 2024
2022	Regional	Economic Resilience Coordinator	BDA	\$128,000.00				\$32,000.00	\$ 160,000.00	Ongoing
2022	Regional	Economic Resilience Coordinator	ARC	\$100,000					\$ 100,000.00	To begin at end of EDA award
2021	Regional	EPTA Transit Operations Center	FTA/USDOT	\$17,993,282.00					\$ 17,993,282.00	Finalizing permits; bid January
2023	Regional	State of WV BEAD Planning	WVDED		\$45,000.00				\$ 45,000.00	Ongoing
2023	Regional	Environmental Program Coordinator	WVDEP		\$60,000.00			\$60,000.00	\$ 120,000.00	Interviews Dec/Jan 23-24
2023	Shepherdstown	Shepherdstown Stormwater Concept Plan	G3	\$22,500.00				\$7,500.00	\$ 30,000.00	Downstream Strategics finalizing plan
TOTAL				\$34,083,085.75	\$68,741,992.00	\$64,455,490.00	\$0.00	\$43,268,469.75	\$ 210,549,037.50	

Applications Submitted										
Year	County/Municipality	Project	Funding Source	Federal Grant	State Grant	Local	Foundation Grant	Applicant/Match	Total	Status
2023	Berkeley County	Eastern Panhandle Economic Development Planning	ARC/County/MLB/Stealey	\$62,483.00				\$62,483.00	\$ 124,966.00	Pending
2021	Berkeley County	Martinsburg-Berkeley County Sports Complex Study	USDA BBDG	\$ 50,000.00				\$ 25,000.00	\$75,000.00	Paused
2023	Harpers Ferry	Harpers Ferry Distribution System Upgrades Phase II	CDS	\$500,000.00					\$500,000.00	Pending
2023	Harpers Ferry	Harpers Ferry National Historical Park Accessibility Project	US DOT NBELTP	\$14,735,396.00				\$1,637,266.00	\$16,372,662.00	Pending
2022	Paw Paw	Town of Paw Paw Police Car	USDA	\$30,150.00				\$10,050.00	\$40,200.00	Pending
2022	Paw Paw	Paw Paw Water Treatment and Distribution Improvements Project	USDA/UDC	\$2,345,700.00	\$1,000,000.00	\$849,000.00			\$4,395,700.00	Pending
2023	Paw Paw	Winchester Street Sidewalk Project - Design Only	DOH		\$80,000.00			\$20,000.00	\$100,000.00	Pending
2023	Shepherdstown	Shepherdstown Path Project	CDS/Governors Office	\$543,064.00	\$135,767.00				\$678,831.00	Pending
				\$18,467,793.00	\$1,215,767.00	\$849,000.00		\$1,754,799.00	\$22,287,359.00	

In Development										
Year	County/Municipality	Project	Funding Source	Federal Grant	State Grant	Local	Foundation Grant	Applicant/Match	Total	Status
	Beth	Trash Depot	Foundation						TBD	Awaiting response from Town re: proposed use
	Berkeley County	Airport Industrial Property Improvements	DOD						\$ 1,000,000.00	
2024	Berkeley County	Charging and Fueling (CF) Discretionary Grant Program - EV Chargers	DOT						TBD	FY24 application under consideration
2024	Berkeley County	Berkeley County PSWD Industrial Zone Water Tank	TBD						\$ 5,750,000.00	To reply June 2024
2024	Berkeley County	Renovation of 110 N King (old courthouse)	TBD						TBD	Meeting with BC Museum Commission Chairperson 12/6
	Bolivar	Bolivar Children's Park	TBD						TBD	Town to rebid for project
	Harpers Ferry	Harpers Ferry Waterline Distribution System Upgrades	TBD						\$ 6,900,000.00	Researching funding opportunities
	Harpers Ferry/Bolivar	Green Infrastructure Engineering/Design	TBD							Region 9 WIP coordinator follow up upon hire
2024	Hodgenville	Green Infrastructure Concept Plan	Chesapeake Bay Trust/WVDEP				Chesapeake Bay Trust		\$25,000	Apply to G3 March 2024
2024	Jefferson County	OES Radars	HSGP						TBD	Application open March 2024
2024	Jefferson County	Emergency Service Tower	HSGP						TBD	Application open March 2024
	Martinsburg	Tuscarora Creek Recreation	ACOE						TBD	Region 9 WIP coordinator follow up upon hire
	Martinsburg	Lake Thomas Recreation Area	TBD						TBD	Region 9 WIP coordinator follow up upon hire
	Martinsburg	Police Recruitment/Retention	COPS						TBD	Awaiting response from MFD; \$175,000 funding maximum
	Martinsburg	SWAT Vehicle	USDA/DOJ/OES						TBD	Awaiting quotes
2024	Martinsburg	Police Body Armor/Bullet Proof Vests	BPV						\$ 45,000.00	Awaiting quotes
2024	Martinsburg	MPD Wellness Program	DOJ - COPS						\$ 200,000.00	Program design under review
2024	Martinsburg	Special Response Team (SRT) Equipment	JAG						\$ 12,000.00	Updating quotes
	Martinsburg	City of Martinsburg Fire Department	AFG						TBD	Pending additional information - vehicle
2024	Morgan County	Morgan County Wellness Center	USDA						\$3,000,000.00	Application underway; Thruway WO underway
2024	Morgan County	Equipment/vehicles for Firefighters	AFG						TBD	Working with OASIS; exploring FEMA funding
	Morgan County	Morgan County Broadband Implementation	WVDED						\$	DD to explore alternate funding sources
2024	Paw Paw	Watershed Assessment					Chesapeake Bay Trust		\$75,000	Apply to G3 due March 2024; need Watershed Assessment Scope of Work
	Shepherdstown	Shepherdstown Sewer Line Extension	TBD						\$ 9,470,000.00	Funding options sent to Town for consideration
	Shepherdstown	Sidewalk Improvements	DOT						TBD	Awaiting priority areas from Town Council
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,477,000.00	

Region 9 Non-Profit Projects

Awarded In Progress

Year	County/Municipality	Project	Source (s)	Federal Grant	State Grant	Loans	Foundation Grant	Applicant/Match	Total	Status
23	Morgan County	Board of Education System-wide Security Cameras	OEM		\$125,000.00			\$0.00	\$ 125,000.00	Executing award docs
Total				\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	

Submitted Applications

Year	County/Municipality	Project	Funding Source	Federal Grant	State Grant	Loans	Foundation Grant	Applicant/Match	Total	Status
23	Morgan County	Board of Education System-wide Security Cameras	OEM		\$125,000.00			\$0.00	\$ 125,000.00	A - Awaiting award Docs
23	Regional	JRTI - Industry Sector Market Analysis	ARC/Seely	\$30,000.00			\$30,000.00		\$ 60,000.00	A - Awaiting award Docs
23	Paw Paw	Tree Planting (Keep America Beautiful)	Foundation				\$7,000.00		\$ 7,000.00	D - Reapply 3/2024
23	Paw Paw	Tree Planting (Fruit Tree Planting)	Foundation				\$6,500.00		\$ 6,500.00	D
23	Martinsburg	Martinsburg Rock School - Scholarships (Les Paul)	Foundation				\$25,000.00		\$ 25,000.00	D
23	Martinsburg	Martinsburg Rock School - Scholarships (Walmart)	Foundation				\$5,000.00		\$ 5,000.00	D
23	Martinsburg	Martinsburg Rock School - Operating Costs (D'Addario)	Foundation				\$2,500.00		\$ 2,500.00	D
23	Martinsburg	Martinsburg Rock School - Operating Costs (Martin's)	Foundation				\$5,000.00		\$ 5,000.00	D
23	Martinsburg	Martinsburg Rock School - Scholarships (YSA)	Foundation				\$1,000.00		\$ 1,000.00	D
24	Martinsburg	Martinsburg Rock School - Cultural Mural	WVDCH		\$10,000				\$ 10,000.00	P - Awaiting decision
24	Berkeley County	Martinsburg/Berkeley County Parks and Rec	LWCF	\$91,163.50				\$91,163.50	\$ 182,327.00	P - Awaiting decision
Total				\$121,163.50	\$135,000.00	\$0.00	\$82,000.00	\$91,163.50	\$429,327.00	

In Development

Year	County/Municipality	Project	Funding Source	Federal Grant	State Grant	Loans	Foundation Grant	Applicant/Match	Total	Status
23	Morgan County	Boys and Girls Club - Morgan County Location	Foundation						\$ -	Pending meeting 12/14
24	Berkeley County	Apollo Civic Theater - WVDCH	Federal/State						\$ -	awaiting grant open period
23	Berkeley County	Airport Aviation Park	Foundation						\$ -	Researching Opportunities
23	Berkeley County	STEM Charter School	Foundation						\$ -	Researching Opportunities
24	Berkeley County	JRTI USDA RISE Jobs Accelerator	Federal	TBD					\$ -	Collecting data and awaiting grant period
24	Berkeley County	JRTI STEAM Center	Federal						\$ -	ARISE - Awaiting grant Period
24	Berkeley County	JRTI DOL Building Better Pathways	Federal							Awaiting grant period
23-24	Berkeley County	Meals On Wheels - Fresh Faces Initiative	Foundation				\$20,000.00		\$ 20,000.00	Preparing Application
24	Berkeley County	Meals on Wheels - Delivery Vehicle	TBD						\$ 30,000.00	Researching Opportunities
23	Ranson	Charles C. Marcus Field (Turf and Lighting)	TBD						\$ -	Researching Opportunities
Total				\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$50,000.00	



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

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3rd Quarter Report for Planning and Zoning FY 2024 (January 1, 2024 – March 31, 2024)

Attached is an electronically generated report of all applications submitted and reviewed within the 3rd Quarter of FY 2024. This data is being provided as a part of the 3rd Quarter Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings: 3 cancelled due to weather; 3 meetings held

Comprehensive Plan Work Sessions: 2 Work Sessions

Comprehensive Plan Public Input Meetings: 1 Public Meetings

Subdivision Regulations Text Amendments 1

#STA24-01 Proposed Amendment to Division 24.300 of the Jefferson County Subdivision and Land Development Regulations, "Waivers" to add a Public Hearing requirement.
Public Hearing scheduled for 4/09/24.

Zoning Ordinance Text Amendments none this quarter

Zoning Map Amendments/Rezoning 1

#23-5-Z Petition for a Zoning Map Amendment to rezone the subject parcels from Rural to Residential Growth (RG); Owner: Arcadia Land Inc.; Property Location: Vacant parcels, which are a part of the Harvest Hills Subdivision, located east of the intersection of Flowing Springs Rd and Brass Harness Drive. Tax District: Shepherdstown (09), Tax Map: 24; Parcels: 12 & 13; comprised of 94.63 acres (P12) and 257.62 acres (P13).
Zoning District: Rural.
PC Discussion and Recommendation that that the requested Zoning Map Amendment for the Harvest Hills/Arcadia properties to Residential Growth is not consistent with the Envision Jefferson 2035 Comprehensive Plan. Request withdrawn prior to CC Public Hearing.

Concept Plan Public Workshops 1 (postponed to 4-9-24 Mtg)

#24-1-SP Concept Plan for Hunter Valley Apartments for approximately 138 1-2 bedroom apartments with associated parking.
Property Owner/Applicant: ILA Properties, Inc.;
Property Location: SW Side of RT 115, Kearneysville, WV; Parcel ID: 07000200020002;
Size: 12.8 acres; Zoning District: Residential/Light Industrial/Commercial.
Public Workshop rescheduled to 4/09/24.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: **3 meetings**
Zoning Appeal of Administrative Application: **1 (withdrawn)**

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 15 Total (4 Subdivision & 11 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public: 51 Total
Zoning and Land Development Fees Collected: \$43,385

Regional Transportation Planning Meetings (some remote/some in person)	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	1/29/24; 2/12/24; 3/18/24
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	01/17/24; 03/20/24
HEPMPO Congestion Management Plan (CMP) Meeting	02/21/24
WVDOT EV public meeting (HEPMPO Region)	02/29/24

Local and Regional Planning Meetings (remote unless otherwise noted)	
Tour of Shepherd Village (Field Trip)	01/29/24
Tour of Blake Solar (Field Trip)	03/19/24
WV APA Professional Development/Membership Committee	1/30/24
WV APA Legislative Committee	2/2/24
Safe Water Harpers Ferry and Elks Run Watershed Committee	3/3/24
On-line webinar (Interstate Commission on the Potomac River Basin)	1/19/24
Planning Webcast Series (Community Resilience & Trails as Resilient Infrastructure)	3/21/24; 3/22/24

2045 Comprehensive Plan Update Meetings	
Mapping the Future of Jefferson County Public Input Meeting	01/23/24
Employee Ethics Training	02/13/24
Employee Ethics Training	02/15/24

Planning and Zoning Quarterly Report
01/01/2024 - 03/31/2024

Type	Project Number	Creation Date	Owner Name	Location	Status	Description	Plat Book	Page
Conditional Use Permit	24-1-CUP	1/2/2024	MCCLAIN WILLIAM J & KRISTEN E	374 LOOKOUT MOUNTAIN CT, HARPERS FERRY	Open	Request for a CUP to operate a firearms business from an existing dwelling unit; applicant anticipates approximately 10-20 customers/month; no employees other than the residents of the property.		
	24-7-CUP	1/24/2024	BALDWIN MARK R & JENNIFER A	1163 GARDNERS LN, SHEPHERDSTOWN	Open	Request by Songbird House Assisted Living Residence for a CUP to operate a Nursing or Retirement Home; providing homecare in an existing dwelling unit for up to 32 residents; with up to four (4) caregivers/employees; no new structures are proposed.		
	24-3-CUP	1/24/2024	BERNDT ERIK W & CHERYL A	River Rd, Shepherdstown, WV	Withdrawn	Request for a CUP to operate a tree service business (Contractor with Outdoor Storage); proposing a 40' x 60' pole building on a 125' x 150' gravel pad to be used for employee parking and equipment storage; up to 10 employees; no customers will come to the property.		
	24-4-CUP	3/1/2024	Mark D. Stofipher and Paul Michael Chapman Trust	261 BERRY HILL FARM LN, and 2998 WITHERS LARUE RD; and 653 FRANKLINTOWN RD; and 322 SCOOTER LN; SUMMIT POINT	Open	Request for a Conditional Use Permit to operate the Franklinton Farm Solar Project; consisting of an 80-megawatt solar energy facility on 502 acres. The project consists of solar modules and a new substation to connect the solar facility with the existing 138 kilovolt overhead electrical transmission line passing through the southeast corner of the Project area. This substation and 20MW Battery Energy Storage System (BESS) will be situated on the southern portion of the Project adjacent to Lewisville Road.		
					Category Total:	4		
Easements	24-1-E	3/19/2024	Adam Link III	Flowing Springs Road, Shenandoah Junction, WV	Open	The proposed Farmland Protection Easement tract is 127.15 acres.		
					Category Total:	1		
Merger or Boundary Line Adjustment	24-1-M	1/5/2024	BOWERS WALTER W ET AL	266 HENKLE MOORE RD, HARPERS FERRY	Open	BLA of .06237 ac from parcel 25 to parcel 26		
	24-2-M	1/12/2024	Johnnie Parkin	Steamboat Run Rd, SHEPHERDSTOWN	Open	LT #1A-2A STEAMBOAT RUN		
	24-3-M	1/25/2024	KEARNS AMEE	14806 LEETOWN RD, KEARNEYSVILLE	Open	BLA of 0.8215 ac from parcel 20 to parcel 18		
	24-4-M	2/16/2024	JEFFERSON GROUP LLC	1508 CLOVERDALE RD STE 100, CHARLES TOWN	Open	BLA of 3.1460 from parcel 07 to parcel 10		
	24-5-M	2/28/2024	JANSSEN KEITH B-TR	6864 ENGLE MOLERS RD, SHEPHERDSTOWN	Open	BLA of .26 acres from Parcel 6.1 to Parcel 6.4		
	24-6-M	3/6/2024	CHITTAL DANIEL R & SARAH M	4464 LEETOWN RD SUMMIT POINT	Open	BLA of 3 acres from Parcel Lot 5 (residue) to Lot 6		
	24-7-M	3/19/2024	MARY JEAN LIGHT	237 STEPTOE ST, SUMMIT POINT	Open	BLA of .3701 acres from Parcel 36 to Parcel 35		
					Category Total:	8		
Planning	24-1-PCV	1/22/2024	Beallair Homes, LLC - Robert Wormald	BEALLAIR MANOR DR, Harpers Ferry	Open	Variance request from Section 8.1d of the 1979 Subdivision Ordinance to extend the requirement to bond & record the final plat for Beallair, Phase 4B from 3-11-24 to 6-9-24.		

Commission Variance (1579 ZD)	24-2-PCV	2/16/2024	BEALLAIR COMMUNITY CONSERVANCY INC - Robert Wormald	480 BEALLAIR MANOR DR, CHARLES TOWN	Open	Variance request from Section 11.2.e.1 of the 1979 Subdivision Ordinance to waive the required screening and landscaping for the proposed pool and community center property located within the Beallair development to serve the residents.		
					Category Total:	2		
Planning Commission Waiver	24-2-PCW	1/23/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	Waiver from 20.203A.2a of the Sub. Regs to waive the requirement of a Concept Plan for a proposed Concrete Plant; and, from Section 20.203B to allow the proposed Plant to process as a modified Site Plan.		
	24-3-PCW	1/23/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	Waiver from Section 20.203B of the Subdivision Regulations to allow the proposed Asphalt Plant to process as a modified Site Plan.		
	24-5-PCW	1/23/2024	DALB INC - Kevin Steeley	73 INDUSTRIAL BLVD, KEARNEYSVILLE	Open	Waiver request from Section 22.208 and Appendix B Section 10.6 to remove the requirement of a sidewalk along the frontages of the property.		
	24-6-PCW	1/24/2024	BOSWELL RICHARD III & MELISSA A	149 PLEASANT ACRES CT, KEARNEYSVILLE	Open	Request for waiver from Section 20.201B2 of the Subdivision Regulations, pertaining to the 5-year Family Transfer requirement		
	24-7-PCW	2/9/2024	DLGA LLC - David Butcher	228? SUMMIT POINT RD, SUMMIT POINT	Withdrawn	Waiver request from Section 24.108C to extend the maximum vesting period for a Concept Plan of two years.		
	24-8-PCW	2/20/2024	ROLLING RIDGE FOUNDATION INC	671 FLOC WAY, HARPERS FERRY	Open	Waiver from Section 20.203 of the Sub. Regs that requires the proposed project to process as a Minor Site Development.		
	24-9-PCW	2/20/2024	SUSQUEHANNA PROPERTIES LLC - Doug Porter	21 BELLA CT, CHARLES TOWN	Open	Waiver from Section 20.201 A.2, which requires all lots in Minor Subdivision to have motor vehicle access via a 50' access easement; to permit using an existing 30' access easement.		
	24-10-PCW	3/19/2024	Timothy and Heather Runion	LONDON WAY, Kearneysville	Open	Waiver from Section 20.201 of the Sub. Regs. to waive the width of the required 50' Access Easement and to be considered as a Minor Subdivision with more than 5 lots on the easement (for a total of 9 lots).		
					Category Total:	8		
Site Plan	24-1-NSP	1/9/2024	340 RAINBOW LLC - Robert Fergale	3511 BERRYVILLE PIKE, CHARLES TOWN	Closed	No Site Plan review for a proposed deck		
	24-2-NSP	3/15/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	No Site Plan Sketch submitted pursuant to PC approval (24-2-PCW) for proposed concrete plant.		
	24-3-NSP	3/15/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	Waiver from 20.203A.2a of the Subdivision Regulations to waive the requirement of a Concept Plan for a proposed Asphalt Plant.		
	24-1-RR	1/25/2024	CARPE DIEM PROPERTIES LLC	JAMES BURR BLVD, KEARNEYSVILLE	Open	Burr Park Lot 30 - Contractor with Outdoor Storage: Redline Revision		
	24-2-RR	1/30/2024	TeMa North America, LLC - Lorenzo Spagna	395 STEELEY WAY, KEARNEYSVILLE	Open	Redline Revision: revise the tank location in the parking lot.		
	24-1-SP	1/29/2024	ILA Properties, Inc - Joshbeen Grewal	SW Side of RT 115, Kearneysville, WV	Open	Concept Plan for Hunter Valley Apartments; Approximately 138 1-2 bedroom apartments with associated parking.		
	24-2-SP	3/4/2024	Mark D. Stolipher and Paul Michael Chapman Trust	261 BERRY HILL FARM LN, and 2998 WITHERS LARUE RD; and 653 FRANKLINTOWN RD; and 322 SCOOTER LN; SUMMIT POINT	Open	The proposal is to allow the operation of the Franklinton Farm Solar Project; consisting of an 80-megawatt solar energy facility on 502 acres. The project consists of solar modules and a new substation to connect the solar facility with the existing 138-kilovolt overhead electrical transmission line passing through the southeast corner of the Project area. This substation and 20MW Battery Energy Storage System (BESS) will be situated on the southern portion of the Project adjacent to Lewisville Rd.		

					Category Total:	7		
Special Exception Permt	24-1-SE	3/19/2024	SHIRLEY LINDA M ET AL	4529 MIDDLEWAY PIKE, KEARNEYSVILLE	Open	Request for a Special Exception Permit to allow a second Accessory Dwelling Unit for a family member in accordance with Section 8.15 of the Zoning Ord.		
					Category Total:	1		
Subdivision	24-1-SD	1/10/2024	LUTMAN DAVID W - David Lutman	155 SUNNYSIDE LN, SHENANDOAH JUNCTION	Open	2 lots and a residue		
	24-2-SD	1/10/2024	N/A	Lewisville Rd, Summit Point	Open	1 lot and residue		
	24-3-SD	1/10/2024	N/A	Lewisville Rd, Summit Point	Open	1 lot and residue		
	24-4-SD	1/23/2024	MCCRERY DEVIN P ET AL	TURNER RD, SHEPHERDSTOWN	Open	Creation of Lots 1 - 3 per Section 5.7D.1.		
	24-5-SD	1/26/2024	BOHON TINA & DANIEL	274 WILLINGHAM RD, CHARLES TOWN	Open	2 lots and a residue	26	709
	24-6-SD	2/9/2024	SUSQUEHANNA PROPERTIES LLC - Douglas Porter	45 BELLA CT, CHARLES TOWN	Open	1 lot and a residue		
	24-8-SD	2/26/2024	BRADY ROBERT L & LOUISE M	RIDGE RD, SHEPHERDSTOWN	Open	MSD to create one lot and a residue		
	24-9-SD	3/5/2024	Michael & Paula Roll	Southerly Lane, Charles Town	Open	Creation of Lots 2A & 2B as a family transfer.		
	24-10-SD	3/13/2024	HARDY FRANK E & DIANE L	77 AMERICAN PRIDE LN, KEARNEYSVILLE	Open	Creation of Lot B1 and B2-Residue		
	24-11-SD	3/18/2024	THOMPSON ALTHA R & MINDY L-TRS	WHITMER RD, SHENANDOAH JUNCTION	Open	Thompson Family Transfer, Lot 2-Residue and Lot 3		
	24-12-SD	3/25/2024	JEFFERSON ORCHARDS INC.	Kearneysville Pike, KEARNEYSVILLE	Open	The Concept Plan proposes 720 residential single-family lots (324 single-family detached and 396 single-family attached of varying widths).		
	24-2-MPC	2/12/2024	SUTPHIN LINCOLN	3809 KABLETOWN RD, CHARLES TOWN	Closed	Rissler-Alvarez Lot 3 Septic Relocation		
	24-3-RR	2/1/2024	DR Acquisitions, LLC - Matt Stare	Charles Town Road, Charles Town	Open	Revised Model Home lots to add 174 and TH 21, modified storm structures, E&S revisions per Jefferson County.		
24-4-RR	3/27/2024	D.R. Horton Capital Division - Keegan Waters	GUMSPRING DR, CHARLES TOWN	Open	Modified grading plans to adjust grades for Bioswales 7 and 8.			
					Category Total:	14		
Zoning Certificate	24-1-ZC	1/22/2024	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC Chris Otto	103 GASOLINE ALY UNIT 27, SUMMIT POINT	Closed	Accessory Use: Classroom and Office Space *Change in use Units #27 & 28 (classroom); Unit #29 (office); Unit #30-31 (mat room)		
	24-2-ZC	1/26/2024	BANKS T NEILL & KENNA	3343 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION	Closed	Telecommunication Tower Modification: Generator w/ 4' x 10' concrete pad.		
	24-3-ZC	1/30/2024	MADDEX SQUARE HOSPITALITY LLC - Nik Mody	70 MADDEX SQUARE DR, SHEPHERDSTOWN	Open	Hotel with 51 guest rooms and limited breakfast; 12 to 15 employees; 58 parking spaces, including 3 ADA.		
	24-4-ZC	1/30/2024	499 HALLTOWN LLC - Brittany Newman	499 HALLTOWN RD, HARPERS FERRY	Closed	Nonconforming Use: Change in Owner & Land Use (real estate office)		
	24-5-ZC	2/8/2024	SUMMIT POINT AUTOMOTIVE RESEARCH CETNER LLC	770 HARDESTY RD, SUMMIT POINT	Closed	Existing Telecommunications Tower: Verizon remove (6) RRHs and ancillary equipment; and, to install (3) antennas and ancillary equipment and groundwork.		
	24-6-ZC	2/15/2024	KITA LLC	43 RULAND RD STE A, KEARNEYSVILLE	Open	Two Rivers Armory, Too: Change in Tenant - Manufacturing, Limited & Retail Limited Sale of Federal Firearms & gunsmithing		
	24-7-ZC	2/22/2024	MELLOTT PAMELA J	147 POSSUM TROT LN, KEARNEYSVILLE	Closed	Accessory Dwelling Unit: Family Member		
	24-8-ZC	2/26/2024	SBABA LLC	15 TUSCAWILLA DR, CHARLES TOWN	Closed	Change in Tenant: Dream Driven Properties *Nonconforming Use / Section 4.3		
	24-9-ZC	2/26/2024	MADDEX SQUARE INVESTORS LLC	91 MADDEX SQUARE DR, SHEPHERDSTOWN	Closed	Maddex Square Shopping Center Change in Tenant: Rose Nails		
	24-10-ZC	3/13/2024	WEEREN R SCOTT & ELLEN K - Ellen Weeren	20 RIVER FOREST LN, HARPERS FERRY	Open	Bed & Breakfast: Owner Occupied		
	24-2-ABC	3/15/2024	SHENANDOAH VALLEY HOLDINGS LLC - Wylie McDade	315 JAMES BURR BLVD, KEARNEYSVILLE	Closed	Devil's Due Distillery		

	24-11-ZC	3/19/2024	ROLLING RIDGE FOUNDATION INC	671 FLOC WAY, HARPERS FERRY	Open	Waiver from Section 20.203 of the Subdivision Regulations that requires the proposed project to process as a Minor Site Development.		
					Category Total:	12		
Zoning Variance	24-3-ZV	1/2/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Closed	Variance request from Section 5.6B to reduce the distance requirement for Industrial Uses from 1,000' to 400' to allow for the construction of a concrete plant accessory to the quarry operation.		
	24-4-ZV	1/2/2024	DR ACQUISITIONS LLC	Charles Town Road, Charles Town	Open	Variance request from Section 8.10 to allow placement of a staffed model home sales office on Lot 174 and Townhome Lot 21 of the Kings Crossing Subdivision.		
	24-5-ZV	1/3/2024	MCCLAIN WILLIAM J & KRISTEN E	374 LOOKOUT MOUNTAIN CT, HARPERS FERRY	Open	Variance request from Section 4.6B to eliminate the 75' distance requirement along the north, east, and south boundary lines to operate a homebased federal firearms business from an existing dwelling unit.		
	24-6-ZV	1/24/2024	BERNDY ERIK W & CHERYL A	River Rd, Shepherdstown	Withdrawn	Variance request from the following: 1. Appendix B and Section 4.11E to utilize existing vegetation in lieu of a planted buffer along the front, side, and rear property lines. 2. Appendix B to eliminate the building setbacks and landscaping requirements along the internal property line between Parcels 7 & 7.1 (common ownership).		
	24-7-ZV	1/29/2024	DALB INC - Kevin Steeley	73 INDUSTRIAL BLVD, KEARNEYSVILLE	Open	Variance request from Appendix B and Section 4.11 to eliminate the required street tree and landscaping buffer to allow for the expansion of an existing commercial facility.		
	24-8-ZV	2/9/2024	BLACK JEFFREY K	353 MARIE DR, CHARLES TOWN	Open	Request to reduce the side setback from 8' down to 3' for a 12' x 35' storage shed.		
	24-9-ZV	2/14/2024	Joshua Madar	74 SADDLEBRED LN, KEARNEYSVILLE	Open	Variance request from Section 5.7B of the Zoning Ordinance (amended 05/01/03) to reduce the rear setback from 50' to 5' for a 12' x 24' (288 sf) accessory structure.		
	24-10-ZV	2/16/2024	BEALLAIR COMMUNITY CONSERVANCY INC - Mike Wiley	494 BEALLAIR MANOR DR, CHARLES TOWN	Open	Variance request from Section 4.11A and App. B to eliminate the required street trees along Plantation Lane & Beallair Manor Dr.		
	24-12-ZV	2/28/2024	FARRELL JULIA & JAMES D	312 POTOMAC RIDGE LN, SHEPHERDSTOWN	Open	Variance from Section 5.7B of the Zoning Ordinance (amended 05/01/03) to reduce the front setback from 40' to 20'; and, Section 9.6C to allow an accessory structure within the required front yard.		
	24-11-ZV	2/29/2024	BEALLAIR COMMUNITY CONSERVANCY INC - Mike Wiley	494 BEALLAIR MANOR DR, CHARLES TOWN	Open	Variance request from Appendix B to eliminate the required parking lot setbacks along Plantation Lane and Beallair Manor Drive.		
	24-8-ZV	3/27/2024	TRAYWICK THOMAS E & DEBRA M	647 AVON BEND RD, CHARLES TOWN	Open	Variance from Section 9.6C to allow an accessory structure within the required front yard; and, Section 9.7 to reduce the front setback along the southern property line for a detached garage.		
	24-14-ZV	3/29/2024	GRACE BAPTIST CHURCH - Christine Barnes	4272 CHARLES TOWN RD, KEARNEYSVILLE	Open	Landscaping		
					Category Total:	12		
					Grand Total:	69		

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
001401 COUNTY COMMISSION							
001.401.GG.410100.		OFF SAL					
	227,675	227,675	161,461.44	17,195.40	.00	66,213.56	70.9%
001.401.GG.410300.		WAGES					
	528,613	520,763	280,999.26	23,387.78	.00	239,763.74	54.0%
001.401.GG.410400.		FICA					
	33,751	33,751	27,314.17	2,491.67	.00	6,436.83	80.9%
001.401.GG.410401.		MEDICARE					
	7,893	7,893	6,387.95	582.70	.00	1,505.05	80.9%
001.401.GG.410500.		HEALTH INS					
	166,437	166,437	38,379.57	3,413.50	.00	128,057.43	23.1%
001.401.GG.410599.		HLTH INS C					
	-166,437	-166,437	-37,883.90	.00	.00	-128,553.10	22.8%
001.401.GG.410600.		RETIREMT					
	48,993	48,993	36,229.00	3,337.24	.00	12,764.00	73.9%
001.401.GG.410801.		OVERTIME					
	2,000	2,000	228.19	.00	.00	1,771.81	11.4%
001.401.GG.410802.		PT/EX HELP					
	0	0	2,943.08	.00	.00	-2,943.08	100.0%
001.401.GG.421100.		TELEPHONE					
	1,350	1,350	2,353.65	.00	.00	-1,003.65	174.3%
001.401.GG.421400.		TRAVEL					
	15,000	15,000	4,532.86	.00	.00	10,467.14	30.2%
001.401.GG.421800.		POSTAGE					
	250	250	648.73	509.88	.00	-398.73	259.5%
001.401.GG.422000.		ADV/LG PUB					
	6,000	6,000	3,330.50	1,393.78	.00	2,669.50	55.5%
001.401.GG.422100.		TRNG/ EDUC					
	7,500	7,500	2,834.00	.00	.00	4,666.00	37.8%
001.401.GG.422200.		DUES SBSCR					
	13,015	13,015	13,143.00	.00	.00	-128.00	101.0%
001.401.GG.422300.		PROF SVCS					
	70,350	70,350	58,624.38	1,790.14	.00	11,725.62	83.3%
001.401.GG.422301.		HRA ACCT					
	210,000	210,000	145,884.48	13,483.59	.00	64,115.52	69.5%
001.401.GG.422302.		EE AST PGM					
	5,040	5,040	2,358.00	.00	.00	2,682.00	46.8%
001.401.GG.422400.		AUDIT COST					
	35,100	35,100	2,600.00	2,600.00	32,500.00	.00	100.0%

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	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	4,384.90	3,522.46	.00	15,615.10	21.9%
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	22,692.23	451.26	.00	-19,492.23	709.1%
001.401.GG.423900.	90,000	INS RETIRE 90,000	76,680.00	7,668.00	.00	13,320.00	85.2%
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	11,859.20	1,185.92	.00	2,371.80	83.3%
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	155,000.00	38,750.00	.00	-155,000.00	100.0%
TOTAL COUNTY COMMISSION	1,808,461	1,800,611	1,535,913.62	121,763.32	32,500.00	232,197.38	87.1%
TOTAL GENERAL FUND	1,808,461	1,800,611	1,535,913.62	121,763.32	32,500.00	232,197.38	87.1%
TOTAL EXPENSES	1,808,461	1,800,611	1,535,913.62	121,763.32	32,500.00	232,197.38	
GRAND TOTAL	1,808,461	1,800,611	1,535,913.62	121,763.32	32,500.00	232,197.38	87.1%

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/10
Sequence 2	1	Y	N	Print revenue as credit: Y
Sequence 3	9	Y	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: Y

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

Carry forward code: 1
Print journal detail: N
From Yr/Per: 2024/ 1
To Yr/Per: 2024/10
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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			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	161,461.44	17,195.40	.00	66,213.56	70.9%
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
2024/10/000037	04/12/2024	PRJ	8,597.70	REF 2421PR			WARRANT=2421PR	RUN=1	BI-WEEKL
2024/10/000091	04/26/2024	PRJ	8,597.70	REF 2422PR			WARRANT=2422PR	RUN=1	BI-WEEKL
001.401.GG.410300.			528,613	WAGES 520,763	280,999.26	23,387.78	.00	239,763.74	54.0%
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		

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			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410300.			WAGES						
2024/05/000027	11/09/2023	PRJ	16,661.16	REF 2410PR			WARRANT=2410PR	RUN=1	BI-WEEKL
2024/05/000056	11/09/2023	GEN	-944.00	REF MK GL#			WRONG GL FOR PT		
2024/05/000092	11/24/2023	PRJ	9,775.60	REF 2411PR			WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	9,775.61	REF 2412PR			WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	9,775.60	REF 2413PR			WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	9,775.59	REF 2414PR			WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	11,502.07	REF 2415PR			WARRANT=2415PR	RUN=1	BI-WEEKL
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
2024/10/000037	04/12/2024	PRJ	11,693.88	REF 2421PR			WARRANT=2421PR	RUN=1	BI-WEEKL
2024/10/000091	04/26/2024	PRJ	11,693.90	REF 2422PR			WARRANT=2422PR	RUN=1	BI-WEEKL
001.401.GG.410400.			33,751	FICA 33,751	27,314.17	2,491.67	.00	6,436.83	80.9%
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
2024/10/000037	04/12/2024	PRJ	1,245.82	REF 2421PR			WARRANT=2421PR	RUN=1	BI-WEEKL
2024/10/000091	04/26/2024	PRJ	1,245.85	REF 2422PR			WARRANT=2422PR	RUN=1	BI-WEEKL

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			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410600.			48,993	RETIREMT 48,993	36,229.00	3,337.24	.00	12,764.00	73.9%
2024/01/000094	07/21/2023	PRJ	1,993.22	REF 2402PD			WARRANT=2402PR	RUN=1	BI-WEEKL
2024/01/000269	07/01/2023	BUC	48,993.00	REF			ORIGINAL BUDGET 2024		
2024/02/000005	08/04/2023	PRJ	2,002.96	REF 2403PR			WARRANT=2403PR	RUN=1	BI-WEEKL
2024/02/000127	08/18/2023	PRJ	2,112.20	REF 2404PR			WARRANT=2404PR	RUN=1	BI-WEEKL
2024/03/000005	09/01/2023	PRJ	1,909.03	REF 2405PR			WARRANT=2405PR	RUN=1	BI-WEEKL
2024/03/000071	09/15/2023	PRJ	2,013.67	REF 2406PR			WARRANT=2406PR	RUN=1	BI-WEEKL
2024/03/000181	09/29/2023	PRJ	1,946.79	REF 2407PR			WARRANT=2407PR	RUN=1	BI-WEEKL
2024/04/000057	10/13/2023	PRJ	1,738.16	REF 2408PR			WARRANT=2408PR	RUN=1	BI-WEEKL
2024/04/000111	10/27/2023	PRJ	1,741.58	REF 2409PR			WARRANT=2409PR	RUN=1	BI-WEEKL
2024/04/000148	10/31/2023	GEN	-6,308.75	REF SALARY			FRMLND REIMB SALARY WHEELER		
2024/04/000165	10/31/2023	GEN	6,308.75	REF RVS JN			RVS FRMLND REIMB SALRY WHEELER		
2024/05/000027	11/09/2023	PRJ	1,738.16	REF 2410PR			WARRANT=2410PR	RUN=1	BI-WEEKL
2024/05/000092	11/24/2023	PRJ	1,338.35	REF 2411PR			WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	1,338.35	REF 2412PR			WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	1,511.74	REF 2413PR			WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	1,502.82	REF 2414PR			WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	1,651.36	REF 2415PR			WARRANT=2415PR	RUN=1	BI-WEEKL
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
2024/10/000037	04/12/2024	PRJ	1,668.62	REF 2421PR			WARRANT=2421PR	RUN=1	BI-WEEKL
2024/10/000091	04/26/2024	PRJ	1,668.62	REF 2422PR			WARRANT=2422PR	RUN=1	BI-WEEKL
001.401.GG.410801.			2,000	OVERTIME 2,000	228.19	.00	.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

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001.401.GG.421100.			1,350	TELEPHONE 1,350	2,353.65		.00	.00	-1,003.65 174.3%
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
2024/09/000148 03/31/2024 API			187.83	VND 010073 IN 2026471		AT&T			AT&T PAYMENT
001.401.GG.421400.			15,000	TRAVEL 15,000	4,532.86		.00	.00	10,467.14 30.2%
2024/01/000269 07/01/2023 BUC			15,000.00	REF					ORIGINAL BUDGET 2024
2024/02/000351 08/31/2023 API			116.00	VND 016012 IN 2023861		GLADE SPRINGS RESORT WV STATE AUDITOR C			
2024/02/000351 08/31/2023 API			232.00	VND 016012 IN 2023862		GLADE SPRINGS RESORT WV STATE AUDITOR C			
2024/02/000351 08/31/2023 API			116.00	VND 016012 IN 2023863		GLADE SPRINGS RESORT WV STATE AUDITOR C			
2024/02/000351 08/31/2023 API			116.00	VND 016012 IN 2023864		GLADE SPRINGS RESORT WV STATE AUDITOR C			
2024/02/000351 08/31/2023 API			10.87	VND 999998 IN 2023844		PCARD ONE TIME PAY JIMMY JOHNS 1255			
2024/02/000358 08/31/2023 API			188.70	VND 037056 IN 2024105		ENTERPRISE RENTACAR ENTERPRISE RENT-A-			
2024/04/000163 10/31/2023 API			98.00	VND 999998 IN 2024740		PCARD ONE TIME PAY CACAPON RESORT LPM			
2024/05/000038 11/03/2023 API			132.31	VND 019002 IN TJ/1123		TRICIA JACKSON MILEAGE REIMBURSEM			88809
2024/05/000098 11/16/2023 API			284.93	VND 019002 IN TJ111623		TRICIA JACKSON WORKFORCE DEVELOP			88868
2024/05/000143 11/30/2023 API			120.04	VND 037060 IN 2024986		HAMPTON INN T JACKSON (11/13 -			
2024/07/000119 01/23/2024 API			121.00	VND 019002 IN TJ1/2024		TRICIA JACKSON PER DIEM CCAWV 202			89202
2024/07/000119 01/26/2024 API			440.46	VND 019002 IN TJTRAVEL1/2024		TRICIA JACKSON MILEAGE REIMBURSEM			89202
2024/07/000119 01/23/2024 API			121.00	VND 020073 IN JK1/2024		JENNIFER KROUSE PER DIEM CCAWV 202			89182
2024/07/000119 01/23/2024 API			85.00	VND 020073 IN JK2/2024		JENNIFER KROUSE WVACO CONF OF COUN			89182
2024/07/000160 01/31/2024 API			556.00	VND 014012 IN 2025960		EMBASSY SUITES T. JACKSON - CCAWV			
2024/07/000160 01/31/2024 API			718.69	VND 014012 IN 2025961		EMBASSY SUITES J. KROUSE - CCAWV			
2024/08/000189 02/29/2024 API			-82.64	VND 014012 IN 2026257		EMBASSY SUITES J KROUSE - CCAWV C			
2024/08/000189 02/29/2024 API			596.00	VND 014012 IN 2026258		EMBASSY SUITES J KROUSE - WVACO C			
2024/09/000026 03/04/2024 API			562.50	VND 023001 IN TRAVEL/MAR2024		BESSIE NELSON MUNIS USER CONFERE			89335
001.401.GG.421800.			250	POSTAGE 250	648.73	509.88	.00	-398.73	259.5%
2024/01/000269 07/01/2023 BUC			250.00	REF					ORIGINAL BUDGET 2024
2024/02/000263 08/28/2023 API			34.71	VND 015002 IN 8-209-12328		FEDEX FEDEX SERVICE CIND			88445
2024/02/000263 08/28/2023 API			54.76	VND 015002 IN 8-216-34521		FEDEX FEDEX SERVICE CIND			88445
2024/06/000131 12/31/2023 API			9.88	VND 025011 IN 2025774		US POSTAL SERVICE USPS PO 3474760885			
2024/07/000155 01/31/2024 API			39.50	VND 025011 IN 2025673		US POSTAL SERVICE USPS PO 3474760885			
2024/10/000038 04/02/2024 API			509.88	VND 015002 IN 845026981		FEDEX ACCOUNT NUMBER 242			89520

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001.401.GG.422000.			6,000	ADV/LG PUB 6,000	3,330.50	1,393.78	.00	2,669.50	55.5%
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					
2024/09/000121	03/21/2024	API	33.74 VND	019012 IN 66127					
2024/09/000121	03/21/2024	API	56.70 VND	019012 IN 6126					
2024/10/000013	04/01/2024	API	43.58 VND	019012 IN 66295					
2024/10/000013	04/01/2024	API	63.26 VND	019012 IN 66294					
2024/10/000013	04/01/2024	API	59.98 VND	019012 IN 66293					
2024/10/000013	04/01/2024	API	117.38 VND	019012 IN 66296					
2024/10/000073	04/08/2024	API	1,109.58 VND	019012 IN 66349					
001.401.GG.422100.			7,500	TRNG/ EDUC 7,500	2,834.00	.00	.00	4,666.00	37.8%
2024/01/000243	07/31/2023	API	250.00 VND	012029 IN 2023472					
2024/01/000243	07/31/2023	API	250.00 VND	012029 IN 2023473					
2024/01/000243	07/31/2023	API	250.00 VND	012029 IN 2023474					
2024/01/000243	07/31/2023	API	250.00 VND	012029 IN 2023475					
2024/01/000269	07/01/2023	BUC	7,500.00 REF						
2024/06/000127	12/31/2023	API	1,199.00 VND	029123 IN 2025268					
2024/07/000119	01/23/2024	API	400.00 VND	012029 IN TJ1/2024					
2024/08/000166	02/09/2024	API	235.00 VND	032021 IN 3751					
001.401.GG.422200.			13,015	DUES SBSCR 13,015	13,143.00	.00	.00	-128.00	101.0%
2024/01/000212	07/01/2023	GRV	6,500.00 REF	FY23PP					
2024/01/000269	07/01/2023	BUC	13,015.00 REF						
2024/02/000196	08/15/2023	API	595.00 VND	037489 IN 300220816					
2024/04/000163	10/31/2023	API	2,148.00 VND	999998 IN 2024739					
2024/05/000134	11/30/2023	API	3,900.00 VND	012029 IN 6003					
						REV FY23 PREPAIDS			
						ORIGINAL BUDGET 2024			
						GFOA GOVERNMENT FINA M. ZONGELLI ANNUAL			
						PCARD ONE TIME PAY INSTRUMENTL- softw			
						CCAWV CO COMM ASSOC CCAWV ASSOC MEMBER			

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001.401.GG.422300.		70,350	PROF SVCS 70,350	58,624.38	1,790.14	.00	11,725.62	83.3%
2024/01/000003	07/01/2023 API	900.00 VND	022192 IN	JCC072023	MILLENIUM INS GROUP	HRA ADMINISTRATION		88143
2024/01/000054	07/06/2023 API	250.00 VND	022192 IN	WRAP72023	MILLENIUM INS GROUP	WRAP DOCUENT FOR F		88240
2024/01/000054	07/05/2023 API	8,145.20 VND	027112 IN	JULY 2022	WILLIAM F. ROHRBAUGH	JULY 2022 LEGAL SE		88249
2024/01/000054	07/05/2023 API	1,091.20 VND	027112 IN	AUG 2022	WILLIAM F. ROHRBAUGH	AUG 2022 LEGAL SER		88249
2024/01/000054	07/05/2023 API	2,507.30 VND	027112 IN	SEPT 2022	WILLIAM F. ROHRBAUGH	SEPT 2022 LEGAL SE		88249
2024/01/000054	07/05/2023 API	3,636.20 VND	027112 IN	OCT 2022	WILLIAM F. ROHRBAUGH	OCT 2022 LEGAL SER		88249
2024/01/000054	07/05/2023 API	7,018.30 VND	027112 IN	NOV 2022	WILLIAM F. ROHRBAUGH	NOV 2022 LEGAL SER		88249
2024/01/000054	07/05/2023 API	4,835.20 VND	027112 IN	DEC 2022	WILLIAM F. ROHRBAUGH	DEC 2022 LEGAL SER		88249
2024/01/000054	07/05/2023 API	443.20 VND	027112 IN	JAN 2023	WILLIAM F. ROHRBAUGH	JAN 2023 LEGAL SER		88249
2024/01/000054	07/05/2023 API	4,411.70 VND	027112 IN	FEB 2023	WILLIAM F. ROHRBAUGH	FEB 2023 LEGAL SER		88249
2024/01/000054	07/05/2023 API	2,279.20 VND	027112 IN	MAR 2023	WILLIAM F. ROHRBAUGH	MARCH 2023 LEGAL S		88249
2024/01/000054	07/05/2023 API	121.20 VND	027112 IN	APRIL 2023	WILLIAM F. ROHRBAUGH	APRIL 2023 LEGAL S		88249
2024/01/000054	07/05/2023 API	282.30 VND	027112 IN	MAY 2023	WILLIAM F. ROHRBAUGH	MAY 2023 LEGAL SER		88249
2024/01/000054	07/05/2023 API	1,207.60 VND	027112 IN	JUNE 2023	WILLIAM F. ROHRBAUGH	JUNE 2023 LEGAL SE		88249
2024/01/000188	07/26/2023 API	810.00 VND	017085 IN	31777	COX HOLLIDA YOUNG PL	CPA SVS		88324
2024/01/000195	07/31/2023 GEN	-7,176.00 REF	CRT			CASH RCT 63541 CHGRD WRG ACCT		
2024/01/000201	07/31/2023 API	126.65 VND	010172 IN	CBR7/23	AMERIFLEX	ADMINISTRATIVE COB		88362
2024/01/000205	07/31/2023 API	195.00 VND	010172 IN	CBRREN7/23	AMERIFLEX	ANNUAL COBRA RENEW		88407
2024/01/000261	07/01/2023 GEN	-35,978.60 REF	CRT AP			FY 23 INVOICES ROHBRAUGH		
2024/01/000269	07/01/2023 BUC	70,350.00 REF				ORIGINAL BUDGET 2024		
2024/02/000003	08/01/2023 API	900.00 VND	022192 IN	JCC82023	MILLENIUM INS GROUP	HRA ADMINISTRATION		88303
2024/02/000135	08/04/2023 API	53.42 VND	019012 IN	63485	SPIRIT OF JEFFERSON	LEGAL CLASSIFIED		88392
2024/02/000196	08/17/2023 API	126.65 VND	010172 IN	CBR8/23	AMERIFLEX	ADMINISTRATIVE COB		88407
2024/02/000263	08/23/2023 API	8,325.00 VND	029123 IN	045-430810	TYLER TECHNOLOGIES	TYLER TRAINING		88466
2024/02/000369	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	MILLENIUM INS GROUP	HRA ADMINISTRATION		88422
2024/03/000036	09/01/2023 API	1,422.00 VND	022099 IN	2210	MAZZITTI & SULL EAP	QUARTERLY EAP SVCS		88495
2024/03/000036	09/05/2023 API	5,737.28 VND	025104 IN	1403	PROGRESSIVE PRINTING	AMBO FEE MAILINGS		88497
2024/03/000082	09/08/2023 API	126.65 VND	010172 IN	CBR9/23	AMERIFLEX	ADMINISTRATION COB		88505
2024/03/000142	09/19/2023 API	2,732.00 VND	011093 IN	975072	BEST BEST & KRIEGER	CABLE FRANCISE 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	MILLENIUM INS GROUP	HRA ADMINISTRATION		88523
2024/04/000085	10/10/2023 API	126.65 VND	010172 IN	CBR10/23	AMERIFLEX	ADMINISTRATION COB		88690
2024/04/000117	10/18/2023 API	942.50 VND	017085 IN	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	MILLENIUM INS GROUP	HRA ADMINISTRATION		88737
2024/05/000069	11/08/2023 API	126.65 VND	010172 IN	CBR11/23	AMERIFLEX	ADMINISTRATION COB		88819
2024/05/000069	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	MILLENIUM 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	MILLENIUM INS GROUP	HRA ADMINISTRATION		89078

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001.401.GG.422300.		PROF SVCS							
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	MILLENIUM INS GROUP	HRA ADMINISTRATION	89136	
2024/08/000056	02/02/2024	API	2,543.63 VND	017085 IN	32443	COX HOLLIDA YOUNG PL	PROF. SVCS. 1/1-1/	89215	
2024/08/000058	02/02/2024	API	958.00 VND	011093 IN	676742	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89211	
2024/08/000058	02/02/2024	API	243.00 VND	011093 IN	976742	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89211	
2024/08/000112	02/09/2024	API	126.65 VND	010172 IN	CBR2/24	AMERIFLEX	ADMINISTRATION COB	89254	
2024/08/000113	02/09/2024	API	135.00 VND	011093 IN	987138	BEST BEST & KRIEGER	CABLE FRANCHISE RE	89257	
2024/09/000007	03/01/2024	API	900.00 VND	022192 IN	JCC32024	MILLENIUM INS GROUP	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	
2024/10/000038	04/03/2024	API	126.65 VND	010172 IN	CBR4/24	AMERIFLEX	AMERIFLEX COBRA AD	89505	
2024/10/000073	04/08/2024	API	1,663.49 VND	017085 IN	32847	COX HOLLIDA YOUNG PL	FY25 BUDGET ASSIT.	89560	
001.401.GG.422301.			210,000	HRA ACCT 210,000	145,884.48	13,483.59	.00	64,115.52	69.5%
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	EMPLDYEE 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 MICKY	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 STEPHENSDN	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	

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001.401.GG.422301.			HRA ACCT						
2024/05/000119	11/27/2023	API	3,572.11	VND 023009	IN HRA2024018		MORGAN NICK	EMPLDYEE 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	EMPLDYEE 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
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 DEDUC	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
2024/10/000038	04/03/2024	API	304.30	VND 015086	IN HRA2024053		MARGARET GAINNEY	EMPLOYEE HRA DEDUC	89533
2024/10/000038	04/03/2024	API	522.57	VND 017097	IN HRA2024056		JENNILEE HARTMAN	EMPLOYEE HRA DEDUC	89532
2024/10/000038	04/03/2024	API	800.84	VND 021039	IN HRA2024054		NICOLE NOBREGA	EMPLOYEE HRA DEDUC	89535
2024/10/000038	04/03/2024	API	5,938.28	VND 021078	IN HRA2024055		DEBBIE LOWE	EMPLOYEE HRA DEDUC	89514
2024/10/000073	04/03/2024	API	1,229.18	VND 011143	IN HRA2024059		APRIL BLAKER	EMPLOYEE HRA DEDUC	89558
2024/10/000073	04/03/2024	API	1,474.42	VND 012305	IN HRA2024058		CARRIE ORR	EMPLOYEE HRA DEDUC	89559
2024/10/000073	04/03/2024	API	312.86	VND 017157	IN HRA2024060		MARION A. HAZEL	EMPLOYEE HRA DEDUC	89572
2024/10/000073	04/03/2024	API	566.41	VND 022159	IN HRA2024057		JASON MICKEY	EMPLOYEE HRA DEDUC	89566
2024/10/000097	04/19/2024	API	2,334.73	VND 028001	IN HRA2024061		KELSEY STIPANOVIC	EMPLOYEE HRA DEDUC	89600

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001.401.GG.422302.	5,040	EE AST PGM 5,040	2,358.00	.00	.00	2,682.00	46.8%
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 35,100	2,600.00	2,600.00	32,500.00	.00	100.0%
2024/01/000269 07/01/2023 BUC	35,100.00 REF				ORIGINAL BUDGET 2024		
2024/10/000086 04/19/2024 POE	32,500.00 VND	100002 PO 2024043			FY23 AUDIT REPORT		
2024/10/000097 04/18/2024 API	2,600.00 VND	032033 IN 23624			BHM CPA GROUP INC WV STATE AUDITOR CPA-A-133 AUDIT		89611
001.401.GG.422600.	329,000	INS / BOND 329,000	360,385.50	.00	.00	-31,385.50	109.5%
2024/01/000004 07/01/2023 API	59,797.50 VND	032151 IN 107156			WVCorp WV COUNTIES FY24 1ST HALF 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
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

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001.401.GG.422602.			20,000	UNEMP INS 20,000	4,384.90	3,522.46	.00	15,615.10	21.9%
2024/01/000269	07/01/2023	BUC	20,000.00	REF					
2024/03/000263	09/30/2023	API	862.44	VND 032116 IN QTR03/2023					88708
2024/10/000073	04/03/2024	API	3,522.46	VND 032116 IN QTR01/2024					89583
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					88942
001.401.GG.423000.			3,200	CONT SVCS 3,200	22,692.23	451.26	.00	-19,492.23	709.1%
2024/01/000054	07/07/2023	API	169.55	VND 013004 IN IN118162A					88230
2024/01/000054	07/06/2023	API	146.91	VND 015010 IN 42656317A					88233
2024/01/000212	07/01/2023	GRV	3,582.00	REF FY23PP					
2024/01/000269	07/01/2023	BUC	3,200.00	REF					
2024/02/000196	08/01/2023	API	176.67	VND 013004 IN IN119250					88413
2024/02/000196	08/14/2023	API	146.91	VND 015010 IN 42849380					88502
2024/02/000369	08/23/2023	APM	8,325.00	VND 029123 IN 045-430810					
2024/03/000253	09/07/2023	API	232.10	VND 013004 IN IN120820					88627
2024/03/000253	09/01/2023	API	146.91	VND 015010 IN 43051028					88630
2024/03/000273	09/28/2023	API	146.91	VND 015010 IN 43254353					88726
2024/04/000153	10/26/2023	API	147.26	VND 015010 IN 43453351					88796
2024/04/000153	10/26/2023	API	38.91	VND 015010 IN 43453351					88796
2024/04/000167	10/31/2023	API	195.42	VND 013004 IN 2025414					
2024/05/000098	11/07/2023	API	111.59	VND 013004 IN IN123840					88846
2024/05/000134	11/28/2023	API	147.26	VND 015010 IN 43653948					88904
2024/06/000114	12/26/2023	API	147.26	VND 015010 IN 43853954					89067
2024/07/000067	01/04/2024	API	7,500.00	VND 027003 IN 2024604					89102
2024/07/000119	01/18/2024	API	99.24	VND 013004 IN IN125182					89167
2024/07/000119	01/23/2024	API	201.21	VND 013004 IN IN126508					89167
2024/07/000119	01/26/2024	API	147.26	VND 015010 IN 44055364					89172
2024/08/000166	02/05/2024	API	138.08	VND 013004 IN IN127929					89303
2024/08/000181	02/23/2024	API	147.26	VND 015010 IN 44255248					89343
2024/09/000146	03/22/2024	API	147.26	VND 015010 IN 44454452					89521
2024/10/000038	04/02/2024	API	451.26	VND 013004 IN IN130843					89515
001.401.GG.423900.			90,000	INS RETIRE 90,000	76,680.00	7,668.00	.00	13,320.00	85.2%
2024/01/000103	07/14/2023	API	7,668.00	VND 027078 IN RHBT7/2023					88268
2024/01/000269	07/01/2023	BUC	90,000.00	REF					
2024/02/000089	08/01/2023	API	7,668.00	VND 027078 IN RHBT08/2023					88353
2024/03/000253	09/29/2023	API	7,668.00	VND 027078 IN RHBT09/23					88642
2024/04/000018	10/01/2023	API	7,668.00	VND 027078 IN RHBT10/23					88642
2024/05/000038	11/03/2023	API	7,668.00	VND 027078 IN RHBT11/2023					88803

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001.401.GG.423900. INS RETIRE									
2024/06/000015	12/01/2023	API	7,668.00	VND 027078	IN RHBT12/2023				
2024/07/000042	01/03/2024	API	7,668.00	VND 027078	IN RHBT01/2024				88919
2024/08/000049	02/05/2024	API	7,668.00	VND 027078	IN RHBT02/2024				89086
2024/09/000076	03/01/2024	API	7,668.00	VND 027078	IN RHBT03/2024				89235
2024/10/000038	04/03/2024	API	7,668.00	VND 027078	IN RHBT04/2024				89402
									89539
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			
2024/01/000269	07/01/2023	BUC	2,700.00	REF					
2024/04/000163	10/31/2023	API	203.94	VND 010000	IN Accustic Panels-BN	AMAZON.COM ORIGINAL BUDGET 2024			
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*VJ62DQW			
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					
2024/02/000351	08/31/2023	API	-24.67	VND 037037	IN 2023860	MICROSOFT OFFICE ORIGINAL BUDGET 2024 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			
001.401.GG.456700. TRF OTH GV									
			4,800	4,800	4,800.00		.00	.00	.00 100.0%
2024/01/000103	07/13/2023	API	4,800.00	VND 037192	IN 2021438	WV TREASURY EFT FY24 WV PROS A			88314
2024/01/000269	07/01/2023	BUC	4,800.00	REF					
001.401.GG.456708. INKD-FM PT									
			14,231	14,231	11,859.20	1,185.92	.00	2,371.80	83.3%
2024/01/000268	07/31/2023	GEN	1,185.92	REF INKIND					
2024/01/000269	07/01/2023	BUC	14,231.00	REF					
2024/02/000365	08/31/2023	GEN	1,185.92	REF INKIND					
2024/03/000369	09/30/2023	GEN	1,185.92	REF INKIND					
2024/04/000164	10/31/2023	GEN	1,185.92	REF INKIND					

YEAR-TO-DATE BUDGET REPORT

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: 2024/10
 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: 2024/10
 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	

Date: 04-15-24

To: Jefferson County Planning Commission and Jefferson County Commission

From: Thomas and Jan Loy, Rippon, WV

Re: Franklinton Industrial-scale Solar Project

Commissioners,

Our family, our community and in fact all of Jefferson County will most certainly be adversely affected by the Franklinton Commercial/Industrial Solar Complex! We oppose this and all other industrial-scale solar projects in this county and we do not want them in our community!

We do, however, recognize that these farms are owned by someone else, they are private farms and there is very little we can do to block the construction of this or any other industrial-scale solar project in this county. The Jefferson County Commission is the only group with the power and responsibility to help direct thoughtful growth and development for all Jefferson County citizens.

With the above in the record, and before this project is approved, we ask that the Jefferson County Planning Commission and the Jefferson County Commission impose on the developers the additional requirements regarding landscape buffering and lighting stated below.

Because the Franklinton Commercial/Industrial Solar Complex (this is NOT a “farm”!) is proposed to operate for 30+ years, the current and future impact on the residents must be considered for that entire period and beyond for all possible scenarios.

In the future, it is possible that all properties surrounding the Franklinton Commercial/Industrial Solar Complex will contain one or more homes for every five acres. Because of this eventuality, the owners/developers and the planning commission should prepare for this from the beginning.

Claiming that this project is somehow “compatible” with agriculture is laughable. These false claims must be acknowledged by requiring proper and complete landscape barriers/screens along every boundary of the complex. The planning and design of these “barriers” should include a requirement that the affected neighboring landowners have significant input and approval rights. And the construction of these “barriers” should be fully completed before any other sitework begins.

Additionally, the developers should be required to adhere to the “Five Principles for Responsible Outdoor Lighting” as defined by DarkSky International found at the below link.

<https://darksky.org/resources/guides-and-how-tos/lighting-principles/>

These requests are not burdensome and granting them would perhaps help to soothe the sting everyone feels with this unwelcome addition to the Rippon Community.

MOVING FORWARD:

Jefferson County is at a very significant and precarious crossroad in our history. Do we want to allow industrial-scale solar to be what defines our county, or do we want to take steps right now to consider the “Franklinton Farm Solar Project” to be the last industrial-scale solar project allowed here?

Perhaps the best plan for Jefferson County is to protect our diverse population, our very rich history and our awesome scenic vistas rather than “carpeting” open farmland with thousands of acres of solar panels?

It is utterly ludicrous to assert that any of these projects are “compatible with the goals of the comprehensive plan to ensure the preservation and enhancement of the agricultural economy, rural land use, rural neighborhoods, and rural character of Jefferson County”.

Why is our county government working to destroy the rural character of Jefferson County so that nobody will want to visit or live here? Shouldn't our commissioners work to preserve and enhance the qualities that make this county a desirable place to live and work?

INDUSTRIAL SCALE SOLAR COMPLEXES ARE WRONG FOR JEFFERSON COUNTY:

Despite claims of thoughtful decommissioning sometime in the future, if allowed to proceed unchecked, we should expect this rich “rural farmland” to be lost forever to Industrial-scale solar.

The landowners seem to favor selling their land to the industrial solar developers so that any “local” control will be lost when “the deal is done”. I find it interesting that these land sales only take place after all of the “local hurdles” are cleared.

Why is that?

In the final accounting, after all of the current players are long gone from Jefferson County, the taxpayers will be left with the problems and excessive costs associated with “decommissioning” industrial solar regardless of what “they” say today.

Industrial solar creates a wasteland that is only good for the developer. Current and future homes are lost, people will move, history is erased, and jobs are lost rather than created.

Industrial-scale solar projects require the complete removal of all trees and brush (including root balls and topsoil) before construction can begin and one look at the corner of Kabletown Road and old Rt.9 is all the evidence needed to show what really happens to this once “rural” farmland.

How can the County guarantee that the developer be held to account if they overuse herbicides or pesticides? How will the Planning Commission protect the karst topography indicative of Jefferson County? How will we all be assured that the “owner” be responsible for the upkeep of the landscape barrier screen 10/20 years from now? Who will that “owner” be in twenty years? How will they be held responsible/accountable? What recourse will neighbors have that will not involve expensive and time-consuming lawsuits?

Perhaps the County Commission could require that the company be incorporated in the state of West Virginia! If this is impossible, the county should require that all future legal action be governed by and adjudicated in the state of West Virginia instead of Delaware or Massachusetts...or Italy or Spain or other country(s) from which any new owner hails.

We are dealing with companies that have no connection to our community (or the United States for that matter), that operate on impossibly thin margins, rely on “unreliable” economic factors such as government monetary “gifts” and ever decreasing tax incentives. The current state of solar technology is constantly changing, is wildly volatile, is a very inefficient “use of land to create power” and perhaps most importantly, it only works half of the time when operating at 100% capacity!

At some point in the near future, on-demand electricity generation will win this battle because it is the only version that really makes sense. Like electrical vehicles (EVs), wind and solar rely on a false market created by politicians to benefit a few very large investors.

Is it possible that in 10 years, solar will simply not be viable and all of these companies will abandon these sites?

Is it possible that technology will be developed that makes industrial solar too expensive to deploy and maintain?

Is it possible that the proliferation of massive, industrial datacenters in the DC metro region will be replaced by better, smaller, faster....and less energy-hungry technology?

One need only to look at how Personal Computer technology has been revolutionized and how home and automobile lighting has changed over the past 10 or so years.

One thing seems clear; our Planning Commission and County Commission are not equipped to see the future and as far as I can tell, have been blindly marching down the solar path and all else be damned.

Maybe it is time to “pump the brakes on solar”, hire a credible and unbiased consultant to figure out if we should simply allow this to happen in a haphazard, uncontrolled fashion or perhaps more thoughtfully and deliberately...if at all.

If Jefferson County is going to allow this or any other industrial scale solar installations to go forward, you must pause, take a long breath and consider when the county will have “enough” solar or when it has too much.

If “industrial solar” really makes sense for Jefferson County and not just a few large landowners and some large, foreign companies, maybe it is an important enough question to be answered by all Jefferson County citizens on a future ballot.

I do believe that the local landowners are entitled to sell or develop their farmland, but not without some well-considered guidelines. Afterall, there is much more at stake for the future of Jefferson County than just the “viewshed.”

Jefferson County is a beautiful and desirable place to live because of the open farmland. If you want to see the future of “solar Jefferson County”, simply look at an arial view (Google it!) of the “Fawn Lake Solar Complex” outside of Fredericksburg, Virginia to see just how truly offensive this will be for anyone left living in this county.

Something significant is happening in Jefferson County that I don’t completely understand. What was once a county that was concerned about unfettered growth seems to be heading in the opposite direction and I am not sure it will continue to offer a high quality of life. For our part, we would like to

stay and continue to a part of this community but only if the County Commission and Planning Commission can demonstrate some minimal restraint.

Most respectfully,



Jan L. Loy

Tom and Jan Loy

Jessica Carroll

From: Peter Kubic <pfkubic@gmail.com>
Sent: Friday, April 19, 2024 2:06 PM
To: JCCInfo
Cc: Sorayda Pitts; Edwina Benites
Subject: Peter F. Kubic - Jefferson County Residency
Attachments: 20240419133900980.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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

To Jefferson County Commission,

For the record and clarification, please see the attached information to document my residency in Jefferson County. When I submitted my cover letter request and resume on 3/25/2024 for consideration to be nominated for an opening on the CTUB Utility Board, I did so as a resident, homeowner, and customer of CTUB for water and sewer services. It is a travesty that during the 4/18/2024 commission meeting, Commissioners Krouse and Jackson indicated that I have not paid taxes in Jefferson County and questioned my residency at the time of my submission for consideration. It begs the question of why would I submit for a position on 3/25/2024 without meeting the criteria? I am formally requesting a personal apology for the negative reference to my character from these Commissioners. The sad part is CTUB will lose the benefit of the most qualified candidate for the upcoming Board position and that this was because of inaccurate statements that were unsubstantiated and accepted by others without request for documentation with the 3/25/2024 Board nomination request.

Sincerely,
Peter Kubic



Peter Kubic <pfkubic@gmail.com>

CTUB Utility Board appointment

Peter Kubic <pfkubic@gmail.com>
To: info@jeffersoncountywv.org

Mon, Mar 25, 2024 at 1:22 PM

Good Afternoon,

Please see attached.

Thank you,
Pete Kubic



20240325132538834.pdf

51K

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.

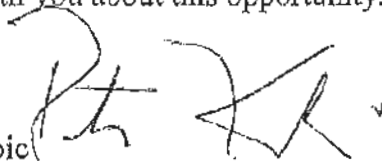
I have seen significant growth in the County and region over the past several years. That growth requires knowledgeable individuals to participate and guide the direction of infrastructure in a manner that is responsible, economically viable and ensures the health and service to the community.

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



Kubic@kubicconstruction.com

Peter F. Kubic

Brookline Drive, Charles Town, WV 25414 |

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

Jefferson County Sheriff's Tax Office

Jefferson County Real Property



Tax Year: 2023 Account Number: 00005132
 Ticket #: 000004064 Taxpayer I.D.:
 District: 02 - CHARLES TOWN DIST

Property Owner	Property Description
KUBIC ANNE B ESTATE PETER F KUBIC BROOKLINE DR CHARLES TOWN, WV 254144445 Lending Institution:	LOT DP 35 LOCUST HILL <hr/> Map/Parcel: 13A / 0393 0000 0000 Lot Size: Acreage: Book: 1213 Page: 297

Tax Class: 2
 Homestead Exemption: None
 Back Tax: None
 Exoneration: None
 Prior Delinquents: None
 Special Disposition: None

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	52000	52000	
Building	190300	190300	
Total	242300	242300	1415.03

DUE: First Half: none due Second Half: none due Total Due: none due

PAYMENTS RECEIVED:

	First Half	Second Half
Net	1415.03	1415.03
Discount	35.38	35.38
Interest	.00	.00
Total	1379.65	1379.65
Date	07/28/2023	07/28/2023

Please Remit Payment (if any) to: Jefferson County Sheriff's Tax Office
 110 N. George Street
 Charles Town, WV 25414
 Or call (304) 728-3220 with questions.

State of West Virginia
VOTER'S REGISTRATION CARD
Birthdate: 02/04/1962 Registration: 000238632
County Precinct: 23A City Precinct:



(County Polling Place)
(Municipal Polling Place):

Jacqueline C. Madala
Registrar

08/05/2021

Signature of county clerk, deputy or registrar



Services For: Peter KUBIC
BROOKLINE DRIVE
CHARLES TOWN, WV 25414

Pay Your Bill Online Today!
www.blossmangas.com

Current Period: ADMIN (2/15/24 to 3/10/24)				
<u>Date</u>	<u>Invoice #</u>	<u>Description</u>	<u>Total</u>	<u>Remaining</u>
2/15/24	26828679	Delivery: 156.900 gals. Propane at 304 BROOKLINE DRIVE 156.900 gals. Propane @ \$2.199000/gal - \$345.02 Compliance Fee NT - \$14.98 Tax Total - \$20.70	\$380.71	\$380.71
Current Period Unpaid				\$380.71

PO# 1121 3/21/24

\$ 380.71

BLOSSMAN GAS & APPLIANCE
www.blossmangas.com | 540-955-4677
264 War Admiral Blvd
Kearneysville, WV 25430



**Charles Town Utility Board
Utility Bill**

~ DETACH AND MAIL ABOVE PORTION WITH PAYMENT ~
~ KEEP BOTTOM PORTION FOR YOUR RECORDS ~

ACCOUNT INFORMATION		SERVICE	READINGS		CONSUMPTION	AMOUNT
			PREVIOUS	CURRENT		
ACCOUNT NUMBER: 403-002067-98						
SERVICE ADDRESS: BROOKLINE DR						
BILLING INFORMATION		Account Credit				-15.06
Bill Number:		WATER	6640	6641	100	25.68
Bill Date:	04/01/2024	SEWER			100	30.48
Bill Type:	BILLING-NORMAL	Tax			0	0.00
Service From:	02/15/2024					
Service Thru:	03/15/2024					
Due Date:	04/21/2024					
Amount Due:	41.10					
Amount Due after 04/21/2024	45.21					
** IMPORTANT MESSAGE **						
We now offer 24-hour account access to make payments, enroll in Auto Pay and check balance and consumption history. Visit www.ctubwv.com for additional information.						
					Account Balance:	41.10

PD \$200 4/10/24

MAKE CHECKS PAYABLE AND MAIL TO : CHARLES TOWN UTILITY BOARD
 OFFICE HOURS: 9am TO 5pm MONDAY THRU FRIDAY at 661 S George Street, Charles Town
 FOR AFTER HOURS EMERGENCY AND FOR INFORMATION DURING BUSINESS HOURS 304-725-2318
 THIS UTILITY IS REGULATED BY THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA - 1-800-344-5113
 SERVICE RATES AND ONLINE BILL PAYMENT AVAILABLE AT www.ctubwv.com
 IF YOU ARE UTILIZING AN ON-LINE BILL PAYMENT METHOD, THE PAYEE ADDRESS IS :
 PO BOX 7338, CHARLESTON WV 25356.
 IN ADDITION, IF YOU ARE PAYING MORE THAN ONE ACCOUNT, PLEASE ISSUE A SEPARATE CHECK FOR EACH
 ACCOUNT. TO PAY OVER THE PHONE WITH CHECK OR CREDIT CARD 1-888-299-1480
**** NOTICE: BILL IS DELINQUENT AFTER 4/21/2024 ****

To All Commissioners,

I am writing to let you know how bad of a job you are doing & talked to one of you about you raising our taxes 80%. He said it was because 3 places sold in the Glen. Two sold to a guy name Mickey who buys old places cheap, and the other place a vet sold his place because of how ~~low~~ high the taxes went up. What in the hell are you trying to do to us. Most people are living pay check to pay check or are on social security. You are letting Potomac Edison and American Water raise their rates besides you and then ~~then~~ we have food and gas so high. Other stuff is up to so you tell me how are we Americans going to survive. I hope you can find good people to help us and I got more to tell you but my back is getting sore so I got to go.

Thank You

William

P.S. Solar Farms are no good!

William Witt
97 Anvil Rd.
Kearnesville, W.V. 25430

304-725-3718