

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2018
THURSDAY, AUGUST 30, 2018
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- August 16, 2018 Regular Meeting
- August 21, 2018 Special Session

APPROVAL OF PURCHASE ORDERS

- August 30, 2018

APPROVAL OF ACCOUNTS PAYABLE

- August 22, 2018
- August 30, 2018

APPROVAL OF MANUAL CHECKS

- August 17, 2018
- August 23, 2018
- August 31, 2018

APPROVAL OF PAYROLL

- August 23, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor

- Exonerations - Discussion/Action

2. 10:00 a.m. Pete Dougherty, Sheriff and Michelle Gordon, Finance Director
- Resolution to authorize the submission of the governor's Highway Safety Program Grant Application for the grant period 10/1/2018 through 9/30/2019 - Discussion/Action
3. 10:15 a.m. Ronda Eddy, Jefferson County Day Report Center
- Approval of Grant Resolution and Contract - Discussion/Action
4. 10:30 a.m. Interviews/Appointment to the Jefferson County Board of Zoning Appeals - One unexpired term ending January 1, 2021 - Discussion/Action
5. 10:45 a.m. BREAK
6. 11:00 a.m. Bill Polk, Maintenance Department
- Presentation of Maintenance Department Quarterly Report - Discussion/Action
7. 11:15 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action
- Discussion of US District Court Civil Action #3:18-SV-122 - Discussion/Action
- Discussion of collection of delinquent Ambulance fees - Discussion/Action
- Discussion of Jefferson County Civil Action #2018-P-132 - Discussion/Action
- Discussion of renewal of County cable franchise agreement, related issues, and phone conference with counsel - Discussion/Action

NEW BUSINESS

8. DEP Presentation Request - Discussion/Action (PO)
9. Discussion on PILOT agreement policy - Discussion/Action (PO)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

10. 1:30 p.m. Public Hearing  
- The Jefferson County Commission has decided to file a grant application with the West Virginia Development Office Community Development Block Grant Program for a Countywide Broadband Planned Project. The purpose of the public hearing will be to discuss the proposed project application

11. ADJOURN

**CORRESPONDENCE AND INFORMATION**

Jefferson County Office of Planning and Zoning Annual Report

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



## Minutes

### Jefferson County Commission

Thursday, August 16, 2018

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A meeting of the Jefferson County Commission was held on Thursday, August 16, 2018 during the second quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Caleb Hudson, Patricia Noland, Peter Onoszko and Jane Tabb. Commissioner Josh Compton was absent with prior notice. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 16, 2018 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the August 2, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

#### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Tabb to approve the Purchase Orders in the amount of \$38,958.00 to include Purchase Order No. 52693 as presented. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                 | PONUM | POAMT | NOAMT     | CHECK AMOUNT |
|--------|---------|------------------------|-------|-------|-----------|--------------|
| 080490 | P/R DED | BUREAU F/CHILD SUPPORT |       | \$ -  | \$ 49.85  | \$ 49.85     |
| 080491 | 412     | JADA BENNETT           |       | \$ -  | \$ 170.04 | \$ 170.04    |

|        |         |                          |  |      |              |              |
|--------|---------|--------------------------|--|------|--------------|--------------|
| 080492 | P/R DED | BUREAU OF CHILD SUPPORT  |  | \$ - | \$ 119.54    | \$ 119.54    |
| 080493 | 712     | CPI COMPUTR PROJECT F/IL |  | \$ - | \$ 1,716.00  | \$ 1,716.00  |
| 080494 | P/R DED | CHARLES TOWN GNRL HOSPIT |  | \$ - | \$ 191.20    | \$ 191.20    |
| 080495 | 712     | EASTERN PANHANDLE INVEST |  | \$ - | \$ 585.00    | \$ 585.00    |
| 080496 | 425     | FIRE SAFETY EQUIP        |  | \$ - | \$ 139.00    | \$ 139.00    |
| 080496 | 425     | FIRE SAFETY EQUIP        |  | \$ - | \$ 153.00    | \$ 153.00    |
| 080496 | 425     | FIRE SAFETY EQUIP        |  | \$ - | \$ 87.00     | \$ 87.00     |
| 080497 | P/R DED | CRYSTAL GUMBEL-SHADE     |  | \$ - | \$ 249.33    | \$ 249.33    |
| 080498 | 405     | TRACY P.HERRON-RICE      |  | \$ - | \$ 169.75    | \$ 169.75    |
| 080498 | 405     | TRACY P.HERRON-RICE      |  | \$ - | \$ 48.00     | \$ 48.00     |
| 080499 | ALLOC   | JEFF CO DEVELOPMENT AUTH |  | \$ - | \$ 5,000.00  | \$ 5,000.00  |
| 080500 | 406     | THE JOURNAL              |  | \$ - | \$ 546.00    | \$ 546.00    |
| 080500 | 712     | THE JOURNAL              |  | \$ - | \$ 208.00    | \$ 208.00    |
| 080501 | GRANT   | JEFFERSON DAY REPORT CNT |  | \$ - | \$ 6,616.20  | \$ 6,616.20  |
| 080502 | P/R DED | JEFFERSON SECURITY BANK  |  | \$ - | \$ 4,975.00  | \$ 4,975.00  |
| 080503 | P/R DED | JONELLE MAY              |  | \$ - | \$ 446.68    | \$ 446.68    |
| 080504 | P/R DED | HELEN M. MORRIS, TRUSTEE |  | \$ - | \$ 543.86    | \$ 543.86    |
| 080505 | P/R DED | NATIONWIDE RETIREMENT    |  | \$ - | \$ 849.00    | \$ 849.00    |
| 080506 | P/R DED | RETIREE HLTH BENEFIT TRS |  | \$ - | \$ 6,126.00  | \$ 6,126.00  |
| 080507 | 717     | RICE TIRES CO            |  | \$ - | \$ 234.60    | \$ 234.60    |
| 080508 | P/R DED | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 143.63    | \$ 143.63    |
| 080509 | 402     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 27.00     | \$ 27.00     |
| 080509 | 404     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 1,873.10  | \$ 1,873.10  |
| 080509 | 404     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 772.00    | \$ 772.00    |
| 080509 | 406     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 71.00     | \$ 71.00     |
| 080509 | 428     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 217.00    | \$ 217.00    |
| 080510 | 405     | SPECIALTY BUS SUPPLIES   |  | \$ - | \$ 163.23    | \$ 163.23    |
| 080510 | 405     | SPECIALTY BUS SUPPLIES   |  | \$ - | \$ 99.00     | \$ 99.00     |
| 080511 | 408     | STATE TAX DEPARTMENT     |  | \$ - | \$ 16,674.93 | \$ 16,674.93 |

|        |         |                          |  |      |              |              |
|--------|---------|--------------------------|--|------|--------------|--------------|
| 080512 | P/R DED | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 46,709.38 | \$ 46,709.38 |
| 080512 | P/R DED | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 10,924.18 | \$ 10,924.18 |
| 080512 | P/R DED | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 35,930.25 | \$ 35,930.25 |
| 080513 | P/R DED | WV DEPUTY SHRF RETIREMEN |  | \$ - | \$ 6,361.45  | \$ 6,361.45  |
| 080513 | P/R DED | WV DEPUTY SHRF RETIREMEN |  | \$ - | \$ 8,980.89  | \$ 8,980.89  |
| 080514 | P/R DED | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 114.00    | \$ 114.00    |
| 080515 | P/R DED | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 2,170.00  | \$ 2,170.00  |
| 080515 | P/R DED | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 415.00    | \$ 415.00    |
| 080516 | 425     | TRENARY SERVICE CO       |  | \$ - | \$ 261.00    | \$ 261.00    |
| 080517 | P/R DED | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 10,643.87 | \$ 10,643.87 |
| 080517 | P/R DED | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 23,652.98 | \$ 23,652.98 |
| 080517 | P/R DED | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 3,289.71  | \$ 3,289.71  |
| 080517 | P/R DED | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 5,482.87  | \$ 5,482.87  |
| 080518 | 700     | BENJAMIN S. WILLIAMS     |  | \$ - | \$ 81.33     | \$ 81.33     |
| 080519 | 401     | XEROX CORPORATION        |  | \$ - | \$ 186.32    | \$ 186.32    |
| 080519 | 402     | XEROX CORPORATION        |  | \$ - | \$ 287.94    | \$ 287.94    |
| 080519 | 402     | XEROX CORPORATION        |  | \$ - | \$ 395.72    | \$ 395.72    |
| 080519 | 402     | XEROX CORPORATION        |  | \$ - | \$ 393.00    | \$ 393.00    |
| 080519 | 402     | XEROX CORPORATION        |  | \$ - | \$ 106.53    | \$ 106.53    |
| 080519 | 403     | XEROX CORPORATION        |  | \$ - | \$ 227.22    | \$ 227.22    |
| 080519 | 404     | XEROX CORPORATION        |  | \$ - | \$ 71.10     | \$ 71.10     |
| 080519 | 405     | XEROX CORPORATION        |  | \$ - | \$ 108.92    | \$ 108.92    |
| 080519 | 406     | XEROX CORPORATION        |  | \$ - | \$ 71.10     | \$ 71.10     |
| 080519 | 425     | XEROX CORPORATION        |  | \$ - | \$ 106.53    | \$ 106.53    |
| 080519 | 440     | XEROX CORPORATION        |  | \$ - | \$ 476.96    | \$ 476.96    |
| 080519 | 440     | XEROX CORPORATION        |  | \$ - | \$ 203.87    | \$ 203.87    |
| 080519 | 440     | XEROX CORPORATION        |  | \$ - | \$ 126.42    | \$ 126.42    |
| 080519 | 700     | XEROX CORPORATION        |  | \$ - | \$ 337.22    | \$ 337.22    |
| 080519 | 712     | XEROX CORPORATION        |  | \$ - | \$ 367.62    | \$ 367.62    |
| 080519 | 716     | XEROX CORPORATION        |  | \$ - | \$ 120.57    | \$ 120.57    |

|              |  |  |  |  |                      |                      |
|--------------|--|--|--|--|----------------------|----------------------|
|              |  |  |  |  |                      |                      |
| <b>TOTAL</b> |  |  |  |  | <b>\$ 207,867.89</b> | <b>\$ 207,867.89</b> |

**Motion by Ms. Noland to approve the Accounts Payable for August 9, 2018 in the amount of \$207,867.89. Motion seconded and unanimously approved.**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT        | NOAMT        | CHECK AMOUNT |
|--------|---------|--------------------------|-------|--------------|--------------|--------------|
| 080521 | 700     | APTEAN SOFTWARE LLC      | 48584 | \$ 12,211.12 | \$ -         | \$ 12,211.12 |
| 080522 | 424     | BOLAND TRANE SERVICES IN |       | \$ -         | \$ 270.00    | \$ 270.00    |
| 080522 | 425     | BOLAND TRANE SERVICES IN |       | \$ -         | \$ 166.00    | \$ 166.00    |
| 080522 | 425     | BOLAND TRANE SERVICES IN |       | \$ -         | \$ 125.00    | \$ 125.00    |
| 080522 | 425     | BOLAND TRANE SERVICES IN |       | \$ -         | \$ 136.00    | \$ 136.00    |
| 080522 | 425     | BOLAND TRANE SERVICES IN |       | \$ -         | \$ 1,034.00  | \$ 1,034.00  |
| 080523 | 424     | J.C.EHRLICH              |       | \$ -         | \$ 33.00     | \$ 33.00     |
| 080523 | 425     | J.C.EHRLICH              |       | \$ -         | \$ 658.00    | \$ 658.00    |
| 080524 | 700     | EXECUTIVE EMERGENCY LGHT |       | \$ -         | \$ 500.50    | \$ 500.50    |
| 080525 | 415     | GENERAL COUNTY FUND-J FE |       | \$ -         | \$ 29,452.15 | \$ 29,452.15 |
| 080526 | 405     | RELX INC.                |       | \$ -         | \$ 3,300.00  | \$ 3,300.00  |
| 080527 | 712     | MOTOROLA SOLUTIONS, INC  |       | \$ -         | \$ 458.00    | \$ 458.00    |
| 080527 | 712     | MOTOROLA SOLUTIONS, INC  |       | \$ -         | \$ 530.00    | \$ 530.00    |
| 080527 | 712     | MOTOROLA SOLUTIONS, INC  |       | \$ -         | \$ 530.00    | \$ 530.00    |
| 080528 | P/R DED | RICCI MCINTYRE           |       | \$ -         | \$ 524.18    | \$ 524.18    |
| 080529 | 402     | RECORD MANAGEMENT SOLUTN |       | \$ -         | \$ 35.00     | \$ 35.00     |
| 080530 | 425     | R.E. MICHEL CO. LLC      |       | \$ -         | \$ 39.75     | \$ 39.75     |
| 080531 | 425     | DEAN THOMAS              |       | \$ -         | \$ 13.70     | \$ 13.70     |
| 080534 | 401     | SPRINT                   |       | \$ -         | \$ 55.88     | \$ 55.88     |
| 080534 | 402     | PFC PRODUCTS             |       | \$ -         | \$ 397.60    | \$ 397.60    |
| 080534 | 403     | SHOPLET                  |       | \$ -         | \$ 87.90     | \$ 87.90     |
| 080534 | 403     | WAL-MART                 |       | \$ -         | \$ 9.47      | \$ 9.47      |
| 080534 | 405     | GALLS                    |       | \$ -         | \$ 71.97     | \$ 71.97     |
| 080534 | 405     | HAMPTON INNS             |       | \$ -         | \$ 338.00    | \$ 338.00    |
| 080534 | 405     | SPRINT                   |       | \$ -         | \$ 111.76    | \$ 111.76    |
| 080534 | 412     | COMCAST                  |       | \$ -         | \$ 105.75    | \$ 105.75    |
| 080534 | 415     | FRONTIER                 |       | \$ -         | \$ 85.77     | \$ 85.77     |
| 080534 | 415     | SPRINT                   |       | \$ -         | \$ 111.63    | \$ 111.63    |
| 080534 | 424     | CHARLES TOWN UTILITIES   |       | \$ -         | \$ 83.58     | \$ 83.58     |
| 080534 | 424     | FRONTIER                 |       | \$ -         | \$ 10,061.96 | \$ 10,061.96 |
| 080534 | 424     | POTOMAC EDISON           |       | \$ -         | \$ 2,271.28  | \$ 2,271.28  |
| 080534 | 424     | SPRINT                   |       | \$ -         | \$ 55.88     | \$ 55.88     |
| 080534 | 425     | AMAZON                   |       | \$ -         | \$ 486.71    | \$ 486.71    |

|        |     |                          |  |      |              |              |
|--------|-----|--------------------------|--|------|--------------|--------------|
| 080534 | 425 | AMAZON                   |  | \$ - | \$ 271.22    | \$ 271.22    |
| 080534 | 425 | CHARLES TOWN UTILITIES   |  | \$ - | \$ 1,263.63  | \$ 1,263.63  |
| 080534 | 425 | COMCAST                  |  | \$ - | \$ 1,090.19  | \$ 1,090.19  |
| 080534 | 425 | CRYSTAL SPRINGS          |  | \$ - | \$ 836.14    | \$ 836.14    |
| 080534 | 425 | GRAINGER                 |  | \$ - | \$ 410.88    | \$ 410.88    |
| 080534 | 425 | JEFFERSON COUNTY P.S.D   |  | \$ - | \$ 431.55    | \$ 431.55    |
| 080534 | 425 | JEFFERSON UTILITIES, INC |  | \$ - | \$ 860.77    | \$ 860.77    |
| 080534 | 425 | MILLERS OFFICE PRODUCTS  |  | \$ - | \$ 1,106.73  | \$ 1,106.73  |
| 080534 | 425 | POTOMAC EDISON           |  | \$ - | \$ 22,656.52 | \$ 22,656.52 |
| 080534 | 425 | RCS/ALARM FUNDING ASSOC  |  | \$ - | \$ 630.00    | \$ 630.00    |
| 080534 | 425 | SHERWIN WILLIAMS         |  | \$ - | \$ 29.17     | \$ 29.17     |
| 080534 | 425 | THE HOME DEPOT           |  | \$ - | \$ 63.30     | \$ 63.30     |
| 080534 | 425 | THE HOME DEPOT           |  | \$ - | \$ 628.78    | \$ 628.78    |
| 080534 | 425 | THOMPSON GAS             |  | \$ - | \$ 151.10    | \$ 151.10    |
| 080534 | 425 | THOS SOMERVILLE          |  | \$ - | \$ 2,393.67  | \$ 2,393.67  |
| 080534 | 425 | TRENARY HVAC GROUP       |  | \$ - | \$ 9,470.55  | \$ 9,470.55  |
| 080534 | 425 | WEISS BROS OF HAGERSTOWN |  | \$ - | \$ 2,353.62  | \$ 2,353.62  |
| 080534 | 425 | WM WASTE MGNT            |  | \$ - | \$ 745.61    | \$ 745.61    |
| 080534 | 428 | ADOBE                    |  | \$ - | \$ 4,137.24  | \$ 4,137.24  |
| 080534 | 428 | ADOBE                    |  | \$ - | \$ 163.12    | \$ 163.12    |
| 080534 | 428 | ADOBE                    |  | \$ - | \$ 166.57    | \$ 166.57    |
| 080534 | 428 | AMAZON                   |  | \$ - | \$ 31.96     | \$ 31.96     |
| 080534 | 428 | AMAZON                   |  | \$ - | \$ 84.69     | \$ 84.69     |
| 080534 | 428 | AMAZON                   |  | \$ - | \$ 27.41     | \$ 27.41     |
| 080534 | 428 | AMAZON                   |  | \$ - | \$ 479.99    | \$ 479.99    |
| 080534 | 428 | AMAZON                   |  | \$ - | \$ 48.01     | \$ 48.01     |
| 080534 | 428 | PCM TIGER DIRECT         |  | \$ - | \$ 684.80    | \$ 684.80    |
| 080534 | 428 | PCM TIGER DIRECT         |  | \$ - | \$ 4,397.56  | \$ 4,397.56  |
| 080534 | 428 | SOLARWINDS               |  | \$ - | \$ 104.00    | \$ 104.00    |
| 080534 | 428 | SPRINT                   |  | \$ - | \$ 157.56    | \$ 157.56    |
| 080534 | 428 | TEXTEDLY COM             |  | \$ - | \$ 20.00     | \$ 20.00     |
| 080534 | 440 | AMAZON                   |  | \$ - | \$ 311.80    | \$ 311.80    |
| 080534 | 440 | MILLERS OFFICE PRODUCTS  |  | \$ - | \$ 492.00    | \$ 492.00    |
| 080534 | 440 | MILLERS OFFICE PRODUCTS  |  | \$ - | \$ 35.24     | \$ 35.24     |
| 080534 | 440 | MILLERS OFFICE PRODUCTS  |  | \$ - | \$ 694.65    | \$ 694.65    |
| 080534 | 440 | SPIRIT OF JEFFERSON      |  | \$ - | \$ 105.16    | \$ 105.16    |
| 080534 | 440 | SPRINT                   |  | \$ - | \$ 167.64    | \$ 167.64    |
| 080534 | 440 | THE JOURNAL PUBLISH      |  | \$ - | \$ 81.67     | \$ 81.67     |
| 080534 | 440 | USPS US POSTAL SERVICE   |  | \$ - | \$ 6.70      | \$ 6.70      |
| 080534 | 700 | AMAZON                   |  | \$ - | \$ 299.47    | \$ 299.47    |
| 080534 | 700 | GOWERS FEED INC          |  | \$ - | \$ 95.98     | \$ 95.98     |

|              |     |                          |  |                     |                      |                      |
|--------------|-----|--------------------------|--|---------------------|----------------------|----------------------|
| 080534       | 700 | HAMPTON INNS             |  | \$ -                | \$ 620.00            | \$ 620.00            |
| 080534       | 700 | LAW ENFORCEMENT SYSTEMS  |  | \$ -                | \$ 365.00            | \$ 365.00            |
| 080534       | 700 | MIDWAY USA               |  | \$ -                | \$ 75.22             | \$ 75.22             |
| 080534       | 700 | MILLERS OFFICE PRODUCTS  |  | \$ -                | \$ 699.00            | \$ 699.00            |
| 080534       | 700 | SLEEP INN                |  | \$ -                | \$ 445.00            | \$ 445.00            |
| 080534       | 700 | SPRINT                   |  | \$ -                | \$ 1,569.64          | \$ 1,569.64          |
| 080534       | 700 | TRACTOR SUPPLY CO        |  | \$ -                | \$ 95.98             | \$ 95.98             |
| 080534       | 700 | USPS US POSTAL SERVICE   |  | \$ -                | \$ 14.50             | \$ 14.50             |
| 080534       | 701 | TRAPUZZANOS UNIFORMS     |  | \$ -                | \$ 9,342.93          | \$ 9,342.93          |
| 080534       | 711 | CHARLES TOWN AUTO WASH   |  | \$ -                | \$ 13.91             | \$ 13.91             |
| 080534       | 711 | SPRINT                   |  | \$ -                | \$ 190.54            | \$ 190.54            |
| 080534       | 712 | BREWS CUSTOMS AWARDS LLC |  | \$ -                | \$ 72.00             | \$ 72.00             |
| 080534       | 712 | FRONTIER                 |  | \$ -                | \$ 4,917.85          | \$ 4,917.85          |
| 080534       | 712 | NATIONAL ACADEMY OF EMD  |  | \$ -                | \$ 150.00            | \$ 150.00            |
| 080534       | 712 | SPRINT                   |  | \$ -                | \$ 889.49            | \$ 889.49            |
| 080534       | 715 | AMAZON                   |  | \$ -                | \$ 63.29             | \$ 63.29             |
| 080534       | 716 | FLAME KABOB              |  | \$ -                | \$ 12.39             | \$ 12.39             |
| 080534       | 716 | PATTERSON VETERINARY     |  | \$ -                | \$ 2,010.00          | \$ 2,010.00          |
| 080534       | 716 | PATTERSON VETERINARY     |  | \$ -                | \$ 324.00            | \$ 324.00            |
| 080534       | 716 | SOLO NY PIZZA            |  | \$ -                | \$ 13.50             | \$ 13.50             |
| 080534       | 716 | SPRINT                   |  | \$ -                | \$ 55.88             | \$ 55.88             |
| 080534       | 716 | THE HOME DEPOT           |  | \$ -                | \$ 110.89            | \$ 110.89            |
| 080534       | 716 | THE HOME DEPOT           |  | \$ -                | \$ 71.94             | \$ 71.94             |
| 080534       | 716 | VALLEY PET MEMORIAL SERV |  | \$ -                | \$ 658.00            | \$ 658.00            |
| 080534       | 716 | 5 TARA                   |  | \$ -                | \$ 12.94             | \$ 12.94             |
| 080534       | 717 | CHAMBERS AUTO REPAIR     |  | \$ -                | \$ 175.24            | \$ 175.24            |
|              |     |                          |  |                     |                      |                      |
| <b>TOTAL</b> |     |                          |  |                     |                      | <b>\$ 145,507.32</b> |
| <b>TOTAL</b> |     |                          |  | <b>\$ 12,211.12</b> | <b>\$ 133,296.20</b> | <b>\$ 145,507.32</b> |

**Motion by Ms. Tabb to approve the Accounts Payable for August 16, 2018 in the amount of \$145,507.32. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

|                       |                |               |               |
|-----------------------|----------------|---------------|---------------|
| <b>COAL SEVERANCE</b> |                |               |               |
| <b>OO2</b>            |                |               |               |
| <b>Date</b>           | <b>Check #</b> | <b>VENDOR</b> | <b>Amount</b> |

|                                  |         |                              |               |
|----------------------------------|---------|------------------------------|---------------|
| 08/10/18                         | 465     | EASTRIDGE HEALTH SYSTEM      | \$ 1,400.00   |
|                                  |         |                              |               |
|                                  |         |                              |               |
| <b>HOME DETETION</b>             |         |                              |               |
| <b>008</b>                       |         |                              |               |
| Date                             | Check # | VENDOR                       | Amount        |
| 08/10/18                         | 611     | UNITED BANK                  | \$ 55.88      |
| 08/10/18                         | 612     | ATTENTI                      | \$ 3,283.20   |
|                                  |         |                              |               |
|                                  |         |                              |               |
| <b>FARMLAND PROTECTION BOARD</b> |         |                              |               |
| <b>057</b>                       |         |                              |               |
| Date                             | Check # | VENDOR                       | Amount        |
| 8/10/2018                        | 304     | JEFFERSON CO FARMLAND PROT.  | \$ 75,330.97  |
|                                  |         |                              |               |
|                                  |         |                              |               |
| <b>ASSESSOR VALUATION</b>        |         |                              |               |
| <b>056</b>                       |         |                              |               |
| Date                             | Check # | VENDOR                       | Amount        |
| 8/10/2018                        | 694     | UNITED BANK                  | \$ 379.00     |
| 8/10/2018                        | 695     | GLOBAL SCIENCE & TECH        | \$ 925.37     |
|                                  |         |                              |               |
|                                  |         |                              |               |
| <b>SHERIFF C/O</b>               |         |                              |               |
| <b>246</b>                       |         |                              |               |
| Date                             | Check # | VENDOR                       | Amount        |
| 8/10/2018                        | 1683    | MINGHINI'S                   | \$ 13,500.00  |
| 8/10/2018                        | 1684    | UNITED BANK                  | \$ 104.75     |
|                                  |         |                              |               |
|                                  |         |                              |               |
| <b>IMPACT FEES</b>               |         |                              |               |
| <b>249</b>                       |         |                              |               |
| Date                             | Check # | VENDOR                       | Amount        |
| 8/10/2018                        | 1148    | SHERIFF JEFFERSON CO -SCHOOL | \$ 134,673.14 |
| 8/10/2018                        | 1149    | SHERIFF JEFFERSON CO - LAW   | \$ 1,345.27   |
| 8/10/2018                        | 1150    | SHERIFF JEFFERSON CO - PARKS | \$ 8,478.44   |
| 8/10/2018                        | 1151    | SHERIFF JEFFERSON CO - EMS   | \$ 936.63     |
|                                  |         |                              |               |
|                                  |         |                              |               |

|       |  |  |  |               |
|-------|--|--|--|---------------|
| TOTAL |  |  |  | \$ 240,412.65 |
|-------|--|--|--|---------------|

**Motion by Mr. Onoszko to approve the Manual Checks for August 10, 2018 in the amount of \$240,412.65. Motion seconded and unanimously approved.**

### **PAYROLL APPROVAL**

**Motion by Ms. Tabb to approve the Payroll for August 9, 2018 in the amount of \$261,141.24 as presented. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Jason Murphy, resident – spoke in opposition to Rockwool Ranson.  
Jay Mansfield, resident – spoke in opposition to Rockwool Ranson.  
Nancy Gregory, resident – spoke in opposition to Rockwool Ranson.  
Sara Thomsen, resident – spoke in opposition to Rockwool Ranson.  
Susan Pipes, resident – spoke in opposition to Rockwool Ranson.  
Tony Russo, resident – spoke in opposition to Rockwool Ranson.  
Lorena Chambers, resident - spoke in opposition to Rockwool Ranson.  
Lou de Baca, resident - spoke in opposition to Rockwool Ranson.  
Danny Lutz, resident – spoke in opposition to Rockwool Ranson.  
Diane Blust, resident – spoke in opposition to Rockwool Ranson.  
Cheryl Pullen, resident – spoke in opposition to Rockwool Ranson.  
Kevin Hall, resident - spoke in opposition to Rockwool Ranson.  
Christine Marshall, resident – spoke in opposition to Rockwool Ranson.  
Aileen Curfman, non-resident – spoke in opposition to Rockwool Ranson.  
Christine Wimer, resident – spoke in opposition to Rockwool Ranson.  
Lynn Delles, resident – spoke in opposition to Rockwool Ranson.  
Dr. Joseph Bocchiario III, resident – spoke in opposition to Rockwool Ranson.  
Lynne Bocchiario, resident – spoke in opposition to Rockwool Ranson.  
Kirsten Lee, resident – spoke in opposition to Rockwool Ranson.  
Karen Freer, resident – spoke in opposition to Rockwool Ranson.  
Jen Jones, resident – spoke in opposition to Rockwool Ranson.

Marilee Cunningham, resident – spoke in opposition to Rockwool Ranson.  
 Nicky Heim, resident – spoke in opposition to Rockwool Ranson.  
 Terry Feelemyer, resident – spoke in opposition to Rockwool Ranson.  
 Morgan Sell, resident – spoke in opposition to Rockwool Ranson.  
 Will Sutherland, resident – spoke in opposition to Rockwool Ranson.  
 David Tabb, resident – spoke in opposition to Rockwool Ranson.  
 Chris Kinnan, resident – spoke in opposition to Rockwool Ranson.  
 Lori Maloney, resident – spoke in opposition to Rockwool Ranson.  
 Jim Webb, resident – spoke in opposition to Rockwool Ranson.  
 Jean Bridwell, resident – spoke in opposition to Rockwool Ranson.  
 Wendy Maddox, resident – spoke in opposition to Rockwool Ranson.  
 John Doyle, resident – spoke in opposition to Rockwool Ranson.  
 Ned Marshall, resident – spoke in opposition to Rockwool Ranson.  
 Emmett Fremaux, resident - spoke in opposition to Rockwool Ranson.  
 Raymond Suniglia, resident – spoke in opposition to Rockwool Ranson.  
 Beth Brent, resident – spoke in opposition to Rockwool Ranson.  
 Name Not Stated for Record, resident – spoke in opposition to Rockwool Ranson.

**PRESENTATIONS**

1. Angie Banks, Assessor

a. Requested approval of the following Exoneration:

| NAME            | TYPE | DISTRICT | TICKET # | AMOUNT  |
|-----------------|------|----------|----------|---------|
| Natalie Parrish | PP   | CTD      | 303532   | \$60.92 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 303532 as presented. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|------|------|----------|----------|--------|
|------|------|----------|----------|--------|

|                 |    |               |        |         |
|-----------------|----|---------------|--------|---------|
| Jeffrey Hartley | PP | Shepherdstown | 316184 | \$96.34 |
|-----------------|----|---------------|--------|---------|

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No.316184 as presented. Motion seconded and unanimously approved.**

| NAME           | TYPE | DISTRICT | TICKET # | AMOUNT   |
|----------------|------|----------|----------|----------|
| Gerald Magnone | PP   | CTD      | 303027   | \$242.01 |

- **Motion by Mr. Onoszko to approve the Exoneration for Ticket No. as presented. Motion seconded and unanimously approved.**

| NAME       | TYPE | DISTRICT      | TICKET # | AMOUNT  |
|------------|------|---------------|----------|---------|
| Susan Ford | PP   | Shepherdstown | 315994   | \$39.94 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 315994 as presented. Motion seconded and unanimously approved.**

| NAME           | TYPE | DISTRICT | TICKET # | AMOUNT     |
|----------------|------|----------|----------|------------|
| Richard Conner | RE   | CTD      | 1753     | \$1,678.79 |

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 1753 as presented. Motion seconded and unanimously approved.**

| NAME        | TYPE | DISTRICT | TICKET # | AMOUNT     |
|-------------|------|----------|----------|------------|
| Jay Premack | RE   | HFC      | 15608    | \$1,889.73 |

- **Motion by Mr. Onoszko to approve the Exoneration for Ticket No. 15608 as presented. Motion seconded and unanimously approved.**

| NAME           | TYPE         | DISTRICT      | TICKET # | AMOUNT   |
|----------------|--------------|---------------|----------|----------|
| Annette Staley | Split Ticket | Shepherdstown | 317362   | \$61.09  |
| Sam Staley     |              |               |          | \$133.93 |

- **Motion by Ms. Tabb to approve the Split Ticket for Ticket No. 317362 as presented. Motion seconded and unanimously approved.**

| NAME            | TYPE         | DISTRICT | TICKET # | AMOUNT  |
|-----------------|--------------|----------|----------|---------|
| Carrie Thompson | Split Ticket | CTD      | 304627   | \$44.64 |
| Kevin Thompson  |              |          |          | \$98.68 |

- **Motion by Ms. Noland to approve the Split Ticket for Ticket No.304627 as presented. Motion seconded and unanimously approved.**

2. President Trent Ogilvie – ROCKWOOL North America – provided comments and details regarding the company’s Ranson facility
3. The Commission recesses at 11:25 am  
The Commission reconvened at 11:35 am
4. Jacki Shadle, County Clerk – Employment Approval for Payroll Clerk
  - **Motion by Ms. Tabb to approve the hire of Tammy Schaffer as Payroll Clerk in the County Clerk’s Office at a salary of \$50,000 beginning August 31, 2018. Motion seconded and unanimously approved.**
5. Nikki Painter, County Clerk/Elections – Grant Application Approval
  - **Motion by Ms. Tabb to approve the Resolution supporting the HAVA grant application with a possible budget impact of \$7,528.34 from the Capital Outlay Fund. Motion seconded and unanimously approved.**
6. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets
  - Discussion of Jefferson County Civil Action #17-C-282

- Discussion of Jefferson County Civil Action #2018-C-99
- Discussion of US District Court Civil Action #2:18-CV-1077
- Collection of delinquent Ambulance Fees

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**

7. The Commission recessed for lunch at 12:30 pm  
The Commission reconvened at 7:00 pm.

### **NEW BUSINESS**

8. Approval of Rames Coly, Victor Jones, Shawn Cross, and Jessica Rollin as Jefferson County Deputy Sheriff Reserves
  - **Motion by Ms. Tabb to approve Ramses Coly, Victor Jones, Shawn Cross, and Jessica Rolin as Jefferson County Deputy Sheriff Reserves. Motion seconded and unanimously approved.**
9. Acknowledgement of Computation of the 2018 Sheriff's Commission Report
  - **Motion by Ms. Tabb to accept the 2018 Sheriff's Commission Report as presented. Motion seconded and unanimously approved.**
10. JAG GRANT Application for the Sheriff's Office – the Sheriff provided an update to the Commission regarding the use of grant monies for certain project, including a drug incinerator and a wand scanning tool to located illicit substances in vehicles.
11. Request WV Public Service Commission hold public hearing on the Mountaineer Gas Pipeline in Jefferson County
  - **Motion by Mr. Onoszko to direct the County Administrator to write a letter to the West Virginia Public Service Commission to request the PSC consider holding the public hearing on the Mountaineer Gas Pipeline in Jefferson County instead of Charleston, West Virginia. Motion seconded and unanimously approved.**

12. Public Hearing – Petition regarding the establishment of a Keyes Ferry Acres Subdivision Maintenance Association.

Mr. Hudson opened the public hearing at 7:01 pm. Mr. Steve Prunty, counsel for Oak Meadow, L.L.C., provided the Commission and the audience with background information regarding the potential establishment of a Keyes Ferry Acres Maintenance Association. Mr. Hudson then opened the floor for public comment, which was made by the following:

Jim Koenig, resident – spoke in favor of the KFA Maintenance Association.  
Heather Hamlette, resident – spoke in opposition of the KFA Maintenance Association.  
Rose Benton, homeowner in KFA – spoke in opposition of the KFA Maintenance Association.  
Carl Shultz, resident – spoke in favor of the KFA Maintenance Association.  
Susanne Koenig, resident – spoke in favor of the KFA Maintenance Association.  
Nellie Hill, resident – spoke in favor of the KFA Maintenance Association.  
Phil Bromwell, resident – spoke in favor of the KFA Maintenance Association.  
Joe Carter, resident – spoke in opposition to the KFA Maintenance Association.  
Joe Hamlette, resident – spoke in opposition to the KFA Maintenance Association.  
Darren \_\_\_\_\_, resident – spoke in opposition to the KFA Maintenance Association.  
John Urciolo, resident – spoke in opposition to the KFA Maintenance Association.

There being no further comment, the Commission decided to meet on Tuesday, August 21, 2018 at 9:30 am to make a final decision on the petition regarding the establishment of a Keyes Ferry Acres Maintenance Association.

13. Public Hearing to Obtain Comments from Citizens concerning the Purpose and Funding of the Small Cities Block Grant application, as well as 504 Housing Issues.

Mr. Hudson opened the public hearing at 8:10 pm. Mr. Bill Clark, director of the Region Nine Planning and Development Council, spoke before the Commission stating the Community Block Grant was a HUD grant, and two public hearings must be held in order to make application. Mr. Clark stated he was working with the Jefferson County Development Authority to secure funding to potentially expand broadband capability within the County. No other comments were made by the public. The Commission scheduled the second public hearing for 1:30 pm on Thursday, August 30, 2018.

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CALEB HUDSON, VICE  
PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, August 21, 2018, beginning at 9:30 o'clock a.m.

**PRESENT:** Caleb Hudson, Vice President  
Patsy Noland, Commissioner  
Peter Onoszko, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Administrative Assistant

**In re: Decision regarding the Petition for the Formation of a Keyes Ferry Acres Maintenance Association Pursuant to WV Code 7-12A, et. Seq.**

The meeting was called to order at 9:30 a.m. by Vice President Hudson, who also led the Pledge of Allegiance.

- Motion by Ms. Tabb that, based on the petition and documents filed before the County Commission, and the arguments and other evidence presented to the Commission, that the requirements of WV Code 7-12A-3 have been met and further move that the Petition to Establish a Maintenance Association be granted. Motion seconded and unanimously approved.

There being no further business, the meeting adjourned at 9:41 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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CALEB HUDSON, VICE PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



| DESCRIPTION                 | Fund 001 CO.  | Fund 003 Dog | Total         |
|-----------------------------|---------------|--------------|---------------|
| Gross Wages                 | \$ 412,179.70 | \$ 1,344.70  | \$ 413,524.40 |
|                             | \$ -          |              |               |
| 6.2% Tax Payable OASDI      | \$ 24,568.97  | \$ 79.20     | \$ 24,648.17  |
| 1.45% Tax Payable HI        | \$ 5,746.06   | \$ 18.52     | \$ 5,764.58   |
| Fed Withholding             | \$ 39,735.73  | \$ 110.29    | \$ 39,846.02  |
| WV State Withholding        | \$ 17,974.55  | \$ 66.39     | \$ 18,040.94  |
| PERS Retirement Deduct 4.5% | \$ 11,246.09  | \$ 60.51     | \$ 11,306.60  |
| PERS Retirement Deduct 6%   | \$ 3,570.65   |              | \$ 3,570.65   |
| Hosp. Pre-Tax               | \$ 14,006.00  |              | \$ 14,006.00  |
| Cancer/ICU Pre-Taxed        | \$ 365.13     |              | \$ 365.13     |
| Cancer/ICU Not Pre-Taxed    | \$ 1,513.70   |              | \$ 1,513.70   |
| Optional Life Not Pre-Taxed | \$ 1,918.92   |              | \$ 1,918.92   |
| Christmas Club              | \$ 4,975.00   |              | \$ 4,975.00   |
| Wage Attach #1              | \$ 713.25     |              | \$ 713.25     |
| Wage Attach #3              | \$ -          |              | \$ -          |
| DSRS Retirement Deduct 8.5% | \$ 6,353.07   |              | \$ 6,353.07   |
| 457 - Nationwide            | \$ 849.00     |              | \$ 849.00     |
| 457I - Empower              | \$ 2,170.00   |              | \$ 2,170.00   |
| 457R - Roth                 | \$ 415.00     |              | \$ 415.00     |
| MD State Tax                | \$ 585.98     |              | \$ 585.98     |
| D/VF                        | \$ 1,601.92   |              | \$ 1,601.92   |
| VA. State Tax               | \$ 162.44     |              | \$ 162.44     |
| COLONIAL(PLUS)              | \$ 84.92      |              | \$ 84.92      |
| Total Deductions            | \$ 138,556.38 | \$ 334.91    | \$ 138,891.29 |
|                             |               |              |               |
| Net Wages Total             | \$ 273,623.32 | \$ 1,009.79  | \$ 274,633.11 |
| Payroll Date                | 23-Aug-2018   |              |               |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 30, 2018**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

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

**Exonerations – Discussion/Action**

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

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:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Peter Dougherty, Sheriff  
Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **August 30, 2018**  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

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

- Resolution to authorize the submission of the Governor’s Highway Safety Program Grant Application for the grant period 10/1/2018 through 9/30/2019

Please provide the County Commission with a description of your request or presentation, including any background information: *Review and approval of the Resolution to submit the grant application to the Governor’s Highway Safety Program grant and acceptance of funding effective 10/1/2018 in the amount not to exceed \$350,000. Additionally, by approval of the Resolution, the County agrees to assist other jurisdictions in the administration of funds awarded through this grant. Non-county jurisdictions that may be awarded funding include: Ranson Police Department (PD); Charles Town PD; Shepherdstown PD; Moorefield PD; Hardy County Sheriff’s Office (SO); Grant County SO; Pendleton County SO; and Harpers Ferry PD.*

Is this a funding request? Y/N No  
If so, how much? \$ NA  
Provide exact financial impact/request:

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

- Motion to approve the Resolution for the Governor’s Highway Safety Program grant application and acceptance of future awarded grant funds in the amount not to exceed \$350,000.

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

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

Contact information:

Email address: Phone Number:

|                                                                               |
|-------------------------------------------------------------------------------|
| <b><u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u></b> |
| not applicable                                                                |



RESOLUTION

At a regular session of the Jefferson County Commission (County), held on the 30th day of August, 2018, the following Order was made and entered:

SUBJECT: A RESOLUTION authorizing the submittal of a state grant application by the Sheriff and the subsequent appropriation of up to **\$350,000** for the WV Division of Motor Vehicles, Governor's Highway Safety Program (GHSP) Grant project Jefferson County EP Traffic Safety Enforcement Program. The County has agreed to assist other jurisdictions in the administration of funds awarded through this grant. Non-county jurisdictions that may be awarded funding include: Ranson Police Department (PD); Charles Town PD; Shepherdstown PD; Moorefield PD; Hardy County Sheriff's Office (SO); Grant County SO; Pendleton County SO; and Harpers Ferry PD.

WHEREAS the County believes itself to be qualified, and is willing and able to carry out all activities described in the state grant application; and,

WHEREAS in this action, the County has declared its intent to conduct the GHSP grant project described in the application; and,

WHEREAS in this action, the County will, upon an award and acceptance of the grant, agree to the terms of the grant;

IT IS THEREFORE RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby request the funds and assistance available from the West Virginia Department of Motor Vehicles under the Governor's Highway Safety Grant Program and will comply with state rules for the program, and,

HEREBY AUTHORIZES the Sheriff to submit an application signed by the County Commission to the State of West Virginia for financial aid for the GHSP Grant purposes, and authorizes the Sheriff to act on behalf of the County to sign the grant agreement if the grant funds are awarded.

The adoption of the foregoing Resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_

the vote was as follows:

|                 |       |
|-----------------|-------|
| Peter Onoszko   | _____ |
| Jane Tabb       | _____ |
| Patricia Noland | _____ |
| Caleb Hudson    | _____ |
| Josh Compton    | _____ |

Whereupon, Commissioner Compton 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 Josh Compton, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Grant Application" to be sent to the State for approval.

\_\_\_\_\_  
Josh Compton, President  
Jefferson County Commission



Jefferson County Commission  
 Governor's Highway Safety Program Grant  
 Period 10/1/2018 - 9/30/2019

| <u>Description</u>                        | <u>Amount</u> | <u>Totals</u>     |
|-------------------------------------------|---------------|-------------------|
| <b>Summary by Jurisdiction</b>            |               |                   |
| Jefferson Co SO                           |               | \$ 217,100        |
| Ranson PD                                 |               | 4,000             |
| Charles Town                              |               | 4,000             |
| Shepherdstown                             |               | 1,750             |
| Moorefield                                |               | 2,000             |
| Hardy CSO                                 |               | 2,500             |
| Grant CSO                                 |               | 1,875             |
| Pendleton CSO                             |               | 1,125             |
| Harpers Ferry                             |               | 300               |
|                                           |               | <hr/>             |
| <b>FY2018-2019 GHSP Grant Application</b> |               | <b>\$ 234,650</b> |

**Safe Communities 402**

|                                  |            |                  |
|----------------------------------|------------|------------------|
| Salaries & Benefits - 2 Officers | \$ 150,000 | \$ 150,000       |
| Training - 2 Officers            | 1,600      | 1,600            |
| Travel - 2 Officers              | 4,000      | 4,000            |
| Speed Enforcement                |            |                  |
| Jefferson CSO                    | 1,500      |                  |
| Ranson PD                        | 1,500      |                  |
| Charles Town                     | 1,500      |                  |
| Shepherdstown                    | 500        |                  |
| Moorefield                       | 500        |                  |
| Hardy CSO                        | 500        |                  |
| Grant CSO                        | 250        |                  |
| Pendleton CSO                    | 250        | 6,500            |
| Subtotal Safe Communities 402    |            | <hr/> \$ 162,100 |

**Occupant Protection 405b**

*Will add funding \$7250 for CIOT May Blitz after March*

**Traffic Records 405c**

|                      |           |           |
|----------------------|-----------|-----------|
| E-Citation Equipment | \$ 40,000 | \$ 40,000 |
|----------------------|-----------|-----------|

**Impaired Driving 405d**

|                              |          |          |
|------------------------------|----------|----------|
| Impaired Driving Enforcement |          |          |
| Jefferson CSO                | \$ 2,000 |          |
| Jefferson CSO DRE Callout    | 2,000    |          |
| Ranson PD                    | 1,500    |          |
| Charles Town                 | 1,500    |          |
| Shepherdstown                | 500      |          |
| Moorefield                   | 750      |          |
| Hardy CSO                    | 750      |          |
| Grant CSO                    | 500      |          |
| Pendleton CSO                | 250      | \$ 9,750 |

Jefferson County Commission  
 Governor's Highway Safety Program Grant  
 Period 10/1/2018 - 9/30/2019

| <u>Description</u>                        | <u>Amount</u> | <u>Totals</u>     |
|-------------------------------------------|---------------|-------------------|
| <b>Distracted Driving 405e</b>            |               |                   |
| Distracted Driving Enforcement            |               |                   |
| Jefferson CSO                             | \$ 1,000      |                   |
| Ranson PD                                 | 500           |                   |
| Charles Town                              | 500           |                   |
| Shepherdstown                             | 250           |                   |
| Moorefield                                | 250           |                   |
| Hardy CSO                                 | 250           |                   |
| Grant CSO                                 | 125           |                   |
| Pendleton CSO                             | 125           |                   |
| Harpers Ferry                             | 300           | \$ 3,300          |
| <b>Div of Highways - Work Zone Safety</b> |               |                   |
| Work Zone Enforcement                     |               |                   |
| Jefferson CSO                             | \$ 15,000     |                   |
| Ranson PD                                 | 500           |                   |
| Charles Town                              | 500           |                   |
| Shepherdstown                             | 500           |                   |
| Moorefield                                | 500           |                   |
| Hardy CSO                                 | 1,000         |                   |
| Grant CSO                                 | 1,000         |                   |
| Pendleton CSO                             | 500           | \$ 19,500         |
| <b>FY2018-2019 GHSP Grant Application</b> |               | <b>\$ 234,650</b> |



GOVERNOR'S HIGHWAY SAFETY PROGRAM  
STATE OF WEST VIRGINIA  
DIVISION OF MOTOR VEHICLES

Application - Page 1

DATE APPLICATION RECEIVED (For Highway Safety Use Only)

NAME OF APPLICANT: (Must be a government agency)

Jefferson County Commission

PROJECT TITLE:

Jefferson County EP Traffic Safety Enforcement Program

F.E.I.N. NUMBER:

556 000 333

FEDERAL FUNDS REQUESTED:

\$ \_\_\_\_\_

FEDERAL FUNDS AWARDED:

\$ \_\_\_\_\_

AUTHORIZED OFFICIAL: (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Josh Compton  
PO Box 250  
Charles Town, WV 25414  
Phone: 304-728-3284  
Fax: 304-725-7916  
Email: jjcompton05@gmail.com

This Section For Highway Safety Use Only

Date Logged In: \_\_\_\_\_

Conditions & Assurances Signed: \_\_\_\_\_

Signed Resolution Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

Acknowledgement Letter: \_\_\_\_\_

Copies Distributed To Staff: \_\_\_\_\_

Application: Approved   
Denied

Grant Number: \_\_\_\_\_

Coordinator Assigned: \_\_\_\_\_

Special Conditions: Yes   
No

Award Letter Dated & Mailed: \_\_\_\_\_

Process Contract:  
To Grantee for Signature: \_\_\_\_\_  
To Commissioner for  
Signature: \_\_\_\_\_  
Signed Contract to Grantee: \_\_\_\_\_

PROJECT DIRECTOR: (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Pete Dougherty, Sheriff  
Jefferson County Sheriff's Office  
102 Industrial Blvd.  
Kearneysville, WV 25430  
Phone: 304-728-3205  
Fax: 304-728-3299  
E-mail: pdougherty@jcsdww.com

FINANCIAL OFFICER: (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Michelle Gordon  
PO Box 250  
Charles Town, WV 25414  
Phone: 304-724-8425  
Fax: 304-725-7916  
E-Mail: mgordon@jeffersoncountywv.org

**GOVERNOR'S HIGHWAY SAFETY PROGRAM**  
**West Virginia Division of Motor Vehicles**  
**STATE OF WEST VIRGINIA**

**FISCAL SUMMARY**  
**Page 4**

| SAFE COMMUNITIES 402<br>Grantee: Jefferson County Commission<br>Budget Categories: F19-HS-06-402                                                                                                                                                                                           | Estimated<br>Project<br>Costs                                                                      | Local<br>Funds<br>[Match] | Federal<br>Funds<br>Approved | Highway<br>Safety<br>Account #: |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------|------------------------------|---------------------------------|
| <b>Salaries &amp; Benefits</b><br>(2) Officers @ \$75,000 ea                                                                                                                                                                                                                               | \$150,000.00                                                                                       |                           | \$150,000.00                 | SA19-18-06                      |
| <b>Training</b><br>Officer Training--2 officers \$800. 00 each                                                                                                                                                                                                                             | \$1,600.00                                                                                         |                           | \$1,600.00                   | PT19-07-06                      |
| <b>Travel</b><br>Officer Travel                                                                                                                                                                                                                                                            | \$4,000.00                                                                                         |                           | \$4,000.00                   | SA19-18-06                      |
| <b>Enforcement</b><br>Jefferson CSO-speed enforcement<br>Ranson PD-speed enforcement<br>Charles Town-speed enforcement<br>Shepherdstown-speed enforcement<br>Moorefield-speed enforcement<br>Hardy CSO-speed enforcement<br>Grant CSO-speed enforcement<br>Pendleton CSO-speed enforcement | \$1,500.00<br>\$1,500.00<br>\$1,500.00<br>\$500.00<br>\$500.00<br>\$500.00<br>\$250.00<br>\$250.00 |                           | \$6,500.00                   | SE19-21-06                      |
| <b>TOTAL PROJECT COSTS:</b>                                                                                                                                                                                                                                                                | \$ 162,100.00                                                                                      |                           |                              |                                 |
| <b>TOTAL LOCAL FUNDS:</b>                                                                                                                                                                                                                                                                  |                                                                                                    | \$ -                      | \$ -                         |                                 |
| <b>TOTAL FEDERAL FUNDS:</b>                                                                                                                                                                                                                                                                |                                                                                                    |                           | \$ 162,100.00                |                                 |
| <b>TOTAL APPROVED PROJECT:</b>                                                                                                                                                                                                                                                             |                                                                                                    |                           | \$ 162,100.00                |                                 |

| <b>GOVERNOR'S HIGHWAY SAFETY PROGRAM</b><br>West Virginia Division of Motor Vehicles<br>STATE OF WEST VIRGINIA |                                | <b>FISCAL SUMMARY</b><br>Page 4 |                               |                                  |
|----------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------|-------------------------------|----------------------------------|
| <b>OCCUPANT PROTECTION 405b</b><br>Grantee: Jefferson County Commission<br>Budget Categories: F19-HS-06-405b   | <b>Estimated Project Costs</b> | <b>Local Funds [Match]</b>      | <b>Federal Funds Approved</b> | <b>Highway Safety Account #:</b> |
| Will add funding \$7250 for CIOT May Blitz after March                                                         |                                |                                 | \$ -                          |                                  |
| <b>TOTAL PROJECT COSTS:</b>                                                                                    | \$ -                           |                                 |                               |                                  |
| <b>TOTAL LOCAL FUNDS:</b>                                                                                      |                                | \$ -                            | \$ -                          |                                  |
| <b>TOTAL FEDERAL FUNDS:</b>                                                                                    |                                |                                 | \$ -                          |                                  |
| <b>TOTAL APPROVED PROJECT:</b>                                                                                 |                                |                                 | \$ -                          |                                  |

| GOVERNOR'S HIGHWAY SAFETY PROGRAM<br>West Virginia Division of Motor Vehicles<br>STATE OF WEST VIRGINIA |                               | FISCAL SUMMARY<br>Page 4  |                              |                                 |
|---------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|------------------------------|---------------------------------|
| TRAFFIC RECORDS 405C<br>Grantee: Jefferson County Commission<br>Budget Categories: F19-HS-06-405c       | Estimated<br>Project<br>Costs | Local<br>Funds<br>[Match] | Federal<br>Funds<br>Approved | Highway<br>Safety<br>Account #: |
| Equipment<br>E-Citation Equipment                                                                       | \$ 40,000.00                  |                           | \$ 40,000.00                 | DA19-01-06                      |
| <b>TOTAL PROJECT COSTS:</b>                                                                             | \$ 40,000.00                  |                           |                              |                                 |
| <b>TOTAL LOCAL FUNDS:</b>                                                                               |                               | \$ -                      | \$ -                         |                                 |
| <b>TOTAL FEDERAL FUNDS:</b>                                                                             |                               |                           | \$ 40,000.00                 |                                 |
| <b>TOTAL APPROVED PROJECT:</b>                                                                          |                               |                           | \$ 40,000.00                 |                                 |

| GOVERNOR'S HIGHWAY SAFETY PROGRAM<br>West Virginia Division of Motor Vehicles<br>STATE OF WEST VIRGINIA |                               | FISCAL SUMMARY<br>Page 4  |                              |                                 |
|---------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|------------------------------|---------------------------------|
| IMPAIRED DRIVING 405d<br>Grantee: Jefferson County Commission<br>Budget Categories: F19-HS-06-405d      | Estimated<br>Project<br>Costs | Local<br>Funds<br>[Match] | Federal<br>Funds<br>Approved | Highway<br>Safety<br>Account #: |
| <b>Enforcement</b>                                                                                      |                               |                           | \$ 9,750.00                  | HV19-01-06                      |
| Impaired Driving Enforcement                                                                            |                               |                           |                              |                                 |
| Jefferson CSO--Impaired Driving                                                                         | \$ 2,000.00                   |                           |                              |                                 |
| <b>DRE Callout</b>                                                                                      | \$ 2,000.00                   |                           |                              |                                 |
| Ranson PD--Impaired Driving                                                                             | \$ 1,500.00                   |                           |                              |                                 |
| Charles Town PD--Impaired Driving                                                                       | \$ 1,500.00                   |                           |                              |                                 |
| Shepherdstown PD--Impaired Driving                                                                      | \$ 500.00                     |                           |                              |                                 |
| Moorefield PD--Impaired Driving                                                                         | \$ 750.00                     |                           |                              |                                 |
| Hardy CSO--Impaired Driving                                                                             | \$ 750.00                     |                           |                              |                                 |
| Grant CSO--Impaired Driving                                                                             | \$ 500.00                     |                           |                              |                                 |
| Pendleton CSO--Impaired Driving                                                                         | \$ 250.00                     |                           |                              |                                 |
| <b>TOTAL PROJECT COSTS:</b>                                                                             | <b>\$ 9,750.00</b>            |                           |                              |                                 |
| <b>TOTAL LOCAL FUNDS:</b>                                                                               |                               | <b>\$ -</b>               | <b>\$ -</b>                  |                                 |
| <b>TOTAL FEDERAL FUNDS:</b>                                                                             |                               |                           | <b>\$ 9,750.00</b>           |                                 |
| <b>TOTAL APPROVED PROJECT:</b>                                                                          |                               |                           | <b>\$ 9,750.00</b>           |                                 |

| <b>GOVERNOR'S HIGHWAY SAFETY PROGRAM</b><br><b>West Virginia Division of Motor Vehicles</b><br><b>STATE OF WEST VIRGINIA</b> |                                                    | <b>FISCAL SUMMARY</b><br><b>Page 4</b>         |                                                   |                                                      |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
| <b>DISTRACTED DRIVING 405e</b><br><b>Grantee: Jefferson County Commission</b><br><b>Budget Categories: F19-HS-06-405e</b>    | <b>Estimated</b><br><b>Project</b><br><b>Costs</b> | <b>Local</b><br><b>Funds</b><br><b>[Match]</b> | <b>Federal</b><br><b>Funds</b><br><b>Approved</b> | <b>Highway</b><br><b>Safety</b><br><b>Account #:</b> |
| <b>Distracted Driving</b>                                                                                                    |                                                    |                                                | <b>\$3,300.00</b>                                 | <b>DD19-30-06</b>                                    |
| Jefferson CSO-Distracted Driving                                                                                             | \$1,000.00                                         |                                                |                                                   |                                                      |
| Ranson PD-Distracted Driving                                                                                                 | \$500.00                                           |                                                |                                                   |                                                      |
| Charles Town PD-Distracted Driving                                                                                           | \$500.00                                           |                                                |                                                   |                                                      |
| Shepherdstown-Distracted Driving                                                                                             | \$250.00                                           |                                                |                                                   |                                                      |
| Moorefield PD-Distracted Driving                                                                                             | \$250.00                                           |                                                |                                                   |                                                      |
| Hardy CSO-Distracted Driving                                                                                                 | \$250.00                                           |                                                |                                                   |                                                      |
| Grant CSO-Distracted Driving                                                                                                 | \$125.00                                           |                                                |                                                   |                                                      |
| Pendleton CSO-Distracted Driving                                                                                             | \$125.00                                           |                                                |                                                   |                                                      |
| Harpers Ferry-Distracted Driving                                                                                             | \$300.00                                           |                                                |                                                   |                                                      |
| <b>TOTAL PROJECT COSTS:</b>                                                                                                  | <b>\$ 3,300.00</b>                                 |                                                |                                                   |                                                      |
| <b>TOTAL LOCAL FUNDS:</b>                                                                                                    |                                                    | <b>\$ -</b>                                    | <b>\$ -</b>                                       |                                                      |
| <b>TOTAL FEDERAL FUNDS:</b>                                                                                                  |                                                    |                                                | <b>\$ 3,300.00</b>                                |                                                      |
| <b>TOTAL APPROVED PROJECT:</b>                                                                                               |                                                    |                                                | <b>\$ 3,300.00</b>                                |                                                      |

| <b>GOVERNOR'S HIGHWAY SAFETY PROGRAM</b><br><b>West Virginia Division of Motor Vehicles</b><br><b>STATE OF WEST VIRGINIA</b>        |                                                    | <b>FISCAL SUMMARY</b><br><b>Page 4</b>         |                                                   |                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
| <b>DIV OF HIGHWAYS-WORK ZONE SAFETY</b><br><b>Grantee: Jefferson County Commission</b><br><b>Budget Categories: F19-HS-06-DOHWZ</b> | <b>Estimated</b><br><b>Project</b><br><b>Costs</b> | <b>Local</b><br><b>Funds</b><br><b>[Match]</b> | <b>Federal</b><br><b>Funds</b><br><b>Approved</b> | <b>Highway</b><br><b>Safety</b><br><b>Account #:</b> |
| <b>Enforcement</b>                                                                                                                  |                                                    |                                                |                                                   |                                                      |
| Work Zone Enforcement                                                                                                               |                                                    |                                                | \$ 19,500.00                                      |                                                      |
| Jefferson County SO                                                                                                                 | \$ 15,000.00                                       |                                                |                                                   |                                                      |
| Ranson PD                                                                                                                           | \$ 500.00                                          |                                                |                                                   |                                                      |
| Charles Town PD                                                                                                                     | \$ 500.00                                          |                                                |                                                   |                                                      |
| Shepherdstown PD                                                                                                                    | \$ 500.00                                          |                                                |                                                   |                                                      |
| Moorefield PD                                                                                                                       | \$ 500.00                                          |                                                |                                                   |                                                      |
| Hardy CSO                                                                                                                           | \$ 1,000.00                                        |                                                |                                                   |                                                      |
| Grant CSO                                                                                                                           | \$ 1,000.00                                        |                                                |                                                   |                                                      |
| Pendleton CSO                                                                                                                       | \$ 500.00                                          |                                                |                                                   |                                                      |
| <b>TOTAL PROJECT COSTS:</b>                                                                                                         | <b>\$ 19,500.00</b>                                |                                                |                                                   |                                                      |
| <b>TOTAL LOCAL FUNDS:</b>                                                                                                           |                                                    | <b>\$ -</b>                                    | <b>\$ -</b>                                       |                                                      |
| <b>TOTAL FEDERAL FUNDS:</b>                                                                                                         |                                                    |                                                | <b>\$ 19,500.00</b>                               |                                                      |
| <b>TOTAL APPROVED PROJECT:</b>                                                                                                      |                                                    |                                                | <b>\$ 19,500.00</b>                               |                                                      |

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Ronda Eddy, Director

Department or Organization: **Jefferson County Day Report Center**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1<sup>st</sup> Choice: **August 30, 2018**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Approval of Resolution and contract – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:  
[Click here to enter text.](#)

Is this a funding request? Y/N

If so, how much? **\$ 0 (Pass through Grant)**

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

**Motion to approval of Resolution, contract, and grant document – 19-CC-07 in the amount of \$140,000.00 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action**

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

If not attached, explain: [Click here to enter text.](#)

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:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**





August 13, 2018

The Honorable Josh Compton  
President  
Jefferson County Commission  
Post Office Box 250  
Charles Town, West Virginia 25414

Received

AUG 20 2018

RE: **Grant Number: 19-CC-07**  
**Amount: \$140,000.00**

Jefferson County Commission

Dear Commissioner Compton:

Congratulations on your recently awarded West Virginia Community Corrections grant. To formalize your acceptance of this grant, the attached documents must be signed by the authorized official and the originals returned to my office by **August 31, 2018.**

Documents required for signature include:

1. Contract Agreement
2. Standard and Special Terms and Conditions
3. Resolution (signed by County Clerk)
4. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements
5. EEOP Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Justice and Community Services

**Please be advised you will be required to revise your grant budget (pages 3 through 5) to reflect your new grant award amount and appropriate matching contribution and resubmit those revised budget pages with your signed grant contract agreement via email to Marty.A.Hatfield@wv.gov Please note, your revised budget **MUST** be typed, and list each individual line item in each category. Furthermore, all positions funded in the Personnel/Contractual Category must list the employee's name (if it is a currently funded position), their individual salary, and a breakdown of all benefits for each funded position. No lump sums in any category will be accepted. Additionally, please note that contract agreements will not be processed at DJCS without the revised budget pages.**



The Honorable Josh Compton  
August 13, 2018  
Page 2 of 2

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated grant Project Director in the near future. In the interim, if you have any questions concerning the contract or other enclosures, please contact me at (304)558-8814, extension 53349 or Marty.A.Hatfield@wv.gov I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely,



Marty A. Hatfield  
Senior Justice Programs Specialist

MAH/bjw

c: Ronda Eddy  
Grant File

Enclosures



*Jim Justice*  
*Governor of West Virginia*

August 10, 2018

The Honorable Josh Compton  
President  
Jefferson County Commission  
Post Office Box 250  
Charles Town, West Virginia 25414

Dear Commissioner Compton:

I am pleased to inform you that I have approved a Community Corrections program grant award to the Jefferson County Commission in the amount of \$140,000. These funds will be utilized for the continued operation of a community corrections program in Jefferson County.

Please let me know if our Division of Justice & Community Services' staff or I can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Jim Justice".

Jim Justice  
Governor

JJ/bjw

c: Ronda Eddy

# **GRANT CONTRACT AGREEMENT**

**BETWEEN**

**WV DIVISION OF JUSTICE AND COMMUNITY SERVICES**

**AND**

**Jefferson County Commission**

**Project Number - 19-CC-07**

This **AGREEMENT**, entered into this **10th day of August, 2018**, by the Director of the WV Division of Justice and Community Services, hereinafter referred to as "DJCS", and the Jefferson County Commission, hereinafter referred to as "Grantee."

**WHEREAS**, DJCS is the recipient of Community Correction Grant Funds, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds for **the continued operation of a community corrections program in Jefferson County.**

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **July 1, 2018** and shall continue those services/activities until **June 30, 2019**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **\$140,000.00** shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
  - a. WV Division of Justice and Community Services  
1124 Smith Street, Suite 3100  
Charleston, WV 25301-1323
  - b. **Grantee Mailing Address:**  
  
Jefferson County Commission  
Post Office Box 250  
Charles Town, West Virginia 25414
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

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**Josh Compton, President**  
**Jefferson County Commission**

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**Joseph C. Thornton, Director**  
**WV Division of Justice and Community Services**

**RESOLUTION**

The **Jefferson County Commission** met on August 30, 2018 (date) with a quorum present and passed the following resolution.

Be it resolved that the **Jefferson County Commission** hereby authorizes **Josh Compton, President** of the **Jefferson County Commission**, to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the West Virginia Community Corrections Grant Program.

Signed: \_\_\_\_\_  
County Clerk

**WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES**  
**STANDARD CONDITIONS & ASSURANCES**

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Standard Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services  
1124 Smith Street-Suite 3100  
Charleston, West Virginia 25301-1323

**1. LAWS OF WEST VIRGINIA:**

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.

**3. RELATIONSHIP:**

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

**4. COMMENCEMENT WITHIN 60 DAYS:**

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date. The Division has the right to cancel the contract and deobligate the funds.

**5. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and deobligate the funds.

**6. SUSPENSION OF FUNDING:**

By accepting this award the grantee agrees that DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- 30 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the DJCS High Risk Assessment; or
- Other cause shown.

**7. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or if reports are more than 30 days late the money for that month is forfeited and MAY NOT be recouped;
- Cancellation, termination or suspension of the contract, in whole or in part; or,

- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

**8. ACCOUNTING REQUIREMENTS:**

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes. **Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.**

**9. REPORTS:**

Each grantee shall submit all reports as DJCS requires necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

**10. WRITTEN APPROVAL OF CHANGES:**

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

**11. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

**12. USE OF FUNDS:**

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

**13. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards and federal guidelines pursuant to the specific grant program.

**14. PURCHASING:**

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency. See 148CSR1 of the West Virginia State code.

**15. PROJECT INCOME:**

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement. In an effort to understand the program income, each applicant may be asked to provide an Operational Budget for the applicant agency.

**16. MATCHING CONTRIBUTION:**

The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

**17. TIME EXTENSIONS:**

In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

**18. NON-SUPLANTING:**

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

**19. TRANSFER OF FUNDS PROHIBITION:**

The grantee is expressly prohibited from transferring funds between any DJCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.

**20. TRAINING:**

For projects involving payment of personnel, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

**21. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:**

To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

**22. MARKING OF EQUIPMENT:**

Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

**23. PROPERTY ACCOUNTABILITY:**

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

**24. COMPUTER EQUIPMENT:**

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum** hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

**Minimum Hardware Requirements:**

- Processor: Intel Core i5, 3.5 GHz, or equal
- RAM: 4 GB DDR3 single DIMM
- Hard Drive: 500 GB, 7200 RPM SATA, upgradable
- Keyboard: Standard USB
- Mouse: Optical USB 2 button W/scroll
- DVD/RE: Multi DVD/RW optical drive
- USB Ports: USB 3.0, minimum of 4 back, 2 front with one USB 3.0 charging
- Ethernet Port: 10/100/1000 NIC integrated
- Expansion Slots: PCI Express
- Video: Dual monitor capability with one VGA port & one DVI port

- Trusted Platform Module: TPM chip

Recommended Hardware Components:

- Mid-tower case

Software Requirements:

- Whenever possible, software should operate within open industry standards. For example, Windows 10 Professional, or equal

Warranty Requirements:

- Year on-site warranty

**25. LEASE AGREEMENTS:**

Grantee agrees to provide DJCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.

**26. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Grantee acknowledges that DJCS, and DOJ if Federally funded, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

**27. ACCESS TO RECORDS:**

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

**28. CIVIL RIGHTS COMPLIANCE:**

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. §20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

**29. RELIGIOUS ACTIVITIES:**

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

**30. LOBBYING:**

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.

**31. CONFLICT OF INTEREST:**

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).

**32. FREEDOM OF INFORMATION ACT:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state and local laws and regulations.

The Division has the authority to release to the public without a FOIA all information which does not meet an exemption. Example: Grant Award

**33. NATIONAL AND STATE EVALUATION EFFORTS:**

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**34. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:**

The grantee must submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. \_\_\_\_\_ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

In addition, the grantee agrees not to utilize the Division logo without written permission.

**35. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:**

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

**36. COLLABORATION W/OTHER FED. AND STATE GRANTS:**

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

**37. USE OF DATA/EXCHANGE OF INFORMATION:**

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

**38. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

The grantee will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEO Certification form and, if required, an EEO Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.

**39. VETERANS PREFERENCE:**

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

**40. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

**41. POLITICAL ACTIVITY:**

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

Please reference West Virginia Code § 29-6-20 for state restricted activities.

**42. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:**

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at [www.it.ojp.gov/gjxdm](http://www.it.ojp.gov/gjxdm).

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official:

Josh Compton

Title:

President

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

|                                                                     |                                        |                          |
|---------------------------------------------------------------------|----------------------------------------|--------------------------|
| Recipient's Name: Jefferson County Commission                       |                                        | DUNS Number: 07-741-4548 |
| Address: 124 E. Washington Street Charles Town, WV 25414            |                                        |                          |
| Grant Title: WV Community Corrections Grant                         | Grant Number: 19-CC-07                 | Award Amount: \$140,000  |
| Name and Title of Contact Person: Debra Young, Ronda Eddy, Director |                                        |                          |
| Telephone Number: 304-728-3527                                      | E-Mail Address: reddy@jeffersondrc.com |                          |

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees.
- Recipient is an Indian tribe.
- Recipient is a medical institution.
- Recipient is a nonprofit organization.
- Recipient is an educational institution.
- Recipient is receiving an award less than \$25,000.

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient] is  
 not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that \_\_\_\_\_ [recipient]  
 will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
 services.

\_\_\_\_\_  
 Print or Type Name and Title Signature Date

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Josh Compton, President \_\_\_\_\_ [responsible official],  
 certify that Jefferson County Commission \_\_\_\_\_ [recipient],  
 which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:  
 Jefferson County Commission \_\_\_\_\_ [organization],  
 P.O. Box 250, Charles Town, WV 25414 \_\_\_\_\_ [address].

Josh Compton, President \_\_\_\_\_ August 30, 2018  
 Print or Type Name and Title Signature Date

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient],  
 which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

\_\_\_\_\_  
 Print or Type Name and Title Signature Date

## **Public Reporting Burden Statement**

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

|                                                                     |                                        |                          |
|---------------------------------------------------------------------|----------------------------------------|--------------------------|
| Recipient's Name: Jefferson County Commission                       |                                        | DUNS Number: 07-741-4548 |
| Address: 124 E. Washington Street Charles Town, WV 25414            |                                        |                          |
| Grant Title: WV Community Corrections Grant                         | Grant Number: 19-CC-07                 | Award Amount: \$140,000  |
| Name and Title of Contact Person: Debra Young, Ronda Eddy, Director |                                        |                          |
| Telephone Number: 304-728-3527                                      | E-Mail Address: reddy@jeffersondrc.com |                          |

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees.     Recipient is an Indian tribe.     Recipient is a medical institution.  
 Recipient is a nonprofit organization.     Recipient is an educational institution.     Recipient is receiving an award less than \$25,000.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient] is  
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.  
I further certify that \_\_\_\_\_ [recipient]  
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
services.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Josh Compton, President \_\_\_\_\_ [responsible official],  
certify that Jefferson County Commission \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:  
Jefferson County Commission \_\_\_\_\_ [organization],  
P.O. Box 250, Charles Town, WV 25414 \_\_\_\_\_ [address].

Josh Compton, President \_\_\_\_\_ Signature \_\_\_\_\_ August 30, 2018 \_\_\_\_\_ Date \_\_\_\_\_

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Public Reporting Burden Statement**

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: **Jefferson County Commission PO Box 250 Charles Town WV 25414**

**19-CC-07**

**55-6000333**

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

**Josh Compton, President**

4. Typed Name and Title of Authorized Representative

**August 30, 2018**

5. Signature

6. Date

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **August 30, 2018**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Interview/Appointment to the Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2021 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 30, 2018, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission - one three-year term ending June 30, 2021 and one unexpired term ending June 30, 2019.**

**Jefferson County E911 Advisory Board - one three-year term ending September 1, 2021.**

**Property Safety Enforcement Agency Board - one unexpired term ending February 2, 2020 and one unexpired term ending February 2, 2019.**

**Jefferson County Board of Zoning Appeals - one unexpired term ending January 1, 2021.**

( Bresee resignation - July 2018 )

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

## ***Patrick Owen Blood***

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108 Pebble Beach Drive  
Charles Town, WV 25414  
Cell: 202-557-1047 Work: 304-885-0772  
Email: [Patrick@blackwellrealtyservices.com](mailto:Patrick@blackwellrealtyservices.com)

### **PROFESSIONAL AFFILIATIONS AND COMMUNITY INVOLVEMENT:**

*Real Estate Broker – West Virginia and Virginia.*

*National Association of Realtors (NAR), 2007-Present.*

*Eastern Panhandle Board of Realtors (EPBR), 2007-Present.*

*Charles Town Now- President, Board of Directors February 2013- 2017.*

*Upward- Coach, football, soccer and basketball 2013-Present.*

*AYSO- Coach, soccer 2015-2017*

*Northern Virginia National Association of Residential Property Managers – Secretary 2016-2018*

*Northern Virginia National Association of Residential Property Managers – President Elect for 2019..*

### **RELATED EXPERIENCE:**

**Founder/Owner**, Blackwell Property Management, Charles Town, W.V., *2010-Present*

- Creation and development of professional property management firm, representing properties throughout the region.
- Creation and implementation of long range strategic operating plans and budgets for property and employee development.
- Development and presentation of standard operating procedures to improve occupancy percentage while maximizing market exposure for remote locations.
- Provide counsel to various independent owners and LLCs on property purchases and improvements through strong presentations and proven results.
- Successfully negotiate contracts on behalf of clients while acting as an intermediary between owners and tenants.
- Establishes prosperous flow of communication and professional relationships with fellow agents, vendors and other industry related professionals
- Established a reputation for expertise within the industry.

**Property Manager**, The JBG Companies, The Alaire at Twinbrook Station, Rockville, MD, *February 2012 – August 2012*

- Leading a team of 10 leasing consultants, maintenance staff and concierge staff and ensuring that all sales goals are not only met, but exceeded, and that the property is maintained in pristine condition while providing exceptional customer service to our residents on a Green certified property with 280 class A-apartments.
- Development and implementation of innovative marketing plans for optimum exposure including regular open houses.
- Meeting with current residents regarding their renewal leases, questions and any manner of customer service issues that may arise on a day to day basis.
- Receiving and processing all bids for service and all capital projects.
- Developing working relationships with local businesses and hotels to enhance the properties exposure in the local neighborhood.

**Regional Manager**, Levante Residences, Washington, D.C., *November 2008 – May 2010.*

- Development and creation of luxury corporate housing company in the Washington, D.C. metropolitan area, including property acquisition and development, marketing strategies, employee management and financial reporting.
- Forecasted market trends for Washington, D.C. and New York City property acquisitions and rentals establishing company as a leader in corporate housing field.
- Established long term business relationships with multiple foreign dignitaries and embassies, earning repeat business and a reputation for cultural sensitivity and customer service.

## ***Patrick Owen Blood***

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**Property Manager**, Home Properties, Frederick, MD, *January 2008 – November 2008*

- Managing all functions of the operation of a luxury apartment community with 240 apartments, for a large real estate investment trust including but not limited to: marketing, leasing, employee development, property management and forecasting..
- Leading a team of leasing consultants and maintenance staff ensuring that all sales goals are not only met, but exceeded, and that the property is maintained in pristine condition.
- Visiting the County Court House and attending hearings relating to failure to pay and the eviction process at least twice per month.
- Development and implementation of innovative marketing plan for optimum exposure.
- Meeting with current residents regarding their renewal leases, questions and any manner of customer service issues that may arise on a day to day basis.
- Worked closely with finance department on general ledger items to reduce deficits and increase profits including pursuing delinquent balances thereby significantly reducing profit loss while improving customer satisfaction.
  
- Receiving and processing all bids for service and all capital projects.
- Developing working relationships with local businesses and hotels to enhance the properties exposure in the local neighborhood.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Bill Polk

Department or Organization: Maintenance Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: ~~July 19, 2018~~ August 30  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*) Presentation Maintenance Department Quarterly Report

Please provide the County Commission with a description of your request or presentation, including any background information:  
I would like to present the Maintenance Department report for April 1 – June 30, 2018

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information: Bill Polk

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

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

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



The County Commission of Jefferson County  
Department of Maintenance  
128 Industrial Blvd.  
Kearneysville, WV 25430  
304-728-3355 • 304-728-3376 (f)  
William Polk, Director  
[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)

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Jefferson County Maintenance Department  
Quarterly Report  
April 2018 – June 2018

**Completed Work Orders:**

The Maintenance Department completed the following work orders for April 1, 2018 – June 30, 2018. Work orders are completed on every tasked performed by maintenance employees.

|                                                                                    |             |
|------------------------------------------------------------------------------------|-------------|
| Work orders completed for calls for service.....                                   | 360         |
| Work orders completed for preventive tasks.....                                    | 1050        |
| Work orders completed for preventive auto maintenance.....                         | 107         |
| Work orders completed for auto mechanic equipment.....                             | 24          |
| Work Orders completed for walk-ins for auto mechanic.....                          | 64          |
| <b>Total work orders completed for April 1st – June 30<sup>th</sup>, 2018.....</b> | <b>1605</b> |

**On-Call Personnel Call Outs and Overtime:**

On-call maintenance staff was called out during off-hours a total of 14 times for this quarter resulting in 24 hours of overtime. Maintenance staff worked a total of 86.5 hours of overtime in this quarter.

**Phone Calls:**

Office staff received 1777 incoming phone calls for the month of June.

### Summary of Various Tasks and/or Special Projects:

- Visitor's Center: Various meetings have been conducted with maintenance staff, CVB staff and the architects for the project.
- Courthouse Windows: The work on the Courthouse windows began during this quarter and is still ongoing. An extension was requested from the Courthouse Facilities Improvement Authority grant in order to finish this project and receive the approved grant funding. We are still waiting on a decision on the extension request.
- Reining Building Fire Escape: This project is still ongoing.
- Downtown Campus Parking Lots: We are currently working with ZMM Architects on redesigning the layout of the parking lots for the downtown campus.
- Hunter House Windows: This project is still ongoing.
- Pigeons: The pigeon project is going well. We have caught and relocated approximately 90 pigeons.
- Judicial 2<sup>nd</sup> Floor Mini-Courtroom: Received an additional drawing for another mini courtroom on the 2<sup>nd</sup> floor of the Judicial Center. The drawing has been provided to the magistrates.
- Document Destruction: We saved approximately \$600 for document destruction for the Prosecuting Attorney's office by using Halltown Paperboard. Halltown charges only \$35 per load to destroy documents. Document shredding companies charge by the box. This same load of documents would have cost approximately \$600 through a shredding company.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 30, 2018**

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

1. Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action.
2. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
3. Discussion of US District Court Civil Action #3:18-CV-122. Discussion/Action.
4. Discussion of collection of delinquent Ambulance fees. Discussion/Action.
5. Discussion of Jefferson County Civil Action #2018-P-132. Discussion/Action.
6. Discussion of renewal of County cable franchise agreement, related issues, and phone conference with counsel. Discussion/Action.

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

If so, how much?                \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: PETER ONOSZKO

Department or Organization: JCC

Estimation of amount of time needed for appointment: 10 MINUTES

Date Requested – 1<sup>st</sup> Choice: AUGUST 28, 2018

If a specific date is needed, please provide reason for specific date: GIVEN PUBLIC INTEREST IN THE UNDERLYING ISSUE, THE SOONER THE BETTER

Date Requested – 2<sup>nd</sup> Choice:

Subject (Wording to be placed on agenda): DEP PRESENTATION REQUEST

Please provide the County Commission with a description of your request or presentation, including any background information:  
JCC SHOULD SEND REQUEST THAT DEP GIVE A PRESENTATION ON THE PROCESS OF APPLYING FOR A PERMIT FOR INDUSTRIAL CONSTRUCTION FOCUSING ON THE ROCKWELL FACILITY

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

MOVE THAT COUNTY ADMINISTRATOR DRAFT A LETTER TO DEP REQUESTING A PRESENTATION ON THE APPLICATION & PERMITTING PROCESS FOCUSING ON THE ROCKWELL FACILITY

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Peter Onoszko, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 30, 2018**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Discussion on a PILOT Agreement Policy - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information: Discuss PILOT Agreements and whether we could apply the idea in the case(s) of anyone starting up a business in the County, from a mom and pop shop to a fast food franchise and so forth. I do not envision any action taken at the upcoming JCC meeting but would like to open discussion with a view toward eventual implementation at a subsequent JCC meeting

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

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:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**NOTICE OF PUBLIC HEARING**  
**Small Cities Block Grant Program**  
**JEFFERSON COUNTY, WV**

The Jefferson County Commission has decided to file a grant application with the West Virginia Development Office Community Development Block Grant Program for a Countywide Broadband Planning Project. A public hearing will be held on August 30, 2018 at 1:30 p.m. in the Jefferson County Commission Meeting Room located in the basement of the Old Charles Town Library at 200 East Washington Street, Charles Town, West Virginia, 25414. The purpose of this public hearing will be to discuss the proposed project application. All persons having an interest in this project or wishing to express their views are encouraged to attend or submit written comments either the Jefferson County Commission office 124 P.O. Box 250, Charles Town, WV 25414 or call 304-728-3284 or Region 9 Planning and Development Council, 400 West Stephen Street, Suite 301, Martinsburg, WV 25401, email [bclark@region9wv.com](mailto:bclark@region9wv.com) or call 304-263-1743.

If special accommodations are required for individuals with handicapped disabilities, every effort will be made to accommodate those needs with advance notice of those needs. Individuals requiring special accommodations should contact the Jefferson County Commission Office by telephone at 304-728-3284.





# ANNUAL REPORT FOR PLANNING AND ZONING

*FY 2018 (July 1, 2017 – June 30, 2018)*

West Virginia Code §8A-2-11, “Planning Commission's Powers and Duties” states that a planning commission is required to “make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction”.

To that end, the following is an overview of the major activities undertaken over the past fiscal year by the Jefferson County Office of Planning and Zoning, Planning Commission, and Board of Zoning Appeals, prepared by the Office of Planning and Zoning and approved to be forwarded to the County Commission of Jefferson County by the Planning Commission on August 14, 2018.

8/10/2018



# Annual Report for Planning and Zoning

FY 2018 (July 1, 2017 – June 30, 2018)

| <b>PROJECTS UNDERTAKEN/IN PROGRESS</b>            |                                                                                                                                                                                                                                                                                                                                                                                           | <b>Status</b>                                                     |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>PLANNING COMMISSION ITEMS</b>                  |                                                                                                                                                                                                                                                                                                                                                                                           |                                                                   |
| <b>Planning Commission Meetings:</b>              |                                                                                                                                                                                                                                                                                                                                                                                           | <b>14 Meetings</b>                                                |
| <b>Subdivision Regulations Text Amendments</b>    |                                                                                                                                                                                                                                                                                                                                                                                           | <b>1 Total</b>                                                    |
| <b>STA16-01</b>                                   | Amendments related to sections requiring frequent interpretations and issues, including but not limited to processing mergers/lot line adjustments; contents of minor subdivisions, etc.                                                                                                                                                                                                  | CC approved<br>2/1/18                                             |
| <b>Zoning Ordinance Text Amendments</b>           |                                                                                                                                                                                                                                                                                                                                                                                           | <b>4 Total</b>                                                    |
| <b>ZTA17-03</b>                                   | Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, Section 5.7(D) Maximum Number of Lots Allowed [in the Rural zoning district].                                                                                                                                                                                                                      | CC approved with effective date<br>3/1/18                         |
| <b>ZTA17-02</b>                                   | In August, 2017, the County Commission requested that Planning Commission prioritize initiating draft development guidelines for the Shepherdstown Route 45 Corridor Special Design Area (SDA). The Planning Commission directed County Staff to work with the Town of Shepherdstown staff to initiate a discussion that would lead to the guidance of the development of SDA guidelines. | Input was received from Shepherdstown PC 4/4/18; on-going project |
| <b>ZTA17-01</b>                                   | Staff initiated amendments to Article 10, Sign Regulations, of the Jefferson County Zoning and Land Development Ordinance, including provisions for electronic message boards.                                                                                                                                                                                                            | CC approved with effective date<br>3/16/17                        |
| <b>ZTA16-02</b>                                   | Amendment to the Zoning Ordinance to implement the recommendations of the Envision Jefferson 2035 Comp Plan regarding Historic Resource Demolition and Adaptive Reuse and provisions in the Village Zone                                                                                                                                                                                  | CC approved with effective date<br>3/29/18                        |
| <b>Waiver/Variance from Sub. Regulations (PC)</b> |                                                                                                                                                                                                                                                                                                                                                                                           | <b>12 Total</b>                                                   |
| <b>PCW#18-07</b>                                  | Kentland Foundation, Inc. for Starbucks<br>Waiver from Appendix B, Section 10.6 that requires sidewalks to support all non-residential subdivision/site development; request is to provide a 10' bike/pedestrian easement in lieu of the sidewalk.                                                                                                                                        | Approved<br>6/12/18 PC                                            |
| <b>PCW#18-06</b>                                  | Belvedere Family Trust for Magnolia Springs Subdivision<br>Waiver from Section 2.2.K.1.a that requires roadway, curbs, gutters and sidewalks in residential conventional subdivisions of certain density or lot frontage; the request is to waive curbs and gutters if the previous waiver (PCW18-04) is approved.                                                                        | Approved<br>4/10/18 PC                                            |

|           |                                                                                                                                                                                                                                                                                                                                                                 |                          |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| PCW#18-05 | Belvedere Family Trust for Magnolia Springs Subdivision<br>Waiver from Section 21.306 due to shallow block depth, topography and natural resources.                                                                                                                                                                                                             | Approved<br>4/10/18 PC   |
| PCW#18-04 | Belvedere Family Trust for Magnolia Springs Subdivision<br>Waiver from Section 21.104.A that requires a minimum lot frontage width of 80'; to allow a minimum lot frontage of 70'.                                                                                                                                                                              | Approved<br>4/10/18 PC   |
| PCW#18-03 | Belvedere Family Trust for Magnolia Springs Subdivision<br>Waiver from Section 21.101.A that requires a block length to not exceed 6 lots; to allow a block length of 12 lots on one side of the street.                                                                                                                                                        | Approved<br>4/10/18 PC   |
| PCV#18-01 | Roderick Planes, LLC for Aspen Greens Subdivision<br>Variance from Section 8.2C Stormwater Drainage and Erosion Control to decrease the minimum slope of 0.5% to what is shown on the as-built plans 0.27+/-%                                                                                                                                                   | Approved<br>3/13/18 PC   |
| PCW#18-02 | Jefferson County Development Authority<br>for TeMa USA Manufacturing Facility<br>Waiver from Section 21.402.D of the Subdivision and Land Development Regulations that requires no permanent encroachments, structures, fences, or landscaping within the easement area in order to pave over sanitary sewer easement                                           | Approved<br>2/13/2018 PC |
| PCW#18-01 | Robert Adkins/Thomas W. Weller<br>Waiver from Section 20.201A(2) that requires all subdivision lots created through the Minor Subdivision Process to have motor vehicle access to a road right-of-way via a 50' access easement which extends from the subdivided lots to the existing road right-of-way in order to utilize existing driveways.                | Approved<br>2/13/18 PC   |
| PCW#17-05 | Dale S. Jr. & Pamela Dugan<br>30' access to proposed Family Transfer<br>Waiver from Section 20.201(A)2 of the Subdivision Regulations which allows lots in the Rural District with a minimum road frontage of 200' to front on an existing road right of way having a width of 50'; for a proposed lot with 30' of access via a pipe stem from Possum Trot Lane | Approved<br>12/12/17 PC  |
| PCW#17-04 | Shepherdstown Public Library<br>Waiver from Section 24.108.C. of the Subdivision and Land Development Regulations that requires a Site Plan be submitted within two years from receiving Concept Plan approval; to request a 1 (one) year extension of the Concept Plan approval.                                                                               | Approved<br>11/14/17 PC  |
| PCW#17-03 | Family Adventure Resort<br>Waiver from Appendix B, Table 2.2-1, Roadway Design Standards regarding maximum percent road grade for Non-Residential/ Industrial & Commercial Streets and a waiver related to Off-Street Parking Standards.                                                                                                                        | Approved<br>7/11/17 PC   |

|                                                     |                                                                                                                                                                                                                                                                                                     |                                                                                                  |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| PCV#17-01                                           | Roderick Planes, LLC / Aspen Greens S/D<br>Variance from Article 6, Section 6.3 of the 1979 Jefferson County Subdivision Ordinance requesting a 36-month extension for approval of the next subdivision phase from June 9, 2017 to June 10, 2020, to advance through the Final Plat public hearing. | Approved<br>7/11/17 PC                                                                           |
| <b>Final Plat Amendment (PC)</b>                    |                                                                                                                                                                                                                                                                                                     | <b>2 Total</b>                                                                                   |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                     |                                                                                                  |
| Final Plat Amendment                                | William (Billy) Madert<br>For the purpose of lifting the Single Family restriction from Lot 1 on the Lots 1 & 2 – Residue June B Mason Minor Subdivision (PC File #04-30)                                                                                                                           | Approved<br>5/1/18 PC                                                                            |
| Final Plat Amendment                                | Sandra K. Armstrong<br>For the purpose of lifting the Single Family restriction from Lots 1, 2, and 3 (Residue) on the Sandra K. Armstrong Minor Subdivision Plat (PC File #08-20)                                                                                                                  | Approved<br>1/9/18 PC                                                                            |
| <b>Major Site Plans or Subdivisions (PC)</b>        |                                                                                                                                                                                                                                                                                                     | <b>1 Total</b>                                                                                   |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                     |                                                                                                  |
| 17-06                                               | Colonial Hills SD Phase 3A S/D – 61 Townhouses<br>Preliminary Plat received 07/06/17; deemed complete 12/14/17                                                                                                                                                                                      | Approved<br>12/19/17 PC                                                                          |
| <b>Concept Plan (Public Workshop before PC)</b>     |                                                                                                                                                                                                                                                                                                     | <b>3 Total</b>                                                                                   |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                     |                                                                                                  |
| 18-05                                               | Concept Plan for Magnolia Springs Major SD (Belvedere Family Trust)<br>301 lot detached single family subdivision on 67.8 acres;<br>Zoned: Residential Growth<br>Submitted: 2/21/18                                                                                                                 | Public Workshop<br>4/10/18 PC<br>Concept Plan<br>Approved;<br>Revisited and<br>reapproved 5/1/18 |
| 18-04                                               | Concept Plan for Chestnut Manor Cluster (Daniel Zappe)<br>18 lots plus a 49.85 acre green space/residue Major Subdivision under the Cluster Provision (Section 5.7D(2) of the Zoning Ordinance); Zoned: Rural<br>Submitted: 2/9/18                                                                  | Public Workshop<br>4/10/18 PC<br>Concept Plan<br>Approved                                        |
| 17-20                                               | Concept Plan for Ancient Oaks Estates (Larry Boyd)<br>8 Lot Major Subdivision under the Cluster Provision (Section 5.7D(2) of the Zoning Ordinance); Zoned: Rural<br>Submitted: 12/30/17                                                                                                            | Public Workshop<br>2/13/18 PC<br>Concept Plan<br>Approved                                        |
| <b>Zoning Map Amendments/Rezoning Requests (PC)</b> |                                                                                                                                                                                                                                                                                                     | <b>2 Total</b>                                                                                   |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                     |                                                                                                  |
| Z18-01                                              | Summit Point Ventures, LLC, Property Owner<br>3.35 acre property at 500 Motorsports Park Circle, Summit Point<br>Request to rezone from Rural (R) to General Commercial (GC)                                                                                                                        | Approved ZMA<br>3/29/18 CC                                                                       |
| Z17-03                                              | Rankin Properties, LLC, Property Owner<br>NE WV Alt 45 & WV 480 south of Shepherdstown, WV<br>Request to rezone from RG to General Commercial (GC)                                                                                                                                                  | Approved ZMA<br>11/16/17 CC                                                                      |

| <b>Long Range Planning:</b>             | <b>Status</b> |
|-----------------------------------------|---------------|
| No long range projects this Fiscal Year |               |

| <b>BOARD OF ZONING APPEALS ITEMS</b>     |                                                                                                                                                                                                                                                                                                                                                      |                                                       |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Board of Zoning Appeals Meetings:</b> |                                                                                                                                                                                                                                                                                                                                                      | <b>10 meetings</b>                                    |
| <b>Zoning Variance Requests (BZA)</b>    |                                                                                                                                                                                                                                                                                                                                                      | <b>18 Total</b>                                       |
|                                          |                                                                                                                                                                                                                                                                                                                                                      | <b>Status</b>                                         |
| ZV18-08                                  | Kentland Foundation, Inc.; Somerset Village Shopping Center<br>Variance from Section 4.11 and App. B: to eliminate the required landscape buffer along the side/rear property lines and to limit the street tree installation to in front of the Starbucks site.<br>Zone: Residential-Light Industrial-Commercial                                    | Approved<br>5/24/18<br>BZA Meeting                    |
| ZV18-07                                  | Kentland Foundation, Inc.; Somerset Village Shopping Center<br>Variance from<br>Section 11.1A: to eliminate the required 24 parking spaces for the proposed use and to remove 58 existing parking spaces from the approved Somerset shopping center parking lot<br>Zone: Residential-Light Industrial-Commercial.                                    | Approved<br>5/24/18<br>BZA Meeting                    |
| ZV18-06                                  | Michael and Whitney Spry; John Day Farm Subdivision, Lot D,<br>3953 Shepherd Grade Rd., Shepherdstown<br>Variance from Section 9.7 to reduce the rear setback from 50' to 10'<br>to construct a 40' x 48' pole barn.<br>Zone: Rural                                                                                                                  | Approved<br>5/24/18<br>BZA Meeting                    |
| ZV18-05                                  | Robert & Geraldine Hanshew, 181 Old Schoolhouse Ln, Millville<br>Variance from Section 9.6C to allow an accessory structure in the required front yard; and Appendix A to reduce the front setback from 25' to 10' to construct a 12' x 16' shed.<br>Zone: Industrial-Commercial                                                                     | Approved<br>4/26/18<br>BZA Meeting                    |
| ZV18-04                                  | Nelson Benavides, 43 Wilderness Ct. (Sheridan Estates, Lot 156)<br>Harpers Ferry<br>Variance from Section 5.4B to reduce rear setback from 20' to 11'<br>for the construction of a 20' x 16' pavilion & retaining wall.<br>Zone: Residential Growth                                                                                                  | Approved<br>3/22/18<br>BZA Meeting                    |
| ZV18-03                                  | Steven Knott & Margaret Ogg for applicant Dave Lutman, 412 W.<br>Burr Blvd., Kearneysville<br>Variance from Section 5.7D.3 of the current Zoning Ordinance to subdivide more than three (3) lots within a five (5) year timeframe.<br>Applicant is proposing to subdivide a total of five (5) lots via the minor subdivision process.<br>Zone: Rural | Approved with<br>conditions<br>2/22/18<br>BZA Meeting |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| ZV18-02 | SPARC LLC, 201 Motorsports Park Circle, Summit Point<br>Variance from 4.11A.1 & Appendix B of the current Zoning Ordinance to allow for a 50' unscreened buffer along the south and west boundary lines; and, 0' buffer along properties owned by SPARC to construct three classroom/dormitory trailers as part of the approved Vocational and/or Training Facility for Adults.<br>Zone: Rural                                                            | Approved<br>2/22/18<br>BZA Meeting  |
| ZV18-01 | Jefferson County Commission/ JC Convention & Visitor's Bureau<br>37 Washington Court, Harpers Ferry<br>Variance from Appendix B of the current Zoning Ordinance to reduce the front setback from 40' to 9' to construct the exterior stairs; and, to reduce the front setback from 40' to 14' for the construction of the proposed JCCVB building expansion.<br>Zone: Rural                                                                               | Approved<br>2/22/18<br>BZA Meeting  |
| ZV17-21 | Alicia McCormick, 2659 Engle Molers Road, Harpers Ferry<br>Variance from Section 9.7 to reduce the side setback from 12' to 3' for a 44' x 16' greenhouse.<br>Zone: Rural                                                                                                                                                                                                                                                                                 | Approved<br>12/14/17<br>BZA Meeting |
| ZV17-20 | SPARC LLC, 201 Motorsports Park, Circle, Summit Point<br>Variance from Section 4.11A.1 & Appendix B of the current Zoning Ordinance; and Sec. 4.16 of the 2009 Zoning Ordinance (setbacks) to allow a 50' unscreened buffer and to reduce the building setbacks and buffer along the north boundary line for the purpose of extending the existing shooting ranges as part of the approved Vocational and/or Training Facility for Adults.<br>Zone: Rural | Approved<br>12/14/17<br>BZA Meeting |
| ZV17-19 | Brian and Angela Wilt, 38 John Brown Farm Road, Harpers Ferry<br>Variance from Section 5.7(b) to reduce the front setback from 40' to 23' for a proposed 24' x 26' detached garage; and from Section 9.6(c) to allow an accessory structure in the required front yard.<br>Zone: Rural                                                                                                                                                                    | Approved<br>12/14/17<br>BZA Meeting |
| ZV17-18 | Karen Ashby-Bowers and Larry Bowers for applicant Middleway, Grace Episcopal Church<br>Variance request to Reduce front setback from 25' to 5' for a proposed sign.<br>Zone: Village                                                                                                                                                                                                                                                                      | Approved<br>12/14/17<br>BZA Meeting |
| ZV17-17 | Middleway United Methodist Church, 7435 Queen Street, Kearneysville<br>Variance Request from Appendix B for a reduction of the side and rear setback from 50' to 6' to allow for the construction of a 12' x 20' storage building.<br>Zone: Village                                                                                                                                                                                                       | Approved<br>11/09/17<br>BZA Meeting |
| ZV17-16 | Russell & Janet Lloyd<br>Variance request from Section 9.7 to reduce the side setback from 8' to 1' to construct a 28' x 30' attached garage.<br>1210 Tusawilla Dr, Charles Town. District                                                                                                                                                                                                                                                                | Approved<br>09/28/17<br>BZA Meeting |

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| ZV17-15                                                        | Beallair Homes, LLC; Beallair Subdivision.<br>Variance from Section 5.4(b) to reduce the front setback from 25' to 10' for Lots 283 through 289; for Lots 290 through 296; for Lots 297 through 304; and to reduce the front setback distance from 25' to 18' for Lot 297.                                                                                                                                                                                                                    | Approved<br>10/26/17<br>BZA Meeting<br>(Postponed from<br>09/28/17)                                        |
| ZV17-15                                                        | Beallair Homes, LLC; Beallair Subdivision.<br>Variance from Section 5.4(b) to reduce the front setback from 25' to 10' for Lots 283 through 289; to reduce the front setback from 25' to 10' for Lot 283; to reduce the front setback from 25' to 10' for Lots 290 through 296; to reduce the front setback from 25' to 10' for Lot 296; to reduce the front setback distance from 25' to 10' for Lots 297 through 304; and to reduce the front setback distance from 25' to 18' for Lot 297. | Approved<br>09/28/17<br>BZA Meeting                                                                        |
| ZV17-14                                                        | Beallair Homes, LLC.; Beallair Subdivision<br>Variance request from Section 5.4(b) to reduce the front setback for the townhome lots from 25' to 10' along a one-way alley (Clover Lea Way, Lots 50 – 67 fronting on Lewis Washington Dr. & Claymont Hill St. & utilizing Clover Lea Way for their access.                                                                                                                                                                                    | Approved<br>10/26/17<br>BZA Meeting<br>(Postponed from<br>09/28/17)                                        |
| ZV17-13                                                        | Bernard A. DeMartini<br>Variance Request for a reduction of the side and rear setback distances from 20' to 12' to allow for the construction of a 7' front porch.                                                                                                                                                                                                                                                                                                                            | Approved<br>07/27/17<br>BZA Meeting                                                                        |
| <b>Conditional Use Permit (CUP) Applications (BZA) 4 Total</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Status</b>                                                                                              |
| CUP 18-01                                                      | Owner: Willard A. & Dorothy Daniels (in care of Pricilla Cameron).<br>Applicant: Imam Abdel Salam<br>Request for to reestablish an automobile sales and repair shop utilizing the existing buildings and parking areas, including signage<br>Location: 5383 & 5409 Charles Town Rd. Kearneysville<br>Zone: Village.                                                                                                                                                                           | Approved<br>5/24/18<br>BZA Meeting                                                                         |
| CUP17-06                                                       | Owner: Kentland Foundation, Inc.<br>Applicant: Ryan Perks, Gordon<br>Request for a dine-in and drive through Starbucks with parking and signage (Restaurant, Fast Food, Drive Through)<br>Location: Somerset Village Shopping Center, 58 Somerset Blvd.<br>Zone: Residential-Light Industrial-Commercial                                                                                                                                                                                      | Approved<br>12/14/17<br>BZA Meeting;<br>revisited re:<br>Supplemental<br>Signage<br>Information<br>5/24/18 |
| CUP17-05                                                       | Owner: Jefferson County Development Authority.<br>Applicant: Blossman Gas<br>Request to allow for a propane distribution facility consisting of two 30,000 gallon propane storage tanks for distribution; a 2,500 square foot structure to house an office, a warehouse and retail sales area; vehicle tank storage area; and associated parking.<br>Location: Burr Industrial Park, Lot 12<br>Zone: Industrial-Commercial                                                                    | Approved<br>11/09/17<br>BZA Meeting<br>(Postponed from<br>10/26/17)                                        |

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| CUP17-04                                              | Owner: SAGA Holdings, LLC. Applicant: Dolgencorp, LLC:<br>Request to add tobacco, beer, and wine sales to the existing Dollar General as a Retail Sales, Limited land use.<br>Location: 4735 Middleway Pike, Kearneysville<br>Zone: Rural                                                                                                                                                                                                                                                                                                                        | Approved<br>10/26/17<br>BZA Meeting<br>(Postponed from<br>09/28/17) |
| <b>Special Exception (SE) Applications (BZA)</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>2 Total</b>                                                      |
| SE18-01                                               | Owner: Bolivar International Pentecostal Church of Christ.<br>Applicant: B.G. Turner, Pastor.<br>Request to allow a 6' x 10' Electronic Sign, to replace an existing 6' x 10' sign, to be affixed to an existing supporting structure approximately 25' in height to be located parallel to US 340 adjacent to church parking lot.<br>Zone: Residential Growth                                                                                                                                                                                                   | Approved<br>6/28/18<br>BZA Meeting                                  |
| SE17-01                                               | Property Owner: Karen Ashby-Bowers and Larry V. Bowers.<br>Applicant: Bill Grantham, Trustee for Grace Episcopal Church, 112 King Street, Middleway.<br>Request to allow an off-site outdoor advertising sign for Grace Episcopal Church; the 24" x 36" sign is proposed to hang from an 11.5' tall post.<br>Zone: Village.                                                                                                                                                                                                                                      | Approved<br>12/14/17<br>BZA Meeting                                 |
| <b>Zoning Appeal of Administrative Decision (BZA)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>1 Total</b>                                                      |
| AP18-02                                               | Appellant: Jefferson County Historic Landmark's Commission.<br>Subject Parcel: 76 Belvedere Farm Ln. Charles Town<br>Property Owner: Walter J. Truettner, III & William K. Truettner.<br>Developer: NLP Finance, LLC c/o Hunter Wilson.<br>Appeal of the Zoning Administrator's Determination regarding the applicability of Section 4.4C to the proposed Magnolia Springs Subdivision and the Belvedere House, listed on the National Register of Historic Places.<br>Proposed development of 301 single family homes on 124 acres;<br>Zone: Residential Growth | Z.A. Decision<br>Upheld<br>6/28/18<br>BZA Meeting                   |

## PLANNING & ZONING STAFF ITEMS

|                                                                                                              |                                          |
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| Pre-Proposal Conference (PPC) Meetings:                                                                      | 45 Total (25 Subdivision & 20 Site Plan) |
| Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): | 149 Total                                |
| Zoning and Land Development Fees Collected:                                                                  | \$ 40,021.26                             |

A two-hour Planning Commission Member Training on Signage Laws was held including presentations by the WVU Law Clinic and by a member of the signage industry discussing electronic message boards,

PC Training  
Session 11/28/17

| Zoning Certificates (Staff) |                                                                                                                                                                                                                                                                                                                         | 41 Total | Status                                                                                                 |
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| ZC18-22                     | <p>Owner: SUSO 2 Alabama, LP<br/> Applicant: Lynette White, Wholesale Fireworks Enterprises, LLC<br/> Charles Town Plaza - Walmart Parking Lot, 96 Patrick Henry Way<br/> Temporary sale of legal fireworks in a 30' x 50' tent. (June 18, 2018 – July 9, 2018); Removal by July 09, 2018.<br/> Zone: R-LI-C</p>        |          | Issued<br>6/15/18                                                                                      |
| ZC18-21                     | <p>Owner: Permelynn of Westchester, Inc.<br/> Applicant: Vanessa Hixon, American Promotional Events aka TNT Fireworks<br/> Charles Town Plaza - Walmart Parking Lot, 96 Patrick Henry Way<br/> Temporary sale of legal fireworks in a 30' x 50' tent and storage container.<br/> Zone: R-LI-C</p>                       |          | Not issued                                                                                             |
| ZC18-20                     | <p>Owner: Deerfield Real Estate, LLC<br/> Applicant: Ray Muth, Executive Emergency Lighting, LLC<br/> 21 South Paw Ln., Shepherdstown, WV 25443<br/> General Office and machine shop and carpentry area for vehicular storage with restrictions.<br/> Zone: Rural</p>                                                   |          | Issued<br>06-13-18                                                                                     |
| ZC18-19                     | <p>Owner: Seminole, LLC, c/o Montauk Bohemia Realty LLC<br/> Applicant: Keystone Novelties Distributors, LLC<br/> 49 Patrick Henry Way, Charles Town<br/> Temporary sale of legal fireworks in a 24' x 24' tent in grass area next to 7-11, includes additional storage unit. (06/17/18-07/08/18)<br/> Zone: R-LI-C</p> |          | Issued<br>06-15-18                                                                                     |
| ZC18-18                     | <p>Owner: Rosemary Leist<br/> Applicant: Tighe &amp; Mary Cullinane<br/> 3643 Old Leetown Pike, Ranson<br/> Accessory Dwelling Unit: In Law Suite<br/> Zone: Rural</p>                                                                                                                                                  |          | Issued<br>6/1/18                                                                                       |
| ZC18-17                     | <p>Owner/applicant: Charles &amp; Christine Peacock<br/> 2017 Bakerton Rd., Harpers Ferry<br/> One bedroom Bed &amp; Breakfast<br/> Zone: Rural</p>                                                                                                                                                                     |          | Denied 5/31/18<br>due to restrictions<br>on the CO;<br>options being<br>discussed with<br>Engineering. |
| ZC18-16                     | <p>Owner: Thomas E LeFevre<br/> Applicant: Hardy Cellular Telephone Co.<br/> 237 Tel Farm Ln, Kearneysville<br/> Property contains existing 199.0' self-support Telecommunications Tower. Add &amp; replace antenna &amp; equipment to existing antenna array located in the existing tower.<br/> Zone: Rural</p>       |          | Issued<br>05-30-18                                                                                     |

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| ZC18-15 | <p>Owner: SUSO 2 Alabama, LP<br/> Applicant: Lynette White, Wholesale Fireworks Enterprises, LLC<br/> Charles Town Plaza - Walmart Parking Lot, 96 Patrick Henry Way<br/> Temporary sale of legal fireworks in a 30' x 50' tent. (June 18, 2018 – July 9, 2018) Removal by July 09, 2018.<br/> Zone: R-LI-C</p>                                                       | <p>Issued<br/> 5-30-18</p>          |
| ZC18-14 | <p>Owner: Michael Collier, WV 340, LLC<br/> Applicant: Margot Johnson, Spirit of Halloween Superstores, LLC<br/> 186 Flowing Springs Rd, Charles Town<br/> Operation of Seasonal Halloween Retail Shop (pending timeframe: August - November 2018)<br/> Zone: R-LI-C</p>                                                                                              | <p>Issued<br/> 5-31-18</p>          |
| ZC18-13 | <p>Owner: Michael Collier, WV 340, LLC<br/> Applicant: Andrew Saikin, Fireworks Now, LLC<br/> 186 Flowing Springs Rd, Charles Town<br/> Temporary sale of legal fireworks conducted from an 8' x 45' sea-container sales stand. (06/08/18 – 07/08/18)<br/> Zone: R-LI-C</p>                                                                                           | <p>Issued<br/> 05-15-18</p>         |
| ZC18-12 | <p>Owner/Applicant: Timothy and Susan Smith<br/> 1241 Wiltshire Road, Kearneysville<br/> Livestock and Horse Auctions, primarily on weekends throughout the year. Z.A. determined auctions can operate as an accessory use to the existing farm operation. Administrative Waiver of Off-Street Parking for up to 30 Parking Spaces was approved.<br/> Zone: Rural</p> | <p>Issued<br/> 05-15-18</p>         |
| ZC18-11 | <p>Owner: McLucky, LLC<br/> Applicant: Cornerstone Lawn Services, LLC<br/> 154 Wolf Craft Way, Charles Town<br/> Cornerstone Landscape Supply retail business<br/> Zone: RLIC</p>                                                                                                                                                                                     | <p>Issued<br/> 05-23-18</p>         |
| ZC18-10 | <p>Owner: Gretchen Decker<br/> Applicant: Cordelia Courtney<br/> 76 Chase Dr., Kearneysville<br/> Day Care Center, Small - up to five children Cottage Industry<br/> Zone: Rural</p>                                                                                                                                                                                  | <p>Issued<br/> 04-27-18</p>         |
| ZC18-09 | <p>Owner/applicant: Michael Feeser<br/> 5567 Engle Moler Rd., Shepherdstown<br/> Bed and Breakfast Operation - One Bedroom<br/> Zone: Rural</p>                                                                                                                                                                                                                       | <p>Issued<br/> 04-05-18</p>         |
| ZC18-08 | <p>Owner: Corporation of Harpers Ferry<br/> Applicant: Randy Matson, Hardy Cellular Telephone Co.<br/> 217 Prospect Ave., Harpers Ferry<br/> Modification of existing antenna array by replacing or adding antenna and radio boxes behind antennas. No new electric required. Height and footprint will not increase.<br/> Zone: Rural</p>                            | <p>Determined to be<br/> exempt</p> |

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| ZC18-07 | Owner: Michael R. Skigen, CPA, Managing Partner<br>Applicant: Charles & Cathy Kesner, Kenser Enterprises<br>197 Halltown Road, Harpers Ferry (outdoors)<br>Outdoor Flea Market - Change in Tenant<br>Zone: RLIC                                                                                                 | Approved<br>3/5/18   |
| ZC18-06 | Owner: Michael R. Skigen, CPA, Managing Partner<br>Applicant: Carlos Marin, Ranson Upholstery, LLC<br>197 Halltown Road, Harpers Ferry (outdoors)<br>Upholstery Store - Change in Tenant<br>Zone: RLIC                                                                                                          | Approved<br>2/21/18  |
| ZC18-05 | Owner/applicant: Michael Feeser<br>5567 Engle Molders Rd., Shepherdstown<br>Air B&B in guest home.<br>Zone: Rural                                                                                                                                                                                               | Denied<br>3/13/18    |
| ZC18-04 | Shenandoah Personal Communications, LLC (Shentel)<br>512 Sandpiper Lane, Shepherdstown<br>Addition of 6 antennas & other ancillary tower mounted equipment<br>to existing 120.0'(+/-) self-support telecommunications tower.<br>Zone: RG                                                                        | Expired<br>05/14/18  |
| ZC18-03 | Owner/applicant: T. Todd & Susan B. Hough, Trust<br>219 Ann Lewis Rd., Charles Town<br>Veterinary Services, Pet Crematory under 1200 sq.<br>Zone: Rural                                                                                                                                                         | Approved<br>2/26/18  |
| ZC18-02 | Owner: George Rushizky<br>Applicant: Kenneth Hardin, Hardy Cellular Telephone Co.<br>8428 Shepherdstown Pk. Shepherdstown<br>Addition of 6 antennas and other ancillary tower mounted<br>equipment to existing 200.0'(+/-) self-support telecommunications<br>tower.<br>Zone: Rural                             | Approved<br>2/20/18  |
| ZC18-01 | Owner: Michael R. Skigen, CPA, Managing Partner<br>Applicant: Stacey Watson DBA Pavement Supplies WV<br>197 Halltown Rd. Harpers Ferry<br>Store supplies & service contractors; to sell pavement supply<br>materials in bulk to contractor's (ex: caution tape, rakes, shovels,<br>crack fillers)<br>Zone: RLIC | Approved<br>2/1/18   |
| ZC17-39 | Owner/Applicant: Laura Goddard, Mountain View Polo<br>261 Falcon Ridge Dr., Charles Town<br>Recreational and equestrian uses of Common Area in private<br>ownership<br>Zone: Rural                                                                                                                              | Approved<br>01/16/18 |
| ZC17-38 | Owner: Kenneth L. Wilt<br>Applicant: Randy Matson, Hardy Cellular Telephone Co.<br>1280 Wilt Rd, Charles Town<br>Modification of existing antenna array by replacing or adding<br>antenna and radio boxes behind antennas on existing cell tower.<br>Zone: Rural                                                | Approved<br>01/03/18 |

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| ZC17-37 | Barbara Williamson<br>895 Ridge Road, Shenandoah Junction<br>Accessory Dwelling Unit Per Section 8.15(A) - Ag Unit<br>Zone: Rural                                                                                                                                                                                                                                                           | Approved<br>11/21/17 |
| ZC17-36 | Sebbahi Real Estate<br>99 Cary Lu Circle, Harpers Ferry<br>An 8' x 20' BBQ food trailer, including a table located on a grass bump-out in the parking lot.<br>Zone: R-LI-C                                                                                                                                                                                                                  | Approved<br>11/08/17 |
| ZC17-35 | Robert and Delia Garza, Tri State Pet Care, LLC<br>10101 Leetown Road, Kearneysville<br>Kennel per Section 8.4<br>Zone: Rural                                                                                                                                                                                                                                                               | Approved<br>11/08/17 |
| ZC17-34 | Nancy and Charles Stevens<br>1122 Duncan Rd, Harpers Ferry WV<br>Bed and Breakfast per Section 8.3 consisting of 7 rooms; 4 tented receptions/year; the owners reside on the property<br>Zone: Rural                                                                                                                                                                                        | Approved<br>10/06/17 |
| ZC17-33 | American Towers, LLC<br>Raven Rock, 17340 Poppy Road, Bluemont, VA<br>Co-locate weather monitoring equipment on existing tower, including ground-level support equipment<br>Zone: Rural                                                                                                                                                                                                     | Approved<br>10/30/17 |
| ZC17-32 | WV 340, LLC/ Contact: Michael Collier<br>190 Flowing Springs Rd., Charles Town<br>Starbucks Coffee Kiosk to replace the existing coffee shop inside the existing Martin's Food Store<br>Zone: R-LI-C                                                                                                                                                                                        | Approved<br>09/18/17 |
| ZC17-31 | Kim Gutierrez, Jr.<br>182 Old Shenandoah Rd, Charles Town WV<br>Accessory Dwelling Unit Per Section 8.15(A) - In-Law Suite<br>Zone: Rural                                                                                                                                                                                                                                                   | Approved<br>09/13/17 |
| ZC17-30 | Middleway Conservancy Association, Inc.<br>Battle of Smithfield Re-Enactment<br>Multiple lots throughout Middleway, WV<br>BZA Approved Seasonal Use Permit #SU17-01 (A-I) approved 6/22/17 for Reenactment of the Battle of Smithfield Crossing to operate from September 8-10, 2017, consisting of a reenactment of civil war camp life, drills, educational activities and public parking | Approved<br>09/06/17 |
| ZC17-29 | Daniel & Diane Alquist<br>361 Pointfield Dr, Harpers Ferry<br>Bed and Breakfast, consisting of two (2) units<br>Zone: Rural                                                                                                                                                                                                                                                                 | Approved<br>09/06/17 |
| ZC17-28 | Capital Partners, Inc. Contact: R. Hannold<br>SUSO 2 ALABAMA LP/Contact: Brendan Slate<br>136 Patrick Henry Way, Shopping Center<br>Commercial Use / Fitness Center<br>Zone: R-LI-C                                                                                                                                                                                                         | Approved<br>8/09/17  |

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| ZC17-27                         | Two Rivers Armory, LLC / Contact: Danny Fryes<br>RAI Properties, LLC, Burr Industrial Park, 59 Ruland Rd, Ste A<br>Retail sales of hunting and camping equipment, military surplus gear, survival food supplies, firearms and gun smith repair.<br>Zone: Industrial-Commercial | Approved<br>8/03/17          |
| ZC17-26                         | John's Café & Grill<br>RAI Properties, LLC, Burr Industrial Park, 59 Ruland Rd, Ste J<br>Restaurant<br>Zone: Industrial-Commercial                                                                                                                                             | Approved<br>8/03/17          |
| ZC17-25                         | Joan O'Dell /Mountain Lake Apartments, LLC<br>288 Highview Rd, Harpers Ferry, WV<br>Three (3) Apartment Units on Lots 7 & 8, a parking lot on Lot 6, and three (3) Apartment Units on Lot 5<br>Zone: Rural                                                                     | Approved<br>7/26/17          |
| ZC17-24                         | James Gibson<br>Accessory Agricultural Dwelling Unit<br>201 Needwood Farm Lane, Harpers Ferry,<br>Zone: Rural                                                                                                                                                                  | Approved<br>7/7/17           |
| ZC17-23                         | Behind the Vintage Door, LLC;<br>Contact: Jill Smith & Sharlene Harris<br>Vintage Antique Furniture & Home Décor Shop<br>35 Halltown Road, Harpers Ferry<br>Zone: Residential-Light Industrial-Commercial                                                                      | Approved<br>7/5/17           |
| ZC17-22                         | Custom Home Solutions; Contact: Todd Lewis<br>Commercial Use / Outdoor Retail Sales<br>99 Cary Lu Circle; Harpers Ferry, WV 25425<br>Zone: Residential-Light Industrial-Commercial                                                                                             | Approved<br>7/5/17           |
| ZC17-17                         | Jittisak Phakam<br>BBQ Stand<br>36 Bakerton Road, Harpers Ferry<br>Zone: Residential-Light Industrial-Commercial                                                                                                                                                               | Approved<br>7/7/17           |
| <b>Minor Site Plans (Staff)</b> |                                                                                                                                                                                                                                                                                | <b>12 Total</b>              |
|                                 |                                                                                                                                                                                                                                                                                | <b>Status</b>                |
| S18-03                          | Starbucks at Somerset Village<br>The Kentland Foundation<br>Construction of 2200 SF coffee shop, 352 patio & drive-thru<br>Submitted: 5/3/18                                                                                                                                   | Under review                 |
| S18-02                          | Priest Field Chapel Expansion Attn: Dana Evans<br>Construction of less than 1,200 SF Pastoral Church Addition -<br>Diocese of Wheeling - Charleston, WV<br>Submitted: 3/8/18                                                                                                   | Meets no site plan exception |
| S18-01                          | TeMa USA Manufacturing Facility; Bardane, WV<br>Construction of 41,598 SF manufacturing facility<br>Submitted: 1/16/18                                                                                                                                                         | Approved<br>3-21-18          |

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| S17-12<br>(replaces<br>S16-07) | Jefferson County Convention and Visitor's Bureau Visitor's Center;<br>Harpers Ferry, WV<br>Addition to existing building (revised in 2017)<br>Submitted: 11/16/17                                                                                                                                                                                                              | Approved<br>05/18/18                     |
| S17-11                         | SPARC Range Extension; Summit Point, WV<br>Proposed range extension for the Summit Point Auto Research<br>Center<br>Submitted: 10/11/17                                                                                                                                                                                                                                        | Approved 12-18-17                        |
| S17-10                         | SPARC, LLC; Summit Point, WV<br>Proposed Staging Area for Summit Point Motorsports Park<br>Submitted: 08/08/17                                                                                                                                                                                                                                                                 | Approved 10-06-17                        |
| S17-09                         | Burr Industrial Park - Lot 23 (Steeley Way); owner: JCDA<br>Proposed project consists of the construction of a new 4,800 sq.ft.<br>one-level structure containing 480 sq. ft. of finished space and<br>4,320 sq. ft. of unfinished space, to be used as an Automobile<br>Repair/Showroom with drive aisles, parking areas and associated<br>structures.<br>Submitted: 05/31/17 | Approved 7-16-17                         |
| S17-08                         | Owner: Sharp, Best & Brown, LLC<br>Applicant: Popeye's Restaurant;<br>805 East Washington Street, Charles Town<br>Proposed project consists of the construction of a Popeye's<br>Restaurant with drive-thru and supporting infrastructure, to<br>include parking, lighting, water and sewer services, stormwater<br>management and landscaping<br>Submitted: 05/16/17          | Approved<br>10-04-17                     |
| S17-07                         | Bavarian Inn Brew Pub Addition; Asam Family Limited<br>Partnership, Contact: Christian Asam<br>164 Shepherd Grade Road Shepherdstown<br>Proposed project: The addition of a Brew Pub to the rear of the<br>building<br>Submitted: 04/28/17                                                                                                                                     | Approved 9-13-17                         |
| S17-06                         | Fellowship Bible Church, Phase 1B; Contact: Rich Beddow<br>4160 Daniels Road, Shenandoah Junction<br>Proposed project: 4,400 sf pole building for storage/maintenance<br>Submitted: 04/14/17                                                                                                                                                                                   | Under review;<br>awaiting<br>resubmittal |
| S17-04                         | River Riders/Cliffside Inn Connector Road<br>408 Allstadts Hill Rd, Harpers Ferry<br>Design and construction of road connecting River Riders and the<br>Clarion Harpers Ferry Hotel and redesign of Allstadts Hill Road to<br>access Clarion Harpers Ferry Hotel parking lot.<br>Submitted: 02/16/17                                                                           | Under review;<br>awaiting<br>resubmittal |

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| S17-03                            | Grace Baptist Church Concept Plan<br>3160 Charles Town Road, Kearneysville<br>Proposed two Phase Church Project:<br>Phase I: 6000 SF Church building on well and septic with a proposed gravel surface parking lot.<br>Phase II: second 6000 SF building & additional parking<br>Submitted: 04/12/17 | Approved 8-2-17        |
| <b>Minor Subdivisions (Staff)</b> |                                                                                                                                                                                                                                                                                                      | <b>16 Total</b>        |
|                                   |                                                                                                                                                                                                                                                                                                      | <b>Status</b>          |
| 18-10                             | R & D Investments, LLC MSD Lot A & Residue<br>Submitted: 06-25-18                                                                                                                                                                                                                                    | Pending                |
| 18-09                             | Kevin Weaver MSD Lot 1 & 2 Residue<br>Submitted: 6/313/18                                                                                                                                                                                                                                            | Pending                |
| 18-08                             | Rita M. Febrey MSD Lot A & Residue<br>Submitted: 6/5/2018                                                                                                                                                                                                                                            | Pending                |
| 18-07                             | Stephanie Nan Sills MSD Lot 1 and 2 (Residue)<br>Submitted 3/15/18                                                                                                                                                                                                                                   | Approved<br>4/10/18    |
| 18-06                             | Paxson MSD Lots 2 (Residue) and 4<br>Submitted 3/9/18                                                                                                                                                                                                                                                | Approved<br>05/11/18   |
| 18-03                             | Carolyn Umschied MSD Lots 1, 2, and 3 (Residue)<br>Submitted 1/31/18                                                                                                                                                                                                                                 | Approved<br>2/21/18    |
| 18-02                             | Steven Petty MSD Lots 1 and 2 (Residue)<br>Submitted 1/30/18                                                                                                                                                                                                                                         | Pending<br>resubmittal |
| 18-01                             | Jeffrey L. Smith MSD Lots 3, 4, and 5 (Residue)<br>Submitted 1/23/18                                                                                                                                                                                                                                 | Approved<br>4/12/18    |
| 17-19                             | David Lutman MSD Lots 1, 2, and 3 (Residue)<br>Submitted 12/7/17                                                                                                                                                                                                                                     | Approved<br>1/29/18    |
| 17-14                             | Andrew D. W. Lowe & Kenneth F. Lowe MSD -- Lots 1 & 2-Residue<br>Submitted 9/20/17                                                                                                                                                                                                                   | Approved<br>10/13/17   |
| 17-13                             | Leathers MSD -- Lot B (Residue) & C<br>Submitted 9/19/17                                                                                                                                                                                                                                             | Approved<br>10/30/17   |
| 17-12                             | Barger MSD -- Lot 1 & 2 Residue<br>Submitted: 8/18/17                                                                                                                                                                                                                                                | Approved<br>09/06/17   |
| 17-11                             | Holloway MSD - Lot 1 & Lot 2 (Residue)<br>Submitted 8/16/17                                                                                                                                                                                                                                          | Approved<br>10/30/17   |
| 17-10                             | Quynn MSD - Lot 3 (Residue) 4 & 5<br>Submitted 6/9/17                                                                                                                                                                                                                                                | Approved<br>11/16/17   |
| 17-09                             | K&K Properties MSD -- Lot 1 & Residue<br>Submitted 5/17/17                                                                                                                                                                                                                                           | Approved<br>11/22/17   |
| 17-04                             | Phillip Everhart MSD - Lot 1 & Lot 2 (Residue)<br>Submitted 2/13/17                                                                                                                                                                                                                                  | Approved<br>10/18/17   |

| <b>Boundary Line Adjustments (Staff)</b> |                                                                                                                                                | <b>28 Total</b> | <b>Status</b>        |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
| M18-10                                   | Barbara Williamson/ Brian and Apil Mull Merger<br>Submitted: 6/19/18                                                                           |                 | pending              |
| M18-09                                   | Keziah L. Dutchak/ Robert & Melinda Gibson Merger<br>Submitted: 6/13/18                                                                        |                 | pending              |
| M18-08                                   | Stiles Family Lmtd.Partnership No.2 Merger<br>Submitted: 6/7/18                                                                                |                 | Approved<br>06/28/18 |
| M18-07                                   | Kevin Keegan Merger (Parcels 6.17 & 6.23 Steamboat Estates)<br>Submitted: 4/20/18                                                              |                 | Approved<br>05/29/18 |
| M18-06                                   | JC2017, LLC Merger<br>Submitted: 4/11/18                                                                                                       |                 | Approved<br>06/27/18 |
| M18-05                                   | JCDA Merger<br>Submitted 2/28/18                                                                                                               |                 | Approved<br>2/28/18  |
| M18-04                                   | Jeffrey & Robin Smith/ Richard & Stacie Tandiski Merger<br>Submitted 2/7/18                                                                    |                 | Approved<br>02-12-18 |
| M18-03                                   | Garland Snyder Jr., Vicky T. Ainsworth (aka Teresa Pinson), Janet L. Staubs (aka Lisa Staubs)/Timmy and Lisa Staubs Merger<br>Submitted 2/6/18 |                 | Approved<br>2/8/18   |
| M18-02                                   | Mark Ansel Eddy, Trustee/Timothy Gerhard Merger<br>Submitted 2/5/18                                                                            |                 | Approved<br>2/12/18  |
| M18-01                                   | George R. Welsh, Jr. Trustee Merger<br>Submitted 1/11/18                                                                                       |                 | Approved<br>1/25/18  |
| M17-30                                   | Aldis Merger & Minor Plat Change<br>Submitted 12/28/17                                                                                         |                 | Approved<br>1/17/18  |
| M17-29                                   | Shepherd Grade LLC Merger & Minor Plat Change<br>Submitted 12/19/17                                                                            |                 | Approved<br>1/26/18  |
| M17-28                                   | Watson Merger<br>Submitted 12/8/17                                                                                                             |                 | Approved<br>12/20/17 |
| M17-27                                   | Kurz Merger<br>Submitted 12/08/17                                                                                                              |                 | Approved<br>12/14/17 |
| M17-26                                   | Watson/Poe Merger<br>Submitted 11/29/17                                                                                                        |                 | Approved<br>12/20/17 |
| M17-25                                   | Knight/Leonard Merger<br>Submitted 11/29/17                                                                                                    |                 | Approved<br>12/15/17 |
| M17-24                                   | Edwards/Middleway Volunteer Fire Co Merger<br>Submitted 11/8/17                                                                                |                 | Approved<br>12/07/17 |
| M17-23                                   | Colloton/Burzio Merger<br>Submitted 10/23/17                                                                                                   |                 | Approved<br>10/30/17 |

|                                                               |                                                                                                 |                       |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------|
| M17-22                                                        | Dehaven Merger<br>Submitted 10/11/17                                                            | Approved<br>10/25/17  |
| M17-21                                                        | Whittington Merger<br>Submitted 10/5/17                                                         | Approved<br>10/16/17  |
| M17-20                                                        | Roman/Cerasi Merger<br>Submitted 9/29/17                                                        | Pending               |
| M17-19                                                        | Sweeney/Kessler Merger<br>Submitted 9/20/17                                                     | Approved<br>01/10/18  |
| M17-18                                                        | Marino (formerly Daly)/Olds Merger                                                              | Approved<br>9-2-17    |
| M17-17                                                        | JC2017, LLC (Greenbrier/Bluestone) Merger & Minor Plat Change<br>Submitted 8/4/17               | Approved<br>11/22/17  |
| M17-16                                                        | Sarah W. Shevda/Andrew P. & Sarah C. Fleming Merger                                             | Approved<br>08/14/17  |
| M17-15                                                        | Mason – Snyder Merger                                                                           | Withdrawn<br>08/24/17 |
| M17-14                                                        | Lots 23 + 24, Hidden River Farm<br>James S. Henry/Danny W. & Sue E. Daniels Merger              | Approved<br>07/13/17  |
| M17-13                                                        | James E. Peckham & Loretta A. Peckham Merger                                                    | Approved<br>07/18/17  |
| M17-12                                                        | Howard R. Quynn II & Patricia A. Quynn Merger and Minor Plat Change (Septic Reserve Relocation) | Approved<br>11/16/17  |
| <b>Minor Plat Change/Minor Plat Amendment (Staff) 5 Total</b> |                                                                                                 | <b>Status</b>         |
| 3-26-18                                                       | Peter Milcetic Minor Plat Change – Mansley Subdivision Lot 1, Septic Reserve Relocation         | Approved<br>3-27-18   |
| 3-16-18                                                       | Ronald C. Jr and Errika M. Best – Septic Reserve Relocation                                     | Approved<br>3-16-18   |
| 10-03-17                                                      | Lutman Minor Plat Change – Summit View Estates Lot 16, Septic Reserve and Well Relocation       | Approved<br>10-17-17  |
| 8-9-17                                                        | Glenn Meadows Lot 10 Minor Plat Change                                                          | Approved<br>08-15-17  |
| 8-7-17                                                        | Frank and Susan Aliveto easement                                                                | Approved<br>8-7-17    |

|                                                            |  |                                                                                                                     |
|------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------|
| <b>Regional Transportation Planning Meetings</b>           |  |                                                                                                                     |
| Eastern Panhandle Transit Authority (EPTA) Board Meetings  |  | 7/17/17; 8/21/17;<br>9/18/17; 10/16/17;<br>11/13/17; 12/18/17;<br>1/16/18;<br>2/20/18; 4/16/18;<br>5/21/18; 6/18/18 |
| Regional Division of Highways/Planners Roundtable Meetings |  | 11/14/17; 2/28/18;<br>5/23/18                                                                                       |

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|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings                             | 8/23/17; 4/11/18         |
| HEPMPO Long Range Transportation Plan (LRTP) Meetings                                                                                            | 8/24/17; 11/8/17         |
| Shepherdstown Bike Path Advisory Committee Meeting                                                                                               | 8/14/17; 11/6/17; 5/7/18 |
| West Virginia Local Technical Assistance Program (WV LTAP) Designing Pedestrian Facilities for Accessibility Workshop<br>Charles Washington Hall | 10/19/17-10/20/17        |

| <b>Planning Related Meetings</b>                                                                                                                                   |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Shepherdstown Planning Commission Meeting re: WV45 Special Design Area                                                                                             | 11/20/17, 12/18/17        |
| SAFE WATER Harpers Ferry Stakeholder Meetings/Webinars                                                                                                             | 12/4/17; 5/11/18; 6/22/18 |
| West Virginia Rivers Coalition "Private Lands, Public Waters: Protecting drinking water through voluntary land conservation"; Robert C. Byrd Center, Shepherdstown | 12/6/17                   |
| HSEM Cyber Coordination Virtual Table Top Exercise<br>U.S. Customs and Border Protection's Advanced Training Center                                                | 12/12/17                  |
| Jefferson County Homeland Security and Emergency Management Quarterly Mtg                                                                                          | 1/19/18                   |
| Jefferson County Homeland Security and Emergency Management Hazard Mitigation Plan Committee Meeting                                                               | 2/23/18; 4/18/18; 5/1/18  |
| Jefferson County Tourism Summit                                                                                                                                    | 5/8/18 – 5/9/18           |
| 3 <sup>rd</sup> Annual Statewide Mountain Land Use Academy                                                                                                         | 5/15/18-5/16/18           |
| Phase 3 Chesapeake Bay Implementation Planning Meeting                                                                                                             | 6/1/18                    |
| Sam Michaels Park Master Plan ad-hoc Citizen's Advisory Committee                                                                                                  | 6/6/18                    |

| <b>ITEMS REQUIRING COMMISSION ATTENTION</b> |  | <b>Status</b> |
|---------------------------------------------|--|---------------|
|                                             |  |               |

| <b>PROPOSED PROJECTS/UNDERWAY</b> |                                                                                                                                                                 | <b>Status</b> |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| ZTA17-02                          | WV45 gateway design standards -- in collaboration with Shepherdstown PC regarding implementing certain recommendations of the Envision Jefferson 2035 Comp Plan | on-going      |
| STA 17-01                         | Staff initiated effort on larger amendments including streamlining processes and reorganization of Sub Reg. sections                                            | on-going      |

## **PLANNING COMMISSION MEMBERS – FY 2018**

1. Donnie Fisher, President (term expires 03/31/20)
  2. Steve Stolipher, Vice President (term expires 03/31/21)
  3. Wade Louthan, Secretary (term expires 03/31/19)
  4. Ron Thomas (term expires 03/31/20)
  5. Ray Bruning (term expires 03/31/20)
  6. Mike Shepp (appointed 4/1/18, term expires 3/31/21)
  7. Jack Hefestay (appointed 7/11/17, term expires 3/31/19)
  8. J Ware (term expires 03/31/19)
  9. Peter Onoszko, County Commission Liaison
- Clifford (Gene) Taylor, Secretary (term expired 03/31/18)

## **BOARD OF ZONING APPEALS MEMBERS – FY 2018**

1. J. Tyler Quynn, Chair (term expires 01/01/20)
  2. Jeffrey C. Bannon, Vice Chair (term expires 01/01/19)
  3. Jeffrey Bresee (resigned 7/1/18)
  4. Matt Knott (term expires 01/01/20)
  5. Deirdre Catterton, Alternate (term expires 01/01/18)
- Ted Schiltz (term expired 01/01/18)

## **DEPARTMENTS OF PLANNING & ZONING STAFF – FY 2018**

1. Jennifer M. Brockman, AICP, County Planner
2. Alexandra Beaulieu, Zoning Administrator
3. Jennilee Hartman, Zoning Clerk
4. Rhonda Greenholtz, Planning Clerk
5. Christine Chalmers, Office Clerk