

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2018
THURSDAY, SEPTEMBER 20, 2018
6:00 P.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

- September 6, 2018

APPROVAL OF PURCHASE ORDERS

- September 20, 2018

APPROVAL OF ACCOUNTS PAYABLE

- September 13, 2018
- September 20, 2018

APPROVAL OF MANUAL CHECKS

- September 14, 2018
- September 21, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 6:15 p.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. 6:30 p.m. Interview and Appointment to the Jefferson County Emergency Services Agency - One 3-year term ending June 30, 2021 - Discussion/Action
3. 6:45 p.m. Interview and Appointment to the Jefferson County Historic Landmarks Commission - One unexpired term ending March 2, 2020 - Discussion/Action
4. 7:00 p.m. Bill Polk, Maintenance Department
 - Approval of Employment - Randall Doane, Maintenance Mechanic - Discussion/Action
 - Approval of Bid Proposal - Jefferson County Courthouse Paint/Brick Project - Discussion/Action
 - Approval of the 2018 16th Grant cycle Application - West Virginia Courthouse Facilities Improvement Authority - Courthouse Paint and Brick Project - Discussion/Action
5. 7:30 p.m. BREAK
6. 7:45 p.m. Jennifer Brockman, County Planner
 - Provide overview of the Planning Commission Proposed Zoning Ordinance Text Amendments (ZTA 18-01) re: Pet and Livestock Crematoria and to request the County Commission to schedule a Public Hearing per WV Code §8A-7-8 - Discussion/Action
7. 8:00 p.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 EEOC Charge #533-2018-01557 - Discussion/Action

UNFINISHED BUSINESS

8. Make a formal request to The Journal Newspaper to ask WV Secretary of State to become a paper of record in Jefferson County, WV - Discussion/Action (JC)

NEW BUSINESS

9. Approval of Resolution, Grant Application and documents for the Jefferson County Commission Broadband Planning Grant - Discussion/Action
10. Appointments to the Jefferson County Emergency Services Agency - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- **Discussion of FOIA requests received from Judicial Watch - Possible Executive Session - Discussion/Action**

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from the Public Service Commission of West Virginia regarding disbursement of Wireless E-911 Subscriber Fees.

Notices of Intent to Appoint to the following on October 4, 2018:

- **Jefferson County Parks and Recreation Commission**
- **Jefferson County Board of Zoning Appeals**
- **Jefferson County Farmland Protection Board**

Correspondence received from Kay Schultz, Charlotte Baker-Shenk and Leah Rampy regarding Shepherd Village Community.

Correspondence received from the following regarding Rockwool:

- **Donald Silva**
- **Stephanie Dooner**
- **Carrie McGuinness**
- **Corporation of Harpers Ferry**

Jefferson County Public Service District Regular Board meeting minutes for July 9, 2018 received.

Impact Fee Status Report for August 2018 received.

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, September 6, 2018

A meeting of the Jefferson County Commission was held on Thursday, September 6, 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 Josh Compton, Caleb Hudson, Patsy Noland, Peter Onosko, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, September 6, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Onoszko led the Pledge of Allegiance.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for September 6, 2018 to include purchase order no. 52496 in the amount of \$19,806.83. Motion seconded and unanimously approved.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the August 30, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080589	712	AT&T/GA		\$ -	\$ 149.72	\$ 149.72
080590	402	BANK OF CHARLES TOWN		\$ -	\$ 48.40	\$ 48.40
080591	401	BEST BEST & KRIEGER LLP		\$ -	\$ 2,052.31	\$ 2,052.31

080592	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080593	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080594	P/R DED	DAVID BOOBER		\$ -	\$ 107.80	\$ 107.80
080594	P/R DED	DAVID BOOBER		\$ -	\$ 902.35	\$ 902.35
080595	402	CTWV-APA CHARLES TOWN AP		\$ -	\$ 60.00	\$ 60.00
080596	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
080597	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,407.69	\$ 6,407.69
080598	700	EXECUTIVE EMERGENCY		\$ -	\$ 1,027.50	\$ 1,027.50
080599	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
080600	712	BROOKE HESS		\$ -	\$ 91.50	\$ 91.50
080601	P/R DED	THE HARTFORD		\$ -	\$ 2,400.30	\$ 2,400.30
080602	P/R DED	THE HARTFORD		\$ -	\$ 3,946.38	\$ 3,946.38
080603	712	RICHARD HAHN		\$ -	\$ 91.50	\$ 91.50
080604	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,975.00	\$ 4,975.00
080605	P/R DED	HIGHMARK WV		\$ -	\$ 200,360.40	\$ 200,360.40
080606	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080607	P/R DED	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
080608	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 116.16	\$ 116.16
080609	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080610	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,788.34	\$ 1,788.34
080611	712	JEFFREY POLCZYNSKI		\$ -	\$ 91.50	\$ 91.50
080612	700	ROBERT L. PETERSON SR		\$ -	\$ 3.20	\$ 3.20
080613	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
080614	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,267.26	\$ 48,267.26
080614	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,288.44	\$ 11,288.44
080614	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,183.63	\$ 37,183.63
080615	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,701.48	\$ 6,701.48
080615	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,460.90	\$ 9,460.90
080616	P/R DED	WILLIAM SCHWEITZER		\$ -	\$ 2,250.00	\$ 2,250.00
080617	712	SPILLMAN TECHNOLOGIES IN		\$ -	\$ 2,136.00	\$ 2,136.00
080618	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,300.00	\$ 2,300.00
080618	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 415.00	\$ 415.00
080619	401	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
080620	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,634.83	\$ 10,634.83
080620	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,633.00	\$ 23,633.00
080620	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,640.51	\$ 3,640.51
080620	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,067.55	\$ 6,067.55
080621	401	WVCorp WV COUNTIES		\$ -	\$ 159,791.00	\$ 159,791.00
080622	401	WVCORP		\$ -	\$ 33,147.50	\$ 33,147.50
TOTAL					\$ 611,510.40	\$ 611,510.40

Motion by Ms. Tabb to approve the Accounts Payable for September 6, 2018 in the amount of \$611,510.40. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
09/07/18	614	UNITED BANK	\$ 55.88
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
09/07/18	698	UNITED BANK	\$ 531.54
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
09/07/18	1152	SHERIFF JEFFERSON CO -SCHOOL	\$ 102,557.50
9/7/2018	1153	SHERIFF JEFFERSON CO - LAW	\$ 1,176.45
9/7/2018	1154	SHERIFF JEFFERSON CO - PARKS	\$ 7,108.71
9/7/2018	1155	SHERIFF JEFFERSON CO - EMS	\$ 780.45
TOTAL			\$ 112,210.53

Motion by Mr. Onoszko to approve the Manual Checks for September 7, 2018 in the amount of \$112,210.53. Motion seconded and unanimously approved.

PUBLIC COMMENT

Nancy Gregory, resident – spoke in opposition to Rockwool Ranson.

Susannah Buckles, resident – spoke in opposition to Rockwool Ranson.

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

Tim Ross, resident – spoke in opposition to Rockwool Ranson.

Hank Goldstein, resident – spoke in opposition to Rockwool Ranson.

Kirsten Lee, resident – spoke in opposition to Rockwool Ranson.

Christine Marshall, resident – spoke in opposition to Rockwool Ranson.
Susan Pipes, resident – spoke in opposition to Rockwool Ranson.
Shaun Amos, resident – spoke in opposition to Rockwool Ranson.
Ruth Hatcher, resident – spoke in opposition to Rockwool Ranson.
Sara Thomsen, resident – spoke in opposition to Rockwool Ranson.
Jim Cummins, resident – spoke in opposition to Rockwool Ranson.
Brienne Andrews, resident – spoke in opposition to Rockwool Ranson.
Catherine Jozwik, resident – spoke in opposition to Rockwool Ranson.
Amanda Godlove, resident – spoke in opposition to Rockwool Ranson.
Ned Marshall, resident – spoke in opposition to Rockwool Ranson.
Bruce Appelgren, resident – spoke in opposition to Rockwool Ranson.
Nicola Bastian, resident – spoke in opposition to Rockwool Ranson.
Ardyth Gilbert, resident – spoke in opposition to Rockwool Ranson.
Lynn Wagner, resident – spoke in opposition to Rockwool Ranson.
Robert Burns, resident – spoke in opposition to Rockwool Ranson.
Lynn Bocchiaro, resident – spoke in opposition to Rockwool Ranson.
Karen Glennon, resident – spoke in opposition to Rockwool Ranson.
Bjorn Andersen, Rockwool representative – spoke in favor of Rockwool Ranson.
Marco Boi, Rockwool representative – spoke in favor of Rockwool Ranson.
Don Smith, WV Press Association – spoke in reference to the county’s paper of record.
Rob Snyder, Spirit of Jefferson – spoke in reference to the county’s paper of record.
David Tabb, resident – spoke in opposition to Rockwool Ranson.
Justin Raines, Senior Chair of the Sierra Club – spoke in opposition to Rockwool Ranson.
Emma Huvos, resident – spoke in opposition to Rockwool Ranson.

PRESENTATIONS

1. Chris Kinan, Jefferson County Vision – presented the Commission and the audience with concerns and questions regarding Rockwool Ranson.
 2. Nikki Painter, Elections – requested the approval of poll workers and alternates for the November 6, 2018 General Election.
-

- **Motion by Ms. Noland to approve the poll workers and alternates for the November 6, 2018 General Election as presented. Motion seconded and unanimously approved.**
3. Stephen Allen, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of the Memoranda of Understanding between the Jefferson Board of Education and the Jefferson County Commission/Office of Homeland Security and Emergency Management
 - **Motion by Ms. Tabb to approve and sign the Memoranda of Understanding between the Jefferson County Board of Education and the Jefferson County Commission/Jefferson County Office of Homeland Security and Emergency Management for the use of the Board of Education facilities for the uses specified within this Memorandum of Understanding. Motion seconded and unanimously approved.**
 4. Lynn Fields, Probate, Jefferson County Clerk’s Office
 - a. Petition of Removal for David H. Cambell, Personal Representative of the Estate of Billy Joe Clevenger – Referral to a Fiduciary Commissioner
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to refer the Petition of Removal for David H. Campbell, Personal Representative of the Estate of Bill Joe Clevenger, to a Fiduciary Commissioner. Motion seconded and unanimously approved.**
 - b. Review and approval of Estates that did not meet the deadline for the last Quarterly Review
 - **Motion by Ms. Tabb to review and approve the estate of Douglas R. Albright, deceased, that did not meet the deadline for the last Quarterly Review. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 11:30 am.
The Commission reconvened at 11:45 am.

UNFINISHED BUSINESS

6. Discussion on PILOT agreement policy.

- It was the consensus of the Commission to delay discussion on this item until the following regularly scheduled meeting.

NEW BUSINESS

7. Make a formal request to The Journal Newspaper to ask the WV Secretary of State to become a paper of record in Jefferson County, WV

- **Motion by Mr. Compton to table this item until staff has had adequate time to research the issue. Motion seconded and unanimously approved.**

8. Discussion regarding Jefferson Utilities water service to Rockwool Site

COUNTY ADMINISTRATOR REPORTS

- Schedule date and time for a public hearing on the proposed amendment to the Jefferson County Improvement Location Permit Ordinance

- It was the recommendation of the County Administrator to refer this item back to the Planning Commission for a public hearing prior to the Commission's public hearing on the matter.

9. The Commission recessed for lunch at 12:35 pm.
The Commission reconvened at 1:30 pm.

10.

a. Interview and Appointment to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2019.

- Commissioner Compton nominated Ms. Lanae Johnson to serve on the Jefferson County Parks and Recreation Board.

- **Motion by Mr. Compton to appoint Lanae Johnson to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2019. Motion seconded and unanimously approved.**

b. Appointment to the E911 Advisory Committee

- **Motion by Ms. Noland to reappoint David Kimmel to the E911 Advisory Committee for a two-year term ending September 1, 2021. Motion seconded and unanimously approved.**

11. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues
- Discussion of Jefferson County Civil Action #17-C-282
- Discussion of renewal of County cable franchise agreement, related issues, and phone conference call with counsel.
 - **Motion by Mr. Compton to enter into Executive Session to receive legal advice and discuss contract negotiations. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

12. The Commission meeting was adjourned at 3:03 pm. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

September 20, 2018

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
COUNTY COMMISSION	52833	\$ 9,591.75	VISION TECHNOLOGY SOLUTIONS	Website Software Support & Maint. Contract
OTHER BUILDINGS	52672	\$ 13,676.00	IPC TECHNOLOGIES	Renewal-Shortel Phone System
GRAND TOTAL		\$ 23,267.75		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. **52672**

VENDOR:

DELIVER TO:

IPC Technologies
7200 Glen Forest Dr. Suite 100
Richmond Va 23226

Other Bldg / Cont. Services

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	Partner Support Renewal Annual Renewal for the Shoretel phone system 425-230			13676.00

- ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
- PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
- PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
- INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
- SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Laura J. Kuhn 9/14/18
Signature Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature Date



ShoreCare Renewal

Account: Jefferson County Government
 128 Industrial Boulevard, Suite 100
 Kearneysville, WV 25430

Partner: IPC Technologies, Inc.
 7200 Glen Forest Dr. Suite 100
 Richmond, VA 23226
 Main Phone: (804) 285-9300
 Main Fax: (804) 285-1099

Current Agreements and Entitlements:
 Agreement: Partner Warranty (5 YR MYBA)

Network Operations Center (NOC):	YES
Hardware Maintenance:	YES
QuickStart Enduser Training:	YES
QuickStart System Admin Training:	YES
Software Update Product:	YES

ShoreTel Product Profile: ShoreCare – Five Year MYBA Partner Warranty Term (No handsets) for \$13,676.00 from 09/29/2018 through 09/28/2023.

Support Terms & Pricing Estimate

Qty.	Product	Serial #	Status		
6	ShoreGear 90 Voice Switch	S90F162249CBA1, S90F13192E9B41, S90F13182E9A55, S90F13192E9B46, S90F13192E9B02, S90F13192E9B66	Production		
5	ShoreGear T1K Voice Switch	T1KF17114EF22D, T1KF13142E9412, T1KF13162E951D, T1KF13142E9413, T1KF13092E87FA	Production		
3	ShoreGear 50V Voice Switch	50VF13022850E3, 50VF1301284EE2, 50VF1301284EC5	Production		
1	ShoreGear 90V Voice Switch	90VF15013D1368	Production		
1	Emergency Notification, 5 or Fewer		Production		
1	Distributed Voice Services Server		Production		
240	Extension & Mailbox Licenses		Production		
1	Connect ONSITE Essentials License		Product		
83	Extension Only Licenses		Production		
15	SIP Trunk Licenses		Production		
6	Additional Site Licenses		Production		



IPC Technologie

7200 Glen Forest Drive, Suite 1
Richmond, VA 23226
1 877 947 28
www.ipctech.c

ShoreCare Renewal

Account: Jefferson County Government
128 Industrial Boulevard, Suite 100
Kearneysville, WV 25430

Partner: IPC Technologies, Inc.
7200 Glen Forest Dr. Suite 100
Richmond, VA 23226
Main Phone: (804) 285-9300
Main Fax: (804) 285-1099

2	Audio Conferencing, 10 Ports, Licenses,		Production		
5	Bundle, Mobility Client Access Licenses		Production		
1	Operator Access Licenses		Production		
1	Service Appliance 100 IIXL TPM		Production		
1	Mobility Router 4000 (MR4000)		Production		
Production item totals:					\$13,676.00

*Payments for annual support renewals must be received by IPC at least five working days prior to the active agreement expiration date to allow time for processing.

*Quotations for annual support renewals are subject to a 20% re-instatement fee if payments are not received by the end of the contract date stated on the quote, or invoice.



ShoreCare Renewal

Account: Jefferson County Government
128 Industrial Boulevard, Suite 100
Kearneysville, WV 25430

Partner: IPC Technologies, Inc.
7200 Glen Forest Dr. Suite 100
Richmond, VA 23226
Main Phone: (804) 285-9300
Main Fax: (804) 285-1099

ShoreCare Partner Warranty (No handsets) Covers:

ShoreCare Service Feature	Partner Program Provides
Hours of service (Help Desk):	Monday-Friday (7:00am until 8:00pm, EST) Immediate Response
After hours emergency service (best effort):	After Hours – 1 Hour Telephone Response
TechFirst NOC Direct Phone Number:	1-888-472-9497
ShoreTel Extended Hardware Warranty	YES
Case Management:	YES
Knowledgebase:	YES
Advanced Exchange (next business day):	
Published Patches and Fixes:	YES
Software Update: 1 free SW upgrade per year	YES
Conducted Monday – Friday between 7AM – 8PM (Remote labor to install updates during these times is included)	
After hour upgrades are available - Billed as time and materials at a rate of \$150/hour	
On-site hardware/software support	Available, not included
Elective moves, adds, changes	Available, not included
General Network Troubleshooting and Support	Available, not included
Web-Based End-user Training:	YES
Web-Based System Admin Training:	YES

***NOTICE: The upgrade to ShoreTel's newest version "Connect" requires a complete platform rebuild and will be billable.**

The TechFirst Network Operations Center (NOC) is a state-of-the-art Help Desk service provided by IPC Technologies, Inc., designed to furnish the employees of Sierra Club with timely and efficient resolution to ShoreTel phone issues. The NOC is staffed by experienced technicians who are experts at solving a wide variety of computer and telephone problems for everyday users.



 **ShoreCare Renewal**

*Account: Jefferson County Government
128 Industrial Boulevard, Suite 100
Keameysville, WV 25430*

*Partner: IPC Technologies, Inc.
7200 Glen Forest Dr. Suite 100
Richmond, VA 23226
Main Phone: (804) 285-9300
Main Fax: (804) 285-1099*

The NOC is available to help you resolve your phone and computer problems Monday through Friday from 7:00 AM until 8:00 PM (EST). Sierra Club employees needing assistance for phone-related problems or services should call the NOC toll-free at the following number:

(888) 472-9497

When you call, the Help Desk representative will enter your information into a ticketing system and will then work with you to provide the appropriate solution. The ticketing system will automatically generate e-mails to keep you informed of the ticket's status. If an on-site visit is required, a local technical engineer will be scheduled and dispatched to resolve the problem.

Alternatively, you may e-mail your contact information and a description of the problem to IssueReport@IPCTech.com

When initiating a service call, please be prepared to provide the following information:

- Your company name
- Your name
- Your location
- Your phone number
- Nature of the problem (including complete error message, if applicable).

Who We Are

IPC Technologies, Inc. brings to a variety of industries IT solutions that keep organizations productive. Headquartered in Richmond, Virginia, IPC is one among a short list of this country's premier IT solutions providers, delivering to our national clients award-winning [Consulting Services](#), [Managed Services](#), and [Training](#).

Delivering solutions that make good economic sense to businesses and organizations, IPC supports an ever-changing array of "Best of Breed" Technology Products. Our clients, ranging from Fortune 50 firms to start-up enterprises, have experienced attractive returns on investment from technologies implemented and supported by IPC since 1981.

For more information, please contact us at:

IPC Technologies, Inc.
7200 Glen Forest Drive
Richmond, VA 23226
(804) 285-9300
<http://www.ipctech.com>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 20, 2018**

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

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

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

⚡ **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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: September 20, 2018

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interview/Appointment to the Jefferson County Emergency Services Agency – one three year term ending June 30, 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

Anthony T. Troxel
94 Edaw Drive
Charles Town, WV 25414
WVTroxels@icloud.com
(304) 725-6578

Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Dear Jefferson County Commission,

I am writing to put my name forward for consideration as a member of the Emergency Services Agency Board and the Jefferson County Historic Landmarks Commission. A couple years ago I was fortunate to go through the Leadership Jefferson program, and now I feel it is my turn to give back to my county and to the residents of Jefferson County.

I think my professional career; 15 years as a Law Enforcement Officer with the National Park Service, until recently a 20 year National Registry EMT, and experience in structural and wildland fire, gives me a good insight into the needs and jobs of our First Responders and an asset to the ESA Board.

I also would like to be considered for the Historic Landmarks Commission. I have a B.S. in History and a lifelong interest in our countries history. I have worked at many historically significant places throughout our country: Gen. Washington's Mount Vernon, Manassas Nat'l Battlefield, Vicksburg Nat'l Military Park, El Malpais Nat'l Monument, Homestead Nat'l Monument, and now Harpers Ferry Nat'l Hist. Park.

I hope to hear from the Commission.

Thank you,
Anthony T. Troxel (Tony)

Anthony T. Troxel
94 Edaw Drive
Charles Town, WV 25414
(304) 725-6578
WVTroxels@icloud.com

Education

Bachelors of Science – History, Radford University, Radford, VA

Employment

Harpers Ferry National Historical Park

PO Box 65, 485 Fillmore Street

Harpers Ferry, WV 25425

03/2010 - Present

US Park Ranger-Protection

Duties, Accomplishments and Related Skills:

I am responsible for enforcing all Federal, State and local laws and regulations; tasked with protecting the natural and cultural resources within the Historical Park and providing a safe and enjoyable visit for 500,000+ annual visitors. Through proactive high visibility foot and vehicle patrols; deter, stop or minimize illegal activities within and around the historical park. I provided accurate, detailed and factual incident reports and Federal Violation Notices and presented testimony to the Assistant US Attorney or Federal Magistrate in court proceedings. I routinely contact park neighbors, local governmental agencies and community organizations to maintain a working relationship with the community.

Other Roles and Responsibilities:

- Physical Security Coordinator
- Structural Fire Coordinator
- Collateral Duty Safety Officer

Homestead National Monument of America

8523 West State Highway 4

Beatrice, NE 68310

09/2008 - 03/2010

US Park Ranger-Protection

Duties, Accomplishments and Related Skills:

I was responsible for enforcing all Federal, State and local laws and regulations; tasked with protecting the natural and cultural resources within the Monument and providing a safe and enjoyable visit for 70,000+ annual visitors. Through proactive high visibility foot and vehicle patrols; deter, stop or minimize illegal activities within and around monument. I provided accurate, detailed and factual incident reports and Federal Violation Notices and presented testimony to the Assistant US Attorney or Federal Magistrate in court proceedings. I was a member of the monuments Interpretation Division with responsibilities of staffing the Education Center and Heritage Center information desks and contacting

the visiting public regarding the monument's mission, history, natural and cultural resources. I routinely contacted park neighbors, local governmental agencies and community organizations to maintain a working relationship with the community.

Other Roles and Responsibilities

- NPS Critical Incident Stress Management Team
- NPS representative - Tri-County LEPC (Local Emergency Planning Commission)
- NPS representative - Beatrice Rural Fire Department
- Collateral Duty Safety Officer

El Malpais and El Morro National Monuments

123 E. Roosevelt Avenue

Grants, NM 87020 United States

06/2004 - 09/2008

US Park Ranger-Protection

Duties, Accomplishments and Related Skills:

I was responsible for enforcing all Federal, State and local laws and regulations, to protect all natural, historical and cultural resources within the Monuments and to ensure a safe and enjoyable visit for the 50,000+ annual visitors. Through proactive high visibility foot and vehicle patrols, I attempted to deter, stop or minimize illegal activities within the monument. I provided accurate, detailed and factual incident reports and Federal Violation Notices and present that information to the Assistant US Attorney (AUSA) or Federal Magistrate if the case was contested in court. I was the LE Division liaison with AUSA's Office and Clerk of Court Office to represent NPS at all court proceedings and to coordinate any and all information between the citing officer and the court. I provided assistance to the Assistant US Attorney in all pretrial hearings, testimony before Federal Magistrates and possibly Federal Grand Juries. I routinely worked with and provide back-up and pertinent case information with Bureau of Land Management, US Forest Service, Cibola Co. Deputies, New Mexico Game and Fish Officers, New Mexico State Patrol and Acoma Pueblo Tribal Officers for the enforcement of all Federal, State, Tribal and local laws and regulations and for better relations and safety.

Other Roles and Responsibilities

- LE Fleet manager
- EEO Counselor
- NPS Critical Incident Stress Management Team
- Wildland Firefighting Crew, Search and Rescue Team, EMS and Incident Operations Team.
- NPS representative on the Cibola and McKinley Counties Illegal Dumping Task Force.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: September 20, 2018

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interview/Appointment to the Jefferson County Historic Landmarks Commission – one unexpired term ending March 2, 2020 – 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

Anthony T. Troxel
94 Edaw Drive
Charles Town, WV 25414
WVTroxels@icloud.com
(304) 725-6578

Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Dear Jefferson County Commission,

I am writing to put my name forward for consideration as a member of the Emergency Services Agency Board and the Jefferson County Historic Landmarks Commission. A couple years ago I was fortunate to go through the Leadership Jefferson program, and now I feel it is my turn to give back to my county and to the residents of Jefferson County.

I think my professional career; 15 years as a Law Enforcement Officer with the National Park Service, until recently a 20 year National Registry EMT, and experience in structural and wildland fire, gives me a good insight into the needs and jobs of our First Responders and an asset to the ESA Board.

I also would like to be considered for the Historic Landmarks Commission. I have a B.S. in History and a lifelong interest in our countries history. I have worked at many historically significant places throughout our country: Gen. Washington's Mount Vernon, Manassas Nat'l Battlefield, Vicksburg Nat'l Military Park, El Malpais Nat'l Monument, Homestead Nat'l Monument, and now Harpers Ferry Nat'l Hist. Park.

I hope to hear from the Commission.

Thank you,
Anthony T. Troxel (Tony)

Anthony T. Troxel
94 Edaw Drive
Charles Town, WV 25414
(304) 725-6578
WVTroxels@icloud.com

Education

Bachelors of Science – History, Radford University, Radford, VA

Employment

Harpers Ferry National Historical Park

PO Box 65, 485 Fillmore Street

Harpers Ferry, WV 25425

03/2010 - Present

US Park Ranger-Protection

Duties, Accomplishments and Related Skills:

I am responsible for enforcing all Federal, State and local laws and regulations; tasked with protecting the natural and cultural resources within the Historical Park and providing a safe and enjoyable visit for 500,000+ annual visitors. Through proactive high visibility foot and vehicle patrols; deter, stop or minimize illegal activities within and around the historical park. I provided accurate, detailed and factual incident reports and Federal Violation Notices and presented testimony to the Assistant US Attorney or Federal Magistrate in court proceedings. I routinely contact park neighbors, local governmental agencies and community organizations to maintain a working relationship with the community.

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- Physical Security Coordinator
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Homestead National Monument of America

8523 West State Highway 4

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US Park Ranger-Protection

Duties, Accomplishments and Related Skills:

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the visiting public regarding the monument's mission, history, natural and cultural resources. I routinely contacted park neighbors, local governmental agencies and community organizations to maintain a working relationship with the community.

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El Malpais and El Morro National Monuments

123 E. Roosevelt Avenue
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06/2004 - 09/2008
US Park Ranger-Protection

Duties, Accomplishments and Related Skills:

I was responsible for enforcing all Federal, State and local laws and regulations, to protect all natural, historical and cultural resources within the Monuments and to ensure a safe and enjoyable visit for the 50,000+ annual visitors. Through proactive high visibility foot and vehicle patrols, I attempted to deter, stop or minimize illegal activities within the monument. I provided accurate, detailed and factual incident reports and Federal Violation Notices and present that information to the Assistant US Attorney (AUSA) or Federal Magistrate if the case was contested in court. I was the LE Division liaison with AUSA's Office and Clerk of Court Office to represent NPS at all court proceedings and to coordinate any and all information between the citing officer and the court. I provided assistance to the Assistant US Attorney in all pretrial hearings, testimony before Federal Magistrates and possibly Federal Grand Juries. I routinely worked with and provide back-up and pertinent case information with Bureau of Land Management, US Forest Service, Cibola Co. Deputies, New Mexico Game and Fish Officers, New Mexico State Patrol and Acoma Pueblo Tribal Officers for the enforcement of all Federal, State, Tribal and local laws and regulations and for better relations and safety.

Other Roles and Responsibilities

- LE Fleet manager
- EEO Counselor
- NPS Critical Incident Stress Management Team
- Wildland Firefighting Crew, Search and Rescue Team, EMS and Incident Operations Team.
- NPS representative on the Cibola and McKinley Counties Illegal Dumping Task Force.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

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

Date Requested – 1st Choice: **September 20, 2018**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Employment – Randall Doane, Maintenance Mechanic**

Please provide the County Commission with a description of your request or presentation, including any background information:
I have had an employee resign and his last day will be September 21st. I had an application on file from Mr. Doane and I am requesting that he fill the open position of Maintenance Mechanic at a Grade 4, Step D at a salary of \$47,127.94.

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 to approve the employment of Randall Doane as a Maintenance Mechanic at a Grade 4, Step D at a salary of \$47,127.94.

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:

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

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

Date Requested – 1st Choice: **September 20, 2018**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Bid Proposal – Jefferson County Courthouse Paint/Brick Project**

Please provide the County Commission with a description of your request or presentation, including any background information: **I have received proposals for the painting and brick repair at the Courthouse. I requested that the contractors submit two bids. Each bid is based on the recommendations provided in the Historic Structures Report and the Cross-section Paint Microscopy Report. Because each report recommends a different approach in this project, I requested bids based on each recommendation. I am requesting the Commission's approval on one of the bid proposals.**

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

If so, how much? **The amount will be determined based on which proposal is accepted. We are also applying for grant funds for this project in the amount of \$100,000.**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Move to approve proposal (1 or 2) for the Courthouse Paint/Brick Project.

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:

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

Phone Number: **304-728-3355**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**
Department or Organization: **Maintenance Department**

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

Date Requested – 1st Choice: **September 20, 2018**
*If a specific date is needed, please provide reason for specific date: **This grant application has a submission deadline.***
Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):
Approval of the 2018 16th Grant Cycle Application- West Virginia Courthouse Facilities Improvement Authority – Courthouse Paint and Brick Project

Please provide the County Commission with a description of your request or presentation, including any background information:
We are applying for funds through the WV Courthouse Facilities Improvement Authority. We propose to use these funds toward the painting and brick repair for the Jefferson County Courthouse. We have used funds from this grant in previous years for repairs to the columns, roof, cornices, gutters, downspouts, and windows. We are applying for the maximum amount of \$100,000. The County would be responsible for the remainder of the project value.

Is this a funding request? **Not at this time. If the grant is approved, the County would be responsible for the remainder of the project cost over \$100,000.**

If so, how much? \$
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Move to approve the 2018 16th Grant Cycle Application of the West Virginia Courthouse Facilities Improvement Authority for the Courthouse paint and brick project.

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:
Email address: **bpolk@jeffersoncountywv.org** Phone Number: **304-728-3355**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

2018 – 16th Grant Cycle



WVCFIA

**West Virginia Courthouse
Facilities Improvement Authority**

***Preserving History.
Investing in the Future.***

Application for Funding Assistance

Application Postmark Deadline: OCTOBER 5, 2018

Contact Information:

Melissa Garretson Smith, Executive Director
2003 Quarrier Street, Charleston, WV 25311

Telephone (304) 558-5435

Facsimile (304) 558-9174

Email: melissa.smith@wvcfia.com

www.cfia.wv.gov

Courthouse Facilities Improvement Fund

Application for Funding Assistance - Instructions

The application must be completed in its entirety in order to be considered for funding. Focus your application on only ONE category. Incomplete applications will not be considered.

Each application shall consist of 7 tabs:

- I. County Applicant Information and Category Selection
- II. Define the Project
- III. Describe the Proposed Improvements
- IV. Project Budget
- V. Historical Significance / SHPO contact
- VI. Letters of Support
- VII. Supporting Documents, including pictures

Application Review. The Authority staff shall receive all applications and date-stamp them. All grants shall stand as received on the grant deadline date. If an application is incomplete as of the deadline, it will not be considered for funding.

Draft Review: To take advantage of the Draft Review, an applicant may submit a completed application by September 14th to the CFIA. The application must be received in the CFIA office by September 14th to take advantage of this review, not postmarked by that date. Staff will review the submitted application and contact the Grant Manager to let them know if information is missing. Staff will not provide feedback on ways to improve the application, but simply on its completeness. Grants received after the Draft Review deadline must stand as received. Staff will NOT contact grant applicants to notify of missing information within two weeks of the postmark deadline.

Application Postmark Deadline: October 5, 2018

Total number of pages submitted should not exceed fifty (50) pages. Upon completion, please forward the original application, with blue ink signatures, and two (2) copies (for a total of 3) to:

WV Courthouse Facilities Improvement Authority
2003 Quarrier Street
Charleston, WV 25311

Tab I. County Contact Information and Category Selection

1. County Applicant: Please list county name, complete mailing address, and general telephone number for county applicant.

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414
304-728-3284

2. Project Director: Name, mailing address, email address and telephone number of individual responsible for the daily implementation of the project. This person **cannot** also be listed as the Authorized Official or the Fiscal Director.

William Polk bpolk@jeffersoncountywv.org
Maintenance Director **304-728-3355**
128 Industrial Blvd.
Kearneysville, WV 25430

3. Grant Manager: Name, mailing address, email address and telephone number of the individual responsible for submitting quarterly progress reports should the project receive funding. This person will be the contact person regarding the project who will communicate with the CFIA Director, if funded.

Laura Kuhn LKuhn@jeffersoncountywv.org
Administrative Assistant **304-728-3355**
128 Industrial Blvd.
Kearneysville, WV 25430

4. Fiscal Director: Name, mailing address, email address and telephone number of the individual responsible for the financial records of the project. This person **cannot** also be listed as the Project Director or the Authorized Official.

Michelle Gordon mgordon@jeffersoncountywv.org
Finance Director **304-724-8425**
P.O. Box 250
Charles Town, WV 25414

5. Authorized Official: Name, mailing address, email address and telephone number of County Commission President. This is the individual who would be authorized to enter into a contractual agreement.

Josh Compton jjcompton05@gmail.com
President **304-728-3284**
P.O. Box 250
Charles Town, WV 25414

6. Federal Employer's Identification Number (F. E. I. N. #): **55-6000333**

7. Are you applying for grant funds that will be applied to the main courthouse building?

Yes

No, please explain

8. Provide a brief description of your construction project in the space below:

Jefferson County proposes to use CFIA grant funds for exterior improvements to the Jefferson County Courthouse. The exterior improvements include painting the exterior of the Courthouse and repair of failing brick/masonry.

9. Applicants May Only Apply for Funding under one Category. Please place an X in the box next to the category for which you are requesting funding assistance.

Project Categories:

Life Safety

Accessibility

Structural Improvements

Roofing

Electrical

Exterior Improvements

Interior Improvements

Mechanical (HVAC/Plumbing)

Doors and Windows

New Construction / Space

Tab II and Tab III should be consistent with the category that you have indicated above.

Category 6: Exterior Improvements

Tab II: Define the Project

- Is the project occurring at the main courthouse facility? If not, describe the facility.

Yes

- Is the current exterior system/component or site element original to the facility?

We believe that it is. The exterior walls are brick. The Courthouse was constructed in 1836. The Courthouse was badly damaged during battle in 1863 and later restored. In 1910, the Courthouse was enlarged. A paint study was conducted by Susan L. Buck, Ph.D. on the Courthouse. Samples were taken from various areas of the brick and mortar. Samples were taken from areas where the paints are still relatively intact and also from areas where there is active damage and cleaving. The procured samples were analyzed with cross-section microscopy paint analysis techniques. Various magnifications using ultra-violet and natural light were used. The most complete paint sequence found from the samples shows approximately 15 generations of coatings beginning with a yellow-pigmented lime wash directly on top of the brick. (Excerpts from paint study are attached.)

- Describe the exterior system/component or site element that requires improvement. Describe in detail the cause(s) of the problem, if known. Provide photos of existing conditions.

The Courthouse has brick and masonry damage and deterioration. There is washout of mortar adjacent to downspouts and other locations. A significant amount of pointing will be required. There are many spalled or missing bricks and holes in the bricks. There is also water damage to some bricks and masonry. The brick beneath the base of the pressed metal pilaster on the front elevation corner is badly damaged and pulverized.

There are multiple layers of failed paint on the Courthouse. There are some areas where the brick is exposed and deteriorated. There are areas where the paint is cracked but still adhering.

Some of the deterioration had been caused by water and moisture damage. Jefferson County has used previous grant funds from the CFIA to repair and replace damaged downspouts, gutters and the roof. This work alleviated some of the problems with water damage.

- Describe the scope of the current exterior problem. Document the project with photographs and attach them to the application.

The brick/masonry and paint on the Jefferson County Courthouse is badly deteriorated. There are many areas of deterioration of the brick including the southwest corner at the exterior steps and the northwest corner where it meets the 1910 building. There are extensive areas where the mortar has been washed out and there are damaged brick and mortar joints.

The paint has numerous fine cracks, is very fragile and can be easily flaked off. The paint study reported multiple layers of failed paint.

A Historic Structures Report was prepared by David A. Kemnitzer, Architect, AIA on the Jefferson County Courthouse. This report showed areas of damaged brick and mortar. This report also shows that the paint has failed and is fragile and easily flaked off.

- Has the exterior system/component been tested for hazardous materials (i.e. lead paint, asbestos)?

The Courthouse has tested positive for lead paint.

- Does the current condition of the exterior system/component or site element create a security problem? If yes, document the security issues.

No

- Does the current condition of the exterior system/component or site element create a safety hazard? If yes, document the hazard.

The paint on the exterior of the Courthouse has tested positive for lead and is flaking in many areas. Failing brick has the potential of coming loose and falling. If this project is prolonged further, the damage and deterioration of the brick will continue. More brick has the potential of falling and causing harm to other parts of the building or bodily injury. Larger section could deteriorate and collapse. There are some areas where metal will need to be removed to examine and repair the bricks and there could be unknown safety issues.

- Are there maintenance issues with the current exterior system/component or site element? If yes, describe the issues.

Yes, the deterioration of the paint and brick makes it difficult to perform maintenance on the exterior of the Courthouse.

- Will additional maintenance be required for the proposed improvements? If yes, describe the extent.

Additional maintenance will not be required. Jefferson County utilizes a preventative maintenance software program with scheduled monthly inspections of the Courthouse. With the use of this preventative maintenance program, we are able to detect and prevent major maintenance problems.

- Building Improvement only:
 - Is the current exterior system/component causing damage to other building systems (interior finishes, building structure, etc.)? If yes, describe and document the damage.

No

- Is the current exterior system well-insulated?

No

- Does the current exterior system prevent water infiltration? If no, describe and document the damage.

No. The condition of the paint and bricks allows for moisture permeation.

Tab III: Describe the Proposed Improvements

- Describe the proposed improvements.

The Courthouse will be painted. Brick and masonry will be repaired. Bricks will be repointed. Damaged and spalled bricks will be replaced.

- Provide information about the exterior system/component or site element that will be used in the project. If possible, provide product data and/or architectural and engineering drawings of the proposed improvements.

Jefferson County has procured two reports on the Courthouse. One is the Historic Structure Report by David A. Kemnitzer, Architect, AIA and the other is the Cross-Section Paint Microscopy Report on the Jefferson County Courthouse Exterior Paints by Susan L. Buck, Ph.D. The County will use both of these reports to determine the best approach to the painting and brick repair and also to determine the most suitable paint for the project. (Excerpts from both Reports are attached)

Tab IV. Project Budget Information

Attach an overall detailed budget for the proposed improvements. Consider the requirements listed within the "Special Conditions and Assurances" section of this application, in particular number 4, when developing your project budget. Include testing, design fees, demolition costs, construction costs, and a project contingency in the budget.

1. Provide an estimated total cost of the proposed project:
2. Provide the amount of funding assistance requested (cannot exceed \$100,000):

\$100,000

3. Please list or attach a detailed project budget:

The budget for this project will be dependent upon the approach that is used to complete the project. The two reports previously mentioned in this application, the Cross-section Paint Microscopy Report and the Historic Structures Report, suggest two different approaches in completing the project. The Historic Structures Report recommends completely removing all the paint from the exterior of the building and then repainting with a lime based paint. The Paint Microscopy Report recommends scraping paints that are actively flaking and then hand sanding the edges of these areas to feather them into the surviving well-adhered paints. The paint recommended by the Paint Microscopy Report is a Keim potassium silicate paint.

Because we received two different recommendations, we requested that each contractors submit two bids that will reflect the recommendation of each report. The County Commission in conjunction with local historical experts and the County's Maintenance Department will decide on the best approach to complete this project.

Since there are very differing reports for completing this project, it is difficult to determine a detailed project budget. The Historic Structures Report recommendation to completely remove all the layers of paint, will be the more costly of the two recommendations. We will need to determine which approach will work the best for the Courthouse and will also keep intact the historic integrity.

Tab V. Historical Significance

1. Provide proof that SHPO has been contacted regarding your potential project. Provide a letter from SHPO, name of a contact person at SHPO or a general statement that explains your communication with SHPO.
2. Attach a description of how the proposed project will impact the historic characteristics of the courthouse facility and how the project will either maintain or enhance the historic characteristics.

Historical Significance:

The Jefferson County Courthouse, located at the corner of George and Washington Streets in Charles Town, West Virginia, was first constructed in 1836. During the Civil War, the Courthouse was badly damaged. At that time, the county seat was temporarily moved to Shepherdstown, West Virginia. After the war, the Courthouse was restored and the county seat was returned to Charles Town. The Courthouse was enlarged in 1910.

The Jefferson County Courthouse was the site of two treason trials. The first being the trial of John Brown after he led a raid on the Federal Armory and Arsenal in Harpers Ferry. Brown was charged with murder, inciting slaves to rebel, and treason. He was found guilty on all counts. On December 2, 1859, he was taken a short distance away from the Courthouse and was hanged.

The second treason trials were held in 1922 after Southern West Virginia coal miners attempted to unionize, which resulted in the Battle of Blair Mountain. Jefferson County was chosen as the venue for the trials.

Project impact to the historic characteristics of the courthouse facility and how the project will either maintain or enhance the historic characteristics:

The proposed project will impact the historic characteristics of the Jefferson County Courthouse in a positive manner. We will ensure that the historical integrity of the Courthouse remains intact during the project by working with our local historical experts. These improvements will be done in a manner that will not only be aesthetically pleasing when completed, but will also preserve the Courthouse's historic qualities.

Tab VI. Letters of Support

Tab VII. Supporting Documents – resolution, statement of need, etc...

Signature Page

Provide the signature and printed name of the Authorized Official (County Commission President) and the names, signatures, official positions (of elected officials) whose areas of responsibility are affected by the requested improvements. For clarification purposes, the signatures could be those of the Circuit Judge, Sheriff, Circuit Clerk, Assessor, County Clerk, Magistrate, Family Court Judge, Prosecuting Attorney, or any combination depending on the improvements anticipated. The County Administrator/Manager may not sign as the Authorized Official. The Commission President must sign this page.

Josh Compton, Jefferson County Commission President

Judge David M. Hammer, 23rd Judicial Circuit

Jacqueline C. Shadle, Jefferson County Clerk

Angela Banks, Jefferson County Assessor

16th Cycle Funding Application Requirements Checklist

- Tabs I - VII
- Included pages 3, 4, 28 and 29
- Appropriate, single category narrative for Tab II and Tab III
- Original, signed in blue ink signature page
- 2 copies of the completed application, in its entirety
- Detailed Budget
- SHPO contact information
- Letters of Support
- Before photos on cd, not on paper, or email jpg photos to melissa.smith@wvcfia.com
- Original, signed in blue ink, completed resolution

Remember, all completed application materials must be postmarked by October 5, 2018. All the items listed above in the checklist and identified on page 2 are required for an application to be considered complete.

If you have any questions, please do not hesitate to call CFIA staff at (304) 558-5435 or email: melissa.smith@wvcfia.com.

Important note: Please submit only pages that require a response from the application packet and any required supporting documentation. Do not return the instructional portion of the packet to us, the various category sheets or the special assurances section. This will reduce paper usage and mailing costs. These sections are for your information only and to assist you with completing the application. The special assurances section becomes part of your contract provided the project is funded.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, County Planner

Department or Organization: Department of Engineering, Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: September 20, 2018

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

To provide an overview of the Planning Commission Proposed Zoning Ordinance Text Amendment (ZTA 18-01) re: Pet and Livestock Crematoria and to request the County Commission to schedule a Public Hearing per WV Code §8A-7-8

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

On August 14, 2018, Todd and Susan Hough presented a petition to the Jefferson County Planning Commission to amend the relevant sections of the 1988 Zoning and Land Development Ordinance (as amended, May 17, 2018) to allow for Pet Crematoriums not associated with a Veterinary Clinic in the Rural Zoning District. Submitted under the provisions of Section 12.4 "Procedure for Initiating a Zoning Ordinance Text Amendment", the Planning Commission accepted the petition, requested that staff draft the language of the amendment in the appropriate context, and scheduled a Public Hearing on the proposed amendment for their regular September 11, 2018 Planning Commission meeting. A staff memo to the Planning Commission providing some background is attached to this request.

The Planning Commission held a Public Hearing on September 11, 2018 and made revisions to the staff's proposed text amendment based on the discussion at that meeting. The attached proposed draft amendment, in context with the adopted Zoning Ordinance, reflects the Planning Commission recommended amendments highlighted in red. The recommended draft ordinance defines both livestock and pet crematoriums; recommends that the livestock crematorium be a Principal Permitted Use in the Rural Zone and a Conditional Use in all other zones unless the Zoning Administrator determines it to be accessory to an active agricultural use; and recommends that the Pet Crematorium be a Principal Permitted Use in the Rural, General Commercial, Light Industrial, Residential-Light Industrial- Commercial, and Industrial Commercial zones and as a Conditional Use in the Village zones.

The attached version of the proposed draft amendment was recommended by the Planning Commission on September 11, 2018, by a vote of 8-0, with a finding that it is consistent with adopted *Envision Jefferson 2015 Comprehensive Plan*.

Is this a funding request? Y/N **If so, how much?** \$ **Provide exact financial impact/request:**

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

I move to schedule a public hearing on _____, 2018 at __ a.m./p.m. to receive input on the proposed amendment to the Jefferson County Zoning Ordinance (ZTA18-01).

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

- The Planning Commission recommended draft amendment regarding Pet and Livestock Crematoria (ZTA18-01) including Appendix C
- Staff Memo to Planning Commission date 9-11-18 for background information

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: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

Crematorium, Livestock An establishment where deceased livestock and/or wildlife are consumed by incineration and the ashes of the deceased may be collected for disposal. The use shall comply with all local, state and federal requirements, including, but not limited to, Health Department requirements and Department of Environmental Protection standards for air quality emissions.

Crematorium, Pet An establishment where deceased household pets are consumed by incineration and the ashes of the deceased may be collected for storage in urns or burial. The use shall comply with all local, state and federal requirements, including, but not limited to, Health Department requirements and Department of Environmental Protection standards for air quality emissions.

Section 8.19 Crematorium

A. Crematorium, Livestock

A Livestock Crematorium shall process as a Conditional Use Permit in all zoning districts other than Rural, unless such use is determined by the Zoning Administrator to be accessory to an active agricultural use.

B. Crematorium, Pet

A Pet Crematorium shall process as a Principal Permitted or Conditional Use in zones designated in Appendix C. In the Rural Zoning District, a Pet Crematorium may process utilizing the Site Plan Exemption for the Rural District.

Zoning and Land Development Review Ordinance, amendment May 17, 2018

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
Accessory Agricultural Dwelling Unit	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.15
Dwelling, Single Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Two Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Dwelling, Multi-Family	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
In-Law Suite	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.15
Mixed Use Building	P	NP	NP	NP	NP	P	P	NP	CU	P	NP	P	
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	CU	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
Home Uses													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
Institutional Uses													
Airport	NP	NP	NP	P	P	NP	NP	CU	NP	CU	CU	NP	
Airfield, Private/Helipad	NP	NP	NP	NP	NP	NP	NP	CU	NP	CU	CU	NP	
Church	P	P	P	P	CU	P	P	P	P	P	NP	P	
Convention Center	NP	P	P	P	CU	P	P	CU	CU	P	CU	NP	
Cultural Facility	P	P	P	P	CU	P	P	P	P	P	P	P	
Day Care Center, Large	P	P	P	P	CU	P	P	CU	P	P	P	CU	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Elementary or Secondary School	P	P	CU	CU	NP	P	P	P	P	P	NP	CU	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Heliport	NP	CU	CU	P	P	CU	CU	NP	NP	CU	CU	NP	
Hospital	NP	P	P	P	CU	P	P	P	P	P	NP	NP	
Nature Center and Preserve	NP	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	
Nursing or Retirement Home	CU	P	P	P	NP	P	P	CU	P	P	NP	CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Preschool	P	P	CU	CU	CU	P	P	P	P	P	NP	CU	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU	
Recycling Drop-Off Center	CU	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	CU	CU	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU	CU	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	

Zoning and Land Development Review Ordinance, amendment May 17, 2018

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Industrial													Sec. 8.9
Heavy Equipment Repair	NP	NP	CU	CU	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	** NP	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	CU	P	NP	NP	NP	NP	NP	P	NP	
Manufacturing, Limited	NP	P	P	P	P	CU	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU ²	NP	NP	NP	NP	NP	CU ²	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU	CU	P	P	NP	NP	CU	NP	CU	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU	CU	NP	NP	CU	NP	NP	CU	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU	NP	NP	CU	NP	NP	CU	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU	P	NP	NP	NP	NP	CU	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU	P	NP	NP	P	P	NP	
Industrial Manufacturing & Processing													Sec. 8.9
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Commercial Sawmills	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Explosive manufacture or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Jails and Prisons	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Petroleum products refining or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.11
Adult Uses													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
Recreational Uses													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	CU	CU	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
ATM	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	

Zoning and Land Development Review Ordinance, amendment May 17, 2018

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	CU	NP	NP	P	Sec. 8.3
Brewpub	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.5
Business Equipment Sales and Service	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground ³¹	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Convenience Store, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Convenience Store	CU	P	P	P	CU	P	NP	CU	CU	CU	P	CU	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
Custom Manufacturing	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Non-Profit Community Centers	P	P	P	P	CU	P	CU	P	CU	P	P	CU	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Professional Office	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food	CU	P	P	P	CU	P	P	CU	CU	CU	P	CU	
Restaurant, Fast Food, Drive-Through	NP	P	P	P	CU	CU	P	CU	CU	CU	P	CU	

Zoning and Land Development Review Ordinance, amendment May 17, 2018

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
<u>Crematorium, Livestock</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>P</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>Sec. 8.19</u>
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Accessory Uses													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

NC Neighborhood Commercial

GC General Commercial

HC Highway Commercial

LI Light Industrial

MI Major Industrial

PND Planned Neighborhood Development

P Permitted Uses

NP Not Permitted Uses

CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)

** Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU

¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.

² Approval process is per the Salvage Yard Ordinance.

OC Office / Commercial Mixed-Use

R Rural

RG Residential Growth District

RLIC Residential-Light Industrial-Commercial District

IC Industrial-Commercial District

V Village District



Jefferson County, West Virginia

Office of Planning and Zoning
116 East Washington Street, 2nd Floor
Charles Town, WV 25414

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

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

MEMO

TO: Planning Commission
FROM: Jennifer M. Brockman, AICP, County Planner/Acting Zoning Administrator
DATE: September 11, 2018
RE: ZTA18-01 Zoning Ordinance Text Amendment Staff Memo

Request

On August 14, 2018, Todd and Susan Hough presented a petition to the Jefferson County Planning Commission to amend the relevant sections of the 1988 Zoning and Land Development Ordinance (as amended, May 17, 2018) to allow for Pet Crematoriums not associated with a Veterinary Clinic in the Rural Zoning District. Submitted under the provisions of Section 12.4 "Procedure for Initiating a Zoning Ordinance Text Amendment", the Planning Commission accepted the petition, requested that staff draft the language of the amendment in the appropriate context, and scheduled a Public Hearing on the proposed amendment for their regular September 11, 2018 Planning Commission meeting.

Background

In the Fall 2017, the Zoning Administrator received an inquiry from the Houghs who were interested in operating a livestock crematorium on their rural property accessory to the farm operation and to be permitted to allow pet cremations as well. A determination was made that the livestock crematorium could be permitted as accessory to the agricultural operation. A determination was also made that because Veterinary Services are a Principal Permitted Use in the Rural Zone, a pet crematorium could be operated that offers services to established veterinary clinics/hospitals but not to individual customers. A Zoning Certificate was issued to this effect (ZC18-03). The Houghs would like to expand their permitted uses to include pet crematorium services to individual customers.

Staff research has determined that in other jurisdictions a pet crematorium might be permitted as an accessory use to some uses in various commercial or industrial districts such as funeral homes or incinerators, or as a business dedicated to pet-only cremations in a business district, but generally they are not permitted in a rural or residential district unless specifically noted as a Conditional Use. The requirement that such a use process as a Conditional Use in the Rural zone would allow for a public hearing on each specific location

and allow the BZA to consider issues such as anticipated customer numbers, parking requirements, and related impact on neighboring properties.

It is understood that generally pet crematorium units are available as “turn-key” packages, which range in size from those that may accommodate a single dog or cat, to units capable of accommodating horse or cattle. Units are available whose only by-products are heat, dissipated through a stack, and ashes, which are collected internally. Units are generally located on a concrete slab and may be contained within a large shed or small garage to screen their appearance and protect them from weather. Such units are required to comply with Health Department and DEP’s standards for pet crematorium units which are said to emit essentially no pollution, smoke or particulate matter. The Houghs are installing both a livestock crematorium incinerator and a pet crematorium unit and would like to open the pet crematorium to the general public. This text amendment, if approved, would apply throughout the County and not just apply to the Houghs’ property.

Staff Recommendation:

Attached is the proposed draft amendment in context with the adopted Zoning Ordinance with the amendments highlighted in red. The attached draft ordinance defines both livestock and pet crematoriums; recommends that the livestock crematorium be a Principal Permitted Use in the Rural Zone and a Conditional Use in all other zones unless the Zoning Administrator determines it to be accessory to an active agricultural use; and recommends that the Pet Crematorium be a Principal Permitted Use in the General Commercial, Light Industrial, Residential-Light Industrial- Commercial, and Industrial Commercial zones and as a Conditional Use in the Rural and Village zones, to allow the use to be considered on a case-by-case basis and specific conditions to be placed on the use.

Next Steps

After receiving input from the public at the public hearing, the Planning Commission will finalize the draft text and make a recommendation regarding the potential text amendment to the County Commission, who are also required to hold a Public Hearing. The Planning Commission is also required to determine whether the proposed amendment is consistent with the adopted *Envision Jefferson 2015 Comprehensive Plan* as a part of their recommendation. [See Agricultural and Rural Economy Recommendations (Goal 8) #5b “Amend local land use regulations to permit non-agriculturally related commercial uses by the Conditional Use Permit (CUP) process in the Rural zone if the use is agriculturally and rurally compatible in scale and intensity, poses no threat to public health, safety, and welfare, and if the use helps to preserve farmland and open space and continue agricultural operations.”]

Attachment:

ZTA18-01 Draft Ordinance

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 20, 2018**

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

Date Requested – 2nd Choice:

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

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

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 EEOC Charge #533-2018-01557. 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



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 20, 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*): **Make a formal request to The Journal Newspaper to ask WV Secretary of State to become a paper of record in Jefferson County, WV - 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



Name:

Department or Organization: **Jefferson County Commission**

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

Date Requested – 1st Choice: **September 20, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Resolution, Grant Application and documents for the Jefferson County Commission Broadband Planning Grant - 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 approve of Resolution, Grant application, and grant documents for the Jefferson County Commission Broadband Planning Grant 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

Jefferson County, WV

A RESOLUTION FROM THE JEFFERSON WV COUNTY COMMISSION, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT – SMALL CITIES (CDBG) APPLICATION TO THE WEST VIRGINIA DEVELOPMENT OFFICE (WVDO) IN THE AMOUNT OF \$75,000.00.

WHEREAS, the Jefferson County Commission is eligible to apply for CDBG funding from the WVDO; and

WHEREAS, the Jefferson County Commission has identified a need for Broadband planning project that will benefit low-to-moderate income persons; and

WHEREAS, the Jefferson County Commission has conducted the required Public Hearings, to obtain citizen input as to the grant application that it should submit to the WVDO under CDBG program; and

WHEREAS, the Jefferson County Commission conducted a Public Hearing on August 30th, 2018, to allow citizens to comment on a proposed CDBG Broadband Planning grant application; and

WHEREAS, the Jefferson County Commission wishes to improve access to broadband services countywide and benefit the underserved citizens; and

WHEREAS, the Commission agreed to submit a 2018 CDBG program application to plan how to best improve countywide Internet; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF JEFFERSON COUNTY THAT;

Section I. The above recitals are true and correct and incorporated herein.

Section II. The Jefferson County Commission hereby authorizes the submission of Community Development Block Grant application to the West Virginia Development Office and designates the President of the Jefferson County Commission as the Chief Executive Officer authorized to represent the Jefferson County Commission in administration of the CDBG Program, as well as, execution of the application, its assurances and certifications contained therein, and provide such additional information as may be required application submittal.

Approved and adopted this ___ day of September, 2018.

Jefferson County Commission

Josh Compton
President

Attest:

Stephanie Grove
County Administrator

Resolution by the Commission of Jefferson County, West Virginia

Whereas, the Jefferson County Commission desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring about mutual self-respect and understanding among all citizens and groups in Jefferson County; and,

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the West Virginia State Fair Housing Law, Title 49-2-305, MCA, it is illegal to deny housing to any person because of race, sex, religion, color, age, physical or mental handicap or national origin;

Therefore, be it resolved the Jefferson County Commission, West Virginia makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the Equal Housing Opportunity logo, will be displayed at the Jefferson County Commission Office.

Therefore, be it also resolved that the following actions procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The Jefferson County Commission shall inform all Jefferson County Commission employees of Jefferson County's commitment to fair housing.
2. The Jefferson County Commission will post this resolution in the County buildings and other public places and publicize it.
3. The Jefferson County Commission shall inform real estate agents and housing lenders that the town is a fair housing community and that it will undertake actions to support fair housing laws. The Region 9 PDC is available to provide information regarding fair housing laws to realtors and bankers.
4. The Jefferson County Commission will continuously inform citizens of their rights to choice in housing without discrimination. This effort will include future news releases, the annual publishing of a notice that the town is a fair housing community, and the provision of brochures on fair housing to all program participants. All public notices will identify how an individual can file a fair housing complaint with the appropriate federal and state agencies, particularly the County as the fair housing office and will indicate the office will assist in the filing of complaints.
5. The Jefferson County Commission office will serve as a point for assisting individuals in filing fair housing complaints. The Jefferson County Commission shall direct all employees to forward to the Administrator any reports they receive of housing

discrimination. The Administrator shall forward such complaints to the West Virginia Human Rights Commission, 1321 Plaza East, Room 108A, Charleston, WV 25301, within 10 days of receipt of said complaint.

6. The Jefferson County Commission will continue to participate in the Eastern Panhandle HOME Consortium, which funds the Home Buyer's Assistance Program (HAP) and furthers Fair Housing initiatives.
7. The Jefferson County Commission will support fair housing choice including a policy that will restrict the banking of SCBG funds to financial institutions that have adopted equal opportunity lending/fair housing policies.

Signature: _____

Title: President, Jefferson County Commission

Date: _____

Jefferson County Commission Section 504 Grievance Procedure

The **Jefferson County Commission** has adopted an internal grievance procedure providing for prompt an equitable resolution of complaints alleging any action prohibited by the U.S. Department of Housing and Urban Development regulations (24 CFR Subpart A Sec. 8.4(a) implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794). Section 504 states, in part that “No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”

Complaints should be addressed to: **Jefferson County Commission, Charles Town, WV 24511**, who’s Administrator or designee, will be appointed to coordinate Section 504 compliance efforts.

A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

A complaint should be filed within ten (10) working days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis).

An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by **The Jefferson Commission staff**. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by **Jefferson County Commission staff**, and a copy forwarded to the complainant no later than ten (10) working days after its filing

The Section 504 coordinator shall maintain the files and records of the Jefferson County Commission relating to the complaints files.

The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten working days to the Jefferson County Commission.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the Jefferson County Commission complies with Section 504 and HUD regulations.

Approved and adopted this _____ day of September, 2018.

Jefferson County Commission

President

Attest:

County Administrator

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 20, 2018**

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

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

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

📌 **Appointments to the Jefferson County Emergency Services Agency - 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.](#)

JEFFERSON COUNTY FIRE & RESCUE ASSOCIATION



Organized 1959

To: Jefferson County Commission

From: Craig Simpson, Vice President

Craig Simpson, DDM

Re: JCFRA Nominations

Date: September 12, 2018

On Tuesday, September 11, 2018 the Jefferson County Fire and Rescue Association nominated the following to fulfill the unexpired term of Fire Representative on JCESA Board.

- Bob Fass
- Earl Cogle
- Marshall DeMeritt

On Tuesday, September 11, 2018 the Jefferson County Fire and Rescue Association nominated the following to fulfill the unexpired term of EMS Representative on JCESA Board.

- Jeff Plautz
- Craig Simpson
- Chuck Feaster

In accordance with the Jefferson County Commission Ordinance, the County Commission will select one representative from each category to serve on the board.



Andrew Arnold



Monday, Aug 27 • 18:47

Effective IMMEDIATELY I resign not only as Chairperson of JCESA but also as EMS Representative on the board. Consider my position immediately vacated. Please



immediately forward to all county commissioners.

Monday, Aug 27 • 20:15

Andrew, please call me I need to talk to you. Allen

Aug 27, 20:15 • SMS



Text message



Sandra McDonald

From: Debbie Lancaster
Sent: Friday, September 14, 2018 9:29 AM
To: Sandra McDonald
Subject: FW: JCESA board resignation

Hi Sandy,

Allen said this is all he has for Aaron Watson' resignation.

Debbie

Debbie Lancaster
Executive Administrative Assistant
Jefferson County Emergency Services Agency
419 Sixteenth Ave - Ranson, WV 25438
304.728.3287 Ext. 5206 (Station)
304.279.8923 (Mobile)
304.728.6221 (Fax)
Web: www.jcesa.org
Social: facebook.com/jcesawv

-----Original Message-----

From: Aaron Watson <firefighterajw@yahoo.com>
Sent: Tuesday, September 04, 2018 11:29 AM
To: Allen Keyser <akeyser@jcesa.org>
Cc: fdproud3@aol.com
Subject: JCESA board resignation

Please accept this as my official resignation from the ESA board, effective at midnight September 11th. I am putting a weeks notice, to be able to sign checks. Due to the death of a couple of family members, I want to take some stressors out of my life and allow for more personal time. This is no way is a reflection of operations but simply a personal choice. I think the board has done some good things and the agency is heading in the right direction. Thank you

Aaron

Sent from my iPhone



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 20, 2018**

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

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

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

Discussion of FOIA requests received from Judicial Watch - Possible Executive Session - 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](#).

Public Service Commission of West Virginia

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



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

RECEIVED

SEP 14 2018

County Commission
of Jefferson County, WV

September 10, 2018

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$226,444.11 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July, and August 2018. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, October 4, 2018, or as soon thereafter as the Commission may decide:

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

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

Jefferson County Board of Zoning Appeals - one unexpired term ending January 1, 2019, one unexpired term ending January 1, 2020 and three alternate terms ending January 1, 2019, 2020, and 2021.

Jefferson County Farmland Protection Board - one four year term for Non-Farmer/Public representative ending September 7, 2022 and one four year term for Soil Conservation representative ending September 7, 2022.

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.

22 August 2018

Dear Neighbors of Shepherd Village

As most of you have probably seen, the construction of Shepherd Village has been proceeding along despite the unusually challenging weather this year, with all the heavy rains. Some of us have already moved in; others will soon.

However, the tremendous storms this year, the difficulties these have posed for some of our neighbors, and the very real possibility that climate change may mean our mutual future will hold more of the same... has led us to re-think some of our original plans for storm water management. While our original plans were approved by the Town and by the Department of Environmental Protection, we have decided to go beyond what we are required to do.

As such, we have chosen to pay for a major expansion and re-design of our planned storm water retention pond at the top of Schlacks Alley and to pay Panhandle Builders to build it. This comes at a considerable added cost to us and delays our project, but we think it is prudent in light of what we have seen this year.

The bad news for you and for us is that this means return of the hoe ram. Unfortunately, we can not dynamite that area of rock because of potential damage to neighbors on the west side. So the only way to create the expanded pond (now designed to control the 100-year storm) is to hoe ram – that noisy banging that no one loves.

We wish there was a way to avoid this, but realize we have no other alternative.

So we are extending our apologies in advance. We hope this will not last long, but it all depends on what lies below that surface.

Some day we will be able to relax, invite you in for a cup of coffee/tea, and just enjoy our new homes. But for now, we journey onward!

Kay Schultz 301-639-9337 (current resident)
Charlotte Baker-Shenk 301-801-2793 (future resident)
Leah Rampy 703-403-1939 (current resident)

For the Shepherd Village community

RECEIVED

SEP 13 2018

County Commission
of Jefferson County, WV

Sandra McDonald

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, September 11, 2018 10:25 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 09/11/2018 10:25 PM
Response #: 694
Submitter ID: 3501
IP address: 170.215.143.226
Time to complete: 43 min. , 38 sec.

Survey Details

Page 1

1. Name

Donald Silva

2. Email

donald.silva@gmail.com

3. Questions or Concerns

I have a couple of concerns. Here they are. I have been reviewing West Virginia Code, Chapter 7 County Commissions and Officers Article 12 County and Municipal Authorities. This code is for the development of the JCDA. These concerns are in reference to the issue with Rockwool. 1. My wife has been to all of the recent commission meeting and she keeps hearing that there is nothing they can do the pilot program has been approved and there could be legal issue. Well the legal issues can only be applied to the JCDA refer to section 7-12-7 Authority to be public corporation. 2. In section 7-12-3a Management and control of municipal authority vested in board, appointment and terms of members; vacancies; removal of members states that 1 year, 2 year and 3 year terms will be devided equally or as early equal as possible between these terms. So why are there people on JCDA who have been there for more than 3 years and one at almost twenty. 3. In the pre-approval WV DEP for an air permit it states that they are waiting for 30 days for approval so the JCC and the JCDA can notify the communities and have public meetings concerning Rockwool. In the WV DEP approval it states Rockwool posted a notice in the Shepherdstown Spirit news paper on 22 November 2017. This is a weekly paper and is not widely distributed. So why was the public not informed. Therefore was that why project had an assumed name and the JCC and the JCDA felt compelled not to provide a public notice to the county 4. So at one of the JCC and JCDA meeting it was asked that the developement authority be terminated. Under section 7-12-1 Establishment authorized; name; exceptions the Jefferson County Commissions and vote and cease its operation. So why hasn't this been brought up to a public hearing and vote. 5. On a second note why does Rockwool only advise that they meet the EPA air standards. There smoke stacks will be releasing Formaldehyde and benzene both have been proven to cause leukemia in humans. These are just a few concerns. Thank you.
Don Silva

4. Would you like to receive email notifications from Jefferson County?

Yes

Sandra McDonald

From: pania.steph@gmail.com
Sent: Wednesday, September 12, 2018 10:21 AM
To: JCCInfo
Subject: Tell the JCDA to delay the water bond

Dear JCC,

I appreciate the commission taking this meeting tomorrow to discuss the Rockwool situation.

As a resident of Jefferson County, I wanted to take a quick moment to express my disapproval of this factory and the negative impact it will have on our community. I hope you stand with the residents and make the choice that best represents us.

I stand with my community and believe the JCC at **minimum** should call on the JCDA to delay consideration of the water bond, slated for vote on Sept. 18th. The BoE has asked for a study and a pause and the JCC & JCDA should honor that request.

Thank you for your time. I hope you and the rest of the commission stand with your community.

The cost of getting rid of Rockwool is a drop in the bucket compared the costs we will face for letting them in. I moved here because companies like Rockwool weren't here!

Sincerely,

Stephanie Dooner
Concerned Jefferson County Resident

No reply needed, I'm sure you have many messages to get through.

Sandra McDonald

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, September 12, 2018 11:36 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 09/12/2018 11:36 AM
Response #: 697
Submitter ID: 3505
IP address: 99.203.17.172
Time to complete: 10 min. , 37 sec.

Survey Details

Page 1

1. Name

Carrie McGuinness

2. Email

carrie.m.0281@gmail.com

3. Questions or Concerns

I ask, beg, and demand, as a tax paying citizen of Jefferson county that Dan Casto be removed from his appointed position in the JCC IMMEDIATELY. His comments towards fellow community members on PUBLIC FORUMS are inexcusable. He has made horrible remarks about the Charles town mayor annexing areas....yet he was ALL FOR Ranson annexing Kearneysville for Rockwool.

Dan Casto and his childish comments and remarks SHOULD NOT represent Jefferson county, or its constituents in any way shape or form. No public official should be disrespecting their fellow county citizens in ANY WAY!! Yet Dan Casto has CONTINUALLY DONE SO!!

Rockwool has no place in Jefferson County.
Heavy industry and light industry have NO PLACE IN JEFFERSON COUNTY.
DAN CASTO HAS NO PLACE IN JEFFERSON COUNTY.
REMOVE HIM IMMEDIATELY.
VOTE NO ON THE WATER BOND.

A concerned citizen of Jefferson county,
Carrie McGuinness

4. Would you like to receive email notifications from Jefferson County?

No



Received

SEP 07 2018

Corporation of Harpers Ferry

Jefferson County Commission

1000 WASHINGTON STREET • P.O. BOX 217

Harpers Ferry, West Virginia 25425

304-535-2206 • FAX 304-535-6520

Wayne Bishop

MAYOR

RECORDER

KEVIN CARDEN

FINANCIAL OFFICER

TOWN CLERK

NANCY CUMMINS

COUNCIL MEMBERS

BARBARA HUMES

HARDWICK S. JOHNSON, JR.

CHARLOTTE THOMPSON

ED WHEELLESS

MIDGE FLINN YOST

Corporation of Harpers Ferry's Position and Action Concerning the Proposed Rockwool Major Stationary Source of Hazardous Air Pollution

The Corporation of Harpers Ferry is strongly opposed to the Rockwool plant that has been proposed for Jefferson County. Heavy industry, and this plant in particular, are in direct conflict with both our comprehensive plan and our vision.

We believe the Rockwool plant is a present threat to the health, safety, and welfare of our citizens and natural resources. We are prepared to take necessary steps against Rockwool, in order to protect our people and our natural resources, to the fullest extent of the law.

Further, we instruct the Harpers Ferry representative to the JCDA, Karan Townsend, to represent the will of our citizens and elected officials by opposing any proposed bonds that would support infrastructure to the proposed Rockwool site, including an upcoming third reading and vote on the same.

Finally, we are taking action to educate all of our citizens and neighbors on the Rockwool threat. We support the citizens who are opposing this

Historic District
Where The Shenandoah Meets The Potomac

project, and encourage our neighboring municipalities to join us in keeping heavy industry and Rockwool in particular out of Jefferson County.

Signed:

Mayor Wayne Bishop

Kevin Carden, Recorder

Town Council Members: Barbara Humes

Hardwick Johnson

Ed Wheelless

Charlotte Thompson

Midge Flinn Yost

Jefferson County

Public Service District

**Jefferson County Public Service District
Regular Board Meeting
July 9, 2018**

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, July 9, 2018 in the meeting room at the District's office in Kearneysville. Those in attendance included: Chairman, Roger Forshee (speakerphone); Treasurer, Todd Milliron; Secretary, Tara Ashley; General Manager, April Shultz; Office Administrator, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; and County Commission liaison, Commissioner Josh Compton.

There were several times throughout the meeting when Mr. Forshee's call was dropped while using the District's conference call system. It was determined the interruption was due to a problem with the District's phone line.

CALL TO ORDER

Mr. Milliron called the meeting to order at 7:05PM.

Approval of agenda

Action: Motion made by Ms. Ashley and seconded by Mr. Milliron to approve the agenda as presented. Approved 2-0. (Mr. Forshee's phone cut out for this action.)

Public Comments

Jacquelyn Milliron commented that she created a spreadsheet, which she provided to the Board, on the pump station flows based off of data she got from the District's strategic plan. She stated it was a start and will stand corrected if her calculations were wrong.

Employee Comments

Joseph Freeze, Operations Manager, questioned if the Board would consider offering severance packages to employees who do not wish to go to Charles Town which the consolidation is complete.

OLD BUSINESS

Review minutes of May 16 regular board meeting

These minutes were tabled from last meeting. Mr. Forshee had suggested three items to be revised in the drafted minutes. He stated he would like to try to stay away from transcripts of meetings rather highlight what happened. Mr. Forshee commented that staff should reflect the minutes as balanced. He felt the minutes portrayed the Board as negative. Ms. Ashley stated that the minutes should reflect what happened. Mrs. Shultz believed the minutes were accurate as drafted.

Action: Motion made by Ms. Ashley and seconded by Mr. Milliron to approve the minutes as presented. Approve 2-1. Mr. Forshee voted against the motion.

Review minutes of June 4 regular board meeting

Action: Motion made by Ms. Ashley and seconded by Mr. Milliron to accept the June 4, 2018 regular board meeting minutes as presented. Unanimously approved.

Discuss the District's financial status (status of paying bills)

Mrs. Shultz stated the District will have enough to pay the July disbursements for sewer, but will need to collect \$3800 to cover the previous disbursements for water.

Action: No action required by the Board.

Discuss pump station repairs, upgrades and related costs/funding options

- Discuss scope of work for pump station 4-2
- Update on pump station capacity analysis

Mr. Freeze stated that the repairs/upgrades to pump station 3-6 have been complete. He explained that staff has drafted a scope of work and Request for Proposals for repairs/upgrades to pump station 4-2. He stated he has contacted several companies for quotes on relining the wetwell and contacted two for repairing/upgrading the station. Mr. Freeze has also contacted Tom Vance with Godwin to get quotes for another Godwin pump to stop flows to pump station 4-2 when the repair work is taking place. Once he receives quotes, he will inform the Board.

Mrs. Shultz informed the Board that staff contacted the Public Service Commission regarding a capacity analysis which they are unable to conduct. Mr. Forshee asked Mr. Milliron if he felt this analysis was still necessary at this time and he stated that given the Tema facility will only be using 4 EDU's then there is no urgency to have this completed for that particular area at this time.

Mr. Forshee also questioned if the disposal of what would be pulled out of the pump station will need to be included in the Request for Proposals. Mr. Freeze replied that it will not be necessary since staff can dispose and recycle any scraps.

Mr. Milliron asked the question if the pumps for the pump station will need to be replaced. Mr. Freeze stated that staff will evaluate their condition when they are pulled out of the wetwell. Mr. Milliron also asked if ventilation or odor control measures would be dealt with in the upgrade as mentioned in the Charles Town system evaluation report. Mr. Freeze explained there is a pipe there now for ventilation purposes, but staff has not received any odor complaints in that area.

Action: No action required by the Board.

Discuss and possibly approve an attorney for general legal services

Mrs. Shultz stated the District received one proposal, from Susan Riggs of Spilman Thomas and Battle out of Charleston, WV. She explained that her hourly rate is lower than previous attorney David Hammer. Ms. Ashley and Mr. Milliron both were in favor of hiring Ms. Riggs with travel expenses being mitigated by utilizing electronic means. Mr. Forshee was hesitant with using another firm out of Charleston because of the travel expenses that could be incurred, but using technology would save in those costs. The Board was not opposed to Ms. Riggs attending a meeting in person to meet the Board and staff.

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to select Spilman Thomas & Battle to represent the District for legal services. Unanimously approved.

Discuss and approve revisions to the emergency response plan

At last month's meeting, the Board directed staff to revise the Job Actions section of the Emergency Response Plan. Mrs. Shultz explained that staff has made the requested changes and has included in this month's packet for the Board's approval. Mr. Forshee appreciated the changes to the plan.

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve the amendments as presented in the Emergency Response Plan. Unanimously approved.

NEW BUSINESS

Discuss and approve an office building lease for the District

- Discuss and possibly approve and alternate storage option

Mrs. Shultz expressed she would like to discuss the lease options for a building in executive session. She did state that staff reached out to an attorney, Jim Crawford, as directed by the Board last month to review a new building lease. Mrs. Shultz also informed the Board that the District's current landlord reached out to her to discuss a possible lease extension.

As far as storage options for some of the District's shop equipment, Mrs. Shultz explained that Charles Town has stated they may have room available for some of the District's equipment. She also stated that staff looked into several storage options including two different sized buildings with overhead garage doors from Pioneer Pole Buildings which could possibly be located at the Deerfield treatment plant property.

Further discussions were tabled until executive session.

Action: No action required by the Board.

Discuss offering an Employee Assistance Program to District employees

Mr. Forshee found a program with Magellan Healthcare that could provide employee and their families' assistance with a variety of issues and concerns in the work and personal lives. Staff requested a quote from Magellan for these services which was provided to the Board. Mr. Milliron stated the proposal was good to hang on to and could possibly help employees during the transition. Mrs. Stolipher stated that Charles Town does not currently have a program for its employees. Mr. Forshee commented that he knows individuals personally who have benefited from this type of program.

Mr. Freeze commented that some of the employees are looking into other options rather than transition to Charles Town and was curious to see if the Board would consider severance packages. Mrs. Shultz preferred if employees held off on making any decisions until further information was obtained from discussion with Charles Town. Ms. Ashley stated that this particular discussion was not on the agenda, but can be added to next month's agenda.

Action: No action required by the Board.

Discuss the legal opinion regarding use of public funds

At the May 16 special meeting, Mr. Forshee informed the Board sent a request to the County Prosecutor, Matt Harvey, and waiting for an opinion regarding the staff's use of public funds. He was particularly interested in the staff's purchases of a water cooler & water, coffee maker & coffee, candy for the public, and plastic cups. He had previously submitted his concern to the West Virginia Ethics Commission and they replied as not having an opinion for this specific situation and suggested the State Attorney's office provide an official opinion which can only be accepted if requested from a County Prosecutor at the lowest level. Last week Mr. Harvey sent an opinion to Mr. Forshee which he shared with the Board and staff.

In the opinion Mr. Harvey states that most of the issues seem to have been determined to be an acceptable expenditure by a previous ethics opinion, but the opinion did not include items such as coffee and candy. He did find an opinion of the Comptroller General of the United States that states items such as coffee should be purchased by employees, however the Ethics Commission did not specifically adopt that portion of the Comptroller's language. Mr. Harvey stated it would be a safe position if the District chose to follow the Comptroller's opinion.

Although an ethics opinion has not been given for items such as candy and coffee, Mrs. Shultz stated that those items will no longer be ordered to eliminate the issue. Ms. Ashley commented that she doesn't want to undo what the Board has previously approved.

Action: No action required by the Board.

Discuss the new amphitheater at Sam Michael's Park

Mrs. Shultz stated that Sam Michael's Park is not currently a customer of the District and was under the impression the new amphitheater had no plans of constructing public bathrooms at this time. She explained that they may come to the District for possible sewer service in the future.

Action: No action required by the Board.

Discussion of any expenses over budget for the year

There were no items over budget.

Action: No action required by the Board.

Consider Fiscal Year 2018 sewer budget revision

Mrs. Shultz explained that since the new fiscal year started on July 1, she makes adjustments to the previous years' budget to clean up any line items that were over budget. The pumping system expenses – power & fuel item was adjusted due to an increase in the Deerfield electric bills and the admin & general expenses – transportation item was adjusted due to an increase in fuel expense and vehicle repairs. The two line items were adjusted not the entire budget.

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve the items noted in the change columns for FY 2018. Unanimously approved.

Approve monthly disbursements

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve disbursements for Public Service District sewer expenses in the amount of \$217,889.83. Unanimously approved.

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve disbursements for the Public Service District water expenses in the amount of \$8,588.57. Unanimously approved.

Approve transfer of \$5,597.10 from the New Sewer Security Deposit account to the Sewer Operating account for 53 security deposit refunds

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$5,597.10 from the New Sewer Security Deposit account to the Sewer Operating account for 53 security deposit refunds. Unanimously approved.

Approve transfer of \$374.92 from the Water Security Deposit account to the Water Operating account for 4 security deposit refunds

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$374.92 from the Water Security Deposit account to the Water Operating account for 4 security deposit refunds. Unanimously approved.

Approve transfer of \$24,221.00 from Renewal & Replacement account to the Sewer Operating account for repair/upgrades to pump station 3-6

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$24,221.00 from the Renewal & Replacement account to the Sewer Operating account for repair/upgrades to pump station 3-6. Unanimously approved.

Approve transfer of \$802.31 from Renewal & Replacement account to the Sewer Operating account for transducer at pump station 4-3

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$802.31 from the Renewal & Replacement account to the Sewer Operating account for transducer at pump station 4-3. Unanimously approved.

Approve transfer of \$1,419.00 from Water Renewal & Replacement account to the Water Operating account for new well pump at Glen Haven Water System

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$1,419.00 from the Water Renewal & Replacement account to the Water Operating account for new well pump at Glen Haven Water System. Unanimously approved.

Update on JCPSD transition to City of Charles Town

Mr. Forshee requested this item be a standing agenda item with the recent PSC order. Mrs. Shultz explained that she and Mrs. Stottlemeyer met with Kristen Stolipher, Assistant Utility Manager for Charles Town, to begin discussions on employee statuses and an organization structure. Mrs. Stolipher stated she would like to start addressing employee concerns, begin cross training and stay committed to meeting a couple times a month to ease the transition.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

• Jefferson County Commission PSC Case No. 17-0915-PSWD-PC consolidated with Complaint Case PSC no. 18-0006-PSD-C— On June 26th, the PSC issued an order to for the District and Charles Town move forward with the consolidation and approving the dissolution of the District. Mrs. Stolipher stated that Charles Town's goal is to complete the ordinance readings by the end of August and possibly have the consolidation complete by October.

Action: No action required by the Board.

General Manager's Report

In the General Manager's report this month, Mrs. Shultz informed the Board of the high mileage, close to 200,000 miles, of three of the District's vehicles. Mr. Milliron asked Mrs. Stolipher how many vehicles Charles Town has and she replied they currently have three in the sewer department and four in the maintenance department which get rotated between staff.

Mr. Forshee questioned why Mrs. Shultz completed the employee evaluations prior to July 1st since it states in the employee handbook that annual evaluations will be performed after July 1st. Mrs. Shultz stated that she conducted them on June 29th and July 2nd prior to the first paycheck in July which included the employees new pay rate.

Mr. Forshee also questioned if staff is aware of any required paperwork that needs to be sent to the State regarding the inflow & infiltration problem in Burr Park. Mr. Freeze stated that no paperwork must be submitted to the State as long a proper residual is held in compliance.

Staff also worked with the engineers of the new TEMA facility and calculated the building to use 4 EDUs.

Mrs. Shultz also explained that the new accounting firm approved by the Board last month, Yount Hyde and Barbour, was onsite today as well as tomorrow beginning their data collection.

Action: No action required by the Board.

Other staff reports

Mr. Milliron questioned how rain is entered into the pump station run times spreadsheet. Mr. Freeze explained that he manually enters the data collected from rain gauges at two of the District's pump stations. Mr. Milliron was concerned why the pump times were exceeding the rain fall amount after November at pump station 4-4 and curious if there was an inflow and infiltration problem. Mr. Freeze stated that staff had placed a flow meter there and inflow and infiltration was occurring which was thought to be coming from Charles Town's flow. Staff will discuss this further with Charles Town.

Mr. Milliron also asked staff if they had received quotes to move the office generator to pump station 1-12. Mr. Freeze spoke with Apparatus Repair & Engineering and estimated it to cost around \$8000 - \$9000. Mr. Milliron stated that in the Charles Town evaluation that pump station could be eliminated so suggested staff work with Charles Town on where to move it.

Mr. Milliron also requested staff note on the future agenda's what Capacity Assurance Fees have been converted to Capacity Improvement Fees for Beallair.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Jacquelyn Milliron asked if it was possible if staff could send her the pump station 3-7 run times for the past year.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to convene into executive session to discuss potential office space/lease for the District and the consolidation PSC cases. Unanimously approved.

Action: Motion made by Ms. Ashley and seconded by Mr. Milliron to return to public session. Unanimously approved.

Action: Motion made by Ms. Ashley and seconded by Mr. Milliron to have Mr. Crawford

Impact Fee Status Report

August 2018

Office of Impact Fees

Summary

Date Range: Wednesday 1 through Friday 31 August 2018

Report Date: 4 September 2018

Process Number Range: 1800198-1800216

Total Applications: 19

Total Non-Exempt: 17

Of which:

Commercial: 0

Residential: 17

Of which:

County: 7

Municipal: 10

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 1

Municipal: 1

Tables 1 through 7 summarize impact fee processing for August 2018. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 August 2018	2	0	17	19
Fees collected		\$0.00	\$111,578.00	\$111,578.00
<i>Of which</i>				
School Impact Fee			\$102,516.00	\$102,516.00
Law Enforcement Fee		\$0.00	\$1,176.00	\$1,176.00
Parks & Recreation Fee			\$7,106.00	\$7,106.00
EMS Fee		\$0.00	\$780.00	\$780.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 August 2018)	\$145,433.48
August Deposits (1 – 31 August 2018)	\$111,578.00
School July Transactions (withdraws via transfer on 10 August 2018)	(\$134,673.14)
Law July Transactions (withdraws via transfer on 10 August 2018)	(\$1,345.27)
Parks & Rec July Transactions (withdraws via transfer on 10 August 2018)	(\$8,478.44)
EMS July Transactions (withdraws via transfer on 10 August 2018)	(\$936.63)
Interest Earned (31 August 2018)	\$45.11
Ending Statement Balance (31 August 2018)	\$111,623.11
<i>Outstanding Credits (deposits through 1 September 2018)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 August 2018)	\$2,220,662.69
July Transactions (deposits via transfer on 10 August 2018)	\$134,673.14
Interest Earned (31 August 2018)	\$983.61
Ending Balance (31 August 2018)	\$2,356,319.44

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 August 2018)	\$126,482.81
July Transactions (deposits via transfer on 10 August 2018)	\$1,345.27
Interest Earned (31 August 2018)	\$54.12
Ending Balance (31 August 2018)	\$127,882.20

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 August 2018)	\$241,032.26
July Transactions (deposits via transfer on 10 August 2018)	\$8,478.44
Interest Earned (31 August 2018)	\$104.91
Ending Balance (31 August 2018)	\$249,615.61

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 August 2018)	\$13,096.89
July Transactions (deposits via transfer on 10 August 2018)	\$936.63
Interest Earned (31 August 2018)	\$5.85
Ending Balance (31 August 2018)	\$14,039.37

Table 7. Total Impact Fees as of 1 September 2018/1

Description	Amount
Office of Impact Fees General Account	\$111,623.11
School Impact Fee Account	\$2,356,319.44
Law Enforcement Fee Account	\$127,882.20
Parks & Recreation Impact Fee Account	\$249,615.61
EMS Impact Fee Account	\$14,039.37
Total Impact Fees	\$2,859,479.73

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending August 2018 Fee Transfers /1

Account	31 August		Account Totals
	2018 Account Totals	Pending Impact Fee Transfers	
School Impact Fee Account	\$2,356,319.44	\$102,557.50	\$2,458,876.94
Law Enforcement Fee Account	\$127,882.20	\$1,176.45	\$129,058.65
Parks & Recreation Impact Fee Account	\$249,615.61	\$7,108.71	\$256,724.32
EMS Impact Fee Account	\$14,039.37	\$780.45	\$14,819.82
Total Impact Fees	\$2,747,856.62	\$111,623.11	\$2,859,479.73

/1 This table represents each of the impact fee category account totals as of 31 August 2018 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in August 2018 are listed in table 1 of the General Account (3111776); these transactions will be processed in September 2018. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Wednesday 1 through Friday 31 August 2018

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1800198	08/01/2018	Thomas	John	08 Ranson Corp	1067	641	7	154	\$0.00	08/01/2018	Form 200
1800210	08/22/2018	Dickinson	Gary	02 Charles Town	632	316	23C	98	\$0.00	08/22/2018	Form 200
Category Count: 2									Category Total		\$0.00
Non-Exempt Applications											
1800199	08/01/2018	Thomas	John	08 Ranson Corp	1067	641	7	154	\$6,981.00	08/01/2018	N/A
1800200	08/01/2018	Thomas	John	08 Ranson Corp	1067	641	7	154	\$6,981.00	08/01/2018	N/A
1800201	08/06/2018	Dan Ryan		02 Charles Town			4G		\$6,423.00	08/06/2018	N/A
1800202	08/06/2018	Dan Ryan		02 Charles Town	1210	744			\$6,423.00	08/06/2018	N/A
1800203	08/06/2018	Dan Ryan		02 Charles Town	1199	294	4G	20	\$6,423.00	08/06/2018	N/A
1800204	08/06/2018	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	131	\$6,423.00	08/06/2018	N/A
1800205	08/08/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	5D	\$6,255.00	08/08/2018	N/A
1800206	08/08/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	19A	\$6,255.00	08/08/2018	N/A
1800207	08/08/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	23D	\$6,255.00	08/08/2018	N/A
1800208	08/14/2018	Wilcom	Marisa	07 Middleway	1206	438	20	11.17	\$6,423.00	08/14/2018	N/A
1800209	08/20/2018	Wisler	Sean and Angela	06 Kabletown	1198	712	22	14.41	\$6,423.00	08/20/2018	N/A
1800211	08/22/2018	Shepherdstown		10 Shepherdstown	1190	38	3B	28	\$6,778.00	08/22/2018	N/A
1800212	08/22/2018	Shepherdstown		10 Shepherdstown	1190	168	3B	32	\$6,778.00	08/22/2018	N/A
1800213	08/22/2018	Shepherdstown		10 Shepherdstown	1190	164	3B	33	\$6,778.00	08/22/2018	N/A
1800214	08/22/2018	Shepherdstown		10 Shepherdstown	1190	38	3B	34	\$6,778.00	08/22/2018	N/A
1800215	08/22/2018	Shepherdstown		10 Shepherdstown	1190	148	3B	35	\$6,778.00	08/22/2018	N/A
1800216	08/31/2018	Hill	Christopher	09 Shepherdstown	1193	253	13	34.16	\$6,423.00	08/31/2018	N/A
Category Count: 17									Category Total		\$111,578.00
TOTAL APPLICATIONS: 19									Grand Total		\$111,578.00