

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018**  
**THURSDAY, NOVEMBER 29, 2018**  
**9:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- November 1, 2018
- November 13, 2018 - General Election Canvass

**APPROVAL OF PURCHASE ORDERS**

- November 15, 2018

**APPROVAL OF ACCOUNTS PAYABLE**

- November 8, 2018
- November 15, 2018
- November 29, 2018

**APPROVAL OF MANUAL CHECKS**

- November 9, 2018
- November 16, 2018
- November 30, 2018

**APPROVAL OF PAYROLL**

- November 1, 2018
- November 8, 2018 - Poll Workers
- November 15, 2018

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## **PRESENTATIONS**

- 1. 9:45 a.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action**
- 2. 10:00 a.m. Matt Harvey, Prosecuting Attorney  
- Discussion of staffing needs and potential new hires - Discussion/Action**
- 3. 10:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission  
- Request for \$3,000 to abate asbestos and remove debris from Duffields Depot - Discussion/Action**
- 4. 10:30 a.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. 10:45 a.m. BREAK**
- 6. 11:00 a.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  
- Fiduciary Commissioner's Findings and Recommendations upon the Petition for Will Probate in Solemn Form for the estate of Geraldine W. Bolyard, deceased - Discussion/Action**
- 7. 11:15 a.m. Nic Diehl, Jefferson County Development Authority  
- Resolution of Participation and Cooperation for Local Economic Development Grant Program - Discussion/Action**
- 8. 11:30 a.m. Daniel P. Lutz, Jr.  
- National Environment Policy Act - Discussion/Action  
- Relocation ECON Research Service and National Institute of Food and Agr. - Discussion/Action**
- 9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action  
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action  
- Discussion of 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
- Discussion of EEOC Charge #533-2017-00706 - Discussion/Action

## **NEW BUSINESS**

10. Amend 2018 Holiday Schedule - Discussion/Action
11. Approval of the 2019 Holiday Schedule - Discussion/Action
12. JCDA meetings - Location & public accessibility, recording of meetings - Discussion/Action (JT)
13. Discussion of residential and commercial impact fees - Discussion/Action (JC)
14. Discussion of Board of Health, sanitarian, and septic approvals - Discussion/Action (JC)
15. Discussion of Jefferson County Development Authority Board Member Resignations - Discussion/Action
16. Acknowledgment of "Assessor's Additional Duties" as delineated in West Virginia Code § 7-7-6a - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Jefferson County Property Safety and Enforcement Agency - Fire Chief Position - Discussion/Action
- Holiday Breakfast
- Meet and Greet
- Legislative Summit
- Temporary assignment to Boards and Commissions - Development Authority, Historic Landmarks Commission, and Planning Commission - Commission Liaison - Discussion/Action
- Nomination for JCDA from the City of Charles Town - Discussion/Action
- IT Support Position - Discussion/Action

## **COUNTY COMMISSION REPORTS**

17. **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.

Jefferson County Public Service District Regular Board Meeting minutes received for September 10, 2018.

Jefferson County Public Service District Regular Board Meeting minutes received for October 3, 2018.

Correspondence received from the WV Department of Transportation regarding the Statewide Transportation Improvement Program (STIP).

Notice of Intent to appoint to the Jefferson County Development Authority Board on December 6, 2018.

*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

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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

CHKNO	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

<b>TOTAL</b>					<b>\$ 227,872.88</b>	<b>\$ 227,872.88</b>

**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
<b>TOTAL</b>					<b>\$ 403,518.10</b>	<b>\$ 403,518.10</b>

**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**

<b>HOME DETETION</b>			
<b>O08</b>			
Date	Check #	VENDOR	Amount
11/02/18	619	<b>ATTENTI</b>	\$ 2,176.00
<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
Date	Check #	VENDOR	Amount
11/02/18	706	<b>THOMASSEN FORD</b>	\$ 22,613.68
<b>SHERIFF C/O</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
11/02/18	1695	<b>SNYDER ENVIRO SERVICES</b>	\$ 63,948.19
11/02/18	1696	<b>TYLER TECH</b>	\$ 3,920.85
11/02/18	1697	<b>SNYDER ENVIRO SERVICES</b>	\$ 64,782.20
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
11/02/18	127	<b>MINGHINI'S</b>	\$ 73,845.00

<b>TOTAL</b>			<b>\$ 231,285.92</b>

**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. 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 raming 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.

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JOSHUA COMPTON, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



SPECIAL SESSION:

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

At a Special Session of the Jefferson County Commission, continued and held at the Jefferson County Courthouse, located at 100 E. Washington Street located in Charles Town, WV, 25141 on Tuesday, November 11, 2018 beginning at 9:30 a.m.

PRESENT: Caleb Hudson, Vice President  
Patsy Noland, Commissioner  
Peter Onoszko, Commissioner  
Jane Tabb, Commissioner  
Jacki Shadle, County Clerk

STAFF: Nikki Painter, Chief Deputy Elections Officer  
Stephanie Grove, County Administrator  
Shaun Pacetti, Deputy Clerk, Elections  
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 11th day of November, 2018 at 9:30 am for the purpose of canvassing ballots cast in the November 6, 2018 General Election.

Commissioner Hudson led the Pledge of Allegiance.

Ms. Painter stated one precinct would be selected for a hand count. Precinct 13 was randomly selected by staff.

The Board proceeded with the Canvass by reviewing each precinct, checking to make sure the counts were accurate. The Board also reviewed the provisional and absentee ballots from each precinct to determine if the ballot in question could or could not be accepted to be counted.

Ms. Painter also stated the bond amount for a recount must be set prior to the start of the canvass.

- **Motion by Ms. Noland to set the bond amount at \$300.00 in the event of a recount. Motion seconded and unanimously approved.**

The Commission recessed as a Board of Canvassers at 12:30 pm.  
The Commission reconvened at 1:32 pm.

After all provisional and absentee ballots were reviewed, the Commission approved 74 provisional ballots and 55 absentee ballots for a total of 129 ballots.

- **Motion by Mr. Hudson to accept the 129 provisional/absentee ballots and add to the total ballot count and adjourn and recess as a Board of Canvassers at 2:37 pm until the hand count of absentee and provisional ballots has been completed for the entire state. Motion seconded and unanimously approved.**

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Josh Compton, COMMISSION PRESIDENT

**Provisional & Absentee Ballots  
General Election - November 6, 2018**

Precinct	Name	Reason	Accepted	Rejected	Motion/Second
2	Mary McIver	Absentee Received in Time	X		Noland/Onoszko
	Jada Carr	Absentee Received in Time	X		Noland/Onoszko
	Robert Petti	Wrong Voter Was Marked in Poll Book	X		Noland/Tabb
	John Hardy	Moved- Voting in New Precinct	X		Noland/Tabb
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
3	Caleigh Holmes	Absentee Received in Time	X		Noland/Onoszko
	Geraldine Hopkins	Absentee Received in Time	X		Noland/Onoszko
	Vivan Robinson	Not Registered		X	Noland/Tabb
	Yolita Sully	Resides in Martinsburg		X	Noland/Tabb
	David Banks	Registered in Berkeley County		X	Noland/Tabb
	Terry Breeden	Registration OK	X		Noland/Hudson
	Mary Robinson	Registration OK	X		Noland/Hudson
	Vickie Bobik	Moved- Voting in New Precinct	X		Noland/Tabb
	Michelle Marin	Moved- Voting in New Precinct	X		Noland/Tabb
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
4A	Leslie Condon	Moved- Voting in New Precinct	X		Noland/Hudson
	Toni Esposito	Registered in Berkeley County		X	Noland/Onoszko
	Katherine Fox	Registration OK	X		Tabb/Noland
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
4B	Heather Rainey	DMV Error- Registration OK	X		Noland/Hudson
	Danielle Udy	Registered in Monongalia County		X	Onoszko/Noland
	Andrew Messinger	Not Registered		X	Tabb/Onoszko
	Geoffrey O'Brian	Moved- Voting in New Precinct	X		Noland/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
6	Ryan Braithwaite	Registered in Morgan County		X	Onoszko/Tabb
	Geraldine Herbert	Moved- Voting in New Precinct	X		Tabb/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
7	Chelsey Smith	Absentee Received in Time	X		Noland/Tabb
	Moniesha Wright	Absentee Received in Time	X		Noland/Tabb
	Richard James Ward	DMV Error- Registration OK	X		Noland/Tabb
	Austin Skero	Requested Absentee but Voted in Person	X		Noland/Tabb

	Cai Nugent	Registration OK- Poll Worker Error	X		Noland/Tabb
	Justin Castillo	Not Registered		X	Noland/Tabb
	Brittany Williams	Not Registered		X	Noland/Tabb
	Edward Holton	Not Registered		X	Noland/Tabb
	Michael Fagan	Not Registered		X	Noland/Tabb
	John Russo	Not Registered		X	Noland/Tabb
	Dora Monjaras	Not Registered		X	Noland/Tabb
	Jose Monjaras	Not Registered		X	Noland/Tabb
	Wanda Bartlett	Now Reside In Berkeley County		X	Noland/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
12	Austin Ogden	Absentee Received In Time	X		Noland/Tabb
	Ashley Derr	Absentee Received In Time	X		Noland/Tabb
	George Wilson III	Not Registered		X	Onoszko/Noland
	Chauvichet Chey	Cancelled for Not Voting		X	Noland/Tabb
	William Florence	Voted in Wrong Precinct		X	Noland/Tabb
	Laura Cisar	Refused to Give Physical Address; Cannot Verify Correct Precinct		X	Noland/Onoszko
	Janice Blackford	Poll Worker	X		Noland/Tabb
	Alisha Peeples	Registration OK	X		Noland/Tabb
	Marty Bakken	Moved- Voting in New Precinct	X		Noland/Tabb
	Jessica Cugini	Moved- Voting in New Precinct	X		Noland/Tabb
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
13	Victoria Librizzi	Absentee Received In Time	X		Noland/Tabb
	Ailee Hoffman	Absentee Received In Time	X		Noland/Tabb
	Tacy Judd	Moved- Voting In New Precinct	X		Tabb/Noland
	Harold Helmick	Moved- Voting In New Precinct	X		Tabb/Noland
	Michael Crowther	Requested Absentee but had to return to country before ballot was received	X		Noland/Tabb
	Timothy Bray	DMV Error- Registration OK	X		Noland/Tabb
	Damon Peyton	Not Registered		X	Noland/Onoszko
	Rebecca Ehrlinger	Not Registered		X	Noland/Onoszko
	Robert Cline	Registration OK- USPS Error	X		Noland/Tabb
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
14	Lily Simmons	Absentee Received In Time	X		Noland/Onoszko
	Christopher Wilken	Absentee Received In Time	X		Noland/Onoszko
	Zachary Morse	Absentee Received In Time	X		Noland/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
15	Edward Deogracias	Absentee Received In Time	X		Tabb/Onoszko

	Daniel Lee	DMV Error- Registration OK	X		Noland/Tabb
	Shawn White	Moved - Voting In New Precinct	X		Noland/Tabb
	Marshall Sashkin	Not Registered		X	Onoszko/Noland
	Shane Mortemore	Not Registered		X	Onoszko/Noland
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
16	Sandra Dutton	Absentee Received In Time	X		Noland/Hudson
	Madison Horwich	Absentee Received In Time	X		Noland/Hudson
	Mihyun Schipper	Not Registered		X	Noland/Hudson
	Keri-Anne Mackenzie	Moved- Voting in New Precinct	X		Noland/Tabb
	Steven Mackenzie	Moved- Voting in New Precinct	X		Noland/Tabb
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
17	Cole Reistrup	Absentee Received In Time	X		Noland/Hudson
	Veron Ennis	DMV Error- Registration OK	X		Noland/Tabb
	Kimberly Strahin	Not Registered		X	Noland/Onoszko
	Timothy Kline	Not Registered		X	Noland/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
19	Lakin Bronkar	Absentee Received in Time	X		Noland/Tabb
	Jordan Hosby	Moved- Voting in New Precinct	X		Noland/Tabb
	Anthony Deronda	Moved- Voting in New Precinct	X		Noland/Tabb
	Christopher McCarthy	Registration OK	X		Noland/Tabb
	Meagan Dupras	Not Registered		X	Noland/Onoszko
	Robert Marzan	Not Registered		X	Noland/Onoszko
	David Martin	Not Registered		X	Noland/Onoszko
	Jonneice Johnson	Not Registered		X	Noland/Onoszko
	Catherine Dougherty	Not Registered		X	Noland/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
20	Emily Sammons	Absentee Received in Time	X		Onoszko/Tabb
	Hazel Grim Fox	Absentee Received in Time	X		Onoszko/Tabb
	Tori Rinaldi	Absentee Received in Time	X		Onoszko/Tabb
	Dylan Miller	Absentee Requested But Not Voted	X		Noland/Tabb
	Thomas Pearson, Sr	Voted in Wrong Precinct		X	Noland/Tabb
	Luis Rodriguez	Voted in Wrong Precinct		X	Noland/Tabb
	Altagracia Simon	Voted in Wrong Precinct		X	Noland/Tabb
	Ryan McGaughey	Not Registered		X	Noland/Onoszko
	Una Lapre	Not Registered		X	Noland/Onoszko
	Jade Cosley	Not Registered		X	Noland/Onoszko
	Shri Stevens	Not Registered		X	Noland/Onoszko
	Rebecca Staubs	Moved - Voting in New Precinct	X		Noland/Hudson

	Dax Anderson	Moved - Voting in New Precinct	X		Noland/Hudson
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
21A	Christopher Heaps	DMV Error- Registration OK	X		Noland/Tabb
	Kayla Blankenship	DMV Error- Registration OK	X		Noland/Tabb
	Margaret Eikenbery	Now Resides In Berkeley County		X	Noland/Onoszko
	Michael Freeland	Moved- Voting in New Precinct	X		Noland/Tabb
	Chadwick Anders	Moved- Voting in New Precinct	X		Noland/Tabb
	Stephanie Doucette	Not Registered		X	Noland/Onoszko
	Stephen Baumgartner	Not Registered		X	Noland/Onoszko
	Wane Dickinson Sr	Not Registered		X	Noland/Onoszko
	Kurt Hammond	Not Registered		X	Noland/Onoszko
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
21B	Rafael Sanchez	DMV Error- Registration OK	X		Noland/Tabb
	Ryan Streeter	DMV Error- Registration OK	X		Noland/Tabb
	Natalie Treece	Not Registered		X	Onoszko/Tabb
	Katie McElroy-Woodrup	Not Registered		X	Onoszko/Tabb
	Brian LeBlanc	Not Registered		X	Onoszko/Tabb
	Christina Lantz	Moved- Voting in New Precinct	X		Noland/Hudson
	Dolores Miller	Moved- Voting in New Precinct	X		Noland/Hudson
	Emma Weaning	Moved- Voting in New Precinct	X		Noland/Hudson
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
22	Christian Moore	Absentee Received in Time	X		Noland/Tabb
	Koleen Ross	USPS Error- Registration OK	X		Noland/Tabb
	Robin Zombro	Moved- Voting in New Precinct	X		Noland/Tabb
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
23A	Lynnora Grant	Absentee Received in Time	X		Onoszko/Tabb
	Patricia Callahan	Absentee Received in Time	X		Onoszko/Tabb
	Emma Hall	Absentee Received in Time	X		Onoszko/Tabb
	Michael Faulconer	Moved- Voting In New Precinct	X		Tabb/Noland
	Angela Frith	Moved- Voting In New Precinct	X		Tabb/Noland
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
23B	Denis Serebryakov	Clerk Error- Registration OK	X		Tabb/Hudson
	Fawn Staubs	Not Registered		X	Noland/Onoszko
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
24	Matthew Wogan	Absentee Received In Time	X		Onoszko/Noland
	Andres Siles-Loayza	Absentee Received In Time	X		Onoszko/Noland
	Jackie Arnold	Absentee Received In Time	X		Onoszko/Noladn
	Justin Lavin	Not Registered		X	Noland/Hudson

	Meesha Mead	Not Registered		X	Noland/Hudson
	Elissa Daley	Moved- Voting In New Precinct	X		Tabb/Noland
	Vonus Person	Moved- Voting In New Precinct	X		Tabb/Noland
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
25A	Thomas Clatterbuck	Absentee Received in Time	X		Noland/Tabb
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
25B	Anthony Mormorella	Absentee Received in Time	X		Onoszko/Tabb
	Gwendolyn Twyman	Poll Worker	X		Tabb/Noland
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
26	Randall Edwards	Absentee Received in Time	X		Noland/Tabb
	Ronald Brown	Absentee Received in Time	X		Noland/Tabb
	Amanda Marshall-Wolfe	Moved- Voting in New Precinct	X		Tabb/Noland
	Andre Williams	Moved- Voting in New Precinct	X		Tabb/Noland
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
27	Anya Ellis	Absentee Received in Time	X		Noland/Hudson
	Alexander Tran	Absentee Received in Time	X		Noland/Hudson
	Lenworth Kirlew	Moved- Voting in New Precinct	X		Noland/Tabb
	David Ellis	Cancelled - Not Voted Since 2006		X	Onoszko/Hudson
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
28	Peter Donnelly	Absentee Received in Time	X		Tabb/Noland
	John Fargo	Cancelled Per Voter Request- Moved out of County		X	Onoszko/Noland
	Amelia Brammeier	Cancelled Per Voter Request- Moved out of County		X	Onoszko/Noland
	Marcell Craig	Voted in Wrong Precinct		X	Tabb/Hudson
	William Shiflett, Jr	Moved- Voting in New Precinct	X		Noland/Tabb
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
29	Laura Barrat	Absentee Received in Time	X		Tabb/Noland
	Mary Carper	Absentee Received in Time	X		Tabb/Noland
	Alexander Minter	Moved- Voting in New Precinct	X		Noland/Tabb
	Katherine Young	Moved- Voting in New Precinct	X		Noland/Tabb
	David Keiling	Moved- Voting in New Precinct	X		Noland/Tabb
	Lisa Bocchetti	Moved- Voting in New Precinct	X		Noland/Tabb
	Elizabeth Starliper	Sent to Wrong Polling Place by Poll Workers	X		Noland/Onoszko
	Tami Paris	Cancelled- Not Voted Since 2004		X	Tabb/Onoszko
	Angela Genzlinger	Not Registered		X	Tabb/Onoszko
	Victoria Canning	Not Registered		X	Tabb/Onoszko
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
31	William Timberlake	Absentee Received in Time	X		Tabb/Noland
	Sabrina Zillinger	Absentee Received in Time	X		Tabb/Noland

	Emma Speck	Absentee Received in Time	X		Tabb/Noland
	Bradley Myers	Absentee Received in Time	X		Tabb/Noland
	Claudia Orr	Absentee Received in Time	X		Tabb/Noland
	Graham Sutherland	Absentee Received in Time	X		Tabb/Noland
	Maria Russo	Absentee Received in Time	X		Tabb/Noland
	Caitlin Glascock	Absentee Received in Time	X		Tabb/Noland
	Barbara Bach	Registered in Berkeley County		X	Noland/Onoszko
	Aster Wako	Registration OK	X		Noland/Hudson
	April Leonard	Not Registered		X	Noland/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
32	Michael Spencer	Absentee Received in Time	X		Noland/Tabb
	William Dorman, Jr	Absentee Received in Time	X		Noland/Tabb
	Minerva Moreno	Absentee Received in Time	X		Noland/Tabb
	Mary Galloway	Absentee Received in Time	X		Noland/Tabb
	John Dempsey	Not Registered		X	Hudson/Onoszko
	Jordon Dempsey	Not Registered		X	Hudson/Onoszko
	William Walter	Not Registered		X	Hudson/Onoszko
	Thomas Capino	Cancelled- Not Voted Since 2002		X	Hudson/Onoszko
	Kaitlin Thorn	Moved- Voting in New Precinct	X		Tabb/Onoszko
	Steven Jenkins	Moved- Voting in New Precinct	X		Tabb/Onoszko
	Charles Stevens Jr	Applied for Absentee but Not Received	X		Tabb/Onoszko
	Helen Stevens	Applied for Absentee but Not Received	X		Tabb/Onoszko
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
33	Katherine Glenn	Absentee Received in Time	X		Tabb/Onoszko
	Stephen Scott	Absentee Received in Time	X		Tabb/Onoszko
	Sarah Adams	Not Registered		X	Noland/Tabb
	Cheyenne Wilson	Not Registered		X	Noland/Tabb
	Mariah Tyson	Not Registered		X	Noland/Tabb
	Sarah Flesher	Not Registered		X	Noland/Tabb
Precinct	Name	Reason	Accepted	Rejected	Motion/Second
34	Kim Hunter	Absentee Received in Time	X		Noland/Tabb
	Joseph Shirley	Moved- Voting in New Precinct	X		Noland/Tabb
	Mathew Fisher	Moved- Voting in New Precinct	X		Noland/Tabb
	Andrew Fisher	Moved- Voting in New Precinct	X		Noland/Tabb
	Forrest Hoffmaster	Moved- Voting in New Precinct	X		Noland/Tabb
	Izabel Doyle	Moved- Voting in New Precinct	X		Noland/Tabb
	Joyce Fisher	Moved- Voting in New Precinct	X		Noland/Tabb
	James Rogers	Not Registered		X	Tabb/Onoszko

	Dakota Baker	Not Registered		X	Tabb/Onoszko
	Anthony Stotler	Not Registered		X	Tabb/Onoszko
	Vanessa Reed	Not Registered		X	Tabb/Onoszko
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
35A	Lana Hull	Absentee Received in Time	X		Tabb/Noland
	Archibald Hoxton V	Absentee Received in Time	X		Tabb/Noland
	Emily DeBiasi	Not Registered		X	Onoszko/Noland
	Josephine Evans	Not Registered		X	Onoszko/Noland
	Trevor Craker	Poll Worker	X		Hudson/Onoszko
	Sean Guerra	Cancelled- Not Voted Since 2002		X	Noland/Onoszko
<b>Precinct</b>	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Motion/Second</b>
35B	Anna Swope	Absentee Received in Time	X		Tabb/Noland
	Pedro Gonzalez	Poll Worker	X		Noland/Onoszko
	Jason Mullens	Registration OK- Poll Worker Error	X		Noland/Tabb
	Adam O'Hara	Voted in Wrong Precinct		X	Noland/Tabb
	Mariah Merriweather	Registered/ Resides in Berkeley County		X	Onoszko/Noland
	Sabrina McCauley	Not Registered		X	Noland/Onoszko
	Christopher Reynolds	Not Registered		X	Noland/Onoszko
	Corey Wasyluk	Not Registered		X	Noland/Onoszko
	Kevin Marrs	Not Registered		X	Noland/Onoszko
	Michael Spry	Not Registered		X	Noland/Onoszko



**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
<b>GRAND TOTAL</b>		<b>\$ 78,082.63</b>		





# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 52497

VENDOR:

ES+S

DELIVER TO:

County Clerk  
- Elections

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
64	Pollbook stand/printer (HAVA Grant)			5088 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

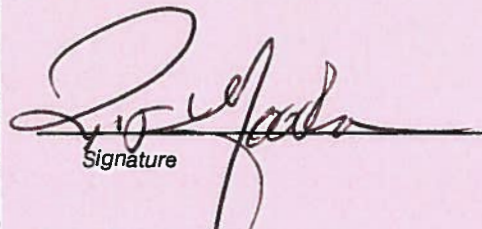
### DELIVER TO

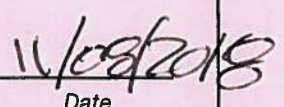
Jefferson County Commission  
Dept. of Engineering, Planning & Zoning  
P. O. Box 716  
116 East Washington Street  
Charles Town, WV 25414

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.

  
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 &amp; install 2 level 1 bullet resistant glass at the sheriffs department</i>  <i>425-215</i>			<i>5280<sup>00</sup></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		



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 411,244.18	\$ 279.90	\$ 411,524.08
	\$ -		
6.2% Tax Payable OASDI	\$ 24,523.04	\$ 16.07	\$ 24,539.11
1.45% Tax Payable HI	\$ 5,735.20	\$ 3.76	\$ 5,738.96
Fed Withholding	\$ 36,910.03	\$ 18.57	\$ 36,928.60
WV State Withholding	\$ 17,560.98	\$ 12.11	\$ 17,573.09
PERS Retirement Deduct 4.5%	\$ 10,559.76	\$ 12.59	\$ 10,572.35
PERS Retirement Deduct 6%	\$ 3,726.17		\$ 3,726.17
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	\$ 4,925.00		\$ 4,925.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #2	\$ 500.00		\$ 500.00
Wage Attach #3	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 6,918.45		\$ 6,918.45
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,280.00		\$ 2,280.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 598.09		\$ 598.09
D/VF	\$ 1,647.55		\$ 1,647.55
VA. State Tax	\$ 193.43		\$ 193.43
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 135,839.29	\$ 63.10	\$ 135,902.39
Net Wages Total	\$ 275,404.89	\$ 216.80	\$ 275,621.69
Payroll Date	15-Nov-2018		



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 29, 2018**

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

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

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

**Exonerations – Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: **Matthew Harvey, Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 15, 2018**

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

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

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

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

**1. Discussion of 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](http://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 -- 1<sup>st</sup> 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](mailto: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**

Call Us. Give Us.



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](mailto:info@EWVCF.org)  
[www.EWVCF.org](http://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](http://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 43<sup>rd</sup> 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](http://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 – 1<sup>st</sup> Choice: **November 15, 2018**

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

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

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

**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](mailto:grunt6970@hotmail.com).

Sincerely,

Charles M. Baisden

Encl

AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

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

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** November 29<sup>th</sup>, 2018

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

To add on to 2 previously scheduled agenda items:

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

**SUBJECT:** **Fiduciary Commissioner's Findings and Recommendations upon the Petition for Will Probate in Solemn Form for the estate of Geraldine W. Bolyard, deceased**

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

**ARE DOCUMENTS ATTACHED:** To follow

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto: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**

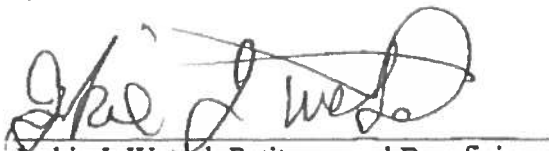
**RE: THE ESTATE OF JACKIE J. THOMPSON, SR., DECEASED**

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

Jackie J. Thompson, Sr., died March 4<sup>th</sup>, 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.

A handwritten signature in black ink, appearing to read "Jackie J. Wetzel", written over a horizontal line.

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

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



Name: **Nic Diehl**

Department or Organization: **Jefferson County Development Authority**

Estimation of amount of time needed for appointment: **5-10 minutes**

Date Requested – 1<sup>st</sup> Choice: **November 29, 2018**

*If a specific date is needed, please provide reason for specific date:* **This date is needed to meet deadline for LED grant application submission.**

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

Subject (*Wording to be placed on agenda*): **Resolution of Participation and Cooperation for Local Economic Development Grant Program – for signature by Jefferson County Commission President and Jefferson County Clerk**

Please provide the County Commission with a description of your request or presentation, including any background information: **The Jefferson County Development Authority (JCDA) is applying for the Local Economic Development (LED) grant of \$14,400 from the West Virginia Development Office. The JCDA is eligible for this grant annually.**

**By way of the attached resolution, the Jefferson County Commission (JCC) is assuring that matching funds are available from the County. This document needs to be on official JCC letterhead, presented to the JCC for a vote, and signed by the JCC President and County Clerk.**

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*): **Motion to approve the attached resolution of support for the JCDA's application for the Local Economic Development (LED) grant of \$14,400 from the West Virginia Development Office.**

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

If not attached, explain:

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

Contact information: **Nic Diehl**

Email address: **nic@jcda.net**

Phone Number: **304-728-3255**

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

not applicable

**WEST VIRGINIA  
CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM  
RESOLUTION OF PARTICIPATION AND COOPERATION**

Whereas, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

Whereas, the governing body is prepared to support appropriate efforts within the community to promote economic development; and,

Whereas, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and,

Whereas, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$14,400.00 match; and,

Whereas, it is a requirement of the Local Economic Development (LED) Grant Program to provide evidence of local match;

**THEREFORE, BE IT RESOLVED** that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

**BE IT FUTHER RESOLVED** that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

**BE IT FURTHER RESOLVED** that evidence is hereby provided to the West Virginia Development Office that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 29th day of November, 2018.

---

Signed: Josh Compton, President

---

Attested: Jacqueline C. Shadle, County Clerk



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



Name: DANIEL P. Lutz JR

Department or Organization: SELF

Estimation of amount of time needed for appointment: 15 min

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

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

Subject (Wording to be placed on agenda): (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](http://www.jeffersoncountywv.org)



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 15, 2018**

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

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

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

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

1. Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action.
2. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
3. Discussion of 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.
9. Discussion of EEOC Charge #533-2017-00706. 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 – 1<sup>st</sup> Choice: **November 15, 2018**

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

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

Subject (*Wording to be placed on agenda*): **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 OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMACTICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST 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





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

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 15, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Approval of 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.](#)



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.

## **JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2019**

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

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 OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMATICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST 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 29, 2018

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PRESIDENT, JEFFERSON COUNTY COMMISSION

**AGENDA REQUEST FORM**

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: Nov. 15, 2018

Date Requested – 2<sup>nd</sup> 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 – 1<sup>st</sup> 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 – 1<sup>st</sup> 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](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **November 15, 2018**

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

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

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



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

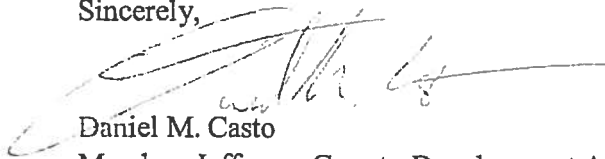
November 8, 2018

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,

A handwritten signature in black ink, appearing to read "Daniel M. Casto", with a long horizontal flourish extending to the right.

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,



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".

Annette Gavin Bates

November 8, 2018

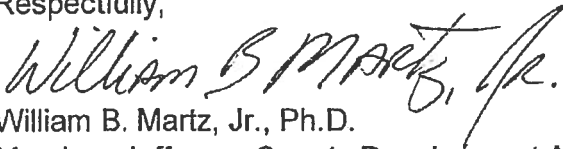
Jefferson County Development Authority  
Attention: Harry T. Wilkins, Secretary  
1948 Wiltshire Road  
Kearneysville, WV 25430

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

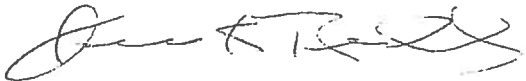
Mr. Harry T. Wikins, Secretary  
Jefferson County Development Authority  
1948 Wiltshire Road  
Kearneysville, WV 25430

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

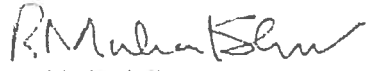
November 8, 2018

Jefferson County Development Authority  
Attention: Harry 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,



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

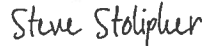
Jefferson County Development Authority  
Attention: Harry T. Wilkins, Secretary  
1948 Wiltshire Road  
Kearneysville, WV 25430

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:



68E8C762784B463  
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

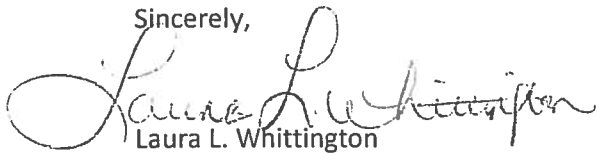
1948 Wiltshire Road

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", written in a cursive style.

Harry Wilkins

Member, Jefferson County Development Authority Board of Directors

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Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 29, 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*):

**Acknowledgement of the “Assessor’s additional duties” as delineated in WV Code 7-7-6a - 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.](#)



**Dave Hardy**  
Secretary of Revenue



**Dale W. Steager**  
State Tax Commissioner

**STATE TAX DEPARTMENT**

---

November 8, 2018

President, Jefferson County Commission  
Jefferson County Courthouse  
100 E. Washington Street  
Charles Town, West Virginia 25414

Dear Commission President:

This letter and attachment certify that Angela L. Banks, Assessor of Jefferson County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Ms. Banks to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

A handwritten signature in blue ink that reads "Dale W. Steager".

Dale W. Steager  
State Tax Commissioner

DWS/jaj

Attachment

cc: Assessor of Jefferson County  
Clerk of Jefferson County

**ASSESSOR ADDITIONAL DUTIES - 2018**

**SUBSTANTIAL COMPLETION  
(PLACE AN "X" IN THE APPROPRIATE SPACE.)**

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2017 to June 30, 2018 in the manner prescribed by the State Tax Commissioner.	x	
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2017 – June 30, 2018) by entering this information in the IAS/CAMA system.	x	
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. <u>91</u> )	x	
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	x	
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	x	
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	x	
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide explanation. _____ _____	x	

**STATEMENT OF COMPLETION**

State of West Virginia

County of Jefferson

I, the undersigned, Angela L. Banks, Assessor of Jefferson County, hereby certify that I have substantially completed each additional duty described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax Commissioner.

10/4/2018  
Date

  
Signature of Assessor



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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 29, 2018**

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

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

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

- Jefferson County Property Safety and Enforcement Agency - Fire Chief Position - Discussion/Action
- Holiday Breakfast
- Meet and Greet
- Legislative Summit
- Temporary assignment to Boards and Commissions - Development Authority, Historic Landmarks Commission, and Planning Commission - Commission Liaison - Discussion/Action
- Nomination for JCDA from the City of Charles Town - 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.](#)



## West Virginia State Code

**§7-1-3ff. Authority of county commission to enact ordinances regulating the repair, alteration, improvement, vacating, closing, removal or demolition of unsafe or unsanitary structures and the clearance and removal of refuse, debris, overgrown vegetation, toxic spills or toxic seepage on private land; authority to create enforcement agency; procedure for complaints; promulgation of rules governing investigation and hearing of complaints; remedies for failure to comply with commission-ordered repairs or alterations; lien and sale of land to recover costs; entry on land to perform repairs and alterations or to satisfy lien; receipt of grants and subsidies.**

(a) Plenary power and authority are hereby conferred upon every county commission to adopt ordinances regulating the repair, alteration or improvement, or the vacating and closing or removal or demolition, or any combination thereof, of any dwellings or other buildings, except for buildings utilized for farm purposes on land actually being used for farming, unfit for human habitation due to dilapidation, defects increasing the hazard of fire, accidents or other calamities, lack of ventilation, light or sanitary facilities or any other conditions prevailing in any dwelling or building, whether used for human habitation or not, which would cause the dwellings or other buildings to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare, whether the result of natural or manmade force or effect.

(b) Plenary power and authority are hereby conferred upon every county commission to adopt ordinances regulating the removal and clean up of any accumulation of refuse or debris, overgrown vegetation or toxic spillage or toxic seepage located on private lands which is determined to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare, whether the result of natural or manmade force or effect.

(c) The county commission, in formally adopting ordinances, shall designate an enforcement agency which shall consist of the county engineer (or other technically qualified county employee or consulting engineer), county health officer or his or her designee, **a fire chief from a county fire company**, the county litter control officer, if the commission chooses to hire one, and two members at large selected by the county commission to serve two-year terms. The county sheriff shall serve as an ex officio member of the enforcement agency and the county officer charged with enforcing the orders of the county commission under this section.

(d) In addition to the powers and duties imposed by this section, county litter control officers shall have authority to issue citations for violations of the provisions of section four, article fifteen-a, chapter twenty-two of this code after completing a training course offered by the West Virginia Department of Environmental Protection. Nothing in this subsection supercedes the authority or duty of other law-enforcement officers to preserve law and order and enforce the litter control program.

(e) Any ordinance adopted pursuant to the provisions of this section shall provide fair and equitable rules of procedure and any other standards considered necessary to guide the

enforcement agency, or its agents, in the investigation of dwelling or building conditions, accumulation of refuse or debris, overgrown vegetation or toxic spillage or toxic seepage and shall provide for fair and equitable rules of procedure for instituting and conducting hearings in the matters before the county commission. Any entrance upon premises for the purpose of making examinations shall be made in a manner as to cause the least possible inconvenience to the persons in possession.

(f) Any county commission adopting ordinances authorized by this section shall hear and determine complaints of the enforcement agency. Complaints shall be initiated by citation issued by the county litter control officer or petition of the county engineer (or other technically qualified county employee or consulting engineer) on behalf of and at the direction of the enforcement agency, but only after that agency has investigated and determined that any dwelling, building, accumulation of refuse or debris, overgrown vegetation or toxic spillage or toxic seepage is unsafe, unsanitary, dangerous or detrimental to the public safety or welfare and should be repaired, altered, improved, vacated, removed, closed, cleaned or demolished. The county commission shall cause the owner or owners of the private land in question to be served with a copy of the complaint. Service shall be accomplished in the manner provided in Rule 4 of the West Virginia Rules of Civil Procedure. The complaint shall state the findings and recommendations of the enforcement agency and that unless the owner or owners of the property file with the clerk of the county commission a written request for a hearing within ten days of receipt of the complaint, an order will be issued by the county commission implementing the recommendations of the enforcement agency. If the owner or owners of the property file a request for a hearing, the county commission shall issue an order setting this matter down for hearing within twenty days. Hearings shall be recorded by electronic device or by court reporter. The West Virginia rules of evidence do not apply to the proceedings, but each party has the right to present evidence and examine and cross-examine all witnesses. The enforcement agency has the burden of proving its allegation by a preponderance of the evidence and has the duty to go forward with the evidence. At the conclusion of the hearing the county commission shall make findings of fact, determinations and conclusions of law as to whether the dwelling or building: Is unfit for human habitation due to dilapidation; has defects that increase the hazard of fire, accidents or other calamities, lacks ventilation, light or sanitary facilities; or any other conditions prevailing in the dwelling or building, whether used for human habitation or not and whether the result of natural or manmade force or effect, which would cause such dwelling or other building to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare; or whether there is an accumulation of refuse or debris, overgrown vegetation, toxic spillage or toxic seepage on private lands which is determined to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare, whether the result of natural or manmade force or effect. The county commission has authority to order the owner or owners thereof to repair, alter, improve, vacate, remove, close, clean up or demolish the dwelling or building in question or to remove or clean up any accumulation of refuse or debris, overgrown vegetation or toxic spillage or toxic seepage within a reasonable time and to impose daily civil monetary penalties on the owner or owners who fail to obey an order. Appeals from the county commission to the circuit

court shall be in accordance with the provisions of article three, chapter fifty-eight of this code.

(g) Upon the failure of the owner or owners of the private land to perform the ordered duties and obligations as set forth in the order of the county commission, the county commission may advertise for and seek contractors to make the ordered repairs, alterations or improvements or the ordered demolition, removal or clean up. The county commission may enter into any contract with any contractor to accomplish the ordered repairs, alterations or improvements or the ordered demolition, removal or clean up.

(h) A civil proceeding may be brought in circuit court by the county commission against the owner or owners of the private land which is the subject matter of the order of the county commission to subject the private land in question to a lien for the amount of the contractor's costs in making these ordered repairs, alterations or improvements or ordered demolition, removal or clean up, together with any daily civil monetary penalty imposed and reasonable attorney fees and court costs and to order and decree the sale of the private land in question to satisfy the lien and to order and decree that the contractor may enter upon the private land in question at any and all times necessary to make improvements or ordered repairs, alterations or improvements, or ordered demolition, removal or clean up. In addition, the county commission shall have the authority to institute a civil action in a court of competent jurisdiction against the landowner or other responsible party for all costs incurred by the county with respect to the property and for reasonable attorney fees and court costs incurred in the prosecution of the action.

(i) County commissions have the power and authority to receive and accept grants, subsidies, donations and services in kind consistent with the objectives of this section.

Link to West Virginia State Code:

<http://www.legis.state.wv.us/WVCODE/07/masterfrmFrm.htm>



**Assignment to Boards,  
Commissions & Organizations  
Calendar Year 2018**

<i>Organization</i>	<i>Commissioner 2018</i>
Affordable Housing	Hudson
Approval of Bills	Hudson
Board of Health	Hudson
Building Repair & Security Courthouse Committee	Noland
Community Corrections Committee - Day Report Center	Hudson
Development Authority	Onoszko
E-911 Council	Tabb
Extension Service	Tabb
Farmland Protection Board	Tabb
Jefferson County Convention & Visitors Bureau	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Compton
Historic Landmarks Commission	Onoszko
Homeland Security/LEPC	Tabb
Legislative Liaison	County Administrator
MPO Interstate Council	Noland
Eastern Panhandle Transit Authority (EPTA)	Noland
Parks and Recreation	Hudson
Planning Commission	Onoszko
Public Service District Liaison	Compton
Region 9	Noland
Solid Waste Authority	Compton
Water Advisory Committee	Hudson
Workforce Investment Act Liaison	Noland





# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
Phone: (304) 725-2311 • Web: [www.charlestownwv.us](http://www.charlestownwv.us)

November 19, 2018

**MAYOR**

*Scott Rogers*

Ms. Stephanie Grove  
County Administrator  
124 E. Washington Street, P.O. Box 250  
Charles Town, WV 25414

**CITY  
COUNCIL**

*Ann Paonessa*

*Chet Hines*

*Bob Trainor*

*Michael Tolbert*

*Nick Zaglifa*

*Michael George*

*Mike Brittingham*

*Todd Coyle*

**City Manager**

*Daryl Hennessy*

Dear Ms. Grove:

During this time of transition for the Jefferson County Development Authority ("Authority"), the Charles Town City Council has determined that its representative to the Authority should be an elected official, directly accountable to the people of Charles Town. Beyond the significant issues currently confronting the Authority, we know that the organization will soon begin a re-evaluation of its current goals and objectives and believe that a policy representative from the city is more appropriate at this time.

To that end, the Charles Town City Council is requesting that the Jefferson County Commission appoint Michael Tolbert to serve as its representative through April 2019, the remaining term of our current representative. City Manager Daryl Hennessy has served as the city's representative since January 2018 and will step down once the appointment is confirmed. This will ensure the smoothest transition possible for the organization.

I have enclosed a copy of Mr. Tolbert's resume so you can see he is well qualified to serve as the city's representative to the Authority. If you have any questions regarding our nomination or need any additional information to approve the appointment, please contact Daryl Hennessy by email at [citymanager@charlestownwv.us](mailto:citymanager@charlestownwv.us) or by phone at 304-725-2311.

Thank you for your assistance with this important matter.

Sincerely,

Scott Rogers  
Mayor

Enclosure

c: Michael Tolbert, Charles Town City Councilman  
Daryl Hennessy, City Manager

Michael E. Tolbert  
858 West Washington Street  
Charles Town, WV 25414  
202-253-4387  
miketolbertct@gmail.com

**U.S. Food and Drug Administration, College Park, MD**

Center for Food Safety and Applied Nutrition  
Office of Compliance, Data Systems Integration Branch  
March 2001 - Present

- **Program Analyst** - Layers “open-source” and “closed-source” data and information together. Analyzes international food safety data and information.

**U.S. Equal Employment Opportunity Commission, Washington, DC**

September 1992 – March 2001

- **Space Management Analyst** - Coordinated the renovation and reconfiguration of Agency’s field offices across the U.S.
- **Support Services Specialist** - Served as Commission's field office relocation coordinator.
- **Research Analyst** – Performed legal, financial and social science research at Agency’s main law library.

**U.S. Army National Guard, 1986-1987**

**U.S. Army Reserves, 1981-1985**

Enlisted – Unit Supply Specialist – 76-Y  
U.S. Army Quartermaster School, Ft. Lee, VA, 1982  
U.S. Army Basic Training, Fort Leonard Wood, MO, 1981

**Education**

**Master’s Certificate, Project Management**

George Washington University, School of Business, 2014

**Bachelor of Arts, Political Science**

West Virginia University, 1984

Wrote research papers on American infrastructure deterioration, international organizations and strategic nuclear targeting.

**Some Coursework Completed in Accounting**

Strayer University, 1997 – 1999

Michael E. Tolbert

**Activities, Associations and Interests**

- Elected Charles Town City Council, Ward 1, May 2015. Serves on the Ordinance Committee, the Streets Committee, and the Vacant Structures Board.
- American Legion Post 102, Charles Town, WV.
- St. Philips Episcopal Church, Charles Town, WV.
- Board member - Friends of Happy Retreat, and the Partnership for Affordable Housing.
- Former Assistant Scoutmaster and Cubmaster, Washington DC.  
Merit badge counselor for the three Citizenship merit badges, 1994 - 2007.
- Big Brothers/Big Sisters High-Risk Program, Washington, DC.  
Awarded Big Brother of the Year, 1994.
- Former Contracting Officer's Representative – Level II.  
Federal Acquisition Certification – Contracting Officer's Representative (FAC-COR).
- Former member – Project Management Institute, and the Washington International Trade Association.
- President, Jefferson High School Student Government, Shenandoah Junction, WV, 1979.
- Sixth generation of family to live in Charles Town.
- Backpacking and the study of history.

## WEST VIRGINIA CODE: §7-12-3

### **§7-12-3. Management and control of county authority vested in board; appointment and terms of members; vacancies; removal of members.**

The management and control of a county authority, its property, operations, business and affairs shall be lodged in a board of not fewer than twelve nor more than twenty-one persons who shall be appointed by the county commission and be known as members of the authority. The county commission shall appoint one member to represent the county commission on the board and, for each municipality located within the county, the county commission shall appoint one member to represent the municipality. The city and town council of each municipality located within the county shall submit to the county commission the names of three persons, one of whom the county commission shall appoint to be the municipality's representative on the board. Other members of the board shall be appointed by the county commission and shall include representatives of business, industry and labor. The members of the authority first appointed shall serve respectively for terms of one year, two years and three years, divided equally or as nearly equal as possible between these terms. Thereafter, members shall be appointed for terms of three years each. A member may be reappointed for such additional term or terms as the county commission may deem proper. If a member resigns, is removed or for any other reason his membership terminates during his term of office, a successor shall be appointed by the county commission to fill out the remainder of his term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified. The county commission may at any time remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in the county, shall be eligible to participate in and request the county commission to appoint members to the development authority as the said authority shall by its bylaws provide.

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](http://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](http://www.mapwv.gov/flood).

Any other questions may be answered by visiting [www.floodsmart.gov](http://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](http://www.wvinsurance.gov).

Sincerely,

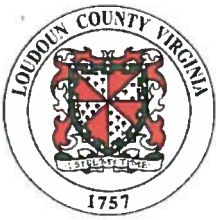
Allan L. McVey  
Insurance Commissioner

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](http://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,

A handwritten signature in blue ink that reads "Kenneth A. Young". The signature is written in a cursive style.

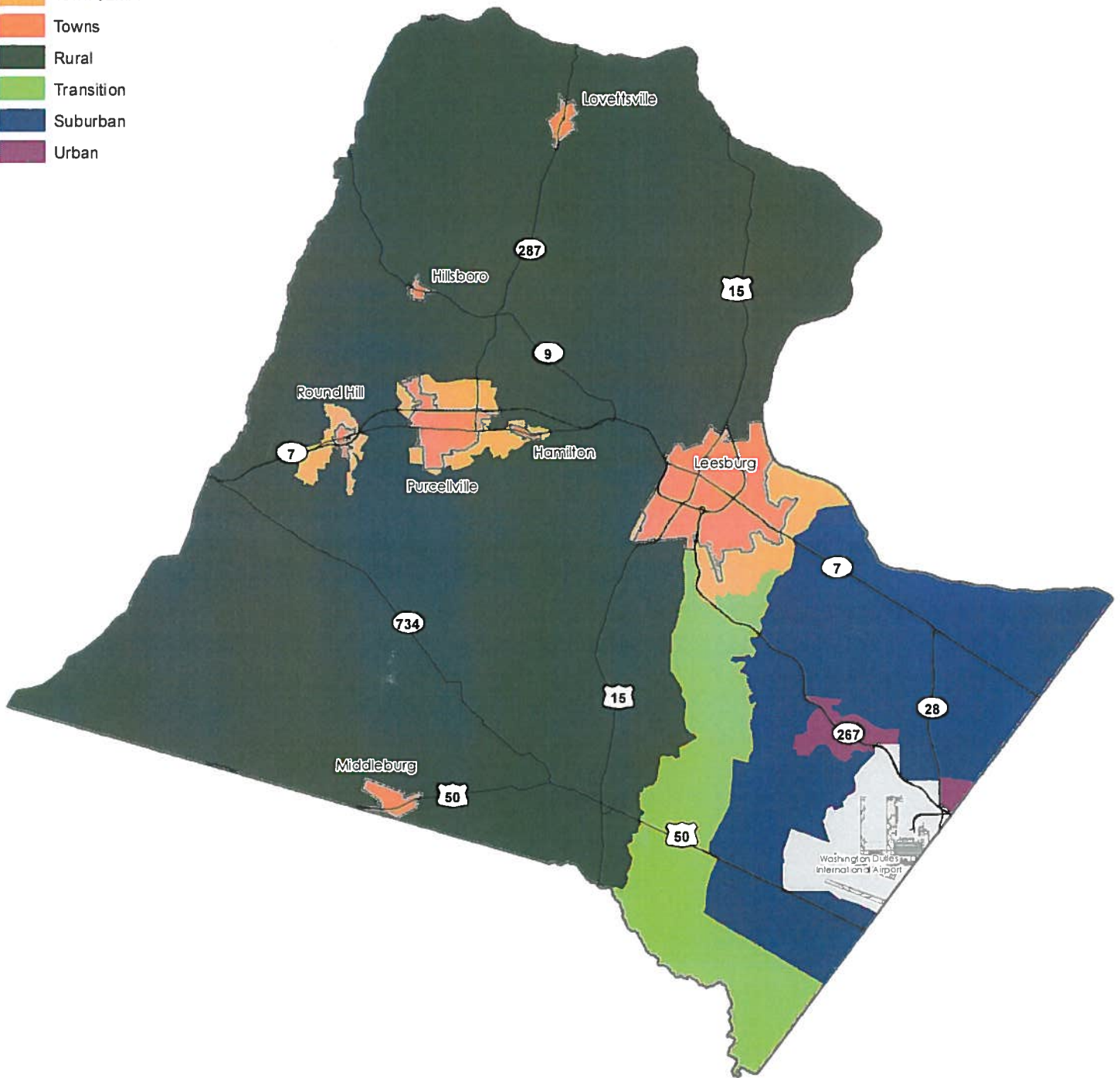
Kenneth A. Young  
Acting Director, Department of Planning and Zoning

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

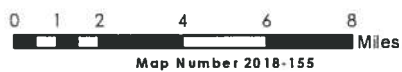
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- Town JLMA
- Towns
- Rural
- Transition
- Suburban
- Urban



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**



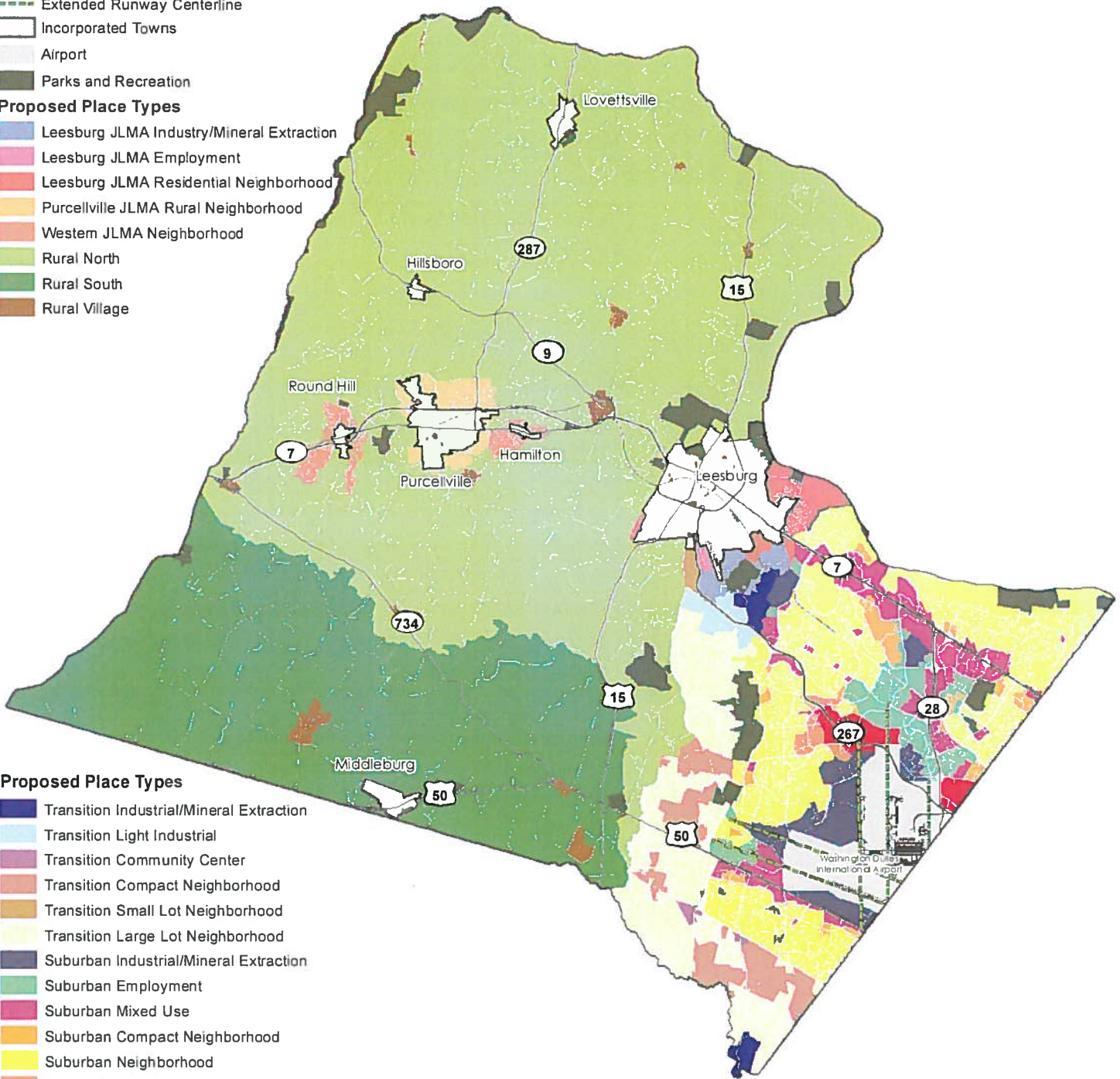
- Extended Runway Centerline
- ▭ Incorporated Towns
- ▭ Airport
- ▭ Parks and Recreation

**Proposed Place Types**

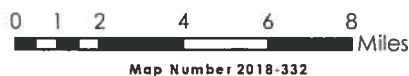
- ▭ Leesburg JLMA Industry/Mineral Extraction
- ▭ Leesburg JLMA Employment
- ▭ Leesburg JLMA Residential Neighborhood
- ▭ Purcellville JLMA Rural Neighborhood
- ▭ Western JLMA Neighborhood
- ▭ Rural North
- ▭ Rural South
- ▭ Rural Village

**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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**DRAFT**

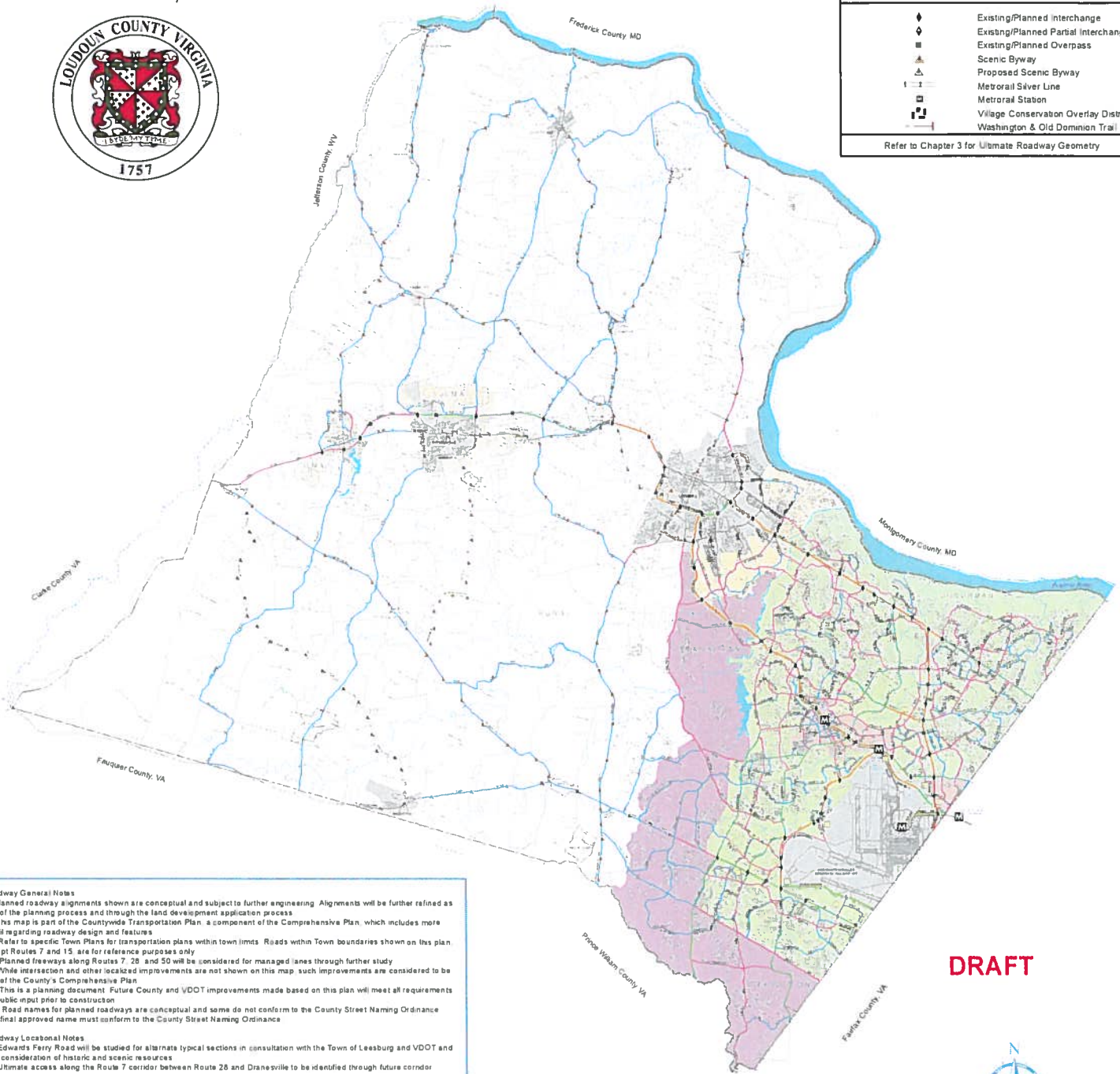
# LOUDOUN 2040 COUNTYWIDE TRANSPORTATION ROADWAY PLAN MAP

**DRAFT**

OCTOBER 4, 2018



LEGEND	
ROADWAY ELEMENTS	
<b>CTP ROADS</b>	<b>2040 PLANNED # OF LANES</b>
	10 Lanes
	8 Lanes
	5 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	



**DRAFT**

**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 on 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 Locational 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 Routes 28 and Dranesville to be identified through future corridor study.

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

(D) Along Route 606, 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 606, Innovation Avenue, the Dulles Greenway, and the Dulles Toll Road will be studied for integration through a future corridor design study.

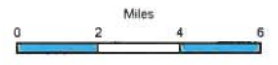
(G) Access to and through the Western Lands of Dulles Airport to be coordinated with MWAA.

(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

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#### 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?**

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	<b>\$121,879.00</b>
<i>Of which</i>				
School Impact Fee			\$110,645.00	<b>\$110,645.00</b>
Law Enforcement Fee		\$0.00	\$1,848.00	<b>\$1,848.00</b>
Parks & Recreation Fee			\$8,460.00	<b>\$8,460.00</b>
EMS Fee		\$0.00	\$926.00	<b>\$926.00</b>

**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
<b>Ending Statement Balance (31 October 2018)</b>	<b>\$121,913.02</b>
<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
<b>Ending Balance (31 October 2018)</b>	<b>\$2,568,200.89</b>

**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
<b>Ending Balance (31 October 2018)</b>	<b>\$130,704.24</b>

**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
<b>Ending Balance (31 October 2018)</b>	<b>\$265,256.38</b>

**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
<b>Ending Balance (31 October 2018)</b>	<b>\$15,739.78</b>

**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
<b>Total Impact Fees</b>	<b>\$3,101,814.31</b>

/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
<b>Total Impact Fees</b>	<b>\$2,979,901.29</b>	<b>\$121,913.02</b>	<b>\$3,101,814.31</b>

/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
<b>Exempt Applications</b>											
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**

<b>Non-Exempt Applications</b>											
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	Slonakers	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

<b>Category Count: 19</b>	<b>Category Total</b>	<b>\$121,879.00</b>
<b>TOTAL APPLICATIONS: 23</b>	<b>Grand Total</b>	<b>\$121,879.00</b>

# *Jefferson County*

## *Public Service District*

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Jefferson County Public Service District  
Regular Board Meeting  
September 10, 2018

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, September 10, 2018 in the meeting room at the District's office in Kearneysville. Those in attendance included: Chairman, Roger Forshee; Secretary, Tara Ashley; Treasurer, Todd Milliron; General Manager, April Shultz; Office Administrator, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; legal counsel from Spilman Thomas & Battle, Susan Riggs (speakerphone); and County Commission liaison, Commissioner Josh Compton.

### CALL TO ORDER

Mr. Forshee called the meeting to order at 7:00PM.

### Approval of agenda

Mr. Forshee suggested moving the General Manager's evaluation to the end of the meeting. Commission Compton stated that the employee may request to go into public or executive session for any part of the discussion.

**Action:** Motion made by Mr. Forshee and seconded by Ms. Ashley to approve the agenda as presented with the exception of moving the General Manager's evaluation to the end of the meeting. Unanimously approved.

### Public Comments

None.

### Employee Comments

None.

### OLD BUSINESS

#### Review minutes of July 31 special board meeting

**Action:** Motion made by Mr. Forshee and seconded by Mr. Milliron to accept the July 31, 2018 special board meeting minutes as presented. Unanimously approved.

#### Review minutes of August 7 regular board meeting

**Action:** Motion made by Mr. Forshee and seconded by Mr. Milliron to accept the August 7, 2018 regular board meeting minutes as presented. Unanimously approved.

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

Mrs. Shultz stated the District will have enough to pay the September disbursements for sewer, but will need to collect \$2,450.00 to cover the previous disbursements for water.

**Action:** No action required by the Board.

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

- Update on repairs/upgrades to pump station 4-2
- Update on repairs to pump station 3-9
- Update on relocation of office generator

Mrs. Shultz explained that Mr. Freeze had asked Marcum Pump for a revised quote to include Ductile Iron rather than Schedule 80 per the suggestions of Charles Town. Staff also received 3 quotes for the relining of the wetwell for that pump station. Mrs. Shultz expressed that Charles Town reviewed the quotes and preferred Lyttle and staff agreed. Mr. Freeze mentioned that he would not like the floor lined at this pump

station due to having problems at 3-6 after the floor is lined. Mr. Freeze stated the 50 year warranty will still be valid if the floor is not lined. Mr. Forshee stated the Board already approved the quote and course of action from Marcum Pump to complete the repairs/upgrades to pump station 4-2 based on Mrs. Shultz and Mr. Freeze's recommendations last month. For consistency and standardization, Mr. Forshee asked staff to work with Charles Town.

Mr. Freeze stated that he is still waiting on the Keen pumps to be delivered from Marcum Pump. Mr. Milliron requested staff keep the Board updated weekly on the status of the pumps at pump station 3-9 and update every two weeks on the status of pump station 4-2.

Regarding moving the office generator, Mr. Freeze spoke with Charles Town's electrician to get a price to install a portable generator hookup at pump station 1-12 and is waiting to hear back from him to visit the site. Mr. Freeze will provide an update and solution at the October meeting.

**Action: No action required by the Board.**

### **NEW BUSINESS**

#### **Discuss and possible action on sewer service request from Shenandoah Junction Public Sewer**

The discussion on this item was deferred until the District's attorney, Susan Riggs, was on the phone.

**Action: No action required by the Board.**

#### **Discuss customer feedback from July 31, 2018 Special Meeting regarding Title 150 Sewer Rules**

Mr. Forshee explained that a District customer made a public comment at a previous meeting stating the District was not utilizing Title 150 Sewer Rules when formalizing the sewer project and deferring service to Shenandoah Junction Public Sewer, Inc until after the sewer project was completed. The basis for the comment was on page 78 of the November 2017 Public Service Commission documents filed by Shenandoah Junction Public Sewer, Inc that was included in the Board packet.

The Board discussed their concerns with a string of emails that was included in those PSC documents which led to a discussion on the sewer request from Shenandoah Junction Public Sewer. They were concerned with the costs, impact to the District's system and current customers, violation history and did not want to jeopardize consolidation by approving to serve that utility.

So the Board could assure the request is handled properly, they wanted to wait to see what happens with the consolidation and if consolidation doesn't happen then the District has a duty to evaluate the request. The Board agreed to allow Mrs. Shultz and Ms. Riggs to provide a response to Mr. Snyder to defer action on this until after consolidation.

**Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to draft a letter to the requester stating the Board's priority to support consolidation and defer consideration until after consolidation at a minimum or potentially next year. Unanimously approved.**

#### **Discuss retaining an engineer for a capacity analysis**

Mr. Milliron discussed that a possible inspection of the District's system may need to be completed by an engineer to determine capacity needs and to get a full analysis of the system. He stated this could shift from a capacity inspection to a general system wide inspection. Since the District doesn't have an engineer on staff, Mr. Forshee suggested this be addressed in 2019. Ms. Ashley stated that if consolidation doesn't occur then the Board could evaluate this further by possibly hiring additional staff to perform the inspections or revising the specifications.

Mr. Forshee suggested moving this discussion to the agenda item regarding the District's standards and specifications and Mr. Milliron agreed.

**Action: No action required by the Board.**

Review and execute the addendum to the Yount, Hyde, & Barbour auditing engagement letter dated August 10 2018

Mr. Forshee explained that at the June Board meeting, the Board voted and accepted the bid from Yount, Hyde & Barbour (YHB) in the amount not to exceed \$27,000 to prepare the audit and associated reports. After reviewing the August 10<sup>th</sup> engagement letter from YHB to perform the audit, it mentioned additional costs that will be incurred which would exceed the \$27,000. Mr. Forshee executed the engagement letter noting the additional costs, but the Board now needed to approve the \$1,500 necessary to cover the out-of-pocket and the fixed asset/depreciation non-attest services.

**Action: Motion made by Mr. Forshee and seconded by Ms. Ashley to approve the additional costs not to exceed \$1500 to cover the out-of-pocket and the fixed asset/depreciation non-attest services. Unanimously approved.**

Discuss the District's Sanitary Sewer Specifications and Standards

Mr. Forshee had several concerns relating to the District's Sanitary Sewer Specifications and Standards, which were revised in 2016, after driving around various locations in the District's service area. His initial concern to these specifications involved manhole covers and I&I. He stated the District approved two vendors, Capitol Foundry of VA, Inc. and East Jordan Iron Works, listed in the approved specifications. Mrs. Shultz stated that in the beginning of the specifications it also contains a clause about the District approving "equal" parts.

Mr. Forshee explained that the two approved vendors were American and a manhole cover he found in Norborne Glebe had India marked on it. Since it was contrary to the specifications, he questioned how inspections of the system were done. Mrs. Shultz stated that when this subdivision was installed, the District utilized Specialized Engineering for inspection services. Mr. Forshee explained that if something was approved that is not an approved standard, then show him the "written point-to-point detailed comparison as stated in the specifications.

Mrs. Shultz stated that the District used Specialized Engineering for all inspections until the dissolution began and then the previous General Manager allowed the District's Engineering Technician to perform the inspections since he did them for Thrasher Engineering and Greenway Engineering. He recently began doing the inspections for the District in 2017 and the only development he had inspected was Phase II of Aspen Greens. Mrs. Shultz stated all other inspections for all developments were completed by Specialized Engineering.

Mr. Milliron discussed that the initial Flowing Springs project was held to ARRA standards, and was curious if the specifications at that time were created based on those standards. Mr. Milliron stated that the document may be too restrictive and would like to substantiate the document prior to hiring an engineer. He questioned who the quality assurance for the document is and how does the District know if the specifications are up to today's standards.

Ms. Ashley suggested if consolidation fails then the District take a deep dive into the specifications and have them reviewed and revised if necessary.

Mr. Forshee was concerned the District was having its engineering technician perform inspections that he may not be qualified to perform. He suggested staff reach out to Charles Town to find out their practices they use. He also requested Mrs. Shultz think about how she would like to handle this issue and report to the Board next month.

**Action: No action required by the Board.**

Discuss onsite inspections policy and process

Mr. Forshee was concerned that the District may not have a documented process or qualified engineers performing site/other inspections since the District's Engineering Technician is performing the inspections instead of a Professional Engineer as required in the District's specifications.

He also discussed a manhole in the Norborne Glebe subdivision he noticed that was made in India. He was concerned because it was not on the approved vendor list as mentioned in the specifications. Mr.

Forshee stated that the District's specifications list Capitol Foundry of VA, Inc. and East Jordan Iron Works, both American made, as approved vendors so felt the need to ask staff.

Staff informed Mr. Forshee that the District doesn't discriminate against an approved equal frame and cover, as long as it is watertight and bolted, it is acceptable. Mr. Forshee stated that he disagreed with this based upon the minimum specifications listed in the specifications which states a point to point comparison should be done with an alternate and he did not see a point to point comparison.

Mrs. Shultz stated she does not recall what the previous specifications listed as approved manhole lids since they were revised in 2016 and this manhole lid would have been installed prior to that time. Mr. Freeze stated that the approval for the alternate may be in the file for that location.

**Action: No action required by the Board.**

Discuss grease trap inspection policy and process

Mr. Forshee was also concerned with the District's policy and process of grease trap inspections. He explained that the District was to follow the Sanitary Specifications and Standards in conjunction with the Sewer Use Ordinance District for grease traps requirements. Mr. Forshee had requested from staff the list of monthly grease trap inspections and to validate its accurateness, he drove around the District's service area to verify that establishments were on the list. He noticed numerous establishments not on the list, including Papa John's, numerous hotels, Child's First Development, and the Golden Horseshoe and wondered how they were missed.

Mr. Forshee also discussed the requirement of the maintenance records of the companies that are to be submitted to the District according to the Sewer Use ordinance which staff could not provide because they didn't have them.

Ms. Ashley commented that if consolidation does not go through then the Board and staff can look into this further to make sure processes are being followed and address further issues.

Mr. Milliron requested staff provide the Board with an updated checklist of facilities for next month's meeting.

Mrs. Stolipher explained that Charles Town does not do monthly inspections rather they require the owners of the establishments to submit records twice a year and will do inspections if those records are not submitted. Mr. Freeze stated that the District inspects the tanks every month and doesn't require records be submitted, but does have the grease interceptor contracts for each.

Mr. Forshee requested staff report to the Board next month on the progress.

**Action: No action required by the Board.**

Discuss topics for the next newsletter edition

Mr. Forshee explained that the District published its' last newsletter at the end of April. He suggested many possible topics including online bill paying and items from the recent Source Water Protection Plan that can educate customers on safe practices.

Ms. Ashley stated she felt a yearly newsletter would suffice.

Mr. Milliron suggested the newsletter include topics such as the status of the Supreme Court appeal, consolidation, status of repairs, extension of the office lease, annual audit update, and an outsourcing corner for customers to offer their services if necessary. Mr. Milliron requested a draft newsletter next meeting.

Ms. Riggs suggested staff refrain from discussing the specifics of the appeal case. Mr. Forshee asked if it would be acceptable to post a link to the WV Supreme Court scheduling site, and Ms. Riggs stated it would be acceptable to include the link to the associated case. Mr. Milliron asked Ms. Riggs to provide a statement about consolidation.

**Action: No action required by the Board.**

Discuss the District's status on the 16-0616 Project

Last month Mr. Milliron gave a refresher on the approved sewer project and gave a chronology of events that occurred after the March, 2017 Public Service Commission (PSC) approval of the project. Since the Board voted to put this approved PSC project on an indefinite hold at the December 7, 2017 special board meeting, Mr. Milliron stated that he would consider reopening the certificate case and ask the PSC to withdraw the project certificate if necessary.

**Action: No action required by the Board.**

Update on JCPD transition to City of Charles Town

- Update on billing system transfer to Charles Town
- Discuss staffing

Mrs. Shultz stated that staff tried to meet with Charles Town to discuss the billing transfer, but their IT staff was out of the office for personal reasons last month so staff will try to arrange a meeting for this month.

Mr. Milliron mentioned one of the District's employees resigned and made an early migration over to Charles Town this past month. He stated he would like to think there is a way to prevent that from happening in the future, but if other employees quit the Board may have to consider a Memorandum of Understanding (MOU) with Charles Town's Board or other avenues to deal with the lack of staffing.

Mrs. Shultz recommended holding off on hiring a new employee until after the Supreme Court appeal hearing. Mr. Freeze didn't agree, but stated he would hold off on a new employee at the moment if Charles Town was willing to lend a hand in times of needs. Mrs. Stolipher stated that Charles Town will offer help in emergency situations and recommended Mrs. Shultz evaluate efficiencies internally and work through overtime.

Mr. Milliron stated that staffing is the job of the General Manager and she should handle this situation. He mentioned that if she needs to take action to hire/retain necessary staff to maintain operations. If staffing resources are needed with Charles Town to alert the Board so it may convene with CTUB's Board to request personnel from that entity.

**Action: No action required by the Board.**

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. 17-0915-PSWD-PC consolidated with Complaint Case PSC no. 18-0006-PSD-C- Ms. Riggs stated she submitted the joint respondents brief to the WV Supreme Court today that she drafted with legal counsel of both the Jefferson County Commission and Charles Town. She mentioned the PSC should have filed their response today as well.

Mr. Forshee asked if the current Supreme Court Justices will remain on the bench until the impeachment is over or have they been replaced. Ms. Riggs stated that two are fighting the impeachment, the two that resigned have been replaced until the election in November and the one under suspension has been replaced indefinitely. She stated she isn't sure if the October hearing will take place or be delayed with all that is happening at the moment, if the Supreme Court will rule without a hearing, or if the Supreme Court will send back to the Public Service Commission.

**Action: No action required by the Board.**

General Manager's Report

In the General Manager's report this month, Mrs. Shultz informed the Board that Yount Hyde and Barbour were onsite August 21-24 to begin their field work for the audit. They plan on attending the October meeting to discuss the audit.

Last month the Board requested that staff contact the PSC regarding on-site training. Mrs. Stottlemeyer stated that David Acord, Public Utilities Director at the PSC, sent her an email detailing numerous training options.

Mr. Milliron asked when the beds at Deerfield should be serviced since Snyder Environmental replaced all the 2" piping at the plant. Mr. Freeze stated it should be replaced soon or at least be raked to get more life out of it. He would find out the costs involved to replace and dispose. Mr. Forshee commented that in the specifications of the Deerfield system, it stated the lifetime of the sand is the lifetime of the plant.

Ms. Ashley requested Mrs. Shultz let her know when staff meets with Charles Town to discuss the billing/IT.

**Action: No action required by the Board.**

Other staff reports

Mr. Forshee questioned a sewer backup that was listed on Mr. Freeze's Operations Manager Report. Mr. Freeze explained that the backup was at Countryside Vet and was found to be the District's responsibility. Mr. Forshee requested staff put the results in their reports for inspections and testing.

Mr. Milliron questioned Mr. Freeze on the repairs needed at pump station 4-4 and 4-5. Mr. Freeze stated that pump station 4-4 needed one pump replaced and the other pump repaired while at pump station 4-5 the pumps wore out the saddles and sockets. Mr. Milliron explained that these two pump stations were not included in the sewer project to be repaired or replaced which goes back to his suggestion of a system wide assessment to get a better picture of the system's condition.

Mr. Forshee questioned the Tema site plan that was described in the Engineering Technician Report. Mrs. Shultz explained that they would like to add an additional building and canopy that would be placed over existing sewer infrastructure. She stated staff was still reviewing the information.

Mr. Forshee also asked about the employee injury that was also listed in the Engineering Technician Report. Mr. Freeze stated that one of the maintenance technician's cut his leg at pump station 4-5 during pump station rounds which required stitches. Staff had filed all the proper paperwork with Workers Compensation and OSHA.

Mr. Forshee also had a question regarding the number of disconnections listed on the Billing Report and if that number should match the number of disconnections listed on the Operations Manager Report. Mrs. Shultz stated she would look into where the numbers are being pulled from to determine if they should be the same or labeled different on each report.

**Action: No action required by the Board.**

Correspondence

None discussed.

**Action: No action required by the Board.**

Discussion of any expenses over budget for the year

There were no items over budget for the year, but Mrs. Shultz informed the Board that the Admin & General Insurance line item will have to be revised when the budget revision was prepared. The quarterly payment went from \$12,203 a quarter to \$12,514 as of 7/1/18.

Mr. Forshee asked if the 206% coverage could warrant a rate decrease. Mrs. Shultz explained that the minimum coverage required for bond coverage was 115%. She stated that the 206% was the monthly coverage and not for the year.

Mr. Milliron requested that any extra cash surplus be used to pay down the greatest interest debt, which would be the \$660,000 loan. Mrs. Shultz stated this was an automatic withdrawal, but will look into after the October 23<sup>rd</sup> appeal hearing. Both Mr. Forshee and Mr. Milliron liked the idea of paying down the BCT debt with surplus funds.

**Action: No action required by the Board.**

Approve monthly disbursements

Mr. Milliron questioned several invoices including Fluid Solutions, R. M. Roach and Sons, and USA Bluebook.

Mr. Forshee questioned the invoice from Cox Hollida & Professionals listed on the disbursement list. Mrs. Shultz explained the \$441 was for the services relating to the District out of the \$879 invoice from last month.

**Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve disbursements for Public Service District sewer expenses in the amount of \$196,111.43. Unanimously approved.**

Mr. Milliron questioned why Mrs. Shultz only paid \$500 toward the amount due back to sewer since last month she paid \$1500. Mrs. Shultz explained that there were three paychecks in July which increased the labor. Mr. Milliron asked what it would take to pay down the remainder by next month. Mrs. Shultz commented that it would depend on what is collected this month, but she should have it paid in full within the next two months.

Mr. Forshee questioned the finance charge that is on the Sheetz invoices. Mr. Forshee and Mr. Milliron highlighted that the District appeared to have paid over \$100.00 each month for many months for finance charges. Mr. Milliron asked if it's a charge as a credit card then possibly the District look into other options. Mr. Forshee raised a concern about the District receiving a discount from Sheetz while being charged much more than the amount saved each month. Mrs. Shultz would look into it.

Ms. Ashley suggested staff add the DHHR and other agencies that offer financial assistance to customers to the next newsletter.

**Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve disbursements for the Public Service District water expenses in the amount of \$6,608.57. Unanimously approved.**

Approve transfer of \$5,530.51 from the New Sewer Security Deposit account to the Sewer Operating account for 51 security deposit refunds

Approve transfer of \$114.24 from the Water Security Deposit account to the Water Operating account for 2 security deposit refunds

Approve transfer of \$1508.96 from the Renewal & Replacement account to the Sewer Operating account for upgrade/repair to pump station 3-6

Approve transfer of \$6158.20 from the Renewal & Replacement account to the Sewer Operating account for new pump at pump station 4-4

Approve transfer of \$1600.42 from the Renewal & Replacement account to the Sewer Operating account for pump repair and capacitors at pump station 4-4

**Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to approve the transfer amounts as presented in the board packets. Unanimously approved.**

Conduct annual evaluation of the General Manager

Mrs. Shultz requested her evaluation take place in public session. She explained that staff normally evaluated the General Manager rather than the Board since they are not involved in staffing unless there was a problem, so she provided the Board with the recent evaluations from her staff.

Ms. Ashley asked why the Board was conducting an evaluation of the General Manager and if it was a written policy which Mrs. Shultz replied that it was not a written policy. She stated that if there are no standards stating this then why not follow what has been stated earlier tonight with following written standards and procedures. She stated that based on what is currently written, the Board has no authority to perform the evaluation.

Mr. Forshee disagreed and stated that an employee who reports to the Board and has their salary set by that Board, then they should be able to evaluate that employee. Mr. Forshee commented that in the WV

code, the Board has overview over the General Manager and should be able to provide feedback on that performance. He stated that page 21 of the employee manual, all employees are evaluated after their 90 day employment and each July after. He said it also stated that each employee will have an action plan each year and the evaluation will be based on that. Mr. Forshee commented that Mrs. Shultz was a great financial manager, but as a General Manager there are things that could be improved upon and requested an evaluation.

Ms. Riggs reviewed the WV code and was unable to identify a stipulation denying the practice, most likely since not addressing this granularity of oversight. It stated the Board may employ and set the salary of the General Manager.

Mrs. Shultz stated in the past, the General Manager was evaluated by the staff and the Board only got involved if she requested a performance-based increase from the Board. Mrs. Shultz stated she is not asking for an increase in pay. She commented that raises were given in July to all staff and she did not receive one.

She stated that if Mr. Forshee wanted to provide his feedback then that is fine, but it would not go in her employee file or be the official review of the entire Board, but the Chairman's opinion. Mr. Milliron stated he is fine with each Board member providing comments if they wish.

Ms. Ashley stated she had no comments and thanked Mrs. Shultz for her efforts.

Mr. Milliron stated he viewed this as more of a 180 review and asked her several questions regarding her job performance, the Board's performance, and suggested areas of her work performance she could improve upon.

Mr. Forshee began his feedback by reviewing her job description and suggested Mrs. Shultz review it and revise if necessary. He also discussed her major accomplishments and strong points as the General Manager and made her aware of several things that he felt she could improve upon.

Commission Compton commented that Mrs. Shultz has done a fantastic job as General Manager and has far exceeded the previous General Manager in her short tenure.

**Action: No action required by the Board.**

#### Public Comment

Jacquelyn Milliron commented that listening to the pump stations that are in need of repair are not the ones listed in the sewer project and felt that \$6.9 million proposed for the project could have been used much better. Mrs. Milliron also asked the Board if they have investigated any alternatives that Shenandoah Junction had mentioned in their consent decree. She also commented on the 2016 revised specifications and that certain things may be grandfathered in as long as they are operating properly. She stated that she had received several phone calls on how great the last newsletter was and wanted to reiterate the value of it. Mrs. Milliron also commented that in the proposed sewer project, it never stated Shenandoah Junction would be served and when the previous General Manager told them to wait until after the project was complete to get service, why didn't Shenandoah Junction come forward and contribute money for the project. She thanked the Board and staff for continuing to do a good job and to not feel guilty for the last night meetings because in the past the meetings were long as well.

Joe Freeze commented on how things have changed for the better at the District since Mrs. Shultz took over as the General Manager. He stated she is doing an excellent job and does not micromanage her staff. Mr. Freeze stated that he has noticed Mrs. Shultz upset over emails from Mr. Forshee, which are almost to the point of harassment. He stated he believed that some of the manuals do need to be updated. He commented that staff will get to the revision/changes to the policies because staff are professionals and perfectionist. Mr. Freeze also commented that Mrs. Shultz is an asset to the District and he supported her.

**Action: Motion made by Mr. Forshee and seconded by Ms. Ashley to adjourn.**

**Unanimously approved.**

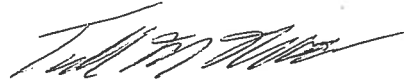
There being no further business at this time, the meeting was adjourned at 11:17PM.

The next regular meeting is scheduled for Wednesday, October 3, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Tara D. Ashley  
Secretary



Todd M. Milliron  
Treasurer

# *Jefferson County*

## *Public Service District*

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### Jefferson County Public Service District Regular Board Meeting October 3, 2018

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Wednesday, October 3, 2018 in the meeting room at the District's office in Kearneysville. Those in attendance included: Chairman, Roger Forshee; Secretary, Tara Ashley (speakerphone); Treasurer, Todd Milliron; General Manager, April Shultz; Office Administrator, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; legal counsel from Spilman Thomas & Battle, Susan Riggs (speakerphone); and County Commission liaison, Commissioner Josh Compton (speakerphone).

Commission Compton had bad cell service throughout the meeting. Mrs. Riggs also called in late to the meeting due to limited cell service.

#### **CALL TO ORDER**

Mr. Forshee called the meeting to order at 7:00PM.

#### **Approval of agenda**

**Action:** Motion made by Mr. Forshee and seconded by Ms. Ashley to approve the agenda as presented with the exception of moving the audit discussion to the beginning of the meeting. Unanimously approved.

#### **Public Comments**

None.

#### **Employee Comments**

None.

#### **OLD BUSINESS**

##### **Review minutes of the September 10 regular board meeting**

Mr. Forshee suggested deferring the approval of the minutes until next meeting.

**Action:** Motion made by Mr. Forshee and seconded by Mr. Milliron to defer approval until next meeting. Unanimously approved.

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

Mrs. Shultz stated the District will have enough to pay the October disbursements for sewer and water.

**Action:** No action required by the Board.

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

- Update on repairs/upgrades to pump station 4-2
- Update on repairs to pump station 3-9
- Update on relocation of office generator

Mrs. Shultz explained the repairs/upgrades to pump station 4-2 are scheduled for the week of October 22<sup>nd</sup>. She also stated the new pumps for pump station 3-9 arrived and were installed.

Regarding moving the office generator, Mr. Freeze spoke with Charles Town's electrician, Mr. Magha, and he believed the generator would be too top heavy to be put on a trailer and suggested using the Godwin connection that is already there as the backup for this station in the event of an emergency. He explained that Charles Town agreed with this course of action and Mrs. Stolipher suggested that since there isn't an immediate need to move the generator at the office and the pump station could be decommissioned with their proposed sewer project, they would address the relocation when the time

comes. Mr. Forshee appreciated the District and Charles Town staff working together to resolve this matter.

**Action: No action required by the Board.**

Update on the District's Sanitary Sewer Specifications and Standards

Mrs. Shultz explained that she met with staff and decided to remove the term "Engineer" from the inspections section and insert "or approved equal" to the manhole frame and lids section. She also stated that staff found what specifications were used for the sewer project regarding manhole frames and covers.

Mr. Forshee was concerned that the use of an engineer has been described in the specifications for a number of years and if the norm is to have an engineer then the District should follow that. Mrs. Shultz stated she spoke with Charles Town about the change and they were fine with the District's engineering technician performing the inspections, but if the Board felt an engineer should be doing them then one should be hired.

Mr. Forshee was concerned that one month an engineer is required to perform the inspections according to the specifications and then the next it is removed and questioned if any type of analysis was performed on the qualifications this position requires according to the specifications other than just a staff discussion. Mrs. Shultz stated only staff discussions were held and documented in the staff meeting minutes, a formal analysis was not done. She stated she will leave the specifications as is.

Mr. Forshee also explained how last month he questioned manhole lids from India that were installed and staff has provided information that determined those lids do meet the ASTM specifications. He was still concerned that certain lids were not approved or a point by point comparison had not been done on these alternates. Mrs. Stottlemeyer stated that staff has not looked in the file yet and Mr. Freeze stated that in his opinion the engineer stamp on the plans should be the approval. Mr. Forshee was still concerned that if manhole lids do not meet qualifications then what else doesn't. Mrs. Shultz stated she will work on this further.

Ms. Ashley stated this matter should be tabled until next year if an immediate remedy can't be found at this time. Mr. Forshee agreed with Ms. Ashley, but doesn't want to wait much longer on tackling this issue.

Mr. Milliron stated that an engineer will most likely be needed to review the specifications, but made a suggestion to lean toward the Charles Town specifications in the meantime. Mr. Forshee agreed and suggested staff use the Charles Town specification in lieu of or an equivalent to when making determinations.

Mrs. Shultz explained that staff has been working together with Charles Town on other items so it made sense to use their specifications as well. Staff will review the Charles Town specifications. This item was added to next months meeting for further discussions.

**Action: No action required by the Board.**

Update on grease trap inspection policy and process

• Update on Holiday Inn – no grease trap

Mrs. Shultz explained that staff has been working with Charles Town to mirror their policy and process and has drafted a letter, similar to the letter Charles Town sends, to send to the grease trap customers requesting them to submit maintenance records every 6 months. She stated the District will also schedule periodic inspections throughout the year with those customers rather than monthly inspections. Mrs. Shultz had also spoke with Charles Town on how to handle the Holiday Inn since they currently do not have a grease trap. The District will be sending them, along with the Golden Horseshoe, a letter requiring them to install a grease trap according to our ordinance.

Mr. Forshee asked what the level and effort, costs, and time frame is involved with installing a new grease trap. Mr. Freeze stated that it all depends if the customer decided to fight the installation request as he experienced some push back from Holiday Inn initially.

Mr. Forshee asked if there was a timeframe requested from the District for the installation. Mr. Freeze stated he would have to review the letter again, but didn't think there was a deadline given. He stated the letter was already hand delivered. Mrs. Shultz stated she will speak to the manager herself and deal with the issue by Monday.

**Action: No action required by the Board.**

Update on the next newsletter edition

Staff included a draft of the newsletter in the board packet, but Mrs. Shultz would like to get the draft down to two pages rather than three for mailing purposes. She suggested adjusting the size of the webpay section and sending the newsletter next month after the appeal hearing when more information is available. Mr. Milliron stated that consolidation and the webpay are both important topics to be included in the newsletter.

Mr. Milliron was concerned with the language in the consolidation section stating the consolidation was on hold until resolution of the appeal. He stated he had been to a number of Charles Town meetings and hadn't seen any actions depicting the consolidation as being on hold. Since the statement came from Mrs. Riggs, he questioned the representatives from Charles Town sitting in the audience for their thoughts. Mike George, Charles Town City Council member, stated that technically the consolidation is on hold until there is a decision on the Supreme Court appeal. He stated Charles Town can't proceed with the bonds until the appeal is finalized. Mr. Milliron requested a letter from Charles Town stating that.

Mr. Milliron suggested striking "on hold" from the newsletter and add the text he sent to staff earlier.

Ms. Ashley stated it was fairly standard for everything to be on hold while there is pending litigation and could be moot by the end of the month if the final decision comes in.

Mrs. Stolipher stated that Charles Town cannot approve the final resolution or get bond approval and schedule a closing date until a final decision in the appeal case. She stated Charles Town could provide a schedule of the last remaining items needed prior to closing.

Mr. Forshee was concerned with the timelines after the Supreme Court decision and if it could extend until early next year or after. He suggested possibly listing high level bullets of what needs to happen after the Supreme Court decision and informing the public that final consolidation could still be months out.

Mrs. Stolipher stated that if a verdict comes in October 23<sup>rd</sup> then closing could ideally happen mid-December at best case scenario.

Mr. Milliron stated that there are a lot of players involved in this matter and this could drag out for months in his opinion. He explained that he doesn't want to tell rate payers the consolidation is on hold, but rather inform them of the progress.

Mr. Forshee and Mr. Milliron both requested the newsletter to be published in this month's bill if possible. Mrs. Shultz stated she will need changes from the Board as soon as possible so staff can start printing in the morning.

Mr. Milliron suggested reducing the size of the webpay section and fix the text in the consolidation section. Mr. Forshee suggested fixing the hyperlinks of the email addresses and webpage links on the electronic version.

**Action: No action required by the Board.**

## **NEW BUSINESS**

### **Consider for approval the District's draft financial statement audit for the fiscal year ended June 30, 2018, presentation by Yount, Hyde & Barbour PLLC**

Jennifer Files of Yount, Hyde & Barbour presented the draft financial audit for Fiscal Year 2018 to the Board. She thanked the Board and stated that management and staff was a pleasure to work with and thanked them for their assistance with the audit. In her overview, she stated YHB would be issuing an unmodified opinion (clean opinion) on the 2018 financial statements and on internal control over financial reporting in accordance with the Government Auditing Standards. She also stated her firm was not aware of any material modifications that should be made to the financial statements for them to be in accordance with the Generally Accepted Accounting Principles. Mrs. Files reported the minimum covenant (115%) was met as of June 30, 2018.

Mrs. Files gave a brief overview of the District's net position and trend analysis over the last three fiscal years where she discussed the write-off of roughly \$1 million of capital projects. She stated the General Manager identified the sewer collection project and the purchase of Jefferson Utilities as abandoned projects and were written off in the draft audit. Both Mr. Forshee and Mr. Milliron were very concerned and questioned Mrs. Shultz. Mrs. Shultz and Mrs. Files explained that this audit was still in draft form and the entry could be deleted if the Board wished. Mr. Milliron and Mr. Forshee both would have liked to have a discussion before it was done and requested those entries be added back onto the books. They requested to have these items approved by the Board in the future. Ms. Ashley stated she did not see a problem with it if it was a normal accounting practice.

Mrs. Files continued her overview of the audit answering several questions that Mr. Milliron and Mr. Forshee had on the draft including bad debt, Senate Bill 234, debt coverage, including the General Manager's salary or not, etc. Mrs. Files stated that overall it was a very clean audit and for the Board to send her comments on the draft once they reviewed.

Since Mrs. Riggs had cell service at this time in the meeting, the Board wanted to go into executive session while they were able to have her on the phone.

**Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to convene in executive session to discuss the consolidation case 17-0915-PSWD-PC and complaint case 18-0006-PSD-C as well as the District's status on the 16-0616 project. Unanimously approved.**

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

The Board then discussed the annual reports that Mrs. Shultz submitted on September 28<sup>th</sup>, prior to their due date. Mrs. Shultz stated they can be revised with changes the Board may have as well as incorporate the changes from the draft audit that was discussed earlier. Both Mr. Milliron and Mr. Forshee had several questions and suggested changes to the annual reports they each discussed. In the interest of time, Mr. Forshee suggested he send his changes/suggestions to Mrs. Shultz via email. Mr. Milliron and Ms. Ashley both agreed.

**Action: No action required by the Board.**

### **Consider for approval the 2018-2019 contract pricing with Evoqua for Bioxide**

Mrs. Shultz explained the District has a 5-year contract with Evoqua that ends on August 31, 2020, but Evoqua submits a yearly pricing contract. She stated the new price is \$3.39 from \$3.23.

Mr. Forshee questioned if the District needed to purchase Bioxide and asked what it does for the system. Mr. Freeze explained that Bioxide helps stop hydrogen sulfide which causes corrosion of cement in pump station wetwells and manholes and it helps with odor control. Mr. Forshee questioned if Charles Town used Bioxide and Mrs. Stolipher shook her head no.

Mr. Forshee asked Mrs. Shultz if the District needed to continue using Bioxide and she replied that it is up to the Board to continue to use or not.

Ms. Ashley asked whether it would be better to have an engineer evaluate the need of it or not.

Mr. Forshee informed Ms. Ashley that Mrs. Stolipher shook her head no when asked whether Charles Town used Bioxide. Ms. Ashley questioned what the difference was of why the District is using it and Charles Town is not.

Mrs. Stolipher suggested the District reevaluate the amount that is used in the different areas of the system. Mrs. Shultz stated Evoqua installed flow monitors recently and the District hadn't been ordering as much as it used to. Mr. Freeze added that the new equipment had cut the amount ordered in half compared to previous years. He stated it is used at pump station 5-1, 3-9, and 3-7.

Mr. Forshee suggested the District's engineering technician perform an evaluation study on the use of Bioxide.

Mr. Freeze stated that Bioxide is expensive and there are other alternatives including Chlorine. Mr. Million stated that he totaled about \$48,000 a year the District spends on Bioxide.

Ms. Ashley asked if there was a contractual way to get out of the contract. Mr. Milliron suggested speaking with Evoqua and informing them of the current situation and informing them that Charles Town will not continue using the product. He suggested Mrs. Shultz ask whether there was a way to slowly ease away from the Bioxide.

Mrs. Shultz stated she will discuss the contract options with Evoqua and report back to the Board. Mr. Freeze stated that the Bioxide has helped with odor control, but if Charles Town is not going to continue to use then there is no point renewing.

Mr. Forshee also suggested possibly having the District's engineering technician do a quick analysis and explore other options.

**Action: No action required by the Board.**

#### Update on JCPSD transition to City of Charles Town

- Update on billing system transfer to Charles Town

Mrs. Shultz stated her and Mrs. Stottlemeyer met with Charles Town to discuss the billing transfer and are now working on gathering information. She stated that Charles Town has also invited her for a demo by their software company. Mrs. Shultz also contacted JUI who is looking into taking over the billing of their customers.

**Action: No action required by the Board.**

#### Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. 17-0915-PSWD-PC consolidated with Complaint Case PSC no. 18-0006-PSD-C— Mr. Forshee stated there is a hearing scheduled for October 23<sup>rd</sup>.

**Action: No action required by the Board.**

#### General Manager's Report

Mr. Milliron stated it was good to see pump station 3-9 back up and running with new pumps and the work for pump station 4-2 had been scheduled.

Mr. Milliron also wanted to confirm the response letter to Shenandoah Junction Public Sewer was sent and Mrs. Shultz stated it was sent both via email and mail.

**Action: No action required by the Board.**

Other staff reports

Mr. Forshee requested from Mr. Freeze a copy of the lead and copper results that were sent to customers.

Mr. Forshee also questioned in the Engineering Technician report, if providing maps to customers as stated in his report was a normal practice. Mrs. Shultz stated he would have to ask Mr. Markley, but she thought it was ok to send a map of vacant lots to that customer. Mr. Forshee stated that it was ok if that was the District's normal practice, but to make sure to be fair and consistent with other customers.

**Action: No action required by the Board.**

Correspondence

None discussed.

**Action: No action required by the Board.**

Discussion of any expenses over budget for the year

Mrs. Shultz stated there were no items over budget for the year.

Mr. Milliron requested staff label the CAFs converted to CIFs for Beallair on the commitment list chart.

Regarding the budget, Mr. Milliron asked what the difference was for in the Power and Fuel line item. Mrs. Shultz stated this was for fuel used for the Godwin at pump stations 3-9, 4-4, and 4-5. She stated that since the pump stations are fixed, this should decrease.

Mr. Milliron also asked what the difference was in the Special Expense line item. Mrs. Shultz stated it was for the payment of the audit.

**Action: No action required by the Board.**

Approve monthly disbursements

- Update on Sheetz finance charge

Mr. Forshee requested staff verify Ms. Ashley's board member salary for this quarter is correct and also questioned several invoices including Finely Finished Floors, Roach, and Sheetz. Mrs. Shultz explained that she spoke with Sheetz regarding the District's account and the finance charge received on a monthly basis. She asked if they could change the due date and the representative stated it would require a new account with new credit cards. Their recommendation was to pay online after the disbursements are approved by the Board to eliminate the sending of a check in the mail. Mr. Forshee stated another option would be to use another fuel vendor because it seems the finance charges are more than the savings.

Mrs. Shultz stated she didn't see the need to change vendors if Charles Town will be using another vendor and to approve Mrs. Stottlemeyer to pay the account online to avoid the late fees once it is approved by the Board each month. Mr. Forshee stated he would think the District would be rewarded for purchasing fuel from them rather than penalized.

Mr. Milliron stated if there is a way to avoid paying late charges then the District staff should do it. Mr. Forshee and Ms. Ashley both agreed.

Mrs. Shultz stated that if the amount is over \$1500 then she would get a Board signature on the EFT after it is approved.

Mr. Forshee stated that from this point forward, Mrs. Stottlemeyer will pay Sheetz electronically to avoid late fees.

Mrs. Shultz also stated that the large Potomac Edison bill has not been received yet, but will need to pay when it arrives. Ms. Ashley stated she would come in and sign the bill to allow staff to pay.

**Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for Public Service District sewer expenses in the amount of \$208,632.79. Unanimously approved.**

Mr. Forshee questioned what Dennie Sales & Services was and Mrs. Shultz stated it was Dennis Sales and was to have the chlorinator repaired.

**Action:** Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for the Public Service District water expenses in the amount of \$6,904.56. Unanimously approved.

Approve transfer of \$5,353.20 from the New Sewer Security Deposit account to the Sewer Operating account for 44 security deposit refunds

Approve transfer of \$5,874.41 from the Renewal & Replacement account to the Sewer Operating account for re-piping at Deerfield wastewater treatment plant

Approve transfer of \$2,678.48 from the Renewal & Replacement account to the Sewer Operating account for check valves at pump station 4-2

Approve transfer of \$1,316.37 from the Renewal & Replacement account to the Sewer Operating account for new pump at Deerfield wastewater treatment plant

Approve transfer of \$965.50 from the Renewal & Replacement account to the Sewer Operating account for repair at pump station 4-4

Approve transfer of \$760.12 from the Water Renewal & Replacement account to the Water Operating account for repair to LMI pump for water systems

**Action:** Motion made by Mr. Milliron and seconded by Mr. Forshee to approve the block of transfers from and for the Sewer Security Deposit account and Renewal and Replacement accounts dated 9/28/2018. Unanimously approved.

#### Public Comment

Jacquelyn Milliron commented that she has looked through tons of old meeting minutes and those meetings lasted until midnight so it is appreciated. As far as the generator/Godwin issue, Mrs. Milliron commented that a PSC Engineer recommended a generator over a Godwin and she agreed. She commented on grease traps and recommended grease traps be discussed with the potential customer at the CIF/CAF payment point of the process.

Mrs. Milliron also commented that if the PSC order to dissolve the District is "on hold" eninged on the complaint case with the Supreme Court, then the PSC order for the project should be no good either. She commented on the strategic plan and stated the District waited a year and a half to do the plan which she believed became a giant advertisement for the project not a plan. She stated she was also interested in the septicity at pump stations and why build a giant pump station with low flow.

Mrs. Milliron commented that formal legal counsel stated in a previous PSC case that the General Manager's salary is public knowledge and should be made public. Regarding the SB234, she commented that she still doesn't know where the money went to and no one has to be held accountable for it. She commented that the project 16-0616 case can be revised and sent to the State to ensure rates will be sufficient and it can go to the Consolidation Committee.

Lastly, Mrs. Milliron commented that she has watched staff and the Board over the last several months and has watched behaviors and read everyone. She stated the District is under the gun which puts stress on the Board and staff and has come to the conclusion that there is an entity out there that is driving the wedge and in her opinion it is the development community. She stated the Board and staff must work together as she is tired of seeing the constant friction. Mrs. Milliron stated that staff needs to bring solutions and let the Board pick the best one.

**Action:** Motion made by Mr. Forshee and seconded by Mr. Milliron to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 11:50PM.

The next regular meeting is scheduled for Monday, November 5, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Tara D. Ashley  
Secretary



Todd M. Milliron  
Treasurer



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

RECEIVED

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.  
Secretary of Transportation/  
Commissioner of Highways

NOV 14 2018

County Commission  
of Jefferson County, WV

November 7, 2018

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2016-2021. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2016-2021 STIP.

All written comments are to be received no later than November 17, 2018 and should be addressed to:

Mr. Ryland W. Musick, Jr., M. S., P. E.  
Director, Programming Division  
West Virginia Division of Highways  
Building 5, Room A-430  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 558-6233.

Very truly yours,

Robert L. Pennington, P. E.  
Deputy State Highway Engineer -  
Programming and Planning

RLP:MI

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration - w/ attachment  
Ms. Michele DeAngelis, Federal Transit Administration - w/ attachment



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

**Thomas J. Smith, P. E.**  
Secretary of Transportation/  
Commissioner of Highways

**November 7, 2018**

**TO:** All District Engineer/Managers  
**THRU:** HPP  
**FROM:** PP  
**SUBJECT:** Statewide Transportation Improvement  
Program (STIP) Amendment

One requirement of the current legislation is that STIP amendments be made available for a public review/comment period. Recent legal advertisements and/or press releases have informed the public that a modified listing of proposed amendments to the STIP is available for inspection at each of the following locations: WVDOH District Headquarters, Metropolitan Planning Organization Offices, Regional Planning and Development Councils, County Commission Offices, and Main County Libraries.

Accordingly, if anyone comes to your office and wishes to review the attached list of projects, please make it available until November 17, 2018. If anyone wishes to comment on the projects, please instruct them to do so, in writing, to my office by November 17, 2018.

Comments on the projects should be addressed to:

**Mr. Ryland W. Musick, Jr., M. S., P. E.**  
Director, Programming Division  
Building 5, Room A-430  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0430

Thank you for your assistance in this matter. Should you have any questions, please feel free to contact my office at (304) 558-3114.

RWM:c

Attachment

cc: Mrs. Chandra Inglis-Smith , Federal Highway Administration – w/o attachment  
Ms. Michele DeAngelis, Federal Transit Administration -w/o attachment



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.  
Secretary of Transportation/  
Commissioner of Highways

November 7, 2018

**TO: CE**

**FROM: PP**

**SUBJECT: Legal Advertisement(s) and Press Releases for  
Statewide Transportation Improvement  
Program (STIP) Amendment**

As in past instances, please insert legal advertisements in both Charleston Newspapers and forward press releases to other applicable newspapers statewide. You may wish to employ the same format as previously used, as shown on the attached updated example. Your cooperation is greatly appreciated.

Costs should be charged to:

0088  
XE87667  
600  
P

Once available, please forward copies of the legal advertisement and press release to this office for our files. Thank you for your assistance with this matter. Should you have any questions, please feel free to contact Mr. Ryland W. Musick Jr., M.S., P. E., Director of our Programming Division, at (304) 558-7432.

RWM:l

Attachment

cc: Mr. Edward Stephen, Federal Highway Administration – w/o attachment  
Ms. Michele, Federal Transit Administration – w/o attachment

## STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM

**CHARLESTON** – The West Virginia Department of Transportation (WVDOH), has a proposed amendment to the presently approved 2016–2021 Statewide Transportation Improvement Program (STIP).

A copy of the proposed amendment may be reviewed at the WVDOH headquarters in Charleston or District offices in Charleston, Huntington, Parkersburg, Clarksburg, Burlington, Moundsville, Weston, Elkins, Lewisburg or Princeton. They may also be viewed at the offices of the Regional Planning and Development Councils, Metropolitan Planning Organizations, County Commissions and Main County Libraries throughout the State.

Written comments should be addressed to Mr. Ryland W. Musick, Jr., M. S., P. E., Director of our Programming Division, WVDOH, 1900 Kanawha Boulevard East, Building 5, Room A-430, Charleston, West Virginia 25305-0430. All written comments on this document should be received on or before November 17, 2018.

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021  
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>														
BERKELEY	2019	5	3	3/28/2019	TAP	CON	NA899	MARTINSBURG TRAIN STATION	DESIGN STREETSCAPE	U302 MARTI 11 00	TAP2018079D	\$877,522	\$848,903	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
BRAXTON	2019	7	1	12/28/2018	RR/HWY XIING	ENG	CO005/11	5TH STREET BURNSVILLE RRXX	UPGRADE XX SURFACE	J304 00511 00017 00	RHCH0511001D	\$33,800	\$42,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
CABELL	2019	2	3	12/28/2018	STP	CON	CO025	EAST MUD RIVER BR	REPLACE BRIDGE	S308 25 00582 00	STBG0025137D	\$1,048,000	\$1,310,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
CABELL	2018	2	3	8/28/2018	NHPP	ENG	US080	HUNTINGTON ADA v2	DESIGN BUILD ADA RAMPS	S308 080 00454 00	NHPP0080337D	\$24,000	\$30,000	\$0
2016-2021 AMD 22 - CANCEL, PHASE NOT NEEDED														
CALHOUN	2019	3	1	12/28/2018	TAP	ENG	NA999	GRANTSVILLE HIGH ST SS	DESIGN CONST ADA SW	U807 GRANT 2 00	TAP2017201DTC	\$52,500	\$52,500	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
CALHOUN	2020	3	1	3/28/2020	TAP	CON	NA999	GRANTSVILLE HIGH ST SS	DESIGN CONST ADA SW	U807 GRANT 2 00	TAP2017202DTC	\$297,500	\$297,500	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
FAYETTE	2019	9	3	10/28/2018	STP	CON	CO081/28	VIRGINIA STREET DRAINAGE	INSTALL DRAINAGE	S310 08128 00000 00	STP8128001D	\$98,000	\$120,000	\$98,000
2016-2021 AMD 22 - CANCEL PROJECT PER DD-1														
GRANT	2019	5	6	10/28/2018	STP	ROW	WV042	NORMAN RUN BR	REPL	S312 42 00205 00	STP0042133D	\$60,000	\$75,000	\$0
2016-2021 AMD 22 - CANCEL PHASE, BRIDGE ALREADY REPLACED														
GRANT	2020	5	6	10/28/2019	STP	CON	WV042	NORMAN RUN BR	REPL	S312 42 00205 00	STP0042134D	\$1,217,600	\$1,522,000	\$0
2016-2021 AMD 22 - CANCEL PHASE, BRIDGE ALREADY REPLACED														
GREENBRIER	2019	9	1	12/28/2018	TAP	ENG	NA999	RONCEVERTE MAIN STREET SIDEWALK	DESIGN SIDEWALK	U813 GREEN 7 00	TAP2017200DTC	\$80,000	\$80,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
GREENBRIER	2019	9	1	12/28/2018	TAP	ENG	NA999	US 80 S LAFAYETTE	DESIGN CONST ADA SIDEWALKS	U813 LEWSW 7 00	TAP2017182DTC	\$80,000	\$80,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
GREENBRIER	2019	9	1	4/28/2019	TAP	CON	NA999	US 80 S LAFAYETTE	DESIGN CONST ADA SIDEWALKS	U813 LEWSW 7 00	TAP2017183D	\$80,000	\$100,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
HARDY	2020	5	1	11/28/2019	NHPP	ENG	US048	HARDY CO 2372-VA STATE LI	CONST 4 LN	X318 H 12518 00	NHPP0084117	\$11,520,000	\$14,400,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021  
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>														
HARDY	2021	5		8/28/2021	NHPP	ROW	US048	HARDY CO 23/12-VA STATE L	CONST 4 LN	X316 H 12516 00	NHPP0484118	\$6,912,000	\$8,640,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
JACKSON	2019	3		4/28/2019	STP	CON	WV082	COTTAGEVILLE - EVANS	RESURFACE	S318 082 00825 00	STBG0082856D	\$660,000	\$825,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
JACKSON	2019	3		12/28/2018	STP	ENG	CO021	GRASSLUCK CREEK ARCH	DESIGN REPORT	S318 021 01275 02	STP0021430D	\$32,000	\$40,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
JEFFERSON	2019	5		12/28/2018	TAP	ENG	NA	CHARLES TOWN AUGUSTINE AVE	DESIGN PLAN BIKE/PEP PATH	U319 CHARL 2 00	TAP2017186DTC	\$120,000	\$120,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
KANAWHA	2018	1		8/28/2018	CMAQ	ROW	US060	5TH STREET TRAFFIC SIGNAL	INSTALL SIGNAL	U320 80 00395 00	CMAQ0060342D	\$20,000	\$25,000	\$0
2016-2021 AMD 22 - DELETE, PHASE NOT NEEDED														
KANAWHA	2018	1		8/28/2018	STP	ENG	WV822	CROSS LANES ADA	CURB RAMP REPAIR	S320 822 00223 00	STP0622024D	\$33,600	\$42,000	\$0
2016-2021 AMD 22 - CANCEL, PHASE NOT NEEDED														
KANAWHA	2019	1		12/28/2018	HSIP	CON	R084	DMS RETROFIT I-64	DMS RETROFIT	S320 64 05700 00	HSIP0642174D	\$40,000	\$50,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
KANAWHA	2019	1		12/28/2018	HSIP	ENG	I077	EDENS FORK LIGHTING *1	INSTALL LIGHTING	S320 77 10550 00	HSIP0773478D	\$80,000	\$100,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
KANAWHA	2019	1		5/28/2019	HSIP	CON	I077	EDENS FORK LIGHTING *1	INSTALL LIGHTING	S320 77 10550 00	HSIP0773477D	\$1,600,000	\$2,000,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
KANAWHA	2019	1		12/28/2018	NRT	ENG	NA	HATFIELD-MCCOY-KANAWHA CO TRAILHEAD	CONST TRAILHEAD FACILITY	U320 HATFI 2 00	NRT2018088DTC	\$20,000	\$20,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
KANAWHA	2020	1		10/28/2019	NRT	CON	NA	HATFIELD-MCCOY-KANAWHA CO TRAILHEAD	CONST TRAILHEAD FACILITY	U320 HATFI 2 00	NRT2018088	\$34,000	\$42,500	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
KANAWHA	2019	1		10/28/2018	STP	ENG	WV081	MACCORKLE AVENUE LIGHTING	REPL LIGHTING	U320 61 02145 00	STPG0081072D	\$100,000	\$100,000	\$60,000
2016-2021 AMD 22 - CANCEL, PROJECT INCLUDED IN GO BOND PROJECT														
KANAWHA	2018	1		8/28/2018	STP	ENG	WV025	SEVENTH AVE ADA *2	CURB RAMP REPAIR	S320 025 00708 00	STP0025134D	\$42,400	\$53,000	\$0
2016-2021 AMD 22 - CANCEL, PHASE NOT NEEDED														

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PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERALCOST CHANGE
<b>PROJECT COMMENTS</b>														
LOGAN	2019	2		12/28/2018	NRT	ENG	NA999	HATFIELD-MCCOY LOGAN CO TRAIL SYSTEM CONST	TRAIL SYSTEM CONST	U323 HATFI 4 00	NRT2017770TC	\$20,000	\$20,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
LOGAN	2020	2		10/28/2019	NRT	CON	NA999	HATFIELD-MCCOY LOGAN CO TRAIL SYSTEM CONST	TRAIL SYSTEM CONST	U323 HATFI 4 00	NRT2017770D	\$34,000	\$42,500	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MARION	2019	4		12/28/2018	NHPP	ENG	1079	S FAIRMONT - PLEASANT VALLEY (GO BOND)	ADD LANES / REPL BRIDGES	U325 79 13172 00	NHPP0793273D	\$4,400,000	\$5,500,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MARION	2019	4		12/28/2018	NHPP	ROW	1079	S FAIRMONT - PLEASANT VALLEY (GO BOND)	ADD LANES / REPL BRIDGES	U325 79 13172 00	NHPP0793274D	\$2,000,000	\$2,500,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MCDOWELL	2019	10		12/28/2018	NRT	ENG	NA	HATFIELD-MCCOY-MCDOWELL CO TRAIL	CONST 60 MILES TRL SYSTEM	U324 HATFI 3 00	NRT2017198DTC	\$20,000	\$20,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MCDOWELL	2020	10		10/28/2019	NRT	CON	NA	HATFIELD-MCCOY-MCDOWELL CO TRAIL	CONST 60 MILES TRL SYSTEM	U324 HATFI 3 00	NRT2017198D	\$34,000	\$42,500	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MERCER	2018	10		9/28/2018	STP	CON	US018	BLUEFIELD - EAST END SLIP	REPAIR SLIP	S328 19 00314 00	ACST0019432D	\$480,000	\$600,000	\$480,000
2016-2021 AMD 22 - CANCEL, PROJECT TO BE COMPLETED WITH STATE FUNDS														
MERCER	2019	10		12/28/2018	NHPP	CON	US082	BLUEFIELD SIGNALS RENOVATION +2	RENOVATE TRAFFIC SIGNAL	U328 052 00872 00	NHPP0052338D	\$540,000	\$540,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MERCER	2019	10		12/28/2018	STP	CON	WV071	ROCK - MATOAKA RD	REPAIR SLIP	S328 71 874 00	STBG0071164D	\$720,000	\$900,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MINGO	2019	2		12/28/2018	NHPP	ENG	US082	MTN VIEW-GILBERT CK CONN	DESIGN REPORT PIE & NEPA FOR KC&GILBERT CONN	U230 52 04288 00	NHPP0052337D	\$800,000	\$1,000,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MONONGALIA	2019	4		6/28/2019	NHPP	ENG	WV043	MORGAN RUN BR	6YR BR INSPECTION	T631 43 00207 00	NHPP0043137D	\$480,000	\$600,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
MONONGALIA	2019	4		6/28/2019	NHPP	ENG	WV043	RUBLES RUN BR	6YR BR INSPECTION	T631 43 00235 00	NHPP0043138D	\$480,000	\$600,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
OHO	2019	6		12/28/2018	NHPP	ROW	1070	I-70 BRIDGES (GO BOND)	RENOVATE BRIDGES	S335 70 00001 00	NHPP0701223D	\$800,000	\$1,000,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														

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PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>														
OHIO	2019	6	6	12/28/2018	NHPP	ENG	1070	I-70 BRIDGES (GO BOND)	REPLACE 26 BRIDGES	S335 70 00001 00	NHPP0701222D	\$13,600,000	\$18,260,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
PLEASANTS	2019	3	3	4/28/2019	STP	CON	WW002	SANIT MARYS - RAVEN ROCK	RESURFACE	S337 002 01103 00	STBG0002696D	\$1,260,000	\$1,575,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
PUTNAM	2018	1	1	8/28/2018	STP	ENG	WW034	TEAYS VALLEY RD ADA	CURB RAMP REPAIR	S340 034 00652 00	STP0034082D	\$68,800	\$66,000	\$0
2016-2021 AMD 22 - CANCEL, PHASE NOT NEEDED														
RALEIGH	2018	7	7	6/28/2018	OTHER	CON	1064	BEAVER CREEK PIPE (GARVEE 2)	REPLACE PIPE	S341 84 12362 00	NFA2217010D	\$0	\$500,000	\$0
2016-2021 AMD 22 - CANCEL PROJECT														
RTICHE	2019	3	3	4/28/2019	STP	CON	WW074	OTTERSLIDE - PULLMAN	RESURFACE	S343 074 00681 00	STBG0074059D	\$1,280,000	\$1,600,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
WAYNE	2019	2	2	1/28/2019	NHPP	CON	US652	TOLSA HIGHWAY MITIGATION	CONST WETLANDS & NATURAL STREAM	U350 052 02676 02	NHPP0652331D	\$680,000	\$850,000	\$0
2016-2021 AMD 22 - CANCEL PROJECT														
WEBSTER	2019	7	7	1/28/2019	TAP	ENG	NA899	ADDISON MAIN ST SIDEWALK	DESIGN SIDEWALK	S351 ADDIS 1 00	TAP2017194DTC	\$125,000	\$125,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														
STATEWIDE	2018	99	99	9/28/2018	ARMARK / GRAN	CON	NA	STAJUNTON-PSBURG TP WAYFINDING	DES & CONST PKING & CONST SIGNS	U399 SPTS 1 00	SB111WV008D	\$60,000	\$80,000	\$0
2016-2021 AMD 22 - PROJECT DELETED														
STATEWIDE	2019	99	99	1/28/2019	HSIP	ENG	NA899	TRAFFIC OPERATIONS SAFETY	TRAFFIC OPERATIONS SAFETY STUDIES	T699 TRAOP 1 00	HSIF2016098D	\$280,000	\$350,000	\$0
2016-2021 AMD 22 - ADD NEW PROJECT														

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 6, 2018, or as soon thereafter as the Commission may decide:

**Jefferson County Development Authority Board - ten (10) unexpired terms ending as follows:**

- **two unexpired terms for Citizen Representative, ending April 5, 2019**
- **four unexpired terms for Citizen Representative ending April 5, 2020**
- **three unexpired terms for Citizen Representative ending April 5, 2021**
- **one unexpired term for Labor Representative ending April 5, 2021**

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

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

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