

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, October 3, 2024
9:30 a.m.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/84274880315?pwd=kxBWIA8I8DbLoxPpk7A7G3Daq3bde1.1>

Meeting ID: 842 7488 0315

Passcode: 616099

If you are attending virtually and would like to speak during the public comment period, please use the “raise hand” icon.

Call to Order

Prayer – Moment of silence

Pledge of Allegiance

Pledge of Allegiance to the West Virginia 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.

Consent Agenda

1. Approval of Accounts Payable:

1. September 26, 2024
2. October 3, 2024

2. Approval of Manual Checks:

1. September 27, 2024
2. October 4, 2024

3. Approval of Payroll:

September 27, 2024

4. Approval of Requisitions:

October 3, 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 Zoom control panel. Please submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

Regular Agenda- It is expected that all items will include discussion and possible action

1. 9:40 am Angie Banks, Assessor
 1. Exonerations
 2. Consolidation of parcels: Charles Town Corporation parcel 3 to be consolidated with parcel 4
2. 9:50 am Jessica James, Chief Human Resources Officer
 1. Anniversary Awards
3. 9:55 pm Jacki Shadle, County Clerk
 1. Approval to move a part-time employee to full-time
4. 10:00 am Karen Olden, Jefferson County Clerk (Probate)
 1. Quarterly review of estates—approve estates opened since last quarterly review in July, and close estates that have met all the requirements per WV State Code
5. 10:05 pm Jennifer Myers (Parks and Recreation) and Debbie Lowe (Sheriff’s Office), Bloomery Road Work Group
 1. Initial findings of the Bloomery Road Work Group
6. 10:15 am Edwina Benites-LM, County Commission
 1. FY 2024 Budget Overview and Changes, presentation by Charli Heilmann of Cox Hollida Young

7. 10:25 am Jane Tabb, Jefferson County Commissioner
 1. Impact Fees
8. 10:35 am Roger Goodwin, Engineering
 1. Partial bond release for Roderick Planes, LLC- Aspen Greens Phase IIB (File #20-1-SD)
9. 10:40 am Ami Sirbaugh, Children's Home Society of West Virginia- Victoria's House Child Advocacy Center
 1. Letter supporting Children's Home Society of West Virginia in application to West Virginia First Foundation
10. 10:45 am Jessica James, Chief Human Resources Officer
 1. Approval of hire – full-time Firefighter/EMT I
 2. Consider personnel issues involving potential employee complaint
11. 10:50 am Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
 2. Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson counties
 3. Report by counsel on wearing facemasks in public
12. 11:15 am Edwina Benites-LM, County Administrator
 1. Using AI in Grant Application- workshop (see attached)
 2. Bloomery Road Workgroup (see attached)
 3. Impact Fees Study Next Steps (see attached)
 4. BEAD Application (see attached)
 5. Opioid Settlement Funds (see attached)
 6. Remaining ARPA Funds (see attached)
 7. Meeting minutes- options (see attached)
 8. CFO recruiting (see attached)
 9. Ranson Lot/ ESA Expansion (see attached)
 10. Congressionally Directed Spending requests (see attached)
 11. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space

13. ADJOURN

CORRESPONDENCE AND INFORMATION

Letter from the WVPSC re: quarterly disbursement of wireless subscriber fees.

REQUISITIONS TO BE APPROVED

October 3, 2024

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
COMMUNICATIONS	25024	\$ 25,600.00	Priority Dispatch	license renewal, service/support
EMERGENCY SERVICES	25025	\$ 139,476.34	Stryker Medical	maintenance contract - amb. equip
GRAND TOTAL		\$ 165,076.34		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$644,040.56		\$644,040.56
6.2% Tax Payable OASDI	\$38,556.77		\$38,556.77
1.45% Tax Payable HI	\$9,017.36		\$9,017.36
Fed Withholding	\$54,924.85		\$54,924.85
PA State Tax	\$0.00		\$0.00
WV State Withholding	\$21,533.88		\$21,533.88
VA State Tax	\$1,053.03		\$1,053.03
MD State Tax	\$1,429.00		\$1,429.00
PERS I Retirement Deduct 4.5%	\$8,997.33		\$8,997.33
PERS II Retirement Deduct 6%	\$9,442.34		\$9,442.34
DSRS Retirement Deduct 8.5%	\$8,224.59		\$8,224.59
EMS Retirement Deduct 8.5%	\$13,344.02		\$13,344.02
Hosp. Pre-Taxed	\$19,648.03		\$19,648.03
D/VF	\$2,209.19		\$2,209.19
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$1,899.68		\$1,899.68
Wage Attach #1 WV Child	\$865.85		\$865.85
Wage Attach #2 PA Child	\$320.00		\$320.00
Wage Attach #3 GARN	\$566.88		\$566.88
Wage Attach #4 TIONG	\$0.00		\$0.00
Wage Attach #5 HOLZ	\$0.00		\$0.00
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$5,384.57		\$5,384.57
457R - Roth	\$2,491.50		\$2,491.50
Christmas Club	\$3,665.00		\$3,665.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
LF Over 50	\$0.00		\$0.00
Total Deductions	\$205,744.96	\$0.00	\$205,744.96
Net Wages Total	\$438,295.60	\$0.00	\$438,295.60
Payroll Date	September 27, 2024		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 3rd, 2024**

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

Date Requested – 2nd Choice:

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

Exonerations

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 3rd, 2024**

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

Date Requested – 2nd Choice:

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

Consolidation of parcels: Charles Town Corporation Parcel 3 to be consolidated with Parcel 4 (house is here).

3 is a vacant lot used as part of the yard.

Deeb Book 807/page 27 for parcel 4 and deed book 1233 page 456 for parcel 3.

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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 CONSOLIDATION OF LAND EXHIBIT C

According to §11-4-17 & 18 of the West Virginia Code, the following request is made:

Owner's signature: See letter.

Date: Sept 1, 2024

Owner's name: Violet Lowery

Owner's address: 566 Eagle Ave Charles Town WV 25414

Taxpayer(s) respectfully request a consolidation of the following property for assessment purposes as prescribed by law for Tax Year 2025.

Presently assessed as follows:

Parcel ID: 03 Map 1 Parcel 4

Legal Description: 1 Lt Eagle Ave

Parcel ID: 03 Map 1 Parcel 3

Legal Description: 1 Lt Eagle Ave

Parcel ID: _____

Legal Description: _____

To be assessed as follows:

Parcel ID: 03 Map 1 Parcel 4

Legal Description: 2 Lts Eagle Ave

Angela Banks
Assessor or Deputy

September 1, 2024
Date

Ms. Violet Lowery
566 Eagle Avenue
Charles Town, WV 25414

September 1, 2024

Ms. Angela Banks, Assessor
Jefferson County, WV
104 E Washington Street
Charles Town, WV 25414

Dear Ms. Banks:

I own two small properties on Eagle Avenue in Charles Town. These lots are described as follows:

1. Parcel 4 on Tax Map 1 in the Charles Town Corporation Tax District. This lot is where my house is located and is recorded in my name, Violet M. Lowery, in Deed Book 807, at Page 27. It is approximately 30 feet wide by an average of 140 feet deep.
2. Parcel 3 on Tax Map 1 in the Charles Town Corporation Tax District. This lot is vacant and is recorded in my name, Violet M. Lowery, in Deed Book 1233, at Page 456. It is approximately 30' wide by an average of 149.5 feet.

I would like to have these two parcels assessed and taxed as one parcel exclusively for tax purposes.

Please let me know if you have any questions. I appreciate your help in this matter.

Sincerely,



Ms. Violet M. Lowery
566 Eagle Avenue
Charles Town, WV 25414

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jacki Shadle**

Department or Organization: **County Clerk**

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

Date Requested – 1st Choice: **October 3, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to move a Part-Time Employee to Full-Time**

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

I am moving Kelly Campbell, Finance Clerk, from a part-time employee to full-time beginning October 7, 2024 at a salary of \$42,660. This position is a vacant, budgeted full-time position.

Is this a funding request? Y/N

If so, how much? \$42,660 – this money is already in 402's budget as a vacant open position

Provide exact financial impact/request:

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

To approve Kelly Campbell as a full-time Finance Clerk starting October 7, 2024 at a salary of \$42,660.

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
Kelvin Upson

COMMISSIONER
Vacant

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

From: Bessie Nelson

Date: October 3, 2024

Re: Fiscal Note: Sheriff's Personnel Request

County Clerk Jacki Shadle requests the following personnel change:

Convert Kelly Campbell from P/T Deputy Clerk to F/T Deputy Clerk. This is a vacant position that was included in the FY25 Budget:

Kelly Campbell	\$20.5095/hour	\$42,660.00
- Amount budgeted for this position in FY 25:		\$42,660.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Karen Olden

Department or Organization: **Jefferson County Clerk (Probate)**

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date **October 3, 2024***

Quarterly Review of Estates

Approve estates opened since last quarterly review in July, and Close estates that have met all the requirements per WV state code.

Please provide the County Commission with a description of your request or presentation, including any background information:
To be included in packet.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Regular Term

October 2024

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

At a regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, October 3rd, 2024 at 9:30AM.

PRESENT: County Commissioners: Steve Stolipher, Jane Tabb, Pasha Majdi, and Kelvin Upson

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

Accountings

Estate of Anna L. Bogden, deceased, First and Final Accounting, Michael W. Bogden, Executor

Estate of Myrna C. Bowers, deceased, Supplemental Accounting, John K. Dorsey, Administrator, cta. dbn.

Estate of Lyle L Butts, deceased, First and Final Accounting, Curt W Butts, Executor

Estate of Sheila A. Clifford, deceased, First and Final Accounting, Bank of Charles Town, Executor

Estate of Diane Lynn Greaver, deceased, Consolidated Second and Final Accounting, Denice Davis, Administratrix, John K. Dorsey, Bonded Special Commissioner

Estate of Ronald Clark Grubb, deceased, First and Final Accounting, Henry W Morrow Jr, Executor

Estate of Kenneth Lee Mosetti, deceased, Second and Final Accounting, Henry W Morrow Jr, Administrator

Estate of Reba Virginia Ring, deceased, First and Final Accounting, Vivian Barnhouse, Executrix

Estate of Roberta A. Rudacille, deceased, First and Final Accounting, John K. Dorsey, Administrator

Estate of Roland C. Spitzer, deceased, First and Final Accounting, Mary Jane Hill, Executrix

Estate of Joseph Gaylon Wimer, deceased, Interim Accounting for the period of 4/19/2023 - 6/1/2024, Christine Wimer, Administratrix

Estate of Jack L. Young, deceased, First and Final Accounting, John K. Dorsey, Administrator, cta. dbn.

Waivers of Final Settlement

Estate of Jerry L Ausherman, deceased, Michael Ausherman, Administrator

Estate of James Ollen Bryan, Sr., deceased, Paula L. Vladimery, Administratrix

Estate of Ava Lucille Campbell, deceased, Gregory C. Campbell, Administrator

Estate of Richard Dean Carper, Sr., deceased, Mary C. Carper, Executrix

Estate of James W. Casey, deceased, Ann M. Casey, Executrix

Estate of John Allen Casey, deceased, Ann MacDonald Casey, Executrix

Estate of Ernest L. Collins Jr, deceased, Courtney Sweeney, Ancillary Administrator CTA

Estate of Julia Ann French, deceased, James H. French, Administrator

Estate of Neville Mae Frye, deceased, Kenneth Hiram Frye, Executor

Estate of Frances Lucille Jackson, deceased, Doris Y. Jackson, Executrix

Estate of Susan Fichter Kennedy, deceased, Alexander W. Kennedy, Administrator

Estate of Estate of Sharon L. Kircher, deceased, William R. Shiflett Jr, Executor

Estate of John Eric Lindberg, deceased, Patricia Rucker, Executrix

Estate of Iris Bell McCrea, deceased, David W. Campbell, Executor
Estate of Stephanie Ann Moore, deceased, Wayne Moore, Administrator
Estate of Arleen Frances Mullikin, deceased, Tammy D. Fearon, Administratrix
Estate of Alfred Wayne Nichols, deceased, Sandra K. Nichols, Executrix
Estate of Donald Owens, deceased, Stuart M. Wolford, Executor
Estate of Kenneth Wayne Reed, deceased, Kevin Reed, Administrator
Estate of, Brayton Thomas Shippee, deceased, Jason Ashley Shippee,
Administrator
Estate of Richard L. Staubs, deceased, Daniel R. Staubs, Executor
Estate of Jeffrey Allan Stead, deceased, William Edward Walton III, Executor
Estate of Nancy Marie Stolipher, deceased, Mark D. Stolipher, Stephen Daniel
Stolipher, and Drew Chapman Stolipher, Co- Executors
Estate of Douglas H. White Sr, deceased, Douglas .H White Jr, and David W.
White, Co-Executors
Estate of Barbara Lynn Zaccardi, deceased, Robert Zaccardi, Executor

**Accountings and Waivers of Final Settlement submitted from the
Fiduciary Commissioners: June K Jovanelly, D. Frank Hill, III, Bradley
C. Snowden**

Estate of Sandra Price Cookson, deceased, First and Final Accounting, June K.
Jovanelly, Executrix
Estate of Charles Francis Hillyer, deceased, Eleventh Interim Accounting,
Charlene Frances Hillyer, Executrix
Estate of Ruth S. Miller, deceased, Second and Final Accounting, Gary H Gess,
Executor
Estate of Jack Ronald Reed, Sr., deceased, First and Final Accounting, Jack R.
Reed, Jr., Executor

President of the County Commission

United States of America

State of West Virginia



County of Jefferson, ss:

Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 7/1/2024 thru 9/25/2024 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

ESTATE NUMBER: **4893**
APPOINT DATE: 07/01/2024
ESTATE NAME: **PERRY ANTHONY COMEAU**
ANCILLARY ADMINISTRATOR RYAN L ANDERSON

ESTATE NUMBER: **4813**
APPOINT DATE: 07/02/2024
ESTATE NAME: **RILEY F DOBBINS III**
EXECUTRIX VICTORIA J YOUNG
ATTORNEY DAVID A DEJARNETT
101 SOUTH QUEEN STREET
MARTINSBURG, WV 25401-3315

ESTATE NUMBER: **4872**
APPOINT DATE: 07/02/2024
ESTATE NAME: **PAUL RICHARD MANZUK**
EXECUTRIX PAULA MOESSNER

ESTATE NUMBER: **4896**
APPOINT DATE: 07/03/2024
ESTATE NAME: **MONICA FAITH BALLENGER**

ESTATE NUMBER: **4897**
APPOINT DATE: 07/03/2024
ESTATE NAME: **DAMON REED RITCHIE**
ADMINISTRATRIX COURTNEY BECKER

ESTATE NUMBER: **4898**
APPOINT DATE: 07/03/2024
ESTATE NAME: **DOUGLAS H WHITE SR**
CO ADMINISTRATOR DOUGLAS H WHITE JR
CO ADMINISTRATOR DAVID W WHITE
ATTORNEY F SAMUEL BYRER
PO BOX 597
CHARLES TOWN, WV 25414-0597

ESTATE NUMBER: **4899**
APPOINT DATE: 07/08/2024
ESTATE NAME: **HUMBERTO BAYON-LOPEZ**
ADMINISTRATRIX TAMARA SOLEDAD GARCIA REYES

ESTATE NUMBER: **4895**
APPOINT DATE: 07/08/2024
ESTATE NAME: **WILLIAM WEBSTER CLEM**
ADMINISTRATRIX LINDSEY CLEM

ESTATE NUMBER: **4902**
APPOINT DATE: 07/09/2024
ESTATE NAME: **MAE GENEVIEVE DANIELS**
EXECUTOR JAMES F YOUNG SR
TRUSTEE JAMES F YOUNG SR
TRUSTEE RANDY YOUNG

ESTATE NUMBER: **4901**
APPOINT DATE: 07/10/2024
ESTATE NAME: **PATRICIA SHADE MCCOY**
EXECUTOR DENNIS BARRON

ESTATE NUMBER: **4863**
APPOINT DATE: 07/10/2024
ESTATE NAME: **DONALD THOMAS ODEN**
EXECUTOR DONALD F ODEN
ATTORNEY JOHN K DORSEY
104 W. CONGRESS STREET
CHARLES TOWN, WV 25414-1622

ESTATE NUMBER: **4905**
APPOINT DATE: 07/10/2024
ESTATE NAME: **KENNETH JAMES PLAUCHE**
ADMINISTRATRIX DEANNA MARY PLAUCHE

ESTATE NUMBER: **4906**
APPOINT DATE: 07/11/2024
ESTATE NAME: **DELORES MAE NICEWARNER**
EXECUTOR WILLIAM M NICEWARNER SR

ESTATE NUMBER: **4907**
APPOINT DATE: 07/12/2024
ESTATE NAME: **PEGGY JANE BOYD**
CO EXECUTOR LARRY H BOYD
CO EXECUTOR DAVID WAYNE BOYD

ESTATE NUMBER: **4904**
APPOINT DATE: 07/12/2024
ESTATE NAME: **BARBARA LYNN ZACCARDI**
EXECUTOR ROBERT ZACCARDI

ESTATE NUMBER: **4908**
APPOINT DATE: 07/15/2024
ESTATE NAME: **LOUISE M CHASE**

ESTATE NUMBER: **4201**
APPOINT DATE: 07/15/2024
ESTATE NAME: **KAREN CHARLOTTE GLASCOCK**
ADMINISTRATOR WILLIAM GLASCOCK

ESTATE NUMBER: **4910**
APPOINT DATE: 07/16/2024
ESTATE NAME: **GLADYS B GARRETT**
ANCILLARY ADMINISTRATOR ALGIN B GARRETT

ESTATE NUMBER: **4912**
APPOINT DATE: 07/18/2024
ESTATE NAME: **DONNA JEAN ROBERTS**
EXECUTOR AARON T. O. ROBERTS

ESTATE NUMBER: **4913**
APPOINT DATE: 07/19/2024
ESTATE NAME: **JACKIE EUGENE GROVE**
ADMINISTRATOR JEREMY ELLSWORTH GROVE
SURETY KELLY M GROVE

ESTATE NUMBER: **4916**
APPOINT DATE: 07/23/2024
ESTATE NAME: **NATHANIEL G WINSTON**
EXECUTRIX BENITA L SMITH

ESTATE NUMBER: **4914**
APPOINT DATE: 07/24/2024
ESTATE NAME: **DEBRA LYNN TITUS**
ADMINISTRATRIX STEPHANIE L BOWLES

ESTATE NUMBER: **4922**
APPOINT DATE: 07/31/2024
ESTATE NAME: **ANNE CATHERINE ALLEN**
EXECUTOR MATTHEW WALL

ESTATE NUMBER: **4921**
APPOINT DATE: 07/31/2024
ESTATE NAME: **JAMES ROBERT LOGAN**
ADMINISTRATOR CTA HOWARD LEE MOORE JR
ATTORNEY DAVID A DEJARNETT
101 S QUEEN STREET
MARTINSBURG, WV 25401-3315

ESTATE NUMBER: **4923**
APPOINT DATE: 07/31/2024
ESTATE NAME: **JOHN ROBERT STATZ III**
ADMINISTRATRIX KATHERINE STATZ
SURETY KATHERINE WOODWARD
ATTORNEY CHARLES B HOWARD

ESTATE NUMBER: **4963**
APPOINT DATE: 08/05/2024
ESTATE NAME: **REGINALD C KIMBLE JR**
EXECUTOR DANIEL R KIMBLE

ESTATE NUMBER: **4932**
APPOINT DATE: 08/09/2024
ESTATE NAME: **FRANCES ANN MALICK**
EXECUTRIX CINDY MARIE MAHER

ESTATE NUMBER: **4931**
APPOINT DATE: 08/09/2024
ESTATE NAME: **RANDY HOWARD MALICK**
EXECUTRIX CINDY MARIE MAHER

ESTATE NUMBER: **4930**
APPOINT DATE: 08/09/2024
ESTATE NAME: **ELIZABETH JANE WILLINGHAM**
EXECUTOR LAWRENCE L WILLINGHAM
ATTORNEY SAM BRYER
202 W LIBERTY STREET
CHARLES TOWN, WV 25414-1520

ESTATE NUMBER: **4933**
APPOINT DATE: 08/12/2024
ESTATE NAME: **LOLITA MAE ROBINSON**
CO ADMINISTRATOR LISA ROBINSON PATTERSON
CO ADMINISTRATOR DEBORAH ROBINSON MERCADO
CO ADMINISTRATOR CARRINGTON GLENN ROBINSON

ESTATE NUMBER: **4934**
APPOINT DATE: 08/13/2024
ESTATE NAME: **BETTY M MYERS**
EXECUTRIX DEANNA PASSMORE JENKINS

ESTATE NUMBER: **4938**
APPOINT DATE: 08/14/2024
ESTATE NAME: **MARIE BARBARA ASBURY**
ADMINISTRATOR ARTHUR R ASBURY JR

ESTATE NUMBER: **4937**
APPOINT DATE: 08/14/2024
ESTATE NAME: **GERALD D BAST JR**
EXECUTRIX KATHERINE TITUS

ESTATE NUMBER: **4940**
APPOINT DATE: 08/15/2024
ESTATE NAME: **JAMES RICHARD BRADSHAW**
ADMINISTRATOR HENRY W MORROW JR
ATTORNEY HENRY W MORROW JR
PO BOX 459
CHARLES TOWN, WV 25414-0459

ESTATE NUMBER: **4939**
APPOINT DATE: 08/15/2024
ESTATE NAME: **THOMAS ALAN CHAFIN**
ADMINISTRATOR STEVEN A CHAFIN

ESTATE NUMBER: **4944**
APPOINT DATE: 08/19/2024
ESTATE NAME: **WILLIAM FRANCIS LANCASTER III**
EXECUTRIX ARLETTA LANCASTER

ESTATE NUMBER: **4945**
APPOINT DATE: 08/20/2024
ESTATE NAME: **MARY JEAN LIGHT**
EXECUTRIX LINDA J DUNN
ATTORNEY JOHN K DORSEY
104 WEST CONGRESS STREET
CHARLES TOWN, WV 25414-1622

ESTATE NUMBER: **4947**
APPOINT DATE: 08/21/2024
ESTATE NAME: **DOLORES WEGMAN VOELLINGER**

ESTATE NUMBER: **4955**
APPOINT DATE: 08/30/2024
ESTATE NAME: **BETTY MARIE HINTON**
ADMINISTRATRIX AMANDA ROBINSON
SURETY BRIAN CARTER

ESTATE NUMBER: **4946**
APPOINT DATE: 08/30/2024
ESTATE NAME: **PAUL DAVID KEMP SR**
EXECUTOR JOHN P KEMP

ESTATE NUMBER: **4962**
APPOINT DATE: 09/05/2024
ESTATE NAME: **SIGRID RENATE SUMMERS**
ADMINISTRATRIX JESSICA SNYDER

ESTATE NUMBER: **4964**
APPOINT DATE: 09/06/2024
ESTATE NAME: **FRANCES COLE CLISHAM**
ADMINISTRATOR PHILIP J CLISHAM

ESTATE NUMBER: **4965**
APPOINT DATE: 09/06/2024
ESTATE NAME: **KENNETH FRANKLIN LOWE JR**
CO EXECUTOR MARY F LOWE
CO EXECUTOR KENNETH F LOWE III
CO EXECUTOR ANDREW D.W. LOWE

ESTATE NUMBER: **4972**
APPOINT DATE: 09/12/2024
ESTATE NAME: **LOUISE ANNE CANNON**
EXECUTOR SHANE A CANNON

ESTATE NUMBER: **4974**
APPOINT DATE: 09/12/2024
ESTATE NAME: **JOSEPHINE D'ANGELO**
EXECUTRIX SUSANNE HARDY

ESTATE NUMBER: **4969**
APPOINT DATE: 09/13/2024
ESTATE NAME: **MARK WILLIAM GRIMES**
ANCILLARY ADMINISTRATOR MARTY GRIMES
ANCILLARY ADMINISTRATOR WILLIAM N GRIMES

ESTATE NUMBER: **4976**
APPOINT DATE: 09/16/2024
ESTATE NAME: **PETER A GREGORI**
ANCILLARY ADMINISTRATOR JACOB M GREGORI

ESTATE NUMBER: **4975**
APPOINT DATE: 09/17/2024
ESTATE NAME: **BENJAMIN PATRICK ANDERSON**
ADMINISTRATRIX EVELYN ANDERSON
SURETY ALAN NORTON
ATTORNEY CHARLES HOWARD
146 AUGUSTA COURT
CHARLES TOWN, WV 25414-6013

ESTATE NUMBER: **4968**
APPOINT DATE: 09/17/2024
ESTATE NAME: **TERRY M DANNER**
ADMINISTRATRIX CANDICE J DERONDA

ESTATE NUMBER: **4979**
APPOINT DATE: 09/18/2024
ESTATE NAME: **RICHARD L CHAPMAN**
CO EXECUTRIX STACY CHAPMAN BROSNAHAN
CO EXECUTRIX TINA CHAPMAN LARRICK

ESTATE NUMBER: **4977**
APPOINT DATE: 09/18/2024
ESTATE NAME: **ALFRED LEE KIDWELL**
EXECUTOR CHAD M DINGES
ATTORNEY JOHN K DORSEY
104 WEST CONGRESS STREET
CHARLES TOWN, WV 25414-1622

ESTATE NUMBER: **4983**
APPOINT DATE: 09/20/2024
ESTATE NAME: **REBECCA J MCDANIEL**
EXECUTRIX SARAH STARE

ESTATE NUMBER: **4984**
APPOINT DATE: 09/23/2024
ESTATE NAME: **JULLIAN M BIGGERS-BROWN**
ANCILLARY ADMINISTRATOR SEAN MCCORKLE

ESTATE NUMBER: **4988**
APPOINT DATE: 09/24/2024
ESTATE NAME: **CHARLES WORTH STANLEY**
EXECUTOR JAMES W STANLEY

TOTAL ESTATES: 54

Subscribed and sworn to before me on 9/26/2024

President of the County Commission

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By *Karen Olden*

Karen Olden
Deputy Clerk

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**



Name: Jennifer Myers and Debbie Lowe

Department or Organization:

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Bloomery Rd Work Group

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

to provide a report from the first Bloomery Rd work group 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):

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 3, 2024**

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

Date Requested – 2nd Choice:

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

FY2024 Budget Overview and Changes- Cox Hollida Young

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

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

October 3, 2024

Honorable Commissioners
Jefferson County, West Virginia

Overview

During the fiscal year 2025 budget process, it was noted there were two significant issues with the prior year, fiscal year 2024 budget. First, the budget entered the accounting system (Munis), that was utilized to monitor the budget throughout the year, and did not balance or match the budget submitted to the West Virginia State Auditor's Office (WVSAO). Secondly, the FY2024 budget submitted to the WVSAO for General Fund included amounts that appeared to be approved for the Capital Outlay budget, not General Fund, leaving no funding budgeted for Contingency for Emergencies.

To ensure the above issues got resolved, the County Administrator and Budget Director brought the inconsistencies to the attention of the Commission during FY2025 budget proceedings. Upon the Commission's direction, the County Administrator and Budget Director contacted the WVSAO to request a budget audit and discuss the proper way to fix the issues within the FY2024 budget.

The WVSAO declined the request for an audit, as the budget submitted to them was signed by the County Clerk and approved by the Commission and errors noted were only administrative errors. The County Administrator and Budget Director continued to collaborate directly with WVSAO for a path forward. This resulted in a two-part plan. First, the accounting system needed to be updated to match what was approved by the Commission. This change did not require budget revisions, as it was previously approved by the Commission and WVSAO. Second, budget revisions would need to be drafted and then approved by the Commission for any changes to the previously approved and submitted budget.

The Budget Director, under WVSAO direction, updated the FY2024 budget in the accounting system to match the Commission and WVSAO approved budget last revised on April 22, 2024. This was followed by budget revisions to make necessary corrections to the previously approved budget.

Jefferson County Commission
 FY2024 Budget Overview and Changes

2

October 3, 2024

Results

The first part of the two-part plan was to amend the budget in the accounting system to reflect what was approved by the Commission and submitted to WWSAO. Below are the changes needed to agree the accounting system (Munis) to the approved budget.

	Account	Munis	Munis Adjustments to Match to FY2024 Approved Budget (4.225.24)	WWSAO Approved 2024 Budget /Adjusted Munis Budget
Revenue				
	Hotel Occupancy Tax	860,000	(143,400)	716,600
	Transfer from Assessor Valuation Fund	627,593	45,352	672,945
Expenditures				
	Assessor Valuation Fund	(600,000)	(72,945)	(672,945)
	Emergency Services Fund	(264,629)	(15,000)	(279,629)
	Parks and Recreation Fund	(999,440)	(40,000)	(1,039,440)
	Transfer to Financial Stabilization Fund (Rainy Day)	(2,658,293)	8,589	(2,649,704)
	Transfer to Bolivar Hotel Occupancy	(37,000)	(23,000)	(60,000)
	Transfer to Capital Outlay	(4,225,000)	193,993	(4,031,007)
	Capital Expenditures	-	(1,963,243)	(1,963,243)
	Total Change	(7,296,769)	(2,009,654)	(9,306,423)

The above changes decreased revenue by approximately \$98,000 and increased expenditures by \$1.91M. After these budget adjustments were posted, the General Fund balanced in the accounting system and agreed to the FY2024 budget.

Jefferson County Commission
 FY2024 Budget Overview and Changes

3

October 3, 2024

The second step was to draft budget revisions and have them reviewed and approved by the Commission. The following budget revisions were approved by the Commission:

	Account	FY2024 Budget	Revision	Revised FY2024 Budget
Revenues				
	Fund Balance	6,888,522	248,779	7,137,301
	Transfer from other funds	920,000	175,000	1,095,000
Expenditures				
	Commission	(1,800,611)	(155,000)	(1,955,611)
	Emergency Services	(279,629)	15,000	(264,629)
	Central Garage	(404,066)	(175,000)	(579,066)
	Parks and Recreation	(1,039,440)	40,000	(999,440)
	Contingency for Emergencies	-	(2,112,022)	(2,112,022)
	Capital Outlay	(1,963,243)	1,963,243	-
	Total Revisions	2,321,533	-	2,321,533

The biggest change in the revisions happened between the Capital Outlay and Contingency for Emergencies. The funds originally budgeted for capital expenditures that, based on documentation available, appeared to be also budgeted in Capital Outlay Fund, were revised and moved to Contingency for Emergencies. If these funds are not utilized, they will be part of the Commissions beginning fund balance in FY2025.

The Commission has carried a beginning fund balance of approximately \$7M for the last three fiscal years (FY21-23) and has not contributed to the Financial Stabilization Fund. When preliminary projections were done for FY2024, it was anticipated, the County would deplete the fund balance by almost \$3M by the end of fiscal year 2024, reducing it from \$7.1M to \$4.1M. The biggest reason for this anticipated shift was the direct result of the \$1.96M budgeted for capital expenditure and no amounts set aside for emergencies.

Revising the budget, and shifting funds to Contingency for Emergencies, decreased the projected depletion (deficit) from \$3M to \$1M. Increasing the ending fund balance for FY2024 from \$4.1M to \$6.1M.

Jefferson County Commission
FY2024 Budget Overview and Changes

4

October 3, 2024

Now that the fiscal year end is complete, we have a preliminary estimated change in fund balance as of June 30, 2024. Based on unaudited financials, the increase in fund balance (surplus) for the year is \$3.16M resulting in a fund balance of \$10.3M.

As of August 31, 2024, the budgeted transfers from General Fund to the Capital Outlay Fund (\$4.03M) and Financial Stabilization Fund (\$2.65M) had not occurred and per the WVSAO transfers related to FY2024 cannot be made after this date. If these transfers had occurred, it would have resulted in a FY2024 deficit of \$3.5M and an ending fund balance of \$3.6M.

County staff are still working on FY2024 financial statement audit preparation. The estimated surplus does not consider any audit adjustments that may significantly impact the final change in fund balance (surplus/deficit) as of June 30, 2024.

Conclusion

During the development of the fiscal year 2024 budget, in fiscal year 2023, and throughout fiscal year 2024, the Commission had high turnover in key personnel roles. This lack of consistency directly impacted the administration and implementation of the FY2024 budget.

During the FY2025 budget proceedings, the County Commission originally projected a deficit in FY2024 of approximately \$3M. However, because budget transfers to the Capital Outlay and Financial Stabilization Funds did not occur from the General Fund, the Commission, based on unaudited financials, ended with surplus for FY2024 of \$3.16M.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jane Tabb

Department or Organization: County Commission

Commission Meeting Date: October 3

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Impact Fees

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

TischlerBise Impact Fee Report Sept. 26, 2024
p. 18 Fee Summary

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to schedule a Public Hearing and Commission vote to consider the collection of Impact Fees as provided in the TischlerBise Impact Fee Report of Sept. 26, 2024 p.18 to be effective Jan. 1, 2025:



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

If not attached, explain:

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

Contact Information: Jane Tabb

Phone Number: 304-725-4325

Email Address:

vinemont.farm@gmail.com

Fee Summary

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$43	\$509	\$596	\$1,179	\$5,779	\$8,105
Multi-Family	\$30	\$359	\$420	\$832	\$1,022	\$2,664

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$18	\$79	\$198	\$0	\$0	\$295
Business Park	\$35	\$155	\$506	\$0	\$0	\$696
Manufacturing	\$21	\$95	\$193	\$0	\$0	\$310
Warehousing	\$4	\$17	\$70	\$0	\$0	\$90
Commercial/Shopping Center	\$24	\$107	\$994	\$0	\$0	\$1,125
Office/Institutional	\$37	\$164	\$441	\$0	\$0	\$642
Hotel (per room)	\$2	\$7	\$136	\$0	\$0	\$144
Nursing Home (per bed)	\$10	\$47	\$124	\$0	\$0	\$181

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: **October 3rd, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Partial bond release for Roderick Planes, LLC- Aspen Greens Phase IIB (File #20-1-SD)**

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

Partial release of Performance Bond #54231397 with United Fire & Casualty Company construction bond security for Roderick Planes LLC- Aspen Greens Phase IIB file # 20-1-SD



Is this a funding request? Y/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 authorize a partial release of \$2,196,659.00 from the construction bond for Roderick Planes LLC- Aspen Greens Phase IIB file # 20-1-SD.

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

If not attached, explain:

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/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 Majidi

COMMISSIONER
Kelvin Upson

October 3, 2024

Ms. Dayna M. Betz, Attorney-in-Fact
United Fire & Casualty Company
118 Second Ave SE
Cedar Rapids, IA 52401

RE: Performance Bond No. 54231397 dated September 2nd, 2021,
Construction Bond Surety for Roderick Planes, LLC — Aspen Greens Phase IIB
(File #20-1-SD).

Dear Ms. Betz:

The Jefferson County Commission authorizes a partial release of \$2,196,659.00 from the construction bond for Roderick Planes, LLC — Aspen Greens Phase IIB (File #20-1-SD). This project is located on the east side of Flowing Springs Rd, just north of its intersection with Old Country Club Rd. Work remaining to be completed but is not limited to the following:

1. Erosion & Sediment Control
2. Storm water Management & Storm Drainage
3. Miscellaneous Site Improvements

In summary, you are hereby authorized to reduce the amount of the above referenced Performance Bond No. 54231397 originally issued in the amount of \$2,809,576.00 to \$612,917.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President
Jefferson County Commission

cc: Maurice Gladhill, Managing Member
Roderick Planes, LLC
5509 Mt. Zion Road
Box 777
Frederick, MD 21705

Department of Engineering, Planning & Zoning

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 09 / 16 / 2024 J.C.P.C. File No. 20-1-SD
Consultant/Engineer/Firm Name: Roderick Planes, LLC / Fred Gates
Mailing Address: 5509 Mount Zion Rd.
City: Frederick State: MD Zip: 21705
Contact Person: Maurice Gladhill Phone: _____
Project/Subdivision Name: Aspen Greens
Section/Phase: Phase II B + Bridge Lots: 47-85

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: Con-Span Bridge
+ Items involved in reduction 2
appear to be 100% complete

Approved for:
Reduction 2
By: [Signature] **Date:** 9-17-24
County Engineer

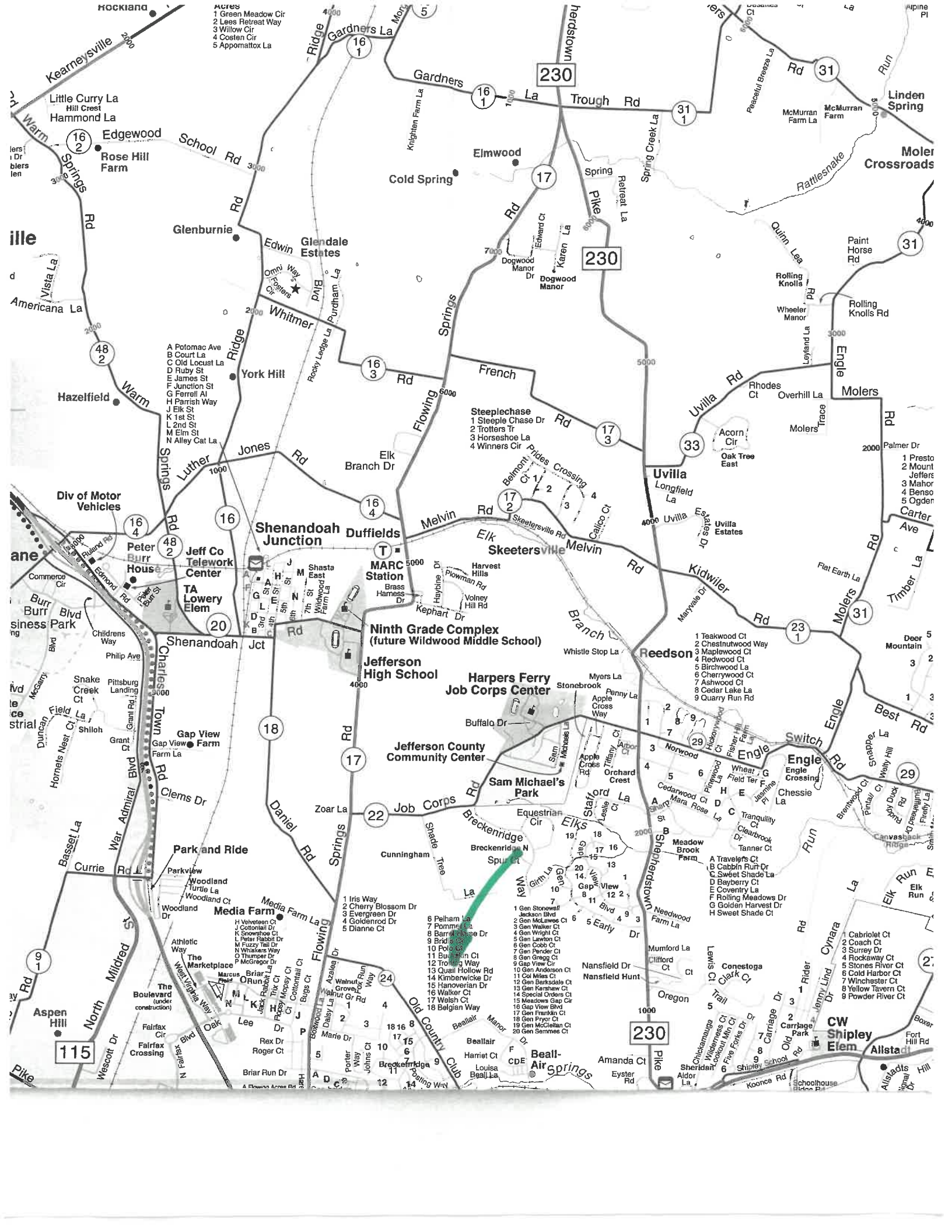
Original Bond Amt. \$ 3,276,850 + 15% Cont. \$ 491,527 = Total Original Bond Amt \$ 3,768,377

Total Current Bond Amount \$ 2,809,576.00

Cost of Work Remaining \$ 532,971.00 + Contingency Amount \$ 79,946.00

= Approved for Revised Bond Amount \$ 612,917.00

Reviewed By: Will Smith P.E. Title: L.D.I.
Signature: [Signature] Date: 9 / 17 / 2024



- 1 Green Meadow Cir
- 2 Lees Retreat Way
- 3 Willow Cir
- 4 Costen Cir
- 5 Appomattox La

- A Potomac Ave
- B Court La
- C Old Locust La
- D Ruby St
- E James St
- F Junction St
- G Ferrell Al
- H Parish Way
- J Elk St
- K 1st St
- L 2nd St
- M Elm St
- N Alley Cat La

- 1 Steeplechase Dr
- 2 Trotters Tr
- 3 Horseshoe La
- 4 Winners Cir

- 1 Teakwood Ct
- 2 Chestnutwood Way
- 3 Maplewood Ct
- 4 Redwood Ct
- 5 Birchwood La
- 6 Cherrywood Ct
- 7 Ashwood Ct
- 8 Cedar Lake La
- 9 Quarry Run Rd

- A Traveler's Ct
- B Cabbin Run Dr
- C Sweet Shade La
- D Bayberry Ct
- E Coventry La
- F Rolling Meadows Dr
- G Golden Harvest Dr
- H Sweet Shade Ct

- 1 Gen Stonewall
- 2 Gen Jackson Blvd
- 3 Gen McLaws Ct
- 4 Gen Walker Ct
- 5 Gen Wright Ct
- 6 Gen Lawton Ct
- 7 Gen Cobb Ct
- 8 Gen Pender Bldg
- 9 Gen Gregg Ct
- 10 Gen Anderson Ct
- 11 Col Miles Ct
- 12 Gen Berkdale Ct
- 13 Gen Kershaw Ct
- 14 Special Orders Ct
- 15 Meadows Gap Cir
- 16 Gen Pryor Ct
- 17 Gen Franklin Ct
- 18 Gen McClellan Ct
- 19 Gen Sherman Ct
- 20 Gen Semmes Ct

- 1 Iris Way
- 2 Cherry Blossom Dr
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 Dianne Ct

- 6 Pelham La
- 7 Pomme La
- 8 Barronville Dr
- 9 Bird Ct
- 10 Polo Ct
- 11 Buckskin Ct
- 12 Trolling Way
- 13 Quiet Hollow Rd
- 14 Kimberwicke Dr
- 15 Hanoverian Dr
- 16 Walker Ct
- 17 Welsh Way
- 18 Belgian Way

- 1 Cabriolo Ct
- 2 Coach Ct
- 3 Surrey Dr
- 4 Rockaway Ct
- 5 Stones River Ct
- 6 Cold Harbor Ct
- 7 Winchester Ct
- 8 Yellow Tavern Ct
- 9 Powder River Ct

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Ami Sirbaugh

Department or Organization: Children's Home Society of West Virginia- Victoria's House Child Advocacy Center

Estimation of amount of time needed for appointment: 5-10 minutes

Date Requested – 1st Choice: **10/3/2024**

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

Date Requested – 2nd Choice: 10/10/2024

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

Letter of Supporting Children's Home Society of West Virginia in application to West Virginia First Foundation for Funding request

Please provide the County Commission with a description of your request or presentation, including any background information: Children's Home Society of West Virginia is a nonprofit child welfare agency. Our Martinsburg site serves Berkeley, Morgan, and Jefferson Counties through seven core programs with the mission of promoting the well-being of children. Victoria's House Child Advocacy Center and the Permanency Foster Care program have been substantially impacted by children experiencing victimization of parental substance abuse disorder and use. Our agency is requesting a letter of support from the Jefferson County Commission to accompany our application to the West Virginia First Foundation for consideration of a funding award.

Is this a funding request? 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*):

The Jefferson County Commission is in Favor of providing a letter of support to Children's Home Society of West Virginia in their application to apply for funding to aid in serving children and families in Berkeley, Morgan, and Jefferson Counties through the West Virginia First Foundation.

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: Ami Sirbaugh

Email address: asirbaugh@childhswv.org

Phone Number: 3046717903

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

On behalf of the Jefferson County Commission, please accept this letter of support for the Children's Home Society of West Virginia in their application to the West Virginia First Foundation. The funding sought will address critical gaps in services provided by Victoria's House Child Advocacy Center, the Independent Living Program, and the Permanency Program.

The Children's Home Society of West Virginia is a private, non-profit child welfare agency dedicated to promoting the well-being of children. We strongly support their mission. Victoria's House Child Advocacy Center employs a multi-disciplinary team approach to investigate serious child abuse cases. This coordinated response includes collaboration with prosecution, law enforcement, child protective services, mental health providers, and medical health providers. Services offered include forensic interviews, advocacy, and case management.

The local Permanency Program provides licensed foster care homes in the Eastern Panhandle. Foster families receive trauma-informed training and certification to care for vulnerable children aged 0-18. Social workers offer comprehensive case management and support to these children. Additionally, home finders recruit families in Morgan, Berkeley, and Jefferson counties to care for children who cannot be with their families. Case aides provide supervised visitation services to preserve the parent-child bond until reunification is possible.

The Independent Living Program assists young adults who have aged out of foster care, helping them secure stable housing, employment, and independence.

The Jefferson County Commission appreciates the opportunity to express our support for the Children's Home Society of West Virginia's application to the West Virginia First Foundation. Please let us know if we can be of further assistance.

Sincerely,

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, CHRO/assistant deputy administrator**

Department or Organization: **Jefferson County Commission**

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

Date Requested – 1st Choice: **October 3, 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. Approval of Hire – full-time Firefighter/EMT I for the Jefferson County Emergency Services Agency**
- 2. Consider personnel issues involving potential employee complaint**

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

- The ESA is requesting the approval of the hire of Chase Osman as a full-time Firefighter/EMT I at \$20.67/hr., effective October 6, 2024 pending successful background check.

Is this a funding request? Y/N - NO – no funding requested or necessary

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 hire of Chase Osman as a full-time Firefighter/EMT I at an hourly rate of \$20.67, effective October 6, 2024.***

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

If not attached, explain:

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

Contact information: **Jessica James**

Email address: **jjames@jeffersoncountywv.org**

Phone Number: **304-728-3282**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

September 30, 2024

Chase Osman

Mr. Osman,

Jefferson County Emergency Services Agency (JCESA) is pleased to offer you a full-time position with our agency as a Firefighter/EMT I. This employment offer is contingent upon your successful completion of a background check, drug screening, and approval by the Jefferson County Commission. As part of acceptance of this job offer, you will be required to complete a five-day orientation course, held at the Jefferson County Emergency Services Agency.

As soon as the dates for that orientation course are announced, you will receive an email with the dates. If you are unable to attend the orientation course that is announced, you will have the opportunity to attend the next scheduled orientation course. If you are unable to attend any of the orientation courses that are offered, this offer will automatically be withdrawn.

Please initial next to ONE of the options below:

_____ I accept this offer and plan to attend one of the next two orientation courses.

_____ I decline this offer.

You will be on an introductory period (probation) for six months. The policies, procedures, rules, and benefits apply to you as terms of your employment. Employment is “at will” and that means your employment may be terminated at any time with or without notice, cause, or compensation. You will find these topics explained in more detail in Administrative Policies and Operating Guidelines, which are available to you through our TargetSolutions training portal.

You will have 30 days after completion of orientation, if you have not already obtained it, to get your West Virginia EMT credentials. Your starting pay rate as a Firefighter/EMT I with our agency will be \$20.65 hourly. Upon completion of your introductory period, if you have completed all the necessary requirements to be promoted to Firefighter/EMT II, your rate will increase to \$21.17/hr.

We look forward to having you on the team for a long and productive career.

Sincerely Yours,

Acceptance:

John Lyons , Ops. Commander 9/30/24 Date

Employee Date

It's About Saving Lives

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 3, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

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

- A. Report by counsel on West Virginia Human Rights Commission EREP-49-21.**
- B. Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson County.**
- C. Report by counsel on issue of wearing facemasks in public.**

Is this a funding request? **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 **No** Internet/Wi Fi **No** Telephone for conference call **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: September 5, 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. **Using AI in Grant Application- (see attached)**
2. **Bloomery Road Workgroup- (see attached)**
3. **Impact Fees Study Next Steps (see attached)**
4. **BEAD Application (see attached)**
5. **Opioid Settlement Funds (see attached)**
6. **Remaining ARPA Funds (see attached)**
7. **Meeting minutes- options (see attached)**
8. **CFO Recruiting (see attached)**
9. **Ranson Lot/ ESA Expansion (see attached)**
10. **Congressionally Directed Spending Requests (see attached)**
11. **Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/or courthouse space-**

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

Is this a funding request? Y/N N

If so, how much? \$

Provide exact financial impact/request:

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

See attached.

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
Kelvin Upson

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

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, October 3, 2024

Using AI in Grant Application- Workshop

Jennifer Verdugo, Social Services Coordinator, hosted a workshop on using AI to apply for grants. Several attendees reached out to me to rave about the information shared. Thank you to Jennifer for sharing this knowledge.

The workshop was recorded and is now on our website.

Bloomery Road Workgroup

In September, the Commission directed me (or my designee) to establish a workgroup to address ongoing issues related to trash, illegal parking, and illegal camping on Bloomery Road. Jennifer Myers from Parks and Recreation, Debbie Lowe from the Sheriff's Office, and Commissioner Kelvin Upson are leading the task force.

Last week, Jennifer, Debbie, and Commissioner Upson hosted a public workshop to collect public and stakeholder comments.

The workshop leaders are assembling concerns and solutions to present to the Commission

Impact Free Study Next Steps

The Commission hosted an Impact Fee Study Workshop on September 26th. It is anticipated that the Commission will host an Impact Fee Public Hearing just after the election is certified/new commissioners are sworn in in November. We are tentatively looking at November 19th.

After the public hearing, the Commission will consider changes to the Impact Fee. Should the Commission approve changes to the Impact Fee, the Commission would consider ordinance changes to implement the fee. Should this be the direction of the Commission, we anticipate the consideration of the Impact Fee ordinance in December.

BEAD Application

In May, the West Virginia Office of Broadband presented to the Jefferson County Commission on the Broadband Equity Access and Deployment (BEAD) program. \$1.2 billion is allocated to the State of West Virginia in an effort to provide universal broadband deployment. While Jefferson County generally has good broadband coverage, universal deployment is expected to cost \$30- \$40 million, making it the 4th most expensive county for universal deployment in West Virginia.

We were approached Frontier about signing an MOU. Region 9 suggests a letter of support. Attached is the proposed MOU and draft letters of support for all broadband providers with possible service to Jefferson County.

The BEAD application must be completed by internet service providers, and they receive additional “points” for working with the local governments. The application deadline is October 24.

Suggested action: approve letters of support and/ or direct counsel to review MOU for final approval at the next meeting.

Opioid Settlement Funds

At the August 15, 2024, Commission meeting, the Commission directed me to solicit applications for the use of County funds received as part of the opioid settlement. Applications for the use of these funds closed on October 1.

I recommend that applications be considered at the next meeting, October 17, 2024

Remaining ARPA Funds

At a recent Commission meeting, the Commission requested that I solicit for applications for the remaining ARPA funds. Applications for the use of these funds will close on October 10.

I recommend that applications be considered at the next meeting, October 17, 2024

Meeting minutes- options

In light of not having clerical staff to complete meeting minutes, I have tried to complete the meeting minutes myself. I am unable to complete these meeting minutes and balance the other requirements of my position.

I have attempted to use AI to draft the meeting minutes. AI is unable to understand what is a motion and what is not. Additionally, AI is not able to differentiate between speakers.

Finally, I reached out to an outsourcing firm to see if outsourcing is an option. It is anticipated that fees for drafting meeting minutes range from \$300- over \$500 per meeting and will still need to be proofed. See attachment.

Would you like to outsource meeting minutes for August and September?

CFO Recruiting

The Chief Financial Officer position closes on October 15, 2024. There have not been many applicants.

In a recruiting effort, I have reached out to roughly 200 people with experiencing in auditing, accounting, and budgeting in an effort to encourage these individuals to apply or to have them share with their network. This includes county, state, municipal, and public schools, and private firms within the greater region.

I'm worried about finding a high-quality applicant for this important position. I spoke with a recruiting firm for local governments about hiring them for recruiting. The fee is roughly \$28,000, but they are unsure if they can work with us. West Virginia may prohibit the use of relocation bonus, and the recruiting firm would like the County to reserve roughly \$10,000 for this purpose.

If we use this firm, they will guarantee the hire for one year. If we use a stepped-down service, they do not guarantee a hire, or if we are able to make a hire, that the hire will stay for one year.

Ranson Lot/ ESA Expansion

The ESA would like to expand its facility in Ranson. The US Congress is considering funding to fund the expansion. While the ESA can expand in an "L" shaped expansion on its current lot, it may be prudent to acquire the adjoining lot—owned by the City of Ranson—for an easier expansion.

Suggested motion: Motion to direct Edwina Benites-LM and Mike Sine to approach the City of Ranson about acquiring the lot adjoining the ESA building in Ranson.

Congressionally Directed Spending Requests

The Commission has two congressionally directed spending requests pending in federal appropriation bills:

- \$100k for license plate readers
- \$500k for ESA expansion of the Ranson facility

Congress has yet to draft the Homeland Security appropriations bill. The Commission has one additional funding request, \$120k to replace outdated radios and laptops at the JCC Office of Homeland Security and Emergency Management.

Last week, Congress approved a continuing resolution to fund government operations beyond the end of the federal fiscal year- September 30, 2024. The continuing resolution is set to expire on December 20, 2024.



JEFFERSON COUNTY COMMISSION

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Mitch Carmichael, Secretary
West Virginia Department of Economic Development
Robert Morris, Jr., Chairman
West Virginia Broadband Enhancement Council
Kelly Workman, director
West Virginia Office of Broadband
1900 Kanawha Boulevard East
Building 3
Suite 600
Charleston, West Virginia 25303

October 3, 2024

To Whom it May Concern:

The Jefferson County Commission is pleased to express its strong support for internet service providers (ISPs) such as Shentel engaging in the Broadband Equity Access and Deployment (BEAD) program. The BEAD program will play a critical role in expanding broadband infrastructure throughout our county. As the fourth most expensive county for universal broadband deployment in West Virginia, Jefferson County faces substantial challenges in ensuring that all residents, particularly those in rural and underserved areas, have access to reliable, high-speed internet.

The slower broadband speeds and lower rates of broadband deployment in Jefferson County put us at a competitive disadvantage compared to neighboring states like Maryland and Virginia. This lack of connectivity hinders our ability to attract businesses, support remote work, and drive economic growth. Expanding broadband access through the BEAD program would greatly improve West Virginia's regional competitiveness, benefiting both our residents and our economy.

The Jefferson County Commission fully supports local ISPs applying for the BEAD program and is eager to collaborate with your office and ISPs to ensure that Jefferson County reach broadband access goals, fostering new opportunities for economic development and improving quality of life.

Thank you for your continued dedication to this important initiative.

Respectfully,

Steve Stolipher
Commission President



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1900 Kanawha Boulevard East
Building 3
Suite 600
Charleston, West Virginia 25303

October 3, 2024

To Whom it May Concern:

The Jefferson County Commission is pleased to express its strong support for internet service providers (ISPs) such as Frontier engaging in the Broadband Equity Access and Deployment (BEAD) program. The BEAD program will play a critical role in expanding broadband infrastructure throughout our county. As the fourth most expensive county for universal broadband deployment in West Virginia, Jefferson County faces substantial challenges in ensuring that all residents, particularly those in rural and underserved areas, have access to reliable, high-speed internet.

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Respectfully,

Steve Stolipher
Commission President

County Administrator
Edwina Benites-LM



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Suite 600
Charleston, West Virginia 25303

October 3, 2024

To Whom it May Concern:

The Jefferson County Commission is pleased to express its strong support for internet service providers (ISPs) such as Comcast engaging in the Broadband Equity Access and Deployment (BEAD) program. The BEAD program will play a critical role in expanding broadband infrastructure throughout our county. As the fourth most expensive county for universal broadband deployment in West Virginia, Jefferson County faces substantial challenges in ensuring that all residents, particularly those in rural and underserved areas, have access to reliable, high-speed internet.

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Respectfully,

Steve Stolipher
Commission President



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West Virginia Broadband Enhancement Council

Kelly Workman, director
West Virginia Office of Broadband
1900 Kanawha Boulevard East

Building 3
Suite 600
Charleston, West Virginia 25303

October 3, 2024

To Whom it May Concern:

The Jefferson County Commission is pleased to express its strong support for internet service providers (ISPs) such as All Points engaging in the Broadband Equity Access and Deployment (BEAD) program. The BEAD program will play a critical role in expanding broadband infrastructure throughout our county. As the fourth most expensive county for universal broadband deployment in West Virginia, Jefferson County faces substantial challenges in ensuring that all residents, particularly those in rural and underserved areas, have access to reliable, high-speed internet.

The slower broadband speeds and lower rates of broadband deployment in Jefferson County put us at a competitive disadvantage compared to neighboring states like Maryland and Virginia. This lack of connectivity hinders our ability to attract businesses, support remote work, and drive economic growth. Expanding broadband access through the BEAD program would greatly improve West Virginia's regional competitiveness, benefiting both our residents and our economy.

The Jefferson County Commission fully supports local ISPs applying for the BEAD program and is eager to collaborate with your office and ISPs to ensure that Jefferson County reach broadband access goals, fostering new opportunities for economic development and improving quality of life.

Thank you for your continued dedication to this important initiative.

Respectfully,

Steve Stolipher
Commission President

Edwina Benites

From: David Deamer <ddeamer@region9wv.com>
Sent: Monday, September 30, 2024 8:49 AM
To: Edwina Benites
Cc: Russell Burgess; Nathan Cochran; Rachel Snavely; Jennifer Wishmyer
Subject: Re: Broadband MOU

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

Eddie,

Below are the contacts that I have for the ISPs listed for JC. Sending you All Points out of VA because they responded to the Jefferson County GigReady RFP back in 2022. They voiced that they are expanding into every VA county around Jefferson County.

Shentel

Bryan Byrd

Government and Community Affairs Specialist

Email - bryan.byrd@emp.shentel.com

Office - (540) 984-5044

Mobile - (540) 335-3645

Frontier

Allison M. Ellis

Senior Vice President - Business Development

Email - AE4862@ftr.com

Office - 919.941.3005

Mobile - 240.353.4702

Comcast

Nathan Daugherty

Director, Comcast Government Affairs & Community Impact

Email - nathan_daugherty@comcast.com

Mobile - (434) 238-0729

All Points

Kyle Rosner

Director of Government Affairs

Email - krosner@allpointsbroadband.com

Mobile - 540.514.8317

Office - 703.554.6609

On a separate note, to the MOU that Frontier sent you. We reached out to the WV Office of Broadband (WVOB) earlier this year because another county received a similar MOU from Frontier. We just wanted to clarify what type of BEAD "support letter" the WVOB is looking for. Below is their response;

Generally, this MOU seems to just be Frontier's preferred means of demonstrating a locality's partnership with them. If this were to be in lieu of a support letter, it would be better suited to come from the locality and not

from Frontier. Typically, we have received letters of support on locality/ local government letterhead. I would encourage the locality to submit a letter of support to provide Frontier to upload to the appropriate project application in ZoomGrants. If the local government is providing financial support, I believe they would need to submit a resolution committing to doing so. Support letters don't need to indicate financial support or match and don't have to be exclusive.

Call if you'd like to discuss, but our advice would be for local governments to express their written support for any project/ISP on their own letterhead. If an ISP provides them with a draft, they would want to carefully review that with their legal counsel and disclose if an ISP presents it as a "requirement" of their project."

We just wanted to make you aware of this. Rachel and I looked over the draft MOU that was sent to the other county internally and would be wary of signing any document giving Frontier exclusive project support, financial commitments, or an agreement that the county would not pursue other available options. Please give us a call to discuss further. Thank you!

Respectfully,

David Deamer

Project Manager

Eastern Panhandle Regional Planning and
Development Council (Region 9)
226 Pilot Way, Suite E
Martinsburg, WV 25405
304-263-1743 - Office
ddeamer@region9wv.com

From: Edwina Benites <ebenites@jeffersoncountywv.org>

Sent: Sunday, September 29, 2024 7:34 AM

To: David Deamer <ddeamer@region9wv.com>

Cc: Russell Burgess <rburgess@jeffersoncountywv.org>; Nathan Cochran <ncochran@jcpawv.org>

Subject: Broadband MOU

David:

Frontier will be on our agenda for an MOU request for BEAD. Do you have the gov affairs contacts for the other broadband companies serving Jeff Co? I would like to find out if they would like a similar MOU.

It's my understanding that we have no preference on provider, our goal is universal deployment.

Eddie



Edwina Benites-LM
County Administrator

Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

September XX, 2024

Broadband Equity Access and Deployment
Kelly Workman, Director
West Virginia Department of Economic Development
Office of Broadband
1900 Kanawha Boulevard East, Building 3, Suite 600
Charleston, WV 25303

**Jefferson County – Frontier
Community Partnership Memorandum
Impact and Support**

Re: Jefferson County/Frontier Partnership to Expand Fiber Connectivity to Residents and Businesses

Frontier West Virginia Inc. ("Frontier") and Jefferson County, West Virginia (the "Community") have agreed to partner to expand fiber connectivity to residents and businesses in the Community, including the lower density, higher cost areas. This memo memorializes Community's and Frontier's joint initiatives, support, and partnership to ensure world-class Fiber-to-the-Premises broadband is more broadly available within the Community and that it brings the educational, economic, health care, and workforce development improvements that connectivity makes possible. This memorandum outlines the collaborative initiatives we intend to jointly further if Frontier receives a Broadband Equity Access and Deployment (BEAD) broadband grant for grant eligible locations within the Community, which would enable Frontier to further expand its fiber deployment within the Community. As reflected herein, the proposed project has the formal support from the Community and its leaders and has a demonstrated positive impact on its residents.

Meeting Broadband Needs of the Community

The Community and Frontier have and will continue to work together to identify the broadband needs of residents, businesses, government offices, schools (including households with children), libraries, and healthcare facilities in the Community with a goal of fulfilling those needs through funding provided by Frontier and the BEAD grant program. Frontier and the Community's collaboration will ensure that the proposed fiber expansion will:

- Bring connectivity to the difficult-to-serve unserved and underserved locations within

the Community. In particular, BEAD-eligible locations are in areas where there is a strong need for improved broadband connectivity in this part of the Community.

- Support the Community's economic initiative to leverage its proximity to major cities like Baltimore, MD and Washington, DC; open more markets for manufactured and agricultural products; and increase the capabilities of its substantial agricultural assets. These industries, and others, increasingly rely on high-speed internet-dependent technologies to manage inventory, logistics, and agricultural operations including water distribution and crop monitoring.
- Support the education and workforce goals of the Community. For example, increased internet availability will support Jefferson County's Lally House Post-Secondary Transition Program which is grounded in the commitment that every young adult aged 18-21 should have a continued Free and Appropriate Public Education (FAPE) opportunity that is inclusive of daily living, community, and pre-employment training skills. This program focuses on the development of life skills, community skills and work-based skills to support productive employment and independent living, which are increasing internet/digitally based. It will also support projects like the Communities in Schools Program, Stars that Shine, and the Upstream Project to provide immersive experiences for girls and underserved and marginalized students through the arts, technology, engineering, science, and math. High speed internet is critical to the success of these types of programs and ensuring that students are college and career-ready by the time they graduate.
- Support the tourism industry in the Community. Jefferson County is home to the headquarters and midpoint of the Appalachian Trail as well as numerous historical sites. Enhanced fiber service will ensure that visitors and the businesses serving them are better able to connect and coordinate activities and services.
- Serve areas of high need, and low-to-moderate income residents. The Community's population has 9% of residents living below 150% of the poverty line. According to Feeding America, approximately 9% of Community residents are food insecure and nearly 35% of the Community's school-aged children participate in the National Free/Reduced School Lunch Program. In addition, over 18% of the Community's population is 65 or older. Increased availability of broadband will allow the Community to better and more efficiently serve these in need populations and provide social support services, including healthcare services, which are increasingly delivered via the internet.

Work Force Development

The connectivity Frontier is deploying will enhance educational efforts underway within the Community to advance its workforce goals. Specifically, 90% of Jefferson County residents are high school graduates, 32% of Jefferson County residents have a bachelor's degree. The Community is home to the Blue Ridge Community and Technical College and a "Jumpstart" dual enrollment program, which allows Jefferson County high school students to get a head start on college through transferable coursework. In addition, connectivity will support the James Rumsey Technical Institute (JRTI) is a public, non-profit school that provides career and technical education to secondary students from Morgan, Berkeley, and Jefferson Counties, and draws adult learners that may travel from West Virginia, Maryland, Virginia, and Pennsylvania. JRTI has a Practical Nursing program, authorized and monitored by the West Virginia State Board of Examiners for Licensed Practical Nurses, and other programs include a Surgical Technology program and Automotive program—professions that are highly dependent on digital and internet skills. Ultra high-speed fiber broadband will be critical to the success of these work force development programs.

Project Funding

The Community has limited financial resources and has many competing public service initiatives it must fund to meet the needs of its residents. While in support of Frontier's efforts and its BEAD-assisted fiber projects that would benefit the Community, it does not have a financial contribution to add to their effort. But for its financial limitations, the Community would financially support Frontier's BEAD proposals. As noted below, the Community has agreed to waive its local permit fees, to the extent feasible, which is a contribution to the proposed fiber deployment.

Adoption

Frontier and the Community agree to each work to promote the availability of fiber broadband service so that Community members are made aware of its availability. Frontier agrees to utilize a variety of outreach channels including but not limited to direct mail, paid advertising, community flyers and events, among other strategies. The Community shall use its communications channels to make members aware of the project and its completion and shall inform community members how to access Frontier's service (e.g., through sharing the online link) in support of community efforts to increase adoption and improve digital literacy in the Community. Community will also provide residents with information as to how to qualify for government subsidies available for broadband service through all appropriate channels.

Affordability

Nine percent of the Community's household's have an income less than 150% of the poverty level. Frontier is committed to "democratization of the Internet" and is committed to offering affordable rates to facilitate adoption by all. Affordable access to broadband service is especially important to the Community's residents. Frontier participated in the Affordable Connectivity Plan ("ACP") and offered a 100/100 Mbps service offering at no cost to the customer. Frontier continues to seek maximum utilization of its network by targeting low-income residents and other socio-economic members of the population that have historically experienced low rates of adoption for Internet access. For example, when ACP funding ended, Frontier offered a 200/200Mbps offering to all residents for \$29.99 with autopay, without any income qualification requirements. Frontier also participates in the federal Lifeline program, which provides income eligible households with a \$9.25/month credit which can be applied to their broadband service. All of Frontier's service offerings have low latency with no data cap overage charges and rates are inclusive of all fees or other charges.

Frontier is committed to continuing low-income offers and participating in future low-income programs. Frontier maintains a website and has customer representatives that are focused on adoption and will ease the enrollment process with any future low-income offering. Further, Frontier will make low-income program promotional materials available to the Community. The Community will assist, through its health and veterans' services departments, work with low-income residents to help inform and educate them on the availability of Frontier's low-cost service offerings and the process for subscribing.

Fair Labor Practices

Frontier has a local, unionized workforce and has a demonstrated track record of and plans for future compliance with Fair Labor Practices.

Speed to Deployment

Frontier already has infrastructure in the Community, so it has speed to deployment advantages over other applicants. To further their collective speed to deployment objective, the Community and Frontier have agreed to work cooperatively to ensure an efficient permitting process to accelerate broadband availability. For example, the Community has agreed to waive its local permit fees, to the extent feasible, which is an additional contribution to the proposed fiber deployment.

Frontier and the Community are committed to working in cooperation to bring Fiber-to-the-Premises broadband service to the area's businesses and residents would likely not be served

in the absence of our partnership. Community expressly supports Frontier’s BEAD applications and urges the West Virginia Department of Economic Development to select them for funding.

Sincerely,

(COMMUNITY OFFICIAL NAME)

(TITLE)

Jefferson County, West Virginia

Allison M. Ellis,

Senior Vice President, Fiber Partnerships

Frontier West Virginia Inc.

Jefferson County Commission

Jefferson County

WV

United States

Edwina Benites-LM

ebenites@jeffersoncountywv.org

Reference: 20240919-102054593

Quote created: September 19, 2024

Quote expires: October 19, 2024

Quote created by: Liam Buck

Business Development Associate

liam@minutessolutions.com

Comments from Liam Buck

Cost & Scope of Work

Meeting Minutes – Recorded Meetings

- \$220.00 for council, committee, and planning commission meetings up to 2 hours
- \$35.00 per additional half hour or part thereof for 2-4 hours
- \$50.00 per additional half hour or part thereof for 4+ hours
- \$50.00 Custom Formatting Fee

Turnaround time is up to 15 business days upon receiving a meeting recording and meeting materials. Our fees include the preparation of your minutes using our standard format, professional editing, and the first round of amendments

Meeting Materials

The client will provide Minutes Solutions with all relevant and available meeting materials, such as the agenda and board pack. If meeting materials are unavailable, the client understands that the minutes may not be as complete and accurate as they otherwise would be and that the client may need to add information missing in the draft minutes provided by Minutes Solutions.

Amendments

Any requested amendments to a set of meeting minutes must be collated by the Client and sent to MS in a single document or email. Amendments will be completed as quickly as possible and within 5 business days unless otherwise advised. Our services include one round of amendments requested within 60 days. Additional amendments or requests after 60 days will incur an extra fee.

Products & Services

Item & Description	Quantity	Unit Price	Total
Minutes from recording- Regular Meeting August 1st, 2024 Length of recording: 4HR 53MM Custom Format Fee	1	\$510.00	\$510.00
Minutes from recording- Regular Meeting August 15th, 2024 Length of recording: 2HR 18MM Custom Format Fee	1	\$305.00	\$305.00
Minutes from recording- Regular Meeting September 5th, 2024 Length of recording: 4HR 17MM Custom Format Fee	1	\$460.00	\$460.00
		One-time subtotal	\$1,275.00
		Total	\$1,275.00

Purchase terms

- Payment of the deposit is required before the commencement of services.
- Terms of Payment – Net 30: Any payments after 30 days will be charged interest at 3.5% per month.
- Incremental charges after 2 hours are per half hour or part thereof.
- Pricing includes one set of minutes per meeting.
- Unique meetings and special events will be quoted at a custom rate dependent on the nature and length of the meeting.
- The final invoice amount is subject to adjustments based on the duration of the actual meeting.
- All pricing is in USD.

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Edwina Benites-LM

ebenites@jeffersoncountywv.org

[sig|req|signer1]

Matthew McEwan

matt@minutessolutions.com

[sig|req|signer2]

Payment Schedule

Name	Due	Amount
Payment 1-Deposit 50%	Upon signing of proposal	\$637.50
Payment 2	Upon receipt of completed minutes	\$637.50

Questions? Contact me



Liam Buck

Business Development Associate

liam@minutessolutions.com

Minutes Solutions

942 Yonge Street

Suite 920

Toronto, ON M4W3S8

Canada

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325



RECEIVED



SEP 17 2024

September 4, 2024

County Commission
of Jefferson County, WV

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$368,578.46 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office**. This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July and August, 2024. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-5113, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Nelsom".

Nathan Nelsom
Budget & Finance Manager

NN:sc