



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

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

AGENDA

JEFFERSON COUNTY COMMISSION

SECOND QUARTERLY SESSION – APRIL - JUNE 2025

THURSDAY, May 1, 2025

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/87669432885?pwd=D9OeTbCnmfmx64trqpEXt32JPrEVe3.1>

Meeting ID: 876 6943 2885

Passcode: 563965

Public comments will be accepted in person or via email- info@jeffersoncountywv.org

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. 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.

V. Consent Agenda

1. Approval of Minutes

- a. April 17, 2025 Regular Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. April 24, 2025 \$ 723,618.99
- b. May 1, 2025

3. Approval of Manual Checks:

- a. April 24, 2025 \$ 145,123.11
 - b. May 1, 2025
4. Approval of Payroll:
- a. April 25, 2025 \$ 438,983.54
5. Approval of Requisitions
- a. May 1, 2025 \$ 10,000.00

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. 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. Please feel free to submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

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

New Business

- 1 9:40 am Angie Banks, Jefferson County Assessor (**pgs 23-29**)
 - 1.1 Exonerations
 - 1.2 2025-2026 Budget Complaints
 - 1.2 Personnel Issues/ County Growth
 - 1.3 Transfer request from 406-407
 - 1.4 Advertise position for the General Fund (start 7/1/2025 for new hire)
- 2. 10:10 am Lynn Dillow, Administrative Clerk Human Resources
 - 2.1. Years of Service Awards
- 3. 10:20 am Tom Hansen, Jefferson County Sheriff and Treasurer (**pg. 30**)

- 3.1 Deputy new hires
- 3.2 New deputy positions
- 4. 10:45 am Proclamation for Provider Appreciation Day in Jefferson County, May 9, 2025 (Majdi) **(pgs. 31-34)**
- 5. 11:00 am Roger Goodwin, Chief Engineer/Deputy County Administrator **(pgs. 35-79)**
 - 5.1 Townhomes Rental, LLC- Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release as bond is being re-secured with new Performance Bond
 - 5.2 Townhomes Rental, LLC-Rocky Ridge Phase 2, file #23-31-SD complete bond release as bond is being re-secured with new Performance Bond
 - 5.3 Sheetz, INC- Charles Town Sheetz Rebuild file #22-8-SP complete bond release
 - 5.4 Sheetz, INC- Sheetz Truck Terminal file #20-6-SP complete bond release
 - 5.2 Request approve to amend Law Enforcement Impact Fees- FY 2025 Capital Improvement Plan
 - 5.3 Impact Fees 2024 Recalculation Study- Possible Adoption of Revised Administrative Facilities Impact Fees
- 6. 11:20 am Mike Sine, Director Emergency Services Agency **(pgs. 80-88)**
 - 6.1 Contract approval with Atlantic Emergency Solutions for ambulance purchases
- 7. 11:30 am David Bound, Chief Financial Officer **(pgs. 89-93)**
 - 7.1 Increase Professional Services Fund- Accounting overages
 - 7.2 Internal Budget Adjustments- Office of Engineering, Planning, and Zoning
 - 7.3 FY26 health insurance premiums preview
- 8. 11:45 am Jessica James, Chief Human Resource Officer **(pgs. 94-105)**
 - 8.1 Approval of Hire-Custodial Position-Department of Fleet and Facilities Management
 - 8.2 Approval of Hire-CAD Administrator Position- Department of Emergency Communications
 - 8.3 Approval of Hires-Dispatch Academy Trainees- Department of Emergency Communications
 - 8.4 Approval of Hires-Chief Technology Officer and Deputy Director-Department of IT & GIS
 - 8.5 Approval of Employee Changes in Status (2) – PT to FT- Emergency Services Agency
 - 8.6 Approval of Job Description- Social services and grant coordinator- County Commission

9. 12:00 pm Review and possible approval of Request for Proposals (RFP) responses for financing of the Jefferson County Government and Judicial Complex (Benites-LM) **(pg. 106)**
10. 12:20 pm Commissioner training with WVCorp regarding litigation and liability of current and past cases (Benites-LM) **(pg. 107)**
11. 1:00 pm Nathan Cochran, Assistant Prosecuting Attorney **(pg. 108)**
 11.1 Report by counsel on Jefferson County Circuit Court Case **CC-19-2025-C-93*** (corrected)
 11.2 Discussion and review of Comcast Contract/Franchise Agreement with counsel.
12. 1:30 pm Edwina Benites, county administrator **(pgs. 109-112)**
 12.1 Letter of support- Partner Community Capital
 12.2 Letter of Support Policy
 12.3 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

CORRESPONDENCE AND INFORMATION **(pgs. 113-191)**

Public Comment emails from:

Cheryl Middleton	Lisa White	Richard Zigler
Stephanie Reels	Pam Rowley	Sharon Canfield-Major
Juliane Ford	J. Farrell	Matthew Kirkconnell
Sean Ryan	Beth Healey	Stacey Rawlings
Mike Briers	Alecia Lewis	Mark Muse
John Haygood	Vicki Haygood	Susan Cebulski
Suellen Myers	Mary Lickert	Sophie Washington
Carol Roby	Joanne Bario	Tamar Kavaldijan-Liskey
Amy Cunningham	Toby Degenhardt	Linda Wastila
Barbara Durant	Jessica Adorno	Amy Kostant
Neal Colvard	Susan Colvard	Evelyn Gettys
Suzanne Ravgiala	Ali Printz	Anne Barrat
Heidi Johnston	Patricia Whitney	Tracey Englebright
Yaznay Betances	John Betances	David Ward
Jennifer Newsome	Clarence Babcock	Jared Englebrecht
Margie Knott	William Schneider	Paulette Lashley
Melissa Laycock	James Wiltshire	Kay Liskey
Darlene Donaldson	Nigel Casserley	Jane Freeman
Daniel Bullock	William Grantham	Kerry Grantham
Skye Allen	Jean Klemm	Jill Guempel
Patrick Green	Christine Wiegman	Cheryl Pullen
Todd Baldau	Mary Lind	Natalie Grantham Friend

Earl Liskey
Amber Hobday
Matthew Glover
Wally Minnick

Margaret Liskey
Mark Grimmell
Diane Myers
Marcia Derrick

Alicia Noble
Deborah Longo
Carolyn Sisler
Stephanie L. Reel

Minutes

Jefferson County Commission

Thursday, April 17, 2025

A meeting of the Jefferson County Commission was held on Thursday, April 17, 2025, during the second quarterly session at 6:00 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; Jacki Shadle, County Clerk; David Bound, Chief Financial Officer, and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, April 17, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance of West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve the April 3, 2025, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
92204	AMERIFLEX	122.40
92205	AT&T	201.71
92206	AT&T BILL PAYMENT	1.33
92207	BOLAND TRANE SERVICES INC	2,123.00
92208	BUREAU OF CHILD SUPPORT	376.62
92209	CASTO & HARRIS INC	1,079.75
92210	CITY OF CHARLES TOWN	40.00
92211	COMPTROLLER OF MARYLAND	1,476.29
92212	EFTPS IRS TAXES	153,139.70
92213	EMPOWER RETIREMENT	7,262.42
92214	ENTERPRISE FM TRUST	29,016.15
92215	FILE & SERVEXPRESS	15.90

92216		FIRE SAFETY EQUIP	108.00
92217		FRONTIER	3,406.96
92218		GUTTMAN OIL CO	5,847.59
92219		HIRERIGHT	93.70
92220		J.C. EHRLICH	908.07
92221		JEFFERSON CO CONVENTION AND VISITORS BUREAU	6,515.85
92222		JEFFERSON SECURITY BANK	3,933.00
92223		JEFFREY POLCZYNSKI	296.00
92224		KONE BROOKLYN	1,809.75
92225		LAURA POPE	456.00
92226		MILLER'S SUPPLIES AT WORK	1,075.50
92227		NAPA AUTO PARTS	138.95
92228		NORVAC LOCK TECHNOLOGY	28.00
92229		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92230		PA SCDU	325.50
92231		POTOMAC EDISON	4,478.15
92232		R.E. MICHEL CO. LLC	731.62
92233		STACI HOVERMALE	456.00
92234		STAPLES	2,708.72
92235		STATE TAX DEPARTMENT	250.00
92236		SUMMIT COMMUNITY BANK	441.47
92237		TEK ADVISORS LLC	12,748.07
92238		THE HARTFORD	2,349.50
92239		THOMPSON GAS	1,595.22
92240		TOWN OF BOLIVAR	6,515.85
92241		UNIFIRST	158.67
92242		WV ASSOCIATION OF CIRCUIT CLERK	225.00
92243		WV DEPUTY SHERIFF RETIREMENT SYSTEM	25,877.49
92244		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,347.98
92245		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
92246		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	53,934.30
92247		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	53,779.00
92248	GS/004	GENERAL COUNTY FUND-J FEE	18,076.07
92249	FG/009	SHERIFF OF JEFFERSON COUNTY	2,606.89
92250	FG/009	SHERIFF OF JEFFERSON COUNTY	6,882.11
92251	BS/011	SHERIFF OF JEFFERSON COUNTY	8,667.84
92252	AM/053	SHERIFF OF JEFFERSON COUNTY	3,872.31
TOTAL			472,731.00

Commissioner Majdi motioned to approve the accounts payable for April 10, 2025 in the amount of \$ **472,731.00**. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92253		ATLANTIC EMERGENCY SOLUTIONS, INC.	159.75
92254		BEST BEST & KRIEGER LLP	1,161.00
92255		BOLAND TRANE SERVICES INC	291.00
92256		ENTERPRISE FM TRUST	20,075.72
92257		FRONTIER	10,471.77
92258		GUTTMAN OIL CO	5,539.51
92259		JASON MICKEY	992.55
92260		MCA, INC	4,182.52
92261		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	5,415.51
92262		MILLERS SUPPLIES AT WORK	151.50
92263		NAPA AUTO PARTS	16.61
92264		OBSESSION AUTOMOTIVE	734.19
92265		PATTON BUILDING SERVICES, INC	11,999.00
92266		RETIREE HEALTH BENEFIT TRUST	8,240.00
92267		RICOH USA INC	503.46
92268		ROBERTS OXYGEN COMPANY, INC	1,926.14
92269		SHANNON BURLETT	1,466.00
92270		SPIRIT OF JEFFERSON	538.86
92271		THOMPSON GAS	1,600.79
92272		UNIFIRST	167.17
92273		VALLEY HEALTH EMPLOYER HEALTH	100.00
92274		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	5,354.91
92275	FG/009	MARTINSBURG POLICE DEPARTMENT	961.27
92276	FG/009	RANSON POLICE DEPARTMENT	1,713.62
92277	FG/009	SHERIFF OF GRANT COUNTY	288.50
TOTAL			84,051.35

Commissioner Majdi motioned to approve the accounts payable for April 17, 2025, in the amount of \$ **\$84,051.35**. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

April 10, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
349	DG/003	SHERIFF OF JEFFERSON COUNTY		47.95
959	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		3,552.00
960	HD/008	SATELLITE TRACKING OF PEOPLE LLC		1,303.80
1232	AV/056	CROWLEY MICROGRAPHIC		2,248.00

1233	AV/056	NATIONAL BAND & TAG CO		3,040.00
1234	AV/056	PRINTER CONNECTION, INC		5,500.00
402	AR/207	SHERIFF OF JEFFERSON COUNTY		2,832.12
142	SI/249	JEFFERSON COUNTY BOARD OF EDUCATION		1,910,688.00
1512	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT		119.00
1513	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENF IMPACT		14,007.29
1514	IP/249	SHERIFF OF JEFFERSON COUNTY- PARKS/REC IMPACT		134,739.98
1515	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT		14,176.29
1516	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT		6,792.56
424	WV/369	SHERIFF OF JEFFERSON COUNTY		995.00
TOTAL				2,100,041.99

Commissioner Majdi motioned to approve the manual checks for April 10, 2025, in the amount of \$ **2,100,041.99**. The motion was approved unanimously.

		April 17, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1921	CO/246	BIG SKY CONSTRUCTION		35,000.00
1922	CO/246	MARKL SUPPLY COMPANY		3,850.00
TOTAL				38,850.00

Commissioner Majdi motioned to approve the manual checks for April 17, 2025, in the amount of \$ **38,850.00**. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for April 11, 2025, in the amount of \$ **431,631.94**. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Commissioner Majdi motioned to approve the requisition for April 17, 2025, in the amount of \$ **73,517.42**. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron
John Christiansen
Amanda Stroud
David Tabb
Colin Stine
Rich Gee
Tamara Liskey
Natalie Grantham Friend
Margaret Liskey
Christine Wimer

PRESENTATIONS

1. Sheriff Thomas Hansen, Jefferson County Sheriff's Department

Court Security Grant

Commissioner Stolipher motioned to approve the Court Security Grant application and authorize the president to sign all associated documents. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Vehicle Equipment Costs

There was discussion on this agenda item. No action was taken.

2. Adam Ward, Assistant Prosecuting Attorney

Approval of Hire-Legal Assistant/Receptionist-Prosecuting Attorney's Office

Commissioner Stolipher motioned to approve the hire of Dixie Sturm as a Legal Assistant/Receptionist at a rate of \$35,664 annually with a 35 hour week to begin working April 21, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

3. Nikki Painter, County Clerk's Office

Appoint Attorney Michael A. Bush as a Fiduciary Commissioner

Commissioner Stolipher motioned to approve the appointment of Michael A. Bush as a Jefferson County Fiduciary Commissioner effective April 17, 2025. The motion was seconded by Commissioner Mood and approved unanimously.

4. Russell Burgess, Information Technology

Purchase Mobile Data Units

Commissioner Stolipher motioned to approve the order/purchase of 15 mobile data units at a cost of \$3,000 each for a total cost of \$45,000 to be funded by the coal severance fund. The motion was seconded by Commissioner Keys. The motion was approved 4 – 1 (Majdi).

5. Laura Kuhn, Director of Fleet and Facilities Management

Request to migrate to Cisco Cloud-based phone system

Commissioner Stolipher motioned to approve the migration from the current Mitel phone system to the Cisco cloud-based phone system provided through Segra, and authorize the associated budget revisions as follows:

- Transfer \$30,000 from the capital budget (264960 445900) to the operating budget telephone line (001424 421100) for FY 26 to cover transitional expenses during deployment
- Transfer the annual Mitel support agreement cost of \$17,100 from contracted services (001424 423000) to the operating budget telephone line (001424 421100).

The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

6. Jessica James, Chief Human Resource Officer

Approval of Promotions-Supervising Public Safety Dispatchers (2) – Department of Emergency Communications

Commissioner Keys motioned to approve the promotions of Caileigh Oliver-Miller and Mallory Soderlund to the Grade VI position of full-time supervising public safety dispatcher, each at a rate of \$29.02/hr., effective the first pay period after April 17, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Change in Employee Status – Part-time to Full-time- Department of Emergency Communications

Commissioner Keys motioned to approve the employee status change for Rendell Ford from part-time public safety dispatcher to full-time public safety dispatcher, at a rate of \$29.60/hr., effective April 27, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Employee Change in Status – Full-time to Part-time – Department of Emergency Communications

Commissioner Keys motioned to approve the employee status change for Amanda Arrington from full-time public safety dispatcher to part-time public safety dispatcher, at a rate of \$23.89/hr., effective April 8, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Employee Increase – Department of Emergency Communications

Commissioner Keys motioned to approve the salary increase for full-time public safety dispatcher Michael Buchwitz to \$26.06/hr. for successful completion of training in all dispatch disciplines, effective July 1, 2024. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to approve the lump sum payment of \$1,152.38 to Michael Buchwitz for the clerical error in compensation for time worked between 6/30/24 to the current pay period. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hire – Summer Planning Intern – Department of Engineering, Planning and Zoning

Commissioner Keys motioned to approve the hire of Charles Cain for temporary, part-time position of summer planning intern for the Office of Planning and Zoning at a rate of \$17/hr., effective May 19, 2025 to August 15, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire – Building Plans Reviewer – Department of Engineering, Planning and Zoning

No action was taken on this agenda item.

Approval of Hire – Program Manager – Jefferson County Development Authority

Commissioner Hefestay motioned to approve the hire of Joshua Cook for the Grade IV, full-time, 80 hr. position of Program Manager for the Jefferson County Development

Authority at a salary of \$56,436, effective mid to late May 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Promotion – Jefferson County Emergency Services Agency

Commissioner Hefestay motioned to approve the promotion of Chase Osman in accordance with JCESA Administrative Policy 1192 from Firefighter/EMT I to Firefighter/EMT II at an hourly rate of \$21.17/hr., effective April 20, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

State Fire Protection Funding to County Fire Departments

Commissioner Keys motioned to equally allocate FY25 Fire Protection Funds to the seven volunteer fire departments within Jefferson County amounting to \$16,792.74 each. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Internal Budget Transfer – Social Services Liaison Funding

Commissioner Stolipher motioned to approve an internal budget transfer of \$2,832.13 in Department 401 from County Commission Travel Funds to Salary, Wages, Taxes and Retirement to cover the cost of the Social Services Liaison position for the duration of FY25. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

External Budget Transfer – Legal Fees

Commissioner Majdi motioned to approve an external budget transfer from the stability fund to the Commission's Professional Services fund to pay a legal expenditure in the amount of \$26,707.50. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

8. Pasha Majdi, President Jefferson County Commission

Discussion with counsel regarding planning and development funding

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 8:14 p.m. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:40 p.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Grant Staffing

Commissioner Stolipher motioned to task the county administrator to figure out the funding and staffing for a grant writer and come back at a later date with more information about the position title and salary and update the FY 26 budget for the grant writer and Region 9. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

9. Nathan Cochran, Prosecuting Attorney's Office

Discussion of potential lease of real property to the Jefferson County Solid Waste Authority.

Commissioner Stolipher motioned to proceed with drafting a lease to be presented to the county commission at a later date and to allow the Solid Waste Authority to survey the land over this crop season and prior to any surveying of the 11+/- acres, they must notify the farmer prior to entering the property and after the lease is drafted the acreage will be deducted from the farmers lease. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Jefferson County Circuit Court Case Number: CC-19-2025-C-93

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 8:14 p.m. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:40 p.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

COUNTY ADMINISTRATOR REPORTS

10. Edwina Benites-LM, County Administrator

Consideration of hiring an abstractor regarding the Historic Courthouse

Commissioner Stolipher motioned to hire an abstractor regarding the historic courthouse. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Assign staff to review request for proposals (RFP) responses for building financing

There was discussion but no action taken on this agenda item.

Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 8:14 p.m. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:40 p.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously

OLD BUSINESS

11. Water Advisory Committee bylaws

Commissioner Stolipher motioned to approve the reconstituted Water Advisory Committee bylaws as presented with the exception of #8 to include 3 members of the public be residents of Jefferson county. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Keys motioned to amend sub point #8 that three members of the public living in Jefferson County and ideally qualifications to include experience in the areas of natural resources, hydrology and or grant writing. The motion was seconded by Commissioner Hefestay. The motion was approved 3 – 2 (Majdi, Mood)

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting at 10:18 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk

Jefferson County Commission

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, April 17, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Jacquelyn Millim		Yes
John Christensen	EASTERN PANHANDLE CENTRAL LABOR COUNCIL	NO, represent AFL-CIO
Amanda Strowd		Yes
David ToBB	me	Yes
Colin Stine	self	Yes
Rich Gee	Self	Yes
Tamar Hiskuy		
Natalie Fried.		
Margaret Hiskuy		
Christie Wimm	K Foundation	yes

THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT

**Public Comment for Jefferson County Commission meeting for
April 17, 2025**

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

PUBLIC COMMENT –

I would like to make statement to the fact that a newly elected Commissioner attended a local preparedness meeting made an attempt to take over the meeting until another attendee reminded the Commissioner that this was not a County Commission meeting. I would suggest that if that particular Commissioner would like to meet with the operation manager of any solar facility, he may want to review what he and the Planning and Zoning members approved.

Item #4 – Mobile Data Units

It appears that the I.T. Dept has been approached by Jefferson County Law Enforcement to request mobile data units in the attempt to use Coal Severance funding, not to affect their budget, and to acquire new mobile data units. This is another shell game that the JCC has mastered.

Item #7 – Chief Financial Officer requests

First it appears that the Coal Severance Funding is being requested as well. There is not enough funding to do both: the Mobile Units v. Social Services Liaison request. Item 7.3 transfer of legal fee was not listed or documentation provided. Cannot be addressed at this time.

Item #8 – Commissioner Majdi

This request has no documentation for any request to move forward on item 8.1 or 8.2. With out notification and or posting to the public no discussion or action can be taken at this time.

Item #10 – Edwina Benites (10.1 – Abstractor regarding Historic Courthouse)

Apparently, there is a problem with the deed of the current historical Courthouse and a title search needs to be performed. During my extensive research of how Jefferson County, VA acquired the current Courthouse property, it appears the transaction between VA to WV was never completely resolved which brings to question: are all the decision made within Jefferson County, WV, legal? Properties still maybe owned by VA. Furthermore, the Charles Town township may not hold any land within the APU properties. If so, the APU property can't hold a future WV Courthouse.

It appears that my Public Comment for the last Commission meeting was omitted.

“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 Government is 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!

Good evening Commissioners,

My name is Richard Gee, and I'm here as a concerned resident of Jefferson County to urge you not to adopt the newly proposed bylaws for the Water Advisory Committee and instead, to retain the original bylaws that were designed to ensure public representation and transparency.

The purpose of this committee is to provide guidance on the critical water issues impacting our community—especially those of us who rely on wells for our homes and farms. This is not just a bureaucratic matter. This is about clean water, community trust, and local control.

These are not abstract concerns. They are daily realities for people in this county. And we deserve to be represented by people who live here and share in those realities—not by staff members who may not reside in Jefferson County and who, frankly, may not feel the same urgency about these issues.

The current bylaws were created to ensure transparency, accountability, and community involvement. Changing them to allow staff appointments instead of public membership violates that intent and undermines public trust.

According to the West Virginia Open Governmental Proceedings Act, advisory committees like this should operate in a way that encourages public participation and avoids even the appearance of conflicts of interest. This committee must reflect the people it serves.

I respectfully ask this Commission to:

Keep the original bylaws intact

Reject the proposed revisions

And most importantly, ensure that members of the Water Advisory Committee are citizens from the public—those who live here, rely on our wells, and understand firsthand what's at stake

Let's make sure Jefferson County's water future is guided by the voices of the people who drink it, not by those who simply manage it on paper.

Thank you.

Richard Gee

Resident of Jefferson County

Good evening commissioners. Have just a few things I like to bring up.

First, I'm not sure what brought on the commission's recent preoccupation with bylaws. But leave everybody's bylaws alone. Otherwise it could be perceived as a power grab and that's not a good look for this county commission.

Second, according to the commission's website the 2024 Ambulance Fee bills will **finally** go out at the end of May. Which realistically means property owners will start paying them in June. However, the Ambulance Fee ordinance states that the yearly fee is due on July 1st of that year. So is the county set up to turn around and bill the 2025 Ambulance Fee in June? If not when can property owners expect their 2025 Ambulance Fee bill?

Third. Know I am talking into the void on this, but could this commission reconsider the purchase of 330 North George Street, aka the clock tower building? Over the years the county has spent millions of dollars to lease then buy the St. Margaret's Building, unsuccessfully legate the demolition of the old jail, then renovate both buildings as well as make repairs to the courthouse. Now after all that y'all want to spend another \$6.9 million to consolidate the county's judicial services when they are already literally across the street from each other. And with the relocation of the Tax Office even more legal services space will be available in the St. Margaret's Building. Given the recent capital improvement plan wish list: \$750,000 for Sheriff's Office expansion, \$1.7 million for a Public Safety Center plus \$19 million for the Lawrence Building, I believe a building pause is in order.

As for the idea of the courthouse becoming part of the National Park Service, let's be totally honest. The NPS already has a multibillion dollar backlog of deferred maintenance and is currently in a state of disarray. Therefore, even if they wanted to don't believe the Park Service has the capacity to add our courthouse to their holdings.

In conclusion, be a good steward of taxpayer's monies by keeping the judicial services where they are, take a small slice from that 6.9 million to both reconfigure space once the Tax Office leaves the St. Margarets Building and make the courthouse even more ADA compliant. Then let Judge Hammer continue to hold court in his beloved Jefferson County Courthouse.

Thank you for listening.

Colin Strie

→ 1m

We need to plan to take care of ourselves.
Nobody plans to have ~~an~~ ~~car~~ ~~accident~~, but most everybody has ~~car~~ ^{fire} insurance. And the county has fire departments. The insurance is good, instead of being homeless the insured has a nest egg with which to start over.

That works well if the fire damages only one or a few houses. But a wild fire can damage so many homes that ~~the~~ private insurance companies cannot begin to cover the losses and the companies go bankrupt leaving the home owner out of luck. The insurer of last resort is FEMA does not have the resources to cover major disasters.

Step 1 The County Commission needs to setup a disaster fund, to be used to compensate county residents in the event of a major disaster.

~~It should~~ The disaster fund should be funded by the parties likely to be found responsible in the long term. Owners of high voltage power lines owners of rail lines. West Virginia has a wheelage fee that can be assessed when energy in any form crosses somebody's property.

Step 2 Let us collect wheelage fees

Water is used to put out fires,
However we are in the third year of ^{severe} drought.
Workers for the city of Ransom when digging a foundation
report that 5 feet below the surface the ground is still
dry.

For the last 20 years, our county has been using
so much water, our aquifer has not been replenished
Our aquifer has never been as empty as it is
now at this time of year. If current trends of
replenishment and usage continue. Our aquifer will
go dry.

Step 4 We need the water committee to set up a
realistic budget. How much water for farms, houses, industry.

Instead of overburdening, ~~set~~ or limiting the members
let every body ~~con~~ join the committee and have their say. Once
a consensus is reached we can complete a sensible plan
and avoid a fiasco like mountain pine.

If you are transcribing my
scribble, I would be happy to help any
way I can including coming and typing it
in to a ~~edge~~ file.

REQUISITIONS TO BE APPROVED

May 1, 2025

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	250098	\$ 10,000.00	Begin Counseling	Annual Individual Wellness Training Visits x50
GRAND TOTAL		\$ 10,000.00		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **May 1st, 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **2025-26 Budget Complaints/Discussion
Personnel Issues/County Growth
Transfer request from 406 to 407
Advertise position for the General Fund (start 7/1/2025 for new hire)**

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

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 Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

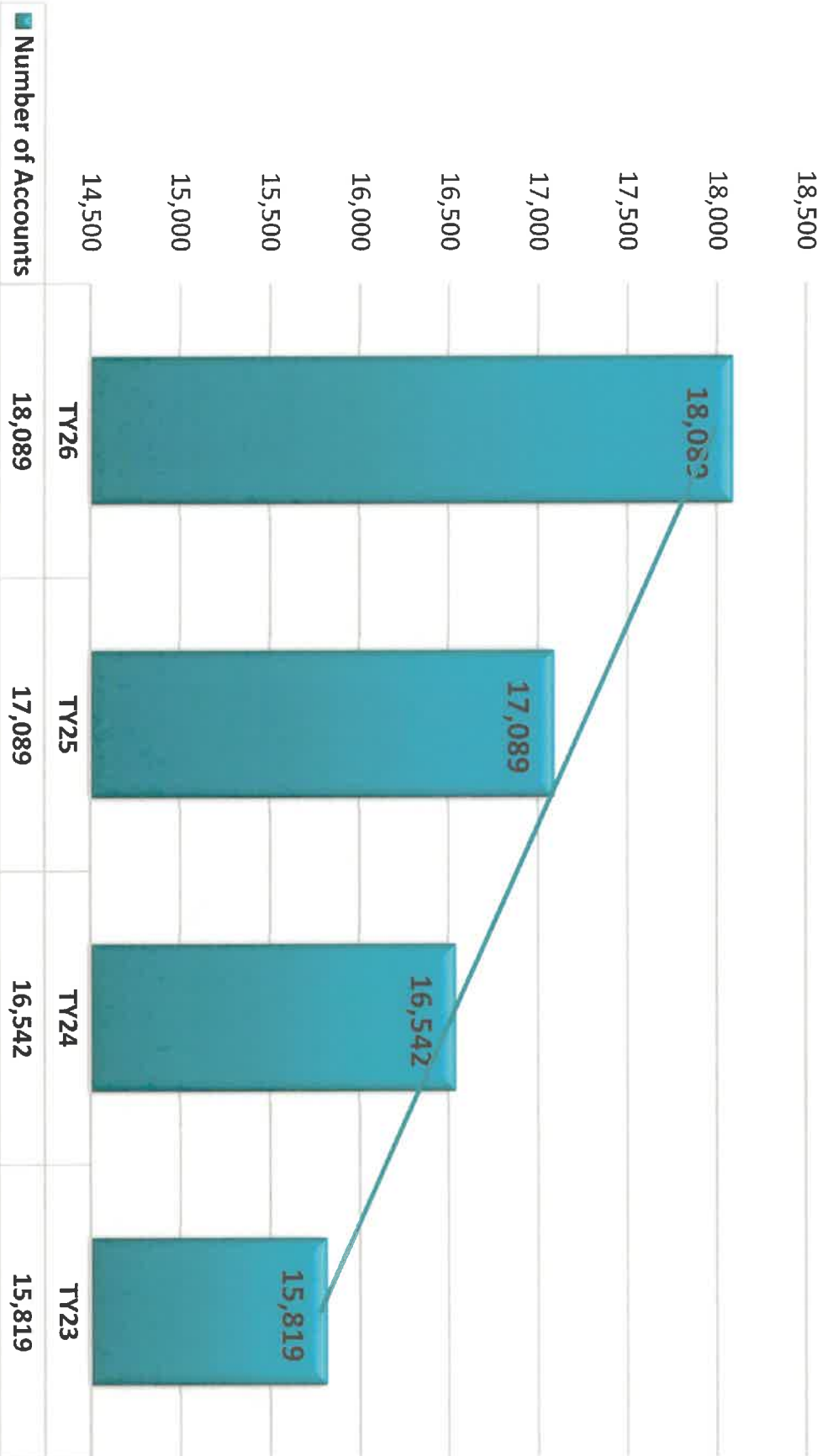
Email address:

Phone Number:

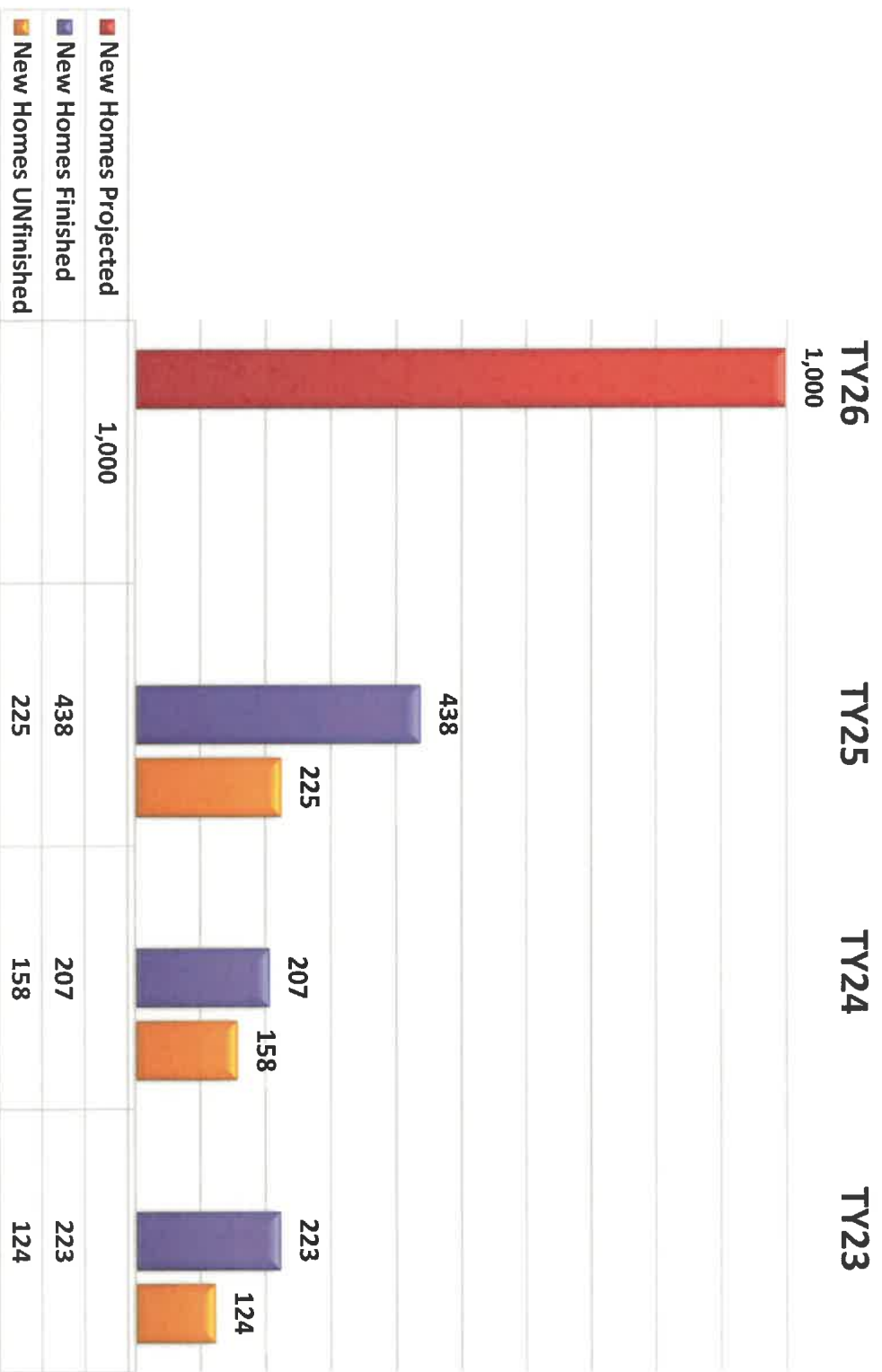
FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Individual Personal Property Accounts



New Homes in Jefferson County



Angela Banks

From: Sheets, Deanna K <deanna.k.sheets@wv.gov>
Sent: Friday, April 25, 2025 1:14 PM
To: Sarah Martin; Jason Nettles; Agnes Queen; Irv Johnson; Kurt Donaldson; Steven Schetrom; Jonathan Cavendish
Cc: Angela Banks
Subject: PVC Hiring Request
Attachments: Jefferson- Amy Berry Hiring Approval Form 4.25.25.pdf; Jefferson - Amy Berry Hiring Request 4-25-25.docx

PVC Members:

Please see the attached hiring request for transfer for Angie Banks, Assessor of Jefferson County. Please respond with any objections or questions by Thursday, May 1st .

Thank you,
Deanna

--

Deanna K. Sheets, CPA, MPA
Director, Property Tax
WV State Tax Department
304-558-0785



Eric Nelson
Secretary of Revenue

**WEST VIRGINIA
TAX DIVISION**

Matthew Irby
Tax Commissioner

April 25, 2025

ALL MEMBERS
PROPERTY VALUATION TRAINING
AND PROCEDURES COMMISSION

TRANSFER FROM GENERAL FUND

Dear Members:

Attached is a *Hiring Approval Form* for Amy Berry to be employed by the Jefferson County Assessor's Office full time and paid through the Assessor's Valuation Fund.

Should you object to the hiring of this individual, please contact me at (304) 558-0785 or Deanna.K.Sheets@wv.gov no later than Thursday, May 1st.

Sincerely
Deanna Sheets
Director
Property Valuation Training
and Procedures Commission

DS/ct

Attachment

cc: Angela Banks
Assessor of Jefferson County

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: **Thursday, May 1st, 2025.**

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

Date Requested – 2nd Choice:

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

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

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 Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

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

not applicable

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Deputy New Hires
New Deputy Positions

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

The Sheriff's Office has 3 vacancies and has identified applicants to fill those positions
Requesting consideration to fill the FY26 request of 2 new deputy positions

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 Aaron Hutcherson, Arlyn Black, and Travis Wheat as a certified probationary deputy beginning on or after May 19, 2025 with a starting salary of \$55,125 each.

I move to approve the creation of two new deputy positions.

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: Stephanie Hoover

Department or Organization: MountainHeart Community Services

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1st Choice: **May 15, 2025**

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

Date Requested – 2nd Choice: **May 01, 2025**

Subject (*Wording to be placed on agenda*): **2025 Child Care Provider Appreciation Day**

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

- + Provider Appreciation Day is coming up on May 9, 2025. This annual celebration is an important opportunity to recognize the child care providers in our community and the critical role they play for so many working families.
- + Child care providers are vital to our community as they work to keep our child safe, nurture their curiosity, and prepare them for a lifetime for learning and growth.
- + As someone who values the important contributions of child care providers in our community, I am asking you to officially recognize this year's Provider Appreciation Day with a proclamation.

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*):

Proclaim May 9, 2025, as Provider Appreciation Day in Jefferson County and urge all citizens to recognize Child Care Providers for their important work, and how valuable they are for our communities.

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: Stephanie Hoover

Email address: stephanie.a.hoover@wv.gov

Phone Number: 304-637-2840

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

agenda

From: Pasha Majdi
Sent: Tuesday, April 8, 2025 5:08 PM
To: Edwina Benites
Subject: Fwd: Agenda Request Form - Provider Appreciation Day Proclamation - May
Attachments: Jefferson County Agenda Request Form.pdf

Please review and add if it's not objectionable
Sent from my iPhone

Begin forwarded message:

From: "Hoover, Stephanie A" <stephanie.a.hoover@wv.gov>
Date: April 8, 2025 at 12:15:24 PM EDT
To: Lynn Dillow <ldillow@jeffersoncountywv.org>, Steve Stolipher <sstolipher@jeffersoncountywv.org>, Jack Hefestay <jhefestay@jeffersoncountywv.org>, Cara Keys <ckkeys@jeffersoncountywv.org>, Mike Mood <mmood@jeffersoncountywv.org>, Pasha Majdi <pmajdi@jeffersoncountywv.org>
Subject: Agenda Request Form - Provider Appreciation Day Proclamation - May

Good afternoon,

I have attached an Agenda Request Form with the intention of securing a spot on the schedule for May in recognition of Provider Appreciation Day. I can provide a prepared proclamation upon request. Please do not hesitate to reach out if you have any questions. Thank you for your time and consideration.

Stephanie Hoover, BS,
NCRI

Provider Engagement Specialist
Phone: 304-637-2840
Cell: 304-712-8834



1200 Harrison Avenue, Ste. 400
Elkins, WV 26241



MISSION STATEMENT

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

IMPORTANT NOTICE: This e-mail message is intended to be received only by persons entitled to receive the confidential information it may contain. E-mail messages to clients of MountainHeart Community Services, Inc. may contain information that is confidential and legally privileged. Please do not read, copy, forward, or store this message unless you are an intended recipient of it. If you have received this message in error, please forward it to the sender and delete it completely from your computer system.



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

Honoring the Vital Role of Child Care Providers in Jefferson County

Approved May 1, 2025

WHEREAS, child care providers across the nation are recognized for their essential contributions to children, families, and communities; and

WHEREAS, in Jefferson County, a study by the Jefferson County Development Authority (“JCDA”) revealed that parents wait an average of 13.3 months to secure child care, with some areas experiencing wait times up to 24 months, highlighting a significant shortage in available services; and

WHEREAS, this shortage impacts not only families but also local businesses, as limited access to child care hinders workforce recruitment, retention, and expansion; and

WHEREAS, the JCDA study found that the average waitlist length per facility is 29 families, indicating that approximately 1,624 families in Jefferson County are seeking child care placements; and

WHEREAS, due to extended wait times, many families resort to unlicensed care, commute to neighboring counties, or have one parent leave the workforce, underscoring the critical need for accessible child care solutions; and

WHEREAS, child care providers are essential to the health of our communities by supporting working families and helping children develop lifelong skills; and

WHEREAS, the West Virginia Small Business Development Center (SBDC) is piloting consulting and cost-share programs to support the expansion of child care facilities, demonstrating a collaborative effort to address the shortage through sustainable solutions; and

WHEREAS, recognizing and supporting child care providers is vital to ensuring the well-being of our children, strengthening families, and maintaining the economic vitality of Jefferson County and the state;

NOW, THEREFORE, we hereby proclaim May 9, 2025, as Provider Appreciation Day in Jefferson County, West Virginia, and urge all citizens to recognize and honor child care providers for their important contributions to the well-being and success of our communities.

Pasha Majdi
Jefferson County Commission President

Jacqueline C. Shadle
Jefferson County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin**

Department or Organization: **Engineering**

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

Date Requested – 1st Choice: **May 1st , 2025**

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

Date Requested – 2nd Choice:

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

- 1. Townhomes Rental, LLC- Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue file # 19-7-SD complete bond release as bond is being re-secured with new Performance Bond**
- 2. Townhomes Rental, LLC- Rocky Ridge Phase 2, file # 23-31-SD complete bond release as bond is being re-secured with new Performance Bond**
- 3. Sheetz, INC- Charles Town Sheetz Rebuild file # 22-8-SP complete bond release**
- 4. Sheetz, INC- Sheetz Truck Terminal file # 20-6-SP complete bond release**

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

- 1. Complete bond release for Irrevocable Letter of Credit No. 8091563 with Burke & Herbert Bank for Townhomes Rental LLC- Rocky Ridge Subdivision, Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue file # 19-7-SD as bond is being re-secured by Performance Bond 800185464 with Atlantic Specialty Insurance Company**
- 2. Complete bond release for Irrevocable Letter of Credit No. 8160350 with Burke & Herbert Bank for Townhomes Rental LLC- Rocky Ridge Subdivision, Phase 2, File # 23-31-SD as bond is being re-secured by Performance Bond 800185465 with Atlantic Specialty Insurance Company**
- 3. Complete bond release for Performance Bond 30172138 with Western Surety Company for Sheetz, INC- Charles Town Sheetz Rebuild File # 22-8-SP**
- 4. Complete bond release for Performance Bond 019077986 with Liberty Mutual Insurance Company for Sheetz, INC- Sheetz Truck Terminal File # 20-6-SP**



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):

- 1. I move to authorize the complete release of the above referenced Irrevocable Letter of Credit No. 8091563 originally issued in the amount of \$408,493.00.
- 2. I move to authorize the complete release of the above referenced Irrevocable Letter of Credit. No. 8160350 originally issued to the amount of \$1,022,410.00
- 3. I move to authorize the complete release of the above referenced Performance bond 30172138 originally issued in the amount of \$664,551.00
- 4. I move to authorize the complete release of the above reference Performance bond 019077986 originally issued in the amount of \$807,972.00

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@jeffersoncountwv.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
Pasha Majdi

May 1st, 2025

COMMISSIONER
Jack Hefestay

Mr. Jason Hicks
Burke & Herbert Bank

COMMISSIONER
Cara Keys

310 N Main St P.O. Box 179
Moorefield, WV 26836

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

RE: Irrevocable Letter of Credit No. 8091563 with Burke & Herbert Bank dated January 15th, 2025 for Rocky Ridge Subdivision Phase 1, Lots 1-6, 61-132, Commercial Lot A, and Residue

Dear Mr. Hicks:

The Jefferson County Commission authorizes a complete release of \$408,493.00 from the construction bond for Townhomes Rental, LLC - Rocky Ridge Subdivision Phase 1, Lots 1-6, 61-132, Commercial Lot A, and Residue (file # 19-7-SD). The construction bond is being re-secured for the full amount by Atlantic Specialty Insurance Company. This project is located on the Northeast side of Charles Town Rd, just south of its intersection with Short Rd. All remaining site work is to be completed under the new construction bond by Townhomes Rental, LLC.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Irrevocable Letter of Credit No. 8091563 originally issued to in the amount of \$408,493.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majdi, President
Jefferson County Commission

cc: Joshbeen Grewal
4113 Charles Town Rd
Kearneysville, WV 25430

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites



JEFFERSON COUNTY COMMISSION

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PRESIDENT
Pasha Majdi

May 1st, 2025

COMMISSIONER
Jack Hefestay

Mr. Jason Hicks
Burke & Herbert Bank

COMMISSIONER
Cara Keys

310 N Main St P.O. Box 179
Moorefield, WV 26836

COMMISSIONER
Mike Mood

RE: Irrevocable Letter of Credit No. 8160350 with Burke & Herbert Bank
dated January 15th, 2025 for Rocky Ridge Subdivision Phase 2.

COMMISSIONER
Steve Stolipher

Dear Mr. Hicks:

The Jefferson County Commission authorizes a complete release of \$1,022,410.00 from the construction bond for Townhomes Rental, LLC - Rocky Ridge Subdivision Phase 2 (file # 23-31-SD). The construction bond is being re-secured for the full amount by Atlantic Specialty Insurance Company. This project is located on the Northeast side of Charles Town Rd, just south of its intersection with Short Rd. All remaining site work is to be completed under the new construction bond by Townhomes Rental, LLC.

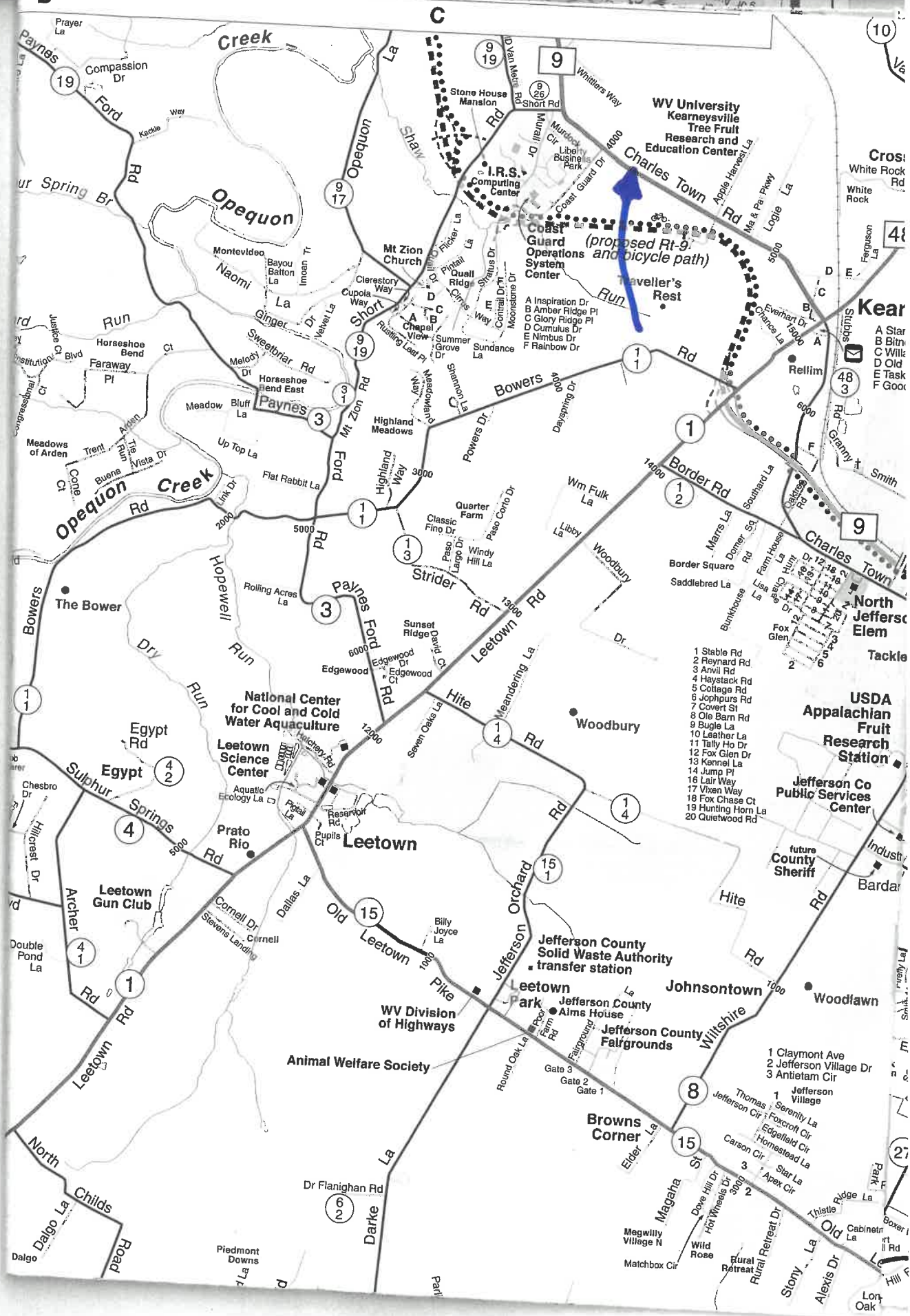
In summary, you are hereby authorized to fully release the remaining amount of the above referenced Irrevocable Letter of Credit No. 8160350 originally issued to in the amount of \$1,022,410.00 Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majdi, President
Jefferson County Commission

cc: Joshbeen Grewal
4113 Charles Town Rd
Kearneysville, WV 25430

Department of Engineering, Planning & Zoning



(proposed Rt-9 and bicycle path)

- 1 Stable Rd
- 2 Reynard Rd
- 3 Anvil Rd
- 4 Heystack Rd
- 5 Collage Rd
- 6 Jephurs Rd
- 7 Covert St
- 8 Ole Barn Rd
- 9 Bugle La
- 10 Leather La
- 11 Tally Ho Dr
- 12 Fox Glen Dr
- 13 Kennel La
- 14 Jump Pl
- 16 Lair Way
- 17 Vivian Way
- 18 Fox Chase Ct
- 19 Hunting Horn La
- 20 Quietwood Rd



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PRESIDENT
Pasha Majdi

May 1st, 2025

COMMISSIONER
Jack Hefestay

Ms. JoAnn R. Frank, Attorney-in-Fact
Western Surety Company

COMMISSIONER
Cara Keys

151 N. Franklin Street
Chicago, IL 60606

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

RE: Performance Bond No. 30172138 with Western Surety Company dated
September 22nd, 2022 for Sheetz rebuild of Charles Town Store JCPC file no.
22-8-SP

Dear Ms. Frank:

The Jefferson County Commission authorizes a complete release of \$664,551.00 from the construction bond for Sheetz, INC – Sheetz rebuild of Charles Town Store (file # 22-8-SP). This project is located at 51 Flowing Springs Rd, Charles Town, WV 25414. The work appears to be 100% complete

In summary, you are hereby authorized to fully release amount of the above referenced Performance Bond No. 30172138 originally issued to in the amount of \$664,551.00 Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majdi, President
Jefferson County Commission

cc: Bob Franks
2700 Sixth Ave
Altoona, PA 16602

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 3 / 25 / 25 J.C.P.C. File No. 22-8-54

Consultant/Engineer/Firm Name: IFS

Mailing Address: 149 S. Queen St

City: Martinsburg State: WV Zip: 25401

Contact Person: Brooke Perry Phone: 304-725-8456

Project/Subdivision Name: Sheetz Rebuild Charles Town.

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: Project appears to be 100% Complete

Approved for:
By _____
County Engineer **Date**

Original Bond Amt. \$ 572,870 + 15% Cont. \$ 86,681 = Total Original Bond Amt \$ 664,551

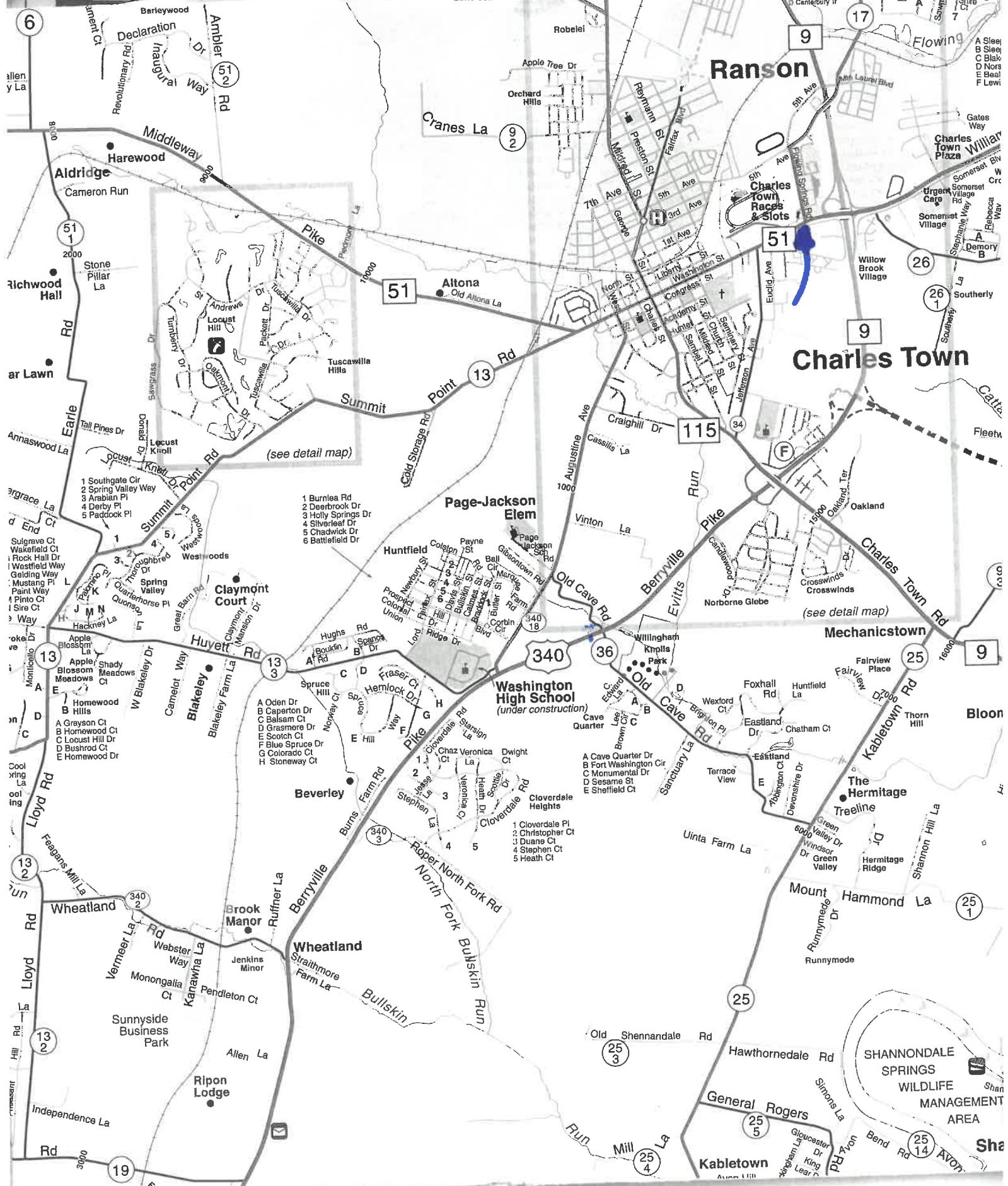
Total Current Bond Amount \$ 664,551.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith P.E. Title: L.D.I.

Signature: [Signature] Date: 3 / 28 / 25





JEFFERSON COUNTY COMMISSION

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

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PRESIDENT
Pasha Majdi

May 1st, 2025

COMMISSIONER
Jack Hefestay

Ms. JoAnn R. Frank, Attorney-in-Fact
Liberty Mutual Insurance Company

COMMISSIONER
Cara Keys

175 Berkeley Street
Boston, MA 02116

COMMISSIONER
Mike Mood

RE: Performance Bond No. 019077986 with Western Surety Company dated
April 15th, 2021 for Sheetz Truck Terminal JCPC file no. 20-6-SP

COMMISSIONER
Steve Stolipher

Dear Ms. Frank:

The Jefferson County Commission authorizes a complete release of \$807,972.00 from the construction bond for Sheetz, INC – Sheetz Truck Terminal (file # 20-6-SP). This project is located along the north side of James Burr Boulevard approximately 420 feet eastward from its intersection with Clendening Drive in the Charles Town District.

In summary, you are hereby authorized to fully release amount of the above referenced Performance Bond No. 019077986 originally issued to in the amount of \$807,972.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majdi, President
Jefferson County Commission

cc: Bob Franks
2700 Sixth Ave
Altoona, PA 16602

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 3 / 25 / 25 J.C.P.C. File No. 20-6-SP

Consultant/Engineer/Firm Name: IFS

Mailing Address: 148 S. Queen St Suite 201, Martinsburg WV 25401

City: Martinsburg State: WV Zip: 25401

Contact Person: Brooke Perry Phone: 304-725-8456

Project/Subdivision Name: Sheetz Truck Terminal

Section/Phase: Burr Lot 14 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: Project appears to be 100% complete

Approved for:

County Engineer
Date _____

Original Bond Amt. \$ 702,584 + 15% Cont. \$ 105,387 = Total Original Bond Amt \$ 807,972

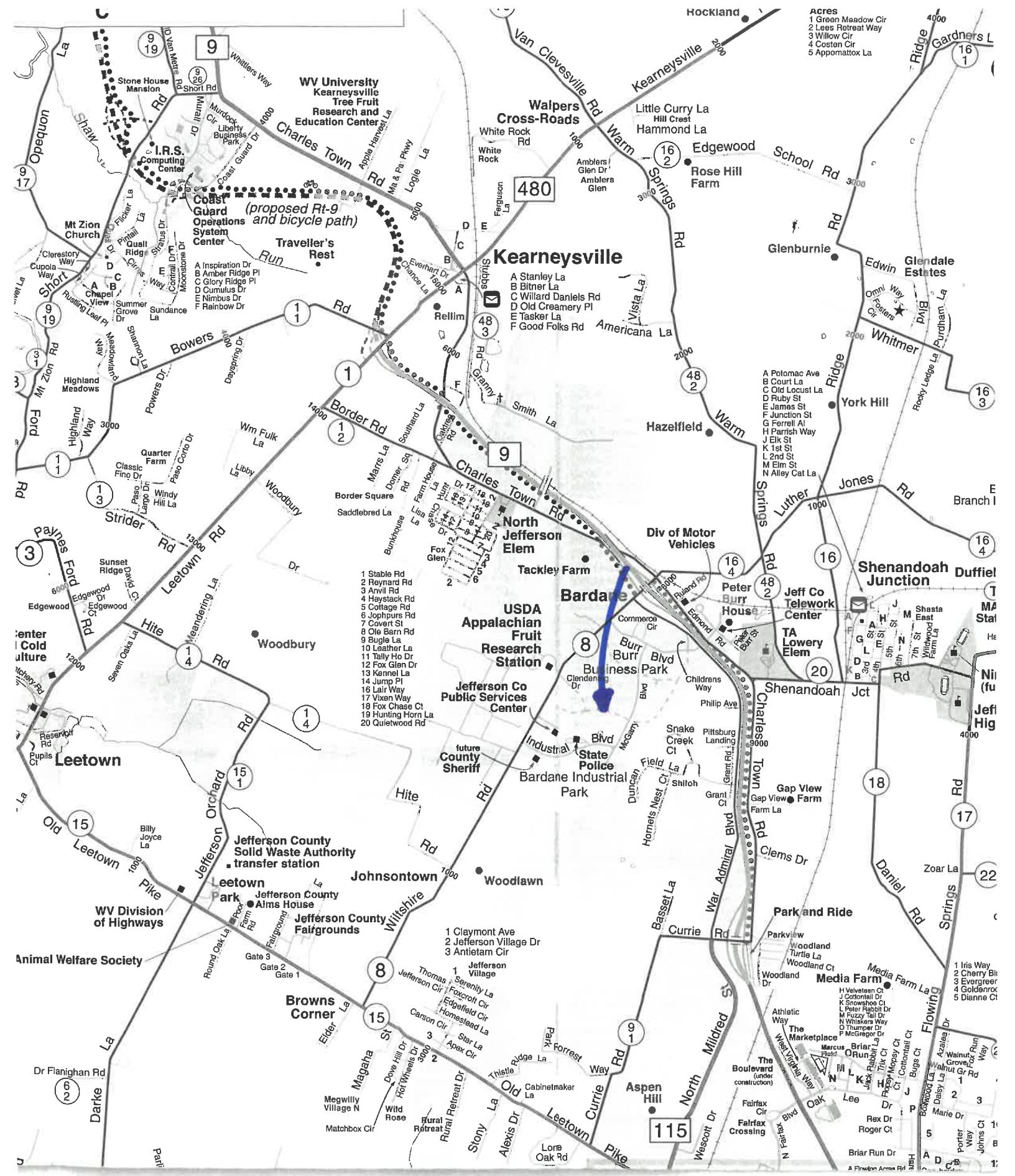
Total Current Bond Amount \$ 807,972.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith P.E. Title: L.D.I.

Signature: [Signature] Date: 3 / 28 / 25



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

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

Date Requested – 1st Choice: **1 May 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request Approval to Amend Law Enforcement Impact Fees – FY 2025 Capital Improvement Plan.**

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

**Law Enforcement
FY 2025 CIP
Amendment No. 1**

This CIP amendment regards the request of new equipment for four new cruisers for the Jefferson County Sheriff's Office due to new growth in the amount of \$100,342.03.

This equipment includes, but is not limited to lights, sirens, in car cameras, holding brackets for mobile data terminals, radios, cages, etc.

The \$100,342.03 funding request is available in the impact fees "Sheriff Vehicles and Equipment" Capital Category.

The revised FY 2025 CIP, Tables 1, 2, and 3 are attached.

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

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

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

Provide exact financial impact/request:

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

Move to approve the FY 2025 Capital Improvement Plan – Law Enforcement Amendment No. 1, as presented.

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

If not attached, explain:

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

Contact information:

Email address: engineering@jeffersoncountywv.org

Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency, Department or Office: Jefferson County Sheriff's Office

(1) Pri No	(2) PROJECT NAME & DESCRIPTION	(3) EST'D TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5)	(6)	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
				CURRENT REQUEST FY	CURRENT ALLOC. OTHER SOURCES	FY	FY	FY	FY	FY
				2025		2026	2027	2028	2029	2030
1	Weapons Training Qualifications Range	\$100,000	25,000	25,000		25,000	25,000	25,000		
2	Expansion Temporary Sheriff's Office Space	\$1,200,000		600,000		400,000	100,000	100,000	0	0
2	Internal Expansion Temporary Sheriff's Office Space	\$300,000	\$200,000	\$150,000		150,000	0	0	0	0
3	Mobile Data Terminal System for Police Vehicles	\$184,500		0		31,500	31,500	10,000	50,000	61,500
1	Permanent Jefferson County Sheriff's Office	7,000,000	75,000	1,500,000		1,500,000	2,000,000	2,000,000		
3	Purchase of Police Cruisers x 18	\$900,000		0		175,000	175,000	175,000	175,000	200,000
1	Equipment for Four New Cruisers	100,342.03		100,342.03						

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared by: Deborah Lowe Date this form prepared: 3/20/2025

Project Title: Purchase of Equipment for Cruisers

Project Type: Fees Renovation
 Services Acquisition of major equipment
 Construction Other (Specify) _____

Project Location: Jefferson County Sheriff's Office

Project Rank: (1) Urgent/Mandatory (3) Optional/Deferrable
 (2) Necessary/Needed OR provide Ranking Number if using Form 2A:

Project Need: This project **does not** benefit new growth.
 This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes
 (if Yes - attach Form 2B). No

DESCRIPTION AND JUSTIFICATION (See Instructions for Form 2 - attach additional pages as needed).

The Jefferson County Sheriff's Office has acquired 15 new vehicles through a leasing program. Due to new growth four of these vehicles can be outfitted with new equipment using impact fees. These vehicles require equipment to upfit them into functioning police cruisers. This equipment includes, but is not limited to: lights, sirens, in car cameras, holding brackets for mobil data terminals, radios, cages, etc.

Estimated Total Cost of Project (\$):	\$100,342.03
Funding Request Breakdown by Year (\$):	
	\$0 Current FY 2026
	\$0 Out Year 1 FY 2027
	\$0 Out Year 2 FY 2028
	\$0 Out Year 3 FY 2029
	\$0 Out Year 4 FY 2030
	\$0 Out Year 5 FY 2031

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

Table 1. FY 2025 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2025	Other Sources Allocation	Yr 1 FY 2026	Yr 2 FY 2027	Yr 3 FY 2028	Yr 4 FY 2029	Yr 5 FY 2030
Jefferson County Board of Education											
1	1	Shepherdstown Elementary School	\$33,420,400	\$1,276,081	\$0	\$33,420,400	\$0	\$0	\$0	\$0	\$0
2	1	High School Auxiliary Gym	\$5,178,150	\$1,910,688	\$0	\$5,178,150	\$0	\$0	\$0	\$0	\$0
3	1	New Middle School (10+ yrs)	\$43,000,000	\$2,166,204	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	ROTC Wing at Jefferson High School	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0
5	1	New High School	\$64,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
TOTALS			\$147,123,550	\$5,352,973	\$0	\$38,598,550	\$25,000	\$0	\$1,500,000	\$0	\$0
Jefferson County Sheriff's Office											
7	1	Equipment for New Cruisers	\$100,342.03	\$0	\$100,342.03	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$100,342.03	\$0	\$100,342.03	\$0	\$0	\$0	\$0	\$0	\$0
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2025 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2025	Other Sources Allocation	Yr 1 FY 2026	Yr 2 FY 2027	Yr 3 FY 2028	Yr 4 FY 2029	Yr 5 FY 2030
Jefferson County Board of Education											
1	1	Shepherdstown Elementary School	\$33,420,400	\$1,276,081	\$0	\$33,420,400	\$0	\$0	\$0	\$0	\$0
2	1	High School Auxiliary Gym	\$5,178,150	\$1,910,688	\$0	\$5,178,150	\$0	\$0	\$0	\$0	\$0
3	1	New Middle School (10+ yrs)	\$43,000,000	\$2,166,204	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	ROTC Wing at Jefferson High School	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0
5	1	New High School	\$64,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
TOTALS			\$147,123,550	\$5,352,973	\$0	\$38,598,550	\$25,000	\$0	\$1,500,000	\$0	\$0
Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range Exterior Expansion	\$100,000	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Temporary Sheriff's Office Space Storage Garage	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Interior Expansion Temporary Sheriff's Office Space	\$300,000	\$200,000	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$0	\$0	\$31,500	\$31,500	\$10,000	\$50,000	\$61,500
5	2	Jefferson County Public Safety Center (50%)	\$7,000,000	\$75,000	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0
6	2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$0	\$0	\$175,000	\$175,000	\$175,000	\$175,000	\$200,000
7	1	Equipment for New Cruisers	\$100,342.03	\$0	\$100,342.03	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$8,614,842.03	\$300,000	\$1,805,342.03	\$0	\$2,281,500	\$2,331,500	\$2,310,000	\$225,000	\$261,500
Jefferson County Parks & Recreation Commission											
1	3	2026 Parks Master Plan	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
2	2	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0
3	2	Sam Michael's Park (Septic Upgrades)	\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0

Law Enforcement Modification 1

Table 2. FY 2025 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2025	Other Sources Allocation	Yr 1 FY 2026	Yr 2 FY 2027	Yr 3 FY 2028	Yr 4 FY 2029	Yr 5 FY 2030
4	2	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0
6	2	Sam Michael's Park (Splash Pad)	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0
7	2	Maintenance Vehicle	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
8	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
9	2	James Hite Park (Phase III)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
10	2	James Hite Park (Pickleball Courts)	\$350,000	\$0	\$200,000	\$150,000	\$0	\$0	\$0	\$0	\$0
11	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$0	\$0	\$0	\$100,000	\$850,000	\$850,000	\$0
12	2	Sam Michael's Park (Community Center Expansion)	\$2,600,000	\$0	\$100,000	\$0	\$0	\$2,500,000	\$0	\$0	\$0
13	2	Land Acquisition	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
14	2	Sam Michael's Park (Community Center Expansion Design)	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$10,215,000	\$0	\$850,000	\$520,000	\$220,000	\$2,640,000	\$1,228,000	\$850,000	\$2,800,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Jefferson County Public Safety Center (50%)	\$5,100,000	\$0	\$0	\$0	\$200,000	\$2,450,000	\$2,450,000	\$0	\$0
TOTALS			\$5,620,328	\$0	\$81,000	\$0	\$281,000	\$2,531,000	\$2,531,000	\$81,000	\$81,000
Jefferson County Administrative Facilities											
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$21,379
TOTALS			\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$21,379

Table 3. FY 2025 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2025	Other Sources Allocation	Yr 1 FY 2026	Yr 2 FY 2027	Yr 3 FY 2028	Yr 4 FY 2029	Yr 5 FY 2030
Jefferson County Board of Education											
1	1	Shepherdstown Elementary School	\$33,420,400	\$1,276,081	\$0	\$33,420,400	\$0	\$0	\$0	\$0	\$0
2	1	High School Auxiliary Gym	\$5,178,150	\$1,910,688	\$0	\$5,178,150	\$0	\$0	\$0	\$0	\$0
3	1	New Middle School (10+ yrs)	\$43,000,000	\$2,166,204	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	ROTC Wing at Jefferson High School	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0
5	1	New High School	\$64,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
TOTALS			\$147,123,550	\$5,352,973	\$0	\$38,598,550	\$25,000	\$0	\$1,500,000	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
There are no current impact fee project requests for the Board of Education at this time for FY 2025. All above projects approved in FY 2023 during 6 October 2022 County Commission meeting and are on-going in process.				

Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range	\$100,000	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Exterior Expansion Temporary Sheriff's Office Space	\$1,200,000	\$0	\$30,000	\$0	\$400,000	\$100,000	\$100,000	\$0	\$0
3	2	Internal Expansion Temporary Sheriff's Office Space	\$300,000	\$200,000	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0
4	2	Jefferson County Public Safety Center (50%)	\$7,000,000	\$75,000	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0
7	1	Equipment for New Cruisers	\$100,342.03	\$0	\$100,342.03	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$8,614,842.03	\$300,000	\$1,805,342.03	\$0	\$2,075,000	\$2,125,000	\$2,125,000	\$0	\$0

Table 3. FY 2025 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2025	Other Sources Allocation	Yr 1 FY 2026	Yr 2 FY 2027	Yr 3 FY 2028	Yr 4 FY 2029	Yr 5 FY 2030
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Impact Fee Specialist Recommendations – Sheriff of Jefferson County											
#	Pri	Project	Fee Funding Potential	Comments							
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of December 31, 2023, the remaining allocation amount is \$388,246 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$500,317 on June 30, 2023. Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2025. The CIP impact fees funding request through FY 2030 is \$75,000 and is currently available, which completes this funding request.							
2	2	Exterior Expansion Temporary Sheriff's Office Space Storage Garage	Eligible for Full Funding due to being for new growth	As of 22 October 2024, the remaining allocation amount is \$483,906 in the "Sheriff Facilities & Study" capital category of this project. Full funding is currently available in the Law Enforcement account for this \$30,000 request, in FY 2025, which completes this funding request.							
3	2	Internal Expansion of Temporary Sheriff's Office Space	Eligible for Full Funding due to being for new growth	As of December 31, 2023, the remaining allocation amount is \$388,246 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$500,317 on June 30, 2024. Full funding is currently available in the Law Enforcement account for this \$150,000 request, in FY 2025. The CIP impact fees funding request through FY 2030 is \$150,000 and is currently available, which completes this funding request.							
5	2	Jefferson County Public Safety Center (50%)	Eligible for Full Funding due to being for new growth	As of 22 October 2024, the remaining allocation amount is \$483,906 in the "Sheriff Facilities & Study" capital category of this project. Funding is currently available in the Law Enforcement account for \$445,000, in FY 2025 for this project. The CIP impact fees funding request through FY 2030 exceeds funding available and another funding source will have to be used to complete this request.							
7	1	Equipment for New Cruisers	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$317,118 in the "Sheriff Vehicles & Equipment" capital category of this project. Full funding is currently available in the Law Enforcement account for this \$100,342.03 request, in FY 2025. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.							



Estimate 1233

21 Southpaw Lane
 Shepherdstown, WV 25443
 +13048704420
 raymuth.eel@gmail.com
 emergencylightingllc.com

ADDRESS

Jefferson County Sheriff's
 Office
 102 Industrial Blvd
 Kearneysville, WV 25430

DATE	TOTAL
04/25/2024	\$224,052.39

UNIT

2024 Patrol Durango's

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	SoundOff Emergency Components	ENFWB010MR nFORCE Interior LED Front Lightbar R/B/W Front Windshield	9	1,138.32	10,244.88
04/25/2024	SoundOff Emergency Components	EMPAK018JY mpower Arrow System 8 Mod R/A/W-B/A/W Rear Spoiler	9	1,602.72	14,424.48
04/25/2024	SoundOff Emergency Components	ENGSA5100RSP bluePRINT® 500 Series Remote Control System with Button Control, 10-16v - 100 watt single-tone	9	944.46	8,500.14
04/25/2024	SoundOff Emergency Components	ETSS100J5 100J Series Composite Speaker 100W	9	243.54	2,191.86
04/25/2024	SoundOff Emergency Components	ETSSVBK05 100N/100J Series Speaker Bracket - Durango	9	73.98	665.82
04/25/2024	SoundOff Emergency Components	ETSKLF100 AfterShock Low Frequency Siren	9	440.64	3,965.76
04/25/2024	SoundOff Emergency Components	ETSSLFVBK13 Aftershock Speaker Bracket	9	31.86	286.74
04/25/2024	SoundOff Emergency Components	ENGLMK002 bluePRINT Link® Micro Vehicle Harness Durango 2018-2024	9	349.92	3,149.28
04/25/2024	SoundOff Emergency Components	ENGND04102 Remote Node	18	202.50	3,645.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	SoundOff Emergency Components	ENGHNK06 10 ft Harness Kit for Remote Node	18	92.88	1,671.84
04/25/2024	SoundOff Emergency Components	ENGSYMD01 bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certified	9	273.78	2,464.02
04/25/2024	SoundOff Emergency Components	EMPSA05C3-8 mpower 4x2 Stud Mount R/B/W Push Bumper-PIT	18	211.14	3,800.52
04/25/2024	SoundOff Emergency Components	EMPS4STS5RBW 4" HD mPower R/B/W Push Bumper-Channel	18	146.88	2,643.84
04/25/2024	SoundOff Emergency Components	ELRL61058 61" SL Runner R/B/W Side Body- Under door	18	336.96	6,065.28
04/25/2024	SoundOff Emergency Components	PSLVBK04 SL Runner Mounting Kit Body	18	42.66	767.88
04/25/2024	SoundOff Emergency Components	ENT3B3RBW Intersector SurfaceMount Light R/B/W Under Mirror	18	200.88	3,615.84
04/25/2024	SoundOff Emergency Components	PNT3BKUMB4 Under Mirror Mount Bracket Kit Durango Under Mirror	18	24.92	448.56
04/25/2024	SoundOff Emergency Components	EMPSA05C3-8 mpower 4x2 Cargo Light Stud Mount R/B/W Cargo Glass	18	211.14	3,800.52
04/25/2024	SoundOff Emergency Components	PMPSAWSSSB Window Shroud Kit for 4x2 Light Cargo Glass	18	15.60	280.80
04/25/2024	SoundOff Emergency Components	EMPSA05BU-8 mpower 4x2 Cargo Light Quick Mount R/B/W Tag Light	18	211.14	3,800.52
04/25/2024	SoundOff Emergency Components	PMP8WDGB01 5 Degree Wedge Assembly Black Tag Light	18	15.60	280.80
04/25/2024	SoundOff Emergency Components	ELUC3H010E Universal UnderCover Light B/W Tail Light	18	89.64	1,613.52
04/25/2024	SoundOff Emergency Components	EXFS10002-J XF Flush Mount Light R/B Hatch	18	69.66	1,253.88
04/25/2024	SoundOff Emergency Components	EBSDL0002-D obSERVE Dome Light 3" Round R/W Prisoner Area/Cargo	18	64.26	1,156.68

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	Troy Products Components	CC-21DUR-0814 18" Durango Console 8" slope, 14" level area FP-SO500-R 4" Soundoff 500 siren remote head Face Plate FP-MXTL5000 3" FACEPLATE MOTOROLA XTL2500 / XTL5000/ APX4500 05,07, ONE-PIECE UNIT FP-BLNK1 1" Blank filler plate FP-BLNK4 4" Blank Filler Plate	9	486.65	4,379.85
04/25/2024	Troy Products Components	AC-MIC-Z-FPI Height adjustable, no-holes-drilled L-slot microphone clip plate assembly	9	21.38	192.42
04/25/2024	Troy Products Components	AC-INBHG 4" internal dual beverage holder. Includes rubber fingers to keep cup stabilized.	9	41.47	373.23
04/25/2024	Troy Products Components	FP-LOCKBOX4 4" Internal lidded lock box w/ 2" leather arm pad	9	121.76	1,095.84
04/25/2024	Troy Products Components	FP-USBC-2DC 2" face plate combo USB-C /USB port and (2) DC outlets	9	58.32	524.88
04/25/2024	Troy Products Components	CM-SD2M-SL-703 Console side dual-arm mnt w/swing arm for Havis tablet dock & slide arm for iKey keyboard	9	699.21	6,292.89
04/25/2024	Havis Computer Dock	DS-PAN 722 HAVIS Computer Dock	9	715.75	6,441.75
04/25/2024	Ikey rugged Keyboard	iKey SB-87-TP-M Rugged Keyboard	9	292.00	2,628.00
04/25/2024	Troy Products Components	KIT-TP-SM1-21DR-SS 2021-22 Durango Partition Kit Big Boy Space Saver with Kick Panels and Mounting Kit	9	946.08	8,514.72
04/25/2024	Troy Products Components	AC-DUR18-SET 2018-24 Durango SSV driver/passenger side diamond-punch window guard set	9	174.96	1,574.64
04/25/2024	Troy Products Components	TP-DUR18-RL 2018-24 Durango rear partition with all-polycarbonate window, square-hole side walls with Fire Extinguisher Storage Compartment	9	515.81	4,642.29

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	Troy Products Components	CP-DG-CG-MNT 2018-24 Durango SSV/PPV cargo mount, 5-piece system (Compatible with OEM seat. Maximum depth is 31")	9	515.81	4,642.29
04/25/2024	Troy Products Components	AC-21DUR-TRAY 2021-24 Durango Electronic Storage Tray. Compatible with CP-21DURCG-MNT and CP-DG-CG-MNT.	9	206.71	1,860.39
04/25/2024	Zebra Eticket Printer Bracket	PRBKT-ZQ5 Zebra Locking Printer Bracket	9	224.76	2,022.84
04/25/2024	MagLight	ML150LR Rechargeable LED Flashlight with Charger and Road Kit	9	180.00	1,620.00
04/25/2024	Westin Push Bumper Elite	36-4075 Push Bumper Elite	9	392.04	3,528.36
04/25/2024	Westin Pit Bar Elite	36-4075PB PIT Bar Elite	9	409.92	3,689.28
04/25/2024	Westin Wing Wrap Elite	36-4075W Wing Wrap Elite	9	283.86	2,554.74
04/25/2024	Westin Light Channel 2	36-60055MP2 2-Light Channel	9	42.88	385.92
04/25/2024	Westin Elite Wire Cover	36-4075WC Elite Wire Cover	9	36.46	328.14
04/25/2024	Rough Country Off Road	80920 - Spectrum Series 20" LED Light Bar - 18000 Lumens	9	239.94	2,159.46
04/25/2024	Blac Rac	4811-28103 Dual KIT-WRS 1082-E-AR & 4130-E, Electronic, 8-second delay, 10" T-Channel (25010), Cold-Wire (29009), 18" T-Channel (25018), Upper Bracket (27600), Lower bracket (27610), Buttstock Boot (27620), with 4 MA209 keys	9	876.20	7,885.80

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	911 Circuits	<p>Ch27.1.500.80%base.Rear Custom "80%" Ch27 with Smart Start modular timer, plug and play harness for SoundOFF 500 BluePRINT for mounting in the rear of a vehicle. Includes master circuit breaker, universal no tab mounting bracket, direct connect for front Node, configured with power data and ground for optional 2nd Node and a quick disconnect at console for Ford, Dodge, or Universal interface.</p> <p>** 80%Console-Dodge Durango Console quick connect for 80% BP-500 base harness for plug and play to Dodge Durango</p> <p>** Durango Brake Light T Harness T harness designed to plug into the factory Dodge Durango tail light connectors to allow control of the factory lights without having to cut the factory harness.</p>	9	1,194.00	10,746.00
04/25/2024	Mag Mic	AC-MAG-MIC Magnetic Mic is the magnetic holder for you microphone	9	43.42	390.78
04/25/2024	Labor	Install the above listed SoundOff, Troy, Havis, Blac-Rac, and Westin components in a customer furnished 2024 Dodge Durango. Install customer furnished, radio, camera, Cradle Point and Radar systems. Wire all components utilizing the 911 Circuits System with plug and play to reduce the amount of wire splices and allowing uniformity amongst all units. This system allows for constant, timed and ignition power sources and plugs into the vehicle system. Ensure all wires are heat sealed, loomed and secured.	9	3,424.00	30,816.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	Shop & Office Fees	Miscellaneous shop fee's per vehicle. This includes any additional wire, connectors, loom, fusing, hardware and shop supplies needed during the installation, programming and testing of each unit.	9	376.64	3,389.76
04/25/2024	Shipping	Freight and Shipping Quoted to ship all components to EEL at 21 Southpaw Lane, Shepherdstown WV.	9	370.24	3,332.16
05/20/2024	Component	Zebra ZQ521 Portable Barcode Printer	9	747.36	6,726.24
05/20/2024	Component	Zebra P1063406-032 Battery	9	100.58	905.22
05/20/2024	Component	Zebra P1063406-133 Accessory Cable	9	148.88	1,339.92
05/20/2024	Component	Zebra P1-63406-045 Accessory	9	25.68	231.12
05/20/2024	Component	1 yr- NetCloud Mobile Performance Essentials Plan and R1900 SKU: MB01-19005GB-GA	9	1,699.00	15,291.00
05/20/2024	Component	AG97 7-Lead 4XCELL 2XWIFI GPS-BB SKU: AG97-BB-4CG2W	9	312.00	2,808.00

SUBTOTAL 224,052.39
TAX 0.00

TOTAL \$224,052.39

THANK YOU.

Accepted By

Accepted Date



Estimate 1238

21 Southpaw Lane
 Shepherdstown, WV 25443
 +13048704420
 raymuth.eel@gmail.com
 emergencylightingllc.com

ADDRESS

Jefferson County Sheriff's
 Office
 102 Industrial Blvd
 Kearneysville, WV 25430

DATE
 02/29/2024

TOTAL
\$15,942.94

UNIT

Transit Van

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	SoundOff Emergency Components	nFORCE® Interior LED Lightbar ENFWB01AHL Red/Blue with Take Downs	1	977.40	977.40
04/25/2024	SoundOff Emergency Components	mpower Fascia 4x2 - Quick Mount EMPSA05BT-J Red/Blue (2) Grill	2	190.08	380.16
04/25/2024	SoundOff Emergency Components	mpower® Fascia 4" EMPS2QMS5RBW Red/Blue/White. Fender near door.	2	122.40	244.80
04/25/2024	SoundOff Emergency Components	mpower Fascia 4x2 - Quick Mount EMPSA05BU-8 Red/Blue/White (Rear of Vehicle)	2	211.14	422.28
04/25/2024	SoundOff Emergency Components	obSERVE Dome Light 3" Round R/W	2	64.26	128.52
04/25/2024	SoundOff Emergency Components	ETCPMP801 800 Series Multi-purpose Control Panel and Switch Module w/ 8 Button Programming and Directional Arrow Function; includes Power Module & 35 selectable icon stickers	1	162.00	162.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	Component	Rear View Safety Systems RVS-770613-AHD-04 AHD CAMERA SYSTEM with (2) HD Camera's and a 1080P Monitor. SKU RVS-1080-B-04 MOBILEMULE™ 5 CHANNEL 1080P MOBILE DVR WITH GPS TRACKING AND LIVE VIDEO OPTIONS (HARD DRIVE) 2-TB HARD DRIVE	1	2,172.98	2,172.98
04/25/2024	American Aluminum	E/Z Security Screen System Includes: 16 gauge steel window guards, 0.125" thick aluminum front partition, 1/4" Plexiglass in partition window, 1/2" holes punched in window guards and 1 1/2" holes punched in front partition.	1	3,976.80	3,976.80
04/25/2024	American Aluminum	Rear Partition 0.125" thick aluminum partition with brackets for mounting.	1	1,704.00	1,704.00
04/25/2024	Labor	Install SoundOff Emergency Lighting, Camera System and American Aluminum Components in a Customer Furnished Ford Transit Van. Wire all electrical components through the Control Panel.	1	2,247.00	2,247.00
04/25/2024	Component	Wire, loom, fusing, connectors and hardware to install all above listed components.	1	325.00	325.00
04/25/2024	Shop & Office Fees	Misc.	1	321.00	321.00
04/25/2024	Shipping		1	870.00	870.00
05/20/2024	Component	1 yr- NetCloud Mobile Performance Essentials Plan and R1900 SKU: MB01-19005GB-GA	1	1,699.00	1,699.00
05/20/2024	Component	AG97 7-Lead 4XCELL 2XWIFI GPS-BB SKU: AG97-BB-4CG2W	1	312.00	312.00

SUBTOTAL 15,942.94
TAX 0.00

TOTAL **\$15,942.94**

THANK YOU.

Accepted By

Accepted Date



QUOTE-2880678
 Jefferson Co Sheriff WV (10) M500
 (10) V700 VaaS

Shipping Address:
 JEFFERSON COUNTY SHERIFF'S
 OFFICE
 102 INDUSTRIAL BLVD
 KEARNEYSVILLE, WV 25430
 US

Quote Date:11/04/2024
 Expiration Date:02/02/2025
 Quote Created By:
 Tom Boyer
 Tom.Boyer@
 motorolasolutions.com
 End Customer:
 JEFFERSON COUNTY SHERIFF'S OFFICE
 Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Summary:

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Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service								
1	AAS-M5-BWC-5YR	M500 IN-CAR SYSTEM WITH BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE*	10	5 YEAR	\$13,500.00	\$13,500.00	\$135,000.00	
2	PSV00S03898A	ON-SITE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		\$20,000.00	\$16,000.00	\$16,000.00	
3	WCM000111-020	INTEGRATION VIDEOMANAGER EL WITH MOTOROLA CAD/RMS*	1		\$0.00	\$0.00	\$0.00	
4	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS VAAS*	10	5 YEAR	Included	Included	Included	



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Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
5	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS*	10		Included	Included	Included	
6	WGW00502	M500 EXTENDED WARRANTY	10	5 YEAR	Included	Included	Included	
7	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE, 5GHZANT	10		Included	Included	Included	
8	WGP01394-001	4RE/M500 RADIO ANTENNA CABLE, 17FT	10		Included	Included	Included	
9	AAS-BWC-XFS-DOC	V300/V700 TRANSFER STATION - VIDEO-AS-A-SERVICE	1	5 YEAR	\$1,800.00	\$1,800.00	\$1,800.00	
10	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	10	5 YEAR	Included	Included	Included	
11	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	10		Included	Included	Included	3 YEAR
12	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT	10	5 YEAR	Included	Included	Included	
13	SWV07S03593A	SOFTWARE ENHANCEMENTS	10	5 YEAR	Included	Included	Included	
14	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	10		Included	Included	Included	
15	WGB-0138AAS	TRANSFER STATION, 8 SLOTS, FOR V300/V700 VAAS	2		Included	Included	Included	
16	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	10		\$137.50	\$110.00	\$1,100.00	
17	WGP01566-350	ACCESS POINT, MIKROTIK, 802.11AC, 5GHZ	1		\$250.00	\$200.00	\$200.00	
18	WGP01567	BRKT KIT POINT UNIVERSAL J-MOUNT	1		\$25.00	\$20.00	\$20.00	

LPR Integrations and Parking



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Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
19	RMT-IC-LPR	REMOTE IN-CAR LPR SETUP	1		\$200.00	\$160.00	\$160.00	
20	WGS00224	M500 BASIC ALPR ANNUAL SERVICE	10	1 YEAR	\$549.96	\$549.96	\$5,499.60	
21	Incentive	Motorola LPR Promo Expiration Date: 12/15/2024	1		-\$5,659.60	-\$5,659.60	-\$5,659.60	
	CommandCentral Aware							
22	PSV00S04009A	CC AWARE 4 HOURS VIRTUAL TRAINING*	1		\$0.00	\$0.00	\$0.00	
23	PSV00S04093A	INTEGRATION: MOBILE VIDEO M500, V300, V700, 4RE TELEMETRY*	1		\$0.00	\$0.00	\$0.00	
24	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	25	5 YEAR	\$0.00	\$0.00	\$0.00	
25	SSV00S04249A	AWARE VIDEO DEVICES	25	5 YEAR	\$0.00	\$0.00	\$0.00	
26	SSV00S04248A	SOFTWARE, AWARE LOCATION DEVICES*	25	5 YEAR	\$0.00	\$0.00	\$0.00	
27	SSV00S04179A	AWARE STANDARD*	1	5 YEAR	\$39,250.00	\$39,250.00	\$39,250.00	
28	Incentive	Motorola Loyalty Discount Expiration Date: 12/15/2024	1		-\$39,250.00	-\$39,250.00	-\$39,250.00	
	Investigative LPR Applications							
29	ACC-SFT-ENBL	ACCOUNT/SOFTWARE ENABLEMENT	1		\$330.00	\$330.00	\$330.00	
30	VS-VM-HS	SOFTWARE, VEHICLE MANGER HOSTED SUBSCRIPTION*	1	5 YEARS	\$17,500.20	\$17,500.20	\$17,500.20	
31	VS-CD-HS	SOFTWARE, COMMERCIAL DATA SUBSCRIPTION	1	5 YEARS	\$21,250.00	\$21,250.00	\$21,250.00	
32	Incentive	Discount for IDP Commercial Data Expiration Date: 12/15/2024	1		-\$14,080.20	-\$14,080.20	-\$14,080.20	

Grand Total
\$179,120.00(USD)


Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

MPH Industries, Inc.
 316 East 9th Street
 Owensboro KY 42303
 Phone: 888-689-9222
 Fax: 270-685-6288

Date: 4/26/2024
 Expires: 6/25/2024
 Reference:
 Terms: NET 30 DAYS



Sales Person: Dennis Millinoff
 Phone: 888-689-9222
 Fax: 270-685-6288
 Email: dmmillinoff@mphindustries.com

QUOTE: 39902

Quote To: JEFFERSON CO SHERIFF'S OFFICE 102 INDUSTRIAL BLVD SUITE 100 KEARNEYSVILLE WV 25430 USA Phone: 304-728-3205 Fax: Email: Customer #: 254144	Ship To: JEFFERSON CO SHERIFF'S OFFICE 102 INDUSTRIAL BLVD SUITE 100 KEARNEYSVILLE, WV 25430 USA Phone #: 304-728-3205 Fax #: Email: Ship Via: Best Way GND
--	---

USD

Line	Part	Description	Rev
1	BEE3-2KA-C	BEE III standard radar with two Ka-band antennas, basic kit with wired remote, mounting hardware, cables and tuning forks	-

Sales Kit

Kit Components			
Kit Seq.	Part Number	Description	Qty Per
1.001	990664	DISPLAY ASSY,BEE III	1 EA
1.002	990971	REMOTE,BEE-III,WIRED	1 EA
1.008	991222	COUNT,BEE3,Ka,CQ	1 EA
1.003	990653	ANT ASSY,BEE III,Ka	2 EA
1.004	910527	REFERENCE,QUICK,BEE	1 EA
1.005	950980	HOLDER	1 EA
1.006	903397004	FORK,TUNING,20 MPH,	1 EA
1.007	903397010	FORK,TUNING,50	1 EA
		Quantity	10 EA
		Unit Price	2,375.00
		Ext Price:	23,750.00

QUOTE - Miscellaneous Charge -	
Freight - Outbound	200.00
Total: 23,950.00	
Plus shipping and any applicable taxes	

Thank you for an opportunity to quote.



Estimate 1262

21 Southpaw Lane
 Shepherdstown, WV 25443
 +13048704420
 raymuth.eel@gmail.com
 emergencylightingllc.com

ADDRESS

Jefferson County Sheriff's
 Office
 102 Industrial Blvd
 Kearneysville, WV 25430

DATE
 04/25/2024

TOTAL
\$30,107.06

UNIT

2024 K9 Durango

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	SoundOff Emergency Components	ENFWB010MR nFORCE Interior LED Front Lightbar R/B/W Front Windshield	1	1,138.32	1,138.32
04/25/2024	SoundOff Emergency Components	EMPAK018JY mpower Arrow System 8 Mod R/A/W-B/A/W Rear Spoiler	1	1,602.72	1,602.72
04/25/2024	SoundOff Emergency Components	ENGSA5100RSP bluePRINT® 500 Series Remote Control System with Button Control, 10-16v - 100 watt single-tone	1	944.46	944.46
04/25/2024	SoundOff Emergency Components	ETSS100J5 100J Series Composite Speaker 100W	1	243.54	243.54
04/25/2024	SoundOff Emergency Components	ETSSVBK05 100N/100J Series Speaker Bracket - Durango	1	73.98	73.98
04/25/2024	SoundOff Emergency Components	ETSKLF100 AfterShock Low Frequency Siren	1	440.64	440.64
04/25/2024	SoundOff Emergency Components	ETSSLFVBK13 Aftershock Speaker Bracket	1	31.86	31.86
04/25/2024	SoundOff Emergency Components	ENGLMK002 bluePRINT Link® Micro Vehicle Harness Durango 2018-2024	1	349.92	349.92
04/25/2024	SoundOff Emergency Components	ENGND04102 Remote Node	2	202.50	405.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	SoundOff Emergency Components	ENGHNK06 10 ft Harness Kit for Remote Node	2	92.88	185.76
04/25/2024	SoundOff Emergency Components	ENGSYMD01 bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certified	1	273.78	273.78
04/25/2024	SoundOff Emergency Components	EMPSA05C3-8 mpower 4x2 Stud Mount R/B/W Push Bumper-PIT	2	211.14	422.28
04/25/2024	SoundOff Emergency Components	EMPS4STS5RBW 4" HD mPower R/B/W Push Bumper-Channel	2	146.88	293.76
04/25/2024	SoundOff Emergency Components	ELRL61058 61" SL Runner R/B/W Side Body- Under door	2	336.96	673.92
04/25/2024	SoundOff Emergency Components	PSLVBK04 SL Runner Mounting Kit Body	2	42.66	85.32
04/25/2024	SoundOff Emergency Components	ENT3B3RBW Intersector SurfaceMount Light R/B/W Under Mirror	2	200.88	401.76
04/25/2024	SoundOff Emergency Components	PNT3BKUMB4 Under Mirror Mount Bracket Kit Durango Under Mirror	2	24.92	49.84
04/25/2024	SoundOff Emergency Components	EMPSA05C3-8 mpower 4x2 Cargo Light Stud Mount R/B/W Cargo Glass	2	211.14	422.28
04/25/2024	SoundOff Emergency Components	PMPSAWSSSB Window Shroud Kit for 4x2 Light Cargo Glass	2	15.60	31.20
04/25/2024	SoundOff Emergency Components	EMPSA05BU-8 mpower 4x2 Cargo Light Quick Mount R/B/W Tag Light	2	211.14	422.28
04/25/2024	SoundOff Emergency Components	PMP8WDGB01 5 Degree Wedge Assembly Black Tag Light	2	15.60	31.20
04/25/2024	SoundOff Emergency Components	ELUC3H010E Universal UnderCover Light B/W Tail Light	2	89.64	179.28
04/25/2024	SoundOff Emergency Components	EXFS10002-J XF Flush Mount Light R/B Hatch	2	69.66	139.32
04/25/2024	SoundOff Emergency Components	EBSDL0002-D obSERVE Dome Light 3" Round R/W Prisoner Area/Cargo	2	64.26	128.52

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	Troy Products Components	CC-21DUR-0814 18" Durango Console 8" slope, 14" level area FP-SO500-R 4" Soundoff 500 siren remote head Face Plate FP-MXTL5000 3" FACEPLATE MOTOROLA XTL2500 / XTL5000/ APX4500 05,07, ONE-PIECE UNIT FP-BLNK1 1" Blank filler plate FP-BLNK4 4" Blank Filler Plate	1	486.65	486.65
04/25/2024	Troy Products Components	AC-MIC-Z-FPI Height adjustable, no-holes-drilled L-slot microphone clip plate assembly	1	21.38	21.38
04/25/2024	Troy Products Components	AC-INBHG 4" internal dual beverage holder. Includes rubber fingers to keep cup stabilized.	1	41.47	41.47
04/25/2024	Troy Products Components	FP-LOCKBOX4 4" Internal lidded lock box w/ 2" leather arm pad	1	121.76	121.76
04/25/2024	Troy Products Components	FP-USBC-2DC 2" face plate combo USB-C /USB port and (2) DC outlets	1	58.32	58.32
04/25/2024	Troy Products Components	CM-SD2M-SL-703 Console side dual-arm mnt w/swing arm for Havis tablet dock & slide arm for iKey keyboard	1	699.21	699.21
04/25/2024	HAVIS Computer Dock (deleted)	DS-PAN 722 HAVIS Computer Dock	1	715.75	715.75
04/25/2024	Ikey rugged Keyboard	iKey SB-87-TP-M Rugged Keyboard	1	292.00	292.00
04/25/2024	Troy Products Components	CP-DG-CG-MNT 2018-24 Durango SSV/PPV cargo mount, 5-piece system (Compatible with OEM seat. Maximum depth is 31")	1	515.81	515.81
04/25/2024	Troy Products Components	AC-21DUR-TRAY 2021-24 Durango Electronic Storage Tray. Compatible with CP-21DURCG-MNT and CP-DG-CG-MNT.	1	206.71	206.71
04/25/2024	Zebra Eticket Printer Bracket	PRBKT-ZQ5 Zebra Locking Printer Bracket	1	224.76	224.76
04/25/2024	MagLight	ML150LR Rechargeable LED Flashlight with Charger and Road Kit	1	180.00	180.00
04/25/2024	Westin Push Bumper Elite	36-4075 Push Bumper Elite	1	392.04	392.04

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	Westin Pit Bar Elite	36-4075PB PIT Bar Elite	1	409.92	409.92
04/25/2024	Westin Wing Wrap Elite	36-4075W Wing Wrap Elite	1	283.86	283.86
04/25/2024	Light Channel 2 (deleted)	36-60055MP2 2-Light Channel	1	42.88	42.88
04/25/2024	Westin Elite Wire Cover	36-4075WC Elite Wire Cover	1	36.46	36.46
04/25/2024	Rough Country Off Road	80920 - Spectrum Series 20" LED Light Bar - 18000 Lumens	1	239.94	239.94
04/25/2024	Blac Rac	KIT-WRS 1082-E-AR, Electronic, 8-second delay, 10" T-Channel (25010), Overhead (25070), Cold-Wire (29002), 90 Bracket (27001), with 2 MA209 keys	1	594.60	594.60
04/25/2024	911 Circuits	Ch27.1.500.80%base.Rear Custom "80%" Ch27 with Smart Start modular timer, plug and play harness for SoundOFF 500 BluePRINT for mounting in the rear of a vehicle. Includes master circuit breaker, universal no tab mounting bracket, direct connect for front Node, configured with power data and ground for optional 2nd Node and a quick disconnect at console for Ford, Dodge, or Universal interface. ** 80%Console-Dodge Durango Console quick connect for 80% BP-500 base harness for plug and play to Dodge Durango ** Durango Brake Light T Harness T harness designed to plug into the factory Dodge Durango tail light connectors to allow control of the factory lights without having to cut the factory harness.	1	1,194.00	1,194.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	American Aluminum	EZIK-DU "EZ Rider 1/3 Prisoner 2/3 K-9 for a Dodge Durango, K9 Exits driver side" PC_Matte MATTE Black Powder Coating Rubber M Deluxe, Non-Toxic, Custom Fit Rubber Liner LIGHT KI LIGHT KIT-LED (RED & WHITE) New Hinge *****New Hinged Universal Water Dish***** PC Matte Black Cool Guar.. E/Z-Cool Guard System Plus with Rescue M900 Cool Guar.. " RESCUE module and wire harness for M910 Cool Guard PLUS" Cool Guar... E/Z-Cool Guard Pager System. Works in conjunction with Cool Guard Monitoring System	1	6,274.80	6,274.80
04/25/2024	Mag Mic	AC-MAG-MIC Magnetic Mic is the magnetic holder for you microphone	1	43.42	43.42
04/25/2024	Labor	Install the above listed SoundOff, Troy, Havis, Blac-Rac, Westin components in a customer furnished 2024 Dodge Durango. Install customer furnished, radio, camera, Cradle Point and Radar systems. Wire all components utilizing the 911 Circuits System with plug and play to reduce the amount of wire splices and allowing uniformity amongst all units. This system allows for constant, timed and ignition power sources and plugs into the vehicle system. Install American Aluminum 1/3rd, 2/3rds Kennel. Install Cool Guard system with door pop and alerting system. Ensure all wires are heat sealed, loomed and secured.	1	4,280.00	4,280.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/25/2024	Shop & Office Fees	Miscellaneous shop fee's per vehicle. This includes any additional wire, connectors, loom, fusing, hardware and shop supplies needed during the installation, programming and testing of each unit.	1	376.64	376.64
04/25/2024	Shipping	Freight and Shipping Quoted to ship all components to EEL at 21 Southpaw Lane, Shepherdstown WV.	1	370.24	370.24
05/20/2024	Component	Zebra ZQ521 Portable Barcode Printer	1	747.36	747.36
05/20/2024	Component	Zebra P1063406-032 Battery	1	100.58	100.58
05/20/2024	Component	Zebra P1063406-032 Battery	1	148.88	148.88
05/20/2024	Component	Zebra P1-63406-045 Accessory	1	25.68	25.68
05/20/2024	Component	1 yr- NetCloud Mobile Performance Essentials Plan and R1900 SKU: MB01-19005GB-GA	1	1,699.00	1,699.00
05/20/2024	Component	AG97 7-Lead 4XCELL 2XWIFI GPS-BB SKU: AG97-BB-4CG2W	1	312.00	312.00

SUBTOTAL	30,107.06
TAX	0.00

TOTAL	\$30,107.06
--------------	--------------------

THANK YOU.

Accepted By

Accepted Date

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **May 1, 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Impact Fees 2024 Recalculation Study – Possible Adoption of Revised Administrative Facilities Impact Fees**

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

Impact Fees are typically recalculated on a 5-year cycle. In May, 2024, the County Commission hired the consulting firm TischlerBise to perform the recalculation of the impact fees. This involves gathering the data from each of the impact fee entities, analyzing the data, determining the levels of service, and recalculating the impact fee amounts for each of the impact fee entities:

- **Jefferson County Schools**
- **Law Enforcement (Sheriff)**
- **Emergency Services Agency (EMS)**
- **Jefferson County Parks & Recreation**
- **Jefferson County Administrative Facilities**

The draft April 17, 2025, Impact Fee Study is attached.

Once the County Commission is satisfied with the study, they should move to accept the study. Then the County Commission has several options with regard to actions/motions on the study:

1. **Adopt the impact fees as presented.**
2. **Adopt the impact fees at a reduced rate.**
3. **Have some of the assets removed from the calculation (which will remove capital funding for those assets) and then recalculate the fees. This will result in lower fees.**
4. **Keep impact fees at the current rate.**

If the County Commission takes any action that results in a change in the current impact fee amounts, staff will then need to present to the County Commission an ordinance amendment, for each impact fee entity, that rescinds the current impact fee amount and sets the new rate.

Is this a funding request? Y/N **No** If so, how much? \$ **N/A**

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

1. Move to accept the 2024 Impact Fees Study.

Attach supporting documents for request, or request may be denied. **See attached Impact Fee Study report**
If not attached, explain:

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

Contact information:

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

LOS Analysis

Description	Square Feet
Existing Square Feet	145,267
Planned: County Admin Bldg (Purchase/Reno)	91,600
Planned: Judicial Building	45,000
Subtotal (Existing and Planned)	281,867
Less: Courthouse - Circuit Judge	4,800
Less: Jail Annex - Circuit Clerk, Family Court	3,890
Less: St. Margaret's Judicial	17,664
Subtotal (Replacement)	26,354
Future Square Feet	255,513

Cost Factors	
Cost per Square Foot	\$257

Level-of-Service (LOS) Standards	
Residential	
Residential Share	78%
2034 Population	73,768
Square Feet per Person	2.7017
Cost per Person	\$693.27
Nonresidential	
Nonresidential Share	22%
2034 Employment	31,708
Square Feet per Job	1.7729
Cost per Job	\$454.92

Source: Jefferson County

Description	Square Feet	Cost	Cost per Sq Ft
County Admin Building (Purchase/Reno)	91,600	\$19,100,000	\$209
Judicial Building (Purchase/Reno)	45,000	\$15,952,000	\$354
Total	136,600	\$35,052,000	\$257

Source: Jefferson County

Projection of Demand/Cost Recovery

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
County Administration	2.7017 Square Feet	per Person	\$257
Facilities	1.7729 Square Feet	per Job	

Demand for County Administration Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2024	61,728	27,302	166,773	48,403	215,175
2025	62,932	27,821	170,025	49,322	219,348
2026	64,136	28,259	173,278	50,099	223,377
2027	65,340	28,697	176,531	50,875	227,406
2028	66,544	29,134	179,784	51,651	231,435
2029	67,748	29,572	183,036	52,427	235,463
2030	68,952	30,010	186,289	53,203	239,492
2031	70,156	30,434	189,542	53,956	243,498
2032	71,360	30,859	192,795	54,708	247,503
2033	72,564	31,283	196,047	55,460	251,508
2034	73,768	31,708	199,300	56,213	255,513
10-Yr Increase	12,040	4,405	32,528	7,810	40,338

Growth-Related Expenditures	\$8,346,690	\$2,004,102	\$10,350,792
Existing Development Share	\$19,266,942	\$5,434,266	\$24,701,208
Total	\$27,613,633	\$7,438,367	\$35,052,000

Principal Payment Credit

Year	Principal	Residential Share	Population	Credit per Person	Nonresidential Share	Jobs	Credit per Job
2025	\$800,000	\$624,000	62,932	\$9.92	\$176,000	27,821	\$6.33
2026	\$800,000	\$624,000	64,136	\$9.73	\$176,000	28,259	\$6.23
2027	\$800,000	\$624,000	65,340	\$9.55	\$176,000	28,697	\$6.13
2028	\$800,000	\$624,000	66,544	\$9.38	\$176,000	29,134	\$6.04
2029	\$800,000	\$624,000	67,748	\$9.21	\$176,000	29,572	\$5.95
2030	\$800,000	\$624,000	68,952	\$9.05	\$176,000	30,010	\$5.86
2031	\$800,000	\$624,000	70,156	\$8.89	\$176,000	30,434	\$5.78
2032	\$800,000	\$624,000	71,360	\$8.74	\$176,000	30,859	\$5.70
2033	\$800,000	\$624,000	72,564	\$8.60	\$176,000	31,283	\$5.63
2034	\$800,000	\$624,000	73,768	\$8.46	\$176,000	31,708	\$5.55
2035	\$800,000	\$624,000	74,971	\$8.32	\$176,000	32,132	\$5.48
2036	\$800,000	\$624,000	76,175	\$8.19	\$176,000	32,511	\$5.41
2037	\$800,000	\$624,000	77,379	\$8.06	\$176,000	32,889	\$5.35
2038	\$800,000	\$624,000	78,583	\$7.94	\$176,000	33,268	\$5.29
2039	\$800,000	\$624,000	79,787	\$7.82	\$176,000	33,646	\$5.23
2040	\$800,000	\$624,000	80,991	\$7.70	\$176,000	34,025	\$5.17
2041	\$800,000	\$624,000	83,399	\$7.48	\$176,000	34,371	\$5.12
2042	\$800,000	\$624,000	84,603	\$7.38	\$176,000	34,717	\$5.07
2043	\$800,000	\$624,000	85,807	\$7.27	\$176,000	35,064	\$5.02
2044	\$800,000	\$624,000	87,011	\$7.17	\$176,000	35,410	\$4.97
Total	\$16,000,000	\$12,480,000		\$168.88	\$3,520,000		\$111.32

Discount Rate	5.00%
Net Present Value	\$108.09

5.00%
\$70.80

Impact Fee Calculation

Fee Component	Cost per Person	Cost per Job
County Administration Space	\$693.27	\$454.92
Impact Fee Report	\$0.86	\$0.64
Principal Payment Credit	(\$108.09)	(\$70.80)
Total	\$586.04	\$384.76

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$1,453	\$57	\$1,396
Multi-Family	1.75	\$1,026	\$40	\$986

Nonresidential Fees per 1,000 Square Feet				
Development Type	Jobs per 1,000 Square Feet ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.57	\$604	\$0	\$604
Business Park	3.08	\$1,185	\$0	\$1,185
Manufacturing	1.89	\$728	\$0	\$728
Warehousing	0.34	\$130	\$0	\$130
Commercial/Shopping Center	2.12	\$817	\$0	\$817
Office/Institutional	3.26	\$1,252	\$0	\$1,252
Hotel (per room)	0.13	\$51	n/a	n/a
Nursing Home (per bed)	0.92	\$356	n/a	n/a

1. See Land Use Assumptions

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Mike Sine**

Department or Organization: **ESA**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 2, 2025**

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

Date Requested – 2nd Choice:

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

Accept the proposal from Atlantic Emergency Solutions and enter into a 5 year contract to design, manufacture and purchase ambulances. The initial guarantee is for 2 ambulances for \$655,974.00 with expected delivery in Quarter 4 of 2026.

Please provide the County Commission with a description of your request or presentation, including any background information: **The purchase of two ambulances was approved in FY25 Capital Outlay budget \$650,000. ARPA 48 (ESA Project) has \$988,000 available to subsidize the additional funding. Please note that this price is subject to change during the design and build-out phase, which may result in additional costs.**

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

If so, how much? Additional \$6,000

Provide exact financial impact/request: Use ARPA 48 funding. Currently have \$988,143 available.

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

- 1- Move to approve the contract with Atlantic Emergency Solutions to design, manufacture and purchase of ambulances for 5 years with the initial guarantee purchase of 2 ambulances.**

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

If not attached, explain:

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

Contact information: Mike Sine

Email address: msine@jcesa.org

Phone Number: 304-728-3287

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Jefferson County Commission
West Virginia
EVALUATION TOTALS

DATE: Thursday, March 27, 2025

TIME: 016:15

RECORDED BY:
Bessie F Nelson

RFP No: 2025-715-01

RFP TITLE: Ambulance Design, Manufacture & Purchase

	Penn Care (A)	Penn Care (B)	Atlantic Emergency Solutions
Total Cost (2 Ambulances)	\$660,498.00	\$596,3968.00	\$655,974.00
Criteria (Maximum Points) 105 POINTS x 4	Points Scored		
Experience and Track Record (20 Points x 4)	49	49	78
Compliance with Regulatory Standards (15 Points x4)	60	60	60
Customization and Design (20 Points x 4)	47	59	71
Quality and Durability (15 Points x 4)	47	52	60
Production Timeline and Delivery (10 Points x 4)	0	0	37
Cost and Pricing Structure (10 Points x 4)	25	28	38
Support and After-Sales Service (10 Points x 4)	30	30	36
Innovation and Future-Proofing (5 Points x 4)	17	17	18
Total	275	295	398

There was a 4 Member Evaluation Team. Each proposal was independently evaluated based on the above criteria. The maximum points per proposal per evaluator was 105 points. The maximum combined points was 4 x 105 = 420.



This purchase agreement (together with all attachments referenced herein, collectively, the “Agreement”), made and entered into by and between Atlantic Emergency Solutions, Inc., a Virginia corporation (“Atlantic”), and **Jefferson County Commission**, (“Customer”) is effective on the last signature date set forth on the signature lines below (the “Effective Date”).

1. Purchase and Payment. Customer agrees to purchase and Atlantic agrees to sell to Customer the ambulance (and any associated equipment) furnished by Atlantic to Customer (hereinafter referred to, collectively, to as the “Ambulance”) as more fully described in the specifications attached hereto as Exhibit A (the “Specifications”) and incorporated herein for the total purchase price of **\$655,974.00 USD** (the “Purchase Price”). Payment shall be made as set forth on Exhibit A. In the event of a conflict between the Specifications and any request for proposal, request for bid, or other Customer provided or drafted documents, the Specifications shall control.

2. Changes to Purchase Price. If, subsequent to the Effective Date of this Agreement, there should be any price increase(s) to Atlantic from a manufacturer of the Ambulance (or any other party providing parts or materials for the Ambulance, or components therein), then the Purchase Price shall be automatically adjusted to reimburse Atlantic for said price increase(s). Atlantic may unilaterally execute Change Orders reflecting any such increase(s) to the Purchase Price without obtaining a signature from Customer, and any such Change Orders shall be binding on Customer. Atlantic shall make reasonable efforts to advise Customer of such price increase(s) within a reasonable time and provide documentation to support any changes in the Purchase Price to Customer upon request. In such event, Customer agrees to treat any pricing information provided by Atlantic as confidential and not share this information with any third party.

3. Changes in Specifications. If, subsequent to the Effective Date of this Agreement the manufacturer of the Ambulance (or a manufacturer of any component therein) either: 1) makes design and/or production changes, including, but not limited to future drivetrain upgrades (such as engine, transmission or axle upgrades) (“Manufacturer Modifications”); or 2) makes design or production changes to the Ambulance in order to comply with any applicable government regulation (such as the Federal Motor Vehicle Safety Standards or the Environmental Protection Agency Emissions Standards) or industry standards (such as those adopted by the National Fire Protection Association) (collectively, “Compliance Modifications”), then Atlantic shall be permitted to make delivery of the Ambulance with said Manufacturer Modifications and/or Compliance Modifications. Atlantic shall make reasonable efforts to advise the Customer of any such changes within a reasonable time. In addition, Customer and Atlantic may agree to make changes to the Specifications, but any such changes must be by written change order signed by Customer and Atlantic (“Change Order”). However, if there is an increase in cost to Atlantic resulting from Manufacturer Modifications and/or Compliance Modifications, then the provisions of Paragraph Two (2) above shall apply and Atlantic may execute Change Orders without obtaining a signature from Customer, and any such Change Orders shall be binding on Customer. Atlantic shall not be liable to Customer for any delay in performance or delivery arising from any Manufacturer Modifications, Compliance Modifications or Change Orders resulting therefrom.

4. Cancellation or Default by Customer. In the event that Customer cancels its order or otherwise breaches this Agreement by reason of non-payment or otherwise prior to delivery, Atlantic shall be permitted to retain possession and ownership of the Ambulance and shall not be obligated to deliver same to Customer. In addition, Atlantic and Customer agree that if such Customer breach should occur, it would be difficult to determine actual damages to Atlantic. Customer acknowledges and agrees that: 1) the Ambulance is a unique and highly customized vehicle, made specifically for Customer; 2) Atlantic has invested significant effort and incurred significant expense in the design and engineering of the Ambulance for Customer; and 3) due to its unique and customized nature, resale of the Ambulance will be difficult to a third-party without a significant loss to Atlantic. As a result, Atlantic and Customer agree that Thirty Percent (30%) of the Purchase Price is a reasonable estimate of the damages that would be incurred by Atlantic if a breach should occur in the future, and shall be due and payable to Atlantic by Customer in the event of such a breach. Customer and Atlantic agree that this amount of liquidated damages is fair and reasonable and would not constitute a penalty to Customer. In the event of non-payment by Customer subsequent to delivery, Atlantic may recover full possession of the Ambulance by any lawful means, and shall be entitled to any additional damages sustained by Atlantic as a result of any diminution of value of the Ambulance resulting from use or damage thereto to the extent that the amount of such diminution of value exceeds the liquidated damages above. Atlantic shall have and retain a purchase money security interest in the Ambulance to secure payment of the Purchase Price and all other sums owed by Customer to Atlantic. In the event of nonpayment by Customer of any debt, obligation or liability now or hereafter incurred or owing by Customer to Atlantic, Atlantic shall have and may exercise all rights and remedies of a secured party under the Uniform Commercial Code (UCC) Secured Transactions provisions as adopted by the Commonwealth of Virginia. In addition, Atlantic shall be entitled to

recovery from Customer all of Atlantic's reasonable attorneys' fees and all costs of collection resulting from non-payment or other non-performance hereunder by Customer.

5. Delivery, Inspection and Acceptance. (a) Delivery. It is estimated that the Ambulance shall be ready for delivery F.O.B. (McConnelsville) within 180 days from the beginning of the build process, subject to delays caused by the Customer, delays caused by Change Order(s) or delays provided for in Paragraphs Three (3) above and/or Eleven (11) below. The stated delivery date is an estimate only and is not guaranteed. Atlantic shall advise Customer when the Ambulance is ready for delivery. (b) Inspection and Acceptance. Upon delivery, Customer shall have fifteen (15) days within which to inspect the Ambulance for substantial conformance to the Specifications. In the event of substantial and material non-conformance to the Specifications, Customer shall furnish Atlantic with written notice sufficient to permit Atlantic to evaluate such non-conformance ("Notice of Defect") within said fifteen (15) day period. If the Ambulance is not in substantial and material conformance with the Specifications, any material and substantial defects shall be remedied by Atlantic within thirty (30) days from the Notice of Defect. In the event Atlantic does not receive a Notice of Defect within fifteen (15) days of Delivery, the Ambulance shall be deemed to be in conformance with the Specifications and fully accepted by Customer.

6. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: 1) hand delivery; 2) registered, express, or certified mail, postage prepaid, return receipt requested; or 3) nationally-recognized commercial overnight courier.

Atlantic Emergency Solutions, Inc.
Director of Order Management
12351 Randolph Ridge Lane
Manassas, Virginia 20109

Customer

Jefferson County Commission
419 Sixteenth Avenue
Ranson, WV 25438

7. Warranty. Any applicable warranty or warranties are attached hereto as Exhibit B (collectively, the "Warranty") and made a part hereof. Any additional warranties must be expressly approved in writing by Atlantic.

8. Disclaimer of Additional Warranties. OTHER THAN AS EXPRESSLY SET FORTH IN PARAGRAPH SEVEN (7) ABOVE AND EXHIBIT B TO THIS AGREEMENT, ATLANTIC (AS WELL AS ITS SUPPLIERS), THEIR PARENT COMPANIES, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, MEMBERS, MANAGERS, AGENTS AND REPRESENTATIVES MAKE NO WARRANTIES, WRITTEN OR ORAL, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, BY STATUTE OR OTHERWISE. FURTHERMORE, ANY OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF QUALITY, IMPLIED WARRANTY OF MERCHANTABILITY, IMPLIED WARRANTY AGAINST INFRINGEMENT, AND IMPLIED WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE, ARE EXPRESSLY EXCLUDED AND DISCLAIMED. CUSTOMER FURTHER ACKNOWLEDGES THAT STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

9. Exclusions of Incidental and Consequential Damages. IN NO EVENT SHALL ATLANTIC (OR ITS SUPPLIERS) BE LIABLE TO CUSTOMER FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES INCURRED BY CUSTOMER (INCLUDING, BUT NOT LIMITED TO LOSS OF USE, LOSS OF BUSINESS OPPORTUNITY AND/OR LOST PROFITS) AS A RESULT OF ANY BREACH OF THIS AGREEMENT, WHETHER ARISING UNDER THEORIES OF BREACH OF CONTRACT, STRICT LIABILITY, STATUTORY LIABILITY, BREACH OF EXPRESS OR IMPLIED WARRANTY, NEGLIGENCE, TORT OR OTHERWISE.

10. Indemnity. To the extent permitted by law, Customer shall indemnify, defend and hold harmless Atlantic and all of its officers, directors, employees, representatives, dealers, agents and subcontractors, from and against any and all claims, costs, judgments, liabilities, losses, damages, attorneys' fees and expenses of any kind or nature whatsoever (including, but without limitation, relating to personal injury or death) caused by, resulting from, arising out of or occurring, directly or indirectly, in connection with Customer's purchase, operation, ownership, installation or use of any items (including, without limitation, the Ambulance) sold or supplied by Atlantic, except only to the extent solely caused by the gross negligence of Atlantic.

11. Force Majeure. Atlantic shall not be responsible nor deemed to be in default on account of any delays in performance or failure to perform due to causes which are beyond Atlantic's control, including but not limited to, wars (declared or not), terrorism, insurrections, strikes, riots, fires, hurricanes, storms, floods, earthquakes, other acts of nature, acts of God, explosions,

accidents or mechanical breakdown, acts of sabotage or vandalism, any acts of government authority, delays or failures in transportation, inability to obtain necessary labor or supplies, inability to utilize manufacturing facilities, regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, epidemics, quarantine restrictions, failure of vendors to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

12. Manufacturer’s Statement of Origin. It is agreed that the manufacturer’s statement of origin (“MSO”) for the Ambulance covered by this Agreement shall remain in the possession of Atlantic until the entire Purchase Price has been paid. If more than one Ambulance is covered by this Agreement, then the MSO for each individual Ambulance shall remain in the possession of Atlantic until the Purchase Price for that Ambulance has been paid in full.

13. Assignment. Customer may not assign its rights and obligations under this Agreement unless it has obtained the prior written approval of Atlantic.

14. Severability. If any provision, or part hereof, of this Agreement shall be declared invalid by judicial determination or legislative action, only such provision, or part thereof, so declared invalid shall be affected, and all other provisions not consistent therewith or directly dependent thereon shall remain in force and effect.

15. Governing Law; Jurisdiction. Without regard to any conflict of law provisions, this Agreement is to be governed by and under the laws of the Commonwealth of Virginia. Atlantic and Customer further agree that the York County Circuit Court located in the Commonwealth of Virginia shall be the exclusive venue in the event of any litigation relating to this Agreement and/or the Ambulance.

16. Entire Agreement and Amendments. This Agreement constitutes the sole and only agreement between Atlantic and Customer relating to the Ambulance, and supersedes any prior understanding or written or oral agreements between the parties relating to the Ambulance. No amendment, modification or alteration of the terms hereof shall be binding unless the same is executed in writing, dated subsequent to the date hereof and duly executed by Atlantic and Customer.

17. Waiver. The waiver of any breach of any term or provision hereof by either party hereto shall not be considered a waiver of any other term or provision or of any other or later breach of this Agreement, regardless of the nature of such subsequent event or breach, unless such waiver is expressly acknowledged in writing by an authorized representative of the waiving party.

18. Captions; Counterparts. The captions and paragraph numbers appearing herein are inserted only as a matter of convenience and are not intended to define, limit, construe or describe the scope or intent of any paragraph, nor to in any way affect this Agreement or the interpretation or application thereof. This Agreement may be executed in duplicate counterparts which, when taken together, shall constitute one and the same Agreement.

Accepted and agreed to by:

ATLANTIC EMERGENCY SOLUTIONS, INC.

CUSTOMER: Jefferson County Commission

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

**SPECIFICATIONS AND
PURCHASE DETAIL FORM**

Atlantic Emergency Solutions, Inc.
Director of Order Management
12351 Randolph Ridge Lane
Manassas, Virginia 20109
Fax (703) 257-2572

Date: _____

Customer Name: Jefferson County Commission

Quantity	Chassis Type	Body Type	Price per Unit
2	Ford F-550 4x4 Gas	Type 1 – 170	\$327,987.00
			\$
			\$
			\$
			\$655,974.00 Total

Payment Terms: Payment in full due upon delivery of units _____

Other Terms: Prepay discounts are available _____

Specifications: A complete copy of the applicable Specifications is attached hereto and incorporated herein by this reference.

Training Requirements: _____

If any portion of the Purchase Price is to be made subsequent to delivery of the Ambulance to Customer and it is necessary for Customer to obtain third-party financing for said payment, Customer shall provide Atlantic proof of the availability of financing at the time of the execution of this Agreement. All taxes, excises and levies that Atlantic may be required to pay or collect by reason of any present or future law or by any governmental authority based upon the sale, purchase, delivery, storage, processing, use, consumption, or transportation of the Ambulance sold by Atlantic to Customer shall be added to the Purchase Price and paid by Customer. All delivery prices or prices with freight allowance are based upon prevailing freight rates and, in the event of any increase or decrease in such rates, the Purchase Price will be increased or decreased accordingly. Delinquent payments shall be subject to a carrying charge equal to one and one-half percent (1.5%) per month or, if such amount exceeds that permitted under applicable law, then the maximum lesser percentage amount which is permitted by law.

STANDARD CONVERSION WARRANTY

The Manufacturer shall warrant to the original retail purchaser for an unlimited mileage for a period of twelve (12) months from the date of delivery. This ambulance conversion shall be free of substantial defects in materials and workmanship, which are attributable to the Manufacturer and which arise during the course of normal use and service.

BODY PAINT WARRANTY

The Manufacturer shall warrant to the original retail purchaser, under normal use and service, each new ambulance modular body paint job is free of all material and workmanship defects for a prorated period of five (5) years from the date of delivery. All warranty service is subject to the Manufacturer's prior examination and (written) approval.

The paint applied by the Manufacturer is limited to the original user and limited to the exterior painted surface of the module according to this warranty schedule:

0-36 months 100%

37-48 months 50%

49-60 months 25%

The warranty provided herein shall cover and extend to the following properties of the paint system according to the warranty schedule:

- Loss of adhesion of the paint system resulting in rust
- Cracking of paint system
- Fading or loss of gloss

Limited Electrical Warranty

The Manufacturer shall warrant to the original retail purchaser for a period of twelve (12) months or twelve thousand (12,000) miles from the date of delivery of the completed new custom ambulance to the end user, regardless of subsequent ownership. This product shall be free of substantial defects in materials and workmanship, which are attributable to the Manufacturer and which arise during the course of normal use and service. The Manufacturer shall correct any defect in covered parts or workmanship, with either new or used replacement parts, at the Manufacturer's option. Covered parts are limited to custom module electrical systems and components such as electrical harness, harness installation, wires (but only to the extent that wires are broken, chafed, or pinched), electrical connections, terminal blocks, junction posts, and related components.

Printed circuit boards are covered for a limited lifetime. A lifetime is defined by this Limited Electrical Warranty as; 10 years from the expiration of the original Manufacturer's standard conversion warranty which is for an unlimited mileage for a period of twelve (12) months from the date of delivery for only original retail purchaser/owner.

LIMITED LIFETIME CABINET CONSTRUCTION WARRANTY

The Manufacturer shall warrant to the original retail purchaser upon expiration of the attached twelve (12) months standard conversion vehicle warranty. The following parts or components of the patient compartment cabinets of the vehicle will remain free from defects in material and workmanship:

- That the wood or non-wood material used for the construction of the cabinets shall not delaminate.
- That the wooden dowels used for the construction of the cabinets shall not allow the cabinet sections to separate.

This Cabinet Construction Warranty commences upon the expiration of the original Manufacturer's twelve (12) months standard conversion vehicle warranty and continues for the lifetime of the vehicle for the original owner on the original chassis. For the purpose of the Limited Lifetime Cabinet Construction Warranty, a lifetime is defined by the Manufacturer as; 10 years from the expiration of the original Manufacturer's twelve (12) months standard conversion vehicle warranty for only the only original retail purchaser/owner.

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Michael Mood

To: Commissioner Pasha Majdsi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Michael Mood

From: David Bound

Date: May, 1, 2025

Re: Fiscal Note: Request to Purchase Two Ambulances

Purchase of two ambulances from Atlantic Emergency Solutions, Inc.

Purchase Price	\$655,974.00
Amount budgeted in Capital Outlay (246994-445900) in FY 25:	<u>\$650,000.00</u>
Balance from ARPA Project 48	\$ 5,974.00
Amount Budgeted in ARPA Project 48 for JCESA Equipment	\$988,142.62

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **May 1, 2025**

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

Date Requested – 2nd Choice:

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

- Increase Professional Services Fund- Accounting overages
- Internal Budget Adjustments- Office of Engineering, Planning, and Zoning
- FY 26 health insurance premiums preview

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

- **Request a budget transfer from the Contingency Fund to the Commission’s Professional Services fund to accounting invoices.**
- **The Engineering department would like to increase their Overtime (410801) budget item \$5,000 by reducing Wages (410300) by \$5,000 and Increase Travel (421400) \$2,000 by reducing Supplies (434102) \$2,000. Engineering, Planning and Zoning had a position vacancy for three months which did not draw from the Wages line item in the amount of \$12,692. Supplies has \$14,450 as of mid-April.**
- **The County’s health insurance liaison met to inform us of an expected increase which is well over the 4% they told us during budget season. We requested they provide details by May 8 in order to get the proposals on the agenda for the next Commissioner meeting on 5/17/25.**

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

If so, how much?

- \$6,500
- Budget Neutral

Provide exact financial impact/request: Replenish the FY25 County Commissioners’ Professional Services fund with the Contingency Fund which can be funded up to 10% of the budget.

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

Suggested motion:

- **Approve a budget transfer from the Contingency fund to the Commission’s Professional Services fund to pay invoices.**
- **Move to approve the internal budget adjustment to increase Engineering’s Overtime budget item by \$5,000 by reducing Wages by \$5,000; also increase the Travel budget by \$2,000 by reducing Supplies by \$2,000.**
- No motion (informative) expect an insurance renewal increase greater than 20%.

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

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

Contact information: David Bound

Email address: dbound@jeffersoncountywv.org

Phone Number: (304)728-3284 ext 1003

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
--

not applicable

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: Request to increase accounting overages

Request a budget transfer from the Contingency Fund to the Commission's Professional Services fund to accounting overages.

Request	\$ 6,500
---------	----------

Sources of funding:

Coal severance	\$ 1,350
Contingency Fund balance	\$4,466,350
Financial Stability fund balance	\$4,082,655

101 North Spring Street
 Suite 200
 Martinsburg WV 25401
 Phone 304.263.0891
 Fax 304.263.0997
 www.chycpa.com



Jefferson County Commission
 100 E Washington Street
 Charles Town, WV 25414

Payments are due 20 days beyond stated invoice date. If we have not received your payment within 20 days, a service charge will be assessed at an annual rate of 18% on all balances past the specified due date.

Invoice No. 34470
 Date Saturday, March 22, 2025
 Client No 113990

Your referrals are both welcome and most sincerely appreciated!

For professional services related to the following:

6.30.2024 Compiled Financial Statement with Footnotes - Final Bill	6,500.00
--	----------

Invoice Total	\$6,500.00
Prior Balance	\$0.00
Invoices	6,500.00
Total Amount Due	\$6,500.00

Please go to chycpa.com and click "Make a Payment" at the top of the page to make a credit card payment.
 Thank you for using CoxHollidaYoung PLLC!

<u>03/22/2025</u>	<u>02/28/2025</u>	<u>01/31/2025</u>	<u>12/31/2024</u>	<u>11/30/2024+</u>	<u>Total</u>
6,500.00	0.00	0.00	0.00	0.00	\$6,500.00

Certified Public Accountants/Licensed Financial Planners

Securities offered through Founders Financial Securities LLC
 Member FINRA/SIPC and Registered Investment Advisor

PRESIDENT
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Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: Internal Budget Revision Engineering, Planning and Zoning.

A request to approve the internal budget adjustments as follows:

Overtime increase	\$ 5,000
Reduce wages	\$ 5,000
Budget neutral as the Planner position was vacant three months	\$12,692

Increase Travel	\$ 2,000
Decrease Materials	\$ 2,000
Materials Balance April 25	\$14,450

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: **Jefferson County Commission**

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

Date Requested – 1st Choice: **May 1, 2025**

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

Date Requested – 2nd Choice:

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

- ✚ Approval of Hire – Custodial Position – Department of Fleet and Facilities Management**
- ✚ Approval of Hire – CAD Administrator Position – Department of Emergency Communications**
- ✚ Approval of Hires – Dispatch Academy Trainees – Department of Emergency Communications**
- ✚ Approval of Hires – Chief Technology Officer and Deputy Director – Department of IT & GIS**
- ✚ Approval of Employee Changes in Status (2) – PT to FT – Emergency Services Agency**
- ✚ Approval of Job Description – Social Services and Grant Coordinator**

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

1. Staff has identified a candidate for the position of custodian within the Department of Fleet and Facilities Management and is requesting approval to hire for the Grade 2, full-time, 80-hour position.
2. Staff has identified a candidate for the position of CAD Administrator within the Department of Emergency Communications and is requesting approval to hire for the Grade 7, full-time, 80-hour position.
3. Emergency Communications, in conjunction with HR, has selected 5 candidates for the latest dispatch training academy class beginning May 19, 2025 and is requesting approval to hire for the Grade 5, full-time positions.
4. Staff has identified candidates for the positions of Chief Technology Officer (CTO) and Deputy Director of the Department of IT & GIS, and is requesting approval to hire for each position.
5. Two current employees with the Jefferson County Emergency Services Agency are requesting a transition from part-time to full time employment with the Agency.
6. During the April 17, 2025 regularly scheduled JCC meeting, the Commission approved a consolidated social services and grant coordinator position description. The description has been updated for review/approval.

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):

Department of Fleet and Facilities Management Request

I move to approve the hire of Todd Finney as a Grade 2, full-time, 80-hour Custodian with the Jefferson County Department of Fleet and Facilities Management, at a salary of \$35,664, effective May 5, 2025.

Department of Emergency Communications Requests

I move to approve the hire of Luis Alvarez as a Grade 7, full-time, 80-hour CAD Administrator for the Jefferson County Department of Emergency Communications, at a salary of \$71,020, effective _____, 2025.

I move to approve the hires of Kevin Buchheit at a rate of \$26.7373, Elizabeth Johnston at a rate of \$24.56, Juanita Hough at a rate of \$24.56/hr, Tammy Getts at a rate of \$24.56/hr., and Hannah Gregory at a rate of \$25.06/hr., as Grade 5, full-time public safety dispatch trainees for the Jefferson County Department of Emergency Communications, effective May 19, 2025.

Department of Information Tech & GIS Requests

I move to approve the hire of Brian McKinney as a Grade 7, full-time, 80-hour Deputy Director for the Department of IT and GIS, at a salary of \$75,000, effective May 15, 2025.

I move to approve the hire of _____ as a Grade 8, full-time, 80-hour Chief Technology Officer for the Department of IT and GIS, at a salary of \$80,179, effective _____, 2025.

JCESA Requests

I move to accept the change of employment status of Angel Lovo-Lasure from part-time Firefighter/AEMT I to full-time Firefighter/AEMT I, Step 1 at a rate of \$22.72/hr., effective May 18, 2025. Furthermore, upon successful completion of his probationary period, the employee will be eligible for a promotion to Firefighter/AEMT II at a rate of \$23.34/hr.

I move to accept the change of employment status of Adam Hess from part-time Firefighter/Paramedic III to full-time Firefighter/Paramedic III, Step 10 at a rate of \$33.26/hr.

County Commission Administration Request

I move to approve the position description for the Social Services/Grant Coordinator position, as presented.

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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: Request to hire a Custodial Position – Depart. Of Fleet and Facilities Mgmt

The Director of Fleet and Facilities Management proposes hiring a Custodian

Custodian proposed annual salary	\$ 35,664
Total amount budgeted for 424 Salaries and Wages (FY25)	\$682,668
Total salaries and wages of 424 (FY25) (annualized)	\$668,263
<u>Amount saved by discontinuing vendor clearing contract</u>	<u>\$143,988</u>
Total under budget	\$158,393
<u>Proposed salary</u>	<u>\$ 35,664</u>

Remaining under budget after hire (annualized) \$122,729

PRESIDENT
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COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: Request to hire a CAD Administrator Position – Dept of E911 Comms

The Director of the Department of Emergency Communications proposes hiring a CAD Administrator

CAD Administrator proposed annual salary	\$ 71,020
Total amount budgeted for all 712 Salaries and Wages (FY25)	\$1,485,745
APRA Funds for a CAD Administrator	\$ 95,000
<u>Total salaries and wages of all 712 (FY25) (annualized)</u>	<u>\$1,254,267</u>
Total under budget	\$ 326,478
<u>Proposed salary</u>	<u>\$ 71,020</u>
Remaining under budget after hire (annualized)	\$ 255,458

PRESIDENT
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COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: Request to hire Dispatch Trainees – Dept. of E911 Comms.

The Director of the Department of Emergency Communications proposes hiring five Dispatch Trainees.

Dispatch Trainees proposed hourly wages K Johnston	\$ 24.57
Dispatch Trainees proposed hourly wages J Hough	\$ 24.57
Dispatch Trainees proposed hourly wages T Getts	\$ 24.57
Dispatch Trainees proposed hourly wages H Gregory	\$ 25.07
Dispatch Trainees proposed hourly wages K Buchheit	\$ 26.74

Total amount budgeted for 712 Salaries and Wages (FY25)	\$1,485,745
<u>Total salaries and wages of 712 (FY25) (annualized)</u>	<u>\$1,254,267</u>

Total under budget \$ 326,478

Proposed total salaries \$ 261,082

Remaining under budget after hire (annualized) \$65,396

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: Chief Technology Officer – Department of IT and GIS Reporting

The Director of IT and GIS Reporting proposes hiring a Chief Technology Officer

Chief Technology Officer proposed annual salary	\$ 80,179
Budgeted FY26 Salary	\$ 96,159
Total amount budgeted for 428 Salaries and Wages (FY25)	\$492,855
<u>Total salaries and wages of 428 (FY25) (annualized)</u>	<u>\$404,518</u>
Total under budget used during transition (May –June 25)	\$ 13,337

PRESIDENT
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COMMISSIONER
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COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: Deputy Director – Department of IT and GIS Reporting

The Director of IT and GIS Reporting proposes hiring a Deputy Director of IT

Deputy Director proposed annual salary	\$ 75,000
Total amount budgeted for 428 Salaries and Wages (FY25)	\$492,855
<u>Total salaries and wages of 428 (FY25) (annualized)</u>	<u>\$404,518</u>
Total under budget	\$ 88,337
<u>Proposed salary</u>	<u>\$ 75,000</u>

Remaining under budget after hire (annualized) \$13,337

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

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COMMISSIONER
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COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 1, 2025

Re: Fiscal Note: PT to FT FF_Paramedic III - JCESA

Re: Fiscal Note: PT to FT FF_AEMT I FF_AEMT II- JCESA

Re: Fiscal Note: Request to hire an Administrative Assistant - JCESA

The Director JCESA proposes approval of PT to FT FF_Paramedic III

Full Time proposed hourly wage	\$33.26
Current hourly wage	\$32.17

The Director JCESA proposes approval of PT to FT FF_AEMT I FF_AEMT II

Full Time proposed hourly wage	\$22.72
Budgeted hourly wage	\$22.80

The Director JCESA proposes approval to hire an Administrative Assistant

Proposed annual salary	\$ 45,000
<u>Current budgeted salary</u>	<u>\$ 41,496</u>
Over budget	\$ 3,504

Total amount budgeted for 715 Salaries and Wages (FY25)	\$3,040,947
Total salaries and wages of 715 (FY25) (annualized)	\$3,022,715

Total under budget	\$ 18,232
<u>Proposed salary</u>	<u>\$ 11,757</u>

Remaining under budget after hire (annualized) \$6,475

Position Title:	Social Services and Grant Coordinator	Grade Level:	V
Department	County Commission	Date:	May 2025
Reports to:	Chief Financial Officer and County Administrator	FLSA Status	Exempt

Statement of Duties: The Social Services and Grant Coordinator is responsible for identifying, researching, and applying for grant opportunities in collaboration with the County Administrator and department directors. The position oversees grant management, compliance, and reporting; provides administrative and financial support to the Chief Financial Officer; and assists community organizations in navigating grant opportunities. The Coordinator is also responsible for budget tracking for grant-funded programs and ensuring adherence to all applicable regulations. The employee is required to perform all similar or related duties as assigned.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Identify, research, and apply for federal, state, local, and private grant opportunities in coordination with the County Administrator and department directors.
2. Manage all phases of grant administration, including compliance monitoring, reporting, budget oversight, and tracking project milestones to ensure adherence to funding requirements.
3. Provide administrative and financial support to the Chief Financial Officer, including assistance with grant budgeting, requisition entry, invoice tracking, purchasing card management, and related finance functions.
4. Monitor and track budgets for grant-funded programs, ensuring that expenditures align with grant terms and conditions.
5. Serve as a resource for community organizations and County departments by providing guidance on grant opportunities and assisting with general grant application processes.
6. Prepare, review, and submit all required grant reports, financial reconciliations, and compliance documentation to grantor agencies.
7. Maintain accurate and organized records of all grant applications, awards, funding expenditures, reports, and program outcomes.
8. Collaborate and engage with internal County departments, elected officials, external funding agencies, and community partners to support the success of grant initiatives.
9. Assist in the preparation of reports and presentations to the County Commission related to grant activities, awards received, financial tracking, and general budgetary matters.
10. Perform related duties as required or assigned to support the County’s grant, financial, and social services objectives.

Knowledge, Abilities and Skill

Knowledge:

- Federal, state, and private grant programs, regulations, and compliance requirements.
- Public sector budgeting principles, financial tracking, and reporting for grant-funded programs.

- Social services programs, affordable housing initiatives, and community engagement practices.

Abilities:

- Identify funding opportunities, develop grant applications, and manage complex grant projects.
- Coordinate across departments and external agencies to implement and monitor grant-funded initiatives.
- Analyze financial data, monitor budgets, and ensure regulatory compliance with funding terms.

Skills:

- Grant writing, budget tracking, and financial reporting.
- Effective verbal and written communication, including presentations to elected officials and external partners.
- Organizational, analytical, and project management skills necessary to manage multiple concurrent deadlines.

Qualifications and Background:

Education/ Basic Knowledge: Requires working knowledge of public administration, business administration, accounting, or social services, typically acquired through post-secondary education equivalent to an associate's degree or partial completion of a bachelor's degree. (2nd degree)

Experience: Requires more than three years, up to and including five years, of progressively responsible experience in grant writing, financial management, or public sector program coordination. (3rd degree)

Accountability: Responsible for securing grants, ensuring compliance, preparing financial reports, and supporting County financial operations. Errors could result in loss of funding, compliance violations, adverse public relations, or financial inefficiencies. (4th degree)

Judgment: Works independently within general policy guidelines. Exercises significant judgment in prioritizing funding opportunities, maintaining financial compliance, and coordinating with internal and external stakeholders. (3rd degree)

Complexity: Involves managing multiple, complex grant and social service initiatives requiring strategic planning, regulatory compliance, budget oversight, and adaptability to changing funding landscapes. (4th degree)

Supervision required: Operates under general direction. The employee plans and carries out regular work in accordance with standard practices, determining the sequence, timing, and work methods independently. Consultation with the County Administrator or Chief Financial Officer occurs for new assignments, changes in policy, or unusual issues. (3rd degree)

Nature and purpose of personal contacts: Frequent contact with department heads, nonprofit

organizations, funding agencies, and community stakeholders. The employee communicates practices, regulations, and funding priorities and may occasionally need tact to resolve conflicts or obtain cooperation. (3rd degree)

Work environment: Typical indoor office environment with occasional off-site meetings or community outreach events. Minimal exposure to adverse conditions. (1st degree)

Physical demands: Primarily sedentary work with occasional standing, walking, or lifting lightweight materials (up to 30 lbs.). (1st degree)

Motor skills: Frequent use of computers, phones, and standard office equipment. May occasionally operate a vehicle for off-site meetings. (1st degree)

Occupational Risks: Generally low risk, though minor injury is possible if safety procedures are not followed during community site visits. (1st degree)

Confidentiality: Regular access to sensitive financial, grant, and social service program information. Must maintain confidentiality to protect the County's financial and operational integrity. (2nd degree)

Supervisory responsibility: No direct supervision over permanent staff. May coordinate activities with external partners and contractors, but is not responsible for formal staff management. (1st degree)

Supervisory responsibility:

- Staff size: None assigned; may coordinate project teams as needed. (1st degree)
- Complexity of operations: Supports collaborative efforts across departments but does not manage a functional unit. (1st degree)

Stability of operations: Generally stable operations, with occasional adjustments required due to grant deadlines or funding cycles. (1st degree)

Workforce dispersion: Employees and collaborators generally work in centralized locations with minimal dispersion. (1st degree)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM, county administrator

Department or Organization: Administration

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **May 1, 2025**

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

Date Requested – 2nd Choice:

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

Review and possible approval of Request for Proposals (RFP) responses for financing on the Jefferson County Government and Judicial Complex

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: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 1, 2025**

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

Date Requested – 2nd Choice:

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

Commissioner training with WVCorp regarding litigation and liability of current and past cases

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: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 1, 2025**

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 Jefferson County Circuit Court Case No. CC-19-2025-C-95.**
- B. Discussion and review of Comcast Contract/Franchise Agreement with counsel.**

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: 15 minutes

Date Requested – 1st Choice: **May 1, 2025**

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

Date Requested – 2nd Choice:

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

1. Letter of support- Partner Community Capital
2. Letter of Support Policy
3. 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

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

PRESIDENT
Pasha Majdi

May 1, 2025

COMMISSIONER
Jack Hefestay

The Honorable Shelley Moore Capito
United States Senate
170 Russell Senate Office Building
Washington, DC 20510

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

Subject: Support for Partner Community Capital's FY2026 Congressionally Directed Spending Requests

COMMISSIONER
Steve Stolipher

Dear Senator Capito,

On behalf of the Jefferson County Commission, write to respectfully request your support in the Senate appropriations process for several community projects led by Partner Community Capital (PCAP), with strong partnership from the Green Building Alliance (GBA). We understand that PCAP seeks your support for congressional community project funding for two projects that will help boost economic revitalization and grow rural workforces. These projects include:

1. **CORE WV (Cultivating Opportunities for Rural Energy in WV):** As rural WV endures a decades long population decline, WV communities face a critical skilled labor shortage in the construction, building, and technology sectors. PCAP requests \$980,000 in DOL ETA funding to provide workforce development skills, training, and tools to 200+ trainees and incumbent workers in the building and technology sectors of WV to bolster rural workforces and enhance skilled labor availability in the region.
2. **Strong WV Communities Initiative:** PCAP requests \$750,000 in HUD EDI funding to provide expert guidance, direct support, and instructional hands-on strategies to help improve local buildings and lower energy needs and costs in low-income communities in WV. This initiative will provide building utility bill and energy-saving assessments, connections to service providers and contractors, education and training for workers, and other technical assistance services to 50+ building owners to promote local economic growth and resilience.

We support the above initiatives because they will boost West Virginia's overall workforce development ecosystem, provide technical assistance to promote local economic growth in our rural communities, and bolster West Virginia's energy independence. We respectfully request your support now too.

Respectfully submitted,

Pasha Majdi, president
Jefferson County Commission

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Letters of Support	Approved:	05/01/2025
Policy Number:	915	Author:	Benites-LM
Associated:		Original	

PURPOSE:

The Jefferson County Commission supports the pursuit and receipt of grants that benefit Jefferson County. To assist grant applicants, the County may issue letters of support for projects affecting the County, upon request.

POLICY:

- The Jefferson County Commission or the county administrator may send letters of support on behalf of the Commission.
- Letters of support will express the County's general support for projects that benefit Jefferson County but do not endorse one County entity, organization, or municipality over another.
- Letters of support will be framed broadly (e.g., supporting trail development in the County) rather than endorsing specific projects over others (e.g., not supporting a trail in Shepherdstown over one in Harpers Ferry).
- Because grant applications often have tight submission timelines, the County Administrator may prepare and send letters of support without requiring additional approval from the Commission.
- The County Administrator may also choose to refer any letter of support request to the County Commission for review and approval.

Standard Operating Guidance (SOG) for Grant Letters of Support

Request Process:

- Grant applicants may submit a request for a letter of support directly to the Commission or the County Administrator.
- If seeking Commission approval, requests should be submitted in writing at least **eight (8) days prior** to any regularly scheduled Commission meeting.
- Requests must be sent to: **agenda@jeffersoncountywv.org** and should include:
 - A brief description of the project
 - A copy or summary of the grant opportunity
 - Specific language or points the applicant requests be considered for inclusion in the letter

Review and Approval:

- If a request is received with an urgent deadline, the County Administrator may prepare and issue a letter of support in accordance with this policy, ensuring neutrality and consistency.
- The County Administrator may, at their discretion, choose to refer a request to the County Commission for formal review and approval before issuing the letter.

Issuance of Letters:

- Letters of support may be sent directly to the grant applicant for inclusion in their application package and/or sent directly to the granting agency, depending on the applicant's preference.
- The County Administrator will maintain a record of all letters of support issued on behalf of the Commission.

Edwina Benites

From: Cheryl Middleton <cmiddl01@yahoo.com>
Sent: Monday, April 14, 2025 8:59 PM
To: Pasha Majdi; Mike Mood; Jack Hefestay; Cara Keys; Steve Stolipher; Edwina Benites; Nathan Cochran
Subject: Public comment on Water Advisory Board

Hello:

I'm resubmitting my previous public comment regarding the water advisory committee.

This should be made up of citizens who are on wells, not primarily made up of public utilities as they already have separate boards. The composition should be more balanced and ensure the appropriate interests are represented.

Regards,
Cheryl Middleton

Sent from my iPhone

On Apr 2, 2025, at 6:45 PM, Cheryl Middleton <cmiddl01@yahoo.com> wrote:

Hello:

The purpose of the email is to provide public comment on the bylaws for the Water Advisory Committee.

The purpose of the water advisory committee is to represent those in the County that are on wells and not public water. As such, the board should be made up of citizens in the County that are on wells. Other utilities have their own boards that are made up of utility representations, why should the water advisory board be made up up anyone else other than citizens on wells? The water advisory committee should not be made up of utilities. All boards and committees are meant to have appropriate representation.

It's unclear why some on the County Commission are trying to change the makeup of this committee to remove appropriate representation unless it is intentional for gain in other areas and initiatives that don't directly support those of us on wells. What's the end game? I'm fairly certain most of know why, but we'd love to hear it from those pushing these changes.

With that being said, I would implore the Commission to hold a public hearing on the draft bylaws to seek appropriate public comment and ensure citizens have an opportunity to chime in.

Regards,

Cheryl Middleton
Well user, farmer and Jefferson County resident

Edwina Benites

From: Lisa White <hazeldog72@gmail.com>
Sent: Tuesday, April 22, 2025 9:44 AM
To: Pasha Majdi; Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood
Cc: Edwina Benites
Subject: Request for Reconsideration of Water Committee Composition

Dear Commissioners,

I am writing to respectfully express concern regarding the current composition of the Water Committee. While I appreciate the efforts being made to address such a critical issue in our county, I am concerned that the current distribution of seats on the committee does not adequately reflect the voices of the citizens it aims to serve.

At present, the number of citizen representatives appears to be disproportionately low compared to other stakeholders. Given the impact water policy has on our daily lives, land use, and local environment, it is vital that residents have a stronger presence and voice in shaping those policies.

I urge you to revisit the committee's by-laws and take immediate steps to expand citizen representation. Adding more citizen members would not only enhance the committee's legitimacy but also ensure that a broader range of perspectives are considered in this essential work.

As a resident of Middleway, water concerns weigh heavily on my mind right now.

Thank you for your attention to this matter. I respectfully ask that you make this issue a priority and look forward to seeing a more balanced and inclusive committee structure.

Sincerely,

Lisa White

164 Old Middleway Rd

Kearneysville WV 25430

JCCInfo

From: Richard Zigler <rzigler01@gmail.com>
Sent: Thursday, April 24, 2025 11:36 PM
To: JCCInfo
Subject: Birdhill Subdivision.

My name is Richard Zigler. I reside on Roper North Fork Road, Charles Town, WV. I would like to comment on the Bird Hill subdivision planned for the Kearneysville area.

I think that it would be imperative that the proposed site conduct a Historical Survey. This county is so rich in history. Before the Europeans discovered this area, it was a vital resource to the indigenous people. Route 480 was, even during colonial times, an important highway for traffic. During the Civil War, it was an important route, especially during Lee's Maryland Campaign.

I am shocked that hardly any property to be developed has been allowed to strip the soil, and execute major grading without first seeing if there is something of significance there before things are disturbed. On the Blackford Farm, that used to be the southwest property at the intersection of Wiltshire Road and now Route 115. The family grave plot contained the remains of Col. Blackford, CSA. aid to Lee. as well as a burial plot for slaves located approximately two hundred yards away. My family rented that farm and Robert Blackford showed me these sites. They are now gone.

How many other historical or cultural sites have to disappear without research or even a preliminary survey of the land or documents at the courthouse? We had such surveys done in preparations for a proposed solar facility. I think that any land, to be developed, needs to have a survey done before ground is broken. This would include Bird Hill.

Edwina Benites

From: Stephanie L Reel <Stephanie.Reel@amwater.com>
Sent: Thursday, April 17, 2025 12:24 PM
To: Steve Stolipher; Pasha Majdi; Mike Mood; Jack Hefestay; Cara Keys
Cc: Edwina Benites; Roger Goodwin; JCCInfo
Subject: Water Advisory Committee

Importance: High

As Jefferson County continues to flourish, I have a concern regarding the Water Advisory Committee (WAC) that has been formulated with the objective of preparing recommendations and reviewing items of concern voiced by the Jefferson County Commission regarding the county's water availability, quality, continued sustainability, and growth.

After reviewing the WAC bylaws, there has been a delineated committee seat for all of Jefferson County's water utilities minus one; West Virginia American Water. We are the second largest water system in the county and the largest water system in the state. The Eastern Operating Area (EOA) of West Virginia American Water is the only water system in Jefferson County that supplies potable water for our customer base from our network of ground water wells solely. We do not supplement by river, creek, stream, spring, or quarry.

We currently are preparing to provide water service to 2,950 lots projected on subdivisions that are being actively engineered or in construction. We will be providing water service to seven subdivisions that have broken ground and two subdivisions pending breaking ground within the next quarter of 2025. This does not include any of the conceptual planned subdivisions that we have already given Intent to Serve letters. With the subdivisions that are in conceptual stage to-date, we are projecting at a minimum of an additional 4,920 lots that will be served. The service area that we cover is in rapid growth alongside Charles Town Utility Board's Sewer System; and if these projections hold true, then we will become the largest water utility in footprint and customer count in Jefferson County in the next five years.

Additionally, West Virginia American Water is at the forefront of developing and recommending guidelines for source water protection on a state and federal platform. We take our source water protection program extremely seriously and are in the planning stages of our first source water protection stakeholder and community engagement meetings in Jefferson County in the third quarter of 2025.

I am hoping that this was a minor oversight in the creation of the WAC in which West Virginia American Water was not included. Failing to include West Virginia American Water will substantially hinder the ability of the WAC to effectively evaluate the water resources and deny this entity the knowledge, experience, and resources that West Virginia American Water could provide including the scientific, operational, and engineering resources it can leverage from its national-level resources. Although West Virginia American Water is new to Jefferson County, the water system that it acquired on October 2, 2023 is not; and its staff has extensive water system knowledge that can benefit not only this committee but the county overall.

Please take this as a formal request for this comment to be entered into the April 17, 2025 County Commission Meeting minutes under the public comment section and that the bylaws to be modified to include a seat for a representative from West Virginia American Water so that the WAC can include all significant water utilities in the County in meeting its goals.

Please don't hesitate to reach out to me with any questions and I look forward to speaking to the County Commission regarding this request.

Sincerely,

Stephanie Reel
Operations Manager – Eastern Operating Area

Lynn Dillow

From: pam rowley <pamelakrowley@gmail.com>
Sent: Tuesday, April 15, 2025 9:59 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

pam rowley
pamelakrowley@gmail.com

Lynn Dillow

From: Sharon Canfield-Major <Sharietamajor@frontier.com>
Sent: Tuesday, April 15, 2025 9:54 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Sharon Canfield-Major
Sharietamajor@frontier.com

Lynn Dillow

From: JULIANE Ford <ford-clan@comcast.net>
Sent: Tuesday, April 15, 2025 9:36 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

I agree with this 100%. You need to have citizens - not planners looking after the interest of our water!! You look like you are trying to bypass public interest. Who are you looking out for?

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--
JULIANE Ford
ford-clan@comcast.net

Lynn Dillow

From: Matthew Kirkconnell <synchrostart@protonmail.com>
Sent: Tuesday, April 15, 2025 7:35 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

I ask that you please keep the existing Water Advisory Committee; there was no reason to dissolve it and replace it at this time.

If you proceed with the changed Water Advisory Committee, please alter the membership requirements of the committee so it consists of citizens, not staff. Especially people like myself who live with and rely on wells in Jefferson County.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells like myself and my neighborhood.
- Please make the staff members advisory non-voting members of the committee.

In addition, please change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists, farmers, and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

Best Regards,
Matthew Kirkconnell
Shenandoah Junction, WV.

--
Matthew Kirkconnell
synchrostart@protonmail.com

Lynn Dillow

From: J Farrell <Jfarrell5000@gmail.com>
Sent: Tuesday, April 15, 2025 7:04 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

J Farrell
Jfarrell5000@gmail.com

Lynn Dillow

From: Sean Ryan <smryanva@protonmail.com>
Sent: Tuesday, April 15, 2025 6:40 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Sean Ryan
smryanva@protonmail.com

Lynn Dillow

From: Beth Healey <healey07@yahoo.com>
Sent: Tuesday, April 15, 2025 5:44 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Beth Healey
healey07@yahoo.com

Lynn Dillow

From: Stacey Rawlings <chromedeere@gmail.com>
Sent: Tuesday, April 15, 2025 5:39 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

I write to you as a life long Jefferson County resident, a farmer, and a well-water user. Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--
Stacey Rawlings
chromedeere@gmail.com

Lynn Dillow

From: Mike Briers <MB8210@yahoo.com>
Sent: Monday, April 14, 2025 9:26 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Mike Briers
MB8210@yahoo.com

Lynn Dillow

From: Alecia Lewis <leshi417@yahoo.com>
Sent: Monday, April 14, 2025 9:10 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Alecia Lewis
leshi417@yahoo.com

Lynn Dillow

From: Mark Muse <1xmmuse@gmail.com>
Sent: Monday, April 14, 2025 7:54 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Mark Muse
1xmmuse@gmail.com

Lynn Dillow

From: John Haygood <haygood@frontiernet.net>
Sent: Tuesday, April 15, 2025 12:02 AM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

John Haygood
haygood@frontiernet.net

Lynn Dillow

From: Vicki Haygood <haygoodvicki@gmail.com>
Sent: Tuesday, April 15, 2025 12:01 AM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--
Vicki Haygood
haygoodvicki@gmail.com

Lynn Dillow

From: Susan Cebulski <SUSANC710@gmail.com>
Sent: Monday, April 14, 2025 11:42 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Susan Cebulski
SUSANC710@gmail.com

Lynn Dillow

From: Suellen Myers <willowsp@earthlink.net>
Sent: Monday, April 14, 2025 11:14 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Suellen Myers
willowsp@earthlink.net

Lynn Dillow

From: Mary Lickert <mar3356@citynet.net>
Sent: Monday, April 14, 2025 9:29 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept my comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments!

--

Mary Lickert
mar3356@citynet.net

Lynn Dillow

From: Sophie Washington <pepperwashington@gmail.com>
Sent: Monday, April 14, 2025 9:28 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Sophie Washington
pepperwashington@gmail.com

Lynn Dillow

From: Carol Roby <Teamwonderbike@gmail.com>
Sent: Monday, April 14, 2025 9:23 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Carol Roby
Teamwonderbike@gmail.com

Lynn Dillow

From: Joanne Bario <joannebario@gmail.com>
Sent: Monday, April 14, 2025 9:21 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it. We want citizens on the Board who represent our county residents, not staff of the committee

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--
Joanne Bario
joannebario@gmail.com

Lynn Dillow

From: Tamar Kavaldjian-Liskey <tamarkliskey@gmail.com>
Sent: Monday, April 14, 2025 9:16 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Tamar Kavaldjian-Liskey
tamarkliskey@gmail.com

Lynn Dillow

From: Amy Cunningham <amy.in.dar@gmail.com>
Sent: Monday, April 14, 2025 9:07 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

I was the President of the PFWC water company in Bakerton - Harper's Ferry WV from 2021-2024. During this time I learned a great deal about rural water systems. I can say unequivocally that voices of the community and tax paying citizens are essential to provide the REAL information - and removing us from the water advisory committee essentially nullifies our voices. Despite the fact that we are most affected by any decision. The voice of the community and citizens on the advisory committee is essential if we are to have meaningful engagement and true representation.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Amy Cunningham
amy.in.dar@gmail.com

Lynn Dillow

From: Toby Degenhardt <tobydegenhardt@hotmail.com>
Sent: Monday, April 14, 2025 9:01 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Toby Degenhardt
tobydegenhardt@hotmail.com

Lynn Dillow

From: Linda Wastila <drwasy@gmail.com>
Sent: Monday, April 14, 2025 8:59 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells. It IS a conflict of interest to include staff.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Linda Wastila
drwasy@gmail.com

Lynn Dillow

From: Barbara Durant <bdurant@live.com>
Sent: Monday, April 14, 2025 8:57 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

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- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Barbara Durant
bdurant@live.com

Lynn Dillow

From: Jessica Adorno <jessica.c.adorno@gmail.com>
Sent: Monday, April 14, 2025 8:55 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

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- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Jessica Adorno
jessica.c.adorno@gmail.com

Lynn Dillow

From: Amy Kostant <Akostant@gmail.com>
Sent: Monday, April 14, 2025 8:43 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

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- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Amy Kostant
Akostant@gmail.com

Lynn Dillow

From: Neal Colvard <greywolf1303@gmail.com>
Sent: Monday, April 14, 2025 8:38 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

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- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Neal Colvard
greywolf1303@gmail.com

Lynn Dillow

From: Susan Colvard <sigster9999@yahoo.com>
Sent: Monday, April 14, 2025 8:37 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Susan Colvard
sigster9999@yahoo.com

Lynn Dillow

From: Evelyn Gettys <Eg29803@yahoo.com>
Sent: Monday, April 14, 2025 8:33 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Evelyn Gettys
Eg29803@yahoo.com

Lynn Dillow

From: suzanne m ravgiala <illpass@comcast.net>
Sent: Monday, April 14, 2025 8:33 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

i have a well near middleway and i do not want millions of gallons of our water emptied out of our aquager. our houses will no long be sellable with no water. also i dont think its right that we really dont know who owns sidewinder. its just a shell company so we wont know if it is chinese owned or not. that is unacceptable to not know who we are really giving our water to. they are taking it out of our great lakes so what makes it so unbelievable they would do this to our small community. plus 150 semitrucks up and down rt 51 and through middleway is unsustainable. we have a new thing to fight every week it seems....5 solar farms ruining our tourist trade....900 houses added to our schools, hospitals and you all have already taken away my ambulance from middleway so if i have heart attack you wont make it in time to help me so i will die for sure. and now they want to build a data center in ranson....and the energy from solar and high intensity wires will all go to loudon county va. shame on all of you for putting us through this evry damn week. no one want the water plant except whoever is getting the kickbacks.

--

suzanne m ravgiala
illpass@comcast.net

Lynn Dillow

From: Ali Printz <aliprintz@gmail.com>
Sent: Monday, April 14, 2025 8:29 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--
Ali Printz
aliprintz@gmail.com

Lynn Dillow

From: ANNE BARRAT <barrat@live.com>
Sent: Monday, April 14, 2025 8:14 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

Sincerely,

Anne Barrat

Shenandoah Junction, WV

--

ANNE BARRAT
barrat@live.com

Lynn Dillow

From: Heidi Johnston <HeidiJohnston@kw.com>
Sent: Monday, April 14, 2025 8:08 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Heidi Johnston
HeidiJohnston@kw.com

Lynn Dillow

From: Patricia Whitney <patricia.whitney2014@gmail.com>
Sent: Monday, April 14, 2025 8:02 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Patricia Whitney
patricia.whitney2014@gmail.com

Lynn Dillow

From: Tracey Englebright <Sydsmom1112@yahoo.com>
Sent: Monday, April 14, 2025 7:34 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

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- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Tracey Englebright
Sydsmom1112@yahoo.com

Lynn Dillow

From: Yaznay Betances <Yaznay23@gmail.com>
Sent: Monday, April 14, 2025 7:31 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Yaznay Betances
Yaznay23@gmail.com

Lynn Dillow

From: John Betances <Jaebeedr@gmail.com>
Sent: Monday, April 14, 2025 7:29 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

John Betances
Jaebeedr@gmail.com

Lynn Dillow

From: David Ward <dward@earthwardconsulting.com>
Sent: Monday, April 14, 2025 7:29 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

David Ward
dward@earthwardconsulting.com

Lynn Dillow

From: Jennifer Newsome <jennanewsome@yahoo.com>
Sent: Monday, April 14, 2025 7:25 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--
Jennifer Newsome
jennanewsome@yahoo.com

Lynn Dillow

From: Clarence Babcock <cbbabcockjr@gmail.com>
Sent: Monday, April 14, 2025 7:24 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Clarence Babcock
cbbabcockjr@gmail.com

Lynn Dillow

From: Jared Engelbrecht <jaredengelbrecht@gmail.com>
Sent: Monday, April 14, 2025 7:24 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Jared Engelbrecht
jaredengelbrecht@gmail.com

Lynn Dillow

From: Margie Knott <Margie.Knott@yahoo.com>
Sent: Monday, April 14, 2025 7:24 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Margie Knott
Margie.Knott@yahoo.com

Lynn Dillow

From: william schneider <willschneider49@yahoo.com>
Sent: Monday, April 14, 2025 7:24 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

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- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

william schneider
willschneider49@yahoo.com

Lynn Dillow

From: Paulette Lashley <paulettelashley@yahoo.com>
Sent: Monday, April 14, 2025 7:24 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Paulette Lashley
paulettelashley@yahoo.com

Lynn Dillow

From: Melissa Laycock <Mimmlibra@gmail.com>
Sent: Monday, April 14, 2025 7:16 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Melissa Laycock
Mimmlibra@gmail.com

Lynn Dillow

From: James Wiltshire <mwilts@comcst.net>
Sent: Wednesday, April 16, 2025 9:28 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

I appreciate the work you do and the difficult decisions you have to make, but we NEED citizen input in governing these important issues.

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

James Wiltshire
mwilts@comcst.net

Lynn Dillow

From: Kay Liskey <Kbliskey@gmail.com>
Sent: Tuesday, April 15, 2025 1:22 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Kay Liskey
Kbliskey@gmail.com

Lynn Dillow

From: Darlene Donaldson <janitor-snip-0g@icloud.com>
Sent: Tuesday, April 15, 2025 9:45 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Darlene Donaldson
janitor-snip-0g@icloud.com

Lynn Dillow

From: Nigel Casserley <casserley@ditc.org>
Sent: Tuesday, April 15, 2025 2:38 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Nigel Casserley
casserley@ditc.org

Lynn Dillow

From: Jane Freeman <Jefreewoman@yahoo.com>
Sent: Tuesday, April 15, 2025 8:59 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Jane Freeman
Jefreewoman@yahoo.com

Lynn Dillow

From: Daniel Bullock <reelfuntime@yahoo.com>
Sent: Wednesday, April 16, 2025 10:26 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Daniel Bullock
reelfuntime@yahoo.com

Lynn Dillow

From: William Grantham <bgrantham@frontiernet.net>
Sent: Tuesday, April 15, 2025 8:20 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

William Grantham
bgrantham@frontiernet.net

Lynn Dillow

From: Kerry Grantham <kgrantham@frontiernet.net>
Sent: Tuesday, April 15, 2025 8:08 PM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Kerry Grantham
kgrantham@frontiernet.net

Lynn Dillow

From: Skye Allen <Mycookieman1296@gmail.com>
Sent: Tuesday, April 15, 2025 7:07 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--
Skye Allen
Mycookieman1296@gmail.com

Lynn Dillow

From: Jean Klemm <jeanklemm@gmail.com>
Sent: Tuesday, April 15, 2025 10:29 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Jean Klemm
jeanklemm@gmail.com

Lynn Dillow

From: Jill Guempel <jill.guempel@gmail.com>
Sent: Tuesday, April 15, 2025 6:03 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Jill Guempel
jill.guempel@gmail.com

Lynn Dillow

From: Patrick Green <letstango2000@yahoo.com>
Sent: Tuesday, April 15, 2025 5:12 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

Keep representation from towns

Expand representation for agriculture, equine industry, and tourism.

Remove the requirement for the county commission to approve bylaw changes. State code does not give the county commission the authority to approve the development authority bylaws. So this provision should be removed.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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--

Patrick Green
letstango2000@yahoo.com

Lynn Dillow

From: Christine Wiegman <chriscorsam@yahoo.com>
Sent: Tuesday, April 15, 2025 5:11 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

Christine Wiegman
chriscorsam@yahoo.com

Lynn Dillow

From: Cheryl Pullen <ccpullen@verizon.net>
Sent: Tuesday, April 15, 2025 3:25 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--
Cheryl Pullen
ccpullen@verizon.net

Lynn Dillow

From: Todd Baldau <toddbaldau@gmail.com>
Sent: Tuesday, April 15, 2025 3:13 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

Todd Baldau
toddbaldau@gmail.com

Lynn Dillow

From: Mary Lind <Marylogcabin@aol.com>
Sent: Tuesday, April 15, 2025 2:23 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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--

Mary Lind
Marylogcabin@aol.com

Lynn Dillow

From: Natalie Grantham Friend <natalie.grantham.friend@gmail.com>
Sent: Tuesday, April 15, 2025 2:22 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

Natalie Grantham Friend
natalie.grantham.friend@gmail.com

Lynn Dillow

From: Earl Liskey <Tenbares@yahoo.com>
Sent: Tuesday, April 15, 2025 1:20 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

Earl Liskey
Tenbares@yahoo.com

Lynn Dillow

From: Margaret Liskey <Mliskey98@aol.com>
Sent: Tuesday, April 15, 2025 1:18 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

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--

Margaret Liskey
Mliskey98@aol.com

Lynn Dillow

From: alicia noble <acbnoble@gmail.com>
Sent: Tuesday, April 15, 2025 11:34 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

alicia noble
acbnoble@gmail.com

Lynn Dillow

From: Amber Hobday <Myemailshelf@gmail.com>
Sent: Tuesday, April 15, 2025 10:22 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
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Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Amber Hobday
Myemailshelf@gmail.com

Lynn Dillow

From: Mark Grimmell <marksbest4@gmail.com>
Sent: Tuesday, April 15, 2025 10:14 AM
To: Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

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Mark Grimmell
marksbest4@gmail.com

Lynn Dillow

From: Deborah Longo <debroselongo@gmail.com>
Sent: Tuesday, April 15, 2025 10:10 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Deborah Longo
debroselongo@gmail.com

Lynn Dillow

From: Matthew Glover <4glovers@comcast.net>
Sent: Wednesday, April 16, 2025 11:07 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Matthew Glover
4glovers@comcast.net

Lynn Dillow

From: Diane Myers <mxdmdiane@aol.com>
Sent: Monday, April 21, 2025 6:58 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

Diane Myers
mxdmdiane@aol.com

Lynn Dillow

From: Carolyn Sisler <lynsisler@frontierner.net>
Sent: Friday, April 18, 2025 5:36 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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Carolyn Sisler
lynsisler@frontierner.net

Lynn Dillow

From: Wally Minnick <wallym@mac.com>
Sent: Friday, April 18, 2025 4:57 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

Wally Minnick
wallym@mac.com

Lynn Dillow

From: Marcia Derrick <Marcia.wdc@gmail.com>
Sent: Monday, April 21, 2025 9:13 PM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow
Subject: Public Comment Water Advisory Committee Bylaws

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--

Marcia Derrick
Marcia.wdc@gmail.com

JCCInfo

From: Stephanie L Reel <Stephanie.Reel@amwater.com>
Sent: Thursday, April 17, 2025 12:24 PM
To: Steve Stolipher; Pasha Majdi; Mike Mood; Jack Hefestay; Cara Keys
Cc: Edwina Benites; Roger Goodwin; JCCInfo
Subject: Water Advisory Committee

Importance: High

As Jefferson County continues to flourish, I have a concern regarding the Water Advisory Committee (WAC) that has been formulated with the objective of preparing recommendations and reviewing items of concern voiced by the Jefferson County Commission regarding the county's water availability, quality, continued sustainability, and growth.

After reviewing the WAC bylaws, there has been a delineated committee seat for all of Jefferson County's water utilities minus one; West Virginia American Water. We are the second largest water system in the county and the largest water system in the state. The Eastern Operating Area (EOA) of West Virginia American Water is the only water system in Jefferson County that supplies potable water for our customer base from our network of ground water wells solely. We do not supplement by river, creek, stream, spring, or quarry.

We currently are preparing to provide water service to 2,950 lots projected on subdivisions that are being actively engineered or in construction. We will be providing water service to seven subdivisions that have broken ground and two subdivisions pending breaking ground within the next quarter of 2025. This does not include any of the conceptual planned subdivisions that we have already given Intent to Serve letters. With the subdivisions that are in conceptual stage to-date, we are projecting at a minimum of an additional 4,920 lots that will be served. The service area that we cover is in rapid growth alongside Charles Town Utility Board's Sewer System; and if these projections hold true, then we will become the largest water utility in footprint and customer count in Jefferson County in the next five years.

Additionally, West Virginia American Water is at the forefront of developing and recommending guidelines for source water protection on a state and federal platform. We take our source water protection program extremely seriously and are in the planning stages of our first source water protection stakeholder and community engagement meetings in Jefferson County in the third quarter of 2025.

I am hoping that this was a minor oversight in the creation of the WAC in which West Virginia American Water was not included. Failing to include West Virginia American Water will substantially hinder the ability of the WAC to effectively evaluate the water resources and deny this entity the knowledge, experience, and resources that West Virginia American Water could provide including the scientific, operational, and engineering resources it can leverage from its national-level resources. Although West Virginia American Water is new to Jefferson County, the water system that it acquired on October 2, 2023 is not; and its staff has extensive water system knowledge that can benefit not only this committee but the county overall.

Please take this as a formal request for this comment to be entered into the April 17, 2025 County Commission Meeting minutes under the public comment section and that the bylaws to be modified to include a seat for a representative from West Virginia American Water so that the WAC can include all significant water utilities in the County in meeting its goals.

Please don't hesitate to reach out to me with any questions and I look forward to speaking to the County Commission regarding this request.

Sincerely,

Stephanie Reel
Operations Manager – Eastern Operating Area

West Virginia American Water
150 East Burr Boulevard
Kearneysville, WV 25430
P: 681-240-4192
C: 301-302-9702
Email: Stephanie.Reel@amwater.com

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www.amwater.com