

**JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021  
THURSDAY, MARCH 4, 2021  
9:30 A.M.**

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

***\*\*This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.***

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF REQUISITIONS**

- March 4, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- February 25, 2021
- March 4, 2021

**APPROVAL OF MANUAL CHECKS**

- March 5, 2021

**APPROVAL OF PAYROLL**

- February 18, 2021

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

***\*\*You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.***

**PRESENTATIONS**

1. 9:45 a.m. Michelle Gordon, Finance Director and Thomas Hansen, Sheriff
  - Status of 2 Governor's Highway Safety Program Grand Funded Deputy Positions - Discussion/Action
  - Status of 1 Task Force Grant Funded Deputy Position - Discussion/Action
  - Municipality Assistance - Discussion/Action

2. 10:00 a.m. Roger Goodwin, Chief County Engineer  
- Complete Construction Bond Release for McGee Civil Construction, LLC - Burr Business Park Lot 40 Expansion (File #S18-07) - Discussion/Action
3. 10:15 a.m. Interviews and Appointments:  
- Water Advisory Committee - Four 3-year terms ending January 31, 2024 and two unexpired terms ending January 31, 2022 - Discussion/Action  
  
- Board of Zoning Appeals - One unexpired term ending January 1, 2022 - Discussion/Action
4. 10:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney
  - Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto - Discussion/Action
  - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
  - Discussion with counsel regarding Charles Town City Council changes to Article 47 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-109 - Discussion/Action
  - Discussion of issues regarding impact fees, proffers, and TischlerBise Impact Fee Study - Discussion/Action
5. 10:45 a.m. Lynn Fields, Probate Office  
Approval - Final Accounting for the Estate of James L. Hatchett, Deceased - Discussion/Action
6. 11:00 a.m. Public Hearing  
- Discuss the Housing needs of Jefferson County for the FY2021 HOME Investment Partnership Program and second for the Commission to approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period of July 1, 2021 to Jun 30, 2022 - Discussion/Action

## **NEW BUSINESS**

- Re-evaluate Construction Bond Unit Cost Estimate - Discussion/Action (SS)
- Letter of Support for Senate Bill 12 - County Commission oversight of health departments - Discussion/Action (JC)
- Repeal the County ATV Ordinance and revert to existing state law - Discussion/Action (JC)

- Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - Discussion/Action (JC)
- Decision - Zoning Map Amendment Rezoning Request for property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Legislative Updates
- Route 340 Expansion Project - Broadband Committee - Discussion/Action
- Broadband Committee update/members - Discussion/Action
- Discuss fire allocations FY21 - Discussion/Action

## **COUNTY COMMISSION REPORTS**

### **7. ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Notice of Public Hearing on Thursday, March 18, 2021 at 6:30 p.m. - Zoning Map Amendment.

Resolution - Jefferson County, West Virginia is hereby declared a Second Amendment Sanctuary County.

Correspondence received from the State Tax Department regarding the Assessor's office and the Property Valuation Training and Procedures Commission reviews.

Correspondence received from West Virginia Culture and History that Taylor's Meadow will be considered by the West Virginia Archives and History Commission for nomination to the National Register of Historic Places.

January 8, 2021 minutes received from the Harpers Ferry/Bolivar PSD.

Correspondence received from the Harpers Ferry Water Works encouraging the County Commission to consider including in the county budget a new USGS study as proposed by the Jefferson County Water Advisory Committee.

*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.*



**REQUISITIONS TO BE APPROVED**

**March 4, 2021**

| DEPARTMENT         | Requisition No. | AMOUNT              | VENDOR      | DESCRIPTION                  |
|--------------------|-----------------|---------------------|-------------|------------------------------|
| COUNTY COMMISSION  | 21039           | \$28,575.00         | Design Nine | Broadband Study - Grant      |
| IT                 | 21038           | \$12,347.26         | ESRI        | GIS Mapping Software Support |
| <b>GRAND TOTAL</b> |                 | <b>\$ 40,922.26</b> |             |                              |



# Requisitions

- ← Back
- + Add
- x Delete
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach

Requisition: 2021/21039  
Released, Sandra McDonald, 02/23/2021

Total Cost: \$28,575.00

## Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2021 Requisition Number\* 21039 Created Date\* 02/23/2021

- Type (N) NORMAL  Project Accounts Applied
- Purchase order  Notify Originator When Converted or Rejected
- Review  Notify Originator of Overages
- Needed by 03/04/2021  Receive by Amount
- PO Expiration  Three Way Match Required
- by ...  Inspection Required

Department\* (401) COUNTY COMMISSION ... View

Commodity ... View

Description Broadband Study - Grant

Buyer (sandy) Sandra McDonald ...

## Items (1)

Add Item

| Delete                              | Line | Description           | Qty  | UOM  | Unit Price     | Line Total  | GL Account                              |
|-------------------------------------|------|-----------------------|------|------|----------------|-------------|---|
| <input checked="" type="checkbox"/> | 1    | Broadband Study Grant | 1.00 | EACH | \$28,575.00000 | \$28,575.00 | E (001401-422300) PROFESSIONAL SERVICES |



Design Nine, Inc.  
 2000 Kraft Drive  
 Suite 2200  
 Blacksburg, VA 24060

# Invoice

| Date    | Invoice # |
|---------|-----------|
| 2/12/21 | 2004082   |

|  |
|--|
| <b>Bill To</b>   |
| Jefferson County Commission<br>Sandra McDonald<br>P.O. Box 250<br>Charles Town, WV 25414 |

**RECEIVED**

**FEB 22 2021**

County Commission  
 of Jefferson County, WV

| P.O. No.        | Terms  | Project |
|-----------------|--------|---------|
| Broadband study | Net 30 |         |

| Description  | Qty | Rate     | Amount   |
|--|-----|----------|----------|
| Broadband study Project. payment 5/5 Final report delivered, all work complete | 1   | 9,525.00 | 9,525.00 |

|                         |  |            |
|-------------------------|--|------------|
| <b>Total</b>            |  | \$9,525.00 |
| <b>Payments/Credits</b> |  | \$0.00     |
| <b>Balance Due</b>      |  | \$9,525.00 |

Design Nine, Inc.

2000 Kraft Drive  
Suite 2200  
Blacksburg, VA 24060

# Invoice

|         |           |
|---------|-----------|
| Date    | Invoice # |
| 12/2/20 | 2004076   |

|  |
|--|
| <b>Bill To</b>   |
| Jefferson County Commission<br>Sandra McDonald<br>P.O. Box 250<br>Charles Town, WV 25414 |

|                 |        |         |
|-----------------|--------|---------|
| P.O. No.        | Terms  | Project |
| Broadband study | Net 30 |         |

| Description  | Qty | Rate     | Amount      |
|--|-----|----------|-------------|
| Broadband study Project, payment 3/5: technical recommendations complete, GIS mapping, gap analysis complete | 1   | 9,525.00 | 9,525.00    |
| Broadband Study Project, payment 4/5: All report sections completed in draft for review                      | 1   | 9,525.00 | 9,525.00    |
| <b>Total</b>   |     |          | \$19,050.00 |
| <b>Payments/Credits</b>  |     |          | \$0.00      |
| <b>Balance Due</b>   |     |          | \$19,050.00 |

Design Nine, Inc.

2000 Kraft Drive  
Suite 2200  
Blacksburg, VA 24060

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 10/20/20 | 2004072   |

| Bill To  |
|--|
| Jefferson County Commission<br>Sandra McDonald<br>P.O. Box 250<br>Charles Town, WV 25414 |

| P.O. No. | Terms | Project |
|----------|-------|---------|
|          |       |         |

| Description  | Qty | Rate     | Amount     |
|--|-----|----------|------------|
| Broadband study Project, payment 2/5: survey data complete, service provider report complete | 1   | 9,525.00 | 9,525.00   |
| <b>Total</b>   |     |          | \$9,525.00 |
| <b>Payments/Credits</b>  |     |          | \$0.00     |
| <b>Balance Due</b>   |     |          | \$9,525.00 |



# Requisitions

← Back
+ Add
Excel
Mass Allocate
Custom Duplicate
Notes Interface
Actions/ Approvers
Release
Activate
My Approvals
Attach

**Requisition: 2021/21038**  
 Released, Russell Burgess, 02/16/2021

Total Cost: \$12,347.26

## Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2021 Requisition Number\* 21038 Created Date\* 02/16/2021

Type (N) NORMAL

Project Accounts Applied

Notify Originator When Converted or Rejected

Notify Originator of Overages

Receive by Amount

Three Way Match Required

Inspection Required

Purchase order

Review

Needed by 03/10/2021

PO Expiration

Department\* (428) IT DATA PROCESSING View

Commodity ... View

Description ESRI GIS Mapping Maintenance Support

Buyer ...

## Items (1)

| Line | Description                                   | Qty  | UOM  | Unit Price     | Line Total  | GL Account                                |
|------|---|------|------|----------------|-------------|---|
| 1    | ESRI GIS Mapping Software Maintenance Support | 1.00 | EACH | \$12,347.26000 | \$12,347.26 | E (001428-435600) LICENSE AND ANNUAL FEES |





380 New York Street  
 Redlands, CA-92373  
 Phone: (909) 793-2853

Invoice : 93965234  
 Order : 3887038  
 Customer : 360721  
 Customer PO : QUOTE BURGESS  
 P.O. Date : 01/04/2021  
 End User : 360721  
 Project :

Document date : 01/06/2021  
 Delivery :

County of Jefferson

**'Invoice'**

Page : 1  
 Ship to:

*Bill to:*

County of Jefferson  
 GIS/Addressing Office  
 P.O. Box 208  
 Charles Town WV 25414-0208

County of Jefferson  
 GIS/Addressing Office  
 116 E Washington St Ste 201  
 Charles Town WV 25414-1004

For questions regarding this document, please contact Customer Service at 888-377-4575.

Terms of payment: Net Due 30 days, no discount

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at [www.esri.com/legal/software-license](http://www.esri.com/legal/software-license).

| Item | Qty | Material Number  | Price    |
|------|-----|--|----------|
| 10   | 1   | 52384<br>ArcGIS Desktop Advanced Concurrent Use Primary Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022            | 3,000.00 |
| 1010 | 1   | 86497<br>ArcGIS Desktop Standard Concurrent Use Primary Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022            | 1,500.00 |
| 2010 | 1   | 87194<br>ArcGIS Desktop Basic Concurrent Use Primary Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022               | 700.00   |
| 3010 | 1   | 87195<br>ArcGIS Desktop Basic Concurrent Use Secondary Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022             | 500.00   |
| 4010 | 1   | 87232<br>ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022 | 500.00   |
| 5010 | 1   | 87192<br>ArcGIS Desktop Basic Single Use Primary Maintenance<br>Start Date: 04/01/2021   | 400.00   |



**esri**<sup>®</sup>

380 New York Street  
Redlands, CA-92373  
Phone: (909) 793-2853

Invoice : 93965234  
Order : 3887038  
Customer : 360721  
Customer PO : QUOTE BURGESS  
P.O. Date : 01/04/2021  
End User : 360721  
Project :

Document date : 01/06/2021  
Delivery :

County of Jefferson

**'Invoice'**

Page : 2

| Item                 | Qty | Material Number   | Price                |
|----------------------|-----|---|----------------------|
| End Date: 03/31/2022 |     |   |                      |
| 6010                 | 1   | 93306<br>ArcGIS Desktop Standard with Extensions Single Use Primary Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022                             | 2,100.00             |
| 7010                 | 1   | 100571<br>ArcGIS Network Analyst for Desktop Concurrent Use Primary Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022                             | 500.00               |
| 8010                 | 1   | 161322<br>ArcGIS Enterprise Workgroup Standard Up to Two Cores Maintenance<br>Start Date: 01/23/2021<br>End Date: 03/31/2022                                  | 1,482.88             |
| 9010                 | 1   | 161322<br>ArcGIS Enterprise Workgroup Standard Up to Two Cores Maintenance<br>Start Date: 04/01/2021<br>End Date: 03/31/2022                                  | 1,250.00             |
| 10010                | 1   | 161367<br>ArcGIS Network Analyst for ArcGIS GIS Server Workgroup Standard<br>Maximum Four Cores Maintenance<br>Start Date: 12/01/2021<br>End Date: 03/31/2022 | 414.38               |
| Item Subtotal        |     |   | 12,347.26            |
| <b>Total:</b>        |     |   | <b>USD 12,347.26</b> |



380 New York Street  
Redlands, CA-92373  
Phone: (909) 793-2853

Invoice : 93965234  
Order : 3887038  
Customer : 360721  
Customer PO : QUOTE BURGESS  
P.O. Date : 01/04/2021  
End User : 360721  
Project :

Document date : 01/06/2021  
Delivery :

County of Jefferson

**'Invoice'**  
Page : 3

FEIN: 95-2775732  
DUNS/CEC: 06-313-4175 CAGE: OAMS3  
Please detach lower portion and return with remittance



Remit Payment to:  
Environmental Systems Research Institute, Inc.

**By Check:** P.O. Box 741076  
Los Angeles CA 90074-1076  
**Electronic Instructions:**  
**Bank:** Bank of America  
**Wire ABA:** 026009593  
**ACH ABA:** 121000358  
**Acct#:** 1496150335



County of Jefferson  
GIS/Addressing Office  
P.O. Box 208  
Charles Town WV 25414-0208

Invoice: 93965234 **Document Date: 01/06/2021**  
Order: 3887038  
Payer: 360721 **Total: USD 12,347.26**



| DESCRIPTION                 | FUND 001 CO.      |        | TOTAL        |
|-----------------------------|-------------------|--------|--------------|
| Gross Wages                 | \$436,419.56      |        | \$436,419.56 |
| 6.2% Tax Payable OASDI      | \$25,929.12       |        | \$25,929.12  |
| 1.45% Tax Payable HI        | \$6,064.05        |        | \$6,064.05   |
| Fed Withholding             | \$41,098.37       |        | \$41,098.37  |
| WV State Withholding        | \$18,347.11       |        | \$18,347.11  |
| PERS Retirement Deduct 4.5% | \$5,716.31        |        | \$5,716.31   |
| PERS Retirement Deduct 6%   | \$9,842.96        |        | \$9,842.96   |
| Hosp. Pre-Taxed             | \$15,731.00       |        | \$15,731.00  |
| Cancer/ICU Pre-Taxed        | \$583.26          |        | \$583.26     |
| Cancer/ICU Not Pre-Taxed    | \$867.10          |        | \$867.10     |
| Optional Life Not Pre Taxed | \$1,614.05        |        | \$1,614.05   |
| Christmas Club              | \$4,459.00        |        | \$4,459.00   |
| Wage Attach #1              | \$502.16          |        | \$502.16     |
| Wage Attach #2              | \$517.23          |        | \$517.23     |
| Wage Attach #3              |                   |        | \$0.00       |
| DSRS Retirement Deduct 8.5% | \$8,045.87        |        | \$8,045.87   |
| 457 - Nationwide            | \$834.00          |        | \$834.00     |
| 457I - Empower              | \$4,562.62        |        | \$4,562.62   |
| 457R - Roth                 | \$745.00          |        | \$745.00     |
| MD State Tax                | \$922.92          |        | \$922.92     |
| D/VF                        | \$1,892.75        |        | \$1,892.75   |
| VA State Tax                | \$161.79          |        | \$161.79     |
| Colonial(Plus)              | \$47.84           |        | \$47.84      |
| Uniforms                    |                   |        | \$0.00       |
| Total Deductions            | \$148,484.51      | \$0.00 | \$148,484.51 |
| Net Wages Total             | \$287,935.05      | \$0.00 | \$287,935.05 |
| Payroll Date                | February 18, 2021 |        |              |



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



Name: Michelle Gordon, Finance Director  
Sheriff Hansen

Department or Organization: **JCSO/County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**

*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*):

- Status of 2 Governor’s Highway Safety Program Grant Funded Deputy Positions-Discussion/Action
- Status of 1 Task Force Grant Funded Deputy Position, Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:  
**GHSP:** JCSO was recently notified that the grant revenue previously received to fund 2 sheriff’s deputy positions was not approved. The grant expired on 01/31/2021. When the original grant was awarded, the department acknowledged that if grant funding was eliminated these positions would be eliminated through attrition. The department anticipates that 2 deputy resignations will be received within the next 2-4 months. Both positions will be eliminated at that time. Both positions have been removed from the FY22 draft budget. For FY22, partial funding may be needed and will depend on the timing of both resignations. The department will work with the Finance Director and attempt to absorb any FY22 funding needs.

**Task Force:** On 11/5/2020, the commission approved a new deputy position that was to be funded by the Department of Justice-Task Force (11/5/20 JCSO Agenda Request and 12/17/2020 General County State Budget Revision no. 2 attached). This position was filled shortly thereafter and remains filled today. JCSO was notified that the grant was only approved for overtime expenditures and funding for the full time position was not approved. This department does not experience high turn around and an additional vacancy is not anticipated within the next few months. This position has been removed from the FY22 draft budget. For this position, 3 options must be considered:

- Option 1: Convert the position to a County funded position at a cost of: FY21-\$40,009; and FY22-\$80,000.
- Option 2: Since the position is occupied, temporarily convert this position to a County funded position at a cost of: \$40,009 for FY21 and \$80,000 for FY22; and eliminate this position through attrition with a projected vacancy within the next 12 -18 months.
- Option 3: Eliminate this position with an effective date of 3/13/21 (the last day of the current pay period) or 3/27/21 (the last day of the last pay period of March) at of cost of \$23,000. County policy and state code do not provide for a severance package for reductions in force. Funding would either need to be provided by the County or by the department through internal reductions for other expenditure line items.

**Grant Funded Positions:** The department has 3 additional grant funded positions (1-PRO, 2-Bolivar). The county implemented a new payroll system in the last year that has provided new grant tracking capabilities. Beginning with the FY22 budget (7/1/2021), those 3 grant funded positions and new grant funded positions approved in the future will be moved to a grant fund rather than remaining comingled with county funded positions. This new grant tracking capability will provide better transparency.

Is this a funding request?    Y/N Yes  
If so, how much?            FY21 \$40,009    FY22 \$80,000  
Provide exact financial impact/request:

No other funding sources are available. Funding would need to be provided by the County or the occupied position would need to be eliminated.

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

SELECT 1

- Option 1: Move to convert one formerly grant funded position originally approved on 11/5/2020 to a county funded position at a cost of \$40,009 for FY21 and \$80,000 for FY22.
- Option 2: Move to temporarily fund one formerly grant funded position originally approved on 11/5/2020 to a county funded position at a cost of \$40,009 for FY21 and \$80,000 for FY22; and this position will be eliminated through attrition.
- Option 3: Move to eliminate this position with an effective date of \_\_\_\_\_ and funding for FY21 of \$23,000 will be provided by the (county) / (internally by the department).

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

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



3 LEO  
2 Deputies

Name: Pete Dougherty

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice next meeting  
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): New Hires  
Vehicle Donation  
Reserve Deputy

11-5-2020  
Approval to fill 2 deputy positions.  
One funded by the Bolivar  
Contract, and the other funded by  
BCI-Task Force.  
Josh Compton Moved  
Ralph Lorenzetti 2nd  
Unanimous Approval

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

To fill the two vacancies created by the Bolivar addendum and BCI, I am requesting the approval of the hire of Charles VanGilder (non-certified) and Ryan Jenkins (certified).

Seeking approval to donate a vehicle to Paw Paw Police Department

Approval for the addition of Anthony Vitale as a Reserve Deputy

Discussion of Sheriff's Office Staffing – possible action

Is this a funding request? Y/N  
If so, how much? \$  
Provide exact financial impact/request: none

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

I move to approve the hire of Charles VanGilder and Ryan Jenkins as probationary deputies.

I move to approve the vehicle donation to Paw Paw Police Department.

I move to approve the addition of Anthony Vitale as a reserve deputy.

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: pdough@jeffersoncountywv.org

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

**APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the Payroll for October 29, 2020 in the amount of \$293,030.18. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

No public comment was presented at this meeting.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

**PRESENTATIONS**

1. Angela Banks, Assessor – requested leave donation approval for an employee in the Assessor’s Office.
  - **Motion by Ms. Noland to approve the sick leave donation from the Assessor’s sick leave bank to employee within the Assessor’s Office and direct the County Administrator to adjust the leave balances accordingly and work on a county-wide employee leave donation policy. Motion seconded and unanimously approved.**
  
2. Pete Dougherty, Sheriff
  - a. New Hires
    - **Motion by Mr. Compton to approve the hire of Charles VanGilder and Ryan Jenkins as probationary deputies, effective November 15, 2020. Motion seconded and unanimously approved.**
  - b. Vehicle Donation
    - **Motion by Ms. Noland to approve the vehicle donation to Paw Paw Police Department. Motion seconded and unanimously approved.**
  - c. Reserve Deputy
    - **Motion by Ms. Tabb to approve the addition of Anthony Vitale as a reserve deputy. Motion seconded and unanimously approved.**

Gen SBR #2

LGSO BR (Rev. 2013)

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 827-2415 ext 5114  
 Fax: 827-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**  
 Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists (§ 11-9-28a)

**CONTROL NUMBER**  
 2021  
 FY  
 001  
 FUND  
 2  
 REV. NO  
 1 of 1  
 PG. OF NO

Jefferson County Commission  
 GOVERNMENT ENTITY

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

P.O. Box 250  
 STREET OR PO BOX  
 Charles Town 26414  
 CITY ZIP CODE

RECEIVED  
 COUNTY  
 Government Type  
 DEC 23

**REVENUES: (net each acct.)**

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION     | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|-------------------------|----------------------------|------------|------------|----------------|
| 299            | Unassigned Fund Balance | 9,336,259                  | 533,021    |            | 9,869,280      |
| 324            | Other Grants            |                            | 40,009     |            | 40,009         |
| 330            | Sheriff's Earnings      | 190,500                    | 41,838     |            | 232,138        |
|                | #N/A                    |                            |            |            |                |
|                | #N/A                    |                            |            |            |                |
|                | #N/A                    |                            |            |            |                |

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 614,668

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

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION              | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|----------------------------------|----------------------------|------------|------------|----------------|
| 401            | County Commission                | 1,907,280                  |            | 3,982      | 1,903,298      |
| 423            | Insurance Program (Self Insured) | 2,363,624                  | 11,734     |            | 2,395,358      |
| 425            | Other Buildings                  | 726,300                    | 7,015      |            | 733,315        |
| 428            | Data Processing                  | 547,471                    | 18,647     |            | 566,118        |
| 698            | Transfers/Retn. (Audit Findings) | 4,450,810                  | 248,278    |            | 4,699,088      |
| 700            | Sheriff-Law Enforcement          | 3,888,334                  | 137,221    |            | 4,025,555      |
| 712            | Communication Center             | 1,997,282                  | 12,757     |            | 2,010,039      |
| 900            | Parks & Recreation               | 803,892                    | 185,000    |            | 988,892        |
|                | #N/A                             |                            |            |            |                |
|                | #N/A                             |                            |            |            |                |
|                | #N/A                             |                            |            |            |                |
|                | #N/A                             |                            |            |            |                |

NET INCREASE/(DECREASE) Expenditures 614,668

APPROVED BY THE STATE AUDITOR  
 BY: *[Signature]*  
 Director, Local Government Services Division Date: 12/23/2000

AUTHORIZED SIGNATURE OF ENTITY  
 APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 17th Day of December 2020, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2021 budget revision number #2 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

Patricia Noland, and duly seconded by Josh Compton  
the vote was as follows:

|                  |            |
|------------------|------------|
| Ralph Lorenzetti | <u>Yes</u> |
| Jane Tabb        | <u>Yes</u> |
| Patricia Noland  | <u>Yes</u> |
| Caleb Hudson     | <u>Yes</u> |
| Josh Compton     | <u>Yes</u> |

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

Jane M. Tabb  
Jane Tabb, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision JE

Budget Revision #2 of General Fund FY21

| Description   | GL acct             | Increase  | Decrease  |
|---|---------------------|-----------|-----------|
| <b>1. Record Adjustment for FY20 Ending Fund Balance and FY21 Beginning Fund Balance</b>  |                     |           |           |
| Unencumbered Fund Balance   | 001.299001          | (533,021) |           |
| Transfer to Capital Outlay Fund   | 001698.456609       | 533,021   |           |
| <b>2. Record Adjustment for FY20 Open Purchase Orders</b>   |                     |           |           |
| Other Buildings-Contracted Services   | 001425.423000       | 7,015     |           |
| IT-Professional Services  | 001428.422300       | 10,575    |           |
| IT-Computer Software  | 001428.435300       | 8,072     |           |
| LEO-Materials and supplies  | 001700.434100       | 25,579    |           |
| LEO-Materials and supplies  | 001700.434100 Grant | 37,747    |           |
| 911-Maint/Rep Eqpt  | 001712.421600       | 12,757    |           |
| Transfer to Capital Outlay Fund   | 001698.456609       |           | (101,745) |
| <b>3. Increase in LEO Wages &amp; Benefits offset by increase on revenue for amended Bolivar Contract and BCI. Addition of 2 deputies funded by other sources. Approved by Commission on 11/5/2020</b>  |                     |           |           |
| <b>Bolivar Contract:</b>  |                     |           |           |
| LEO Wages   | 001700.410300       | 29,896    |           |
| LEO FICA  | 001700.410400       | 1,854     |           |
| LEO Medicare  | 001700.410401       | 433       |           |
| LEO Insurance   | 001700.410500       | 5,867     |           |
| LEO Retirement  | 001700.410600       | 3,588     |           |
| LEO Insurance Contra  | 001700.410599       | (5,867)   |           |
| Insurance Program-Health Insurance  | 001423.410599       | 5,867     |           |
| Charges for Services-Bolivar Contract   | 001.330CS5          | (41,638)  |           |
| <b>BCI Contract:</b>  |                     |           |           |
| LEO Wages   | 001700.410300       | 28,535    |           |
| LEO FICA  | 001700.410400       | 1,769     |           |
| LEO Medicare  | 001700.410401       | 414       |           |
| LEO Insurance   | 001700.410500       | 5,867     |           |
| LEO Retirement  | 001700.410600       | 3,424     |           |
| LEO Insurance Contra  | 001700.410599       | (5,867)   |           |
| Insurance Program-Health Insurance  | 001423.410599       | 5,867     |           |
| Other Grants  | 001.324IG0          | (40,009)  |           |
| <b>4. Parks &amp; Recreation COVID19 Stopgap Funding. Presented 10/29/20-tabled, Approved 11/5/20 by the Commission. Funding to ensure that the county component unit remains in operation. \$25k is contingent on grant approval/denial.</b> |                     |           |           |
| PARKS AND REC PERSONNEL CONTRB  | 001900.456701       | 160,000   |           |
| Transfer to Capital Outlay Fund   | 001698.456609       | (160,000) | (160,000) |
| PARKS AND REC PERSONNEL CONTRB  | 001900.456701       | 25,000    |           |
| Transfer to Capital Outlay Fund   | 001698.456609       | (25,000)  | (25,000)  |
| <b>5. Increase in LEO Wages &amp; Benefits for pay adjustment on one employee EB. Approved by the Commission on 9-3-2020. Funded by excess Merit Increase funds in the County Commission Line.</b>  |                     |           |           |
| LEO Wages   | 001700.410300       | 3,120     |           |
| LEO FICA  | 001700.410400       | 193       |           |
| LEO Medicare  | 001700.410401       | 45        |           |
| LEO Retirement  | 001700.410600       | 624       |           |
| Co Comm -Wages  | 001401.410300       |           | (3,982)   |

*no longer was funding*

*SBR 2 TASK FORCE*

Total

101,745 (101,745)





# Jefferson County Emergency Communications Law Enforcement Activity Report

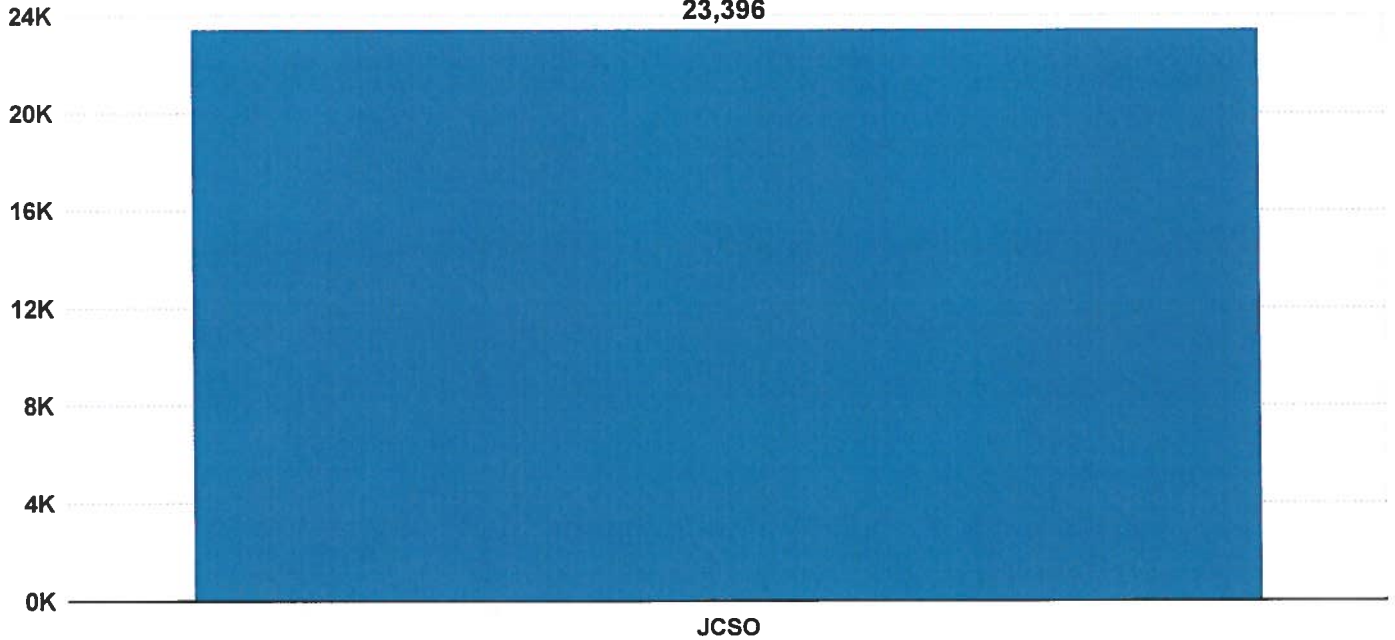
From 1/1/2020 to 12/31/2020

For Agency: JCSO

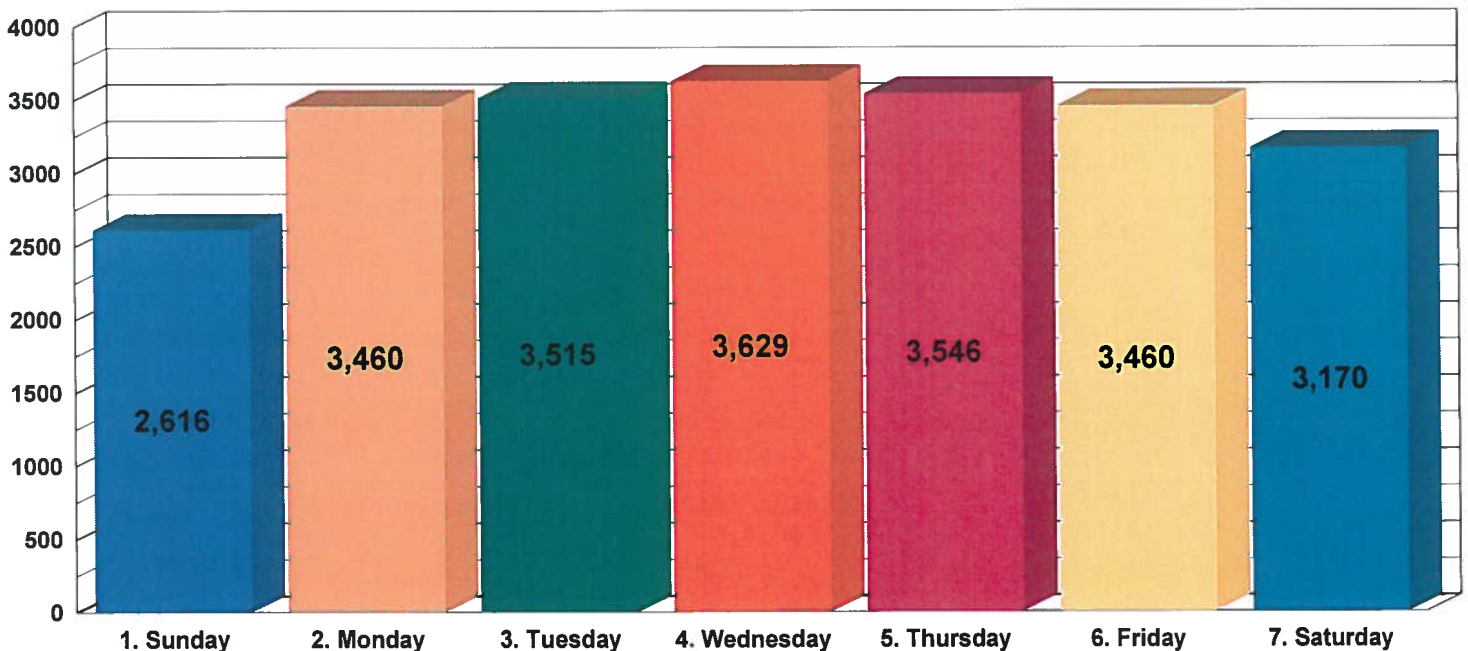
Total Incidents: 23,396

### Incidents, by Agency

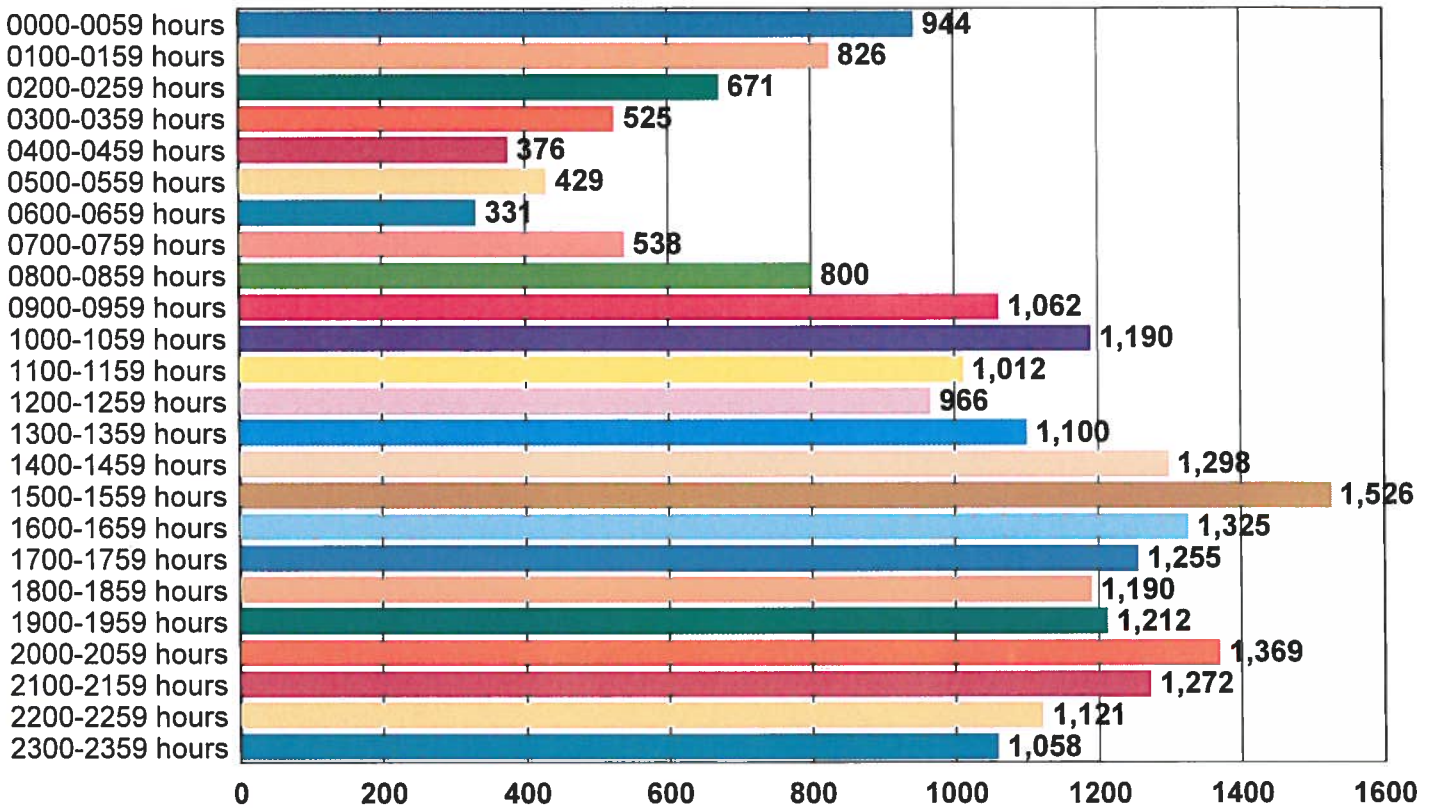
23,396



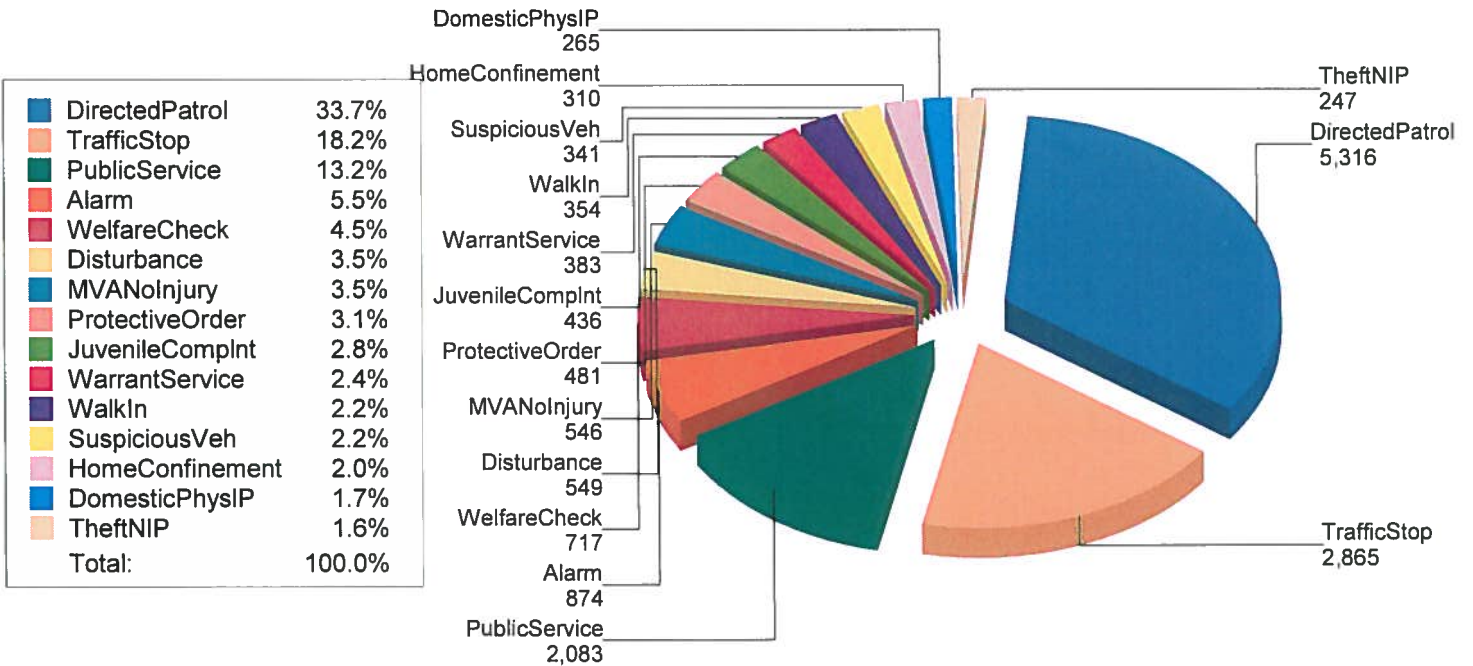
### Incidents, by day



## Incidents, by hour



## The top 15 most common incidents for the month





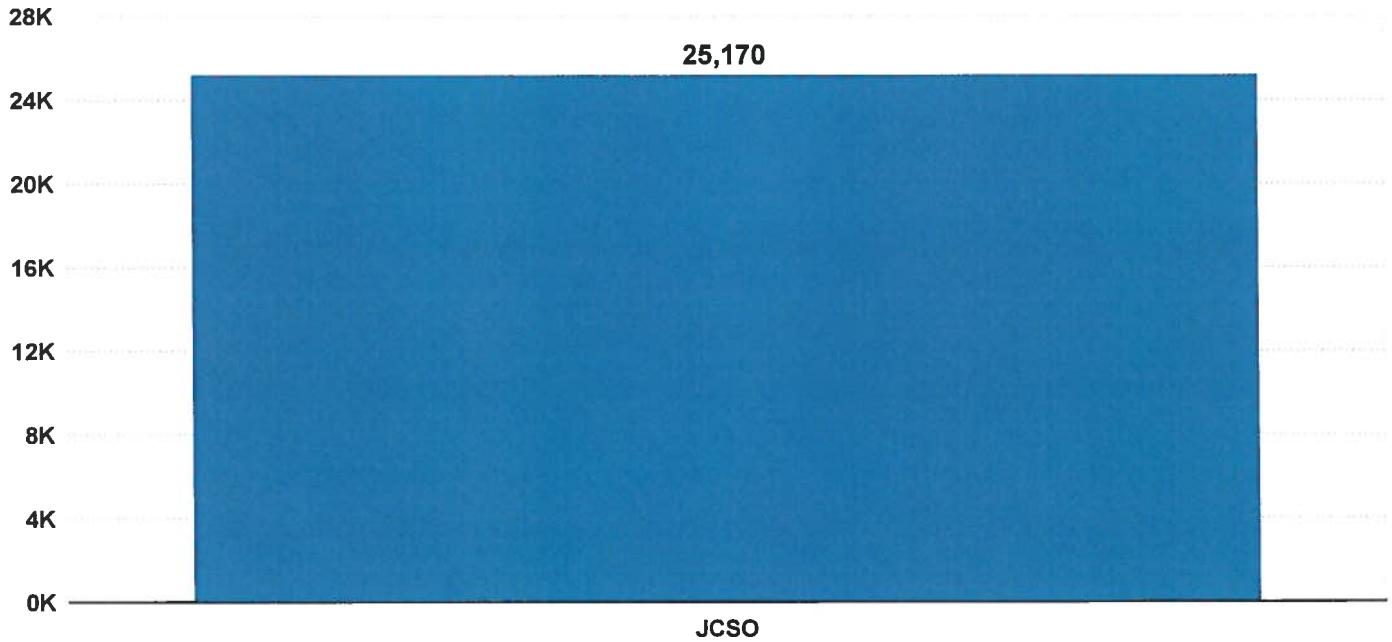
# Jefferson County Emergency Communications Law Enforcement Activity Report

From 1/1/2019 to 12/31/2019

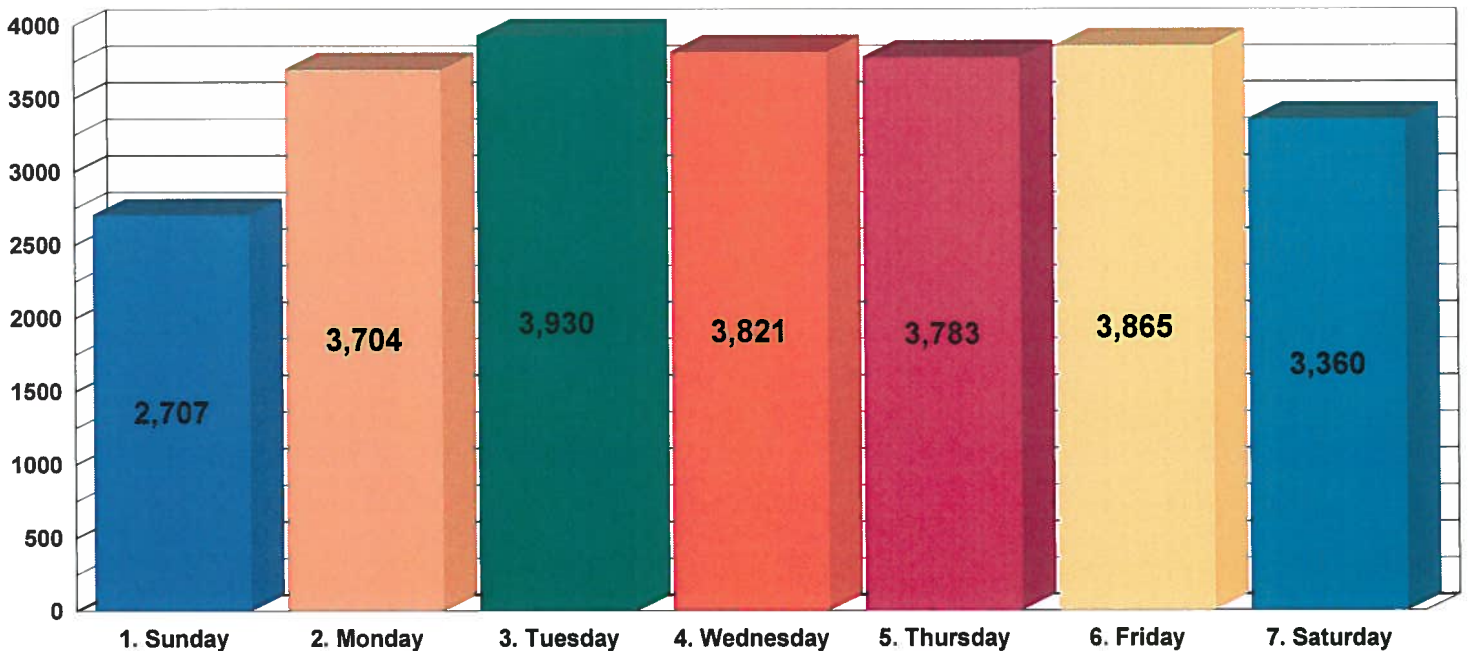
For Agency: JCSO

Total Incidents: 25,170

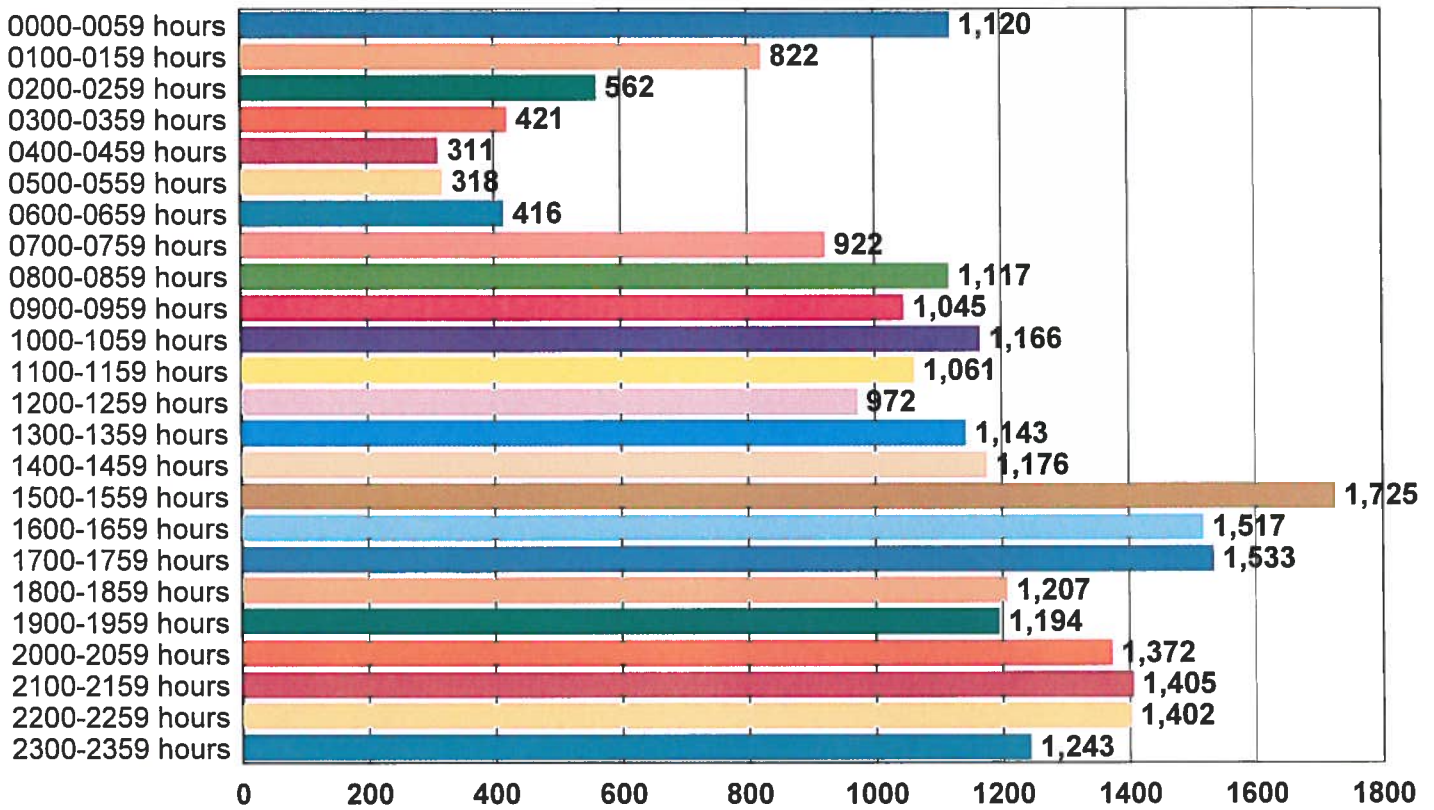
## Incidents, by Agency



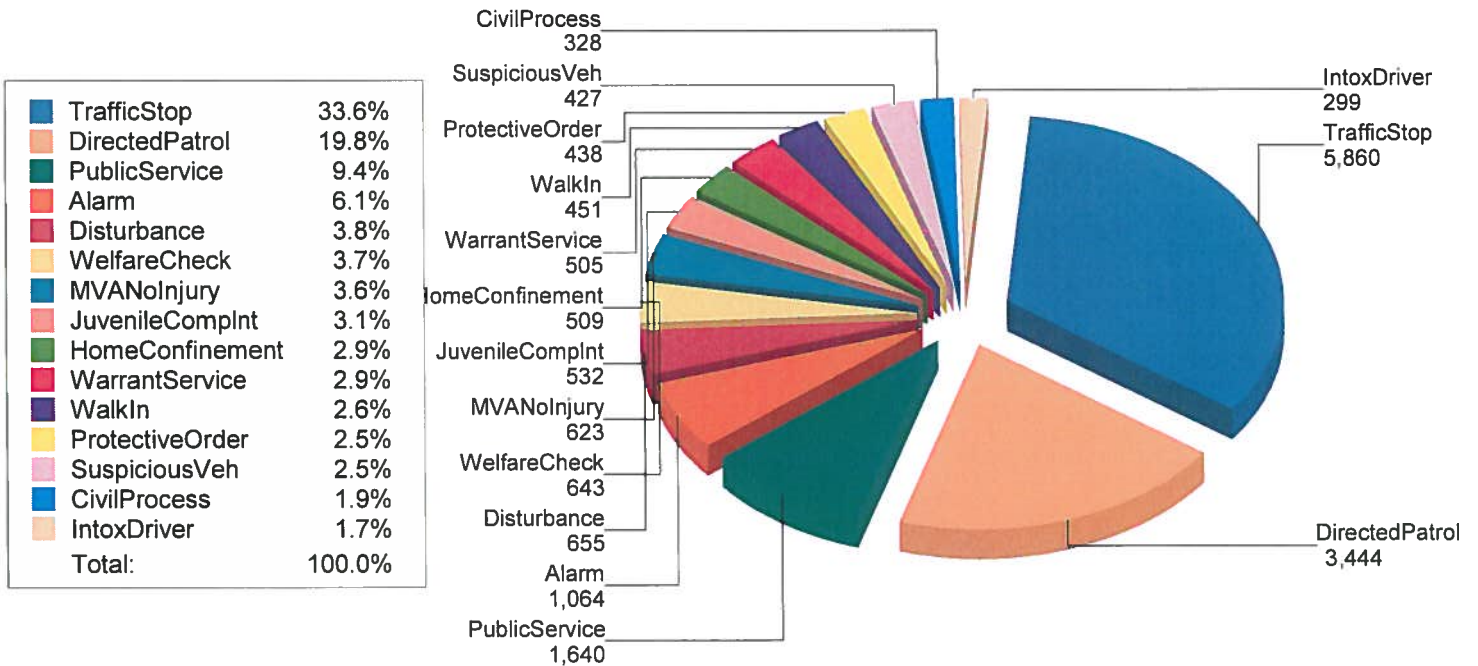
## Incidents, by day



## Incidents, by hour



## The top 15 most common incidents for the month





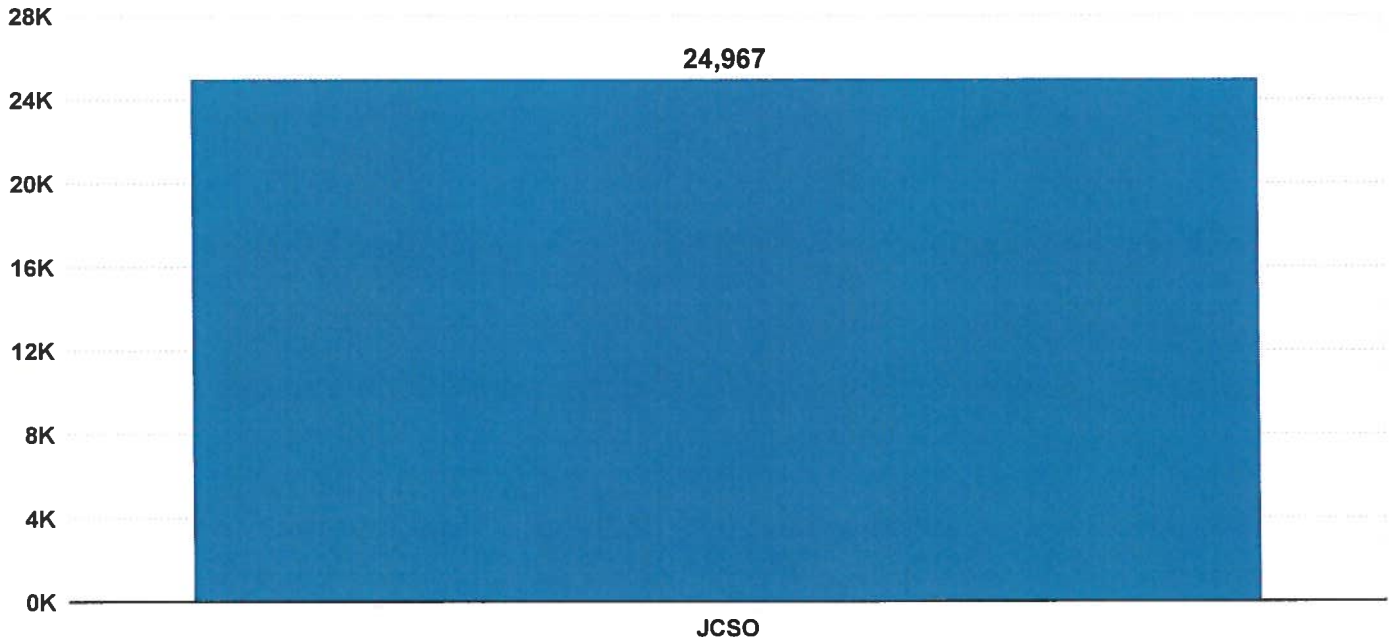
# Jefferson County Emergency Communications Law Enforcement Activity Report

From 1/1/2018 to 12/31/2018

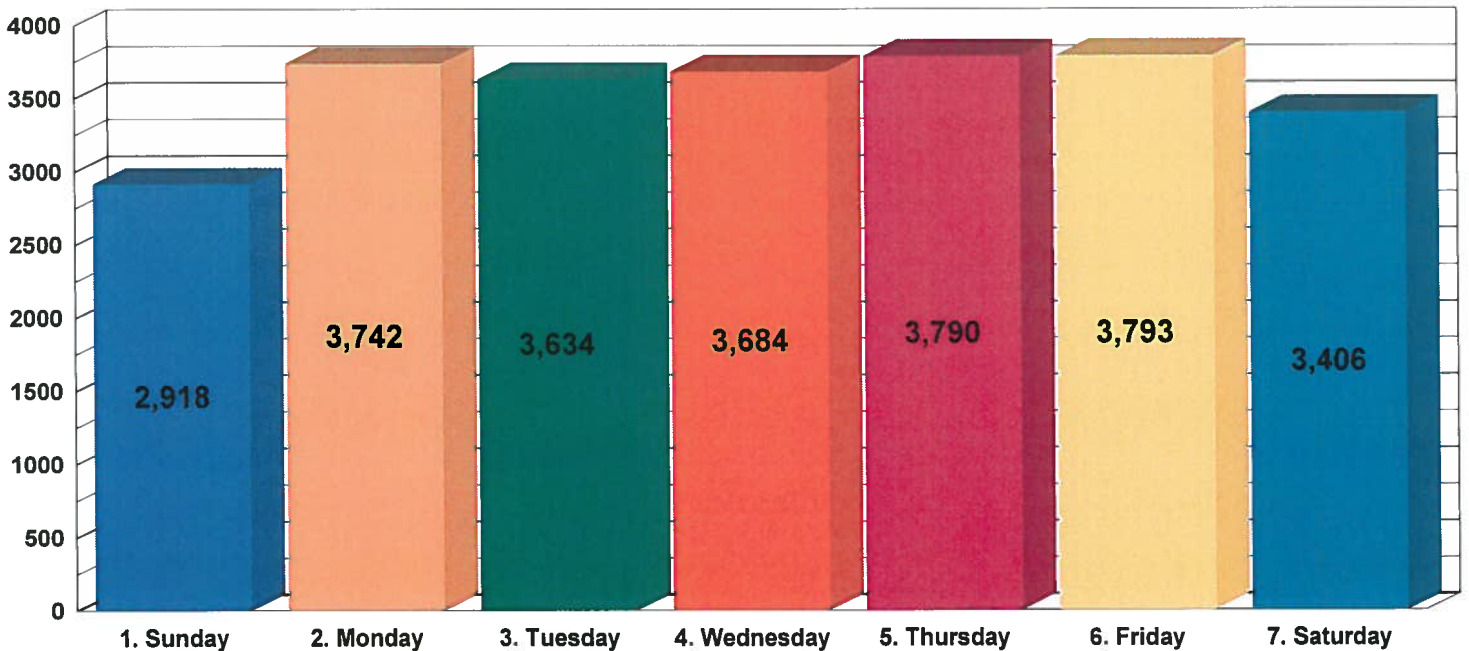
For Agency: JCSO

Total Incidents: 24,967

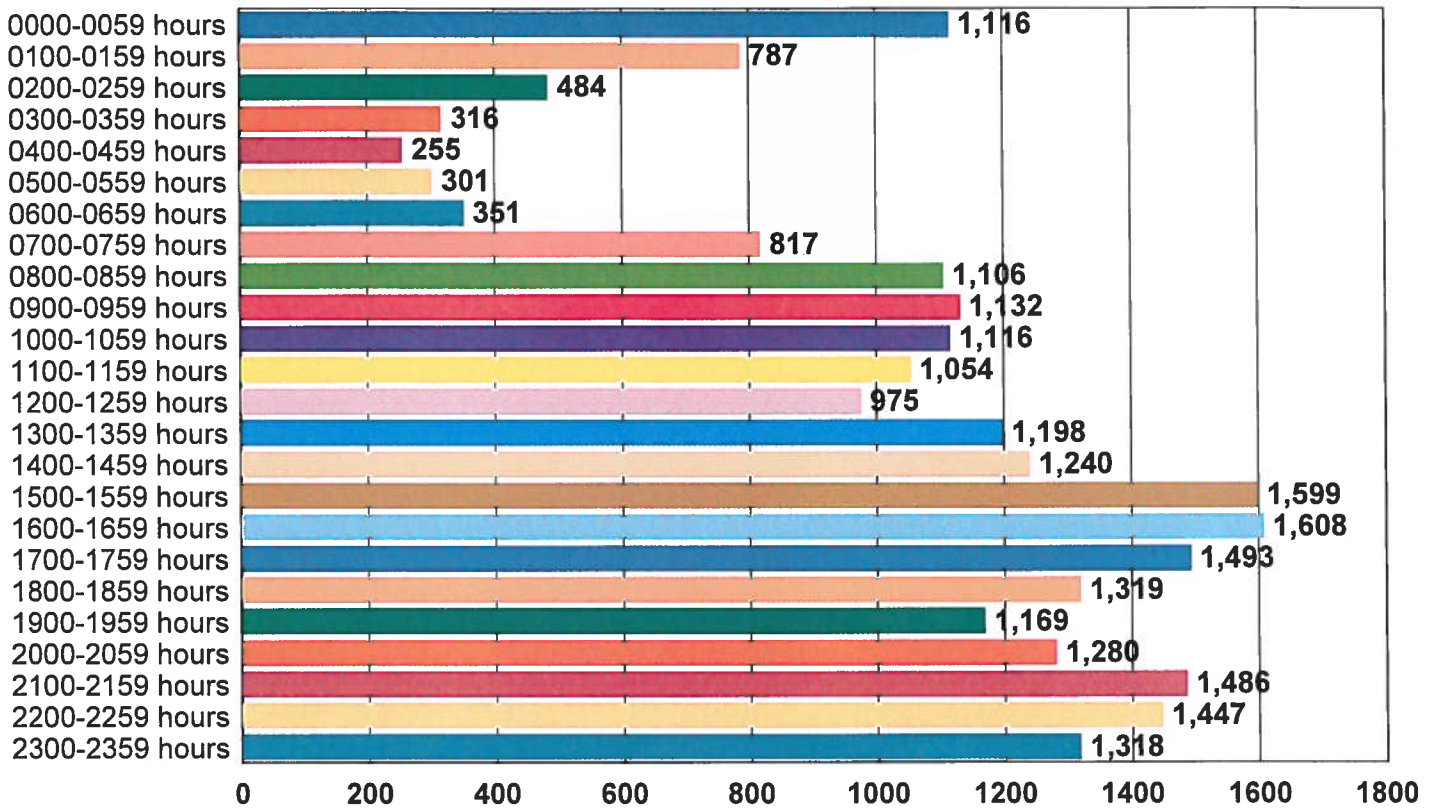
## Incidents, by Agency



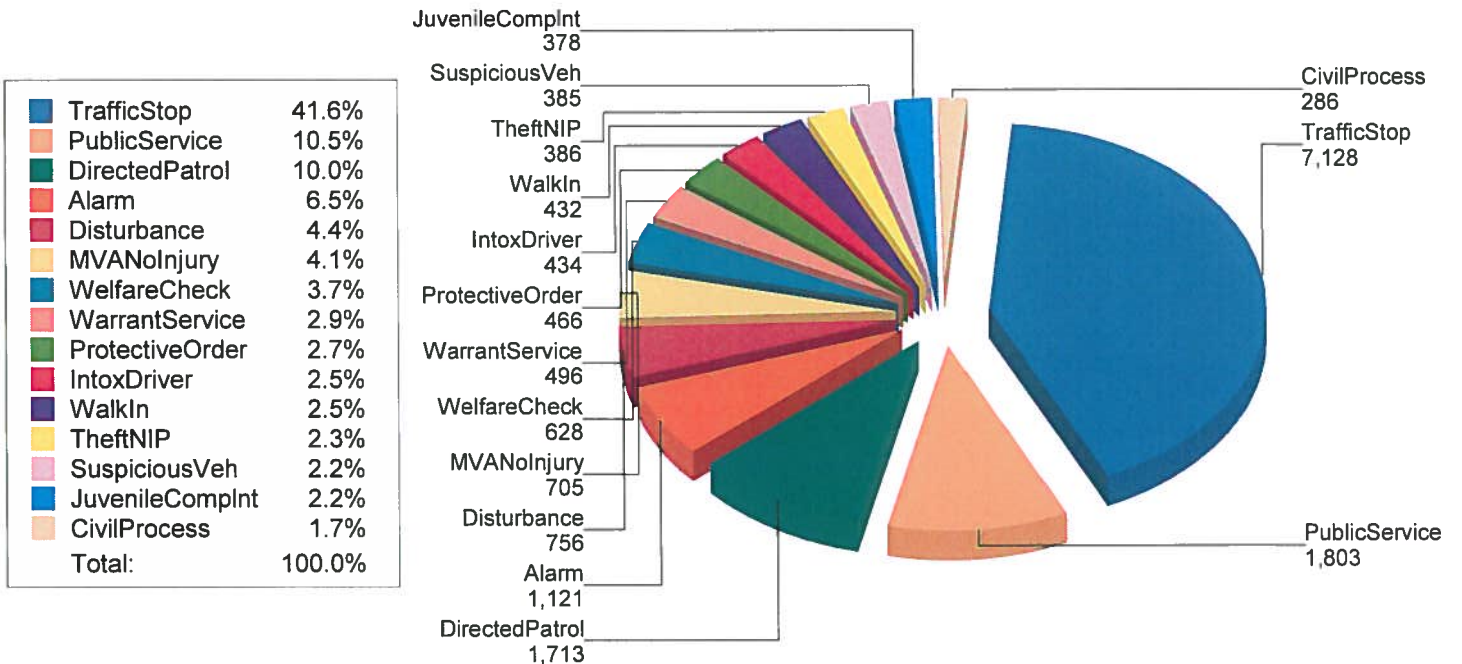
## Incidents, by day



## Incidents, by hour



## The top 15 most common incidents for the month



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



Name: Sheriff Thomas H. Hansen

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice next meeting **March 4, 2021**

*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*): Municipality Assistance

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

Discussion with Chief Kutcher and Chief Roberts to gain better understanding of how the municipalities assist the Sheriff's Office

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: [thansen@jeffersoncountywv.org](mailto:thansen@jeffersoncountywv.org)

Phone Number: 304-728-3205

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

not applicable



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



Name: Roger Goodwin  
Department or Organization: Engineering  
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**  
*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*): Complete Construction Bond Release for McGee Civil Construction, LLC - Burr Business Park Lot 40 Expansion (File #S18-07)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for McGee Civil Construction, LLC - Burr Business Park Lot 40 Expansion (File #S18-07) – Performance Bond No. RCB0021836 with RLI Insurance Company, Peoria, IL.

Is this a funding request? **Y/NO**  
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*):  
I authorize a complete release of the remaining \$75,077.00 from the construction bond for McGee Civil Construction, LLC - Burr Business Park Lot 40 Expansion (File #S18-07).

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

Construction Bond Release Letter  
Bond Release Request Report  
Site Map

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)      Phone Number: 304-728-3257

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

[Click here to enter text](#)





## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

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

PRESIDENT  
Josh Compton

March 4, 2021

VICE PRESIDENT  
Steve Stolipher

Ms. Edin R. Zukanovic, Attorney-in-Fact  
RLI Insurance Company

COMMISSIONER  
Caleb Wayne Hudson

9025 N. Lindbergh Drive  
Peoria, IL 61615

COMMISSIONER  
Tricia Jackson

RE: Performance Bond No. RCB0021836 dated March 7, 2019, Construction Bond  
Surety for McGee Civil Construction, LLC – Burr Business Park Lot 40 Expansion  
(File #S18-07).

COMMISSIONER  
Jane M. Tabb

Dear Ms. Zukanovic:

The Jefferson County Commission authorizes a complete release of the remaining \$75,077.00 from the construction bond for McGee Civil Construction, LLC – Burr Business Park Lot 40 Expansion (File #S18-07). This project is located at 306 James Burr Boulevard. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Performance Bond No. RCB0021836 originally issued in the amount of \$75,077.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Josh Compton, President  
Jefferson County Commission

JC:rfb

cc: Mr. Kelly L. McGee  
McGee Civil Construction, LLC  
P. O. Box 250  
Purcellville, VA 20134  
Department of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

### BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received 02 / 17 / 2021 J.C.P.C. File No 518 - 07

Consultant/Engineer/Firm Name: Gordon

Mailing Address: 148 S. QUEEN ST.

City MARTINSBURG State WV Zip 25401

Contact Person JASON GEMANT Phone 304-725-8456

Project/Subdivision Name LOT 40 BURN BUSINESS PARK EXPANSION

Section/Phase \_\_\_\_\_ Lots \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as Submitted \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use

Comments: ALL WORK APPROX COMPLETE &

A BOND RELEASE HAS BEEN APPROVED.

**Approved for:**  
BOND RELEASE  
By [Signature] 02/23/2021  
**County Engineer Date**

Original Bond Amt \$ 60,077 + 15% Cont \$ 15,000 = Total Original Bond Amt \$ 75,077

Total Current Bond Amount \$ 75,077.00

Cost of Work Remaining \$ 0 + Contingency Amount \$ 0

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent Title: L.O.I.

Signature: [Signature] Date: 02 / 23 / 2021





**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:

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**

*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*): **Interviews and Appointments:**

**Water Advisory Committee – four three-year terms ending January 31, 2024 and two unexpired terms ending January 31, 2022 – Discussion/Action**

**Board of Zoning Appeals – one unexpired term ending January 1, 2022 – 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**



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 4, 2021 or as soon thereafter as the Commission may decide:

**Water Advisory Committee - four three-year terms ending January 31, 2024 and two unexpired terms ending January 31, 2022.**

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

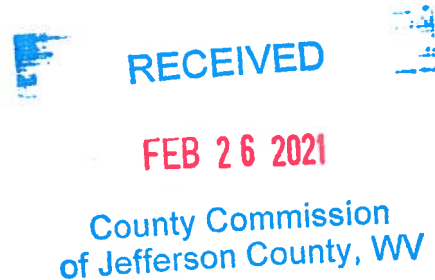
Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.



Mark Muse  
377 Knott Rd  
Shepherdstown, WV 25443  
304.676.6405  
1xmmuse@gmail.com

February 22, 2021

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414



Commissioners:

I hereby apply for one of the available three-year terms on the Water Advisory Committee.

I am not a hydrologist, nor do I have professional credentials that relate to the subject at hand. However, I am a full time resident of Jefferson County and the sole source of water for my home is from my private well. I have a non-professional understanding of surface water quality and it's circular relationship with groundwater in a karst environment.

I hope you will give my application serious consideration.

Sincerely,  
Mark Muse

Handwritten signature of Mark Muse in blue ink.



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 4, 2021, or as soon thereafter as the Commission may decide:

**Board of Zoning Appeals -one unexpired term ending January 1, 2022**

*Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.*

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 pm the Monday prior to the proposed date of appointment.

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



**Jeffrey C. Bannon**

8036 Shepherdstown Pike  
Shepherdstown, WV 25443  
jeffrey.bannon@gmail.com  
304-876-1526

January 4, 2021

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

Dear President Tabb:

I intend to resign from the Jefferson County Board of Zoning Appeals as soon as a replacement can be named. I have notified the Board that I will not serve as an officer in 2021, but will participate as necessary to ensure a quorum.

I want to thank the Commission for the opportunity to serve on the BZA for the last seven years.

Yours,

A handwritten signature in black ink, appearing to read 'Jeffrey C. Bannon', with a stylized flourish at the end.

Jeffrey C. Bannon







AGENDA REQUEST FORM

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

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

**ESTIMATION OF TIME NEEDED FOR APPT.:** 5-10 minutes

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** March 4<sup>th</sup>, 2021

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

**SUBJECT:** Final Accounting for the estate of James L. Hatchett, deceased

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

Estate has met all requirements for closure. We request that the commission approve and accept the final accounting and close the estate.

**ARE DOCUMENTS ATTACHED:** emailed previously

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210



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



Name: Nancy Strine, CDBG and HOME Administrator

Department or Organization: **City of Martinsburg representing Eastern Panhandle HOME Consortium**

Estimation of amount of time needed for appointment: 10-15 minutes

Date Requested – March 18<sup>th</sup> 1<sup>st</sup> Choice:

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

I need at least a month to publish the legal notice for the Public Hearing

Date Requested – 2<sup>nd</sup> Choice: **March 4<sup>th</sup>**

Subject (*Wording to be placed on agenda*): First item, Hold a public hearing to discuss the housing needs of Jefferson County for the FY 2021 HOME Investment Partnership Program and second for the Commission to approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period July 1, 2021 to June 30, 2022.

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

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

If so, how much? \$

Provide exact financial impact/request: None

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

FY 2021 HOME (HOME Investment Partnership Program) Public Hearing and approval of 2021 HOME Resolution  
First item, hold a public hearing to discuss the housing needs of Jefferson County for the FY 2021 HOME Investment Partnership Program and second for the Commission to approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period July 1, 2021 to June 30, 2022.

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: [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

Phone Number: 304-264-2131 ext. 278

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

not applicable

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA  
FY 2021 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, March 4, 2021 at 11 am**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2021. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2021. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2021 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2021 beginning February 1, 2021. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

**Josh Compton, President**  
Jefferson County Commission



## RESOLUTION

**A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2021 TO JUNE 30, 2022.**

**WHEREAS**, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as “HOME”); and

**WHEREAS**, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

**WHEREAS**, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

**WHEREAS**, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

**WHEREAS**, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

**WHEREAS**, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2021; and

**WHEREAS**, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

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

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2021 to June 30, 2022 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2021 HOME Investment Partnership Program.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**BY:**

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Josh Compton, President,  
Jefferson County Commission

**ATTEST:**

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Jacqueline C. Shadle, County Clerk

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



Name: **Steve Stolipher, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**

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

Subject (*Wording to be placed on agenda*): **Re-evaluate Construction Bond Unit Cost Estimate - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



Jefferson County, West Virginia  
Engineering Department  
**Construction Bond - Reduction/Release Request Form**  
(Unit costs effective December 01, 2010)

Date Submitted: \_\_\_\_\_ J.C.P.C. File No.: \_\_\_\_\_

Engineer/Consultant's Name & Seal: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

Section/Description: \_\_\_\_\_

**Revised Bond Amount Approved: \$** \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Official Use, Do Not Write In This Box

| Item No.                                  | Description                          | Bond Estimate |           |          | Bond Reduction/Release |                    |                            |
|---|--------------------------------------|---------------|-----------|----------|------------------------|--------------------|----------------------------|
|   |                                      | Unit          | Unit Cost | Quantity | Total Cost             | % Complete To Date | \$ Amount Complete To Date |
| <b>2.1 Erosion &amp; Sediment Control</b> |                                      |               |           |          |                        |                    |                            |
| 1   | Stabilized Construction Entrance     | EA            | \$2,880   |          | \$0.00                 | \$0.00             | \$0.00                     |
| 2   | Silt Fence - Standard                | LF            | \$7       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 3   | Silt Fence - Super                   | LF            | \$26      |          | \$0.00                 | \$0.00             | \$0.00                     |
| 4   | Earth Dike Construction              | LF            | \$26      |          | \$0.00                 | \$0.00             | \$0.00                     |
| 5   | Inlet Protection Device              | EA            | \$231     |          | \$0.00                 | \$0.00             | \$0.00                     |
| 6   | Outlet Protection Device             | EA            | \$384     |          | \$0.00                 | \$0.00             | \$0.00                     |
| 7   | Stone Check Dams                     | EA            | \$244     |          | \$0.00                 | \$0.00             | \$0.00                     |
| 8   | Sediment Trap Excavation             | CY            | \$17      |          | \$0.00                 | \$0.00             | \$0.00                     |
| 9   | Sediment Basin/Pond                  | EA            | \$4,672   |          | \$0.00                 | \$0.00             | \$0.00                     |
| 10  | Rip-Rap Apron/Plunge Pool            | CY            | \$64      |          | \$0.00                 | \$0.00             | \$0.00                     |
| 11  | Grass Waterway/Drainage Swale        | LF            | \$20      |          | \$0.00                 | \$0.00             | \$0.00                     |
| 12  | Diversion Ditch                      | LF            | \$4       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 13  | Seeding with Straw Mulch - Temporary | SF            | \$1       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 14  | Seeding with Straw Mulch - Permanent | SF            | \$1       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 15  | Jute Matting                         | LF            | \$4       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 16  | Sod                                  | SF            | \$2       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 17  | Soil Stabilizing Matt/Jute Matt      | SF            | \$4       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 18  | Geotextile Fabric                    | SF            | \$7       |          | \$0.00                 | \$0.00             | \$0.00                     |
| 19  | Vertical Dewatering Device           | LS            | \$1,280   |          | \$0.00                 | \$0.00             | \$0.00                     |
| 20  | Tree Protection                      | EA            | \$160     |          | \$0.00                 | \$0.00             | \$0.00                     |

| Item No. | Description | Bond Estimate |           |          | Bond Reduction/Release |                    |
|----------|-------------|---------------|-----------|----------|------------------------|--------------------|
|          |             | Unit          | Unit Cost | Quantity | Total Cost             | % Complete To Date |

|    |  |    |         |  |        |        |        |
|----|--|----|---------|--|--------|--------|--------|
| 21 | Temporary Utility Line Stream Crossing/Diversion | EA | \$1,600 |  | \$0.00 | \$0.00 | \$0.00 |
|----|--|----|---------|--|--------|--------|--------|

**2.2 Site Preparation & Demolition**

|   |   |      |          |  |        |        |        |
|---|---|------|----------|--|--------|--------|--------|
| 1 | Clearing & Grubbing - Light Cover               | ACRE | \$8,320  |  | \$0.00 | \$0.00 | \$0.00 |
| 2 | Clearing & Grubbing - Moderate Cover            | ACRE | \$12,544 |  | \$0.00 | \$0.00 | \$0.00 |
| 3 | Clearing & Grubbing - Heavy Cover               | ACRE | \$19,200 |  | \$0.00 | \$0.00 | \$0.00 |
| 4 | Clearing & Grubbing - Very Heavy Cover          | ACRE | \$21,760 |  | \$0.00 | \$0.00 | \$0.00 |
| 5 | Removal of Asphalt Pavement                     | SY   | \$9      |  | \$0.00 | \$0.00 | \$0.00 |
| 6 | Removal of Fencing                              | LF   | \$8      |  | \$0.00 | \$0.00 | \$0.00 |
| 7 | Removal of Power Pole                           | EA   | \$9,792  |  | \$0.00 | \$0.00 | \$0.00 |
| 8 | Removal of Buildings<br>(Provide Cost Estimate) | EA   |          |  | \$0.00 | \$0.00 | \$0.00 |

**2.3 Earthwork**

|   |  |    |      |  |        |        |        |
|---|--|----|------|--|--------|--------|--------|
| 1 | Strip Topsoil                            | CY | \$8  |  | \$0.00 | \$0.00 | \$0.00 |
| 2 | Common Excavation                        | CY | \$13 |  | \$0.00 | \$0.00 | \$0.00 |
| 3 | Trench Excavation                        | CY | \$13 |  | \$0.00 | \$0.00 | \$0.00 |
| 4 | Borrow Material - On Site                | CY | \$8  |  | \$0.00 | \$0.00 | \$0.00 |
| 5 | Borrow Material - Imported from Off Site | CY | \$20 |  | \$0.00 | \$0.00 | \$0.00 |
| 6 | Rock Excavation                          | CY | \$71 |  | \$0.00 | \$0.00 | \$0.00 |
| 7 | Rock Excavation - Trench                 | CY | \$96 |  | \$0.00 | \$0.00 | \$0.00 |
| 8 | Replace Topsoil                          | CY | \$8  |  | \$0.00 | \$0.00 | \$0.00 |
| 9 | Ditchlines                               | LF | \$7  |  | \$0.00 | \$0.00 | \$0.00 |

**2.4 Paved Surface Construction**

|    |   |    |         |  |        |        |        |
|----|---|----|---------|--|--------|--------|--------|
| 1  | 4" Thick Aggregate Base                         | SY | \$9     |  | \$0.00 | \$0.00 | \$0.00 |
| 2  | 5" Thick Aggregate Base                         | SY | \$12    |  | \$0.00 | \$0.00 | \$0.00 |
| 3  | 6" Thick Aggregate Base                         | SY | \$14    |  | \$0.00 | \$0.00 | \$0.00 |
| 4  | 9" Thick Aggregate Base                         | SY | \$21    |  | \$0.00 | \$0.00 | \$0.00 |
| 5  | Bituminous Asphalt Tack Coat                    | SY | \$4     |  | \$0.00 | \$0.00 | \$0.00 |
| 6  | Bituminous Asphalt Base Course - 2"             | SY | \$8     |  | \$0.00 | \$0.00 | \$0.00 |
| 7  | Bituminous Asphalt Base Course - 2-1/2"         | SY | \$9     |  | \$0.00 | \$0.00 | \$0.00 |
| 8  | Bituminous Asphalt Base Course - 3"             | SY | \$13    |  | \$0.00 | \$0.00 | \$0.00 |
| 9  | Bituminous Asphalt Base Course - 4"             | SY | \$17    |  | \$0.00 | \$0.00 | \$0.00 |
| 10 | Bituminous Asphalt Surface Course - 1"          | SY | \$8     |  | \$0.00 | \$0.00 | \$0.00 |
| 11 | Bituminous Asphalt Surface Course - 1-1/2"      | SY | \$11    |  | \$0.00 | \$0.00 | \$0.00 |
| 12 | Bituminous Asphalt Surface Course - 2"          | SY | \$13    |  | \$0.00 | \$0.00 | \$0.00 |
| 13 | Bituminous Asphalt Entrance Apron - Residential | EA | \$2,560 |  | \$0.00 | \$0.00 | \$0.00 |
| 14 | Concrete Entrance Apron - Commercial Site       | EA | \$5,120 |  | \$0.00 | \$0.00 | \$0.00 |
| 15 | Concrete Curb & Gutter                          | LF | \$45    |  | \$0.00 | \$0.00 | \$0.00 |
| 16 | Concrete Curb Only                              | LF | \$39    |  | \$0.00 | \$0.00 | \$0.00 |
| 17 | Bituminous Asphalt Walkway                      | SF | \$4     |  | \$0.00 | \$0.00 | \$0.00 |
| 18 | Concrete Sidewalk                               | SF | \$9     |  | \$0.00 | \$0.00 | \$0.00 |

| Item No. | Description   | Bond Estimate |           |          |            | Bond Reduction/Release |                     |         |                 |
|----------|---|---------------|-----------|----------|------------|------------------------|---------------------|---------|-----------------|
|          |   | Unit          | Unit Cost | Quantity | Total Cost | % Complete             | To Date             | To Date | To Be Completed |
|          |   |               |           |          |            | \$ Amount Complete     | \$ Amount Remaining |         |                 |
| 19       | Concrete Precast Wheel Stops                                  | EA            | \$84      |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 20       | Pavement Directional Arrows/Symbols                           | EA            | \$128     |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 21       | Pavement Letters  | EA            | \$128     |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 22       | Pavement Lines/Stripes  | LF            | \$7       |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 23       | Pavement - Handicapped Parking Symbol & Hatch Lines           | Per Space     | \$256     |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 24       | Sign - Traffic Control (Stop, Speed Limit, Directional, etc.) | EA            | \$256     |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 25       | Sign - Handicapped Parking Sign                               | EA            | \$256     |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 26       | Sign - Street Name per E911 Addressing Ordinance              | EA            | \$256     |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 27       | Guard Rail - Steel Beam & Posts                               | LF            | \$52      |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 28       | Fence - Chain Link 6' High                                    | LF            | \$26      |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 29       | Lights - Parking Lot (light fixture, foundation, & wiring)    | EA            | \$4,480   |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 30       | Bollards (wood or steel)                                      | EA            | \$640     |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |
| 31       | Traffic Control/Stop Light<br>(Provide WVDOH cost estimate)   | EA            |           |          | \$0.00     |                        | \$0.00              | \$0.00  |                 |

#### 2.5 Landscaping

|    |  |    |       |  |        |  |        |        |
|----|--|----|-------|--|--------|--|--------|--------|
| 1  | Transplanting Trees (6' or less)           | EA | \$96  |  | \$0.00 |  | \$0.00 | \$0.00 |
| 2  | Transplanting Shrubs                       | EA | \$64  |  | \$0.00 |  | \$0.00 | \$0.00 |
| 3  | Plant Shrubs (Evergreen or Deciduous)      | EA | \$77  |  | \$0.00 |  | \$0.00 | \$0.00 |
| 4  | Plant Tree (6' or less) - Evergreen        | EA | \$256 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 5  | Plant Tree (6' or less) - Deciduous        | EA | \$288 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 6  | Plant Tree (6' or less) - Flowering        | EA | \$320 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 7  | Plant Ground Cover (per 100 plants)        | EA | \$224 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 8  | Plant Wetlands Vegetation (per 100 plants) | EA | \$320 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 9  | Plant Screen Trees                         | EA | \$256 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 10 | Plant Street/Shade Trees                   | EA | \$256 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 11 | Mulching (wood landscape mulch in place)   | CY | \$4   |  | \$0.00 |  | \$0.00 | \$0.00 |

#### 2.6 Sanitary Sewer System

|   |  |    |         |  |        |  |        |        |
|---|--|----|---------|--|--------|--|--------|--------|
| 1 | 4" PVC Schedule 80 Pipe  | LF | \$39    |  | \$0.00 |  | \$0.00 | \$0.00 |
| 2 | 6" PVC Schedule 80 Pipe  | LF | \$64    |  | \$0.00 |  | \$0.00 | \$0.00 |
| 3 | 8" PVC Schedule 80 Pipe  | LF | \$77    |  | \$0.00 |  | \$0.00 | \$0.00 |
| 4 | 10" PVC Schedule 80 Pipe   | LF | \$90    |  | \$0.00 |  | \$0.00 | \$0.00 |
| 5 | Manhole 4' Diameter (6' height or less)                                  | EA | \$6,400 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 6 | Grease Trap  | EA | \$5,120 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 7 | 4" Service Lateral (20' to Edge of R.O.W./Property Line)                 | EA | \$1,536 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 8 | Sanitary Sewer Pump Station<br>(Provide Cost Estimate)                   | EA |         |  | \$0.00 |  | \$0.00 | \$0.00 |
| 9 | Road Bore/Crossing (with Pipe & Steel Casing)<br>(Provide Cost Estimate) | LF |         |  | \$0.00 |  | \$0.00 | \$0.00 |

#### 2.7 Potable Water System

|   |                        |    |      |  |        |  |        |        |
|---|------------------------|----|------|--|--------|--|--------|--------|
| 1 | 1" Copper Service Line | LF | \$39 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 2 | 2" Copper Service Line | LF | \$71 |  | \$0.00 |  | \$0.00 | \$0.00 |
| 3 | 4" Ductile Iron Pipe   | LF | \$52 |  | \$0.00 |  | \$0.00 | \$0.00 |

| Item No. | Description  | Bond Estimate |            |          |            | Bond Reduction/Release |                 |
|----------|--|---------------|------------|----------|------------|------------------------|-----------------|
|          |  | Unit          | Unit Cost  | Quantity | Total Cost | % Complete             | To Date         |
|          |  |               |            |          |            | To Date                | To Be Completed |
| 4        | 6" Ductile Iron Pipe                                       | LF            | \$71       |          | \$0.00     |                        | \$0.00          |
| 5        | 8" Ductile Iron Pipe                                       | LF            | \$84       |          | \$0.00     |                        | \$0.00          |
| 6        | 10" Ductile Iron Pipe                                      | LF            | \$96       |          | \$0.00     |                        | \$0.00          |
| 7        | 12" Ductile Iron Pipe                                      | LF            | \$109      |          | \$0.00     |                        | \$0.00          |
| 8        | Fire Hydrant with 6" line                                  | LF            | \$5,120    |          | \$0.00     |                        | \$0.00          |
| 9        | 4" Gate Valve & Box  | EA            | \$640      |          | \$0.00     |                        | \$0.00          |
| 10       | 6" Gate Valve & Box  | EA            | \$1,024    |          | \$0.00     |                        | \$0.00          |
| 11       | 8" Gate Valve & Box  | EA            | \$1,216    |          | \$0.00     |                        | \$0.00          |
| 12       | 10" Gate Valve & Box                                       | EA            | \$1,536    |          | \$0.00     |                        | \$0.00          |
| 13       | 12" Gate Valve & Box                                       | EA            | \$2,304    |          | \$0.00     |                        | \$0.00          |
| 14       | Concrete Buttress/Thrust Block                             | EA            | \$384      |          | \$0.00     |                        | \$0.00          |
| 15       | Pressure Reducing Valve & Vault<br>(Provide Cost Estimate) | EA            |            |          | \$0.00     |                        | \$0.00          |
| 16       | Tapping Sleeve & Valve<br>(Provide Cost Estimate)          | EA            |            |          | \$0.00     |                        | \$0.00          |
| 17       | Water Meter Setter, Box & Service Line Tap                 | EA            | \$1,500.00 |          | \$0.00     |                        | \$0.00          |

**2.8 Storm Water Management & Storm Drainage**

| SWM Basin/Ponds         |  | Unit                                  | Unit Cost | Quantity | Total Cost | % Complete | To Date | To Be Completed |
|-------------------------|--|---------------------------------------|-----------|----------|------------|------------|---------|-----------------|
| 1                       | Excavation - Basin/Pond  | CY                                    | \$16      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 2                       | Excavation - Core Trench   | CY                                    | \$16      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 3                       | Embankment Construction - On-Site Material                             | CY                                    | \$22      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 4                       | Embankment Construction - Imported Material                            | CY                                    | \$43      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 5                       | Concrete Control Structures (< 7 Cubic Yards)                          | EA                                    | \$4,480   |          | \$0.00     |            | \$0.00  | \$0.00          |
| 6                       | Concrete Control Structures (7 to 12 Cubic Yards)                      | EA                                    | \$4,864   |          | \$0.00     |            | \$0.00  | \$0.00          |
| 7                       | Concrete Control Structures (12.1 to 17 Cubic Yards)                   | EA                                    | \$6,400   |          | \$0.00     |            | \$0.00  | \$0.00          |
| 8                       | Concrete Control Structures (> 17 Cubic Yards) (Provide Cost Estimate) | EA                                    |           |          | \$0.00     |            | \$0.00  | \$0.00          |
| 9                       | Reinforced Concrete Pipe Cradle  | CY                                    | \$640     |          | \$0.00     |            | \$0.00  | \$0.00          |
| 10                      | Corrugate Metal Pipe/Cont. Struct.                                     | Each per<br>inch dia. X ft.<br>height | \$13      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 11                      | Dewatering Pipes or Structures   | EA                                    | \$1,280   |          | \$0.00     |            | \$0.00  | \$0.00          |
| 12                      | Filter Stone for Dewatering Pipe (1" to 2" dia. clean)                 | CY                                    | \$64      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 13                      | Antiseep Collar  | Each per<br>foot of width             | \$96      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 14                      | Trash Rack   | Each per<br>inch dia.                 | \$52      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 15                      | Water Tight Pipe Bands   | Each per<br>inch dia.                 | \$13      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 16                      | Bio-Retention Basin<br>(Provide Cost Estimate)                         | EA                                    |           |          | \$0.00     |            | \$0.00  | \$0.00          |
| <b>PVC Slotted Pipe</b> |  |                                       |           |          |            |            |         |                 |
| 17                      | 4" PVC Slotted or Perforated Drain Pipe                                | LF                                    | \$8       |          | \$0.00     |            | \$0.00  | \$0.00          |
| 18                      | 6" PVC Slotted or Perforated Drain Pipe                                | LF                                    | \$10      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 19                      | 8" PVC Slotted or Perforated Drain Pipe                                | LF                                    | \$32      |          | \$0.00     |            | \$0.00  | \$0.00          |
| 20                      | 12" PVC Slotted or Perforated Drain Pipe                               | LF                                    | \$39      |          | \$0.00     |            | \$0.00  | \$0.00          |

| Item No.  | Description                              | Bond Estimate |           |          |            | Bond Reduction/Release |                 |
|---|--|---------------|-----------|----------|------------|------------------------|-----------------|
|   |  | Unit          | Unit Cost | Quantity | Total Cost | % Complete             | To Date         |
|   |  |               |           |          |            | To Date                | To Be Completed |
| 21  | 15" PVC Slotted or Perforated Drain Pipe | LF            | \$45      |          | \$0.00     |                        | \$0.00          |
| 22  | 18" PVC Slotted or Perforated Drain Pipe | LF            | \$52      |          | \$0.00     |                        | \$0.00          |
| 23  | 24" PVC Slotted or Perforated Drain Pipe | LF            | \$64      |          | \$0.00     |                        | \$0.00          |
| <b>Corrugate Metal Pipe (Circular)</b>  |  |               |           |          |            |                        |                 |
| 24  | 15" Storm Drain Pipe                     | LF            | \$64      |          | \$0.00     |                        | \$0.00          |
| 25  | 18" Storm Drain Pipe                     | LF            | \$71      |          | \$0.00     |                        | \$0.00          |
| 26  | 21" Storm Drain Pipe                     | LF            | \$116     |          | \$0.00     |                        | \$0.00          |
| 27  | 24" Storm Drain Pipe                     | LF            | \$148     |          | \$0.00     |                        | \$0.00          |
| 28  | 27" Storm Drain Pipe                     | LF            | \$154     |          | \$0.00     |                        | \$0.00          |
| 29  | 30" Storm Drain Pipe                     | LF            | \$160     |          | \$0.00     |                        | \$0.00          |
| 30  | 33" Storm Drain Pipe                     | LF            | \$164     |          | \$0.00     |                        | \$0.00          |
| 31  | 36" Storm Drain Pipe                     | LF            | \$167     |          | \$0.00     |                        | \$0.00          |
| 32  | 42" Storm Drain Pipe                     | LF            | \$180     |          | \$0.00     |                        | \$0.00          |
| 33  | 48" Storm Drain Pipe                     | LF            | \$186     |          | \$0.00     |                        | \$0.00          |
| 34  | 54" Storm Drain Pipe                     | LF            | \$199     |          | \$0.00     |                        | \$0.00          |
| 35  | 60" Storm Drain Pipe                     | LF            | \$224     |          | \$0.00     |                        | \$0.00          |
| <b>Reinforced Concrete Pipe or High Density Polyethylene (HDPE) Pipe (Circular)</b> |  |               |           |          |            |                        |                 |
| 36  | 15" Storm Drain Pipe                     | LF            | \$90      |          | \$0.00     |                        | \$0.00          |
| 37  | 18" Storm Drain Pipe                     | LF            | \$103     |          | \$0.00     |                        | \$0.00          |
| 38  | 21" Storm Drain Pipe                     | LF            | \$116     |          | \$0.00     |                        | \$0.00          |
| 39  | 24" Storm Drain Pipe                     | LF            | \$128     |          | \$0.00     |                        | \$0.00          |
| 40  | 27" Storm Drain Pipe                     | LF            | \$141     |          | \$0.00     |                        | \$0.00          |
| 41  | 30" Storm Drain Pipe                     | LF            | \$167     |          | \$0.00     |                        | \$0.00          |
| 42  | 33" Storm Drain Pipe                     | LF            | \$192     |          | \$0.00     |                        | \$0.00          |
| 43  | 36" Storm Drain Pipe                     | LF            | \$205     |          | \$0.00     |                        | \$0.00          |
| 44  | 42" Storm Drain Pipe                     | LF            | \$231     |          | \$0.00     |                        | \$0.00          |
| 45  | 48" Storm Drain Pipe                     | LF            | \$256     |          | \$0.00     |                        | \$0.00          |
| 46  | 54" Storm Drain Pipe                     | LF            | \$308     |          | \$0.00     |                        | \$0.00          |
| 47  | 60" Storm Drain Pipe                     | LF            | \$346     |          | \$0.00     |                        | \$0.00          |
| <b>End Sections (Circular) - Metal</b>  |  |               |           |          |            |                        |                 |
| 48  | 15" Metal End Section CMP                | EA            | \$320     |          | \$0.00     |                        | \$0.00          |
| 49  | 18" Metal End Section CMP                | EA            | \$352     |          | \$0.00     |                        | \$0.00          |
| 50  | 21" Metal End Section CMP                | EA            | \$384     |          | \$0.00     |                        | \$0.00          |
| 51  | 24" Metal End Section CMP                | EA            | \$448     |          | \$0.00     |                        | \$0.00          |
| 52  | 27" Metal End Section CMP                | EA            | \$512     |          | \$0.00     |                        | \$0.00          |
| 53  | 30" Metal End Section CMP                | EA            | \$608     |          | \$0.00     |                        | \$0.00          |
| 54  | 36" Metal End Section CMP                | EA            | \$704     |          | \$0.00     |                        | \$0.00          |
| 55  | 42" Metal End Section CMP                | EA            | \$896     |          | \$0.00     |                        | \$0.00          |
| 56  | 48" Metal End Section CMP                | EA            | \$1,152   |          | \$0.00     |                        | \$0.00          |
| 57  | 54" Metal End Section CMP                | EA            | \$1,408   |          | \$0.00     |                        | \$0.00          |
| <b>End Sections (Circular) - Concrete</b>   |  |               |           |          |            |                        |                 |
| 58  | 15" RCP End Section                      | EA            | \$832     |          | \$0.00     |                        | \$0.00          |

| Item No.   | Description                          | Bond Estimate |           |          |            | Bond Reduction/Release |                 |
|--|--------------------------------------|---------------|-----------|----------|------------|------------------------|-----------------|
|  |                                      | Unit          | Unit Cost | Quantity | Total Cost | % Complete             | To Date         |
|  |                                      |               |           |          |            | \$ Amount Complete     | To Date         |
|  |                                      |               |           |          |            | \$ Amount Remaining    | To Be Completed |
| 59   | 18" RCP End Section                  | EA            | \$896     |          | \$0.00     | \$0.00                 | \$0.00          |
| 60   | 21" RCP End Section                  | EA            | \$960     |          | \$0.00     | \$0.00                 | \$0.00          |
| 61   | 24" RCP End Section                  | EA            | \$1,024   |          | \$0.00     | \$0.00                 | \$0.00          |
| 62   | 27" RCP End Section                  | EA            | \$1,216   |          | \$0.00     | \$0.00                 | \$0.00          |
| 63   | 30" RCP End Section                  | EA            | \$1,344   |          | \$0.00     | \$0.00                 | \$0.00          |
| 64   | 36" RCP End Section                  | EA            | \$1,664   |          | \$0.00     | \$0.00                 | \$0.00          |
| 65   | 42" RCP End Section                  | EA            | \$2,048   |          | \$0.00     | \$0.00                 | \$0.00          |
| 66   | 48" RCP End Section                  | EA            | \$2,560   |          | \$0.00     | \$0.00                 | \$0.00          |
| 67   | 54" RCP End Section                  | EA            | \$3,072   |          | \$0.00     | \$0.00                 | \$0.00          |
| <b>Storm Drain Pipe (Squash Pipe) - Metal</b>                    |                                      |               |           |          |            |                        |                 |
| 68   | 13" x 17" Storm Drain Pipe           | EA            | \$64      |          | \$0.00     | \$0.00                 | \$0.00          |
| 69   | 15" x 21" Storm Drain Pipe           | LF            | \$71      |          | \$0.00     | \$0.00                 | \$0.00          |
| 70   | 24" x 35" Storm Drain Pipe           | LF            | \$160     |          | \$0.00     | \$0.00                 | \$0.00          |
| 71   | 38" x 57" Storm Drain Pipe           | LF            | \$186     |          | \$0.00     | \$0.00                 | \$0.00          |
| 72   | 42" x 64" Storm Drain Pipe           | LF            | \$224     |          | \$0.00     | \$0.00                 | \$0.00          |
| <b>Storm Drain Pipe (Squash Pipe) - Reinforced Concrete Pipe</b> |                                      |               |           |          |            |                        |                 |
| 73   | 13" x 17" Storm Drain Pipe           | LF            | \$96      |          | \$0.00     | \$0.00                 | \$0.00          |
| 74   | 15" x 21" Storm Drain Pipe           | LF            | \$103     |          | \$0.00     | \$0.00                 | \$0.00          |
| 75   | 24" x 35" Storm Drain Pipe           | LF            | \$167     |          | \$0.00     | \$0.00                 | \$0.00          |
| 76   | 38" x 57" Storm Drain Pipe           | LF            | \$320     |          | \$0.00     | \$0.00                 | \$0.00          |
| 77   | 42" x 64" Storm Drain Pipe           | LF            | \$404     |          | \$0.00     | \$0.00                 | \$0.00          |
| <b>End Sections (Squash Pipe) - Metal</b>                        |                                      |               |           |          |            |                        |                 |
| 78   | 13" x 17" Metal End Section          | EA            | \$320     |          | \$0.00     | \$0.00                 | \$0.00          |
| 79   | 15" x 21" Metal End Section          | EA            | \$544     |          | \$0.00     | \$0.00                 | \$0.00          |
| 80   | 24" x 35" Metal End Section          | EA            | \$640     |          | \$0.00     | \$0.00                 | \$0.00          |
| 81   | 38" x 57" Metal End Section          | EA            | \$768     |          | \$0.00     | \$0.00                 | \$0.00          |
| 82   | 42" x 64" Metal End Section          | EA            | \$1,024   |          | \$0.00     | \$0.00                 | \$0.00          |
| <b>End Sections (Squash Pipe) - Reinforced Concrete Pipe</b>     |                                      |               |           |          |            |                        |                 |
| 83   | 13" x 17" RCP End Section            | EA            | \$832     |          | \$0.00     | \$0.00                 | \$0.00          |
| 84   | 15" x 21" RCP End Section            | EA            | \$896     |          | \$0.00     | \$0.00                 | \$0.00          |
| 85   | 24" x 35" RCP End Section            | EA            | \$1,216   |          | \$0.00     | \$0.00                 | \$0.00          |
| 86   | 38" x 57" RCP End Section            | EA            | \$2,560   |          | \$0.00     | \$0.00                 | \$0.00          |
| 87   | 42" x 64" RCP End Section            | EA            | \$3,072   |          | \$0.00     | \$0.00                 | \$0.00          |
| <b>Storm Drain Structures</b>                                    |                                      |               |           |          |            |                        |                 |
| 88   | Drop Inlet - Single Pipe Opening     | EA            | \$2,560   |          | \$0.00     | \$0.00                 | \$0.00          |
| 89   | Drop Inlet - Double Pipe Opening     | EA            | \$2,816   |          | \$0.00     | \$0.00                 | \$0.00          |
| 90   | Drop Inlet - Triple Pipe Opening     | EA            | \$3,328   |          | \$0.00     | \$0.00                 | \$0.00          |
| 91   | Curb Inlet - 6' Opening              | EA            | \$6,016   |          | \$0.00     | \$0.00                 | \$0.00          |
| 92   | Curb Inlet - 12' Opening             | EA            | \$7,168   |          | \$0.00     | \$0.00                 | \$0.00          |
| 93   | Curb Inlet - 16' Opening             | EA            | \$8,320   |          | \$0.00     | \$0.00                 | \$0.00          |
| 94   | Curb Inlet - 20' Opening             | EA            | \$8,960   |          | \$0.00     | \$0.00                 | \$0.00          |
| 95   | Manhole (4' dia., 6' height or less) | EA            | \$6,400   |          | \$0.00     | \$0.00                 | \$0.00          |

| Item No.  | Description  | Bond Estimate |           |          |               | Bond Reduction/Release |               |                    |                     |
|---|--|---------------|-----------|----------|---------------|------------------------|---------------|--------------------|---------------------|
|   |  | Unit          | Unit Cost | Quantity | Total Cost    | % Complete             | To Date       | \$ Amount Complete | \$ Amount Remaining |
|   |  |               |           |          |               | To Date                | To Date       | To Be Completed    |                     |
| <b>Outfall &amp; Channel Protection</b>                     |  |               |           |          |               |                        |               |                    |                     |
| 96  | Concrete Wing Wall (5' high x 12' long x 12" thick)              | EA            | \$6,400   |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 97  | Gabion Basket Structure  | EA            | \$256     |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 98  | Rip-Rap Stone - Class 1  | CY            | \$77      |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 99  | Rip-Rap Stone - Class 2  | CY            | \$90      |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 100   | Rip-Rap Stone - Class 3  | CY            | \$109     |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| <b>2.9 Miscellaneous Site Construction &amp; Structures</b> |  |               |           |          |               |                        |               |                    |                     |
| 1   | Bus Stop Enclosure   | EA            | \$3,840   |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 2   | Mail Box Cluster   | EA            | \$3,840   |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 3   | Gazebo, Tot Lot, or other Amenities, etc (Provide Cost Estimate) | LS            |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 4   | Subdivision Entrance Sign - Masonry/Brick                        | EA            | \$12,800  |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 5   | Subdivision Entrance Sign - Wood                                 | EA            |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 6   | Set Property Corners   | LOT           | \$448     |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 7   | Construction Stake-out   | LOT           | \$640     |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 8   | Construction Management/As-Builts                                | LOT           | \$640     |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 9   | Formation of HOA by Developer                                    | LOT           | \$640     |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 10  |  |               |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 11  |  |               |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 12  |  |               |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 13  |  |               |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 14  |  |               |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| Grand Total All Costs                                       |  |               |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| 15% Contingency   |  |               |           |          | \$0.00        |                        | \$0.00        | \$0.00             |                     |
| <b>TOTAL BOND AMOUNT</b>                                    |  |               |           |          | <b>\$0.00</b> |                        | <b>\$0.00</b> | <b>\$0.00</b>      |                     |



Jefferson County, West Virginia  
 Engineering Department  
**Construction Bond - Estimate Form**  
 (Unit costs effective December 01, 2020)

Date Submitted: \_\_\_\_\_

Engineer/Consultant's Name & Seal: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

Section/Description: \_\_\_\_\_

**Bond Amount Approved:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

Official Use, Do Not Write In This Box

| Item No.                                  | Description                          | Unit | Unit Costs | Quantity | Total Cost |
|---|--------------------------------------|------|------------|----------|------------|
| <b>2.1 Erosion &amp; Sediment Control</b> |                                      |      |            |          |            |
| 1   | Stabilized Construction Entrance     | EA   | \$2,880    |          | \$0.00     |
| 2   | Silt Fence - Standard                | LF   | \$7        |          | \$0.00     |
| 3   | Silt Fence - Super                   | LF   | \$26       |          | \$0.00     |
| 4   | Earth Dike Construction              | LF   | \$26       |          | \$0.00     |
| 5   | Inlet Protection Device              | EA   | \$231      |          | \$0.00     |
| 6   | Outlet Protection Device             | EA   | \$384      |          | \$0.00     |
| 7   | Stone Check Dams                     | EA   | \$244      |          | \$0.00     |
| 8   | Sediment Trap Excavation             | CY   | \$17       |          | \$0.00     |
| 9   | Sediment Basin/Pond                  | EA   | \$4,672    |          | \$0.00     |
| 10  | Rip-Rap Apron/Plunge Pool            | CY   | \$64       |          | \$0.00     |
| 11  | Grass Waterway/Drainage Swale        | LF   | \$20       |          | \$0.00     |
| 12  | Diversion Ditch                      | LF   | \$4        |          | \$0.00     |
| 13  | Seeding with Straw Mulch - Temporary | SF   | \$1        |          | \$0.00     |
| 14  | Seeding with Straw Mulch - Permanent | SF   | \$1        |          | \$0.00     |
| 15  | Jute Matting                         | LF   | \$4        |          | \$0.00     |
| 16  | Sod                                  | SF   | \$2        |          | \$0.00     |
| 17  | Soil Stabilizing Matt/Jute Matt      | SF   | \$4        |          | \$0.00     |
| 18  | Geotextile Fabric                    | SF   | \$7        |          | \$0.00     |
| 19  | Vertical Dewatering Device           | LS   | \$1,280    |          | \$0.00     |

| Item No. | Description                                      | Unit | Unit Costs | Quantity | Total Cost |
|----------|--|------|------------|----------|------------|
| 20       | Tree Protection                                  | EA   | \$160      |          | \$0.00     |
| 21       | Temporary Utility Line Stream Crossing/Diversion | EA   | \$1,600    |          | \$0.00     |

| Item No.                                     | Description                                     | Unit | Unit Costs | Quantity | Total Cost |
|--|---|------|------------|----------|------------|
| <b>2.2 Site Preparation &amp; Demolition</b> |   |      |            |          |            |
| 1  | Clearing & Grubbing - Light Cover               | ACRE | \$8,320    |          | \$0.00     |
| 2  | Clearing & Grubbing - Moderate Cover            | ACRE | \$12,544   |          | \$0.00     |
| 3  | Clearing & Grubbing - Heavy Cover               | ACRE | \$19,200   |          | \$0.00     |
| 4  | Clearing & Grubbing - Very Heavy Cover          | ACRE | \$21,760   |          | \$0.00     |
| 5  | Removal of Asphalt Pavement                     | SY   | \$9        |          | \$0.00     |
| 6  | Removal of Fencing                              | LF   | \$8        |          | \$0.00     |
| 7  | Removal of Power Pole                           | EA   | \$9,792    |          | \$0.00     |
| 8  | Removal of Buildings<br>(Provide Cost Estimate) | EA   |            |          | \$0.00     |

|                      |  |    |      |  |        |
|----------------------|--|----|------|--|--------|
| <b>2.3 Earthwork</b> |  |    |      |  |        |
| 1                    | Strip Topsoil                            | CY | \$8  |  | \$0.00 |
| 2                    | Common Excavation                        | CY | \$13 |  | \$0.00 |
| 3                    | Trench Excavation                        | CY | \$13 |  | \$0.00 |
| 4                    | Borrow Material - On Site                | CY | \$8  |  | \$0.00 |
| 5                    | Borrow Material - Imported from Off Site | CY | \$20 |  | \$0.00 |
| 6                    | Rock Excavation                          | CY | \$71 |  | \$0.00 |
| 7                    | Rock Excavation - Trench                 | CY | \$96 |  | \$0.00 |
| 8                    | Replace Topsoil                          | CY | \$8  |  | \$0.00 |
| 9                    | Ditchlines                               | LF | \$7  |  | \$0.00 |

|                                       |   |    |         |  |        |
|---------------------------------------|---|----|---------|--|--------|
| <b>2.4 Paved Surface Construction</b> |   |    |         |  |        |
| 1                                     | 4" Thick Aggregate Base                         | SY | \$9     |  | \$0.00 |
| 2                                     | 5" Thick Aggregate Base                         | SY | \$12    |  | \$0.00 |
| 3                                     | 6" Thick Aggregate Base                         | SY | \$14    |  | \$0.00 |
| 4                                     | 9" Thick Aggregate Base                         | SY | \$21    |  | \$0.00 |
| 5                                     | Bituminous Asphalt Tack Coat                    | SY | \$4     |  | \$0.00 |
| 6                                     | Bituminous Asphalt Base Course - 2"             | SY | \$8     |  | \$0.00 |
| 7                                     | Bituminous Asphalt Base Course - 2-1/2"         | SY | \$9     |  | \$0.00 |
| 8                                     | Bituminous Asphalt Base Course - 3"             | SY | \$13    |  | \$0.00 |
| 9                                     | Bituminous Asphalt Base Course - 4"             | SY | \$17    |  | \$0.00 |
| 10                                    | Bituminous Asphalt Surface Course - 1"          | SY | \$8     |  | \$0.00 |
| 11                                    | Bituminous Asphalt Surface Course - 1-1/2"      | SY | \$11    |  | \$0.00 |
| 12                                    | Bituminous Asphalt Surface Course - 2"          | SY | \$13    |  | \$0.00 |
| 13                                    | Bituminous Asphalt Entrance Apron - Residential | EA | \$2,560 |  | \$0.00 |
| 14                                    | Concrete Entrance Apron - Commercial Site       | EA | \$5,120 |  | \$0.00 |
| 15                                    | Concrete Curb & Gutter                          | LF | \$45    |  | \$0.00 |
| 16                                    | Concrete Curb Only                              | LF | \$39    |  | \$0.00 |
| 17                                    | Bituminous Asphalt Walkway                      | SF | \$4     |  | \$0.00 |
| 18                                    | Concrete Sidewalk                               | SF | \$9     |  | \$0.00 |
| 19                                    | Concrete Precast Wheel Stops                    | EA | \$84    |  | \$0.00 |

| Item No. | Description   | Unit      | Unit Costs | Quantity | Total Cost |
|----------|---|-----------|------------|----------|------------|
| 20       | Pavement Directional Arrows/Symbols                           | EA        | \$128      |          | \$0.00     |
| 21       | Pavement Letters  | EA        | \$128      |          | \$0.00     |
| 22       | Pavement Lines/Stripes  | LF        | \$7        |          | \$0.00     |
| 23       | Pavement - Handicapped Parking Symbol & Hatch Lines           | Per Space | \$256      |          | \$0.00     |
| 24       | Sign - Traffic Control (Stop, Speed Limit, Directional, etc.) | EA        | \$256      |          | \$0.00     |
| 25       | Sign - Handicapped Parking Sign                               | EA        | \$256      |          | \$0.00     |
| 26       | Sign - Street Name per E911 Addressing Ordinance              | EA        | \$256      |          | \$0.00     |
| 27       | Guard Rail - Steel Beam & Posts                               | LF        | \$52       |          | \$0.00     |
| 28       | Fence - Chain Link 6' High                                    | LF        | \$26       |          | \$0.00     |
| 29       | Lights - Parking Lot (light fixture, foundation, & wiring)    | EA        | \$4,480    |          | \$0.00     |
| 30       | Bollards (wood or steel)                                      | EA        | \$640      |          | \$0.00     |
| 31       | Traffic Control/Stop Light (Provide WVDOT cost estimate)      | EA        |            |          | \$0.00     |

#### 2.5 Landscaping

|    |  |    |       |  |        |
|----|--|----|-------|--|--------|
| 1  | Transplanting Trees (6' or less)           | EA | \$96  |  | \$0.00 |
| 2  | Transplanting Shrubs                       | EA | \$64  |  | \$0.00 |
| 3  | Plant Shrubs (Evergreen or Deciduous)      | EA | \$77  |  | \$0.00 |
| 4  | Plant Tree (6' or less) - Evergreen        | EA | \$256 |  | \$0.00 |
| 5  | Plant Tree (6' or less) - Deciduous        | EA | \$288 |  | \$0.00 |
| 6  | Plant Tree (6' or less) - Flowering        | EA | \$320 |  | \$0.00 |
| 7  | Plant Ground Cover (per 100 plants)        | EA | \$224 |  | \$0.00 |
| 8  | Plant Wetlands Vegetation (per 100 plants) | EA | \$320 |  | \$0.00 |
| 9  | Plant Screen Trees                         | EA | \$256 |  | \$0.00 |
| 10 | Plant Street/Shade Trees                   | EA | \$256 |  | \$0.00 |
| 11 | Mulching (wood landscape mulch in place)   | CY | \$4   |  | \$0.00 |

#### 2.6 Sanitary Sewer System

|   |  |    |         |  |        |
|---|--|----|---------|--|--------|
| 1 | 4" PVC Schedule 80 Pipe  | LF | \$39    |  | \$0.00 |
| 2 | 6" PVC Schedule 80 Pipe  | LF | \$64    |  | \$0.00 |
| 3 | 8" PVC Schedule 80 Pipe  | LF | \$77    |  | \$0.00 |
| 4 | 10" PVC Schedule 80 Pipe   | LF | \$90    |  | \$0.00 |
| 5 | Manhole 4' Diameter (6' height or less)                              | EA | \$6,400 |  | \$0.00 |
| 6 | Grease Trap  | EA | \$5,120 |  | \$0.00 |
| 7 | 4" Service Lateral (20' to Edge of R.O.W./Property Line)             | EA | \$1,536 |  | \$0.00 |
| 8 | Sanitary Sewer Pump Station (Provide Cost Estimate)                  | EA |         |  | \$0.00 |
| 9 | Road Bore/Crossing (with Pipe & Steel Casing (Provide Cost Estimate) | LF |         |  | \$0.00 |

#### 2.7 Potable Water System

|   |                        |    |      |  |        |
|---|------------------------|----|------|--|--------|
| 1 | 1" Copper Service Line | LF | \$39 |  | \$0.00 |
| 2 | 2" Copper Service Line | LF | \$71 |  | \$0.00 |
| 3 | 4" Ductile Iron Pipe   | LF | \$52 |  | \$0.00 |

| Item No. | Description  | Unit | Unit Costs | Quantity | Total Cost |
|----------|--|------|------------|----------|------------|
| 4        | 6" Ductile Iron Pipe                                       | LF   | \$71       |          | \$0.00     |
| 5        | 8" Ductile Iron Pipe                                       | LF   | \$84       |          | \$0.00     |
| 6        | 10" Ductile Iron Pipe                                      | LF   | \$96       |          | \$0.00     |
| 7        | 12" Ductile Iron Pipe                                      | LF   | \$109      |          | \$0.00     |
| 8        | Fire Hydrant with 6" line                                  | LF   | \$5,120    |          | \$0.00     |
| 9        | 4" Gate Valve & Box  | EA   | \$640      |          | \$0.00     |
| 10       | 6" Gate Valve & Box  | EA   | \$1,024    |          | \$0.00     |
| 11       | 8" Gate Valve & Box  | EA   | \$1,216    |          | \$0.00     |
| 12       | 10" Gate Valve & Box                                       | EA   | \$1,536    |          | \$0.00     |
| 13       | 12" Gate Valve & Box                                       | EA   | \$2,304    |          | \$0.00     |
| 14       | Concrete Buttress/Thrust Block                             | EA   | \$384      |          | \$0.00     |
| 15       | Pressure Reducing Valve & Vault<br>(Provide Cost Estimate) | EA   |            |          | \$0.00     |
| 16       | Tapping Sleeve & Valve<br>(Provide Cost Estimate)          | EA   |            |          | \$0.00     |
| 17       | Water Meter Setter, Box & Service Line Tap                 | EA   | \$1,920    |          | \$0.00     |

**2.8 Storm Water Management & Storm Drainage**

| <b>SWM Basin/Ponds</b>  |  |                                       |            |          |            |
|-------------------------|--|---------------------------------------|------------|----------|------------|
| Item No.                | Description  | Unit                                  | Unit Costs | Quantity | Total Cost |
| 1                       | Excavation - Basin/Pond  | CY                                    | \$16       |          | \$0.00     |
| 2                       | Excavation - Core Trench   | CY                                    | \$16       |          | \$0.00     |
| 3                       | Embankment Construction - On-Site Material                             | CY                                    | \$22       |          | \$0.00     |
| 4                       | Embankment Construction - Imported Material                            | CY                                    | \$43       |          | \$0.00     |
| 5                       | Concrete Control Structures (< 7 Cubic Yards)                          | EA                                    | \$4,480    |          | \$0.00     |
| 6                       | Concrete Control Structures (7 to 12 Cubic Yards)                      | EA                                    | \$4,864    |          | \$0.00     |
| 7                       | Concrete Control Structures (12.1 to 17 Cubic Yards)                   | EA                                    | \$6,400    |          | \$0.00     |
| 8                       | Concrete Control Structures (> 17 Cubic Yards) (Provide Cost Estimate) | EA                                    |            |          | \$0.00     |
| 9                       | Reinforced Concrete Pipe Cradle  | CY                                    | \$640      |          | \$0.00     |
|                         |  | Each per<br>inch dia. X<br>ft. height |            |          |            |
| 10                      | Corrugate Metal PipeCont. Struct.                                      | EA                                    | \$13       |          | \$0.00     |
| 11                      | Dewatering Pipes or Structures   | EA                                    | \$1,280    |          | \$0.00     |
| 12                      | Filter Stone for Dewatering Pipe (1" to 2" dia. clean)                 | CY                                    | \$64       |          | \$0.00     |
|                         |  | Each per<br>foot of<br>width          | \$96       |          | \$0.00     |
| 13                      | Antiseep Collar  | Each per<br>inch dia.                 | \$52       |          | \$0.00     |
| 14                      | Trash Rack   | Each per<br>inch dia.                 | \$13       |          | \$0.00     |
| 15                      | Water Tight Pipe Bands   | EA                                    |            |          | \$0.00     |
| 16                      | Bio-Retention Basin<br>(Provide Cost Estimate)                         | EA                                    |            |          | \$0.00     |
| <b>PVC Slotted Pipe</b> |  |                                       |            |          |            |
| 17                      | 4" PVC Slotted or Perforated Drain Pipe                                | LF                                    | \$8        |          | \$0.00     |
| 18                      | 6" PVC Slotted or Perforated Drain Pipe                                | LF                                    | \$10       |          | \$0.00     |

| Item No.  | Description                              | Unit | Unit Costs | Quantity | Total Cost |
|---|--|------|------------|----------|------------|
| 19  | 18" PVC Slotted or Perforated Drain Pipe | LF   | \$32       |          | \$0.00     |
| 20  | 12" PVC Slotted or Perforated Drain Pipe | LF   | \$39       |          | \$0.00     |
| 21  | 15" PVC Slotted or Perforated Drain Pipe | LF   | \$45       |          | \$0.00     |
| 22  | 18" PVC Slotted or Perforated Drain Pipe | LF   | \$52       |          | \$0.00     |
| 23  | 24" PVC Slotted or Perforated Drain Pipe | LF   | \$64       |          | \$0.00     |
| <b>Corrugate Metal Pipe (Circular)</b>  |  |      |            |          |            |
| 24  | 15" Storm Drain Pipe                     | LF   | \$64       |          | \$0.00     |
| 25  | 18" Storm Drain Pipe                     | LF   | \$71       |          | \$0.00     |
| 26  | 21" Storm Drain Pipe                     | LF   | \$116      |          | \$0.00     |
| 27  | 24" Storm Drain Pipe                     | LF   | \$148      |          | \$0.00     |
| 28  | 27" Storm Drain Pipe                     | LF   | \$154      |          | \$0.00     |
| 29  | 30" Storm Drain Pipe                     | LF   | \$160      |          | \$0.00     |
| 30  | 33" Storm Drain Pipe                     | LF   | \$164      |          | \$0.00     |
| 31  | 36" Storm Drain Pipe                     | LF   | \$167      |          | \$0.00     |
| 32  | 42" Storm Drain Pipe                     | LF   | \$180      |          | \$0.00     |
| 33  | 48" Storm Drain Pipe                     | LF   | \$186      |          | \$0.00     |
| 34  | 54" Storm Drain Pipe                     | LF   | \$199      |          | \$0.00     |
| 35  | 60" Storm Drain Pipe                     | LF   | \$224      |          | \$0.00     |
| <b>Reinforced Concrete Pipe or High Density Polyethylene (HDPE) Pipe (Circular)</b> |  |      |            |          |            |
| 36  | 15" Storm Drain Pipe                     | LF   | \$90       |          | \$0.00     |
| 37  | 18" Storm Drain Pipe                     | LF   | \$103      |          | \$0.00     |
| 38  | 21" Storm Drain Pipe                     | LF   | \$116      |          | \$0.00     |
| 39  | 24" Storm Drain Pipe                     | LF   | \$128      |          | \$0.00     |
| 40  | 27" Storm Drain Pipe                     | LF   | \$141      |          | \$0.00     |
| 41  | 30" Storm Drain Pipe                     | LF   | \$167      |          | \$0.00     |
| 42  | 33" Storm Drain Pipe                     | LF   | \$192      |          | \$0.00     |
| 43  | 36" Storm Drain Pipe                     | LF   | \$205      |          | \$0.00     |
| 44  | 42" Storm Drain Pipe                     | LF   | \$231      |          | \$0.00     |
| 45  | 48" Storm Drain Pipe                     | LF   | \$256      |          | \$0.00     |
| 46  | 54" Storm Drain Pipe                     | LF   | \$308      |          | \$0.00     |
| 47  | 60" Storm Drain Pipe                     | LF   | \$346      |          | \$0.00     |
| <b>End Sections (Circular) - Metal</b>  |  |      |            |          |            |
| 48  | 15" Metal End Section CMP                | EA   | \$320      |          | \$0.00     |
| 49  | 18" Metal End Section CMP                | EA   | \$352      |          | \$0.00     |
| 50  | 21" Metal End Section CMP                | EA   | \$384      |          | \$0.00     |
| 51  | 24" Metal End Section CMP                | EA   | \$448      |          | \$0.00     |
| 52  | 27" Metal End Section CMP                | EA   | \$512      |          | \$0.00     |
| 53  | 30" Metal End Section CMP                | EA   | \$608      |          | \$0.00     |
| 54  | 36" Metal End Section CMP                | EA   | \$704      |          | \$0.00     |
| 55  | 42" Metal End Section CMP                | EA   | \$896      |          | \$0.00     |
| 56  | 48" Metal End Section CMP                | EA   | \$1,152    |          | \$0.00     |

| Item No.                                  | Description               | Unit | Unit Costs | Quantity | Total Cost |
|---|---------------------------|------|------------|----------|------------|
| 57  | 54" Metal End Section CMP | EA   | \$1,408    |          | \$0.00     |
| <b>End Sections (Circular) - Concrete</b> |                           |      |            |          |            |
| 58  | 15" RCP End Section       | EA   | \$832      |          | \$0.00     |
| 59  | 18" RCP End Section       | EA   | \$896      |          | \$0.00     |
| 60  | 21" RCP End Section       | EA   | \$960      |          | \$0.00     |
| 61  | 24" RCP End Section       | EA   | \$1,024    |          | \$0.00     |
| 62  | 27" RCP End Section       | EA   | \$1,216    |          | \$0.00     |
| 63  | 30" RCP End Section       | EA   | \$1,344    |          | \$0.00     |
| 64  | 36" RCP End Section       | EA   | \$1,664    |          | \$0.00     |
| 65  | 42" RCP End Section       | EA   | \$2,048    |          | \$0.00     |
| 66  | 48" RCP End Section       | EA   | \$2,560    |          | \$0.00     |
| 67  | 54" RCP End Section       | EA   | \$3,072    |          | \$0.00     |

| Item No.   | Description   | Unit | Unit Costs | Quantity | Total Cost |
|--|---|------|------------|----------|------------|
| <b>Storm Drain Pipe (Squash Pipe) - Metal</b>                    |   |      |            |          |            |
| 68   | 13" x 17" Storm Drain Pipe                          | EA   | \$64       |          | \$0.00     |
| 69   | 15" x 21" Storm Drain Pipe                          | LF   | \$71       |          | \$0.00     |
| 70   | 24" x 35" Storm Drain Pipe                          | LF   | \$160      |          | \$0.00     |
| 71   | 38" x 57" Storm Drain Pipe                          | LF   | \$186      |          | \$0.00     |
| 72   | 42" x 64" Storm Drain Pipe                          | LF   | \$224      |          | \$0.00     |
| <b>Storm Drain Pipe (Squash Pipe) - Reinforced Concrete Pipe</b> |   |      |            |          |            |
| 73   | 13" x 17" Storm Drain Pipe                          | LF   | \$96       |          | \$0.00     |
| 74   | 15" x 21" Storm Drain Pipe                          | LF   | \$103      |          | \$0.00     |
| 75   | 24" x 35" Storm Drain Pipe                          | LF   | \$167      |          | \$0.00     |
| 76   | 38" x 57" Storm Drain Pipe                          | LF   | \$320      |          | \$0.00     |
| 77   | 42" x 64" Storm Drain Pipe                          | LF   | \$404      |          | \$0.00     |
| <b>End Sections (Squash Pipe) - Metal</b>                        |   |      |            |          |            |
| 78   | 13" x 17" Metal End Section                         | EA   | \$320      |          | \$0.00     |
| 79   | 15" x 21" Metal End Section                         | EA   | \$544      |          | \$0.00     |
| 80   | 24" x 35" Metal End Section                         | EA   | \$640      |          | \$0.00     |
| 81   | 38" x 57" Metal End Section                         | EA   | \$768      |          | \$0.00     |
| 82   | 42" x 64" Metal End Section                         | EA   | \$1,024    |          | \$0.00     |
| <b>End Sections (Squash Pipe) - Reinforced Concrete Pipe</b>     |   |      |            |          |            |
| 83   | 13" x 17" RCP End Section                           | EA   | \$832      |          | \$0.00     |
| 84   | 15" x 21" RCP End Section                           | EA   | \$896      |          | \$0.00     |
| 85   | 24" x 35" RCP End Section                           | EA   | \$1,216    |          | \$0.00     |
| 86   | 38" x 57" RCP End Section                           | EA   | \$2,560    |          | \$0.00     |
| 87   | 42" x 64" RCP End Section                           | EA   | \$3,072    |          | \$0.00     |
| <b>Storm Drain Structures</b>                                    |   |      |            |          |            |
| 88   | Drop Inlet - Single Pipe Opening                    | EA   | \$2,560    |          | \$0.00     |
| 89   | Drop Inlet - Double Pipe Opening                    | EA   | \$2,816    |          | \$0.00     |
| 90   | Drop Inlet - Triple Pipe Opening                    | EA   | \$3,328    |          | \$0.00     |
| 91   | Curb Inlet - 6' Opening                             | EA   | \$6,016    |          | \$0.00     |
| 92   | Curb Inlet - 12' Opening                            | EA   | \$7,168    |          | \$0.00     |
| 93   | Curb Inlet - 16' Opening                            | EA   | \$8,320    |          | \$0.00     |
| 94   | Curb Inlet - 20' Opening                            | EA   | \$8,960    |          | \$0.00     |
| 95   | Manhole (4' dia., 6' height or less)                | EA   | \$6,400    |          | \$0.00     |
| <b>Outfall &amp; Channel Protection</b>                          |   |      |            |          |            |
| 96   | Concrete Wing Wall (5' high x 12' long x 12" thick) | EA   | \$6,400    |          | \$0.00     |
| 97   | Gabion Basket Structure                             | EA   | \$256      |          | \$0.00     |
| 98   | Rip-Rap Stone - Class 1                             | CY   | \$77       |          | \$0.00     |
| 99   | Rip-Rap Stone - Class 2                             | CY   | \$90       |          | \$0.00     |
| 100  | Rip-Rap Stone - Class 3                             | CY   | \$109      |          | \$0.00     |

| Item No.   | Description  | Unit | Unit Costs | Quantity | Total Cost |
|--|--|------|------------|----------|------------|
| <b>2.9 Miscellaneous Site Construction &amp; Structures:</b> |  |      |            |          |            |
| 1  | Bus Stop Enclosure   | EA   | \$3,840    |          | \$0.00     |
| 2  | Mail Box Cluster   | EA   | \$3,840    |          | \$0.00     |
| 3  | Gazebo, Tot Lot, or other Amenities, etc (Provide Cost Estimate) | LS   |            |          | \$0.00     |
| 4  | Subdivision Entrance Sign - Masonry/Brick                        | EA   | \$12,800   |          | \$0.00     |
| 5  | Subdivision Entrance Sign - Wood                                 | EA   | \$5,120    |          | \$0.00     |
| 6  | Set Property Corners   | LOT  | \$448      |          | \$0.00     |
| 7  | Construction Stake-out   | LOT  | \$640      |          | \$0.00     |
| 8  | Construction Management/As-Builts                                | LOT  | \$640      |          | \$0.00     |
| 9  | Formation of HOA by Developer                                    | LOT  | \$640      |          | \$0.00     |
| 10   |  |      |            |          | \$0.00     |
| 11   |  |      |            |          | \$0.00     |
| 12   |  |      |            |          | \$0.00     |
| 13   |  |      |            |          | \$0.00     |
| 14   |  |      |            |          | \$0.00     |
| Grand Total All Costs  |  |      |            |          | \$0.00     |





Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**

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

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

**Letter of support for Senate Bill 12- County Commission oversight of health departments- 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.](#)





Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**

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

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

**Repeal the County ATV Ordinance and revert to existing state law- 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.](#)





Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**

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

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

**Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - 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:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 4, 2021**

*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*): **Decision - Zoning Map Amendment Rezoning Request for property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, 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.](#)



Please Run 2 Times:

February 3 & February 10

**NOTICE OF PUBLIC HEARING**  
**Thursday, February 18, 2021 at 7:00 PM**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV. The property owner is Dead Rock Contractor Services, LLC / Contact: Chris Livingston. The total combined acreage of both parcels is .86 acres. The property is currently zoned Residential Growth and a petition has been made to the County Commission by the property owner to change the zoning classification to General Commercial (Planning Commission File #20-2-Z).

The hearing will be held on **Thursday, February 18, 2021 at 7:00 PM** as a virtual meeting via GoTo Meeting. The URL will be published on the meeting agenda.

Oral or written comments can be provided at the hearing on **Thursday, February 18, 2021 at 7:00 PM**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Josh Compton, President





# JEFFERSON COUNTY, WEST VIRGINIA

## Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor

P.O. Box 716

Charles Town, WV 25414

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

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

Fax: (304) 728-8126

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### MEMO

**TO:** County Commission of Jefferson County  
**FROM:** Jennifer M. Brockman, AICP, County Planner  
**DATE:** February 10, 2021  
**RE:** Planning Commission Recommendation regarding Livingston property (File #20-2-Z)  
Zoning Map Amendment Request

---

On Thursday, January 7, 2021, the Jefferson County Commission was presented with a petition for a Zoning Map Amendment by Chris Livingston (Dead Rock Contractor Services, LLC) for a 0.86-acre property located north of Shipley School Road, between Shipley School and Meadows Farm Nursery [Harper's Ferry (04), Map: 9, Parcels: 23 and 27] to rezone the property from Residential Growth (RG) to General Commercial (GC). A Public Hearing has been scheduled on this rezoning request by the County Commission for Thursday, February 18, 2021 at 7:00 PM. At the January 7<sup>th</sup> meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted Comprehensive Plan.

On Tuesday, February 9, 2021 at the Jefferson County Planning Commission meeting, the Planning Commission heard a presentation regarding the Zoning Map Amendment (#20-2-Z) petition by the applicant. Additionally, a staff report was presented which identified relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report, as amended, is attached to this memo for the County Commission's information and consideration. Staff provided comments on the application and the relevant sections of the *Envision Jefferson 2035 Comprehensive*. Staff presented a finding to the Planning Commission that the proposed rezoning is not consistent with the *Envision Jefferson 2035 Comprehensive Plan* because of its location outside the US 340 East Preferred Growth Area (PGA) and its designation on the Future Land Use Guide as Future Low Density Residential.

After review of the staff report and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment from Residential Growth to General Commercial is consistent with the *Envision Jefferson 2035 Comprehensive Plan* because much of the land in the areas is already commercial in use and because of the property's proximity to a four-lane highway.

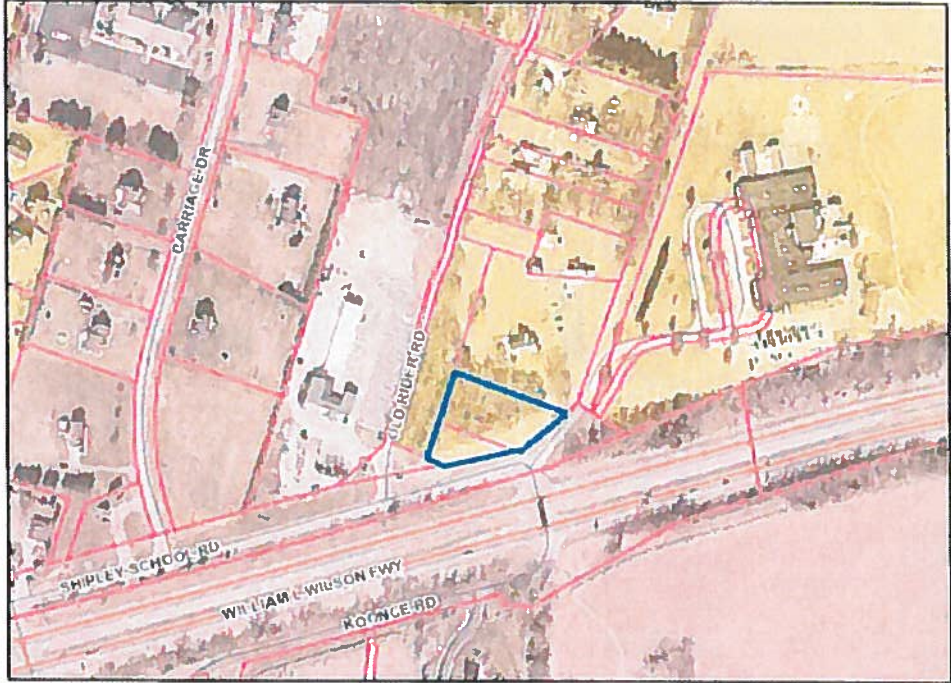
**Attachment:**

- *Staff Report -- Zoning Map Amendment #20-2-Z for 2/9/21 Planning Commission Meeting*

**Staff Report**  
 Jefferson County Planning Commission Meeting  
 February 9, 2021

**Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)**

**Item # 9** Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment by property owner Chris Livingston, Dead Rock Contractor Services, LLC, to rezone the subject parcel from Residential Growth to ~~Residential Light Industrial Commercial~~ **General Commercial**, is consistent with the 2035 *Envision Jefferson Comprehensive Plan*.

|                                     |  |
|-------------------------------------|--|
| Owner:                              | Chris Livingston, Dead Rock Contractor Services, LLC   |
| Property Location:                  | ShIPLEY School Road, between ShIPLEY School and Meadows Farm Nursery   |
| Legal Description:                  | <p>District: Harper's Ferry (04), Map: 9, Parcels: 23 and 27; DB1252/PG320;<br/>                 Proposed Area to rezone: 0.86 ac; Zoned: Residential Growth</p>  |
| Surrounding Properties:             | <p style="text-align: center;"><i>North and East:</i> Residential Growth<br/> <i>South and West:</i> Residential-Light Industrial- Commercial</p>  |
| Current Use:                        | Vacant   |
| Proposed Request                    | To rezone from Residential Growth (RG) to <del>Residential Light Industrial Commercial (RLIC)</del> <b>General Commercial (GC)</b>   |
| Planning Commission Responsibility: | To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .  |
| Staff Finding:                      | Staff finds that the request is <b>not consistent</b> with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .   |

**Applicant's Request**

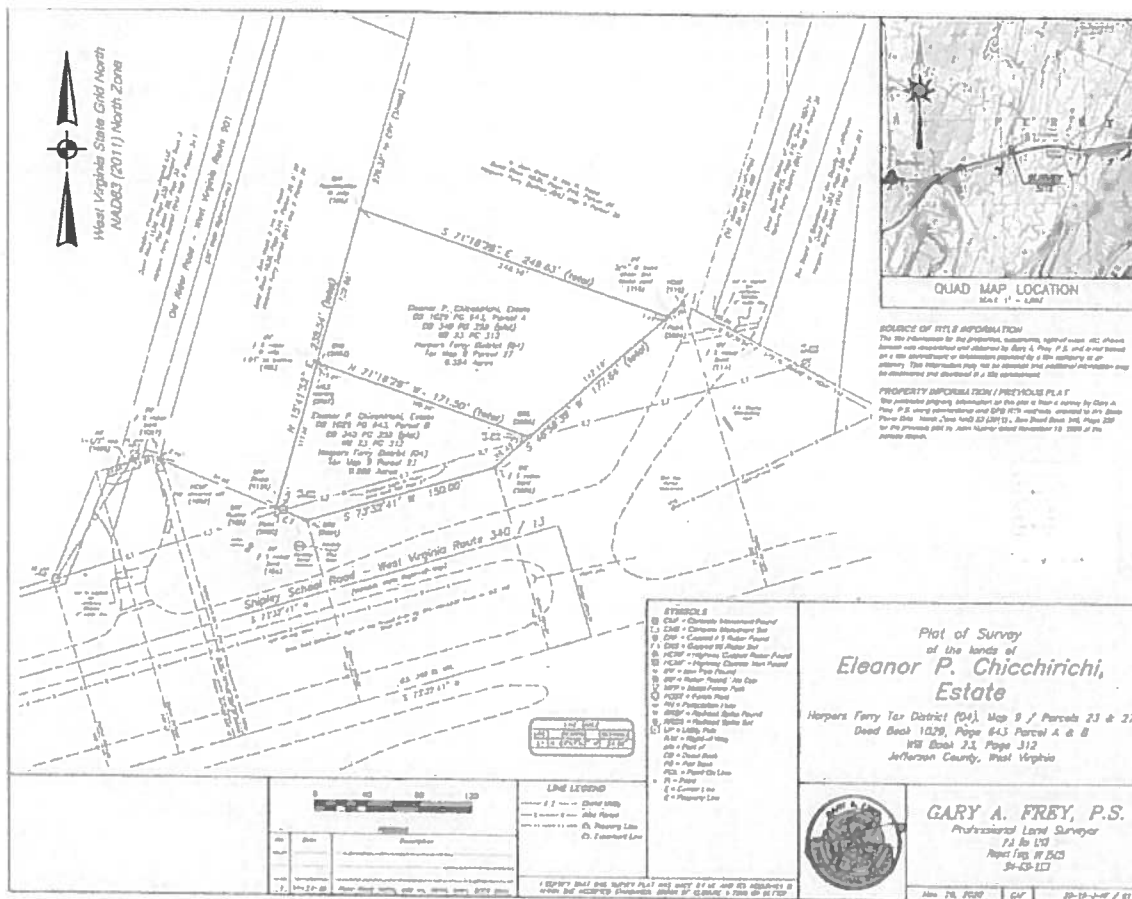
The applicant's request involves two lots totaling 0.86 acres. The lots will be required to be merged prior to the issues of any non-residential building permits. The request is to rezone these two lots from Residential Growth (RG) to ~~Residential Light Industrial Commercial (RLIC)~~ **General Commercial (GC)**. The proposed area to be rezoned is located west of ShIPLEY School and east of Meadows Farms Nursery.

*Note. The original PC memo mis-stated that the request was for RLIC zoning. This has been corrected on this report.*

**Staff Report**  
**Jefferson County Planning Commission Meeting**  
**February 9, 2021**

**Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)**

**Existing Conditions**



**Neighboring Uses**

The majority of the property in the vicinity of these two properties on the north side of US 340 are zoned and used for residential purposes. The subject parcels are in close proximity to the following nonresidential land uses:

**North of US 340 and Shipley School Road**

- Meadows Farm Nursery
- Shipley School

**South of Martinsburg Pike**

- Customs and Border Patrol
- Harper's Ferry National Historic Park Schoolhouse Ridge South

Shipley School Road is a frontage road paralleling US 340 along its northern edge. US 340 is identified in the 2035 *Envision Jefferson Plan* as a Principal Arterial. Principle Arterials are defined as highways that provide higher speed travel and mobility for long distance trips to and through communities and to minor arterials and collector routes. Access may be limited by medians and, in this case, access across the median near Shipley Elementary does not have a traffic light. A Traffic Light has been installed since the Plan was adopted at the entrance to Customs and Border Patrol across from Carriage Park Subdivision. Within Jefferson County, the only roadways that are designated as Principal Arterials are WV 9 and US 340.

*Note: The original PC memo mis-stated that the request was for RLIC zoning. This has been corrected on this report.*

**Staff Report**  
Jefferson County Planning Commission Meeting  
February 9, 2021

**Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)**

**Scope of this Assessment**

This staff report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)* and provides a Staff recommendation based on review of the various plan sections and elements. Staff's professional recommendation is that the request is **not consistent** with the *2035 Plan* because it is **not** located within any County-designated Preferred Growth Area (PGA) and its designation on the Future Land Use Guide as Future Low Density Residential.

It should be noted that Staff have no statutory authority to make decisions in this regard. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

**Zoning Map Amendment Public Hearing Process**

Article 12 of the Zoning Ordinance requires that the "procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended." Regarding amendments by petition, State statute provides that, "**Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.**" [See WVC 8A-7-9(c)].

**Relevant Envision Jefferson 2035 Comprehensive Plan Elements and Commentary**

The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

**A. Land Use and Growth Management Element: US 340 East Preferred Growth Area (PGA)**

One of the key concepts that the Land Use and Growth Management Element of the *2035 Plan* addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, many communities similar to Jefferson County have come to the realization that it is more sensible to identify specific areas that can handle development and growth, and to focus infrastructure and community service investments in these areas. In Jefferson County, there are four area types that are identified as part of *Envision Jefferson 2035 Plan* (pp.16-17): Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) are the areas of Jefferson County where urban scale development is to be targeted; and Rural/Agricultural Areas and Villages, are where limited development is possible, but not intended for urban-scale development.

In light of this request, it should be noted that the *2035 Plan* identified a PGA along US 340 East which includes a series of nodes (outlined in red) of development at key intersections along this stretch of US 340, which does **not** include the area where this property (outlined in blue) is located.



*Note: The original PC memo mis-stated that the request was for RLIC zoning. This has been corrected on this report.*

**Staff Report**  
Jefferson County Planning Commission Meeting  
February 9, 2021

**Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)**

**B. Future Land Use Guide/Map**

While property included in this Zoning Map Amendment petition is not included within a Preferred Growth Area, the Future Land Use Guide does reflect the highly residential nature of this neighborhood and recommends this property as Future Low Density Residential (pp. 215 & 221).

Appendix G of the *Envision Jefferson 2035 Comprehensive Plan* provides a detailed explanation of the Land Use Map Classifications utilized on the Existing Land Use Map and Future Land Use Guide, which are intended to provide guidance to the Planning and County Commissions when considering owner-initiated zoning map amendments (rezoning requests) (p. 235).



Appendix G states that the intent of the Low Density Residential land use category is to reflect land occupied by a single family residential development, with a density of one unit per acre to 2.99 units per acre. Lots in this category may be served by either on-site well and septic systems or a public water and sewer system as the number of units per acre increases (p.235). Residential development on lots adjoin an existing elementary school is considered a compatible land use. The current Residential Growth zoning supports the proposed future land use of Low Density Residential.

**C. Urban Land Development Recommendations (Goal 1)**

While this property is not included within a portion of the County where urban scale development is to be targeted, the County Commission incorporated a recommendation within the Urban Land Development Recommendations portion of the *2035 Plan* that may be relevant to this request.

The second recommendation under the Urban Level Development section of the Plan states the following:

“Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:

- a. Economic Well-Being of the County; or
- b. Error or Under Scrutinized Property on the Future Land Use Guide; or
- c. Change in Neighborhood; or

**Staff Report**  
Jefferson County Planning Commission Meeting  
February 9, 2021

**Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)**

- d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or
- e. Environmental impacts are considered.”

While sub-items “b” through “e” may not apply, the County Commission may want to consider whether allowing a commercial development in this location by an existing elementary school contributes to the economic well-being of the County.

Note that this recommendation does not give the Planning Commission the authority to use these conditions as a part of their recommendation regarding consistency with the *2035 Plan*, the County Commission may determine to use this in their consideration.

**Proposed Zoning District – General Commercial (GC)**

This petition is requesting that this property be rezoned to General Commercial. The purpose of the General Commercial District (GC) (complete description attached) is to “The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.

**Staff Recommendation**

Staff finds the proposed ~~RLIC~~-GC rezoning is **not consistent** with the *Envision Jefferson 2035 Comprehensive Plan*. It is not located within a Preferred Growth Area and is not designated as future commercial on the Future Land Use Guide.

**Planning Commission Action**

Article 12 of the Zoning Ordinance and the relevant sections of WV State Code requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted *Comprehensive Plan*. Such recommendation is required to be sent to the County Commission prior to the County Commission’s public hearing which shall be held within 60 days of the date the petition is presented.

The petition was presented to the County Commission on January 7, 2021 and the required Public Hearing has been scheduled on February 18, 2021 at 7:00 pm. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this meeting.

**Attachments:**

- Section 5.12 General Commercial (GC) District

**Staff Report**  
Jefferson County Planning Commission Meeting  
February 9, 2021

**Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)**

**ATTACHMENTS:**

**Section 5.12 General Commercial (GC) District 27, 32**

- A. Purpose. The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.
- B. Location. This zoning category is intended for use on properties:
1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
  2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.32
  2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.32
- D. Site Development Standards
1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
  2. A development that complies with all requirements of Section 5.11E may be developed in accordance with the requirements of Section 5.11D(2-6) and the front setback requirements for the Neighborhood Commercial District as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards.
- E. Additional Requirements
1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.



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



Name: Chris Livingston

Department or Organization: Dead Rock Contractor Services, LLC.

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: January 7, 2021

*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*): Zoning Map Amendment Rezoning Request for Dead Rock Contractor Services, LLC

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

- ✚ We're submitting a request for public hearing (with the County Commission) and referral to the Jefferson County Planning Commission to review the zoning map amendment request for property identified in the Harper Ferry District (4), Map Number 9, Parcels 23 & 27 at 0 Shipley School Road, Harpers Ferry, WV, 25425.

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

If so, how much? \$

Provide exact financial impact/request:

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

- ✚ I move to accept the request for the Zoning Map Amendment for Dead Rock Contractor Services, LLC., refer the request to the Jefferson County Planning Commission for review of Comprehensive Plan Consistency, and to schedule a public hearing on the rezoning request on \_\_\_\_\_, 2020 at \_\_\_\_\_ a.m./p.m. to receive input from the public regarding the request

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**





**JEFFERSON COUNTY, WEST VIRGINIA**  
**Departments of Planning and Zoning**

116 East Washington Street, P.O. Box 338  
 Charles Town, WV 25414

File Number: \_\_\_\_\_  
 Staff Initials: \_\_\_\_\_  
 Application Fee: \$ \_\_\_\_\_

[www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

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

**Zoning Map Amendment (Rezoning)**

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Name: Dead Rock Contractor Services LLC  
 Mailing Address: 15 Burberry Lane, Charles Town WV 25414  
 Phone Number: 540-450-7555 Email: DeadRockCS@gmail.com

Name: Chris Livingston  
 Mailing Address: 15 Burberry Lane, Charles Town WV 25414  
 Phone Number: 540-450-7555 Email: DeadRockCS@gmail.com

Name: Same as above  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: 0 Shipley School Road  
 City: Harpers Ferry State: WV Zip Code: 25425  
 Tax District: 04 Map No: 9 Parcel No: 23 & 27  
 Parcel Size: A & B Deed Book: 1029 Page No: 643

|                                     |                                  |                               |   |                             |   |   |
|-------------------------------------|----------------------------------|-------------------------------|---|-----------------------------|---|---|
| Residential<br>Growth<br>(RG)       | Industrial<br>Commercial<br>(IC) | Rural<br>(R)                  | Residential-<br>Light Industrial-<br>Commercial<br>(RLIC) | Village<br>(V)              | Neighborhood<br>Commercial<br>(NC)              | General<br>Commercial<br>(GC)               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>      | <input type="checkbox"/>                                  | <input type="checkbox"/>    | <input type="checkbox"/>                        | <input type="checkbox"/>                    |
|                                     |                                  | Highway<br>Commercial<br>(HC) | Light<br>Industrial<br>(LI)                               | Major<br>Industrial<br>(MI) | Planned<br>Neighborhood<br>Development<br>(PND) | Office/<br>Commercial<br>Mixed-Use<br>(O/C) |
|                                     |                                  | <input type="checkbox"/>      | <input type="checkbox"/>                                  | <input type="checkbox"/>    | <input type="checkbox"/>                        | <input type="checkbox"/>                    |

Place Received Date Stamp Here

|                                     |                                  |                             |   |   |   |
|-------------------------------------|----------------------------------|-----------------------------|---|---|---|
| Residential<br>Growth<br>(RG)       | Industrial<br>Commercial<br>(IC) | Rural<br>(R)                | Residential-<br>Light Industrial-<br>Commercial<br>(RLIC) | Village<br>(V)                                  | Neighborhood<br>Commercial<br>(NC)          |
| <input type="checkbox"/>            | <input type="checkbox"/>         | <input type="checkbox"/>    | <input type="checkbox"/>                                  | <input type="checkbox"/>                        | <input type="checkbox"/>                    |
| General<br>Commercial<br>(GC)       | Highway<br>Commercial<br>(HC)    | Light<br>Industrial<br>(LI) | Major<br>Industrial<br>(MI)                               | Planned<br>Neighborhood<br>Development<br>(PND) | Office/<br>Commercial<br>Mixed-Use<br>(O/C) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>    | <input type="checkbox"/>                                  | <input type="checkbox"/>                        | <input type="checkbox"/>                    |

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

**Explain how you request and describe why the Zoning Map Amendment is necessary for the**

We would like to use the property for a contractors office with storage. We propose to install a garage / storage building with an office space. We would park company vehicles outside of the building in a designated parking area. We do not want to live on the property or have a residence on the property. There are other commercial properties in the same area With similar proposed buildings For example Meadows Farms Nursery.

**Explain how your use is consistent with the objectives and policies of the Comprehensive**

Our use would not be any different than Meadows Farm Nursery or other commercial properties in the area. Our facility would not increase traffic on Shipley School Road which is rated for commercial traffic.

**Explain how your use is consistent with the type and frequency of traffic, adequacy of existing**

The property is not in a neighborhood and the road is a commercial grade road. We use light trucks and cargo vans so there would not be any heavy industrial vehicles causing undo wear and tear to the road.

**Indicate how you prefer the Planning Commission to be**

- Yes, I request that the Planning and Zoning Staff present the petition
- No, I prefer to present the petition

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Yes  No

*The information provided is correct to the best of my knowledge*

*[Signature]*  
*David Beck, Contractor Services 12/29/22*

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

*Shall the proposed amendment conform with the Comprehensive Plan by a vote of*

Recommended  Not Recommended

*Shall the proposed amendment conform with the Comprehensive Plan by a vote of*

Approved  Disapproved





**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: **March 4, 2021**

*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*):

- **Legislative Updates**
- **Route 340 Expansion Project – Broadband Committee – Discussion/Action**
- **Broadband Committee update/members – Discussion/Action**
- **Discuss fire allocations FY21 – Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



Please Run 2 Times:

March 3 & March 10

**NOTICE OF PUBLIC HEARING**  
**Thursday, March 18, 2021 at 6:30 PM**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located northeast of Augustine Avenue and Route 340 intersection in Charles Town, WV. The property owner is Guy Chicchirichi. The applicant is Sheetz, Inc. / Contact: Bob Franks. The total parcel size is 4.42 acres, with a 2.5 acre portion proposed as part of the rezoning request. The property is currently zoned Rural and a petition has been made to the County Commission by the property owner to change the zoning classification to Highway Commercial (Planning Commission File #21-1-Z).

The hearing will be held on **Thursday, March 18, 2021 at 6:30 PM** as a virtual meeting via GoTo Meeting. The URL will be published on the meeting agenda.

Oral or written comments can be provided at the hearing on **Thursday, March 18, 2021 at 6:30 PM**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Josh Compton, President



Jefferson County Commission  
124 E. Washington Street  
P.O. Box 250  
Charles Town, WV 25414  
Phone: (304) 728-3284  
Fax: (304) 725-7916



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

**WHEREAS**, The Second Amendment of the United States Constitution reads, “A well-regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed,” and,

**WHEREAS**, The United States Supreme Court in *District of Columbia v. Heller*, 554 U.S. 570 (2008), affirmed an individual’s right to possess firearms, unconnected with service in a militia, and the right to use the firearms for traditionally lawful purposes, such as self-defense within the home, and,

**WHEREAS**, Section 1 of the Fourteenth Amendment of the United States Constitution reads, “No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person the life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the law,” and,

**WHEREAS**, The United States Supreme Court in *McDonald v. Chicago*, 561 U.S. 742 (2010), affirmed that the right of an individual to “keep and bear arms,” as protected under the Second Amendment, is incorporated by the Due Process Clause of the Fourteenth against the states, and,

**WHEREAS**, The United States Supreme Court in *United States v. Miller*, 307 U.S. 174 (1939), opined that firearms are part of ordinary military equipment, or with use could contribute to the common defense, are protected by the Second Amendment, and,

**WHEREAS**, Article III, Section 22 of The Constitution of West Virginia provides, “A person has the right to keep and bear arms for the defense of self, family, home and state, and for lawful hunting and recreational use,” and,

**WHEREAS**, Article III, Section 1 of The Constitution of West Virginia reads “All men are, by nature, equally free and independent, and have certain inherent rights, of which, when they enter into a state of society, they cannot, by any compact, deprive or divest their posterity, namely the enjoyment of life and liberty, with the means of acquiring and possessing property, and of pursuing and obtaining happiness and safety,” and,

**WHEREAS**, Article III, Section 2 of The Constitution of West Virginia reads “All power is invested in, and consequently derived from the people. Magistrates are their trustees and servants, and at all times amendable to them,” and,

**WHEREAS**, Justice Thomas M. Cooley in the People v. Hurlbut 24 Mich. 44, page 108 (1871), surmises, “The States may mould local institutions according to its views of policy or expediency; but local government is a matter of absolute right; and the state cannot take it away,” and,

**WHEREAS**, The right to be free from the commandeering hand of government has been recognized by the United States Supreme Court in Printz v. United States. The court held, “The Federal Government may neither issue directives requiring the states to address particular problems, nor command the states’ officers, or those of their political subdivisions, to administer or enforce a federal regulatory program. The anti-commandeering principles recognized by the U.S. Supreme Court in Printz v. United States are predicated upon the advice of James Madison, who in Federalist #46 advised “a refusal to cooperate with officers of the Union in response to either unconstitutional federal measures or constitutional but unpopular federal measures,” and,

**WHEREAS**, The right to keep and bear arms is a fundamental individual right that shall not be infringed; and all local, state, and federal acts, laws, orders, rules, or regulations regarding firearms, firearms accessories, and ammunition are a violation of the Second Amendment, and,

**WHEREAS**, Local governments have the legal authority to refuse to cooperate with state and federal firearm laws that violate those rights and proclaim a Second Amendment Sanctuary for law-abiding citizens in their cities and counties, and,

**WHEREAS**, The County Commission of Jefferson County, West Virginia recognizes that every person elected or appointed to any office, before proceeding to exercise authority, or discharge the duties thereof, shall make an oath or affirmation that they will support the Constitution of the United States and The Constitution of West Virginia.

**NOW, THEREFORE, LET IT BE RESOLVED**, By the County Commission of Jefferson County, West Virginia: that the County Commission hereby declares Jefferson County, West Virginia as a “Second Amendment Sanctuary County” for the purposes described above; and,

**BE IT FURTHER RESOLVED**, That the County Commission of Jefferson County, West Virginia hereby expresses its intent to uphold the Second Amendment rights of the citizens of Jefferson County, West Virginia and,

**BE IT FURTHER RESOLVED**, That the County Commission of Jefferson County, West Virginia hereby expresses its desire that public funds are not used to unconstitutionally restrict the Second Amendment rights of the citizens of Jefferson County, West Virginia or to aid federal or state agencies in the unconstitutional restrictions of said rights, and,

**BE IT FURTHER RESOLVED**, That the County Commission of Jefferson County, West Virginia hereby declares its intent to oppose, within the limits imposed by law upon local governments, any unconstitutional infringement of the right of law-abiding citizens to keep and bear arms, using such reasonable and legal means as the County Commission of Jefferson County, West Virginia by hereafter approves, and,

**BE IT FURTHER RESOLVED**, That Jefferson County, West Virginia is hereby declared a Second Amendment Sanctuary County. The County Commission of Jefferson County, West Virginia will preserve, protect, and defend the United States Constitution and The Constitution of West Virginia with the adoption of the foregoing Resolution having been moved by

Jackson and duly seconded by Stolipher with the vote on said Resolution as follows:

yea Joshua Compton

yea Caleb Wayne Hudson

yea Tricia Jackson

yea Stephen Stolipher

abstain Jane Tabb

**NOW, THEREFORE, BE IT RESOLVED**, That the County Commission of Jefferson County, West Virginia hereby certifies this resolution passed and signed this 18<sup>th</sup> day of February 2021.

  
Jacqueline C. Shadle  
Clerk of the County Commission

  
Joshua Compton, President



**Dave Hardy**  
Secretary of Revenue

**Dale W. Steager**  
State Tax Commissioner

**STATE TAX DEPARTMENT**

---

January 29, 2021

Ms. Angela Banks  
Assessor of Jefferson County  
Jefferson County Courthouse  
104 E. Washington Street  
Charles Town, WV 25414

Dear Ms. Banks,

Each year the Property Valuation Training and Procedures Commission (PVC) reviews the progress of county assessors' offices in complying with standards established by the PVC. At our meeting on January 26, 2021, the PVC reviewed the county monitoring reports for Tax Year 2020.

At that meeting, we were advised that your office is in compliance with all areas that were reviewed. You and your office personnel are to be commended. Therefore, on behalf of the members of the PVC, I wish to congratulate you on a job well done.

Sincerely,

A handwritten signature in cursive script, appearing to read "Leroy E. Barker".

Leroy E. Barker  
Chairman  
Property Valuation Training  
and Procedures Commission

LB/lr

cc: Members, Property Valuation Training and Procedures Commission  
President, Jefferson County Commission



*The Culture Center*  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Commissioner**

Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

January 25, 2021

Steve Stolipher  
Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Dear Commissioner Stolipher:

We hereby notify you that Taylor's Meadow (161 McMurrin Farm Lane, Shepherdstown, Jefferson County, WV) will be considered by the West Virginia Archives and History Commission for nomination to the National Register of Historic Places. The National Register is the Federal government's official list of historic properties worthy of preservation. Listing in the National Register provides recognition and assists in preserving our Nation's heritage.

Listing of Taylor's Meadow provides recognition of the property's historic importance and assures protective review of Federal projects that might adversely affect the character of the historic property. A state income tax credit is also available to owners of buildings that are rehabilitated. If the property is listed in the National Register, certain Federal investment tax credits for rehabilitation and other provisions may apply.

Listing in the National Register does not mean that limitations will be placed on the properties by the Federal government. Public visitation rights are not required of owners. The Federal government will not attach restrictive covenants to the properties or seek to acquire them.

You are invited to attend the WV Archives and History Commission virtual meeting at which the nomination will be considered. Due to the COVID-19 pandemic, the meeting will take place online on March 1, 2021 at 1:00 pm. If you wish to attend this meeting, please contact our office at 304.558.0240 ext. 121 or [Emily.S.Vance@wv.gov](mailto:Emily.S.Vance@wv.gov) for details on how to access the online meeting or for further updates.

Attached please find a notice that explains, in greater detail, the results of listing in the National Register and that describes the rights and procedures by which an owner may comment on or object to listing in the National Register.

Should you have any questions about this nomination before the Archives and History Commission meeting, please contact Emily Vance, National Register Coordinator, at 304.558.0240.

Sincerely,

Susan M. Pierce  
Deputy State Historic Preservation Officer

enclosure

## **RIGHTS OF OWNERS TO COMMENT AND/OR OBJECT TO LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

Owners of private properties nominated to the National Register have an opportunity to concur with or object to listing in accord with the National Historic Preservation Act and 36 CFR 60. Any owner or partial owner of private property who chooses to object to listing may submit to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and objects to the listing. Each owner or partial owner of private property has one vote regardless of the portion of the property that the party owns. If a majority of private property owners object, a property will not be listed. However, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register of Historic Places for a determination of eligibility of the property for listing in the National Register. If the property is then determined to be eligible for listing, although not formally listed, Federal agencies will be required to allow for the Advisory Council on Historic Preservation to have an opportunity to comment before the agency may fund, license, or assist a project which will affect the property. If you choose to object to the listing of your property, the notarized objection must be submitted to Ms. Susan M. Pierce, Deputy State Historic Preservation Officer, West Virginia Division of Culture and History, 1900 Kanawha Boulevard East, Charleston, West Virginia, 25305-0300 by March 1, 2021.

If you wish to comment on the nomination of the property to the National Register, please send your comments to the State Historic Preservation Office before the Archives and History Commission considers this nomination on March 1, 2021. A copy of the nomination and information on the National Register and the Federal tax provisions are available from the above address upon request.

### **FEDERAL RESULTS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

**Eligibility for Federal tax provisions:** If a property is listed in the National Register, certain Federal tax provisions may apply. The Tax Cut and Jobs Act of 2017 revises the historic preservation tax incentives authorized by Congress in the Tax Reform Act of 1976, the Revenue Act of 1978, the Tax Treatment Extension Act of 1980, the Economic Recovery Tax Act of 1981, the Tax Reform Act of 1984, the Tax Reform Act of 1986, and, as of January 1, 2018, provides for a 4 percent investment tax credit for 5 years with a full adjustment to basis for rehabilitation historic commercial, industrial and rental residential buildings. The Tax Treatment Extension Act of 1980 provides Federal tax deductions for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. Whether these provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Because the tax aspects outlined above are complex, individuals should consult legal counsel or the appropriate local Internal Revenue Service office for assistance in determining the tax consequences of the above provisions. For further information on certification requirements, please refer to 36 CFR 67.

**Consideration in planning for Federal, federally licensed, and federally assisted projects:** Section 106 of the National Historic Preservation Act of 1966 requires that Federal agencies take into account the effect of an undertaking on any building, structure, site, or district that is listed in or eligible for inclusion in the National Register of Historic Places. Agencies must also afford the Advisory Council on Historic Preservation the opportunity to comment on all projects affecting historic properties listed in or eligible for inclusion in the National Register. For further information, please refer to 36 CFR 800.

**Consideration in issuing a surface coal mining permit:** In accordance with the Surface Mining and Control Act of 1977, there must be consideration of historic values in the decision to issue a surface coal mining permit where coal is located. For further information, please refer to 30 CFR 700 et. seq.

**Qualification for Federal grants for historic preservation where funds are available:** Presently, funding is unavailable.

**(OVER)**

## STATE RESULTS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

**Eligibility for state tax provisions:** If a property is listed in the National Register, certain state tax provisions may also apply. The 1999 West Virginia legislature approved a state income tax credit for homeowners. The Rehabilitation Investment Tax Credit Program provides a West Virginia state income tax credit for the rehabilitation of historic private residences. This is a 20% state income tax credit which is based on qualified expenditures undertaken as part of the rehabilitation of a historic private residence. The state credit is applied directly against state taxes owed by the owner. This credit is available to private homeowners for approved rehabilitation work on their own residence. This benefit is available to the owner of a private residence that is rehabilitated according to the Secretary of the Interior's Standards for Rehabilitation. The building must be listed in the National Register of Historic Places either individually or as a contributing building in an historic district that is listed in the National Register of Historic Places. It must be listed in the National Register prior to submission of the Historic Preservation Certification Application Request for Certification of Completed Work.

Also available through the state is a rehabilitation tax credit that was enacted in 1990 by the West Virginia legislature. At that time, the legislature approved a state income tax credit for commercial income producing properties, to be utilized in combination with the Federal tax credit. In 2017, the West Virginia legislature through house bill 203, increased the tax credit from 10% to 25% effective January 1, 2018.

**Consideration in planning for state, state licensed, and state assisted projects:** The Division of Culture and History will review all undertakings permitted, funded, licensed or otherwise assisted, in whole or in part, by the state for the purposes of furthering the duties outlined in W. Va. Code §29-1-8. The review process will be conducted on lands owned or leased by the state, or on private lands where investigation and development rights have been acquired by the state by lease or contract as outlined in W. Va. Code §29-1-8b. Permit approval of activities affecting historic properties listed in the National Register or determined eligible for listing in the National Register will be demonstrated by written letter from the Division of Culture and History upon completion of the review process.

**Qualification for state grants for historic preservation where funds are available:** The West Virginia State Historic Preservation Office administers two grant programs. The Certified Local Government program receives 10% of the state's annual allotment of the Federal Historic Preservation Fund. This program supports survey and planning activities. The second grant fund, the State Historic Preservation Development Grant program, assists with the rehabilitation of properties listed in the National Register of Historic Places. Both programs are matching grants.

**Harpers Ferry/ Bolivar PSD**  
P. O. BOX 235  
192 LAKE QUIGLEY DRIVE  
HARPERS FERRY, WEST VIRGINIA 25425  
(304)-535-2390 FAX (304)-535-2524

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THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE JANUARY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON JANUARY 8th, 2021.

The meeting was called to order at 8:04 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2021  
Mike Lowrey-Secretary Term 6/30/2022  
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant-Operations Supervisor  
Joe Adams-Plant Operator  
James Williams-Consultant

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the December minutes, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the December revenue checking account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Simmons to approve the December security deposits account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the December Phase II construction account financial, approved.

Motion by Mr. Lowrey, seconded by Mr. Simmons to approve the December working capital reserve account, approved.

Discussion on transferring \$1,000.00 from the regular checking account to the working capital reserve.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to accept transferring \$1,000.00 from the regular checking account to the working capital reserve account, approved.

Discussion on CUPPS asset management plan, Ms. Hudson is scheduled to meet with staff to help with the software. Ms. Hudson was unable to meet with staff in December due inclement weather, rescheduled for January 20<sup>th</sup>.

Discussion by Ms. Dettmer for plant staff to inquire with the Jefferson County Health Department to register for the Covid 19 vaccine for essential personal.

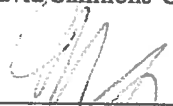
Discussion to have Mr. Kunkle of J.C. Kunkle & Associates to give a written report on the PSD's annual report.

Discussion to have the annual report to be put the PSD's website.

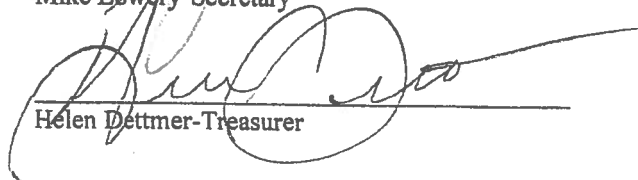
Discussion on talking to local utilities about a possible inter agency agreement to help with coverage in occasions when someone may not be available. Mr. Tennant will talk to agency representatives after the holidays.  
Discussion on COVID protocols remain the same staff both at the plant. Continue to monitor temperature daily.

The meeting was adjourned at 8:35 a.m.

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David Simmons-Chairman



\_\_\_\_\_  
Mike Lowery-Secretary



\_\_\_\_\_  
Helen Dettmer-Treasurer

# Harpers Ferry Water Works

1000 WASHINGTON STREET  
P.O. Box 217  
HARPERS FERRY, WEST VIRGINIA 25425

OFFICE: (304) 535-2206  
PLANT: (304) 535-6555  
FAX: (304) 535-6520

RECEIVED

FEB 24 2021

County Commission  
of Jefferson County, WV

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

Dear Commissioner Compton:

In 1991 a U.S. Geological Survey (USGS) was conducted to understand better the geohydrology, water availability, and water quality of Jefferson County. In the ensuing 30 years, the county has experienced a great deal of residential, commercial and industrial growth, yet no new survey has been done.

It is known that our aquifer is recharged primarily from precipitation. Several of the sampling sites for that study were located within our Elks Run watershed area. The drinking water for customers in the Harpers Ferry Water Works service area is derived from the Elks Run.

As water is not only a life-sustaining resource, but also one that requires diligent stewardship, the Harpers Ferry Water Commission encourages the Jefferson County Commission to consider including in the county budget a new USGS study as proposed by the Jefferson County Water Advisory Committee.

Thank you for your attention to this matter.

Sincerely,



Bill Robinson  
Chairperson  
Harpers Ferry Water Commission

CC: Jane Tabb, Commissioner