

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018
THURSDAY, OCTOBER 18, 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

- October 4, 2018 Regular Meeting Minutes

APPROVAL OF ACCOUNTS PAYABLE

- October 11, 2018
- October 18, 2018

APPROVAL OF MANUAL CHECKS

- October 12, 2018
- October 19, 2018

APPROVAL OF PAYROLL

- October 4, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 6:15 p.m. Angie Banks, Assessor
- County Court Consolidation requested by Don Orser - Discussion/Action
2. 6:30 p.m. Michelle Gordon, Finance Director
- Approval of FY18 Financial Statements - Discussion/Action
- Approval of FY19 State Budget Revision 2 for the General Fund - Discussion/Action

3. 6:45 p.m. Interviews and Appointment to the Jefferson County Development Authority Board of Director - one three-year term for Labor Representative ending April 5, 2021 - Discussion/Action
4. 7:00 p.m. Roger Goodwin, Chief County Engineer
- Approval of Payment of Invoice No. 1 - Snyder Environmental Services, Inc. Bardane Industrial Park Waste Water Treatment Plant - Lagoon Decommissioning & Sinkhole Remediation Project - Discussion/Action
5. 7:15 p.m. **BREAK**
6. 7:30 p.m. Jennie Brockman, County Planner
- Decision - Proposed Zoning Ordinance Text Amendments (ZTA 18-01) re: Pet and Livestock Crematoria (public hearing held October 4, 2018) - Discussion/Action
7. 7:45 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 renewal of County cable franchise agreement, related issues, and phone conference with counsel - Discussion/Action
- Discussion of Declaration of Keyes Ferry Acres Maintenance Association - Discussion/Action
- Update of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action

NEW BUSINESS

8. Water and Sewer Service to Rockwool and Related Items - Discussion/Action (JC)
9. Discussion on an Ordinance to prohibit forced participation in public water and sewer system - Discussion/Action (PO)
10. Discuss the Jefferson County Board of Education representative to the Jefferson County Board of Education - Discussion/Action
11. Discuss Land Use Amendment to account for potential impact on roads - Discussion/Action (JC)

COUNTY ADMINISTRATOR REPORTS

- Inform Commission of outside investigation - BRMVFD - Discussion/Action - Possible Executive Session

COUNTY COMMISSION REPORTS

12. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from Anastasya Tabb regarding Rockwool.

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, October 4, 2018

A meeting of the Jefferson County Commission was held on Thursday, October 4, 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 Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 4, 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 Mr. Onoszko to approve the Purchase Orders for October 4, 2018 to include purchase order nos. 52806 and 52807 in the amount of \$129,878.12. Motion seconded and unanimously approved.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the September 13, 2018 Special Session Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the September 18, 2018 Special Session Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the September 20, 2018 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080686	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,773.38	\$ 1,773.38
080687	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
080688	717	CREAMERS WRECKER SVC		\$ -	\$ 130.00	\$ 130.00
080688	717	CREAMERS WRECKER SVC		\$ -	\$ 130.00	\$ 130.00
080689	700	FEDEX		\$ -	\$ 59.78	\$ 59.78
080690	711	FUTURITY IT, INC		\$ -	\$ 1,000.00	\$ 1,000.00
080691	717	GUTTMAN OIL CO		\$ -	\$ 5,176.57	\$ 5,176.57
080691	717	GUTTMAN OIL CO		\$ -	\$ 4,747.94	\$ 4,747.94
080691	717	GUTTMAN OIL CO		\$ -	\$ 4,716.56	\$ 4,716.56
080691	717	GUTTMAN OIL CO		\$ -	\$ 4,472.43	\$ 4,472.43
080692	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
080693	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,625.93	\$ 2,625.93
080694	712	DR. ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
080695	712	LANGUAGE LINE SERVICES		\$ -	\$ 116.29	\$ 116.29
080696	P/R DED	BRYAN McCUSKER		\$ -	\$ 2,250.00	\$ 2,250.00
080697	ALLOC	JEFF CO PARKS &		\$ -	\$ 39,935.11	\$ 39,935.11
080698	700	ROBERT L. PETERSON SR		\$ -	\$ 17.09	\$ 17.09
080699	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
080700	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080700	717	RICE TIRES CO		\$ -	\$ 437.92	\$ 437.92
080701	704	WV REGIONAL JAIL &		\$ -	\$ 115,365.75	\$ 115,365.75
080702	403	SOFTWARE COMPUTER GROUP		\$ -	\$ 720.00	\$ 720.00
080703	P/R DED	WENDY SCHUTZ		\$ -	\$ 2,250.00	\$ 2,250.00
080704	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 44,334.41	\$ 44,334.41
080705	428	VISION TECHNOLOGY SOLTNS	52833	\$ 9,591.75	\$ -	\$ 9,591.75
080706	711	WV EMER MANAGMENT COUNCI		\$ -	\$ 125.00	\$ 125.00
080707	425	WHOLESALE TIRES, INC.		\$ -	\$ 6.94	\$ 6.94
080707	717	WHOLESALE TIRES, INC.		\$ -	\$ 83.93	\$ 83.93
080708	700	DARYLL WIMER		\$ -	\$ 9.27	\$ 9.27
TOTAL						\$ 241,734.77
TOTAL				\$ 9,591.75	\$ 232,143.02	\$ 241,734.77

Motion by Mr. Onoszko to approve the Accounts Payable for September 27, 2018 in the amount of \$241,734.77. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080711	ALLOC	BLUE RIDGE MOUNTAIN		\$ -	\$ 75,000.00	\$ 75,000.00
080712	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
080713	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080714	412	JADA BENNETT		\$ -	\$ 269.78	\$ 269.78
080715	412	APRIL BLAKER		\$ -	\$ 30.52	\$ 30.52
080716	ALLOC	BAKERTON VOLUNTR FIRE DP		\$ -	\$ 95,000.00	\$ 95,000.00
080717	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080718	716	BOYD VETERINARY SERVICES		\$ -	\$ 100.00	\$ 100.00
080719	ALLOC	CITIZENS VOLUNTR FIRE CO		\$ -	\$ 95,000.00	\$ 95,000.00
080720	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
080720	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
080721	405	COMMONWEALTH LAW BOOK CO		\$ -	\$ 525.00	\$ 525.00
080722	700	DIV OF JUSTICE & COMMUNT		\$ -	\$ 750.00	\$ 750.00
080723	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,360.77	\$ 6,360.77
080724	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
080725	700	EXECUTIVE EMERGENCY		\$ -	\$ 520.00	\$ 520.00
080726	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 550.50	\$ 550.50
080727	P/R DED	THE HARTFORD		\$ -	\$ 3,893.76	\$ 3,893.76
080728	P/R DED	THE HARTFORD		\$ -	\$ 2,374.90	\$ 2,374.90
080729	425	IPC TECHNOLOGIES INC.	52672	\$ 13,676.00	\$ -	\$ 13,676.00
080730	425	INTERSTATE ALL BATTERY		\$ -	\$ 1,100.80	\$ 1,100.80
080731	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00

080732	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 509,250.00	\$ 509,250.00
080733	424	THE JOURNAL		\$ -	\$ 168.74	\$ 168.74
080734	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
080735	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,940.00	\$ 4,940.00
080736	P/R DED	NICOLE NOBREGA		\$ -	\$ 257.64	\$ 257.64
080737	P/R DED	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
080738	P/R DED	HIGHMARK WV		\$ -	\$ 198,251.35	\$ 198,251.35
080739	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080740	P/R DED	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
080741	425	McCALL HANDLING CO		\$ -	\$ 2,139.39	\$ 2,139.39
080742	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080743	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,774.46	\$ 1,774.46
080744	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
080745	428	PCM - TIGER DIRECT	52832	\$ 10,622.84	\$ -	\$ 10,622.84
080746	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 9,254.00	\$ 9,254.00
080747	717	RICE TIRES CO		\$ -	\$ 472.88	\$ 472.88
080747	717	RICE TIRES CO		\$ -	\$ 472.88	\$ 472.88
080747	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080747	717	RICE TIRES CO		\$ -	\$ 437.92	\$ 437.92
080748	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
080749	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
080750	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,274.60	\$ 48,274.60
080750	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,290.04	\$ 11,290.04
080750	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,578.89	\$ 37,578.89
080751	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,356.28	\$ 9,356.28
080752	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,627.38	\$ 6,627.38
080753	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,375.00	\$ 2,375.00
080753	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 415.00	\$ 415.00

080754	712	CHRISTIE SEIDEL		\$ -	\$ 82.50	\$ 82.50
080755	425	CAPITAL TRISTATE		\$ -	\$ 11.43	\$ 11.43
080755	425	CAPITAL TRISTATE		\$ -	\$ 252.28	\$ 252.28
080755	425	CAPITAL TRISTATE		\$ -	\$ 36.08	\$ 36.08
080755	425	CAPITAL TRISTATE		\$ -	\$ 38.76	\$ 38.76
080755	425	CAPITAL TRISTATE		\$ -	\$ 315.19	\$ 315.19
080756	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,665.21	\$ 10,665.21
080756	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,700.39	\$ 23,700.39
080756	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,642.84	\$ 3,642.84
080756	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,071.44	\$ 6,071.44
080757	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
080758	412	EMILY MORROW		\$ -	\$ 284.51	\$ 284.51
080759	712	MAKENZIE WOODWARD		\$ -	\$ 82.50	\$ 82.50
080760	440	XEROX CORPORATION		\$ -	\$ 505.68	\$ 505.68
TOTAL						\$ 1,416,204.60
TOTAL				\$ 24,298.84	\$ 1,391,905.76	\$ 1,416,204.60

Motion by Ms. Noland to approve the Accounts Payable for October 4, 2018 in the amount of \$1,416,204.60. Motion seconded and unanimously approved.

MANUAL CHECKS

MANUAL CHECK						
28-Sep-18						
469	2/CS	EASTRIDGE HEALTH SYSTEM				\$ 400.00
470	2/CS	EASTERN PANHANDLE TRANSIT				\$ 7,500.00
1690	246/CO	TYLER TECH				\$ 3,825.00
TOTAL						\$ 11,725.00

Motion by Ms. Noland to approve the Manual Checks for September 28, 2018 in the amount of \$11,725.00. Motion seconded and unanimously approved.

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
10/5/2018	703	UNITED BANK	\$ 224.46
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
10/5/2018	1156	SHERIFF JEFFERSON CO -SCHOOL	\$ 107,247.70
10/5/2018	1157	SHERIFF JEFFERSON CO - LAW	\$ 1,537.39
10/5/2018	1158	SHERIFF JEFFERSON CO - PARKS	\$ 8,315.75
10/5/2018	1159	SHERIFF JEFFERSON CO - EMS	\$ 907.39
TOTAL			\$ 118,232.69

Motion by Mr. Onoszko to approve the Manual Checks for October 5, 2018 in the amount of \$118,232.69. Motion seconded and unanimously approved.

PUBLIC COMMENT

Sam Greene, resident – spoke in opposition to Rockwool Ranson.

David Tabb, resident – spoke about discussing Rockwool Ranson with the elected officials of Loudoun County.

Catherine Jozwick, resident – stated the citizens of the county feel betrayed by the County Commission due to the Rockwool Ranson project.

Bjoern Andersen, representative for Rockwool – spoke regarding the company’s efforts to work with the citizens of Jefferson County.

Summer Hart, resident – stated the citizens of the county feel betrayed by the County Commission due to the Rockwool Ranson project.

Addison Reese, resident – questioned the truck traffic that would result from the Rockwool Ranson project.

PRESENTATIONS

1. Angela Banks, Assessor – requested approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael Lewis	RE	Charles Town	3989	\$4,978.00

- **Motion by Ms. Noland to approve the exoneration for ticket no. 3989 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Jason McGraw	RE	Ranson Corp	24918	\$1,202.36

- **Motion by Ms. Tabb to approve the exoneration for ticket no. 24918 as presented. Motions seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Karen Hanes	PP	HF	307811	\$75.19

- **Motion by Mr. Onoszko to approve the exoneration for ticket no. 307811 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Keryn & Philip Newman	PP	Shepherdstown	316888	\$51.69

- **Motion by Ms. Tabb to approve the exoneration for ticket no. as presented. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff

a. Approval of Trip Guards/Bailiffs

- **Motion by Compton to approve the hire of Charles VanGilderCharles Ellis as a bailiff/trip guard and George Booth as a trip guard. Motion seconded and unanimously approved.**

b. Home Confinement

- **Motion by Ms. Tabb to recognize Special Deputy Earl Gill as a part-time Home Confinement Officer. Motion seconded and unanimously approved.**

c. Auction – Friday, October 19, 2018 at 5:00 pm

- **Motion by Mr. Onoszko to approve the sale of the listed County property and proceeds be added to the Sheriff's Auto Supply line item 700-03-343 for Sheriff's Office property.**

d. Salvage Vehicle

- **Motion by Mr. Onoszko to approve that the 2004 Ford Crown Victoria be sold for salvage and the proceeds be added to the Sheriff's Auto Supply line item 700-03-343. Motion seconded and unanimously approved.**

e. Sheriff's Annual Report

3. Matthew Harvey, Prosecuting Attorney – discussion of staffing needs and potential new hires.

- **Motion by Ms. Tabb to approve the hire as full time Victim Advocate and Jamie Green as a part-time staffer in the Prosecuting Attorney's Office. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

5. Lynn Fields, Probate Office – Quarterly Review – closure of estates that have met all deadlines and approve estates that have been opened since last quarterly review.

- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to approve the Quarterly Review for Approval/Closure of Estates. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**

6. Nancy Strine, HOME/CDBG Administrator

a. Approve Resolution authorizing the Jefferson County Commission in the Eastern Panhandle Home Consortium of WV

- **Motion by Ms. Noland to approve the Resolution authorizing Jefferson County participation in the Eastern Panhandle Home Consortium of WV for the period of July 1, 2019-June 30, 2021. Motion seconded and unanimously approved.**

b. Approve 3-year Housing Consortium Cooperative Agreement between City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, WV for the period of July 1, 2019 through June 30, 2021.

- **Motion by Ms. Tabb to approve the 3-year Housing Consortium Cooperative Agreement between the City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, WV for the period of July 1, 2019 and June 30, 2021. Motion seconded and unanimously approved.**

7. Interviews and Appointments

a. Jefferson County Parks and Recreation Commission

- **Motion by Mr. Compton to appoint Kathleen Osantowske to the Jefferson County Parks and Recreation Commission for an unexpired term ending June 30, 2021. Motion seconded and unanimously approved.**

b. Jefferson County Historic Landmarks Commission

- **Motion by Ms. Tabb to appoint to the Jefferson County Historic Landmarks Commission for an unexpired term ending March 2, 2020. Motion seconded and unanimously approved.**

c. Jefferson County Farmland Protection Board

- **Motion by Ms. Tabb to appoint Gavin Perry as a Non-Farmer representative to the Jefferson County Farmland Protection Board for a four-year term ending September 7, 2022 and Nick Kercheval as a Soil**

Conservation District representative ending September 7, 2022. Motion seconded and unanimously approved.

8. Todd Cotgreave, Town Run Brewing Company – requested the approval of a letter of endorsement for a Floor Plan Extension.
 - **Motion by Mr. Compton to approve a letter of endorsement for Town Run Brewing Company for a Floor Plan Extension on October 14, 20, and 21st, 2018. Motion seconded and unanimously approved.**
9. Chris Kinnan, Jefferson County Vision – made a presentation to the Commission regarding Jefferson County Vision’s legal action against the Jefferson County Development Authority and legal issues surrounding the Rockwool project.
10. The Commission recessed for lunch at 12:47 pm.
The Commission reconvened at 1:45pm.

NEW BUSINESS

11. Appeal of Ruling for Petition for formation of a Keyes Ferry Acres Maintenance Association
 - **Motion by Mr. Compton to reject the appeal due to lack of jurisdiction and send a letter to the appellant to notify him of the rejected appeal.**
12. Discussion of County Commission support of the Jefferson County Economic Development Authority
 - **Motion by Ms. Noland to adopt a Resolution to express appreciation to the Development Authority for the work they do in bringing business to Jefferson County.**
13. Increase Jefferson County Development Authority membership to provide a member of labor
 - **Motion by Ms. Noland to increase the Jefferson County Development Authority membership to include an active member of a labor union, preferably an hourly wage earner. Motion seconded and unanimously approved.**
14. Discuss correspondence received from Arnold and Bailey.
15. Discuss Land Use Amendment to account for potential impact on roads – it was the consensus of the Commission to delay a discussion on this item until the next regularly scheduled County Commission meeting.

16. Public Hearing

- Proposed Zoning Ordinance Text Amendments (ZTA 18-01) re: Pet and Livestock Crematoria.

Mr. Compton opened the public hearing at 1:31 pm, and Jennie Brockman, County Planner, provided the Commission and the audience with background information pertaining to the zoning ordinance text amendment regarding pet and livestock crematoria. Mr. Compton then opened the floor for public comment but none was provided. Mr. Compton then stated the record would remain open for two weeks to allow time for written comment, with a decision to be made during the October 18, 2018 regularly scheduled county commission meeting.

17. Jeffrey Polczynski, ENP – Director of Communications – request approval of Promotion to Supervising Public Safety Dispatcher

- **Motion by Mr. Compton to approve the promotional appointment of Ms. Brook Hess from Public Safety Dispatcher within the Emergency Communications Center. Motion seconded and unanimously approved.**

18. Roger Goodwin, Chief County Engineer – Smith Mountain View Estates Subdivision (JCPC File No. 02-06) – Approval of Change Order #1

- **Motion by Ms. Tabb to grant the 21 calendar day contract time extension request to C. Allen Lane Construction, LLC as outlined in Change Order #1, for JCPC File No. 02-06, Smith Mountain View Estates Subdivision. Motion seconded and unanimously approved.**

19. 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 with counsel
- Discussion and update regarding EEOC Charge #533-2018-01557
- **Motion by Mr. Compton to enter into Executive Session to discuss contract negotiations and receive legal advice regarding the County Cable Franchise Agreement, Jefferson County Civil Action #17-C-282, EEOC Charge #533-2018-01557, and Fire Marshall Survey SB625. Motion seconded and unanimously approved.**

- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

20. The Commission meeting was adjourned at 3:32pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 405,245.52	\$ -	\$ 405,245.52
	\$ -		
6.2% Tax Payable OASDI	\$ 24,137.10	\$ -	\$ 24,137.10
1.45% Tax Payable HI	\$ 5,645.02	\$ -	\$ 5,645.02
Fed Withholding	\$ 37,578.89	\$ -	\$ 37,578.89
WV State Withholding	\$ 17,401.58	\$ -	\$ 17,401.58
PERS Retirement Deduct 4.5%	\$ 10,665.21	\$ -	\$ 10,665.21
PERS Retirement Deduct 6%	\$ 3,642.84		\$ 3,642.84
Hosp. Pre-Tax	\$ 14,009.00		\$ 14,009.00
Cancer/ICU Pre-Taxed	\$ 312.08		\$ 312.08
Cancer/ICU Not Pre-Taxed	\$ 1,493.25		\$ 1,493.25
Optional Life Not Pre-Taxed	\$ 1,946.88		\$ 1,946.88
Christmas Club	\$ 4,940.00		\$ 4,940.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #3	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 6,627.38		\$ 6,627.38
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,375.00		\$ 2,375.00
457R - Roth	\$ 415.00		\$ 415.00
MD State Tax	\$ 652.42		\$ 652.42
D/VF	\$ 1,617.13		\$ 1,617.13
VA. State Tax	\$ 205.09		\$ 205.09
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 135,307.72	\$ -	\$ 135,307.72
Net Wages Total	\$ 269,937.80	\$ -	\$ 269,937.80
Payroll Date	4-Oct-2018		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: October 18, 2018

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

Date Requested – 2nd Choice: November 1, 2018

Subject : County Court Consolidation requested by Don Order

Please provide the County Commission with a description of your request or presentation, including any background information:
Taxpayer wants parcels to be consolidated for tax purposes. Two of the parcels have different deed book references

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

Don J. Orser

250 Blue Ridge Loop, Harpers Ferry, West Virginia 25425

djorser@comcast.net

September 24, 2018

Jefferson County Assessor's Office
104 E. Washington Street
Charles Town, West Virginia 25414

Subject: Orser Parcel Consolidation for Tax Year 2019

Dear Jefferson County Commission:

Pursuant to WV Code § 11-4-17 this is to request that for tax year 2019, the following sets of contiguous lots/parcels I own in Jefferson County and listed below be consolidated into single parcels. Note that WV Code § 11-4-17 requires that "application to the county court" be done, where I believe "county court" refers to the Jefferson County Commission. I am also cc'ing the Assessor's Office but am relying on the County Commission to insure this takes place as requested.

District/Map/Parcel	Legal Description	Deed Book/Page
06/8D/0009 & 0010	Sec 2S #9 & 10, Shannondale	1187/589
06/8B/0208, 0215, 0216 & 0216.1	Sec 4G #33, 34, 42 & 43, Shannondale	925/139, 1201/305 & 985/697

Done *OK*

I can be reached at 304-725-8948 or 304-268-3640 (cell phone) to discuss any issues.

Thanks very much.

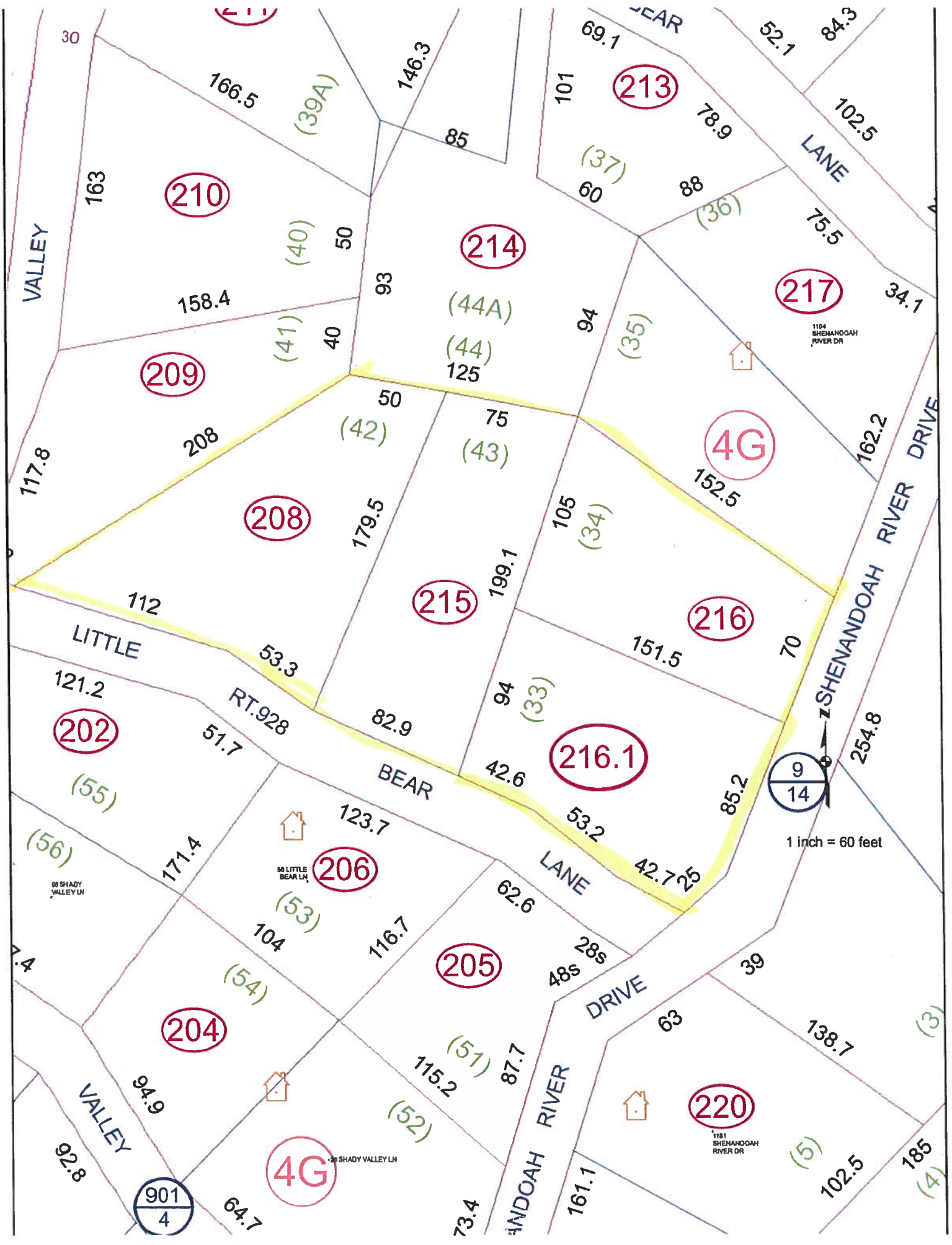
Respectfully,



Don J. Orser

cc: Jefferson County Commission, 124 East Washington Street, Charles Town, WV 25424

M 10/2/18



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:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointment to the Jefferson County Development Authority Board – one three year term for Labor Representative ending April 5, 2021 – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, October 18, 2018, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - One 3-year term ending April 5, 2021 - Labor Representative

The labor representative must be an active member of a labor union. An individual who is employed on an hourly basis is preferred but not required.

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 before the proposed date of appointment.

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

Sandra Bruning
165 Brittany Ln.
Summit Point, WV 25441
October 10, 2018

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

Dear President Compton_& the Jefferson County Commission:

I write to request appointment to the open seat on the Jefferson County Development Authority. I am available to attend the board meetings on the third Tuesday of every month.

I am a resident of Jefferson County, and I also work in Jefferson County. I have been a nurse for nearly 40 years, and I am currently a member of SEIU labor union. Due to my many years as an hourly employee, I understand the impact that economic development decisions have on wage earners and members of labor unions. I believe in Jefferson County and believe in its workforce. As a member of the JCDA I would strive to create and retain good paying jobs for working class people, including those often filled by members of labor unions. I would truly appreciate the opportunity to serve on the JCDA so that I can work to improve the quality of life for all Jefferson County residents by developing and promoting commercial opportunities for new and expanding businesses, especially for those utilizing members of labor. I look forward to discussing this position with you.

I believe the Jefferson county needs a diverse economy that helps people of all economic and educational status to live and prosper here in Jefferson county.

Thank you for your time and consideration

Sandra K. Bruning

Sandra K. Bruning

Sandra K. Bruning

165 Brittany Lane
Summit Point, WV 25446

(304) 725-3420

Career Profile:

LPN licensed in both VA and WV with over 35 years nursing experience in both hospital and private practice environments. In-depth knowledge of patient care, procedures, assessments, triage and patient teaching. High energy goal and action oriented individual with a demonstrated track record of achievement in nursing practices. Natural team player with excellent people and verbal skills.

Professional Experience:

Willow Tree Manor, Charles Town WV
Charge nurse

April 2013-present

Areas of significant responsibility included:

- Wound assessment and treatment.
- Appropriate documentation in EMR to include medication administration and completed treatments.
- Quarterly assessments.
- Care of dementia and Alzheimer's residents.
- Education of residents and families.
- Assessment of G-tube placement prior to feedings and medication administration as well as routine flushes.
- IV antibiotic administration through PICC line.
- Care of residents with psychiatric diagnoses.

Shenandoah Valley Westminster Canterbury, Winchester, VA
Charge Nurse

August 2008-October 2012

Areas of significant responsibility included:

- Wound assessment and treatment.
- Monthly summaries of residents' care and response to medications/treatments.
- Education of residents and families.
- Care of Alzheimer's residents.
- Assist doctors on rounds.

Shenandoah Health Village Center, Charles Town, WV
Staff Nurse

September 2005-July 2008

Areas of significant responsibility included:

- Assess residents daily.
- Wound assessment and treatment.
- Monthly, quarterly and annual summaries of residents' care and response to medications/treatments.
- Care of tracheotomy residents.
- Care of Alzheimer's residents.
- Education of resident and family.

Blue Ridge Care and Rehabilitation Center, Charles Town, WV

July 2000-June 2004

Areas of significant responsibility included:

- Wound assessments and treatments.
- Monthly, quarterly and annual summaries of residents' care and response to medications/treatments.
- Care of Alzheimer's residents.

Areas of significant responsibility included:

- Assessing patients including vital signs and symptoms.
- Anticipating providers needs based on nursing assessment.
- Preceptor for new employees.
- Advice nurse.
- Assisted in setting up new office (i.e. exam rooms, equipment. etc.).
- Charge nurse as assigned by supervisor.
- Assist with minor procedures including sigmoidoscopies, ear cleaning, dressing changes, laceration repair, mole/skin tag removal, and toenail removal and eudiometrical biopsies.
- Clean and sterilize surgical and procedural equipment.
- Start IV's for hydration or procedures.
- Give IV push medications per office protocol.
- Do x-ray's, EKG's, PFTs. peak flows and nebulizer treatments, asthma educator.

Accomplishments:

- Member of advice academy committee to develop triage protocol for giving advice, what information to obtain, resources available and training of nursing personnel to give advice.
- Developed pap log for tracking abnormal pap smears.
- Member of asthma committee to develop protocols for patient education.

Loudoun Hospital Center, Leesburg, VA
Staff Nurse

November 1980-October 1992

Areas of significant Responsibility included:

- Oversee general care of patients.
- Assess post surgical patients one hour or more after surgery.
- Assess and assist patients in pain control management.
- Assess need for home follow up care or assistance and notify appropriate personnel or departments.
- Assess skills and knowledge of new staff and assist in their training.
- Assist in patient / family teaching.

Accomplishments:

- Diabetes Advisory Committee to review effectiveness of teaching policy and protocol for diabetes.
- Completed IV therapy course to start, discontinue IV's, hang plain solutions or solutions containing potassium and, or vitamins.
- Completed preceptor course.
- Continued to update skills and knowledge, especially on diabetes.

Education

Charles S. Monroe Vocational-Technical School (Moore Vocational Tech Center)
School of Practical Nursing
715 Childrens Center Road
Leesburg, VA 22075

References available upon request.

September 24, 2018

To: Jefferson County Commission

From: David M. Dinges

RE: Jefferson County Development Authority – Labor Representative

Commissioners,

My name is David M. Dinges and I would like to notify the Commission of my interest in the new Jefferson County Development Authority Board – Labor Representative position.


I've been a resident of Jefferson County since 1991. I am married to Shannon Franks Dinges who is a lifelong resident of Jefferson County. We have 7 children, with ages ranging from 30 to 11. We reside in Kearneysville.

I am a 25-year railroad employee (CSX) and union member/ leader. In 2015, I was elected as the Secretary – Treasurer and Legislative Representative of the Brotherhood of Locomotive Engineers and Trainmen (BLET) Local Division 181. In 2016, I spearheaded the formation of the BLET Maryland State Legislative Board. This endeavor was a first in the state of Maryland in the 150-year history of the BLET. I was elected the Chairman of the Board. This fall, I was re-elected as the Secretary – Treasurer and Legislative Representative, as well as, 1st Vice Local Chairman and 1st Alt. Delegate to the National Division of BLET Local Division 181.

As you can see, I have a wealth of union experience both as a member and an elected official.

It would be my honor to serve on the Jefferson County Development Authority Board as the Labor Representative.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "David M. Dinges". The signature is stylized and cursive.

David M. Dinges

David M. Dinges

245 Summer Grove Drive
Kearneysville, WV 25430
(215) 459-4008 - Cell
Dave_Dinges@mountainstatesports.com

Professional Experience

CSX Transportation, August 16, 1993 - Present

- Brakeman/ Conductor, 1993- Present
- Locomotive Engineer, 1994 – Present
- Yardmaster, 2000 – 2005
- Trainmaster, 2005 – 2010

Frederick County Public Schools (MD), November 1991 – June 1992

- Assistant Boys Basketball Coach, Middletown High School, 1991 – 1992
- Assistant Baseball Coach, Middletown High School, 1992

Jefferson County Schools (WV), November 2009 – Present

- Head Girls Basketball Coach, Harpers Ferry Middle School, 2009 – 2010
- Assistant Boys Basketball Coach, Shepherdstown Middle School, 2011 – 2012
- Assistant Football Coach, Jefferson High School, 2012
- Assistant Boys Basketball Coach, Shepherdstown Middle School, 2012 – 2013
- Head Boys Basketball Coach, Shepherdstown Middle School, 2013 – 2014
- Assistant Baseball Coach, Jefferson High School, 2013 – Present
- Game Manager, Shepherdstown Middle School, 2017 - Present

Berkeley County Schools (WV), August 2010 – November 2010

- Assistant Football Coach, Musselman High School, 2010
- Assistant Baseball Coach, Musselman High School, 2012

Brotherhood of Locomotive Engineers and Trainmen (BLET), July 2015 – Present

- Secretary – Treasurer and Legislative Representative, Local Division 181, July 2015 – Present
- 1st Vice Local Chairman and 1st Alt. Delegate to the National Division, Local Division 181, September 2018 – Present
- Chairman, Maryland State Legislative Board, July 2016 – Present

United States Sports Specialty Association, USSSA

- WV Assistant State Director, Baseball, 2012 - Present
- WV Fast Pitch Director, Softball, 2012 – Present
- WV Multi Sport State Director, BB/VB/LC/FP/GF/FF, 2015 – Present

USA Baseball – Capital NTIS, 2015 – Present

- West Virginia State Sectional Coordinator, 2015 - Present

Education

- Middletown High School, Middletown, Maryland
- 1989 Graduate

Certification/ Training

- Locomotive Engineer Training School, CSXT, 1994
- Yardmaster Training School, CSXT, 2000
- West Virginia Secondary Schools Activities Commission Component, 2009
- Sport First Aid, American Sport Education Program, 2009
- Coaching Principles, American Sport Education Program, 2009
- Concussion in Sports, National Federation of State High School Associations, 2011
- Sportsmanship, National Federation of State High School Associations, 2011
- The Role of the Parent in Sports, National Federation of State High School Associations, 2011
- Concussion in Sports v1.0, National Federation of State High School Associations, 2011
- Fundamentals of Coaching Basketball, National Federation of State High School Associations, 2011
- Fundamentals of Coaching, National Federation of State High School Associations, 2011
- **Accredited Interscholastic Coach – Basketball, National Federation of State High School Associations, 2011**
- **Accredited Interscholastic Coach – Football, National Federation of State High School Associations, 2012**
- Certified in CPR and AED, American Safety and Health Institute, 2012
- A Guide to Heat Acclimatization and Heat Illness Prevention, National Federation of State High School Associations, 2013
- Concussion in Sports v2.0, National Federation of State High School Associations, 2013
- WV Concealed Pistol/ Revolver License, 2012 - Present
- **Accredited Interscholastic Coach – Baseball, National Federation of State High School Associations, 2013**
- Certified in CPR and AED, Keep The Beat Training, 2014
- Athletic Injury Prevention, Professional Sports Care and Rehab, 2014

Administration/ Coaching Experience (Volunteer)

Brunswick Railroaders Little League, 1998 - 2004

- Safety Officer/ Equipment Manager, 1998 - 2004
- Assistant Baseball Coach, 1998 – 2004

Jefferson County Little League, 2008 – 2012

- Safety Officer, 2008
- Assistant Baseball Coach, 2008
- President, 2009
- Treasurer, 2010
- Safety Officer/ Equipment Manager, 2011 – 2012
- Manager – Baseball, 2009 – 2012

West Virginia Wild Baseball Club, Inc., 2011 – Present

- President/ Co-Founder, 2011 – Present
- Head Coach - 12U Baseball, 2011 – 2012, 2018 - Present
- Head Coach – 13U Baseball, 2012 - 2013
- Head Coach – 8U Baseball, 2013 – 2014

Fielder's Choice Baseball Club, Inc., 2015 – 2017

- Head Coach – 8U Baseball, 2014 - 2016
- Head Coach – 9U Baseball, 2015 - 2016
- Head Coach – 10U Baseball. 2016 – 2017
- Head Coach – 11U Baseball, 2017

The Game Changer, 2018 – Present

- Head Coach – 11U Baseball, 2018
- Head Coach – 12U Baseball, 2018

Jim Jenkins
PO Box 414
601 Fillmore Street
Harpers Ferry, WV 25425
571.209.7350
wolftree123@gmail.com

Dear Madam or Sir:

I write to request appointment as labor representative for the Jefferson County Development Authority Board. My resume is enclosed.

History in labor includes:

Teamsters Union at UPS in Richmond, Virginia 1973-1976 (Elected to represent night shift members to management)

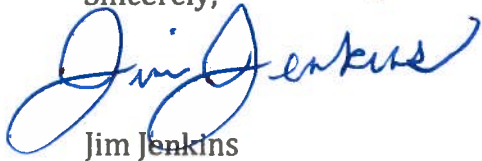
Jefferson County Education Association 1981-1999 (Faculty Representative)

Loudoun County Education Association 1999-2016

Jefferson County American Federation of Teachers 2016-Present

Thank you for your consideration.

Sincerely,



Jim Jenkins

Resume

Jim Jenkins
601 Fillmore Street
PO Box 414
Harpers Ferry, West Virginia 25425
571-209-7350 (Cell)
Wolfree123@gmail.com

Objective: To serve as labor representative for the Jefferson County Development Authority Board

Labor History:

Member and Faculty Representative for the Jefferson County Education Association 1981-1999

Member Loudoun Education Association 1999-2016

Member: American Federation of Teachers 2016-Present

Teamsters Union at UPS in Richmond: 1973-1976

Work History

1969-1973 U.S. Air Force

- Operated mobile communications vans in New Mexico, Texas, Georgia, and the Philippines. Honorably discharged as a Sergeant.

1973 - 1976 United Parcel Service, Virginia Historical Society, and Rankin Apartments

- Worked nights at UPS, weekends as a tour guide for the Virginia Historical Society and as an on call custodian for Rankin Apartments while attending undergraduate school on the GI Bill.

1976-1979 Stafford County Schools, Stafford, Virginia

- Taught a self-contained fourth grade class.

1979 – 1981 FLOC Wilderness School

- Taught construction skills, cooking, caving, canoeing and wilderness skills at this alternative school for troubled youth assigned to attend the school by courts. Worked one year as a teacher/counselor, then one year as a supervisor.

1981-1999 Jefferson Schools, Charles Town, West Virginia

- Taught remedial math classes and sixth grade classes.
- Organized and implemented the Jefferson County Science Olympiad.

- Participated in weightless flight with Zero G Corporation and developed curriculum on weightlessness.

Volunteer Activities

- Served on the Board of the Jefferson County Solid Waste Authority.
- Served as American Youth Soccer Organization Coach.
- Scoutmaster of Boy Scout Troop 241
- Helped with many Eagle Scout projects.
- Led *People to People* Ambassador Trips to Italy, Austria and Hungary as well as Great Britain and Ireland.
- Assisted with programs at the National Conservation Training Center in Shepherdstown, West Virginia.
- Member Elk Run Study Group: Town Council appointed board to monitor and educate about Harpers Ferry's water source
- Served many times on panels to interview prospective Fulbright Exchange Teachers.
- Served on the Harpers Ferry National Park committee to develop and test curriculum featuring the Niagara Movement.
- Board Member: Harpers Ferry Historical Association (hires and supervises executive director of park book store and activities)
- Vice Chairman of the Harpers Ferry, WV Water Commission
- Serve on the Eagle Scout Board of Review for Shenandoah Council

Awards Received

- Fulbright Exchange to Dumfries, Scotland 1986-1987
- 1991 Jefferson County, West Virginia Teacher of the Year
- 1991 NASA's NEWEST Teacher's Honors Award
- 1994 - Presidential Award for Excellence in Science Teaching
- 1998 - Ashland Teacher Achievement Award
- 2005-Agnes Meyer Award Semifinalist
- 2009-Washington Post's Agnes Meyer Award/Loudoun County, Virginia Teacher of the Year
- Certified Audubon Master Naturalist.

Brandon Fisher

81 Belview Winds Lane Charles Town WV 25414 · 425-293-4813 · bfisher2005@hotmail.com

October 15, 2018

Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear County Commissioners,

My name is Brandon Fisher and I am an 8-year resident of the Eastern Panhandle of WV and have lived in Jefferson County a little over a year now. I currently live in the Kabletown area with my wife and son. I am a High Voltage Electrical Lineman by trade (represented by the IBEW union) and my wife is a Registered Nurse.

I am seeking the advertised appointment of "Labor Representative" on the Jefferson County Development Authority. I believe I am at a point in my life where I have the available time and experience to begin volunteering my time to give back to my community. After seeing the announcement for this position, I realized I was a great example of a typical labor worker in Jefferson County. I am an 11-year Electrical Lineman, with a growing family, and an investment in Jefferson County and its development and success.

I have worked on many infrastructure reliability upgrades and a vast number of new construction projects, including residential, commercial, and industrial. These projects have allowed me to learn various jurisdictional procedures all over the country, including the States of Washington, New York, Montana and specifically West Virginia, Virginia, Maryland, and the District of Columbia.

I am an active member of the International Brotherhood of Electrical Workers (IBEW). The IBEW represents approximately 750,000 active and retired members from a wide variety of fields including utilities, construction, telecommunications, manufacturing, railroads, broadcasting and government.

I believe I would be a great representative of Jefferson County labor workers on the JCDA and can lend my expertise in many aspects of County Development. I hope you will consider appointing me to this position and wish you the best in your decision-making.

Sincerely,



Brandon Fisher

Brandon Fisher

81 Belview Winds Lane
Charles Town, WV 25414
(425)-293-4813
bfisher2005@hotmail.com

Various IBEW Contractors DC, Maryland, Penn., NY, Virginia 10/2017- Present

- Line refurbish and reconducting projects in several areas, mostly in DC/MD.
- Took part in hurricane restoration events that left millions without power across the south east US.
- Sub-station refurbishments for non-profit electrical cooperatives throughout Virginia.

Seattle City Light Seattle, WA 11/2016-10/2017

- Performed maintenance on overhead powerlines in the Seattle metro area and worked inside hydroelectric dams and substations to improve infrastructure reliability.
- Assisted with the installation of new cell phone sites on company transmission towers.

Various IBEW Contractors Montana, WV, Maryland, and D.C. 11/2015-11/2016

- Installing High Voltage underground lines to new residential customers.
- Performed maintenance on 230,000+ volt electrical lines.
- Several circuit replacement projects and upgrades in the DC/Maryland metro area.

Bonneville Power Admin. (Department of Energy) Kent, WA 07/2015-11/2015

- Primarily worked on major refurbish and reliability electrical grid projects.
- Projects were performed to strict NERC and FERC safety and specification standards.

Dominion Energy Leesburg, VA 07/2006-06/2015

- Completed four-year apprenticeship in 2010.
- Worked as a Journeyman Lineman & Troubleman 2011-2015.

- Key roles where active participation in new construction projects ranging in size from new residential subdivisions to Amazon Data centers and the Metro Silver Line expansion.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Department of Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: October 18, 2018

Date Requested – 2nd Choice: November 1, 2018

Subject (*Wording to be placed on agenda*): Approval of Payment of Invoice No. 1 – Snyder Environmental Services, Inc. Bardane Industrial Park Waste Water Treatment Plant - Lagoon Decommissioning & Sinkhole Remediation Project.

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

Attached is Application and Certificate for Payment No. 1, from Snyder Environmental Services, Inc., for work performed on the Bardane Industrial Park Waste Water Treatment Plant - Lagoon Decommissioning & Sinkhole Remediation Project.

Original Contract Amount	\$225,099.00
Net Change by Change Orders	+ <u>16,575.00</u>
Contract Sum to Date	\$241,674.00
Total Work Completed to Date	\$ 71,053.55
Less 10% Retention	- <u>7,105.36</u>
Total Amount Due This Invoice	\$ 63,948.19

We are requesting County Commission approval for payment of amount due.

Is this a funding request? \$250,000 in funding is already allocated for this project.

If so, how much?

Motion Requested: Yes

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

Move to approve the payment of Application and Certificate for Payment No. 1, in the amount of \$63,948.19, to Snyder Environmental Services Inc., for work performed on the Bardane Industrial Park - Waste Water Treatment Plant Lagoon Decommissioning and Sinkhole Mitigation Project.

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

If not attached, explain:

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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E-MAILED
SEP 28 2018

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BLVD.

KEARNEYSVILLE, WV 25430
Telephone: 304-725-9140 Fax: 304-728-7326

<p>Sold To: JEFFERSON COUNTY COMMISSION 124 EAST WASHINGTON PO BOX 250 CHARLES TOWN, WV 25414</p>	<p>INVOICE</p> <p>Invoice Number: J007891 Invoice Date: Sep 28, 2018 Terms: Net 30 Customer Code: JEF COM CH Reference #1: 18063.01</p> <p>Sales Cat/Slsmn: CON/HSE</p> <p>Job Number: 180630 Job Description: WWTP LAGOON DEC Reference #2: 07302018</p>
<p>Job Location: INDUSTRIAL BLVD KEARNEYSVILLE, WV 25430</p>	

Description	Amount
PROGRESS APPLICATION NO. 1	
ORIGINAL CONTRACT SUM:	225,099.00
NET CHANGE BY CHANGE ORDERS:	16,575.00
CONTRACT SUM TO DATE:	----- 241,674.00
TOTAL COMPLETED & STORED TO DATE:	71,053.55
LESS PREVIOUSLY COMPLETED:	0.00
THIS PROGRESS APPLICATION:	----- 71,053.55 =====

- CONDITIONS -		
CREDIT CARD PAYMENTS SUBJECT TO ADDITIONAL 5% FEE.	Subtotal	71,053.55
	Less Retention	7,105.36
ANY CHARGES ON THIS INVOICE NOT DISPUTED WITHIN 60 DAYS WILL BE DEEMED CORRECT.	Total Invoice	----- <u>63,948.19</u>

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: JEFFERSON COUNTY COMMISSION
124 EAST WASHINGTON
PO BOX 150
CHARLES TOWN, WV 25414

PROJECT: 180670
WVDP LAGOON DECOMMISSION
FROM: SNYDER ENVIRONMENTAL SERVICES, INC.
279 INDUSTRIAL BLVD.

APPLICATION NO.: 1
PERIOD TO: Sep 14/18
PROJECT NOS.: 07302018
CONTRACT DATE: Aug 13/18

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACT FOR: SHALS DEVELOP, BIRKHOPE REVED NEARKEYSVILLE, WV25430

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM.....	\$225,099.00
2. NET CHANGE BY CHANGE ORDERS.....	\$16,575.00
3. CONTRACT SUM TO DATE (Line 1 +- 2)....	\$241,674.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column C)	\$71,053.55
5. RETAINAGE:	
a. 10.00 % of Completed Work (Column D + E)	\$7,105.36
b. 10.00 % of Stored Material (Column F)	50.00
Total Retainage (Line 5a + 5b or Total in Column I)	\$7,105.36
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$63,948.19
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00
8. CURRENT PAYMENT DUE.....	\$63,948.19
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$177,725.81

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	16,575.00	0.00
Total approved this Month	0.00	0.00
TOTALS	16,575.00	0.00
NET CHANGES by Change Order	\$16,575.00	.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: SNYDER ENVIRONMENTAL SERVICES, INC.

By: B. Dec. Snyder Date: 9-28-18

State of: West Virginia

County of: Jefferson

Subscribed and sworn to before

me this 28th day of September, 2018



Notary Public: Gregory A. Sherridge
My commission expires: 12/27/2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Document, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 63,948.19

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount Certified.)

ARCHITECT:
By: G. Sherridge Date: 9/27/18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION NO.: 1
 APPLICATION DATE: Sep 25/18

PERIOD TO: Sep 14/18
 PROJECT NO.: 18063R

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CONTRACT									
12.0	MOBILIZATION/DEMOBILIZATION	2500.00	0.00	1250.00	0.00	1250.00	50	1250.00	125.00
13.0	QUALITY CONTROL	6600.00	0.00	0.00	0.00	0.00	0	6600.00	0.00
14.0	SITE PREP	23600.00	0.00	18880.00	0.00	18880.00	80	4720.00	1888.00
14.1	2112LF SILT FENCE	4224.00	0.00	2740.00	0.00	2740.00	65	1484.00	274.00
14.2	CONSTRUCTION ENTRANCE	5000.00	0.00	5000.00	0.00	5000.00	100	0.00	500.00
14.3	87LF DIVERSION DITCHES (DD3)	2784.00	0.00	2784.00	0.00	2784.00	100	0.00	278.40
14.4	591LF DIVERSION DIKE (DD1&DD2)	23821.00	0.00	0.00	0.00	0.00	0	23821.00	0.00
14.5	990SY EROSION CONTROL MATTING	5940.00	0.00	0.00	0.00	0.00	0	5940.00	0.00
15.1	5900CY ON SITE MATERIAL/CLEAR	97645.00	0.00	30799.55	0.00	30799.55	32	66845.45	3079.96
15.2	2025CY OFF SITE SOIL BORROW M	5265.00	0.00	0.00	0.00	0.00	0	5265.00	0.00
17.0	1 SINKHOLE REMEDIATION	20000.00	0.00	400.00	0.00	400.00	2	19600.00	40.00
18.0	1 DEMO/REMOVE STRUCTURES	9200.00	0.00	9200.00	0.00	9200.00	100	0.00	920.00
19.0	4.63AC REVEGETATION	18520.00	0.00	0.00	0.00	0.00	0	18520.00	0.00
		225099.00	0.00	71053.55	0.00	71053.55	32	154045.45	7105.36
ADDITIONS TO CONTRACT									
CO1	ADDT'L WASTE 916,575.00								
CO1.1	EXTEND FILL AREA ON WEST SIDE	7925.00	0.00	0.00	0.00	0.00	0	7925.00	0.00
CO1.2	ADDT'L SILT CONTROL	800.00	0.00	0.00	0.00	0.00	0	800.00	0.00
CO1.3	HAUL ADDT'L WASTE MATERIAL	7850.00	0.00	0.00	0.00	0.00	0	7850.00	0.00
		16575.00	0.00	0.00	0.00	0.00	0	16575.00	
		16575.00	0.00	0.00	0.00	0.00	0	16575.00	0.00
	Total Contract	241674.00	0.00	71053.55	0.00	71053.55	29	170620.45	7105.36

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **October 18, 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 FY18 Financial Statements
- Approval of FY19 State Budget Revision 2 for the General Fund

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

- Review and approval of the FY18 Financial Statements (Unaudited)
- Review and approval of State budget revision 2 for the General fund. This budget revision adjusted the FY19 beginning fund balance to equal the FY18 ending fund balance. Additionally, in accordance with the Commission's financial policies, FY18's surplus of \$516,775 will be transferred to the Capital Outlay Fund in FY19.

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

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

Provide exact financial impact/request:

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

- Motion to approve the FY18 Financial Statements and to release for publication.
- Motion to accept FY19 State Budget Revision 1 for the General Fund.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF NET POSITION (Unaudited)
June 30, 2018

	Primary	Component Units					
	Governmental Activities	Board of Health	Development Authority	Historic Landmarks	Farmland Protection	Emergency Services	Parks and Recreation
ASSETS							
Current assets:							
Cash and cash equivalents	\$ 10,234,007	\$ 1,012,406	\$ 718,862	\$ 22,010	\$ 3,159,965	\$ 1,215,311	\$ 606,838
Receivables, net of allowance for uncollectibles:							
Taxes	733,683	--	--	--	76,345	--	--
Accounts	501,672	60,519	32,688	--	--	24,032	2,826
Intergovernmental Receivables	672,666	--	--	--	--	--	--
Due from:							
Other governments	222,124	--	--	--	--	--	--
Inventory, at cost	5,573	--	--	--	--	--	--
Prepaid expenses	137,133	78,969	420	--	3,000	49,856	--
Total current assets	<u>12,506,858</u>	<u>1,151,894</u>	<u>751,970</u>	<u>22,010</u>	<u>3,239,310</u>	<u>1,289,199</u>	<u>609,664</u>
Restricted assets:							
Restricted cash	2,463,890	--	34,402	--	--	--	--
Capital assets:							
Nondepreciable:							
Land	896,032	--	6,234,901	1,118,492	--	550,000	688,335
Construction in progress	167,266	--	--	--	--	--	406,663
Depreciable:							
Buildings	19,829,643	--	--	204,233	--	1,366,998	--
Structures and improvements	3,087,853	--	--	--	--	--	--
Vehicles	2,204,277	--	--	--	--	--	37,535
Machinery and equipment	8,220,560	--	38,682	--	1,664	456,229	304,169
Less: accumulated depreciation	(15,199,505)	--	(29,824)	--	--	(679,268)	(110,586)
Intangible assets, net of accumulated depreciation	--	--	3,185	--	--	--	--
Total noncurrent assets	<u>21,670,016</u>	<u>--</u>	<u>6,281,346</u>	<u>1,322,725</u>	<u>1,664</u>	<u>1,693,959</u>	<u>1,326,116</u>
Total assets	<u>34,176,874</u>	<u>1,151,894</u>	<u>7,033,316</u>	<u>1,344,735</u>	<u>3,240,974</u>	<u>2,983,158</u>	<u>1,935,780</u>
DEFERRED OUTFLOWS							
Changes in proportion and differences between employer contributions and proportionate share of contributions							
	--	--	--	--	--	29,114	--
Employer contributions subsequent to measurement period							
	1,068,125	--	--	--	--	136,862	--
Difference between expected and actual experience							
	205,241	--	--	--	--	--	--
Net difference between projected and actual investment earnings on pension plan investments							
	--	--	--	--	--	130,623	--
Total deferred outflows of resources	<u>1,273,366</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>296,599</u>	<u>--</u>
LIABILITIES							
Current liabilities payable from current assets:							
Accounts payable	669,111	33,644	2,434	--	79	91,553	48,489
Refunds payable	51,005	--	--	--	--	--	--
Payroll payable	221,638	--	--	--	--	103,689	12,968
Notes payables	180,108	--	--	--	--	--	--
Intergovernmental payable	4,862	--	--	--	--	--	--
Current liabilities payable from restricted assets:							
restricted assets:							
Notes payable	--	--	143,595	--	--	32,689	--
Interest payable	--	--	442,415	--	--	1,161	--
Noncurrent liabilities:							
Notes payable - due in more than one year	180,107	--	4,506,266	--	--	1,054,959	--
OPEB payable (non-participating)	126,320	227,809	--	--	--	--	86,844
Net pension liability	2,492,117	--	--	--	--	303,004	--
Compensated absences payable	735,411	--	--	--	--	111,397	--
Total liabilities	<u>4,660,679</u>	<u>261,453</u>	<u>5,094,710</u>	<u>--</u>	<u>79</u>	<u>1,698,452</u>	<u>148,301</u>
DEFERRED INFLOWS							
Difference between expected and actual experience							
	236,578	--	--	--	--	7,531	--
Changes in assumptions							
	213,530	--	--	--	--	--	--
Changes in proportion and differences between employer contributions and proportionate share of contributions							
	46,277	--	--	--	--	--	--
Net difference between projected and actual investment earnings on pension plan investments							
	707,415	--	--	--	--	--	--
Total deferred inflows of resources	<u>1,203,800</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>7,531</u>	<u>--</u>
NET POSITION							
Net investment in capital assets, net of related debt	18,845,911	--	8,858	1,322,725	--	606,311	716,420
Restricted for:							
Community development projects	--	--	34,402	--	--	--	--
Other purposes	2,463,890	--	--	--	3,240,895	857,524	--
Unrestricted	8,275,960	890,441	1,895,346	22,010	--	109,939	1,071,059
Total net position	<u>\$ 29,585,761</u>	<u>\$ 890,441</u>	<u>\$ 1,938,606</u>	<u>\$ 1,344,735</u>	<u>\$ 3,240,895</u>	<u>\$ 1,573,774</u>	<u>\$ 1,787,479</u>

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF ACTIVITIES (Unaudited)
For the Fiscal Year Ended June 30, 2018

Functions / Programs	Program Revenues				Net (Expense) Revenues and Changes in Net Position								
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Board of Health	Development Authority	Component Units				
					Governmental Activities	Total			Historic Landmark	Farmland Protection	Emergency Services	Parks and Recreation	
Primary government:													
Governmental activities:													
General government	\$ 12,078,840	\$ 1,453,752	\$ 247,694	\$ --	\$ (10,377,394)	\$ (10,377,394)							
Public safety	11,950,545	3,050,804	393,917	175,618	(8,330,206)	(8,330,206)							
Health and sanitation	96,603	--	--	--	(96,603)	(96,603)							
Culture and recreation	1,651,694	--	--	50,298	(1,601,396)	(1,601,396)							
Social services	20,000	--	76,189	--	56,189	56,189							
Capital projects	698,793	--	--	--	(698,793)	(698,793)							
Education	2,837,728	--	--	--	(2,837,728)	(2,837,728)							
Total governmental activities	<u>29,334,203</u>	<u>4,504,556</u>	<u>717,800</u>	<u>225,916</u>	<u>(23,885,931)</u>	<u>(23,885,931)</u>							
Total primary government	<u>\$ 29,334,203</u>	<u>\$ 4,504,556</u>	<u>\$ 717,800</u>	<u>\$ 225,916</u>	<u>(23,885,931)</u>	<u>(23,885,931)</u>							
Component units:													
Board of Health	915,469	377,590	468,939	--	--	\$ (68,940)	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
Economic Development	635,787	--	476,558	--	--	--	(159,229)	--	--	--	--	--	--
Historic Landmark	1,031,590	--	42,551	996,876	--	--	--	7,837	--	--	--	--	--
Farmland Protection	821,628	--	845,184	--	--	--	--	--	23,556	--	--	--	--
Emergency Services Agency	2,904,503	708,168	2,200,973	--	--	--	--	--	--	4,638	--	--	--
Parks and Recreation	1,377,999	640,407	636,873	--	--	--	--	--	--	--	--	(100,719)	--
Total component units	<u>\$ 7,686,976</u>	<u>\$ 1,726,165</u>	<u>\$ 4,671,078</u>	<u>\$ 996,876</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ (68,940)</u>	<u>\$ (159,229)</u>	<u>\$ 7,837</u>	<u>\$ 23,556</u>	<u>\$ 4,638</u>	<u>\$ (100,719)</u>	<u>\$ --</u>
General revenues:													
Ad valorem property taxes					\$ 13,848,120	\$ 13,848,120	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
Alcoholic beverages tax					17,243	17,243	--	--	--	--	--	--	--
Hotel occupancy tax					738,360	738,360	--	--	--	--	--	--	--
Gas and oil severance tax					62,174	62,174	--	--	--	--	--	--	--
Other taxes					998,664	998,664	--	--	--	802,444	--	--	--
Coal severance tax					110,340	110,340	--	--	--	--	--	--	--
Licenses and permits					1,934,241	1,934,241	--	--	--	--	--	--	--
Interest and investment earnings					105,175	105,175	4,129	6,072	--	20,944	7,023	3,759	--
Reimbursement					850,594	850,594	--	--	--	--	--	--	--
Miscellaneous					4,817,351	4,817,351	3,326	26,110	2,718	--	11,703	3,949	--
Total general revenues					<u>23,482,262</u>	<u>23,482,262</u>	<u>7,455</u>	<u>32,182</u>	<u>2,718</u>	<u>823,388</u>	<u>18,726</u>	<u>7,708</u>	<u>--</u>
Change in net position					(403,669)	(403,669)	(61,485)	(127,047)	10,555	846,944	23,364	(93,011)	--
Net position - beginning					<u>29,989,430</u>	<u>29,989,430</u>	<u>951,926</u>	<u>2,065,653</u>	<u>1,334,180</u>	<u>2,393,951</u>	<u>1,550,410</u>	<u>1,880,490</u>	<u>--</u>
Net position - ending					<u>\$ 29,585,761</u>	<u>\$ 29,585,761</u>	<u>\$ 890,441</u>	<u>\$ 1,938,606</u>	<u>\$ 1,344,735</u>	<u>\$ 3,240,895</u>	<u>\$ 1,573,774</u>	<u>\$ 1,787,479</u>	<u>\$ --</u>

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
BALANCE SHEET - GOVERNMENTAL FUNDS (Unaudited)
June 30, 2018

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	Other Nonmajor Governmental Funds	Total Governmental Funds
ASSETS AND DEFERRED OUTFLOWS						
Assets						
Cash and cash equivalents	\$ 4,708,417	\$ 186,593	\$ 4,063,853	\$ --	\$ 1,275,144	\$ 10,234,007
Receivables, net of allowance for uncollectibles:						
Taxes	733,683	--	--	--	--	733,683
Accounts	149,248	--	--	--	352,424	501,672
Intergovernmental receivable	534,744	--	--	--	137,922	672,666
Due from:						
Other funds	104,258	--	--	--	--	104,258
Other governments	--	--	--	--	222,124	222,124
Inventory, at cost	5,573	--	--	--	--	5,573
Prepaid expenses	137,028	--	--	--	105	137,133
Restricted cash	--	--	--	2,463,890	--	2,463,890
Total assets	6,372,951	186,593	4,063,853	2,463,890	1,987,719	15,075,006
Deferred Outflows						
Total deferred outflows of resources	--	--	--	--	--	--
Total assets and deferred outflows of resources	\$ 6,372,951	\$ 186,593	\$ 4,063,853	\$ 2,463,890	\$ 1,987,719	\$ 15,075,006
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES						
Liabilities						
Accounts payable	393,334	27,272	89,422	--	159,083	669,111
Misc payable	51,005	--	--	--	--	51,005
Payroll payable	221,638	--	--	--	--	221,638
Contracts Payable	--	--	360,215	--	--	360,215
Intergovernmental payable	--	--	--	--	4,862	4,862
Due to:						
Other funds	--	--	--	--	104,258	104,258
Total liabilities	665,977	27,272	449,637	--	268,203	1,411,089
Deferred Inflows						
Deferred revenue - taxes	520,827	--	--	--	--	520,827
Total deferred inflows of resources	520,827	--	--	--	--	520,827
Total liabilities and deferred inflows of resources	1,186,804	27,272	449,637	--	268,203	1,931,916
Fund balances						
Nonspendable	142,601	--	--	--	105	142,706
Restricted	--	159,321	--	2,463,890	1,719,411	4,342,622
Committed	--	--	3,614,216	--	--	3,614,216
Assigned	3,878,803	--	--	--	--	3,878,803
Unassigned	1,164,743	--	--	--	--	1,164,743
Total fund balances	5,186,147	159,321	3,614,216	2,463,890	1,719,516	13,143,090
Total liabilities, deferred inflows and fund balances	\$ 6,372,951	\$ 186,593	\$ 4,063,853	\$ 2,463,890	\$ 1,987,719	\$ 15,075,006

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION (Unaudited)
June 30, 2018

Total fund balances on the governmental fund's balance sheet \$ 13,143,090

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds. (Note III - D) 19,206,126

Certain revenues are not available to fund current year expenditures and therefore are deferred in the funds. (Note III - B) 520,827

Deferred (inflows) and outflows related to pension activity are not required to be reported in the funds but are required to be reported at the government-wide level (Note V):

Deferred outflow (inflow)- Changes in employer portion and differences between contributions and proportionate share of pension expense \$ (46,277)

Deferred outflow - Employer contributions to pension plan after measurement date 1,068,125

Deferred outflow (inflow) - Net differences between projected and actual investment earnings (707,415)

Deferred outflow (inflow) - Differences between expected and actual experience (31,337)

Deferred outflow (inflow) - Differences in assumptions (213,530) 69,566

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. This is Increase/Decrease in Compensated Absences and OPEB Liability (Note IV - F), and Net Pension Liability (Note V) (3,353,848)

Net position of governmental activities \$ 29,585,761

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS (Unaudited)
For the Fiscal Year Ended June 30, 2018

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	Other Nonmajor Governmental Funds	Total Governmental Funds
REVENUES						
Taxes:						
Ad valorem property taxes	\$ 13,839,783	\$ --	\$ --	\$ --	\$ --	\$ 13,839,783
Alcoholic beverages tax	17,243	--	--	--	--	17,243
Hotel occupancy tax	738,360	--	--	--	--	738,360
Gas and oil severance tax	62,174	--	--	--	--	62,174
Other taxes	981,071	--	--	--	--	981,071
Coal severance tax	--	110,340	--	--	--	110,340
Licenses and permits	275,866	--	--	1,582,253	76,122	1,934,241
Intergovernmental:						
Federal	624,424	--	--	--	--	624,424
State	--	--	--	--	261,698	261,698
Local	20,000	--	--	--	--	20,000
Charges for services	3,109,632	--	--	--	917,639	4,027,271
Fines and forfeits	112,557	--	--	--	364,728	477,285
Interest and investment earnings	31,436	1,036	17,112	14,699	666	64,949
Reimbursements	230,065	--	--	--	620,529	850,594
Payments in lieu of taxes	17,593	--	--	--	--	17,593
Contributions and donations	36,430	--	--	--	1,164	37,594
Miscellaneous	3,798,929	--	--	--	1,018,422	4,817,351
Total revenues	23,895,563	111,376	17,112	1,596,952	3,260,968	28,881,971
EXPENDITURES						
Current:						
General government	10,826,331	33,466	34	--	1,272,882	12,132,713
Public safety	10,863,781	17,000	61,000	20,000	966,123	11,927,904
Education	--	--	--	2,837,728	--	2,837,728
Health and sanitation	79,550	17,053	--	--	--	96,603
Culture and recreation	1,478,501	--	--	28,500	50,298	1,557,299
Social services	20,000	--	--	--	--	20,000
Capital outlay	175,618	--	425,984	--	97,191	698,793
Total expenditures	23,443,781	67,519	487,018	2,886,228	2,386,494	29,271,040
Excess (deficiency) of revenues over expenditures	451,782	43,857	(469,906)	(1,289,276)	874,474	(389,069)
OTHER FINANCING SOURCES (USES)						
Transfers in	985,241	--	971,200	--	--	1,956,441
Transfers (out)	(971,200)	(70,000)	--	--	(915,241)	(1,956,441)
Defeasance of debt	40,226	--	--	--	--	40,226
Proceeds from the sale of assets	10,726	--	--	--	--	10,726
Total other financing sources (uses)	64,993	(70,000)	971,200	--	(915,241)	50,952
Net change in fund balances	516,775	(26,143)	501,294	(1,289,276)	(40,767)	(338,117)
Fund balances - beginning	4,669,372	185,464	3,112,922	3,753,166	1,760,283	13,481,207
Fund balances - ending	\$ 5,186,147	\$ 159,321	\$ 3,614,216	\$ 2,463,890	\$ 1,719,516	\$ 13,143,090

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO
THE STATEMENT OF ACTIVITIES (Unaudited)
For the Fiscal Year Ended June 30, 2018

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$	(338,117)
Capital outlays are reported as an expenditure in the governmental funds but are considered an asset at the government-wide level. This is the amount of capital assets that were purchased during the fiscal year. (Note III-D)		719,920
The net effect of various miscellaneous transactions involving capital assets (i.e. sales and donations) is to decrease net assets. (Note III-D)		(297,117)
Capital outlays are reported as an expenditure in the governmental funds. In the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount of depreciation expense charged during the year. (Note III-D)		(1,099,703)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the difference between prior and current year deferred revenues. (Notes III-B)		
Prior year deferred revenues:	\$ 512,490	
Current year deferred revenues:	<u>520,827</u>	8,337
Governmental Funds report pension contributions as expenditures. However, in the statement of activities, the cost of pension benefits earned net of employee contributions is reported as pension expense and are recognized on the accrual basis of accounting in accordance with GASB 68.		
Amount of pension expenditures at fund modified accrual level	\$ 1,068,125	
Amount of pension expenses recognized at government-wide level	<u>(557,323)</u>	510,802
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. Increase in Compensated Absences plus OPEB.		<u>92,209</u>
Change in net position of governmental activities	\$	<u><u>(403,669)</u></u>

The notes to the financial statements are an integral part of this statement.

Jefferson County Commission
Fiscal Year 2018

<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
340 Car Wash	8.18
3M Electronic Monitoring	13,235.00
4 Imprint	2,095.84
5 Guys	25.60
84 Lumber	3,582.10
ACCO Brands Direct	119.32
Acorn Sales Co	103.95
Adobe	754.51
Advance Auto Parts	664.50
Advantage Technology LLC	67,581.96
AF McCormick Structural	450.00
AFSPM	320.00
AGEX Bookstore	143.68
AHA/ Arts & Humanities Alliance	14,767.20
AJ Allegheny Systems	500.00
Albert Hockman	2,250.00
Alexandra Beaulieu	3,640.85
Alice N Painter	143.00
Alice Training Institute	595.00
Allegheny Surveys Inc	6,737.50
ALLHDD.COM	3,804.00
Amanda Masters	131.83
Amazon	21,185.36
American Family Life ICU	53,429.09
American Payroll Association	219.00
American Society of Civil Engineers	354.00
Amy Ringer Flint	8.18
Amy Silver	53.90
Angela L Banks	2,771.36
Anita Fleshman	41.08
APA-American Planning Association	615.00
APCO International Inc	856.15
Apex Controls	271.40
Apollo Oil LLC	1,783.03
Appalachian Dead Head Designs	45.00
Applebees	37.47
April Blaker	58.57
Aptean Software LLC	2,463.22
Arbys	23.82
Architects & Engineer	1,200.00
Aria Resort & Casino	947.88
Arlene and Jae Anderson	150.00
Ashpaugh & Sculco,Cpa,Plc	6,195.00
Assessor of Jefferson County	107.88
AT&T/Ga	1,744.95
Attenti Us Inc	8,780.00
Auto Customs	791.23
Autodesk Store	270.00

Jefferson County Commission
Fiscal Year 2018

<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Autozone	435.66
Avalanche Services	838.00
Avangate Inc	89.90
AWVA Association of WV Assessors	745.72
B & G Custom Screen Printing	118.00
Backyard Ale House	38.41
Bakerton Fire Department	95,000.00
Ballard Equipment	398.00
Bank of Charles Town	257.94
Bao Body Armor Outlet	1,400.00
Barbara J Miller	74.00
Barracude Networks Inc	1,363.00
Battery Mart	609.21
Benjamin S Williams	64.59
Berkeley Glass Inc	1,511.00
Berkeley Printing & Design	7,971.67
Best Best & Krieger LLP	2,547.99
Best Buy	9,169.07
Bethel Methodist Church	200.00
Biddle Consulting Group	599.00
Biedlers Electric Motor Repair	559.12
BJ's Custom Creations	136.00
Blackwater Falls State Park	339.20
Blue 360 Media	448.11
Blue Mountain Inc	14,800.00
Blue Ridge Fire Company	95,200.00
Blue Ridge Garage Doors	644.50
Blue Ridge Veterinary	145.00
Blue Wolf Sales and Services	467.37
Bluebeam Software	357.25
Bluebeam University	693.00
Board of Veterinary Medicine Office	750.00
Bob Barker Co Inc	108.00
Bob Evans Restaurant	26.26
Bobs Auto Center	204.00
Boland Trane Services Inc	33,025.26
Bolivar/ Harpers Ferry Public Library	82,500.00
Bonded Applicators of MD	8,441.00
Booth and McCarthy	1,623.67
Boys & Girls Club	25.00
Brandon Conway	64.00
Brandon Vallee	23.00
Brevard Co.Clerk of Court	38.03
Brews Custom Displays	100.00
Brooke Hess	106.00
Bruce Terris Sr	26.44
Bryan McCusker	2,310.15
Bryan Perkins	400.59

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Buffalo Wild Wing	6.51
Bureau of Child Support	20,438.07
Burger King	24.97
BWI Parking	88.00
Camp Dawson MWR	330.00
Camp Hill Wesley United Methodist Church	300.00
Canaan Valley Resort Lodge	1,195.98
Capital Tristate	10,781.87
Capitol Food Court	19.11
Carlson Software Inc	175.00
Casto & Harris Inc	32,125.30
CCAWV Co Commission Association of WV	450.00
CDA Inc Chip	7,527.00
CDW Government	749.00
Cellebrite	2,098.00
Central Elevator	800.00
Cervis Technologies Inc	1,500.00
Charles Hess	804.64
Charles Town Auto Wash	37.45
Charles Town Baptist	200.00
Charles Town General Hospital	2,920.20
Charles Town Utilities	16,661.49
Charleston Newspaper	179.16
Cheddars	96.64
Cheryl Huff	27.01
Chesapeake Systems	2,792.70
Chick-Fil-A	14.57
Chief Supply	5,024.41
Chilis Restaurant	45.98
Christine Chalmers	2,250.00
Christopher Cross	2,473.50
Ciox Health	6.50
Citizens Fire Company	95,250.00
City Hospital Inc	991.06
City of Charles Town	4,340.00
Clarence E Popkins	1,500.00
Claudette M Gaujot-Turner	103.95
Clerk of County Commssion	92.26
Cleverbridge Inc	159.90
Cody's Salvage	250.00
Colonial Life	2,666.30
Comcast	13,857.87
Comfort Design Inc	760.00
Comfort Inn	750.60
Compiled Technologies LLC	16,800.00
Conduent Business Service	12,754.61
Connie Weiss	2,250.00
Controlled Power Co	1,200.00

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Cora Kowalski	509.94
Courtney S Moore	103.17
Covenant Baptist Church	200.00
Covington Police Department	70.00
Cpd Industries	795.76
CPI Computer Projects of Illinois Inc	1,716.00
Cracker Barrel	56.36
Crash Data Group	1,050.00
Creamers Wrecker Service	479.00
Creative Forms & Concepts	415.09
Cress Creek Country Club	200.00
Crock-Hamrick Reporting	588.95
Crossbreed Holsters	76.70
Crs Communication Recordg	78,180.00
Crystal Gumbel-Shade	1,312.61
Crystal Springs	9,216.22
CSSI-Complete System Support	685.00
CT Walls and Floors Inc	2,600.45
CVS	38.81
D & S Construction	2,023.00
Daryll Wimer	9.83
David Boober	107.80
David Boyle	692.86
David M Carter	15.00
Davis & Stanton	461.50
Days End Farm Horse Rescue	20.00
Days Inn	119.88
Deans Lawnmower Shop	16.57
Debbie Lowe	2,180.15
Deborah Stellato	920.62
Debra A Young	2,530.11
Deirdre Catterton	54.06
Dell	19,530.15
Delta Air	98.30
Delta Dental of WV	76,421.78
Dennys	23.19
Detecting Truth LLC	250.00
Diann Brown	15.99
Dick's Clothing/ Sporting Goods	74.95
DigiKey Corp	7.11
Digital Ally Inc	3,825.00
Displays 2 Go	334.08
Division of Justice & Communty	6,000.00
DLT Solutions, LLC	832.34
Dodson's Septic	855.00
Doing Better Business Inc	3,026.47
Dollar General Corp	100.00
Dollar Tree	18.00

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Donna Mason	2,250.00
Dorothy Dyke	24.08
Double Radius Inc	4,516.78
Douglas and Marie Burgess	62.10
Douglas H Fletcher	2,138.64
Douglas Pittinger	47.81
Dr Robert E Jones Iii	12,000.00
Duncan Parnell Corp	885.00
Dustin Tabler	2,250.00
Earl Gill	31.56
Eastern Panhandle Bar	70.00
Eastern Panhandle Investigations	2,970.00
Eastern Panhandle Regional Planning & Development	25,620.93
Eastern Panhandle Transit Authority	20,000.00
Eastridge Health Systems	16,800.00
EB2017 Evenbrite of WV	20.00
EBags	159.96
Ebay	30.66
Edith Cooper	994.11
Education To Go	99.00
Edward Compton	9.63
El Mariachi Mexican Resta	20.08
Election Source	917.20
Electronic Communications of WV Inc	17,207.90
Elizabeth Coyle	48.53
Elizabeth June Bowers	2,250.00
Ellen Henderson	28.89
Elliot Simon	11.24
Embassy Suites	3,480.97
Emily Wells	2,346.93
Emma Cook	50.00
Engineer Supply	202.21
Envelope Superstore	1,190.88
ESRI	14,889.72
ESS Election Systems & Software	58,630.50
Eugene Abelow	6,347.00
Evelyn Stephenson	751.42
Everbridge	3,605.00
Executive Cleaners	74.90
Executive Emergency	1,875.00
Exxon	45.29
E-Z Pass	1.60
Fairfield Inn & Suites	510.00
Fat Pattys	49.30
Fedex	1,127.44
Fellowship Bible Church	400.00
Fidelity Power Systems	6,322.20
Fire Safety Equipment	4,672.73

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
First Baptist Church	200.00
Fisher Auto Parts	10,165.59
Flatwoods Hotel & Conference Center	356.00
Fleetpride	439.61
FlexiSpot / Loctek	379.98
Floyd Chapman	2,627.00
Forrest Richard Feagans	43.12
Franklin & Prokopik Corp	35,664.00
Friendship Fire Company	95,000.00
Frontier	181,949.57
Futurity IT Inc	1,000.00
G & Triple T LLC	2,987.00
Gail Magaha	70.00
Galls	27,973.95
Gary Henry	10.80
General County Fund	304,347.33
Genevieve Hughes	109.92
Geoconcepts Engineering	11,728.55
George Moxley	29.43
GES Property Pros LLC	2,500.00
Gino's Pizza	20.28
GISCI	285.00
Glade Springs Resort	2,047.00
Global Recovery Services	2,368.78
Global Science & Technology	27,830.84
Globalstar USA	1,978.67
Gloria Ayala	48.00
Go Daddy	32.46
Government Finance Officers Association	595.00
Gowers Feed Inc	1,145.59
Grainger	2,470.40
Greatamerica Financial Services	3,892.71
Greenside Psychological	2,065.00
Greg Jones	92.78
GS Images	1,135.00
Guernsey Office Products	1,376.00
Guttman Oil Co	183,746.36
Guys Buick Pontiac GMC	30,353.00
Hagerstown Ford	21,905.25
Hampton Inns	961.10
Harbor Freight Tool	206.62
Harpers Ferry Armory	100.00
Hawthorn Suites	644.00
HC Hand Cuff Warehouse	828.40
Helen M Morris, Trustee	14,140.36
Hicksville Planing Mill	164.30
High Speed Gear	81.21
Highmark of WV	2,215,940.54

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Hillside Veterinary Hospital	1,955.11
HireRight	398.42
Holiday Inn	1,829.06
Hope Thompson	492.57
HR Direct	53.74
Huntzman Enterprise	1,180.00
IAAO International Association of Assessing Officers	210.00
IHOP	34.56
Independent Fire Company	95,000.00
Informer Systems LLC	4,017.60
Institute of Police Technology and Management	149.00
Intab LLC	219.50
International Association	190.00
International Code Council Inc	994.00
Interstate All Battery Center	1,329.00
Interstate Batteries	8,393.08
IT Watch Dogs	1,002.13
J & K Precision Auto Car	7,190.54
J & S Business Forms LLC	240.23
Jacqueline Shadle	544.45
Jada Bennett	2,035.67
James Eddy	34.56
James P Hayden	2,224.96
Jane Jones	4,500.00
Jane M Tabb	94.56
Jason Mickey	996.97
Javier A Rivera-Padilla	75.00
JC Ehrlich	10,386.00
Jean L Roberts	17.28
Jefferson Academy	400.00
Jefferson Center	1,774.50
Jefferson Co Board of Education	2,837,728.00
Jefferson Co Chamber of Commerce	825.00
Jefferson Co Convention & Visitors Bureau	369,180.11
Jefferson Co Development Auth	106,000.00
Jefferson Co Emergency Services Agency	2,760,402.00
Jefferson Co Farmland Protection	894,650.52
Jefferson Co Parks & Recreation	607,326.36
Jefferson County Council on Aging	200.00
Jefferson County Historic Landmarks	21,866.53
Jefferson County P.S.D	5,078.54
Jefferson County Schools	2,880.00
Jefferson County Solid Waste Authority	610.88
Jefferson Day Report Center	307,506.87
Jefferson Rentals	4,241.76
Jefferson Security Bank	141,775.00
Jefferson Urgent Care	1,200.00
Jefferson Utilities Inc	10,584.24

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Accounts Payable Vendor Name	Amount
Jeffrey Polczynski	125.78
Jennifer Baltzell	43.75
Jennifer Cogle	23.80
Jennifer Schultz	32.10
Jennilee Hartman	4,500.00
Jessica Ashley	8.72
Jessica Carroll	1,294.36
Jessica Gormont	167.72
John Shoedel	16.21
John's Cafe & Grills	320.00
Jonelle May	2,065.60
Joyce A Johns	4,200.00
Juanita Zaleski	147.41
Juilanne Wiegand	82.50
K-9 Guardian Inc	50.00
Karen Nick	25.12
Karen Olden	2,250.00
Katherine Moore	352.07
Kathryn E Demory	242.68
Kathryn King	2,250.00
Keeper Security	69.97
Kent Parsons Ford	789.60
Keurig	414.97
Kidwells Plumbing & Heating	4,745.00
Knight Consulting Service	100.00
Kone Inc	14,109.42
Kubic Construction	3,276.00
Kustom Signals	3,105.40
La Fonda Hotel	879.09
Language Line Services	1,428.89
Larry Thompson	25.99
Laura Pope	2,635.75
Laura Storm	2,916.11
Lector Denise Rideoutt	2,250.00
Leetown Methodist Church	200.00
Lewis County Circuit Clerk	102.81
Lighting Supply	248.45
Lisa Walters	2,250.00
Locke Wysong	23.44
Lori Brown	103.50
Lorien Cascio	24.91
Lowe's	70.00
Lyle Signs	1,848.01
Lyn Goodwin	106.53
Lyndsey W Matschat	4,526.22
Lynn Costello	4,500.00
MAACM	40.00
Marcia Lynn Chandler	1,410.20

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Margaret Gainey	2,250.00
Margaret R.Smith-Walker	27,000.00
Mark Renner	787.19
Mark Wilegenbush	4.82
Markl Supply Co.	14,460.20
Marriott	3,477.28
Marshall & Swift/ Boekh, LLC	3,629.05
Marty Freeman	15.06
Mary K Hurley	140.10
Mary Paul Rissler	596.04
Mary R Ring	45.36
Matthew Bender	2,807.73
Matthew Donnelly	10.70
Matthew Harvey	1,111.67
Mazzitti & Sullivan EAP	4,044.00
McCall Handling Co	5,395.25
McDonalds	33.85
MD Efile	155.25
Meaghers Irish Pub	18.71
Medical Priority Consulta	9,285.20
Memory 4 Less	3,726.90
Menard Consulting Inc	2,800.00
Meridith R Blackford	4.84
Merri A Mcintyre	271.92
MES Fire	169.79
Michael Monaghan	1,663.43
Micromain Corp	795.00
Microsoft Store	106.99
Microtel Inn Suites	234.00
Mid Atlantic Entry MD, LLC	164.00
Middleway Fire Company	95,000.00
Millenium Insurance Group	9,000.00
Miller's Chrysler Jeep	1,213.86
Millers Office Products	23,779.51
Miller's Supplies At Work	23,246.75
Minghini's	42,631.38
Mobile Wireless LLC	8,464.50
Moler's Wrecker Service	382.50
Monica Bennett	90.00
Monique Mercado	207.00
Monroe Systems For Business	4,267.31
Monte Conner	15.11
Morgan County Sheriff	300.00
Morgantown Printing	322.00
Motorola Solutions Inc	108,876.99
Mountain Research LLC	823.00
MPH Industries Inc	805.23
Mr Print	129.06

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
MSLUA-Mountain State Land Use Academy	50.00
Muriale's Italian Restaurant	43.00
Myron Gregory	171.19
NAACP Jefferson County	100.00
NADA-National Automobile Dealers Assoc- Appraisal G	1,891.98
Namebadge Com	14.24
NAPA Auto Parts	7,890.59
Nathan Cochran	206.01
National Academy of Emergency Dispatch	650.00
National Animal Care Co	125.00
National Association of Counties	965.00
National Band & Tag Co	1,700.00
National District Attorney	835.00
National Fire Protecton Association	475.00
National Tactical Officer Association	730.00
National Vision Administration	21,212.12
Nationwide Capital, LLC	180,107.60
Nationwide Retirement	22,074.00
Naxalite of America Inc	653.68
NCH Software	113.14
NCKRI	175.00
Neil Zahradnik	431.95
NENA-National Emergency Number Association	137.00
Neopost Usa Inc	2,712.85
Network Solutions	47.94
Nicole Nobrega	2,250.00
Noemi Brun	1,797.97
Nora Drish	48.61
Norfolk Southern Corp	12.00
NRA Law Enforcement	645.00
Oakland Methodist Church	200.00
Office Depot	14,622.08
Office Furniture 2 Go	247.00
Office Max	309.71
Old Charles Town Library	100,500.00
Old White House Inn	227.22
Olde Country Diner	22.75
Oliverio's on the Wharf	25.97
O'Neal Communication	994.00
Ortegas Taco	314.97
Otterbox / Life Proof	4.99
Ox Paperboard Co	105.00
Pamela Carroll	37.28
Pamela Dudash	2,250.00
Pamela Patterson	74.25
Panera Bread	617.85
Panhandle Printing and Design	2,200.35
Panhandle Psychological	2,055.00

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Papa Johns Pizza	168.96
Patricia A Noland	2,113.63
Patriot Fire and Security	11,355.95
Patsy Kidwell	2,250.00
Patterson Veterinary	619.70
Paul Wilt	34.56
PCM Tiger Direct	5,345.77
Pengad Inc	36.75
Perry & Associates Cpa's	15,000.00
Petco	12.83
Phyllis Fludine	10.00
Pilot	14.81
Pizza City	285.94
Pizza Hut	28.79
Planetizen Inc	144.00
Postmaster Charles Town	120.00
Potomac Edison	332,484.10
Potomac Ridge Bnb	904.84
Printer Supplies	65.00
Print-O-Stat	12,485.24
Professional Appraisal Corp	2,500.00
Progressive Business Publications	283.95
Promos 911 Inc	2,215.15
Promotions Now	859.26
PSTC 911 Cares	75.42
Quality Inn	88.70
Quality Uptime Services	18,538.73
R & S Army-Navy Store	4.50
Ramey's Used Auto Group	300.00
Randall Rodriguez	2,449.00
Ray Allen Manufacturing	22.59
Raymond E Boyce	53.50
RCS Security	26,221.22
Rebecca F Burns	2,183.93
Record Management Solutn	810.00
Red Hat Enterprise	799.00
Reeses Landscape Nursery	502.97
REI - Lexis Nexis	154.43
RELX Inc	1,100.00
Residence Inn	525.45
Retiree Health Benefit Trust	73,512.00
Reva Mickey	150.00
Rhonda Willingham	176.80
Ricci McIntyre	57.00
Rice Tires Corp	12,187.46
Rite Aid Store	78.98
River City Farm & Pet Supplies	122.43
Roach Energy	20,301.74

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Accounts Payable Vendor Name	Amount
Robert Graf Sr	39.45
Robert L Peterson Sr	59.86
Robert Trainor	5.45
Roger Goodwin	1,003.80
Ronald Dantzic	14.19
Ronald Garza	200.00
Ronald Pearse EDD	150.00
Rubberstamps Net	15.90
Russell Burgess	3,789.35
Russell Williams	4,399.14
Ryan Milbourne	2,661.41
S&S Motors - NAPA Parts	6,208.29
Safety Educators LLC	250.00
Sally Gran	75.00
Samantha Combs	1,267.31
Sandia Shuttle Express	69.38
Sandra Mcdonald	492.52
Scott Demory	1,840.86
Scott Shadle	17.12
SCPDC South Central Planning & Development Commi	11,500.00
Secretary of State's Office	549.60
Selex ES Inc	59,820.00
Sen Communications	3,959.50
Server Supply	3,909.28
Shannon Burlett	2,250.00
Sharon Hall	23.74
Shayna Mason	17.44
Sheetz	96.97
Shepherdstown Fire Department	95,200.00
Shepherdstown Public Library	82,500.00
Sheriff of Jefferson County	5,355,342.40
Sherwin Williams	1,000.40
Sheryl L Gasparik Rpr	400.40
Shoplet	1,979.54
Sillworks Ltd	1,004.75
Sir Speedy Printing	181.31
Sirchie Finger Print Lab	1,170.42
SkillPath	99.00
Sleep Inn	1,171.20
Smart Horizons	145.00
Smart Sign	273.09
SMK Survey Monkey	408.00
Snap on Tools	2,700.00
Software Computer Group	620.00
Software Systems Inc	50,677.79
Solarwinds	796.00
Sonicwall Inc	1,064.65
South Branch Inn	91.00

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
South Jefferson Public Library	82,600.00
Southern Police Equipment	1,035.00
Southwest Airlines	1,919.34
Specialty Business Supply	932.25
Spillman Technologies Inc	738.00
Spirit of Jefferson	24,493.12
Springhill Suites	93.00
Sprint	42,019.63
SSC-Southern States	395.68
Staples	2,136.20
State Tax Department	54,879.25
Stephanie Grove	1,854.28
Stephen S Allen	2,273.00
Stephen V Groh	207.04
Stephens Auto Center	154,945.00
Steve Stolipher	4,617.98
Steven Crowe	21.80
Stimulus Software	1,039.97
Stonewall Resort	1,945.72
Storm Tactical	76.30
Subway	37.01
Sumittra Thai Kitchen/Bar	312.00
Summit Point Baptist Church	100.00
Sunoco	54.50
Super Shuttle	27.00
Superior Auto Body	10,539.54
Surplus Ammo	832.52
Susan M Broderick JD	500.00
Susie Schram	231.75
Swab Wagon Company Inc	13,295.00
SYX - Tiger Direct Inc	1,759.80
Taco Bell	12.24
Tamarack Food Court	28.36
Tammy Mobley	2,881.88
Tara M Morgan	14.17
Target	20.38
Teltronic	1,690.20
Teresa Forsyth	16.76
Teresa Hendricks	17.62
Terry Palmer	127.50
Texas Roadhouse	61.65
Textedly.Com	240.00
TGI Fridays	47.82
The Business Center	99.12
The Gun Shop	2,964.93
The Hartford	77,425.09
The Home Depot	11,993.02
The Iris Co	53.07

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
The Journal Publishing	3,993.94
The Loading Dock Bar & Gril	19.17
The Observer	2,105.35
The Paige Co	294.00
The Resort At Gladespring	1,871.14
Thompson Gas	2,621.25
Thomson Reuter - West	12,289.50
Thos Somerville	10,933.02
Tim Helman	4,249.74
Timothy Collins	54.55
TML- A Xerox Co.	2,603.10
TNVC -Tactical Night Vision Company	44,190.00
TOC/ Tactical Operations Center	100.00
Todd Baldau	13.48
Todd Fagan	2,250.00
Tom Newcomer	150.00
Toni L Milbourne	1,500.00
Tony Gainey	2,250.00
Total ID Solutions	988.00
TPS-Town Police Supply	4,762.00
Tractor Supply Co	781.86
Tracy P Herron-Rice	596.75
Trailer Enterprises	6,420.00
Trapuzzanos Uniforms	8,241.80
Travis Stely	4,125.18
Trenary HVAC Group	14,150.00
Trenary Service Co	9,781.70
Trijicon Inc	192.50
Trinity Episcopal Church	200.00
Triton Datacom	895.00
Twin Fall Resort State Park	581.74
Two Guys From Italy	30.18
Tyler Technologies	17,462.50
US Postal Service	81,135.22
VA Department of Agriculture & Consumer Services	623.00
Valley Emergency Veterinary Center	923.08
Valley Equine Association	207.50
Valley Hardware Company	14.00
Valley Pet Memorial Service	902.99
Valley Shade & Shutter	10,820.00
Valley Structures	2,789.00
Vanda Nelson	85.00
Varidesk LLC	785.00
Verizon Wireless Vsat	50.00
Veterinary Medicine CAET	380.00
VG Reed & Son Inc	59.22
Victor C Lupis III	3,220.02
Victoria Myers	4,500.00

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<u>Accounts Payable Vendor Name</u>	<u>Amount</u>
Vincent Tiong	2,250.00
Vision Technology Solutions	9,135.00
Vista Print	53.83
Vital Signs Plus	1,065.00
Vivian Fields	19.62
Vivian Henry	10.90
Wal-Mart	4,042.95
WB Mason Co Inc	2,999.66
Web	15.99
Weis Markets	127.89
Weiss Bros of Hagerstown	16,490.87
Wendy Schutz	2,356.60
Whale of a Wash	10.00
Wholesale Tires Inc	185.34
William E Senseney	804.24
William F Rohrbaugh	10,531.36
William Lukenbill	35.63
William Polk	2,351.65
William Potter	103.08
William Powell	757.51
William Schweitzer	2,428.50
William Walters	167.19
Williamson-Dickie Manufacturing Inc	464.79
Winchester Equipment Co	319.36
Wingate Inn	813.00
WM- Waste Management	7,934.31
Word Processing Service	518.00
WV Association of Circuit Clerk	550.00
WV Association of Counties	7,705.00
WV Association of County Clerks	650.00
WV Board Veterinary Medicine	462.50
WV Bureau of Employment	10,084.26
WV Coalition Against Domestic Violence	321.99
WV Correctional Industries	579.00
WV Deputy Sheriff Retirement System	401,668.08
WV Division of Labor	500.00
WV DMV Charles Town	27.50
WV Emergency Managment Council	175.00
WV Enhanced 911 Council	315.68
WV Net	190.00
WV Parkways Authority	100.00
WV Prosecuting Attorney Association	770.00
WV Public Employee Retirement System	1,199,097.46
WV Public Safety Equip Lc	59,402.64
WV Regional Jail & Correction Facility Auth	1,582,600.00
WV Sheriffs Association	2,200.00
WV Signal & Light	6,767.40
WV State Auditor	40,150.00

Jefferson County Commission
Fiscal Year 2018

Accounts Payable Vendor Name	Amount
WV State Bar	2,000.00
WV State Bar Association	100.00
WV State Police	16,281.00
WV State Treasurer's Office	9,635.00
WV Tax Deputies Association	30.00
WV Treasury	899.00
WVAGP-WV Association Geospatial Professionals	395.00
WVCOA WV Code Officials Association	35.00
WVCoRP-WV Counties Group Self-Insurance Risk Poo	469,254.50
WVFMA-WV Floodplain Management Association	555.00
WVIPAY.Com-Sirn Conf.	150.00
WVLTAP WV Local Technical Assistance Prrogram	95.00
WVNET	4.00
WVSP Traffice Records	390.00
WVSPS - WV Society of Professional Surveyors	25.00
WVU Extension Serivce	16,016.68
www.Logmein.Com	899.97
www.Newegg.Com	3,790.33
Xerox Corporation	48,305.12
Total Accounts Payable	24,529,330.94
Payroll	
County Fund	6,734,929.30
Dog Fund	2,258.92
Total Payroll	6,737,188.22
Total Accounts Payable & Payroll	31,266,519.16

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists (§ 11-8-26a)

CONTROL NUMBER

2019
 FY
001
 FUND
2
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding
 Budget Revision: **Michelle Gordon**
 Phone: **304-724-8425**
 Fax: **304-725-7916**

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	4,634,541	551,606		5,186,147
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 551,606

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
698	Transfers/Reim. (Audit Findings)	83,980	516,775		600,755
696	Transfer to Financial Stabilization Fund	2,222,399	34,831		2,257,230
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 551,606

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY _____ APPROVAL DATE _____

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 18th day of October, 2018, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2019 budget revision number #2 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

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

Whereupon, Commissioner Compton declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Josh Compton, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Josh Compton, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision JE

Budget Revision #2 of General Fund FY19

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Record Adjustment for FY18 Ending Fund Balance and FY19 Beginning Fund Balance			
Unencumbered Fund Balance	001.299.00.002	(551,606)	
Transfer to Capital Outlay Fund	001.698.05.566.000.GG.000	516,775	
Transfer to Financial Stabilization Fund	001.696.05.566.000.GG.000	34,831	

Total - -

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND (Unaudited)
For the Fiscal Year Ended June 30, 2018

	Budgeted Amounts		Actual Modified Accrual Basis	Actual Amounts Budget Basis	Variance with Final Budget Positive (Negative)
	Original	Final			
REVENUES					
Taxes:					
Ad valorem property taxes	\$ 14,039,400	14,039,400	\$ 13,839,783	\$ 13,839,783	\$ (199,617)
Alcoholic beverages tax	37,000	37,000	17,243	17,243	(19,757)
Hotel occupancy tax	695,787	695,787	738,360	738,360	42,573
Gas and oil severance tax	99,000	99,000	62,174	62,174	(36,826)
Other taxes	781,068	781,068	981,071	981,071	200,003
Licenses and permits	245,195	245,195	275,866	275,866	30,671
Intergovernmental:					
Federal	220,000	690,660	624,424	624,424	(66,236)
Local	--	--	20,000	20,000	20,000
Charges for services	3,819,900	4,204,830	3,109,632	3,109,632	(1,095,198)
Fines and forfeitures	98,000	98,000	112,557	112,557	14,557
Interest and investment earnings	31,770	31,945	31,436	31,436	(509)
Reimbursements	279,200	279,200	230,065	230,065	(49,135)
Payments in lieu of taxes	16,000	16,000	17,593	17,593	1,593
Contributions and donations	--	--	36,430	36,430	36,430
Miscellaneous	3,666,700	3,773,062	3,798,929	3,798,929	25,867
Total revenues	24,029,020	24,991,147	23,895,563	23,895,563	(1,095,584)
EXPENDITURES					
Current:					
General government	10,819,035	11,167,902	10,826,331	10,826,331	341,571
Public safety	11,294,740	12,328,993	10,863,781	10,863,781	1,465,212
Health and sanitation	15,600	95,150	79,550	79,550	15,600
Culture and recreation	1,274,175	1,437,885	1,478,501	1,478,501	(40,616)
Social services	20,000	20,000	20,000	20,000	--
Capital outlay	163,400	163,400	175,618	175,618	(12,218)
Total expenditures	23,586,950	25,213,330	23,443,781	23,443,781	1,769,549
Excess (deficiency) of revenues over expenditures	442,070	(222,183)	451,782	451,782	673,965
OTHER FINANCING SOURCES (USES)					
Transfers in	720,273	857,476	985,241	985,241	127,765
Transfers (out)	(747,200)	(971,200)	(971,200)	(971,200)	--
Defeasance of debt	--	40,227	40,226	40,226	(1)
Proceeds from the sale of assets	--	--	10,726	10,726	10,726
Total other financing sources (uses)	(26,927)	(73,497)	64,993	64,993	138,490
Net change in fund balance	415,143	(295,680)	516,775	516,775	812,455
Fund balance - beginning (restated Note III J)	5,005,763	4,598,827	4,669,372	4,669,372	70,545
Fund balance - ending	\$ 5,420,906	\$ 4,303,147	\$ 5,186,147	\$ 5,186,147	\$ 883,000

The notes to the financial statements are an integral part of this statement

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: **October 18, 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 renewal of County cable franchise agreement, related issues, and phone conference with counsel. Discussion/Action.
4. Discussion of Declaration of Keyes Ferry Acres Maintenance Association. Discussion/Action.
5. Update of Jefferson County Circuit Court Civil Action #18-P-132. 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: Roger Goodwin, Chief County Engineer

Department or Organization: Department of Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: October 18, 2018

Date Requested – 2nd Choice: November 1, 2018

Subject (*Wording to be placed on agenda*): Approval of Payment of Invoice No. 1 – Snyder Environmental Services, Inc. Bardane Industrial Park Waste Water Treatment Plant - Lagoon Decommissioning & Sinkhole Remediation Project.

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

Attached is Application and Certificate for Payment No. 1, from Snyder Environmental Services, Inc., for work performed on the Bardane Industrial Park Waste Water Treatment Plant - Lagoon Decommissioning & Sinkhole Remediation Project.

Original Contract Amount	\$225,099.00
Net Change by Change Orders	+ <u>16,575.00</u>
Contract Sum to Date	\$241,674.00
Total Work Completed to Date	\$ 71,053.55
Less 10% Retention	- <u>7,105.36</u>
Total Amount Due This Invoice	\$ 63,948.19

We are requesting County Commission approval for payment of amount due.

Is this a funding request? \$250,000 in funding is already allocated for this project.

If so, how much?

Motion Requested: Yes

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

Move to approve the payment of Application and Certificate for Payment No. 1, in the amount of \$63,948.19, to Snyder Environmental Services Inc., for work performed on the Bardane Industrial Park - Waste Water Treatment Plant Lagoon Decommissioning and Sinkhole Mitigation Project.

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

If not attached, explain:

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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E-MAILED
SEP 28 2018

SNYDER ENVIRONMENTAL SERVICES, INC.
 270 INDUSTRIAL BLVD.

KEARNEYSVILLE, WV 25430
 Telephone: 304-725-9140 Fax: 304-728-7326

<p>Sold To: JEFFERSON COUNTY COMMISSION 124 EAST WASHINGTON PO BOX 250 CHARLES TOWN, WV 25414</p>	<p>INVOICE</p> <p>Invoice Number: J007891 Invoice Date: Sep 28, 2018 Terms: Net 30 Customer Code: JEF COM CH Reference #1: 18063.01</p>
<p>Job Location: INDUSTRIAL BLVD KEARNEYSVILLE, WV 25430</p>	<p>Sales Cat/Slsmn: CON/HSE</p> <p>Job Number: 180630 Job Description: WWTP LAGOON DEC Reference #2: 07302018</p>

Description	Amount
PROGRESS APPLICATION NO. 1	
ORIGINAL CONTRACT SUM:	225,099.00
NET CHANGE BY CHANGE ORDERS:	16,575.00
CONTRACT SUM TO DATE:	241,674.00
TOTAL COMPLETED & STORED TO DATE:	71,053.55
LESS PREVIOUSLY COMPLETED:	0.00
THIS PROGRESS APPLICATION:	71,053.55
	=====
<p style="text-align: center;">- CONDITIONS -</p> <p>CREDIT CARD PAYMENTS SUBJECT TO ADDITIONAL 5% FEE.</p>	
Subtotal	71,053.55
Less Retention	7,105.36
ANY CHARGES ON THIS INVOICE NOT DISPUTED WITHIN 60 DAYS WILL BE DEEMED CORRECT.	
Total Invoice	<u><u>63,948.19</u></u>

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER, JEFFERSON COUNTY COMMISSION
124 EAST WASHINGTON
PO BOX 250
CHARLES TOWN, WV 25414

PROJECT: 180633
WVCR LAGOON DEMONSTRATION
FROM: SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BLVD.

APPLICATION NO.: 1
PERIOD TO: Sep 14/18
PROJECT NOS.: 0331018
CONTRACT DATE: Aug 13/18

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACT FOR: SWALS DEVELOP, BIRNCHOLE RENEW NEARBYVILLE, W/25430

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM.....	\$225,099.00
2. NET CHANGE BY CHANGE ORDERS.....	\$16,575.00
3. CONTRACT SUM TO DATE (Line 1 +- 2)....	\$241,674.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G)	\$71,053.55
5. RETAINAGE:	
a. 10.00 % of Completed Work (Columns D + E)	\$7,105.36
b. 10.00 % of Stored Material (Column F)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I)	\$7,105.36
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$63,948.19
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00
8. CURRENT PAYMENT DUE.....	\$63,948.19
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$177,725.81

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	16,575.00	0.00
Total approved this Month	0.00	0.00
TOTALS	16,575.00	0.00
NET CHANGES by Change Order	\$16,575.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: SNYDER ENVIRONMENTAL SERVICES, INC.

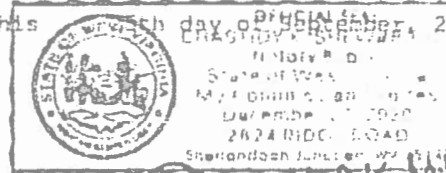
By: B Lee Angley Date: 9-28-18

State of: West Virginia

County of: Jefferson

Subscribed and sworn to before

me this 28th day of September, 2018



Notary Public: Chadwick K. Shumbidge
My commission expires: 12/27/2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Document, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 63,948.19

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount Certified.)

ARCHITECT: [Signature] Date: 9/27/18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION NO. : 1
 APPLICATION DATE: Sep 15/10

PERIOD TO: Sep 14/10
 PROJECT NO.: 180630

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CONTRACT									
12.0	MOBILIZATION/DEMObILIZATION	2500.00	0.00	1250.00	0.00	1250.00	50	1250.00	125.00
13.0	QUALITY CONTROL	6600.00	0.00	0.00	0.00	0.00	0	6600.00	0.00
14.0	SITE PREP	23600.00	0.00	18880.00	0.00	18880.00	80	4720.00	1888.00
14.1	2112LF SILT FENCE	4224.00	0.00	2740.00	0.00	2740.00	65	1484.00	274.00
14.2	CONSTRUCTION ENTRANCE	5000.00	0.00	5000.00	0.00	5000.00	100	0.00	500.00
14.3	87LF DIVERSION DITCHES (DD3)	2784.00	0.00	2784.00	0.00	2784.00	100	0.00	278.40
14.4	5811LF DIVERSION DIKE (DD1&DD2)	23821.00	0.00	0.00	0.00	0.00	0	23821.00	0.00
14.5	9905Y EROSION CONTROL MATTING	5940.00	0.00	0.00	0.00	0.00	0	5940.00	0.00
15.1	5900CY ON SITE MATERIAL/CLEAR	97645.00	0.00	30799.55	0.00	30799.55	32	66845.45	3079.96
15.2	2025CY OFF SITE SOIL BORROW M	5265.00	0.00	0.00	0.00	0.00	0	5265.00	0.00
17.0	1 SINKHOLE REMEDIATION	20000.00	0.00	400.00	0.00	400.00	2	19600.00	40.00
18.0	1 DEMO/REMOVE STRUCTURES	9200.00	0.00	9200.00	0.00	9200.00	100	0.00	920.00
19.0	4.63AC REVEGETATION	18520.00	0.00	0.00	0.00	0.00	0	18520.00	0.00
		225099.00	0.00	71053.55	0.00	71053.55	32	154045.45	7105.36
ADDITIONS TO CONTRACT									
CO1	ADDT'L WASTE \$16,575.00								
CO1.1	EXTEND FILL AREA ON WEST SIDE	7925.00	0.00	0.00	0.00	0.00	0	7925.00	0.00
CO1.2	ADDT'L SILT CONTROL	800.00	0.00	0.00	0.00	0.00	0	800.00	0.00
CO1.3	HAUL ADDT'L WASTE MATERIAL	7850.00	0.00	0.00	0.00	0.00	0	7850.00	0.00
		16575.00	0.00	0.00	0.00	0.00	0	16575.00	
		16575.00	0.00	0.00	0.00	0.00	0	16575.00	0.00
	Total Contract	241674.00	0.00	71053.55	0.00	71053.55	29	170620.45	7105.36



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: Jennie Brockman, County Planner

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 18, 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*):

- - Decision - Proposed Zoning Ordinance Text Amendments (ZTA 18-01) re: Pet and Livestock Crematoria (public hearing held October 4, 2018) - 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.](#)

Please Advertise One (1) Time

September 26, 2018

**NOTICE OF PUBLIC HEARING
Thursday, October 4, 2018 at 1:30 PM**

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA18-01. The text amendment, in accordance with WV Code §8A-7-8 proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations; and Appendix C to develop provisions for the approval of Livestock Crematoriums and Pet Crematoriums in the Rural and Commercial Zoning Districts.

Oral or written comments can be provided at the hearing, **1:30 PM Thursday, October 4, 2018** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

A copy of the proposed text amendment is available at the Office of Planning & Zoning and on the County's website at: www.jeffersoncountywv.org. If you have any questions, please call the Office of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission
Josh Compton, President

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 ¹¹	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	CU	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	
Crematorium, Livestock	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
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 | OC Office / Commercial Mixed-Use |
| GC General Commercial | R Rural |
| HC Highway Commercial | RG Residential Growth District |
| LI Light Industrial | RLIC Residential-Light Industrial-Commercial District |
| MI Major Industrial | IC Industrial-Commercial District |
| PND Planned Neighborhood Development | V Village District |
- 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.



Jefferson County, West Virginia

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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: **October 18, 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 renewal of County cable franchise agreement, related issues, and phone conference with counsel. Discussion/Action.
4. Discussion of Declaration of Keyes Ferry Acres Maintenance Association. Discussion/Action.
5. Update of Jefferson County Circuit Court Civil Action #18-P-132. 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

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Water and Sewer Service to Rockwool and Related Items – 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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: PETER ONOSZKO

Department or Organization: JCC

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: OCTOBER 18 2018

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): AN ORDINANCE TO PROHIBIT FORCED PARTICIPATION
IN A PUBLIC SEWER + WATER SYSTEM

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

SEE ATTACHED TEXT

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):

- THAT LEGAL COUNSEL REVIEW TO DETERMINE LEGAL PERMISSABILITY
- IF LEGALLY PERMITTED, THAT TEXT BE DISCUSSED DURING THE NOVEMBER 1 JCC MEETING

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

AN ORDINANCE PROHIBITING THE FORCED PARTICIPATION IN A PUBLIC SEWER OR WATER SYSTEM

1. No public or privately owned utility serving the public (hereafter referred to as "The Utility") may force currently owner occupied residences to participate in a public sewer or water system unless The Utility has evidence independently confirming that the residential water or septic system being used by the owner-occupied residence is unsafe for human use or otherwise constitutes a clear public safety hazard to other residents.
2. If either one or both the residential water source and/or the septic system used by the owner-occupied residence is determined to be unsafe for human use or otherwise constitutes a clear public safety hazard to other residents, the owner of that residence shall be required to participate in both a public sewer and water system and shall be prohibited from further utilizing the water source and septic system.
3. If conditions in paragraph 2 above obtain, reasonable costs for effecting the connection to the public sewer and water system shall be borne by the county.
4. The county health department shall determine the safety for human use of the residential water source. Evidence acceptable by the county health department in making this determination shall include the results of water source sample testing by an independent laboratory duly authorized to conduct such testing if provided by the property owner. The expense for such water testing shall be borne by the property owner.
5. The County health department shall determine whether a residential septic system constitutes a clear public safety hazard to other residents. Evidence acceptable by the County health department in making this determination shall include receipts for septic maintenance service showing a regular pattern of service or a record from the septic service company demonstrating the same.

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:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Appointment of Gary Kable as the Jefferson County Board of Education Liaison to the Jefferson County Development Authority Board of Directors – 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

Jefferson County Schools
110 Mordington Avenue
Charles Town, WV 25414
(304) 728-9741

Received

OCT 09 2018

Jefferson County Commission

Superintendent:

Bondy Shay Gibson, Ed.D.

Board Members:

Kathryn Skinner, President
Mark Osbourn, Vice-President
Gary Kable
Laurie Ogden
Arthena S. Roper

September 28, 2018

Jefferson County Commission
P. O. Box 250
Charles Town, WV 25414

Attention: Mr. Josh Compton, President

Dear Jefferson County Commission,

I hope this letter finds you well. As part of our ongoing collaboration efforts in the community, the Jefferson County Board of Education (JCBOE) routinely assigns its members to serve on various other boards and committees around the community in an effort to be better informed about what our partners and neighbors are doing and how we can collaborate. During the board's regular meeting held on August 27, 2018 Mr. Gary Kable was selected to serve as a liaison on the Jefferson County Development Authority (JCDA), replacing former board member Scott Sudduth.

This letter is to officially notify you of Mr. Kable's assignment, as Mr. Sudduth did serve in that position for a number of years. Subsequently, we are also writing to see if the Jefferson County Commission has plans to officially appoint Mr. Kable as a member of the JCDA. It is important for the board of education to understand how its members will serve and represent their constituents.

Thank you for giving this your time and attention. We appreciate the County Commission's continued support of education and our students.

Sincerely,



Bondy Shay Gibson, Ed.D.
Superintendent

Sandra McDonald

From: Bondy Gibson <bondy.gibson@k12.wv.us>
Sent: Friday, September 14, 2018 4:19 PM
To: vinemont.farm@gmail.com; Stephanie Grove; kfoto@frontiernet.net
Cc: Sandra McDonald; Kathy Skinner
Subject: Re: JCDA
Attachments: By-Laws appd Dec 2012 by JCDA.PDF

Dear Ms. Grove and Ms. Tabb

I hope this message finds you well. Our office made an inquiry with the JCDA and received a copy of the attached by-laws. The JCS Board of Education has annually appointed a liaison to the JCDA. This liaison has never been granted voting rights.

According to JCDA by-laws it is a function of the Jefferson County Commission to appoint JCDA members. You will note in Section 2. Appointment of Members that ..."Other members of the Board shall be appointed by the County Commission and shall include representatives of business, education, industry and labor" To our knowledge there are currently members from Shepherd University and, if I remember correctly, American Public University. There is no requirement that the Jefferson County Commission appoint the JC BoE liaison as a member and they have never, to our knowledge, done so.

If you require additional information please feel free to contact me directly and I will assist as I am able.

Bondy Shay Gibson, Ed.D.
Superintendent
Jefferson County Schools
Office: 304-728-9223
Mobile: 304-582-0181
<https://boe.jeff.k12.wv.us/>

DISCRIMINATION PROHIBITED: As required by Federal laws and regulations, including Title IX, the Jefferson County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment or in the administration of any of its education programs and activities. Inquiries may be referred to (Director to Career, Technical, and Adult Education) Title IX Coordinator or (Director of Pupil Services) Section 504 Coordinator, Jefferson County Board of Education, 110 Mordington Avenue, Charles Town, WV 25414, Phone: (304) 725-9741; to the State Title IX Coordinator, (304) 558-3401, to the State 504 Coordinator, (304) 558-2696, West Virginia Department of Education, Charleston, WV 25305; or to the U.S. Department of Education's Office for Civil Rights, 1-800-421-3481, TDD 1-800-877-8339.

From: kfoto@frontiernet.net <kfoto@frontiernet.net>
Sent: Friday, September 14, 2018 3:58:20 PM
To: vinemont.farm@gmail.com; Stephanie Grove
Cc: Sandra McDonald; Bondy Gibson
Subject: Re: JCDA

Thank you Jane and Stephanie. I will ask Superintendent Gibson to take the next step.

Gary

On Wednesday, September 12, 2018 5:38 PM, Jane Tabb <vinemont@frontiernet.net> wrote:

Please clarify Gary Kable's position on the JCDA as to voting rights and need for CC ratification of appointment.

Thanks,
Jane Tabb

From: kfoto@frontiernet.net [mailto:kfoto@frontiernet.net]
Sent: Wednesday, September 12, 2018 4:43 PM
To: Jane Tabb
Subject: JCDA

Hi Jane,

I have been Informed that I am not a voting member of JCDA until the commission ratifies my appointment. Can you shed some light on this. It really is not a reasonable position unless I would have voting rights on the JCDA board representing Jefferson County Schools. I cannot recall that requirement before.

Thanks for your help,
Gary Kable

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: ~~October 4, 2018~~ **OCT 18 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*): **Discuss Land Use Amendment to account for potential impact on roads - 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.](#)

Sandra McDonald

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Friday, October 05, 2018 12:40 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: 10/05/2018 12:39 PM
Response #: 713
Submitter ID: 3555
IP address: 24.126.48.112
Time to complete: 20 min. , 24 sec.

Survey Details

Page 1

1. Name

Anastasya Tabb

2. Email

sevanisko@hotmail.com

3. Questions or Concerns

Hello. I am a real resident of Jefferson County. For 17 years I have consciously chosen to live here and contribute to the best of my abilities to my local community. I paid my ambulance fees yesterday. Over the years, this is the first time I am compelled to speak out passionately about the misguided future direction of our county in accepting heavy industry. We must stop Rockwool. In order to be aware of all new County information, please add me to the email notification system - sevanisko@hotmail.com
Thank You!

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

(o) Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.