

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018
THURSDAY, NOVEMBER 15, 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

- November 1, 2018

APPROVAL OF PURCHASE ORDERS

- November 15, 2018

APPROVAL OF ACCOUNTS PAYABLE

- November 8, 2018
- November 15, 2018

APPROVAL OF MANUAL CHECKS

- November 9, 2018
- November 16, 2018

APPROVAL OF PAYROLL

- November 1, 2018
- November 8, 2018 - Poll Workers

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 6:15 p.m. Lynn Fields, Probate Office
 - Petition for the Removal of Joann J. McLean, Successor Executor - Discussion/Action
 - Petition to Reopen the Estate of John T. DeLeonardo, II - Discussion/Action
2. 6:30 p.m. Matt Harvey, Prosecuting Attorney
 - Discussion of staffing needs and potential new hires - Discussion/Action
3. 6:45 p.m. Martin Burke, Jefferson County Historic Landmarks Commission
 - Request for \$3,000 to abate asbestos and remove debris from Duffields Depot - Discussion/Action
4. 7:00 p.m. Charles M. Baisden, WV State Commander - Military Order of the Purple Heart (MOPH)
 - Proclamation - Declare Jefferson County as a Purple Heart County in the State of WV - Discussion/Action
5. 7:15 p.m. **BREAK**
6. 7:30 p.m. Daniel P. Lutz, Jr.
 - National Environment Policy Act - Discussion/Action
 - Relocation ECON Research Service and National Institute of Food and Agr. - 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 and related issues - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-158 - Discussion/Action
 - Discussion of EEOC Charge #533-2018-01557 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-108 - Discussion/Action

NEW BUSINESS

8. Amend 2018 Holiday Schedule - Discussion/Action

9. Approval of the 2019 Holiday Schedule - Discussion/Action
10. JCDA meetings - Location & public accessibility, recording of meetings - Discussion/Action (JT)
11. Discussion of residential and commercial impact fees - Discussion/Action (JC)
12. Discussion of Board of Health, sanitarian, and septic approvals - Discussion/Action (JC)
13. Discussion of JDCA Development Authority Resignations - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

14. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from the WV Office of the Insurance Commissioner regarding flood insurance.

Correspondence received from the Department of Planning and Zoning, Loudoun County, Virginia regarding a public hearing on the Loudoun 2040 Comprehensive Plan.

Correspondence received from the Land Trust of the Eastern Panhandle regarding Rockwool.

Correspondence received from Susan D. Cardella regarding Rockwool.

Email received from Eric Hansen regarding Rockwool.

Comments from Russell Geiman shared with the Jefferson County Commissioners on November 1, 2018.

Impact Fee Status Report for October 2018 received.

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

Minutes

Jefferson County Commission

Thursday, November 1, 2018

A meeting of the Jefferson County Commission was held on Thursday, November 1, 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 Jacqueline Shadle, County Clerk; Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, November 1, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for November 1, 2018 to include purchase order no. 52560 in the amount of \$35,522.05. Motion seconded and unanimously approved.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the October 18, 2018 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Noland to approve the Payroll for October 18, 2018 in the amount of \$263,713.91. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
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080821	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,485.87	\$ 1,485.87
080822	401	BEST BEST & KRIEGER LLP		\$ -	\$ 2,237.85	\$ 2,237.85
080823	424	BOLAND TRANE SERVICES IN		\$ -	\$ 270.00	\$ 270.00
080823	425	BOLAND TRANE SERVICES IN		\$ -	\$ 930.00	\$ 930.00
080823	425	BOLAND TRANE SERVICES IN		\$ -	\$ 1,512.90	\$ 1,512.90
080823	425	BOLAND TRANE SERVICES IN		\$ -	\$ 136.00	\$ 136.00
080823	425	BOLAND TRANE SERVICES IN		\$ -	\$ 1,034.00	\$ 1,034.00
080823	425	BOLAND TRANE SERVICES IN		\$ -	\$ 125.00	\$ 125.00
080823	425	BOLAND TRANE SERVICES IN		\$ -	\$ 166.00	\$ 166.00
080824	P/R DED	SHANNON BURLETT		\$ -	\$ 801.38	\$ 801.38
080825	405	MORGAN CREAMER		\$ -	\$ 292.12	\$ 292.12
080826	412	DOING BETTER BUSINESS,IN		\$ -	\$ 388.99	\$ 388.99
080827	424	J.C.EHRLICH		\$ -	\$ 33.00	\$ 33.00
080827	425	J.C.EHRLICH		\$ -	\$ 658.00	\$ 658.00
080828	P/R DED	CHRISTOPHER ENGLE		\$ -	\$ 2,250.00	\$ 2,250.00
080829	425	ESI ELECTRONIC SYSTMS IN		\$ -	\$ 543.69	\$ 543.69
080830	700	FEDEX		\$ -	\$ 49.05	\$ 49.05
080831	425	FIDELITY POWER SYSTEMS		\$ -	\$ 655.00	\$ 655.00
080832	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 4,611.00	\$ 4,611.00
080833	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
080834	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,200.21	\$ 2,200.21
080835	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 23,082.58	\$ 23,082.58
080835	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 1,194.00	\$ 1,194.00
080836	712	DR. ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
080837	712	LANGUAGE LINE SERVICES		\$ -	\$ 128.55	\$ 128.55
080838	403	MATTHEW BENDER		\$ -	\$ 446.61	\$ 446.61
080839	401	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
080840	ALLOC	JEFF CO PARKS &		\$ -	\$ 33,460.79	\$ 33,460.79
080841	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 382.39	\$ 382.39
080842	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
080843	717	RICE TIRES CO		\$ -	\$ 431.12	\$ 431.12
080843	717	RICE TIRES CO		\$ -	\$ 431.12	\$ 431.12
080843	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080844	425	R.E. MICHEL CO. LLC		\$ -	\$ 92.05	\$ 92.05
080845	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 3,216.38	\$ 3,216.38
080846	704	WV REGIONAL JAIL &		\$ -	\$ 102,627.75	\$ 102,627.75
080847	700	ROBERT S. SELL		\$ -	\$ 901.38	\$ 901.38
080847	717	ROBERT S. SELL		\$ -	\$ 20.88	\$ 20.88
080848	424	U S PAVING LLC		\$ -	\$ 1,500.00	\$ 1,500.00
080849	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 37,146.87	\$ 37,146.87
080850	440	XEROX CORPORATION		\$ -	\$ 460.33	\$ 460.33

TOTAL					\$ 227,872.88	\$ 227,872.88

Motion by Ms. Tabb to approve the Accounts Payable for October 25, 2018 in the amount of \$227,872.88. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080853	401	BEST BEST & KRIEGER LLP		\$ -	\$ 536.38	\$ 536.38
080854	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080855	412	JADA BENNETT		\$ -	\$ 585.23	\$ 585.23
080856	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080857	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
080858	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 500.00	\$ 500.00
080859	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,407.43	\$ 6,407.43
080860	700	EXECUTIVE EMERGENCY		\$ -	\$ 417.15	\$ 417.15
080860	700	EXECUTIVE EMERGENCY		\$ -	\$ 877.50	\$ 877.50
080861	717	GUTTMAN OIL CO		\$ -	\$ 4,972.99	\$ 4,972.99
080861	717	GUTTMAN OIL CO		\$ -	\$ 3,822.84	\$ 3,822.84
080861	717	GUTTMAN OIL CO		\$ -	\$ 254.65	\$ 254.65
080861	717	GUTTMAN OIL CO		\$ -	\$ 4,199.16	\$ 4,199.16
080861	717	GUTTMAN OIL CO		\$ -	\$ 4,315.51	\$ 4,315.51
080861	717	GUTTMAN OIL CO		\$ -	\$ 3,498.63	\$ 3,498.63
080862	401	COX HOLLIDA YOUNG PLLC		\$ -	\$ 879.00	\$ 879.00
080863	P/R DED	THE HARTFORD		\$ -	\$ 2,374.90	\$ 2,374.90
080864	P/R DED	THE HARTFORD		\$ -	\$ 3,955.26	\$ 3,955.26
080865	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,900.00	\$ 4,900.00
080866	405	MATTHEW BENDER		\$ -	\$ 162.15	\$ 162.15
080867	P/R DED	GAIL MCMILLION		\$ -	\$ 1,244.72	\$ 1,244.72
080868	P/R DED	RICCI MCINTYRE		\$ -	\$ 790.05	\$ 790.05
080869	P/R DED	HIGHMARK WV		\$ -	\$ 196,564.10	\$ 196,564.10
080870	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080871	P/R DED	MILLENIUUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
080872	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080873	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,788.66	\$ 1,788.66
080874	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080875	424	R.E. MICHEL CO. LLC		\$ -	\$ 337.09	\$ 337.09
080876	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,560.34	\$ 46,560.34
080876	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,889.18	\$ 10,889.18
080876	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 35,185.79	\$ 35,185.79
080877	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,314.77	\$ 6,314.77

080877	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,914.99	\$ 8,914.99
080878	GRANT	MARY SELL		\$ -	\$ 71.70	\$ 71.70
080879	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,280.00	\$ 2,280.00
080879	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 520.00	\$ 520.00
080880	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,278.94	\$ 10,278.94
080880	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 22,842.10	\$ 22,842.10
080880	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,743.34	\$ 3,743.34
080880	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,238.91	\$ 6,238.91
080881	401	WVCORP		\$ -	\$ 712.50	\$ 712.50
080882	P/R DED	CONNIE CONNER		\$ -	\$ 1,261.17	\$ 1,261.17
TOTAL					\$ 403,518.10	\$ 403,518.10

Motion by Ms. Noland to approve the Accounts Payable for November 1, 2018 in the amount of \$403,518.10. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
11/02/18	619	ATTENTI	\$ 2,176.00
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
11/02/18	706	THOMASSEN FORD	\$ 22,613.68
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
11/02/18	1695	SNYDER ENVIRO SERVICES	\$ 63,948.19
11/02/18	1696	TYLER TECH	\$ 3,920.85
11/02/18	1697	SNYDER ENVIRO SERVICES	\$ 64,782.20
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
11/02/18	127	MINGHINI'S	\$ 73,845.00

TOTAL			\$ 231,285.92

Motion by Ms. Tabb to approve the Manual Checks for November 2, 2018 in the amount of \$231,285.92. Motion seconded and unanimously approved.

PUBLIC COMMENT

Nancy Gregory, resident – expressed her concerns about TeMa, Rockwool Ranson, and pollution.

Ilsa Gregg, resident – expressed her concerns about Rockwool Ranson and pollution.

Nicola Bastian, resident – expressed her concerns about Rockwool Ranson and pollution.

Diane Blust, resident – expressed her concerns about Rockwool Ranson.

Ed Hannon, resident – expressed his concerns about the Jefferson County Emergency Services Agency.

Russel Geiman, resident – expressed his concerns about the Jefferson County Emergency Services Agency.

Debbie Royalty, resident – expressed her concerns about the Jefferson County Emergency Services Agency.

Tim Ross, resident – expressed his concerns about Rockwool Ranson and spoke in support of Sharon Wilt for the Property Safety Enforcement Agency Board.

Ruth Hatcher, resident – expressed her concerns about Rockwool Ranson and spoke in support of Sharon Wilt for the Property Safety Enforcement Agency Board.

Mary Reed, resident – expressed her concerns about Rockwool Ranson.

Catherine Jozwick, resident – expressed her concerns about Rockwool Ranson and spoke in support of Sharon Wilt for the Property Safety Enforcement Agency Board.

Karen Freer, resident – expressed her concerns about Rockwool Ranson.

David Tabb, resident – expressed his concerns about Rockwool Ranson.

Mary Ellen Ross, resident – asked the Commission to delay the bond vote for the JCDA and spoke in support of Sharon Wilt for the Property Safety Enforcement Agency Board.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Norfolk Southern	RE	KTD	18673	\$1,202.80

- **Motion by Ms. Noland to approve the exoneration for ticket no. 18673 as presented. Motion seconded and unanimously approved.**
2. Peter Dougherty, Sheriff
- a. GHSP Grant Contract
- **Motion by Ms. Noland to approve the President of the Commission to sign the final Governor Highway Safety Program grant contract for FY19. Motion seconded and unanimously approved.**
- b. HSEM Grant Contract Signatures
- **Motion by Mr. Onoszko to accept the award of grant funding and approve the Commission President to sign the documents. Motion seconded and unanimously approved.**
- c. Task Force Fiduciary Agreement
- **Motion by Ms. Noland to appoint the Sheriff as the fiduciary agent for the Eastern Panhandle drug and violent crimes task force and authorize the President of the Commission to sign the agreement. Motion seconded and unanimously approved.**
- d. Establish Special Fiduciary Fund
- **Motion by Ms. Noland to approve the Order establishing special revenue fund 055 as the Task Force Fiduciary Fund. Motion seconded and unanimously approved.**
3. Charles F. Printz, Bowles Rice – requested an annexation within the Corporation of Shepherdstown.
- **Motion by Ms. Noland to accept the proposed Order Approving and Confirming the Annexation to the Corporation of Shepherdstown of a Parcel Consisting of 2.21 acres identified as Parcel 16 on Tax Map 8, all of which are presently located in the Shepherdstown District of Jefferson County, West Virginia, owned by the Shepherd University Board of Governors, as provided by WV Code 8-6-3 and 8-6-4 (Annexation without Election). Motion seconded and unanimously approved.**

4. Jennifer Myers, Jefferson County Parks and Recreation Commission
 - a. Presentation of Eugene M. Fuller Award for Program Excellence to JCPRC by the WV Recreation and Park Association
 - b. Presentation by Troy Truax of Michael Baker International on behalf of JCPRC of the draft Concept Master Plan for Sam Michaels Park to replace the park's outdated 2000 plan.
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Bob Shefner and Gary Dungan, Jefferson County Community Ministries – provided the Commission and the audience with information regarding Community Ministries and requested \$4,000 in funding.
 - **Motion by Mr. Compton to provide \$4,000 in funding to Jefferson County Community Ministries from the Coal Severance Fund. Motion seconded and unanimously approved.**
7. Annette Gavin Bates, Jefferson County Convention and Visitor's Bureau – provided and the Commission and the audience with the JCCVB Annual Report.
8. Interviews/Appointments
 - a. Jefferson County Community Criminal Justice Board – one unexpired term ending July 3, 2020 for a member at large who is familiar with the community and has an interest in advancing access to substance abuse treatment.
 - **Motion by Ms. Tabb to appoint Micah Garrison to the JC Community Criminal Justice Board as a member at large for one unexpired term ending July 3, 2020. Motion seconded and unanimously approved.**
 - b. Jefferson County Property Safety Enforcement Agency Board – one unexpired term for Citizen Representative ending February 2, 2020
 - **Motion by Mr. Compton to appoint Sharon Wilt to the JC Property Enforcement Agency Board as a citizen representative for one unexpired term ending February 2, 2020. Motion seconded and unanimously approved.**
9. Bill Polk, Director, Jefferson County Maintenance

- a. Presentation of Maintenance Department Quarterly Report
- b. Approval of Bid Proposal – Jefferson County Courthouse Paint/Brick Project
 - **Motion by Ms. Noland to approve proposal #2 for the Courthouse Paint/Brick Project from Minghini's. Motion seconded and unanimously approved.**

10. Roger Goodwin, Chief County Engineer

- a. Smith Mountain View Estates (JCPC File No. 02-06) – Request Approval for Payment of Contractor's Invoice
 - **Motion by Mr. Onoszko to approve payment of C. Allen Lane Construction, LLC's invoice in the amount of \$33,995.00 from the BCT Bank Escrow Account (account no. xxxx7112). Also, that the cost of staff's time for managing the project be charges to the ramining balance of fund in the escrow account and that staff then close the bank escrow account for the Smith Mountain View Estates Subdivision, JCPC File no. 02-06. Motion seconded and unanimously approved.**
- b. Request Approval to amend Parks and Recreation's Impact Fees – FY2019 – Capital Improvement Plant
 - **Motion by Ms. Tabb to approve the Parks and Recreation's Impact Fees – FY2019 Capital Improvement Plan, Amendment No. 2 as presented. Motion seconded and unanimously approved.**
- c. Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-11) complete bond release
 - **Motion by Ms. Tabb to authorize a complete release of Irrevocable Letter of Credit #340 with The Bank of Charles Town in the amount of \$10,000.00 for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-11) Motion seconded and unanimously approved.**
- d. Partial release of Performance Bond #1000956765 with United States Surety Company, Timonium, MD construction bond surety for Roderick Plans, LLC – Aspen Greens Subdivision, Phase 1A (File 07-15)
 - **Motion by Ms. Noland to authorize a partial release of Performance Bond #1000956765 with United States Surety Company, Timonium, MD, in the amount of \$462,839.00 for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IA (File 07-15). Motion seconded and unanimously approved.**

11. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues
 - Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of renewal of County Cable Franchise Agreement, related issues, and phone conference with counsel
 - Discussion of Jefferson County Circuit Court Civil Action #18-P-132
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-158
 - Discussion of EEOC Charge #533-2018-01557
 - Discussion of US District Court, Southern District of WV, Civil Action #2:18-cv-01126
- **Motion by Mr. Compton to enter into Executive Session to discuss the renewal of County Cable Franchise Agreement, related issues, and phone conference with counsel; Jefferson County Circuit Court Civil Action #18-P-132; Jefferson County Circuit Court Civil Action #18-C-158; EEOC Charge #533-2018-01557 and US District Court, Southern District of WV, Civil Action #2:18-cv-01126. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to direct legal counsel to proceed as appropriate with regard to US District Court, Southern District of WV, Civil Action #2:18-cv-01126. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

12. Discuss the Jefferson County Board of Education representative to the Jefferson County Development Authority Board

- **Motion by Mr. Compton to expand the Jefferson County Development Authority to a 21 voting member board and appoint Gary Kable as a voting member to represent the Jefferson County Board of Education. Motion seconded and unanimously approved.**

13. Discussion on an Ordinance to prohibit forced participation in public water and sewer system

NEW BUSINESS

14. Approval of Resolution and contract – 16-VA-096 – Victims of Crime Act (VOCA) Grant

- **Motion by Mr. Compton to approve the Resolution, contract, and grant documents – 16-VA-096 – Victims of Crime Act (VOCA) Grant in the amount of \$102,104.00 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

15. Discussion concerning letter received from the City of Charles Town and Jefferson Vision

16. Review and Feedback regarding evening meetings: Jefferson County Commission meeting times – it was the consensus of the Commission to keep the meeting schedule as it currently stands.

17. Discussion regarding Residential Impact Fees – Mr. Compton stated he'd like to reexamine residential impact fees and potentially invite representatives from the Board of Education to provide their input on the subject.

18. Review of Planning and Zoning Regulations regarding all categories on Industry

FINANCIAL DIRECTOR REPORTS

○ Review and Approval of FY2019 State Budget Revision 3 for the General Fund

- **Motion by Mr. Compton to approve FY19 State Budget Revision 3 for the General Fund as presented. Motion seconded and unanimously approved.**

○ Review and Approval of FY2019 State Budget Revision 2 for the Coal Severance Fund

- **Motion by Ms. Tabb to approve FY19 State Budget Revision 2 for the Coal Severance Fund as presented. Motion seconded and unanimously approved.**

○ Review and Approval of FY2019 Internal Budget Revision 1 for the General Fund

- **Motion by Ms. Noland to approve FY19 Internal Budget Revision 1 for the General Fund. Motion seconded and unanimously approved.**

○ Review of FY2019 Budget to Actual as of 9/30/2018

19. The County Commission meeting was adjourned at 3:53 pm on a motion by Mr. Onoszko. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

November 15, 2018

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK - ELECTIONS	52497	\$ 50,188.95	ES&S	Poll Book Stand/Printer
ENGINEERING	52812	\$ 22,613.68	Thomassen	New Vehicle - 2019 Ford Escape
OTHER BUILDINGS	52673	\$5,280	BERKELEY GLASS	Bulletproof Glass at Sheriff's Dept
GRAND TOTAL		\$ 78,082.63		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52497

VENDOR:

DELIVER TO:

ES+S

County Clerk
- Elections

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
64	Pollbook stand/printer (HAVA Grant)			50188 95

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

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

Michelle Painter
Signature

10/30/18
Date

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

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY
Charles Town West Virginia 25414

REQUISITION

No. **52812**

VENDOR

Thomassen
100 South West Street
Charles Town, WV 25414

DELIVER TO

Jefferson County Commission
Dept. of Engineering, Planning & Zoning
P. O. Box 716
116 East Washington Street
Charles Town, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	LINE ITEM #246-960-04-459-000-CP-000			
	2019 Ford Escape White – Stock #E19004 SERIAL #1FMCU9GDXKUA21721			\$22,613.68
	GRAND TOTAL			\$22,613.68

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

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

[Handwritten Signature] *[Handwritten Date: 11/08/2018]*
Signature Date

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

Signature Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. **52673**

VENDOR:

Berkley Glass

DELIVER TO:

Other Bldgs

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	<i>Furnish & install 2 level 1 bullet resistant glass at the sheriffs department</i> <i>425-215</i>			<i>5280⁰⁰</i>

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

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

Laura A. Kuhn 11/1/18
Signature Date

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

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 390,618.20		\$ 390,618.20
	\$ -		
6.2% Tax Payable OASDI	\$ 23,280.17		\$ 23,280.17
1.45% Tax Payable HI	\$ 5,444.59		\$ 5,444.59
Fed Withholding	\$ 35,185.79		\$ 35,185.79
WV State Withholding	\$ 16,507.94		\$ 16,507.94
PERS Retirement Deduct 4.5%	\$ 10,278.94		\$ 10,278.94
PERS Retirement Deduct 6%	\$ 3,743.34		\$ 3,743.34
Hosp. Pre-Tax	\$ 13,859.00		\$ 13,859.00
Cancer/ICU Pre-Taxed	\$ 312.08		\$ 312.08
Cancer/ICU Not Pre-Taxed	\$ 1,449.03		\$ 1,449.03
Optional Life Not Pre-Taxed	\$ 1,977.63		\$ 1,977.63
Christmas Club	\$ 4,900.00		\$ 4,900.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #2	\$ 500.00		\$ 500.00
Wage Attach #3	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 6,314.77		\$ 6,314.77
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,280.00		\$ 2,280.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 619.29		\$ 619.29
D/VF	\$ 1,647.55		\$ 1,647.55
VA. State Tax	\$ 161.99		\$ 161.99
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 130,625.96	\$ -	\$ 130,625.96
Net Wages Total	\$ 259,992.24	\$ -	\$ 259,992.24
Payroll Date	1-Nov-2018		

Poll Workers

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 47,610.00		\$ 47,610.00
	\$ -		
6.2% Tax Payable OASDI	\$ -		\$ -
1.45% Tax Payable HI	\$ -		\$ -
Fed Withholding	\$ -		\$ -
WV State Withholding	\$ -		\$ -
PERS Retirement Deduct 4.5%	\$ -		\$ -
PERS Retirement Deduct 6%	\$ -		\$ -
Hosp. Pre-Tax	\$ -		\$ -
Cancer/ICU Pre-Taxed	\$ -		\$ -
Cancer/ICU Not Pre-Taxed	\$ -		\$ -
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ -		\$ -
Wage Attach #1	\$ -		\$ -
Wage Attach #2	\$ -		\$ -
Wage Attach #3	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ -		\$ -
457 - Nationwide	\$ -		\$ -
457I - Empower	\$ -		\$ -
457R - Roth	\$ -		\$ -
MD State Tax	\$ -		\$ -
D/VF	\$ -		\$ -
VA. State Tax	\$ -		\$ -
COLONIAL(PLUS)	\$ -		\$ -
Total Deductions	\$ -	\$ -	\$ -
Net Wages Total	\$ 47,610.00	\$ -	\$ 47,610.00
Payroll Date	8-Nov-2018		

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10-20 minutes

DATE REQUESTED: 1ST CHOICE November 15th, 2018

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: (1) Petition for the Removal of Joann J. McLean, Successor Executor
(2) Petition to Reopen the Estate of John T. DeLeonardo, II

**PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION,
INCLUDING ANY BACKGROUND INFORMATION:**

ARE DOCUMENTS ATTACHED: Attached

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

IN COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN THE MATTER OF THE ESTATE OF JOHN T. DeLEONARDO, II

Debra L. DeLeonardo,
Petitioner

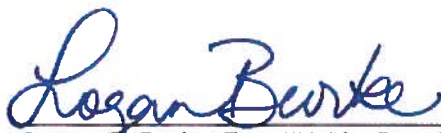
PETITION TO REOPEN THE ESTATE OF JOHN T. DeLEONARDO, II

Petitioner Debra L. DeLeonardo, by counsel Logan G. Burke, Esq. of Burke, Schultz, Harman & Jenkinson, hereby petitions this Court to reopen the Estate of John T. DeLeonardo, II ("the Estate"). In support of her Petition, Petitioner states as follows:

1. John T. DeLeonardo, II ("Mr. DeLeonardo") passed away intestate on January 6, 2016, leaving Petitioner his sole legal heir according to W. Va. Code § 42-1-3(a)(2).
2. Petitioner qualified as the Administratrix of the Estate on February 17, 2016.
3. Petitioner completed all statutory obligations of administering the Estate and took the steps necessary to close the Estate. The Estate was approved to close in the October 2016 Term of the County Commission.
4. In light of the circumstances of Mr. DeLeonardo's death, Petitioner instituted a wrongful death action in the Circuit Court of Berkeley County, West Virginia, and for this reason is requesting that Mr. DeLeonardo's Estate be reopened.

WHEREFORE, the Petitioner requests that this Court:

- a. Place this matter on the agenda of the Court's next session;
- b. Grant Petitioner's Petition to Reopen the Estate of John T. DeLeonardo, II; and
- c. Grant Petitioner other and further relief as may be just and proper.



Logan G. Burke, Esq. (W. Va. Bar No. 12966)
Burke, Schultz, Harman & Jenkinson
P.O. Box 1938
Martinsburg, W. Va. 25404
304-263-0900
Lburke@burkeandschultz.com

DEBRA L. DeLEONARDO
BY COUNSEL

**BEFORE THE COUNTY COMMISSION
OF JEFFERSON COUNTY, WEST VIRGINIA**

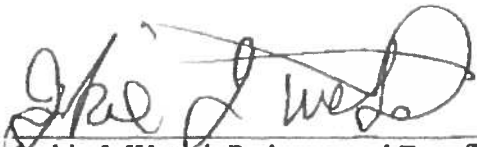
RE: THE ESTATE OF JACKIE J. THOMPSON, SR., DECEASED

PETITION FOR THE REMOVAL OF JOANN J. MCLEAN, SUCCESSOR EXECUTOR

Jackie J. Thompson, Sr., died March 4th, 1991, a resident of Montgomery County, Maryland. Mr. Thompson was probated in Maryland by his named executor William McLean. In Mr. Thompson's last will and testament he bequeathed his entire estate including a piece of real estate located in Jefferson County, WV to his great grandson, Jackie J. Wetzel. The executor Mr. McLean fully probated the decedent in Montgomery County, but failed to probate the decedent in Jefferson County, WV and complete the transfer of real estate to the beneficiary Jackie J. Wetzel.

The executor William McLean has since died. The successor executor named in the will is Mr. Mclean's wife, Joann McLean. Mrs. McLean has been contacted through certified letter and by telephone advising her that she is the named successor executor of Mr. Thompson's last will and testament. Mrs. McLean expressed an interest in traveling to West Virginia in order to open probate and transfer the real estate to Mr. Wetzel, but has not yet made arrangements to do so.

Petitioner and beneficiary Jackie J. Wetzel, requests of the court pursuant to WV code section 44-1-2 ADMINISTRATION WITH WILL ANNEXED, that the court see just cause to remove or waive Joann J. McLean as successor executor which would allow Mr. Wetzel to be appointed personal representative of the estate of Jackie J. Thompson, Sr.



Jackie J. Wetzel, Petitioner and Beneficiary of the estate of Jackie J. Thompson, Sr.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Matthew Harvey, Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 15, 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 staffing needs and potential new hires.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 1, 2018**

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

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

Request for \$3,000 to abate asbestos and remove debris from Duffields Depot.

Please provide the County Commission with a description of your request or presentation, including any background information:
JCHLC is requesting a \$3,000 match for one \$6,000 contract to abate asbestos and remove debris from Duffields Depot. JCHLC was gifted the Duffields Depot, the oldest combined freight and passenger station in the U.S., in February 2018. Since February, JCHLC has been fundraising, and submitting grants, and planning to stabilize and rehabilitate the stationmasters house. Expected outcomes: Asbestos and debris removal will ensure public safety and provide safe access to the building for future planning and structural assessment.

Is this a funding request? Y/N YES

If so, how much? **\$3,000**

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 that JCHLC be granted \$3,000 from the Coal Severance Fund

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

See attached information - Two Rivers Giving Circle Fund Grant Application

If not attached, explain:

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

Contact information: Martin Burke

Email address: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

EASTERN WEST VIRGINIA COMMUNITY FOUNDATION Two Rivers Giving Circle Fund Grant Application

Organization: Jefferson County Historic Landmarks Commission

Project Name: Duffields Depot Asbestos Remediation Amount Requested \$ 3,000

Contact: Martin Burke Title: Chair

Address: PO Box 23

City, State, Zip: Charles Town, WV 25414

E-mail: martinburke@frontiernet.net Phone: 304-876-3883

Tax Status: 501(c)3 Agency of Government/School Church

FEIN: 45-32113370 Year of Application: 2018

*Please deliver or mail only one (1) copy of this application.
Use the checklist below to provide the following:*

**EASTERN WEST VIRGINIA
COMMUNITY FOUNDATION**

Golden Gate Grant



1. Completed application
2. Project narrative and budget— no more than **three (3) pages**:
 - ✓ Organizational overview
 - ✓ Board member list with short bios
 - ✓ Proposed program/project
 - ✓ Expected outcomes
 - ✓ Future funding/Sustainability
 - ✓ Program/project budget

*Eastern WV Community Foundation
229 E. Martin Street, Suite 4
Martinsburg, WV 25401
Phone: (304) 264-0353
Email: info@EWVCF.org
www.EWVCF.org*

In addition to the application and project narrative please include the following:

3. Annual organizational budget
4. Financial Statement or Audit
5. Most recent IRS Form 990
6. IRS Letter of Determination
7. Charitable registration letter from WV Secretary of State

***SUBMIT A SINGLE COPY OF ALL MATERIALS. DO NOT BIND, PLACE IN FOLDER OR
USE DIVIDERS***

Two Rivers Giving Circle Fund Grant Application

Overview of applicant organization

The Jefferson County Historic Landmarks Commission (JCHLC) is a branch of the Jefferson County government and operates under authority granted to landmarks commissions by the West Virginia legislature. The Landmarks Commission focuses on heritage education and tourism, historic preservation, and historic resource development. JCHLC's primary mission is to preserve historic sites, structures, and rural landscapes within the unincorporated areas of Jefferson County and to educate the public about the county's heritage. For more information about JCHLC programs and activities visit: www.jeffersoncountyhlc.org or the Landmark Commission's Facebook page: <https://www.facebook.com/JeffersonCountyHLC/>

Board (Commission) member list with short bios – JCHLC - Is recruiting for an additional commissioner

Martin Burke, Chair, is an objects conservator in Shepherdstown, WV. He holds degrees from University of Michigan, Shepherd University, and pursued graduate studies at George Washington University. For seventeen years, he was an objects conservator at the National Museum of American History, Smithsonian Institution and for thirteen years Head Conservator at Harpers Ferry Center, National Park Service.

Jack Hefestay, Treasurer, is a graduate of the University of Colorado, where he earned a B.A. in History with emphasis on U.S. and European Diplomatic topics. He is also a retired active duty and reserve U.S. Navy Captain. He specialized in geopolitical and imagery analysis before assuming managerial and command positions. Jack is a long-term resident of this region and claims local ancestors dating back to the 1750s. Jack and his wife currently live in Kearneysville. He also serves on the Jefferson County Planning Commission.

Ben Horter currently serves as the Federal Preservation Officer for the USDA/Farm Service Agency in Washington, DC. Originally from Fairmont, WV, he received a BA in History with a minor in Anthropology from West Virginia University and a Masters of Philosophy in Celtic Archaeology from the University of Glasgow, Scotland. He has conducted archaeological work within West Virginia off and on since the early 1990's and has also worked throughout most of the Mid-Atlantic and New England states. He moved back to West Virginia in 2010 and currently resides with his family in Charles Town.

H.S. Leigh Koonce is a lifelong resident of Jefferson County, who currently lives near Summit Point. An active writer, he has reported for both *The Spirit of Jefferson* and *The Observer* and his creative writing has appeared in a number of publications. Koonce's areas of interest include county and state political history and the history of education in Jefferson County. At present, he is working on a book length project compiling statistics and anecdotes pertaining to Jefferson County elections from 1952-2012.

Staff

Meaghan Papeika is an AmeriCorps member serving with the Historic Landmarks Commission through the Preserve WV AmeriCorps Program and the Preservation Alliance of West Virginia. She has a B.A. in Public History/Historic Preservation and English Literature from Shepherd University.

Proposed program/project

Duffields Station Inc., a non-profit organization, purchased Duffields Depot in 2006 with hopes of restoring the building as a railroad museum. Duffields Depot was added to the National Register of Historic Places and as a Jefferson County Historic Landmark in 2007. Fundraising for site work and renovations stalled in 2013 and there has been little activity since, which caused the Duffields Station Inc., to gift the Depot and land to JCHLC in February 2018. Since February, JCHLC has been fundraising, submitting grants, and planning to stabilize and rehabilitate the station masters house.

The iconic Baltimore and Ohio was the first American common-carrier railroad, which means it was chartered for public use and would take responsibility for losses during transport. Its slogan was “Linking 13 Great States with the Nation.” The first stone was laid on July 4, 1828.

In Jefferson County, the B&O railroad entered at Harpers Ferry and went through what is now Duffields, Bardane, and Kearneysville. During the early years of the B&O, the railroad used existing structures (like the Wager House hotel in Harpers Ferry) for depots whenever feasible but in more rural areas sometimes entered agreements with adjacent landowners like Richard Duffield. The B&O gave Duffield \$2,500 for right-of-way across his farm, and in 1839 he used the funds to construct a depot. The depot had two sections: a small stone house for the station master and a connected wooden structure to store incoming and outgoing goods. At one time, there was also a tank to store water for the steam engines and an “elevator building” to store Jefferson County wheat heading out to market. When the station was finished, it was one of five between Harpers Ferry and Martinsburg.

The B&O was a major supply line for the Union Army during the Civil War and under constant attack by Confederate groups, most notably and often by John Mosby and his partisan rangers, the 43rd Battalion Virginia Cavalry. On June 29, 1864 Mosby and his men arrived at Duffields intending to interrupt Union communications by cutting the telegraph wires. They also planned to stop an eastern-bound train that was supposed to reach Duffields at noon. Mosby placed a howitzer, a short-barreled cannon, on a hill nearby, and waited, but the train never arrived. Mosby’s men ransacked the depot, burned everything except the depot itself, and escaped with 65 prisoners.

Duffields Depot has always been privately owned. The B&O ceased to exist as a corporation in 1987 when it was absorbed in the Chesapeake and Ohio, which became CSX later that year. Duffields Depot is the second oldest surviving station on the B&O (after Ellicott City, Maryland) and the oldest surviving combined freight and passenger station in the U.S.

JCHLC’s ultimate goal is to stabilize and rehabilitate the stone station masters house and open it to visitors one weekend a month. After site clearing and securing the building is complete there is a long list of additional projects; understanding and correcting site drainage, structural evaluation, and rehabilitation of both the exterior and exterior. When each of these projects becomes high priority, JCHLC will seek funds through public and private sources. All projects will be guided by the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

Expected outcomes

- Asbestos & debris removal from of the site will ensure public safety
- Allow safe access to the building for future planning and structural assessment

- The project will benefit the preservation of a National Register and County Landmark

Future funding/sustainability

JCHLC annually reviews and evaluates all of its properties and structures to determine what additional funding and support are needed. JCHLC budgets annually for maintenance and improvements.

There are two grants pending for Duffields Depot; one to the CSX Foundation for \$3,500 for general cleanup and the other to the National Trust for Historic Preservation for \$5,000 for planning; reports on how to dewater the basement and a structural analysis.

Two broad groups have been identified as a possible source of funds; railroad and Civil War enthusiasts and their respective organizations. After JCHLC took ownership of the Depot in February, the Stuart-Mosby Historical Society sent an unsolicited \$200 check, with a commitment to collaborate on a fundraising lecture which occurred in July which raised another \$1000. These funds, as well as JCHLC funds, were used to remove trees, two outbuildings, and grade the site to improve drainage to the left of the station masters house. This work occurred September 6, 2018.

In 2013 Duffields Depot was listed by the National Railway Historical Society as one of its Top Eight Endangered U.S. Railroad Landmarks. JCHLC will be applying for a grant during the Society's next grant cycle.

JCHLC is convinced that there is national interest, from a variety of groups, to preserve and rehabilitate Duffields Depot and that future funding will be available.

Program/project budget

JCHLC is requesting \$3,000 from the Two Rivers Giving Circle under the category Saving Panhandle Treasures

Two Rivers grant funds will be commingled with other grant monies and JCHLC funds and spent on one contract for asbestos remediation and debris removal from the right side of the Depot. The wooden portion of the building collapsed in a wind storm in February 2018. Bids were solicited from three contractors and Global Environmental & Remediation, Kearneysville, West Virginia was the lowest bid at \$6,000. JCHLC has confidence in Global Environmental since we have contracted with them in the past. JCHLC is committed to providing the \$3,000 balance needed to cover the contractor's estimate.

If only partial funding is available JCHLC will make up the remainder, somehow.

Martin Burke, Chair, JCHLC, will provide overall project management including: supervision of JCHLC AmeriCorps member, Meaghan Papieka; contract management for Global Environmental & Remediation and will serve as liaison with the Sons of Confederate Veterans, who make up the volunteer pool for various Duffields Depot projects. JCHLC will provide staff support in the form of 50 hours of service time through a Preserve WV AmeriCorps program. JCHLC estimates that approximately 75 to 125 hours of contributed labor will be used to complete this project by December 2018.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Charles M. Baisden, WV State Commander**

Department or Organization: **Military Order of the Purple Heart (MOPH)**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 15, 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*):

Request approval of Proclamation – Declare Jefferson County as a Purple Heart County in the State of WV - Discussion/Action

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

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

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

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

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

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

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

PROCLAMATION PURPLE HEART

WHEREAS, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782 and;

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States and;

WHEREAS, the mission of the Military Order of the Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives and most importantly make sure we never forget and;

WHEREAS, County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence and;

WHEREAS, Jefferson County has a large number of residents who have been awarded the Purple Heart Medal for wounds received in combat and;

WHEREAS, Jefferson County recognizes the commitment and increasing sacrifices required of military families and;

WHEREAS, Jefferson County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation;

NOW THEREFORE BE IT PROCLAIMED, that the Jefferson County Commission hereby declares Jefferson County as a Purple Heart County in the State of West Virginia.

Adopted this _____ day of November, 2018.

President
Jefferson County Commission



Military Order of the Purple Heart

Charles M. Baisden, WV State Commander
360 Harts Creek
Harts, WV 25524
(304) 855-2009



November 1, 2018

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

Dear Commissioner,

My name is Charles Baisden and I am the WV State Commander for the Military Order of the Purple Heart (MOPH). We are trying to get all 55 counties in our great state to issue a proclamation declaring them Purple Heart Counties. This petition is to raise awareness of the sons/daughters of the county who gave their lives or were wounded in combat defending the freedoms that all Americans enjoy.

Please help us by showing how much this great county takes great pride and patriotism in honoring those who have served.

I have enclosed an example of the official MOPH proclamation to be used as an example.

If you have any questions, please feel free to contact me at the phone number listed at the top of this letter. You can also email me at grunt6970@hotmail.com.

Sincerely,

Charles M. Baisden

Encl

AGENDA REQUEST FORM
www.jeffersoncountyvva.org



Name: DANIEL P. Lutz JR

Department or Organization: SELF

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: 15 NOV 2018
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): (1) NATIONAL ENVIRONMENTAL POLICY ACT
(2) RELOCATION ECON RESEARCH SERVICE
Please provide the County Commission with a description of your request or presentation, including any background information and NATIONAL INSTITUTE OF FOOD and AGR.

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):
NONE

Attach supporting documents for request, or request may be denied.
If not attached, explain: NO

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

Contact information:
Email address: p.lutz007@gmail.com Phone Number: 304 725 0966

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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: **November 15, 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 and related issues. Discussion/Action.
4. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #18-C-158. Discussion/Action.
6. Discussion of EEOC Charge #533-2018-01557. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #18-C-108. 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



Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 15, 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*): **Amend of 2018 Holiday Schedule**

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*):
Motion to amend the 2018 Holiday Schedule

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.](#)

AMENDED

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2018

New Year's Day	Monday, January 1, 2018
Martin Luther King's Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Primary Election	Tuesday, May 8, 2018
Memorial Day	Monday, May 28, 2018
West Virginia Day	Wednesday, June 20, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018
General Election	Tuesday, November 6, 2018
Veteran's Day	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
Day after Thanksgiving	Friday, November 23, 2018
Christmas Eve	½ Day, Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018
New Year's Eve	½ Day, Monday, December 31, 2018

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS, ANY DAY OR PART THEREOF DESIGNATED BY THE GOVERNOR AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE, FOR STATE EMPLOYEES STATEWIDE MAY ALSO BE TIME OFF FOR COUNTY EMPLOYEES IF THE COUNTY COMMISSION ELECTS TO DESIGNATE THE DAY OR PART THEREOF AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: _____

PRESIDENT, JEFFERSON COUNTY COMMISSION

Personnel > State Employees > Benefits > Holidays

Holidays

The State offers 12 paid holidays in each year. The number of paid holidays is above the national average for both public and private sector employees. In addition, employees generally do not work on statewide primary and general election days.

Official State holidays are:

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- West Virginia Day (June 20; observed in 2015 on June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day After Thanksgiving (Fourth Friday in November)
- Christmas Day (December 25)

In addition, time off is given for the following:

- When Christmas Day and New Year's Day fall on Tuesday, Wednesday, Thursday, or Friday, the preceding half day (not to exceed four hours) on Christmas Eve (December 24) and New Year's Eve (December 31) are given as time off.
- Any day on which a Primary or General election is held throughout the State, and such other days as the President, Governor, or other duly constituted authority proclaim to be official holidays or days of special observance or thanksgiving, or days for the general cessation of business, is given as time off.

When a holiday falls on a Saturday, the previous Friday is observed; when a holiday falls on a Sunday, the following Monday is observed.

NOTE: Some agencies must modify their holiday observances and time off due to required work schedules. Consult your supervisor for questions.



Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 15, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Approval of the 2019 Holiday Schedule**

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*):

Motion to approve the 2019 Holiday Schedule

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

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

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2019

New Year's Day	Tuesday, January 1, 2019
Martin Luther King's Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Memorial Day	Monday, May 27, 2019
West Virginia Day	Thursday, June 20, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019
Christmas Eve	½ Day, Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Eve	½ Day, Tuesday, December 31, 2019

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS, ANY DAY OR PART THEREOF DESIGNATED BY THE GOVERNOR AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE, FOR STATE EMPLOYEES STATEWIDE MAY ALSO BE TIME OFF FOR COUNTY EMPLOYEES IF THE COUNTY COMMISSION ELECTS TO DESIGNATE THE DAY OR PART THEREOF AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: November 15, 2018

PRESIDENT, JEFFERSON COUNTY COMMISSION

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: Nov. 15, 2018

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

JCDA meetings: location & public accessibility, recording of meetings

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

The JCDA's 21 member Board requires a large meeting room to accommodate not only the Board but also the public. Additionally, recording and/or video of all meetings would provide an increased level of transparency to the public and in the best interest of the JCDA.

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

Move to request the JCDA develop a Board policy as soon as possible of recording and/or video of all meetings which is available to the public and meet in a location with the capacity for the 21 member Board as well as public attendance.

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____

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: **November 15, 2018**

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

Subject (*Wording to be placed on agenda*): **Discussion of residential and commercial impact fees - Discussion/Action**

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

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

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

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

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

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

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#) **Telephone for conference call** **Y/N** [Click here to enter text.](#)

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 15, 2018**

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

Subject (*Wording to be placed on agenda*): **Discussion of Board of Health, sanitarian, and septic approvals - Discussion/Action**

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

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

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

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

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

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

Is equipment needed? [Projector Y/N Click here to enter text.](#) [Internet/Wi Fi Y/N Click here to enter text.](#) [Telephone for](#)

[conference call Y/N Click here to enter text.](#)

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 15, 2018**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion of JCDA Board Member Resignations – 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

Eric J Lewis CPA

November 9, 2018

Jefferson County Commission
Attn: Josh Compton, President
124 E Washington Street
Charles Town, WV 25414

Re: Resignation

Mr Compton

I have had the honor of serving on the Board of Directors of the Jefferson County Development Authority (JCDA) for nearly twenty years. The JCDA Staff and Board has done great work, from the former Executive Director Jane Peters working to bring American Public University to Charles Town, to former Executive Director John Reisenweber working to start the Business Coach program with SBDC, to now current Executive Director Nic Diehl's work with Randox and other business retention and expansion activities. I have very much enjoyed my time on the JCDA Board. I have enjoyed working with all of the great people at JCDA, including the staff who all work so hard. I am proud of what JCDA has accomplished, all of which is a team effort.

Unfortunately, it has become apparent that there are serious differences of opinion regarding the future of economic development in Jefferson County. A segment of the citizenry objects to certain types of manufacturing that we as a board believed to be a positive to the community. While reasonable people should be able to disagree on such things, it seems our leadership of JCDA has been called into question. Our decisions have been challenged and our integrity has been questioned. That is quite unfortunate. The members of the Board of Directors and both the current and past Executive Director are good people. We are your neighbors and your friends. We did what we thought was best for Jefferson County and had no ill intent and no ulterior motives. It is quite unfortunate that these good people, and I include myself in that group, have been attacked so viciously. I truly respect the opinions of every citizen and it pains me greatly to know that there are some who question our dedication to this great county.

I announced in May that this would be my last year on the JCDA Board. It is clear now that it is time to end my tenure early.

Therefore, I hereby tender my resignation from the JCDA Board of Directors, effective 12:30 pm on Friday November 9, 2018. This community seems to desire new leadership of this organization. We all want Jefferson County to thrive and we all want its citizens to be healthy and happy and do well. I wish them luck in their economic development efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'EJL', with a long horizontal flourish extending to the right.

Eric J Lewis

Eric J Lewis CPA

November 9, 2018

Jefferson County Commission
Attn: Josh Compton, President
124 E Washington Street
Charles Town, WV 25414

Re: Appointment of Officers
Mr Compton

Received

NOV 09 2018

Jefferson County Commission

Hand Delivered by Mr. Lewis
@ 11:30 am

The Jefferson County Development Authority does important work on behalf of the citizens of Jefferson County to promote business expansion and retention and to recruit good jobs to the county. As such, it is important that the continuity of operations be protected.

As of 12:01pm today Vice President Michael Chapman and Secretary/Treasurer Harry Wilkins have resigned. As my last official act as President of the Jefferson County Development Authority I hereby appoint Neil McLaughlin to the position of Vice President and Gary Kable to the position of Treasurer effective 12:02pm Friday November 9, 2018.

Sincerely,



Eric J Lewis

President, Jefferson County Development Authority

Cc: Nic Diehl

Stephanie Grove

November 8, 2018

Jefferson County Development Authority
Attention: Harry T. Wilkins, Secretary
1948 Wiltshire Road
Kearneysville, WV 25430

Mr. Wilkins,

I hereby resign as a member of the Jefferson County Development Authority's Board of Directors effective at 12:01 P.M. on Friday, November 9, 2018.

Sincerely,

Sandra K Bruning

Sandra K. Bruning
Member, Jefferson County Development Authority Board of Directors

cc: Nicolas H. Diehl, Executive Director of Jefferson County Development Authority
Josh Compton, President of Jefferson County Commission

November 8, 2018

Jefferson County Development Authority
Attention: Harry T. Wilkins, Secretary
1948 Wiltshire Road
Kearneysville, WV 25430

Mr. Wilkins,

I hereby resign as a member of the Jefferson County Development Authority's Board of Directors effective at 12:01 P.M. on Friday, November 9, 2018.

Sincerely,



Daniel M. Casto

Member, Jefferson County Development Authority Board of Directors

cc: Nicolas H. Diehl, Executive Director of Jefferson County Development Authority
Josh Compton, President of Jefferson County Commission

November 8, 2018

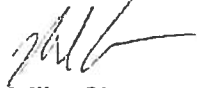
Jefferson County Development Authority
Attention: Harry T. Wilkins, Secretary
1948 Wiltshire Road
Kearneysville, WV 25430

Mr. Wilkins,

It is with regret that I am writing to inform you of my decision to resign my 7 year tenure as a member of the Jefferson County Development Authority's Board of Directors effective at 12:01 P.M. on Friday, November 9, 2018.

It has been an honor to work alongside you, my fellow board members, JCDA staff, business leaders, and community leaders. I genuinely wish the JCDA and Jefferson County continued success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Chapman', with a stylized flourish extending to the right.

Mike Chapman

Vice President, Jefferson County Development Authority Board of Directors

November 8, 2018

Jefferson County Development Authority
Attention: Harry T. Wilkins, Secretary
1948 Wiltshire Road
Kearneysville, WV 25430

Dear Mr. Wilkins:

After thoughtful consideration I hereby resign from the Jefferson County Development Authority (JCDA) Board of Director's effective Friday, November 9, 2018 at 12:01 p.m.

It has been a pleasure serving with my fellow JCDA Board Members and working with the staff, and I look forward to working alongside the Development Authority in the future.

Sincerely,

A handwritten signature in cursive script that reads "Annette Gavin Bates". The signature is written in dark ink and is positioned above the printed name.

Annette Gavin Bates

November 8, 2018

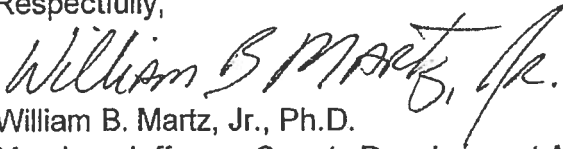
Jefferson County Development Authority
Attention: Harry T. Wilkins, Secretary
1948 Wiltshire Road
Kearneysville, WV 25430

Mr. Wilkins,

Thank you for the opportunity to serve Jefferson County on the JCDA.

However, I cannot continue in this capacity and I hereby resign as a member of the Jefferson County Development Authority's Board of Directors effective at 12:01 P.M. on Friday, November 9th, 2018.

Respectfully,



William B. Martz, Jr., Ph.D.

Member, Jefferson County Development Authority Board of Directors

cc: Nicolas H. Diehl, Executive Director of Jefferson County Development Authority
Josh Compton, President of Jefferson County Commission

HOWARD MILLS
P.O. BOX T
SHEPHERDSTOWN
WEST VIRGINIA 25443
hgmills@citlink.net
304-876-6860



Jefferson County Development Authority
Attention: Harry T. Wilkins, Secretary
1948 Wiltshire Road
Kearneville, WV 25430

Mr. Wilkins:

I hereby resign as a member of the Jefferson County Development Authority's Board of Directors effect at 12:01 PM on Friday, November 9, 2018.

Sincerely:

A handwritten signature in cursive script that reads "Howard S. Mills".

Howard S. Mills
Member: Jefferson County Development Authority Board of Directors

JAMES K. RULAND POST OFFICE BOX 790, CHARLES TOWN, WV 25414 304.728.4342

November 8, 2018

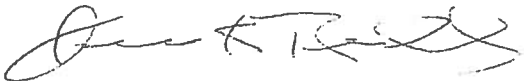
Mr. Harry T. Wikins, Secretary
Jefferson County Development Authority
1948 Wiltshire Road
Kearneysville, WV 25430

Dear Harry,

The purpose of this correspondence is to convey my resignation as a member of the board of directors of the Jefferson County Development Authority. My wife, Josephine, has been diagnosed with late-stage, inoperable brain cancer and is being treated for same in Philadelphia, where I now spend all my time.

I had planned to announce this development to our fellow board members at the meeting scheduled for yesterday, but in light of the cancellation of that meeting, this communication will have to serve. Please make this resignation effective upon receipt, and no later than Friday, November 9, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read "James K. Ruland", written in a cursive style.

James K. Ruland

cc: JCDA President
JCDA Executive Director

November 8, 2018

Jefferson County Development Authority
Attention: Harry L. Wilkins, Secretary
1948 Wiltshire Road
Kearneysville, WV 25430

Mr. Wilkins,

I hereby resign as a member of the Jefferson County Development Authority's Board of Directors effective at 12:01 P.M. on Friday, November 9, 2018.

Sincerely,



R. Michael Shepp

Member, Jefferson County Development Authority Board of Directors

cc: Nicolas H. Diehl, Executive Director of Jefferson County Development Authority
Josh Compton, President of Jefferson County Commission

November 8, 2018

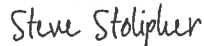
Jefferson County Development Authority
Attention: Harry T. Wilkins, Secretary
1948 Wiltshire Road
Kearneysville, WV 25430

Mr. Wilkins,

I hereby resign as a member of the Jefferson County Development Authority's Board of Directors effective at 12:01 P.M. on Friday, November 9, 2018.

Sincerely,

DocuSigned by:

Steve Stolpher

88E8C762784B483
Steve Stolpher

Member, Jefferson County Development Authority Board of Directors

cc: Nicolas H. Diehl, Executive Director of Jefferson County Development Authority
Josh Compton, President of Jefferson County Commission

November 8, 2018

Jefferson County Development Authority

Attention: Harry T. Wilkins, Secretary

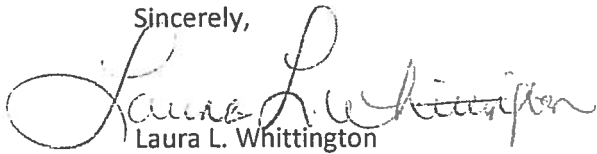
1948 Wiltshire Road

Kearneysville, WV 25430

Mr. Wilkins,

I hereby resign as a member of the Jefferson County Development Authority's Board of Directors effective at 12:01 P.M. on Friday, November 9, 2018.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura L. Whittington".

Laura L. Whittington

Member, Jefferson County Development Authority Board of Directors

Harry T. Wilkins
9171 Leetown Rd.
Kearneysville, W.V. 25430

Jefferson County Development Authority (JCDA)
Attention: Nicolas Diehl
1948 Wiltshire Road
Kearneysville, W.V. 25430

Dear Nic ,

After discussions with my wife, Helen, and my cardiologist, I have regretfully come to the decision that I should resign from my position as Secretary/Treasurer and Board member of the JCDA for health reasons. Please make my resignation effective this Friday, November 9, 2018 at 12:01pm.

Sincerely,

A handwritten signature in black ink, appearing to read "Harry Wilkins". The signature is fluid and cursive, with a large initial "H" and "W".

Harry Wilkins

Member, Jefferson County Development Authority Board of Directors

WV Offices of the Insurance Commissioner
Legal Division - FN
PO Box 50540
Charleston WV 25305-0540



ALLAN L. MCVEY
Insurance Commissioner

COMMISSIONER, JEFFERSON COUNTY
100 E. WASHINGTON STREET
CHARLES TOWN, WV 25414



IMPORTANT NOTICE

October 2018

To all West Virginia State and Local Governmental Entities and Non-profit Agencies:

The West Virginia Offices of the Insurance Commissioner is responsible for notifying all West Virginia state and local governmental entities and non-profit organizations that flood insurance may be available through the National Flood Insurance Program (NFIP). The notification is being sent in accordance with WV Code §33-2-15a and in conjunction with the Robert T. Stafford Emergency Assistance and Disaster Relief Act.

Please review your eligibility for this program. Penalties in the form of reductions in Federal Emergency Management Agency (FEMA) relief funds are possible for entities **that fail to purchase** adequate flood insurance on all property located in identified flood zones. Section 406(d) of the Stafford Act mandates a special reduction in the amount of public assistance funding for a structure that is:

- insurable under the NFIP,
- located in a Special Flood Hazard Area as identified by FEMA, and
- damaged or destroyed by flooding.

For insurable structures that do not have flood insurance or carry inadequate coverage, FEMA will reduce eligible loss payments to **the lesser of:**

- the maximum amount of insurance proceeds that could have been obtained from a standard NFIP flood insurance policy **OR**
- the value of the structure at the time of the disaster.

If you are unsure as to whether your agency's structure is located within a flood plain, contact your local county planning office or the NFIP at 1-800-358-9616. Flood maps are available at www.msc.fema.gov and graphical flood information covering most of the state can also be found on the WV Flood Hazard Determination tool at www.mapwv.gov/flood.

Any other questions may be answered by visiting www.floodsmart.gov or by contacting the Consumer Service Division of the WV Offices of the Insurance Commissioner at 1-888-TRY-WVIC (1-888-879-9842). Our website can be found at www.wvinsurance.gov.

Sincerely,

Allan L. McVey
Insurance Commissioner

ICFLOOD
Rev. 8/18

WV Offices of the Insurance Commissioner
900 Pennsylvania Avenue
P.O. Box 50540
Charleston, WV 25305-0540

Telephone (304) 558-6279 ext. 3386
Facsimile (304) 558-4965
www.wvinsurance.gov

"We are an Equal Opportunity Employer"



Loudoun County, Virginia

www.loudoun.gov

Department of Planning and Zoning

1 Harrison Street, S.E., P.O. Box 7000, Leesburg, VA 20177-7000
703/777-0246 • Fax 703/777-0441

October 25, 2018

Stephanie Grove
County Administrator, Jefferson County
PO Box 250
Charles Town WV 25414-0250

Dear Ms. Grove,

In accordance with Section 15.2-2204.0 of the Code of Virginia, this letter provides you written notice that the **Loudoun County Planning Commission** will hold a public hearing on the *Loudoun 2040 Comprehensive Plan* (CPRV-2016-0001) at **6:00 p.m.** on **November 7, 2018**, in the Board of Supervisors Meeting Room, Loudoun County Government Center, 1 Harrison Street, S.E., Leesburg, Virginia.

The Board of Supervisors of Loudoun County, Virginia (Board of Supervisors), initiated a New Comprehensive Plan (CPRV-2016-0001) on March 1, 2016, now referred to as the *Loudoun 2040 Comprehensive Plan*. The two major parts being developed during this process are a new General Plan and a new Countywide Transportation Plan. These future plans will guide the Board of Supervisors land use development decisions and serve as the foundation for regulatory tools such as the Zoning Ordinance. More information on the process that led to the draft *Loudoun 2040 Comprehensive Plan* is online: <https://www.loudoun.gov/Loudoun2040>.

A summary of each chapter and their respective new content is provided below.

Loudoun 2040 General Plan

Chapter 1 – Introduction

The *Loudoun 2040 General Plan* (*Loudoun 2040*) begins with an overarching vision and goals. It highlights the trends and influences, and new approaches for a changing community. The chapters throughout *Loudoun 2040* are organized to include policies, strategies, and actions designed to achieve the stated vision and goals.

Chapter 2 – Land Use

Provides specific policy guidance for Quality Development, Infill and Redevelopment, and each geographic policy area that provide the framework for the County's growth management and land use strategies. These include the Suburban Policy Area, Transition Policy Area, and Rural Policy Area from the previous *Revised General Plan* and establishes new Urban Policy Areas in eastern Loudoun County. Place Types guide the intent, form, character, and anticipated land uses within each policy area. A Place Type is a new concept that provide a more flexible and comprehensive approach to land use planning.

Quality Development

Loudoun County has consistently focused on promoting a high quality of life for its residents by establishing standards that encourage high-quality developments. Quality Development is the term that

Loudoun 2040 will use to refer to a broad area of topics that are related to the desired visual and physical qualities of new development.

Policies, strategies, and actions have been developed to: Make a great place through development that complements, strengthens, and benefits surrounding communities; Encourage a mix of complementary land uses and project designs that ensure the long-term sustainability, or environmental and economic health, of both the individual development and the broader community; Foster places with distinctive identities through the use of high quality design, siting, landscaping, architecture, signage, sustainability, and other design elements; Integrate land use and transportation policies that prioritize development first at the Metrorail Stations and provide the most compact and accessible development.

Infill and Redevelopment

With redevelopment, infill development, and adaptive reuse comes opportunities. Redevelopment offers communities the opportunity to reimagine underutilized or underperforming sites, create unique places, and include amenities desired by residents.

Policies, strategies, and actions have been improved and strengthened to: Support community engagement; Promote identifying and prioritizing sites in the County; Support changes to development regulations; Promote incentives, technical assistance, and streamlined review; and Anticipate replacement for loss of market-provided affordable housing.

Urban Policy Area (UPA)

The UPA communities will provide a variety of housing choices that offer diverse options for families, empty-nesters, individuals, and seniors across socioeconomic groups. They will be communities that are rich in amenities, offering dense mixed-use environments with a balance of business, commercial, and residential uses.

Policies: 1) Ensure walkable development and connectivity throughout the community; Key element is a public realm that is multilayered within the development; and 3) Provide a diverse mix of choices in all development.

What's New: The UPA is new policy area type that will support economic growth, will provide a variety of housing choices that offer innovative options for families, empty-nesters, singles, and seniors across socioeconomic groups. They will be communities that are rich in amenities, offering dense mixed-use environments with a balance of business, commercial, and residential uses.

Place Types: Urban Mixed Use, and Urban Transit Center.

Suburban Policy Area (SPA)

The SPA is designated as one of the growth areas of the County and has accommodated most of the residential and commercial development over the past decades due to the presence of central water and sewer utilities and an expanded road network.

Policies: 1) Foster community identity; 2) Create environments where individuals can work, live and have convenient access to services, shops, and recreation; and 3) Support the Route 28 Highway Transportation Improvement District as a means of providing additional local revenue to pay for improvements to Route 28.

What's New: Elimination of the Keynote Employment land use; Introduction of mixed use environments; and Priority Infill and Redevelopment areas.

Place Types: Suburban Industrial/Mineral Extraction, Suburban Employment, Suburban Mixed Use, Suburban Compact Neighborhood, and Suburban Neighborhood.

Transition Policy Area (TPA)

The TPA is visually distinct from adjoining policy areas, providing expansive open space with recreational and public facilities opportunities while accommodating a development pattern that promotes environmental protection, housing diversity, quality design, and economic growth.

Policies: 1) Ensure that the Transportation Policy Area retains the distinct visual character established by extensive natural open space by using compact development concepts with substantial open space requirements, and low profile construction to minimize visual intrusion into the natural environment; 2) Offer safe and accessible parks and recreation opportunities that provide diverse activities for all ages; and abilities; 3) Target specific areas of the TPA for higher density residential and mixed use development that create affordable and diverse housing opportunities in compact communities recalling the historic pattern of villages and towns in Loudoun; and 4) Non-residential uses will include f uses that are compatible with desired development patterns and the rural landscape.

What's New: Limited expansion of commercial uses to serve TPA residents; New housing choices in targeted areas; Limited expansion of light industrial uses along Sycolin Road & Greenway; Greater emphasis on useable and publicly accessible open space; Open space throughout TPA is minimum of 50% of site; and Proposed inclusion of two targeted rural areas within the TPA.

Place Types: Transition Industrial/Mineral Extraction, Transition Light Industrial, Transition Community Center, Transition Compact Neighborhood, Transition Small Lot Neighborhood, and Transition Large Lot Neighborhood.

Rural Policy Area (RPA)

The RPA occupies the western half of the County and is the largest of the County's Policy Areas. The RPA comprises a blend of low-density residential, working farms, rural economy uses, pastoral landscapes, forested areas, mountains, and wildlife habitats. The RPA encompasses six of the County's seven incorporated Towns, 12 existing Rural Villages, and numerous smaller crossroad communities.

Policies: 1) Foster land use and development patterns that incorporate natural, cultural, heritage, and agricultural resources to preserve character-defining features of the rural landscape while providing opportunities for rural living and businesses; 2) Limit residential development to protect the land resource for agricultural operations, rural economy uses, and open space uses; minimize traffic impacts; and reduce the demand for additional public facilities and services; and 3) Agricultural and rural business uses that are compatible with the predominant land use pattern will be developed in a manner that is consistent with the County's growth management, economic, and environmental goals.

What's New: Support public/private partnerships to leverage efforts and funding to support recordation of additional conservation easements; Support public education and job training in agricultural-based careers to ensure a stable agricultural work force; Develop publicly accessible multi-use trail network to link private and public lands; and Design Guidelines which encourage development to blend with the landscape and incorporate existing natural and heritage resources.

Place Types: Rural North, and Rural South.

Rural Villages

The County recognizes the Rural Villages as important features of the RPA that possess unique scenic and historic resources, act as gathering places for citizens, provide services to the surrounding community, and support rural tourism.

Policies: Development and uses in Rural Villages must be compatible with the historic development pattern, community character, visual identity, intensity, and scale of the individual villages

What's New: Develop small area plans and master plans for the Rural Villages to support community goals and address issues related to land use and zoning, economic development, natural and historic resources, community facilities and services, water and wastewater, and transportation to maintain the character of

the villages; and Design Guidelines which encourage compatible development to blend with the character of the village.

Place Types: Rural Village

Towns and JLMAs

The seven incorporated Towns in Loudoun County offer a window to the County's past and are a key component of Loudoun's unique character today. All have existed as independent incorporated entities for more than a century, first as agricultural business centers, providing markets for farm products and supplying the necessary goods and services for rural residents. **Policy:** The County will collaborate with the Towns on other matters of common interest to preserve the identity of each Town and their role as economic centers.

What's New: Greater emphasis on protecting and enhancing gateways to the towns; and Specific Design Guidelines to encourage a pattern that complements the town pattern.;

Place Types: Leesburg JLMA Heavy Industry, Leesburg JLMA Employment, Leesburg JLMA Residential Neighborhood, Purcellville JLMA Rural Neighborhood, and Western JLMA Neighborhood.

Chapter 3 – Natural and Heritage Resources

The Natural and Heritage Resources chapter provides guidance for the protection, maintenance, and enhancement of the County's abundant natural and heritage resources. The policy approach is applicable at multiple geographic scales, from initiatives that may affect these resources countywide, to management of specific watersheds and waterways, to site-level development considerations.

What's New: Measures to improve and enhance water quality as a top priority; Additional measures to protect ridgelines and existing tree cover; and Additional measures to protect important heritage resources.

Chapter 4 – Housing

Analyzes the current and anticipated housing environment in Loudoun County and includes policies aimed at ensuring the provision of a full housing continuum for the varied lifestyles, households, ages, cultures, market preferences, and abilities of Loudoun's residents.

What's New: Emphasizing a greater diversity of housing types near jobs, schools, and transportation facilities; Greater public/private partnerships; Proposed changes to zoning regulations; Opportunities for adaptive reuse; and Appropriate incentives for overall increases in residential density to create a continuum of housing choices.

Chapter 5 – Economic Development

Looks at the many challenges and opportunities facing Loudoun County in maintaining and advancing our diverse and globally competitive economy. The policies focus on targeted industries, investments, and County initiatives that contribute to our world-class business environment and ties in land use considerations to sustain a diverse, adaptable, and dynamic County economy.

What's New: Stronger diversification strategies to grow targeted industry clusters; Refreshed analysis on emerging market opportunities; New emphasis on workforce development in response to critical needs of existing and future businesses; Placemaking strategies to help create walkable amenity-rich places; and Input from business leaders and community at-large.

Chapter 6 – Fiscal Management and Public Infrastructure

Acknowledges the interrelatedness of land use, growth management, fiscal management, and facilities planning. The policy approach ensures the provision of public facilities and utilities, high-quality telecommunications networks, and passive and active recreational amenities in accordance with the County's larger land use and fiscal policies.

What's New: Encourage more innovation in public facility design, co-location, and shared use; Greater focus on publicly accessible and useable open space; Support funding to assist in acquisition of

conservation easements or to defray costs to create easements; Added support for conversion of quarries to water reservoirs; Support alternative energy generation; Minimize visual impact of electrical substations and transmission lines by location, stealth design and consolidation of facilities; and Encourage open access conduit to be required in new developments for future broadband.

Chapter 7 – Implementation of the Plan

Implementation of the Plan compiles the individual Policies, Strategies, and Actions described throughout the Plan and provides an implementation matrix that prioritizes, assigns responsibility, and tracks progress for each action item.

Loudoun 2040 Countywide Transportation Plan

Chapter 1 – Introduction & Vision

The *Loudoun 2040 Countywide Transportation Plan (Loudoun 2040 CTP)* begins by providing its purpose, explains its relation to other planning documents, and describes the history of transportation planning in Loudoun County. The chapter states the vision and transportation network goals.

What's New: The Vision and Goals were developed through the public and stakeholder process before being affirmed by the Board of Supervisors. The *Loudoun 2040 CTP* is driven by an overall vision to develop efficient infrastructure networks that safely connect people to places within the community, to the region, and to the world. Transportation Network Goals: 1) Enhanced multi-modal safety for all system users; 2) A reliable and efficient multi-modal transportation network that manages the travel demands of the County while maintaining fiscal and environmental sustainability; 3) Transportation choices that connect people to their communities, employment centers, educational institutions, activity centers, and other amenities; 4) Integration with neighboring jurisdictions to improve regional and statewide connectivity and to attract residents and businesses to Loudoun County; 5) Support the growth and potential of enhanced national and international connectivity including consideration of Washington Dulles International Airport and the Silver Line Metrorail Stations; 6) Context-sensitive planning and design that addresses the different characteristics and needs of the urban, suburban, transition, Towns, JLMA, and rural environments; and 7) A transportation network supportive of the County's overall vision to support economic development, create vibrant, safe communities and public spaces, and protect natural and heritage resources.

Chapter 2 – Countywide Transportation Network

Details four core sections: the *Motor Vehicle Plan*, the *Bicycle and Pedestrian Plan*, the *Transit Infrastructure Plan*, and the *Characteristics of Planned Roadways*. These plans and respective policies are brought together to define how each planned corridor in the County will facilitate travel for each mode.

What's New: Addition of the *Neighborhood Collector* roadway classification. This classification relates to existing and planned at-grade collector roads that serve to provide access within a neighborhood; such streets that carry greater amounts of traffic than a typical neighborhood street and require special consideration to ensure safety and multimodal access.

Chapter 3 – The Built Environment – Transportation and Land Use

Provides a framework for context-sensitive transportation system design for the UPA, SPA, TPA, and RPA, as well as, for the County's incorporated Towns and the JLMAs adjacent to certain incorporated Towns.

What's New: Emphasizing implementation of a context-sensitive multimodal transportation system to ensure that facilities are designed to fit the natural and built environment in which they currently or are planned to exist. To accommodate travel options along every route, and to incorporate the needs of different users within these differing contexts, this plan incorporates roads, sidewalks, bike lanes, asphalt trails, and transit infrastructure policies to ensure that multimodal connectivity can be realized.

Chapter 4 – Air Travel

Describes the importance of Washington Dulles International Airport, Leesburg Executive Airport, and private air travel facilities and outlines air travel policies.

What's New: Addition of an extension of the Air and Space Museum Parkway as an arterial corridor between Sully Road (VA Route 28) and Loudoun County Parkway (VA Route 606), generally along the south side of the Washington Dulles International Airport, enhancing mobility for air travelers, museum visitors, and daily commuters into and out of southern Loudoun County.

Chapter 5 – Mitigating the Impacts of Development

To the extent permitted by the Virginia Code and the applicable guidelines of the *Loudoun 2040 General Plan*, the *Loudoun 2040 CTP* seeks to engage development applicants to facilitate coordination with and completion of planned transportation infrastructure. This chapter lists Land Use Review, Traffic Study, and Proffer policies. It also provides policies for Parking Standards and Traffic Management.

What's New: Consideration of Traffic Management and Operations Plans (TMOP) to mitigate the impacts of significant development proposals that may warrant substantial transportation system improvements based on peak usage, but would result in a substantially overbuilt network during most other times. Such proposals may include regional destinations such as major shopping or entertainment venues, conference centers, large religious or educational institutions, or other special event or activity centers.

Chapter 6 – Regional, State, and Local Coordination

Loudoun County actively participates in transportation planning processes at the regional, state, and local levels. This chapter analyzes each role and lists Regional Transportation Coordination Policies.

What's New: Inclusion of the Board of Supervisors intent and support for a future Potomac River Crossing between Loudoun County and Montgomery County, Maryland; and updated descriptions of various regional agencies and the coordination between each and Loudoun County.

Chapter 7 – Environmental and Heritage Resources

Consistent with state and federal legislation and the policies of the *Loudoun 2040 General Plan*, this chapter lists specific policies to address transportation-related impacts on Environmental and Heritage Resources. Sections include air and water quality, noise exposure, and heritage resources.

What's New: James Monroe Highway (US Route 15) is identified as The Journey Through Hallowed Ground National Scenic Byway.

Chapter 8 – Prioritization and Funding

It is important that the County set priorities for its planned transportation improvements in order to be able to efficiently focus public and private resources on major projects needed in both the short- and long-term. This chapter is intended to provide general guidance for the Board of Supervisors to consider in its development of the County's Capital Improvement Program. Information and policies related to sources of funding (local, state, regional, federal and private) is provided.

What's New: The various local, state, regional, federal and public-private funding sources have been updated to represent the current funding opportunities available to the County.

Chapter 9 – Implementation of the Plan

The planned transportation facilities identified in the *Loudoun 2040 CTP* generally have not been engineered, funded, or fully analyzed. This chapter outlines major tasks that will need to be achieved as the County moves toward implementation of priority planned transportation projects including: corridor, environmental impact and alignment studies, modifications to land use plans and ordinances, and interjurisdictional coordination.

What's New: Strategies to implement the transportation goals outlined in Chapter 1.

Staff reports, attachments, and a draft of the *Loudoun 2040 Comprehensive Plan* including the *Loudoun 2040 Countywide Transportation Plan* will be made available online at <https://www.loudoun.gov/pc> no later than one week before the above-mentioned public hearing. Written comments or recommendations may be submitted to the Loudoun County Planning Commission, c/o Loudoun County Department of Planning and Zoning, 1 Harrison St., S.E., P.O. Box 7000, Leesburg, Virginia, 20177-7000 (attention: Alaina Ray). An opportunity to submit comments or recommendations also will be provided at the above-mentioned public hearing.

Should you have any questions, please do not hesitate to contact me at 703-777-0246.

Sincerely,



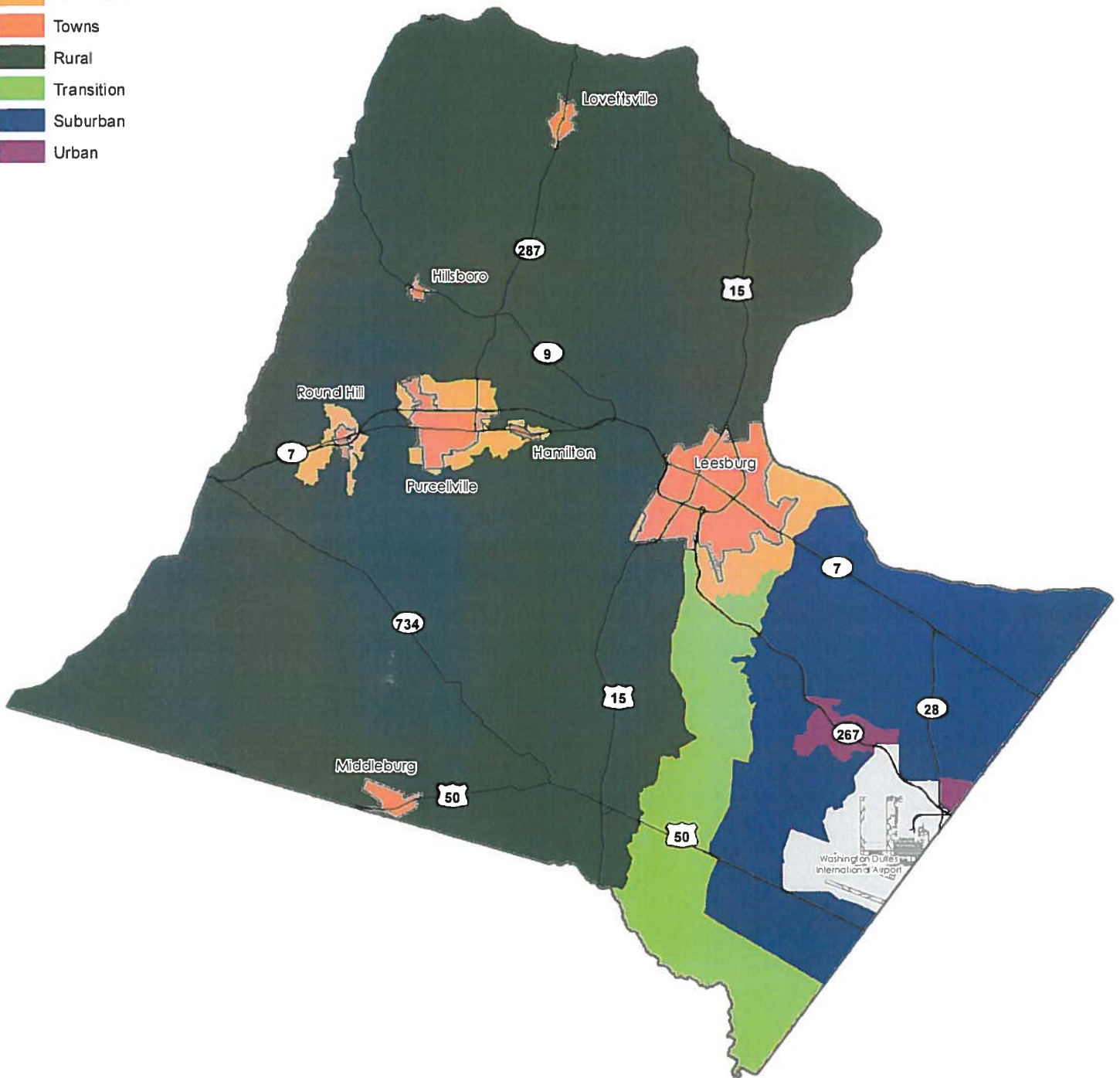
Kenneth A. Young
Acting Director, Department of Planning and Zoning

Enclosures: Draft Loudoun 2040 Comprehensive Plan Policy Areas Map, Draft Loudoun 2040 Comprehensive Plan Place Types Map and Draft Loudoun 2040 Countywide Transportation Roadway Plan Map
cc: Public File

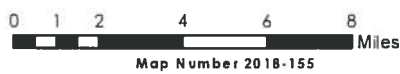
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- Town JLMA
- Towns
- Rural
- Transition
- Suburban
- Urban



Loudoun County IS NOT LIABLE for any use of or reliance upon this map or any information contained herein. While reasonable efforts have been made to obtain accurate data, the County makes no warranty, expressed or implied, as to its accuracy, completeness, or fitness for use of any purpose.



Map Number 2018-155

DRAFT



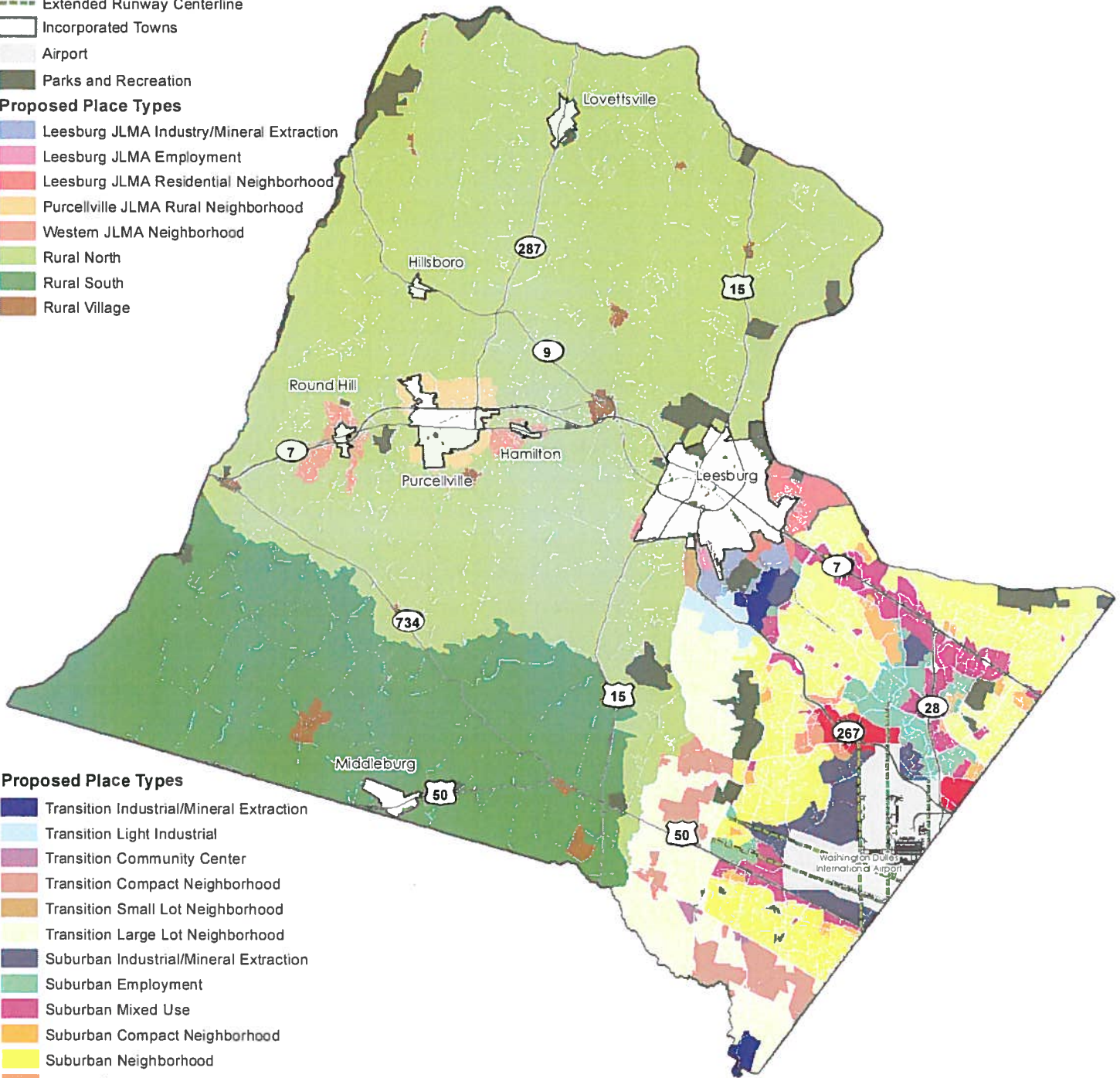
- Extended Runway Centerline
- ▭ Incorporated Towns
- ▭ Airport
- ▭ Parks and Recreation

Proposed Place Types

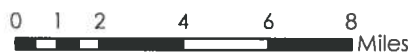
- ▭ Leesburg JLMA Industry/Mineral Extraction
- ▭ Leesburg JLMA Employment
- ▭ Leesburg JLMA Residential Neighborhood
- ▭ Purcellville JLMA Rural Neighborhood
- ▭ Western JLMA Neighborhood
- ▭ Rural North
- ▭ Rural South
- ▭ Rural Village

Proposed Place Types

- ▭ Transition Industrial/Mineral Extraction
- ▭ Transition Light Industrial
- ▭ Transition Community Center
- ▭ Transition Compact Neighborhood
- ▭ Transition Small Lot Neighborhood
- ▭ Transition Large Lot Neighborhood
- ▭ Suburban Industrial/Mineral Extraction
- ▭ Suburban Employment
- ▭ Suburban Mixed Use
- ▭ Suburban Compact Neighborhood
- ▭ Suburban Neighborhood
- ▭ Urban Mixed Use
- ▭ Urban Transit Center



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Map Number 2018-332

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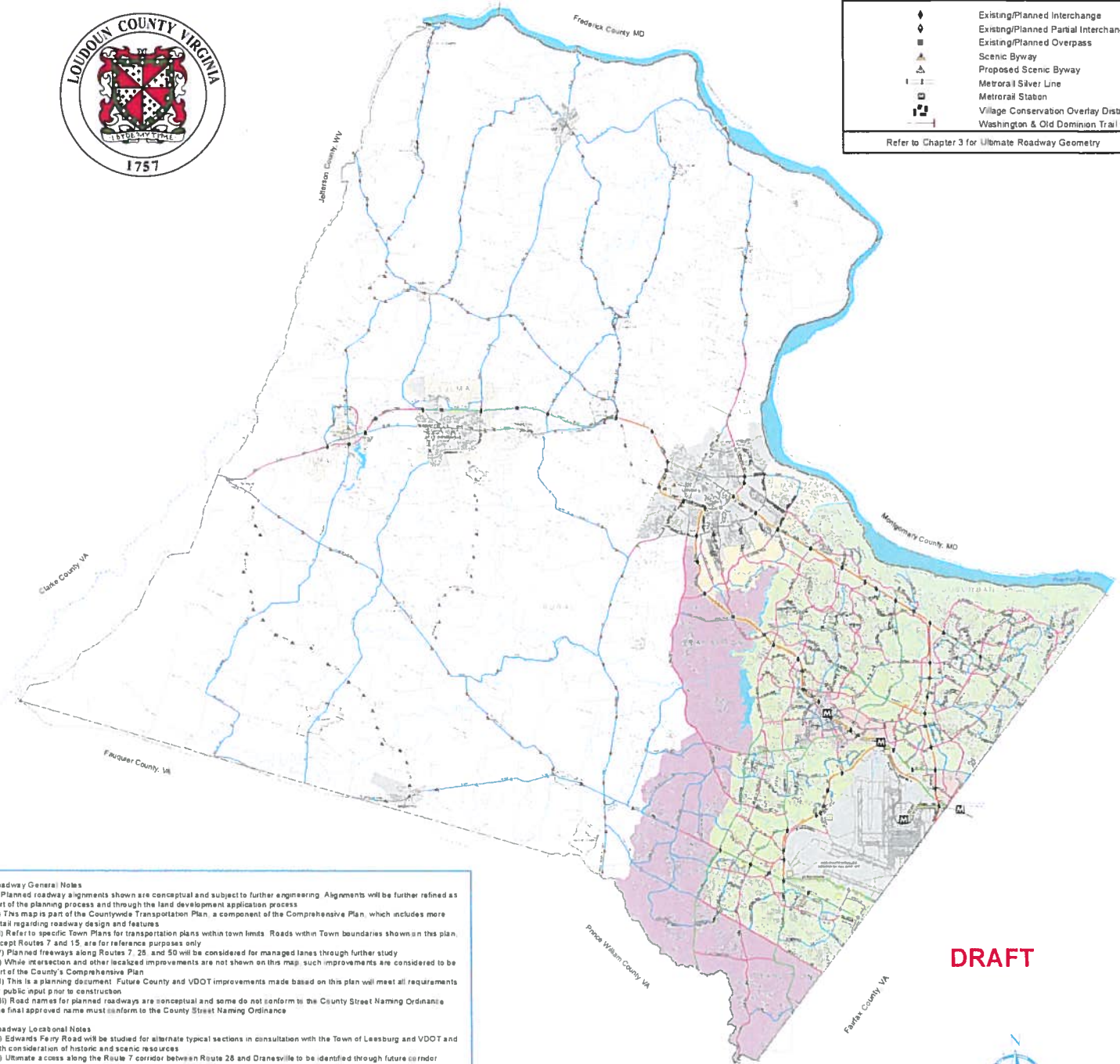
LOUDOUN 2040 COUNTYWIDE TRANSPORTATION ROADWAY PLAN MAP

DRAFT

OCTOBER 4, 2018



LEGEND	
ROADWAY ELEMENTS	
CTP ROADS	2040 PLANNED # OF LANES
	10 Lanes
	8 Lanes
	6 Lanes
	4 Lanes
	2 Lanes
	Freeway
	Refer to Town Plan
	Existing/Planned Interchange
	Existing/Planned Partial Interchange
	Existing/Planned Overpass
	Scenic Byway
	Proposed Scenic Byway
	MetroRail Silver Line
	MetroRail Station
	Village Conservation Overlay District
	Washington & Old Dominion Trail
Refer to Chapter 3 for Ultimate Roadway Geometry	



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Roadway General Notes

(I) Planned roadway alignments shown are conceptual and subject to further engineering. Alignments will be further refined as part of the planning process and through the land development application process.

(II) This map is part of the Countywide Transportation Plan, a component of the Comprehensive Plan, which includes more detail regarding roadway design and features.

(III) Refer to specific Town Plans for transportation plans within town limits. Roads within Town boundaries shown in this plan, except Routes 7 and 15 are for reference purposes only.

(IV) Planned freeways along Routes 7, 28, and 50 will be considered for managed lanes through further study.

(V) While intersection and other localized improvements are not shown on this map, such improvements are considered to be part of the County's Comprehensive Plan.

(VI) This is a planning document. Future County and VDOT improvements made based on this plan will meet all requirements for public input prior to construction.

(VII) Road names for planned roadways are conceptual and some do not conform to the County Street Naming Ordinance. The final approved name must conform to the County Street Naming Ordinance.

Roadway Local Notes

(A) Edwards Ferry Road will be studied for alternate typical sections in consultation with the Town of Leesburg and VDOT and with consideration of historic and scenic resources.

(B) Ultimate access along the Route 7 corridor between Route 28 and Dranesville to be identified through future corridor study.

(C) Ultimate access along Waspspool Road between Farmwell Road and Route 28 to be identified through future corridor study.

(D) Along Route 608, the interchanges at the Dulles Greenway and at Randolph Drive will need to be integrated into a single interchange complex.

(E) The alignment of Pacific Boulevard from Old Ox Road to Innovation Avenue, including a westbound ramp to access the Dulles Greenway, will be determined as part of a future study in coordination with MWAA.

(F) Along Route 28, the interchanges at Route 608, Innovation Avenue, the Dulles Greenway, and the Dulles Toll Road will be studied for integration through a future corridor design study.

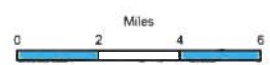
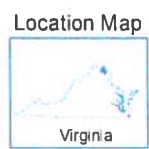
(G) Access to and through the Western Lands of Dulles Airport to be coordinated with MWAA.

(H) Along Loudoun County Parkway, the interchanges at the Evergreen Mills Road and at Dulles West Boulevard will need to be integrated into a single interchange complex.

(I) Access to Stone Springs Blvd will be coordinated with Gum Spring Road interchange.

(J) The western terminus of US Route 50 Alternate and associated connections with US Route 50 and Loudoun County Parkway to be determined through future study.

(K) Access management along US Route 50 and US Route 50 Alternate, including considerations of limited access connections to Route 28, and potential southern access to Dulles Airport to be evaluated by future study in coordination with MWAA.





The Land Trust of the Eastern Panhandle

October 23, 2018

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear County Commissioners:

I wrote in August on behalf of the Land Trust of the Eastern Panhandle to express concern about the potential long term environmental quality impact of the Rockwool plan and to support the demand of county residents for the hiring of an independent environmental consultant.

Since then, additional information about the plant has convinced the board of the Land Trust that the plant is not consistent with the organization's mission of preserving open space and rural landscapes in the Eastern Panhandle. Not only is there the question of the impact on the air and water of the county, but the high smokestacks and heavy truck traffic are more appropriate for a heavy industry area than for the scenic, largely agricultural county that its residents love and attracts visitors vital to its economy.

The Land Trust therefore strongly urges the County Commission to find a way to stop the plant, working to deny whatever permission that is still necessary and to convince Rockwool that this is not the place for it.

Sincerely yours,

Grant Smith
President

October 19, 2018
952 Persimmon Lane
Shepherdstown, WV
25443

Commissioner Jane Tabb
124 E Washington Street
Charles Town, WV 25414

Dear Commissioner Tabb:

My husband and I recently purchased a house in Jefferson County. We moved here after 34 years in Frederick County, MD. I just retired from Frederick County Public Libraries, and had always wanted to move to a quieter, more rural area, particularly after watching Frederick grow.

We'd spent time in both Harper's Ferry and Shepherdstown, and have been frequent walkers on the C & O canal. We believed this area to offer the qualities we desire. We wanted to live in an area that would make us feel like we are always on vacation, especially as we get older.

We were fortunate to find a beautiful house, set on three secluded acres, with a moderately sized ornamental pond. We moved in and felt that all was good in the world. With the rivers, the C & O canal, and nearby Shepherdstown, life would be fine, our eternal vacation realized.

Then... we began to notice and wonder about the Rockwool signs we kept seeing. Upon further investigation, we realized that our "dream come true" is only *three miles* from the site of this heavy industrial plant. We are not happy, by any means, and I wondered who in their right mind could have possibly thought this compatible with the surrounding farms, nature, and historical sites- the things we moved here for.

Only two years ago, I was diagnosed with "adult onset asthma." I remarked to my husband, at the time, that it was strange because I'd never, ever smoked in my life. But, as I thought about it, I'd been exposed to plenty of second-hand smoke, especially early in life - both of my parents smoked. I now find smoke to be a definite trigger to a full-blown attack, and it is a scary moment for me to not be able to get oxygen into my body.

Now, I'm faced with being three miles from a factory with 210-foot smokestacks spewing pollutants (there's more coming out of there than steam) 24/7/365. The *science* points to several toxic pollutants, which I will not go into- others are more articulate on those matters. What will happen to my lungs? I'm 67 years old; this does not bode well for me.

We are now wondering what to do. We've been here six weeks, have moved our 34 years of accumulated furniture, possessions, our pets, and our chickens, expecting this to be our forever home. We've taken our two precious granddaughters to Morgan Grove Park. We love our new home! We love it here. I was proud to get my WV driver's license, and my Shepherdstown library card. I drove to Charles Town to register to vote.

Again, I cannot understand why anyone, or any elected official, would knowingly pollute water, air, and earth, at the detriment of everyone nearby- particularly in an area that already has a thriving economy. Recreation, history, agro-tourism, the great outdoors, shopping, theater, etc. are the amenities that provide for a healthy economy and lifestyle, and draw tourists here.

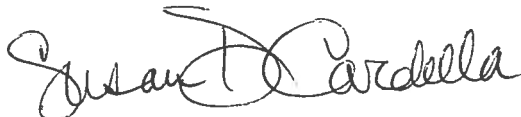
The reason, I am told, is that this "facility" will provide 150 jobs. It seems that the original Northport multi-use area would provide far more jobs, and jobs that will keep the air, water, and earth safe for everyone here in Jefferson Co.

So, here we are, my husband and I, with all of these kind and good people around us, all of us ready to have our worlds upended by this unfortunate choice. What will happen to our wells? *What will happen to our property values?* After only six weeks here, I'm already thinking about selling, but where would we go? We would certainly leave WV, and with bad feelings, to say the least.

It's not too late to say that you've made a mistake. I worked for two decades as part of a team at Frederick County Public Libraries, and I found that if I made a mistake, and fessed up that it could be resolved much quicker and with fewer hurt feelings. Usually they were minor mistakes, and we all know that everyone makes mistakes. It's best to confess them, resolve them and move on.

This is what I am asking you to do. Move in the direction of fixing your mistake. As I said earlier, both my husband and I are now registered voters, and the stance taken on Rockwool will be one of the most significant issues we will both be considering this November. Remember, we live only three miles from the site, and it is our intention to live a long and healthy life. I just hope we can safely do it here.

Sincerely,

A handwritten signature in cursive script that reads "Susan D Cardella". The signature is written in black ink and is positioned below the word "Sincerely,".

Susan D Cardella

cc: Patsy Noland, Josh Compton, Caleb Hudson, Peter Onoszko

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Sunday, November 4, 2018 9:47 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 11/04/2018 9:47 AM
Response #: 738
Submitter ID: 3607
IP address: 73.180.177.44
Time to complete: 8 min. , 56 sec.

Survey Details

Page 1

1. Name

Eric Hansen

2. Email

eric.andrew.hansen@gmail.com

3. Questions or Concerns

My family resides in Ranson. I do NOT want to see the Rockwool plant built here. The health and safety of our community are MORE important than adding a few measly jobs.

Please withdraw your support for the PILOT agreement. I hope that you will side with the people and not with the schemers who have set this all up. I suspect that Rockwool will make us all sick and only benefit a handful of people who will get rich. This is a BAD trade-off. Unless you are one of the people getting rich off of it.

I don't find this to be a partisan issue. Average citizens that I talk to want Rockwool out of Jefferson County regardless of whether they are registered Republican or Democrat. For example, I am a Republican and my wife is a Democrat. We are both strongly opposed to Rockwool coming here.

If you want to get on the right side of this all you need to do is withdraw your support for the PILOT agreement and do so vocally. If you do, you will be making 85% of us out here happy.

Thank you for your support.

Sincerely,
Eric Hansen

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

(o) Yes

**Comments from Russell Geiman
Shared with Jefferson County Commissioners
On November 1, 2018**

Good morning Commissioners. I am Russell Geiman from Harpers Ferry.

I would like to build upon Ed Hannon's prior comments to the Commissioners, in light of my concerns about questionable decisions by County leadership that seem to be undercutting the quality and professionalism of emergency services in Jefferson County. The following is my understanding of key decisions and events that are relevant to my concerns.

At the March 27, 2018 Board meeting of the Jefferson County Emergency Services Agency (JCESA), Board Chairman Arnold notified the Board that he and two other members, Treasurer Aaron Watson and County Commission liaison Josh Compton, would meet to discuss re-organization of JCESA so as to place staffing at Stations 1, 6 and 7 on the weekends. As requested by Chairman Arnold, a packet of information outlining the JCSEA Deputy Director's duties, current implementation of the Class and Comp study, and operational plan for FY19 was developed for this meeting.

On April 8, 2018, these three Board members met at Paddy's Restaurant and then reported back to the full JCESA Board on April 18 their plan to eliminate Ed Hannon's Deputy Director position and distribute those funds to weekend staffing. Prior to this plan, weekend staffing at Stations 1 and 7 were hired by and paid for by those volunteer companies. Only Station 6 did not have weekend staffing.

Ed met privately with the Chairman of JCESA Board on April 17, 2018 and upon learning that the Board "committee" would make a recommendation to eliminate his Deputy Director position, Ed developed a transition plan to increase weekend staffing thru FY19. The "committee" made a motion at the April 18, 2018 JCESA Board meeting to eliminate the Deputy Director position in two weeks. Treasurer Aaron Watson then amended the motion, which was accepted, to delay elimination of the position until June 29.

My concerns and the reasons for my comments today include the following.

Even though Ed was still working as the Deputy Director through the end of June,

- On May 4, Ed's access to various rooms of Station 11 was eliminated without prior notification, including access to the EMS supply room, thereby inhibiting restocking and reducing service delivery;
- Ed submitted a proposed agenda item for May 15, 2018 JCESA Board meeting regarding agency transition post June 29, however, the Board denied Ed's request and no public discussion of this matter occurred;
- Beginning in April, Ed was no longer consulted on implementation of the Class and Comp study;
- Starting in May of 2018, Ed was directed to no longer address JCESA personnel issues;

- Ed was also directed to no longer investigate employee issues brought to his attention;
- The JCESA Director remained silent, withholding pertinent information when Ed asked about his retirement issues;
- Ultimately, Ed's employment as Deputy Director was extended two weeks past June 29 due to the lack of coordination in properly transitioning the Agency and the rash decision to eliminate Ed's position;
- Ed's Deputy Director's Active 911 access was also eliminated prematurely, thereby negatively affecting patient care and coordinated response;
- Ed's Deputy Director's JCESA email was also eliminated prematurely, hindering re-organization transition (common practice is allowing 30 days post separation) and access to documentation sent to from the county attorney;
- I am also concerned that certain members of the general public were apparently privy to Executive Session conversation during the July 17, 2018 JCESA Board meeting;
- On July 26, 2018, Ed also made yet another attempt to discuss the exit strategy so as to ensure smooth transition, but was informed by the JCESA Director that he was directed by the Board to sever all ties between JCESA and Ed;
- Also, the September JCESA Board meeting ended with two open motions on the floor unresolved;
- I am also concerned about the Board's lack of transparency, as evident by the JCESA web site which is often lacking timely and pertinent information about such things as their agenda, minutes, etc.

To conclude my comments about my concerns, it seems to me that petty political games are being played that are hurting the quality and professionalism of emergency services in Jefferson County. And I now shudder to think of what might happen should, at some time in the future, ill-prepared Jefferson County first responders be called upon to deal with a hazard materials accident at the future Rockwool industrial plant.

Thank you.

Impact Fee Status Report October 2018

Office of Impact Fees

Summary

Date Range: Monday 1 through Wednesday 31 October 2018

Report Date: 1 November 2018

Process Number Range: 1800236-1800258

Total Applications: 23

Total Non-Exempt: 19

Of which:

Commercial: 0

Residential: 19

Of which:

County: 13

Municipal: 6

Total Exempt: 4

Of which:

Commercial: 0

Residential: 4

Of which:

County: 3

Municipal: 1

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 October 2018	4	0	19	23
Fees collected		\$0.00	\$121,879.00	\$121,879.00
<i>Of which</i>				
School Impact Fee			\$110,645.00	\$110,645.00
Law Enforcement Fee		\$0.00	\$1,848.00	\$1,848.00
Parks & Recreation Fee			\$8,460.00	\$8,460.00
EMS Fee		\$0.00	\$926.00	\$926.00

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

Description	Amount
Opening Statement Balance (1 October 2018)	\$118,008.23
October Deposits (1 – 31 October 2018)	\$121,879.00
School September Transactions (withdraws via transfer on 9 October 2018)	(\$107,247.70)
Law September Transactions (withdraws via transfer on 9 October 2018)	(\$1,537.39)
Parks & Rec Sept. Transactions (withdraws via transfer on 9 October 2018)	(\$8,315.75)
EMS September Transactions (withdraws via transfer on 9 October 2018)	(\$907.39)
Interest Earned (31 October 2018)	\$34.02
Ending Statement Balance (31 October 2018)	\$121,913.02
<i>Outstanding Credits (deposits through 1 November 2018)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 October 2018)	\$2,459,874.79
September Transactions (deposits via transfer on 9 October 2018)	\$107,247.70
Interest Earned (31 October 2018)	\$1,078.40
Ending Balance (31 October 2018)	\$2,568,200.89

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

Description	Amount
Opening Balance (1 October 2018)	\$129,111.54
September Transactions (deposits via transfer on 9 October 2018)	\$1,537.39
Interest Earned (31 October 2018)	\$55.31
Ending Balance (31 October 2018)	\$130,704.24

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

Description	Amount
Opening Balance (1 October 2018)	\$256,828.94
September Transactions (deposits via transfer on 9 October 2018)	\$8,315.75
Interest Earned (31 October 2018)	\$111.69
Ending Balance (31 October 2018)	\$265,256.38

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

Description	Amount
Opening Balance (1 October 2018)	\$14,825.81
September Transactions (deposits via transfer on 9 October 2018)	\$907.39
Interest Earned (31 October 2018)	\$6.58
Ending Balance (31 October 2018)	\$15,739.78

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

Description	Amount
Office of Impact Fees General Account	\$121,913.02
School Impact Fee Account	\$2,568,200.89
Law Enforcement Fee Account	\$130,704.24
Parks & Recreation Impact Fee Account	\$265,256.38
EMS Impact Fee Account	\$15,739.78
Total Impact Fees	\$3,101,814.31

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

Table 8. Pending October 2018 Fee Transfers /1

Account	31 October 2018 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,568,200.89	\$110,675.96	\$2,678,876.85
Law Enforcement Fee Account	\$130,704.24	\$1,848.34	\$132,552.58
Parks & Recreation Impact Fee Account	\$265,256.38	\$8,462.38	\$273,718.76
EMS Impact Fee Account	\$15,739.78	\$926.34	\$16,666.12
Total Impact Fees	\$2,979,901.29	\$121,913.02	\$3,101,814.31

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



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Monday 1 Through Wednesday 31 October 2018

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1800238	10/02/2018	Caniford	Shirley	05 Harpers Ferry	1015	309	4	13.1	\$0.00	10/02/2018	Form 200
1800242	10/12/2018	Rissler	William	06 Kabletown	1034	207	5	5	\$0.00	10/12/2018	Form 200
1800244	10/16/2018	Renteria	Jose	02 Charles Town	1187	177	1	7.2	\$0.00	10/16/2018	Form 200
1800248	10/23/2018	David Lutman	Ashland Village	01 Bolivar Corp	.	.	1	15.17	\$0.00	10/23/2018	Form 200

Category Count: 4 **Category Total** **\$0.00**

Non-Exempt Applications											
1800236	10/01/2018	Gumina	William	06 Kabletown	1126	555	8C	25	\$6,423.00	10/01/2018	N/A
1800237	10/02/2018	Weaver	Kevin	06 Kabletown	1209	692	12	2.13	\$6,423.00	10/02/2018	N/A
1800239	10/04/2018	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	132	\$6,423.00	10/04/2018	N/A
1800240	10/04/2018	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	133	\$6,423.00	10/04/2018	N/A
1800241	10/09/2018	Magee	Douglas &	09 Shepherdstown	1204	64	7D	33	\$6,423.00	10/09/2018	N/A
1800243	10/12/2018	Shenandoah Real		06 Kabletown	1192	651	8B	140	\$6,423.00	10/12/2018	N/A
1800245	10/16/2018	Raab	Allen	06 Kabletown	1055	200	23B	25	\$6,423.00	10/16/2018	N/A
1800246	10/18/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	19D	\$6,255.00	10/18/2018	N/A
1800247	10/22/2018	Conway	Brandon	09 Shepherdstown	1168	702	7D	9	\$6,423.00	10/22/2018	N/A
1800249	10/23/2018	David Lutman	Ashland Village	01 Bolivar Corp	.	.	1	15.5	\$6,255.00	10/23/2018	N/A
1800250	10/23/2018	David Lutman	Ashland Village	01 Bolivar Corp	.	.	1	15.6	\$6,255.00	10/23/2018	N/A
1800251	10/23/2018	David Lutman	Ashland Village	01 Bolivar Corp	.	.	1	15.7	\$6,255.00	10/23/2018	N/A
1800252	10/23/2018	David Lutman	Ashland Village	01 Bolivar Corp	.	.	1	15.9	\$6,255.00	10/23/2018	N/A
1800253	10/23/2018	David Lutman	Ashland Village	01 Bolivar Corp	.	.	1	15.11	\$6,255.00	10/23/2018	N/A
1800254	10/23/2018	Wilson	Rose	10 Shepherdstown	.	.	3B	5	\$6,848.00	10/23/2018	N/A
1800255	10/23/2018	Henderson	Sharon	10 Shepherdstown	.	.	3B	6	\$6,848.00	10/23/2018	N/A
1800256	10/29/2018	Michael	Stonakers	07 Middleway	1119	359	8	3.49	\$6,423.00	10/29/2018	N/A
1800257	10/30/2018	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	130	\$6,423.00	10/30/2018	N/A
1800258	10/30/2018	Boyd	Michael	06 Kabletown	1212	732	14	4.1	\$6,423.00	10/30/2018	N/A

Category Count: 19	Category Total	\$121,879.00
TOTAL APPLICATIONS: 23	Grand Total	\$121,879.00