

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION – APRIL – JULY 2024
THURSDAY, JUNE 6, 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

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

- May 13, 2024 Special Session- appointment process for the Shepherdstown District and Harpers Ferry District Commission vacancies
- May 16, 2024 Regular Meeting
- May 20, 2024 Special Session: Board of Canvassers

APPROVAL OF ACCOUNTS PAYABLE

- May 23, 2024
- June 6, 2024

APPROVAL OF MANUAL CHECKS

- May 23, 2024
- May 31, 2024
- June 7, 2024

APPROVAL OF PAYROLL

- May 24, 2024

REQUISITIONS

- June 6, 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. Angela Banks, Assessor
 - Signatures for the Certificate of Oaths for the 2024 land and personal property books
 - Approval of hire – part-time clerk

2. 9:50 a.m. Tom Hansen, Sheriff
 - New deputy hire
 - Fee schedule change

3. 10:00 a.m. Alexandra Beaulieu, Zoning Admin,
 - Request for a full refund of a fee for a variance application for Bruce Dell

4. 10:15 a.m. Roger Goodwin, Chief Engineer
 - Complete bond release for McGee Civil Construction, LLC – File #21-13-SP

5. 10:30 a.m. Becky Burns, Office manager, Engineering, planning and zoning
 - Impact Fee Refund request for John Hobday/Hobday Custom Homes – Permit #23-1104

6. 10:45 a.m. Jessica James, Assistant Deputy County Administrator
 - Request approval to advertise for the following vacancies
 - Planning and Zoning Clerk-Department of Engineering, Planning and Zoning
 - Executive Director-Jefferson County Development Authority
 - Approval to hire Jefferson County Development Authority summer fellow intern

7. 11:00 a.m. Public Hearing
 - Zoning Map Amendment (rezoning) for the properties designated as Tax District: Kabletown (06), Map: 12, Parcels: 12.6 & 12.7. The properties are part of the Sunnyside Industrial Park on Kanawha Lane, located south of Wheatland Road. The property owner of these two lots is Cochran Mill Road LLC.; the combined Parcel Size is 20.20 acres. The properties are currently zoned Industrial-Commercial (IC) and a petition has been made to the County Commission by the property owner to change the zoning classification from Industrial-Commercial to Residential-Light Industrial-Commercial (RLIC) (Planning Commission File #24-1-Z).

8. 11:15 a.m. Bessie Nelson, Budget Director
 - State and Internal budget revisions for FY24
 - OPEB (Other Post Employment Benefits) Actuarial Study
 - FY25 Cost of Living adjustments (COLA)

9. 11:25 a.m. Jennifer Meyers, Director, Jefferson County Parks and Recreation Commission
 - Request to have the Jefferson County Commission waive the JCESA fees for the fireworks event on June 29, 2024 (Rain date June 30, 2024) at Sam Michaels Park

- 10. **11:40 a.m.** Luke Seigfried- County Planner
-Quarterly Status Update of the 2045 Comprehensive Plan Update
- 11. **12:00 p.m.** Jane Tabb, County Commission
-ARPA funding
-Comprehensive Plan Extension
- 12. **12:15 p.m.** Mike Sine, director Jefferson County Emergency Services Agency
-Pay adjustments for 5 employees
-RFP for Structural Firefighting Turnout Gear
-RFP for Custom Ambulances
- 13. **12:30 p.m.** Edwina Benites- Development Authority
-Bylaws revision
-Ordinance update
-Appointment of board member- Board of Education (see attached)
-Solicitation for board member vacancies and expirations (see attached)
- 14. **12:50 p.m.** Nathan Cochran, Assistant Prosecuting Attorney
-Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office and/or courthouse space.
-Report by counsel on Magistrate Court space and related issues.
-Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.
-Discussion of potential Fire Levy and possible action or direction in moving forward with levy process.
-Report by counsel on building permit and other proposed fee increases for the Department of Engineering, Planning, and Zoning

COUNTY ADMINISTRATOR REPORT

-Commissioner board and Commissioner Assignments

15. ADJOURN

CORRESPONDENCE AND INFORMATION

Year-to Date Budget Reports

Impact Fees Bank Statements

E-mail correspondence received from the following: Richard Zigler, Jim Surkamp

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 REGARDING THE APPOINTMENT PROCESS FOR SHEPHERDSTOWN AND HARPERS FERRY DISTRICT

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, May 13, 2024, beginning at 9:30 a.m.

PRESENT: Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Edwina Benites-LM, Interim County Administrator
Nathan Cochran, Assistant Prosecuting Attorney
Donald M. Kersey, III, WV State Secretary Office
Sorayda Pitts, Administrative Assistant
Jacki Shadle, County Clerk

Regarding the appointment process for the Shepherdstown District and Harpers Ferry District commission vacancies.

The meeting was called to order at 9:30 a.m by Prcsident Stolipher. The Commission received guidance from Mr. Kersey on the appointment process for the Shepherdstown District and Harpers Ferry District Commission vacancies.

Mr. Stolipher motioned to hold interviews for the Shepherdstown District and Harpers Ferry District Commission vacancies on May 30, 2024, at 9:30 a.m. Resumes are due by the end of business day on May 24, 2024, by 5:00 p.m. Each Commissioner is to select up to two (2) candidates per vacancy. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
County Clerk

Minutes
Jefferson County Commission
Thursday, May 16, 2024

A meeting of the Jefferson County Commission was held on Thursday, May 16, 2024, during the fourth quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, and Commissioner Pasha Majdi. Also present were Jacki Shadle, county clerk and, Edwina Benites-LM, county administrator, Nathan Cochran, assistant prosecuting attorney, and Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, May 16, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Pastor Adam Johnson- Bakerton Bible Church

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE OF WEST VIRGINIA FLAG

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the May 2, 2024, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for May 10, 2024, in the amount of \$318,686.05. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for May 16, 2024, in the amount of \$29,684.47. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89640		AT&T	121.37
89641		BESSIE NELSON	207.50
89642		BRITNI FLETCHER	310.74
89643		BUREAU OF CHILD SUPPORT	373.39
89644		CASTO & HARRIS INC	470.00

89645		COMPTROLLER OF MARYLAND	1,062.63
89646		DOUGLAS H FLETCHER	15.33
89647		DUNCAN-PARNELL INC	495.00
89648		EFTPS IRS TAXES	106,034.10
89649		EMPOWER RETIREMENT	6,553.07
89650		FRONTIER	55.00
89651		FRONTIER	3,201.57
89652		FRONTIER	2.25
89653		FRONTIER	134.42
89654		GUTTMAN OIL CO	5,964.86
89655		JASON MICKEY	498.08
89656		JEFFERSON SECURITY BANK	4,085.00
89657		NAPA AUTO PARTS	167.73
89658		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89659		RETIREE HEALTH BENEFIT TRUST	7,668.00
89660		SPECIALTY BUSINESS SUPPLIES	83.25
89661		SPIRIT OF JEFFERSON	18.54
89662		STAPLES	191.71
89663		TEK ADVISORS LLC	4,200.00
89664		THE HARTFORD	3,881.70
89665		UNIFIRST	199.28
89666		WV DEPUTY SHERIFF RETIREMENT SYSTEM	23,510.04
89667		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,246.51
89668		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
89669	GS/004	GENERAL COUNTY FUND-J FEE	14,546.40
89670	FG/009	SHERIFF OF JEFFERSON COUNTY	6,007.39
89671	BS/011	SHERIFF OF JEFFERSON COUNTY	8,792.14
89672	AM/053	SHERIFF OF JEFFERSON COUNTY	1,799.14
TOTAL			249,127.63

Mr. Stolipher motioned to approve the accounts payable for May 9, 2024, in the amount of \$249,127.63. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89673		AMERIFLEX	126.65
89674		BHM CPA GROUP INC	32,500.00
89675		BOLAND TRANE SERVICES INC	713.00
89676		CHARLES TOWN PRESBYTERIAN CHURCH	57.00
89677		CHARLES TOWN PRESBYTERIAN CHURCH	67.00
89678		CHARLES TOWN PRESBYTERIAN CHURCH	1,200.00
89679		CHRISTY ENTERPRISE	89.68
89680		CONTROL SYSTEMS INC	875.00

89681		DAVID WAMPLER	13.02
89682		DIGITAL DOCUMENT SOLUTIONS INC	1,221.45
89683		FILE & SERVEXPRESS	15.90
89684		FRONTIER	36.55
89685		FRONTIER	7,261.41
89686		FRONTIER	120.24
89687		FRONTIER	161.60
89688		FRONTIER	207.90
89689		FRONTIER	1,020.80
89690		GUTTMAN OIL CO	6,420.48
89691		J.C. EHRLICH	846.01
89692		KIDWELLS PLUMBING & HEATING	3,500.00
89693		MILLENIUM INSURANCE GROUP	900.00
89694		PATTON BUILDING SERVICES, INC	11,764.00
89695		POTOMAC EDISON	173.50
89696		RICE TIRES CO	247.19
89697		RONALD DANTZIC	43.42
89698		SOFTWARE SYSTEMS INC	76.70
89699		THOMPSON GAS	280.10
89700		UNIFIRST	99.64
89701		WALZ GROUP LLC	817.51
89702		WV ASSOCIATION OF CIRCUIT CLERK	225.00
89703		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	59,704.76
89704	AM/053	SHERIFF OF JEFFERSON COUNTY	5,737.28
			136,522.79

Mr. Stolipher motioned to approve the accounts payable for May 16, 2024, in the amount of \$136,522.79. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		May 9, 2024	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
911	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,948.51
1153	AV/056	ANGELA BANKS	\$130.25
1154	AV/056	JASON MICKEY	\$130.25
1155	AV/056	MEGAN HITE	\$130.25
1156	AV/056	RACHEL SILVIOUS	\$130.25
1157	AV/056	RHONDA WILLINGHAM	\$130.25
335	AR/207	SHERIFF OF JEFFERSON COUNTY	\$9,290.29

160	IP/249	MINGHINI'S	\$14,600.00
1457	SI/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$91.00
1458	LI/249	SHERIFF OF JEFFERSON COUNTY-LAW ENF IMPACT	\$15,412.84
1459	PI/249	SHERIFF OF JEFFERSON COUNTY- PARKS/REC IMPACT	\$100,858.30
1460	EI/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$10,614.56
1461	AI/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$5,020.27
993	CW/059	WV ST AUDITOR	\$1,400.00
413	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$655.00
TOTAL			\$160,542.02

Mr. Stolipher motioned to approve the manual checks for May 10, 2024, in the amount of \$106,542.02. The motion was approved unanimously.

			16-May-24
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
1158	AV/056	MILLER'S SUPPLIES AT WORK	\$121.20
1159	AV/056	MONROE SYSTEMS FOR BUSINESS	\$676.11
1160	AV/056	WVAGP-WV ASSOC GEOSPATIAL	\$90.00
336	AR/207	CITIZENS VOLUNTEER FIRE COMPANY	\$3,400.00
995	CW/059	RIDERSVILLE CYCLE	\$8,600.00
TOTAL			\$12,887.31

Mr. Stolipher motioned to approve the manual checks for May 17, 2024, in the amount of \$12,887.31. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

David Tabb (see attached)

Jacquelyn Milliron (see attached)

Denise Nick

Christy Stadig (see attached)

Marc Petitpierre (see attached)

Christine Marshall (online)

PRESENTATIONS

1. Rhonda Willington- Chief Deputy- Assessor

Exoneration:

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Morgan Jenning	PP	KT	\$1,206.55	18249

Mr. Stolipher motioned to approve the exoneration of ticket Number 18249 as presented by Mrs. Willington. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

employees promotion

Mr. Stolipher motioned to promote Cheri Vest from clerk to senior clerk at an hourly rate of \$19.53 effective May 20, 2024. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Mr. Stolipher motioned to promote Mark Thompson from appraiser to senior appraiser at an hourly rate of \$26.28 effective May 20, 2024. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

2. Tom Hansen, Sheriff

New full-time bailiff/trip guard position request

Mr. Majdi motioned to create a new full-time 40 hour bailiff / trip guard position at a rate of \$17.00 per hour. The motion was seconded by Mr. Stolipber. The motion was approved unanimously.

New hire and transfer employee request

Mr. Majdi motioned to transfer Romelda Porter to the vacant, full-time 40-hour bailiff position with an effective date of May 20, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Mr. Majdi motioned to hire Joseph Vacchio as a part-time bailiff with an effective date of June 3, 2024, at a rate of \$17.00 per hour. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

3. Appointments and Interviews

Jefferson County Property Safety Enforcement Agency Board-
One, two year term-ending February 8, 2026.

Mrs. Tabb motioned to appoint Mike Mood as the fire chief to serve a two-year term ending February 8, 2026, on the Jefferson County Property Safety Enforcement Agency Board. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Mrs. Tabb motioned to appoint Sharon Wilt to serve a two year-term ending February 8, 2026, on the Jefferson County Property Safety Enforcement Agency Board. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

4. Roger Goodwin- Chief Engineer

Advertise for building plans/inspector position request

Mrs. Tabb motioned to approve the advertising for the position of building plans reviewer / inspector position in the Department of Engineering, Planning, and Zoning. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Property Safety Enforcement Agency petition/ complaint hearing date of Property Safety Case 23-001 (Duncan)

Mr. Stolipher motioned to set the hearing date for Property Safety Enforcement Agency Case 23-001 (Duncan) for July 11, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

5. Mike Sine, director, Jefferson County Emergency Services Agency:

EMS Week Proclamation

Mr. Stolipher motioned to approve the Proclamation for Emergency Medical Services week, May 19-25, 2024. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

See attachment

Employee recognition

Dale Gottschalk and Dave Swan were awarded Meritorious Service Award for their commitment to the community. Monte Conner, also received the award.

See attachment

6. Bessie Nelson- budget director- state/internal budget revisions for FY24

Mr. Stolipher motioned to approve the ten internal budget revisions and one state revision for FY24 as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

7. 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. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.

No updates

COUNTY ADMINISTRATOR REPORTS

Article 147

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

American Public University (APU) Memorandum of Understanding (MOU)

Mr. Majdi motioned to approve the Memorandum of Understanding (MOU) with American Public University (APU) as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

See attachment

Shepherd University Announcement

Ms. Benites-LM provided an update on the Shepherd University's tuition discount policy.

Grant match letter

Mrs. Tabb motioned to approve and send the grant-match letter for the Homeland Security Grant Program (HGPP) Jefferson County Commission-County Complex Security Cameras. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

See attachment

Update on Sam Michael's Park HVAC

Ms. Benites-LM provided an update on Sam Michael's Park HVAC.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 7:10 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office



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
Pasha Majdi

EMS Week Proclamation

To designate the Week of May 19 - 25, 2024, as Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week; now

THEREFORE, we, the Commission of Jefferson County, West Virginia, in recognition of this event do hereby proclaim the week of May 19 - 25, 2024, as **EMERGENCY MEDICAL SERVICES WEEK**.

This year we celebrate the 50th Anniversary of EMS Week and the theme is **EMS WEEK: Honoring Our Past. Forging Our Future**. I encourage the community to observe this week with appropriate programs, ceremonies, and activities.



Jane M. Tabb
Jane Tabb, Vice President
Jefferson County Commission

Steve Stolipher
Steve Stolipher, President
Jefferson County Commission

Pasha Majdi
Pasha Majdi, Commissioner
Jefferson County Commission

County Administrator
Edwina Benitas



Jefferson County Emergency Services Agency



May 16, 2024

Good evening, Commissioners,

The week of May 19th through May 25th of the year 2024 marks the 50th anniversary of Emergency Medical Services (EMS) Week in the United States.

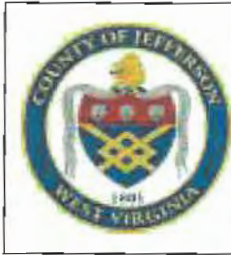
While EMS week is a week to celebrate the dedication and excellence of our EMS providers, it's also about recognizing the good they do for our community.

Jefferson County Emergency Services Agency currently employs 53 full time employees and 36 part time employees. These are some of the finest and most dedicated EMS professionals in the nation. The citizens, visitors, and businesses of Jefferson County benefit from the hard work, dedication, and commitment that these individuals give to our EMS system. It is something that is seen daily but rarely talked about.

We take this time to recognize the accomplishments not only of the ESA employees but of all the members of the Jefferson County EMS system, career and volunteer. While every member of the team deserves recognition, we struggled to narrow it down to just a few individuals for this event. Recently the ESA presented several awards to its employees. This included Stork Pins for several field assisted births, Meritorious Service Awards for going above and beyond not only on emergencies but during their everyday work, and a Life Saving Award for successfully resuscitating an individual who experienced a sudden Cardiac Arrest. This individual made a full recovery.

Tonight, the Jefferson County Emergency Services Agency is bringing three individuals before the commission to recognize them.

First, we introduce Technician Dale Gottschalk. Technician Gottschalk, while off duty, was attending a religious event. During this event, he heard screams for help and without pause, went towards the screams. Technician Gottschalk found a pediatric patient actively choking and immediately acted to successfully dislodge the obstruction. Had he not been in the right place, at the right time, and acted without hesitation the outcome for this patient could have been very different. Technician Gottschalk demonstrated the values and courage of an EMS provider. He further demonstrated that even though he was "off duty" he is always ready and willing to serve. It is with great honor that we recognize Technician Dale Gottschalk with this award.



Jefferson County Emergency Services Agency



Next, we recognize two individuals for their commitment and dedication to community education. Many years ago, the ESA began providing community education courses, such as CPR and First Aid. While the program has been successful since its inception, no one individual had been able to dedicate the true amount of time needed to manage the several classes that were hosted annually. In the last couple of years, the ESA has had two individuals retire from full-time duty after many years of field service. These employees still wanted to be engaged and provide a service to our communities. They both stepped up and took over the Community Education Program. The names of these individuals are Monte Conner and Dave Swan.

In 2023, Monte and Dave instructed and successfully certified a total of 205 community members in CPR and 52 community members in First Aid.

In 2024, Monte and Dave have expanded the ESA Community Education Program to include Child and Babysitting Safety. The first course, hosted in April, had 14 teenagers in attendance. In addition to this course, Monte and Dave have, to date, instructed and successfully certified 189 community members in CPR and 61 community members in first aid. Earlier this year, and with little notice, Monte and Dave were able to set up and successfully deliver a CPR course to 383 Washington High School students.

What these numbers do not reflect are the CPR and First Aid classes that they teach for other County departments, such as Parks and Recreation staff and the Sheriff's Office Deputies and Reserves.

All these classes are provided free of charge to the community.

It is with great honor that we recognize Monte Conner and Dave Swan with the award. Their unwavering dedication given to the Community Education Programs does not go unnoticed.

Commissioners, in recognition of the dedication of not only these 3 individuals but all of Jefferson County's EMS providers I ask that you to proclaim next week, May 19th through May 25th 2024, EMS Week for Jefferson County, WV.

Sincerely,

Theodore "Mike" Sine

Director/Chief

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“**MOU**”) is made effective as of the date executed by both parties below (the “**Effective Date**”) by and between American Public University System, Inc. (“**APUS**”) and the County Commission of Jefferson County, West Virginia whose administrative office is located at 124 East Washington Street, Charles Town, WV 25414 (“**Partner**”). This MOU supersedes the MOU entered into by and between the Parties on July 11, 2016, which is hereby terminated.

The parties desire to promote educational opportunities to all Partner employees including but not limited to Jefferson County Parks and Recreation Commission, Jefferson County Emergency Services Agency, Jefferson County Board of Health, and Jefferson County Development Authority, Contractors of Jefferson County as well as all extended family members of the before mentioned (collectively, “**Members**”) through APUS’s educational services in accordance with this MOU and the terms set forth in EXHIBIT A (the “**Service Terms**”), which is incorporated herein by reference. In the event of any conflict or inconsistency between the MOU and the Service Terms, the provisions of the MOU shall govern.

For good and valuable consideration, the parties agree as follows:

1. **APUS Policies.** Members will be admitted and enrolled in APUS in accordance with APUS’s then-current requirements and policies. Except as may be otherwise specifically set forth in the Service Terms, members will be subject to the then-current, usual financial obligations, policies and fees of APUS, as determined by APUS.
2. **Term.** The term of this MOU shall commence on the Effective Date for one year (“**Initial Term**”) and will auto-renew for subsequent 1-year periods, unless terminated by either party as set forth below. Either party may terminate the MOU, with or without cause, by providing thirty (30) days prior written notice to the other party. In addition, either party may terminate this MOU if the other party materially breaches the MOU and fails to cure such breach within ten (10) business days of written notice thereof. Notwithstanding any provisions herein to the contrary, in the event that APUS, any governmental agency or authority, or any entity that has regulatory authority over APUS determines that any of the Service Terms or provisions of the MOU are in violation of, or conflicts with, applicable laws, regulations or rules, then APUS may immediately cease to comply with such terms/provisions or to provide related services.
3. **Effect of Termination.** Following any termination or expiration of this MOU, (i) the parties agree to take reasonable efforts to ensure that existing students of APUS are not adversely impacted in completing their programs of study by such expiration or termination, and (ii) upon either party’s request, the other party shall promptly return or destroy all Confidential Information (as defined below) of the other party in its possession and any copies thereof. The provisions of sections 3, 5, 6, 7, 8, 9 and 10 shall survive termination of the MOU.
4. **Trademarks.** Each party grants to the other a royalty-free, nonexclusive, non-transferable revocable license during the Term to

use its trademarks, name, logos, and other identifying symbols (collectively, the “**Marks**”) for the limited purpose of fulfilling its promotional and marketing obligations set for in the Service Terms; provided, however, that each such use of the Marks and the content of all such marketing and promotional materials shall (i) be subject to the other party’s prior written approval except as may be set forth in the Service Terms, and (ii) be subject to any trademark usage guidelines provided by a party in writing from time to time. The licenses granted in the foregoing sentence are personal and shall not include the right to grant sublicenses. Each party will retain all goodwill in its respective Marks and all other rights thereto. Upon termination of this MOU, each party will promptly cease and desist its use of the other party’s Marks.

5. **Confidential Information.** The parties acknowledge that they may receive non-public information (both oral and in writing) belonging to the other party which may be marked as confidential or that should reasonably be understood to be confidential, including, but not limited to, information regarding APUS’s programs, the MOU terms and each party’s business (“**Confidential Information**”). Each party agrees to hold all such Confidential Information in strict confidence and to not disclose Confidential Information to others or use it in any way, except in carrying out its obligations hereunder or in order to comply with applicable law, regulation or rule.

6. **Statements; Compensation.** Partner shall not make any false, erroneous or misleading statements, representations, warranties or guarantees to its students or any other third parties with respect to APUS or its programs or services. In addition, Partner shall not pay any of its employees, members, students, or agents engaged in any APUS student recruitment or admissions activities or in any decisions regarding awarding student financial assistance to any APUS student, any bonus, commission, or other incentive payment that is based in any part, directly or indirectly, on success in securing enrollments or the award of financial aid where such payment would be a violation of the requirements of 20 U.S.C. § 1094(a)(20) or 34 C.F.R. § 668.14(b)(22) or any other law or accreditation requirements, regardless of whether those requirements apply directly to Partner.

7. **Indemnification.** Each party (the “**Indemnifying Party**”) agrees to indemnify, defend and hold the other party, including its officers, directors, employees, and other agents (each, an “**Indemnified Party**”) harmless from and against all claims, costs, liabilities, judgments, expenses, and damages incurred by an Indemnified Party as a result of any claim, demand, or action against such Indemnified Party asserted by a third party arising out of or in connection with the Indemnifying Party’s misrepresentation or breach of any covenants, warranties or representations made herein. Notwithstanding the foregoing, APUS’s obligation to indemnify a member is only applicable in such individual’s official capacity as a member and not in his or her capacity as a student enrolled with APUS.

8. **Representations.** Each party represents, warrants, and covenants that (i) it has the right and authority to enter into this MOU, and (ii) it shall comply with all applicable local, state, and federal laws and

MEMORANDUM OF UNDERSTANDING

regulations governing its business and the subject matter of this MOU. EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, APUS MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED AND DOES NOT GUARANTEE THAT USE OF ITS PROGRAMS AND SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS MOU, EVEN IF SUCH PARTY HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL THE TOTAL AGGREGATE LIABILITY OF APUS EXCEED THE AMOUNT OF FEES RECEIVED BY APUS FOR COURSES TAKEN BY MEMBERS DURING THE TWELVE (12) MONTH PERIOD PRECEDING THE EVENT GIVING FIRST RISE TO A CLAIM.

9. **Notice.** Unless otherwise specified in this MOU, all notices shall be in writing and delivered (i) personally, (ii) by certified mail, (iii) by overnight carrier service, or (iv) delivered by confirmed electronic or digital means, to the persons set forth in the Service Terms. All notices shall be deemed received (1) if personally delivered, on the date personally delivered, (2) if mailed, upon the date specified in the return receipt, (3) if sent by overnight carrier, on the day delivered or (4) if sent electronically or digitally, when electronic or digital confirmation is received.

10. **General.** This MOU contains the entire and complete understanding and intent of the parties as to its subject matter and supersedes any and all prior or contemporaneous understandings, agreements, discussions or offers, whether written or oral. This MOU may not be modified, altered or amended except by a written instrument signed by both parties. The failure of either Party to partially or fully exercise any right or the waiver by either Party of any breach shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this MOU. Any provision of this MOU, which is found to be illegal or invalid shall be severed and removed from this MOU and shall not affect the legality or validity of the remaining provisions. This MOU will be construed and interpreted according to the laws of the state of West Virginia, without regard to its conflict of laws provisions. Each party irrevocably consents to the exclusive personal jurisdiction of the federal and state courts located in Jefferson County or Berkeley County, West Virginia, as applicable, for any matter arising out of or relating to this Agreement and agrees that such courts shall be the exclusive forum for resolving any and all disputes regarding this Agreement. Neither party may assign this MOU or any of its rights or obligations under this MOU, whether by operation of law or otherwise, without the prior written consent of the other party, except that APUS may assign this MOU to any of its affiliates. Any attempted assignment or other transfer in violation of the foregoing shall be void and of no force or effect. The relationship established under this MOU shall be that of independent contractors and neither party shall be, nor hold itself out to the public as being an employee, agent, joint venture, or partner of the other. Neither Party shall have authority to contract for or bind the other Party in any manner. Nothing in this MOU shall

be construed as creating rights in favor of or enforceable by any third party. Neither party shall issue any press release or other public statement regarding this Agreement without the express written consent of the other party. The Agreement may be executed in counterparts, which shall constitute one and the same instrument.

AMERICAN PUBLIC UNIVERSITY SYSTEM, INC.


Nuno Fernandes (May 6, 2024) EUD

Signature
Name: Nuno Fernandes
Title: President
Date: May 6, 2024

JEFFERSON COUNTY, WEST VIRGINIA


Steve Stolipher (May 29, 2024) EUD

Signature
Name: Steve Stolipher
Title: President
Date: May 29, 2024

**EXHIBIT A
SERVICE TERMS**

1. General

- a.) Partner has selected APUS as an education solutions provider to offer academic degree programs to its Members, as that term is defined in the MOU.
- b.) Both parties are committed to work together to facilitate the enrollment of Members in APUS programs without jeopardizing the intended mission and stated goals of either party.
- c.) Each party shall designate an individual to serve as a point of contact for issues related to this MOU. Either party may change its representative upon notice to the other party.
- d.) Notice under the MOU shall be sent as follows:

If to Partner:

Edwina Benites
Executive Director
Jefferson County Development Authority
1948 Wiltshire Road, Suite #4Kearneysville,
WV 25430City/State/Zip
ebenites@jcda.net

If to APUS:

Client Service
111 West Congress Street
Charles Town, WV 25414
Email:
APUSClientSvcs@APUS.EDU

with a copy to:

Legal Affairs
111 West Congress Street
Charles Town, WV 25414
Email : Legal@apus.edu

- e.) The Parties agree (i) to develop a partnership promotional plan, which may be further modified from time to time, that identifies promotional activities and materials, and a corresponding schedule, and (ii) to make all commercially reasonable efforts to execute on such plan.

2. APUS Responsibilities

- a.) APUS shall offer eligible Partner members the opportunity to purchase educational services along with a grant, creditable solely against the payment of APUS tuition, equal to 20%, then-current APUS published standard tuition charged to non-military APUS students for courses that are part of an APUS degree or certificate program that is generally available to the public, excluding doctoral programs (such grant program, hereinafter, referred to as the "Partner Grant"). The Partner Grant shall not be offered, and may not be used, in conjunction with any other scholarship, grant, or discount programs that may be made available by APUS or to APUS students.
- b.) APUS shall make the Partner Grant available to any Member who (i) is determined and verified by Partner to be a Member, and (ii) satisfies all of APUS's then current standard policies, rules, procedures, criteria, and requirements for admission and enrollment applicable to such Partner Members
- c.) The anticipated start date for the Partner Grant is 30 days from final signature of the MOU (the "Start Date"). The Parties will make all commercially reasonable efforts to begin offering the Partner Grant by the Start Date. In the event the

parties are unable to meet the target Start Date, the Parties will work together to determine and agree upon a new target date.

- d.) APUS shall create, in cooperation with Partner, a landing page for use by Members.
- e.) APUS shall provide, in cooperation with Partner, a set of materials for promoting the partnership to its members.
- f.) APUS shall collaborate with Partner to develop an announcement about the relationship.
- g.) APUS agrees to use commercially reasonable efforts to work with Partner to create and implement a promotional and messaging plan to promote APUS programs through mutually agreed Partner distribution channels (including, for example, in print, digital, audio and in-person formats) and at mutually agreed times and frequencies.
- h.) APUS shall provide a dedicated account manager for day-to-day support, maintenance and growth of its relationship with Partner, the specific manager of which shall be assigned to Partner within ten business days of the Effective Date of the MOU

3. Partner Responsibilities

- a.) Partner will list American Military University and/or American Public University, as applicable, as one of Partner's premier education providers for the Partner's Members. Partner will promote and allow promotion of APUS's programs as described in the MOU, all corresponding exhibits, and as otherwise mutually agreed upon.
- b.) Partner shall distribute, or assist APUS to distribute, information and materials regarding educational degree program opportunities to its Members.
- c.) Partner will make available to Members information about APUS's programs, as well as general information about APUS. Links to the APUS landing page will be posted on the portion of Partner's website that is accessible to Partner's employees, and in other Partner communications to its Members which are intended to describe and detail the relationship between the Parties. Any such communications to Members by Partner shall be mutually agreed upon by the Parties.
- d.) Partner agrees to the following promotional plan ("Success Plan") which may be further modified from time to time by written agreement between both Parties. Each Party will make a commercially reasonable effort to execute on the Success Plan or make necessary adjustments that are mutually acceptable in writing.







JCDA_APUS_MOU_Exh. A

Final Audit Report

2024-05-06

Created:	2024-05-06
By:	Eric Morris (emorris@apus.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA15hNAepxc34uvw8PvD-aYvmo6zObBaia

"JCDA_APUS_MOU_Exh. A" History

-  Document created by Eric Morris (emorris@apus.edu)
2024-05-06 - 9:09:03 AM GMT- IP address: 155.190.18.42
-  Document emailed to nfernandes@apus.edu for signature
2024-05-06 - 9:09:30 AM GMT
-  Email viewed by nfernandes@apus.edu
2024-05-06 - 9:58:26 AM GMT- IP address: 146.75.222.0
-  Signer nfernandes@apus.edu entered name at signing as Nuno Fernandes
2024-05-06 - 9:58:42 AM GMT- IP address: 45.74.83.87
-  Document e-signed by Nuno Fernandes (nfernandes@apus.edu)
Signature Date: 2024-05-06 - 9:58:44 AM GMT - Time Source: server- IP address: 45.74.83.87
-  Agreement completed.
2024-05-06 - 9:58:44 AM GMT







JCDA_APUS_MOU_Exhibit A

Final Audit Report

2024-05-29

Created:	2024-05-23
By:	Eric Morris (emorris@apus.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzAeRBF0wU4d35_O9XtfuNVtjp92E3ywV

"JCDA_APUS_MOU_Exhibit A" History

-  Document created by Eric Morris (emorris@apus.edu)
2024-05-23 - 4:46:56 PM GMT- IP address: 155.190.18.5
-  Document emailed to sstolipher@jeffersoncountywv.org for signature
2024-05-23 - 4:47:32 PM GMT
-  Email viewed by sstolipher@jeffersoncountywv.org
2024-05-29 - 3:14:38 PM GMT- IP address: 69.250.49.28
-  Signer sstolipher@jeffersoncountywv.org entered name at signing as Steve Stolipher
2024-05-29 - 3:15:10 PM GMT- IP address: 69.250.49.28
-  Document e-signed by Steve Stolipher (sstolipher@jeffersoncountywv.org)
Signature Date: 2024-05-29 - 3:15:12 PM GMT - Time Source: server- IP address: 69.250.49.28
-  Agreement completed.
2024-05-29 - 3:15:12 PM GMT



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

Pasha Majdi

David Hoge
Grants/HS State Administrative Agency
WV Emergency Management Division
1124 Smith St
Charleston WV 25311
(304) 558-5380

May 16, 2024

Mr. Hoge:

Security upgrades are extremely important to improving government operations. The Jefferson County Commission will match \$17,278 toward the 2024 Homeland Security Grant Program (HSGP) Jefferson County Commission- County Complex Security Cameras project. This figure represents 10% of the total project cost of \$172,277 for the purchase of 207 security cameras, equipment, and licenses. The Jefferson County Commission further agrees to provide a 10% match towards any lesser awarded amount.

Terroristic acts, such as active shooter events, are an unfortunate reality that our employees must be adequately prepared for in order to aid law enforcement and medical personnel tasked with responding to and mitigating these tragedies. The new cameras will provide our county employees and emergency responders with the ability to assess ongoing situations, effectively deploy response tactics, and deter would-be threats to our employees.

Thank you for your consideration of this project and its assured ability to further keep our employees safe.

Sincerely,

Stephen Stolipher
President

County Administrator
Edwina Benites-LM

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in-person at the County Court meeting room at 100 E. Washington Street, Charles Town, WV, on May 20, 2024, beginning at 9:30 a.m.

PRESENT:

Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Jackie Shadle, County Clerk
Edwina Benites-LM, county administrator
Sorayda Pitts, recording clerk

STAFF:

Nikki Painter, Chief Deputy Clerk
Katrina Clark, Deputy Clerk Elections
Kaelyn Hoffman, Deputy Clerk Elections
Judi Brunswick, poll worker
Marsha Gardner, poll worker
Bonnie McDonald, poll worker
Giordana Baker, poll worker

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 20th day of May, 2024 at 9:30 a.m for the purpose of canvassing ballots cast in the May 14th Primary Elections.

Ms. Painter stated one precinct would need to be selected for a hand count. Commissioner Tabb randomly selected Precinct 15 to be hand counted by staff.

The Board proceeded with the Canvass by reviewing each precinct, checking to make sure the counts were accurate. The Board also reviewed the provisional and absentee ballots from each precinct to determine if the ballot in question could be accepted into the total ballot count.

Ms. Painter also stated the bond amount for a recount must be set prior to the start of the canvass.

Motion by Mr. Stolipher to set the bond amount at \$300.00 in the event of a recount. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

After all provisional and absentee ballots were reviewed and discussed, a total of 32 provisional ballots and 11 absentee ballots were received, and the Commission approved the addition of 43 total ballots to the final count which did not impact the results of the election. The Commission did not count a total of 24 votes.

The Commission verified ballot totals for precincts 23A, 27 and 36 to clarify poll workers numbers.

There being no further business, the meeting adjourned at 4:13 p.m

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
County Clerk

**Public Comment for Jefferson County Commission
Special meeting for
May 13, 2024**

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

PUBLIC COMMENT –

I, David Tabb, understand that Public Comment has been eliminated from this meeting. So, I would like to hand in some documents pertaining to the subject matter of the improper removal of the Shepherdstown and Harpers Ferry District Commissioners. These documents include the West Virginia Secretary of State, Judge Hammer and the Jefferson County Prosecuting Attorney. I cannot say any more than that because I have a gag order, from Judge Hammer, and I would like this to be included in the record.

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

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

Have a nice day!

**IN THE INTERMEDIATE COURT OF APPEALS
SUPREME COURT OF APPEALS OF WEST VIRGINIA**

**DAVID C. TABB
DANIEL P. LUTZ, Jr.,
*Appellants,
Previous Defendants,***

Case No. 24-ICA-182

v.

**Case No. CC-19-2023-C-206
Judge David M. Hammer
Jefferson County Circuit Court**

**WEST VIRGINIA MOUNTAIN PARTY and
DENISE BINION, its chairperson,**

***Respondents,
Previous Complainant,***

v.

West Virginia Secretary of State, Andrew "Mac" Warner, and its Counsel Donald M. Kersey,

Respondents, Added May 6, 2024

v.

West Virginia Judicial System. Judge D. Hammer, Christopher Stroeck, Esq, Jefferson County Prosecuting Attorney, Mathew Harvey, and Assistant Prosecuting Attorney, Nathan Cochran,

Respondents, Added May 6, 2024

**NOTICE OF AMENDED APPEAL
MOTION TO INCLUDE ADDITIONAL RESPONDENTS**

Now comes David C. Tabb (hereafter, "Tabb") and Daniel P. Lutz, Jr., (hereafter, "Lutz") and files Notice of Amended Appeal within Tabb, Lutz v. West Virginia Mountain Party, (hereafter "WVMP") Denise Binion, (hereafter, "Binion"), self-proclaimed chair, to

AFFIDAVIT

I, Samantha Combs , Deputy Clerk of Jefferson County, did email a copy of the Original Complaint for Injunctive Relief and Damages, Docket Line 1-2, from Case #23-C-206 - West Virginia Mountain Party V. David Tabb, et al., to dkersey@wvsos.gov (per phone request) on 3/28/2024. From the WV Secretary of State's Office.

****Please see the attached screen shot of the Docket Entries****

Samantha Combs 5/10/2024

Samantha Combs, Deputy Clerk

Date

Rebecca M. Chalk 5/10/24

Rebecca Chalk, Deputy Clerk - Witness

Date

My Clerk: **File** **Search** **View** **Reports** **Accounting** **Account**

Court: District **County:** 18 - Jefferson **Case Number:** CE-19-2622-C-266
JUDGE: David Hammer **Created Date:** 18/11/2023 **Status:** Open
Case Type: Civil **Case Sub Type:** Other **Security Level:** Public
Style: Small Virginia Mountains Party v. David Todd

Case Information	Paras	Attorneys	Financials	Docket Entries	Documents	Hearings	Payments	Audio Trail	Notes
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Scan"/> <input type="button" value="Refresh"/> <input type="button" value="Export To PDF"/>									
<input type="text" value="Enter text to search"/>									
142	3/28/2024			Document Emailed	Court user emailed p.142@jms.com document 137-1 - Order - ORDER DENYING DEFENDANTS' MOTION FOR A DECLARATORY JUDGMENT				COURT/18/Betsy,Chak
143	3/28/2024			Document Emailed	Court user emailed p.143@jms.com document 138-1 - Order - Order Denying Opposition to Proposed Order's				COURT/18/Betsy,Chak
144	3/28/2024			Document Emailed	Court user emailed p.144@jms.com document 139-1 - Order - ORDER GRANTING DEFAULT JUDGMENT AGAINST DEFENDANTS				COURT/18/Betsy,Chak
145	3/28/2024			Document Emailed	Court user emailed p.145@jms.com document 139-1 - Order - ORDER GRANTING DEFAULT JUDGMENT AGAINST DEFENDANTS				COURT/18/Betsy,Chak
146	3/28/2024			Document Emailed	Court user emailed p.146@jms.com document 139-1 - Order - Order Denying Opposition to Proposed Order's				COURT/18/Betsy,Chak
147	3/28/2024			Document Emailed	Court user emailed p.147@jms.com document 1-2 - Complaint - Complaint for Injunctive Relief and Damages				COURT/18/Samantha,Combs
148	3/29/2024	3/29/2024		E-Docketed	Supporting Documents - DEFENDANTS' OBJECTION				COURT/18/Betsy,Chak (Chris)
149	3/29/2024	3/29/2024		E-Docketed	Motion Disposed - Other, Processed: Meet				COURT/18/Betsy,Chak (Chris)
150	4/11/2024	4/11/2024		E-Filed	Order - Case - Order Setting Hearing				COURT/18/Catherine,Bernhard
151	4/11/2024			Document Emailed	Court user emailed to 27@jms.com document 130-1 - Order - Order Setting Hearing				COURT/18/Samantha,Combs
152	4/11/2024			Document Emailed	Court user emailed p.152@jms.com document 130-1 - Order - Order Setting Hearing				COURT/18/Samantha,Combs
153	4/11/2024			Document Emailed	Court user emailed to 27@jms.com document 130-1 - Order - Order Setting Hearing				COURT/18/Samantha,Combs
154	4/11/2024	4/11/2024		E-Doctored	Motion - Other				COURT/18/Samantha,Combs (Chris)
155	4/11/2024	4/11/2024		E-Filed	Order - Motion - Order Denying Disclosure of Injunctive Relief				COURT/18/David,Hammer

In the Circuit Court of Jefferson County, West Virginia

**West Virginia Mountain Party,
Denise Binion, it's Chairperson,
Plaintiffs,**

v.

Case No. CC-19-2023-C-206
Judge David Hammer

**David Tabb,
Daniel P. Lutz, Jr.,
Defendants**

Order Conditionally Granting Stay

On April 25, 2024, the Court received "Notice of Appeal to the Intermediate Court of Appeals [and] Motion to Hold the Evidentiary Hearing in Abeyance." The evidentiary hearing for the purpose of determining damages, if any, is set for June 3, 2024.

Plaintiffs seek relief from what they contend in their Complaint for Injunctive Relief and Damages was a "sham" convention organized and lead by the Defendants whereat Defendants, and others, elected a fraudulent executive committee and officers, and are now poised to "run bogus candidates for the 2024 primary and general elections." *Id.* ¶ 23. Plaintiffs seek expedited pre-election relief for, among other things, the "return [of] all historical, financial, operational, and all other documents and correspondence related to the Mountain Party."

Rule 28 (c) of the West Virginia Rules of Appellate Procedure governs requests for stays pending appeal.^[1] It provides:

(c) Bond. In civil cases the relief available in the circuit court, in the Intermediate Court, or the Supreme Court under this rule may be conditioned upon the filing of a bond or other appropriate security in the circuit court, in such amount and **upon such conditions as the court granting the stay feels is proper for the protection of the adverse party.** The provisions of West Virginia Code § 58-5-14, are

applicable. Such bond shall be filed within such time as provided by the circuit court, the Intermediate Court, or the Supreme Court. Failure to execute such bond may be grounds for the dismissal of the appeal. [Boldface added].

Defendants' motion for stay does not provide any grounds for the relief requested.

However, in the exercise of the Court's judgment as to what is proper given the importance of the general election to every political party, including the Mountain Party, and the imperative to protect the adverse party, the Court hereby GRANTS Defendants' request for a stay conditioned upon:

- 1) **the Defendants delivering to counsel for the Plaintiffs all historical, financial, operational, and all other documents[2] and correspondence related to the Mountain Party in their possession, custody or control on or before the close of business on May 17, 2024.**
- 2) **Defendants must immediately cease and desist using the "Mountain Party" title and iconography during the period of this stay.**
- 3) **Defendants shall not interfere with the just and proper work of the Mountain Party Executive Committee during the period of this stay.**

Defendants shall file a notice of compliance with this Order not later than May 20, 2024, upon the filing of said notice of compliance then, and only then, shall this stay be in effect.

The Clerk shall ensure delivery of this Order to counsel and self-represented parties.

It is so ORDERED.

/s/ David M. Hammer
Circuit Court Judge
23rd Judicial Circuit

1. **Committees of the Planning Commission:**
 - a. On April 4, 2024 the West Virginia Ethics Commission issued an advisory opinion regarding relative Open Meetings Act requirements of certain committees generally composed of three planning commissioners of the Jefferson County Planning Commission.
 - b. The ruling specified that the if these committees make recommendations to the 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.”
 - c. On October 10, 2023 the planning commission received a recommendation of policy practice change from a hired consultant which was derived from such Committee meetings. The consultant states, “My recommendation is that the Ordinances be followed as written for the waiver process.” This recommendation changed historical practice of providing the public hearings for waivers.
 - d. On February 11, 2020, at Mr. Stolipher’s suggestion, the planning commission created the solar facilities committee to “work on drafting a text amendment to allow solar facilities to process as an essential utility and not a as conditional use and create provisions to address some the Planning Commission’s concerns...and work with the consultants and Staff on drafting text amendments.”
 - e. Since the committee meetings were not published in accordance to the Open Meetings Act does this concern any public official? If so, does this commission proposed to do to remedy the issue that might arise from potential violations of the Open Meetings Act? The Planning commission does not provide public comment periods to share information verbally, face to face, among their peers for these very types of concerns. If the JCC decides that it isn’t their purview then whose purview is it when citizens have been wronged?
 - f. I am requesting all documents generated from the private meetings held by the committee of the planning commission. It appears that these committees are governing bodies which precludes that materials including emails, reports and communications are subject to public review.
2. **West Virginia Secretary of State Executive Branch:** It is concerning that the JCC sought an opinion on filling the vacated seats of two magisterial districts in Jefferson through the executive branch of state government instead of seeking a judicial branch court opinion. It is especially concerning that this commission sought the opinion of an elected public official in the executive branch who also testified as a key witness for the Jefferson County Prosecutor in the removal process of two duly elected commissioners. This is the same witness who wrote an email telling the Jefferson County Republican Executive Committee to get a court opinion about procedural nominee strike process in code, then later mandated that the seat be filled.

Christy Stadig – Harpers Ferry WV

16May2024 Jefferson County Commission Meeting Public Comment

Requesting an independent Audit

The public is requesting an independent audit of the Jefferson County financial software system. This should include all active and previous personnel that have access to our financial software. How can the public be sure our financial software is secure from an insider threat?

Additionally, please publicly disclose the agreed upon salary and classification position prior to and post hiring of the current County Administrator. Is it also possible for you to explain to the public how Ms. Benites is able to do both full time jobs completely or is the JCDA job going to be filled with someone else now that she has accepted the role as County Administrator? These are two very demanding and essential roles in our county government.

Specificity of Agenda item description:

The West Virginia Ethics Commission has conveniently issued an Open Meetings Checklist which I have provided a copy submitted into public record. Item #7a on the May 16, 2024 JCC agenda is very vague. What is this item specifically referencing? This item has been on the Agenda since May 18, 2023. My guess is that it is something important and maybe very big since it has been on the agenda for so long. Shouldn't your constituents know what's going on? I am not requesting, but demanding immediate relief from this lack of transparency.

The Ethics Commission specifically states in the Open Meetings Act on their website:

“The agenda item must be descriptive enough to put the public on notice of the nature of the matter being discussed regardless of whether it will be discussed in an open session or executive session.

For example, an agenda item to discuss pending litigation may read, “Discuss pending lawsuit of Smith v. Jones with legal counsel.” Once again, generic agenda items such as “Discuss pending litigation” are too vague to adequately put the public on notice as to the matter to be discussed.” – This is directly from the Open Meetings Act and since our staff has been trained, we should all be following this act closely. According to this excerpt from the Open Meetings Act, item #7a isn't compliant because it is too vague.

Additionally, I am providing you with a copy of the Open Meetings Act criteria and WV code for Executive sessions, and I am also submitting the Open Meetings Act Policy regarding meeting minutes. We need to be following the Open Meetings Act more closely in this county so that this governing body can earn back the publics trust.

Open Meetings Checklist



Meetings

Most gatherings of a quorum of members of a governing body of a public agency to discuss and deliberate toward a decision on matters requiring official action are subject to the requirements set forth below:

Notice

For State Agencies *Only*

- Are notices of all regular and special meetings stating the date, time, place and purpose of the meeting filed electronically with the West Virginia Secretary of State's Office for publication on the Secretary of State's website at least five business days in advance of each meeting? W. Va. Code § 6-9A-3(e).
- Are notices of any emergency meetings stating the date, time, place and purpose of the meeting, as well as the facts and circumstances of the emergency, filed electronically with the Secretary of State's Office as soon as practicable prior to the meeting? W. Va. Code § 6-9A-3(h).

For *All* Governing Bodies of Public Agencies

- Has the governing body established rules for issuing notice of the date, time, place and agenda of all regular meetings, and the date, time, place and purpose of all special meetings? W. Va. Code § 6-9A-3. If not, the Ethics Commission's Committee on Open Governmental Meetings has concluded that a governing body may provide reasonable advance notice of its meetings and of the agenda items to be acted upon as follows:

At regular meetings: by posting the meeting notice and making the meeting agenda available at least three business days in advance of each meeting. O.M.A.O. 2006-11. Public bodies that meet at least weekly need only two business days of advance notice. O.M.A.O. 2007-09. Once an agenda has

been issued, the agenda may only be amended up to two business days in advance of the meeting. O.M.A.O. 2001-04.

At special meetings: by posting the meeting notice and making the meeting agenda available at least two business days in advance of each meeting. O.M.A.O. 2006-11. (State agencies, however, must also file their notices of special meetings for publication on the Secretary of State's website at least five days before the special meeting.)

At emergency meetings that require immediate official action: as soon as practicable prior to the meeting. The emergency meeting notice must also state the purpose of the meeting and the facts and circumstances of the emergency. W. Va. Code § 6-9A-3(h).

- Are notices of all meetings posted in a public place, such as the agency's office, the County Courthouse and/or the local Post Office in advance of the meeting? O.M.A.O. 2006-15.
- In calculating the notice period, are the date of the meeting, legal holidays, Saturdays and Sundays excluded? O.M.A.O. 2007-06. Half-day holidays may be included in calculating the notice period. O.M.A.O. 2016-01.

Agendas

- Does the meeting agenda reasonably describe all matters requiring official action by the governing body that will be dealt with at the meeting or at a later meeting? O.M.A.O. 2001-13.

A governing body is not required to indicate whether a matter is anticipated to be taken up in executive session. O.M.A.O. 2001-15.

- Has the meeting agenda either been posted in a public place at the governing body's central office, or have copies of the agenda been made available to be picked up at the same location during regular working hours? O.M.A.O. 2006-15

Executive Sessions

- Before holding an executive session, has the matter been included on the agenda? O.M.A.O. 2006-13.

Has the governing body:

- (1) Determined by a majority vote to hold an executive session to consider one of the actions permitted under the Open Meetings Act, and
- (2) Identified to the public and to the governing body the authorization in the Act which permits such executive session? W. Va. Code § 6-9A-4(a) & (b)

The Committee on Open Governmental Meetings has concluded that governing bodies may comply with the requirement in (2) above by describing the subject matter for which an exemption in the Act authorizes an executive session rather than reciting the applicable numbered section in the W. Va. Code. O.M.A.O. 2004-09. While certain privileged matters may be discussed in executive session, most matters requiring official action, excluding, for example, rulings on student disciplinary matters and developing security procedures, must be voted upon in public. W. Va. Code § 6-9A-4.

Has the governing body attempted to segregate the portions of the meeting allowed to be discussed in executive sessions from the portions not allowed to be discussed in executive session unless segregation would make a coherent discussion impossible? O.M.A.O. 2018-02.

Voting

Are all votes conducted by voice, show of hands or by rising, without use of a secret or written ballot? W. Va. Code § 6-9A-8(b).

Minutes

Are meeting minutes prepared and made available to the public and media one business day after the next regular meeting? O.M.A.O. 2010-04.

Do the minutes reflect the date, time and place of the meeting? W. Va. Code § 6-9A-5(1).

Do the minutes reflect the name of each member of the governing body who was present and absent? W. Va. Code § 6-9A-5(2).

- Are all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing same, and their disposition, reflected in the minutes? W. Va. Code § 6-9A-5(3).
- If the meeting was an emergency meeting, are the facts and circumstances of the emergency explained in the minutes? W. Va. Code § 6-9A-3(h)(2).
- Are the results of all votes reflected in the minutes? W. Va. Code § 6-9A-5(4).
- If a member requested a roll call vote on a particular matter, pursuant to applicable rules of the governing body, is the vote of each member by name reflected in the minutes? W. Va. Code § 6-9A-5(4).

Other

- If a public comment period is provided at any time during the meeting, are members of the public allowed to address the governing body without being required to register more than 15 minutes before the start of the meeting? W. Va. Code § 6-9A-3.

The Open Meetings Act does not require governmental bodies to provide public comment periods. O.M.A.O. 2001-30.

- Are members of the public and media permitted to record or broadcast the open portion of a meeting so long as their filming or recording does not unduly interfere with the conduct of the meeting? W. Va. Code § 6-9A-9(a) & (b); O.M.A.O. 2019-02.
- If the governing body elects to convene with one or more members participating by telephone, are the members telephonically participating audible to all those personally present, including the public and media? O.M.A.O. 1999-08.

WEST VIRGINIA ETHICS COMMISSION

210 BROOKS STREET, SUITE 300
 CHARLESTON WV 25301-1804
 (304) 558-0664 - FAX (304) 558-2169
ethics@wv.gov ethics.wv.gov

Revised 12/13/2019

West Virginia Ethics Commission Committee on Open Governmental Meetings



The Open Meetings Act and Executive Sessions Q&A

Introduction: The Open Meetings Act defines “executive session” as “any meeting or part of a meeting of a governing body which is closed to the public.”¹ While an executive session is closed to the public, a government agency must still comply with the Open Meetings Act by properly noticing its meetings and sufficiently describing on its agenda the matters that will be considered.

Question: If an item is expected to be discussed in an executive session, must the public agency list that item on its agenda?

Answer: Yes.

Question: What items may be discussed in an executive session?

Answer: The Open Meetings Act lists the items that may be discussed in an executive session. Common topics for executive sessions are the purchase or sale of real estate or personnel matters affecting a specific employee versus a group of employees. A link to W. Va. Code § 6-9A-4, containing the statutory exceptions for executive sessions, is [here](#).

Question: What are the requirements for describing or listing an item on an agenda that may be discussed in an executive session?

Answer: The agenda item must be descriptive enough to reasonably place the public on notice of the particular item that is being discussed or voted upon. Discussions relating to that item may occur outside the presence of the public in an executive session, but the agenda item must still describe with specificity the topic being discussed.

¹ W. Va. Code § 6-9A-2(3)

Examples of agenda items that **comply** with the Open Meetings Act are:

- **"Consider and vote on hiring a new street supervisor"**
- "Consider and vote on hiring a new street supervisor (executive session pursuant to the personnel exception in the Open Meetings Act is anticipated)"

Examples of agenda items that **do not comply** with the Open Meetings Act are:

- "Personnel"
- **"Property" or "Real estate transaction"**

Question: What is a common misconception about agenda items relating to executive sessions?

Answer: Some public agencies mistakenly believe that agenda items such as the examples in the preceding question or other items like "executive session to meet with agency attorney" or "executive session to discuss a personnel matter pursuant to W. Va. Code § 6-9A-4(b)(2)(A)" are okay. The Open Meetings Act, however, requires more.

Question: What should the members of a governing body, such as a city council, county commission, state board, or other public agencies, do when they reach an agenda item that may be discussed in an executive session because it meets one of the exceptions in the Open Meetings Act?

Answer: When the public agency reaches the agenda item/topic that qualifies for an executive session, the public agency may only convene an executive session if a majority of the members present vote to convene an executive session. If the agenda item states, "Consider and vote on hiring a new street supervisor," a proper executive session motion would be, "I move that we go into an executive session to discuss this agenda item pursuant to the personnel exception in the Open Meetings Act," or "I move that we go into an executive session to discuss this agenda item pursuant to the personnel exception in the Open Meetings Act at W. Va. Code § 6-9A-4(b)(2)(A)."

Question: May a governing body take official action in an executive session?

Answer: The general answer is "no." Any vote on the issue being discussed in an executive session must occur in public. There are limited exceptions. For example, the Open Meetings Act states that a governing body may approve the settlement of a lawsuit in executive session, but the governing body must report the terms of the settlement and enter the settlement agreement into its minutes within a reasonable time after the settlement is concluded. W. Va. Code § 6-9A-4(b)(11).

A board of education may also deliberate and decide student disciplinary actions in an executive session unless the student requests an open meeting. Open Meetings Advisory Opinion 1999-05.

Question: Must a governing body vote on a matter discussed in an executive session in the open portion of the meeting if it involves an employee? What about the privacy rights of employees?

Answer: The Open Meetings Act does not shield the names of public officials or public employees from disclosure when a *motion* is being made that directly impacts them. The Committee has ruled, however, that the name of an employee does not have to be included in the *agenda*. An agenda item may, therefore, state: "Consider and vote on terminating a teacher at Northside School." Open Meetings Advisory Opinion 2000-12. If a motion is made after the executive session to terminate the teacher, the motion must contain the teacher's name. The Committee discusses other rules governing privacy rights in Open Meetings Advisory Opinion 2018-02. Agencies should consult with their attorneys on whether any other laws implicate the privacy rights of an agency's employee. Open Meetings Advisory Opinion 2009-05 discusses the right of an employee to request an open meeting.

Question: What if we are considering hiring a new employee and it is unknown whether the employee will accept the job?

Answer: At times, more general motions are appropriate, particularly when a public agency does not know whether the candidate being considered is going to accept the position. In those instances, it would be appropriate to make a motion such as, "I move that we offer the position to the candidate we discussed in executive session, and if he or she declines to accept the position, that we offer the position to the next candidate discussed." The governing body should make it clear to the public that the name of the candidate who accepts the position will be disclosed within a reasonable period after the candidate has the opportunity to inform his or her present employer.

Question: How does a governing body end an executive session?

Answer: A governing body should follow its procedural rules. Normally, a member of the governing body may make a motion that the governing body end the executive session and reconvene in an open session, or the decision may be made by consensus.

Question: Does the Open Meetings Act ban a member of the governing body from tape recording the executive session?

Answer: No, but the governing body may adopt a rule banning it. Open Meetings Advisory Opinion 2021-01

Question: Is everything that is said in executive session confidential?

Answer: The Open Meetings Act does not make information discussed during executive sessions confidential; nor does it create an executive session privilege. Other rules and laws may create a duty of confidentiality. [Open Meetings Advisory Opinion 2022-01](#). Public agencies may also adopt a rule establishing that executive session discussions are confidential unless disclosure is required by law such as a court order.

Question: Does a governing body have to take minutes in an executive session?

Answer: No. The Open Meetings Act does not require governing bodies to take minutes in an executive session.

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Issued April 4, 2024

Screenshot of West Virginia Ethics Commission website page

EXECUTIVE SESSIONS

When may a governing body go into an executive session?

A governing body may go into an executive session for any of the reasons set forth in the Open Meetings Act at W. Va. Code § 6-9A-4. Some common grounds for going into an executive session are to discuss personnel matters or pending litigation, to consider matters involving the purchase, sale or lease of real property, or to plan or consider an official investigation. A governing body must attempt to segregate the non-exempt portions from the exempt portions of its meeting unless segregation would make a coherent discussion impossible.

How do you convene an executive session?

A member of the governing body must make a motion to go into executive session. The motion must state in plain language the grounds for convening an executive session.

For example, a member may state that he or she is moving to go into executive session based upon the personnel exception. It is not necessary to cite the specific code provision. A governing body may go into executive session to discuss only matters that appear on the meeting agenda.

Must the agenda state that the governing body will go into executive session?

No. In fact, a governing body may not decide in advance of a meeting that it will go into executive session. The agenda may indicate that it is anticipated that a matter may be discussed in executive session, but the governing body may only go into executive session by a majority vote of the members present.

The agenda item must be descriptive enough to put the public on notice of the nature of the matter being discussed regardless of whether it will be discussed in an open session or executive session.

For example, an agenda item to discuss pending litigation may read, "Discuss pending lawsuit of Smith v. Jones with legal counsel." Once again, generic agenda items such as "Discuss pending litigation" are too vague to adequately put the public on notice as to the matter to be discussed.

May a governing body vote on matters in executive session?

No. Votes may not be taken in an executive session. A governing body may only vote after it reconvenes in an open session.

One exception is that a governing body may vote to give its attorney settlement authority in an executive session. The fact that a governing body has authorized its attorney to engage in settlement negotiations and/or has set a settlement range is not required to be disclosed. If a settlement is reached, then the settlement agreement, including the amount, becomes a matter of public record.

EXECUTIVE SESSIONS

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No. In fact, a governing body may not decide in advance of a meeting that it will go into executive session. The agenda may indicate that it is *anticipated* that a matter may be discussed in executive session, but the governing body may only go into executive session by a majority vote of the members present.

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One exception is that a governing body may vote to give its attorney settlement authority in an executive session. The fact that a governing body has authorized its attorney to engage in settlement negotiations and/or has set a settlement range is not required to be disclosed. If a settlement is reached, then the settlement agreement, including the amount, becomes a matter of public record.

Is a governing body required to take minutes for an executive session?

No. The decision of whether or not to take minutes for an executive session lies within the discretion of the governing body. The governing body may want to seek the advice of legal counsel concerning whether minutes should be taken. If a governing body decides to take minutes in an executive session, the Act does not require the disclosure of such minutes to the public.

ARTICLE 9A. OPEN GOVERNMENTAL PROCEEDINGS.

§6-9A-4. Exceptions.

(a) The governing body of a public agency may hold an executive session during a regular, special or emergency meeting, in accordance with the provisions of this section. During the open portion of the meeting, prior to convening an executive session, the presiding officer of the governing body shall identify the authorization under this section for holding the executive session and present it to the governing body and to the general public, but no decision may be made in the executive session.

(b) An executive session may be held only upon a majority affirmative vote of the members present of the governing body of a public agency. A public agency may hold an executive session and exclude the public only when a closed session is required for any of the following actions:

(1) To consider acts of war, threatened attack from a foreign power, civil insurrection or riot;

(2) To consider:

(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

(B) For the purpose of conducting a hearing on a complaint, charge or grievance against a public officer or employee, unless the public officer or employee requests an open meeting. General personnel policy issues may not be discussed or considered in a closed meeting. Final action by a public agency having authority for the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of an individual shall be taken in an open meeting;

(3) To decide upon disciplining, suspension or expulsion of any student in any public school or public college or university, unless the student requests an open meeting;

Mare Reizpienne

it's about getting you to put a resolution – calling for a cease fire in Gaza -- on the council's meeting agenda. and passing it. there are far too many innocent civilians – men, women, and children -- getting killed, wounded, and suffering in all kinds of unimaginable ways. it is about having empathy for our fellow beings. and helping to do what you can -- even if symbolic -- to change what should never be acceptable. it isn't about blame. but ^{about} stopping what too many keep doing. we need a change so that there can be different results. not more of the same.) so please adopt this resolution. shame on you if you don't...

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$471,113.23		\$471,113.23
6.2% Tax Payable OASDI	\$28,093.63		\$28,093.63
1.45% Tax Payable HI	\$6,570.29		\$6,570.29
Fed Withholding	\$38,637.20		\$38,637.20
PA State Tax	\$0.00		\$0.00
WV State Withholding	\$15,284.43		\$15,284.43
VA State Tax	\$493.78		\$493.78
MD State Tax	\$1,070.99		\$1,070.99
PERS I Retirement Deduct 4.5%	\$8,744.53		\$8,744.53
PERS II Retirement Deduct 6%	\$8,252.18		\$8,252.18
DSRS Retirement Deduct 8.5%	\$8,400.94		\$8,400.94
EMS Retirement Deduct 8.5%	\$919.20		\$919.20
Hosp. Pre-Taxed	\$16,038.00		\$16,038.00
D/VF	\$1,620.42		\$1,620.42
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$1,919.33		\$1,919.33
Wage Attach #1	\$253.85		\$253.85
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	\$4,874.53		\$4,874.53
457R - Roth	\$1,679.07		\$1,679.07
Christmas Club	\$3,945.00		\$3,945.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$148,968.46	\$0.00	\$148,968.46
Net Wages Total	\$322,144.77	\$0.00	\$322,144.77
Payroll Date	May 24, 2024		

REQUISITIONS TO BE APPROVED**June 6, 2024**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	24071	\$ 16,645.76	Thos Somerville	Temporary AC Units
ELECTIONS	24070	\$ 6,005.00	ESS Election Systems & Software	2024 Primary Ballot Layout
	24069	\$ 12,230.52	Casto & Harris	2024 Primary Ballots
IT/GIS	24068	\$ 22,982.38	Motorola Solutions Inc.	Hardware for ESA Chase Car
GRAND TOTAL		\$ 57,863.66		

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Angela Banks

Department or Organization: Assessor

Commission Meeting Date: June 6th, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Signatures for the Certificate of Oaths for the land and personal property books.

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

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

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

If not attached, explain:

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

Contact Information: Angela Banks

Phone Number: 304-728-3224

Email Address:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Angela Banks

Department or Organization: Assessor

Commission Meeting Date: June 6, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Part Time Clerk Hiring Approval

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

Type of Request: (Funding/Hiring): Hiring

Funding/Salary/Hourly Amount: \$18.00

Name of Hire (if Applicable): Taylor Isabelle Sutherland

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

Start Date (beginning of pay period): 6/10/2024

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I motion to hire Taylor Isabelle Sutherland as a part time clerk for the Assessor's office at an hourly rate of \$18.00 per hour.

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

If not attached, explain:

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

Contact Information: Angela Banks

Phone Number: 304-728-3224

Email Address:

abanks@jeffersoncountywv.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
James Cook

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner James Cook
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: June 6, 2024

Re: Fiscal Note: Assessor's Personnel Request

Angela Banks, Assessor requests the following new hire for part time clerk:

Taylor Isabelle Sutherland	\$18.00/hour	
- Amount budgeted for Part Time in FY 24:		\$40,000.00
- Amount budgeted for Part Time in FY 25:		\$40,000.00

There is \$32,000 available in the Part Time line item for FY24.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

New Deputy Hire
Fee Schedule Change

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

Kaylie Ganoë has successfully completed all pre-employment requirements and is eligible for hire as a deputy. She is a WV Certified Officer and will start work on June 24, 2024 at a rate of 52,500.

We have received noticed that WV Code 59-1-14 was changed effective 5/29/2024 increasing the fee for process to \$30.

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve the hire of Kaylie Ganoë as a Certified Deputy beginning 6/24/24 with a starting salary of 52,500.00.

I move to approve the increase in fee for the service of process from \$25 to \$30 as provided for in State Code 59-1-14 effective July 1, 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:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org

Sorayda Pitts

From: Deborah Lowe
Sent: Thursday, May 23, 2024 2:36 PM
To: Edwina Benites
Cc: Sorayda Pitts
Subject: Agenda Request
Attachments: Color0855.pdf

Attached is our agenda request for the next meeting (first meeting in June). Kaylie will be filling one of our 4 vacant positions.

An amendment was passed on February 29, 2024 regrading §59-1-14 that is to become effective May 29, 2024. The code states that the County Commission shall determine the amount which the Sheriff may charge for the service of process, but that the fee cannot exceed a certain amount. This amount was \$25 and has been increased to \$30. We just learned about this change yesterday, so we are requesting to make this change effective July 1, 2024 so that we have time to get the word out and update documents and the website.

Debbie Lowe
Executive Assistant to the Sheriff, Chief, and Lieutenants
Grants and Conservatorship Manager
Jefferson County Sheriff's Office



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT
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COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner James Cook
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: June 6, 2024

Re: Fiscal Note: Sheriff's Personnel Request

Sheriff Thomas Hansen requests the following new hire for vacant Deputy position:

Kaylie Ganoë	\$25.2404/hour	\$52,500.00
- Amount budgeted for this position in FY 24:		\$58,650.00
- Amount budgeted for this position in FY 25:		\$58,650.00

County Administrator
Edwina Benites

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Alexandra Beaulieu, Zoning Admini

Department or Organization: Office of Planning & Zoning

Commission Meeting Date: June 6, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Request for a full refund of a fee for a Variance Application for Bruce Dell (applicant).

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

Applicant submitted a variance request for a setback reduction. It was later determined that the structure was in compliance with the required setback and the application was no longer needed. Confirmation that the structure was in compliance was provided by the applicant prior to legal notice requirements being completed. As such, Staff is recommending a full refund of the \$150 application fee.

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

Funding/Salary/Hourly Amount: \$150.00

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 \$150 application fee for an application that was deemed unnecessary and withdrawn by the applicant.

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 Office of Planning and Zoning determining that the variance was no longer needed for the subject structure.

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

Zoning

From: Bruce Dell <Planner@Brunswickmd.gov>
Sent: Wednesday, April 24, 2024 12:08 PM
To: Zoning; bdell64@hotmail.com
Subject: Re: Property info request

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.

Jennilee the building at that corner is 6' 2" from property line.

Thanks

Bruce R. Dell
Director of Planning & Zoning
City of Brunswick
811 W. Potomac Street
Brunswick, Maryland 21716
301-834-7500 ext. 300
planner@brunswickmd.gov

From: Zoning <Zoning@jeffersoncountywv.org>
Sent: Wednesday, April 24, 2024 11:37 AM
To: bdell64@hotmail.com <bdell64@hotmail.com>; Bruce Dell <Planner@Brunswickmd.gov>
Subject: RE: Property info request

Good morning Bruce,

Our office has tried to contact you via Hotmail regarding the zoning variance you submitted to our office earlier this month. Can you please review the inquiry below and respond as soon as possible? The required legal ad will need to be sent to the newspaper next Wednesday so we would like to ensure we have the correct information before proceeding.

Thank you,

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
304-728-3228

From: Zoning
Sent: Monday, April 15, 2024 10:36 AM
To: 'bdell64@hotmail.com' <bdell64@hotmail.com>
Subject: FW: Property info request
Importance: High

Good morning Bruce,

I am following up on the status of the email request below.

Thank you,

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
304-728-3228

From: Zoning
Sent: Thursday, April 4, 2024 9:45 AM
To: 'bdell64@hotmail.com' <bdell64@hotmail.com>
Subject: FW: Property info request

Good morning Bruce,

In reviewing your zoning variance application, it appears that the request may not be necessary. Per our email below, detached accessory structures may be as close as 6' to the side and rear property line (text highlighted below). The application that you submitted is requesting a reduction from 12' to 6'. Our 2023 aerial imagery shows the closest projection of the shed to the existing eastern fence line is approximately 4'. However, I appreciate these aerial measurements are not always accurate.



Can you please confirm the distance from the northeastern corner of the shed to the eastern property line (the yellow line in the image above)?

Thank you very much.

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning

304-728-3228

From: Planning Department
Sent: Monday, February 12, 2024 12:39 PM
To: 'Bruce Dell' <Planner@Brunswickmd.gov>
Subject: RE: Property info request

Good afternoon Mr. Dell,

Based on the information you have provided the proposed structure would need to adhere to the following setback requirements:

- If the proposed garage will be *attached* to the principal structure(home) then the setbacks would be 12' from the side and rear property lines in accordance with the approved [final plat](#) (see Note 3).
- If the proposed garage will be *detached* from the principal structure then the setbacks would be 6' from the side and rear property lines in accordance with Section 9.7 of the Zoning Ordinance.

There appears to be a common area to the rear of the subject parcel, which contains the utilities lines. You will need to follow up with the applicable utility provider to determine if additional easements are located on your property.

Generally, driveways are exempt from processing through our office unless they are specifically delineated on the approved plat. The plat does not indicate where a driveway can/should be located on Midway Farm Court. You may want to follow up with the Homeowners' Association to determine if a second driveway would be permitted.

Lastly, our office is unable to locate a building permit for the deck or the accessory structure on this property. Please follow up with the Office of Building Permits and Inspections at 304-725-2998 / permits@jeffersoncountywv.org to ensure the appropriate building permits have been obtained.



Thank you for following up with our office.

Have a nice day,

Jennilee Hartman, Zoning Clerk

Office of Planning and Zoning
304-728-3228

From: Bruce Dell <Planner@Brunswickmd.gov>
Sent: Thursday, February 8, 2024 3:25 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Subject: Property info request

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

Looking at the possibility of an attached or detached garage in the area shown on the attached map. The address is 57 Midway Farm Ct., in Tusawilla Hill

Any utility easement in area?
Setbacks from property line if attached? or detached?
Driveway connection possible at the turn around?

Thank you

Bruce R. Dell
Director of Planning & Zoning
City of Brunswick
811 W. Potomac Street
Brunswick, Maryland 21716
301-834-7500 ext. 300
planner@brunswickmd.gov

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 6, 2024
If a specific date is needed, please provide reason for specific date: Click here to enter text.
Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Complete Construction Bond Release for McGee Civil Construction, LLC - Burr Business Park Lot 30 (File #21-13-SP)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for McGee Civil Construction, LLC - Burr Business Park Lot 30 (File #21-13-SP) – Performance Bond No. RC80034637 with RLI Insurance Company, Peoria, IL.

Is this a funding request? Y/NO
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a complete release of the remaining \$356,328.00 from the construction bond for McGee Civil Construction, LLC - Burr Business Park Lot 30 (File #21-13-SP).

Attach supporting documents for request, or request may be denied:
Construction Bond Release Letter
Bond Release Request Report
Site Map

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

Contact information:
Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



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

June 6, 2024

VICE PRESIDENT
Jane Tabb

Ms. Edin R. Zukanovic, Attorney-in-Fact
RLI Insurance Company
9025 North Lindbergh Drive
Peoria, IL 61615

COMMISSIONER
James Cook

COMMISSIONER
Pasha Majdi

RE: Performance Bond No. RCB0034367 dated June 10, 2022, Construction Bond Surety for McGee Civil Construction, LLC – Burr Business Park Lot 30 (File #21-13-SP).

COMMISSIONER
Kevin Upson

Dear Ms. Zukanovic:

The Jefferson County Commission authorizes a complete release of the remaining \$356,328.00 from the construction bond for McGee Civil Construction, LLC – Burr Business Park Lot 30 (File #21-13-SP). This project is located at on the east side of James Burr Boulevard at its intersection with Steeley Way. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Performance Bond No. RCB0034637 originally issued in the amount of \$356,328.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President
Jefferson County Commission

SS:rfb

cc: Mr. Kelly L. McGee
McGee Civil Construction, LLC
35494 Saint James Drive
Round Hill, VA 20141
Department of Engineering

County Administrator
Edwina Benites

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning, Zoning & Engineering
104 East Washington Street, P.O. Box 338
Charles Town, West Virginia 25414

Phone: 304-728-3228
Fax: 304-728-8218

Email: dpze@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 05 / 03 / 2024

J.C.P.C. File No. 21-13-SP

Consultant/Engineer/Firm Name: McGee Civil Construction, LLC

Mailing Address: P.O. Box 250

City: Purcellville

State: VA

Zip: 20124

Contact Person: Kelly McGee

Phone: 703-856-2138

Project/Subdivision Name: Lot 30 Burr Business Park Site Plan

Section/Phase: _____

Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

Approved for:
Bond Release
By [Signature] of 05-20-2024
County Engineer **Date**

Original Bond Amount \$ 356,328.00 Current Bond Amount \$ 356,328.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

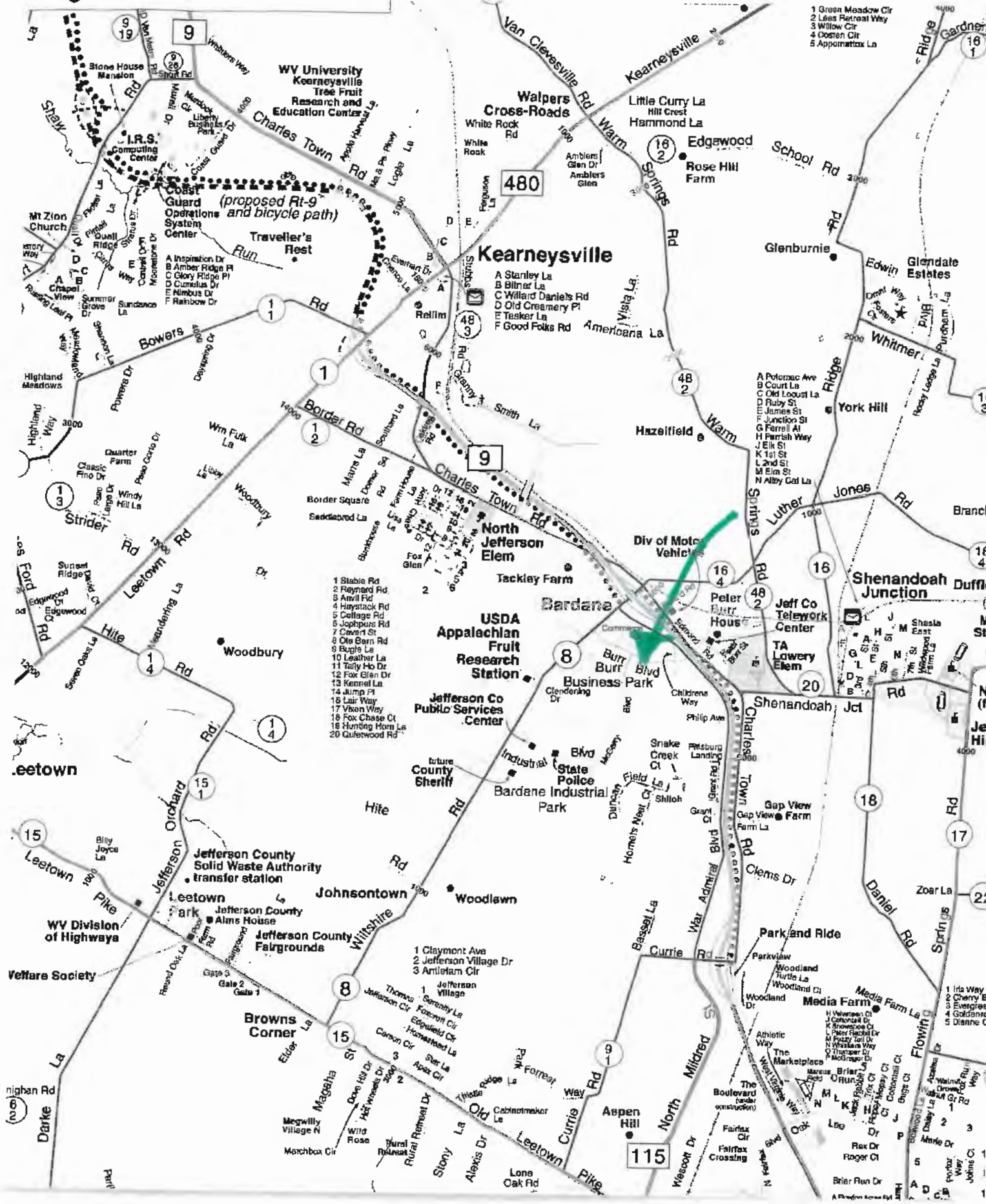
(Note: Upon approval, the LDI shall attach the itemized bond release/reduction request form and all certifications required at this time)

Reviewed By: Will Smith [Signature]

Title: Land Development Inspector

Signature: [Signature]

Date: 05 / 20 / 2024



- 1 Green Meadow Cir
- 2 Lees Retreat Way
- 3 Willow Cir
- 4 Dosten Cir
- 5 Appomattox Ln

- 1 Stable Rd
- 2 Raymond Rd
- 3 Anvil Rd
- 4 Haystack Rd
- 5 Cottage Rd
- 6 Jopkins Rd
- 7 Cavern St
- 8 Ole Barn Rd
- 9 Bugle La
- 10 Leather La
- 11 Tully Ho Dr
- 12 Fox Glen Dr
- 13 Kennel La
- 14 Jump Pt
- 15 Lair Way
- 16 Vision Way
- 17 Fox Chase Ct
- 18 Hunting Horn La
- 20 Gulerwood Rd

- 1 Claymont Ave
- 2 Jefferson Village Dr
- 3 Antietam Cir

- 1 Jefferson Village
- 2 Serenity La
- 3 Foxcroft Cir
- 4 Edgeland Cir
- 5 Homestead La
- 6 Star La
- 7 Apex Cir
- 8
- 9

- 1 H Velveteen Ct
- 2 Cornelia Dr
- 3 K Bronzosee Ct
- 4 Deer Forest Dr
- 5 Frazey Ln Dr
- 6 Whittaker Way
- 7 Thompson Dr
- 8
- 9

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Becky Burns, Office Manager

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 6, 2024

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Impact Fee Refund Request

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

John Hobday/Hobday Custom Homes is asking that the permit #23-1104 for Hank Walter be revoked; the impact fee be refunded; and, the building permit fee be placed in escrow (see attached memo).

Is this a funding request? Y/N YES

If so, how much? \$1,725.00 Impact Fee Refund

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

Move to approve a full refund of the impact fee paid by John Hobday/Hobday Custom Homes on behalf of Hank Walter for \$1,725.00; and, the building permit fee of \$1,235.20 be placed in escrow.

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

If not attached, explain: Staff Memo Seeking Fee Reimbursements

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information: Becky Burns

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning & Zoning
Office of Engineering, Building Permits & Inspections
116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257
Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: EDWINA BENITES, COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: JUNE 6, 2024

SUBJECT: IMPACT FEE REFUND REQUEST
PERMIT #23-1104 HOBDAK CUSTOM HOMES

The Commission has authorized permit fees be refunded in the past when petitioned by the owner/contractor of the property based on recommendations from this office.

On November 30, 2023, John Hobday/Hobday Custom Homes applied for a building permit for a single-family residence and paid the permit fee of \$1,235.20 and the impact fee of \$1,725.00 on behalf of the property owner Hank Walter. Mr. Hobday is asking on behalf of Mr. Walter that the building permit be revoked and the impact fee be refunded; and, the building permit fee be placed in escrow for his future use towards another building permit. There was an initial review of the building plans and plan review comments provided on December 26, 2023. A site inspection was conducted and no work has started on the project.

Staff recommends the building permit fees be placed in escrow towards a future building permit fee; and, a full refund of the \$1,725.00 impact fee.

If you have any questions please give me a call.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Assistant Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 6, 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. Request approval to advertise the following vacancies:

-  **Planning and Zoning Clerk – Department of Engineering, Planning, and Zoning**
-  **Executive Director – Jefferson County Development Authority**




2. Request approval to hire JCDA Summer Fellow Intern

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

Planning and Zoning Clerk

-  Per Ms. Beaulieu, Deputy Director of the Department of Engineering, Planning, and Zoning, the Planning and Zoning Clerk position was vacated on May 3, 2024. The position is critical to the mission of the Office of Planning and Zoning not only for carrying out day-to-day clerical functions, but this position is needed to provide clerical assistance with the update to the Comprehensive Plan, which is currently underway.
-  The Planning and Zoning Clerk position is a Grade IV, 35 hrs. per week, with a salary range of \$35,550 - \$56,880. This request is a FY25 budget neutral action, and no additional funding is requested.
-  Considering this position is a Grade IV, I'd recommend advertising the position for four weeks.

Executive Director – JCDA

-  At the end of December 2023, the Commission appointed Ms. Benites as the Interim County Administrator with the understanding that she would also continue with her duties as director of the JCDA while the Commission solicited for a full-time County Administrator. Subsequently, at the end of April 2024, Ms. Benites was hired as the full-time County Administrator, thus creating a vacancy at the Development Authority.
-  The JCDA board met on May 21 (agenda attached), in part, to consider the solicitation of an executive director for the board and provided approval of the attached solicitation announcement.
-  The JCDA Executive Director position is a Grade VIII, 40 hrs. per week, with a salary range of \$76,361 - \$122,178. The salary for this position is within the JCDA's budget, and no additional funding is requested.

📌 Considering this position is a Grade VIII, I'd recommend advertising the position for six weeks.

Summer Fellow Hire – JCDA

📌 At the May 21, 2024, JCDA board meeting, the JCDA unanimously selected Justin Butcher to serve as the Summer Shepherd Fellow. Mr. Butcher grew up on a dairy farm and is in his senior year at Shepherd University. He is especially interested in assisting the JCDA in agribusiness and facilitating the development of a meat processor in the County.

📌 While there are funds for part-time assistance in FY 24, there are no funds for part-time assistance in the JCDA FY25 budget. The JCDA will be responsible for reimbursing the County on the first of every month.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

📌 ***I move to approve the request to advertise the Planning and Zoning Clerk position within the Department of Engineering, Planning, and Zoning at a Grade IV, with a salary range of \$35,550 - \$56,880***

📌 ***I move to approve the request to advertise the Executive Director position within the Jefferson County Development Authority at a Grade VIII, with a salary range of \$76,361-\$122,178.***

📌 ***I move to approve the hire Justin Butcher as a part-time summer fellow for the Jefferson County Development Authority, effective June 6, 2024 – August 23, 2024, at \$17/ hour with the JCDA responsible for reimbursing the County for funds allocated for this purpose in FY25.***

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

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

Contact information

Email address: jjames@jeffersoncountywv.org

Phone Number: 304-728-3282 or x1001

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

Planning & Zoning Clerk

Jefferson County, West Virginia, Department of Engineering, Planning & Zoning is seeking to fill the position of Planning & Zoning Clerk. The primary responsibility is to perform high-level office administrative and clerical functions, including but not limited to: preparing meeting agendas, meeting minutes, correspondence, and reports; providing support during public meetings; data entry and research; scanning and filing documents; providing excellent customer service by interacting with the public, answering phones, and responding to emails; facilitating plan review processes through a digital content management system; and providing general support to the County Planner and Zoning Administrator.

Requirements: High School Diploma with one-year related work experience. Course work or proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Adobe Pro. Candidates should have excellent time management skills with an ability to multi-task and prioritize, as well as an ability to work in a fast-paced environment. Candidates must have excellent verbal and written communication skills and possess the ability to perform detail oriented tasks. Must be available to work evening meetings. Satisfactory background check may be required as a condition of employment.

Salary Range: \$35,550 - \$56,880

Excellent employee benefits package includes West Virginia Public Employees Retirement System plan; health, vision and dental insurance plans; paid vacation leave, paid sick leave, and up to thirteen paid holidays per year. Normal work hours are Monday through Friday, 9:00 a.m. – 5:00 p.m., with occasional evening meetings. Deadline for applications is **Monday, July 8, 2024**. Position to remain open until filled.

Send resume to:

Ms. Jessica James, Assistant Deputy County Administrator
Jefferson County Commission
124 E Washington Street
P.O. Box 250
Charles Town, WV 25414

Or Email: jjames@jeffersoncountywv.org and note "Planning & Zoning Clerk Position" in the subject line.



**Jefferson County Development Authority
Board of Directors Regular Meeting
Tuesday, May 21, 2024
3:00 p.m.**

This meeting will be held in a hybrid format via Zoom and in person at the
Jefferson County Public Services Building Conference Room
1948 Wiltshire Rd., Kearneysville, WV 25430

Join Zoom Meeting:

<https://us02web.zoom.us/j/81915909551?pwd=a3NNbm1SSWF1akFtcVptM1RSY3dXUT09>

Meeting ID: 819 1590 9551

Passcode: 455599

AGENDA

- 1. Call to order/ determination of a quorum**
- 2. Public comment- up to 10 minutes, 2 minutes per individual**
- 3. Presentation: Going Away for Shepherd Fellow Madison Walker**
- 4. Presentation: Delegate Wayne Clark: Economic Development and the 2024 Legislative Session**
- 5. Presentation: John Stump: Tax Increment Financing (TIF) 101**
- 6. Approval of April 2024 meeting minutes**
- 7. Approval of the April 2024 Treasurer's Report**
- 8. Committee Reports - Executive, Agriculture Development, Business Development & Marketing, Governmental & Legislative Affairs, Budget & Finance**
- 9. Old Business**
 - a. Summer fellow- discussion/ possible action
 - b. Mowing contract- update
- 10. New Business**
 - a. FY 25 budget- discussion/action
 - b. Bylaws update- discussion/ possible action
 - c. Advanced by the Business Development and Marketing Committee- JCDA Strategic Goal 4: Increase and diversify funding sources to support operations, programs, and future business-building initiatives- discussion/ possible action
 - d. Appointment of a nominating committee
 - e. Personnel matter to consider the solicitation of an executive director of the

11. Reserved for possible executive session:

- a. Three items: (1) Business retention and expansion efforts; (2) Matters involving the possible purchase and sale of property; (3) personnel matter regarding the solicitation of an executive director of the Jefferson County Development Authority.

12. Director's Report

13. Member Comments

14. Adjournment

POSITION DESCRIPTION

Executive Director

JEFFERSON COUNTY DEVELOPMENT AUTHORITY (JCDA)

This position leads an office and board of fifteen members to attract, retain, and grow economic and community development in Jefferson County. The employee works under the policy direction of the Jefferson County Development Authority Board of Directors, which is composed of members appointed by the Jefferson County Commission. The employee is responsible for the management of three (3) full-time employees, in addition to interns/ fellows and contractors. Responsibilities include providing for the direction and success of JCDA programs, preparing and administering budgets, developing short and long-range objectives; and overseeing the personnel management functions, including, or effectively recommending hiring, training, and disciplining of employees in conjunction with Jefferson County administration and policies.

Duties involve regular contact with community leaders; corporate executives; local, state, and federal government officials; and other individuals to protect and promote the County's overall economic development overall interest. The employee must maintain a high degree of confidentiality, diplomacy, and good judgment and must be able to work effectively with and influence many types of individuals. Duties require a well-developed sense of strategy and timing in representing the JCDA and the County effectively in critical situations that may influence the County's well-being. Duties will include, but not be limited to:

- Plan, organize, coordinate, direct, and evaluate economic development activities within Jefferson County.
- Coordinate and encourage the development of strategies that maintain and enhance the long-term viability of Jefferson County.
- Recruit investment and work with prospects to encourage the creation of new jobs.
- Oversee and coordinate the JCDA's marketing effort for the county.
- Manage the negotiation of sales and leasing of property within the JCDA-owned business parks and other business parks across the County.
- Retain and support existing industry in Jefferson County by providing assistance that ensures continued success and expansion.
- Work proactively to design programs to address specific needs and issues of interest to the County and its residents.
- Represent the JCDA on boards, commissions, and on the regional, state, and national levels to ensure visibility and success.
- Review and develop with board involvement, long-range strategic economic development marketing plans.
- Prepare, write, and administer grant proposals related to economic development and work with other entities on the development and administration of grant proposals.

- Prepare and maintain information that will assist in responding to inquiries about local economic development activities and opportunities in Jefferson County.
- Work closely and cooperatively with local municipalities on their economic development plans and programs.
- Make presentations to community groups and public agencies and represent the JCDA and the County regarding local and regional issues.
- Communicate with, respond to, and resolve complaints, conflicts, concerns, and questions from citizens, contractors, customers, developers, business owners, and public and private agencies concerning JCDA services, activities, and programs.
- Communicate with the JCDA Board of Directors, other Jefferson County Commission department heads, the County Commission, county elected officials, and others regarding policy issues and matters of economic development concern.

Recommended Minimum Qualifications:

Education and Experience: Bachelor’s degree in business and marketing, political science, or public administration from an accredited college or university with at least ten years of related work experience; or any equivalent combination of post-bachelor’s education, training, and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Certified Economic Developer preferred. Master’s degree preferred.

A valid driver’s license is required for this position.

Knowledge, Abilities, and Skills:

Knowledge: Development policy- rural, urban, economic, and community; finance; real estate; workforce development; statistics; marketing; communications; common policies, practices, and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of social media, and other forms of electronic communications in support of department operations. Knowledge and experience in government operations.

Abilities: Ability to manage an office staffed by highly skilled and professional employees, ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, and maintain confidential information.

Skills: Proficient in basic computer skills, mathematical skills, record-keeping and clerical skills, written and oral communication skills, public speaking, outstanding interpersonal skills, and attention to detail required.

Grade and Salary:

80 hours
Grade VIII
Salary Range: \$76,361- \$122,178

To Apply:

To apply, please submit a resume and cover letter detailing your qualifications to jjames@jeffersoncountywv.org by close of business on Monday, July 22, 2024. For more information call (304) 728-3284.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Cochran Mill Rd., LLC

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 6, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Public Hearing – regarding a Zoning Map Amendment (rezoning) for the properties designated as Tax District: Kabletown (06), Map: 12, Parcels: 12.6 & 12.7. The properties are part of the Sunnyside Industrial Park on Kanawha Lane, located south of Wheatland Road. The property owner of these two lots is Cochran Mill Road LLC.; the combined Parcel Size is 20.20 acres. The properties are currently zoned Industrial-Commercial (IC) and a petition has been made to the County Commission by the property owner to change the zoning classification from Industrial-Commercial to Residential-Light Industrial-Commercial (RLIC) (Planning Commission File #24-1-Z).**

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



Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Please Run 2 Times:
May 22 and 29, 2024

NOTICE OF PUBLIC HEARING
Thursday, June 6, 2024 at 11:00 am

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the properties designated as Tax District: Kabletown (06), Map: 12, Parcels: 12.6 & 12.7. The properties are part of the Sunnyside Industrial Park on Kanawha Lane, located south of Wheatland Road. The property owner of these two lots is Cochran Mill Road LLC.; the combined Parcel Size is 20.20 acres. The properties are currently zoned Industrial-Commercial (IC) and a petition has been made to the County Commission by the property owner to change the zoning classification from Industrial-Commercial to Residential-Light Industrial-Commercial (RLIC) (Planning Commission File #24-1-Z).

The hearing will be held on **Thursday, June 6, 2024 at 11:00 am** in the County Commission Meeting Room located in the Charles Town Library, 200 E. Washington St, Charles Town. This meeting will also be available live through GoToWebinar. Invites will be posted on Facebook and sent through email alerts.

Oral or written comments can be provided at the hearing. Written comments may also be submitted to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228/planningdepartment@jeffersoncountywv.org or visit the County's website: www.jeffersoncountywv.org.

By Order of the Jefferson County Commission
Steve Stolipher, President



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

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

Charles Town, WV 25414

www.jeffersoncountywv.org

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

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

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: May 20, 2024
RE: Planning Commission Recommendation regarding the Zoning Map Amendment Petition for Cochran Mill Road, LLC (File #24-1-Z)

On Thursday, May 2, 2024, a representative for the proposed Cochran Mill Road Rezoning presented a petition for a Zoning Map Amendment to the Jefferson County Commission for two vacant parcels located off Kanawha Lane at the southern end of the Sunnyside Industrial Park, south of Wheatland Road, west of the Norfolk Southern railroad tracks. The parcels, designated as Kabletown (06), Map: 12; Parcels: 12.6 and 12.7, have a combined acreage size of 20.2 acres. The property is currently zoned Industrial-Commercial and the petition requested rezoning the 20.2 acres to Residential-Light Industrial-Commercial (RLIC).

The County Commission scheduled a Public Hearing for this rezoning for Thursday, June 6, 2024 at 11 a.m. At the May 2nd meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted *Envision Jefferson 2035 Comprehensive Plan*.

On Tuesday, May 7, 2024, at the Jefferson County Planning Commission meeting, the Planning Commission heard an overview of the Cochran Mill Road Zoning Map Amendment (#24-1-Z) petition by staff, and the applicant's consultant, as well as a staff report identifying relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report is attached to this memo for the County Commission's information and consideration. Staff provided comments on the application and the relevant sections of the *2035 Plan*. Staff presented a finding to the Planning Commission that while the proposed zoning district is not literally recommended by the *2035 Plan* for these properties, staff finds that the proposed RLIC rezoning for the lots included in this application is reasonably consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

After reviewing the application, the staff report, and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment to Residential-Light Industrial-Commercial (RLIC) is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.


Attachment:

- *24-1-Z Cochran Mill Road, LLC Rezoning Staff Report for 5/7/24 Planning Commission Meeting*

Staff Report
 Jefferson County Planning Commission Meeting
 May 7, 2024

Cochran Mill Road, LLC Rezoning Request (24-1-Z)

Item # 11 Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject parcels from Industrial-Commercial to Residential-Light Industrial-Commercial is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Owner/Applicant:	Cochran Mill Road LLC (Lots 6 & 7)
Parcel Information:	<p style="text-align: center;">Sunnyside Industrial Park – Kanawha Lane, Charles Town Tax District: Kabletown (06), Map: 12, Parcels: 12.6 & 12.7; Zoning District: Industrial-Commercial; Combined Size: 20.20 acres</p> 
Surrounding Properties:	North: RLIC; South, East, West: Rural
Current Use:	Vacant industrial park
Proposed Request	To rezone from Industrial-Commercial (IC) to Residential-Light Industrial-Commercial (RLIC)
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .
Staff Finding:	Staff finds that the request is reasonably consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .

Staff Report
Jefferson County Planning Commission Meeting
May 7, 2024

Cochran Mill Road, LLC Rezoning Request (24-1-Z)

Applicant's Request

The applicant's petition is a request is to rezone Lots 6 and 7 of the existing Sunnyside Industrial Park from Industrial Commercial (IC) to Residential-Light Industrial-Commercial (RLIC). Sunnyside Industrial Park was approved as a 12-lot major industrial subdivision in 2007. It required the development of a commercial grade paved internal subdivision road, known as Kanawha Lane, within a 60' wide right-of-way. Kanawha Lane is accessed from Wheatland Road, approximately 0.57 miles west of its intersection with Route 340.

In 2021, the property owner of Lots 1-5 and Lots 8-11 of the existing Sunnyside Industrial Park, located to the north of the lots subject to this request, successfully petitioned to rezone those 9 lots to Residential-Light Industrial-Commercial (RLIC). Those 9 lots total 54 acres and comprised 57% of the former Sunnyside Industrial Park subdivision, plus approximately 10.3 acres of the original development within the dedicated right-of-way. The current petition is to similarly rezone the two southern parcels, totaling 20.20 acres, which would result in a total of 84% of the former Sunnyside Industrial Park subdivision zoned RLIC.

Lot 12 (10.95 acres) and a 4.6 acre parcel containing a cell tower within the Sunnyside Industrial Park will both remain zoned Industrial-Commercial.

Neighboring Uses

The surrounding properties are primarily agricultural and residential in nature.

Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)* and provides a Staff recommendation based on review of the various plan sections and elements. Staff's professional recommendation is that although the *2035 Plan* discourages the use of the RLIC zoning district for Zoning Map Amendments, the request is **reasonably consistent** with the *2035 Plan* because it is shown as future "Industrial or Commercial" on the Future Land Use Guide. While the current zoning already permits industrial and commercial uses, the owner-initiated downzoning to Residential-Light Industrial-Commercial (RLIC) would broaden these permitted uses, while also allowing various densities of residential uses and the creation of live/work spaces. Additionally, the rezoning of the adjoining 54 acres to RLIC in 2021 creates a change not anticipated during the *2035 Plan* and also supports the requested rezoning.

It should be noted that Staff has no statutory authority to make decisions in this regard. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

Zoning Map Amendment Public Hearing Process

Article 12 of the Zoning Ordinance requires that the "procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended." Regarding amendments by petition, State statute provides that, "**Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.**" [See WVC 8A-7-9(c)].

Staff Report
Jefferson County Planning Commission Meeting
May 7, 2024

Cochran Mill Road, LLC Rezoning Request (24-1-Z)

Relevant *Envision Jefferson 2035 Comprehensive Plan* Elements and Commentary

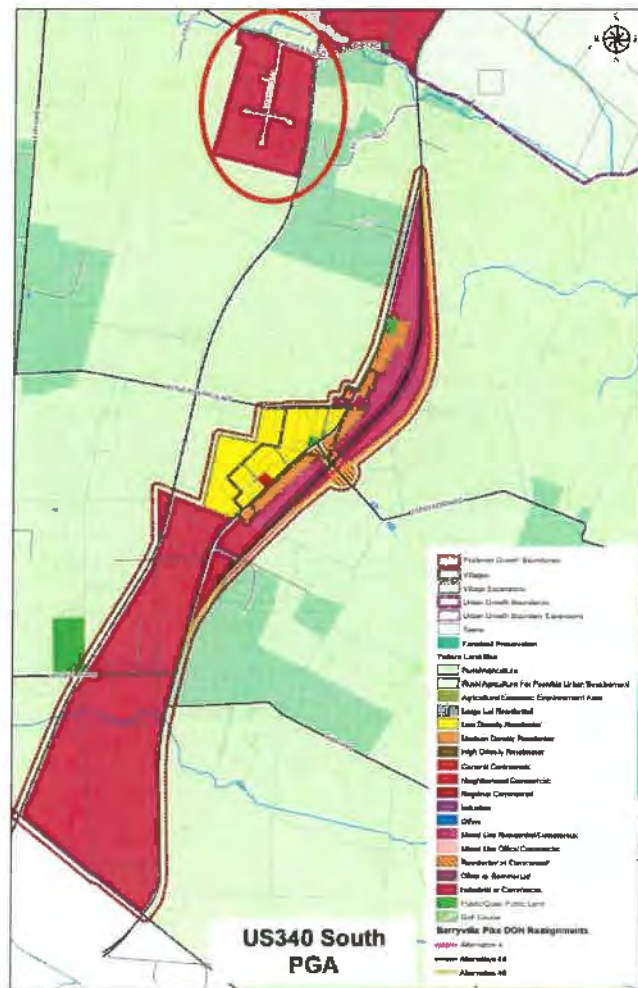
The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

A. Land Use and Growth Management Element/ Future Land Use Guide

One of the key concepts that the Land Use and Growth Management Element of the *2035 Plan* addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, many communities similar to Jefferson County have come to the realization that it is more sensible to identify specific areas that can handle development and growth, and to focus infrastructure and community service investments in these areas. In Jefferson County, there are four area types that are identified as part of *Envision Jefferson 2035 Plan* (pp.16-17).

The land use area types include Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA), which are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of the *2035 Plan*; and Rural/Agricultural Areas and Villages, where limited development is possible but is not intended for urban-scale development. (p. 17)

Sunnyside Industrial Park is located in the Rural/Agricultural Area just outside the US 340 South PGA (see graphic). Most of the discussion in the *2035 Plan* 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 (and redevelopment efforts) will focus in the UGBs and identified 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 proposed by the County were proposed. As the Sunnyside Industrial Park has been zoned Industrial-Commercial for a number of decades and includes commercial grade road, the Future Land Use Guide showed this area as “Industrial or Commercial”.



As the applicants have noted, there is no water, sewer or gas utilities in this area, which has made it difficult to market for industrial or commercial uses. The owners are requesting downzoning these

Staff Report
Jefferson County Planning Commission Meeting
May 7, 2024

Cochran Mill Road, LLC Rezoning Request (24-1-Z)

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.

It should be noted that under the “Urban Level Development Recommendations (Goal 1)”, Recommendation #14 recommends that all commercial/industrial zoning map amendment requests should utilize the 2014 (or later) zoning categories and discourages the use of the existing R-LI-C District as a zoning category for zoning map amendment requests. It further recommends that any development in a zone that permits mixed use be developed according to the mixed land use ratios found in the land use categories recommended by this Plan, unless otherwise provided in the Zoning Ordinance (p.33, emphasis added).

In this case, the owner-initiated down-zoning to RLIC actually broadens the uses that can occur in this area and may result in a more mixed use development.

Note that Lot 12 and the existing cell tower lot are not proposed to be a part of this rezoning and will retain the Industrial – Commercial zoning. Approval of the rezoning of Lots 6 and 7 will result in 84% of the former Sunnyside Industrial Park to be zoned RLIC.

B. Appendix G - Land Use Map Classifications

The property which is a part of this Zoning Map Amendment request is shown on the Future Land Use Guide as Future “Industrial or Commercial”. Appendix G of the *2035 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 Planning and County 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 (p. 235).

Appendix G states that the “Industrial or Commercial” land use category (pp. 239) 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 either 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 rural residential and live/work opportunities through the rezoning process.

Proposed Zoning District – Residential-Light Industrial-Commercial (RLIC)

The purpose of the Residential-Light Industrial-Commercial (RLIC) District (Section 5.8) is to “to guide high intensity growth into the designated growth area” (complete description attached). Despite the fact that these properties are not within a designated growth area, they are already zoned to allow intensive commercial and industrial uses. The proposed RLIC zone would permit a wide variety of residential,

Staff Report
Jefferson County Planning Commission Meeting
May 7, 2024

Cochran Mill Road, LLC Rezoning Request (24-1-Z)

commercial, and light industrial uses but does not provide the mandatory mix of uses that was recommended in the *Envision Jefferson 2035 Plan*.

Staff Discussion and Recommendation

While the *Envision Jefferson 2035 Plan* anticipated the development of a new zoning category or revisions to the RLIC zone to require a mandatory mix of the residential and commercial uses, this text amendment has not occurred. The applicants are requesting to broaden the permitted uses in an area that has not been successfully marketed for industrial and commercial uses due to location and the lack of utilities, to a zone that would allow a mixture of residential densities and a mixture of commercial and light industrial uses. The properties that are proposed for the rezoning have access from Wheatland Road via Kanawha Lane, a commercial road within a 60' right-of-way and adjoin properties that have already been rezoned to RLIC. In 2007, Sunnyside Industrial Park processed as a Major Non-Residential Subdivision resulting in an "approved major non-residential subdivision with master planned roads and stormwater". Because of this, any non-residential development of these lots will be able to process as a Minor Site Plan.

Further subdivision of these lots for development as a residential subdivision or into more than one non-residential lot will be required to process as a Major Subdivision including a Concept Plan. For example, in 2022, Sunnyside Investment and Thomas Management Group, Inc. processed a Concept Plan to re-subdivide the nine non-residential lots into 29 single-family lots. The lots that are associated with the current petition are accessed by the southern end of the Kanawha Lane cul-de-sac.

While the proposed zoning district is not literally recommended by the *2035 Plan* for these properties, staff finds that the proposed RLIC rezoning for the lots included in this application to be **reasonably consistent** with the *Envision Jefferson 2035 Comprehensive Plan*.

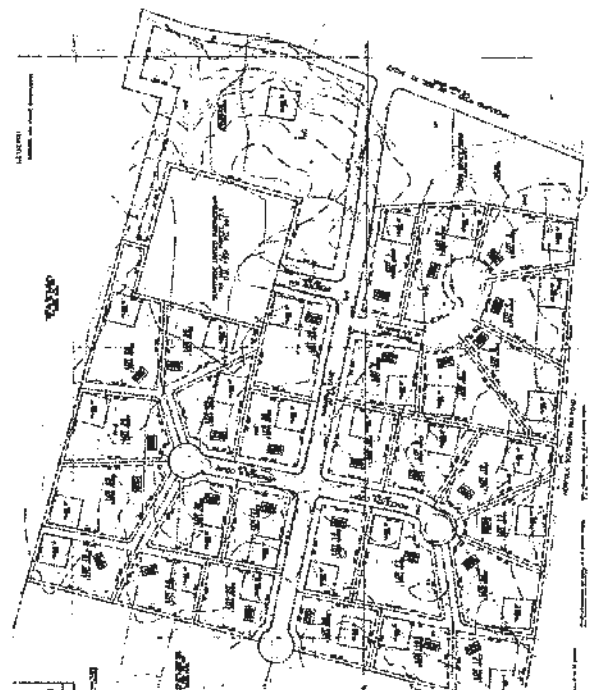
Planning Commission Action

Article 12 of the Zoning Ordinance, in accordance with State Code, requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted *Comprehensive Plan*. Such recommendation will be required to be sent to the County Commission prior to the County Commission's public hearing which shall be held within 60 days of the date the petition is presented:

The petition was presented to the County Commission on May 2, 2024 and the required Public Hearing has been scheduled for June 6, 2024 at 11:00 am. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this meeting.

Attachment:

- Section 5.8 Residential-Light Industrial-Commercial (RLIC) District



Sunnyside Major Residential Subdivision Concept Plan (11/15/22)

Staff Report
Jefferson County Planning Commission Meeting
May 7, 2024

Cochran Mill Road, LLC Rezoning Request (24-1-Z)

ATTACHMENT:

Section 5.8 Residential-Light Industrial-Commercial (R-LI-C) District

The purpose of this district is to guide high intensity growth into the designated growth area. Light industrial uses are defined in Section 2.2. All other perceived light industrial uses shall be referred to the Jefferson County Development Authority for a recommendation on whether a use is a light industrial or heavy industrial use. The final decision on use classification shall be made by the Zoning Administrator.

A. Principal Permitted and Conditional Uses

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.
2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.

B. Standards

1. Industrial uses permitted in this district shall be of types that require daily water use of no more than 0.25 gallons per gross square feet of floor space.
2. Light industrial and commercial uses are subject to the standards for such uses in Article 8 of this Ordinance.
3. Impervious surface coverage shall not exceed eighty (80) percent of the gross land area

C. Site Development Standards

1. All sections of this Ordinance applying to the Residential Growth District with the exception of Section 5.4A will apply to residential uses in this District.
2. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance. All commercial or industrial uses must be in compliance the requirements for such use in Article 8. In addition, a site plan, if required, must demonstrate that traffic patterns created by Commercial or Light Industrial uses (1) will not use adjacent residential roads for through traffic and (2) will connect to principal and major arterial highways as directly as feasible considering access restrictions.
3. Proposed uses in this zone are exempt from the distance requirements in Sections 4.6A-B if part of a master planned community. This provision shall only apply to the internal use of land under the same ownership.

**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 to 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.

	<u>12/18/23</u>		
Property Owner Signature*	Date	Property Owner Signature*	Date
<i>Matthew Cockerham 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:

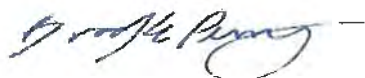
This report has been prepared on behalf of Cochran Mill Road, LLC. for the formal request of a Zoning Map Amendment (rezoning) regarding the subject parcels owned by Cochran Mill Road, LLC and identified as District 6, Tax Map 12, Parcel(s) 12.6 & 12.7. The subject parcels are located at the terminus 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

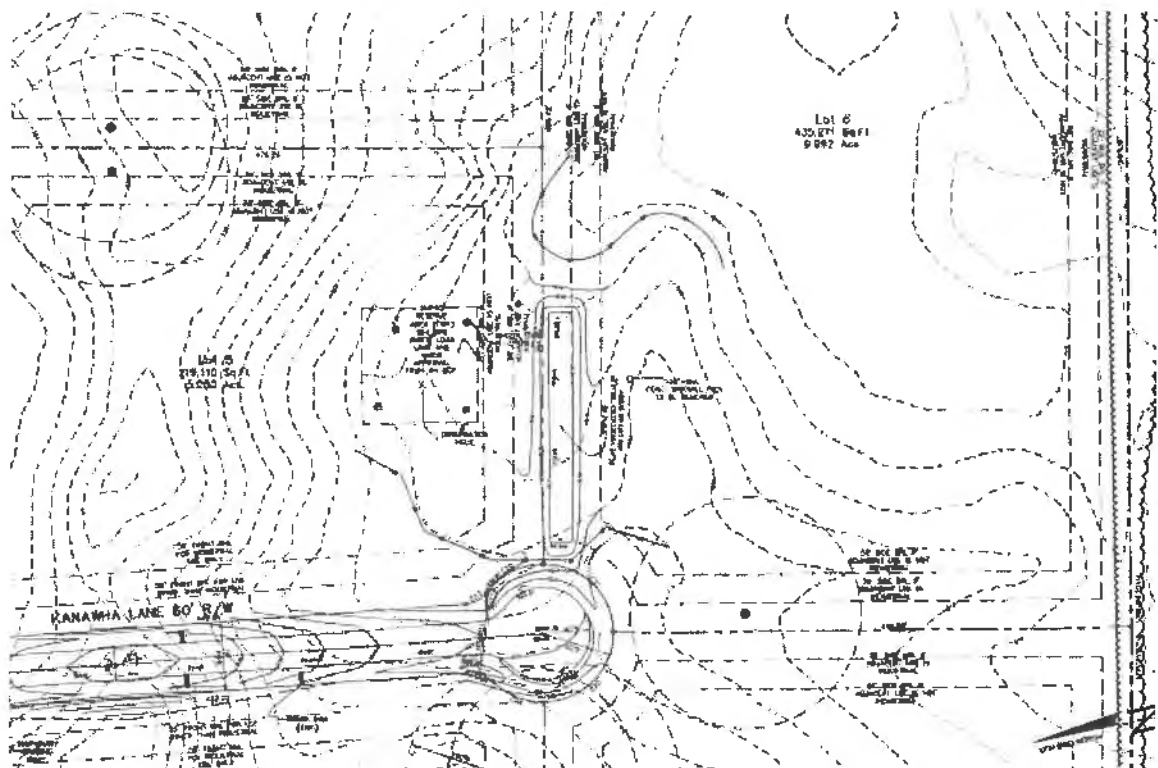
Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

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*)

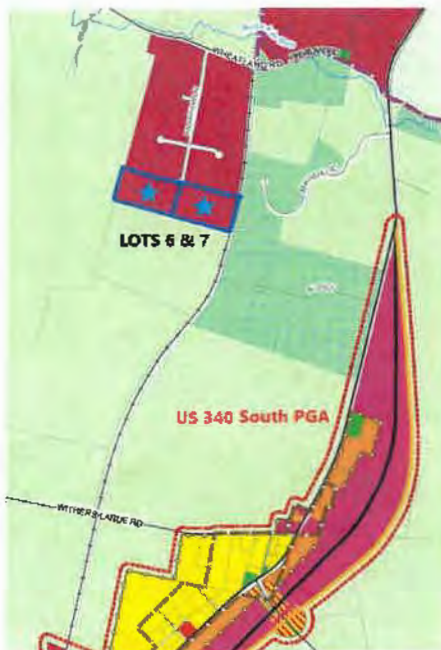
According to §8-6-4a of the West Virginia Code, Urban Growth Boundaries (UGBs) are, “an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based 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 olignment is not yet finalized and that land use decisions may need to move with the carridor, or a small areo 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 olignment out of multiple alternatives and recently made minor odjustments to the preferred alignment choice. However, no Record of Decision, the legally binding conclusion, has been published ot 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 either 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:

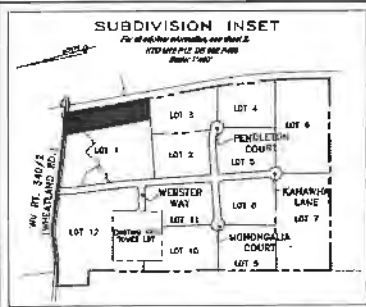
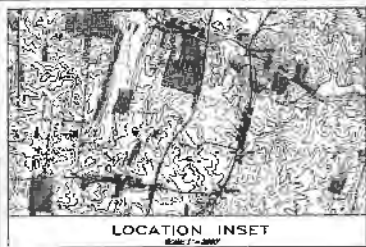
A plat or sketch shall include the entire original parcel as it appeared on the date this Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, 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 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- U5 Route 340 South PGA



LEGEND

- Proposed street to be met at right angles after this point
- Public streets
- Utility centerline 10'
- Utility centerline 5'
- Utility easement as noted
- Water drainage easement
- Tree
- Spot elev.
- Spot elev.
- Spot elev.
- Spot elev.
- Spot elev.

REVISIONS

No.	Description	Date
1	Per JPLC Comments	08/18/05
2	Per JPLC Comments	08/18/05
3	Per JPLC Comments	08/18/05

INDEX

Description	Sheet
Proposed Streets & Sidewalk Control Section	2
Proposed Streets & Sewer Main	2
Proposed Streets & Storm Sewer	2
Proposed Streets & Water Main	2
Proposed Streets & Gas Main	2
Proposed Streets & Electric Main	2
Proposed Streets & Telephone Main	2
Proposed Streets & Cable Main	2
Proposed Streets & Fiber Optic Main	2
Proposed Streets & Other Utilities	2
Proposed Streets & Other	2

*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
Dewberry & Davis, LLC
411 S. FERRIS BOULEVARD
FARMINGDALE, WV 25840-8111
PHONE: 800.725.6572
FAX: 800.725.6599
WWW.DEWBERRY.COM

VARIANCES

Individual Variance #1000, Section 2-2-2
(See the official plat for details.)

OWNER/DEVELOPER'S STATEMENT OF ACCEPTANCE

The undersigned, in accepting this plat, agrees to abide by all conditions, terms, and specifications provided herein.

_____ Date: _____

_____ Title: _____

TABLE OF MILESTONE INSPECTIONS

No.	Description	Date Inspected	Inspector's Name
1.	Installation of Sidewalk Control Section		
2.	Completion of Underground Utility Installation		
3.	Completion of Grading for Streets		
4.	Completion of Grading for Retaining		
5.	Completion of Base Stone Installation		
6.	Completion of Sidewalks		
7.	Completion of Final Grading and Sealing		

TABLE OF MILESTONE INSPECTIONS

No.	Description	Date Inspected	Inspector's Name
1.	Completion of Final Project Details		
2.	Completion of Stormwater Management		
3.	Completion of Stormwater Management Details		
4.	Must be Inspected Prior to any other work.		
5.	Must be Inspected prior to being covered.		

DEVELOPER'S CERTIFICATION

The property and all improvements shown herein have been inspected by a Licensed Professional Engineer (LPE) prior to the date of this plat.

_____ Date: _____

_____ Title: _____

OWNER/DEVELOPER'S STATEMENT OF ACCEPTANCE

The undersigned, in accepting this plat, agrees to abide by all conditions, terms, and specifications provided herein.

_____ Date: _____

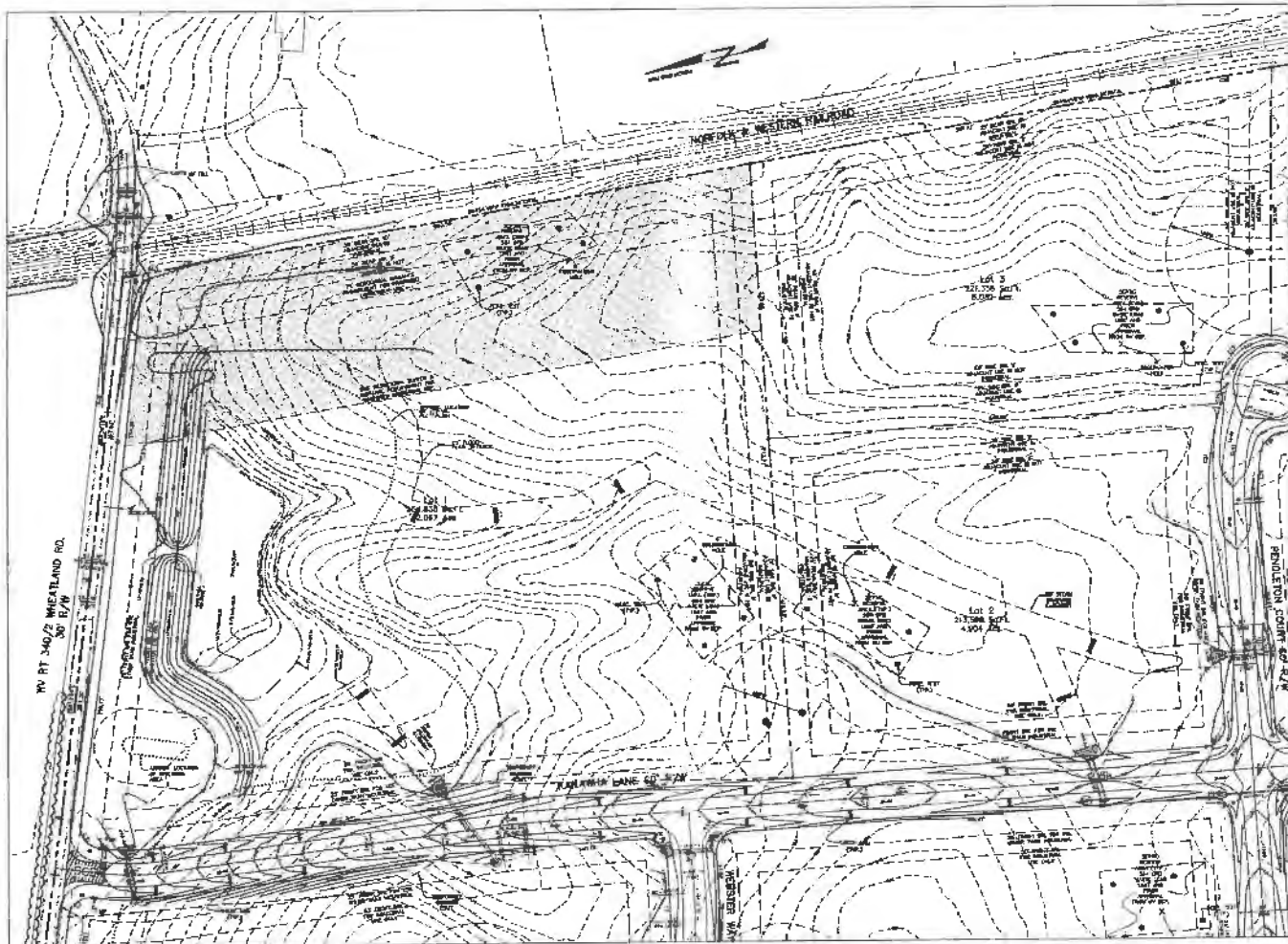
_____ Title: _____

ENGINEER'S CERTIFICATION

I hereby certify that these plans were prepared by me or under my direct supervision and comply with all applicable laws and regulations.

_____ Date: _____

_____ Title: _____



Dewberry & Davis
 611 S. BARRON STREET
 MILWAUKEE, WI 53204
 PHONE: 414.333.4400
 FAX: 414.333.4401
 WWW.D&D.COM

DEVELOPED 1
 SUNNYSIDE, WI

Preliminary Plat Site Plan showing
 Lots 1-12
Sunnyside Industrial Park
 W. PT. 340TH TO 500TH

SCALE: 1" = 100'

GRAPHIC SCALE
 0 100 200
 FEET

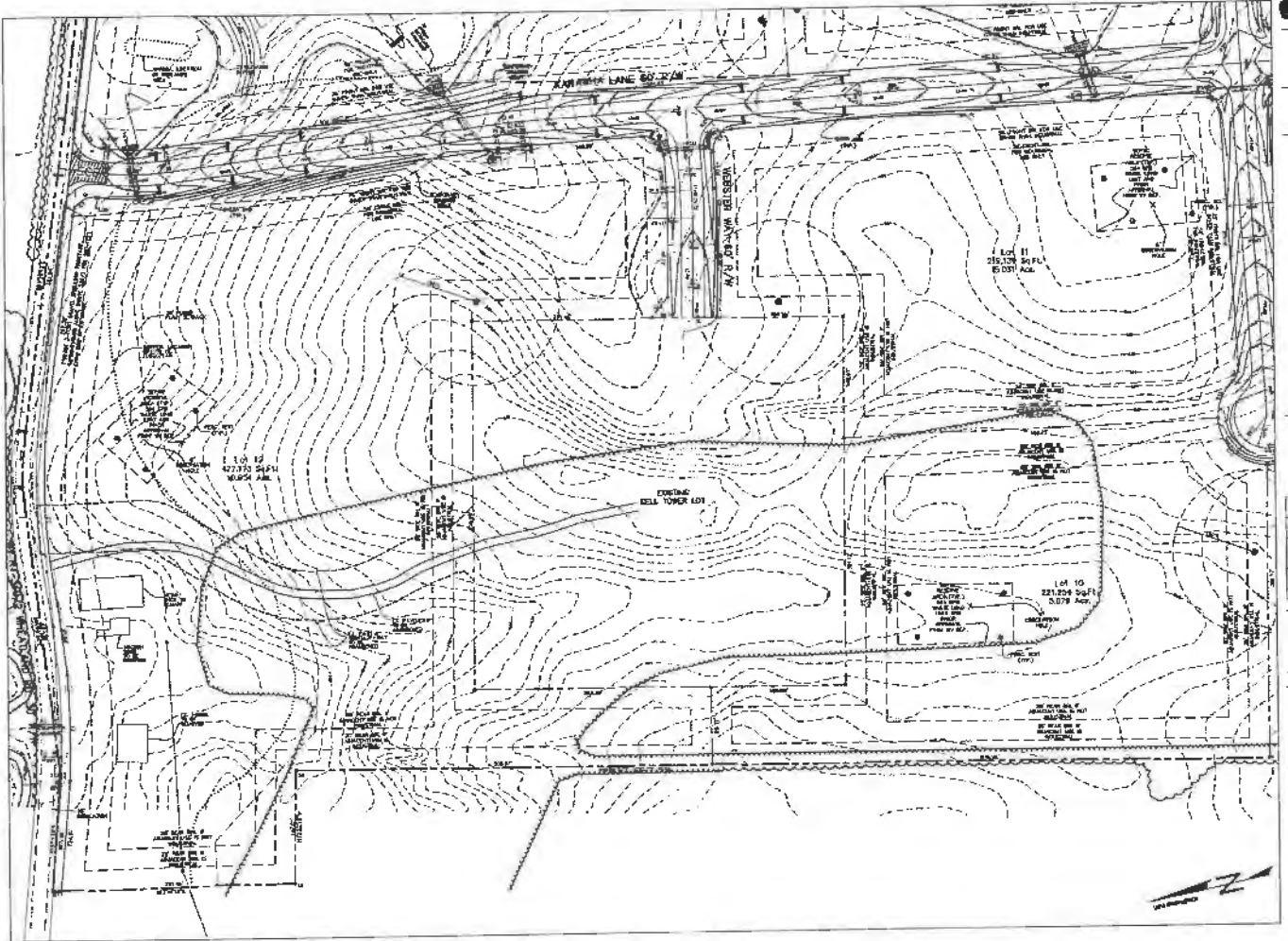
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2	11/11/10	J.M.M.	REVISIONS
3	11/11/10	J.M.M.	REVISIONS
4	11/11/10	J.M.M.	REVISIONS
5	11/11/10	J.M.M.	REVISIONS

DATE: 11/11/10
 DRAWN BY: J.M.M.
 CHECKED BY: J.M.M.
 APPR. BY: J.M.M.

MATCH LINES

4	
5	

PROJECT NO. 1000000000
 SHEET 1 OF 11



Dewberry & Davis

411 S. PARKWAY BOCA RATON, FL 33432
 PHONE: 561-993-3300
 FAX: 561-993-3301
 WWW.DDEWP.COM

DEVELOPED 2
 SUBSIDIE 2

Preliminary Plat/Site Plan showing
 Lots 1-12
Sunnyside Industrial Park
 17.7 ACRES, UNINCORPORATED, UNDEVELOPED

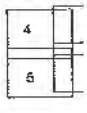
SCALE: 1" = 100'

GRAPHIC SCALE
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NO.	DATE	BY	REVISION
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2	02/15/08	JKL	REVISED PER COMMENTS
3	03/15/08	JKL	REVISED PER COMMENTS
4	04/15/08	JKL	REVISED PER COMMENTS
5	05/15/08	JKL	REVISED PER COMMENTS
6	06/15/08	JKL	REVISED PER COMMENTS
7	07/15/08	JKL	REVISED PER COMMENTS
8	08/15/08	JKL	REVISED PER COMMENTS
9	09/15/08	JKL	REVISED PER COMMENTS
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11	11/15/08	JKL	REVISED PER COMMENTS
12	12/15/08	JKL	REVISED PER COMMENTS

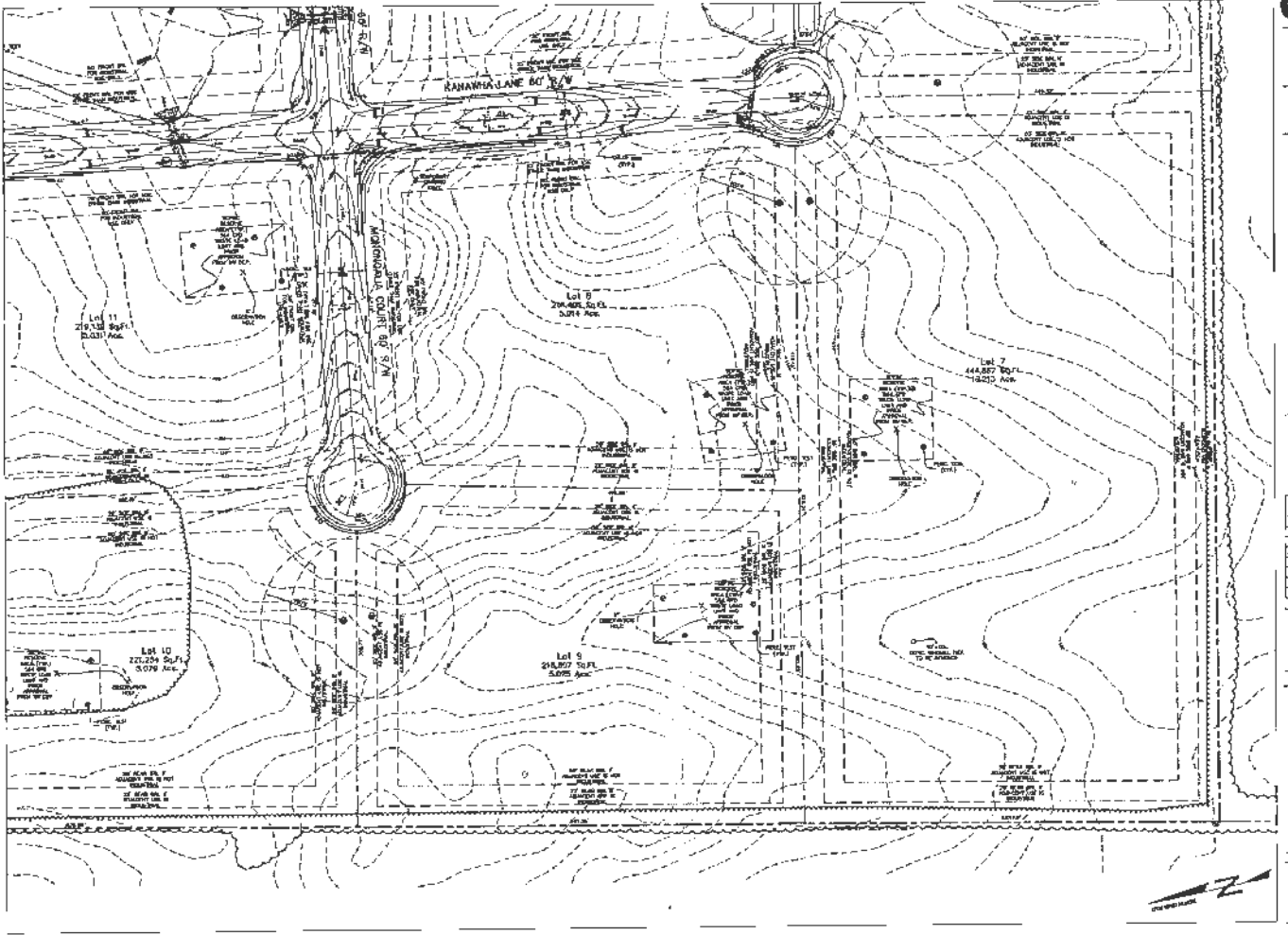
DESIGNED BY: JKL
 CHECKED BY: JKL
 DATE: 08/15/08
 PROJECT NUMBER: 08080801

MATCH LINES



PROJECT NO. 08080801

© 2008 D&D



Dewb
 Survey & Draft
 411 S. HURSTON ROAD
 HANCOCK, MISSISSIPPI
 PHONE: 601.785.7878
 FAX: 601.785.7878
 WWW.DEWB.COM

DEVELOPED BY
 SUNNYSIDE, L.P.

Preliminary Plat Site Plan showing
 Lots 1-12
Sunnyside Industrial Park
 LOT 10



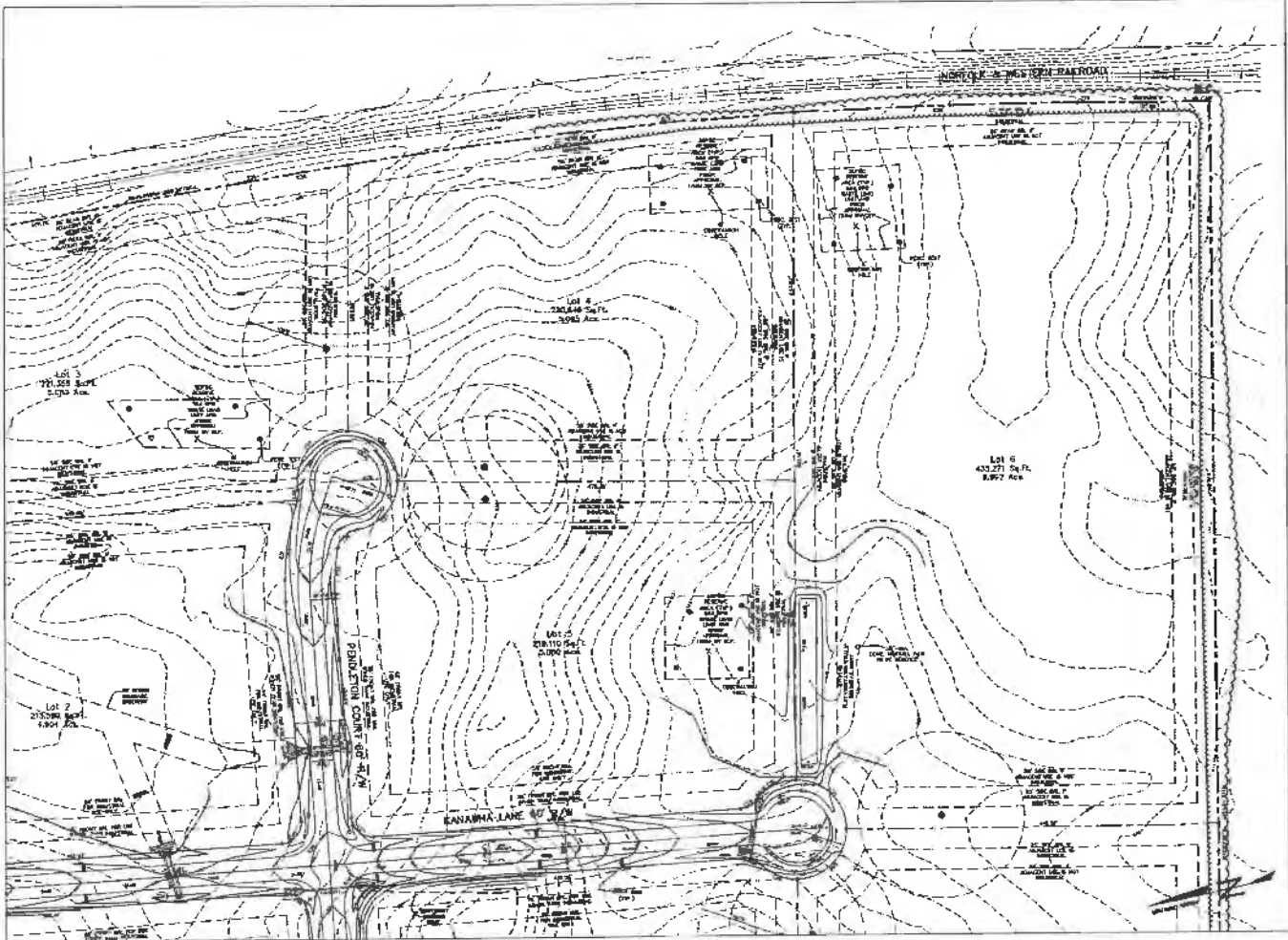
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2	208,468	4.7614
3	270,254	6.2079
4	29,133	0.6711
5	444,887	10.2023
6		
7		
8		
9		
10		
11		
12		

DATE OF SURVEY: 08/11/2011
 DRAWN BY: JACOB
 CHECKED BY: JACOB
 SCALE: AS SHOWN

MATCH LINES

4	
5	

PLANNED BY: SUNNYSIDE, L.P.
 SHEET NO. 10



Dewberry & Davis

415 S. GARDNER ROAD
 FARMINGDALE, NY 11735
 PHONE: 516-375-3400
 FAX: 516-375-3401
 WWW.DDBW.COM

DEVELOPER:
 SUNNYSIDE

Preliminary Plan/Spec Plan showing
 Lots 1-12
Sunnyside Industrial Park
© 2008 DEWBERRY & DAVIS, INC. ALL RIGHTS RESERVED.

SCALE:



NO.	DATE	BY	FOR
1	11/11/08	JEA	PRELIMINARY PLAN
2	11/11/08	JEA	PRELIMINARY PLAN
3	11/11/08	JEA	PRELIMINARY PLAN
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5	11/11/08	JEA	PRELIMINARY PLAN

DESIGNED BY: JEA
 CHECKED BY: JEA
 DATE: 11/11/08

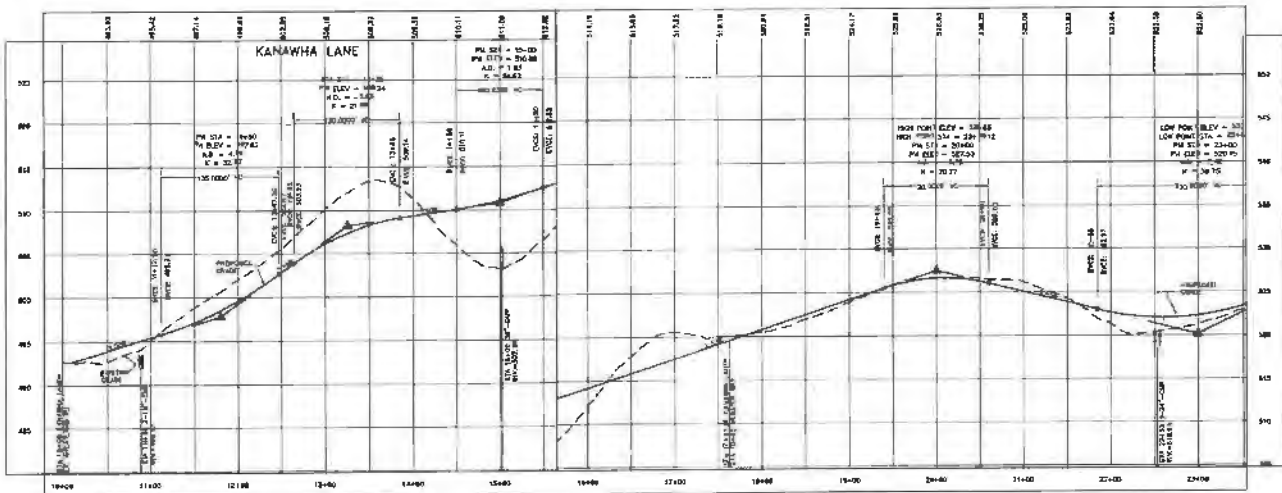
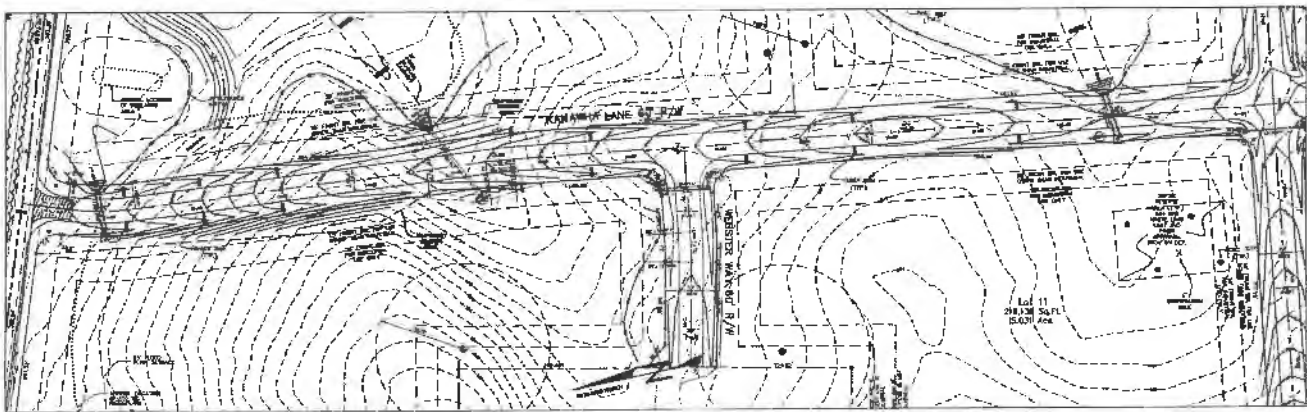
NO. PLAN SHEET

MATCH LINE



PROJECT NO. 08000000

DATE: 11/11/08



Dewberry & Davis
 4118 PARKWAY BOUL
 PARKERSBURG, WV 26104
 PHONE: 336.527.7000
 FAX: 336.527.7001
 WWW.DCDAVIS.COM

UNDESIGNED
 SURVEYSIDE

Preliminary Plan Site Plan showing
 Lots 1-12
Sunnyside Industrial Park

GRAPHIC SCALE
 1" = 100'

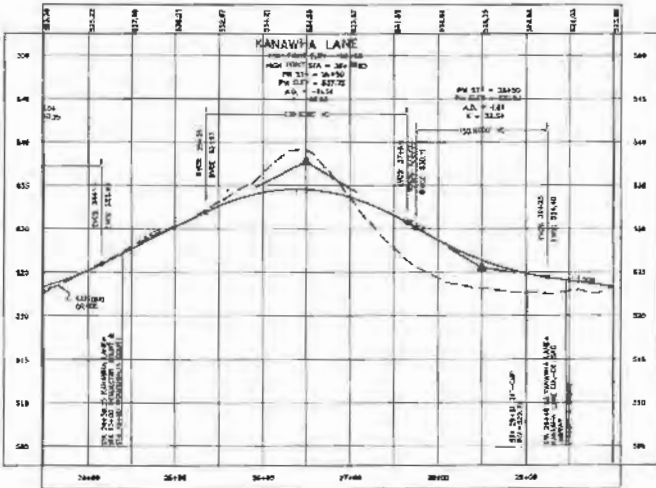
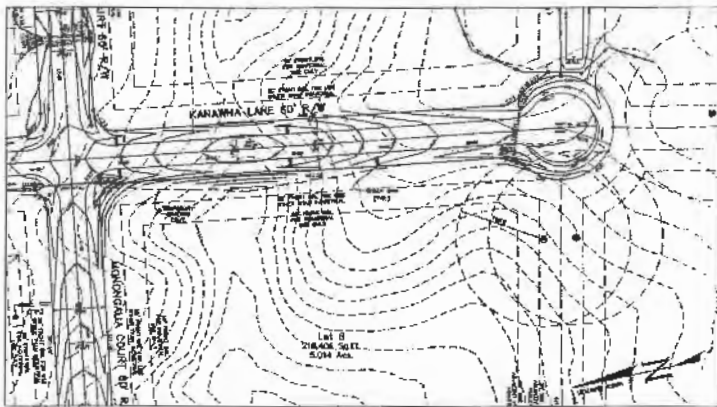
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GRAPHIC SCALE
 1" = 100'

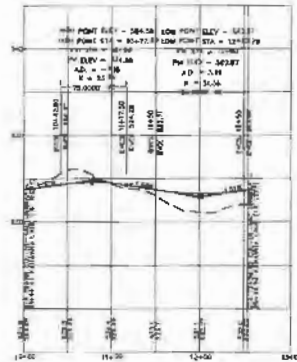
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4	REVISED PER COMMENTS	11/14/11
5	REVISED PER COMMENTS	11/14/11

DATE: 11/14/11
 SHEET NO. 1 OF 11

11/14/11



CUL-DE-SAC UNWRAP



Dewberry & Davis

Dewberry & Davis
441 S. PARKWAY SOUTH
FARMINGTON, WV 26030
PHONE: 304.725.1234
FAX: 304.725.1235
WWW.D&DENGINEERS.COM

DEVELOPED BY
SUNNYSIDE, I

Preliminary Plan/Spec Plan showing
Lots 1-12
Sunnyside Industrial Park
W. 43rd STREET, FARMINGTON, WV

GRAPHIC SCALE



GRAPHIC SCALE (VERT.)



GRAPHIC SCALE (VERT.)



GRAPHIC SCALE (VERT.)

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

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PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN

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DATE: 08/11/11

SCALE: AS SHOWN

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DATE: 08/11/11

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PROJECT NO. 11-001

DATE: 08/11/11

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PROJECT NO. 11-001

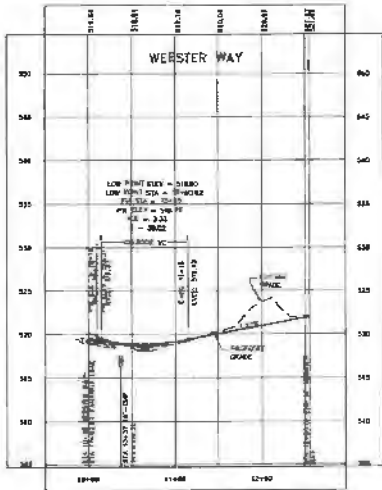
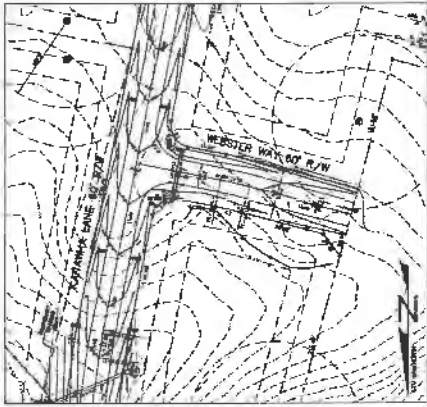
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SCALE: AS SHOWN

PROJECT NO. 11-001

DATE: 08/11/11

SCALE: AS SHOWN



Dewb

Dewberry & Clark
411 E. MAINWAY SUITE
IRVING, TEXAS 75038
PHONE 972.752.7200
FAX 972.752.7201
WWW.DEWBERRY.COM

DEVELOPED 1
SUNNYSIDE 1

Preliminary Plan/Site Plan showing
Lots 1-12
Sunnyside Industrial Park
77-003 APPROVALS REQUIRED

PLAN VIEW SCALE



PLAN VIEW GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE

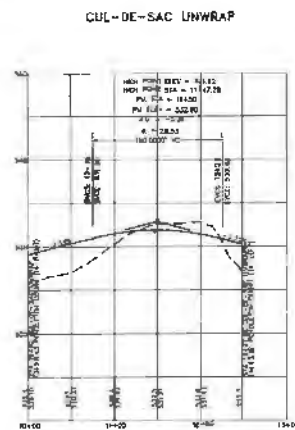
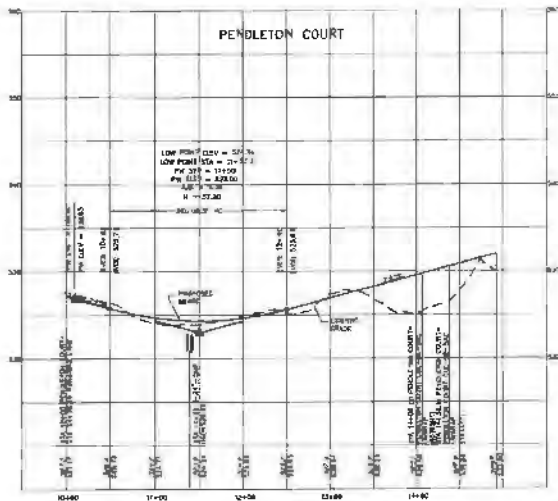
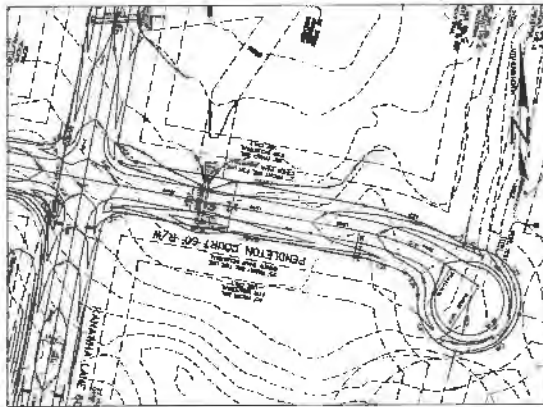


GRAPHIC SCALE

APPROVED BY: [Signature]

DATE: [Date]

SCALE: [Scale]



Dewb
 Cheabery & Ciel
 411 S. PARKWAY
 BOSTON, VT 05602
 PHONE: 802.253.1234
 FAX: 802.253.1235
 WWW.DEWB.COM

DEVELOPED
 SURVEYED

Preliminary Plat/Site Plan showing
 Lot 1-12
Summerville Industrial Park

PLAN VIEW
 GRAPHIC SC
 1" = 40'

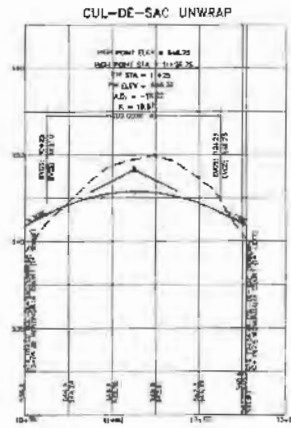
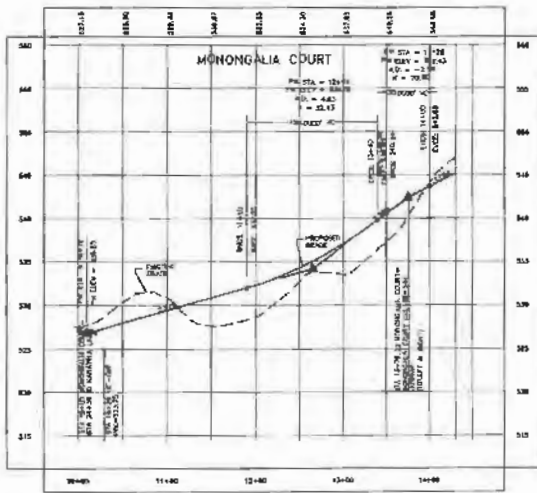
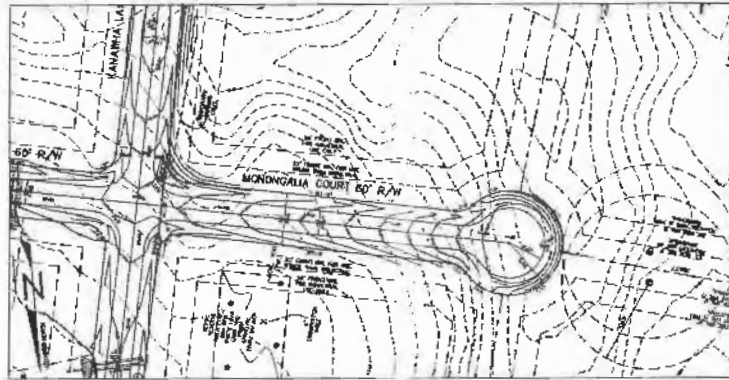
ROAD PROFILE
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 1" = 10'

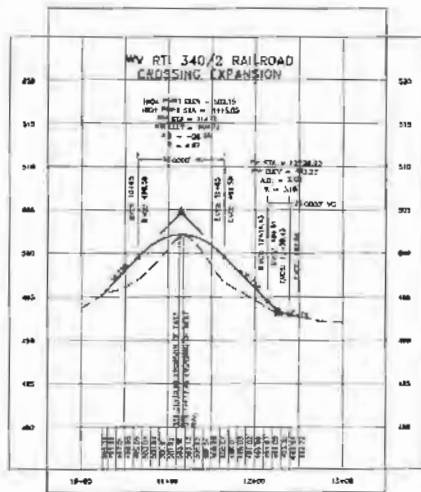
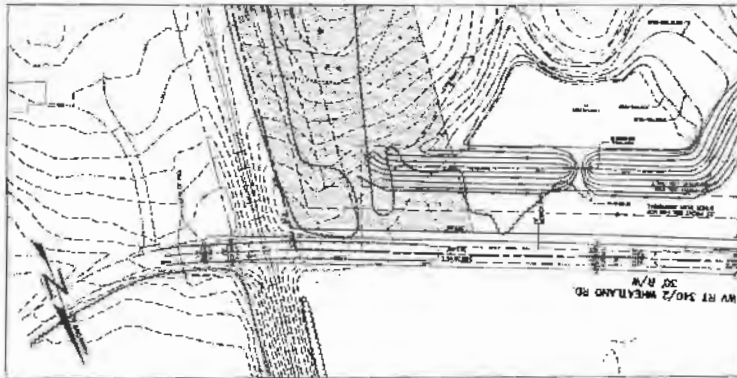
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 1" = 10'

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49	11/11/08	BLA	BLA
50	11/11/08	BLA	BLA

DATE: 11/11/08
 TITLE: PENDING PLAT

DATE: 11/11/08





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

Dewberry & Davis
 1115 EASTVIEW DRIVE
 SUITE 200
 CHARLOTTE, NC 28203
 PHONE 704.366.7200
 FAX 704.366.7201
 WWW.DDBD.COM

DEVELOPED BY
 SURVEYED BY

Preliminary Plan/Title Plan showing
 Lots 1-12
Sunnyside Industrial Park
 W. VA. DEP. OF TRANSPORTATION PROJECT NO. 07-01

PLANNING SCALE



ASSEMBLY SCALE



GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE



GRAPHIC SCALE

GRAPHIC SCALE

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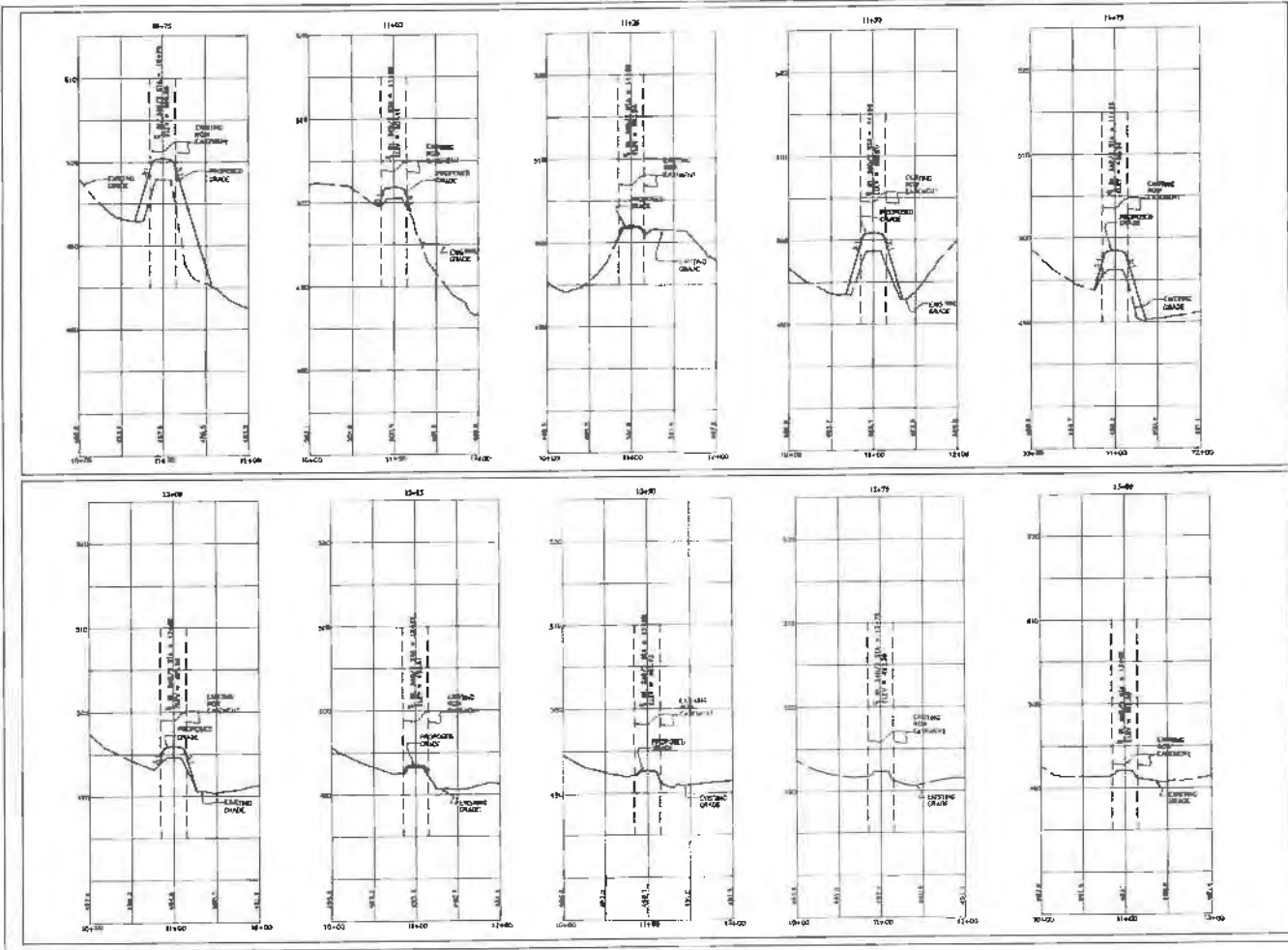
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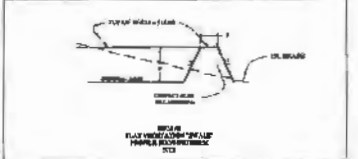
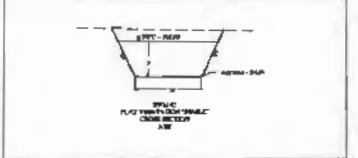
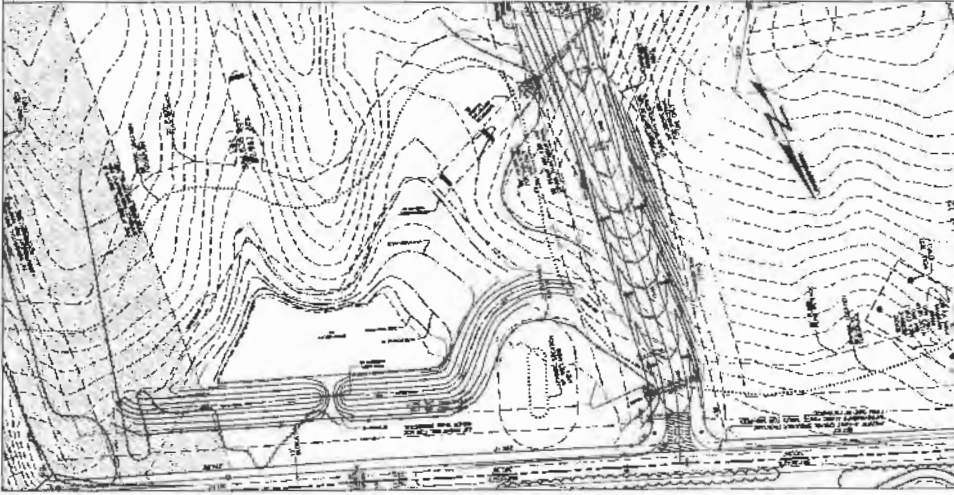
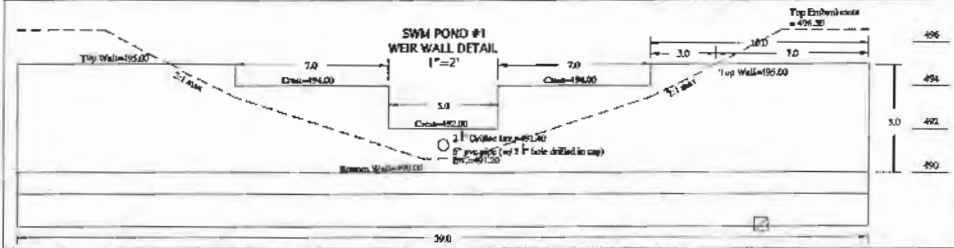
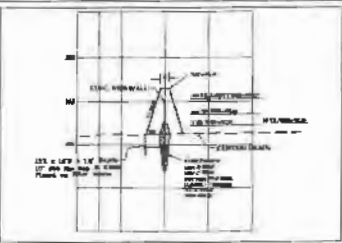
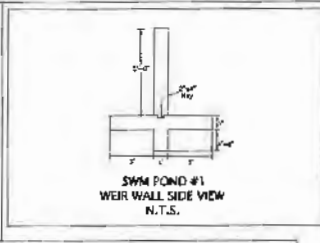
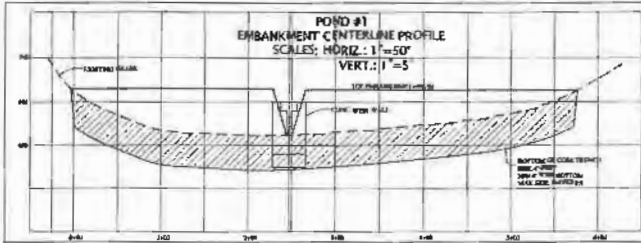
GRAPHIC SCALE

GRAPHIC SCALE

GRAPHIC SCALE

GRAPHIC SCALE





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

Dawb
DESIGN & DRAW
411 S. FAIRVIEW BOULEVARD
UNION, MISSOURI 64484
TEL: 816.234.1234
WWW.DAWB.COM

DEVELOPED BY
SURVEYOR

Preliminary Plan/Site Plan showing
LOSS 1-12
Sunnyside Industrial Park
12345 Main Street, Union, MO 64484

GRAPHIC SC (1\"/>

GRAPHIC SC (1\"/>

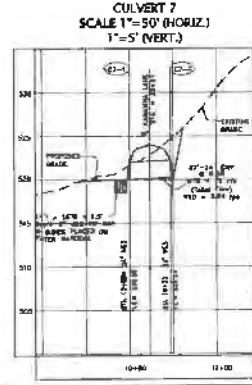
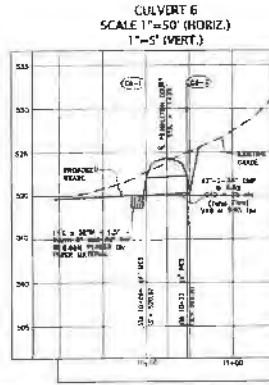
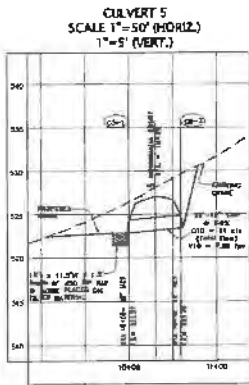
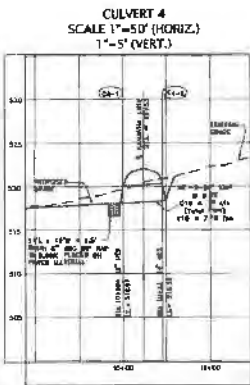
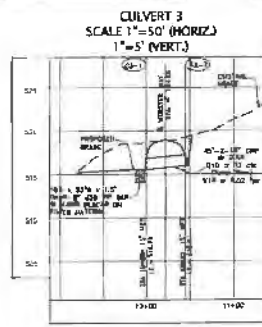
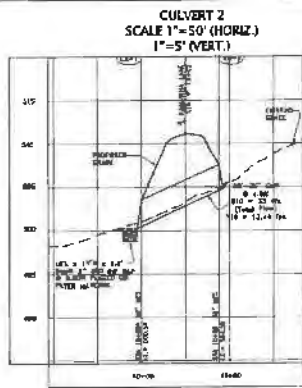
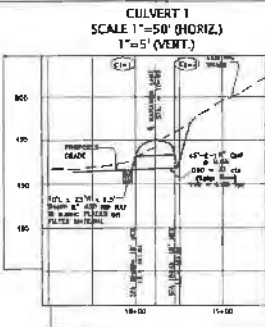
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DATE: 10/15/12

BY: JSM

PROJECT NO.: 12345

SCALE: AS SHOWN

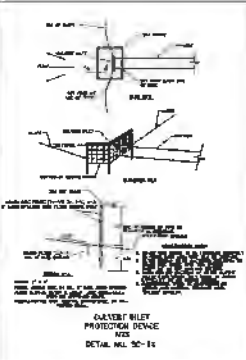
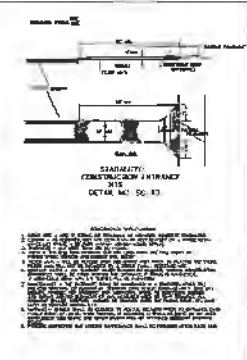
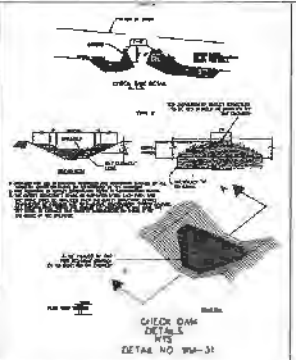
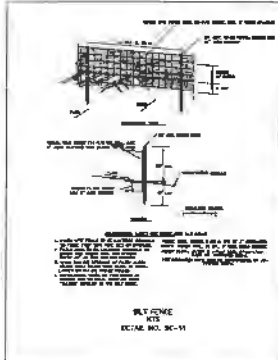


NO.	DATE	BY	CHKD
1	05/08	MD	PCP
2	05/08	MD	PCP
3	05/08	MD	PCP
4	05/08	MD	PCP
5	05/08	MD	PCP

DESIGNED BY	MD
CHECKED BY	MD
DATE	05/08
PROJECT NO.	10000000

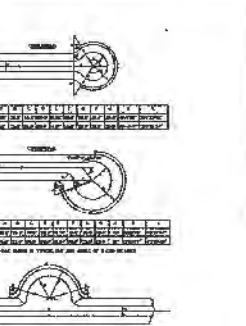
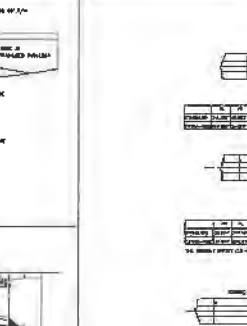
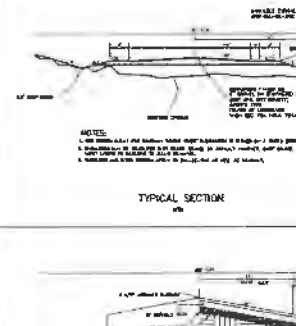
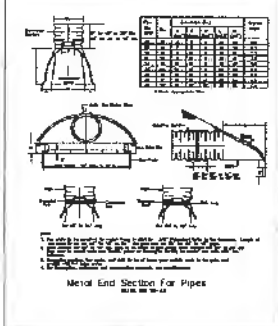
PROJECT NO. 10000000

DATE: 05/08



NOTES:

1. ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS OTHERWISE NOTED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
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9. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
2	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
3	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
4	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
5	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
6	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
7	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
8	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
9	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
10	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
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7	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
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8	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
9	PILE CAP CONNECTION TO PILE	1	EA	100.00	100.00
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8. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
9. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

Dewberry & Davis
411 S. FIFTH AVE.
MILWAUKEE, WI 53204
TEL: 414.224.2200
WWW.DDBDP.COM

DEVELOPED
MUNICIPALITY

Preliminary Plan/ Site Plan showing
Lots 1-12
Summerville Industrial Park

GRAPHIC SC
GRAPHIC SC
GRAPHIC SC
GRAPHIC SC
GRAPHIC SC

SCALE
1" = 10'-0"

DATE
11/11/11

PROJECT NO.
11-11-11

SCALE
1" = 10'-0"

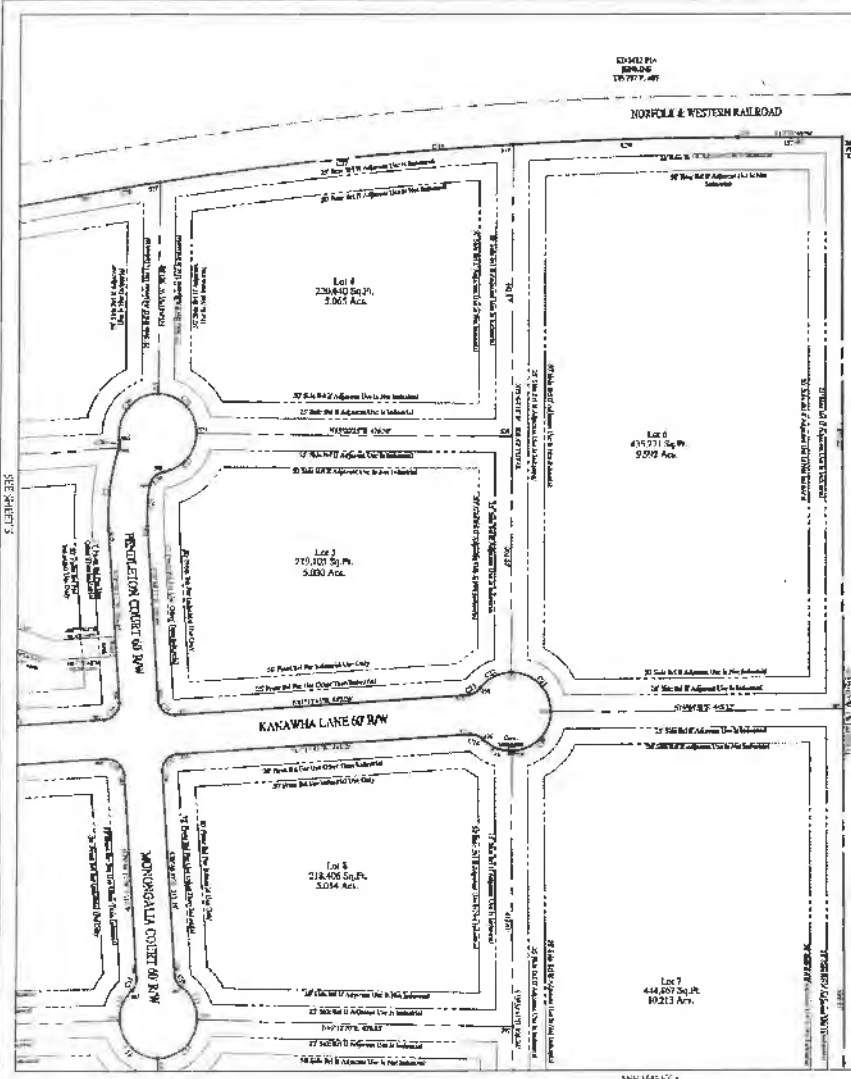
DATE
11/11/11

PROJECT NO.
11-11-11



CD-162 P1
R-162-06
16-777-07

NORFOLK & WESTERN RAILROAD



Final Plat showing Lots 1-12
Sunnyside Industrial Park

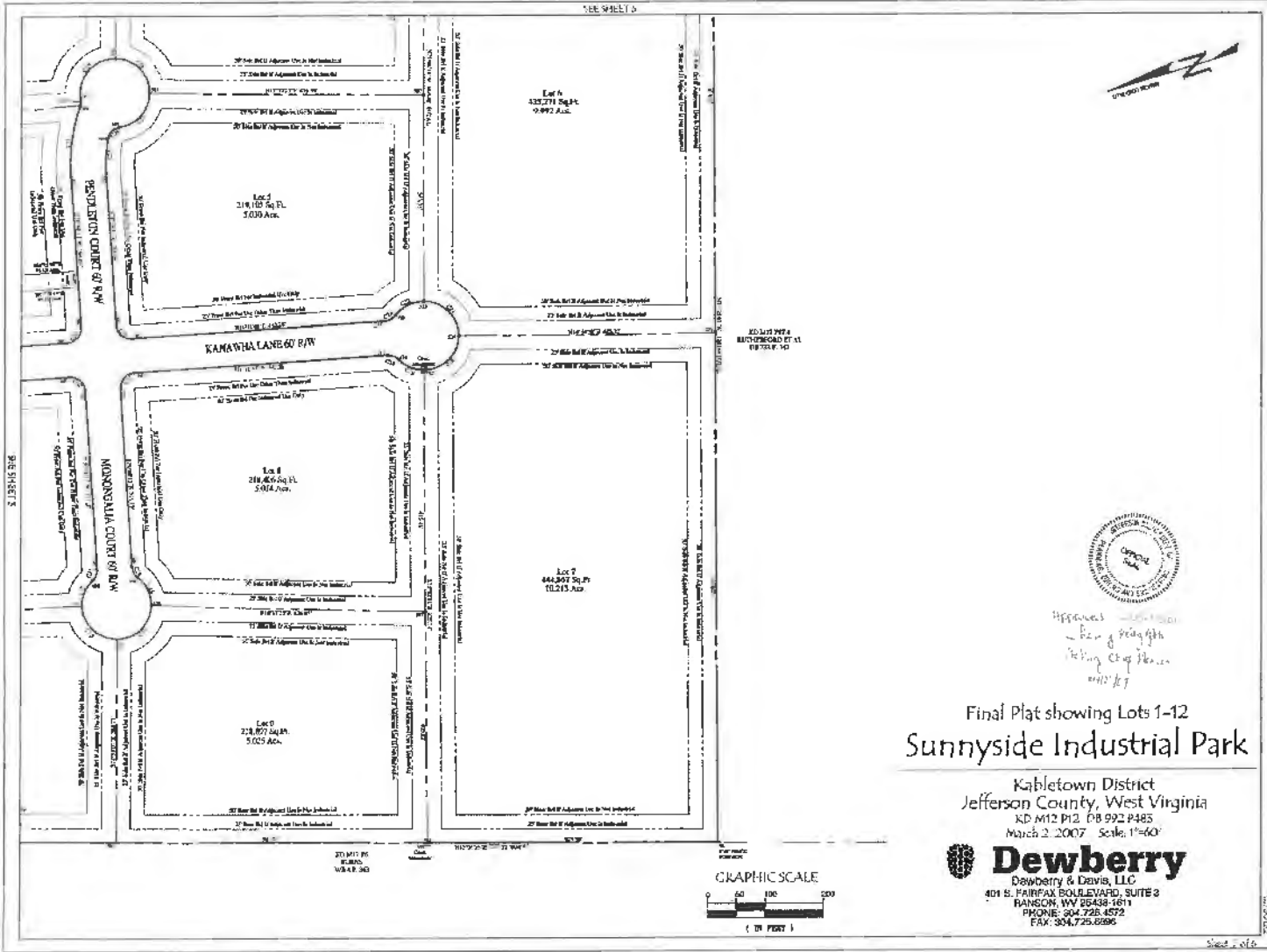
Kabetown District
Jefferson County, West Virginia
RD #162 P12 DB 992 P483
March 2, 2007 Scale: 1"=60'

Dewberry
Dewberry & Davis, LLC
401 S. FAIRFAX BOULEVARD, SUITE 3
FAIRFAX, WV 26430-1611
PHONE: 904.725.6572
FAX: 904.725.6536



SHEETS 5

Sheet 6 of 6



Approved: *[Signature]*
 Jeffrey A. Dewberry
 Professional Engineer
 State of West Virginia
 License No. 10001

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 2
 RANSON, WV 26438-1611
 PHONE: 304.726.4572
 FAX: 304.726.6886

2022 Zoning Map Jefferson County, WV



Legend

- Tax District Boundary
- District Management Boundary
- Urban Growth Boundary
- Power
- Public/County Public Land

Zoning District

- Major Interstate
- Light Industrial
- Industrial/Commercial
- Office/Commercial Mixed Use
- General Commercial
- Highway Commercial
- Neighborhood Commercial
- Residential Light Commercial/Commercial
- Residential Medium Density
- Planned Neighborhood Development
- Rural
- Village
- Unincorporated Town

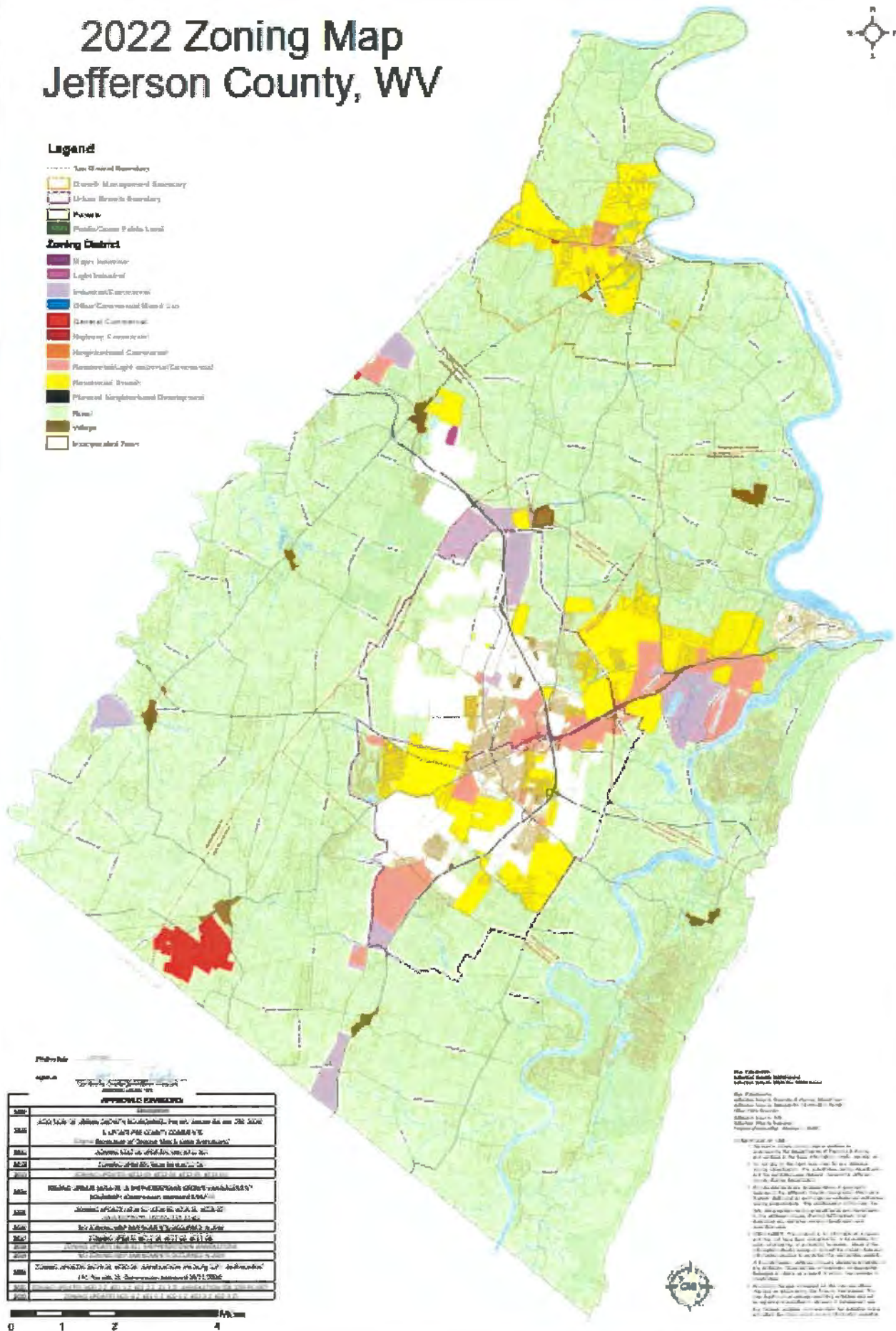


Photo Air

APPENDIX C - ZONING DISTRICTS	
1000	UNINCORPORATED TOWN
1001	UNINCORPORATED TOWN - RESIDENTIAL
1002	UNINCORPORATED TOWN - COMMERCIAL
1003	UNINCORPORATED TOWN - INDUSTRIAL
1004	UNINCORPORATED TOWN - OFFICE/COMMERCIAL MIXED USE
1005	UNINCORPORATED TOWN - GENERAL COMMERCIAL
1006	UNINCORPORATED TOWN - NEIGHBORHOOD COMMERCIAL
1007	UNINCORPORATED TOWN - RESIDENTIAL LIGHT COMMERCIAL/COMMERCIAL
1008	UNINCORPORATED TOWN - RESIDENTIAL MEDIUM DENSITY
1009	UNINCORPORATED TOWN - PLANNED NEIGHBORHOOD DEVELOPMENT
1010	UNINCORPORATED TOWN - VILLAGE
1011	UNINCORPORATED TOWN - RURAL



Map Information

This map was prepared by the Planning and Zoning Department of Jefferson County, West Virginia, in cooperation with the West Virginia Department of Transportation, Division of Planning and Zoning. The map is for informational purposes only and does not constitute a contract or warranty of any kind. The map is subject to change without notice. The map is not to be used for any other purpose without the express written consent of the Planning and Zoning Department of Jefferson County, West Virginia.

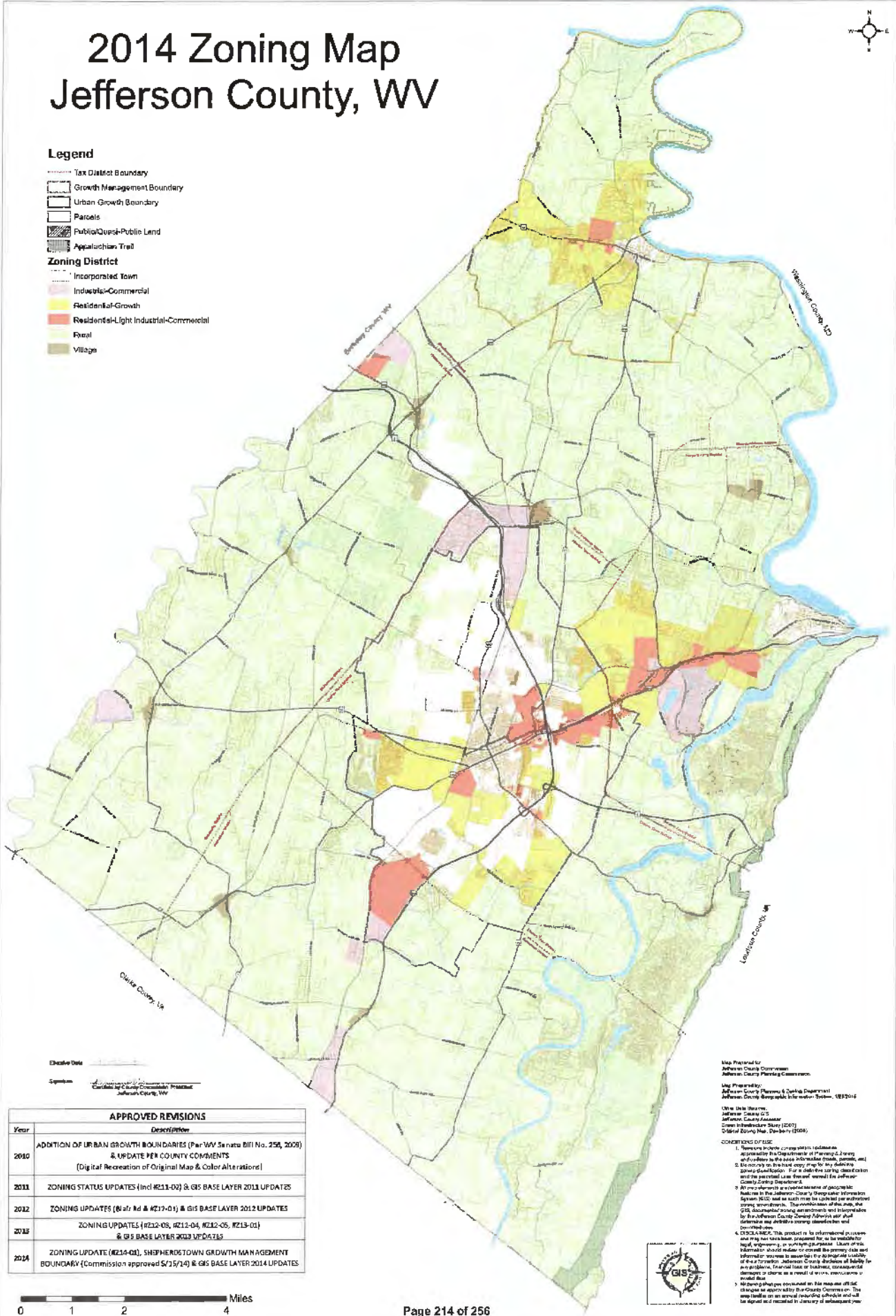


2014 Zoning Map Jefferson County, WV



Legend

- Tax District Boundary
- Growth Management Boundary
- Urban Growth Boundary
- Parcels
- Public/Open-Public Land
- Appalachian Trail
- Zoning District**
- Incorporated Town
- Industrial-Commercial
- Residential-Growth
- Residential-Light Industrial-Commercial
- Rural
- Village



Effective Date: _____

Prepared by:
 County Planning Commission, President
 Jefferson County, WV

APPROVED REVISIONS	
Year	Description
2010	ADDITION OF URBAN GROWTH BOUNDARIES (Par WV Senate Bill No. 250, 2008) & UPDATE PER COUNTY COMMENTS (Digital Recreation of Original Map & Color Alterations)
2011	ZONING STATUS UPDATES (incl RZ11-02) & GIS BASE LAYER 2011 UPDATES
2012	ZONING UPDATES (Rz12-03 & RZ17-03) & GIS BASE LAYER 2012 UPDATES
2013	ZONING UPDATES (RZ12-03, RZ12-04, RZ12-05, RZ13-01) & GIS BASE LAYER 2013 UPDATES
2014	ZONING UPDATE (RZ14-01), SHEPHERDSTOWN GROWTH MANAGEMENT BOUNDARY (Commission approved 5/15/14) & GIS BASE LAYER 2014 UPDATES



Map Prepared for:
 Jefferson County Commission
 Jefferson County Planning Commission

Map Prepared by:
 Jefferson County Planning & Zoning Department
 Jefferson County Geographic Information System - GIS/2014

Map Date:
 Jefferson County GIS
 Jefferson County Assessor
 Green Infrastructure Survey (GIS)
 Digital Zoning Map - 2014 (2014)

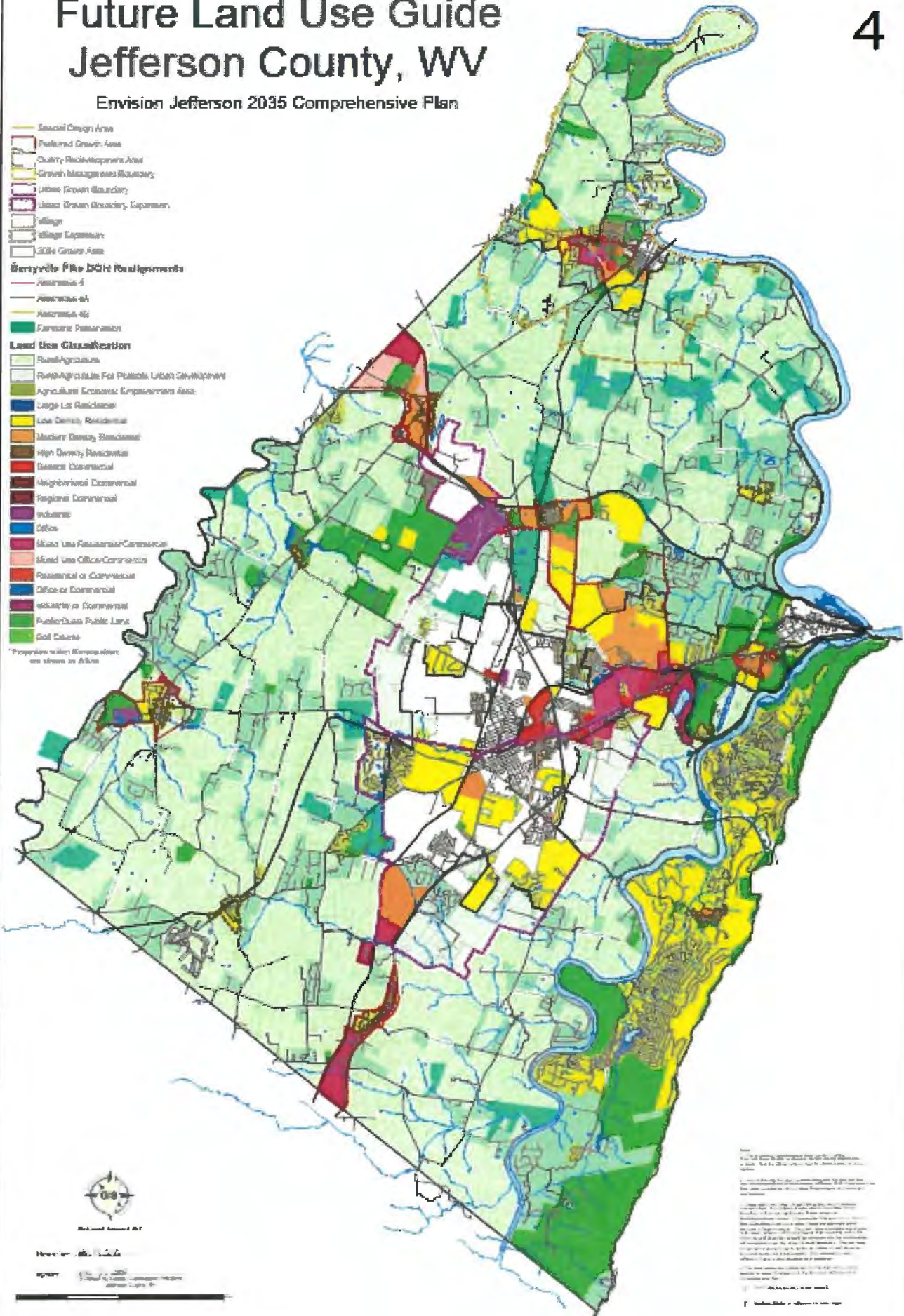
- CONFORMANCE STATEMENT**
1. This map is a computer-generated product and is not a substitute for a printed map.
 2. This map is a computer-generated product and is not a substitute for a printed map.
 3. All information is derived from the Jefferson County Geographic Information System (GIS) and is subject to the accuracy of the data and the accuracy of the information provided. The information is provided for informational purposes only and is not intended to be used for any other purpose.
 4. This map is a computer-generated product and is not a substitute for a printed map.



Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan

- Special Design Area
 - Preferred Growth Area
 - Quality Redevelopment Area
 - Growth Management Boundary
 - Urban Growth Boundary
 - Urban Growth Boundary, Capexon
 - Village
 - Village Capexon
 - 200s Growth Area
 - Berryville Pike DCID Realignments**
 - Alternative A
 - Alternative B
 - Alternative C
 - Future Preservation
 - Land Use Classification**
 - Rural/Agriculture
 - Rural/Agriculture For Possible Urban Development
 - Agriculture Economic Empowerment Area
 - Large Lot Residential
 - Low Density Residential
 - Medium Density Residential
 - High Density Residential
 - General Commercial
 - Neighborhood Commercial
 - Regional Commercial
 - Industrial
 - Office
 - Mixed Use Residential/Commercial
 - Mixed Use Office/Commercial
 - Residential or Commercial
 - Office/Commercial
 - Industrial or Commercial
 - Public/State Public Land
 - Golf Course
- * Properties within Metropolitan areas shown as Urban

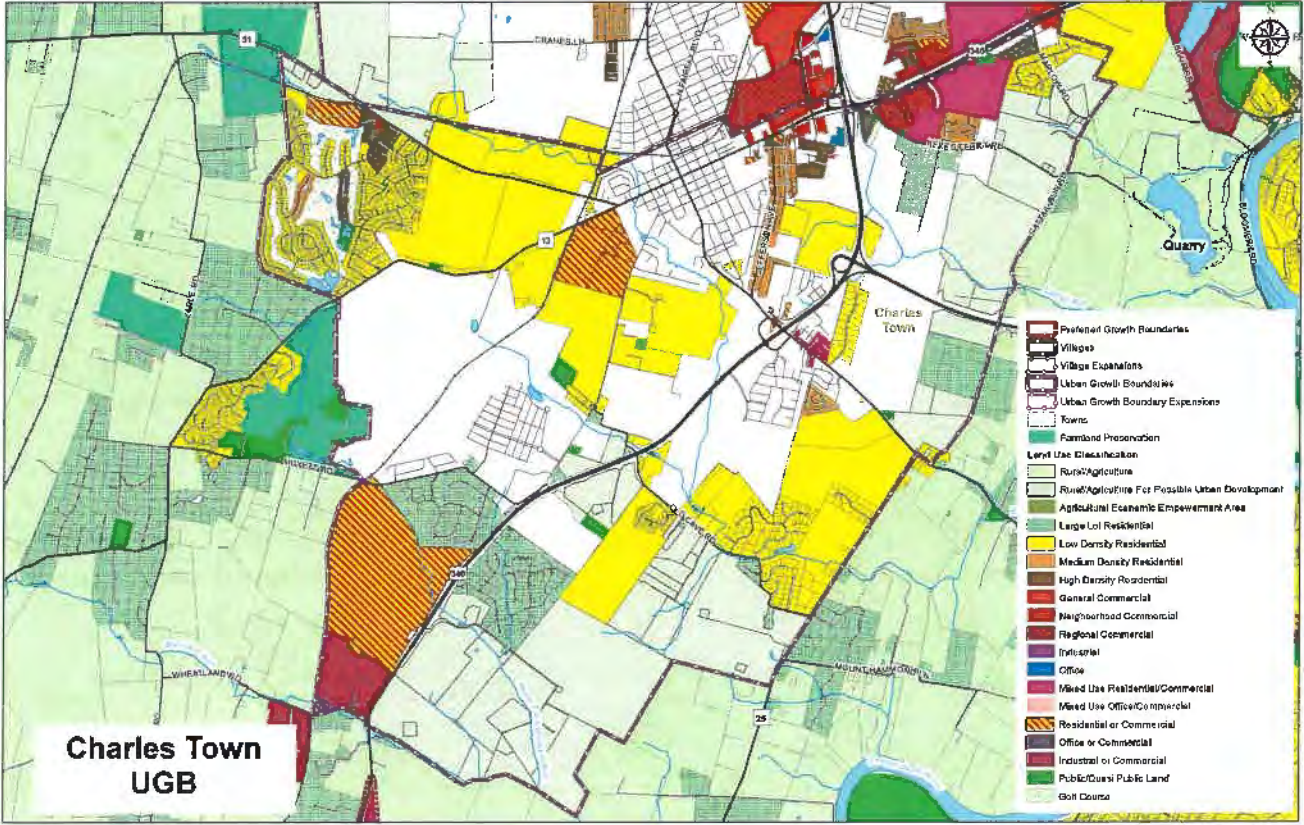


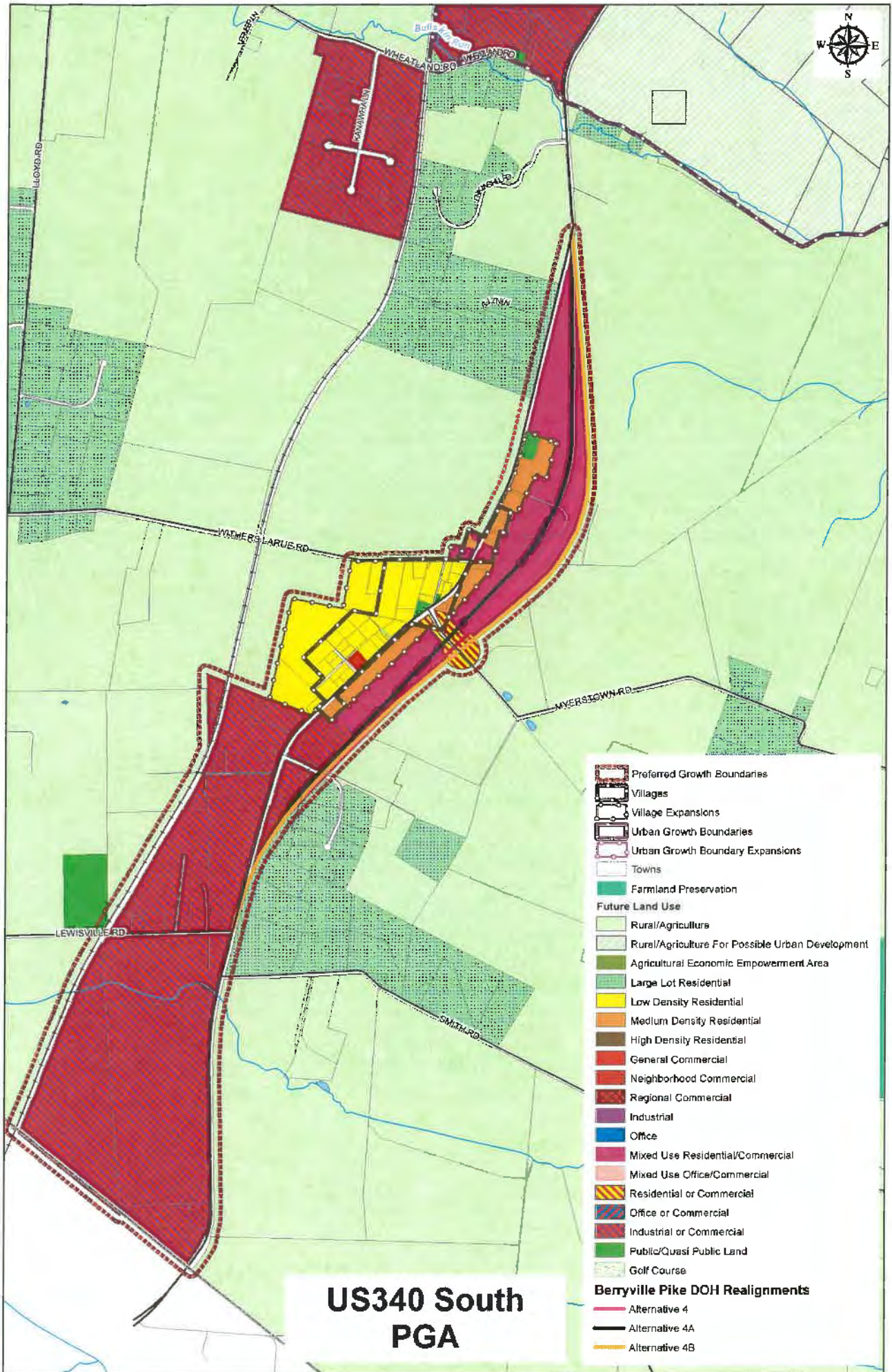
North Arrow

Scale: 1" = 1 Mile

Prepared by: Planning and Economic Development Department
Jefferson County, WV

This map is intended to provide a visual representation of the future land use plan for Jefferson County, West Virginia. It is not intended to be used as a legal document. The map is subject to change without notice. The map is prepared by the Planning and Economic Development Department, Jefferson County, West Virginia. The map is based on the Envision Jefferson 2035 Comprehensive Plan. The map is prepared by the Planning and Economic Development Department, Jefferson County, West Virginia. The map is based on the Envision Jefferson 2035 Comprehensive Plan. The map is prepared by the Planning and Economic Development Department, Jefferson County, West Virginia. The map is based on the Envision Jefferson 2035 Comprehensive Plan.





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bessie Nelson, Budget Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 6, 2024**

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

Date Requested – 2nd Choice:

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

State and Internal Budget Revisions for FY24

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

6 - Internal Budget Revisions:

IBR#FY24-027 – Agricultural Agent

IBR#FY24-028 – Parks & Rec

IBR#FY24-029 – County Commission

IBR#FY24-030 – Central Garage

IBR#FY24-031 – ARPA

IBR#FY24-032 – Engineering

2 - State Budget Revision: 001-005 (General Fund) & 002-003 (Coal Severance)

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

If so, how much? \$

Provide exact financial impact/request:

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

I motion to approve the 10 internal budget revisions and 1 state budget revision 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

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-5090
 Email: igs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-28a)

CONTROL NUMBER
 FY: 2024
 Fund: 001
 Rev. No. 5
 Pages: 1

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: PO Box 250 STREET OR PO BOX COUNTY
 Name: **Bessie Nelson** Government Type
 Phone: **304.724.8425**
 Fax: _____ Charles Town 25414
 Email: bnelson@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
388	Transfers From Other Funds	1,095,000	50,000		1,145,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			50,000		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
699	Contingencies			8,539	-8,539
401	County Commission		8,539		8,539
717	Central Garage		50,000		50,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			50,000		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date
 Deputy State Auditor, Local Government Services Div.

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-5090
 Email: igs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 2024
 Fund: 002
 Rev. No. 3
 Pages: 1

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: PO Box 250 STREET OR PO BOX COUNTY
 Name: Bessie Nelson Government Type
 Phone: 304.724.8425
 Fax: _____ Charles Town 25414
 Email: bnelson@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
305	Coal Severance Tax	100,000	63,200		163,200
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			63,200		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
698	Transfers/Reim. (Audit Findings)	100,289	26,000		126,289
909	Historical Commission		13,200		13,200
952	Senior Citizens		14,000		14,000
964	Social Services		10,000		10,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			63,200		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bessie Nelson, Budget Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 6, 2024**

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

Date Requested – 2nd Choice:

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

OPEB (Other Post Employment Benefits) Actuarial Study

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

Actuarial Study for OPEB should be done every other year. We should have completed a study in FY22 which would have covered FY22, FY23 & FY24. The last time this was done was July 2018 at a cost of \$2,800. It is the recommendation of BHM CPA Group and Cox Holliday CPA to use the OPEB schedules provided by WV at no additional cost to the 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*):

I motion to use the West Virginia State schedules for completion of the OPEB Actuarial Study for FY24 at no additional cost to the 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:

Email address: bnelson@jeffersoncountywv.org

Phone Number: 304.724.8425 ext 1008

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**Other Post Employment Benefits
- Accounting Method for
Financial Statements**

Current Reporting Method: GASB 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions – *Alternative Measurement Method*

- Actuarial study should be done biennially for Jefferson County Postemployment Health Plan
 - County specific
 - Additional Cost

- Jefferson County Commission's last actuarial study was completed July 1, 2018, and covered years beginning July 1, 2018, July 1, 2019, and July 1, 2020.
 - Now, should be completed every other year
 - Should have had an actuarial valuation completed for the year beginning July 1, 2021 (year ended June 30, 2022)
 - Cost for year-ended June 30, 2018 was \$2,800

Proposed Reporting Method: GASB 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions

- Use of West Virginia State schedules
 - Publicly available
 - No additional cost or effort
 - Jefferson County's proportionate share
 - Statewide actuarial valuation allocated among all participants

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bessie Nelson, Budget Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **June 6, 2024**

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

Date Requested – 2nd Choice:

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

FY25 Cost of Living Adjustment (COLA)

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

**COLA - FY25
FULL TIME EMPLOYEES ONLY**

Increase %	COLA	FICA	Medicare	Retirement	Increase for County
1.00%	\$ 143,978	\$ 8,927	\$ 2,088	\$ 14,976	\$ 169,969
1.50%	215,967	13,390	3,132	22,463	254,952
2.00%	287,956	17,854	4,176	29,951	339,937
2.50%	359,945	22,317	5,220	37,439	424,921
3.00%	431,933	26,780	6,264	44,927	509,904
3.50%	503,922	31,244	7,307	52,414	594,887
4.00%	575,911	35,707	8,351	59,902	679,871
4.50%	647,900	40,170	9,395	67,390	764,855
5.00%	719,889	44,634	10,439	74,877	849,839

Is this a funding request? Y/N YES

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 a COLA increase of ____% for all County employees effective July 1, 2025.

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

If not attached, explain:

Contact information:

Email address: bnelson@jeffersoncountywv.org Phone Number: 304.724.8425 ext 1008



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
James Cook

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner James Cook
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: June 6, 2024

Re: Fiscal Note: FY25 COLA for Full Time County Employees

Bessie Nelson, Budget Director, presents the following for the COLA options for the Full Time County Employees:

COLA - FY25 FULL TIME EMPLOYEES ONLY

Increase %	COLA	FICA	Medicare	Retirement	Increase for County
1.00%	\$ 143,978	\$ 8,927	\$ 2,088	\$ 14,976	\$ 169,969
1.50%	215,967	13,390	3,132	22,463	254,952
2.00%	287,956	17,854	4,176	29,951	339,937
2.50%	359,945	22,317	5,220	37,439	424,921
3.00%	431,933	26,780	6,264	44,927	509,904
3.50%	503,922	31,244	7,307	52,414	594,887
4.00%	575,911	35,707	8,351	59,902	679,871
4.50%	647,900	40,170	9,395	67,390	764,855
5.00%	719,889	44,634	10,439	74,877	849,839

During budget deliberations, JCC expected to only carryforward approximately \$4M. After reviewing the budget and revising capital expenditures (\$1.9M), the Commission now anticipates to carryforward \$6M in FY2025. The carryforward is mainly due to moving capital expenditures that were erroneously submitted to the state in the General Fund and entered in the Capital Outlay Fund (246). These funds have been moved to the Contingency Fund. At this time, the County does not anticipate utilizing the contingency funds in FY24.

We will use the Contingency Fund to fund the COLA.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **June 6, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request to have the Jefferson County Commission waive the JCESA fees for the fireworks event on June 29, 2024 (Rain date June 30, 2024) at Sam Michaels Park.**

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

The Jefferson County Parks & Recreation Commission (JCPRC) partners with the County and all the Municipalities to offer a fireworks event for our citizens. The event brings 6,000-8,000 to the park to enjoy a 20-minute professional fireworks display the Saturday before the 4th. In previous years, the local fire departments have volunteered their ambulances, equipment, and services to assist with this community event. This year, it is estimated that JCPRC will have to pay \$1, 828.00 to the County Commission for these services.

Is this a funding request? Y/N Y

If so, how much? \$1,828.00

Provide exact financial impact/request:

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

The Jefferson County Commission approves waiving the fees to provide ambulance services at the 2024 fireworks event to be held at Sam Michaels Park.

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

If not attached, explain:

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

Contact information: Jennifer Myers

Email address: jmyers@jcprc.org

Phone Number: 304-728-3207

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
James Cook

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner James Cook
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: June 6, 2024

Re: Fiscal Note: Waive the JCESA Fee for Fireworks

Jennifer Myers, Director of Parks & Rec is requesting a waiver for the JCESA Ambulance fee, \$1,828.00, for the fireworks event scheduled for June 29, 2024.

This would be a reduction in revenues of \$1,828.00 for the ambulance service.

County Administrator
Edwina Benites

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Luke Scigfried, County Planner

Department or Organization: Engineering, Planning, and Zoning

Commission Meeting Date: June 6, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Quarterly Status Update of the 2045 Comprehensive Plan Update.

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

Planning Commission is now preparing the text of the Comprehensive Plan update and making edits to the Action Items and the Future Land Use map. The Final Public Input Meeting saw 212 attendees sign in at the doors, resulting in the collection of 179 survey comments and 56 note cards as public feedback. At the time of writing, an additional 103 emails related to the Comprehensive Plan have been received following the meeting.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

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: Luke Scigfried

Phone Number: (304) 728-3228

Email Address:

complan2045@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

The drafting of the Comprehensive Plan Update is ongoing, and public comments can be submitted to complan2045@jeffersoncountywv.org.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – **June 6, 2024**

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

Date Requested – 2nd Choice:

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

- **ARPA funding**
- **Comprehensive Plan Extension**

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

- Decision on remaining ARPA funding
- Extend timeline for Comprehensive Plan completion to include additional another Public Meeting and extended Comment period.

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

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

Provide exact financial impact/request:

Will need info from our Financial Director on COLA options and total impact on FY25 budget
Will need info on remaining uncommitted ARPA funds and projects not yet funded.

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

- motion to approve ARPA funding for XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Motion to extend the timeline for the Comprehensive Plan completion to include another Public Meeting and extended Comment period.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Vacant

COMMISSIONER
Vacant

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb

From: Bessie Nelson

Date: May 16, 2024

Re: Fiscal Note: ARPA Funding

Jane Tabb, County Commissioner requests ARPA Funding.:

We currently have \$30,922.79 in uncommitted funds. We earn approximately \$2,000 per month in interest at this time.

See the attached spreadsheet on the projects approved for ARPA funding.

County Budget Director
Bessie Nelson

Color Code
 Approved
 Closed

Priority	App No.	Status	Date	Name	Contact	Description	Amount	Adjustments	Adjusted Request	Amount Paid	Subtotal	Committed
		Approved	6/17/2021			Revenue Loss 2020	1,534,634		1,534,634	(1,534,634)	\$ -	-
1	ARPA-48	Approved	6/30/2022			Emergency Medical Services	5,000,000		5,000,000	(3,651,242)	\$ 1,348,758	1,348,758
1		Approved	8/5/2021			Premium Pay-Retro active stipend \$3k per eligible employee-County Staff	625,000	235,000	860,000	(541,189)	\$ 318,811	-
1		Approved	8/5/2021			Premium Pay-Retro active stipend \$3k per eligible employee-Component Units	180,000		180,000	(182,199)	\$ (2,199)	-
1	ARPA-19	Approved	11/10/2021		Tom Hansen	2 Deputies	504,400	(174,904)	329,896	(305,259)	\$ 24,637	24,637
1	ARPA-20	Approved	7/14/2022		Jeff Polczynski	CAD Admin	246,000	(28,944)	217,056	(75,004)	\$ 142,053	142,053
1	ARPA-6	Approved	8/11/2022	Jeff Polczynski, B11 Communication Center	Jeff Polczynski	Next generation 911 ESINET	750,000		750,000	-	\$ 750,000	750,000
1	ARPA-27	Approved	7/14/2022		Roger Goodwin	Digital screen for public use permit process	15,000		15,000	(12,844)	\$ 2,156	2,156
1	ARPA-10	Approved	7/14/2022	Russ Burgess, County Information Tech	Russ Burgess	Commission meeting room, public meeting technology improvements	50,000	16,000	66,000	(65,680)	\$ 820	-
1	ARPA-7	Approved	7/14/2022		Russ Burgess	Email system, upgrade for communications to the public-Confirmed this is a separate project and not included in CJO Fund	75,000	(25,000)	50,000	-	\$ 50,000	50,000
1	ARPA-44	Approved	7/14/2022		Laura Kuhn	HVAC for building (was part of ARPA-43-moved to ARPA-44)	100,000	120,000	220,000	-	\$ 220,000	220,000
5	ARPA-11	Approved	7/14/2022	Jefferson County Parks & Recreation	Jennifer Myers	Public Sewer tie in. (Amended to \$600,000, Approved for \$300,000)	1,000,000	(700,000)	300,000	(96,850)	\$ 203,150	203,150
2	ARPA-29	Approved	7/14/2022	Jefferson County Emergency Services Agency	Mike Sine	Portable and Mobile Radios	322,920		322,920	(322,920)	\$ 0	-
2	ARPA-52	Approved	8/18/2022	Jefferson County Development Authority	Dennis Jarvis	Economic Development (\$65k from Coalbed and Coal): 1) New Business park evaluation study; 2) Redesign the current master plan for Burr Industrial Park; and, 3) Prepare sites 9&10 in the Burr Ind Park for pad ready sites.	80,000		80,000	(80,000)	\$ -	-
3	ARPA-5	Approved	10/19/2022	Charles Town	Alyssa Meeks	Homeless Support	150,000		150,000	(82,363)	\$ 67,637	67,637
3	ARPA-30	Partial Approval	10/19/2022	Corporation of Shepherdstown		Local Match for pedestrian access of Morgan's Grove Park	300,000	(270,000)	30,000	(30,000)	\$ -	-
4	ARPA-40	Approved	7/14/2022	CASA	Michelle Suddeth	Volunteer outreach, training and support for vulnerable children-deferred from FY23 budget request	10,000	10,000	20,000	(20,000)	\$ -	-
4	ARPA-16	Approved	7/14/2022	Jefferson County African American Cultural & Heritage Festival	Brenda Gaskins	Promote social, cultural and economic programs related to African American community	12,000		12,000	(12,000)	\$ -	-
5	ARPA-24	Approved	7/14/2022	Commissioner Tabb	David Deamer	Broadband Infrastructure (Tabb & Jackson) Approved 2, 180ft towers (JCHD and Midlway area) and 2 smaller towers at locations to be determined.	912,805	(312,805)	600,000	-	\$ 600,000	600,000
4	ARPA-13	Approved	6/11/2022	Jefferson County Council on Aging	Amy Wellman	Walk-in cooler replacement - Funding no longer needed	18,000	(18,000)	18,000	-	\$ 18,000	-
4	ARPA-31	Partial Approval	10/19/2022	Bokerton Fire Department	Bradley Fritts	Replacement Portable Radios	154,369	(118,053)	36,316	(35,619)	\$ 696	-
4	ARPA-53	Partial Approval	10/19/2022	Blue Ridge Fire Department	Earl Cogle	Replacement Portable Radios	36,316		36,316	-	\$ 36,316	36,316
4	ARPA-54	Partial Approval	10/19/2022	Independent	Adam Watson	Replacement Portable Radios	36,316		36,316	-	\$ 36,316	36,316
4	ARPA-41	Approved	7/14/2022	Jefferson County Community Ministries	Keith Lowry	FY23 Budget Request-Deferred to ARPA FUNDING FOR HOMELESS AND FOOD PANTRY	80,000		80,000	(80,000)	\$ -	-
4	ARPA-46	Partial Approval	10/19/2022	Friendship Fire Company	Christopher Higdon	Communication Equipment / Portable Radios for Staff and Fire apparatus	150,000	(113,684)	36,316	(35,619)	\$ 697	-
4	ARPA-47	Partial Approval	10/19/2022	Midlway Volunteer Fire Co Inc	Michael Mood	Communication Equipment / Portable Radios for Staff and Fire apparatus.	259,480	(223,164)	36,316	(32,946)	\$ 3,370	-
5	ARPA-1	Approved	10/19/2022	Harpers Ferry-Bolivar PSD	Ed Tennant	Sewer Pipe line rehab projects	120,000		120,000	(62,397)	\$ 57,603	57,603
4	ARPA-50	Approved	10/19/2022	Jefferson County Fair Association	Todd Witt	Fairgrounds and building maintenance	150,000		150,000	(150,000)	\$ -	-
4	ARPA-55	Approved		St. Andrews Mountain Community Ctr		Replace front steps	2,500		2,500	(2,500)	\$ -	-
4	ARPA-56	Approved	12/21/2023	Jefferson County Little League	Bryan Sutherland	Install new lighting on fields to meet LL requirements	100,000	13,000	113,000	(113,000)	\$ -	-
4	ARPA-57	Approved	2/1/2024	Jefferson County Community Ministries	Keith Lowry	FY24 Replenish operating budget as a result of additional money spent on building new shelter	70,000		70,000	(70,000)	\$ -	-
4	ARPA-58	Approved	2/15/2024	Jefferson County Parks & Recreation		Lighting Project at AMP	50,000		50,000	(50,000)	\$ -	-
4	ARPA-59	Approved	2/15/2024	Harpers Ferry-Bolivar Library		Replace Roof	25,700		25,700	(25,700)	\$ -	-
4	ARPA-60	Approved	3/7/2024	Shenandoah Community Health	Tina Burns	Unbudgeted needs of Behavioral Health & Nurse Outreach Team	6,470	30	8,500	(8,500)	\$ -	-
	ARPA-61	Approved	3/19/2024	IC Homeland Security	Dick Myers	Replacement Portable Radios	37,564		37,564	-	\$ 37,564	37,564
Totals							\$ 13,366,474	\$ (1,580,123)	\$ 11,594,351	\$ (7,678,466)	\$ 3,779,882	\$ 3,576,190
Committed funds not spent on closed projects										(339,695)		
										\$ 11,254,656		
Total ARPA Funding Received											11,201,341.00	
Add Interest Earned											84,237.60	
Less Committed Funds for Approvals											3,576,189.61	
Less ARPA Expenditures											7,678,466.21	
Balance ARPA Funding 05/31/2024											30,922.79	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Mike Sine

Department or Organization: ESA

Estimation of amount of time needed for appointment: 15

Date: 6/05/2024

Subject (Wording to be placed on agenda):

- 1) Pay adjustments for 5 employees
- 2) RFP for Structural Firefighting Turnout Gear
- 3) RFP for Custom Ambulance

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

- 1) Approval of step increases for 5 employees who have, in accordance with AP 1192, submitted requests and proper documentation of previous work experience.
- 2) Permission to advertise RFP for structural firefighting turnout gear as approved in FY25 Capital Outlay.
- 3) Permission to advertise RFP for custom ambulances as approved in FY25 Capital Outlay.

Is this a funding request? Yes

If so, how much?

- 1) Total increase of \$21,783/yr.

Provide exact financial impact/request:

- 1) Increase to budgeted payroll

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

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

If not attached, explain:

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

Contact information: Mike Sine

Email address: msine@jcesa.org

Phone Number: 304-728-3287

AGENDA REQUEST FORM

Page 2

Recommended Motions:

Agenda item 1)

- Move to approve the request for Staci Lentz a FF/Paramedic I, currently at a rate of \$25.00/hr, for a 3 step increase for 6yrs of prior work experience in accordance with AP 1192. At this time, she remains a FF/P I and will receive a new rate of \$26.44/hr to be effective 6-02-2024. Upon completion of the introductory period and meeting the requirements of AP 1060 she will receive the revised promotion to FF/Paramedic II Step 3 with the corresponding rate of \$27.11/hr.
- Move to approve the request for James West a FF/AEMT I, currently at a rate of \$21.28/hr, for a 4 step increase for 8yrs of prior work experience in accordance with AP 1192. At this time, he remains a FF/AEMT I and will receive a new rate of \$22.93/hr to be effective 6-02-2024. Upon completion of the introductory period and meeting the requirements of AP 1060 he will receive the revised promotion to FF/AEMT II Step 4 with the corresponding rate of \$23.51/hr.
- Move to approve the request for Ryan Lesko a Lieutenant, currently at a rate of \$33.46/hr, for a 2 step increase for 4yrs of prior work experience in accordance with AP 1192. He will receive a new rate of \$34.73/hr to be effective 6-02-2024.
- Move to approve the request for Charles Kerns a FF/EMT II, currently at a rate of \$20.16/hr, for a 1 step increase for 2yrs of prior work experience in accordance with AP 1192. He will receive a new rate of \$20.54/hr to be effective 6-02-2024.
- Move to approve the request for Angel Poe a FF/Paramedic II, currently at a rate of \$26.11/hr, for a 5 step increase for 10yrs of prior work experience in accordance with AP 1192. She will receive a new rate of \$28.67/hr to be effective 6-02-2024.



Pay Grade Table

Approval: *Theresa Mikes*

Date: 5/02/2024

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/EMT I	Start:	\$19.67	\$21.04	\$20.42	\$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/EMT II	2.5%	\$20.16	\$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/EMT 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	\$49,563.66	\$50,500.32	\$51,454.77	\$52,427.27	\$53,418.14	\$54,427.76	
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		\$46,262.45	\$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/AEMT 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	\$48,248.90	\$49,160.80	\$50,089.94	\$51,036.64	\$52,001.23	\$52,984.06	\$53,985.45	\$55,005.78	\$56,045.39	
FF/AEMT 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	\$52,312.56	\$53,301.26	\$54,308.66	\$55,335.09	\$56,380.92	\$57,446.52	
FF/AEMT 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- AEMT	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	\$59,958.46	\$61,091.67	\$62,246.31	\$63,422.76	\$64,621.45	\$65,842.90	
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		\$56,965.00	\$57,922.74	\$58,900.47	\$59,898.57	\$60,917.42	\$61,957.42	\$62,618.96	\$63,802.46	\$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%	\$26.82	\$27.33	\$27.85	\$28.38	\$28.92	\$29.46	\$30.02	\$30.59	\$31.17	\$31.76	\$32.37	
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	\$68,299.36	\$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 (AEMT)	9%	\$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		\$68,066.30	\$69,352.75	\$70,663.52	\$71,999.06	\$73,359.84	\$74,746.34	\$76,158.05	\$77,598.45	\$79,065.07	\$80,559.40	\$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	\$21.92	\$22.33	\$22.75	\$23.18	\$23.62	\$24.07	\$24.52	\$24.99	
Salaried		\$43,097.60	\$43,912.14	\$44,742.08	\$45,587.71	\$46,449.32	\$47,327.21	\$48,221.69	\$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.)															
FF/EMT I Starting Range - 2 Years of Career Experience = 1 Step Increase at date of hire with max of 10 steps. (Ex. 8 years career experience equals 3 starting rate of \$20.81)															
\$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	\$32.80
\$54,103.83	\$55,126.40	\$56,168.29	\$57,229.87	\$58,311.51	\$59,413.60	\$60,536.52	\$61,680.66	\$62,846.42	\$64,034.22	\$65,244.46	\$66,477.58	\$67,734.01	\$69,014.18	\$70,318.55	\$71,646.55
\$25.38	\$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	\$33.60
\$55,456.43	\$56,504.56	\$57,572.49	\$58,660.61	\$59,769.30	\$60,898.94	\$62,049.99	\$63,222.87	\$64,417.58	\$65,635.07	\$66,875.58	\$68,139.62	\$69,427.36	\$70,739.54	\$72,076.52	\$73,438.52
\$26.09	\$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	\$34.46
\$56,842.84	\$57,917.17	\$59,011.81	\$60,127.13	\$61,263.53	\$62,421.41	\$63,601.18	\$64,803.24	\$66,028.02	\$67,275.95	\$68,547.46	\$69,843.01	\$71,163.04	\$72,509.03	\$73,878.43	\$75,270.52
FF/EMT II Starting Range - 2 Years of Career Experience = 1 Step Increase at date of hire with max of 10 steps. (Ex. 8 years career experience equals 3 starting rate of \$22.51)															
\$26.60	\$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	\$35.48
\$59,532.26	\$59,638.52	\$60,765.56	\$61,914.16	\$63,084.34	\$64,276.83	\$65,491.46	\$66,729.25	\$67,990.43	\$69,275.45	\$70,584.76	\$71,918.81	\$73,278.08	\$74,663.03	\$76,074.16	\$77,501.85
\$27.47	\$27.89	\$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	\$36.36
\$59,935.57	\$61,129.48	\$62,344.83	\$63,582.02	\$64,841.45	\$66,123.55	\$67,428.75	\$68,757.46	\$69,999.19	\$71,007.34	\$72,349.36	\$73,716.78	\$75,110.03	\$76,529.61	\$77,976.02	\$79,459.52
\$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	\$37.29
\$61,485.46	\$62,657.72	\$63,841.95	\$65,048.57	\$66,277.88	\$67,530.64	\$68,808.97	\$70,107.42	\$71,432.45	\$72,782.52	\$74,158.11	\$75,559.70	\$76,987.78	\$78,442.85	\$79,925.42	\$81,435.85
PPP I Starting Range - 2 Years of Career Experience = 1 Step Increase at date of hire with max of 10 steps. (Ex. 8 years career experience equals 3 starting rate of \$26.44)															
\$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	\$41.68
\$68,754.41	\$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	\$86,087.96	\$87,715.03	\$89,372.84	\$91,041.85
\$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	\$42.72
\$70,483.52	\$71,815.65	\$73,172.97	\$74,556.64	\$75,965.05	\$77,400.29	\$78,863.66	\$80,354.19	\$81,872.88	\$83,420.28	\$84,996.92	\$86,603.38	\$88,240.16	\$89,907.90	\$91,607.16	\$93,339.25
\$33.06	\$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	\$43.79
\$72,245.60	\$73,611.05	\$75,002.29	\$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	\$95,670.85
\$34.73	\$35.39	\$36.06	\$36.74	\$37.43	\$38.14	\$38.85	\$39.60	\$40.35	\$41.11	\$41.89	\$42.68	\$43.48	\$44.31	\$45.14	\$45.98
\$75,857.88	\$77,291.60	\$78,752.41	\$80,240.83	\$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	\$100,454.35
\$36.47	\$37.16	\$37.86	\$38.56	\$39.27	\$40.00	\$40.74	\$41.50	\$42.28	\$43.06	\$43.86	\$44.67	\$45.49	\$46.32	\$47.17	\$48.02
\$75,857.88	\$77,291.60	\$78,752.41	\$80,240.83	\$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	\$100,454.35
\$38.29	\$39.02	\$39.75	\$40.51	\$41.27	\$42.05	\$42.85	\$43.66	\$44.48	\$45.32	\$46.18	\$47.05	\$47.94	\$48.85	\$49.77	\$50.70
\$79,650.78	\$81,158.18	\$82,690.03	\$84,252.87	\$85,845.25	\$87,467.73	\$89,120.87	\$90,805.25	\$92,521.47	\$94,270.12	\$96,051.83	\$97,867.21	\$99,716.94	\$101,601.65	\$103,521.82	\$105,477.85
\$40.21	\$40.97	\$41.74	\$42.53	\$43.34	\$44.16	\$44.99	\$45.84	\$46.71	\$47.59	\$48.49	\$49.40	\$50.34	\$51.29	\$52.26	\$53.24
\$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	\$110,750.95
\$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	\$66.58	\$67.83
\$106,547.29	\$108,561.04	\$110,612.84	\$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	\$141,095.85
\$25.40	\$25.94	\$26.43	\$26.93	\$27.44	\$27.96	\$28.49	\$29.02	\$29.57	\$30.13	\$30.70	\$31.28	\$31.87	\$32.47	\$33.09	\$33.71
\$82,954.18	\$83,955.02	\$84,974.77	\$86,013.79	\$87,072.45	\$88,151.12	\$89,250.18	\$90,370.00	\$91,511.00	\$92,673.56	\$93,858.09	\$95,065.00	\$96,294.73	\$97,547.70	\$98,824.35	\$100,124.85

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.



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
Pasha Majdi

COMMISSIONER
Vacant

COMMISSIONER
Vacant

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb

From: Bessie Nelson

Date: May 16, 2024

Re: Fiscal Note: Pay Adjustments

Mike Sine, Director of Emergency Services requests the following:

1. Pay Adjustments (\$21,783 including benefits) for:

Staci Lentz, FF/Paramedic I	\$26.44/hour	\$57,745.00
- Amount budgeted for this position in FY 24:		\$54,600.00
- Amount budgeted for this position in FY 25:		\$54,600.00
James West, FF/AEMT I	\$22.93/hour	\$50,079.00
- Amount budgeted for this position in FY 24:		\$73,077.00
- Amount budgeted for this position in FY 25:		\$73,077.00
Ryan Lesko, Lieutenant	\$33.46/hour	\$75,850.00
- Amount budgeted for this position in FY 24:		\$46,476.00
- Amount budgeted for this position in FY 25:		\$46,476.00
Charles Kerns, FF/EMT II	\$20.54/hour	\$44,860.00
- Amount budgeted for this position in FY 24:		\$44,030.00
- Amount budgeted for this position in FY 25:		\$44,030.00
Angel Poe, FF/Paramedic II	\$28.67/hour	\$62,616.00
- Amount budgeted for this position in FY 24:		\$57,025.00
- Amount budgeted for this position in FY 25:		\$57,025.00

I recommend transferring \$21,783 from the Part Time line item to Salary and Wages for FY25.

2. Firefighting Gear \$90,000 approved in the FY25 Capital Outlay
3. Two Ambulances \$650,000 approved in the FY25 Capital Outlay

County Budget Director
Bessie Nelson

Request For Proposal

The Jefferson County Emergency Services Agency, JCESA, is seeking vendors to submit proposals for the purchase of a minimum of 15 complete sets of structural firefighting turnout gear.

The JCESA is a combination career department of the Jefferson County, WV government under the authority of a County Commission. The JCESA provides career personnel to assist VFD's with fire/rescue emergencies as well as operates the 911 EMS transport services for Jefferson County.

Interested parties can find the bid specifications in the Public Information section of JCESA page of the County website: www.jeffersoncountywv.org/county-government/county-agencies/jcesa.

Electronic submission of bid packets will only be accepted as a backup to a printed copy. Printed bid packets should be delivered via mail/courier service or hand delivery to the address below:

JCESA
419 16th Ave.
Ranson, WV 25438
Attn: Lieutenant G. Wilson
RFP-25-001

The deadline for submission will be close of business Monday July 8th, 2024.

Request For Proposal

The Jefferson County Emergency Services Agency, JCESA, is seeking vendors to submit proposals for the purchase of 2 new custom ambulances.

The JCESA is a combination career department of the Jefferson County, WV government under the authority of a County Commission. The JCESA provides career personnel to assist VFD's with fire/rescue emergencies as well as operates the 911 EMS transport services for Jefferson County.

Interested parties can find the bid specifications in the Public Information section of JCESA page of the County website: www.jeffersoncountywv.org/county-government/county-agencies/jcesa.

Electronic submission of bid packets will only be accepted as a backup to a printed copy. Printed bid packets should be delivered via mail/courier service or hand delivery to the address below:

JCESA
419 16th Ave.
Ranson, WV 25438
Attn: Paramedic M. Minnick
RFP-25-002

The deadline for submission will be close of business Monday July 8th, 2024.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Development Authority

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 6, 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:

- A. Bylaws revision (see attached)
- B. Ordinance update (see attached)
- C. Appointment of board member- Board of Education (see attached)
- D. Solicitation for board member vacancies and expirations (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 Internet/Wi Fi Y Telephone for conference call Y

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

To: Steve Stolipher, commissioner
Jane Tabb, commissioner
Pasha Majdi, commissioner

From: Edwina Benites-LM

Date: May 29, 2024

Re: June 6, 2024, Agenda Items

Summary:

- A. Bylaws revision
- B. Ordinance update
- C. Appointment of board member- Board of Education
- D. Solicitation for board member vacancies and expirations

A. Bylaws revision

The JCDA bylaws were last amended in 2012. An update to the bylaws is needed because:

- During the 2024 West Virginia legislative session, the Legislature changed the required makeup of development authority boards;
- The 2012 JCDA bylaws did not correctly state the Code; and
- The Commission changed the makeup of the JCDA in 2018, and the bylaws were not updated to reflect the 2018 changes.

Suggested motion: Motion to adopt the Jefferson County Development Authority bylaws as presented.

Attached are:

- Current JCDA Bylaws (2012)
- JCDA Approved Bylaws (2024)

These bylaws have been shared with Nathan Cochran.

B. Ordinance update

Consistent with the legislative changes and the changes proposed by the JCDA board in its updated bylaws, we recommend the following changes to the JCDA board's makeup.

Suggested motion: Motion to amend the makeup of the Jefferson County Development Authority board to: The Jefferson County Development board will consist of 15 members, to be structured as follows:

- one representative from each municipality in Jefferson County,
- one county commissioner,
- one representative from the Board of Education,
- one business representative,
- one industry representative,
- one agribusiness representative,
- one labor representative, and
- 4 citizen representatives

Attachment:

- Previous motion (2018)

C. Appointment of board member- Board of Education

The Board of Education has selected Kathy Skinner to serve as the Board of Education representative to the JCDA.

Suggested motion: Motion to appoint Kathy Skinner as the Board of Education representative to the JCDA for a term expiring in July 2027.

D. Solicitation for board member vacancies and expirations

Roughly one-third of the board seats are up for consideration annually.

Suggested motion: Motion to solicit for the following vacant or expiring terms on the Jefferson County Development Authority board:

- Harpers Ferry Representative for an unexpired term ending on April 5, 2025
- Citizen Representative (business) for a term ending on April 5, 2025
- Citizen Representative (labor) for a term ending on April 5, 2027
- Citizen Representative (agribusiness) for a term ending on April 5, 2027
- Two (2) Citizen Representatives (general) for terms ending on April 5, 2027

BYLAWS

JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, hereinafter referred to as the “Authority.”

Section 2. Place of Business: The principal office of the Authority shall be in Jefferson County, West Virginia.

ARTICLE II PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is organized under West Virginia Code §7-12 *et. seq.* and an order of the Jefferson County Commission dated February 15, 1979.

Section 2. Purpose: The purpose of the Authority is set forth in West Virginia Code §7-12-2, *Purposes.*

Section 3. Powers and Authorities. The Authority is assigned powers and authority by West Virginia Code §7-12 *et. seq.* and the Jefferson County Commission order of February 15, 1979.

Section 4. Compliance with Applicable Laws. The Authority shall observe and comply with all applicable local, state, and federal laws. If a conflict arises between the provisions of these bylaws and the applicable West Virginia Code, the West Virginia Code shall govern. If any article, section, or provision of these bylaws is held to be unconstitutional, all remaining articles, sections, and provisions shall nevertheless remain valid.

ARTICLE III MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY

Section 1. Membership. The management and control of the Authority, its property, operations, business, and affairs shall be lodged in a board of fifteen (15) persons.

Section 2. Appointment of Members. The Jefferson County Commission shall appoint voting members of the Authority. Voting members shall consist of representatives from each municipality in Jefferson County, one county commissioner, one representative from the Board of Education, and the additional eight representatives should include at least one representative from each of the following: business, industry, agribusiness, and labor.

All representatives except for the Jefferson County Public School Board of Education and the County Commission representatives will have terms expiring on April 5th. Municipalities should send nominations to the County Commission no later than March of the term year expiration for their respective municipality.

The County Commission representative's term will expire on January 1 every three years.

The Jefferson County Public School Board representative will have a term expiring on the first Monday in July every three years.

All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any Authority meeting or attend executive sessions.

Section 3. Term of Members. Members shall be appointed for a term of three years. A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

Section 4. Resignation or Removal of Members. If a member of the Authority resigns, the Executive Director shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Section 5. Vacancies. If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

Section 6. Attendance. If any member fails to attend three (3) consecutive, regular meetings of the Authority without an acceptable excuse, the Executive Committee, with the concurrence of the board, may recommend to the County Commission that the offending member be removed from the board and a successor member appointed.

ARTICLE IV MEETINGS OF THE AUTHORITY MEMBERS

Section 1. Time and Place. The Authority members shall meet on the third Tuesday of each month at 3:00 pm at the office of the Jefferson County Development Authority and virtually or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

Section 2. Quorum. A majority of appointed board seats (8) of the Authority constitute a quorum and no action of the Authority shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting. Each member of the Authority present, in-person or virtually, shall have one vote on each matter under consideration by the Authority.

Section 4. Special Meetings. Special meetings of the Authority may be called by the President or by at least two (2) members. Special meeting requests shall be made in writing to the Executive Director.

Section 5. Emergency Meeting. Emergency meetings may be called by the President for an imminent threat to public health or safety; an imminent threat of damage to public or private property; or an imminent material financial loss or other imminent substantial harm to a public agency, its employees, or the members of the public which it serves.

Section 6. Meeting Notice. Notice, a proposed agenda, and any supporting documentation shall be given to each member by the Executive Director. This notice shall be provided at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before a special meeting. In the instance of an emergency meeting, notice shall be provided as soon as practicable before the meeting and the meeting agenda and minutes must include the facts and circumstances of the emergency.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified to be published in a practice consistent with Jefferson County Commission public meetings.

Section 7. Agenda. The Executive Director shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the Executive Director at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Meeting Format. The format for all regular meetings of the Authority members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/ Approve Minutes
- V. Review/ Approve Treasurer's Reports
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Director's Report
- X. Member Comment

XI. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1. Executive Session. An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

Section 2. Confidentiality and Non-Disclosure Agreement. Confidentiality is paramount in the business of the Authority. Appointed members and others participating in the business of the Authority must adhere to those expectations in all dealings inside and outside of the official meeting atmosphere.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of the Authority shall be the President, Vice President, Secretary, and Treasurer. Each officer must be a member of the Authority. The same member may serve as both Secretary and Treasurer. In such instances, the officer will be the "Secretary-Treasurer."

Section 2. Election of Officers. Annually, all officers of the Authority shall be elected by the members at the Authority's June regularly scheduled meeting. Newly elected officers shall assume their duties on July 1 annually. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Authority.

**ARTICLE VII
DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR**

Section 1. President. The President shall preside as chair at all meetings of the membership of the Authority. The President shall appoint all committee members and shall be an ex-officio member of all committees. The President shall attend to the executive business of the Authority and exercise such powers as may be conferred by the members, by these bylaws, and as prescribed by law. The President shall execute, and if necessary, acknowledge for the record, any deeds, deeds of trust, contracts, notes, bonds, agreements, or other papers necessary, requisite, proper, or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President. If the President is absent or for any reason unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

Section 3. Secretary. The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Section 4. Treasurer. The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and receipts and vouchers for disbursement made by or through the Authority and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on the Treasurer by members of the Authority.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

Section 5. Executive Director. The Authority, with the support of the Jefferson County Commission, shall appoint an Executive Director to act as its chief executive officer, to serve at the will and pleasure of the Authority. The Authority, acting through its Executive Director, may employ any other personnel considered necessary and may appoint counsel and legal staff for the Authority and retain such temporary engineering, financial, and other consultants or technicians

as may be required for any special study or survey consistent with the provisions of these bylaws.

The Executive Director shall provide for the day-to-day management of the Authority and make every attempt to advise and execute the wishes of the Authority.

The Executive Director shall annually prepare a budget to be submitted to the Authority for its review and approval prior to the commencement of each fiscal year's budget process. The budget shall contain a detailed account of all planned and proposed expenditures and revenue for the upcoming fiscal year, including a detailed list of employees by title, salary, cost of projected benefits, and total compensation.

Costs incidental to the administration of the Authority, including office expenses, personnel service expenses, and current expenses, shall be paid in accordance with the guidelines issued by the Authority and the Jefferson County Commission.

The Executive Director has no vote.

Section 6. Disbursement and Authorized Legal Signers of the Authority. The President, Vice President, Secretary, Treasurer, and Executive Director shall have the authority to receive and disburse funds and sign documents on behalf of the Authority. No disbursement or liability shall be made on behalf of the Authority unless it shall have been authorized by two of the five positions listed above. The Executive Director will be one of the signers except in the instance of a vacancy in the position. The Treasurer shall sign all disbursements, along with either the President, the Vice President, the Secretary, or the Executive Director. If the Treasurer is not able to sign a disbursement, then two of the remaining three officers may sign for such disbursement.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees. The Authority shall have the following standing committees:

1. Executive Committee
2. Business Development and Marketing Committee
3. Government and Legislative Affairs Committee
4. Agriculture Development Committee

The Executive Director shall provide advice and assistance to all committees.

Section 2. Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Chairperson of each standing committee.

The Executive Committee shall have general charge of the finances and property of the Authority and shall have authority to make disbursements for necessary and routine expenses, and may grant to any committee a reasonable amount of money needed for special work, provided such amount shall not exceed the budget allowance for such work as previously approved by the Authority.

The Executive Committee shall review issues that may or may not come before the members of the Authority and, if appropriate, make recommendations to the members concerning such matters.

The Executive Committee meets on the second Tuesday of each month at 3:00 pm unless another time is approved and appropriately noticed.

Section 3. Business Development and Marketing Committee. The Business Development and Marketing Committee is tasked with developing strategies to encourage businesses to locate in Jefferson County and developing strategies to foster growth in the community through assisting existing businesses. The Committee will work to identify future opportunities to develop suitable industrial and business sites. The Committee shall have the duty to develop any and all projects toward economic improvement consistent with the West Virginia Code and deemed prudent by the Authority.

The Business Development and Marketing Committee meets on the fourth Wednesday of each month at 3:00 pm unless another time is approved and appropriately noticed.

Section 4. Government and Legislative Affairs Committee. The Government and Legislative Affairs Committee is tasked with developing policies and acting as a liaison between the Authority and government and legislative bodies and in furtherance of the Authority's activities.

The Government and Legislative Affairs Committee meets on the second Thursday of each month at 3:00 pm unless another time is approved and appropriately notice.

Section 5. Agriculture Development Committee. The Agriculture Development Committee is tasked with identifying, developing, and promoting agriculture, and agriculture-related business with the County.

The Agriculture Development Committee shall meet on the first Wednesday of each month at 3:00 pm unless another time is approved and appropriately noticed.

Section 6. Ad Hoc Committees. The President may create temporary, ad hoc committees to accommodate the needs of the Authority.

Section 7. Committee Membership and Appointment of Members. Each member must serve on at least one committee. The President will determine committee membership and committee chairs.

Each committee chair may provide for advisory or volunteer positions on their respective committees. These advisory and/ or volunteer positions, however, do not take on the responsibilities and privileges of membership. These advisors and volunteers cannot vote nor can they attend executive sessions without the request of the President of the Authority.

ARTICLE IX FISCAL YEAR

The Fiscal Year of the Authority shall commence on July 1 of each year and continue through June 30 of the following calendar year.

ARTICLE X AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 6 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by the County Commission. Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval within ten (10) days after the adoption by the Authority. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

ARTICLE X INDEMNIFICATION

The Authority shall indemnify any past, present, or future officer or employee of the Authority against claims arising from an act or omission of such past, present, or future officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages, exemplary damages, or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide for the defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross negligence, or willful misconduct of such individual, or the event of a claim against such individual by the State of West Virginia or the Authority. The determination as to whether an individual's conduct falls within any of the

above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

**ARTICLE XI
DISTRIBUTION OF ASSETS UPON DISSOLUTION**

Upon the dissolution of the Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for public improvements and other public purposes as said Commission shall deem proper.

Revised: June 6, 2024

_____ President	_____ Vice President	_____ Secretary
_____ Treasurer	_____ Executive Director	_____ Jefferson County Commission President

Previously revised:
Revised: December 1, 2012



BY-LAWS JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, hereinafter referred to as the "Authority."

Section 2. Place of Business: The principal office of the Authority shall be located in Jefferson County, West Virginia.

ARTICLE II PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is not organized for profit but is organized exclusively for the purposes set forth in House Bill No. 367 enacted by the 1963 Session of the West Virginia Legislature and now a part of the General Laws as Article 12 of Chapter 7 of the Code of West Virginia.

Section 2. Purpose: The purposes for which the Authority is created are to promote, develop and advance the business prosperity and economic welfare of Jefferson County, its citizens and its industrial complex; to encourage and assist through loans, investments or other business transactions in the locating of new business and industry within the county and to rehabilitate and assist existing businesses and industries in the county; to stimulate and promote the expansion of all kinds of business and industrial activity which will tend to advance business and industrial development, maintain the economic stability of the county, provide maximum opportunities for employment, encourage thrift, and improve the standard of living of the citizens of the county; to cooperate and act in conjunction with other organizations, federal, state, or local, in the promotion and advancement of industrial, commercial, agricultural, and recreational developments with the county; and to furnish money and credit, land and industrial sites, technical assistance and such other aid as may be deemed requisite to approved and deserving applicants for the promotion, development and conduct of all kinds of business activity within the county. (W. Va. Code § 7-12-2).

Section 3. Powers of the Authority. The Authority shall have all of the powers given by the West Virginia Code § 7-12-1 *et seq.*

Section 4. Liberal Construction of By-Laws: It is the purpose of the Authority to provide for promotion, development and advancement of the business prosperity and economic welfare of Jefferson County, its citizens and its industrial complex, and these by-laws shall be liberally construed as giving the Authority full and complete power reasonably requested to give effect to its purpose described above. (W.Va. Code § 7-12-15).

Section 5. Compliance with Applicable Laws: The Authority shall observe and comply with all applicable local, state and federal laws, including, but not limited to the requirements of Chapter 7, Article 12 of the Code of West Virginia as amended. If a conflict arises between the provisions of these by-laws and the applicable West Virginia Code provision, the West Virginia Code provision shall govern. If any article, section or provision of these by-laws is held to be unconstitutional, all the remaining articles, sections and provisions shall nevertheless remain valid.

**ARTICLE III
MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY**

Section 1. Membership: Management and control of the Authority, its property, operations, business and affairs, shall be vested in a board of not fewer than twelve (12) and not more than twenty-one (21) persons who shall be appointed by the Jefferson County Commission and be known as members of the Authority. Each member of the Authority shall be appointed to at least one standing committee. (W.Va. Code § 7-12-3)

Section 2. Appointment of Members: The Jefferson County Commission shall appoint one member to represent the County Commission on the Authority board and, for each municipality located within the county, the County Commission shall appoint one member to represent the municipality. The city and town Council of each municipality located within the county shall submit to the County Commission the names of three persons, one of whom the County Commission shall appoint to be the municipality's representative on the board. Other members of the board shall be appointed by the County Commission and shall include representatives of business, education, industry and labor. Other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in Jefferson County, shall be eligible to participate in and to request the County Commission to appoint members to the Authority. Members can also be drawn from citizens of a county contiguous to Jefferson County regardless of their state of residence. (W.Va. Code § 7-12-3 and § 7-12-4)

Section 3. Term of Members: Members shall be appointed for a term of three years. A member may be reappointed for such additional term or terms as the County Commission may deem proper. If a member resigns, is removed or for any other reason membership terminates during the member's term of office, a successor shall be appointed by the County Commission to fill out the remainder of the member's term. Members in office at the expiration of their respective terms shall continue to serve until a successor has been appointed and has qualified. (W.Va. Code § 7-12-3)

Section 4. Compensation of Members: No member of the Authority shall receive any compensation, whether in formal salary, per diem allowance or otherwise, in connection with his or her services as a member. Each member shall, however, be entitled to reimbursement by the Authority for any necessary expenditures in connection with the performance of his or her general duties as a member. (W.Va. Code § 7-12-5)

Section 5. Conflict of Interest: No person shall be disqualified from serving as a member of the Authority solely as a result of the person's employment with a particular business, including without limitation employment with a public utility company or bank. However, whenever a conflict of interest arises between the Authority and the member's employer, then the member must recuse himself or herself from any vote, discussion or other activity associated with the Authority or its members that created the conflict of interest. (W.Va. Code § 7-12-4 and § 7-12-5)

Section 6. Resignation or Removal of Members: If a member of the Authority resigns, the Secretary of the Authority shall immediately notify the County Commission, and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may at any time remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed. (W.Va. Code § 7-12-3)

Section 7. Vacancies: If requested so to do, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership of the Authority.

Section 8. Attendance: If any member fails to attend three (3) regular consecutive meetings of the Authority without an acceptable excuse, the Executive Committee, with the concurrence of the board, may recommend to the County Commission that the offending member be removed from the board and a successor member appointed.

**ARTICLE IV
MEETINGS OF THE AUTHORITY MEMBERS**

Section 1. Time and Place: The Authority members shall meet on the third Tuesday of each month, at 3:00 p.m., at the offices of the Jefferson County Development Authority, or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or on another day designated.

Section 2. Quorum: A majority of the members of the Authority constitute a quorum and no action of the Authority shall be official unless authorized by a quorum at a regular or properly called special meeting. If a quorum is not present, those present may adjourn the meeting to a later date.

Section 3. Voting: Each member of the Authority present, either in person or by phone or video conference, shall have one vote at an Authority meeting.

Section 4. Special Meetings: Special meetings of the Authority may be called by the President or by at least two (2) members upon written request to the Executive Director.

Section 5. Meeting Notice: Notice in writing of each regular or special meeting of the Authority members shall be given to each member by the Secretary by sending the Notice to the last known post office address of the member, or by electronic mail or by facsimile, at least three (3) days before the date fixed for such meeting. The notice of any special meeting shall state briefly the purpose(s) of the meeting and the nature of the business to be transacted, and no purpose or business other than that stated in the Notice shall be discussed or transacted at the special meeting.

Section 6. Agenda: The Executive Director shall prepare and send to all members, at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before an irregularly scheduled meeting date, an agenda outlining the items to be discussed at the meeting. A member who wishes to include an item in the meeting agenda shall notify the Executive Director at least seven (7) calendar days prior to the regularly scheduled meeting date for the item to be included in the agenda. Any matter not disposed of at a meeting shall be included on the agenda of the next scheduled meeting.

Section 7. Meeting Format: The format for all regular meetings of the Authority members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/Approve Minutes
- V. Review/Approve Treasurer's Reports
- VI. Member/Staff Reports
- VII. Committee Reports
- VIII. Unfinished Business
- IX. New Business

X. Director's Report

XI. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including executive sessions as authorized or required by West Virginia law. Further, the Authority may, upon its own motion, revise the schedule of business for any meeting. Items not on the posted agenda are presented and placed on a subsequent agenda for action, unless the item requires immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Authority subsequent to the posting of the agenda.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Meeting Law. (W.Va. Code § 6-9A).

ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1: Executive Session: An Executive Session may be called upon a majority vote of the members for purposes of discussing such matters as are authorized to be discussed in Executive Session by public agencies pursuant to West Virginia Code § 6-9A-4. No member of the Authority shall disclose any information discussed in Executive Session to any individual, organization, or corporation. Anything discussed in open session is subject to public discussion and reporting. All matters before the Authority may be discussed by members of the Authority pursuant to the West Virginia Freedom of Information Act. (W.Va. Code § 29B)

ARTICLE VI OFFICERS

Section 1. Officers: The officers of the Authority shall be a President, Vice-President, Secretary, and Treasurer, each of whom must be a member of the Authority. The offices of Secretary and Treasurer may be served by the same person, as Secretary-Treasurer.

Section 2. Election of Officers: The officers of the Authority shall be elected each year by the members at the Authority's last regular meeting of the fiscal year, i.e., the June meeting, with officers to assume their duties the first day of the new fiscal year, i.e., July 1. The officers so elected shall serve until the next annual election by the membership and until their successors are duly elected and qualified and the officers may succeed themselves. Any vacancy occurring among the officers, except for the office of President, shall be filled by appointment from the membership by the President until the next regular or special meeting of the Authority, when the members will elect a replacement to serve until the next annual election.

Section 3. Nominating Committee: A nominating committee of three (3) members shall be appointed by the President no later than sixty (60) days prior to the annual election meeting. The report of the nominating committee shall be presented to the members at the regular monthly meeting preceding the annual election meeting. Nominees shall have consented to such nomination prior to the report of the nominating committee. Nominations may be made from the floor at the annual election.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President: The President shall preside as chairman at all meetings of the membership of the Authority. He shall appoint all committees as recommended by the membership and shall be an ex-officio member of all committees. The President shall appoint all committees as recommended by the membership and shall, together with the secretary, sign the minutes of all meetings of members at which the President presides. The President shall attend generally to the executive business of the Authority and exercise such powers as may be conferred upon him or her by the members, by these by-laws, or as prescribed by law. The President shall execute, and if necessary acknowledge for record, any deeds, deeds of trust, contracts, notes, bonds, agreements or other papers necessary, requisite, proper or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President: If the President is absent or for any reason is unable to discharge any of the duties of the office then the same shall be discharged by the Vice-President or in the absence of the Vice-President, by any remaining officer.

Section 3. Secretary: The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings for preservation in a suitable book or books. The Secretary, together with the President, shall sign the minutes of the meetings at which they are present. The Secretary shall have charge of the minute book and custodian of deeds and other important writings and papers of the Authority and shall also perform such other duties as the office may have under the law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be transcribed by a person other than a member of the Authority, at the discretion of the Secretary.

Section 4. Treasurer: The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and receipts and vouchers for disbursement made by or through him or her and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on him or her by the members of the Authority. Members of the Authority responsible for handling funds shall be bonded by the County Commission in accordance with an amount specified by the Authority. All funds shall be expended in accordance with the Authority's Financial Policies and Procedure Manual.

Section 5. Executive Director: The Executive Director shall devote himself entirely to the affairs of the Authority. He shall at all times be subject to the supervision of the members of the Authority in matters relating to the economic development of the County, and shall perform such duties as may be determined by the members, as long as they are associated with the affairs of the Authority.

Section 6. Disbursement of Authority Funds: The President, Vice-President, Secretary, Treasurer and Executive Director shall have the authority to receive and disburse funds of the Authority. No disbursement shall be made unless it shall have been authorized by two of these four officers. The Treasurer shall sign all disbursements, along with one other officer. In the event that the Treasurer is not able to sign for a disbursement, then any two of the remaining three officers may sign for such disbursement.

ARTICLE VIII

COMMITTEES

Section 1. Standing Committees: The standing committees of this Authority shall be a follows:

- Executive Committee
- Business Development and Marketing Committee
- Governmental and Legislative Affairs Committee
- Agriculture Development Committee

Section 2. Appointment of Committees: With the exception of the Executive Committee, all of the foregoing committees and committee members, shall be appointed by the President with the approval of the membership. The President may also appoint other ad hoc committees as necessary with the approval of the membership. Such ad hoc committees shall be dissolved at the completion of the specific purpose given the ad hoc committee. Committee chairpersons may appoint members to their committee who are not members of the Authority, subject to approval of the members of the Authority.

Section 3. The Executive Committee: The President, Vice-President, Secretary, Treasurer, Executive Director, and Chairpersons of each standing committee of the Authority shall serve on the Executive Committee. Except as otherwise specifically limited by a majority vote of the Board, the Executive Committee shall be responsible for the routine business of the Authority between the regular meetings of the members and shall have all the powers of the membership, subject to, however, to the ratification and approval or later rejection by the membership. It shall have general charge of the finances and property of the Authority and shall have authority to make disbursements for necessary and routine expenses, and may grant to any committee a reasonable amount of money needed for special work, provided such amount shall not exceed the budget allowance for such work as previously approved by the Authority. The Executive Committee shall review issues that may or may not come before the members of the Authority and, if appropriate, make recommendations to the members concerning such issues.

Section 4. Business Development and Marketing Committee: It shall be the primary duty of the Business Development and Marketing Committee to develop strategies that encourage businesses to locate to Jefferson County and to assist existing businesses with efforts that attract jobs and foster growth in the community. The Committee will review and provide guidance on the Authority's business development and marketing strategies while ensuring that the Authority is appropriately targeting and effectively utilizing the opportunities that exist in the marketplace. The Committee will work to identify future opportunities to develop suitable industrial/business sites. The Committee shall have the duty to develop any and all projects toward economic improvement consistent with the West Virginia Code and deemed prudent by the Authority.

Section 5. Governmental and Legislative Affairs Committee: It shall be the primary duty of the Governmental and Legislative Affairs Committee to develop policies and act as liaison between the Authority and governmental/legislative bodies and in furtherance of the Authority's activities.

Section 6. Agriculture Development Committee: It shall be the primary duty of the Agriculture Development Committee to identify, develop and promote agriculture, and agriculture related business within the county.

**ARTICLE IX
FISCAL YEAR**

Section 1. Fiscal Year: The fiscal year of the Authority shall commence on July 1st of each year and continue through June 30th of the following year.

**ARTICLE X
AMENDMENTS**

Section 1. Amendments: These by-laws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership; provided however, that written notice, sent in accordance with Article IV, Section 5, describing with particularity the proposed amendment, must be given to each member at least ten (10) days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by County Commission: By-law changes shall be submitted to members of the Jefferson County Commission for their approval within ten (10) days after the adoption by the Authority.

**ARTICLE X
INDEMNIFICATION**

The Authority shall indemnify any past, present or future Executive Director, officer or employee of the Authority against claims arising from an act or omission of such past, present or future Executive Director, officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages or exemplary damages or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide for the defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross negligence or willful misconduct of such individual, or in the event of a claim against such individual by the State of West Virginia or the Authority. The determination as to whether an individual's conduct falls within any of the above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

**ARTICLE XI
DISTRIBUTION OF ASSETS UPON DISSOLUTION**

Upon the dissolution of this Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for such public improvements and other public purposes as said Commission shall deem proper.

Minutes

Jefferson County Commission

Thursday, December 6, 2018

A meeting of the Jefferson County Commission was held on Thursday, December 6, 2018 during the fourth quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, County Clerk; and Jim Eddy, Bailiff. (An audio tape of the Thursday, December 6, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the November 29, 2018 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the payroll for November 29, 2018 in the amount of \$290,650.63. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081033	712	AT&T/GA		\$ -	\$ 187.90	\$ 187.90
081034	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
081035	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,383.84	\$ 6,383.84
081036	405	TRACY P.HERRON-RICE		\$ -	\$ 223.30	\$ 223.30

081037	P/R DED	THE HARTFORD		\$ -	\$ 2,362.20	\$ 2,362.20
081038	P/R DED	THE HARTFORD		\$ -	\$ 3,984.26	\$ 3,984.26
081039	413	JEFFERSON COUNTY SCHOOLS		\$ -	\$ 1,350.00	\$ 1,350.00
081040	712	LANGUAGE LINE SERVICES		\$ -	\$ 154.60	\$ 154.60
081041	P/R DED	HIGHMARK WV		\$ -	\$ 196,985.92	\$ 196,985.92
081042	P/R DED	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
081043	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,774.78	\$ 1,774.78
081044	P/R DED	RETIREE HLTH BENEFIT TR5		\$ -	\$ 7,690.00	\$ 7,690.00
081045	425	RC AIR AND MOLD SOLUTION		\$ -	\$ 445.00	\$ 445.00
081046	704	WV REGIONAL JAIL &		\$ -	\$ 103,641.00	\$ 103,641.00
081047	425	CAPITAL TRISTATE		\$ -	\$ 197.94	\$ 197.94
081047	425	CAPITAL TRISTATE		\$ -	\$ 61.30	\$ 61.30
081047	425	CAPITAL TRISTATE		\$ -	\$ 108.65	\$ 108.65
081047	425	CAPITAL TRISTATE		\$ -	\$ 271.20	\$ 271.20
081047	425	CAPITAL TRISTATE		\$ -	\$ 18.26	\$ 18.26
081047	425	CAPITAL TRISTATE		\$ -	\$ 440.99	\$ 440.99
081047	425	CAPITAL TRISTATE		\$ -	\$ 462.43	\$ 462.43
081047	425	CAPITAL TRISTATE		\$ -	\$ 113.10	\$ 113.10
081047	425	CAPITAL TRISTATE		\$ -	\$ 58.49	\$ 58.49
081048	P/R DED	LISA WALTERS		\$ -	\$ 978.90	\$ 978.90
081049	412	EMILY MORROW		\$ -	\$ 158.03	\$ 158.03
081050	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
081050	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
081050	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
081050	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
081050	405	XEROX CORPORATION		\$ -	\$ 410.00	\$ 410.00
081050	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
081050	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
081050	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
081050	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
081050	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
081050	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
081050	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL					\$ 332,636.59	\$ 332,636.59

Motion by Ms. Tabb to approve the Accounts Payable for December 6, 2018 in the amount of \$332,636.59. Motion seconded and unanimously approved.

PUBLIC COMMENT

Diane Blust, resident – spoke in opposition to Rockwool Ranson.

Jan Hafer, resident – spoke regarding the wording on the agenda for the possible removal of the Confederate plaque on the face of the County Courthouse.

Ruth Hatcher, resident – spoke in opposition to Rockwool Ranson.

Ed Hannon, resident – spoke regarding his concerns about the Jefferson County Emergency Services Agency.

Catherine Jozwick, resident – spoke in opposition to Rockwool Ranson.

Mary Reed, resident – spoke in opposition to Rockwool Ranson.

David Tabb, resident – spoke in opposition to Rockwool Ranson.

Eleanor Finn, resident – thanked the Commission for considering another “Meet Your Commissioners” session in the new year.

Sara Thomsen, resident – spoke in opposition to Rockwool Ranson.

Sharon Wilt, resident – shared her concerns regarding Rockwool Ranson, the Confederate plaque, the Jefferson County Development Authority, and impact fees.

Addison Reese, resident – shared her concerns regarding JCDA board member meeting attendance.

PRESENTATIONS

1. Allen Keyser, Director, Jefferson County Emergency Services Agency – provided the Commission and the audience with an update on staffing, operations, and the JCESA budget.
2. Michelle Gordon, Finance Director
 - a. Review of FY20 Budget Charge for Departments
 - b. Discussion of Employee Performance Evaluation for a Specific Employee
 - **Motion by Mr. Compton to enter into Executive Session to discuss an employee performance evaluation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer – requested approval to advertise for a vacancy within the Engineering Department.

- **Motion by Ms. Noland to approve advertising to fill the position of the Office Clerk in the Department of Engineering, Planning, and Zoning at salary of \$35,000. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

5. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
- Discussion of Renewal of County Cable Franchise Agreement and related issues
- Update on Jefferson County Circuit Court Civil Action #18-P-132
- Update on Jefferson County Circuit Court Civil Action #18-C-158
- Discussion of EEOC Charge #533-2018-01557
- Discussion of Jefferson County Circuit Court Civil Action#18-C-171
- Discussion of Jefferson County Circuit Court Civil Action#18-C-108
- Discussion of EEOC Charge #533-2017-00706

- **Motion by Mr. Compton to enter into Executive Session to discuss an update on Jefferson County Circuit Court Civil Action #18-P-132; Jefferson County Circuit Court Civil Action #18-C-158; EEOC Charge #533-2018-01557; EEOC Charge #533-2017-00706; Jefferson County Circuit Court Civil Action#18-C-171; Jefferson County Circuit Court Civil Action #18-C-108. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to direct counsel to respond to the lawsuit filed by Jefferson County Vision with a motion to dismiss. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**

UNFINISHED BUSINESS

6. Discussion of residential and commercial impact fees – it was the consensus of the Commission to discuss residential and commercial impact fees in the new year once a meeting could be arranged with all stakeholders

NEW BUSINESS

7. Discussion of JCDA Board Member resignations and reduction of Board membership.
- **Motion by Ms. Tabb to reduce the Jefferson County Development Authority's board membership from twenty one members to fifteen members, to be structured as follows: one representative from each**

municipality (Ranson, Charles Town, Shepherdstown, Harpers Ferry, and Bolivar), seven citizen representatives, one Labor representative, one Board of Education representative, and one County Commissioner. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Lorenzetti opposing.

8. Review of attendance of current JCDA members and possible removal of current JCDA members
9. Discuss options for tearing down and relocating the courthouse confederate plaque, which memorializes former American Veterans of Jefferson County who served in the Confederacy.
 - **Motion by Ms. Tabb to remove the Daughters of the Confederacy plaque from the face of the Jefferson County Courthouse and return it to Ms. Polly Wharton, current member of the Daughters of the Confederacy. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**
10. Jefferson County Property Safety Enforcement Agency – Fire Chief Position – it was the consensus of the Commission to request legal counsel to research whether Allen Keyser, ESA Director, could serve as the fire chief on the Property Safety Enforcement Agency.

COUNTY ADMINISTRATOR REPORTS

- IT Support Position – Ms. Grove stated she was postponing, possibly until budget season.
- Meet and Greet - it was the consensus of the Commission to schedule a Commissioner meet and greet on Monday, January 14th at South Jefferson Elementary at 6:00 pm pending the availability of the school.

The Commission adjourned at 2:36 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: May 16, 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 for county office and/or courthouse space.
- b. Report by counsel on Magistrate Court space and related issues.
- c. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.
- d. Discussion of potential Fire Levy and possible action or direction in moving forward with levy process.
- e. Report by counsel on building permit and other proposed fee increases for the Department of Engineering, Planning, and Zoning

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: County Administration

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **June 6, 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:

Commissioner board and commission assignments (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

2024
 Jefferson County Commission
 Assignments to Boards, Commissions, and Organizations

Organization	Current 2024	New 2024
Approval of financial bills	Tabb/Jackson	
Board of Health – BOH	Krouse	
Building Repair & Security Courthouse Committee	Krouse	
Charles Town Utility Board Liaison - CTUB	Jackson	
Community Corrections Committee – Day Report Center	Jackson	
Development Authority – JCDA	Majdi	
E911 Council	Tabb	
Extension Service	Tabb	
Farmland Protection Board – JCFPB	Tabb	
Jefferson County Convention & Visitors Bureau - JCCVB	Krouse	
Jefferson County Fire & Rescue Association - JCFRA	Krouse	
Historic Landmarks Commission – JCHLC	Krouse	
Homeland Security/LEPC	Jackson	
Legislative Liaison	Co. Administrator	
Jefferson County Parks and Recreation Commission	Majdi	
Jefferson County Planning Commission	Stolipher	
Region 9	Majdi	
Solid Waste Authority	Majdi	
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Stolipher	
Eastern Panhandle Transit Authority (EPTA)	Tabb	
Workforce Investment Act Liaison	Majdi	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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001 GENERAL FUND

001401 COUNTY COMMISSION

001.401.GG.410100.

227,675	OFF SAL 227,675	174,453.48	12,992.04	.00	53,221.52	76.6%
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2024/01/000094	07/21/2023	PRJ	6,846.30	REF 2402PD		WARRANT=2402PR	RUN=1	BI-WEEKL
2024/01/000269	07/01/2023	BUC	227,675.00	REF		ORIGINAL BUDGET	2024	
2024/02/000005	08/04/2023	PRJ	6,846.30	REF 2403PR		WARRANT=2403PR	RUN=1	BI-WEEKL
2024/02/000127	08/18/2023	PRJ	6,846.30	REF 2404PR		WARRANT=2404PR	RUN=1	BI-WEEKL
2024/03/000005	09/01/2023	PRJ	6,846.30	REF 2405PR		WARRANT=2405PR	RUN=1	BI-WEEKL
2024/03/000071	09/15/2023	PRJ	6,846.30	REF 2406PR		WARRANT=2406PR	RUN=1	BI-WEEKL
2024/03/000181	09/29/2023	PRJ	6,846.30	REF 2407PR		WARRANT=2407PR	RUN=1	BI-WEEKL
2024/04/000057	10/13/2023	PRJ	6,846.30	REF 2408PR		WARRANT=2408PR	RUN=1	BI-WEEKL
2024/04/000111	10/27/2023	PRJ	6,846.30	REF 2409PR		WARRANT=2409PR	RUN=1	BI-WEEKL
2024/05/000027	11/09/2023	PRJ	6,846.30	REF 2410PR		WARRANT=2410PR	RUN=1	BI-WEEKL
2024/05/000092	11/24/2023	PRJ	6,846.30	REF 2411PR		WARRANT=2411PR	RUN=1	BI-WEEKL
2024/06/000009	12/08/2023	PRJ	6,846.30	REF 2412PR		WARRANT=2412PR	RUN=1	BI-WEEKL
2024/06/000062	12/22/2023	PRJ	8,772.84	REF 2413PR		WARRANT=2413PR	RUN=1	BI-WEEKL
2024/07/000007	01/05/2024	PRJ	8,597.70	REF 2414PR		WARRANT=2414PR	RUN=1	BI-WEEKL
2024/07/000066	01/19/2024	PRJ	8,597.70	REF 2415PR		WARRANT=2415PR	RUN=1	BI-WEEKL
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
2024/11/000020	05/10/2024	PRJ	7,897.14	REF 2423PR		WARRANT=2423PR	RUN=1	BI-WEEKL
2024/11/000095	05/24/2024	PRJ	5,094.90	REF 2424PR		WARRANT=2424PR	RUN=1	BI-WEEKL

001.401.GG.410300.

528,613	WAGES 436,989	309,781.22	28,781.96	.00	127,207.78	70.9%
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2024/01/000094	07/21/2023	PRJ	17,051.76	REF 2402PD		WARRANT=2402PR	RUN=1	BI-WEEKL
2024/01/000206	07/01/2023	BUA	-7,850.00	REF GENERA		EMPLOYEE RECOGNITION PROGRAM		
2024/01/000269	07/01/2023	BUC	528,613.00	REF		ORIGINAL BUDGET	2024	
2024/02/000005	08/04/2023	PRJ	17,159.97	REF 2403PR		WARRANT=2403PR	RUN=1	BI-WEEKL
2024/02/000127	08/18/2023	PRJ	17,965.93	REF 2404PR		WARRANT=2404PR	RUN=1	BI-WEEKL
2024/02/000316	08/31/2023	GEN	407.85	REF REZMER		C.REZMER WRG GL	2404PR	
2024/03/000005	09/01/2023	PRJ	16,116.35	REF 2405PR		WARRANT=2405PR	RUN=1	BI-WEEKL
2024/03/000071	09/15/2023	PRJ	17,279.06	REF 2406PR		WARRANT=2406PR	RUN=1	BI-WEEKL
2024/03/000181	09/29/2023	PRJ	18,403.76	REF 2407PR		WARRANT=2407PR	RUN=1	BI-WEEKL
2024/04/000057	10/13/2023	PRJ	14,217.89	REF 2408PR		WARRANT=2408PR	RUN=1	BI-WEEKL
2024/04/000111	10/27/2023	PRJ	14,217.91	REF 2409PR		WARRANT=2409PR	RUN=1	BI-WEEKL

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410400.				FICA					
2024/10/000091	04/26/2024	PRJ	1,245.85	REF 2422PR			WARRANT=2422PR	RUN=1 BI-WEEKL	
2024/11/000020	05/10/2024	PRJ	1,366.55	REF 2423PR			WARRANT=2423PR	RUN=1 BI-WEEKL	
2024/11/000095	05/24/2024	PRJ	1,198.95	REF 2424PR			WARRANT=2424PR	RUN=1 BI-WEEKL	
001.401.GG.410401.			7,893	MEDICARE 7,893	6,987.96	600.01	.00	905.04	88.5%
2024/01/000094	07/21/2023	PRJ	340.08	REF 2402PD			WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000269	07/01/2023	BUC	7,893.00	REF			ORIGINAL BUDGET 2024		
2024/02/000005	08/04/2023	PRJ	341.65	REF 2403PR			WARRANT=2403PR	RUN=1 BI-WEEKL	
2024/02/000127	08/18/2023	PRJ	359.27	REF 2404PR			WARRANT=2404PR	RUN=1 BI-WEEKL	
2024/03/000005	09/01/2023	PRJ	326.53	REF 2405PR			WARRANT=2405PR	RUN=1 BI-WEEKL	
2024/03/000071	09/15/2023	PRJ	343.37	REF 2406PR			WARRANT=2406PR	RUN=1 BI-WEEKL	
2024/03/000181	09/29/2023	PRJ	366.14	REF 2407PR			WARRANT=2407PR	RUN=1 BI-WEEKL	
2024/04/000057	10/13/2023	PRJ	301.85	REF 2408PR			WARRANT=2408PR	RUN=1 BI-WEEKL	
2024/04/000111	10/27/2023	PRJ	302.41	REF 2409PR			WARRANT=2409PR	RUN=1 BI-WEEKL	
2024/04/000148	10/31/2023	GEN	-999.13	REF SALARY			FRMLND REIMB SALARY WHEELER		
2024/04/000165	10/31/2023	GEN	999.13	REF RVS JN			RVS FRMLND REIMB SALRY WHEELER		
2024/05/000027	11/09/2023	PRJ	338.00	REF 2410PR			WARRANT=2410PR	RUN=1 BI-WEEKL	
2024/05/000092	11/24/2023	PRJ	247.80	REF 2411PR			WARRANT=2411PR	RUN=1 BI-WEEKL	
2024/06/000009	12/08/2023	PRJ	257.47	REF 2412PR			WARRANT=2412PR	RUN=1 BI-WEEKL	
2024/06/000062	12/22/2023	PRJ	266.10	REF 2413PR			WARRANT=2413PR	RUN=1 BI-WEEKL	
2024/07/000007	01/05/2024	PRJ	264.67	REF 2414PR			WARRANT=2414PR	RUN=1 BI-WEEKL	
2024/07/000066	01/19/2024	PRJ	288.57	REF 2415PR			WARRANT=2415PR	RUN=1 BI-WEEKL	
2024/08/000008	02/02/2024	PRJ	292.75	REF 2416PR			WARRANT=2416PR	RUN=1 BI-WEEKL	
2024/08/000087	02/16/2024	PRJ	291.35	REF 2417PR			WARRANT=2417PR	RUN=1 BI-WEEKL	
2024/09/000006	03/01/2024	PRJ	291.66	REF 2418PR			WARRANT=2418PR	RUN=1 BI-WEEKL	
2024/09/000054	03/15/2024	PRJ	291.34	REF 2419PR			WARRANT=2419PR	RUN=1 BI-WEEKL	
2024/09/000116	03/29/2024	PRJ	294.24	REF 2420PR			WARRANT=2420PR	RUN=1 BI-WEEKL	
2024/10/000037	04/12/2024	PRJ	291.33	REF 2421PR			WARRANT=2421PR	RUN=1 BI-WEEKL	
2024/10/000091	04/26/2024	PRJ	291.37	REF 2422PR			WARRANT=2422PR	RUN=1 BI-WEEKL	
2024/11/000020	05/10/2024	PRJ	319.59	REF 2423PR			WARRANT=2423PR	RUN=1 BI-WEEKL	
2024/11/000095	05/24/2024	PRJ	280.42	REF 2424PR			WARRANT=2424PR	RUN=1 BI-WEEKL	
001.401.GG.410500.			166,437	HEALTH INS 166,437	41,789.42	3,414.85	.00	124,647.58	25.1%
2024/01/000094	07/21/2023	PRJ	2,801.70	REF 2402PD			WARRANT=2402PR	RUN=1 BI-WEEKL	
2024/01/000204	07/31/2023	GEN	-3.36	REF JULINS			JULY ROUNDING VISION/DENTAL		
2024/01/000204	07/31/2023	GEN	-1.41	REF JULINS			JULY ROUNDING HEALTH		
2024/01/000204	07/31/2023	GEN	51.58	REF JULINS			DNTAL SHRT ROSE CARROL.MICHAEL		
2024/01/000204	07/31/2023	GEN	9.41	REF JULINS			VISION SHRT K.ROSE A.CARROLL		
2024/01/000204	07/31/2023	GEN	1,399.48	REF JULINS			HEALTH SHRT K.ROSE A.CARROLL		
2024/01/000269	07/01/2023	BUC	166,437.00	REF			ORIGINAL BUDGET 2024		
2024/02/000005	08/04/2023	PRJ	2,918.35	REF 2403PR			WARRANT=2403PR	RUN=1 BI-WEEKL	
2024/02/000127	08/18/2023	PRJ	2,797.70	REF 2404PR			WARRANT=2404PR	RUN=1 BI-WEEKL	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410500.			HEALTH INS						
2024/02/000309	08/30/2023	GEN	- .44	REF augins				aug round dental	
2024/02/000309	08/30/2023	GEN	-2.96	REF augins				aug round vision	
2024/02/000309	08/30/2023	GEN	-1.42	REF augins				aug round medical	
2024/03/000005	09/01/2023	PRJ	2,918.35	REF 2405PR				WARRANT=2405PR RUN=1 BI-WEEKL	
2024/03/000071	09/15/2023	PRJ	2,797.70	REF 2406PR				WARRANT=2406PR RUN=1 BI-WEEKL	
2024/03/000230	09/29/2023	GEN	-899.65	REF SEPTIN				A.CARROLL INS BCBS REFUNDED	
2024/03/000230	09/29/2023	GEN	-50.00	REF SEPTIN				ERROR IN JULY JE 204 \$50	
2024/03/000230	09/29/2023	GEN	-36.44	REF SEPTIN				A.CARROLL INS BCBS REFUNDED	
2024/03/000248	09/30/2023	GEN	-3.54	REF SEPINS				VISION/DENTAL ROUND SEPT 2023	
2024/03/000248	09/30/2023	GEN	-1.42	REF SEPINS				MEDICAL ROUND SEPT 2023	
2024/03/000248	09/30/2023	GEN	-174.20	REF SEPINS				DENTAL EMPLYR OVERAGE JULY 23	
2024/03/000248	09/30/2023	GEN	-836.46	REF SEPINS				MEDICAL EMPLYR OVERAGE JULY 23	
2024/04/000057	10/13/2023	PRJ	2,172.44	REF 2408PR				WARRANT=2408PR RUN=1 BI-WEEKL	
2024/04/000111	10/27/2023	PRJ	2,064.49	REF 2409PR				WARRANT=2409PR RUN=1 BI-WEEKL	
2024/04/000141	10/31/2023	GEN	-3.44	REF OCTRND				VISION/DENTAL ROUNDING OCT 23	
2024/04/000141	10/31/2023	GEN	-1.48	REF OCTRND				MEDICAL ROUNDING OCT 23	
2024/04/000148	10/31/2023	GEN	-10,026.09	REF SALARY				FRMLND REIMB SALARY WHEELER	
2024/04/000165	10/31/2023	GEN	10,026.09	REF RVS JN				RVS FRMLND REIMB SALRY WHEELER	
2024/05/000027	11/09/2023	PRJ	1,744.85	REF 2410PR				WARRANT=2410PR RUN=1 BI-WEEKL	
2024/05/000092	11/24/2023	PRJ	1,649.60	REF 2411PR				WARRANT=2411PR RUN=1 BI-WEEKL	
2024/05/000129	11/30/2023	GEN	-3.50	REF NOVRND				DENTAL/VISION ROUNDING NOV 23	
2024/05/000129	11/30/2023	GEN	-1.45	REF NOVRND				MEDICAL ROUNDING NOV 23	
2024/05/000129	11/30/2023	GEN	11.22	REF NOVRND				JADE WARNER TERM 1/2 PREMIUM	
2024/05/000129	11/30/2023	GEN	12.70	REF NOVRND				RON GARZA GL DONE WRONG WAY	
2024/06/000009	12/08/2023	PRJ	1,744.85	REF 2412PR				WARRANT=2412PR RUN=1 BI-WEEKL	
2024/06/000062	12/22/2023	PRJ	1,649.60	REF 2413PR				WARRANT=2413PR RUN=1 BI-WEEKL	
2024/06/000115	12/31/2023	GEN	3.48	REF WARNER				J WARNER VISION TERM 1/2PREMIU	
2024/06/000115	12/31/2023	GEN	-4.80	REF DECRND				MED D/V ROUNDING DEC 2023	
2024/07/000007	01/05/2024	PRJ	1,757.55	REF 2414PR				WARRANT=2414PR RUN=1 BI-WEEKL	
2024/07/000066	01/19/2024	PRJ	1,649.60	REF 2415PR				WARRANT=2415PR RUN=1 BI-WEEKL	
2024/07/000110	01/31/2024	GEN	-4.96	REF JANROU				MED DNTL VIS ROUNDING JAN 2024	
2024/08/000008	02/02/2024	PRJ	1,763.90	REF 2416PR				WARRANT=2416PR RUN=1 BI-WEEKL	
2024/08/000087	02/16/2024	PRJ	1,649.60	REF 2417PR				WARRANT=2417PR RUN=1 BI-WEEKL	
2024/08/000142	02/15/2024	GEN	-4.93	REF FEB RD				MEDICAL ROUNDING FEB 2024	
2024/09/000006	03/01/2024	PRJ	1,763.90	REF 2418PR				WARRANT=2418PR RUN=1 BI-WEEKL	
2024/09/000054	03/15/2024	PRJ	1,649.60	REF 2419PR				WARRANT=2419PR RUN=1 BI-WEEKL	
2024/09/000120	03/26/2024	GEN	-5.12	REF MARINS				MEDICAL AND D/V ROUNDING	
2024/09/000120	03/26/2024	GEN	25.40	REF MARINS				FEB/MAR LIFE INS EMPLYR FEGANS	
2024/10/000037	04/12/2024	PRJ	1,763.90	REF 2421PR				WARRANT=2421PR RUN=1 BI-WEEKL	
2024/10/000091	04/26/2024	PRJ	1,649.60	REF 2422PR				WARRANT=2422PR RUN=1 BI-WEEKL	
2024/10/000110	04/30/2024	GEN	-5.00	REF APRRND				APRIL RND MEDICAL D/V	
2024/11/000020	05/10/2024	PRJ	2,185.14	REF 2423PR				WARRANT=2423PR RUN=1 BI-WEEKL	
2024/11/000095	05/24/2024	PRJ	1,234.71	REF 2424PR				WARRANT=2424PR RUN=1 BI-WEEKL	
2024/11/000118	05/24/2024	GEN	-5.00	REF RNDINS				MAY RND MEDICAL & D/V	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410599.			-166,437	HLTH INS C -166,437	-41,292.40	.00	.00	-125,144.60	24.8%
2024/01/000207	07/31/2023	GEN	-7,175.23	REF HEALTH			401 RECLASS HEALTH INS EXP		
2024/01/000269	07/01/2023	BUC	-166,437.00	REF			ORIGINAL BUDGET 2024		
2024/02/000310	08/30/2023	GEN	-5,711.23	REF HEALTH			401 RECLASS HEALTH INS EXP		
2024/03/000265	09/30/2023	GEN	-3,714.34	REF HEALTH			401 RECLASS HEALTH INS EXP		
2024/06/000121	12/31/2023	GEN	-1,012.47	REF HEALTH			401 RECLASS HEALTH INS EXP		
2024/07/000152	01/31/2024	GEN	-3,402.19	REF HEALTH			401 RECLASS HEALTH INS EXP		
2024/08/000169	02/29/2024	GEN	-13,434.66	REF HEALTH			401 RECLASS HEALTH INS EXP		
2024/09/000142	03/31/2024	GEN	-3,433.78	REF HEALTH			401 RECLASS HEALTH INS EXP		
2024/10/000120	04/30/2024	GEN	-3,408.50	REF HEALTH			401 RECLASS HEALTH INS EXP		
001.401.GG.410600.			48,993	RETIREMT 48,993	39,862.58	3,633.58	.00	9,130.42	81.4%
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		
2024/11/000020	05/10/2024	PRJ	1,879.84	REF 2423PR			WARRANT=2423PR RUN=1 BI-WEEKL		
2024/11/000095	05/24/2024	PRJ	1,753.74	REF 2424PR			WARRANT=2424PR 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		

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.410801.									
OVERTIME									
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 3,000	2,943.08	.00	.00	56.92	98.1%
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
2024/11/000099	05/16/2024	BUA	3,000.00	REF IBR025			IBR-025		
001.401.GG.421100.									
			1,350	TELEPHONE 1,350	2,541.36	.00	.00	-1,191.36	188.2%
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	AT&T	PAYMENT
2024/03/000363	09/30/2023	API	283.78	VND 010073 IN 2024258		AT&T	AT&T	AT&T	PAYMENT
2024/03/000363	09/30/2023	API	328.65	VND 010073 IN 2024259		AT&T	AT&T	AT&T	PAYMENT
2024/04/000167	10/31/2023	API	315.53	VND 010073 IN 2025412		AT&T	AT&T	AT&T	PAYMENT
2024/05/000143	11/30/2023	API	238.48	VND 010073 IN 2024994		AT&T	AT&T	AT&T	PAYMENT
2024/06/000129	12/31/2023	API	238.48	VND 010073 IN 2025545		AT&T	AT&T	AT&T	PAYMENT
2024/07/000160	01/31/2024	API	238.56	VND 010073 IN 2026019		AT&T	AT&T	AT&T	PAYMENT
2024/08/000188	02/29/2024	API	238.56	VND 010073 IN 2026070		AT&T	AT&T	AT&T	PAYMENT
2024/09/000148	03/31/2024	API	187.83	VND 010073 IN 2026471		AT&T	AT&T	AT&T	PAYMENT-FIRST
2024/10/000151	04/30/2024	API	187.71	VND 010073 IN 2026922		AT&T	AT&T	AT&T	PAYMENT
001.401.GG.421400.									
			15,000	TRAVEL 15,000	4,740.36	207.50	.00	10,259.64	31.6%
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 RESDRT 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 DF COUN	89182

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FDR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.421400.			TRAVEL						
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
2024/11/000036	05/06/2024	API	207.50	VND 023001 IN 2026678			BESSIE NELSON	PER DIEM - MUNIS U	89641
001.401.GG.421800.			250	POSTAGE 700	648.73	.00	.00	51.27	92.7%
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
2024/11/000099	05/16/2024	BUA	450.00	REF IBR025			IBR-025		
001.401.GG.422000.			6,000	ADV/LG PUB 6,000	3,428.83	.00	.00	2,571.17	57.1%
2024/01/000248	07/31/2023	API	61.62	VND 019012 IN 63198/63199			SPIRIT OF JEFFERSON LEGAL CLASSIFIED - ORIGINAL BUDGET 2024		
2024/01/000269	07/01/2023	BUC	6,000.00	REF			SPIRIT OF JEFFERSON LEGAL CLASSIFIED		
2024/02/000196	08/15/2023	API	22.22	VND 019012 IN 63663			SPIRIT OF JEFFERSON LEGAL ADD		
2024/02/000263	08/22/2023	API	61.62	VND 019012 IN 63746			SPIRIT OF JEFFERSON LEGAL CLASSIFIED		
2024/02/000263	08/22/2023	API	22.22	VND 019012 IN 63848			SPIRIT OF JEFFERSON LEGAL CLASSIFIED		
2024/02/000374	08/04/2023	APM	53.42	VND 019012 IN 63485			SPIRIT OF JEFFERSON LEGAL CLASSIFIED		
2024/03/000253	09/27/2023	API	48.90	VND 019012 IN 64178			SPIRIT OF JEFFERSON LEGAL ADD		
2024/04/000058	10/04/2023	API	43.58	VND 019012 IN 64254			SPIRIT OF JEFFERSON LEGAL AD		
2024/04/000149	10/30/2023	API	934.86	VND 019012 IN 64568			SPIRIT OF JEFFERSON FINANCIAL STATEMEN		
2024/06/000110	12/28/2023	API	55.06	VND 019012 IN 65145			SPIRIT OF JEFFERSON LEGAL CLASSIFIED/J		
2024/07/000089	01/17/2024	API	305.80	VND 019012 IN 65162			SPIRIT OF JEFFERSON LEGAL AD-INTERIM C		
2024/07/000089	01/18/2024	API	50.14	VND 019012 IN 65418			SPIRIT OF JEFFERSON LEGAL ADD-BPZ		
2024/07/000155	01/31/2024	API	80.00	VND 999998 IN 2025707			PCARD ONE TIME PAY INTERIM CO, ADMIN		
2024/08/000166	02/20/2024	API	66.54	VND 019012 IN BORE-NOTICE			SPIRIT OF JEFFERSON BORE NOTICE TY 202		
2024/09/000026	03/04/2024	API	59.98	VND 019012 IN 65973			SPIRIT OF JEFFERSON LEGL CLASSIFIED-PU		
2024/09/000121	03/21/2024	API	33.74	VND 019012 IN 66128			SPIRIT OF JEFFERSON LEGAL CLASSIFIED J		
2024/09/000121	03/21/2024	API	33.74	VND 019012 IN 66127			SPIRIT OF JEFFERSON NOTICE TO APPOINT		
2024/09/000121	03/21/2024	API	56.70	VND 019012 IN 6126			SPIRIT OF JEFFERSON NOTICE TO APPOINT		
2024/09/000152	03/31/2024	API	44.91	VND 999998 IN 2026858			PCARD ONE TIME PAY INDEED-CA AD		
2024/10/000013	04/01/2024	API	43.58	VND 019012 IN 66295			SPIRIT OF JEFFERSON 3/20 LEGAL ADD-HIS		
2024/10/000013	04/01/2024	API	63.26	VND 019012 IN 66294			SPIRIT OF JEFFERSON 3/20 LEGAL AD-CTUB		
2024/10/000013	04/01/2024	API	59.98	VND 019012 IN 66293			SPIRIT OF JEFFERSON 3/20 LEGAL AD-BLDG		
2024/10/000013	04/01/2024	API	117.38	VND 019012 IN 66296			SPIRIT OF JEFFERSON 3/20 LEGAL AD-JCPC		
2024/10/000073	04/08/2024	API	1,109.58	VND 019012 IN 66349			SPIRIT OF JEFFERSON LEVY ESTIMATE FY24		

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.422100.	7,500	TRNG/ EDUC 7,500	3,384.00	.00	.00	4,116.00	45.1%
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023472			CCAWV CO COMM ASSOC CCAWV TRAINING - T		
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023473			CCAWV CO COMM ASSOC CCAWV TRAINING - J		
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023474			CCAWV CO COMM ASSOC CCAWV TRAINING - M		
2024/01/000243 07/31/2023 API	250.00 VND	012029 IN 2023475			CCAWV CO COMM ASSOC CCAWV TRAINING - C		
2024/01/000269 07/01/2023 BUC	7,500.00 REF				ORIGINAL BUDGET 2024		
2024/06/000127 12/31/2023 API	1,199.00 VND	029123 IN 2025268			TYLER TECHNOLOGIES B. NELSON - TYLER		
2024/07/000119 01/23/2024 API	400.00 VND	012029 IN T11/2024			CCAWV CO COMM ASSOC CCAWV LEGISLATIVE		89161
2024/08/000166 02/09/2024 API	235.00 VND	032021 IN 3751			WVACO 2024 CONF OF COUNT		89330
2024/09/000152 03/31/2024 API	275.00 VND	037192 IN 2026859			WV TREASURY WV AUDITOR TRAIN		
2024/09/000152 03/31/2024 API	275.00 VND	037192 IN 2026860			WV TREASURY WV AUDITOR TRAIN		
001.401.GG.422200.	13,015	DUES SBSCR 13,015	17,919.00	.00	.00	-4,904.00	137.7%
2024/01/000212 07/01/2023 GRV	6,500.00 REF	FY23PP			REV FY23 PREPAIDS		
2024/01/000269 07/01/2023 BUC	13,015.00 REF				ORIGINAL BUDGET 2024		
2024/02/000196 08/15/2023 API	595.00 VND	037489 IN 300220816			GFOA GOVERNMENT FINA M. ZONGELLI ANNUAL		88416
2024/04/000163 10/31/2023 API	2,148.00 VND	999998 IN 2024739			PCARD ONE TIME PAY INSTRUMENTL- softw		
2024/05/000134 11/30/2023 API	3,900.00 VND	012029 IN 6003			CCAWV CO COMM ASSOC CCAWV ASSOC MEMBER		88898
2024/10/000151 04/30/2024 API	4,776.00 VND	037053 IN 2026936			GOTO.COM GOTOCOM ANNUAL SUB		
001.401.GG.422300.	70,350	PROF SVCS 75,350	62,882.95	7,155.99	.00	12,467.05	83.5%
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

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
		APPROP	BUDGET				BUDGET	USED	
001.401.GG.422300.		PROF SVCS							
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		
2024/02/000374	08/04/2023	APM	-53.42 VND	019012 IN	63485	SPIRIT OF JEFFERSON	LEGAL CLASSIFIED		
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	
2024/03/000382	09/01/2023	APM	-1,422.00 VND	022099 IN	2210	MAZZITTI & SULL EAP	QUARTERLY EAP SVCS		
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	
2024/06/000134	12/04/2023	APM	-1,422.00 VND	022099 IN	2522	MAZZITTI & SULL EAP	QUARTERLY INVOICE		
2024/07/000042	01/03/2024	API	900.00 VND	022192 IN	JCC12024	MILLENIUM INS GROUP	HRA ADMINISTRATION	89078	
2024/07/000089	01/10/2024	API	126.65 VND	010172 IN	CBR1/24	AMERIFLEX	AMERIFLEX COBRA AD	89121	
2024/07/000089	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	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.422300.			PROF SVCS						
2024/11/000006	05/01/2024	API	900.00	VND 022192	IN JCC52024		MILLENIUM INS GROUP	HRA ADMINISTRATION	89574
2024/11/000062	05/01/2024	API	126.65	VND 010172	IN CBR5/24		AMERIFLEX	ADMINISTRATION COB	89673
2024/11/000084	05/17/2024	CRP	-5,737.28	REF 402			REIMB CO FOR AMB FUND EXPENSE		
2024/11/000099	05/16/2024	BUA	5,000.00	REF IBR025			IBR-025		
2024/11/000100	05/15/2024	API	9,000.00	VND 017085	IN 33116		COX HOLLIDA YOUNG PL	COMPILE FIN.STATEM	89711
2024/11/000100	05/15/2024	API	2,866.62	VND 017085	IN 33117		COX HOLLIDA YOUNG PL	FY25 BUDGET ASSIST	89711
001.401.GG.422301.			210,000	HRA ACCT 210,000	146,989.25	1,089.44	.00	63,010.75	70.0%
2024/01/000269			210,000.00	REF			ORIGINAL BUDGET 2024		
2024/02/000263	08/24/2023	API	3,250.00	VND 015033	IN HRA202384		RONALD FLETCHER	HRA EMPLOYEE DEDUC	88458
2024/02/000263	08/24/2023	API	305.82	VND 022137	IN HRA2023085		MICHAEL MONAGHAN	HRA EMPLOYEE DEDUC	88454
2024/02/000263	08/24/2023	API	202.34	VND 032198	IN HRA2023086		ADAM WARD	HRA EMPLOYEE DEDUC	88431
2024/03/000082	09/08/2023	API	5,250.00	VND 022137	IN HRA2024002		MICHAEL MONAGHAN	Employee HRA Deduc	88522
2024/03/000082	09/08/2023	API	2,688.09	VND 034011	IN HRA2024001		NEIL ZAHRADNIK	Employee HRA Deduc	88525
2024/03/000206	09/22/2023	API	5,250.00	VND 017151	IN HRA2024003		MATTHEW HARVEY	EMPLOYEE HRA DEDUC	88599
2024/04/000085	10/10/2023	API	1,511.62	VND 011236	IN HRA2024006		SHANNON BURLETT	EMPLOYEE HRA DEDUC	88703
2024/04/000085	10/10/2023	API	1,952.70	VND 013132	IN HRA2024005		CYNTHIA DANNER	EMPLOYEE HRA DEDUC	88693
2024/04/000085	10/10/2023	API	5,250.00	VND 013149	IN HRA2024004		DUANE DUNN	EMPLOYEE HRA DEDUC	88694
2024/04/000085	10/10/2023	API	2,275.27	VND 020049	IN HRA2024007		KATHRYN KING	EMPLOYEE HRA DEDUC	88699
2024/04/000085	10/10/2023	API	2,674.44	VND 037724	IN HRA2024008		AUTUMN ULSH	EMPLOYEE HRA DEDUC	88691
2024/04/000149	10/25/2023	API	1,199.00	VND 011211	IN HRA2024009		LORI BROWN	EMPLOYEE HRA DEDUC	88774
2024/04/000149	10/25/2023	API	2,829.24	VND 012289	IN HRA2024011		SAMANTHA COMBS	EMPLOYEE HRA DEDUC	88782
2024/04/000149	10/25/2023	API	275.51	VND 022159	IN HRA2024012		JASON 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 STEPHENSON	EMPLOYEE HRA DEDUC	88768
2024/05/000096	11/08/2023	API	77.03	VND 012289	IN HRA2024015		SAMANTHA COMBS	EMPLOYEE HRA DEDUC	88864
2024/05/000096	11/08/2023	API	322.89	VND 022215	IN HRA2024016		MICHELLE EVERS	EMPLOYEE HRA DEDUC	88860
2024/05/000098	11/08/2023	API	2,575.56	VND 037724	IN HRA2024017		AUTUMN ULSH	EMPLOYEE HRA DEDUC	88840
2024/05/000119	11/27/2023	API	45.96	VND 017157	IN HRA2024020		MARION A. HAZEL	EMPLOYEE HRA DEDUC	88882
2024/05/000119	11/27/2023	API	3,141.51	VND 022215	IN HRA2024019		MICHELLE EVERS	EMPLOYEE HRA DEDUC	88883
2024/05/000119	11/27/2023	API	3,572.11	VND 023009	IN HRA2024018		MORGAN NICK	EMPLOYEE HRA DEDUC	88884
2024/05/000134	11/27/2023	API	2,343.73	VND 012289	IN HRA2024021		SAMANTHA COMBS	EMPLOYEE HRA DEDUC	88921
2024/06/000068	12/11/2023	API	4,634.86	VND 022217	IN HRA2024023		MONICA ANDERSON	EMPLOYEE HRA DEDUC	88976
2024/06/000068	12/11/2023	API	1,995.91	VND 028327	IN HRA2024022		LUKE SEIGFRIED	EMPLOYEE HRA DEDUC	88975
2024/07/000042	01/03/2024	API	171.62	VND 011236	IN HRA2024024		SHANNON BURLETT	EMPLOYEE HRA DEDUC	89090
2024/07/000042	01/03/2024	API	1,683.92	VND 017094	IN HRA2024028		TAMMY MOBLEY	EMPLOYEE HRA DEDUC	89092
2024/07/000042	01/03/2024	API	1,630.22	VND 020049	IN HRA2024026		KATHRYN KING	EMPLOYEE HRA DEDUC	89075
2024/07/000042	01/03/2024	API	4,449.16	VND 021039	IN HRA2024030		NICOLE NOBREGA	EMPLOYEE HRA DEDUC	89082
2024/07/000042	01/03/2024	API	1,520.07	VND 022159	IN HRA2024027		JASON MICKY	EMPLOYEE HRA DEDUC	89074
2024/07/000042	01/03/2024	API	330.00	VND 022215	IN HRA2024025		MICHELLE EVERS	EMPLOYEE HRA DEDUC	89077
2024/07/000042	01/03/2024	API	986.18	VND 023009	IN HRA2024029		MORGAN NICK	EMPLOYEE HRA DEDUC	89079
2024/07/000042	01/03/2024	API	3,810.77	VND 029106	IN HRA2024031		MARY K THOMPSON	EMPLOYEE HRA DEDUC	89076
2024/07/000089	01/10/2024	API	2,236.50	VND 028010	IN HRA2024033		MALLORY SODERLUND	EMPLOYEE HRA DEDUC	89135

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.422301.			HRA ACCT						
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
2024/10/000132	04/29/2024	API	15.33	VND 015087	IN HRA2024062		DOUGLAS H FLETCHER	EMPLOYEE HRA DEDUC	89646
2024/11/000036	05/01/2024	API	310.74	VND 011247	IN HRA2024064		BRITTNI FLETCHER	EMPLOYEE HRA DEDUC	89642
2024/11/000036	05/01/2024	API	498.08	VND 022159	IN HRA2024063		JASON MICKEY	EMPLOYEE HRA DEDUC	89655
2024/11/000080	05/13/2024	API	227.23	VND 012011	IN HRA2024066		REBECCA CHALK	EMPLOYEE HRA DEDUC	89728
2024/11/000080	05/13/2024	API	53.39	VND 017155	IN HRA2024065		REBECCA HALL	EMPLOYEE HRA DEDUC	89729
001.401.GG.422302.			5,040	EE AST PGM	5,040	5,202.00	.00	.00	-162.00 103.2%
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		
2024/03/000382	09/01/2023	APM	1,422.00	VND 022099	IN 2210		MAZZITTI & SULL EAP	QUARTERLY EAP SVCS	
2024/06/000134	12/04/2023	APM	1,422.00	VND 022099	IN 2522		MAZZITTI & SULL EAP	QUARTERLY INVOICE	
2024/09/000026	03/04/2024	API	1,422.00	VND 022099	IN 2813		MAZZITTI & SULL EAP	QUARTERLY INVOICE-E	89351

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.422400.			35,100	AUDIT COST 35,100	35,100.00	32,500.00	.00	.00	100.0%
2024/01/000269	07/01/2023	BUC	35,100.00	REF					
2024/10/000086	04/19/2024	POE	32,500.00	VND 100002 PO 2024043	BHM CPA GROUP INC		ORIGINAL BUDGET 2024		
2024/10/000097	04/18/2024	API	2,600.00	VND 032033 IN 23624			FY23 AUDIT REPORT		
2024/11/000062	05/07/2024	API	32,500.00	VND 100002 IN 81062			WV STATE AUDITDR	CPA-A-133 AUDIT	89611
2024/11/000062	05/07/2024	POL	-32,500.00	VND 100002 PO 2024043	BHM CPA GROUP INC		BHM CPA GROUP INC	FY23 AUDIT REPORT	89674
001.401.GG.422600.			329,000	INS / BOND 360,386	360,385.50	.00	.00	.50	100.0%
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
2024/11/000099	05/16/2024	BUA	31,386.00	REF IBR025				IBR-025	
001.401.GG.422601.			130,000	WC INS 160,722	160,722.00	.00	.00	.00	100.0%
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
2024/10/000124	04/30/2024	API	40,180.50	VND 032151 IN 107161			WVCorp WV COUNTIES	FY24 QTR 4 WORKERS	89638
2024/11/000099	05/16/2024	BUA	30,722.00	REF IBR025				IBR-025	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.422602.	20,000	UNEMP INS 10,000	4,384.90	.00	.00	5,615.10	43.8%
2024/01/000269 07/01/2023 BUC	20,000.00 REF				ORIGINAL BUDGET 2024		
2024/03/000263 09/30/2023 API	862.44 VND	032116 IN QTR03/2023			WV BUREAU OF EMPLYMT 3RD QTR 2023 UNEMP		88708
2024/10/000073 04/03/2024 API	3,522.46 VND	032116 IN QTR01/2024			WV BUREAU OF EMPLYMT 1ST QTR 2024 UNEMP		89583
2024/11/000099 05/16/2024 BUA	-10,000.00 REF	IBR025			IBR-025		
001.401.GG.422900.	0	CT COST/DM 0	17,937.75	.00	.00	-17,937.75	100.0%
2024/06/000037 12/11/2023 API	17,937.75 VND	012304 IN 1860-003			CAMPBELL FLANNERY PC LUTMAN VS JCC (DEL		88942
001.401.GG.423000.	3,200	CONT SVCS 24,200	15,646.96	-7,192.53	.00	8,553.04	64.7%
2024/01/000054 07/07/2023 API	169.55 VND	013004 IN IN118162A			DIGITAL DOCUMENT SOL EXTRA/COLOR COPIES		88230
2024/01/000054 07/06/2023 API	146.91 VND	015010 IN 42656317A			FIRST CITIZENS BANK JULY 2023 COPIER M		88233
2024/01/000212 07/01/2023 GRV	3,582.00 REF	FY23PP			REV FY23 PREPAIDS		
2024/01/000269 07/01/2023 BUC	3,200.00 REF				ORIGINAL BUDGET 2024		
2024/02/000196 08/01/2023 API	176.67 VND	013004 IN IN119250			DIGITAL DOCUMENT SOL AUGUST 2023 COPIER		88413
2024/02/000196 08/14/2023 API	146.91 VND	015010 IN 42849380			FIRST CITIZENS BANK JULY COPIER SERVIC		88502
2024/02/000369 08/23/2023 APM	8,325.00 VND	029123 IN 045-430810			TYLER TECHNOLOGIES TYLER TRAINING		
2024/03/000253 09/07/2023 API	232.10 VND	013004 IN IN120820			DIGITAL DOCUMENT SOL EXTRA COLOR COPIES		88627
2024/03/000253 09/01/2023 API	146.91 VND	015010 IN 43051028			FIRST CITIZENS BANK COPIER SERVICE		88630
2024/03/000273 09/28/2023 API	146.91 VND	015010 IN 43254353			FIRST CITIZENS BANK OCTOBER COPIER SER		88726
2024/04/000153 10/26/2023 API	147.26 VND	015010 IN 43453351			FIRST CITIZENS BANK MONTHLY COPIER SER		88796
2024/04/000153 10/26/2023 API	38.91 VND	015010 IN 43453351			FIRST CITIZENS BANK ADJUSTED PAST DUE		88796
2024/04/000167 10/31/2023 API	195.42 VND	013004 IN 2025414			DIGITAL DOCUMENT SOL COPIERS - (9/5/23		
2024/05/000098 11/07/2023 API	111.59 VND	013004 IN IN123840			DIGITAL DOCUMENT SOL COVERAGE 10/6/2023		88846
2024/05/000134 11/28/2023 API	147.26 VND	015010 IN 43653948			FIRST CITIZENS BANK MONTHLY COPIER STA		88904
2024/06/000114 12/26/2023 API	147.26 VND	015010 IN 43853954			FIRST CITIZENS BANK COPIER MONTHLY SER		89067
2024/07/000067 01/04/2024 API	7,500.00 VND	027003 IN 2024604			EASTERN PNH REG PLNG ADMIN FEES - BROAD		89102
2024/07/000119 01/18/2024 API	99.24 VND	013004 IN IN125182			DIGITAL DOCUMENT SOL COMMISSON OFFICE C		89167
2024/07/000119 01/23/2024 API	201.21 VND	013004 IN IN126508			DIGITAL DOCUMENT SOL COMMISSION COPIER		89167
2024/07/000119 01/26/2024 API	147.26 VND	015010 IN 44055364			FIRST CITIZENS BANK COMMISSION COPIER		89172
2024/08/000166 02/05/2024 API	138.08 VND	013004 IN IN127929			DIGITAL DOCUMENT SOL COMMISSION		89303
2024/08/000181 02/23/2024 API	147.26 VND	015010 IN 44255248			FIRST CITIZENS BANK CDMM OFFICE		89343
2024/09/000146 03/22/2024 API	147.26 VND	015010 IN 44454452			FIRST CITIZENS BANK COMMISSION OFFICE		89521
2024/10/000038 04/02/2024 API	451.26 VND	013004 IN IN130843			DIGITAL DOCUMENT SOL COMM DFFICE		89515
2024/10/000124 04/23/2024 API	147.26 VND	015010 IN 44654354			FIRST CITIZENS BANK COMMISSION OFFICE		89625
2024/11/000062 05/02/2024 API	307.47 VND	013004 IN IN132257			DIGITAL DOCUMENT SOL COMM OFFICE		89682
2024/11/000082 05/16/2024 GEN	-7,500.00 REF	64964			CR64964 CRDT TO WRG ACCT		
2024/11/000099 05/16/2024 BUA	21,000.00 REF	IBR025			IBR-025		

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.423900.		90,000	INS RETIRE 92,016	84,348.00	7,668.00	.00	7,668.00	91.7%
2024/01/000103	07/14/2023 API	7,668.00	VND 027078 IN RHBT7/2023					
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					
2024/03/000253	09/29/2023 API	7,668.00	VND 027078 IN RHBT09/23					
2024/04/000018	10/01/2023 API	7,668.00	VND 027078 IN RHBT10/23					
2024/05/000038	11/03/2023 API	7,668.00	VND 027078 IN RHBT11/2023					
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					
2024/08/000049	02/05/2024 API	7,668.00	VND 027078 IN RHBT02/2024					
2024/09/000076	03/01/2024 API	7,668.00	VND 027078 IN RHBT03/2024					
2024/10/000038	04/03/2024 API	7,668.00	VND 027078 IN RHBT04/2024					
2024/11/000036	05/01/2024 API	7,668.00	VND 027078 IN RHBT05/2024					
2024/11/000099	05/16/2024 BUA	2,016.00	REF IBR025					
001.401.GG.434100.		2,700	MAT SUPP 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					
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					
2024/05/000098	11/16/2023 API	8,539.00	VND 012025 IN 2023 GARLAND					
2024/05/000146	11/30/2023 API	-39.95	VND 010000 IN 2025213					
2024/05/000146	11/30/2023 API	-39.95	VND 010000 IN 2025214					
2024/06/000127	12/31/2023 API	222.06	VND 010000 IN 2025267					
2024/07/000155	01/31/2024 API	24.99	VND 010000 IN 2025704					
2024/07/000155	01/31/2024 API	37.03	VND 010000 IN 2025705					
2024/07/000155	01/31/2024 API	35.94	VND 010000 IN 2025706					
001.401.GG.435300.		1,000	COMP SFTWR 1,000	34.18	.00	.00	965.82	3.4%
2024/01/000248	07/31/2023 API	58.85	VND 037037 IN 2023714					
2024/01/000269	07/01/2023 BUC	1,000.00	REF					
2024/02/000351	08/31/2023 API	-24.67	VND 037037 IN 2023860					
001.401.GG.435600.		0	LIC ANL FE 200	149.00	.00	.00	51.00	74.5%
2024/03/000363	09/30/2023 API	149.00	VND 012025 IN JCC ANNUAL PARKING					
2024/11/000099	05/16/2024 BUA	200.00	REF IBR025					

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 1 TO 2024 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.456700.		TRF OTH GV 4,800	4,800.00	.00	.00	.00	100.0%
2024/01/000103 07/13/2023 API	4,800.00 VND	037192 IN 2021438					
2024/01/000269 07/01/2023 BUC	4,800.00 REF			WV TREASURY	EFT FY24 WV PROS A		88314
				ORIGINAL BUDGET 2024			
001.401.GG.456708.		INKD-FM PT 14,231	13,045.12	1,185.92	.00	1,185.88	91.7%
2024/01/000268 07/31/2023 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/01/000269 07/01/2023 BUC	14,231.00 REF				ORIGINAL BUDGET 2024		
2024/02/000365 08/31/2023 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/03/000369 09/30/2023 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/04/000164 10/31/2023 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/05/000144 11/30/2023 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/06/000125 12/31/2023 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/07/000130 01/31/2024 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/08/000033 02/29/2024 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/09/000003 03/31/2024 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/10/000007 04/30/2024 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
2024/11/000005 05/31/2024 GEN	1,185.92 REF	INKIND			INKIND RENT JCFP		
001.401.GG.456800.		CDNT-OTH 1,000	-2,500.00	-2,500.00	.00	3,500.00	-250.0%
2024/01/000269 07/01/2023 BUC	1,000.00 REF				ORIGINAL BUDGET 2024		
2024/11/000090 05/20/2024 CRP	-3,000.00 REF	402			GRNT PASSTHR JC LITTLE LEAGUE		
2024/11/000100 05/20/2024 API	3,000.00 VND	019130 IN LEDAG05/2024		JEFF CO	LITTLE LEAGU GRANT PASSTHROUGH		89719
2024/11/000115 05/22/2024 CRP	-2,500.00 REF	402			NEW REFRIG TRAILER COMM MARKET		
001.401.GG.456800.G2011		CONT-OTH 0	155,000.00	.00	.00	-155,000.00	100.0%
2024/01/000004 07/01/2023 API	38,750.00 VND	019044 IN DAY24/1		JEFF DAY REPORT CNTR 2023/24	ALLOC		88206
2024/04/000002 10/05/2023 API	38,750.00 VND	019044 IN DAY24/2		JEFF DAY REPORT CNTR 2023/24	ALLOCATION		88636
2024/07/000002 01/01/2024 API	38,750.00 VND	019044 IN DAY24/3		JEFF DAY REPORT CNTR 2023/24	ALLOCATION		89033
2024/10/000002 04/01/2024 API	38,750.00 VND	019044 IN DAY24/4		JEFF DAY REPORT CNTR 2023/24	ALLOCATION		89485
TOTAL COUNTY COMMISSION	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	92.8%
TOTAL GENERAL FUND	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	92.8%
TOTAL EXPENSES	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	
GRAND TOTAL	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	92.8%

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

JEFFERSON COUNTY, WV - PRODUCTION



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: 2024/11
 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: 2024/11
 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	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

	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	174,453.48	12,992.04	.00	53,221.52	76.6%
001.401.GG.410300.	528,613	WAGES 436,989	309,781.22	28,781.96	.00	127,207.78	70.9%
001.401.GG.410400.	33,751	FICA 33,751	29,879.67	2,565.50	.00	3,871.33	88.5%
001.401.GG.410401.	7,893	MEDICARE 7,893	6,987.96	600.01	.00	905.04	88.5%
001.401.GG.410500.	166,437	HEALTH INS 166,437	41,789.42	3,414.85	.00	124,647.58	25.1%
001.401.GG.410599.	-166,437	HLTH INS C -166,437	-41,292.40	.00	.00	-125,144.60	24.8%
001.401.GG.410600.	48,993	RETIREMT 48,993	39,862.58	3,633.58	.00	9,130.42	81.4%
001.401.GG.410801.	2,000	OVERTIME 2,000	228.19	.00	.00	1,771.81	11.4%
001.401.GG.410802.	0	PT/EX HELP 3,000	2,943.08	.00	.00	56.92	98.1%
001.401.GG.421100.	1,350	TELEPHONE 1,350	2,541.36	.00	.00	-1,191.36	188.2%
001.401.GG.421400.	15,000	TRAVEL 15,000	4,740.36	207.50	.00	10,259.64	31.6%
001.401.GG.421800.	250	POSTAGE 700	648.73	.00	.00	51.27	92.7%
001.401.GG.422000.	6,000	ADV/LG PUB 6,000	3,428.83	.00	.00	2,571.17	57.1%
001.401.GG.422100.	7,500	TRNG/ EDUC 7,500	3,384.00	.00	.00	4,116.00	45.1%
001.401.GG.422200.	13,015	DUES SBSCR 13,015	17,919.00	.00	.00	-4,904.00	137.7%
001.401.GG.422300.	70,350	PROF SVCS 75,350	62,882.95	7,155.99	.00	12,467.05	83.5%
001.401.GG.422301.	210,000	HRA ACCT 210,000	146,989.25	1,089.44	.00	63,010.75	70.0%
001.401.GG.422302.	5,040	EE AST PGM 5,040	5,202.00	.00	.00	-162.00	103.2%
001.401.GG.422400.	35,100	AUDIT COST 35,100	35,100.00	32,500.00	.00	.00	100.0%

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001.401.GG.422600.	329,000	INS / BOND 360,386	360,385.50	.00	.00	.50	100.0%
001.401.GG.422601.	130,000	WC INS 160,722	160,722.00	.00	.00	.00	100.0%
001.401.GG.422602.	20,000	UNEMP INS 10,000	4,384.90	.00	.00	5,615.10	43.8%
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 24,200	15,646.96	-7,192.53	.00	8,553.04	64.7%
001.401.GG.423900.	90,000	INS RETIRE 92,016	84,348.00	7,668.00	.00	7,668.00	91.7%
001.401.GG.434100.	2,700	MAT SUPP 2,700	9,081.00	.00	.00	-6,381.00	336.3%
001.401.GG.435300.	1,000	COMP SFTWR 1,000	34.18	.00	.00	965.82	3.4%
001.401.GG.435600.	0	LIC ANL FE 200	149.00	.00	.00	51.00	74.5%
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	13,045.12	1,185.92	.00	1,185.88	91.7%
001.401.GG.456800.	1,000	CONT-OTH 1,000	-2,500.00	-2,500.00	.00	3,500.00	-250.0%
001.401.GG.456800.G2011	0	CONT-OTH 0	155,000.00	.00	.00	-155,000.00	100.0%
TOTAL COUNTY COMMISSION	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	92.8%
TOTAL GENERAL FUND	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	92.8%
TOTAL EXPENSES	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	
GRAND TOTAL	1,808,461	1,800,611	1,670,504.09	92,102.26	.00	130,106.91	92.8%

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/11
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: 0

Carry forward code: 1
Print journal detail: N
From Yr/Per: 2024/ 1
To Yr/Per: 2024/11
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	

Bank of Charles Town

06/03/2024 08:55 AM

PUBLIC FDS-FIXED *1776

Current **\$159,587.62**

Available** **\$159,587.62**

May 1, 2024 - May 31, 2024 Custom

Date	Description	Amount	Balance
05/31/2024	Check #31: INTEREST PAID	\$84.62	
05/31/2024	Deposit: DDA REGULAR DEPOSIT	\$17,496.00	
05/30/2024	Deposit: DDA REGULAR DEPOSIT	\$18,312.00	
05/29/2024	Deposit: DDA REGULAR DEPOSIT	\$3,252.00	
05/28/2024	Deposit: DDA REGULAR DEPOSIT	\$1,944.00	
05/24/2024	Deposit: DDA REGULAR DEPOSIT	\$1,944.00	
05/21/2024	Deposit: DDA REGULAR DEPOSIT	\$3,252.00	
05/20/2024	Deposit: DDA REGULAR DEPOSIT	\$5,832.00	
05/17/2024	Deposit: DDA REGULAR DEPOSIT	\$3,888.00	
05/16/2024	Deposit: DDA REGULAR DEPOSIT	\$19,584.00	
05/13/2024	Check #1459: DDA CHECK	-\$100,858.30	
05/13/2024	Check #1458: DDA CHECK	-\$15,412.84	
05/13/2024	Check #1460: DDA CHECK	-\$10,614.56	
05/13/2024	Check #1461: DDA CHECK	-\$5,020.27	
05/13/2024	Check #1457: DDA CHECK	-\$91.00	
05/13/2024	Deposit: DDA REGULAR DEPOSIT	\$24,180.00	
05/10/2024	Deposit: DDA REGULAR DEPOSIT	\$15,783.00	
05/09/2024	Deposit: DDA REGULAR DEPOSIT	\$11,664.00	
05/08/2024	Deposit: DDA REGULAR DEPOSIT	\$2,616.00	
05/06/2024	Deposit: DDA REGULAR DEPOSIT	\$10,428.00	
05/03/2024	Deposit: DDA REGULAR DEPOSIT	\$19,328.00	

** The Available balance may include pending transactions not yet posted for debit cards, ACH, and teller transactions, pending direct deposits and teller deposits, balance of an account tied by a sweep arrangement, and amounts reduced by a temporary hold on recent deposited funds with delayed availability. The Available balance does not include checks written off account not yet presented for payment, pre-authorized ACH debits not yet presented for payment, and Bounce Protection limit, if applicable. Alternatively, the Current balance shows the ending balance from the previous business day's transaction posting.

Bank of Charles Town

06/03/2024 08:56 AM

PUBLIC FDS-FIXED *7582

Current **\$2,011,600.55**

Available** **\$2,011,600.55**

May 1, 2024 - May 31, 2024 Custom

Date	Description	Amount	Balance
05/31/2024	Check #31: INTEREST PAID	\$1,280.52	
05/13/2024	Deposit: DDA REGULAR DEPOSIT	\$91.00	

** The Available balance may include pending transactions not yet posted for debit cards, ACH, and teller transactions, pending direct deposits and teller deposits, balance of an account tied by a sweep arrangement, and amounts reduced by a temporary hold on recent deposited funds with delayed availability. The Available balance does not include checks written off account not yet presented for payment, pre-authorized ACH debits not yet presented for payment, and Bounce Protection limit, if applicable. Alternatively, the Current balance shows the ending balance from the previous business day's transaction posting.

Bank of Charles Town

06/03/2024 08:56 AM

PUBLIC FDS-FIXED *0120

Current **\$642,474.09**

Available** **\$642,474.09**

May 1, 2024 - May 31, 2024 Custom

Date	Description	Amount	Balance
05/31/2024	Check #31: INTEREST PAID	\$405.19	
05/13/2024	Deposit: DDA REGULAR DEPOSIT	\$15,412.84	

** The Available balance may include pending transactions not yet posted for debit cards, ACH, and teller transactions, pending direct deposits and teller deposits, balance of an account tied by a sweep arrangement, and amounts reduced by a temporary hold on recent deposited funds with delayed availability. The Available balance does not include checks written off account not yet presented for payment, pre-authorized ACH debits not yet presented for payment, and Bounce Protection limit, if applicable. Alternatively, the Current balance shows the ending balance from the previous business day's transaction posting.

Bank of Charles Town

06/03/2024 08:57 AM

PUBLIC FDS-FIXED *2808

Current **\$1,680,632.77**

Available** **\$1,680,632.77**

May 1, 2024 - May 31, 2024 Custom

Date	Description	Amount	Balance
05/31/2024	Check #31: INTEREST PAID	\$1,051.90	
05/24/2024	Check #161: DDA CHECK	-\$14,600.00	
05/13/2024	Deposit: DDA REGULAR DEPOSIT	\$100,858.30	

** The Available balance may include pending transactions not yet posted for debit cards, ACH, and teller transactions, pending direct deposits and teller deposits, balance of an account tied by a sweep arrangement, and amounts reduced by a temporary hold on recent deposited funds with delayed availability. The Available balance does not include checks written off account not yet presented for payment, pre-authorized ACH debits not yet presented for payment, and Bounce Protection limit, if applicable. Alternatively, the Current balance shows the ending balance from the previous business day's transaction posting.

Bank of Charles Town

06/03/2024 08:57 AM

PUBLIC FDS-FIXED *2816

Current **\$56,555.53**

Available** **\$56,555.53**

May 1, 2024 - May 31, 2024 Custom

Date	Description	Amount	Balance
05/31/2024	Check #31: INTEREST PAID	\$33.39	
05/13/2024	Deposit: DDA REGULAR DEPOSIT	\$10,614.56	

** The Available balance may include pending transactions not yet posted for debit cards, ACH, and teller transactions, pending direct deposits and teller deposits, balance of an account tied by a sweep arrangement, and amounts reduced by a temporary hold on recent deposited funds with delayed availability. The Available balance does not include checks written off account not yet presented for payment, pre-authorized ACH debits not yet presented for payment, and Bounce Protection limit, if applicable. Alternatively, the Current balance shows the ending balance from the previous business day's transaction posting.

Bank of Charles Town

06/03/2024 08:58 AM

PUBLIC FDS-INTEREST *2570

Current **\$81,047.38**

Available** **\$81,047.38**

May 1, 2024 - May 31, 2024 Custom

Date	Description	Amount	Balance
05/31/2024	Check #31: INTEREST PAID	\$20.15	
05/13/2024	Deposit: DDA REGULAR DEPOSIT	\$5,020.27	

** The Available balance may include pending transactions not yet posted for debit cards, ACH, and teller transactions, pending direct deposits and teller deposits, balance of an account tied by a sweep arrangement, and amounts reduced by a temporary hold on recent deposited funds with delayed availability. The Available balance does not include checks written off account not yet presented for payment, pre-authorized ACH debits not yet presented for payment, and Bounce Protection limit, if applicable. Alternatively, the Current balance shows the ending balance from the previous business day's transaction posting.



COMMONWEALTH OF VIRGINIA

COUNTY OF LOUDOUN
OFFICE OF THE COMMISSIONER OF THE REVENUE

P.O. Box 8000
Leesburg, VA 20177-9804
(703) 777-0260
Fax (703) 777-0263
www.loudoun.gov/cor



ROBERT S. WERTZ, JR.
COMMISSIONER

SUSAN A. BREEN
CHIEF DEPUTY

Re: PIN: 629-27-2113-000; Legal Desc. 'BLUE RIDGE'; TaxMap#: /33/////////16/

May 16, 2024

Dear POTOMAC APPALACHIAN TRAIL CLUB INC,

The County reviewed this parcel and how much of the parcel lies in Loudoun and how much lies in Jefferson. We determined that the acres in Loudoun needed to be adjusted to reflect the plat recorded showing the County's boundary line with Jefferson (plat book PC D-779-1 and deeds 605--63 QC, 8T--186). We are removing this PIN from the Loudoun County Land Book as it appears it lies completely in Jefferson County. The change will become effective for the tax year 2025. You can see these changes on our public access assessment parcel database and mapping system- Weblogis.

We also reached out to Jefferson to notify them of this change. If you have questions about the Jefferson portion of the parcel, please reach out to them directly.

Please let me know if you have any questions.

Respectfully,

Brandon Landas
Mapping GIS Specialist
Loudoun County Commissioner of the Revenue
P.O. Box 8000 Leesburg, VA 20177-9804
Tel: 703-737-8507
Fax: 703-777-0263
Brandon.Landas@loudoun.gov
www.loudoun.gov/cor

DBV 710 Pg. 524
629-27-4326

Lot 10

SKYLINE ORCHARDS SUBDIVISION

SECTION ONE

DBV 388 PG 518

S84°29'43"E

413A-15

629270643000
133 11/11/18A
UNITED STATES OF AMERICA

629270643000

413A-VA-16

A-1-SB Monument Set
Replaces 3/4" Pipe

Property line

S22°39'43"E

279.37'
1" Pipe Found

3/4" Pipe Found

3/4" Pipe Found

1" Pipe with Elbow Found

Leaning 1" Pipe Found

STATE

Loudoun/Jefferson county line plat
(official boundary)

413A-VA-14

RT-1 Monument Set
Near Found Drill Hole
On Rocky Outcrop

Lot 11

HAYS DRIVE

Lot 12

Lot 13

413A-WV-18

A-1-SB Monument Set
Replaces 3/8" Pin Found
at Stone Pile

Loudoun/Jefferson county line

413A-WV

A-1-SB Monument Set

629272113000
133 11/11/16
POTOMAC APPALACHIAN TRAIL CLUB INC

S37°02'50"W
512.09
287.75'
287.38'

S37°02'50"W
340.00'

267.60'

3/8" Rebar Found

4 Lot S

5 Lot S

243 2024-0124, 629-27-2113-000

413-07

On Banning Public Prayer and Passing Mandates of Ceasefires

The individual that had an opinion piece that was submitted to the Jefferson County Commission, is, in my opinion, a bit out of line. The First Amendment to The Constitution reads as follows: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press, or the right of the people to peaceably to assemble, and to petition the Government for a redress of grievances."

Normally, I try to have lighthearted discourse on things in life, but I take exception to self-imposed ignorance being foisted upon me, and the populace of this nation, for personal benefit or gratification of notoriety. The anguish of realizing my tax dollars having been wasted on people that either slept through class, or, even worse, refused to learn while in class, is upsetting. Yes, I am not infallible in my recollections from school, but I do try to get things right in matters of real concern. And yes, the author of the other opinion has their right to request, but not demand, abandoning prayer and passing a resolution involving political changes in other governments that are "above our pay scale".

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof". During the 1500's throughout 1700's, every time there was a change of monarchy, there was a change of religious preference, and everyone was expected to adhere to the wishes of their King. In the case of England, the King disputed the right of The Church to interfere in national politics, that the King was supreme in his own country. The King of England then created a new religion and he was the supreme head of the Church of England. All subjects were expected to renounce the Catholic Church and all other sects. Failure to do so was a punishable offence. So, according to the Constitution, there is no "Separation of Church and State" other than that the Government cannot create a new religion and force all to follow it.

Requesting the County Commission to pass a resolution to demand a foreign, sovereign nation to commit political suicide during a religious war, is as ridiculous as banning the sun to rise in the morning. The Jews own the land, and the Palestinians don't. Historically, they never really had a homeland, but have been labeled as a wandering tribe of miscreants that no other Muslim nation wants, or will support, other than efforts to destroy the sovereign nation of Israel, our ally and the only democracy in the region. Again, demanding a "Ceasefire" (which is a treaty) during a religious war is not in our wheelhouse.

Constitutionally, no state, much less a county of a state, may enter into treaties with foreign nations. That is what demanding a "Cease-fire" in the conflict between Israel and the extremist government of Hamas, that attacked Israel this past October. Please see Article I, sec. 10, for reference. This lays out the fallacy that our county has the right to interfere in matters of state in other countries, or between our nation and other countries.

The US Constitution is a unique document. It lays out the limits to the authority of the government, the Inalienable Rights we have as the citizens of this nation, and that we have the right to protect our nation from being usurped by other nations and the penalties for those that want to subjugate our country to outside entities.

I would desperately like to see that every student in high school have at least one full semester dedicated to the study of the document, known as The Constitution of the United States, as it was written.

Richard Zigler

Charles Town, WV

From: Jim Surkamp <jsurkamp@gmail.com>
Sent: Wednesday, May 15, 2024 10:54 AM
To: Jennifer Brockman <jbrockman@jeffersoncountywv.org>; Planning Department <PlanningDepartment@jeffersoncountywv.org>; Todd Fagan <toddsusan28@yahoo.com>; Jim Surkamp <jsurkamp@gmail.com>
Subject: fromJim Surkamp BIG correctable problem

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

There is a huge hue and cry on facebook in the context of the preferred growth area insertion in the comp plan, in combination with the marked lack of a county map that shows ALL parcels - not just farmland protection board properties - that are protected from development.

The Comprehensive Plan -with good reasons - should immediately review all parts of the county where such preserved properties are clustering and the larger area they are within must be made ag. Because they are legally not going to change their status they are excellent anchors to land use planning. Any properties that are not preserved by such conservation easements but are bordered and within such a cluster, by the logic of planning must be given zone status only for residential, requiring large lot size like fifteen acres. i.e. lot sizes that can handle well and septic.

But we need to see and the public can access a map with all such preserved properties. A comp plan without this has no complete logical fact-based driver to inform it.

Please share this (Liz) with Jane Tabb

Sincerely

Jim Surkamp