



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

MEETING AGENDA JEFFERSON COUNTY COMMISSION

Thursday, March 5, 2026

Commission meeting: 9:30 a.m.

County Commission Meeting Room

393 N. Lawrence Street, Charles Town, WV—please use East Entrance

Zoom Broadcast (live):

<https://us06web.zoom.us/j/87936883404?pwd=bI9qokzmr5tZCUYslaG0zKOTyw7pm.1>

Meeting ID: 879 3688 3404

Passcode: 526700

The Commission will accept public comments for fifteen minutes at the beginning of each meeting. Should public comment exceed the fifteen-minute threshold, the Commission will hear the remaining public comments after the final agenda item.

Public comments are accepted in person or via email- info@jeffcowv.gov

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. February 17, 2026 BORE DRAFT Minutes
- b. February 19, Regular Commission Meeting DRAFT Minutes

2. Approval of Accounts Payable:

- a. February 19, 2026 **\$ 395,119.57**
- b. February 26, 2026 **\$ 926,843.57**

3. Approval of Manual Checks:

- | | |
|----------------------|---------------|
| a. February 19, 2026 | \$ 477,245.48 |
| b. February 26, 2026 | \$ 30,535.74 |

4. Approval of Payroll:

- | | |
|----------------------|---------------|
| a. February 27, 2026 | \$ 484,921.20 |
|----------------------|---------------|

5. Approval of Requisitions:

- | | |
|------------------|---------------|
| a. March 5, 2026 | \$ 307,340.72 |
|------------------|---------------|

6. Approval of Hires

- | |
|---|
| a. Approval to hire—Fellow—Jefferson County Development Authority |
|---|

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 entrance of the room. Please note the agenda item for which you are speaking and your home address.

Please feel free to submit comments via email to info@jeffcowv.gov. 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. 37-42) |
| | | 1.1 Exonerations |
| 2. | 9:45 am | Years of Service Awards |

3. 10:00 am County Clerk Jacki Shadle and Nikki Painter, County Clerk's Office (pgs. 43-102)
 - 3.1 Reopen the estates of Mary M. Gruber and Claudia Jean Patterson
 - 3.2 Monthly Review of New Estates, Accountings and Waivers Of Final Settlements
 - 3.3 Petition to Remove Carol S. Blumenthal as Executrix on the Estate of Jo Jacob Miller
 - 3.4 Change Precinct 34 Voting location from Shepherdstown Elementary to Shepherdstown Middle School
 - 3.5 Primary Election Update
 - 3.6 Update on County Clerk services available at the new Jefferson County Government Complex

4. 10:15 am Adam Ward, Prosecuting Attorney's Office (pgs. 103-104)
 - 4.1 Approval to hire- Assistant Prosecuting Attorney- Jefferson County Prosecuting Attorney's Office

5. 10:20 am Tom Hansen, Jefferson County Sheriff's Office (pg. 105)
 - 5.1 Review and approve revised dog ordinance

6. 10:25 am GIS Layer added to pending transmission lines (Keys) (pg. 106)

7. 10:45 am Boards and Commissions (pgs. 107-140)
 - 7.1 Approval of bylaws- The Jefferson County Emergency Services Council
 - 7.2 Consider the appointments, membership, and makeup of the following boards:
 - 7.2.1 Board of Zoning Appeals
 - 7.2.2 Eastern Panhandle Transit Authority
 - 7.2.3 HOME Consortium
 - 7.2.4 Water Advisory Committee: Charles Town Utility Board
 - 7.3 Recognition of a life of service- Martin Burke, Historic Landmarks Commission

8. 11:30 am Roger Goodwin, director of Engineering, Planning, and Zoning (pgs. 141-307)
 - 8.1 DR Horton, INC-Magnolia Springs Phase 2 file # 21-18-SD request for bond reduction
 - 8.2 BZA Variance Application Refund Requests
 - 8.3 Presentation of Calendar Year 2025 Annual Report for the Office of Impact Fees
 - 8.4 Presentation of the FY 2027 Capital Improvement Plan for the Office of Impact Fees
 - 8.5 Landowner Petition for a Zoning Map Amendment for

Shepherdstown Profit Center, LLC, Shepherdstown District, Map 8, Parcel 10.7 containing a total of approximately 2 acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for recommendation on the consistency of the request with the Comprehensive Plan.

9. 12:00 pm Jessica James, chief human resources officer (pgs. 308-321)
 - 9.1 Consideration and Approval of County Leave Donation Policy
 - 9.2 Approval of merit pay increases consistent with Policy 217 for employees of non-elected departments and offices

10. 12:10 pm Gabriel Areizaga, director Information Technology Department (pg. 322)
 - 10.1 Brief the Commission prior to committing to any infrastructure purchase

11. 12:20 pm David Bound, chief financial officer (pgs. 323-333)
 - 11.1. Commission Ambulance Fee Exonerations
 - 11.2 FY 26 Budget Adjustments

12. 12:30 pm Eddie Benites-LM, county administrator (pgs. 334-341)
 - 12.1 Letter of support- Route 9 BUILD Grant
 - 12.2 JCC Community Project Funding requests
 - 12.3 Update regarding Commission requests of Engineering, Planning, and Zoning
 - 12.4 Update regarding commissioners voting on boards

13. 1:00 pm Nathan Cochran, Jefferson Prosecuting Attorney's Office (pg. 342)
 - 13.1 Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to citizens to Jefferson County

IX. Additional public comment.

CORRESPONDENCE

Minutes

Jefferson County Commission

Thursday, February 19, 2026

A town hall and meeting of the Jefferson County Commission was held on Thursday, February 19, 2026, during the second quarterly session at 393 N. Lawrence Street, Charles Town, WV at 5:30 pm. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Cara Keys, Commissioner Steve Stolipher, Commissioner Mike Mood, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived town hall and meeting of the Thursday, February 19, 2026, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following items were approved without objection.

- January 22, 2026 Regular Meeting Minutes DRAFT-amended
- February 5, 2026 Regular Meeting Minutes DRAFT
- February 5, 2026 BORE Meeting Minutes DRAFT
- February 10, 2026 BORE Meeting Minutes DRAFT
- February 12, 2026 BORE Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for February 5, 2026 \$ 199,888.92

CHECK NUMBER	VENDOR NAME	UNCLEARED
93895	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,579.85
93896	ANGEL POE	127.20
93897	AT&T	2,356.33
93898	ATLANTIC EMERGENCY SOLUTIONS, INC.	854.15
93899	ATLANTIC OCCUPSYCH INC.	2,125.00
93900	AUTOZONE	18.92
93901	BJ'S EMBROIDERY CO INC	1,326.75
93902	BOUND TREE MEDICAL LLC	1,504.82
93903	CAPITAL ELECTRIC	1,437.60
93904	CARRIE ORR	1,703.69
93905	COLONIAL LIFE	143.52
93906	CRYSTAL GASTLEY	100.00
93907	EMERGENCY VEHICLE SPECIALIST, INC.	7,096.33
93908	ENVELOPE SUPERSTORE	908.99
93909	FEDEX	61.12
93910	FRONTIER	187.12
93911	GUTTMAN OIL CO	6,566.23
93912	CORPORATE RISK HOLDING INC	553.80
93913	JAMES P HAYDEN	331.53
93914	JEFF CO PARKS & RECREATION COMMISSION	89,586.10
93915	JESSICA EBERSOLE	903.61
93916	MALLORY SODERLUND	782.82
93917	MCA, INC	2,062.25
93918	MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	3,354.18
93919	MILLENIUUM INSURANCE GROUP	900.00
93920	MONICA ANDERSON	6,708.94
93921	MORGAN NICK	1,005.42
93922	NATIONAL VISION ADMIN.	1,807.60
93923	NATIONAL VISION ADMIN.	495.40
93924	PEACEFUL VALLEY ANIMAL CREMATORY	800.02
93925	POTOMAC EDISON	4,576.05
93926	R.E. MICHEL CO. LLC	1,611.71
93927	ROBERTS OXYGEN COMPANY, INC	452.46
93928	SANDRA L RUSH	150.15
93929	SEGRA	4,052.28
93930	SHEPHERDSTOWN PUB LIBRARY	25,314.05
93931	SPIRIT OF JEFFERSON	378.38
93932	SUN LIFE	14,058.19
93933	T-MOBILE USA INC.	50.00
93934	TAMMY MOBLEY	10,130.23
93935	THOMAS HANSEN	76.00
93936	TRACY P RICE RPR	72.00
93937	UNIFIRST	446.06
93938	W B MASON CO. INC	4.88
93939	WILLIAM POE	127.19
TOTAL		199,888.92

- Accounts payable for February 12, 2026 \$ 436,568.86

CHECK NUMBER		VENDOR NAME	UNCLEARED
93941		BUREAU OF CHILD SUPPORT	666.46
93942		COMPTROLLER OF MARYLAND	2,220.27
93943		DEVON THOMPSON	243.93
93944		DIGITAL DOCUMENT SOLUTIONS INC	670.46
93945		DOING BETTER BUSINES	946.67
93946		EFTPS IRS TAXES	167,083.84
93947		EMPOWER RETIREMENT	9,289.01
93948		FIRST CITIZENS BANK & TRUST CO	2,037.27
93949		FRONTIER	57.25
93950		GUTTMAN OIL CO	4,947.33
93951		J.C. EHRLICH	1,329.37
93952		JEFFERSON CO CONVENTION AND VISITORS BUREAU	8,474.00
93953		JEFFERSON SECURITY BANK	3,448.00
93954		MOTOROLA SOLUTIONS INC	317.99
93955		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93956		PA SCDU	320.00
93957		POTOMAC EDISON	27,534.33
93958		R.E. MICHEL CO. LLC	3,033.72
93959		RETIREE HEALTH BENEFIT TRUST	8,983.00
93960		RICE TIRES CO	961.92
93961		SCOTT ELECTRIC COMPANY	926.66
93962		SORENSEN HOLDINGS, LLC	107.50
93963		SPIRIT OF JEFFERSON	206.88
93964		STATE TAX DEPARTMENT	250.00
93966		TOWN OF BOLIVAR	8,473.99
93967		US BANK	88,110.92
93968		WV DEPUTY SHERIFF RETIREMENT SYSTEM	33,757.42
93969		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,216.76
93970		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
93971		WV UNITED HEALTH SYSTEM	529.26
93972	GS/0024	GENERAL COUNTY FUND-J FEE	10,394.05
TOTAL			436,568.86

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for February 5, 2026 \$ 195,684.00

February 5, 2026				
OTHER FUNDS				
Check #	Fund	Vendor		Amount

4	EF/061	ESS ELECTION SYSTEMS & SOFTWARE	\$	13,585.00
1967	CO/246	PREMIER CONSTRUCTION GROUP		\$180,764.00
1036	CW/059	WV STATE AUDITOR	\$	1,320.00
1037	CW/59	WV STATE POLICE ACCT OFFICE	\$	15.00
TOTAL			\$	195,684.00

• Manual checks for February 12, 2026 \$ 1,066,764.50

		February 12, 2026	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
998	HD/008	ALLIED UNIVERAL ELECTRONIC MONITORING US	\$ 1,644.80
999	HD/008	SATELLITE TRACKING OF PEOPLE LLC	\$ 213.20
1000	HD/008	US BANK	\$ 92.20
1291	AV/056	SEGRA	\$ 750.00
1292	AV/056	US BANK	\$ 881.84
1968	CO/246	TEK ADVISORS LLC	\$ 33,968.85
145	IS/249	JEFFERSON COUNTY BOARD OF EDUCATION	\$ 160,000.00
195	PI/249	ALERT FIRE INTALLATION	\$ 3,630.00
196	PI/249	JEFF CO PARKS & RECREATION COMMISSION	\$ 1,758.80
197	PI/249	MICHAEL BAKER INTERNATIONAL INC	\$ 5,690.57
198	PI/249	THROWN DISC GOLF LLC	\$ 3,800.00
1562	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$ 621,119.01
1563	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT	\$ 11,896.71
1564	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT	\$ 109,271.26
1565	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$ 47,990.27
1566	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$ 64,056.99

TOTAL				\$ 1,066,764.50

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for January 30, 2026 \$ 513,715.49
- Approval of payroll for February 13, 2026 \$ 486,008.97

5. APPROVAL OF REQUISITIONS

- Requisitions for February 19, 2026 \$ 132,881.05

REQUISITIONS TO BE APPROVED

FEBRUARY 19, 2026

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
911- COMMUNICATIONS CENTER	26117		\$ 5,304.00	INFORMER SYSTEMS LLC	ANNUAL SCHEDULE EXPRESS RENEWAL 03/01/2025 TO 02/28/2026
COMMISSION	26124		\$ 25,700.00	BOLIVAR/HARPERS FERRY PUBLIC LIBRARY	HFB LIBRARY ROOF REPLACEMENT ARPA FUNDING ARP59
IT	26118		\$ 16,128.00	MEDIXSAFE INC	MEDIXSAFE ESA 3 YR RENEWAL
IT	26122		\$ 17,942.00	QUALITY UPTIME SERVICE	UPTIME_BATT REPLACEMENT .ECC_10FEB26_022668900_17942
MAINTENANCE	26119		\$ 5,494.05	SUPERIOR AUTO BODY LLC	SUPERIOR AUTO PAYMENT NEEDED WVCORP DIRECTLY PAID
MAINTENANCE	26120		\$ 19,200.00	TK ELEVATED	YEARLY ELEVATOR MAINTENANC AND SERVICE FOR 330 N
JCESA	26121		\$ 33,208.00	PROFESSIONAL HEALTH SERVICES, INC	ANNUAL PHYSICALS- ESA EMPLOYEES, 51 FULL TIME EMPLOYEES
JCESA	26123		\$ 9,905.00	PROGRESSIVE PRINTING	PRINTING & MAILING AMBULANCE DELIQUENT NOTICES
GRAND TOTAL			\$ 132,881.05		

PUBLIC COMMENT:

Public comment was received by:

Jacki Milliron

David Tabb

Amanda Stroud

Christine Marshall

Rita Hennessey

Christine Wimer

Sean Palmer

POINTS OF INFORMATION:

- Commissioner Majdi would like to note for the record that Ms. Milliron’s public comment stating that the CTUB public utility is completely owned by Charles Town is incorrect.
- Commissioner Majdi noted concerning Charles Town being invited to attend the meeting, they were invited seven (7) times.
- Commissioner Majdi noted concerning the comment that the commission was conducting a monologue on the issue, that there were several government entities invited. It was also noted that the county commission has a liaison to Charles Town Utility Board that cannot vote but no representative that can vote.
- Commissioner Majdi noted concerning the comment about doing business with West Virginia American Water that the county commission did not vote to do business with West Virginia American Water. The commission voted to do business with West Virginia American Water only if Charles Town Utility Board would not do it’s job, which the commission asked them to do.

PRESENTATIONS

1. Thomas Hansen, Sheriff Treasurer

Hire part-time bailiff

Commissioner Stolipher motioned to approve the hire of Alan Best as a part-time Bailiff with a starting pay of \$19.50/hr. beginning February 23, 2026. The motion was seconded by Commissioner Mood and approved unanimously.

Adjust and fund four bailiffs conversion to 1560

Commissioner Keys motioned to approve Dustin Miller, Samuel Ayersman, Russell Dorsey, and Tiffany Counselman be granted the ability to work up to 1560 hours. The motion was seconded by Commissioner Keys and approved unanimously.

2. Nikki Painter, Jefferson County Clerk’s Office

Recognition of the Jefferson County Winner for the WV Secretary of State’s “I Voted” sticker contest

The agenda item was informational only. No official action was taken.

3. Girl Scout Troop 15099 Bat Box Resolution (Keys)

Commissioner Keys motioned to approve the resolution supporting Girl Scout Troop 15099 request for bat box support as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

4. Laura Kuhn, director of Fleet and Facilities

Approval of furniture donation for the Sheriff's Department/Jefferson County Schools Safety Building

Commissioner Mood motioned to approve the donation of cubicles as requested for use by the Jefferson County Sheriff's Department and Jefferson County Schools for a School Safety Center. The motion was seconded by Commissioner Stolipher and approved unanimously.

5. Gabriel Areizaga, director of IT/GIS

Contract/Award approval for Website Modernization and Graphic Design Modernization to Vandalia Digital

Commissioner Hefestay motioned to have the Jefferson County Commission approve the contract with Vandalia Digital for the Website Modernization Project and the Graphic Design Modernization Project. Staff requests approval to execute the agreement. The motion was seconded by Commissioner Mood and approved unanimously.

6. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

Commissioner Stolipher motioned to approve the Commission Ambulance fee exonerations as presented. The motion was seconded by Commissioner Mood and approved unanimously.

7. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel regarding constituent request for waiver of addressing practice

Commissioner Mood motioned to approve the request for waiver of addressing practice of Rita Hennessey. The motion was seconded by Commissioner Hefestay and approved unanimously.

Report by counsel regarding Comcast Cable franchise extension agreement

Commissioner Stolipher motioned to enter into executive session to receive legal advice. The motion was seconded by Commissioner Keys and approved unanimously.


Commissioner Hefestay motioned to reconvene in regular session. The motion was seconded by Commissioner Stolipher and approved unanimously.

ADDITIONAL PUBLIC COMMENT:

No additional public comment was given.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The meeting was adjourned.



Jacqueline Shadle, County Clerk

Jefferson County Commission Meeting February 19, 2026 Public Comment

--offered by Jacquelyn Milliron

Item #7.3:

According to WV code chapter 16-13A-18a it stipulates that public service districts may own utility assets. The Jefferson County Commission never held a bond for the former JCPSD assets. The question is, if the JCC never held a JCPSD asset bond, what makes them think they owned the former JCPSD and leverage those assets against an apolitical utility?

Let's be clear that this is different from the Charles Town Utility Board which cannot issue bonds and is completely owned by the City of Charles Town who actually does hold the utility bonds.

When the former JCPSD was purchased by the City of Charles Town, to consolidate, the Jefferson County Commission was not listed as the Seller. Dissolution documents during that timeframe also acknowledged that the assets of the former JCPSD belonged to the JCPSD, and not the county commission.

With respect to the Purchase Agreement signed by both the JCPSD and then Mayor of the City of Charles Town, section 13.1 and 13.2 attests to the liabilities and warranties which established that the agreement, except for section 10 dealing with rate equalization and the treatment of employees among others, ended one year after the date of purchase. Article 147 is the City of Charles Town's Utility Ordinance.

On February 18, 2022 a letter was sent to the City of Charles Town then Mayor. In the letter the signers agree to "three central objectives": *1) to deliver economies of scope and scale to the ratepayers served by the utilities; 2) to create a utility sized to effectively support the community and protect the watershed; 3) to ensure an apolitical utility service governed by a qualified, independent Board of Directors.* In four years since 2022, CTUB has increased its sewer customer base by over 30% and its water customer base by over 20% according to staff reports. CTUB has made significant improvements to their system with assistance from the Roxul or Route 9 sewer line, originally fully paid by Roxul Inc. which redirected anticipated flow burden from the flowing springs area. After completion it was then fully funded by the state. CTUB also made an agreement to serve Sidewinder Inc. where the infrastructure would be fully paid for by the benefactor. CTUB did this all while protecting the spirit of consolidation and equalizing rates in half the time anticipated by the Public Service Commission of West Virginia.

Dissolution of service of the former JCPSD document highlighted ownership

Apr. 7. 2017 11:57AM

Newberry Executive Center

No. 1294

P. 3

JEFFERSON COUNTY COMMISSION

Charles Town, West Virginia

IN RE: DISSOLUTION OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

11:45 AM APR 07 2017 PUL EXEC SER DIV

ORDER

IT IS HEREBY ORDERED that the Jefferson County Commission ("Commission"), by its own motion pursuant to W.Va. Code §16-13A-2, proposes the dissolution of the Jefferson County Public Service District ("District"), contingent upon a plan for the acquisition of the District's assets and customers being presented to the County Commission by the Charles Town City Council and/or its Utility Board, to be ratified by the County Commission, and subject to the consent and approval of the Public Service Commission of West Virginia.

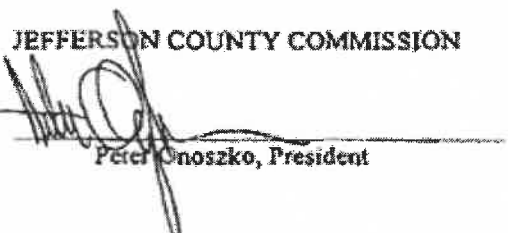
IT IS FURTHER ORDERED that the Jefferson County Commission shall hold a hearing and take evidence on the proposed dissolution of the Jefferson County Public Service District on Thursday, May 4, 2017, beginning at 7:00 p.m. in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia 25414. All persons residing in or owning or having any interest in property in the territory of the Jefferson County Public Service District or the City of Charles Town may be heard for or against the proposed dissolution.

At the hearing, the Jefferson County Commission shall consider and determine the feasibility of the dissolution of the Jefferson County Public Service District. The Commission shall also make a determination as to whether the dissolution of the District and the acquisition of its assets and customers by the City of Charles Town will be conducive to the preservation of public health, comfort and convenience in the District's service territory.

The Commission directs its staff to publish notice of said hearing as a CLAS I Legal Advertisement on or before April 24, 2017. A copy of said legal advertisement is attached to this Order.

The Jefferson County Commission notes that this Order was approved by a 3-2 vote of its Commissioners, with President Onoszko and Commissioners Compton and Hudson voting in the affirmative and Commissioners Noland and Tabb voting in the negative.

Dated and Entered this 6th day of April 2017 by the undersigned on behalf of the Jefferson County Commission.

JEFFERSON COUNTY COMMISSION

Peter Onoszko, President

JCPSD and the City of Charles Town Purchase Agreement highlights:

Section 13: Survival of Representations, Covenants and Warranties.

13.1 Seller's Representations, Agreements, Covenants and Warranties. The representations, warranties, agreements and covenants made by Seller herein, except as they may be fully performed prior to or contemporaneously with the Closing, shall survive the Closing and shall be fully enforceable at law or in equity against Seller and its successors and assigns by Purchaser and its successors and assigns, until the date one (1) year following the Closing Date, provided that the foregoing one-year limitation shall not apply to any liabilities, representations,

23

29

warranties, covenants or agreements as to taxes or environmental matters or to any claims made in writing to Seller during such one-year period, or to any Claim or pending actions

13.2 Purchaser's Representations, Agreements, Covenants and Warranties. The representations, warranties, agreements and covenants made by Purchaser herein, except as they may be fully performed prior to or contemporaneously with the Closing, shall survive the Closing and shall be fully enforceable at law or in equity against Purchaser and its successors and assigns by Seller and its successors and assigns, until the date one (1) year following the Closing Date, provided that the foregoing one-year limitation shall not apply to any claims made in writing to Purchaser concerning Purchaser's Covenants set forth in Section 10.

Section 10: Purchaser's Covenants.

10.1 Employment of Existing Personnel. The Purchaser shall, through the Utility Board, offer full-time employment to employees who are active employees of the Seller as of the Closing Date for a period of two (2) years, provided, however, that each individual possesses a valid driver's license, a high school diploma or GED equivalent, and passes a routine pre-screening physical, including testing for illicit drugs, and other examinations and background tests required of all other individuals for employment with the Utility Board. Excepting credited years of service and accrued vacation leave, the terms of employment for any such employee of the Seller subsequently hired by the Utility Board shall be at the sole discretion of the Utility Board, and employees may be terminated or disciplined for cause. The job descriptions and the duties of the employees of the Seller subsequently hired by the Utility Board shall be determined by the Utility Board and all such employees shall be subject to the terms and conditions of the Personnel Policies of the Utility Board. The Utility Board will credit vacation leave accrued on the financial records of the Seller of each such employee of the Seller subsequently hired by the Utility Board. The Utility Board will credit years of service of Seller employees subsequently hired by the Utility Board as if those years of service had been in the service of the Utility Board for all purposes including sick leave / paid time off and retirement benefits.

The Parties agree that employees employed by the Seller and subsequently hired by the Utility Board will be deemed by the Parties to have transferred employment without a break in service and, therefore not be subject to any notice requirement in order to leave the Seller for the Utility Board's employ.

10.2 Extension of Service. The Purchaser shall, at all times in the future, continue to operate the District Water System and District Sewer System in a professional and businesslike manner and will provide potable water and sanitary sewer service to all areas of the County subject only to the limitations in the Utility Board Act, provided, however, that the Purchaser is only willing to extend water or sewer service when such extension of service is technically and economically feasible. The determination as to the technical and financial feasibility of an extension of water or sewer service will be in the sole discretion of the Purchaser, provided, however, the Purchaser specifically agrees and affirms that the rules and regulations of the PSC, as presently existing or as may be modified in the future, specifically

21

27

IN WITNESS WHEREOF, the Parties have executed or caused this Agreement to be executed by their respective officers hereunto duly authorized, as of the date first above written.

SELLER:

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

By: _____

Its: _____

PURCHASER:

CITY OF CHARLES TOWN

By: *[Signature]*

Its: Mayor

27

of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14.9 Parties in Interest. This Agreement shall inure to the benefit of and be binding upon Purchaser, and its successors and assigns, and upon Seller, and its successors and assigns. Notwithstanding the foregoing, this Agreement shall not be assigned by any party, in whole or in part, by operation of law or otherwise, except that Purchaser may assign any or all its interests hereunder to the Utility Board.

14.10. Currency. All references to "dollars" or "\$" herein are references to lawful money of the United States of America.

14.11 Public Disclosures. Except as required by law, neither party shall make any public disclosure with respect to this Agreement without prior written notice to, and consultation with, the other party.

Section 15: Public Service Commission.

15.1 Both Seller and Purchaser recognize that Seller and the Utility Board are regulated utilities subject to the jurisdiction of the PSC and they acknowledge that this Agreement or any amendments thereto must be approved by the PSC. The Parties covenant and agree that they shall make a diligent effort to secure the permission of the PSC for the approvals required of the PSC pursuant to this Agreement and any amendments thereto, and the Closing Date as set forth herein shall be extended for such time as necessary to receive such approval. In the event that any such approval of the PSC is not secured or reasonably forthcoming then either party, at its option, may declare this Agreement null and void and be released of all obligations hereunder.

26



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Joel Longlee

VICE PRESIDENT
Caleb Hays Hefner

COMMISSIONER
Percival J. Hestand

COMMISSIONER
Peter Cassella

COMMISSIONER
Irene Todd

April 6, 2018

Via E-mail
April Shutlz,
General Manager
Jefferson County PSD
gm@jcpsd.com

~~_____~~

The County Commission directed me to provide you and the members of the Jefferson County Public Service District Board with information concerning the JCPSD's service area. Attached is the original County Commission order from February 1993 creating the JCPSD, which order defines the service area as all land that lies within the boundary of Jefferson County with the exception of those areas served by a municipal sewage authority. Please feel free to contact me if you have any questions concerning this matter.

Sincerely,


Stephanie F. Grove
County Administrator
sgrove@jeffersoncountywv.org

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Shaffer McDonald

charges due thereon.

Further, it appearing to the Commission, that since said sale Elaine and Titus Nagy's interest in and to the said property was sold to Mary Ellen Longan.

Therefore: it is ordered, in pursuant of Chapter 11A, Article 3, Section 37 of the West Virginia Code of 1931, as amended, that the Sheriff of Jefferson County, West Virginia do pay to Mary Ellen Longan, the sum of \$116.50, that being the surplus paid to the Sheriff at said tax sale.

Entered this 1st day of December, 1985.

In re: ORDER ADOPTED - JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Motion by Clendening, second by Ott to accept the following Order for the creation of the Jefferson County Public Service District. Motion carried.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF:

Creation of the Jefferson County Public Service District

ORDER

Having upon its own motion entered an Order on February 24, 1985, proposing the creation of the Jefferson County Public Service District and setting forth a description of such sufficient to identify said district and further having provided public notice in compliance with Chapter 16, Article 13A, Section 2 and having held the public hearing required therein; the County Commission of Jefferson County does, upon consideration of the testimony and evidence produced before it, find the creation of a public service district feasible, convenient, and conducive to the preservation of the public health and convenience.

Therefore, it is ORDERED that a public service district be created in Jefferson County under the provisions of 16-13A 1 et. seq. of the West Virginia Code of 1931, as amended, to encompass and include the following:

All land within the boundaries of Jefferson County, West Virginia, less however, those sewage authorities within any incorporated municipality with the County unless the governing body of any such

Law Order Book W
p. 355-356
*Upstairs, catwalk

municipality shall adopt a resolution consenting to be included within the proposed public service district, and that area covered by the existing public service district of Harpers Ferry-Bolivar Public Service District presently authorized to operate in Jefferson County, provided, however, that any of the public sewage service districts presently authorized to operate in Jefferson County, but not presently furnishing sewage services may become a part of the area to be serviced by this Public Sewage Service District.

It is further ORDERED that the public service district shall be known as the "JEFFERSON COUNTY PUBLIC SERVICE DISTRICT", and that it shall possess the powers and privileges granted to public service districts by virtue of the provisions of the West Virginia Code.

In re: BOND CLOSING HELD FOR OAKRIDGE ASSOCIATES - FINAL RESOLUTION ADOPTED

The Bond Closing for Oakridge Associates was held this day at 10:30 A.M. in the County Courtroom.

Motion by Clendenning, second by Ott to adopt the following Final Resolution authorizing the issuance and sale of \$350,000 Jefferson County, West Virginia Industrial Development Revenue Bonds for Oakridge Associates for the purpose of financing the acquisition, construction and equipping of a commercial project. Motion carried.



RANSON
AT THE CENTER OF OPPORTUNITY

City of Ranson

Office of The Mayor

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
Email: dpierson@ransonwv.us



Council Members:

Mike Anderson
Dave Cheshire
Scott Coulter
Donnie Haines
Amanda Stroud
Gene Taylor

February 18, 2022

Mayor Bob Trainor
Charles Town City Council
101 East Washington Street
Charles Town WV 25414

RE: Charles Town Utility Board Governance

Dear Mayor Trainor and Councilors:

We write regarding the governance of the Charles Town Utility Board, and to promote mutual understanding of the intent of all parties in making our agreement to tender assets to the Utility Board.

When making the agreement to combine utilities and tender assets, all involved agreed on three central objectives: (1) To deliver economies of scope and scale to the ratepayers served by the utility; and (2) To create a utility sized to effectively support the community and protect the watershed; and (3) To ensure an apolitical utility service governed by a qualified, independent Board of Directors. We congratulate the Utility Board on the significant progress made regarding the first two objectives. Unfortunately, we have made no progress – or even negative progress – in the third, critically important objective of an apolitical utility.

To that end, our agreements to combine the utilities included requirements that the Utility Board, no later than 24 months from the date of the agreement, would elect its officers by and from its Board of Directors. We believe that this arrangement is essential to the success of the expanded Utility Board. Accordingly, we request that the Council restore this original provision of our combination agreement in which the Utility Board is governed by its own elected officers.

Unilateral changes to the Article 147 governance model are not only in violation of our agreement, but destructive to the intergovernmental cooperation we seek for the benefit of our citizens and the community-wide credibility of the Board. We look forward to further dialog regarding this important issue and stand ready to defend our rights under the agreement made in good faith between our governing bodies.

Thanks for your kind consideration of this matter. We are prepared to discuss our concerns at your convenience and look forward to Council's restoration of the terms of our original agreement.

JEFFERSON COUNTY COMMISSION

CITY OF RANSON

Caleb Hudson
President

Keith Pierson
Mayor

Public Comment for Jefferson County Commission for February 19, 2026

Now come **David Tabb**, a lifelong resident/taxpayer make comments on the following Agenda(s) Item(s): Minutes of 2/5/26 City of Ranson and the Fire Protection Fund as previously approved by the County Commission in two different amounts. Agenda #5 and #6 (2/19/26).

From the Minutes of 2/5/2026:

Agenda #8 City of Ranson (2/5/26)

It appears by the approval - the Jefferson County Commission *does* have control over the boundaries/municipalities that control the density and resources. The County Commission should reframe from making false statements.

Agenda #10 County Fire Protection Fund (2/5/26)

After further research, the Legislation, as listed in the Governor's letter of August of 2023, allowed the Governor to release the funds in ordinances with legibility with the State Fire Marshall. The State Fire Marshall does not control or establish the funds received by the County Fire Protection Fund nor is there any language within the August 2023 bill that the County Commissioners hold any authority of how the funds could be used. The instructions are clear through both of the Governor's letters of November of 2025 and January of 2026 that the County Commissioners are to distribute the funds to the volunteer fire companies. The only task for the County Commission was to verify the number of stations and distribute it equally between the volunteer fire companies. Both the letters and funding, from the Governor, were received by the County Commission. I, David Tabb, would appreciate if the disbursement of this funding be released immediately to all seven (7) volunteer fire companies.

#5 Rebranding and Modernization of County logo and website.

Who initiated this and posted it on the agenda for consideration? Where is the public hearing on this matter or the Town Hall meeting? This County Commission has already put the county in a debt that has yet to be addressed. This County Commission has spent millions on computers and hardware that still doesn't work, such as a secure website that one could participate virtually. If this County Commission still considers moving forward with this project without public input, I would hope that you would at least put the correct date of county conception on the county seal which is not 1801! (Jefferson County, Virginia).

#6 – Ambulance Fee Exonerations

The County Commission has once again failed to address Mr. Tabb's filings of ambulance fee appeal.

Mr. Tabb encourages everyone to read the italicized statement below:

“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!

AFFIDAVIT:

David C. Tabb came and appeared before me, the undersigned notary, Amanda S. Bennett, resident of Berkeley Co., in the State of West Virginia made his statement to the Jefferson County Commission of February 19, 2026, and made affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

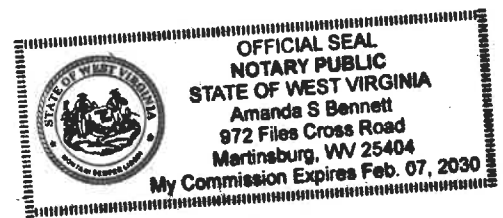
DATED this 19th day of February, 2026


David C. Tabb

Sworn and subscribed before me this 19th day of February, 2026


Notary

My commission expires: 2/7/2030



The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

WHY ARE MY WATER RATES SO HIGH?

JEFFERSON COUNTY, WEST VIRGINIA

COMPARATIVE SERVICE SCENARIOS

WHEN A UTILITY REFUSES TO SERVE PART OF A COUNTY, EXISTING CUSTOMERS ARE IMPACTED

When a utility refuses to serve part of a county, existing customers must absorb the system costs

Water and sewer utilities must cover fixed infrastructure costs — treatment plants, pumps, mains, maintenance and debt service — regardless of the number of customers served.

When a Utility ***refuses service to additional areas***, it limits the number of customers sharing the fixed costs of the overall system infrastructure.

- A smaller customer base increases **per-customer cost burden** for required capital improvements and maintenance.
- This pushes **rates upward for existing customers**.
- **This is a standard utility cost-recovery model used nationwide.**

WHAT HAPPENS WHEN A UTILITY PROVIDER REFUSES TO PROVIDE OR EXTEND SERVICE?

Refusal to provide service can shift customers to a more expensive alternative provider.

In Jefferson County areas are already served by other systems — for example West Virginia American Water Company (WVAW) for some areas outside of existing Utility Infrastructure areas.

Those providers often:

- **Propose rate increases to cover development, aging infrastructure and operating costs more frequently than the Municipal Utility.**
- **Pass these increases on to all customers they serve.**

If a Utility refuses to expand to new developments or subdivisions, property owners may be forced to connect to WVAW or another utility — **whose rates are often *higher or rising*.**

SUMMARY

- ▶ **Utilities must recover costs**, and refusing to serve an area effectively limits the customer base over which those costs are spread — meaning higher rates for current customers.
- ▶ **Alternatives like private or other utility service often cost more**, and expansion refusal funnels customers into those systems.
- ▶ Historic rate studies and PSC cases show that restructuring or service shifts in Jefferson County have the potential to drive **significant rate increases for existing users**.
 - Water and sewer systems have:
 - **Fixed costs** (treatment plant, debt service, maintenance crews, pumps, insurance)
 - **Variable costs** (chemicals, electricity, some labor)

Most costs are fixed.

HERE'S AN EXAMPLE OF HOW WATER/SEWER RATES CAN BE IMPACTED

SCENARIO 1- UTILITY PROVIDES SERVICE (BEST CASE FOR MUNICIPAL UTILITY RATE STABILITY)

Assumptions:

- Municipal Utility Annual system costs: \$10,000,000
- Existing customers: 5,000
- Proposed new development: 1,000 customers

If Municipal Utility provides service:

- Total customers = **6,000**
- **Annual cost per customer: \$1,667 (monthly equivalent: \$139)**

IMPACT ON EXISTING RESIDENTS

Scenario	Monthly Cost Per Customer
Expansion Allowed	\$139
Expansion Refused	\$167

Difference: \$28 per month increase

That's \$336 per year per household

Refusal to provide service can further increase rates if:

- The system still must build upgrades to handle regional demand.
- Debt service continues regardless of customer growth.
- Regulatory mandates require improvements.
- Inflation increases operating costs.

With no new customers to absorb costs, rates climb faster.

HERE'S AN EXAMPLE OF HOW WATER/SEWER RATES CAN BE IMPACTED

SCENARIO 2, PART 1- IMPACT ON EXISTING UTILITY CUSTOMERS

Utility refuses service (customers go to private utility like WVAW)

Assumptions:

- Utility Annual system costs: \$10,000,000
- Customers Remain: 5,000

If Utility provides service:

- Total customers = 5,000
- Annual cost per customer: \$2,000 (monthly equivalent: \$167)

HERE'S AN EXAMPLE OF HOW WATER/SEWER RATES CAN BE IMPACTED

SCENARIO 2, PART 2 – COST TO THE 1,000 REFUSED CUSTOMERS

NOW WITH SERVICE FROM PRIVATE UTILITY LIKE WVAW

Investor-owned utilities like WVAW typically include:

- Return on equity (profit)
- Corporate overhead
- Statewide infrastructure recovery
- Assume WVAW's average combined water/sewer annual cost = **\$2,400 per year**
- **Monthly: \$200**
- Compared to Municipal Utility expansion scenario (\$139/month):
- **+\$61 per month for those households**

HERE'S THE IMPACT

IMPACT ON EXISTING RESIDENTS

Group	If Municipal Utility Serves	If Municipal Utility Refuses and Private Utility like WVAW Serves
5,000 Existing Municipal Customers	\$139/month	\$167/month
1,000 New Customers	\$139/month	\$200/month

What this means for Jefferson County

When a Municipal Utility refuses service:

- Existing Municipal Utility customers pay more because fixed costs are divided among fewer users.
- New customers pay even higher rates under a Private Utility like WVAW's investor-owned structure.
- County residents are now split between two rate structures, reducing economies of scale.
- Regional infrastructure planning becomes less efficient, increasing long-term costs.

SCENARIO A – MUNICIPAL UTILITY SERVES ALL CUSTOMERS

- Starting rate: \$139/month
- Shared cost across 6,000 customers
- 20-year cumulative cost per household \approx \$45,000
- Greater economies of scale

SCENARIO B – MUNICIPAL UTILITY REFUSES SERVICE AND NOW PRIVATE (WVAW) SERVES

- Existing Municipal Utility customers: \$167/month starting
- **20-year cumulative \approx \$54,000**
- Refused customers (WVAW): \$200/month starting
- **20-year cumulative \approx \$58,000**

20-YEAR HOUSEHOLD IMPACT COMPARISON

- Existing Municipal Utility households pay \approx \$9,000 more
- Refused households pay \approx \$13,000 more
- Compounding rate increases widen the gap over time

COUNTY-WIDE 20-YEAR FINANCIAL IMPACT

- 5,000 existing households \times \$9,000 = \$45,000,000
- 1,000 refused households \times \$13,000 = \$13,000,000
- **Total additional regional cost \approx \$58,000,000**
- Fragmentation increases long-term infrastructure costs

KEY TAKEAWAYS

Shared infrastructure lowers per-household cost

Refusal limits economies of scale

Investor-owned utility rates typically grow faster

Long-term financial impact is substantial

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: **March 5th, 2026**

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

Date Requested – 2nd Choice:

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

Exonerations

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I recommend the motion to approve the exonerations as listed.

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

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Real Property Book.

 DISTRICT Kabletown MUNICIPALITY

Described as follows:

Value reduced for DOH condemnation.

06 10A003200000000

Assessed Value \$ (8,200)

Tax Amount \$ (190.57)

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Lucy M Athey 2/19/26
Applicant ATHEY LUCY M Date

Ticket # 17175

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**
Department or Organization: **County Clerk**
Estimation of amount of time needed for appointment: **15 minutes**
Date Requested – 1st Choice: **March 5, 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. Reopen the estates of Mary M. Gruber & Claudia Jean Patterson**
- 2. Monthly Review of New Estates, Accountings and Waivers of Final Settlements**
- 3. Petition to Remove Carol S. Blumenthal as Executrix on the Estate of Joe Jacob Miller**
- 4. Change Precinct 34 Voting location from Shepherdstown Elementary to Shepherdstown Middle School**
- 5. Primary Election Update**

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

1. The estate of Mary M. Gruber will need to be reopened as additional assets have been discovered. The estate of Claudia Jean Patterson needs reopened to gain access to a safety deposit box.

2. List of Estates opened Accountings and Waivers of Final Settlement received since February 2026

3. The Commission received a petition from Ryan Willingham to remove Carol S. Blumenthal as Executrix on the Estate of Joe Jacob Miller for the reasons stated in his petition. The Executrix has also included a response. The Commission will need to set a date for a hearing before the Commission or refer the petition to the next available Fiduciary Commissioner.

4. The old Shepherdstown Elementary School is now empty so we will need to move that voting location to the Shepherdstown Middle School. Voting will take place in the cafeteria and voters will enter through the athletic entrance. Notices and new cards will be sent to all affected voters.

5. Primary Election Update

- **The old Ranson Elementary building is now operating as RISE (Ranson Institute for Secondary Education) so that location will not need to be moved. We will send new cards that include the new building name to all affected voters.**
- **Several changes will begin in the Primary Election**
 - **We now have a mostly closed Primary. Non-Affiliated/Independent voters will no longer be able to request a Republican ballot.**
 - **There are new photo ID requirements for voting. A voter card will no longer be able to be used.**
 - **i.e. WV Driver's License or State Issued ID, Out of State Driver's License, WV Mobile ID, US Passport, Government Employee ID Card, Student ID card with photo from WV High School or College, US military ID, Voter Registration Card Issued by the County Clerk or WV Secretary of State, DMV issued ID without photo for voters that swear or affirm that they belong to a recognized religious community that prohibits them from being photographed.**
 - **Reminder that Early Voting will be held in the new Commission Meeting Room.**

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

1. To reopen the estates of Mary M. Gruber & Claudia Jean Patterson

2. To approve the list of Estates opened Accountings and Waivers of Final Settlement received since February 2026

3. To set a hearing date for the removal of Carol S. Blumenthal as Executrix on the estate of Joe Jacob Miller OR refer the request to the next available Fiduciary Commissioner

4. To move Precinct 34 voting location from Shepherdstown Elementary to Shepherdstown Middle School

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
FIDUCIARY / PROBATE DIVISION

IN RE: Estate of Joe Jacob Miller, Deceased.

CASE NO.: 5203

PETITION TO REMOVE EXECUTOR

COMES NOW, the Petitioner, Ryan David Willingham, acting *pro se* and on behalf of a majority of the heirs to the estate (affidavits for whom are attached hereto as "Exhibit A"), and respectfully petitions this Honorable County Commission of Jefferson County, West Virginia, for the removal of Carol S. Blumenthal as Executor (Personal Representative) of the Estate of Joe Jacob Miller, and states as follows:

1. The Decedent, Joe Jacob Miller, died on or about January 14, 2025, and this Estate is currently pending before the County Commission of Jefferson County, West Virginia;
2. Carol S. Blumenthal was appointed Executor of the Estate on or about January 14, 2025 upon the death of Joe Jacob Miller;
3. Petitioner(s) is a beneficiary under the Decedent's Last Will and Testament and is an interested person with standing pursuant to W. Va. Code § 44-1-1*et seq.*;
4. The Executor has failed to carry out fiduciary duties in a fair, impartial, and lawful manner as required under West Virginia law;
5. The Executor has failed and refused to communicate material information regarding administration of the Estate to all beneficiaries, including the Petitioner;

6. Specifically, the Executor has failed to provide timely and reasonable updates regarding estate assets, distributions, decision-making, and the status of administration, despite repeated requests;
7. Such failure to communicate has prevented beneficiaries from protecting their interests and constitutes neglect of fiduciary duty;
8. The Executor has failed to administer the Estate in accordance with the express terms and intent of the Decedent's Last Will and Testament;
9. The Executor has taken actions and/or made decisions that are inconsistent with the provisions of the Will, including but not limited to the division of the Decedent's firearms and other real and personal property designations;
10. The Executor has made unilateral decisions which show bias in favor of a single beneficiary, John Daniel Miller, with whom she has a prior friendship and professional relationship;
11. Said John Daniel Miller was previously an employee of the Executor, was injured on her property, and upon information and belief, is still paid as an employee of the Executor;
12. Upon information and belief, the son and grandchild of John Daniel Miller are currently employed by the Executor;
13. Upon information and belief, said John Daniel Miller co-owns a business with the Executor (*Danico Secretary of State Filing*, attached hereto as "Exhibit B");
14. Upon information and belief, Jeremiah Miller, son of John Daniel Miller, co-owns real estate with the Executor;

15. The bias displayed by the Executor towards John Daniel Miller and his children, with whom the Executor shares a common, unrelated interest, has led to preferential treatment toward John Daniel Miller and his children to the disadvantage of the other beneficiaries, including Petitioner;
16. Said preferential treatment and bias has operated in direct conflict with the express terms and divestments contained within the Decedent's Last Will and Testament;
17. Executor threatened to charge the estate additional fees and costs upon the disadvantaged beneficiaries questioning the Executor's division of assets;
18. Executor has acted in a manner in which to enrich both herself and those with whom she shares a professional relationship;
19. Executor has failed to uphold her fiduciary responsibility under the express terms of the Decedent's Last Will and Testament;
20. Executor has breached her fiduciary duty to the estate and the remaining beneficiaries through self-dealing and by favoring a minority group of beneficiaries with whom she shares personal and professional relationships;
21. An Executor has a legal duty to strictly adhere to the Will, and deviation from its terms without court approval is improper and unlawful;
22. An Executor must act impartially and in the best interests of all beneficiaries; favoritism toward one beneficiary constitutes a breach of fiduciary duty and grounds for removal under W. Va. Code § 44-1-12;
23. Due to the Executor's conduct, continued administration of the Estate by the current Executor is not in the best interests of the Estate or a majority of its beneficiaries;

24. The Petitioner and majority of beneficiaries have suffered harm as a result of the Executor's bias, and dissolution of the Estate has become protracted.

WHEREFORE, Petitioner respectfully requests that this Honorable County Commission of Jefferson County, West Virginia:

- A. Remove Carol S. Blumenthal as Executor of the Estate;
- B. Appoint a neutral and qualified successor Personal Representative;
- C. Order the removed Executor to file a full and complete accounting of all estate assets, income, expenses, and distributions;
- D. Deny all statutory fees paid to Carol S. Blumenthal as Executor of the Estate incurred by the Estate as a result of her malfeasance;
- E. Grant such other and further relief as this Court deems just and proper.

Respectfully submitted,



12/23/2025

Petitioner Signature
Ryan D. Willingham, *Pro Se*
27 Hook Dr Martinsburg, WV 25405
Phone: 304-279-9454
Email: willinghamryan@gmail.com

VERIFICATION

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

I, RYAN D. WILLINGHAM, being duly sworn, state that I am the
Petitioner herein and that the statements contained in this Petition are true
and correct to the best of my knowledge and belief.



Petitioner

Subscribed and sworn before me this 23rd day of December, 2025



Notary Public

My Commission Expires: 7/20/2030



IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
FIDUCIARY / PROBATE DIVISION

IN RE: Estate of Joe Jacob Miller, Deceased.

CASE NO.: 5203

EXHIBIT A
AFFIDAVITS OF BENEFICIARIES

I Sharon LaVonne Athey, being duly sworn, do hereby declare the following:

Delayed Notification of Beneficiary Status

I was not made aware of my beneficiary status until June 17, 2025, When Mr. Morrow, a lawyer my Sister Robin and I hired, introduced me to Mrs. Blumenthal for the first time at a meeting he arranged in the Jefferson county courthouse, this meeting was between Mr, Morrow, Mrs. Blumenthal, Susie Willingham, Robin Miller, John Daniel Miller, Donna Miller and myself. My sister Susie had a copy of the will that she showed me on that day sitting outside the courthouse. Carol Blumenthal has not shown or given me a copy of the will to date.

Potenetial Bias and Conflict of Interest

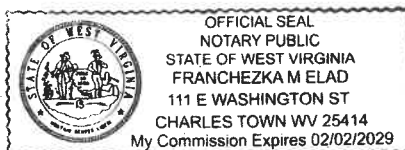
After seeing Susie's copy of the will I researched the land lot numbers on the will at the courthouse. In doing so I found property that my brother John Daniel and Mrs Blumenthal co-owned.

Failure to follow the wills instructions in regard to firearms

October 22a
On *November 29, 2025* I received an email from Mrs. Blumenthal stating that she will give Danny the double barrel shotgun, although it was not the one described in the will, and that she will sell the revolver and distribute the proceeds between the grandchildren.

Sharon L. Athey

County of Jefferson
State of West Virginia
The foregoing instrument was acknowledged before me
this 12th day of November, 2025
by Sharon L Athey
[Signature] Notary Public
My commission expires 02/02/2029



AFFIDAVIT

I, Sandra S. Willingham, do hereby declare and affirm the following:

Carol Blumenthal is the executor of my father, Joe Miller's, estate. I have experienced the following issues regarding her handling of my father's estate:

1. She will not communicate with me (i.e., she hangs up on me when I call and won't return voicemail requests for return calls).
2. She constantly performs actions that stray from the language of my father's Will.
3. She performs actions that indicate bias in favor of Danny Miller, my brother and co-beneficiary, who is a former employee, current employee, and business partner.
4. She claims to be receiving guidance from lawyers that allow her to deviate from West Virginia probate law.
5. Prior to my mother's death in 2021, my father had his original Will and a copy of my mother's Will. Following my mother's death, my father gave both of the Wills to me, thinking that I was still the executor. While reading them, I realized that he and Mom had changed their Wills to name my brother and Ms. Blumenthal as co-executors. At my father's insistence, I took possession of both of the Wills. I made copies of both Wills, then gave both Wills to my brother, Danny, who said that he gave them to Ms. Blumenthal. When my father died in 2025, both my brother and Ms. Blumenthal insisted that I had not given the Wills to either of them. I ended up giving Ms. Blumenthal a copy of my father's Will that I had made earlier. She began the probate process using the copy that I gave her. During a meeting with Henry Morrow, Jr, Esquire, that my sisters said they arranged because they were dissatisfied with Ms. Blumenthal's handling of our father's Will, and which included my sisters, my brother and his wife, Ms. Blumenthal, and me, Ms. Blumenthal said that she had found our father's original Will in May of 2025, located in an envelope marked "LaVonne Miller", our mother. Neither she nor my brother told me that the original Will had been located until I found out during the meeting with Mr. Morrow.

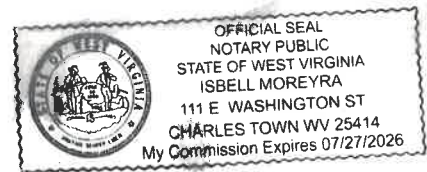
I affirm that the above statements are true to the best of my knowledge and belief. I submit this affidavit in support of a formal complaint regarding the conduct of Ms. Blumenthal as executor of my father's estate.

Sandra S Willingham
Sandra S. Willingham

Notary Public

Subscribed and sworn before me on this 17 day of November, 2025

Isbell Moreyra
Notary Signature



My commission expires: 07/27/2026

Re: Auction ends today

iteachk57@yahoo.../Sent



iteachk57 <iteachk57@yahoo.com>
To: Carol Blumenthal <csblum12@gmail.com>
Cc: Sharon Athey <raynesgmom@gmail.com>, Robin Miller <bobimill@yahoo.com>, Donna Miller <d0nnamiller1959@yahoo.com>

Oct 8 at 7:00 PM

Thank you for answering Sharon's question.

Susie

Sent from my T-Mobile 5G Device

----- Original message -----
From: Carol Blumenthal <csblum12@gmail.com>
Date: 10/8/25 6:19 PM (GMT-05:00)
To: iteachk57 <iteachk57@yahoo.com>
Cc: Sharon Athey <raynesgmom@gmail.com>, Robin Miller <bobimill@yahoo.com>, Donna Miller <d0nnamiller1959@yahoo.com>
Subject: Re: Auction ends today

Everyone will get an accounting required by the Court as part of the closing of Probate. Meanwhile, I will proceed with sale of Estate assets. I will not report piecemeal.

On Wed, Oct 8, 2025 at 4:44 PM iteachk57 <iteachk57@yahoo.com> wrote:
I do expect an answer.

Sent from my T-Mobile 5G Device

----- Original message -----
From: Carol Blumenthal <csblum12@gmail.com>
Date: 10/8/25 1:58 PM (GMT-05:00)
To: Sharon Athey <raynesgmom@gmail.com>, Robin Miller <bobimill@yahoo.com>, Donna Miller <d0nnamiller1959@yahoo.com>
Cc: iteachk57 <iteachk57@yahoo.com>
Subject: Re: Auction ends today

Edwards Auction is coming on October 17 - probably 9am to pick up everything they can auction from the house and outside the house. The van has been sold. The truck will be included in the auction. I have spoken with Robin about her putting a label (or otherwise separating) her belongings (including the kitchen table which we agreed she gets from the Estate) from the other items in the house. I also requested that she put a label on the firearm cabinet (including the guns) which will not be

included in the auction.

You all are invited to show up for the Edwards pick up. Hopefully there will be no disputes as to what items belonged to Joe. There may be items that Edwards does not take if he thinks they are not worth auctioning. If so, you all can sort out whether any of you want the items or if they should be removed and trashed or donated.

I do not know the actual date for the auction - Edwards will let us know.

Sharon - I am still holding on to your brother's class ring for you. Do you wish me to leave it with Robin when I pick up the mail, or how do you wish me to get it to you?

On Wed, Oct 8, 2025 at 12:18 PM Sharon Athey <raynesgmom@gmail.com> wrote:

Hello Carol, could you please let me know when the truck and van are being auctioned, as I had mentioned before Joshua wanted to bid on the van and Willie wanted to bid on the truck, many thanks and enjoy your fall day.

Sharon

Sent from my iPhone

On Oct 7, 2025, at 10:42 AM, iteachk57 <iteachk57@yahoo.com> wrote:

Jewelry that is gold-filled or solid gold will often feature a marking indicating its composition.

1. Gold-filled jewelry will often be stamped with a marking like "1/20 2. Solid gold will be marked with a karat stamp, such as 10K, 14K, 18K, or 24K, indicating the 14K" or "1/20 12K". ...

Sent from my T-Mobile 5G Device

None of the watches were stamped 1/20 10k or 1/20 14k

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>

Date: 10/7/25 8:13 AM (GMT-05:00)

To: iteachk57 <iteachk57@yahoo.com>

Cc: Miller Robin <bobimill@yahoo.com>, Athey Sharon <raynesgmom@gmail.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Subject: Re: Auction ends today

I think it is you who have expressed feelings about me and have unilaterally attributed them to me, rather than the reverse. In any event, will not engage in such irrelevancies. The watch that I previously discussed with Mr. Edwards was marked by you as 10 carat, but was itself marked as gold-filled 10 carat (I do not know where you got the "gold plated" idea from). That, of course, makes a tremendous (unfortunately lower) valuation for the piece.

As to the remaining jewelry items, I will segregate any items you listed for high valuations and discuss them with Mr. Edwards prior to sale. Before that, however, you have all suggested that the grandchildren should have an opportunity to pick a piece. I am looking to arrange that this month.

On Mon, Oct 6, 2025 at 3:19 PM iteachk57 <iteachk57@yahoo.com> wrote:

I know that you dislike me, which is your right, but now is not the time to display your feelings toward me. I am trying very hard to have a discussion with you.

I know that the last auction is over. I have no desire to bid on anything. I am talking about items for subsequent auctions, of which I have a list. The Paul Breguette

watch, as well as other jewelry and other items, was not in the last auction. I saw how Edwards presented items for sale in his last auction. You stated that, although I said that the watch is gold, that it is only gold plated. I trust the jeweler who told me that the watch is 10 carat gold, as stamped on the obverse, so I wish for the watch to be sold separate, with the description that I included with it, so that it has a fair chance of bringing in an amount closer to its worth.

Susie

Sent from my T-Mobile 5G Device

Sent from my T-Mobile 5G Device

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>

Date: 10/6/25 1:14 PM (GMT-05:00)

To: iteachk57 <iteachk57@yahoo.com>

Cc: Miller Robin <bobimill@yahoo.com>, Athey Sharon <raynesgmom@gmail.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Subject: Re: Auction ends today

The auction ended over a week ago. See e-mail below. I trust Edwards to know what he is doing. I notified you all of the auction to give you time to bid on any items you might wish.

On Mon, Oct 6, 2025 at 12:06 PM iteachk57 <iteachk57@yahoo.com> wrote:

Carol,

I am asking you nicely to please not let Edwards Auction put the vintage Paul Breguette 10k gold watch (it is written on the back of the watch) in with a group of other items. Please do not list it for \$2.00. It is a \$1,000.00 watch, verified by a jeweler. It was made by 1960s designer Paul Breguette, and needs to be listed that way.

Susie

Sent from my T-Mobile 5G Device

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>

Date: 9/26/25 10:47 AM (GMT-05:00)

To: Miller Robin <bobimill@yahoo.com>, Athey Sharon <raynesgmom@gmail.com>, iteachk57 <iteachk57@yahoo.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Subject: Auction ends today

Ali: As previously reported, certain coins, watches, buckles and knives are included in the current Edwards Auction which ends today. If you want to bid on anything, please do so.

Joe's class ring is NOT included in the current auction, but will appear in a later auction. I will give you dates for the sales as I receive them

--
Carol S. Blumenthal

--
Carol S. Blumenthal

--
Carol S. Blumenthal

--
Carol S. Blumenthal

--
Carol S. Blumenthal

Re: Estate Update

iteachk57@yahoo.../Sent



iteachk57 <iteachk57@yahoo.com>

To: Carol Blumenthal <csblum12@gmail.com>, Miller Robin <bobimill@yahoo.com>

Cc: Athey Sharon <raynesgmom@gmail.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Aug 6 at 9:02 PM

Did you not reread your email from this morning where you tried to throw me under the bus?

"All: Per Susie's request, I will update the Appraisal with a line item valuation of the tool shed equipment - this will not change the distribution to Danny, but will increase estate value on which compensation to the Executor is based."

You stated in the email that I took this quote from that the wood shop tools have not been appraised, but you will do it because I said to.

Then, in this current email, you state that you already had the wood shop tools appraised and included in the estate estimate. Both of these cannot be true. One thing that I cannot tolerate is a liar. I have put up with you saying that I am stupid and don't know what I am talking about, but I will not tolerate a liar. I will finish the job that I started to help you out, but then I am done. The others can deal with your lies.

Susie

Sent from my T-Mobile 5G Device

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>

Date: 8/6/25 2:52 PM (GMT-05:00)

To: Miller Robin <bobimill@yahoo.com>

Cc: iteachk57 <iteachk57@yahoo.com>, Athey Sharon <raynesgmom@gmail.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Subject: Re: Estate Update

Susie is wrong about the law. The real property is bequeathed by the Will just as the guns and tools are bequeathed by the Will. The value of all of these is to be reported with the estate appraisal.

On the appraisal I gave a line item for the guns but lumped the tools under equipment with furnishings. At Susie's request I will now have them separately appraised and give them a separate line item.

Sent from my iPhone

On Aug 6, 2025, at 9:52AM, Robin Miller <bobimill@yahoo.com> wrote:

I have no objection to the sale of the stock. Please correct the spelling of Tabetha's name to Flanagan (same as her son Shawn's). Thank you.

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, August 6, 2025, 9:47 AM, iteachk57 <iteachk57@yahoo.com> wrote:

I gave Carol a choice. The guns were bequeathed to dad's grandchildren the same as the tools in dad's wood shop were bequeathed to Danny in Dad's will. By law, the value of neither of these items are to be included in the estate value. The guns were included but not the shop. I could not get Carol to understand that the two items were to be treated the same. So, I gave her a choice, either both are out or both are in. She chose both in.

Susie

Sent from my T-Mobile 5G Device

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>

Date: 8/6/25 8:49 AM (GMT-05:00)

To: Miller Robin <bobimill@yahoo.com>, Athey Sharon <raynesgmom@gmail.com>, iteachk57 <iteachk57@yahoo.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Subject: Estate Update

All: Per Susie's request, I will update the Appraisal with a line item valuation of the tool shed equipment - this will not change the distribution to Danny, but will increase estate value on which compensation to the Executor is based. Also I will correct Joshua's name to Baddorf.

Because of the disagreements among you which were reported to the Probate Clerk, the Clerk informed me that the Court will require a formal accounting in this case. The Amended Appraisal can be filed at the same time.

As I told you, I plan to put the 2014 van up for bids through Kelley Blue Book. I have received no objection, and no bids from any of you.

I also plan to sell the stock. I will check with Bonnie, the accountant, about what taxes may be involved with that. If anyone objects to sale of the stock, please let me know. Most of the stock transfers are held by Computershare, which is a difficult company to deal with - lots of paperwork and hoops to jump through. Also, they can take a long time to complete a transaction, so I would like to get started.

LET ME KNOW RIGHT AWAY if you object to the sale of stock.

Susie will return the jewelry and buckles she is holding for valuation this weekend to Robin at the house. I will arrange with Robin for pickup there.

Re: Miller Estate

iteachk57@yahoo.../Inbox



Carol Blumenthal <csblum12@gmail.com>
To: Sharon Athey <raynesgmom@gmail.com>
Cc: Donna Miller <d0nnamiller1959@yahoo.com>, iteachk57 <iteachk57@yahoo.com>, Robin Miller <bobimill@yahoo.com>

Sep 8 at 1:55 PM

I have taken certain items - coins, watches, knives, a few novelty items, e.g. chicken foot piercer and arrowhead, and buckles to Edwards Auctions. Turns out that several of the watches which may have been thought to be gold, are actually gold filled which does not have the same value, but all have been entered into the auction to see what the Estate can get.

If anyone wants to bid on the items, auctions start on Fridays. These items will come up on either September 12 or September 19, depending on how long it takes them to catalog and photograph them and get them on line.

Edwardsauctionsandrealty.com is the auction site.

As I told you in the beginning, if everyone agrees that some item should go to a particular person, I would honor that; however, if there was disagreement I would put the item in the auction and anyone can bid on it.

There appears to be a disagreement about who should have Joe's class ring.

As to Jay's class ring - I am not sure there is a disagreement.. Sharon has asked for the ring. Robin has consented. Danny has consented. Unless Susie has an objection, - I will give Jay's class ring to Sharon.

The stocks: All the stocks need to be changed over into the name of the Estate. A Stock can be sold at the same time it is changed into the Estate's name - but ALL shares have to be sold ---- One transaction, one fee

If you want the stocks transferred as stocks then there will be 4 transactions for each stock that is divided: Step 1. transfer stock into Estate; Step 2 sell half the stock; Step 3. transfer 1/2 remaining shares to one beneficiary; Step 4. transfer remaining shares to the other beneficiary. 4 transactions, 4 fees. How much is the fee? At least \$50 per transaction, but could be more based on the company and the sale price.

If the stocks are all sold, the money will go into the Estate account and, after expenses, split among the 4 siblings.

If the stocks need to be partly sold and partly transferred in kind, - then the additional 3 fees incurred will have to be paid by the beneficiaries receiving stock shares.

On Wed, Sep 3, 2025 at 3:41 PM Sharon Athey <raynesgmom@gmail.com> wrote:

Carol I would like to purchase both Dad and Jay's class rings. At the meeting in the courthouse Robin was approved Granddaddy's table, Danny was approved the wooden picture, since then Susie has been approved granddaddy Carl's picture. I have not had any item approved could I please purchase both rings. Sincerely, Sharon
Sent from my iPhone

On Sep 3, 2025, at 3:34 PM, Sharon Athey <raynesgmom@gmail.com> wrote:

Sent from my iPhone

On Sep 3, 2025, at 1:51 PM, Donna Miller <d0nnamiller1959@yahoo.com> wrote:

Carol

Danny does not approve of Robin getting Joe's class ring. Danny would like to have the class ring that belonged to Joe. He didn't even know there was an option about the class ring because nothing was said to him.

[Sent from Yahoo Mail for iPhone](#)

On Monday, September 1, 2025, 3:50 PM, Donna Miller <d0nnamiller1959@yahoo.com> wrote:

Susie

It was just a question I asked Robin, I don't remember at any point when I asked for your opinion. I accepted the answer I got from Robin it's all good! I accept her answer. Have a great Labor Day.
Donna

[Sent from Yahoo Mail for iPhone](#)

On Monday, September 1, 2025, 3:40 PM, iteachk57 <iteachk57@yahoo.com> wrote:

Donna

Giving my agreement to someone getting a piece of the family estate is my business.

As far as Carol goes, she is the person we have to contact to give our consent to someone getting an estate item.

Susie

Sent from my T-Mobile 5G Device

Re: Estate Update

iteachk57@yahoo.../Sent



iteachk57 <iteachk57@yahoo.com>

To: Carol Blumenthal <csblum12@gmail.com>, Miller Robin <bobimill@yahoo.com>

Cc: Athey Sharon <raynesgmom@gmail.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Aug 6 at 9:02 PM

Did you not reread your email from this morning where you tried to throw me under the bus?

"All: Per Susie's request, I will update the Appraisal with a line item valuation of the tool shed equipment - this will not change the distribution to Danny, but will increase estate value on which compensation to the Executor is based."

You stated in the email that I took this quote from that the wood shop tools have not been appraised, but you will do it because I said to.

Then, in this current email, you state that you already had the wood shop tools appraised and included in the estate estimate. Both of these cannot be true. One thing that I cannot tolerate is a liar. I have put up with you saying that I am stupid and don't know what I am talking about, but I will not tolerate a liar. I will finish the job that I started to help you out, but then I am done. The others can deal with your lies.

Susie

Sent from my T-Mobile 5G Device

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>

Date: 8/6/25 2:52 PM (GMT-05:00)

To: Miller Robin <bobimill@yahoo.com>

Cc: iteachk57 <iteachk57@yahoo.com>, Athey Sharon <raynesgmom@gmail.com>, Miller Donna <d0nnamiller1959@yahoo.com>

Subject: Re: Estate Update

Susie is wrong about the law. The real property is bequeathed by the Will just as the guns and tools are bequeathed by the Will. The value of all of these is to be reported with the estate appraisal.

On the appraisal I gave a line item for the guns but lumped the tools under equipment with furnishings. At Susie's request I will now have them separately appraised and give them a separate line item.

Sent from my iPhone

On Aug 6, 2025, at 9:52 AM, Robin Miller <bobimill@yahoo.com> wrote:

I have no objection to the sale of the stock. Please correct the spelling of Tabetha's name to Flanagan (same as her son Shawn's). Thank you.

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, August 6, 2025, 9:47 AM, iteachk57 <iteachk57@yahoo.com> wrote:

I gave Carol a choice. The guns were bequeathed to dad's grandchildren the same as the tools in dad's wood shop were bequeathed to Danny in Dad's will. By law, the value of neither of these items are to be included in the estate value. The guns were included but not the shop. I could not get Carol to understand that the two items were to be treated the same. So, I gave her a choice, either both are out or both are in. She chose both in.

Susie

Sent from my T-Mobile 5G Device

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>

Date: 8/6/25 8:49 AM (GMT-05:00)

To: Miller Robin <bobimill@yahoo.com>, Athey Sharon <raynesgmom@gmail.com>, iteachk57 <iteachk57@yahoo.com>, Miller Donna <d0nnamiller1959@yahoo.com>
Subject: Estate Update

All: Per Susie's request, I will update the Appraisal with a line item valuation of the tool shed equipment - this will not change the distribution to Danny, but will increase estate value on which compensation to the Executor is based. Also I will correct Joshua's name to Baddorf.

Because of the disagreements among you which were reported to the Probate Clerk, the Clerk informed me that the Court will require a formal accounting in this case. The Amended Appraisal can be filed at the same time.

As I told you, I plan to put the 2014 van up for bids through Kelley Blue Book. I have received no objection, and no bids from any of you.

I also plan to sell the stock. I will check with Bonnie, the accountant, about what taxes may be involved with that. If anyone objects to sale of the stock, please let me know. Most of the stock transfers are held by Computershare, which is a difficult company to deal with - lots of paperwork and hoops to jump through. Also, they can take a long time to complete a transaction, so I would like to get started.

LET ME KNOW RIGHT AWAY if you object to the sale of stock.

Susie will return the jewelry and buckles she is holding for valuation this weekend to Robin at the house. I will arrange with Robin for pickup there.

AFFADAVIT

I, Robin R Miller, do hereby declare and affirm the following:

1. Executor's failure to communicate

- a. My father passed in 01/2025 and I was not notified by the executor, Carol Blumenthal, that the original will had been located and was filed in May 2025. I discovered this in June 2025 when I went to Jefferson County Probate Court and was told that the will had been filed.
- b. As of May 2025 Ms Blumenthal told my brother, John D Miller, that the property 277 Joe Miller Rd belonged to him and he could start charging rent for the property as of June 2025. However Ms Blumenthal did not communicate any information to me about the property at 247 Joe Miller Rd which was named as my inheritance in the will until I received a general email on 07/10/2025 stating, that "Steve Kershner is preparing confirmatory deeds for Danny and Robin to their respective parcels".

2. Potential Bias and Conflict of Interest

- a. Ms Blumenthal is the former long-term employer of my brother, John D Miller, until he was injured and permanently disabled while working as her employee, which could be a conflict of interest between the interests of the estate vs her relationship with my brother.
- b. Ms Blumenthal is personal friends with my brother, John D Miller and his family, which could cause potential bias in her execution of the terms of my father's estate. My brother's son, Jeremiah Miller is now Ms Blumenthal's employee since my brother can no longer fulfill his work duties for Ms Blumenthal.
- c. Per Ms Blumenthal's email of 7/10/25, she states that John D Miller receives the gun cabinet and wooden picture per agreement during meeting at courthouse. However, she states that I have asked for the kitchen table and if there are no objections she would like to designate it to me. The kitchen table was also discussed and agreed to at the same courthouse meeting in which my brother was given the gun cabinet and picture, but it appears Ms Blumenthal was only concerned with remembering the designations to my brother at the meeting and not the rest of the siblings.

3. Deviation from Language of the Will

- a. The Will designates a specific shotgun with side hammers to be given to John D. Miller and all other weapons are to be divided amongst my father's grandchildren. On Saturday November 1st, Ms Blumenthal arranged to have the grandchildren convene at the 277 Joe Miller Rd property at 10 am for

distribution of the firearms. Ms Blumenthal, John D Miller, his wife Donna Miller and their son Jeremiah Miller arrived about 20 minutes early. Jeremiah Miller brought a firearm case into the house with him. Ms Blumenthal had Jeremiah Miller put the only shotgun that was in the gun cabinet, into the firearm case he brought before any other grandchildren were allowed to view the weapons available for distribution. The shotgun in the gun cabinet was not the same weapon mentioned in the Will to be given to John D Miller. Ms Blumenthal took it upon herself to give to John D Miller the shotgun in the gun cabinet in place of the shotgun with side hammers mentioned in the Will because the side hammer shotgun was not present in the gun cabinet. This action is contrary to Will.

I affirm that the above statements are true to the best of my knowledge and belief. I submit this affidavit in support of a formal complaint regarding the conduct of Ms Blumenthal as executor of my father's estate.

Robin R Miller

Robin R Miller

Notary Public

Subscribed and sworn to before me on this 6th day of November 2025

Mary Ward

Notary Signature



My commission expires: 02/25/2030

9:02

77

< 43

Donna >



to my agency

I will get that information for you

Thank you

Fri, May 30 at 9:46 AM

Good morning Donna just a reminder that I have not received the information about the tenant nor have I received a lease outlining any terms.

Good morning Robin good to hear from you. We have already discussed that the rent is 1,100 dollars and you are a month to month renter for now. As far as the renter he will possibly be here next weekend and will check out the apartment before background check is done.

Sounds good but I will still need a lease agreement stating the amount of the rent, the start date and that it is month to month. If you prefer I can pull a template off line and print it out for us to sign. Let me know how you want to do it. Thanks



iMessage



9:03

77

< 43

Donna >



it. Thanks

You have lived up there this long without a lease you can wait a little longer.

I wasn't paying rent before now it's different though. I hope you can understand that.

Well I hope you can understand to pay the rent as it is for now, or you can gladly move out. You are not in coot this

Control of this situation.

I feel we should keep this above board for everyone involved including the new tenant downstairs regarding the utilities.

Everything has been aboveboard in this situation. As far as the other tenant he has not even looked at the living space, so we have to wait until he has a chance to do so. Tenant will only pay 1/3 of the electric bill, to be fair to him as well.

That's fine so let's put it on paper



iMessage



9:04

77

< 43

Donna >



That's fine so let's put it on paper that if the downstairs unit is tenanted then upstairs will be responsible for 2/3 or electric to be paid upon receipt of bill

Everyone's covered

Has Melody ever had a lease or has she been paying monthly by month for the last 36 years.

That was between her and daddy I thought you weren't bringing daddy into it and I plan to do a lease with her as soon as the estate is settled

I have no clue what was or wasn't between them

I if you don't like the way the way things are you can move out and rent somewhere that has a lease.

I never brought pap into it I just asked a question.

I'm working on moving Donna but it's not easy with my animals as well as dad's dogs



iMessage



9:05

76

< 43

Donna >



well as dad's logs

You asked a question about dad's arrangements

Well if you are working on moving a lease doesn't matter.

I have to prove income and current residency

She has been paying cash to you since January without a lease.

For now it is what it is.

Not to me I was holding it until the estate was settled I told you that I haven't touched it

She is still paying without a lease.

I have no idea what she and dad had or didn't have and until the estate is settled I can't make a lease with her

I don't have a deed or proof of ownership by the way do you have proof of ownership of this property?

Ditto no lease for now.



iMessage



9:06

76

< 43

Donna >



Ditto no lease for now.

So then I'm actually paying rent to the estate like she is?

I'm just trying to understand

No we don't and you know that and the circumstances on that. You can pay rent or move out

If you don't own it then how can you charge me rent

Shouldn't it go to the estate?

You want everything to be fair to you but take advantage of us. Who said we were going to spend the money.

I just want it to be fair all the way around. If I need to pay rent to the estate until the estate is settled that's fine

How are you changing melody rent you don't own it, this should be a free period as well! To be fair to everyone



iMessage



9:07

76

< 43

Donna >



be a tree period as well! to be fair to everyone

I'm not charging her rent I haven't touched it as far as I'm concerned that is estate money until everything is settled or I'm told otherwise

You want fair for you.

We will be doing the same because it is not ours to spend it is part of the estate. I am the one that said to you that rent was part of the estate so hold on to it why would it be any different with us?

Then I will deposit it directly into daddy's account and since it is part of the estate I feel we should bring in the other siblings as it is their decision too.

That would be fair to everyone

Absolutely agree they should e there. Can't do anything without Carol's approval. Do you deposit Melony's money? You need to speak to Carol about deposit it into paps account she is the executor of the estate! Carol said



iMessage



9:07

76

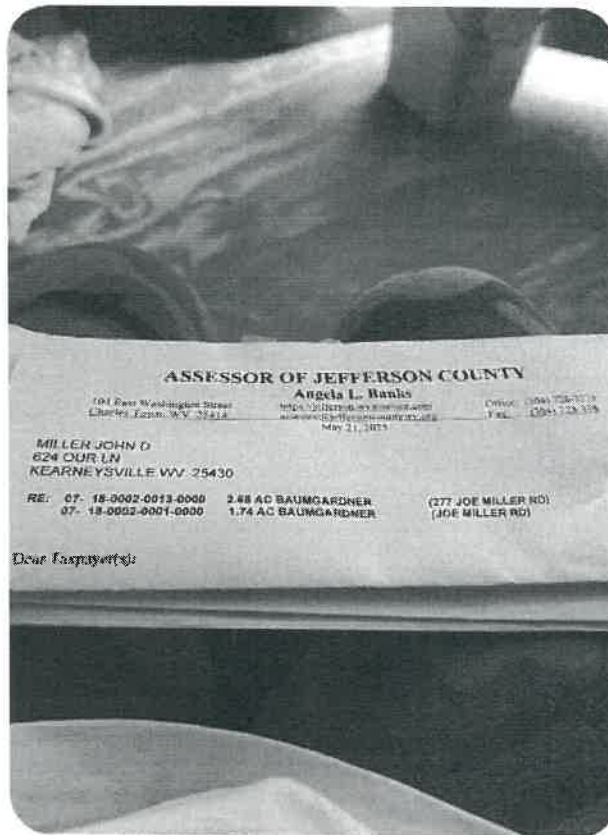
< 43

Donna >



executor of the estate! Carol said to start charging you rent month to month until estate is settled.

Look all I've done with Melanie is continuing the same agreement as she had with dad nothing more nothing less.



Oh look Danny already owns the property where you live! We are not being unreasonable by asking you to pay rent.

I got one of those too



iMessage



9:08

76

< 43

Donna >



I got one of those too

I'm just asking for a lease that's all to spell out the terms

So I have proof of income and residency for applications

What's the problem with the lease?

I don't think I'm being unreasonable asking for a month to month lease

All we are trying to do is collect rent from you because you live in the house how is that unfair to you. If you don't like the arrangement you can move. You are the one being unfair by questioning everything that is said to you.

I'm not questioning im just asking for a lease that's all

Pay rent as it is for now or you can move out.

Oh by the way since background check is so important to the new



iMessage



9:09

76

< 43

Donna >



Oh by the way since background check is so important to the new tenant was there a background check on pap and Judy before you moved into house to make sure they were not terrorists.

Yes I notified my boss and he sent it up the chain

Rent is due on June 1,2025.

Lease is due on may 31st 2025

But that doesn't answer my question.

I'm done

You are not in control to tell us an

About a lease pay rent on June1 2025 or you can move out May 31, 2025. Have a great day!

Mon, Sep 1 at 10:39 AM

Hi Robin I will be up sometime this afternoon to pick up the rent. Is it possible for Jeremiah to get the class ring that was Joe's it would be appreciated. Thanks



iMessage



Subject Joe Miller Estate
From Carol Blumenthal <csblum12@gmail.com>
To: Miller Robin <bobimill@yahoo.com>, <susie@willingham.us>, <raynesgmom@gmail.com>, d0nnamiller1959@yahoo.com <d0nnamiller1959@yahoo.com>
Date Jun 26 at 3:50 PM

Here are some items regarding the Estate:

1. Densil Nibert informed me that he is retired from doing appraisals and auctions and cannot do the valuation of the personal property.

Suzie volunteered to follow up with him and to try and persuade him to do it.

2. I have a call into another company Densil gave me the number for, but have not heard back.

3. I should have the attorney report shortly on the properties.

4. I have put in a request for annuity payment to Prudential and am checking on life insurance.

5. Although technically not an Estate matter, but discussed at the meeting:

Robin can e-mail me a draft lease for the house. Lease to be for 6-months (expires 12/31/25). It will be for \$1,100/mo. and Robin must AGREE TO VACATE on or by December 31. TIME IS OF THE ESSENCE. If Robin moves out before December 31, there will be no rent charged for the remain of the lease term. These terms have been agreed to in principal by both parties. I will go over the lease with Danny and get his signature.

Carol

I will be away next week and will renew my efforts upon my return week after next.

--

Carol S. Blumenthal

Subject Re: Estate of Joseph Jacob Miller
From morrowlawoffice
<morrowlawoffice@aol.com>
To: Carol Blumenthal <csblum12@gmail.com>
Cc: <raynesgmom@gmail.com>, Miller Robin
<bobimill@yahoo.com>
Date Jun 11 at 6:03 PM

Carol. . .that's fine. I understand and it's ok.

Bucky

Henry W. Morrow, Jr.
Morrow & Morrow Attorneys at Law
P.O. Box 459
Charles Town, WV 25414
(304) 725-3441 (voice)
(304) 725-5056 (fax)
Email: Morrowlawoffice@aol.com

----- Original message -----

From: Carol Blumenthal <csblum12@gmail.com>
Date: 6/11/25 5:34 PM (GMT-05:00)
To: Morrowlawoffice@aol.com
Cc: raynesgmom@gmail.com, Miller Robin
<bobimill@yahoo.com>
Subject: Re: Estate of Joseph Jacob Miller

Bucky: Tuesday works for Danny and I am getting word to Suzie to inquire if she is available. While I agree with your sentiment about spouses I need Donna - Danny's wife to come. Danny is compromised and can be volatile. She needs to be there to help with his physical needs and to help Danny remember later what happened and need to assist with facts. I have her word that she will not speak during the meeting
Sent from my iPhone

On Jun 11, 2025, at 3:07 PM, Morrowlawoffice@aol.com wrote:

Ms. Blumenthal,

I have talked with my clients and we are

(202) 720-0000 (fax)
morrowlawoffice@aol.com

On Wednesday, June 11, 2025 at 01:36:08 PM EDT, Carol Blumenthal <csblum12@gmail.com> wrote:

Mr. Morrow: I appreciated our conversation regarding the above-referenced estate. As we agreed, and in response to your letter of June 2, I am agreeable to setting up a meeting at your office with you, your clients Robin Miller and Sharon Athey and their siblings, John Daniel Miller and Sandra Sue Willingham.

I accept your offer to meet at your office. John Daniel Miller is wheelchair bound - I trust that you can provide accessible access.

I am available next week at 1pm or later on June 17, 18, or 19, or at any time on June 20. Do any of these dates work for you and your client?

Please advise

Thank you.

--

Carol S. Blumenthal
202-412-1537

Hide trimmed content ^

Subject Re: Miller Estate
From Robin Miller <bobimill@yahoo.com>
To: Carol Blumenthal
<csblum12@gmail.com>,
<susie@willingham.us>,
<d0nnamiller1959@yahoo.com>,
raynesgmom@gmail.com
<raynesgmom@gmail.com>
Date Jul 10 at 8:07 PM

Quick question Carol, point 1 says Danny receives the gun cabinet and the wood picture because it was agreed to at the courthouse meeting yet in point 2 you say you would LIKE to designate the kitchen table to Robin if there is no objections however the table was also agreed to at the same meeting. Can you please explain this? Thank you.

Sent from Yahoo Mail for iPhone

On Thursday, July 10, 2025, 6:45 PM, Carol Blumenthal <csblum12@gmail.com> wrote:

All: I WILL BE AT THE PROPERTY - 277 JOE MILLER ROAD - at 9:00 am. on MONDAY JULY 14. I understand that Robin may have put locks on the gates; therefore, I need to have the locks removed or unlocked (and a key/combination provided to me). I will be accompanied by someone to value the old ford truck, the lumber, and the lawn mowers.

Steve Kershner has provided a preliminary report on the properties and is preparing confirmatory deeds for Danny and Robin to their respective parcels. He is now trying to sort out the driveway easement situation and will have that report later.

In order to complete the Appraisement for the Court, I still need the Robin-Joe Bank Statement for January 2025. (ROBIN can you e-mail that to me please?)

I have the valuations for the 2014 truck and the guns and shortly will have the coins finished. I still have not located an auction house for the personal property. I am still working on that. If I cannot find an estate service - I will hold an open house and simply invite offers. What

remains will be donated.

At this point - I have certain items which are already

www.

--

Carol S. Blumenthal

Hide trimmed content ^

AFFIDAVIT OF Christopher Lee Willingham

State of West Virginia

County of Berkeley

I, **Christopher Lee Willingham**, of **119 Cashlin Drive Martinsburg**, being duly sworn, depose and state as follows:

1. Introduction

1. I am the grandson of Joe Jacob Miller as well as a beneficiary of his will, and I am competent to testify to the matters stated herein.
 2. This affidavit is made in connection with the administration of the estate of **Joe Jacob Miller**, who passed away on **the 14th of January 2025**. I am submitting this affidavit to address several issues concerning the handling of the estate and the actions of the executor.
-

2. Lack of Direct Communication from Executor

3. The executor of the estate, **Carol Bloomenthal**, has not directly communicated with me regarding my rights or duties as a beneficiary under the will.
 4. Any communication I have received from the executor has been indirect, via my mother (Sandra Sue Willingham) or other family members, rather than through direct contact from the executor. As a result, I have been unable to engage with the executor directly about my role or any specific aspects of the administration of the estate.
-

3. Violation of Will Provisions: Firearm Distribution

5. I am specifically named as a beneficiary with regard to certain items in the will, e.g. firearms. According to the provisions of the will, firearms were to be distributed among the grandchildren with one notable exception: a side hammer double-barreled shotgun, which was specifically designated to go to **John Daniel (Danny)**, the son of the deceased.
 6. During the attempt to distribute the firearms, it was noted that the aforementioned side hammer double-barreled shotgun was missing from the collection.
 7. In response to this, the executor stated that a different shotgun, one that was supposed to be dispersed among the grandchildren, was going to **Danny** instead since the specific shotgun could not be located. This decision was in direct contradiction to the terms of the will, which outlined that only the specified shotgun was to go to **Danny**.
 8. Upon hearing this, this action was immediately contested, as it was contrary to the specific provisions outlined in the will.
-

4. Allegation of Favoritism Toward Danny

9. A further issue arises with the apparent favoritism shown toward **Danny** in the administration of the estate. I have observed that **Danny** has a preexisting business relationship with the executor, which may influence the decisions made regarding the distribution of the estate.
10. This perceived favoritism and conflict of interest raise concerns about the fairness and impartiality of the executor's actions in the administration of the estate, particularly regarding the distribution of assets that were clearly specified in the will.

5. Conclusion

11. I affirm that the statements made in this affidavit are true and accurate to the best of my knowledge and belief. I respectfully request that these issues be addressed in the administration of the estate to ensure that the wishes of the decedent, as outlined in the will, are honored.
12. I also request that any further communications regarding my role as a beneficiary be made directly between the executor and me, as is required for proper estate administration.

6. Signature and Notary

Affiant's Full Name:

Christopher L. Willy

Date:

11/19/2025

Notary Public

State of West Virginia

County of Berkeley

Subscribed and sworn to before me this 19th day of November, 2025.

Notary Public Signature:

Mikayla Reiff

Notary Name (Printed):

Mikayla Reiff

My commission expires:

March 14, 2028



AFFIDAVIT OF JOSHUA DALE BADDORF

State of West Virginia

County of Jefferson

I, Joshua Dale Baddorf, being duly sworn, hereby state the following:

1. Lack of Communication and Independent Receipt of Will:

Carol Blumenthal has not directly communicated with all beneficiaries named in the will. I have not received any direct communication from Carol Blumenthal at any point regarding the estate, the will, or any distributions. While I did receive a court-issued summary of the will's terms relating to my inheritance, with my name misspelled, this was the only formal document provided. Any other information was conveyed indirectly through my mother, Sharon Lavonne Athey, and even then, very little to no notice was provided. Additionally, I received no communication about when estate items would be auctioned or how to place bids on items I had expressed interest in, such as the blue Transit van. I obtained a copy of the will independently, without any assistance, notification, or communication from Carol Blumenthal.

2. Will Provisions Not Followed:

Upon reviewing the will, it became clear that certain provisions were not being followed. For example, the will specifies that a side-hammer shotgun is to be given to John Daniel Miller, and that the remaining firearms are to be distributed among the grandchildren. These instructions were not adhered to.

3. Concern Regarding Potential Bias:

There appears to be a possible bias in favor of John Daniel Miller and his family, particularly given his status as a current or former employee and business partner. This potential conflict of interest raises concerns regarding the fair and impartial administration of the estate.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Joshua Dale Baddorf

Signature of Affiant

Joshua Dale Baddorf

Date: 11/18/2025

WEST VIRGINIA NOTARY ACKNOWLEDGMENT

State of West Virginia

County of Jefferson

This instrument was acknowledged before me on this 18th day of November, 2025, by Joshua Dale Baddorf, who is personally known to me or who has produced satisfactory evidence of identity.

Shamekia Nicole Clemons

Notary Public Signature

State of Texas

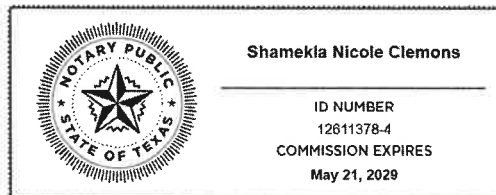
County of Harris

Printed Name: Shamekia Nicole Clemons

Notary Public, State of ~~West Virginia~~

My Commission Expires: 05/21/2029

Notary Seal: Notary Public, State of Texas



Electronically signed and notarized online using the Proof platform.

AFFIDAVIT OF COMPLAINT REGARDING EXECUTOR CONDUCT

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON COUNTY

I, Thomas Robert Miller, being duly sworn, do hereby declare and affirm the following:

1. Delayed Notification of Beneficiary Status

I was not made aware that I was a beneficiary of the estate of Joe Miller until I received formal notice by mail. As a named beneficiary, I should have been included in all communications regarding the administration of the estate. However, Ms. Carol Blumenthal, the executor, has failed to communicate with the beneficiaries, including myself and other grandchildren. Due to this lack of communication, I was not informed of the first auction involving my grandfather's belongings and was therefore unable to participate or provide input.

2. Failure to Follow the Will's Instructions Regarding Firearms

The will explicitly states that all firearms were to be distributed to the grandchildren. I appointed an authorized representative to attend the distribution of the firearms on my behalf. Upon arrival, my representative informed me that not all firearms were present or distributed in accordance with the will. Prior to the arrival of the beneficiaries, Ms. Blumenthal removed one of the firearms and gave it to my uncle, John D. Miller. This firearm was not present in the gun cabinet at the time of distribution. The action directly contradicts the terms of the will.

3. Potential Bias and Conflict of Interest

There is concern regarding Ms. Blumenthal's impartiality in executing the estate. She appears to show preferential treatment toward John D. Miller, a current employee and business partner of Ms. Blumenthal. This relationship raises questions about the fairness and integrity of Carol's decisions as executor.

I affirm that the above statements are true to the best of my knowledge and belief, and I submit this affidavit in support of a formal complaint regarding the conduct of the executor.

Signature: *Thomas Robert Miller*
Printed Name: Thomas Robert Miller
Date: 11/13/25

Notary Public

Subscribed and sworn to before me this 13th day of November, 2025.

Notary Signature: *Jessica Goodale*
My Commission Expires: March 26 2030



AFFADAVIT

I, Tabetha R Flanagan, do hereby declare and affirm the following:

1. Executor's failure to communicate

- a. My grandfather passed in 01/2025 and I was not notified by the executor, Carol Blumenthal, that I was a named beneficiary in his ~~will~~^{the} until much later when I received a letter from her stating such. _{will}
- b. Ms Blumenthal did not communicate that the original will had been located and filed. Ms Blumenthal filed the will in 5/2025 and did not ever speak to me about the contents of the Will.

2. Potential Bias and Conflict of Interest

- a. It is common knowledge that Ms Blumenthal is the former long-term employer of my uncle, John D Miller, until he was injured and disabled, which could be a conflict of interest between the interests of the estate vs her relationship with my uncle.
- b. Ms Blumenthal is personal friends with my uncle, John D Miller and his family, which could cause potential bias in her execution of the terms of my grandfather's estate.

I affirm that the above statements are true to the best of my knowledge and belief. I submit this affidavit in support of a formal complaint regarding the conduct of Ms Blumenthal as executor of my grandfather's estate.

Tabetha R Flanagan

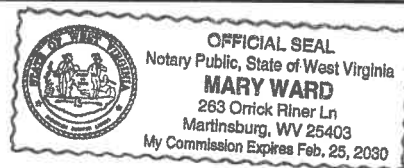
 Robin R Miller *Tabetha R Flanagan*

Notary Public

Subscribed and sworn to before me on this 6th day of November 2025

Mary Ward

 Notary Signature



My commission expires: 02/25/2030

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
FIDUCIARY / PROBATE DIVISION

IN RE: Estate of Joe Jacob Miller, Deceased.

CASE NO.: 5203

AFFIDAVIT OF RYAN DAVID WILLINGHAM

I, Ryan David Willingham, being first duly sworn, depose and state as follows:

1. The Decedent, Joe Jacob Miller, died on or about January 14, 2025, and this Estate is currently pending before the County Commission of Jefferson County, West Virginia.
2. Carol S. Blumenthal was appointed Executor of the Estate on or about January 14, 2025 upon the death of Joe Jacob Miller.
3. I am a beneficiary under the Decedent's Last Will and Testament and am an interested person with standing pursuant to W. Va. Code § 44-1-1 et seq.
4. The Executor has failed to carry out fiduciary duties in a fair, impartial, and lawful manner as required under West Virginia law.
5. The Executor has failed and refused to communicate material information regarding administration of the Estate to all beneficiaries, including myself.

6. Specifically, the Executor has failed to provide timely and reasonable updates regarding estate assets, distributions, decision-making, and the status of administration, despite repeated requests.
7. Such failure to communicate has prevented beneficiaries from protecting their interests and constitutes neglect of fiduciary duty.
8. The Executor has failed to administer the Estate in accordance with the express terms and intent of the Decedent's Last Will and Testament.
9. The Executor has taken actions and/or made decisions that are inconsistent with the provisions of the Will, including but not limited to the division of the Decedent's firearms and other real and personal property designations.
10. The Executor has made unilateral decisions which show bias in favor of a single beneficiary, John Daniel Miller, with whom she has a prior friendship and professional relationship.
11. John Daniel Miller was previously an employee of the Executor, was injured on her property, and upon information and belief, is still paid as an employee of the Executor.
12. Upon information and belief, the son and grandchild of John Daniel Miller are currently employed by the Executor.
13. Upon information and belief, John Daniel Miller co-owns a business

with the Executor (Danico Secretary of State Filing, attached to the Petition as “Exhibit B”).

14. Upon information and belief, Jeremiah Miller, son of John Daniel Miller, co-owns real estate with the Executor.
15. The bias displayed by the Executor towards John Daniel Miller and his children, with whom the Executor shares a common, unrelated interest, has led to preferential treatment toward John Daniel Miller and his children to the disadvantage of the other beneficiaries, including myself.
16. Said preferential treatment and bias has operated in direct conflict with the express terms and divestments contained within the Decedent’s Last Will and Testament.
17. The Executor threatened to charge the Estate additional fees and costs upon the disadvantaged beneficiaries questioning the Executor’s division of assets.
18. The Executor has acted in a manner in which to enrich both herself and those with whom she shares a professional relationship.
19. The Executor has failed to uphold her fiduciary responsibility under the express terms of the Decedent’s Last Will and Testament.
20. The Executor has breached her fiduciary duty to the Estate and the

remaining beneficiaries through self-dealing and by favoring a minority group of beneficiaries with whom she shares personal and professional relationships.

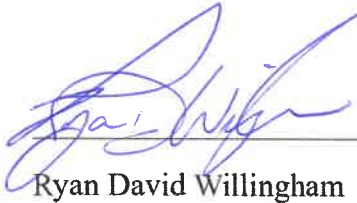
21. An Executor has a legal duty to strictly adhere to the Will, and deviation from its terms without court approval is improper and unlawful.

22. An Executor must act impartially and in the best interests of all beneficiaries; favoritism toward one beneficiary constitutes a breach of fiduciary duty and grounds for removal under W. Va. Code § 44-1-12.

23. Due to the Executor's conduct, continued administration of the Estate by the current Executor is not in the best interests of the Estate or a majority of its beneficiaries.

24. I and a majority of beneficiaries have suffered harm as a result of the Executor's bias, and dissolution of the Estate has become protracted.

I make this affidavit in support of the Petition to Remove Executor filed in this matter.


Ryan David Willingham

Affiant

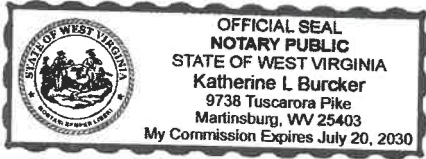
STATE OF WEST VIRGINIA

COUNTY OF Barkeley, to-wit:

Subscribed and sworn before me this 23rd day of December, 2025,
by Ryan David Willingham.


Notary Public

My Commission Expires: 7/20/2030



IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
FIDUCIARY / PROBATE DIVISION

IN RE: Estate of Joe Jacob Miller, Deceased.

CASE NO.: 5203

EXHIBIT B
DANICO SECRETARY OF STATE FILING

You are viewing this page over a secure connection. Click here for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

DANICO, L.L.C.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/16/2000		3/16/2000	Domestic	Profit			

Organization Information			
Business Purpose	5311 - Real Estate and Rental and Leasing - Real Estate - Lessors of Real Estate (residential, nonresidential buildings & dwellings, miniwarehouses, self-storage units, other)		Capital Stock
Charter County	Jefferson	Control Number	19118
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	529 SOUTHERLY LANE CHARLES TOWN, WV, 25414
Mailing Address	PO BOX 985 CHARLES TOWN, WV, 25414 USA
Notice of Process Address	CAROL S. BLUMENTHAL 529 SOUTHERLY LANE PO BOX 985 CHARLES TOWN, WV, 25414
Principal Office Address	PO BOX 985 CHARLES TOWN, WV, 25414 USA
Type	Address

Officers	
Type	Name/Address
Manager	CAROL BLUMENTHAL PO BOX 985 CHARLES TOWN, WV, 25414
Organizer	CAROL S BLUMENTHAL P.O. BOX 985 CHARLES TOWN, WV, 25414 USA
Type	Name/Address

Date	Amendment
3/7/2006	ADDING MEMBERS PERCENTAGE AS JOHN D MILLER 15% AND CAROL S BLUMENTHAL 85%
Date	Amendment

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	

2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002
2001
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, December 22, 2025 — 11:00 AM

© 2025 State of West Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
FIDUCIARY/PROBATE DIVISION

IN RE: Estate of Joe Jacob Miller, Deceased

Case No. 5203

RESPONSE TO PETITION TO REMOVE EXECUTOR
AND REQUEST FOR APPOINTMENT OF FIDUCIARY COMMISSIONER

Comes Now, Carol S. Blumenthal, executrix of the Estate of Joe Jacob Miller, and responds to the Petition of Ryan David Willingham for removal of the executor. The Executrix further asks for referral of the Estate to a fiduciary commissioner to adjudicate any outstanding issues of the Estate and compile a report for the Commission.

STATUS OF THE ESTATE ADMINISTRATION

The administration of the Estate is largely complete with the check for the auction sale of household items and equipment being received on February 5, 2026. There are a few outstanding matters regarding taxes and accounts that should be resolved shortly. The Executrix is committed to completing her duties and filing a full accounting within the next few weeks.

RESPONSE TO PETITION

1. Carol S. Blumenthal was appointed as Executrix of the Estate on May 14, 2025, not in January as stated in the Petition.
2. The Petition, though incorrect in its recitation of several specific details, is correct in its claims that the Executrix has a long standing business and personal relationship with John Daniel Miller and his family.

3. The Executrix denies that she has failed to carry out fiduciary duties in a fair, impartial, and lawful manner, and notes that the body of the Petition while making general charges of breach of fiduciary duty, fails to identify any adverse action the Executrix has taken to the disadvantage of any party.
4. The Executrix has never refused a request for information from any party, nor failed to answer any question put to her by any party.
5. Petitioner, nor any other party has made “repeated requests” for information or for status of the administration. Any requests for information have been responded to timely and substantively.
6. The Executrix has in no way “acted in a manner in which to enrich” herself as charged in paragraph 18 of the Petition, nor does Petitioner give any example of the alleged enrichment.
7. The Executrix has not engaged in “self-dealing” as charged in paragraph 20 of the Petition, nor does Petitioner give any example of the alleged self-dealing.
8. Under the terms of the Will, the deceased made specific bequests of his two houses and related real property. He left his domicile to his son, John Daniel Miller (“Danny”). It was occupied by his sister, Robin Miller; a house occupied by a long term tenant was left by the decedent to Robin Miller. Robin Miller has collected all rent from the tenant since the date of decedent’s death.
9. There was an early dispute between Danny and Robin about the continuation of Robin Miller’s occupancy of the domicile bequeathed to Danny. Robin Miller hired an attorney, and a meeting was held with her attorney with all four of the

decedent's children present, along with Danny's wife. Robin's attorney advised that real property devised under the Will became the property of the beneficiary immediately upon death. Therefore, Robin had to come to an agreement with Danny or move as he had asked that she do. The Executrix was asked to work with the parties about giving a lease to Robin in exchange for rent, even though it was technically not an Estate matter. The Executrix, however, was ultimately not successful in finding a solution suitable to both parties. The Executrix took no "side" in the disagreement, nor in any way took adverse action against either party.

10. During this period, Petitioner's mother, Robin's sister, Sandra Sue Willingham ("Susie") insisted that the subject house was part of the Estate, despite the advice of Robin's attorney. The Estate hired an attorney for advice on that subject, and generally, regarding the Estate. The Estate attorney concurred with Robin's attorney; thus, the Executrix took no part in the real estate dispute. On information and belief, Danny hired an attorney and took Robin to court where the dispute was settled between their respective attorneys and themselves.

11. The second item of contention arose regarding the Will's firearm bequests.

Under the terms of the Will, Danny is to receive: "my double barrel shotgun with side hammers and all my shop equipment and tools." Other guns "are to be divided by my personal representatives(s) among my grandchildren who survive me."

12. The decedent has 9 grandchildren. The Executrix was able to gather 11 guns from the decedent's house, one of which was a double barrel shotgun. The specific shotgun bequeathed to Danny was apparently a valuable and special item. It could not be located by the Executrix, and no one in the family claims any knowledge of what happened to it. It was the original suggestion of the Executrix to award the shotgun that was received to Danny to account for his bequest, to allow the grandchildren to draw lots for the remaining long guns, and to sell the one pistol and divide the money among the grandchildren.
13. There was a meeting set up November 1st with the grandchildren where the Executrix intended to discuss the distribution; however, she never got the chance. Rather, the Executrix was approached loudly, rudely and accusingly by the Petitioner. The Executrix tried to explain that since there was objection to giving the shotgun to Danny, that would not happen, but we could distribute a weapon to each grandchild by lot, with the remaining guns to be sold, and the money distributed. That plan was apparently unsatisfactory as well, and Petitioner was insistent that he wanted to take the Executrix to Court. At that point I adjourned the meeting and informed all that we were unable to distribute the firearms that day.
14. Meanwhile during and since, the Executrix has worked diligently to deal with the residuary estate, including liquidation of the stocks and household furnishings and other items, opening of the estate account, payment of bills, and closing of accounts. The Executor obtained the services of Edwards Auction and Realty to

take all items worthwhile for sale from the house and property, and to liquidate them at auction. It took some months for Edwards to get an auction on its schedule. The manner in which this was done was communicated to the residuary beneficiaries, all of whom took an active part in preparing items for the auction sale, identifying furnishings and equipment belonging to the decedent, and/or suggesting potential buyers.

REQUEST FOR REFERRAL TO FIDUCIARY COMMISSIONER

15. The Executrix has been advised by the Probate Division staff that she may request the appointment of a Fiduciary Commissioner, and that a charge would be made to the Estate for the Fiduciary's time. On December 17th, the Executrix informed the residual beneficiaries of the intention to request such appointment, and that a charge would be assessed to the Estate, or to individual claimants as the Fiduciary determined. The Executrix has not "threatened to charge the estate additional fees and costs" as complained of in paragraph 17 of the Petition.
16. At this time the Executrix requests that a Fiduciary Commissioner be appointed for this Estate to adjudicate any claims and prepare a report for the Commission.

WHEREFORE, Carol S. Blumenthal respectfully requests that this Honorable County Commission:

- A. Deny the Petition to remove the Executor, and
- B. Appoint a Fiduciary Commissioner for the Estate, and

C. Grant such other and further relief as is just and proper.

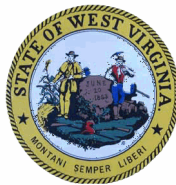
Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Carol S. Blumenthal", is written over a horizontal line.

Carol S. Blumenthal
PO Box 985
Charles Town, WV 25414
202-412-1537
csblum12@gmail.com

United States of America

State of West Virginia



County of Jefferson, ss:

Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 1/29/2026 thru 2/24/2026 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

ESTATE NUMBER: **5525**
APPOINT DATE: 01/29/2026
ESTATE NAME: **DEAN KAY CROWTHER**
EXECUTOR BRUCE K CROWTHER
ATTORNEY HENRY W MORROW JR
121 EAST LIBERTY STREET
CHARLES TOWN, WV 25414

ESTATE NUMBER: **5529**
APPOINT DATE: 01/30/2026
ESTATE NAME: **DORIS RUFFNER WHITING**
EXECUTRIX CATHERINE WHITING ATHEY

ESTATE NUMBER: **5530**
APPOINT DATE: 02/02/2026
ESTATE NAME: **ROBERT HAYNE TAYLOR III**
ADMINISTRATOR ROBERT H TAYLOR IV

ESTATE NUMBER: **5533**
APPOINT DATE: 02/04/2026
ESTATE NAME: **JAN PFRIMMER**
EXECUTOR ZACHARY DAVISSON

ESTATE NUMBER: **3871**
APPOINT DATE: 02/05/2026
ESTATE NAME: **JOAN M BANICK**
EXECUTOR STEPHEN J BANICK JR

ESTATE NUMBER: **5536**
APPOINT DATE: 02/05/2026
ESTATE NAME: **SARAH FAUGHN HAYNES**
EXECUTRIX DEBORAH HAYNES SWIDER
ATTORNEY ALISON A COX
9627 TUSCARORA PIKE
MARTINSBURG, WV 25403-1131

ESTATE NUMBER: **5540**
APPOINT DATE: 02/09/2026
ESTATE NAME: **RALSTON P SCOTT JR**
EXECUTRIX KATHERINE DOROTHY TREMBA

ESTATE NUMBER: **5514**
APPOINT DATE: 02/11/2026
ESTATE NAME: **EDWIN RAY HENSON JR**
ADMINISTRATRIX CTA JACQUELINE ANN HENSON

ESTATE NUMBER: **5541**
APPOINT DATE: 02/11/2026
ESTATE NAME: **JAMES GARY LESLIE**
EXECUTRIX MELINDA LESLIE FURR

ESTATE NUMBER: **5544**
APPOINT DATE: 02/12/2026
ESTATE NAME: **LOREEN HELEN POE**
ADMINISTRATRIX PATRICIA PORTER HUBBARD

ESTATE NUMBER: **5552**
APPOINT DATE: 02/17/2026
ESTATE NAME: **DARRYL WAYNE BEANS**
ADMINISTRATRIX KAREN ELAINE HARRISON

ESTATE NUMBER: **5550**
APPOINT DATE: 02/17/2026
ESTATE NAME: **ROBERT ANTHONY LUPINACCI**
ADMINISTRATRIX BETTY LUPINACCI
ATTORNEY ALISON COX
101 S QUEEN STREET
MARTINSBURG, WV 25401-3315

ESTATE NUMBER: **5553**
APPOINT DATE: 02/18/2026
ESTATE NAME: **SUSANNE ANTIONETTE D'ANDREA**
EXECUTOR JOSEPH N D'ANDREA

ESTATE NUMBER: **5560**
APPOINT DATE: 02/24/2026
ESTATE NAME: **WENDY LEE ROMSKA**
ADMINISTRATRIX STEPHANIE KAITLYN PHILYAW

ESTATE NUMBER: **5501**
APPOINT DATE: 02/24/2026
ESTATE NAME: **KRISTIN O'BRIEN SCHAEFER**
ADMINISTRATOR MATTHEW HARRIS SCHAEFER

TOTAL ESTATES: **15**
Subscribed and sworn to before me on 2/25/2026

President of the County Commission



Jacqueline C Shadle
Clerk of Jefferson County

By _____
Amanda Kemp
Deputy Clerk

Regular Term

March 2026

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

At a regular Term of the County Commission of said County and State, begun and held at the County Commission Meeting Room thereof, on Thursday, March 5, 2026 at 9:30am.

PRESENT: County Commissioners: Pasha Majdi, Mike Mood, Jack Hefestay, Cara Keys, and Steve Stolipher

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

Waivers of Final Settlement

Estate of Jean Elizabeth Courtney, deceased, Patricia Kelican, Executrix

Estate of Raymond Ward Delawder Jr, deceased, Timmy H. Delawder, Executor

Estate of Helen Louise Houser, deceased, Todd Asher Houser & Tonya Angel Rowe, Co-Executors

Estate of Philip Lanteigne, deceased, Robert Lanteigne, Executor

Estate of Michael Calvin Swomley, deceased, Michael C. Swomley Jr, Administrator

Accountings

Estate of Scott Michael Bartlett, deceased, Interim Accounting, Jennifer Marie Newman, Administratrix

Estate of Sharon Casto Gill, deceased, First and Final Accounting, Amy Gill Young, Executrix

President of the County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Adam J. Ward**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 2026**

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

Specific date needed to line up with candidate's start date and Mr. Ward's availability to attend the Commission Meeting.

Date Requested – 2nd Choice:

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

The Prosecuting Attorney's office seeks to hire an Assistant Prosecuting Attorney. This is a full time exempt position with a salary of \$120,000.00 annually. Qualified candidate, Nicholas Matzuff, has already been identified and can start on (or after) March 16, 2026.

Is this a funding request? **No**

If so, how much? \$

Provide exact financial impact/request:

This is filling an empty/needed position and will not affect the Prosecuting Attorney's office from being under budget for 2026.

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

The Commission approves the hiring of Nicholas Matzuff as a full time exempt Assistant Prosecuting Attorney at a salary of \$120,000.00 to begin working on (or after) March 16, 2026.

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



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

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: March 5, 2026

Re: Fiscal Note: Prosecuting Attorney's Office hiring request

The Prosecuting Attorney's Office is requesting to hire a candidate for \$120,000.

Salary and wages FY27	\$1,646,175
Annualized FY27 salaries	<u>1,643,382</u>
Remaining funds for hire	2,793
Available VOCA Grant funds	104,223
Less Requested hire salary, taxes, retirement	<u>(139,200)</u>
Remaining funds to be requested	(\$32,184)

Recommend requesting additional salary, taxes and retirement during FY27 budget talks as no existing account has viable funds to cover the overage.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**



Name: Lt Sell

Department or Organization: JCSO/AC

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Dog Ordinance

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

-Review and approve revised dog ordinance

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

-I move to approve the new Dog Ordinance as presented.

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.iefersoncounty.wv.org



Name: Cara Keys

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **March 5, 2026**

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

Date Requested – 2nd Choice:

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

GIS Layer added to pending Transmission Lines

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

Please see attached request per Jefferson County VOLT President, Evelyn Claeys.

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*):

We request that the GIS as work with the new proposed Goose Neck, Valley Link, or future projects to develop a layer tab to understand the proper impacts for county residents.

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/N

Contact information: Evelyn Claeys

Email address: yrivas3005@gmail.com

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: Boards and Commissions

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: January 8, 2026

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

Date Requested – 2nd Choice:

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

1. Approval of bylaws- The Jefferson County Emergency Services Council
2. Consider the appointments, membership, and makeup of the following boards:
 - a. Board of Zoning Appeals
 - b. Eastern Panhandle Transit Authority
 - c. HOME Consortium
 - d. Water Advisory Committee: Charles Town Utility Board

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

See attached

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY 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

VICE PRESIDENT

Mike Mood

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

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

From: Edwina Benites-LM, county administrator

Re: Boards and Commissions, March 5, 2026

1. Approval of bylaws- The Jefferson County Emergency Services Council
2. Consider the appointments, membership, and makeup of the following boards:
 - a. Board of Zoning Appeals
 - b. Eastern Panhandle Transit Authority
 - c. HOME Consortium
 - d. Water Advisory Committee: Charles Town Utility Board
3. Recognition of a life of service- Martin Burke, Historic Landmarks Commission

Jefferson County Emergency Services Council:

On February 20, 2025, the Commission voted to dissolve the Homeland Security Emergency Management Steering Committee and to establish the Jefferson County Emergency Services Council in accordance with West Virginia Code §15-5-8.

Attached for your review are draft bylaws outlining the structure, membership, and operating procedures of the proposed Council.

Suggested motion: Motion to approve the Jefferson County Emergency Services Council bylaws as presented.

Board of Zoning Appeals:

There are two openings on the Board of Zoning Appeals. The Commission has received one application for the seat.

- J. Tyler Quynn

Policy: Zoning Board of Appeals Alternate Positions: (1) Alternate members shall have all powers and duties of regular board members when sitting on a case and shall continue participation until a final decision is reached. (2) Alternate members shall serve by rotation based on seniority of appointment to the board.

- Members must be residents of Jefferson County for at least three years preceding the appointment
- Cannot be a member of the County Planning Commission.
- Cannot hold any other elective or appointive office in the Jefferson County government.

Suggested motion: Motion to appoint J. Tyler Quynn to the Jefferson County Board of Zoning Appeals for a 3-year term ending January 1, 2029.

Eastern Panhandle Transit Authority

There are two openings on the Eastern Panhandle Transit Authority. The Commission received two applicants.

- Jennie Brockman
- John Cline

Suggested motion: Motion to appoint Jennie Brockman and John Cline to the Eastern Panhandle Transit Authority for 3-year terms ending January 31, 2029.

HOME Consortium

There is one opening on the HOME Consortium of the Eastern Panhandle. The Commission received one applicant.

- Amanda Stroud

Meeting dates: The Consortium meets quarterly.

Bylaws link: See file

Code Links: Generally-

<https://www.hudexchange.info/programs/home/topics/consortia/#fy-2024-home-consortia>

Suggested motion: Motion to appoint Amanda Stroud to the HOME Consortium of the Eastern Panhandle for an expired term ending on June 30, 2026.

The Jefferson County Water Advisory Committee

There is one position open for a staff member of the Charles Town Utility Board (CTUB) on the Jefferson County Water Advisory Committee. CTUB requested that the Commission appoint:

- Travis Markley

Section 1. Membership. The WAC consists of eleven (11) voting members:

1. One (1) staff member of the Jefferson County Health Department;
2. One (1) staff member of the Jefferson County Department of Engineering, Planning and Zoning;
3. One (1) staff member of the Charles Town Utility Board;

4. One (1) staff member of the Shepherdstown Water Department;
5. One (1) staff member of Harpers Ferry Water Works;
6. One (1) staff member of Harpers Ferry- Bolivar Public Service District;
7. One (1) staff member of the West Virginia State Department of Environmental Protection;
8. Three (3) members of the public (qualifications for appointment to include professional experience in the areas of natural resources, hydrogeology and/or grantwriting); and
9. One (1) county commissioner who will have full voting privileges.

Suggested Motion: Motion to appoint Travis Markley as the staff representative of the Charles Town Utility Board to the Jefferson County Water Advisory Committee for an unexpired term ending July 1, 2028.

Recognition of a life of service- Martin Burke, Historic Landmarks Commission

Tonight, we present the inaugural Pride in Her People Award to Martin Burke — a man whose life embodied the very spirit of stewardship, service, and quiet leadership that defines Jefferson County at its best. After a long life devoted to service — to his country, to the preservation of our nation’s cultural heritage, and to this community — Martin passed away peacefully on February 5th. His professional journey took him from service in the United States Navy Reserve aboard the USS *Dixie*, to the conservation laboratories of the Smithsonian Institution, and to leadership with the Harpers Ferry Center. He devoted his career to preserving the artifacts, art, and history that tell our nation’s story. Yet, despite national and international accomplishments, he chose Jefferson County as the place where he would invest his time, his talent, and his heart.

As Chair of the Jefferson County Historic Landmarks Commission from 2012 to 2025, Martin did more than attend meetings or cast votes. He helped protect pieces of our shared heritage that might otherwise have been lost — the River Road Cement Mill and Kilns, the Osborn Farm within the Shepherdstown Battlefield, and the Duffield’s Train Depot, the oldest passenger station in the United States. He was a founder of the Land Trust of the Eastern Panhandle, a champion of the arts, and a steady voice for thoughtful, long-range planning. His leadership was measured and grounded in deep expertise. He understood that preservation is not about nostalgia — it is about responsibility to future generations.

The Pride in Her People Award recognizes individuals whose lives leave Jefferson County stronger than they found it. Martin Burke leaves us with protected landscapes, preserved landmarks, and a model of civic service rooted in humility and excellence. Most importantly, he leaves a legacy carried forward by his family and a community that is better because he chose to serve it. Jefferson County is proud of Martin Burke — and forever grateful.

Suggested motion: Motion to recognize Martin Burke with the Pride in Her People Award.

J. Tyler Quynn

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SUMMARY OF QUALIFICATIONS

Experience in code interpretation and enforcement, building inspection, real estate planning and development; public and private water and wastewater (sewer) installation and maintenance

PROFESSIONAL MEMBERSHIPS & CERTIFICATIONS

- International Code Council (ICC) Member #5169890
 - ICC Certified Residential Building Inspector
 - ICC Certified Residential Combination Inspector
 - ICC Certified Residential Electrical Inspector
 - ICC Certified Residential Mechanical Inspector
 - ICC Certified Residential Plumbing Inspector
 - ICC Certified Property Maintenance & Housing Inspector
- Virginia Erosion & Sediment Control Inspector #2359
- West Virginia 1-S Wastewater Operator Certification
- Maryland Real Estate Sales License (Inactive)
- Planning Commission Certificate Program, University of Maryland/Maryland Department of Planning

WORK HISTORY

1974 - Present Self Employed

Owner/Developer:

Real Estate Development/Construction/Renovation/Management

- Acquire, develop, manage real property & improvements; coordinate with investors; estimate profit potential, plan & schedule projects; collect rents; maintain records; prepare legal and tax information

Page Two

- Initiate & manage land subdivision process
- Navigate federal, state, & local regulations to obtain wastewater discharge, treatment plant & other site, building, & construction permits

2002 - 2005 Jefferson County, West Virginia, Public Service District

Operations Manager

- Supervise Field Staff & Operations
- Maintain & trouble-shoot water/sewer systems, pump stations, mains & meters
- Develop & implement education & inspection program
- Produce specifications for materials & equipment purchases
- Coordinate with engineers & other professional to design/build PSD projects

2001 - 2002 County of Loudon Virginia (Leesburg)

Engineering Specialist, Bond Management Administrator

- Maintain records of County's public improvement & grading bond programs
- Conduct Legal & technical review of surety bonds, letters of credit, supporting documentation & performance bond extensions & submissions
- Provide technical assistance to project field managers concerns; E & S conservation & other field issues

Zoning Inspector, Department of Building & Development

- Conduct field investigations & document evidence & information
- Perform residential & commercial pre-occupancy final site inspections for conformance to plans & specification regarding:
 - Grading, drainage, erosion & sediment controls
 - Emergency Service, Fire Protection, & Handicapped Access
 - Roadway entrance, parking, traffic control devices & markings
 - Sidewalks & exterior lighting
 - Review & inspect all conditions of approval for Special Exceptions
 - Landscaping

Page Three

1983 – 1985 City of Frederick, Frederick Maryland

Department Head, Director of Building Permits/Inspections

- Receive applications, review & approve plans (residential, commercial, assembly, institutional, multi-family); calculate fees; issue permits; perform required inspections; issue *Certificates of Occupancy, Stop Work* & other orders; prepare reports & maintain official records
- Investigate citizen complaints
- Investigate fire damage
- Provide technical guidance to property owners, contractors, the professional community & the courts regarding life safety, building & fire codes & municipal ordinances
- Prepare annual budget

1974 – 1979 American Building Contractors

Construction Superintendent & Carpenter

- Supervise employees & subcontractors (10-15) in residential & commercial construction
- Construct concrete formwork for high rise apartment buildings, office buildings & public underground transportation systems

EDUCATION

- Bachelor of Arts, *Industrial Technology*, California State University, Fresno
- California State Teaching Credential: Carpentry and Building Construction
- Dale Carnegie Effective Speaking & Human Relations
- Continuing Education*: Real Estate: Realtor, Land Development, Land & Environmental Planning, Planning Process & Zoning, Construction, Codes, Code Enforcement, Legal Aspects of Code Administration, Business Law, Business Technology, Technical Trades, various Manager & Board Member seminars WV Public Service Commission

*Extensive list of CEU's will be provided upon request

VOLUNTEER SERVICE

2009 – Present Jefferson County (West Virginia), Board of Zoning Appeals

MEMBER/CHAIR

- Hear requests for administrative appeals, variances and special exceptions (Conditional Use Permit)
- Conduct site assessments
- Research, analyze, & interpret relevant codes & regulations
- Inform applicants & community during public hearing process
- Duties of Chair:
 - Preside over meeting/hearing
 - Maintain order
 - Swear in witnesses
 - Facilitate discussion among Board members
 - Ensure all decisions are made according to established zoning regulations and legal proceedings
 - Spokesperson for the Board
 - Sign documents for the BZA
 - Meeting Minutes, Findings of Fact, post Decision documentation
 - Ruling on procedure
 - Performing other duties as approved by the BZA

Page Five

2012 - City of Charles Town (West Virginia) Board of Zoning Appeals

MEMBER/CHAIR

City of Charles Town (West Virginia) Planning Commission – need dates

1995 – 1998 Frederick County (Maryland), Board of Zoning Appeals

MEMBER/VICE-CHAIR

1999, 2000 Honduras outreach project, All Saints Church, Frederick MD

Construction Project Co-Coordinator

- Coordinate construction to mitigate damage from Hurricane Mitch including building church walls, residential houses, & medical clinic

MILITARY SERVICE

1965 – 1967 United States Marine Corps

December 18, 2025

Jefferson County Commission

124 East Washington Street

P.O. Box 250

Charles Town, WV 25425

Dear County Commissioners:

As my term on the Jefferson County Board of Zoning Appeals expires after this year, I am available and interested in being considered to serve for another term.

If more information is needed, please contact me by phone ([REDACTED]) or email [REDACTED].

Thank you for your consideration,

Respectfully,

J. Tyler Quynn

Jefferson County BZA Opening Positions January 2026

From John Quynn <[REDACTED]>
Date Thu 12/18/2025 11:20 AM
To Edwina Benites <[REDACTED]>

 2 attachments (39 KB)

Ty - BZA reappointment letter 12.17.25.docx; JTQ resume 3.24.25.docx;

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

Dear Commissioners:

I am currently a member and the chair of the Jefferson County Board of Zoning Appeals. I have been a member since 2009, and am interested in continuing to serve for another term. Please see attached qualifications.

Thank you for your consideration.

Respectfully,

Tyler Quynn

January 29, 2026

Edwina Benites-LM
County Administrator
Jefferson County Commission
393 N. Lawrence Street
Charles Town, West Virginia 25414

RE: EPTA Board Opening

Dear Eddie:

I would like to remind you that I am interested in being reappointed to the EPTA Board for the next term expiring this month. I have served on the Board since 2014 and have been active through the development of numerous transit planning documents including the planning for and development of the new facility slated to open later this year.

Please let me know if you need any other correspondence on this matter and if I need to attend a County Commission meeting for the reappointment.

Have a good day.



Jennifer M. Brockman, AICP

██████████
████████████████████



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

VICE PRESIDENT

Mike Mood

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Jack Hefestay

Jefferson County Board Member General Expectations Agreement

The Jefferson County Commission is committed to maintaining the highest standards of professionalism, accountability, and service to the community. As an appointed board member, you play a critical role in advancing the County's mission and ensuring responsible governance.

By initialing below, you affirm your understanding and commitment to the following expectations:

1. Professionalism __ (Initial: jmb)

Board members are expected to conduct themselves with integrity, honesty, and accountability at all times. Professionalism includes, but is not limited to:

- Attending meetings consistently, arriving on time, and being prepared to engage in discussions and decision-making.
- Reviewing materials in advance to make informed contributions.
- Maintaining confidentiality when required, particularly regarding sensitive or legally protected information.
- Adhering to legal and ethical standards and avoiding conflicts of interest.
- Working collaboratively with fellow board members, County staff, and the public, fostering an environment of mutual respect.

Failure to meet these standards may result in removal from the board, as determined by the County Commission.

2. Constituent Relations __ (Initial: jmb)

Board members serve as representatives of the community and must engage with constituents in a respectful and responsive manner. This includes:

- Listening to public concerns, being accessible, and engaging in constructive dialogue.
- Communicating clearly, factually, and in a manner that reflects positively on the County.
- Refraining from using a board position for personal or political gain.

- Treating all individuals—regardless of background, opinion, or affiliation—with courtesy and professionalism.
- Acknowledging that while board members may express individual viewpoints, decisions should be based on the best interests of the County as a whole.

3. Pride in Yourself, the Commission, and the County

___(Initial: jmb)

Board members are ambassadors of Jefferson County and should take pride in their role and responsibilities by:

- Promoting a positive image of the County and its initiatives.
- Demonstrating dedication to the County’s mission, goals, and long-term success.
- Taking personal responsibility for contributing to the effectiveness and credibility of the board.
- Ensuring that personal conduct—both during and outside of meetings—reflects well on the board and County government.
- Committing to continuous learning and staying informed on issues relevant to the board’s work.

By signing below, I acknowledge that I have read, understand, and agree to abide by the expectations outlined in this agreement while serving as a board member for Jefferson County.

Printed Name: Jennifer Brockman
Board Name: Eastern Panhandle Transit Authority (EPTA)
Signature: Jennifer M. Brockman (digital signature)
Date: 1-29-26

Jennifer M. Brockman



Education:

Master of Community Planning Focus in Land Use Planning	University of Cincinnati, Cincinnati, Ohio December 1986
Bachelor of Philosophy in Interdisciplinary Studies with an emphasis in Land Use Planning and Environmental Education	Miami University, Oxford, Ohio December 1980

Professional Membership:

AICP (2000 - 2026)
 American Planning Association (APA 2000 - 2026)
 Leadership Jefferson (2010)
 (Formerly) West Virginia Chapter APA (WVAPA) – President (2020 – 2022)
 (Formerly) Colorado Chapter APA (CAPA)
 (Formerly) Kentucky Chapter APA (KAPA) -- Vice President, Representative At-Large, Co-chair Planning
 Commissioner Training Committee

Relevant Boards:

Eastern Panhandle Transit Authority (EPTA) Board Member, April 2014 – present
 2 years as Board Secretary; formerly Safety Committee; currently Personnel Committee

Jefferson County WV Parks & Recreation Master Plan Committee, March 2015 – November 2016;
 Sam Michaels Park Master Plan Citizens Advisory Committee, June 2018 -December 2018
 Parks and Recreation Facilities Committee 2013 – 2016
 Shepherdstown Park Master Plan Advisory Committee, November 2025 - present

Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO)
 Technical Advisory Committee (TAC), June 2009 – December 2025

Honors:

WVU Law Mountain State Land Use Academy
 2017 Joyce McConnell Award for Professional Contributions to Planning

Relevant Experience:

County Commission of Jefferson County, WV	May 2009 – December 2025
Title: Chief County Planner	July 2023 – December 2025
Title: County Planner	July 2016 – July 2023
Title: Director, Planning and Zoning / Acting Zoning Administrator	June 2014 - June 2016.
Title: Director, Department of Planning and Department of Zoning	May 2009 – July 2016
CH2M Hill Academy Services, Colorado Springs, Colorado	November 2008 – May 2009
Title: Community Planner	
Town of Castle Rock, Castle Rock, Colorado	May 2003 – October 2008
Title: Long Range Project Manager	March 2007 – October 2008
Title: Senior Planner	May 2003 – March 2007
Lexington Fayette Urban County Government, Lexington, KY	June 1999 – May 2003
Title: Long Range Planning Manager	April 2002 – May 2003
Title: Acting Long Range Planning Manager	December 2001 – April 2002
Title: Senior Planner	June 1999 – December 2001

Bluegrass Area Development District, Lexington, KY

Title: Chief, Division of Planning

Booker Associates, Inc., Lexington, KY

Title: Chief of Planning

Title: Senior Planner

Bluegrass Area Development District

Title: Regional Planner

Ohio Department of Natural Resources

Division of Reclamation (6/82-8/84)

Division of Natural Areas and Preserves (2/81-6/82)

February 1992 – June 1999

June 1989 - February 1992

November 1991 – February 1992

June 1989-November 1991

November 1986 – June 1989

February 1981 – August 1984



John Cline is a consultant and registered lobbyist advising executives and boards on issues covering mainly surface transportation – in particular bus and rail passenger transportation and automobile safety and emissions. Mr. Cline currently represents public and private organizations, including public transit authorities, such as the Houston Metro system and the Tri-Rail Commuter Rail system in South Florida, as well as transportation equipment manufacturers and industry associations. Mr. Cline provides advice on legislative and regulatory issues impacting their organizations, as well as funding under various federal programs, including those directed by the Federal Transit Administration and Federal Railroad Administration of the US Department of Transportation.

Mr. Cline began his career in the public transit management, working for National Transit Services, Inc. – a Chicago-based firm that managed public transit systems nationwide. During his tenure at NTS, Mr. Cline served as General Manager of six transit systems managed by NTS, including several small systems such as Nashua, NH and Decatur, IL, and also larger systems such as Houston Metro and the New Orleans RTA. Mr. Cline directed the labor-management relations for NTS, negotiating numerous collective bargaining agreements and managing all labor grievances. Mr. Cline later served as the chief executive for the commuter rail system of the Massachusetts Bay Transportation Authority, directing the operations of the sixth largest commuter rail system in the nation.

In 1989 was selected to serve in the federal government, first as Associate Administrator of Budget and Policy for the Federal Transit Administration (then the Urban Mass Transit Administration) and later in the Office of the Secretary as Director of Departmental Congressional Affairs. Mr. Cline later served in the White House as Special Assistant to the President for Intergovernmental Affairs under President George H. W. Bush.

Mr. Cline served in several senior consulting roles, first directing the public transit practice for Oliver Wyman Consulting (then Mercer Management Consulting) and later as a Senior Managing Director with FTI Consulting. In 2001 Mr. Cline was a founding partner of the bipartisan government relations firm, C2 GROUP. C2 GROUP was acquired by FTI Consulting in 2013. In 2019 Mr. Cline formed Cline Strategic Consulting and is a Senior Principal of the firm.

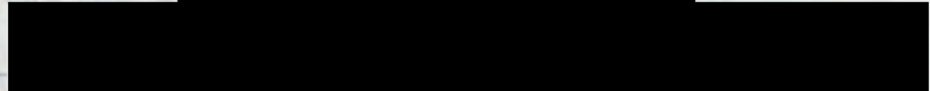
Mr. Cline completed his undergraduate and graduate studies with an emphasis in labor-management relations from Northern Illinois University in DeKalb, Illinois.

Jefferson County Commission
Application for Boards, Committees or Commissions

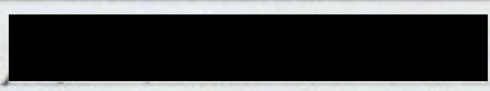
Please type or print information

Name: John A. Cline

Home Telephone Number: 

Work Address: 

Work Phone Number:

Mobile Phone Number: 

E-mail Address: 

Party Affiliation: (Building Commission applicants only)

Occupation: Consultant

Education: High School Maine Township High School East Park Ridge, IL

College Northern Illinois University

Trade/Business School

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Address: 

Magisterial District: Kabletown

Are you a Jefferson County registered voter? Yes No

Do you pay personal property tax?

Yes



No

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

I have worked in the public transit industry since 1983, both as a manager of transit systems and as a consultant

Organization Memberships and Positions Held:

FTA Associate Administrator; General Manager - Nashua, NH; Decatur, IL; Danville, IL; St. Joseph, MO; Houston, TX; New Orleans, LA.

Please list any felonies, convictions or convictions of moral turpitude or any other offenses to reflect poorly on Jefferson County.

Date:	Offense:

Statement:

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading and adhering to the County's Ethics and Robert's Rules as provided in a packet to me when obtaining my Oath of Office. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:

John A. Stone

Date:

02/04/2024



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 Majidi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Tara Keys

COMMISSIONER

Steve Stolpher

COMMISSIONER

Tack Hefestay

Jefferson County Board Member General Expectations Agreement

The Jefferson County Commission is committed to maintaining the highest standards of professionalism, accountability, and service to the community. As an appointed board member, you play a critical role in advancing the County's mission and ensuring responsible governance.

By initialing below, you affirm your understanding and commitment to the following expectations:

1. Professionalism __ (Initial: *JM*)

Board members are expected to conduct themselves with integrity, honesty, and accountability at all times. Professionalism includes, but is not limited to:

- Attending meetings consistently, arriving on time, and being prepared to engage in discussions and decision-making.
- Reviewing materials in advance to make informed contributions.
- Maintaining confidentiality when required, particularly regarding sensitive or legally protected information.
- Adhering to legal and ethical standards and avoiding conflicts of interest.
- Working collaboratively with fellow board members, County staff, and the public, fostering an environment of mutual respect.

Failure to meet these standards may result in removal from the board, as determined by the County Commission.

2. Constituent Relations __ (Initial: *JM*)

Board members serve as representatives of the community and must engage with constituents in a respectful and responsive manner. This includes:

- Listening to public concerns, being accessible, and engaging in constructive dialogue.
- Communicating clearly, factually, and in a manner that reflects positively on the County.
- Refraining from using a board position for personal or political gain.

County Administrator
Edvina Benites-LM

- Treating all individuals—regardless of background, opinion, or affiliation—with courtesy and professionalism.
- Acknowledging that while board members may express individual viewpoints, decisions should be based on the best interests of the County as a whole.

3. Pride in Yourself, the Commission, and the County

____(Initial: JAC)

Board members are ambassadors of Jefferson County and should take pride in their role and responsibilities by:

- Promoting a positive image of the County and its initiatives.
- Demonstrating dedication to the County's mission, goals, and long-term success.
- Taking personal responsibility for contributing to the effectiveness and credibility of the board.
- Ensuring that personal conduct—both during and outside of meetings—reflects well on the board and County government.
- Committing to continuous learning and staying informed on issues relevant to the board's work.

By signing below, I acknowledge that I have read, understand, and agree to abide by the expectations outlined in this agreement while serving as a board member for Jefferson County.

Printed Name: John A. Cline
 Board Name: Eastern Panhandle Transit Authority
 Signature: [Handwritten Signature]
 Date: 02-04-2020

February 9, 2026

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414
Via Email: boards@jeffersoncountywv.org

Re: Application for Eastern Panhandle Transit Authority Board of Directors

Dear Sir/Madam:

My name is John A. Cline. My birthdate is November 25, 1959. I am pleased to submit for your consideration, my candidacy for the Eastern Panhandle Transit Authority Board of Directors. It is my understanding the Commission will consider applications to fill current vacancies on the EPTA Board.

I have included a copy of my resume, along with a signed copy of the Mission Agreement and the application form for Boards, Committees or Commissions.

I believe I can offer significant experience and expertise in public transit management that will be beneficial to the Board of Directors and the overall operation of the EPTA. As detailed in my attached resume, I have worked my entire professional career in the public transit industry, as well as in positions in the federal government, including at the Federal Transit Administration – the agency that oversees federal assistance for public transit. I have served in executive management positions for several public transit systems across the country and I have served as a consultant to numerous transit systems with a focus mainly on legislation and regulations affecting public transit. I currently serve as a federal legislative and regulatory consultant to the Metropolitan Transit Authority of Harris County – Houston’s public transit provider -- “METRO”, as well as the commuter rail system for South Florida – “Tri-Rail”.

I believe my experience and skills would be of value to the EPTA Board of Directors. EPTA continues planning of new routes to adjust to changing travel patterns. EPTA has also made significant recent capital investments, such as the new hub that was mainly funded by a federal RAISE program grant. Additional planning of routes, capital investments and overall service is forthcoming, along with critical decisions on operations and management. My experience in the public transit industry could be very useful for the Board as they address these issues.

I would be happy to provide additional information or answer any questions you may have. I can be reached at: [REDACTED] or on my mobile: [REDACTED]

Very truly yours,

John A. Cline

Amanda Stroud

Contact

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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

Dear Jefferson County Commissioners,

I am writing to express my interest in being appointed to the Eastern Panhandle HOME Consortium of West Virginia Board.

I believe my skills and experience will be an asset to the board. Also, while serving on the Ranson City Council, on numerous occasions I made it a point to meet with the then director, Nancy Strine, to learn about the organization: its goals, objectives, and the issues surrounding affordable housing in the county.

My tenure as a council member included participating in a workgroup identifying zoning barriers to building affordable housing. It doesn't do any good to be approved for a mortgage if there isn't safe, affordable housing stock for bailiffs, maintenance workers or school lunch ladies. I was also a member of the Property Committee where I proposed donating city property for a Habitat for Humanity build – an idea I am still not giving up on. Post city council this is a topic I still care about. Have recently gone before both the Harpers Ferry and Ranson councils to propose converting mothballed buildings into housing.

And last but certainly not least, I purchased my forever home thanks to the West Virginia Housing Development Fund's Homeownership Program. So, I know what it is like to go through the Homebuyers Assistance Program (HAP) from the borrower's perspective.

Thank you for taking the time to review my resume. I look forward to meeting with all of you.

Sincerely,
Amanda Stroud

Amanda Stroud

Contact

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Objective

Seeking a position in the nonprofit world where I can utilize my legal and library skills and experience to contribute to the success of the organization.

Education

Louisiana State University -
Shreveport
Shreveport, LA
BA in History

Experience

March 2001 – August 2022
Access Services Assistant • Montgomery College

August 1999 – February 2001
Technical Services Librarian • KPMG

August 1992 – July 1998
Information Center Assistant • American Society for Training & Development

Key Skills

Customer Service
Strategic Planning
Communication
Problem Solving
Curiosity

Responsibilities: oversaw daily operations of a variety of libraries, managed staff including a diverse student assistant population, ensured compliance with library policies and procedures and provided exceptional customer service. Also contributed to the overarching organizations by serving on numerous committees, work groups and taskforces.

Leadership

Have served on the following: Ranson City Council, Ranson CVB Board, Ranson Community Gardens Board, Staff Council and Germantown Campus Council – Montgomery College.

References

Available upon request.

FW: JCC Water Advisory Committee

From Ashley Stottlemyer <astottlemyer@ctubwv.com>

Date Fri 2/27/2026 10:14 AM

To Edwina Benites County Administrator <Edwina.C.BenitesLM@jeffcowv.gov>

Cc Brent Manuel <bmanuel@charlestownwv.us>; April Shultz <ashultz@ctubwv.com>

 2 attachments (449 KB)

Ltr from CTUB.pdf; Travis Markley_Resume_2-26-26.pdf;

You don't often get email from astottlemyer@ctubwv.com. [Learn why this is important](#)

Good morning, Edwina.

I am sending on behalf of Brent Manuel. He is out of the office dealing with personal matters. Please see the attached letter on behalf of the CTUB Board to nominate Mr. Travis Markley to serve on the WAC in the CTUB seat. I have also attached his resume.

Please let me know if you need anything further from our office.

Thank you, Ashley



Ashley Stottlemyer

Human Resource Manager

Charles Town Utility Board

661 South George Street, Suite 101

Charles Town, WV 25414

Office: (304) 725-2316 x3285

Direct: (304) 885-0010

Confidentiality Notice: The information contained in this e-mail and any attached documents may be confidential or legally privileged. It is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message. Please note that the sender accepts no responsibility for viruses and it is your responsibility to scan this e-mail and attachments (if any). No contracts may be concluded on behalf of the sender by means of electronic communications unless expressly stated to the contrary.

From: Brent Manuel <bmanuel@charlestownwv.us>
Sent: Thursday, February 19, 2026 3:30 PM
To: Kristen Stolipher <kstolipher@ctubwv.com>
Cc: April Shultz <ashultz@ctubwv.com>; Ashley Stottlemeyer <astottlemeyer@ctubwv.com>
Subject: FW: JCC Water Advisory Committee

Hello to all,

Please see the below communication from the county administrator relative to the above subject.

Brent



Brent T. Manuel
City Manager
City of Charles Town
101 E. Washington Street, Charles Town, WV 25414
Direct: 304-724-3244
Email: bmanuel@charlestownwv.us

From: Edwina Benites County Administrator <Edwina.C.BenitesLM@jeffcowv.gov>
Sent: Wednesday, February 11, 2026 3:12 PM
To: Brent Manuel <bmanuel@charlestownwv.us>
Cc: Mary Sell <mary.t.sell@jeffcowv.gov>
Subject: JCC Water Advisory Committee

Brent-

Today I received Kristen's resignation letter from the JCC Water Advisory Committee. The JCC Water Advisory Committee includes a CTUB seat. When you deem appropriate, please forward a nomination for that seat for the JCC's consideration.

Eddie



Edwina Benites-LM
County Administrator/ Interim Director of Economic Development

Jefferson County Commission
393 N. Lawrence Street
Charles Town, West Virginia 25414
(304 728-3284)

To sign up for county news, agendas, jobs, and register to receive request for proposal announcements, please see [here](#).

[Website](#)

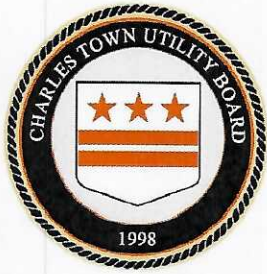
[LinkedIn](#)

[YouTube](#)

[Facebook](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to

proceed to the destination. If suspicious content is detected, you will see a warning. Beware - This email comes from outside the City of Charles Town.



Charles Town Utility Board

661 S. George Street, Suite 101 Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-7150 ♦ Web: www.ctubwv.com

UTILITY BOARD

February 26, 2026

CHAIRMAN
*City of Charles
Town City Manager
Brent
Mannell*

Ms. Edwina Benites- LM
County Administrator
Jefferson County Commission
393 N. Lawrence Street
Charles Town, WV 25414

VICE
CHAIRMAN
*John
Maxey*

Dear Ms. Benites:

TREASURER
*Duke
Pierson*

At the February 25, 2026 regular meeting of the Charles Town Utility Board (CTUB), the Board unanimously nominated Mr. Travis Markley to serve as CTUB's representative on the Water Advisory Committee.

SECRETARY
*Ashley
Stottlenmyer*

The Board believes Mr. Markley's experience and knowledge of utility operations and infrastructure will be a valuable asset to the Committee, and we appreciate the opportunity for CTUB to continue participating in this important collaborative effort.

*Board Member
Heidi
Parker*

Please feel free to contact me if you need any additional information.

*Board Member
Patrick
Kratovil*

Kind regards,

April Shultz
Assistant Utility Manager
Charles Town Utility Board

UTILITY
MANAGER
*Kristen
Stolipher*

Travis Markley

Mobile: [REDACTED]

Email: [REDACTED]

Work Experience:

Charles Town Utility Board
661 S. George Street
Charles Town, WV 25414
01/2019 – Present
Hours per Week: 40
Engineering Technician

Duties, Accomplishments and Related Skills:

Ability to communicate orally and in writing, complex information pertaining to design and construction to architects/engineers, construction contractors, customers, legal professionals, accountants, General Manager and Board of Directors.

Perform technical reviews of engineering plans to assure compliance with local and state code, provide technical assistance on feasibility and constructability issues for all new projects. Communicate and coordinate project standards and specifications, and design criteria to architects/engineering firms, construction contractors and General Manager to ensure smooth transitions from project design through construction phase is obtained.

Serve as the main Point of Contact for all sites in construction relating but not limited to construction methods, complications, testing, and inspections.

Manage and oversee the utility inspections for new construction. Conduct preconstruction meetings with contractors and developers. Review daily field reports for all sites in construction. Track inspector hours on site and confirm accurate billing to developers.

Responsible for the Asset Ownership Transfer process to obtain required documentation from developers in order to accept ownership of newly constructed sewer and water systems and close-out completed projects in a timely manner. Independently schedule and conduct warranty inspections on newly installed infrastructure to ensure design and construction criteria is met prior to allowing use to the public.

Management of the Safety Program including but not limited to confined space entry, hazardous communication, PPE, and training. Responsible for implementing and maintaining a safe workplace environment for all employees and contractors. Ensure that all contractors are certified and operate within the OSHA regulations while performing duties for the agency. Responsible for conducting quarterly safety meetings with staff to properly educate and inform staff of OSHA requirements that pertain to each position. Complete 300 and 300A logs for documenting recordable on the job injuries as necessary.

Oversight of implementation of Asset Management software. Work with field staff and consultants to ensure accurate data entry to streamline preventative and corrective maintenance.

Responsible for developing high-level cost estimates for new service inquiries on multiple project scales.

Management of the Infiltration and Inflow program for the sanitary collection system. Physical ability to lift manhole covers and enter manholes. Requires the knowledge to comprehend and utilize proprietary software programs to effectively configure flow meter monitors and analyze flow meter data.

Responsible for responding to 811 Miss Utility ticket requests. Communicate locate tickets to field staff to provide an efficient response for utility marking within CTUB service area.

Prepare letters of sewer and water availability to all new lots connecting to CTUB sewer and/or water systems and calculate Capacity Improvement Fees associated with new connections.

Utilize ArcMap GIS software to map, update and monitor the entire sanitary collection and water distribution systems. Maintain and update records of system features, locations, and customers.

Create standalone cartographic maps showing sanitary sewer and water utilities with symbolized geospatial features and labels that allow for efficient task management for field crews.

Support and train employees with using ArcGIS software and survey applications.

Cooperate work efforts with the Jefferson County GIS addressing office and planning office to share geospatial data between agencies. Utilize county legal databases to conduct research into deeds, easements, rights-of-way and encumbrances on public utility easements

Develop routine maintenance schedules for sanitary inspections and gravity main camera line inspections.

Develop design and construction standards and specifications for new sewer and water system construction.

Responsible for developing scopes of work for new customer connections and project planning.

Work Experience:

Jefferson County Public Service District

340 Edmond Road

Kearneysville, WV 25430

07/2015 – 01/2019

Hours per Week: 40

Engineering Technician

Duties, Accomplishments and Related Skills:

Daily operation of geospatial software such as ESRI ArcGIS software (ArcGIS Pro and ArcMap 10.6), ArcGIS Online and Google Earth. Responsible for developing and implementing processes to maintain geospatial databases to manage utility resources.

Work with multiple spatial data sources to import and format data for use in ArcGIS software.

Perform geospatial analysis on user entered data using ArcGIS tools such as overlay, extraction and proximity functions.

Responsible to edit and manipulate feature data, including geometry, attribute table schema and attributes and feature class coordinate systems. Work daily with both vector and raster spatial data.

Perform attribute location surveys in the field using both recreational-grade and mapping-grade GPS receivers. Download and incorporate GPS field data into geospatial databases with third party software and ArcGIS Online. Create standalone cartographic maps showing sanitary sewer and water utilities with symbolized geospatial features and labels that allow for efficient task management for field crews.

Support and train employees with using ArcGIS software and survey applications.

Ability to provide customer service responses for data, metadata and technical assistance through spatial analysis. Respond to public utility needs producing maps for a vast variety of requests

Cooperate work efforts with the Jefferson County GIS addressing office and planning office to share geospatial data between agencies. Utilize county legal databases to conduct research into deeds, easements, rights-of-way and encumbrances on public utility easements

Digitize location of utilities from historic engineering documents.

Develop routine maintenance schedules for sanitary inspections and gravity main camera line inspections. All information is recorded in ArcMap GIS software for statistical and spatial referencing.

Utilize asset management software for assigned assets associated with the water distribution system. Maintain a comprehensive list of inventory, cost and work schedules associated with assigned assets. Responsible for generating and maintaining an annual asset management plan, and utilizing asset management software to effectively execute, track and schedule preventative maintenance schedules.

Independently schedule and conduct warranty inspections on newly installed infrastructure to ensure design and construction criteria is met prior to allowing use to the public.

Management of the Safety Program including but not limited to confined space entry, hazardous communication, PPE, and training. Responsible for implementing and maintaining a safe workplace environment for all employees and contractors. Ensure that all contractors are certified and operate within the OSHA regulations while performing duties for the agency. Responsible for conducting quarterly safety meetings with staff to properly educate and inform staff of OSHA requirements that pertain to each position. Complete 300 and 300A logs for documenting recordable on the job injuries as necessary.

Management of the Infiltration and Inflow program for the District's sanitary collection system. Physical ability to lift manhole covers and enter manholes. Requires the knowledge to comprehend and utilize proprietary software programs to effectively configure flow meter monitors and analyze flow meter data.

Work Experience:

Greenway Engineering
151 Windy Hill Lane
Winchester, VA 22602
05/2010 – 07/2015
Hours per Week: 40
Engineering Technician

Duties, Accomplishments and Related Skills:

Coordinated the day-to-day workflow and scheduling for over 20 construction and E&S inspectors for the construction of Marcellus Shale Natural Gas sites in Pennsylvania. Responsible for oversight of construction, review of technical reports, scheduling, and time sheet approvals.

Present technical presentations to clients and contractors relating to Best Management Practices, construction methods and construction safety. Prepare briefing reports and progress reports for management and all involved organizations.

Supervised the quality control program holding internal meetings with staff and engineers. Provide expertise and interpretation of project specifications and performance standards.

Ability to resolve construction related scheduling changes, and develop corrective actions for problems developed to keep project timelines and budgets on schedule.

Generate and communicate complex instructions with staff and implemented new procedures to successfully meet and execute client demands.

Coordinate with architects/engineers, construction contractors, clients and state and local agencies to ensure compliance with project scope is achieved and maintained throughout the completion of the project. Coordinate and attend pre-construction conferences with architects/engineers, construction contractors, and clients.

Perform engineering plan reviews and provide technical assistance on constructability issues. Perform scheduled and unscheduled site visits during construction to ensure compliance goals and objectives are met.

Monitored construction sites to effectively manage correspondence with architects/engineers and construction contractors to document quantities and work progress. Construction monitoring duties required lifting heavy objects, standing for long periods of time, climbing embankments and enduring adverse weather conditions in all seasons. Most construction projects were located in remote areas requiring travel through rough and rocky terrain.

Perform post project completion reviews and evaluations to identify encountered problems and create corrective solutions for future projects. Inspected construction sites for compliance with Erosion and Sediment permits. Prepared technical reports for construction monitoring.

Track and manage project budgets and serve as the point of contact for all correspondence with clients. Incorporate value engineering while reviewing design plans. Review billing invoices and communicate to administrative staff approval for payment.

Responsible for engineering industrial, residential and commercial design plans while incorporating value engineering to ensure the most cost-effective product is delivered to clients. Prepare site plan design for multiple maintenance, water, sewer and storm drain projects, sub- divisions, building additions and parking expansions in multiple jurisdictions and states while remaining compliant with applicable federal, state and local laws and regulations throughout design.

Prepare Erosion and Sediment plans, Stormwater Management Plans, calculations and reports for commercial, residential and community projects.

Serve as design specialists for multiple stormwater designs. Responsible for design compliance with applicable federal, state and local laws and regulations.

Performed site inspections on alternative and conventional septic systems.

Design multiple residential alternative septic systems in compliance with state and local laws and regulations. Prepare and review septic design plan sets for compliance with applicable laws and regulations.

Operated nuclear density gauges and conducted One and Three point Proctor tests to accurately determine compaction and moisture properties of fill material.

Tested concrete placement to assure compliance with slump and entrained air specifications for multiple industrial construction sites.

Work Experience:

Thrasher Engineering
600 Whiteoaks Boulevard
Bridgeport, WV 26330
06/2009 – 05/2010
Hours per Week: 40
Engineering Technician

Duties, Accomplishments and Related Skills:

Inspected construction sites with multiple crews on a waterline installation project for a local Public Service District in West Virginia.

Enforced design standards and specifications in the field to remain compliant with applicable state and local laws and regulations. Prepared technical inspection reports to document the daily progress of activity.

Surveyed multiple construction stakeouts, as-builts, lot layouts and utility location projects with the use of both Global Positioning Systems and conventional surveying methods.

Established property corners, assured elevations of commercial antenna heights, set road stationing in the field and created survey benchmarks.

Utilized GIS programs to create a database for water distribution and sewer collection systems in West Virginia. Performed engineering studies for water quality in residential communities and established and maintained communication with the public throughout the project.

Work Experience:

Department of the Interior, C&O Canal National Historical Park
1850 Dual Highway
Hagerstown, MD 21740
05/2006 – 12/2008
Hours per Week: 40
Engineering Technician

Duties, Accomplishments and Related Skills:

Assessed functionality and condition of historical structures and many other assets within the park.

Assisted the Contracting Officer's Representative for construction projects within the park.

Assisted with architectural project coordination for planning, design and construction.

Performed architectural work involving the development of conceptual park site plans. Assisted in project planning, surveying and condition assessments of the Rehabilitation project for the Catoctin Aqueduct and the rehabilitation project for the Paw Paw Tunnel towpath.

Assisted with establishing historic architectural project requirements and priorities.

Prepared cost estimates and quantity takeoffs for construction documents and scope of services. Attended Architect/Engineering meetings and assisted in contract preparation.

Communicated in formal settings with engineers and technical staff to achieve project goals. Often traveled to remote areas of the park to access project sites requiring travel through rough, uneven and rocky terrain.

Education:

Fairmont State University

Fairmont, WV United States

Bachelor's Degree 12/2004

GPA: 3.1 of a maximum 4.0

Major: Civil Engineering Technology **Minor:** Safety Engineering

Relevant Coursework, Licenses and Certifications:

Relevant coursework includes Statics, Dynamics, Construction Estimating, Construction Material/Methods, Hydraulics and Hydrology, Strength of Materials, Structural Design, Advanced Structural Analysis, Physics, Chemistry, Advanced Soil Mechanics, Environmental Engineering, Land/Route Surveying, Civil Engineering Graphics and Engineering Analysis.

Relevant Licenses & Certifications include 1S Wastewater Operator, 1C Wastewater Operator, NASSCO Manhole Rehab ITCP Certification, NASSCO PACP, LACP and MACP Certifications.

References:

April Shultz

Charles Town Utility Board

304-725-2316

ashultz@ctubwv.com

Chris Eckenrode, P.E.

Gwin, Dobson & Foreman, Inc.

814-943-5214

ceckenrode@gdfengineers.com

Jeff Dixon, CSP

Premier Risk Management Solutions, LLC

304-389-6912

jeff@premier-rms.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **3/5/2026**

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

Date Requested – 2nd Choice:

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

1. DR Horton, INC – Magnolia Springs Phase 2 file # 21-18-SD request for bond reduction
2. BZA Variance Application Refund Requests
3. Presentation of Calendar Year 2025 Annual Report for the Office of Impact Fees
4. Presentation of the FY 2027 Capital Improvement Plan for the Office of Impact Fees.
5. Landowner Petition for a Zoning Map Amendment for Shepherdstown Profit Center LLC, Shepherdstown District, Map 8, Parcel 10.7 containing a total of approximately 2 acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for recommendation on the consistency of the request with the Comprehensive Plan.

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

1. Bond Reduction for Performance Bond CMS0344879 with RLI Insurance Company for DR Horton, INC – Magnolia Springs Phase 2 file # 21-8-SD

2. Both applications were for setback reductions to accommodate ingress / egress entryways into residential structures. The ZA has determined that uncovered “entryways” / “steps” to a building which do not exceed 10’ in width are exempt from Section 9.5(A) of the Zoning Ordinance which limits projections into yards to not more than four (4) feet provided the projection is not over 10’ in width. This determination was made in part on the fact that “doors and steps to a building” are exempt from Section 4.0 of the Jefferson County Improvement Location Permit Ordinance (ILP).

26-2-ZV was to allow steps to a new residential deck to project (5’) into the required rear yard.

26-4-ZV was to allow an areaway (outdoor steps to a basement) to project (5’ 4”) into the required rear yard.

3. Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."

The Impact Fees Procedures Ordinance, Section 6.A (3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."

The impact fees annual report for calendar year 2025 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2026. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.

A new impact fee study was recently completed in 2024 and new impact fees became effective on June 1, 2025. Since the fee amounts recently reset based upon current market costs/values, staff recommends staying the inflation adjustment.

4. Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6), counties which have enabled impact fees must maintain an Impact Fee Program Capital Improvement Plan (CIP). Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth.

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of Impact Fee Fundable projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) et seq.

Presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees. The majority of all governments present their upcoming CIP prior to the budget process due to the possible impact of capital projects on the County's General Fund or Capital Outlay Fund.

Several impact fee funded projects, submitted for FY 2027, will require additional funding from other sources. Parks and Recreation's Sam Michael's Park – paved trail project and the Jefferson County Administrative Facilities - 393/330 North George Street project, will need to be partially funded by other sources available to them. The projects recommended for FY 2027 impact fee funding are presented in the CIP report.

5. Request for a Zoning Map Amendment for Shepherdstown Profit Center, LLC per Article 12, Section 12.3.A of the Jefferson County Zoning and Land Development Ordinance from Residential Growth to Office/Commercial Mixed-Use. The parcel is within the Shepherdstown Preferred Growth Area and is designated as General Commercial on the Future Land Use Guide.

Is this a funding request? YES Item #2
If so, how much? \$300 (Two applications @ \$150 each)

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

1. I move to authorize a partial release of \$2,202,126.00 of the above referenced Performance Bond CMS0344879 making the new amount \$1,961,486.00

2. Motion is to approve the BZA Variance application refund amount of \$150 each for applications' 26-2-ZV and 26-4-ZV

3.1 Motion to accept the Calendar Year 2025 Impact Fees Annual Report for the Office of Impact Fees, as presented.

3.2 Motion to (approve or stay) the annual inflationary adjustments to the impact fees.

4. Move to approve the FY 2027 Capital Improvement Plan for the Office of Impact Fees as presented.

5. I move to schedule a Public Hearing on April 16, 2026 for the Shepherdstown Profit Center Zoning Map Amendment and to refer the petition to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the Comprehensive Plan.

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

If not attached, explain:

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

Contact information: Becky Burns

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

#1

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin**

Department or Organization: **Engineering**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice: **March 5th , 2026**

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

Date Requested – 2nd Choice:

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

1. DR Horton, INC – Magnolia Springs Phase 2 file # 21-18-SD request for bond reduction

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

1. Bond Reduction for Performance Bond CMS0344879 with RLI Insurance Company for DR Horton, INC – Magnolia Springs Phase 2 file # 21-8-SD

Is this a funding request? Y/NO

If so, how much? \$

Provide exact financial impact/request:

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

1. I move to authorize a partial release of \$2,202,126.00 of the above referenced Performance Bond CMS0344879 making the new amount \$1,961,486.00

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 2 / 18 / 26 J.C.P.C. File No. 21-8-SD
 Consultant/Engineer/Firm Name: IFS
 Mailing Address: 148 S. Queen St Suite 201
 City: Martinsburg State: WV Zip: 25401
 Contact Person: Pete Cloutier Phone: 304-725-8456
 Project/Subdivision Name: Magnolia Springs Phase 2
 Section/Phase: 2 Lots: 192-296

Review Comments:

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

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

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

Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

Approved for:
 Bond Reduction
 By: [Signature] 2-25-26
County Engineer Date

Original Bond Amt \$ 3,620,533 + 15% Cont. \$ 543,880.00 = Total Original Bond Amt \$ 4,163,613

Total Current Bond Amount \$ 4,163,613.00

Cost of Work Remaining \$ 1,705,640.00 + Contingency Amount \$ 255,846.00

= Approved for Revised Bond Amount \$ 1,961,486.00

Reviewed By: Will Smith PLG Title: L.D.I.
 Signature: [Signature] Date: 2 / 23 / 26



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 Majidi

March 5th, 2026

VICE PRESIDENT

Mike Mond

Ms. Alexis Apostolidis, Attorney-in-Fact

RLI Insurance Company

COMMISSIONER

Cara Keys

9025 N. Lindbergh Dr

Peoria, IL

COMMISSIONER

Steve Stolipher

61615

COMMISSIONER

Jack Hefestay

RE: Performance Bond No. CMS0344879 with RLI Insurance Company dated August 13th, 2021 for Magnolia Springs Phase 2 JCPC file no. 21-8-SD

Dear Ms. Apostolidis,

The Jefferson County Commission authorizes a partial release of \$2,202,126.00 from the construction bond for DR Horton, INC — Magnolia Springs Phase 2 (File #21-18-SD). This project is located on the west side of Route 340, near its intersection with Route 9. Work remaining to be completed but is not limited to the following:

1. Erosion & Sediment Control
2. Paved Surface Construction
3. Landscaping
4. Storm water Management & Storm Drainage
5. Miscellaneous Site Improvements

In summary, you are hereby authorized to reduce the amount of the above referenced Performance Bond No. CMS0344879 originally issued in the amount of \$4,163,613.00 to \$1,961,486.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Pasha Majidi, President
Jefferson County Commission

cc: Keegan Waters
137 Mitchells Chance Rd
Suite 300
Edgewater, MD 21037

Department of Engineering, Planning & Zoning

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



#2

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Andy Beall**

Department or Organization: **Planning and Zoning**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **Thursday, March 5, 2026...(Would like to expedite applicants' refunds)***

Date Requested – 2nd Choice: **Thursday, March 19, 2026**

Subject (*Wording to be placed on agenda*): **BZA Variance Application Refund Requests**

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

Both applications were for setback reductions to accommodate ingress / egress entryways into residential structures. The ZA has determined that uncovered "entryways" / "steps" to a building which do not exceed 10' in width are exempt from Section 9.5(A) of the Zoning Ordinance which limits projections into yards to not more than four (4) feet provided the projection is not over 10' in width. This determination was made in part on the fact that "doors and steps to a building" are exempt from Section 4.0 of the Jefferson County Improvement Location Permit Ordinance (ILP).

26-2-ZV was to allow steps to a new residential deck to project (5') into the required rear yard.

26-4-ZV was to allow an areaway (outdoor steps to a basement) to project (5' 4") into the required rear yard.

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

If so, how much? **\$300 (Two applications @ \$150 each)**

Provide exact financial impact/request: **N/A**

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

Motion is to approve the BZA Variance application refund amount of \$150 each for applications' 26-2-ZV and 26-4-ZV

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: **abeall@jeffersoncountywv.org**

Phone Number: **(304) 728-3228**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

#3

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1st Choice: **March 5, 2026**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Presentation of Calendar Year 2025 Annual Report for the Office of Impact Fees**

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

Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."

The Impact Fees Procedures Ordinance, Section 6.A (3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."

The impact fees annual report for calendar year 2025 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2026. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.

A new impact fee study was recently completed in 2024 and new impact fees became effective on June 1, 2025. Since the fee amounts recently reset based upon current market costs/values, staff recommends staying the inflation adjustment.

Is this a funding request? **No** If so, how much?

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

#1 Motion to accept the Calendar Year 2025 Impact Fees Annual Report for the Office of Impact Fees, as presented.

#2 Motion to (approve or stay) the annual inflationary adjustments to the impact fees.

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

If not attached, explain: **CY 2025 Impact Fees Annual Report**

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/COMMENTS

Annual Report on Impact Fees

January 2025 – December 2025

Engineering Department
Office of Impact Fees
Jefferson County Government
21 January 2026

Contents

Tables and Figures	2
Appendices.....	2
1.1. Trends in Fee Collection.....	3
1.2. Fees Collected.....	6
1.3. Financial Data	10
1.4. Fees Disbursed.....	12
1.4.1. Refunds	12
1.4.2. Requisitions.....	12
2. Annual Review.....	15
2.1. Recommended Changes to Ordinances or Procedures	15
2.1.1. Ordinance Changes During 2025.....	15
2.2. Identification of FY 2026 Impact Fee-Fundable Capital Projects	16
2.2.1. Schools.....	16
2.2.2. Law Enforcement.....	16
2.2.3. Parks & Recreation	16
2.2.4. EMS	17
2.2.5. Administrative Facilities.....	17
2.3. Proposed Fee Boundary Districts.....	17
2.4. Proposed Fee Schedule Changes	18
2.4.1. Inflation Adjustments.....	18
2.5. Proposed Changes to Level of Service Standards.....	18
2.5.1. Overview.....	18
2.6. Proposed Changes to Base Data for Fee Calculation.....	18
3. CY 2024 Inflation Adjustments	19
3.1. Source Data.....	19
3.2. Schools.....	19
3.3. Law Enforcement.....	20
3.4. Parks & Recreation	20
3.5. EMS	21
3.6. Administrative Facilities	22
3.7. Residential Impact Fee Schedule Effective 1 April 2026.....	23

Tables and Figures

Table 1A. Total County Residential Building Permits (CY 2004-2025)	4
Table 1B. Total County Non-Residential Building Permits (CY 2004-2025)	5
Table 2. Fees Collected – Calendar Year 2025	6
County & Municipal Combined	6
Table 3. Fees Collected by County Tax District – Calendar Year 2025	7
Table 4. Fees Collected by Municipal Tax District – Calendar Year 2025	9
Table 5. Office of Impact Fees General Account (3111776)	10
Table 6. Impact Fee Holding Accounts	11
Table 7. FY 2026 Approved Fee Fundable Projects.....	12
Table 8. Impact Fee Holding Account Withdraws	13
Table 9. BOE Fee Fundable Projects.....	16
Table 10. Jefferson County Law Enforcement Projects	16
Table 11. Park & Recreation Fee Fundable Projects	16
Table 12. Jefferson County EMS Projects.....	17
Table 13. Jefferson County Administrative Facilities Projects	17
Table 14. Price Indices and Cost of Living Adjustment.....	19
Table 15. Schools.....	19
Table 16. Law Enforcement.....	20
Table 17. Parks & Recreation	20
Table 18. EMS	21
Table 19. Administrative Facilities.....	22
Table 20. Residential Impact Fee Schedule Effective 1 April 2026.....	23

Appendices

Appendix A. Affordable Housing Discount Fee Schedule.....	A
---	---

1.1. Trends in Fee Collection

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2025 increased relative to CY 2024. There were 1591 impact fee applications processed in CY 2025 versus 1031 residential impact fee applications in CY 2024; a 54.3% increase. Of that total in CY 2025, 20 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Permitting for new commercial construction in Jefferson County in CY 2025 increased relative to CY 2024. There were 17 impact fee applications processed in CY 2025 versus 8 in CY 2024.

Table 1A. Total County Residential Building Permits (CY 2004-2025)

Year	Single Family			Town Home			Duplex			Multifamily			Grand Total
	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	
2004	49	269	318	0	5	5	0	0	0	0	0	0	323
2005	39	324	363	0	22	22	0	0	0	0	0	0	385
2006	42	256	298	0	57	57	0	0	0	0	0	0	355
2007	38	213	251	0	66	66	0	0	0	0	0	0	317
2008	22	108	130	0	39	39	0	0	0	0	0	0	169
2009	25	75	100	0	50	50	0	0	0	0	0	0	150
2010	32	91	123	0	39	39	0	0	0	0	0	0	162
2011	21	73	94	1	40	41	0	0	0	0	0	0	135
2012	13	118	131	0	24	24	0	0	0	0	0	0	155
2013	4	207	211	0	38	38	0	0	0	0	0	0	249
2014	4	182	186	0	16	16	0	0	0	0	0	0	202
2015	14	182	196	0	8	8	0	4	4	0	96	96	304
2016	14	165	179	0	10	10	0	0	0	0	0	0	189
2017	14	225	239	0	8	8	4	4	4	0	0	0	251
2018	19	178	197	1	32	33	33	33	33	0	24	24	287
2019	13	165	178	0	36	36	0	11	11	0	0	0	225
2020	15	182	197	0	91	91	0	4	4	0	309	309	601
2021	17	383	400	0	43	43	0	1	1	0	0	0	444
2022	13	289	302	0	148	148	2	15	17	0	0	0	467
2023	14	397	411	5	363	368	0	8	8	1	8	9	796
2024	12	544	556	0	467	467	2	2	4	0	4	4	1,031
2025	16	640	656	1	677	678	0	3	3	3	234	237	1,574
Total	450	5,266	5,716	8	2,279	2,287	4	85	89	4	675	679	8,771

Table 1B. Total County Non-Residential Building Permits (CY 2004-2025)

Year	Exempt	Fees	Total
2004	0	4	4
2005	0	5	5
2006	0	0	0
2007	10	12	22
2008	4	9	13
2009	3	2	5
2010	10	8	18
2011	1	11	12
2012	3	13	16
2013	1	3	4
2014	0	4	4
2015	0	5	5
2016	0	13	13
2017	1	6	7
2018	1	4	5
2019	1	21	22
2020	0	10	10
2021	0	9	9
2022	0	7	7
2023	0	17	17
2024	0	8	8
2025	3	14	17
Grand Total	38	185	223

1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2025 and 2026 and run from 1 January 2025 through 31 December 2025. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the five long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, EMS, and Administrative Facilities).

**Table 2. Fees Collected – Calendar Year 2025
County & Municipal Combined**

Land Use	Type	Schools	Law	Parks & Rec	EMS	Admin. Facilities	Grand Total
Residential	Single Family	\$1,678,813	\$107,695	\$711,702	\$170,291	\$186,700	\$2,855,201
	Town Home	\$1,747,560	\$46,620	\$738,486	\$177,018	\$194,232	\$2,903,916
	Duplex	\$6,367	\$370	\$2,239	\$597	\$685	\$10,258
	Multifamily	\$234	\$0	\$189,540	\$20,124	\$9,360	\$219,258
Residential Total		\$3,432,974	\$154,685	\$1,641,967	\$368,030	\$390,977	\$5,988,633
Commercial	Comm25Less	\$0	\$595	\$0	\$596	\$398	\$1,589
	Office10Less	\$0	\$1,584	\$0	\$1,590	\$3,660	\$6,834
	Office10-25	\$0	\$0	\$0	\$795	\$1,830	\$2,625
	Hotel	\$0	\$0	\$0	\$0	\$0	\$0
	Nursing Home	\$0	\$0	\$0	\$0	\$0	\$0
Warehouse	\$0	\$1,428	\$0	\$1,428	\$0	\$2,142	\$4,998
Commercial Total		\$0	\$3,607	\$0	\$4,409	\$8,030	\$16,046
Grand Total		\$3,432,974	\$158,292	\$1,641,967	\$372,439	\$399,007	\$6,004,679

Table 3. Fees Collected by County Tax District – Calendar Year 2025

Tax District	Land Use	Type	Schools	Law	Parks & Rec	EMS	Admin. Facilities	Grand Total
02 Charles Town	Residential	Single Family	\$380,345	\$41,602	\$99,713	\$32,109	\$39,203	\$592,972
		Townhome	\$121,923	\$24,264	\$51,759	\$12,375	\$13,563	\$223,884
	Commercial	Duplex	\$6,366	\$370	\$1,108	\$478	\$628	\$8,950
		Residential Total	\$508,634	\$66,236	\$152,580	\$44,962	\$53,394	\$825,806
		Office10Less	\$0	\$792	\$0	\$795	\$1,830	\$3,417
	Commercial Total	Warehouse	\$0	\$1,344	\$0	\$1,344	\$2,016	\$4,704
Commercial Total		\$0	\$2,136	\$0	\$2,139	\$3,846	\$8,121	
02 Charles Town Grand Total			\$508,634	\$68,372	\$152,580	\$47,101	\$57,240	\$833,927
04 Harpers Ferry	Residential	Single Family	\$77,083	\$15,932	\$33,775	\$7,934	\$8,628	\$143,352
		Residential Total	\$77,083	\$15,932	\$33,775	\$7,934	\$8,628	\$143,352
	Commercial	Comm25Less	\$0	\$595	\$0	\$596	\$398	\$1,589
		Office10Less	\$0	\$792	\$0	\$795	\$1,830	\$3,417
		Warehouse	\$0	\$84	\$0	\$84	\$126	\$294
	Commercial Total	Commercial Total	\$0	\$1,471	\$0	\$1,475	\$2,354	\$5,300
04 Harpers Ferry Grand Total			\$77,083	\$17,403	\$33,775	\$9,409	\$148,652	
06 Kabletown	Residential	Single Family	\$30,425	\$13,853	\$26,783	\$4,546	\$4,082	\$79,689
		Residential Total	\$30,425	\$13,853	\$26,783	\$4,546	\$4,082	\$79,689
	Commercial	Hotel	\$0	\$0	\$0	\$0	\$0	\$0
		Commercial Total	\$0	\$0	\$0	\$0	\$0	\$0
06 Kabletown Grand Total			\$30,425	\$13,853	\$26,783	\$4,546	\$79,689	
07 Middleway	Residential	Single Family	\$60,956	\$8,755	\$19,874	\$5,556	\$6,478	\$101,619
		Townhome	\$121,920	\$22,356	\$48,366	\$12,018	\$13,392	\$218,052
07 Middleway Grand Total	Residential Total		\$182,876	\$31,111	\$68,240	\$17,574	\$19,870	\$319,671
	07 Middleway Grand Total			\$182,876	\$31,111	\$68,240	\$17,574	\$319,671

09 Shepherdstown	Residential	Single Family	\$108,385	\$27,553	\$56,651	\$12,120	\$12,592	\$217,301
		Residential Total	\$108,385	\$27,553	\$56,651	\$12,120	\$12,592	\$217,301
		Nursing Home	\$0	\$0	\$0	\$0	\$0	\$0
		Commercial Total	\$0	\$0	\$0	\$0	\$0	\$0
09 Shepherdstown Grand Total			\$108,385	\$27,553	\$56,651	\$12,120	\$12,592	\$217,301
	County Grand Total		\$907,403	\$158,293	\$248,229	\$90,750	\$104,766	\$1,599,240

29

Table 4. Fees Collected by Municipal Tax District – Calendar Year 2025

Tax District	Land Use	Type	Schools	Parks & Rec	EMS	Admin. Facilities	Grand Total
01 Bolivar Corp	Residential	Single Family	\$1	\$1,131	\$119	\$57	\$1,308
		Residential Total	\$1	\$1,131	\$119	\$57	\$1,308
01 Bolivar Corp Grand Total			\$1	\$1,131	\$119	\$57	\$1,308
03 Charles Town Corp	Residential	Single Family	\$460,573	\$164,634	\$43,498	\$49,679	\$718,384
		Town Home	\$264,189	\$137,592	\$29,490	\$30,669	\$461,940
		Multifamily	\$0	\$0	\$0	\$0	\$0
		Residential Total	\$724,762	\$302,226	\$72,988	\$80,348	\$1,180,324
	Commercial	Office10-25	\$0	\$0	\$795	\$1,830	\$2,625
		Office10Less	\$0	\$0	\$0	\$0	\$0
		Commercial Total	\$0	\$0	\$795	\$1,830	\$2,625
03 Charles Town Corp Grand Total			\$724,762	\$302,226	\$73,783	\$82,178	\$1,182,949
05 Harpers Ferry Corp	Residential	Single Family	\$2	\$2,262	\$238	\$114	\$2,616
		Residential Total	\$2	\$2,262	\$238	\$114	\$2,616
05 Harpers Ferry Corp Grand Total			\$2	\$2,262	\$238	\$114	\$2,616
08 Ranson Corp	Residential	Single Family	\$561,042	\$305,748	\$64,052	\$65,810	\$996,652
		Town Home	\$1,239,528	\$500,769	\$123,135	\$136,608	\$2,000,040
		Duplex	\$1	\$1,131	\$119	\$57	\$1,308
		Multifamily	\$234	\$189,540	\$20,124	\$9,360	\$219,258
		Residential Total	\$1,800,805	\$997,188	\$207,430	\$211,835	\$3,217,258
08 Ranson Corp Grand Total			\$1,800,805	\$997,188	\$207,430	\$211,835	\$3,217,258
10 Shepherdstown Corp	Residential	Single Family	\$1	\$1,131	\$119	\$57	\$1,308
		Residential Total	\$1	\$1,131	\$119	\$57	\$1,308
10 Shepherdstown Corp Grand Total			\$1	\$1,131	\$119	\$57	\$1,308
		Municipal Grand Total	\$2,525,571	\$1,303,938	\$281,689	\$294,241	\$4,405,439
		County Tax District Fees Collected Totals					\$1,599,240
		Municipal Tax District Fees Collected Totals					\$4,405,439
		GRAND TOTAL					\$6,004,679

1.3. Financial Data

Table 5. Office of Impact Fees General Account (3111776)

Month	Starting Balance	Total Deposits	Total Checks	Interest	Ending Balance
January	\$74,050.40	\$115,676.00	\$74,050.40	\$58.26	\$115,734.26
February	\$115,734.26	\$151,300.00	\$115,734.26	\$82.84	\$151,382.84
March	\$151,382.84	\$157,605.00	\$151,382.84	\$76.55	\$157,681.55
April	\$157,681.55	\$131,915.00	\$157,681.55	\$81.97	\$131,996.97
May	\$131,996.97	\$159,503.00	\$131,996.97	\$84.62	\$159,587.62
June	\$159,587.62	\$170,592.00	\$159,587.62	\$82.05	\$170,674.05
July	\$170,674.05	\$118,074.00	\$170,674.05	\$77.29	\$118,151.29
August	\$118,151.29	\$71,530.00	\$118,151.29	\$49.26	\$71,579.26
September	\$71,579.26	\$141,693.00	\$71,579.26	\$75.10	\$141,768.10
October	\$141,768.10	\$106,680.00	\$141,768.10	\$70.80	\$106,750.80
November	\$106,750.80	\$82,896.00	\$106,750.80	\$63.07	\$82,959.07
December	\$82,959.07	\$90,478.00	\$82,959.07	\$74.16	\$90,552.16

December 2025 Outstanding Credits	0
January 2026 Transfers	(\$90,552.16)
05 January 2026 Deposits	0
05 January 2026 Balance	0

Table 6. Impact Fee Holding Accounts

Category	Schools	Law	Parks	EMS	Admin. Facilities
Account Number	3107582	3120120	3122808	3122816	33182570
Balance on 01 January 2025	\$1,992,906.12	\$767,874.61	\$2,262,020.96	\$114,347.53	\$105,971.97
Total Deposits	\$3,026,913.3	\$164,608.57	\$1,649,266.90	\$349,074.84	\$360,593.56
Withdraws /1	\$1,918,033.00	\$886.00	\$640,392.67	\$81,786.00	\$387,271.00
Interest Accrued - CY 2025	\$291,28.23	\$19,170.44	\$61,541.36	\$4,670.05	\$4,339.71
Balance on 31 December 2025	\$3,130,914.65	\$950,767.62	\$3,332,436.55	\$386,306.42	\$83,634.24
January Transfers /2	\$420,646.42	\$8,935.02	\$110,619.37	\$36,598.12	\$45,582.14
<i>Of Which</i>					
<i>Transferred Fees</i>	\$419,897.00	\$8,924.00	\$110,421.00	\$36,532.00	\$45,505.00
	\$749.42	\$11.02	\$198.37	\$66.12	\$77.14
Final Balance 05 January 2026	\$3,551,561.07	\$959,702.64	\$3,443,055.92	\$422,904.54	\$129,216.38

Notes

/1 See Table 8 for details.

/2 From fees collected in December 2025 and transferred in January 2026.

1.4. Fees Disbursed

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

1.4.1. Refunds

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant. There were two refunds processed in CY 2025.

1.4.2. Requisitions

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2026 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2026 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2027 remain to be presented to the County Commission for approval.

Table 7. FY 2026 Approved Fee Fundable Projects

Category	Capital Improvement Project	Approved Impact Fee Funding
Schools	High School Auxiliary Gym	\$1,910,688
	New Middle School (10 + Years)	\$1,650,000
Law Enforcement	Weapons Training Qualifications Range	\$25,000
	Exterior Expansion Temporary Sheriff's Office Space Storage Garage	\$75,000
	Internal Expansion Temporary Sheriff's Office Space	\$150,000
	Jefferson County Public Safety Center	\$300,000
Parks and Recreation	Sam Michael's Park (Community Center Design and Expansion)	\$100,000
	2026 Park (Master Plan)	\$100,000
	James Hite Park (Pickleball Courts)	\$275,000
	Leetown Park (Multipurpose Field)	\$50,231.70
	Moulton Park (Parking)	\$85,000
	Moulton Park (Phase I)	\$250,000
	Sam Michael's Park (Dog Park Expansion Design/Construction)	\$50,000
	Shepherdstown Park (Concept Plan/Design)	\$75,000
	Mower	\$20,000
EMS	JCESA Building Mortgage	\$81,000
	Jefferson County Public Safety Center	\$75,000
Administrative Facilities	330 N. George Street/393 N. Lawrence Street	\$384,014

Table 8. Impact Fee Holding Account Withdrawals

Account	Check Date	Statement Date	Debit	Notes
Schools	3/3/2025	3/31/2025	\$572	2024 Impact Fee Recalculation Study for Schools – February Payment
	8/14/2025	8/31/2025	\$1	Impact Fee Refund PN 2400750 for Avtar Singh and Manpreet Gill
	8/14/2025	8/31/2025	\$6,772	Impact Fee Refund PN 2500771 for Joseph Stillwell
	7/18/2024	7/31/2024	\$1,910,688	Requisition 25R0160 - Washington High School Auxiliary Gym
	TOTAL		\$1,918,033	
Law Enforcement	3/3/2025	3/31/2025	\$250	2024 Impact Fee Recalculation Study for Law Enforcement February Payment
	8/14/2025	8/31/2025	\$636	Impact Fee Refund PN 2400750 for Avtar Singh and Manpreet Gill
	TOTAL		\$886	
Parks and Recreation	03-Mar-25	31-Mar-25	\$144	2024 Impact Fee Recalculation Study for Parks and Recreation February Payment
	24-Jul-25	31-Aug-25	\$14,184	25R0166 - Pickleball Courts at James Hite Park
	14-Aug-25	31-Aug-25	\$1,131	Impact Fee Refund PN 2400750 for Avtar Singh and Manpreet Gill
	14-Aug-25	31-Aug-25	\$1,179	Impact Fee Refund PN 2500771 for Joseph Stillwell
	06-Mar-25	31-Mar-25	\$52,850	Requisition 25R0156 - Sam Michael's Park Sewer Upgrades
	06-Mar-25	31-Mar-25	\$7,837.15	Requisition 25R0157 - Sam Michael's Amphitheater Phase II
	06-Mar-25	31-Mar-25	\$1,856.63	Requisition 25R0157 - Sam Michael's Amphitheater Phase II
	06-Mar-25	30-Apr-25	\$1,856.63	Requisition 25R0158 - Sam Michael's Amphitheater Phase II
	06-Mar-25	31-Mar-25	\$80,000	Sewer Upgrades
	13-Mar-25	31-Mar-25	\$36,884.32	Requisition 25R0159 - Sam Michael's Park Amphitheatre Phase II
01-May-25	30-May-25	\$37,285.35	Requisition 25R0161 - Sam Michael's Park Phase II Amphitheater	
22-May-25	30-May-25	\$131,949	Requisition 25R0162 - Sam Michael's Park Phase II Amphitheater	
21-Aug-25	31-Aug-25	\$27,508.1	Requisition 25R0163 - Sam Michael's Amphitheater Phase II	

Account	Check Date	Statement Date	Debit	Notes
	21-Aug-25	31-Aug-25	\$43,16.98	Requisition 25R0164 - Sam Michael's Park Amphitheater Phase II
	24-Jul-25	31-Jul-25	\$84,839.3	Requisition 25R0165 - Sam Michael's Park Amphitheatre Phase II
	24-Jul-25	31-Jul-25	\$16,875	Requisition 25R0168 - Sam Michael's Park Amphitheatre Phase II
	24-Jul-25	31-Aug-25	\$360	Requisition 25R0168 - Sam Michael's Park Amphitheatre Phase II
	24-Jul-25	31-Aug-25	\$1,555.35	Requisition 25R0169 - Sam Michael's Park Amphitheatre Phase II
	24-Jul-25	31-Jul-25	\$3,299.79	Requisition 25R0170 - Sam Michael's Park Amphitheatre Phase II
	21-Aug-25	20-Oct-25	\$2,432	Requisition 25R0171 - James Hite Park Pickleball Courts
	11-Sep-25	20-Oct-25	\$14,589.72	Requisition 25R0172 - Moulton Park Disc Golf Course Phase I
	06-Nov-25	30-Nov-25	\$30,016	Requisition 25R0173 - James Hite Park Pickleball
	06-Nov-25	30-Nov-25	\$89,300	Requisition 25R0174 - James Hite Park Pickleball
		TOTAL	\$640,392.69	

Account	Check Date	Statement Date	Debit	Notes
EMS	3/3/2025	3/31/2025	\$158	2024 Impact Fee Recalculation Study for EMS - February Payment
	8/14/2025	8/31/2025	\$119	Impact Fee Refund PN 2400750 for Avtar Singh and Manpreet Gill
	8/14/2025	8/31/2025	\$509	Impact Fee Refund PN 2500771 for Joseph Stillwell
	7/24/2025	8/31/2025	\$81,000	Requisition 25R0167 - JCESA Mortgage
		TOTAL	\$81,786	

Administrative	3/3/2025	3/31/2025	\$132	2024 Impact Fee Recalculation Study for EMS - February Payment
	6/6/2025	6/30/2025	\$2,400	2025 Impact Fee Recalculation Study for Administrative Facilities
Facilities	8/14/2025	8/31/2025	\$57	May 2025 Payment
	8/14/2025	8/31/2025	\$668	Impact Fee Refund PN 2400750 for Avtar Singh and Manpreet Gill
	12/11/2025	12/31/2025	\$384,014	Impact Fee Refund PN 2500771 for Joseph Stillwell
		TOTAL	\$387,271	Requisition 25R0175 - Bond Debt Service Financing

Grand Total \$3,028,368.69

2. Annual Review

2.1. *Recommended Changes to Ordinances or Procedures*

Proposed changes to all five of the Impact Fee Ordinances occurred during CY 2025.

2.1.1. Ordinance Changes During 2024

In 2024, the County Commission contracted with Tischler-Bise to recalculate the impact fees. The recalculation was completed in 2024 and the new impact fees were adopted by the County Commission on 5 December 2024; the fees became effective 1 June 2025. The following impact fee ordinances were amended to reflect the new impact fee schedules for each impact fee entity in 2025:

Schools Ordinance No. 2003-3

Adopted 5 December 2024; Effective 1 June 2025

Parks & Recreation Ordinance No. 2005-2

Adopted 5 December 2024; Effective 1 June 2025

Law Enforcement Ordinance No. 2005-1

Adopted 5 December 2024; Effective 1 June 2025

EMS Ordinance No. 2005-3

Adopted 5 December 2024; Effective 1 June 2025

Administrative Facilities No. 2024-1

Adopted 5 December 2024; Effective 1 June 2025

In 2013, the County Commission adopted Ordinance No. 2013-1, which amended Law Enforcement Ordinance No. 2005-1 and EMS Ordinance No. 2005-3; reducing the commercial impact fees by 99.5% of the actual impact fee calculation for new commercial development. The reduction became effective on July 1, 2013 and was set to expire on July 1, 2015, unless extended by the County Commission. At the 5 August 2021 County Commission meeting, the County Commission voted to reduce the commercial impact fee to \$0.00.

At the 19 December 2024 County Commission meeting, the County Commission voted to reinstate the commercial impact fees according to the approved 4 December 2024 impact fee study.

The Impact Fees Procedure Ordinance was amended on 17 June 2021, to provide for the change in use based only on the incremental increase in the fee for the additional public facilities needed. Provided, however, that any change of use of a non-residential structure to residential or multi residential structure shall not be assessed an Impact Fee of such change in use of which conditions apply. However, after a discussion with our impact fee consultant during the 2024 impact fee study, Tischler-Bise, this prior change to the ordinance appears to be in violation of

the equal protection clause of the U.S. Constitution; you cannot discriminate in the application of impact fees between the different types of uses.

2.2. Identification of FY 2027 Impact Fee-Fundable Capital Projects

The following projects will appear on the FY 2027 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. However, a final determination of eligibility has not been made. Projects so identified represent maintaining the current level of service due to new growth. Exclusion of other projects, listed in the FY 2027 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Note that in some service categories, there are insufficient funds to be able to fully fund all impact fee eligible projects listed in tables 9-13. Tables 9-13 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

2.2.1. Schools

Table 9. BOE Fee Fundable Projects

Project	Current Request	Funding Potential	Category
ROTC Wing at Jefferson High School	\$3,000,000	\$5,896,075	High Schools Facilities/Building
Totals	\$3,000,000	\$5,896,075	

2.2.2. Law Enforcement

Table 10. Jefferson County Law Enforcement Projects

Project	Current Request	Funding Potential	Category
Jefferson County Public Safety Center (50%)	\$1,500,000	\$510,000	Facilities
Sheriff Vehicles and Equipment	\$0	\$599,000	Vehicles and Equipment
Totals	\$1,525,000	\$1,109,000	

2.2.3. Parks & Recreation

Table 11. Park & Recreation Fee Fundable Projects

Project	Current Request	Funding Potential	Category
Sam Michael's Park (Community Design and Expansion)	\$1,250,000	\$499,000	Recreation Center Space
James Hite Park (Dog Park)	\$78,000	\$78,000	Park Improvements
2026 Parks Master Plan	\$125,000	\$125,000	Park Improvements
Moulton Park (Parking Lot)	\$175,000	\$175,000	Park Improvements
Moulton Park (Phase I)	\$250,000	\$250,000	Park Improvements
Mount Mission Park	\$200,000	\$200,000	Park Improvements

South Jefferson Park (Athletic Court Surfacing)	\$50,000	\$50,000	Park Improvements
James Hite Park (Fishing Pond)	\$75,000	\$75,000	Park Improvements
Skate Park Design	\$15,000	\$15,000	Park Improvements
Sam Michael's Park (Volleyball Courts)	\$10,000	\$10,000	Park Improvements
Sam Michael's Amphitheatre Parking	\$45,000	\$45,000	Park Improvements
Sam Michaels Park (Baseball Playground)	\$150,000	\$150,000	Park Improvements
Tables and Grills	\$20,000	\$20,000	Park Improvements
Sam Michael's Park (Maintenance Building Insulation)	\$50,000	\$50,000	Park Improvements
Paved Trail	\$150,000	\$150,000	Park Improvements
Mower	\$70,000	\$58,000	Park Vehicles & Equipment
Equipment Trailer	\$10,000	\$10,000	Park Vehicles & Equipment
Totals	\$2,913,000	\$1,960,000	

2.2.4. EMS

Table 12. Jefferson County EMS Projects

Company	Project	Current Request	Funding Potential	Category
JCESA	Jefferson County Public Safety Center (50%)	\$0	\$347,000	EMS Facilities
	Vehicles & Equipment	\$0	\$257,000	EMS Vehicles & Equipment
	Total	\$0	\$604,000	

2.2.5. Administrative Facilities

Table 13. Jefferson County Administrative Facilities Projects

Company	Project	Current Request	Funding Potential	Category
Administrative Facilities	330 N. George Street & 393 N. Lawrence Street	\$406,436.90	\$373,000	County Administrative Space
	Total	\$431,436.90	\$373,000	

2.3. Proposed Fee Boundary Districts

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. Development projects in the municipalities do not pay the Law Enforcement impact fee. As various municipalities continue to annex portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

2.4. Proposed Fee Schedule Changes

In 2024, all five impact fee categories underwent a recalculation.

The County updates its impact fee methodologies on a five-year cycle. Therefore, the Schools, Law Enforcement, Parks and Recreation, EMS, and Administrative Facilities impact fee categories were due last for recalculation in CY 2024. The County Commission recalculated the levels of service and impact fee amounts required to maintain this level of service and adopted new fees in 2025. The next impact fee recalculation should begin in CY 2029.

2.4.1. Inflation Adjustments

It is generally recommended that all fee schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis¹. Table 14 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2022 and 2023. These represent the most recent price indices and were released on 27 September 2024. These data constitute the source for the annual inflation adjustments for the five impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2026 unless the County Commission acts to stay these adjustments.

2.5. Proposed Changes to Level of Service Standards

2.5.1. Overview

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, EMS services, Administrative Facilities were last updated in 2024.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards and the percentage allocations for each capital category. The next scheduled update to the Level of Service Standards will occur in CY 2029.

2.6. Proposed Changes to Base Data for Fee Calculation

There are no changes at this time.

¹ Source is Table 5.9.4, Price Indexes for Gross Government Fixed Investment by Type; lines 32, 35, 36, and 37.

3. CY 2024 Inflation Adjustments

3.1. Source Data

The following Table 14 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4 - Price Indexes for Gross Government Fixed Investment by Type), for years 2023 and 2024². These represent the most recent price indices and were released on 26 September 2025. These data constitute the source for the annual inflation adjustments for the 5 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2026 unless the County Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

Table 14. Price Indices and Cost of Living Adjustment

BEA Table Line	Fee Category	Structure Class	Price Index CY 2022	Price Index CY 2023	Differential (Inflation Adjustment Factor)
32	Admin. Facilities	State and Local - Office	157.761	158.677	1.0058
35	School	State and Local – Educational	146.411	147.175	1.0052
36	Law & EMS	State and Local – Public Safety	141.567	145.648	1.0288
37	Parks	Amusement & Recreation	141.626	145.777	1.0293

Source: Bureau of Economic Analysis, US Department of Commerce.

3.2. 2026 Impact Fees Effective 1 April 2026 – Schools

Table 15. Schools

Residential Development	2025 Impact Fee	1 April 2026 Inflation Adjustment	Differential
Single Family	\$6,772	\$6,807	\$35
Town home	\$6,772	\$6,807	\$35
Duplex	\$6,772	\$6,807	\$35
Multi-family	\$1,198	\$1,204	\$6

² Source:

<https://www.bea.gov/iTable/iTable.cfm?reqid=19&step=2#reqid=19&step=3&isuri=1&1921=survey&1903=338> (select Table 5.9.4).

3.3. Law Enforcement

Table 16. Law Enforcement

Residential Development	2025 Impact Fee	1 April 2026 Inflation Adjustment	Differential
Single Family	\$394	\$405	\$11
Town home	\$394	\$405	\$11
Duplex	\$394	\$405	\$11
Multi-family	\$278	\$286	\$8
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2025 Impact Fee	1 April 2026 Inflation Adjustment	Differential
Commercial/Shopping Center 25,000 SF or less	\$595	\$612	\$17
Commercial/Shopping Center 25,001 – 50,000 SF	\$595	\$612	\$17
Commercial/Shopping Center 50,001 – 100,000 SF	\$595	\$612	\$17
Commercial/Shopping Center 100,001 – 200,000 SF	\$595	\$612	\$17
Commercial/Shopping Center over 200,000 SF	\$595	\$612	\$17
Office/Institutional 10,000 SF or less	\$264	\$271	\$7
Office/Institutional 10,001 – 25,000 SF	\$264	\$271	\$7
Office/Institutional 25,001 – 50,000 SF	\$264	\$271	\$7
Office/Institutional 50,001 – 100,000 SF	\$264	\$274	\$7
Office/Institutional over 100,000 SF	\$264	\$271	\$7
Business Park	\$303	\$311	\$8
Light Industrial	\$119	\$122	\$3
Warehousing	\$42	\$43	\$1
Manufacturing	\$116	\$119	\$3
Hotel (per room)	\$82	\$84	\$2
Nursing Home (per bed)	\$74	\$76	\$2

3.4. Parks & Recreation

Table 17. Parks & Recreation

Residential Development	2025 Impact Fee	1 April 2026 Inflation	Differential
Single Family	\$1,179	\$1,213	\$34
Town home	\$1,179	\$1,213	\$34
Duplex	\$1,179	\$1,213	\$34
Multi-family	\$832	\$856	\$24

3.5. EMS

Table 18. EMS

Residential Development	2025 Impact Fee	1 April 2026 Inflation Adjustment	Differential
Single Family	\$509	\$523	\$14
Town home	\$509	\$523	\$14
Duplex	\$509	\$523	\$14
Multi-family	\$359	\$369	\$10
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2025 Impact Fee	1 April 2026 Inflation Adjustment	Differential
Commercial/Shopping Center 25,000 SF or less	\$596	\$613	\$17
Commercial/Shopping Center 25,001 – 50,000 SF	\$596	\$613	\$17
Commercial/Shopping Center 50,001 – 100,000 SF	\$596	\$613	\$17
Commercial/Shopping Center 100,001 – 200,000 SF	\$596	\$613	\$17
Commercial/Shopping Center over 200,000 SF	\$596	\$613	\$17
Office/Institutional 10,000 SF or less	\$265	\$272	\$7
Office/Institutional 10,001 – 25,000 SF	\$265	\$272	\$7
Office/Institutional 25,001 – 50,000 SF	\$265	\$272	\$7
Office/Institutional 50,001 – 100,000 SF	\$265	\$272	\$7
Office/Institutional over 100,000 SF	\$265	\$272	\$7
Business Park	\$303	\$311	\$8
Light Industrial	\$119	\$122	\$3
Warehousing	\$42	\$43	\$1
Manufacturing	\$116	\$119	\$3
Hotel (per room)	\$82	\$84	\$2
Nursing Home (per bed)	\$75	\$77	\$2

3.6. Administrative Facilities

Table 19. Administrative Facilities

Residential Development	2025 Impact Fee	1 April 2026 Inflation Adjustment	Differential
Single Family	\$668	\$671	\$3
Town home	\$668	\$671	\$3
Duplex	\$668	\$671	\$3
Multi-family	\$472	\$474	\$2
Non Residential Development (fees per 1,000 sq ft gross usable floor area)	2025 Impact Fee	1 April 2026 Inflation Adjustment	Differential
Commercial/Shopping Center 25,000 SF or less	\$398	\$400	\$2
Commercial/Shopping Center 25,001 – 50,000 SF	\$398	\$400	\$2
Commercial/Shopping Center 50,001 – 100,000 SF	\$398	\$400	\$2
Commercial/Shopping Center 100,001 – 200,000 SF	\$398	\$400	\$2
Commercial/Shopping Center over 200,000 SF	\$398	\$400	\$2
Office/Institutional 10,000 SF or less	\$610	\$613	\$3
Office/Institutional 10,001 – 25,000 SF	\$610	\$613	\$3
Office/Institutional 25,001 – 50,000 SF	\$610	\$613	\$3
Office/Institutional 50,001 – 100,000 SF	\$610	\$613	\$3
Office/Institutional over 100,000 SF	\$610	\$613	\$3
Business Park	\$577	\$580	\$3
Light Industrial	\$295	\$296	\$1
Warehousing	\$63	\$63	\$0
Manufacturing	\$355	\$357	\$2
Hotel (per room)	\$25	\$25	\$0
Nursing Home (per bed)	\$173	\$174	\$1

3.7. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq*). The residential fee schedule listed below in table 20 will become effective on 1 April 2026. This fee schedule is based on the 2024 impact fee study which was adopted on 4 December 2024 with an effective date of 5 June 2025.

Table 20. Residential Impact Fee Schedule Effective 1 April 2026

Residential Development	Impact Fee Category	Current Impact Fee per Dwelling Unit	1 April 2026 Impact Fee per Dwelling Unit	
Single Family	Schools	\$6,772	\$6,807	
	Town Home	Law Enforcement	\$394	\$405
	Duplex	Parks & Recreation	\$1,179	\$1,213
		EMS	\$509	\$523
		Admin. Facilities	\$668	\$671
	TOTAL	\$9,522	\$9,619	
Multi-Family	Schools	\$1,198	\$1,204	
	Law Enforcement	\$278	\$286	
	Parks & Recreation	\$832	\$856	
	EMS	\$359	\$369	
	Admin. Facilities	\$472	\$474	
	TOTAL	\$3,139	\$3,189	

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

Phone: (304) 728-3331

Fax: (304) 728-3953

Michelle Mason
Impact Fee Program Specialist

mmason@jeffersoncountywv.org

Affordable Housing Discounted Impact Fee Per Dwelling Unit Type
Effective 5 June 2025

December 30, 2025 Housing Index Average Market Value
for Jefferson County, WV: \$401,321

Current Impact Fee	<i>Single Family Town Home Duplex Multi-Family</i>				
	\$9,522	\$9,522	\$9,522	\$9,522	\$3,139
Affordable Housing		<i>Discounted Impact Fee Per Dwelling Unit Type</i>			
Percentage	Market Value				
60%	\$240,793	\$5,713	\$5,713	\$5,713	\$1,883
59%	\$236,779	\$5,618	\$5,618	\$5,618	\$1,852
58%	\$232,766	\$5,523	\$5,523	\$5,523	\$1,821
57%	\$228,753	\$5,428	\$5,428	\$5,428	\$1,789
56%	\$224,740	\$5,332	\$5,332	\$5,332	\$1,758
55%	\$220,727	\$5,237	\$5,237	\$5,237	\$1,726
54%	\$216,713	\$5,142	\$5,142	\$5,142	\$1,695
53%	\$212,700	\$5,047	\$5,047	\$5,047	\$1,664
52%	\$208,687	\$4,951	\$4,951	\$4,951	\$1,632
51%	\$204,674	\$4,856	\$4,856	\$4,856	\$1,601
50%	\$200,661	\$4,761	\$4,761	\$4,761	\$1,570
49%	\$196,647	\$4,666	\$4,666	\$4,666	\$1,538
48%	\$192,634	\$4,571	\$4,571	\$4,571	\$1,507
47%	\$188,621	\$4,475	\$4,475	\$4,475	\$1,475
46%	\$184,608	\$4,380	\$4,380	\$4,380	\$1,444
45%	\$180,594	\$4,285	\$4,285	\$4,285	\$1,413
44%	\$176,581	\$4,190	\$4,190	\$4,190	\$1,381
43%	\$172,568	\$4,094	\$4,094	\$4,094	\$1,350
42%	\$168,555	\$3,999	\$3,999	\$3,999	\$1,318
41%	\$164,542	\$3,904	\$3,904	\$3,904	\$1,287
40%	\$160,528	\$3,809	\$3,809	\$3,809	\$1,256
39%	\$156,515	\$3,714	\$3,714	\$3,714	\$1,224
38%	\$152,502	\$3,618	\$3,618	\$3,618	\$1,193
37%	\$148,489	\$3,523	\$3,523	\$3,523	\$1,161
36%	\$144,476	\$3,428	\$3,428	\$3,428	\$1,130
35%	\$140,462	\$3,333	\$3,333	\$3,333	\$1,099
34%	\$136,449	\$3,237	\$3,237	\$3,237	\$1,067
33%	\$132,436	\$3,142	\$3,142	\$3,142	\$1,036
32%	\$128,423	\$3,047	\$3,047	\$3,047	\$1,004
31%	\$124,410	\$2,952	\$2,952	\$2,952	\$973
30%	\$120,396	\$2,857	\$2,857	\$2,857	\$942
29%	\$116,383	\$2,761	\$2,761	\$2,761	\$910
28%	\$112,370	\$2,666	\$2,666	\$2,666	\$879
27%	\$108,357	\$2,571	\$2,571	\$2,571	\$848
26%	\$104,343	\$2,476	\$2,476	\$2,476	\$816
25%	\$100,330	\$2,381	\$2,381	\$2,381	\$785

Disclaimer: Figures updated and effective through 31 December 2026 per the WV Tax Commissioner. Apartment/Condominium projects qualifying for the AHD, the discount equals 40% of normal fee.

#4

FY 2027 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

Emergency Services

Administrative Facilities

Jefferson County Commission

Engineering Department/Office of Impact Fees

10 February 2026

FY 2027 Impact Fee Program Capital Improvement Plan

Contents

Overview.....	2
Overview of Funding Options	3
(a) Direct County Support.....	3
(b) General Obligation/Construction Bonds	3
(c) State Support.....	4
(d) Federal Support.....	4
Summary of Impact Fee Fundable Projects	4
Impact Fee Program Specialist’s Notes	16
(e) Authority.....	16
(f) Overview	16
Cash Flow Analyses.....	17

Tables

Table 1. FY 2027 Priority 1 Projects - All Funding Sources	5
Table 2. FY 2027 Impact Fee Projects - All Priorities	6
Table 3. FY 2027 Impact Fee Fundable Projects.....	8
Table 4. School Cash Flow Analysis.....	174
Table 5. Law Enforcement Cash Flow Analysis.....	15
Table 6. Parks & Recreation Cash Flow Analysis.....	16
Table 7. EMS Cash Flow Analysis	17
Table 8. Administrative Facilities Cash Flow Analysis.....	18

FY 2024 Capital Improvement Plan Submissions

Divider

Board of Education	1
Sheriff of Jefferson County.....	2
Jefferson County Parks & Recreation Commission.....	3
Jefferson County Emergency Services Agency.....	4
Jefferson County Administrative Facilities	5

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2027 (which begins July 1 2026). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$129,716,922.00 (up from \$128,546,650 in FY 2026). Of this amount, \$9,229,436.90 represents the funding requests for FY 2027 (in FY 2026 the amount was \$5,769,573.70).

The divided sections which follow include the submitted **CIP Form 1** (Agency/Department/Office Summary) for each entity as well as the individual **CIP Form 2** documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's **CIP Form 1**. Any supplementary documentation is included with the appropriate **CIP Form 2**. Proposed projects that directly impact the County Budget also require **Form 2B – Budget Impact Analysis**; however, the projects submitted for FY 2027 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with **CIP Form 1**. In the case of the Board of Education, **CIP Form 2** documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 16 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

(a) Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, the purchase and renovation of the Gray Building which now houses the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

(b) General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹.

(c) State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

(d) Federal Support

Unfortunately, Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

Summary of Impact Fee Fundable Projects

Table 1 lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs.

Table 2 lists all Urgent and Non-Urgent capital improvement projects requested by each entity, regardless of being fundable by impact fees. This is each entities' overall "wish list".

Table 3 identifies *only* those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2027 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for the remainder of FY 2026.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2027 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
Jefferson County Board of Education										
1	1 ROTC Wing at Jefferson High School	\$3,000,000	\$0	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0
2	1 New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	1 Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0
	TOTALS	\$78,430,000	\$0	\$3,000,000	\$0	\$0	\$0	\$30,000	\$0	\$0
Jefferson County Administrative and Court Facilities										
1	1 393 N. Lawrence Street 330 N. George Street County Administrative Facilities/Courts -	\$19,059,200	\$0	\$406,436.90	\$11,068,444	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90
2	1 Prosecutor Cost Recovery	\$180,222	\$0	\$25,000	\$0	\$25,000	\$25,000	\$2,660.15	\$0	\$0
		\$19,239,422	\$0	\$431,436.90	\$11,068,444	\$431,436.90	\$431,436.90	\$409,097.05	\$406,436.90	\$406,436.90

Table 2. FY 2027 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
Jefferson County Board of Education											
1	1	ROTC Wing at Jefferson High School	\$3,000,000	\$0	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0
2	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0
TOTALS			\$78,430,000	\$0	\$3,000,000	\$0	\$0	\$0	\$30,000	\$0	\$0
Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Exterior Expansion Temporary Sheriff's Office Space Storage Garage	\$1,200,000	\$0	\$600,000	\$0	\$400,000	\$100,000	\$100,000	\$0	\$0
3	2	Interior Expansion Temporary Sheriff's Office Space	\$300,000	\$0	\$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	\$0	\$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
TOTALS			\$9,684,500	\$0	\$2,275,000	\$0	\$2,281,500	\$2,331,500	\$2,310,000	\$225,000	\$261,500
Jefferson County Parks & Recreation Commission											
1	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$0	\$0	\$0	\$100,000	\$1,700,000	\$0	\$0
2	2	Department Vehicle (Maintenance)	\$60,000	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0
3	2	Land Acquisition	\$3,000,000	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$0	\$0
4	2	Sam Michael's Park (Community Center Design and Expansion)	\$2,750,000	\$0	\$1,250,000	\$0	\$0	\$1,500,000	\$0	\$0	\$0
5	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0
6	2	Sam Michaels Park (Fountain Splashpad & Ice Skating)	\$350,000	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0
7	2	James Hite Park (Dog Park)	\$78,000	\$0	\$78,000	\$0	\$0	\$0	\$0	\$0	\$0

Table 2. FY 2027 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
8	2	James Hite Park (Phase III Development)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
9	2	10 Year Parks Master Plan Update	\$125,000	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0
10	2	Sam Michaels Park (Artificial Turf Field)	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0
11	2	Sam Michaels Park (Amphitheater-Phase III)	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$0
12	2	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0
13	2	Sam Michaels Park (AMP-Orchestra Pit)	\$175,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000
14	2	Mobile Recreation Vehicle (Van)	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0
15	2	Moulton Park (Parking)	\$175,000	\$0	\$175,000	\$0	\$0	\$0	\$0	\$0	\$0
16	2	Moulton Park (Phase I)	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
17	2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
18	2	Mount Mission Park (Expansion and Development)	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
19	2	South Jefferson Park (Athletic Court Surfacing)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
20	2	Shepherdstown Park (Parking, Fencing, Playground)	\$500,000	\$0	\$0	\$120,000	\$380,000	\$0	\$0	\$0	\$0
21	2	James Hite Park (Pond Benches, Pier, Boardwalk, ADA)	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
22	2	Leetown and James Hite Park (Skate Park Design)	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
23	2	Sam Michaels Park (Volleyball Courts)	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
24	2	Sam Michael's (Sculpture Trail)	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$130,000	\$0

Table 2. FY 2027 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
25	2	Sam Michael's (AMP Fencing)	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
26	2	Sam Michael's (Disc Golf Expansion)	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0
27	2	Sam Michael's (Expansion of Parking at the AMP)	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0
28	2	Sam Michael's (Event Center)	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000
29	2	Sam Michael's Park Pavilion Expansion	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0
30	2	Sam Michaels Park (Baseball Playground)	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
31	2	Restrooms Facilities (James Hite Park and Mouton Park)	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0
32	2	Tables & Grills(Sam Michael's, James Hite Park, and Mouton Park)	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
33	2	Expansion of Multipurpose Field (Sam Michael's Park)	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$250,000
34	2	Sam Michaels Park (indoor golf simulator)	\$15,000	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0
35	2	Sam Michaels Park (Maintenance Building Insulation)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
36	2	Wi-Fi & Security Cameras	\$125,000	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0
37	2	Sam Michaels Park (Concession Equipment)	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
38	2	Sam Michaels Park (Paved Trail)	\$300,000	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0

Table 2. FY 2027 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
39	2	Mower (All Parks)	\$70,000	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0
40	2	Equipment Trailer	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$17,283,000	\$0	\$2,943,000	\$270,000	\$950,000	\$4,675,000	\$5,445,000	\$875,000	\$2,125,000
Jefferson County Emergency Services Agency											
Jefferson County Public Safety											
1	2	Center (50%)	\$5,100,000	\$0	\$0	\$0	\$600,000	\$2,250,000	\$2,250,000	\$0	\$0
			\$5,100,000	\$0	\$0	\$0	\$600,000	\$2,250,000	\$2,250,000	\$0	\$0
Jefferson County Administrative Facilities											
393 N. Lawrence Street											
1	1	330 N. George Street County Administrative Facilities/Courts - Prosecutor	\$19,059,200	\$0	\$406,436.90	\$11,068,444	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90
2	1	Cost Recovery	\$180,222	\$0	\$25,000	\$0	\$25,000	\$25,000	\$2,660.15	\$0	\$0
			\$19,239,422	\$0	\$431,436.90	\$11,068,444	\$431,436.90	\$431,436.90	\$409,097.05	\$406,436.90	\$406,436.90

Table 3. FY 2027 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
Jefferson County Board of Education											
1	1	ROTC Wing at Jefferson High School	\$3,000,000	\$0	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$78,430,000	\$0	\$3,000,000	\$0	\$0	\$0	\$30,000	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
1	1	ROTC Wing at Jefferson High School	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$3,129,036 in the "High School Facilities/Building" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$5,896,075 on June 30, 2026. Full funding is currently available in the School account for this \$3,000,000 request in FY 2027. It appears there is no further funding request through FY 2032.

Sheriff of Jefferson County											
5	2	Jefferson County Public Safety Center (50%)	\$7,000,000	\$0	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0
TOTALS			\$7,100,000	\$0	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0

Impact Fee Specialist Recommendations – Sheriff of Jefferson County				
#	Pri	Project	Fee Funding Potential	Comments
5	2	Jefferson County Public Safety Center (50%)	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$432,694 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$510,744 on June 30, 2026. Funding is currently available in the Law Enforcement account for \$510,000, in FY 2027 for this project. The CIP impact fees funding request through FY 2032 exceeds funding available and another funding source may have to be used to complete this request.

Jefferson County Parks & Recreation Commission

Table 3. FY 2027 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
4	2	Sam Michael's Park (Community Center Design & Expansion)	\$2,750,000		\$0	\$1,250,000	\$0	\$1,500,000	\$0	\$0	\$0
7	2	James Hite Park (Dog Park)	\$78,000		\$0	\$78,000	\$0	\$0	\$0	\$0	\$0
9	2	2026 Parks Master Plan	\$125,000		\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
15	2	Moulton Park (Parking Lot)	\$175,000		\$0	\$175,000	\$0	\$0	\$0	\$0	\$0
16	2	Moulton Park (Phase I)	\$250,000		\$0	\$250,000	\$0	\$0	\$0	\$0	\$0
18	2	Mount Mission Park	\$200,000		\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
19	2	South Jefferson Park (Athletic Court Surfacing)	\$50,000		\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
21	2	James Hite Park (Pond Benches, Pier, Boardwalk, ADA)	\$75,000		\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
22	2	Leetown and James Hite Park (Skate Park Design)	\$15,000		\$0	\$15,000	\$0	\$0	\$0	\$0	\$0
23	2	Sam Michaels Park (Volleyball Courts)	\$30,000		\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
27	2	Sam Michael's (Expansion of Parking at the AMP)	\$45,000		\$0	\$45,000	\$0	\$0	\$0	\$0	\$0
30	2	Sam Michaels Park (Baseball Playground)	\$150,000		\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
32	2	Tables & Grills(Sam Michael's, James Hite Park, and Mouton Park)	\$20,000		\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
35	2	Sam Michaels Park (Maintenance Building Insulation)	\$50,000		\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
36	2	Wi-Fi & Security Cameras	\$125,000		\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
37	2	Sam Michaels Park (Concession Equipment)	\$75,000		\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
38	2	Sam Michaels Park (Paved Trail)	\$300,000		\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0
39	2	Mower (All Parks)	\$70,000		\$0	\$70,000	\$0	\$0	\$0	\$0	\$0
40	2	Equipment Trailer	\$10,000		\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$4,583,000		\$0	\$2,943,000	\$150,000	\$0	\$1,500,000	\$0	\$0

Table 3. FY 2027 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
---	-----	---------	-----------------	------------------	-------------------------	--------------------------	--------------	--------------	--------------	--------------	--------------

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission											
#	Pri	Project	Fee Funding Potential	Comments							
4	2	Sam Michael's Park (Community Center Design & Expansion)	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$432,550 in the "Recreation Center Space" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$499,164 on June 30, 2026. Funding is currently available in the Parks and Rec impact fee account for \$499,000 in FY 2027. The CIP impact fees funding request through FY 2032 exceeds funding available and another funding source will have to be used to complete this request.							
7	2	James Hite Park (Dog Park)	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Full funding is currently available in the Parks and Rec impact fee account for this \$78,000 request, in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.							
9	2	2026 Parks Master Plan	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$125,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.							
15	2	Moulton Park (Parking Lot)	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$175,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.							
16	2	Moulton Park (Phase I)	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026.							

Table 3. FY 2027 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
					Funding for this project is available in the Parks and Rec impact fee account for this \$250,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
18	2	Mount Mission Park		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$200,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
19	2	South Jefferson Park (Athletic Court Surfacing)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$50,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
21	2	James Hite Park (Pond Benches, Pier, Boardwalk, ADA)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$75,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
22	2	Leetown and James Hite Park (Skate Park Design)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$15,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
23	2	Sam Michaels Park (Volleyball Courts)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$30,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
27	2	Sam Michael's (Expansion of Parking at the AMP)		Eligible for Full Funding due to being	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026.						

Table 3. FY 2027 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
				for new growth	Funding for this project is available in the Parks and Rec impact fee account for this \$45,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
30	2	Sam Michaels Park (Baseball Playground)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$150,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
32	2	Tables & Grills(Sam Michael's, James Hite Park, and Mouton Park)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$20,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
35	2	Sam Michaels Park (Maintenance Building Insulation)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$50,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
38	2	Sam Michaels Park (Paved Trail)		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$2,264,057 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,612,725.47 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$150,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$150,000 of funding from other sources.						
39	2	Mower		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$59,651 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$68,837 on June 30, 2026. Funding for this project is available in the Parks and Rec impact fee account for this \$58,000 request in FY 2027. The CIP impact fees funding request through FY 2032 exceeds funding available and another funding source will have to be used to complete this request.						
40	2	Equipment Trailer		Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$59,651 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$68,837 on June 30, 2026.						

Table 3. FY 2027 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2027	Other Sources Allocation	Yr 1 FY 2028	Yr 2 FY 2029	Yr 3 FY 2030	Yr 4 FY 2031	Yr 5 FY 2032
					Funding for this project is available in the Parks and Rec impact fee account for this \$10,000 request in FY 2027. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						

Jefferson County Emergency Services

Jefferson County Public Safety											
1	2	Center (50%)	\$5,100,000	\$0	\$0	\$0	\$600,000	\$2,250,000	\$2,250,000	\$0	\$0
TOTALS			\$5,100,000	\$0	\$0	\$0	\$600,000	\$2,250,000	\$2,250,000	\$0	\$0

1	2	Jefferson County Public Safety Center (50%)	As of December 31, 2025, the remaining allocation amount is \$220,774 in the "EMS Facilities" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the EMS impact fee account which is projected to have an estimated balance of \$347,390 on June 30, 2026. However, no work is projected to begin until FY 2028 allowing for engineering design and prep work (Phase I).								
---	---	---	--	--	--	--	--	--	--	--	--

Jefferson County Administrative Facilities

393 N. Lawrence Street											
1	1	330 N. George Street	\$19,059,200	\$0	\$406,436.90	\$11,068,444	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90
TOTALS			\$19,059,200	\$0	\$406,436.90	\$11,068,444	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90

1	1	393 N. Lawrence Street and 330 N. George Street	Eligible for Full Funding due to being for new growth	As of December 31, 2025, the remaining allocation amount is \$83,450 in the "County Administrative Space (Court & 393 Building)" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Administrative Facilities impact fee account which is projected to have an estimated balance of \$373,610 on June 30, 2026. Funding for this project is available in the Administrative Facilities impact fee account in the amount of \$373,000. However, it appears that there will be insufficient funding in future fiscal years to pay the full \$406,436.90 fully from impact fee funds; the County Commission will need to find another funding source.							
---	---	---	---	--	--	--	--	--	--	--	--

Impact Fee Program Specialist's Notes

(e) Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

Any subsequent changes to the approved Capital Improvement Plan shall be approved by the County Commission.

(f) Overview

The role of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding. This is done for each capital category for each entity for which impact fees are collected (Impact Fees Ordinance 2003-1 Section 6(A)(2)(b)).

There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is **no** (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
 - b. If the answer is **yes**, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
 - a. If the answer is **yes**, then the project is potentially **fully impact fee-fundable**.
 - b. If the answer is **no** (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Cash Flow Analyses

The following 5 tables constitute the official cash flow analyses and projections for each of the five impact fee categories:

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The projected balance runs to July 1, 2026, which is the end of FY 2026 and the start of FY 2027.

For the purposes of projecting the cash flow analysis from 1 January 2026 through 30 June 2026, it was assumed that the County growth rate for the period of 1 January 2026 through 30 June 2026, will be approximate and equal to the same time period last year. During this period, there were 300 new single family detached structures (of which 1 qualified for the Affordable Housing Discount), 100 new townhouse structures, 0 duplex structures, and 50 multi-family units. For projecting the future cash flow from 1 January 2026 through 30 June 2026, we assumed the following:

300	Single-family units
100	Townhouse units
0	Duplex units
50	Multi-family units

While there were 17 commercial development projects in CY 2025, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$16,046.00. The amount of commercial impact fees collected is insignificant and therefore is not considered in the cash flow projection.

Schools - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2025						
Capital Category	2024 Study Capital Category Allocation Percent		December 31, 2025 Total Funds Available in Bank Account	Capital Category Allocation %	December 31, 2025 Capital Category Amount Available	Comments
2024 Study Capital Categories						
High School Facilities/Building (no land)		99.94%	\$3,130,915	99.94%	\$3,129,036	Fund
2029 Schools Impact Fees Report		0.06%	\$3,130,915	0.06%	\$1,879	Fund
		100.0%				
	Grand Total for Schools =			100.00%	\$3,130,915	(Total Funds Available)

Balance Projected through 30 June, 2026						
Capital Category	2024 Study Capital Category Allocation Percent		June 30, 2026 Projected Total Funds Available	Capital Category Allocation %	June 30, 2026 Projected Capital Category Amount Available	Comments
2024 Study Capital Category						
High Schools Facilities/Building (no land)		99.94%	\$5,899,615	99.94%	\$5,896,075	Fund This Category High School Buildings Only
2029 Schools Impact Fee Report		0.06%	\$5,899,615	0.06%	\$3,540	Fund This Category
		100.00%				
	Grand Total for Schools =			100.00%	\$5,899,615	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. S6)

Law Enforcement - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2025						
Capital Category		2024 Study Capital Category Allocation Percent	December 31, 2025 Total Funds Available in Bank Account	Capital Category Allocation %	December 31, 2025 Capital Category Amount Available	Comments
2024 Study Capital Categories						
Sheriff Facilities & Study (New Bardane Sheriff / Public Safety Building)		45.51%	\$950,768	45.51%	\$432,694	Fund
Sheriff Vehicles & Equipment		53.39%	\$950,768	53.39%	\$507,615	Fund
2029 Impact Fee Report		1.1%	\$950,768	1.1%		
		100.0%				
Grand Total for Schools =				100.00%	\$940,309	(Total Funds Available)

Balance Projected through 30 June, 2026						
Capital Category		2024 Study Capital Category Allocation Percent	June 30, 2026 Projected Total Funds Available	Capital Category Allocation %	June 30, 2026 Projected Capital Category Amount Available	Comments
2024 Study Capital Category						
Sheriff Facilities (New Bardane Sheriff / Pubic Safety Building)		45.51%	\$1,122,268	45.51%	\$510,744	Fund This Category Sheriff / Public Safety Building Only
Sheriff Vehicles & Equipment		53.39%	\$1,122,268	53.39%	\$599,179	Fund This Category
2029 Impact Fee Report		1.10%	\$1,122,268	1.10%	\$12,345	Fund This Category
		100.00%				
Grand Total for Schools =				98.90%	\$1,122,268	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. S6)

Parks & Recreation - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2025						
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	December 31, 2025 Total Funds Available in Bank Account	Capital Category Allocation %	December 31, 2025 Capital Category Amount Available	Comments
	(2024 Study, Fig. P11)					
Park Improvements	\$322.91	67.94%	\$3,332,437	67.94%	\$2,264,057	Fund
Park Land	\$80.10	16.85%	\$3,332,437	16.85%	\$561,516	Fund
Recreation Center Space	\$61.67	12.98%	\$3,332,437	12.98%	\$432,550	Fund
Park Vehicles & Equipment	\$8.51	1.79%	\$3,332,437	1.79%	\$59,651	Fund
Impact Fee Report	\$2.08	0.44%	\$3,332,437	0.44%	\$14,663	Fund
Total for Parks & Recreation =	\$475.27	100.00%		100.0%	\$3,332,437	(Total Funds Available)

Balance Projected through June 30, 2026						
Capital Category	June 30, 2026 Projected Total Funds Available	Capital Category Allocation %	June 30, 2026 Projected Capital Category Amount Available	Comments		
Park Improvements	\$3,845,637	67.94%	\$2,612,725.47	Fund This Category		
Park Land	\$3,845,637	16.85%	\$647,989.76	Fund This Category		
Recreation Center Space	\$3,845,637	12.98%	\$499,164	Fund This Category		
Park Vehicles & Equipment	\$3,845,637	1.79%	\$68,837	Fund This Category		
Impact Fee Report	\$3,845,637	0.44%	\$16,921	Fund This Category		
Total for Parks & Recreation =		100.00%	\$3,845,637	(Projected Funds Available)		

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, P11).

Emergency Services - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2025						
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	December 31, 2025 Total Funds Available in Bank Account	Capital Category Allocation %	December 31, 2025 Capital Category Amount Available	Comments
EMS Facilities (New Bardane Public Safety Building Only)			\$386,306	57.15%	\$220,774	Fund
Vehicles & Equipment			\$386,306	42.35%	\$163,601	Fund
2029 Impact Fee Study			\$386,306	0.50%	\$1,932	Fund
Total for Emergency Services =					\$386,306	(Total Funds Available)

Balance Projected through 30 June, 2026						
Capital Category	(2024 Study)		June 30, 2026 Projected Total Funds Available	Capital Category Allocation %	June 30, 2026 Projected Capital Category Amount Available	Comments
EMS Facilities (New Bardane Station Only)	\$117.37	57.15%	\$607,856	57.15%	\$347,390	Fund New Bardane Public Safety Building Only
EMS Vehicles & Equipment	\$86.98	42.35%	\$607,856	42.35%	\$257,427	Fund
2029 Impact Fee Study	\$1.02	0.50%	\$607,856	0.50%	\$3,039	Fund
Total for Emergency Services =	\$205.37	100.00%		100.00%	\$607,856	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. E7)

Administrative Facilities - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2025						
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	December 31, 2025 Total Funds Available in Bank Account	Capital Category Allocation %	December 31, 2025 Capital Category Amount Available	Comments
	(2024 Study, Fig. CA6)					
County Administrative Space (Court & 393 Building)	\$383.61	99.78%	\$83,634	99.78%	\$83,450	Fund
2029 Impact Fee Report		0.22%	\$83,634	0.22%	\$184	Fund
Total for Administrative Facilities =	\$383.61	100.00%		100.00%	\$83,634	(Total Funds Available)

Balance Projected through June 30, 2026						
Capital Category			June 30, 2026 Projected Total Funds Available	Capital Category Allocation %	June 30, 2026 Projected Capital Category Amount Available	Comments
	(2024 Study, Fig. E7)					
County Administrative Space (New Court & 393 Building)	\$382.75	99.78%	\$374,434	99.78%	\$373,610	Funds Transfer to CC General Fund for Payment of Mortgage Debt Service
2029 Impact Fee Report	\$0.86	0.22%	\$374,434	0.22%	\$824	Fund
Total for Administrative Facilities =	\$383.61	100.00%		100.00%	\$374,434	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, CA6).

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
						1	ROTC Wing at Jefferson High School	3000000	0	3000000
1	Impact Fee Study	30000	0	0	0	0	0	30000	0	0
1	New High School	75400000	0	0	0	0	0	0	0	0

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
2	Weapons Training Qualifications Range	100000	0	25000	0	25000	25000	25000	0	0
2	Expansion Temporary Sheriff's Office Space	1200000	0	600000	0	400000	100000	100000	0	0
2	Internal Expansion Temporary Sheriff's Office Space	300000	0	150000	0	150000	0	0	0	0
2	Mobile Data Terminal System for Police Vehicles	184500	0	0	0	31500	31500	10000	50000	61500
2	Jefferson County Public Safety Center (50%)	7000000	0	1500000	0	1500000	2000000	2000000	0	0
2	Purchase of Police Cruisers x 18	900000	0	0	0	175000	175000	175000	175000	200000

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/12/2025

Project Title: Weapons Training Qualifications Range

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

The Range needs updating, remediation and modernization. The bullet stopping berm requires remediation. After this has been accomplished, a modern bullet trap system should be purchased and erected where the current berm is located. The berm to the right of the qualification area should be removed or cutdown to allow for additional usage of the range in the storage area. The paved portion of the range needs to be extended to 60 yards from the target area. Finally, there is not a shelter on the range for elements. A carport/pavilion with lights and fans is desired to aid in low light qualifications in fall/winter and shade during the summer months.

Estimated Total Cost of Project (\$) \$100,000.00

Funding Request Breakdown by Year (\$):	\$25,000.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$25,000.00	(FY 2028) Out Year 2
	\$25,000.00	(FY 2029) Out Year 3
	\$25,000.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/12/2025

Project Title: Exterior Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: 102 Industrial Blvd

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make expansions to the Temporary Sheriff's Office building to accommodate these changes. A modern evidence room; secure indoor vehicle evidentiary processing area; additional, more functional, storage areas; dedicated washbay, adding additional holding cells and criminal processing area are just a few of the critical areas that need to be addressed. We would like to open up space in the garage for the ability to use that area for the items that can be addressed through an internal expansion, the rest would have to be accomplished through an external expansion of the building. This expansion would be a 30 X 80 addition attached to the current building that would allow us to move supplies, the Reserves Office and their supply, Gym Equipment, and ATV storage into the addition so that we can expand office space into the current garage area. To make this a more permanent facility, the hardening of the outside of the building to properly meet Department of Justice and the Department of Homeland Security requirements and standards for a permanent police station would need to be considered; however, the cost for completing that is not included in this estimate.

Estimated Total Cost of Project (\$)	\$1,200,000.00	
Funding Request Breakdown by Year (\$):	\$600,000.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$400,000.00	(FY 2028) Out Year 2
	\$100,000.00	(FY 2029) Out Year 3
	\$100,000.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** 12/12/2025

Project Title: Interior Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: 102 Industrial Blvd

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make renovations to the Temporary Sheriff's Office building to accommodate these changes. Additional office space; supervisory offices; private employee meeting room; modernization of conference and training rooms. If the exterior expansion is approved, these improvements could be accomplished through expanding into the current garage area to reimagine its use.

Estimated Total Cost of Project (\$)	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$150,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$150,000.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/12/2025

Project Title: Mobile Data Terminal System for Police Vehicles

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

The Jefferson County Sheriff's Office uses Mobile Data Terminals Systems (MDTs) in their cruisers to operate the Computer Aided Dispatch System when on the road. The MDTs enhances the ability to communicate with the emergency communicates center and other police officers, thus reducing the volume of audibly transmitted radio traffic and increasing the security of the transmissions which can provide an additional level of safety to the deputy. These MDTs would go in new vehicles for the expanded police force. As with everything, there is a life expectancy. Additional costs are for replacements and docking stations for newly purchased cruisers that expand the current fleet. The Jefferson County Sheriff's Office purchased the current tablets in 2014. All tablets are currently out of warranty (3 years); therefore, the Jefferson County Sheriff's Office sought grant funding to replace the MDTs as they were beginning to have screen and connectivity issues. Grant funding was awarded for a portion of the tablets; therefore we are decreasing the request for this year, and adjusting for coming years as spares and warranty will hopefully cover gaps, until additional funding can be secured.

Estimated Total Cost of Project (\$) \$184,500.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$31,500.00</u>	(FY 2028) Out Year 2
	<u>\$31,500.00</u>	(FY 2029) Out Year 3
	<u>\$10,000.00</u>	(FY 2030) Out Year 4
	<u>\$50,000.00</u>	(FY 2031) Out Year 5
	<u>\$61,500.00</u>	(FY 2032) Out Year 6

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

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/12/2025

Project Title: Public Safety Center (50%)

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY07/beginning of FY08. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station as established by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building should meet or exceed any DOJ/DHS standards. The new Sheriff's Office needs to be considerably larger than the current 15,000 sq ft to allow room for growth and shall be a completely hardened and secure structure. This new structure has been approved as a joint facility with the Emergency Services Agency. (75,000 provided in FY18).

Estimated Total Cost of Project (\$)	<u>\$7,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$1,500,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$1,500,000.00</u>	(FY 2028) Out Year 2
	<u>\$2,000,000.00</u>	(FY 2029) Out Year 3
	<u>\$2,000,000.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** 12/12/2025

Project Title: Purchase of Police Cruisers x 18 (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the department's fleet of vehicles. Through grants and commission allotments, we have expanded our workforce, but have not expanded our fleet. New employees have been placed in to high mileage "spares", thus reducing our pool vehicles for when vehicles are in for routine maintenance or repairs creating the potential that deputies may have stay in the office, until a pool car can become available and endangering the lives of the citizens of Jefferson County. Many of these vehicles are at the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectancy.

Estimated Total Cost of Project (\$)	\$900,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$175,000.00	(FY 2028) Out Year 2
	\$175,000.00	(FY 2029) Out Year 3
	\$175,000.00	(FY 2030) Out Year 4
	\$175,000.00	(FY 2031) Out Year 5
	\$200,000.00	(FY 2032) Out Year 6

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

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
2	James Hite Park (Utilities)	1800000	0	0	0	100000	0	1700000	0	0
2	Department Vehicle (Maintenance)	60000	0	0	0	60000	0	0	0	0
2	Land Acquisition	3000000	0	0	0	0	3000000	0	0	0
2	Sam Michaels Park (Community Center Expansion)	2750000	0	1250000	0	0	1500000	0	0	0
2	South Jefferson Park (Master Plan)	75000	0	0	0	0	75000	0	0	0
2	Sam Michael's Park (Fountain Splashpad & Ice Skating)	350000	0	0	0	350000	0	0	0	0
2	James Hite Park (Dog Park)	78000	0	78000	0	0	0	0	0	0
2	James Hite Park (Phase III)	800000	0	0	0	0	0	0	0	800000
3	2026 Parks Master Plan	125000	0	125000	0	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY	FY	FY	FY	FY
						2028	2029	2030	2031	2032
2	Sam Michaels Park (Artificial Turf Field)	1500000	0	0	0	0	0	1500000	0	0
2	Sam Michael's Park (Amphitheatre-Phase III)	2000000	0	0	0	0	0	2000000	0	0
2	Program Support Vehicle	40000	0	0	0	0	0	40000	0	0
2	Sam Michaels Park AMP-Orchestra Pit	175000	0	0	0	0	0	0	0	175000
2	Mobile Recreation Van	45000	0	0	0	0	0	0	45000	0
2	Moulton Park (Parking Lot)	175000	0	175000	0	0	0	0	0	0
2	Moulton Park (Phase I)	250000	0	250000	0	0	0	0	0	0
2	Sam Michaels Park (Dog Park)	100000	0	0	0	100000	0	0	0	0
2	Mount Mission Park	200000	0	200000	0	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
2	South Jefferson Park (Athletic Court Surfacing)	50000	0	50000	0	0	0	0	0	0
2	Shepherdstown Park	500000	0	0	120000	380000	0	0	0	0
2	James Hite Park (Fishing Pond)	75000	0	75000	0	0	0	0	0	0
2	Skate Park Design	15000	0	15000	0	0	0	0	0	0
2	Sam Michaels Park (Volleyball Courts)	30000	0	30000	0	0	0	0	0	0
2	Sculpture Trail	130000	0	0	0	0	0	0	130000	0
2	AMP Fencing	45000	0	0	0	45000	0	0	0	0
2	Disc Golf Expansion	5000	0	0	0	0	0	5000	0	0
2	AMP Parking	45000	0	45000	0	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
2	Event Center	900000	0	0	0	0	0	0	0	900000
2	Park Pavilion	200000	0	0	0	0	0	0	200000	0
2	Sam Michaels Park (Baseball Playground)	150000	0	150000	0	0	0	0	0	0
2	Restrooms	200000	0	0	0	0	0	200000	0	0
2	Tables & Grills	20000	0	20000	0	0	0	0	0	0
2	Multipurpose Field	750000	0	0	0	0	0	0	500000	250000
2	Sam Michaels Park (indoor golf simulator)	15000	0	0	0	15000	0	0	0	0
2	Sam Michaels Park (Maintenance Building Insulation)	50000	0	50000	0	0	0	0	0	0
2	Wi-Fi & Security Cameras	125000	0	125000	0	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
2	Concession Equipment	75000	0	75000	0	0	0	0	0	0
2	Paved Trail	300000	0	150000	150000	0	0	0	0	0
2	Mower	70000	0	70000	0	0	0	0	0	0
2	Equipment Trailer	10000	0	10000	0	0	0	0	0	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: James Hite Park (Utilities)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 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 No
 (if Yes - attach Form 2B).

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

This project represents a long-term, ongoing effort to address deficiencies identified in the 2016 Parks Master Plan. It involves the design, planning, and construction of essential infrastructure at James Hite Park.

Planned improvements may include, but are not limited to, the installation of electric, water, and septic systems. These utilities are critical to support future amenities, including recreational facilities, restrooms, concessions, and other park infrastructure.

As part of this year's request, site plans and construction documents would be bid to facilitate the development of utilities over the next two years. Completing these infrastructure improvements will lay the foundation for safe and efficient construction of future park amenities, ensuring that James Hite Park can continue to meet the long-term recreational needs of the community.

Estimated Total Cost of Project (\$)	\$1,800,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$10,000.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$1,700,000.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/14/2025

Project Title: Department Vehicle (Maintenance)

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) currently operates three maintenance vehicles to manage ten parks and over 400 acres of parkland distributed across Jefferson County. Given the size, diversity, and geographic spread of these facilities, the current fleet is insufficient to meet routine maintenance needs efficiently and safely.

Additional maintenance vehicles are necessary to ensure timely upkeep of fields, trails, playgrounds, and other park amenities, as well as to transport the additional maintenance staff that will be hired to support park operations. Expanding the fleet will improve operational efficiency, reduce wear and tear on existing vehicles, and allow JCPRC to maintain safe, high-quality recreational spaces for residents and visitors throughout the county.

Investing in additional vehicles is essential to support current park maintenance demands, accommodate future growth, and ensure that Jefferson County's parks remain well-maintained and accessible to the community.

Estimated Total Cost of Project (\$)	<u>\$60,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$60,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

<u>\$1,500,000.00</u>	(FY 2029) Out Year 3
<u>\$0.00</u>	(FY 2030) Out Year 4
<u>\$0.00</u>	(FY 2031) Out Year 5
<u>\$0.00</u>	(FY 2032) Out Year 6

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

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/18/2025

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

This project involves preparing a comprehensive Master Site Development Plan for the park to determine the preferred mix and placement of facilities. The need for this planning effort was identified and recommended in the 2016 Parks Master Plan, which emphasized the importance of long-range planning to ensure that park development aligns with community needs, available resources, and national best practices.

A Master Site Development Plan will provide a detailed, data-driven blueprint for future improvements, helping JCPRC determine the most effective layout of amenities, circulation patterns, utilities, natural resource protection, and recreational opportunities within the park. By evaluating current usage, projected growth, and community input, the plan will guide decisions regarding which facilities should be added, enhanced, or redesigned to meet evolving recreation trends.

Developing this plan will help the County prioritize investments, support grant applications, and ensure efficient and cohesive development over time. Ultimately, this effort will position the park to better serve residents while maximizing the long-term value of public investment.

Estimated Total Cost of Project (\$)	\$75,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
	\$0.00	(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$75,000.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

This project represents a long-term, ongoing effort to address deficiencies identified in the 2016 Parks Master Plan. It involves the design, planning, and construction of a small and large dog park at James Hite Park, providing dedicated, safe, and accessible spaces for residents to exercise and socialize their pets.

The Sam Michaels dog park is currently heavily used, and demand frequently exceeds capacity, creating congestion and limiting access for some residents. Developing a dog park at James Hite Park will help alleviate this congestion by providing an additional location for pet recreation, improving access and convenience for the community.

The project also includes construction of a parking area and ADA-accessible pathways to ensure that all residents, regardless of mobility, can safely access the dog park. The dog park will be centrally located within James Hite Park to maximize convenience and connectivity with other park amenities.

By implementing this project, JCPRC will enhance recreational opportunities, address previously noted gaps in park services, and provide inclusive, well-planned outdoor spaces for Jefferson County residents and their pets.

Estimated Total Cost of Project (\$)	<u>\$78,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$78,000.00</u>	(FY 2027) Current Request
	<u> </u>	(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: James Hite Park (Phase III)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

The next phase of James Hite Park will expand recreational opportunities and improve accessibility for the community. Currently, the park includes athletic fields, pavilions, a playground, a walking trail, and pickleball courts that are currently under construction. Phase II will focus on the development and construction of basketball courts, a small tot lot, additional parking, and a skate park, further enhancing the park's appeal for residents of all ages and interests.

This phase of the project will be implemented through a combination of department resources, grant funding, and matching contributions from local user groups. By partnering with community organizations, JCPRC ensures ongoing input from stakeholders, strengthens community ownership of the improvements, and leverages additional funding sources.

The current request includes funding for the design of these facilities as well as the initial stage of construction, which involves parking and access infrastructure. Including design at this stage is essential to ensure that future amenities are well-planned, functional, and meet community needs. The construction of parking and access infrastructure will provide safe, functional entry to the park and lay the foundation for subsequent development of recreational amenities in future phases.

Estimated Total Cost of Project (\$)	<u>\$800,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2027) Current Request
	<u> </u>	(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$800,000.00</u>	(FY 2032) Out Year 6

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

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

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2025

Project Title: 2026 Parks Master Plan

Project Type: Other

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

This project would involve updating the Jefferson County Parks and Recreation 2016 Parks Master Plan. With continued growth throughout Jefferson County, it is anticipated that park user needs and requests will increase and diversify over the next decade. An updated master plan will ensure that JCPRC is positioned to respond proactively and strategically to these changes.

Park master plans are essential tools for building visibility and credibility for parks and recreation services. They help identify priorities, guide development, and support long-term decision-making. A refreshed plan will also help highlight existing needs and assets, inform operational and capital planning, and provide a solid foundation for fundraising efforts and grant applications.

Updating the master plan will allow staff and stakeholders to make informed decisions that reflect current community demographics, recreation trends, and facility needs—ultimately ensuring that Jefferson County Parks and Recreation continues to meet the growing needs of its residents.

Estimated Total Cost of Project (\$)	<u>\$125,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$125,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

<u>\$0.00</u>	(FY 2029) Out Year 3
<u>\$1,500,000.00</u>	(FY 2030) Out Year 4
<u>\$0.00</u>	(FY 2031) Out Year 5
<u>\$0.00</u>	(FY 2032) Out Year 6

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

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 12/12/2024

Project Title: Sam Michael's Park (Amphitheatre-Phase III)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

Phase I of the AMP project was constructed in 2018, establishing a dedicated performance space for the community. In 2020, an ADA-accessible path was added to improve access for all patrons, ensuring that individuals with mobility challenges could reach optimal viewing areas more easily.

In 2025, a concession stand and restrooms were opened to enhance the patron experience.

Phase III anticipates the addition of climate-controlled storage rooms on each side of the amphitheater, along with office space and a green room. These improvements will further expand the capabilities of the AMP and allow Jefferson County to attract larger-scale artists and performances.

It is anticipated that funding for this multi-phase project will come from multiple sources, including earmarks, grants, and other external funding opportunities currently under pursuit. These improvements align with long-term planning goals to enhance accessibility, increase community engagement, and generate sustainable revenue for Jefferson County Parks & Recreation.

Estimated Total Cost of Project (\$)	\$2,000,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
	\$0.00	(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$2,000,000.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/18/2025

Project Title: Program Support Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

With the expansion of facilities and programs throughout Jefferson County, the Jefferson County Parks & Recreation Commission (JCPRC) will require an additional vehicle to support recreational programming across the county. This vehicle will be used to transport supplies, equipment, and staff to various program locations, ensuring that recreational opportunities are accessible to all residents.

The additional vehicle will enhance operational efficiency, improve program delivery, and allow JCPRC to expand mobile and off-site programming to underserved areas. Investing in this vehicle supports the department's mission to provide safe, equitable, and high-quality recreation opportunities for the entire Jefferson County community.

Estimated Total Cost of Project (\$)	\$40,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
	\$0.00	(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$40,000.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

The Jefferson County Parks & Recreation Commission estimated costs based on estimates of vehicle costs.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Additional pages attached.

CIP FORM 2

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: Sam Michaels Park AMP-Orchestra Pit

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

Phase I of the AMP venue was constructed in 2018 to establish a dedicated performance and event space for the growing Jefferson County community. As development in the county increased, so did the demand for accessible and functional outdoor event spaces. In response, an ADA-accessible path was added in 2020 to provide improved access from the parking area to the festival field, allowing patrons—particularly those with mobility challenges—to reach optimal stage-viewing locations with greater ease.

In 2025, additional amenities were constructed to support the growing number of visitors using the venue, including permanent restrooms and a concession stand. These facilities greatly improved public comfort, safety, and event operations, and were necessary to meet the capacity demands generated by new development and increased community use.

The next planned expansion of the AMP venue is the construction of an orchestra pit directly in front of the stage. This improvement will expand the venue's programming capabilities by accommodating a wider variety of performances and events, benefiting the increasing population drawn to the facility. Importantly, the orchestra pit will also enhance ADA accessibility and inclusive participation. By connecting directly to the existing ADA-accessible path, this project will provide improved access to the stage, the stage's ADA ramp, and the area that naturally becomes the "dance floor" during performances.

Currently, the orchestra pit area is grass only, limiting mobility and safe accesses, especially for patrons using wheelchairs, walkers, or other mobility devices. Converting this area into a stable concrete surface will create safer, more equitable access and significantly improve inclusive participation at events.

These improvements are consistent with the intended use of impact fee funding, which supports capital projects that expand public-serving facility capacity and respond to the demands of a growing population. Continued investment in the AMP venue ensures that it remains functional, accessible, and capable of serving Jefferson County's residents as the community continues to grow.

Estimated Total Cost of Project (\$) \$175,000.00

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Funding Request Breakdown by Year (\$):	<u> </u>	\$0.00	(FY 2027) Current Request
	<u> </u>		(FY 2028) All Other Sources
	<u> </u>	\$0.00	(FY 2028) Out Year 2
	<u> </u>	\$0.00	(FY 2029) Out Year 3
	<u> </u>	\$0.00	(FY 2030) Out Year 4
	<u> </u>	\$0.00	(FY 2031) Out Year 5
	<u> </u>	\$175,000.00	(FY 2032) Out Year 6

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

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from previous contractors.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on estimates of vehicle costs.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/14/2025
Project Title: Moulton Park (Phase I)
Project Type: Construction
Project Location: Moulton Park
Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
 (if Yes - attach Form 2B).

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

This project involves the design and construction of Phase I of Moulton Park. Phase I development may include construction of 20 tent camping sites and expansion of 5 yurt-style camping sites to accommodate a broader range of outdoor recreation experiences for residents and visitors.

In addition, Phase I could include walking and running trails, entrance road improvements, signage, and small pavilions. These improvements will enhance the park’s usability, accessibility, and recreational offerings, providing diverse opportunities for both active and passive recreation.

Implementing Phase I of Moulton Park ensures that development is well-planned, safe, and consistent with the long-term vision for the park, supporting Jefferson County’s goals of expanding recreational access, promoting outdoor activities, and enhancing quality of life for residents and visitors alike.

Estimated Total Cost of Project (\$)	<u>\$250,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$250,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2025

Project Title: Sam Michaels Park (Dog Park)

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

This represents a long-term, ongoing project targeted at alleviating deficiencies identified in the 2016 Parks Master Plan.

The project involves the design, planning, and construction of a small dog park at Sam Michaels Park, with the expansion providing designated areas for both large and small dogs. The expansion will also include cameras and key fob access to enhance safety and security, benches and a small shade structure for user comfort, and additional parking with parking blocks to improve accessibility and organization. These improvements will increase capacity and allow more residents to safely and comfortably use the dog park, meeting growing community demand.

Expanding the dog park aligns with the department's goals of improving recreational opportunities, promoting inclusive facilities, and addressing previously identified gaps in park amenities.

Estimated Total Cost of Project (\$)	\$100,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$100,000.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: Mount Mission Park

Project Type: Construction

Project Location: Mount Mission Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 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 No
 (if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) seeks to use impact fee funding to expand recreational opportunities at Mount Mission Park. This project aligns with the county's goal of providing accessible, high-quality recreational facilities to meet the needs of a growing population.

Planned improvements include the construction of a multi-purpose field, expansion of the playground, and additional parking to improve accessibility and accommodate increased park usage. The multi-purpose field will support a variety of sports and activities, providing flexible space for youth and adult recreational leagues, tournaments, and community events. Expanding the playground will create more opportunities for children of all ages to engage in safe and stimulating play, while the additional parking will ensure convenient and organized access for park users.

Using impact fee funding for this project is consistent with the purpose of these funds, which is to support the development of facilities that serve a growing population. By expanding recreational amenities at Mount Mission Park, JCPRC can promote healthy, active lifestyles, enhance community engagement, and provide facilities that meet current and future recreational needs of Jefferson County residents.

Estimated Total Cost of Project (\$)	<u>\$200,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$200,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2025

Project Title: Skate Park Design

Project Type: Construction

Project Location: James Hite Park or Leetown Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 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 No
 (if Yes - attach Form 2B).

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

Jefferson County Parks & Recreation Commission (JCPRC) proposes utilizing funding to complete the design of a new skate park to meet the growing demand for inclusive, unstructured recreation opportunities for youth, teens, and families. Skate parks are consistently identified as high-value community amenities that support physical activity, creativity, and social interaction while providing a safe, designated space for skateboarding, scooters, BMX bikes, and similar wheeled sports.

Currently, Jefferson County lacks a purpose-built skate facility, resulting in youth utilizing parking lots, sidewalks, and other inappropriate areas that pose safety risks for both participants and the public. A professionally designed skate park will create a safe, durable, and attractive space that accommodates varying skill levels and encourages active recreation close to home.

The design phase is essential to determine the appropriate size, features, materials, and location while engaging the community and ensuring the project aligns with national safety standards and long-term maintenance needs. Completing the design will also strengthen the County's competitiveness for future grants and partnerships, ensuring phased, cost-effective construction.

Investing in the skate park design supports the goals of the 2016 Parks Master Plan by expanding diverse recreational offerings and meeting the needs of underserved age groups. This project will lay the groundwork for a highly utilized, community-centered facility that enhances recreation opportunities for residents across Jefferson County.

Estimated Total Cost of Project (\$)	\$15,000.00	
Funding Request Breakdown by Year (\$):	\$15,000.00	(FY 2027) Current Request
	_____	(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: Sam Michaels Park (Volleyball Courts)

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

Constructing two sand volleyball courts at Sam Michaels Park would strengthen the park's role as a central hub for active recreation and community engagement. Sand volleyball is a highly accessible sport that appeals to a wide range of ages and skill levels, making it an ideal addition to a public park. The courts would provide residents with an inviting space for both casual play and organized activity, supporting healthier lifestyles and encouraging families, friends, and coworkers to gather for outdoor recreation. Incorporating this amenity into the park's existing layout would diversify available activities and help balance demand across recreational facilities, reducing pressure on other high-use areas. The project also presents a meaningful opportunity to support community growth and economic vitality. Sand volleyball courts are well-suited for youth programs, adult leagues, and regional tournaments, each of which can draw regular participation and increase visitation to the park. This increased activity contributes to stronger social connections, supports local vendors during events, and reinforces the park's value as a community asset. By investing in this project, the county would be expanding inclusive recreational options, creating new avenues for engagement, and enhancing the overall quality of life for residents.

Estimated Total Cost of Project (\$) \$30,000.00

Funding Request Breakdown by Year (\$): \$30,000.00 (FY 2027) Current Request

(FY 2028) All Other Sources

\$0.00 (FY 2028) Out Year 2

\$0.00 (FY 2029) Out Year 3

\$0.00 (FY 2030) Out Year 4

\$0.00 (FY 2031) Out Year 5

\$0.00 (FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2025

Project Title: Sculpture Trail

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes using impact fee funding to design and construct a sculpture trail at Sam Michaels Park, as identified in the park's concept plan. The trail will celebrate the history of Sam Michaels and honor his lifelong love for animals, integrating art and storytelling into the natural park setting.

The sculpture trail will provide an engaging, educational, and family-friendly experience for visitors of all ages, encouraging walking, exploration, and outdoor activity. Incorporating interpretive signage and artistic installations will highlight local history, promote cultural awareness, and enhance the overall recreational experience at the park.

Developing the sculpture trail aligns with long-term planning goals outlined in the Jefferson County 2035 Comprehensive Plan and the 2016 Parks Master Plan. Utilizing impact fee funding for this project supports the creation of unique recreational and cultural amenities, enriching Jefferson County's park system and providing residents and visitors with meaningful, inclusive experiences.

Estimated Total Cost of Project (\$)	\$130,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
	\$0.00	(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$130,000.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2025
Project Title: AMP Fencing
Project Type: Construction
Project Location: Sam Michaels Park
Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes installing fencing around the Jefferson County Amphitheater (AMP) at Sam Michaels Park to create a more clearly defined and functional event space. A designated boundary will enhance the visitor experience and operational efficiency by guiding foot traffic, supporting organized entry points, and improving crowd management during concerts, performances, and community gatherings. This structured layout allows staff to better control access, manage seating areas, and coordinate vendors or event partners more effectively, while also contributing to the overall aesthetics of the venue with a cohesive, professional appearance that complements surrounding park amenities.

In addition to improving organization, fencing strengthens security and protection for the amphitheater. A secure perimeter helps deter unauthorized entry, vandalism, and after-hours misuse, preserving the facility and reducing long-term maintenance costs. It also provides a safer environment for performers, staff, and attendees by allowing clearer emergency pathways and controlled access during larger events. This investment safeguards a key community asset and elevates the amphitheater's capacity to host a wider variety of programs, reinforcing Sam Michaels Park as a vibrant cultural and recreational destination for residents.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2027) Current Request
	<u>\$0.00</u>	(FY 2028) All Other Sources
	<u>\$45,000.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/14/2025
Project Title: Event Center
Project Type: Construction
Project Location: Sam Michaels Park
Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
 (if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes using impact fee funding to design and construct an event center at Sam Michaels Park to host weddings, receptions, and other large gatherings. The facility will include restrooms and a catering kitchen to accommodate event needs and enhance operational efficiency.

As part of this project, the current maintenance building will be relocated to a new location within the park, and a new maintenance building will be constructed. This ensures continued efficient park operations, provides adequate space for equipment and staff, and supports the long-term maintenance and sustainability of Sam Michaels Park.

The event center and updated maintenance facilities will enhance the park's ability to host large-scale events, improve operational efficiency, generate additional revenue through rentals, and provide high-quality amenities for residents and visitors. This project aligns with the goals of the 2016 Parks Master Plan and the Jefferson County 2035 Comprehensive Plan by expanding recreational and community facilities, promoting inclusive access, and ensuring sustainable park operations.

Estimated Total Cost of Project (\$)	\$900,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
	\$0.00	(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$900,000.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from previous contractors.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: Park Pavilion

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes using impact fee funding to construct a new pavilion and additional bathrooms at Sam Michaels Park, to be located near the playground beside the Jefferson County Community Center. The current pavilions are in high demand during the summer, and additional rentals are not available once the calendar is full. The new pavilion will provide a covered space for picnics, community gatherings, events, and recreational programming, helping meet growing demand and enhancing the usability of the park in all weather conditions.

Adding new bathrooms near the playground will improve convenience and accessibility for park visitors, supporting both daily park use and larger events. These improvements promote inclusive outdoor recreation, encourage social interaction, and create versatile spaces for residents and visitors. This project aligns with the goals of the 2016 Parks Master Plan and the Jefferson County 2035 Comprehensive Plan by expanding park amenities, enhancing community engagement, and accommodating increased usage at Sam Michaels Park.

Estimated Total Cost of Project (\$)	<u>\$200,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$200,000.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from previous contractors.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/14/2025

Project Title: Restrooms

Project Type: Construction

Project Location: James Hite & Moulton Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes using impact fee funding to install compostable, solar-powered restroom facilities at James Hite Park and Moulton Park. These environmentally friendly restrooms will improve convenience, accessibility, and hygiene for park visitors, while minimizing utility demands and supporting sustainable park operations.

Compostable solar-powered restrooms provide a practical solution for parks without existing infrastructure, reducing water and energy usage while maintaining modern and safe facilities. Adding these restrooms will enhance the visitor experience, encourage longer stays, and support increased usage for recreational programs and community events. This project aligns with the goals of the 2016 Parks Master Plan and the Jefferson County 2035 Comprehensive Plan by expanding park amenities, promoting inclusive access, and advancing sustainable recreational infrastructure.

Estimated Total Cost of Project (\$)	\$200,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$200,000.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from previous contractors.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Multipurpose Field

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes using impact fee funding to convert Field C into a multipurpose field with a turf in-field capable of accommodating baseball, softball, soccer, lacrosse, and football. The field will be equipped with lighting to allow for evening practices, games, and tournaments, increasing usability and extending programming hours.

Installing artificial turf and lighting will enhance durability, support year-round use, and allow simultaneous programming for multiple sports, maximizing recreational opportunities for residents and visitors. A multipurpose turf field attracts tournaments, leagues, and events, drawing families from within and outside Jefferson County, which can benefit local businesses and strengthen community engagement. This project aligns with the goals of the 2016 Parks Master Plan and the Jefferson County 2035 Comprehensive Plan by expanding recreational facilities, supporting diverse athletic programs, and providing high-quality, versatile sports infrastructure for the community.

Estimated Total Cost of Project (\$)	<u>\$750,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2027) Current Request
	<u> </u>	(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$500,000.00</u>	(FY 2031) Out Year 5
	<u>\$250,000.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/18/2025

Project Title: Sam Michaels Park (indoor golf simulator)

Project Type: Acquisition of Major Equipment

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
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 No
(if Yes - attach Form 2B).

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

Installing a golf simulator at the Jefferson County Community Center would add a versatile, year-round recreational amenity that serves a broad cross-section of the community. A simulator provides a controlled environment where users can practice, train, and play regardless of weather conditions, increasing opportunities for consistent physical activity throughout the year. It also offers an accessible entry point for individuals who may be new to the sport, providing instructional features, skill-building tools, and safe, low-pressure learning conditions. By integrating this amenity into the community center, the department enhances its program diversity and strengthens its ability to offer modern, engaging recreational options.

The golf simulator would also support revenue generation and expand programmatic offerings for all ages. It enables the center to host lessons, clinics, leagues, and special events that appeal to youth, adults, and seniors alike. These programs encourage repeat participation and create new pathways for community engagement. Additionally, the simulator can attract users who may not otherwise visit the facility, increasing overall foot traffic and supporting broader departmental initiatives. Investing in this upgrade reinforces the county's commitment to high-quality recreation services and contributes to a more vibrant, inclusive, and economically sustainable community resource.

Estimated Total Cost of Project (\$)	\$15,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$15,000.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/14/2025

Project Title: Sam Michaels Park (Maintenance Building Insulation)

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

Upgrading and installing insulation in the Parks and Recreation maintenance building would significantly improve the facility's operational efficiency and functionality. Proper insulation helps regulate indoor temperatures throughout the year, reducing the strain on heating and cooling systems and ensuring that staff have a safer, more comfortable working environment. A well-insulated structure also protects equipment, supplies, and materials from moisture-related damage and temperature fluctuations, both of which can shorten the lifespan of valuable assets. Investing in this upgrade supports a more stable, controlled workspace and reduces ongoing maintenance demands. Beyond immediate comfort and facility upkeep, enhanced insulation provides long-term financial and environmental benefits. Improved energy efficiency lowers utility costs, allowing budget resources to be redirected toward programs, park improvements, and community offerings. Reduced energy consumption also aligns with broader sustainability goals and demonstrates responsible stewardship of public funds. By modernizing the building's insulation, the department strengthens its operational capacity, protects critical resources, and reinforces its commitment to efficient, sustainable, and professional service delivery for the community.

Estimated Total Cost of Project (\$)	\$50,000.00	
Funding Request Breakdown by Year (\$):	\$50,000.00	(FY 2027) Current Request
		(FY 2028) All Other Sources
	\$0.00	(FY 2028) Out Year 2
	\$0.00	(FY 2029) Out Year 3
	\$0.00	(FY 2030) Out Year 4
	\$0.00	(FY 2031) Out Year 5
	\$0.00	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/14/2025

Project Title: Wi-Fi & Security Cameras

Project Type: Acquisition of Major Equipment

Project Location: All County Parks

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 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 No
 (if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes installing Wi-Fi and security cameras throughout all county parks to enhance safety, accessibility, and visitor experience. Security cameras will help monitor activity across park facilities, deterring vandalism, unauthorized entry, and other safety concerns, while supporting emergency response and overall park management.

Providing Wi-Fi access in all parks allows visitors to stay connected, access event information, and engage with digital recreational resources, improving the overall park experience. Together, these improvements increase operational efficiency, strengthen security for staff and visitors, and support programming, events, and recreational activities. Implementing Wi-Fi and security cameras across the park system ensures Jefferson County's parks remain safe, modern, and welcoming spaces for all residents and visitors.

Estimated Total Cost of Project (\$)	<u>\$125,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$125,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

**CIP
FORM 2**

**Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from previous contractors.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/18/2025

Project Title: Paved Trail

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

The Jefferson County Parks & Recreation Commission (JCPRC) proposes using impact fee funding to renovate, widen, and expand a one-mile paved walking trail at Sam Michaels Park. The trail will be constructed in accordance with the concept plan developed for the park, ensuring alignment with long-term design goals and overall park layout. Small sections of the existing trail that are not ADA-accessible will be renovated to meet current accessibility standards, improving safety and usability for all visitors.

The project also includes expanding the trail to incorporate additional paths and access points, enhancing connectivity throughout the park and providing more options for walking, jogging, and other recreational activities. Widening the trail and adding new access points will improve comfort, accommodate two-way traffic, and better serve all park users, including those using mobility devices.

This improvement promotes physical activity, encourages healthy lifestyles, and aligns with the goals of the 2016 Parks Master Plan and the Jefferson County 2035 Comprehensive Plan by enhancing recreational infrastructure, supporting inclusive access, and enriching the overall park experience for the community.

**We have received a TAP grant for match.

Estimated Total Cost of Project (\$)	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$150,000.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$0.00</u>	(FY 2028) Out Year 2
	<u>\$0.00</u>	(FY 2029) Out Year 3
	<u>\$0.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

**CIP
FORM 2**

**Jefferson County Govenment
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

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

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

**CIP
FORM 2**

Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

 \$0.00 (FY 2031) Out Year 5
 \$0.00 (FY 2032) Out Year 6

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

The Jefferson County Parks & Recreation Commission received quotes.

Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
						2	Public Safety Center	5100000	0	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Laura Kuhn Date this form prepared: 2/9/2026

Project Title: Public Safety Center

Project Type: Construction

Project Location: Kearneysville, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

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 No

(if Yes - attach Form 2B).

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

The JCESA Service Area Report identified locating a station in Kearneysville as one of the top priorities. Additionally, the Sheriff has had concerns with his current building regarding sufficient space and security.

The Public Safety Center would house both EMS and law enforcement.

Estimated Total Cost of Project (\$) \$5,100,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2027) Current Request
		(FY 2028) All Other Sources
	<u>\$600,000.00</u>	(FY 2028) Out Year 2
	<u>\$2,250,000.00</u>	(FY 2029) Out Year 3
	<u>\$2,250,000.00</u>	(FY 2030) Out Year 4
	<u>\$0.00</u>	(FY 2031) Out Year 5
	<u>\$0.00</u>	(FY 2032) Out Year 6

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

Additional pages attached.

Phase 1 and Phase 2 Funding:

Below is the breakdown for Phases 1 and 2 of the Public Safety Center Building.

Phase 1 (Site Preparation)	JCESA	Sheriff
Sitework, Eathwork & Grading	75,000	75,000
Stormwater & Drainage Prep	25,000	25,000
Utility Prep	12,500	12,500
Engineering Services	25,000	25,000
Phase 2 (Building design phase)		
Architetural Design	250,000	250,000
Engineering - MEP	150,000	150,000
Contingencies	62,500	62,500
TOTAL - Phase 1 & 2	600,000	600,000

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: County Administrative Facilities

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2027	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
						1	Court and 393 Building	19059200	0	406436.9
1	Prosecutor's Building	180222	0	25000	0	25000	25000	2660.15	0	0

#5

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Department of Engineering, Planning, and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 5th**

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Landowner Petition for a Zoning Map Amendment for Shepherdstown Profit Center LLC, Shepherdstown District, Map 8, Parcel 10.7 containing a total of approximately 2 acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for recommendation on the consistency of the request with the Comprehensive Plan.

Please provide the County Commission with a description of your request or presentation, including any background information: **Request for a Zoning Map Amendment for Shepherdstown Profit Center, LLC per Article 12, Section 12.3.A of the Jefferson County Zoning and Land Development Ordinance from Residential Growth to Office/Commercial Mixed-Use. The parcel is within the Shepherdstown Preferred Growth Area and is designated as General Commercial on the Future Land Use Guide.**

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):*

I move to schedule a Public Hearing on April 16, 2026 for the Shepherdstown Profit Center Zoning Map Amendment and to refer the petition to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the Comprehensive Plan.

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: Luke Seigfried

Email address: lseigfried@jeffersoncountywv.org

Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

File #: 26-1-2
 Fees Paid: \$ 1650.-

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Zoning Map Amendment (Rezoning)

A Zoning Map Amendment shall process in accordance with Article 12 of the Zoning Ordinance.*

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

Property Owner Information

Owner Name: Shepherdstown Profit Center LLC
 Business Name: _____
 Mailing Address: 7866 Martinsburg Pike, Shepherdstown WV 25443-4791
 Phone Number: 304-876-0822 Email: tom.maiden@insuranceoutfitters.com

Applicant Contact Information

Applicant Name: Tom Maiden Same as owner:
 Business Name: Shepherdstown Profit Center LLC
 Mailing Address: 7866 Martinsburg Pike, Shepherdstown WV 25443-4791
 Phone Number: 304-876-0822 Email: tom.maiden@insuranceoutfitters.com

Consultant Information

Consultant Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: 7866 Martinsburg Pike, Shepherdstown WV 25443-4791 Vacant Lot:
 Parcel ID: (Tax District / Map No. / Parcel No.) 8 / 0010 0007 0000
 Parcel Size: 2 acres Deed Book: Book 1042 Page No: Page 38

Current Zoning District (please check one)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Residential Growth (RG) | <input type="checkbox"/> General Commercial (GC) |
| <input type="checkbox"/> Industrial Commercial (I-C) | <input type="checkbox"/> Highway Commercial (HC) |
| <input type="checkbox"/> Rural (R)* | <input type="checkbox"/> Light Industrial (LI) |
| <input type="checkbox"/> Residential-Light Industrial-Commercial (R-LI-C) | <input type="checkbox"/> Major Industrial (MI) |
| <input type="checkbox"/> Village (V) | <input type="checkbox"/> Planned Neighborhood Development (PND) |
| <input type="checkbox"/> Neighborhood Commercial (NC) | <input type="checkbox"/> Office/Commercial Mixed-Use (OC) |

Proposed Zoning District: Office/Commercial Mixed-Use (OC)

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

Substantiation for the Request

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

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

The property has been used for commercial use since 1985. From 1985 to 2007, it was used by a bank. From 2007 to present it has been used by an insurance agency. It will continue to be used as Office/Commercial Mixed-Use (OC) for the foreseeable future.

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

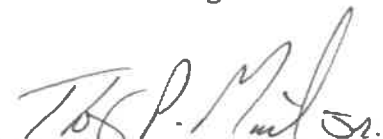
This property is part of the Shepherdstown Preferred Growth Area and is designated as General Commercial on the Future Land Use Guide. Because the property is within a Preferred Growth Area, the County considers this property to be a good location for higher intensity uses, such as Commercial projects.

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

No changes in current transportation & neighborhood characteristics are anticipated.

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

The information given is correct to the best of my knowledge. Property Owner Signature Required.



Property Owner Signature

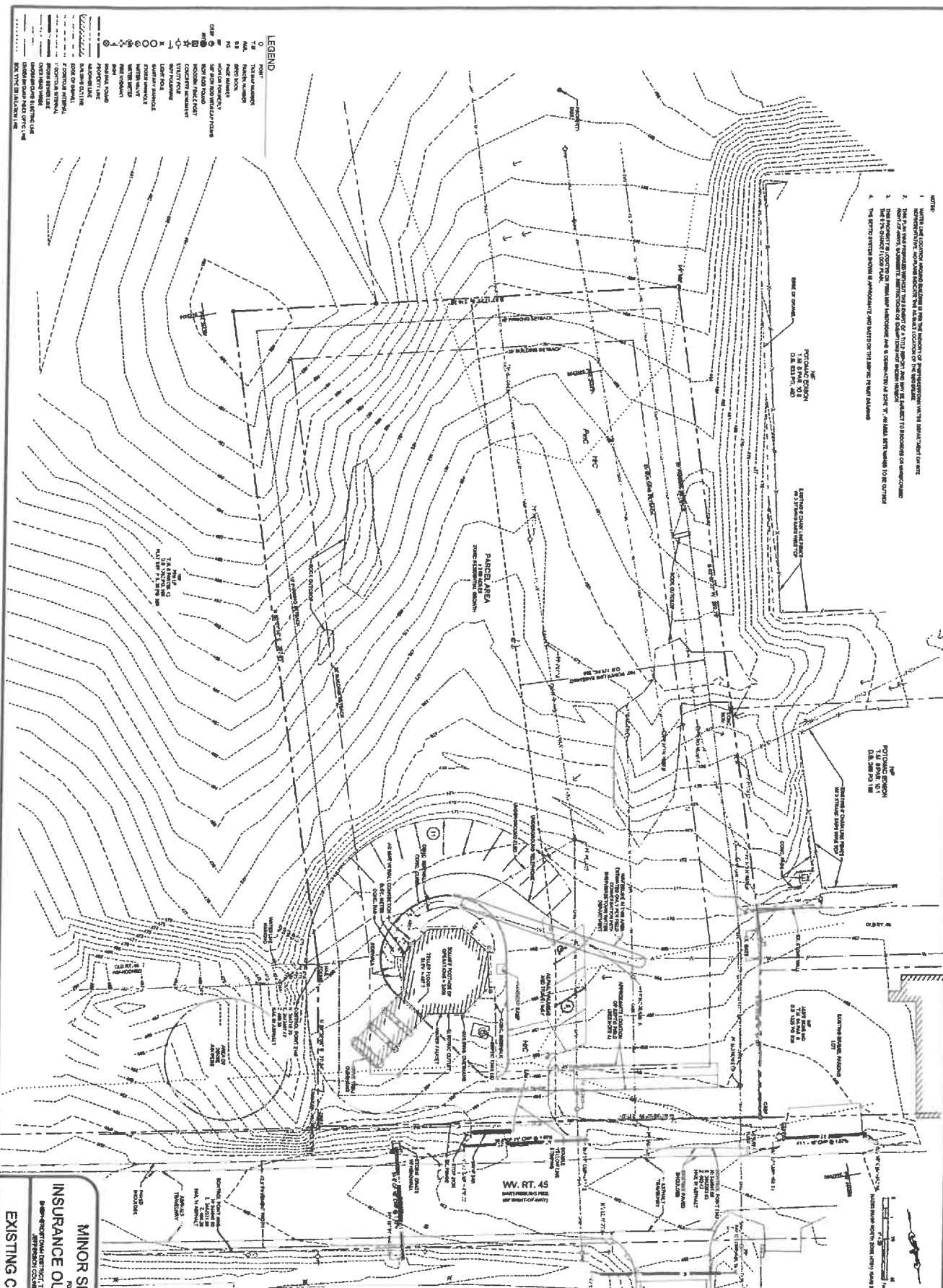
2/19/2026

Date

Property Owner Signature

Date

- NOTES
1. THIS PLAN AND SPECIFICATIONS SHALL BE THE BASIS OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.



LEGEND

○	PROPOSED DRIVEWAY
○	PROPOSED SIDEWALK
○	PROPOSED UTILITY
○	PROPOSED STRUCTURE
○	PROPOSED FENCE
○	PROPOSED LANDSCAPE
○	PROPOSED PAVEMENT
○	PROPOSED CURB
○	PROPOSED SIGN
○	PROPOSED LIGHT
○	PROPOSED TREE
○	PROPOSED BUSH
○	PROPOSED GRASS
○	PROPOSED SOIL
○	PROPOSED WATER
○	PROPOSED SEWER
○	PROPOSED GAS
○	PROPOSED ELECTRIC
○	PROPOSED TELEPHONE
○	PROPOSED CABLE
○	PROPOSED FIBER
○	PROPOSED RAIL
○	PROPOSED HIGHWAY
○	PROPOSED AIRPORT
○	PROPOSED PORT
○	PROPOSED CANAL
○	PROPOSED DAM
○	PROPOSED BRIDGE
○	PROPOSED TUNNEL
○	PROPOSED PILE
○	PROPOSED ANCHOR
○	PROPOSED BOLT
○	PROPOSED NUT
○	PROPOSED WASHER
○	PROPOSED PLATE
○	PROPOSED BRACKET
○	PROPOSED CLAMP
○	PROPOSED RING
○	PROPOSED COLLAR
○	PROPOSED GASKET
○	PROPOSED O-RING
○	PROPOSED SEAL
○	PROPOSED GROMMET
○	PROPOSED BUSHING
○	PROPOSED SLEEVE
○	PROPOSED HOSE
○	PROPOSED TUBE
○	PROPOSED PIPE
○	PROPOSED CONDUIT
○	PROPOSED DUCT
○	PROPOSED CHANNEL
○	PROPOSED TRAY
○	PROPOSED RACK
○	PROPOSED CABINET
○	PROPOSED ENCLOSURE
○	PROPOSED BOX
○	PROPOSED PANEL
○	PROPOSED COVER
○	PROPOSED CAP
○	PROPOSED END
○	PROPOSED JOINT
○	PROPOSED FITTING
○	PROPOSED VALVE
○	PROPOSED GATE
○	PROPOSED CHECK
○	PROPOSED STOP
○	PROPOSED ISOLATION
○	PROPOSED BARRIER
○	PROPOSED GUARD
○	PROPOSED RAILING
○	PROPOSED FENCE
○	PROPOSED WALL
○	PROPOSED CURB
○	PROPOSED EDGE
○	PROPOSED FINISH
○	PROPOSED PAINT
○	PROPOSED COAT
○	PROPOSED SEALANT
○	PROPOSED ADHESIVE
○	PROPOSED GROUT
○	PROPOSED MORTAR
○	PROPOSED CONCRETE
○	PROPOSED BLOCK
○	PROPOSED BRICK
○	PROPOSED TILE
○	PROPOSED STONE
○	PROPOSED GRANITE
○	PROPOSED MARBLE
○	PROPOSED SLATE
○	PROPOSED GYP
○	PROPOSED PLASTER
○	PROPOSED STUCCO
○	PROPOSED SHEETROCK
○	PROPOSED INSULATION
○	PROPOSED BATT
○	PROPOSED BOARD
○	PROPOSED RIGID
○	PROPOSED FLEXIBLE
○	PROPOSED FOAM
○	PROPOSED GLASS
○	PROPOSED GLASS BLOCK
○	PROPOSED GLASS CURTAIN
○	PROPOSED GLASS WALL
○	PROPOSED GLASS DOOR
○	PROPOSED GLASS WINDOW
○	PROPOSED GLASS PARTITION
○	PROPOSED GLASS ELEVATOR
○	PROPOSED GLASS RAMP
○	PROPOSED GLASS STAIR
○	PROPOSED GLASS BALCONY
○	PROPOSED GLASS PORCH
○	PROPOSED GLASS PATIO
○	PROPOSED GLASS TERRACE
○	PROPOSED GLASS VERANDA
○	PROPOSED GLASS PERGOLA
○	PROPOSED GLASS CANOPY
○	PROPOSED GLASS AWNING
○	PROPOSED GLASS SCREEN
○	PROPOSED GLASS SLAT
○	PROPOSED GLASS PANEL
○	PROPOSED GLASS UNIT
○	PROPOSED GLASS SYSTEM
○	PROPOSED GLASS WALL SYSTEM
○	PROPOSED GLASS CURTAIN WALL SYSTEM
○	PROPOSED GLASS ELEVATOR SYSTEM
○	PROPOSED GLASS RAMP SYSTEM
○	PROPOSED GLASS STAIR SYSTEM
○	PROPOSED GLASS BALCONY SYSTEM
○	PROPOSED GLASS PORCH SYSTEM
○	PROPOSED GLASS PATIO SYSTEM
○	PROPOSED GLASS TERRACE SYSTEM
○	PROPOSED GLASS VERANDA SYSTEM
○	PROPOSED GLASS PERGOLA SYSTEM
○	PROPOSED GLASS CANOPY SYSTEM
○	PROPOSED GLASS AWNING SYSTEM
○	PROPOSED GLASS SCREEN SYSTEM
○	PROPOSED GLASS SLAT SYSTEM
○	PROPOSED GLASS PANEL SYSTEM
○	PROPOSED GLASS UNIT SYSTEM
○	PROPOSED GLASS SYSTEM

MINOR SITE PLAN
FOR
INSURANCE OUTFITTERS LLC

PROJ. NO. 2008000000
SHEET NO. C-100

EXISTING CONDITIONS

REVISIONS

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

ISSUED FOR: CONSTRUCTION

MINOR SITE PLAN
FOR
INSURANCE OUTFITTERS LLC

APL 387

APL 387 ASSOCIATES, INC.
1000 W. 10TH STREET, SUITE 100
DENVER, CO 80202
TEL: 303.733.1111
WWW.APL387.COM

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: **March 5, 2026 – Regular Agenda**

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

Date Requested – 2nd Choice:

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

-  **Consideration and Approval of County Leave Donation Policy**
-  **Approval of FY24-25 Merit Increases Consistent with Policy 217 for Employees of non-elected Departments and Offices**

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

1. Currently, the County does not have a formalized, Commission-approved leave donation policy. In the absence of a standardized policy, previous requests have been handled inconsistently or have not been permitted due to lack of uniform policy.

The adoption of a Leave Donation Policy would allow eligible County employees to voluntarily donate accrued leave to another employee experiencing a qualifying medical hardship who has exhausted available paid leave and remains in an approved leave status (e.g., FMLA or other qualifying medical leave).

The establishment of a County-wide Leave Donation Policy will:

- Establish consistent County-wide procedures
- Provide structured support to employees experiencing serious personal or family medical events
- Promote workforce stability during extended medical absences
- Reduce financial hardship for employees facing unforeseen medical crises

Adoption of a County-wide Leave Donation policy will also provide transparency and protect employees by clearly outlining eligibility, limitations, and acknowledgement requirements.

2. In October 2024, the Commission approved revisions to Policy 217 (Annual Performance Appraisal) and authorized merit increases up to 5% for employees in non-elected offices. The appraisal cycle has now been completed using the Commission-approved rubric. All evaluations are finalized and compliant with policy. We are finalizing the aggregate fiscal impact, and today's action is to approve that total amount consistent with the previously authorized merit structure.


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


If so, how much? \$

Provide exact financial impact/request:

- **This policy does not create new leave accruals or increase County benefit liability – it permits voluntary transfer of already accrued leave between employees meeting the eligibility requirements described in the policy.**
- **FY24-25 merit increase funds were approved in last year’s budget.**

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

 *I move to adopt the Jefferson County Leave Donation Policy as presented/amended, effective Monday, March 9, 2026.*

 *“I move to approve the aggregate FY24-25 merit increase allocation for County Commission employees pursuant to Policy 217, Annual Performance Appraisal, in the total amount of \$_____, consistent with the Commission’s previously authorized merit structure of up to five percent (5%).”*

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: Jessica.d.james@jeffcowv.gov

Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY COMMISSION

Leave Donation Policy



I. Purpose

The Jefferson County Commission recognizes that employees may experience serious medical hardships resulting in extended absences from work. This policy permits eligible employees to voluntarily donate accrued annual or sick leave to a fellow County employee who:

- Is experiencing a qualifying medical hardship;
- Has exhausted all available accrued leave balances; and
- Remains under an approved Family and Medical Leave Act (FMLA) designation.

This policy ensures consistency across all County departments.

II. Scope

This policy applies to all regular full-time employees of the Jefferson County Commission. Elected officials and component departments may adopt this policy at their discretion.

III. Definitions

Medical Hardship: A serious health condition as defined under FMLA affecting the employee or the employee's immediate family member.

Donor Employee: An eligible employee who voluntarily transfers accrued leave to an approved recipient.

Recipient Employee: An eligible employee approved to receive donated leave under this policy.

Immediate Family Member: As defined under the Family and Medical Leave Act (FMLA).

Good Standing:

For purposes of this policy, an employee is considered in good standing if the employee:

1. Is actively employed by Jefferson County;
2. Is not currently under suspension without pay;
3. Is not subject to a pending termination recommendation that has been formally issued in writing; and
4. Is not separated from employment.

Participation in a performance improvement plan (PIP) or receipt of prior corrective action, standing alone, shall not automatically disqualify an employee from eligibility under this policy.

IV. Eligibility to Receive Donated Leave

To be eligible to receive donated leave from another employee, the recipient must:

1. Be actively employed by Jefferson County for a minimum of one calendar year.
2. Have an approved FMLA designation.
3. Have exhausted all accrued annual leave, sick leave, and compensatory time.
4. Be in good standing
5. Submit a Leave Donation Request Form to HR.

Donated leave will run concurrently with approved FMLA leave and does not extend FMLA entitlement beyond the statutory 12-week limit.

Eligibility to receive donated leave does not alter performance expectations. Employees remain subject to all applicable performance standards, policies, and disciplinary procedures while utilizing donated leave.

A recipient's use of donate leave ceases when, for any reason, the recipient returns to work; the recipient ceases employment with Jefferson County; the recipient voluntarily requests termination of the use of donated leave; the circumstances requiring the recipient's absence cease to exist; or the leave donated to the recipient is exhausted.

V. Eligibility to Donate Leave

An employee may donate leave if:

1. The donation is voluntary and the donor employee understands the donated leave will not be returned.
2. Donor employee retains a minimum combined leave balance of eighty (80) hours following donation, including no fewer than forty (40) hours of sick leave.
3. The donation is made in increments of no less than four (4) hours.

Donations must be designated for an approved recipient and may not be pooled or redistributed.

VI. Limitations and Administrative Controls

- Donated leave may only be used for the approved FMLA qualifying reason.
- The maximum amount of donated leave a recipient may receive shall not exceed 320 hours per rolling 12-month period, unless otherwise approved by the County Administrator in consultation with HR.
- Donated leave will be converted hour-for-hour and paid at the recipient's regular rate of pay.
- Employees utilizing donated leave will not accrue additional annual or sick leave while receiving donated leave hours. Leave accrual shall resume upon return to active work status in accordance with standard payroll practices.

- If the recipient separates from County employment for any reason, eligibility to use donated leave ceases immediately. Unused donated leave will be forfeited.

Donated leave has no cash value and is irrevocable once processed.

VII. Confidentiality and Non-Coercion

The County will maintain confidentiality regarding the medical circumstances of the recipient consistent with applicable law.

Donations must be voluntary. No employee shall solicit, coerce, or pressure another employee to donate leave. Reports of coercion will be reviewed by HR.

VIII. Sick Leave Retirement Acknowledgment Requirement

Under West Virginia retirement provisions, accumulated sick leave may be credited toward years of service at the time of retirement in accordance with the rules of the West Virginia Public Employees Retirement System (PERS). *Employees who elect to donate accrued sick leave permanently forfeit those donated hours and any potential retirement service credit associated with those hours.* A signed acknowledgment form must accompany any sick leave donation request confirming the donor's understanding of this forfeiture.

Donated leave is provided as a payroll mechanism to maintain compensation during an approved absence but does not constitute leave earned by the recipient employee. Donated leave hours shall not be treated as accrued annual or sick leave for purposes of calculating future leave balances, retirement service credit, or any other benefit tied to earned leave. Nothing in this policy alters, expands, or guarantees retirement eligibility or service credit calculations under PERS or any other applicable retirement plan.

IX. Procedures

A. Procedure for Requesting Donated Leave

1. Submission of Request

An employee seeking to receive donated leave must submit a completed Leave Donation Request Form to the Office of Human Resources. The request must confirm approved FMLA designation and anticipated or actual exhaustion of all accrued annual leave, sick leave, and compensatory time.

2. HR Review and Verification

The Office of Human Resources shall verify:

- Eligibility requirements, including minimum service and good standing status;
- Approved FMLA designation and remaining entitlement;

- Exhaustion of accrued leave balances;
- Compliance with the maximum 320-hour rolling 12-month limit.

HR may consult Payroll to confirm leave balances and eligibility.

3. Approval Determination

If approved, HR shall provide written confirmation to the employee and notify the applicable department director that the employee has been approved to receive donated leave. Medical details shall remain confidential in accordance with applicable law.

If denied, the employee shall be notified in writing.

4. Administration of Donated Leave

Upon approval, HR shall accept Leave Donation Authorization Forms from eligible donor employees. Donated leave shall be tracked and processed until the maximum allowable hours are reached, the employee's FMLA entitlement ends, the employee returns to active work, or the employee separates from employment.

HR may suspend acceptance of donations at any time once the approved maximum has been reached or if the recipient is no longer eligible.

B. Procedure for Donating Leave

1. Eligibility Confirmation

Prior to donation, the donor employee must meet all eligibility requirements set forth in this policy, including minimum leave balance retention requirements.

2. Submission of Authorization Form

The donor employee must submit a completed Leave Donation Authorization Form to the Office of Human Resources specifying:

- The type of leave to be donated (annual or sick);
- The number of hours to be donated (minimum four (4) hour increments);
- Required acknowledgments regarding irrevocability and, if applicable, retirement service credit forfeiture for sick leave donations.

3. HR Review and Processing

HR shall verify the donor's leave balance and eligibility prior to approval. Upon approval, HR shall forward the authorization to Payroll for processing. Payroll shall deduct the approved hours from the donor's leave balance and credit the recipient accordingly.

Once processed, donations are irrevocable and may not be restored to the donor.

X. Administrative Oversight

The Office of Human Resources, in conjunction with the County Clerk's Payroll Office, shall administer this policy and maintain documentation of all approvals and transfers.

The Commission reserves the right to amend, suspend, or discontinue this policy at any time.

DRAFT

JEFFERSON COUNTY COMMISSION

Leave Donation Request Form



Employee Information

Employee Name: _____

Department/Position: _____

Hire Date: _____

Phone / Email: _____

1. Request for Donated Leave

I am requesting approval to receive donated leave due to a qualifying medical hardship:

- My own serious health condition
- Serious health condition of my immediate family member (as defined under FMLA)

2. FMLA Status

- I have been approved for FMLA leave.

Date FMLA began (or will begin): _____

Amount of FMLA leave remaining (if known): _____

3. Leave Exhaustion Verification

- I have exhausted all accrued annual leave.
- I have exhausted all accrued sick leave.
- I have exhausted all compensatory time.

OR

- I anticipate exhausting all accrued leave by: _____

I understand that donated leave may only be used after all accrued leave balances have been exhausted.

4. Acknowledgments

By signing below, I acknowledge and understand that:

- Donated leave will run concurrently with approved FMLA leave and does not extend FMLA entitlement beyond the statutory 12-week limit.
- The maximum amount of donated leave I may receive is 320 hours within a rolling 12-month period, unless otherwise approved.
- Donated leave is provided as a payroll mechanism and does not constitute leave I have earned.
- I will not accrue additional annual or sick leave while utilizing donated leave.
- Donated leave does not count toward retirement service credit or any benefit tied to earned leave.
- Donated leave has no cash value and any unused donated leave will be forfeited.
- Eligibility to receive donated leave does not alter performance expectations or disciplinary standards.

I certify that the information provided is true and accurate to the best of my knowledge.

Employee Signature/Date: _____

For HR Use Only

Date Request Received/Reviewed: _____

Minimum One-Year Employment Requirement Met: Yes No

FMLA Approved: Yes No

Good Standing Verified: Yes No

All Leave Exhausted / Verified: Yes No

320-Hour Rolling Cap Reviewed: Yes No

Approved

Denied

If denied, reason: _____

HR Representative Signature/Date: _____

JEFFERSON COUNTY COMMISSION Leave Donation Authorization Form



Donor Information

Donor Name: _____

Department/Position: _____

Hire Date: _____

Phone / Email: _____

1. Donation Details

I voluntarily elect to donate the following accrued leave to an approved recipient under the Jefferson County Leave Donation Policy:

Annual Leave – _____ hours

Sick Leave – _____ hours

(Minimum donation increment: four (4) hours)

2. Eligibility Confirmation

By signing below, I confirm that:

- I am actively employed and in good standing.
- I will retain a minimum combined leave balance of eighty (80) hours after this donation, including no fewer than forty (40) hours of sick leave.
- This donation is voluntary and I understand the donated leave will not be returned to me.
- Once processed, this donation is irrevocable.

3. Sick Leave Retirement Acknowledgment (Required if Donating Sick Leave)

Under West Virginia retirement provisions, accumulated sick leave may be credited toward years of service at retirement in accordance with the rules of the West Virginia Public Employees Retirement System (PERS).

If I am donating sick leave, I understand that I permanently forfeit the donated sick leave hours and any potential retirement service credit associated with those hours.

I make this decision voluntarily and with full understanding of its impact.

Donor Signature/Date: _____

For HR Use Only

Date Authorization Received/Reviewed: _____

Donor Eligibility Verification

Actively employed Good standing verified Leave balance reviewed

Current Leave Balances (Pre-Donation)

Annual Leave: _____ Sick Leave: _____ Combined Total: _____

Post-Donation Leave Balances

Annual Leave: _____ Sick Leave: _____ Combined Total: _____

- Minimum combined balance of eighty (80) hours retained
- Minimum forty (40) hours of sick leave retained
- Donation meets minimum four (4) hours increment requirement

Recipient Eligibility Confirmation

Recipient Name/Department/Title: _____

- Approved recipient under Leave Donation Policy FMLA verified and active
- 320-hour rolling 12-month cap reviewed

Total hours previously received: _____
Hours approved for this donation: _____
Updated total (rolling 12 months): _____

Payroll Processing

Donation approved Donation Denied If denied, reason: _____

Date forwarded to Payroll: _____

Accrual coding verified (no accrual during donated leave): Yes No

HR Representative Name/Signature/Date: _____

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 5th Day of March 2026, the following Order was made and entered:

SUBJECT: To approve the state budget transfers for Merit funds amounting to \$178,106 to the county departments' FY26 budgets as presented.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2026 External budget revision number #5 to the General Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____, the vote was as follows:

Pasha Majdi	<u> yes </u>
Mike Mood	<u> yes </u>
Stephen Stolipher	<u> yes </u>
Cara Keys	<u> yes </u>
Jack Hefestay	<u> yes </u>

Whereupon, Commissioner **Majdi** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Pasha Majdi**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Pasha Majdi, President
Jefferson County Commission

REQUEST FOR REVISION TO APPROVED BUDGET

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

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

CONTROL NUMBER
 FY: 2026
 Fund: 001
 Rev. No. 5
 Pages: 1

Jefferson County Commission

 GOVERNMENT ENTITY

Person To Contact Regarding Request: _____
 Name: **David Bound** _____ STREET OR PO BOX
 Phone: **304.728.3284** _____ COUNTY
 Fax: **Merit Commission** Charles Town 25414 Government Type
 Email: dbound@jeffersoncountywv.org _____ CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,414,211		178,106	2,236,105
412	Agricultural Agent	141,944	2,533		144,477
424	Courthouse	2,208,001	18,412		2,226,413
428	Data Processing	1,443,217	8,452		1,451,669
440	Engineering	1,667,468	38,554		1,706,022
711	Emergency Services/OES	278,255	2,083		280,338
712	Communication Center	2,666,587	28,412		2,694,999
715	Ambulance Authority	6,596,534	76,863		6,673,397
717	Central Garage	669,757	2,797		672,554
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: _____
 Deputy State Auditor, Local Government Services Div. Date

David Bound 3/5/26
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE



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

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: March 5, 2026

Re: Fiscal Note: JCC Department Merit Allocation

Staff has presented the following department for FY26 external budget adjustment. The presented items are dollar for dollar account exchanges and are within FY26 budget.

County Commission allocation of merit amounts	\$178,106
---	-----------

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Gabriel A. Areizaga

Department or Organization: Information Technology Department

Estimation of amount of time needed for appointment: 30 min

Date Requested – 1st Choice: **Thursday March 6, 2026**

*If a specific date is needed, please provide reason for specific date: **To brief the Commission prior to committing to any infrastructure purchase***

Date Requested – 2nd Choice:

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

Data Center Infrastructure Modernization – Review and Approval of Proposed Architecture

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

I will provide a high-level overview of the County's data center modernization needs, including the lifecycle limitations of our current storage system and virtualization environment. Our existing SAN is approaching end-of-support, and extending it further would only provide two additional years of coverage at significant cost while still requiring a full infrastructure replacement shortly thereafter.

I will present the recommended path for a single, consolidated modernization effort that supports the County's .gov domain migration, long-term cybersecurity requirements, and operational continuity. Vendor proposals currently place the total project cost in the \$650,000 to \$850,000 range, depending on final architecture and support options.

Is this a funding request? NO

If so, how much? Funds already allocated from building fund for this project

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: Gabriel.a.areizaga@jeffcowv.gov

Phone Number: 304-268-0321

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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: **Mar. 05, 2026**

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

Date Requested – 2nd Choice:

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

- 1 Commission Ambulance Fee Exonerations**
- 2 FY26 budget adjustments**

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

- 1 Present commission ambulance fee exonerations, i.e. late fees, property sales, items billed to current owner.
- 2 Budget adjustments as presented
- 3 FY26 Certificate of Valuation Assessor Banks

Is this a funding request? Y/N N

If so, how much? \$

Provide exact financial impact/request:

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

- 1 Requested **motion to approve the Commission Ambulance fee exonerations as presented.**
- 2 Requested **motion to approve the budget adjustments as presented.**
- 3 No motion, information only

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: David Bound

Email address: David.J.Bound@JeffCoWV.gov

Phone Number: 304.728.3284 Ext 1003

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

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: March 5, 2026

Re: Fiscal Note: JC Commission Ambulance Bill Exonerations

JC Commission staff has provided a list of exonerations totaling \$10,932

The items listed as unlivable, or owner occupied have been confirmed with the Assessor's office records, duplicated billings have been confirmed and corrected by staff, and line items noted as sold will be billed to the owner as of July 1 of the current and future years.

2025/ 2026 Ambulance Fee Exonerations March 5, 2026

Date	Cust #	Invoice #	Amount	Reason
2/12/2026	60003	2413148	\$ 65.00	PROPERTY SOLD 8/30/24 BEFORE THE FY25 BILLS WERE ISSUED IN JUNE OF 2025 NO BALANCE DUE AT TIME OF SALE
2/13/2026	60565	2219294	\$ 11.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/22 FOR FY23
2/13/2026	60565	2317352	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/23 FOR FY24
2/13/2026	67790	2623815	\$ 5.00	WAIVE LATE FEE FOR FY26
2/13/2026	37326	2616034	\$ 65.00	SOLD 8.19.24 BILLED IN ERROR FOR FY26
2/13/2026	37151	2623870	\$ 65.00	UN SOUND RESIDENTIAL STRUCTURE BILLED IN ERROR
2/17/2026	40174	2608697	\$ 54.00	PROPERTY SOLD 7/3/24 BILLED IN ERROR FOR FY26
2/17/2026	40174	2409091	\$ 54.00	PROPERTY SOLD 7/3/24 BEFORE THE FY25 BILLS WERE ISSUED IN JUNE OF 2025 NO BALANCE DUE AT TIME OF SALE
2/17/2026	54928	2600148	\$ 99.00	PROPERTY SOLD 3/20/25 BILLED IN ERROR FOR FY26
2/17/2026	62694	2618785	\$ 15.00	WRONG BILLING ADDRESS
2/17/2026	62694	2419690	\$ 15.00	WRONG BILLING ADDRESS
2/17/2026	62694	2319511	\$ 20.00	WRONG BILLING ADDRESS
2/18/2026	36358	2602781	\$ 20.00	DID NOT RECEIVE THE FY26
2/19/2026	43912	2221395	\$ 65.00	EXONERATE - PER ASSESSOR'S OFFICE (2ND DWELLING IS NO LONGER USED AS A LIVING UNIT)
2/19/2026	43912	2319300	\$ 65.00	EXONERATE - PER ASSESSOR'S OFFICE (2ND DWELLING IS NO LONGER USED AS A LIVING UNIT)
2/19/2026	43912	2419489	\$ 65.00	EXONERATE - PER ASSESSOR'S OFFICE (2ND DWELLING IS NO LONGER USED AS A LIVING UNIT)
2/19/2026	43912	2618605	\$ 65.00	EXONERATE - PER ASSESSOR'S OFFICE (2ND DWELLING IS NO LONGER USED AS A LIVING UNIT)
2/19/2026	42558	2605049	\$ 22.00	DID NOT RECEIVE THE FY25
2/19/2026	42558	2405263	\$ 15.00	DID NOT RECEIVE THE FY26
2/19/2026	60523	2317350	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/23 FOR FY24
2/19/2026	60523	2219292	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/22 FOR FY23
2/19/2026	60523	2172770	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/21 FOR FY22
2/19/2026	60523	2152127	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/20 FOR FY21
2/19/2026	60935	2316970	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/23 FOR FY24
2/19/2026	60935	2218903	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/22 FOR FY23
2/19/2026	60935	2172373	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/21 FOR FY22
2/19/2026	60935	2151703	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/20 FOR FY21
2/19/2026	62036	2318782	\$ 54.00	PER ASSESSORS PP IS A SHED BILLED IN ERROR 7/31/23 FOR FY24
2/19/2026	63944	2200139	\$ 129.00	PER ASSESSORS PP IS TWO SHEDS BILLED IN ERROR 7/31/22 FOR FY23
2/19/2026	43349	2605617	\$ 15.00	WAIVE LATE FEE FOR FY26
2/19/2026	43349	2405857	\$ 15.00	WAIVE LATE FEE FOR FY25
2/19/2026	40069	2171468	\$ 54.00	PROPERTY SOLD 4/1/20 BILLED IN ERROR 7/31/21 FOR FY22
2/19/2026	40069	2150746	\$ 54.00	PROPERTY SOLD 4/1/20 BILLED IN ERROR 7/31/20 FOR FY21
2/20/2026	51447	2607399	\$ 15.00	WAIVE LATE FEE - IS CURRENT
2/20/2026	51603	2603647	\$ 15.00	WAIVE LATE FEE - IS CURRENT
2/20/2026	51753	2608530	\$ 15.00	WAIVE LATE FEE - IS CURRENT
2/20/2026	50338	2154327	\$ 4.00	WAIVE BALANCE OF LATE FEE - IS CURRENT
2/20/2026	51874	2607819	\$ 15.00	WAIVE LATE FEE - IS CURRENT
2/23/2026	45745	2609427	\$ 54.00	PROPERTY SOLD 7/17/24 BILLED IN ERROR 7/31/25 FOR FY26
2/23/2026	45745	2409855	\$ 54.00	PROPERTY SOLD 7/17/24 BEFORE THE FY25 BILLS WERE ISSUED IN JUNE OF 2025 NO BALANCE DUE AT TIME OF SALE
2/24/2026	33762	2308822	\$ 15.00	WAIVE LATE FEE - CUST PREPAID - APPLY DEPOSIT
2/24/2026	47248	2615466	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
2/24/2026	63093	2619172	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
2/24/2026	40920	2605737	\$ 10.00	DID NOT RECEIVE THE FY26 INVOICE
2/24/2026	45982	2614651	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
2/24/2026	44876	2609976	\$ 10.00	DID NOT RECEIVE THE FY26 INVOICE
2/24/2026	41311	2610842	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
2/25/2026	60482	2152044	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2023
2/25/2026	60482	2172702	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2023
2/25/2026	60482	2219223	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2023
2/25/2026	60482	2317283	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2023
2/25/2026	60482	2417616	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2023
2/25/2026	60482	2616837	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2023
2/25/2026	16153	17761	\$ 35.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	31257	2139501	\$ 65.00	EXONERATION - DECEASED - SOLD 07/29/21

2025/ 2026 Ambulance Fee Exonerations March 5, 2026

Date	Cust #	Invoice #	Amount	Reason
2/25/2026	31257	2160996	\$ 65.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	31257	2208477	\$ 65.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	31257	2307134	\$ 65.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	31257	2607592	\$ 65.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	1204	1374	\$ 35.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	1204	1374	\$ 35.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	1204	1374	\$ 35.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	1204	1374	\$ 35.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	1204	1374	\$ 35.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	1174	1393	\$ 70.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	42999	2214055	\$ 35.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	42999	2312456	\$ 54.00	EXONERATION - DECEASED - SOLD 05/23/24
2/25/2026	3007	3395	\$ 50.00	EXONERATION - DECEASED - SOLD 04/20/23
2/25/2026	3007	3395	\$ 54.00	EXONERATION - DECEASED - SOLD 04/20/23
2/25/2026	48868	2157312	\$ 65.00	EXONERATION - DECEASED - SOLD 04/20/23
2/25/2026	48868	2205138	\$ 65.00	EXONERATION - DECEASED - SOLD 04/20/23
2/25/2026	39413	2407279	\$ 45.00	EXONERATION - DECEASED - SOLD 12/11/24
2/25/2026	3930	4391	\$ 50.00	EXONERATION - DECEASED - SOLD 01/25/25
2/25/2026	3930	4391	\$ 70.00	EXONERATION - DECEASED - SOLD 01/25/25
2/25/2026	32539	2407066	\$ 65.00	EXONERATION - DECEASED - SOLD 01/25/25
2/25/2026	37206	2316824	\$ 65.00	EXONERATION - DECEASED - SOLD 09/18/23
2/25/2026	32867	2161750	\$ 65.00	EXONERATION - DECEASED - SOLD 06/28/21
2/25/2026	30966	2151227	\$ 35.00	EXONERATION - DECEASED - SOLD 07/24/23
2/25/2026	30966	2171920	\$ 35.00	EXONERATION - DECEASED - SOLD 07/24/23
2/25/2026	30966	2218488	\$ 35.00	EXONERATION - DECEASED - SOLD 07/24/23
2/25/2026	9272	10152	\$ 35.00	EXONERATION - DECEASED - SOLD 10/22/23
2/25/2026	9272	10152	\$ 35.00	EXONERATION - DECEASED - SOLD 10/22/23
2/25/2026	33645	2141351	\$ 35.00	EXONERATION - DECEASED - SOLD 10/22/23
2/25/2026	10159	11088	\$ 70.00	EXONERATION - DECEASED - SOLD 11/17/21
2/25/2026	10159	11088	\$ 35.00	EXONERATION - DECEASED - SOLD 11/17/21
2/25/2026	10159	11088	\$ 35.00	EXONERATION - DECEASED - SOLD 11/17/21
2/25/2026	10159	11088	\$ 35.00	EXONERATION - DECEASED - SOLD 11/17/21
2/25/2026	10159	11088	\$ 35.00	EXONERATION - DECEASED - SOLD 11/17/21
2/25/2026	30058	2150715	\$ 65.00	EXONERATION - DECEASED - SOLD 11/17/21
2/25/2026	30058	2171438	\$ 65.00	EXONERATION - DECEASED - SOLD 11/17/21
2/25/2026	30263	2412719	\$ 65.00	EXONERATION - DECEASED - SOLD 07/05/23
2/25/2026	33687	2413049	\$ 54.00	EXONERATION - DECEASED - SOLD 10/01/24
2/25/2026	13267	14594	\$ 65.00	EXONERATION - DECEASED - SOLD 07/10/23
2/25/2026	43922	2312576	\$ 65.00	EXONERATION - DECEASED - SOLD 07/10/23
2/25/2026	44922	2410762	\$ 65.00	EXONERATION - DECEASED - SOLD 10/28/24
2/25/2026	31258	2133256	\$ 35.00	EXONERATION - DECEASED - SOLD 08/10/23
2/25/2026	31258	2155193	\$ 65.00	EXONERATION - DECEASED - SOLD 08/10/23
2/25/2026	31258	2203161	\$ 65.00	EXONERATION - DECEASED - SOLD 08/10/23
2/25/2026	31452	2149528	\$ 35.00	EXONERATION - DECEASED - SOLD 08/31/21
2/25/2026	31452	2170340	\$ 65.00	EXONERATION - DECEASED - SOLD 08/31/21
2/25/2026	37206	2316824	\$ 65.00	EXONERATION - DECEASED - SOLD 09/18/23
2/25/2026	30111	2162894	\$ 35.00	EXONERATION - SOLD 09/20/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30111	2210237	\$ 35.00	EXONERATION - SOLD 09/20/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30828	2151571	\$ 35.00	EXONERATION - PP SOLD 2023
2/25/2026	30828	2172249	\$ 35.00	EXONERATION - PP SOLD 2023
2/25/2026	30828	2218787	\$ 35.00	EXONERATION - PP SOLD 2023
2/25/2026	33379	2157550	\$ 54.00	EXONERATION - SOLD 11/30/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35626	2202335	\$ 54.00	EXONERATION - SOLD 01/17/24 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35626	2301389	\$ 54.00	EXONERATION - SOLD 01/17/24 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33642	2414527	\$ 35.00	EXONERATION - SOLD 11/14/24 - NEW OWNER HAS BEEN BILLED SINCE SALE

2025/ 2026 Ambulance Fee Exonerations March 5, 2026

Date	Cust #	Invoice #	Amount	Reason
2/25/2026	34459	2218813	\$ 54.00	EXONERATION - PP SOLD 2023
2/25/2026	34459	2316882	\$ 54.00	EXONERATION - PP SOLD 2023
2/25/2026	30355	2139145	\$ 65.00	EXONERATION - SOLD 06/12/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30355	2160656	\$ 65.00	EXONERATION - SOLD 06/12/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	1246	1424	\$ 35.00	EXONERATION - FORECLOSURE 12/14/21 / NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	1246	1424	\$ 35.00	EXONERATION - FORECLOSURE 12/14/21 / NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	1246	1424	\$ 35.00	EXONERATION - FORECLOSURE 12/14/21 / NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	1246	1424	\$ 35.00	EXONERATION - FORECLOSURE 12/14/21 / NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30481	2135452	\$ 35.00	EXONERATION - FORECLOSURE 12/14/21 / NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30481	2157242	\$ 35.00	EXONERATION - FORECLOSURE 12/14/21 / NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	37144	2171478	\$ 54.00	EXONERATION - SOLD 05/09/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	37099	2203619	\$ 54.00	EXONERATION - SOLD 01/27/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	1907	2159	\$ 115.00	EXONERATION - SOLD 05/30/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	32109	2141880	\$ 54.00	EXONERATION - SOLD 09/18/20 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	32308	2168948	\$ 35.00	EXONERATION - SOLD 11/02/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	36452	2171482	\$ 54.00	EXONERATION - SOLD 06/13/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	32413	2136034	\$ 35.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	32413	2157787	\$ 35.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	3425	3838	\$ 35.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	3425	3838	\$ 35.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	3425	3838	\$ 35.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	3425	3838	\$ 35.00	EXONERATION - DECEASED - SOLD 07/29/21
2/25/2026	32580	2172269	\$ 35.00	EXONERATION - PP SOLD 2023
2/25/2026	32580	2218806	\$ 35.00	EXONERATION - PP SOLD 2023
2/25/2026	34180	2149364	\$ 54.00	EXONERATION - SOLD 08/21/20 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35210	2132594	\$ 64.00	EXONERATION - SOLD 09/21/20 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	32887	2143286	\$ 35.00	EXONERATION - SOLD 05/05/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	5594	6225	\$ 35.00	EXONERATION - SOLD 05/05/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33906	2157942	\$ 65.00	EXONERATION - SOLD 06/22/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33071	2160281	\$ 35.00	EXONERATION - DECEASED - SOLD 09/23/21
2/25/2026	33171	2302439	\$ 35.00	EXONERATION - SOLD 05/12/24 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33233	2156351	\$ 35.00	EXONERATION - SOLD 12/6/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33233	2204239	\$ 35.00	EXONERATION - SOLD 12/6/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33297	2159040	\$ 35.00	EXONERATION - SOLD 05/30/25 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33297	2206691	\$ 35.00	EXONERATION - SOLD 05/30/25 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33297	2305441	\$ 54.00	EXONERATION - SOLD 05/30/25 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33383	2150810	\$ 35.00	EXONERATION - DECEASED - SOLD 09/10/20
2/25/2026	33406	2150981	\$ 35.00	EXONERATION - SOLD 04/06/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33406	2171690	\$ 35.00	EXONERATION - SOLD 04/06/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33469	2167492	\$ 35.00	EXONERATION - SOLD 03/21/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	34188	2150237	\$ 54.00	EXONERATION - SOLD 08/20/20 - NEW ONWER HAS BEEN BILLED SINCE SALE
2/25/2026	34723	2146086	\$ 54.00	EXONERATION - SOLD 05/26/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	34723	2167170	\$ 54.00	EXONERATION - SOLD 05/26/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33658	2146086	\$ 35.00	EXONERATION - SOLD 06/01/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33658	2167170	\$ 35.00	EXONERATION - SOLD 06/01/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	9330	10210	\$ 35.00	EXONERATION - SOLD 06/01/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33702	2309000	\$ 35.00	EXONERATION - SOLD 09/21/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	10448	11815	\$ 50.00	EXONERATION - SOLD 09/25/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	10708	11719	\$ 35.00	EXONERATION - SOLD 09/25/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	10708	11719	\$ 35.00	EXONERATION - SOLD 09/25/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	10708	11719	\$ 35.00	EXONERATION - SOLD 09/25/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30123	2145204	\$ 35.00	EXONERATION - SOLD 09/25/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30123	2166368	\$ 35.00	EXONERATION - SOLD 09/25/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	3285	3684	\$ 35.00	EXONERATION - DECEASED - SOLD 08/23/21
2/25/2026	3285	3684	\$ 35.00	EXONERATION - DECEASED - SOLD 08/23/21

2025/ 2026 Ambulance Fee Exonerations March 5, 2026

Date	Cust #	Invoice #	Amount	Reason
2/25/2026	32378	2145249	\$ 35.00	EXONERATION - DECEASED - SOLD 08/23/21
2/25/2026	32378	2166409	\$ 54.00	EXONERATION - DECEASED - SOLD 08/23/21
2/25/2026	11068	12106	\$ 70.00	EXONERATION - SOLD 05/06/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	11068	12106	\$ 70.00	EXONERATION - SOLD 05/06/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	11068	12106	\$ 50.00	EXONERATION - SOLD 05/06/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	11068	12106	\$ 50.00	EXONERATION - SOLD 05/06/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	11068	12106	\$ 54.00	EXONERATION - SOLD 05/06/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	34748	2147441	\$ 54.00	EXONERATION - SOLD 05/06/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	36093	2159973	\$ 54.00	EXONERATION - SOLD 03/16/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33918	2136054	\$ 54.00	EXONERATION - SOLD 10/19/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	33918	2157804	\$ 54.00	EXONERATION - SOLD 10/19/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	12085	13274	\$ 50.00	EXONERATION - SOLD 11/10/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	12085	13274	\$ 54.00	EXONERATION - SOLD 11/10/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35047	2145556	\$ 64.00	EXONERATION - SOLD 11/10/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35047	2166693	\$ 54.00	EXONERATION - SOLD 11/10/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35047	2213783	\$ 54.00	EXONERATION - SOLD 11/10/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31978	2160599	\$ 35.00	EXONERATION - SOLD 11/08/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31978	2208107	\$ 35.00	EXONERATION - SOLD 11/08/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	13335	14665	\$ 35.00	EXONERATION - SOLD 11/08/22 - NEW OWNER HAS BEEN BILLED SINCE SALE - FORECLOSURE
2/25/2026	30670	2169298	\$ 35.00	EXONERATION - SOLD 11/08/22 - NEW OWNER HAS BEEN BILLED SINCE SALE - FORECLOSURE
2/25/2026	33794	2139818	\$ 35.00	EXONERATION - SOLD 08/25/20 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	14366	15746	\$ 35.00	EXONERATION - SOLD 09/29/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30868	2150811	\$ 35.00	EXONERATION - SOLD 09/29/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	30868	2171527	\$ 35.00	EXONERATION - SOLD 09/29/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	12476	13716	\$ 70.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	12476	13716	\$ 50.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	12476	13716	\$ 50.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	12476	13716	\$ 54.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35172	2135001	\$ 64.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35172	2156819	\$ 54.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35172	2204673	\$ 54.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	35172	2303582	\$ 54.00	EXONERATION - SOLD 06/26/23 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	36055	2151635	\$ 65.00	EXONERATION - PP SOLD 2021
2/25/2026	19130	21002	\$ 70.00	EXONERATION - DECEASED - SOLD 08/28/22
2/25/2026	19130	21002	\$ 50.00	EXONERATION - DECEASED - SOLD 08/28/22
2/25/2026	19130	21002	\$ 54.00	EXONERATION - DECEASED - SOLD 08/28/22
2/25/2026	37129	2150976	\$ 54.00	EXONERATION - DECEASED - SOLD 08/28/22
2/25/2026	37129	2171685	\$ 54.00	EXONERATION - DECEASED - SOLD 08/28/22
2/25/2026	37129	2218265	\$ 54.00	EXONERATION - DECEASED - SOLD 08/28/22
2/25/2026	16777	18440	\$ 35.00	EXONERATION - SOLD 07/31/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	16777	18440	\$ 35.00	EXONERATION - SOLD 07/31/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31394	2132823	\$ 35.00	EXONERATION - SOLD 07/31/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31394	2154788	\$ 35.00	EXONERATION - SOLD 07/31/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31497	2311669	\$ 35.00	EXONERATION - SOLD 01/10/24 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31649	2136127	\$ 100.00	EXONERATION - SOLD 11/29/20 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31653	2135579	\$ 35.00	EXONERATION - SOLD 03/02/20 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31577	2138159	\$ 42.00	EXONERATION - SOLD 03/16/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	12124	13319	\$ 50.00	EXONERATION - SOLD 06/03/25 - NEW OWNER HAS BEEN BILLED SINCE SALE (COLLECTED FY25 & FY26 @ CLOSING - FORECLOSURE)
2/25/2026	12124	13319	\$ 50.00	EXONERATION - SOLD 06/03/25 - NEW OWNER HAS BEEN BILLED SINCE SALE (COLLECTED FY25 & FY26 @ CLOSING - FORECLOSURE)
2/25/2026	12124	13319	\$ 54.00	EXONERATION - SOLD 06/03/25 - NEW OWNER HAS BEEN BILLED SINCE SALE (COLLECTED FY25 & FY26 @ CLOSING - FORECLOSURE)
2/25/2026	35058	2149846	\$ 54.00	EXONERATION - SOLD 06/03/25 - NEW OWNER HAS BEEN BILLED SINCE SALE (COLLECTED FY25 & FY26 @ CLOSING - FORECLOSURE)
2/25/2026	35058	2170629	\$ 54.00	EXONERATION - SOLD 06/03/25 - NEW OWNER HAS BEEN BILLED SINCE SALE (COLLECTED FY25 & FY26 @ CLOSING - FORECLOSURE)
2/25/2026	35058	2217407	\$ 54.00	EXONERATION - SOLD 06/03/25 - NEW OWNER HAS BEEN BILLED SINCE SALE (COLLECTED FY25 & FY26 @ CLOSING - FORECLOSURE)
2/25/2026	35058	2315604	\$ 54.00	EXONERATION - SOLD 06/03/25 - NEW OWNER HAS BEEN BILLED SINCE SALE (COLLECTED FY25 & FY26 @ CLOSING - FORECLOSURE)
2/25/2026	16388	18016	\$ 35.00	EXONERATION - DECEASED - SOLD 09/15/20

2025/ 2026 Ambulance Fee Exonerations March 5, 2026

Date	Cust #	Invoice #	Amount	Reason
2/25/2026	31404	2147661	\$ 35.00	EXONERATION - DECEASED - SOLD 09/15/20
2/25/2026	18017	19803	\$ 65.00	EXONERATION - SOLD 11/01/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	18017	19804	\$ 60.00	EXONERATION - SOLD 11/01/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	18017	19803	\$ 50.00	EXONERATION - SOLD 11/01/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	18017	19804	\$ 105.00	EXONERATION - SOLD 11/01/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	34039	2168235	\$ 65.00	EXONERATION - SOLD 11/01/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	36100	2155786	\$ 54.00	EXONERATION - SOLD 10/03/22 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	31873	2159206	\$ 35.00	EXONERATION - SOLD 12/15/21 - NEW OWNER HAS BEEN BILLED SINCE SALE
2/25/2026	43930	2609692	\$ 54.00	PROPERTY SOLD 1/24/25 BILLED IN ERROR 7/31/25 FOR FY26
2/25/2026	60462	2152024	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2019
2/25/2026	60462	2172684	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2019
2/25/2026	60462	2219205	\$ 65.00	EXONERATION - DECEASED - PP SOLD 2019
TOTAL			\$ 10,932.00	



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

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: March 5, 2026

Re: Fiscal Note: FY26 Budget Adjustments

Staff has presented the following department for FY26 internal budget adjustments. The presented items are dollar for dollar account exchanges and are within FY26 budget.

Information technology department IT Support increased with Salary decreased \$50,000

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2025
 Internal Budget Revision
 IBR # FY25-006

Narrative:
 TRANSFER WAGES TO INFORMATION TECHNOLOGY FOR FUNDING OPERATIONS

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001428.435500	INFORMATION TECH SUPPORT	56,400	50,000		106,400
001428.410300	EMPLOYEE SALARY AND WAGES	565,455		50,000	515,455
					-
					-

Requested by: Gabriel Areizaga

Approved by:(department head/elected): _____
 Date: _____

Reviewed by: *David Bound as Chief Financial Officer 3/5/26*
 David Bound / Chief Financial Officer

Date Submitted to County Commission: _____
 Date Approved: _____

Authorizing Signature: _____

ASSESSED VALUES FOR CALCULATING REDUCED (ROLLED BACK) LEVY RATES

Jefferson County Commission

(Levying Body)

Jefferson

(County)

TO:

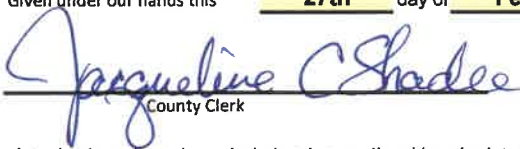
County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County, do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCED (ROLLED BACK) LEVY RATE for the assessment year 2026

	Column A	Column B	Column C	Column D
	Assessed Valuation For Tax Purposes <small>(w/o Homestead & Exempt)</small>	New Property and Back Tax Property <small>(Excluding TIF)</small>	TIF Tax Incremental Financing Value	Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TIF <small>Col A Minus Col B and C</small>
Class I				
Personal Property	0			0
Public Utility Property	0	0	0	0
Total Class I	0	0	0	0
Class II				
Real Estate	4,517,679,220	173,776,300		4,343,902,920
Personal Property	3,077,390	55,470		3,021,920
Total Class II	4,520,756,610	173,831,770	0	4,346,924,840
Class III				
Real Estate	642,514,230	7,331,100		635,183,130
Personal Property	453,425,540	7,574,790		445,850,750
Public Utility Property	146,166,711	120,841		146,045,870
Total Class III	1,242,106,481	15,026,731	0	1,227,079,750
Class IV				
Real Estate	478,101,040	16,648,000	297,300	461,155,740
Personal Property	117,818,940	6,365,350		111,453,590
Public Utility Property	24,272,051	121,211		24,150,840
Total Class IV	620,192,031	23,134,561	297,300	596,760,170
TOTAL FOR LEVYING BODY	6,383,055,122	211,993,062	297,300	6,170,764,760

Given under our hands this 27th day of February, 2026



County Clerk



Assessor

The valuations above do not include values attributable to back-tax property, homestead property, new construction and improvements or new personal property.

THE VALUATIONS ARE TO BE USED ONLY FOR THE CALCULATION OF A REDUCED LEVY RATE as required by W.Va. Code § 11-8-6e and 6f. This rate must be applied to the CERTIFICATE OF VALUATIONS (enclosed) for budgeting purposes. These values, like the Certificate of Valuation, are to be in the hands of the levying body not later than March 3.

Print on **BLUE** paper - Levying Body
Photocopy - Tax Dept.
Photocopy - Auditor's Office
Photocopy - Retain
Photocopy -
Board of Ed. Only - State Dept. of Education

When completed, submit blue copy to the levying body, photocopy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, photocopy to the State Auditor's Office, email at igs@wvsao.gov and retain a photocopy for your office file. Only a photocopy of the Board of Ed. page should be forwarded to the State Dept. of Education.



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

VICE PRESIDENT

Mike Mood

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

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

From: Edwina Benites-LM, county administrator

Re: Administrator Report, March 5, 2026

- 1 Letter of support- Route 9 BUILD Grant
- 2 JCC Community Project Funding requests
- 3 Update regarding Commission requests of Engineering, Planning, and Zoning
- 4 Update regarding commissioners voting on boards

Letter of support- Route 9 BUILD Grant

Per Policy 915, I drafted and transmitted a letter of support on behalf of the Jefferson County Commission to the U.S. Department of Transportation endorsing the Hagerstown–Eastern Panhandle MPO’s application for a BUILD Planning Grant for the Panhandle REC Path project.

The proposed grant would support planning for a shovel-ready, approximately 20-mile regional transportation facility in the Eastern Panhandle designed to improve safety, close critical connectivity gaps, and link residential communities with employment, commercial, educational, and tourism destinations. The project aims to strengthen economic vitality while advancing a continuous, multi-jurisdictional transportation network in one of West Virginia’s fastest-growing regions.

The letter is attached. No action is required.

JCC Community Project Funding requests

Recently, Congress enacted several appropriations measures for Federal Fiscal Year 2026, which included \$365,000 for the relocation and expansion of the Jefferson County Health Department and \$120,000 to support the acquisition of license plate readers. These awards reflect continued federal confidence in the County’s ability to advance well-defined, community-focused capital projects.

The Fiscal Year 2027 congressional appropriation request cycle is now open, with submissions due this Friday. I recommend that the Commission direct staff to prepare and submit requests reflecting the County's highest strategic priorities: (1) relocation and buildout of the Jefferson County Judicial Center, and (2) development of the Public Safety Center.

The Commission is well positioned to compete effectively for these resources. Through disciplined capital planning, placement of both projects within the Capital Improvement Plan, and ongoing coordination with state and federal partners, the County has demonstrated strong project readiness and fiscal stewardship. Advancing these requests continues a deliberate, forward-looking strategy to invest in core public infrastructure that supports safety, access to justice, and long-term community stability.

Suggested motion: Motion to direct staff to apply for FY27 funding as presented.

Update regarding Commission requests of Engineering, Planning, and Zoning

On September 18, the Commission approved a four-part motion aimed at improving efficiency, transparency, and economic competitiveness within the County's development review processes. Specifically, the motion directed: (1) Engineering, Planning and Zoning staff, in coordination with the Planning Commission, to review the concept plan process and recommend opportunities to streamline it; (2) staff to design clear flowcharts outlining the commercial plan approval process; (3) staff to provide recommendations for improving post-site plan approval procedures to encourage a more timely path to construction; and (4) the Agritourism Task Force to propose ordinance updates to support and encourage agritourism development.

Since that time, I have been working closely with Engineering, Planning and Zoning staff to map how commercial applicants move through the County's review and approval processes. Because requirements vary significantly depending on the type and scale of application, we are collaborating with the Department of Information Technology to develop an interactive flowchart that can expand or adjust based on an applicant's specific project. The goal is to incorporate this tool into the County's new website to improve transparency, predictability, and user experience for applicants.

Early in this review, we identified the need for an ombudsman function to better guide commercial applicants through the process. As part of the newly created Office of Economic Development, Development Authority staff will integrate into the Department of Engineering, Planning and Zoning to serve in this role. Economic development staff and I now attend all commercial pre-proposal conferences to assist applicants with navigating permitting requirements and to connect them with available local, state, and federal business resources.

To further inform this effort, I arranged for Planning staff to visit a small business and walk through the permitting process from the perspective of an applicant. This exercise highlighted areas where small, locally owned businesses—often operating without retained consultants or engineering firms—may encounter challenges that larger firms are better

equipped to manage. Economic development staff will continue to maintain an active presence in this space, and we are identifying concrete, measurable improvements to make the process more accessible, efficient, and supportive of responsible growth.

The Agritourism Task Force has not yet been formally established. Once constituted, I will work with the Task Force to conduct a comprehensive review of applicable ordinances and develop recommended updates to remove unnecessary barriers and encourage thoughtful agritourism development consistent with the County’s rural character and economic goals.

Update regarding commissioners voting on boards

Several Commissioners have shared concerns about being appointed to boards and committees but not being able to fully participate—particularly in situations where they are not permitted to vote or attend executive sessions.

To make this clearer, staff has prepared the chart below showing how Commissioners may participate on the boards and committees where they serve. Green indicates that a Commissioner may vote as a full member. Red indicates that there is a limitation—whether statutory or procedural—that prevents voting or participation in executive session. This overview is intended to provide straightforward guidance so Commissioners understand the scope of their role before accepting or continuing an appointment.

Organization	Code	Bylaws	2026
Approval of financial bills	N/A	N/A	Mood, alternate Hefestay
Board of Health – BOH		N/A	Hefestay
Building Repair & Security Courthouse Committee			Stolipher
Charles Town Utility Board Liaison - CTUB	N/A	Prevent	Mood, alternate Hefestay
Community Corrections Committee – Day Report Center			Stolipher
Development Authority – JCDA			Majdi, alternate Mood
E911 Council			Mood
Extension Service			Stolipher
Farmland Protection Board – JCFPB	Prevent	N/A	Stolipher
Jefferson County Convention & Visitors Bureau - JCCVB			Keys
Jefferson County Fire & Rescue Association - JCFRA			Keys, alternate

			Hefestay
Historic Landmarks Commission – JCHLC			Hefestay
Homeland Security/LEPC			Hefestay
Legislative Liaison	N/A	N/A	Co. Administrator
Jefferson County Parks and Recreation Commission			Hefestay
Jefferson County Planning Commission			Keys
Region 9			Majdi
Solid Waste Authority			Mood
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)			Keys, alternate Hefestay
Eastern Panhandle Transit Authority (EPTA)			Mood
Workforce Investment Act Liaison			Majdi
Water Advisory Committee			Keys
American 250			Hefestay



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

VICE PRESIDENT

Cara Keys

COMMISSIONER

Jack Hefestay

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

February 20, 2026

The Honorable Sean Duffy
Secretary
U.S. Department of Transportation
Washington, DC

Subject: Jefferson County Commission Supports the Panhandle REC Path Project

Dear Secretary Duffy:

I write on behalf of Jefferson County Commission to convey our support for a BUILD Planning Grant from the U.S. Department of Transportation for the "Panhandle REC Path" project located in the Eastern Panhandle of West Virginia, just outside the Baltimore-Washington metropolitan area. This fast-growing region seeks to connect business, educational, civic, and tourism hubs, but our transportation facilities have serious gaps that pose major safety risks and that dim our prospects for economic vitality. This REC Path planning project will lead to a shovel-ready, 20-mile transportation facility that boosts our economy and safety.

Jefferson County Commission supports the BUILD Grant for this proposed Panhandle REC Path because we seek to connect local families to jobs, commercial areas, and educational facilities. Additionally, we seek to build the outdoor recreation and tourism economy of the Eastern Panhandle. We appreciate that our local leaders and regional transportation authorities are planning to better connect our communities with better transportation facilities like the Panhandle REC Path. We support the Panhandle Path because we are excited about the potential that this Path can create a continuous, 20-mile regional transportation system connecting the fastest-growing areas of West Virginia.

We support HEPMPO's application for a U.S. DOT BUILD grant, and urge you to give this application for planning resources your highest consideration.

Sincerely,

Edwina Benites-LM
County Administrator

cc: Matt Mullenax, Hagerstown-Eastern Panhandle MPO



FY27 Community Project Funding

What is the congressional appropriations process?

Every year, Congress is responsible for allocating funding for the federal government's offices, programs, and grants. Congress writes and passes legislation ("appropriations measures") to fund the government. Members of Congress submit requests to the House Appropriations Committee according to full Committee guidance as well as additional Subcommittee Guidance.

What is Community Project Funding (CPF)?

CPF allows Members of Congress to request direct funding through appropriations measures for a limited number of specific projects that benefit their congressional districts. This is an opportunity to direct funding to worthwhile projects that are proposed by constituents in the district. CPF has strict eligibility, ethics, and transparency rules. CPF requests are not guaranteed to be funded – even if Congressman Moore selects your project, it may not be funded. CPF is separate from federal grants and formula appropriations.

Who can apply for CPF?

State & local government entities and nonprofit organizations (must be a 501(c)(3)) may apply. Examples include: local governments, research institutions, libraries, and public owned utilities.

What are the restrictions on CPF?

Congressman Moore can only request funding for a limited number of projects. The project must be in the congressional district OR largely serve the district. If a project is approved, funds must be obligated within one year of the enactment of the bill. Projects must have strong community support.

How do I start the application process?

First, identify the account that best fits your project by reviewing the FY27 Request Guidance when it is released. Please utilize the guidance from FY26 as a starting point for what accounts are likely to be open but understand that guidance may change. Guidance can be found at: <https://appropriations.house.gov/fy26-member-requests/fy26-guidance-overview>. Next, submit our FY27 Community Project Funding Request Form and supporting documentation to Congressman Moore's office. Ensure you have complied with all guidelines established and published by the Appropriations committee.

When do I apply for CPF?

Requests must be complete and submitted electronically to Congressman Moore's office no later than 5pm on Friday, **March 6, 2026**.

Where should I send my application?

Please submit your CPF application to emily.podolskiy1@mail.house.gov



FY27 Community Project Funding Request

All information must be complete and submitted electronically by **March 6, 2026**. Applications should be sent to Emily Podolskiy, District Projects Manager, at Emily.podolskiy1@mail.house.gov. You will receive a response to your submission email within 48 hours to confirm receipt. If you don't receive a response, please reach our office at 304-350-6987.

Make sure you review the guidance from the Appropriations Committee regarding CPF to ensure your request complies with established guidelines. Guidance will be available on the Appropriations Committee website: <https://appropriations.house.gov/>

Please use one request per form.

1. **Project Title:** Click or tap here to enter text.
2. **Legal name of organization that will receive these funds (no abbreviations or acronyms):**
Click or tap here to enter text.
3. **Point of contact:** Click or tap here to enter text.
 - a. **Email:** Click or tap here to enter text.
 - b. **Direct Phone Number:** Click or tap here to enter text.
4. **Mailing address of recipient organization:** Click or tap here to enter text.
5. **Physical address of project:** Click or tap here to enter text.
6. **Website of recipient organization:** Click or tap here to enter text.
7. **Is the grantee a public or non-profit entity:** Click or tap here to enter text.
8. **Appropriations Bill:** Click or tap here to enter text.
9. **Amount Requested:** Click or tap here to enter text.
10. **Total cost of project:** Click or tap here to enter text.

- 11. Provide a budget breakout specifically describing how the requested funding will be used (maximum of ten budget items):**Click or tap here to enter text.
- 12. Does this request include any multi-year funding?**Click or tap here to enter text.
- 13. If the requested amount does not fully fund the project, please describe the source(s) of funding necessary to complete the project:**Click or tap here to enter text.
- 14. Can the funding for this project be obligated within 12 months of enactment of the bill?**
Click or tap here to enter text.
- 15. What is the estimated completion time of the project?**Click or tap here to enter text.
- 16. Is this project located in the 2nd Congressional District of West Virginia?**Click or tap here to enter text.
- 17. Please give a summary of the project:** Click or tap here to enter text.
- 18. Why is this project a good use of taxpayer funds?**Click or tap here to enter text.
- 19. Has this entity received a CPF before?**Click or tap here to enter text.
- 20. Is this project being requested through any other Members' offices, including in previous years? If so, please include the names of those Members and the year(s) requested:**
Click or tap here to enter text.
- 21. If this project has a cost-share requirement, would your organization be prepared to meet that requirement with non-federal funds?** Click or tap here to enter text.
- 22. Is this project scalable? (i.e. Can this project be broken into smaller pieces or phases?)**Click or tap here to enter text.
- 23. Requests require at least two letters of community support for this project. Please include letters of support with this form as well as any other documents to support your request.**
- 24. Additional Information/Comments:** Click or tap here to enter text.

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: **March 5, 2026**

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 Commission's options for representation on Charles Town Utility Board and options to increase service to the citizens of Jefferson County.**

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
