



AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, SEPTEMBER 13, 2017
6:00 P.M., 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

6:00 P.M. - Closed Session:

There will be a Closed Session pursuant to Section 2.2-3711 A (8) of the Code of Virginia, 1950, as amended, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

There will be a Closed Session pursuant to Section 2.2-3711, A, (1) of the Code of Virginia, 1950, as amended, for discussion of personnel matters, specifically, the appointment of a County Administrator.

7:00 P.M. – Regular Meeting - Call To Order

Invocation

Pledge of Allegiance

Adoption of Agenda:

Pursuant to established procedures, the Board should adopt the Agenda for the meeting.

Consent Agenda:

(Tentative Agenda Items for Consent are Tabs: A, F, J, K and O)

Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)

Board of Supervisors Comments

Minutes: (See Attached) ----- A

**AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, SEPTEMBER 13, 2017
PAGE 2**

1. Budget Work Session and Regular Meeting, July 12, 2017.
2. Closed Session and Regular Meeting, August 9, 2017.

County Officials:

1. Committee Appointments. **(See Attached)**----- **B**
2. Request from Stephens City Fire & Rescue Company for Carry Forward Funds. **(See Attached)**----- **C**
3. Request from Commissioner of the Revenue for Refunds.
(See Attached) ----- **D**
4. Proposed 2018 Legislative Agenda. **(See Attached)**----- **E**
5. Resolutions of Appreciation for Retirees with Twenty-Five Years or More
of Service with Frederick County. **(See Attached)** ----- **F**

Committee Reports:

1. Finance Committee. **(See Attached)**----- **G**
2. Code and Ordinance Committee. **(See Attached)** ----- **H**
3. Joint Public Works Committee and Landfill Oversight Committee.
(See Attached) ----- **I**
4. Public Safety Committee. **(See Attached)**----- **J**
5. Transportation Committee. **(See Attached)**----- **K**

Planning Commission Business:

Public Hearing:

1. Proposed Abandonment of Public Road – Secondary Route 708
Gold Orchard Road (portion)

By Resolution of the Frederick County Board of Supervisors, passed on
August 9, 2017, notice is hereby given that the Frederick County Board

AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, SEPTEMBER 13, 2017
PAGE 3

of Supervisors intends to abandon a portion of Gold Orchard Road from 0.2 miles north of Carpers Pike (Route 259) until the end of State maintenance. Any person whose property abuts such section may file a petition with the Board of Supervisors of Frederick County, Virginia, requesting a public hearing, within 30 days of the date of this notice. If any landowner affected by the proposed abandonment files such a petition, the Frederick County Board of Supervisors will hold a public hearing on the proposed abandonment at 7:00 p.m. on September 13, 2017, in the Board of Supervisors Meeting Room, 107 North Kent Street, Winchester, Virginia, 22601.

This notice is given on the 11th day of August, 2017, by the Frederick County Board of Supervisors.

(See Attached) ----- **L**

2. Ordinance Amendment to the Frederick County Code – Chapter 165 Zoning, Article I General Provisions; Amendments; and Conditional Use Permits, Part 101 – General Provisions, §165-101.02. Definitions and Word Usage; Article II Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses, Part 204 - Additional Regulations for Specific Uses, §165-204.17. Slaughterhouses and Rendering Plants; Article IV Agricultural and Residential Districts, Part 401 – RA Rural Areas District, §165-401.03. Conditional Uses. Revisions to the Frederick County Zoning Ordinance to Include Slaughterhouses as a Conditional Use in the RA (Rural Areas) Zoning District. **(See Attached)**----- **M**

Other Planning Items:

1. Discussion – Comprehensive Policy Plan Amendment (CPPA) #01-17 Sandy's Mobile Home Court, LLC Sewer and Water Service Area (SWSA) Inclusion Request. **(See Attached)**----- **N**

2. Road Resolutions: **(See Attached)**----- **O**

- a. Round Hill Crossing
- b. Snowden Bridge

Board Liaison Reports (If Any)

Citizen Comments

**AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, SEPTEMBER 13, 2017
PAGE 4**

Board of Supervisors Comments

Adjourn

CONSENT AGENDA

A

MINUTES
BUDGET WORK SESSION
AND
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
JULY 12, 2017

A Budget Work Session and Regular Meeting of the Frederick County Board of Supervisors were held on Wednesday, July 12, 2017, beginning at 5:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, Virginia.

PRESENT

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells.

OTHERS PRESENT

Interim County Administrator Kris C. Tierney; Deputy County Administrator Jay E. Tibbs; Treasurer C. William Orndoff, Jr.; Finance Director Cheryl B. Shiffler, and County Attorney Rod Williams.

CALL TO ORDER

Chairman DeHaven called the work session to order.

Staff had previously sent out a list of topics for discussion and was seeking Board feedback. One of the first topics was the desire to start the budget process earlier and what was the objective of the earlier start.

Supervisor Lofton stated he would like to start earlier and he would like to see more research when questions come up. He suggested building in budget work sessions after each Finance Committee meeting and eliminating some of the other meetings. He stated that he liked the budget notebooks and he was comfortable with what the Board received. He noted that he would like to have more front end conversations. As for the public hearing, it should be on the Board of Supervisors' budget. He went on to say that he would like to discuss scenarios earlier in the process. Supervisor Lofton stated that if the process were to start earlier he would like to

sit down with individual department heads to look at two to five year projections for capital needs. As far as outside agencies, Supervisor Lofton stated he did not need to see a financial report, but he did want to see the number of Frederick County citizens being served for the monetary contribution.

Supervisor Wells stated there was no reason to start the budget earlier. He felt there would be adequate time for mini meetings with departments. He went on to say that he would like the Finance Director and County Administrator to be the leaders in the budget process. He felt there should be one point of contact to field questions from supervisors and others and then direct them to the appropriate department for a response. There should be guidelines, set by the Board, outlining who should participate in the budget process. He went on to say that during budget work sessions only the Board, Finance Director, and County Administrator and Deputy County Administrator should be at the table. Others may be involved, but only at the invitation of the Board. The budget notebooks were fine, but should be kept simple. The public hearing should be on the Board's proposed budget.

The Board would like to have department heads do a 2-3 page summary of their budget highlighting their priorities.

Supervisor Lofton suggested departments that staff a committee present their budgets to their respective committee and other board members could attend if they were interested.

Supervisor Slaughter would like to have some sort of justification from departments if their budget varies 5-10%.

Supervisor Dunn stated he agreed with Supervisor Wells that the hearing should be on the Board's budget. He went on to say, regarding budget requests, that he would like to know the

amount of any increases and the purpose of the increase. He would also like to know if anything could be cut to help offset that increase. He stated he was comfortable with the amount of detail the board members received.

Supervisor Ewing suggested department heads provide some type of justification with their budget requests and prioritize their needs. He stated consideration should be given to how a tax increase or cut might affect the department's requests. He thought budget guidelines should be established in July or August.

Supervisor Dunn agreed with Supervisor Lofton and Supervisor Wells regarding the need for multi-year planning for capital needs.

With regard to outside agencies, Interim County Administrator Kris Tierney stated that staff could let them know that the Board wants a statement of how the funds were used to serve Frederick County citizens.

Chairman DeHaven stated that was a great idea and to give it a try.

In regard to the budget, Vice-Chairman Fisher stated that he thought the hearing was on the Board's budget. He stated the Board should give guidelines (e.g. tax rate, scenarios) and staff could determine what could be funded within that. He went on to say that he had relied on the county administrator to prepare the inner workings of the budget. He did not want to get too far down into the details. He concluded by saying that starting earlier would be good, but the Board needed to be careful of burdening staff.

Supervisor Slaughter asked about the Economic Development Authority office space rent and if there was space in the County Administration Building that they could occupy in order to decrease rent expenses.

Interim Administrator Tierney responded that staff could look at the Public Safety Building, but the County Administration Building was maxed out.

Supervisor Slaughter stated she would like to talk about tax relief for the elderly and disabled.

The Board recessed for approximately 30 minutes for dinner.

Chairman DeHaven reconvened the work session.

The Board had a brief discussion regarding tax relief. Vice-Chairman Fisher stated he would like to look at the tax relief threshold and requirements.

There being no further business, the work session was adjourned at 6:29 P.M.

The Board recessed until 7:00 P.M.

REGULAR MEETING (BOARD OF SUPERVISORS MEETING ROOM) - CALL TO ORDER

Chairman DeHaven called the meeting to order.

INVOCATION

Pastor Ross Halbersma, New Hope Alliance Church, delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Fisher led the Pledge of Allegiance.

ADOPTION OF AGENDA – APPROVED WITHOUT ADDITION

Interim County Administrator Kris Tierney stated he had a request from Frederick County Public Schools with reference to the 12th elementary school for addition as number 4 under County Officials and that the action would be to schedule a public hearing for the August 9, 2017 Board meeting.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Ewing, the Board

approved the agenda without the addition from the Frederick County Public Schools.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

CONSENT AGENDA - APPROVED

Upon a motion made by Supervisor Ewing, seconded by Supervisor Lofton, the Board approved the following items under the consent agenda:

- Minutes – Regular Meeting of May 10, 2017 and Work Session with the Airport Authority of May 24, 2017 - Tab A;
- Resolutions Authorizing Participation in the New Rate Case REC Filed - Tab C;
- Acknowledgement of Receipt of Certified Copies of the Abstracts of Votes from the June 13, 2017 Primary Election – Tab D;
- Public Safety Committee Report – Tab E;
- Public Works Committee Report – Tab F;
- Information Technologies Committee Report – Tab G;
- Resolution Re: Virginia Department of Transportation (VDOT) Signatory Authority – Tab O; and
- Road Resolutions – Tab P.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye

Judith McCann-Slaughter Aye
Robert W. Wells Aye

CITIZEN COMMENTS

Alan Morrison, Gainesboro District, addressed the Board with reference to the Transfer of Development Rights (TDRs) request that was on the meeting agenda. He stated that if the Board rejected the TDR change they would be liable for a lawsuit, and if they stuck strictly with the TDR process they would be liable for lawsuits down the road as the process left so many openings that no one would be happy in the long term. He stated TDRs were basically unnecessary as long as they have good zoning. He further stated that the proffers the county has had over the years were grossly insufficient for the costs that have been added to the county as far as services and infrastructure, and with recent changes by the General Assembly, the problem was getting worse. He stated the process made few prosper and the majority suffers the burden. He went on to say that with the TDR request, 3.5 million dollars would be taken from the proffer system if this request goes through. He stated the money would have to be made up by the taxpayer as development would continue, houses would be constructed, people would move in, and the county would no longer have proffers to offset that. He further stated that if this change came after the development, that if they made this change to an agreement, they should start the entire development process over as this was not a minor change, it was a significant change. He concluded by stating this request needed to be considered more in depth.

David Holliday, Back Creek District, and applicant with reference to the Transfer of Development Rights (TDRs) request within the Village at Middletown, addressed the Board. He stated that in the last 11-12 years there had been very few rezonings. He stated that between 1980 and 1984 there were 82 rural subdivisions that were put to record in Frederick County. He

stated that is 7,250 acres which equates to 11 square miles. He further stated with the new jobs coming to Frederick County in the next year and half and with 3.1% unemployment, it was going to happen again. He stated he agreed with Mr. Morrison on everything he said, that there does need to be more study, but he did not agree that there will be a loss to the county because people will build in the rural area. He stated as long as the Board offers farmers by right development and then turns around and does not allow the developers to put the houses in the UDA where the Board wants, there will be a greater impact down the road. He stated that TDRs are the only tool the county has to control the growth and put it where they want. He stated that the Board approved Opequon Crossing and Freedom Manor, it was identical language, and they thought Middletown would automatically be approved, and that is how they priced the subdivision to get a builder in as Middletown had been begging them to come because they needed the connection fees. He stated it would cost \$2 million in sewer and water connection fees and that was money the county was going to have to absorb some other way. He stated in the meantime, the Board would be helping the farmers, saving the rural landscape, following the Comprehensive Plan, and putting the impact where it belongs in the UDA. He concluded by thanking the Board for their time and requested that this request be withdrawn until they had more time to work on some data points.

Karen Vance, Shawnee District, addressed the Board with reference to the Transfer of Development Rights (TDRs) and stated this was a technique that was difficult to grasp. She stated that citizens did not understand TDRs and questioned the detrimental effects that might be facing the citizens. She stated that proffers help offset the cost of services and questioned who would cover the cost of the loss of proffers. She stated that it would somehow spread to the

taxpayers.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

MINUTES – APPROVED UNDER CONSENT AGENDA

The minutes of the Regular Meeting of May 10, 2017 and the Work Session with the Airport Authority of May 24, 2017 were approved under the consent agenda.

COUNTY OFFICIALS

COMMITTEE APPOINTMENTS

KAY DAWSON APPOINTED TO THE FREDERICK COUNTY BOARD OF BUILDING APPEALS - APPROVED

Upon a motion made by Supervisor Dunn, seconded by Supervisor Slaughter, Kay Dawson was appointed to the Frederick County Board of Building Appeals as a county representative for a five year term, said term to expire July 12, 2022.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

DAVID O'NEAL REAPPOINTED TO THE FREDERICK COUNTY HISTORIC RESOURCES ADVISORY BOARD AS THE GAINESBORO DISTRICT REPRESENTATIVE - APPROVED

Upon a motion made by Supervisor Ewing, seconded by Supervisor Wells, David O'Neil was reappointed to the Frederick County Historic Resources Advisory Board as the representative of Gainesboro District for a four year term, said term to expire June 12, 2021.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**ROGER L. THOMAS REAPPOINTED TO THE FREDERICK COUNTY
PLANNING COMMISSION AS AN OPEQUON DISTRICT REPRESENTATIVE -
APPROVED**

Upon a motion made by Supervisor Wells, seconded by Supervisor Ewing, Roger L. Thomas was reappointed to the Frederick County Planning Commission as a representative of Opequon District for a four year term, said term to expire June 14, 2021.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**LYNN SCHMITT REAPPOINTED TO THE FREDERICK COUNTY
SHAWNEELAND SANITARY DISTRICT ADVISORY COMMITTEE -
APPROVED**

Upon a motion made by Supervisor Lofton, seconded by Vice Chairman Fisher, Lynn Schmitt was reappointed to the Frederick County Shawneeland Sanitary District Advisory Committee for a two year term, said term to expire July 13, 2019.

Supervisor Dunn stated he felt the Shawneeland Sanitary District Advisory Committee should vote for their members.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Nay
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**DIANE KEARNS REAPPOINTED TO THE FREDERICK COUNTY
CONSERVATION EASEMENT AUTHORITY AS A COUNTY
REPRESENTATIVE - APPROVED**

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Lofton, Diane Kearns was reappointed to the Frederick County Conservation Easement Authority as a county representative for a three year term, said term to commence August 24, 2017 and expire August 24, 2020.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**WELLINGTON H. JONES AND JAMES R. WILKINS, III REAPPOINTED TO
THE FREDERICK-WINCHESTER SERVICE AUTHORITY AS A COUNTY
REPRESENTATIVE AND MEMBER-AT-LARGE - APPROVED**

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Wells, Wellington H. Jones was reappointed to the Frederick-Winchester Service Authority as a county representative and James R. Wilkins, III as a Member-At-Large for a three year term, said term to expire August 31, 2020. It was noted that the Member-At-Large appointment is joint with the

City of Winchester and would be contingent upon their approval.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**RESOLUTION (#001-17) AUTHORIZING PARTICIPATION IN THE NEW
RATE CASE REC (RAPPAHANNOCK ELECTRIC COOPERATIVE) FILED –
APPROVED UNDER CONSENT AGENDA**

**BOARD OF SUPERVISORS
RESOLUTION
July 12, 2017**

WHEREAS, Rappahannock Electric Cooperative provides electric service to County residents; and

WHEREAS, Rappahannock Electric Cooperative has filed with the State Corporation Commission an application, docketed as Case Number PUR-2017-00044, for an overall increase in its rates, such increase proposed to be approximately 6.2%; and

WHEREAS, energy costs represent a significant burden to County residents and businesses; and

WHEREAS, participation by the Board of Supervisors as a respondent in State Corporation Commission Case Number PUR-2017-00044 would be beneficial toward seeking the accomplishment of fair and reasonable electricity service rates for County residents and businesses served by Rappahannock Electric Cooperative;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors authorizes the filing by the County Attorney on its behalf of a Notice of Participation as a Respondent in State Corporation Commission Case Number PUR-2017-00044 and the taking of such actions as are appropriate in such proceeding to seek the accomplishment of fair and reasonable electricity service rates for County residents and businesses served by Rappahannock Electric Cooperative.

Adopted this 12th day of July, 2017.

**ACKNOWLEDGEMENT OF RECEIPT OF CERTIFIED COPIES OF THE
ABSTRACT OF VOTES FROM THE JUNE 13, 2017 PRIMARY ELECTION –
APPROVED UNDER THE CONSENT AGENDA**

In compliance with Virginia Code Section 24.2-675, the Frederick County Electoral Board provided the certified copies of the Abstracts of Votes from the June 13, 2017 Primary Election to be recorded in the minutes (attached on the following pages).

(THIS SPACE LEFT BLANK INTENTIONALLY)

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2017 June Republican Primary Election held on June 13, 2017 for,

Governor

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Corey A. Stewart - Republican	2170
Edward W. "Ed" Gillespie - Republican	1929
Frank W. Wagner - Republican	362
Total Write-In votes [From Write-Ins Certifications]	0
[Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 13, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Governor.

Corey A. Stewart - Republican

Given under our hands this 14TH day of JUNE, 2017



[Signature], Chairman
Marie P. Straub, Vice Chairman
J. Zemelachenko, Secretary
J. Zemelachenko, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2017 June Republican Primary Election held on June 13, 2017 for,

Lieutenant Governor

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Jill H. Vogel - Republican	3199
Bryce E. Reeves - Republican	860
Glenn R. Davis, Jr. - Republican	348
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 13, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Lieutenant Governor.

Jill H. Vogel - Republican

Given under our hands this 14TH day of JUNE, 2017



[Signature], Chairman
Marie P. Strout, Vice Chairman
J. Zolachowski, Secretary
J. Zolachowski, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2017 June Democratic Primary Election held on June 13, 2017 for,

Governor

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Ralph S. Northam - Democratic	1453
Tom S. Perriello - Democratic	1110
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write-ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 13, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Governor.

Ralph S. Northam - Democratic

Given under our hands this 14 TH day of JUNE, 2017



<u>[Signature]</u>	, Chairman
<u>Marie F. Straul</u>	, Vice Chairman
<u>J. Zembicki</u>	, Secretary
<u>J. Zembicki</u>	, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2017 June Democratic Primary Election held on June 13, 2017 for,

Lieutenant Governor

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Susan S. Platt - Democratic	1154
Justin E. Fairfax - Democratic	878
Gene J. Rossi - Democratic	422
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write-ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 13, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Lieutenant Governor.

Susan S. Platt - Democratic

Given under our hands this 14TH day of JUNE, 2017



<u>[Signature]</u>	, Chairman
<u>Marie D. Straub</u>	, Vice Chairman
<u>J. Zerkowich</u>	, Secretary
<u>J. Zerkowich</u>	, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2017 June Democratic Primary Election held on June 13, 2017 for,

Member House of Delegates

District: 033

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Tia L. Walbridge - Democratic	329
Mavis B. Taintor - Democratic	279
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 13, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member House of Delegates.

Tia L. Walbridge - Democratic

Given under our hands this 14TH day of JUNE, 2017



[Signature], Chairman
Marie P. Staub, Vice Chairman
J. Zemlachev, Secretary
J. Zemlachev, Secretary, Electoral Board

COMMITTEE REPORTS

PUBLIC SAFETY COMMUNICATIONS COMMITTEE REPORT – APPROVED UNDER CONSENT AGENDA

A meeting of the Public Safety Committee was held on Thursday June 15, 2017 at 8:30 a.m., Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Walter Cunningham, Helen Lake and Blaine Dunn. Member Chuck Torpy was not present. Also in attendance were Fire & Rescue Chief Denny Linaburg, County Attorney Rod Williams, Deputy Fire Chief Larry Oliver, Assistant County Attorney Erin Swisshelm, Communications Director LeeAnna Pyles, Deputy County Administrator for Human Services Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman and Deputy Director of Emergency Management Chester Lauck. The following items were discussed:

*****Item Not Requiring Action*****

1. Presentation from VACoRP and VFIS (see attached)

The Committee heard a presentation from VACoRP and VFIS in regards to workman's compensation and accident/injury coverage for Volunteer Fire and Rescue personnel. VACoRP representative Stephanie Heintzelman outlined the VACoRP program. She then introduced Scott King with VFIS who discussed the accident/injury portion of claims filed that are not deemed workman's compensation. This program could be beneficial to the Volunteer work force. Missi Neal, Administrative Assistant in the Fire and Rescue department stated that the total cost for the department could go up approximately \$43,769 for FY18.

The Public Safety Committee referred this matter go to the Finance Committee for their consideration with the Fire and Rescue staff providing more details, and that the County consider the workman's compensation coverage and the VFIS \$34,804 basic premium.

2. Fire and Rescue Service Study Update

Chief Linaburg updated the Committee on the status of the Fire and Rescue study. The process is going very smoothly and the Fitch Corp is meeting with the volunteer companies. The department hopes to start receiving data in July about the progress to date.

3. Funding for Necessary Repairs/Maintenance at All Stations

Chief Linaburg stated that some of the older fire stations are in need of maintenance and repairs to their aging facilities. Some outlying stations (e.g. Gainesboro) which run a high number of calls, assist in Mutual Aid, etc., would benefit from using available proffer dollars. Chairman Fisher will discuss this issue further with the Board of Supervisors.

4. Ordinances (2) Regarding Clean-Ups at Meth Labs and Background Checks for Volunteer Fire and Rescue Personnel (see attached)

County Attorney Rod Williams provided the Committee with ordinances referencing the clean-up of meth labs and the background checks for Volunteer Fire & Rescue.

The Public Safety Committee unanimously recommended approval of both ordinances and referred them Code & Ordinance Committee.

5. Shenandoah University Inquiry About New Athletic Facility Use

The Committee discussed the new athletic facility at Shenandoah University and its possible use as an emergency shelter. Chairman Fisher advised he had a conversation with an SU employee which prompted him to bring this matter to the Committee. The Committee concurred, that at this point, there was not enough information on the facility to make any conclusion. Chairman Fisher asked Mr. Lofton, Chief Linaburg, Deputy Director of Emergency Management Lauck and Fire Marshal Jay Bauserman to possibly meet with SU Vice President Moore to gather more information on the building and its capabilities.

6. Other Business

Deputy Fire Chief Larry Oliver advised the Committee that on May 19, 2017, the Fire and Rescue Department was awarded the Gold Standard for Mission Life Line from the American Heart Association for the third year. This award is based on the department meeting the AHA parameters pertaining to cardio related calls. It was also noted that over the past week there were significant incidents that involved all departments and that the crews and personnel responding have been doing an outstanding job. Chief Oliver also mentioned they will recognize a medic unit and 2 law enforcement officers for their outstanding response to an incident a few weeks back involving an infant.

Next Meeting: Thursday August 17, 2017

Adjourn: The meeting was adjourned at 10:10 a.m.

PUBLIC WORKS COMMITTEE REPORT – APPROVED UNDER CONSENT AGENDA

The Public Works Committee met on Tuesday, June 27, 2017, at 8:00a.m. All members were present except David Ganse. The following items were discussed:

*****Items Not Requiring Action*****

1. Carry Forward request from the Frederick County Regional Landfill Budget, Refuse

Collection Budget and Round Hill Fire Station and Event Center Budget.

a. Landfill Requests - See attached justification (attachment 1)

12-4204-8006-00 Construction Vehicles and Equipment - Complete purchase of a GPS system for CAT 826K Trash Compactor. Purchase was approved for FY2017 but staff needed to test equipment prior to completing the purchase.

Therefore, the committee recommended endorsing the carry forward request in the amount of \$120,000.00 to complete the purchase of the GPS system. Committee member Whit Wagner recommended the approval and committee member James Wilson seconded the motion. The committee unanimously approved the motion.

12-4204-8009-01 Miscellaneous Equipment (Gas to Energy Generators) - In the FY2017 budget, the purchase of equipment used to monitor and set emissions for both engines at the gas to energy plant were planned. In order to use monitoring equipment, staff needed to attend training. Training for the equipment will occur in the fall of this year. Once staff completes the training, the equipment will be purchased at a cost of \$10,000.00.

12-4204-8900-00 Improvements Other Than Buildings - Staff have been working with the IT Department to purchase video surveillance equipment around the Landfill to improve security. The final purchase of the equipment will occur in FY2018 budget. Therefore, staff recommended carrying forward an amount of \$100,000.00 for the video equipment.

The committee combined the request for the \$10,000.00 carry forward for monitoring equipment and the \$100,000.00 for video equipment into one motion. The committee recommended to endorse these carry forwards. Committee member Whit Wagner recommended the approval and Supervisor Robert Wells seconded the motion. The committee unanimously approved the motion.

b. Refuse Collection Requests - See attached justification (attachment 2)

10-4203-3002-00 Professional Services - We are currently designing the plans for construction of the Stephenson Convenience Center to replace the Clearbrook Convenience Center which will be taken out of service by the end of 2017. The request of \$9,000.00 is to fund the completion of the design for the site plan.

10-4203-3004-03 Repair and Maintenance-Building and Grounds - The request of funds in the amount of \$61,600.00 are for some site improvements at the Middletown and Greenwood Convenience sites. Completion of work has been delayed and is planned for the fall of this year.

The committee endorsed the requests totaling \$70,600.00 to be carried forward in the Refuse Collection budget. Committee member James Wilson recommended the approval and Supervisor Robert Wells seconded the motion. The committee unanimously approved the motion.

c. Round Hill Fire Station and Event Center Request - (attachment 3)

12-1226-8800-03 Buildings Round Hill Fire and Rescue - Staff recommends the unencumbered funds left within the project budget be carried forward for any fund items that need to be completed for this project. Currently, there is \$29,379.00 remaining that is unencumbered. The project is nearing completion and final matters should be completed by August 2017. We are requesting that all unencumbered funds be carried forward totaling \$29,379.00.

The committee endorsed the request to carry forward the subject amount. Supervisor Bill Ewing recommended the approval and committee member James Wilson seconded the request. The committee unanimously approved the motion.

All of the carry forward requests will be sent to the Finance Committee for further review and consideration.

2. Staff updated the committee on the status of the new Stephenson Convenience Site (replacement of the Clearbrook Convenience Site). We are moving forward with the site and road plan designs. We anticipate having designs finished in two to three weeks. We are coordinating with VDOT, FCSA and all utility companies. We have to move phone and cable lines along the site and bring new electric service into the site. We may have to relocate an existing FCSA water main as well. All of these utility costs will be accounted for in the final project cost estimate. We will acquire an approximate three (3) acre parcel for the convenience site along with an entrance road. Funding for the project is in the capital contingency fund and is available when required. The initial project cost estimate is \$540,000.00. We will continue to update the board as we move along.

3. Over the past year, the Animal Shelter has received over \$850,000.00 in donations. Some of the funds have been designated to develop a spay/neuter program. We have begun developing a plan to expand on the current program. Also, staff has discussed using most of the funding for an expansion or building an addition to provide some space to allow visitation with animals, training, courses, etc. In order to develop a good plan of action, staff requested from the Public Works Committee to authorize the development of a subcommittee to research and discuss the proposed ideas. The committee overwhelmingly supported the idea and an ad hoc committee was formed. From the Public Works Committee, Supervisor Gene Fisher and committee member Whit Wagner both agreed to serve on the committee. We have also asked the Building Inspections staff to assist with ideas. We have also reached out to Frederick County Maintenance for their input. Also, a couple citizen volunteers will also assist with scoping. It is

our intent to come back to the committee in a couple of months for an update on proposed ideas and to possibly move forward with a formal design process. (attachment 4)

4. Miscellaneous Reports

- a) Tonnage Report
(Attachment 5)
- b) Recycling Report
(Attachment 6)
- c) Animal Shelter Dog Report
(Attachment 7)
- d) Animal Shelter Cat Report
(Attachment 8)

INFORMATION TECHNOLOGIES COMMITTEE REPORT – APPROVED UNDER CONSENT AGENDA

A Technologies Committee meeting was held in the First Floor Conference Room at 107 N. Kent Street on Wednesday, July 5, 2017 at 8:00 a.m. Members present were Gary Lofton, Technologies Chairman; Judith McCann-Slaughter, Technologies Committee member; Kris Tierney, Interim County Administrator; Scott Varner, IT Director; Patrick Fly, GIS Manager; and Alisa Scott, Administrative Assistant. Absent were Bill Ewing, Technologies Committee Member; Quaiser Absar, Citizen Member; Lorin Sutton, Citizen Member; and Todd Robertson, Citizen Member.

Information Only

1. The IT Director provides a copy of the previous year's Virginia Telecommunications Initiative Grant Requirements and proposed areas for broadband expansion in order to request exploring requirements for the current year's grant. See attached, p. 13. The committee recommends approval to move forward in exploring the grant opportunity.

PUBLIC HEARING

PUBLIC HEARING - THE BOARD OF SUPERVISORS WILL CONDUCT A PUBLIC HEARING, PURSUANT TO VIRGINIA CODE SECTION 15.2-1800, REGARDING THE FOLLOWING PROPOSED CONVEYANCES OF INTERESTS IN REAL PROPERTY OWNED BY THE COUNTY:

- 1) **TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION, A FEE
SIMPLE INTEREST IN AN AREA OF APPROXIMATELY 9,160 SQUARE
FEET (0.21 ACRES) AND A TEMPORARY CONSTRUCTION EASEMENT
OVER AN AREA OF APPROXIMATELY 6,833 SQUARE FEET (0.157
ACRES), THE FEE SIMPLE AREA CONSTITUTING PORTIONS OF AND**

THE EASEMENT AREA BEING OVER PORTIONS OF TAX PARCEL NUMBERS 65C-1-B, 65C-1-C, 65C-1-G, AND 65C-1-H, AND A FEE SIMPLE INTEREST BY QUITCLAIM IN ANY AREA CURRENTLY USED AS THE RIGHT-OF-WAY FOR SULPHUR SPRINGS ROAD (ROUTE 655) ADJACENT TO SUCH PARCELS;

- 2) TO RAPPAHANNOCK ELECTRIC COOPERATIVE, A PERMANENT UTILITY EASEMENT OVER AN AREA OF APPROXIMATELY 5,473 SQUARE FEET (0.126 ACRES), THE EASEMENT AREA BEING OVER PORTIONS OF TAX PARCEL NUMBERS 65C-1-B, 65C-1-C, 65C-1-G, AND 65C-1-H;
- 3) TO VERIZON VIRGINIA, INC., A PERMANENT UTILITY EASEMENT OVER AN AREA OF APPROXIMATELY 5,473 SQUARE FEET (0.126 ACRES), THE EASEMENT AREA BEING OVER PORTIONS OF TAX PARCEL NUMBERS 65C-1-B, 65C-1-C, 65C-1-G, AND 65C-1-H;
- 4) TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION, A FEE SIMPLE INTEREST IN AN AREA OF APPROXIMATELY 44,384 SQUARE FEET (1.019 ACRES), THE AREA BEING A PORTION OF TAX PARCEL NUMBER 65-A-104; AND
- 5) TO VERIZON VIRGINIA, INC., A PERMANENT UTILITY EASEMENT OVER AN AREA OF APPROXIMATELY 21,029 SQUARE FEET (0.483 ACRES), THE AREA BEING OVER A PORTION OF TAX PARCEL NUMBER 65-A-104.

ALL OF THE FOREGOING PROPOSED CONVEYANCES ARE IN THE SHAWNEE MAGISTERIAL DISTRICT AND ARE FOR PURPOSES OF THE IMPROVEMENT OF SULPHUR SPRINGS ROAD (ROUTE 655), STATE HIGHWAY PROJECT 0655-034-274, RW201, M501, PARCELS 010 AND 015, UPC 59259. - APPROVED

1) **to the Virginia Department of Transportation**, a fee simple interest in an area of approximately 9,160 square feet (0.21 acres) and a temporary construction easement over an area of approximately 6,833 square feet (0.157 acres), the fee simple area constituting portions of and the easement area being over portions of tax parcel numbers 65C-1-B, 65C-1-C, 65C-1-G, and 65C-1-H, and a fee simple interest by quitclaim in any area currently used as the right-of-way for Sulphur Springs Road (Route 655) adjacent to such parcels; - **Approved**

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Dunn, seconded by Vice Chairman Fisher, the above conveyance of interest was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

2) to Rappahannock Electric Cooperative, a permanent utility easement over an area of approximately 5,473 square feet (0.126 acres), the easement area being over portions of tax parcel numbers 65C-1-B, 65C-1-C, 65C-1-G, and 65C-1-H; - **Approved**

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Ewing, the above conveyance of interest was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

3) to Verizon Virginia, Inc., a permanent utility easement over an area of approximately 5,473 square feet (0.126 acres), the easement area being over portions of tax parcel numbers 65C-1-B, 65C-1-C, 65C-1-G, and 65C-1-H; - **Approved**

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Dunn, seconded by Vice Chairman Fisher, the above conveyance of interest was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

4) to the Virginia Department of Transportation, a fee simple interest in an area of approximately 44,384 square feet (1.019 acres), the area being a portion of tax parcel number 65-A-104; - **Approved**

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Lofton, the above conveyance of interest was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

5) to Verizon Virginia, Inc., a permanent utility easement over an area of approximately 21,029 square feet (0.483 acres), the area being over a portion of tax parcel number 65-A-104; - **Approved**

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Dunn, the above conveyance of interest was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PLANNING COMMISSION BUSINESS

PUBLIC HEARING

PUBLIC HEARING - PROPOSED ABANDONMENT OF PUBLIC ROAD – SECURITY DRIVE (PORTION). BY RESOLUTION OF THE FREDERICK COUNTY BOARD OF SUPERVISORS, PASSED ON MAY 10, 2017, NOTICE IS HEREBY GIVEN THAT THE FREDERICK COUNTY BOARD OF SUPERVISORS INTENDS TO ABANDON A PORTION OF SECURITY DRIVE FROM A POINT 432.77 FEET EAST OF ITS INTERSECTION WITH INDEPENDENCE DRIVE AND EXTENDING TO THE END OF SECURITY DRIVE, A POINT 802.88 FEET EAST OF ITS INTERSECTION WITH INDEPENDENCE DRIVE, THE AFFECTED RIGHT-OF-WAY AREA CONTAINING .5735 ACRES, MORE OR LESS. ANY LANDOWNER AFFECTED BY THE PROPOSED ABANDONMENT MAY FILE A PETITION FOR A PUBLIC HEARING WITH THE FREDERICK COUNTY BOARD OF SUPERVISORS WITHIN 30 DAYS OF THE DATE OF THIS NOTICE. IF ANY LANDOWNER AFFECTED BY THE PROPOSED ABANDONMENT FILES SUCH A PETITION, THE FREDERICK COUNTY BOARD OF SUPERVISORS WILL HOLD A PUBLIC HEARING ON THE PROPOSED ABANDONMENT AT 7:00 P.M. ON JULY 12, 2017, IN THE BOARD OF SUPERVISORS MEETING ROOM, 107 NORTH KENT STREET, WINCHESTER, VIRGINIA, 22601. THIS NOTICE IS GIVEN ON THE 5TH DAY OF JUNE, 2017, BY THE FREDERICK COUNTY BOARD OF SUPERVISORS. – (RESOLUTION #002-17) - APPROVED

Assistant Planning Director – Transportation John Bishop appeared before the Board and stated that at the May 10, 2017 Board of Supervisor’s meeting, staff was instructed to advertise for the abandonment of a portion of Security Drive. He stated that to date no comments had

been received and the item was ready for action. He further stated this was a public hearing item and staff was seeking action on the resolution for abandonment and rescission of the previous request.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Lofton, seconded by Vice Chairman Fisher, the above road abandonment was approved.

**RESOLUTION
BY THE FREDERICK COUNTY BOARD OF SUPERVISORS
RECISSION OF PREVIOUS REQUEST FOR VDOT TO ADOPT SECURITY DRIVE
AND PARTIAL ABANDONMENT OF ROADWAY**

The Board of Supervisors of Frederick County, in regular meeting on the 12th day of July 2017, adopted the following:

WHEREAS, Frederick County previously requested on September 28, 2016 that the Virginia Department of Transportation adopt Security Drive into the Secondary System of State Highways;

WHEREAS, surrounding property owners have requested modifications to the extent of that previous request;

WHEREAS, based upon the requested changes there is a portion of the previous request that is no longer a necessary addition to the public road system;

WHEREAS, the County will be coordinating with VDOT to submit a modified request for acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Frederick County, Virginia, rescinds their request to adopted Security Drive (Route 1462) into the Secondary System of State Highways.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Supervisors of Frederick County, Virginia, abandons .5735 acres of Security Drive as depicted in the attached draft plats.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PUBLIC HEARING - PROPOSED CONVEYANCE TO NAVY FEDERAL CREDIT UNION OF A FEE SIMPLE INTEREST IN AN AREA COMPRISED OF 0.5735 ACRES, MORE OR LESS, CURRENTLY CONSTITUTING A SEGMENT OF SECURITY DRIVE, BUT WHICH IS PROPOSED TO BE ABANDONED AS A RIGHT-OF-WAY, FROM A POINT 432.77 FEET EAST OF ITS INTERSECTION WITH INDEPENDENCE DRIVE AND EXTENDING TO THE END OF SECURITY DRIVE, A POINT 802.88 FEET EAST OF ITS INTERSECTION WITH INDEPENDENCE DRIVE, AND ADJACENT TO 141 AND 146 SECURITY DRIVE, TAX PARCEL NUMBER 64-11-11, IN THE SHAWNEE MAGISTERIAL DISTRICT. – (RESOLUTION #003-17) – APPROVED

Assistant Planning Director – Transportation John Bishop appeared before the Board and stated that at the May 10, 2017 Board of Supervisors meeting, staff was instructed to advertise for the abandonment of a portion of Security Drive. He stated the Board authorized staff to advertise for the resulting need to convey the abandoned right-of-way to the surrounding property owners. He further stated that upon Board authorization, the abandoned right-of-way would be conveyed to the surrounding property owners which are Navy Federal Credit Union. He concluded by saying this was a public hearing and staff was seeking Board action on the conveyance.

Chairman DeHaven convened the public hearing.

David Holliday, Back Creek District, appeared before the Board and asked if VDOT would require a new cul-de-sac and who would pay for it.

Mr. Bishop replied it was not required.

There were no further public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Dunn, the above road conveyance was approved.

RESOLUTION
APPROVING DECLARATION AS SURPLUS PROPERTY AND CONVEYANCE OF
SECURITY DRIVE RIGHT-OF-WAY TO NAVY FEDERAL CREDIT UNION

WHEREAS, the County of Frederick, Virginia, is the owner of real property encompassing .5735 acres of Security Drive right-of-way as more fully described in the attached plats; and

WHEREAS, the portion of right-of-way depicted in the attached plats is not needed for the public road system; and

WHEREAS, abandoned right-of-way is conveyed to the surrounding property owners; and

WHEREAS, Navy Federal Credit Union owns all of the property surrounding the right-of-way; and

WHEREAS, the Board of Supervisors conducted a public hearing on the declaration as surplus and conveyance of .5735 acres of Security Drive right-of-way depicted in the attached plats on July 12, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Frederick, Virginia hereby declare the real property and improvements on .5735 acres of Security Drive Right-of- Way surplus property; and

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Frederick, Virginia approve the conveyance of the property to Navy Federal Credit Union for incorporation into parcel 64-11- 11; and

BE IT FURTHER RESOLVED that the Interim Frederick County Administrator is hereby authorized to take all necessary actions to execute the conveyance of Frederick County's interest in the property to Navy Federal Credit Union.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye

Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PUBLIC HEARING - REZONING #03-17 FOR RUTHERFORD CROSSING, SUBMITTED BY GREENWAY ENGINEERING, INC., TO REZONE 22.16+/- ACRES FROM THE M1 (LIGHT INDUSTRIAL) DISTRICT TO THE B2 (GENERAL BUSINESS) DISTRICT WITH PROFFERS AND 27.07+/-ACRES OF LAND ZONED M1 (LIGHT INDUSTRIAL) DISTRICT WITH PROFFERS TO THE M1 (LIGHT INDUSTRIAL) DISTRICT WITH REVISED PROFFERS. THE PROPERTY IS FRONTING ON THE SOUTHEAST SIDE OF MARKET STREET AND THE NORTH SIDE OF MILTON RAY DRIVE AND IS IDENTIFIED BY PROPERTY IDENTIFICATION NUMBER 43-A-99 IN THE STONEWALL MAGISTERIAL DISTRICT. – (RESOLUTION #004-17) - APPROVED.

Assistant Planning Director Candice Perkins appeared before the Board and presented this rezoning application. She stated this application was to rezone a total of 49.23 acres of land from the M1 District to the B2 and M1 Districts with proffers; specifically the application seeks to rezone 22.16 acres from the M1 District with proffers to the B2 District with proffers and 27.07 acres from the M1 District to the M1 District with revised proffers. She stated the subject property was located within the Sewer and Water Service Area (SWSA) and was located within the limits of the Northeast Land Use Plan of the 2035 Comprehensive Plan. She further stated the Comprehensive Plan identified the property with an industrial land use designation which was reflective of the current zoning of the subject property. She went on to say that the property was adjacent to commercial zoning B2 (General Business) on two sides and residential zoning RP (Residential Performance) on one side and, therefore; the request for a portion of the property to be rezoned to the B2 (General Business) District would be acceptable. She stated the remainder of the site, which was located on the northwestern side of the W&W Railroad Line,

would retain the existing M1 zoning designation. Ms. Perkins further stated the property was originally zoned to the M1 District in 2001 and revised in 2004 and 2007. She went on to say the proffers associated with this rezoning were constant with the obligations entered into with the original rezoning. She stated the application still accounted for the 1,245,000 square foot building cap, the dedication of Route 37, and the requirement of a Transportation Impact Analysis for future site plans that exceeded the 26,652 ADT as calculated for the total acreage of the Rutherford Crossing Development. She stated the applicant had also provided a monetary contribution of \$0.10 per building square foot for Fire and Rescue. She concluded by saying the Planning Commission did not identify any concerns with the request and recommended approval of the application at their June 7, 2017 meeting.

Supervisor Dunn asked about the expected future use, if known, of the property to the east. He asked if there had been any comments for or against this rezoning request from concerned parties interested in history due to the Civil War Battlefield.

Ms. Perkins stated they had not received any comments. She stated the preserved battlefield area was a good distance from the property.

Evan Wyatt, with Greenway Engineering, appeared before the Board on behalf of the applicant. He stated Ms. Perkins had covered the meat of the rezoning. He stated Greenway Engineering had worked closely with Planning, Transportation and the County Attorney to make certain the proffers that guided the development over time were accounted for with this specific rezoning as well as the proffers they had added. He stated the proffers presented were consistent with what had been promised throughout the development history of the project and they had added a couple of items specific to the rezoning request. He stated the size and scale of the

property was not conducive to industrial development and was more in scale with a retail component.

Supervisor Dunn stated he would support the rezoning request and that if there were any requests in the future for acquisition or rezoning for the property to the east, that comments from the historical community be sought in order to have that feedback.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Lofton, rezoning request #03-17 of Rutherford Crossing was approved.

**AN ORDINANCE AMENDING THE ZONING DISTRICT MAP
REZONING #03-17 RUTHERFORD CROSSING**

WHEREAS, Rezoning #03-17 Rutherford Crossing, submitted by Greenway Engineering, to rezone 22.16 acres from M1 (Light Industrial) District to the B2 (General Business) District with proffers and 27.07 acres of land zoned M1 (Light Industrial) District with proffers to the M1 (Light Industrial) District with revised proffers with a final revision date of April 19, 2017 was considered. The subject property fronts on the southeast side of Market Street and the north side of Milton Ray Drive within the Rutherford Crossing Development, in the Stonewall Magisterial District and is identified by Property Identification No. 43-A-99; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on June 7, 2017 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on July 12, 2017; and

WHEREAS, the Frederick County Board of Supervisors finds the approval of this rezoning to be in the best interest of the public health, safety, welfare, and in conformance with the Comprehensive Plan;

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to rezone 22.16 acres from M1 (Light Industrial) District to the B2 (General Business) District with proffers and 27.07 acres of land

zoned M1 (Light Industrial) District with proffers to the M1 (Light Industrial) District with revised proffers with a final revision date of April 19, 2017. The conditions voluntarily proffered in writing by the Applicant and the Property Owner is attached.

This ordinance shall be in effect upon adoption.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PUBLIC HEARING - ORDINANCE AMENDMENT TO THE FREDERICK COUNTY CODE, CHAPTER 165 ZONING, ARTICLE IV AGRICULTURAL AND RESIDENTIAL DISTRICTS, PART 401 – RA RURAL AREAS DISTRICT, §165-401.03 CONDITIONAL USES. ARTICLE IV AGRICULTURAL AND RESIDENTIAL DISTRICTS, PART 402 – RP RESIDENTIAL PERFORMANCE DISTRICT, §165-402.03 CONDITIONAL USES. ARTICLE II SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES, PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES, §165-204.31 DOCTORS OF MEDICINE, DENTISTS AND OTHER HEALTH PRACTITIONERS IN THE RP (RESIDENTIAL PERFORMANCE) DISTRICT AND THE RA (RURAL AREAS) DISTRICT. REVISIONS TO THE FREDERICK COUNTY ZONING ORDINANCE ON MEDICAL OFFICES IN THE RP (RESIDENTIAL PERFORMANCE) AND RA (RURAL AREAS) DISTRICT AS A CONDITIONAL USE. - APPROVED

Planner Tyler Klein appeared before the Board and presented this proposed ordinance amendment. He stated this was a proposed amendment to Chapter 165, Zoning, to add Medical Offices as a conditional use in the RP (Residential Performance) and RA (Rural Areas) Zoning Districts. He stated that currently this use was permitted by right in the B1 (Neighborhood Business) and the B2 (General Business) Zoning Districts. He stated that staff had drafted an amendment to add Medical Offices as a conditional use in the RP and RA

Districts and had also drafted supplemental use regulations that would correspond to the use. He further stated that additional requirements could be added during the conditional use permit (CUP) process if necessary. He went on to say that the Development Review and Regulations Committee (DRRC) discussed this proposed amendment at their January 2017 meeting and agreed with the proposed change, and further recommended it also be allowed in the RA Zoning District as a conditional use. He further stated this item was discussed by the Planning Commission on March 15, 2017 and the Planning Commission agreed with the changes and sent the item forward for review by the Board of Supervisors. He went on to say that the Board of Supervisors discussed this item on April 12, 2017 and had requested additional supplemental use regulations be included, such as restricting the use from residential subdivisions and neighborhoods in the RP Zoning District, requiring the primary use be medical office, and requiring frontage on collector or arterial roadways. Mr. Klein stated the Board of Supervisors discussed this item on May 10, 2017 and agreed with the proposed changes and sent the amendment forward for public hearing. He further stated the Planning Commission held a public hearing at their June 7, 2017 meeting and recommended approval. He concluded by stating this proposed amendment was being presented to the Board of Supervisors for action.

Supervisor Dunn asked if this normally fit into the business area and not rural area category under the zoning ordinance.

Mr. Klein replied that as the zoning ordinance currently exists, medical offices are permitted. He stated this proposed amendment was presented by an applicant seeking to open a medical office in the RP zoning district.

Supervisor Dunn asked why an applicant could not stay in the B2 district or rezone the

area. He stated he had a concern about exceptions to the rule on the zoning issues.

Mr. Klein stated it was an opportunity to have some flexibility and not every rezoning is supported by the Comprehensive Plan. He stated any request for a medical office would be considered on a case by case basis during the conditional use permit process.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Lofton, the above proposed ordinance amendment was approved.

**AN ORDINANCE
AMENDING THE FREDERICK COUNTY CODE
CHAPTER 165, ZONING**

**ARTICLE IV
AGRICULTURAL AND RESIDENTIAL DISTRICTS
PART 401 – RA RURAL AREAS DISTRICT
§165-401.03. CONDITIONAL USES**

**PART 402 – RP RESIDENTIAL PERFORMANCE DISTRICT
§165-402.03. CONDITIONAL USES**

**ARTICLE II
SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND
REGULATIONS FOR SPECIFIC USES
PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES
§165-204-31. DOCTORS OF MEDICINE, DENTISTS AND OTHER HEALTH
PRACTITIONERS IN THE RP (RESIDENTIAL PERFORMANCE) DISTRICT AND
THE RA (RURAL AREAS) DISTRICT**

WHEREAS, an ordinance to amend Chapter 165, Zoning to add Medical Offices as a conditional use in the RP (Residential Performance) District and RA (Rural Areas) District, along with supplemental use regulations that would correspond to the use was considered; and

WHEREAS, the Planning Commission held a public hearing on this ordinance on June 7, 2017; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance on July 12, 2017; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165, Zoning, is amended to modify Article IV, Agricultural and Residential Districts, Part 401 – RA Rural Areas District, §165-401.03 Conditional Uses; Part 402 – RP Residential Performance District; §165-402.03 Conditional Uses; Article II, Supplementary Use Regulations, Parking, Buffers, and Regulations For Specific Uses, Part 204 Additional Regulations for Specific Uses, §165-204.31 Doctors of Medicine, Dentists and other Health Practitioners in the RP (Residential Performance) District and the RA (Rural Areas) District to add Medical Offices as a conditional use in the RP (Residential Performance) District and RA (Rural Areas) District, including supplemental use regulations that would correspond to the use.**

ARTICLE IV AGRICULTURAL AND RESIDENTIAL DISTRICTS

Part 401 – RA Rural Areas District

§ 165-401.03 Conditional uses.

The following uses of structures and land shall be allowed only if a conditional use permit has been granted for the use:

RR. Offices and clinics of doctors of medicine, dentists and other health practitioners (SIC 801, 802, 803, and 804).

Part 402 – RP Residential Performance District

§ 165-402.03 Conditional uses.

Uses and associated signs permitted with a conditional use permit shall be as follows:

- A. Convalescent and nursing homes and adult care residences and assisted living care facilities.
- B. Cottage occupations, as defined.
- C. Nationally chartered fraternal lodges or civic clubs, social centers and their related club facilities, with an approved site plan, meeting the requirements of this chapter and with the following conditions:

- (1) All principal activities shall take place entirely within an enclosed structure.
- (2) All outdoor facilities shall be incidental to the principal facility or activity.
- (3) No facility or activity shall be erected or conducted less than 30 feet from any residential district or area within other districts which are predominantly residential in nature.

D. Day-care facilities.

E. Rooming houses, boardinghouses and tourist homes.

F. Veterinary offices, veterinary clinics or veterinary hospitals, excluding boarding of animals for nonmedical purposes.

G. Museums

H. Offices and clinics of doctors of medicine, dentists and other health practitioners (SIC 801, 802, 803, and 804).

Article II

SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES

Part 204 – Additional Regulations for Specific Uses

§ 165-204.31. Doctors of medicine, dentists and other health practitioners in the RP (Residential Performance) District and the RA (Rural Areas) District.

Doctors of medicine, dentists and other health practitioners in the RP (Residential Performance) District and the RA (Rural Areas) District shall be subject to the following requirements:

- A. Excluding buffers and screening, the use and site shall adhere to, and implement, General Business (B2) Zoning District design standards;**
- B. Buffers and screening (including distance, opaque elements, and landscaping) shall be determined by the Zoning Administrator;**
- C. The use must front on and be accessed via a collector or arterial roadway;**
- D. The primary use of the structure shall be the doctor's office;**
- E. The use shall not be located within a residential development/subdivision.**

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye

Judith McCann-Slaughter Aye
Robert W. Wells Aye

OTHER PLANNING ITEMS

**RESOLUTION TO ALLOW TRANSFER OF DEVELOPMENT RIGHTS (TDR)
TO BE UTILIZED FOR PROFFER PAYMENTS WITHIN THE VILLAGE AT
MIDDLETOWN – WITHDRAWN BY THE APPLICANT**

**DISCUSSION – SLAUGHTERHOUSES AS A CONDITIONAL USE IN THE
RURAL AREAS (RA) DISTRICT – (RESOLUTION #006-17) - APPROVED TO
FORWARD TO PUBLIC HEARING**

Planner Tyler Klein appeared before the Board and presented this proposed ordinance amendment. He stated this was an ordinance amendment to Chapter 165, Zoning to allow slaughterhouses in the RA (Rural Areas) Zoning District as a conditional use. He stated currently, manufacturing of “meat products” is only allowed in the M2 (Industrial General) Zoning District by right. He stated staff drafted a revision to the Zoning Ordinance to include a new definition for slaughterhouses as well as supplemental use regulations that would correspond to the use and that additional requirements could be added during the conditional use permit (CUP) process if necessary. He further stated the inclusion of this use seeks to expand and clarify opportunities for agribusiness in the County’s rural areas and is supported by the 2035 Comprehensive Plan Rural Areas and Agribusiness Development sections. He further stated this item was proposed by a business owner and current slaughterhouse operator seeking to expand and/or relocate their nonconforming use. He went on to say this item was discussed by the Development Review and Regulations Committee (DRRC) at their April 27, 2017 regular meeting; the DRRC agreed with the proposed ordinance amendment and forwarded the item to the Planning Commission for discussion. He stated the Planning Commission discussed this item on June 7, 2017 and the commission agreed with the changes

and sent the item forward for review by the Board of Supervisors. He concluded by stating that staff is seeking direction from the Board of Supervisors on this proposed zoning ordinance text amendment.

Supervisor Lofton asked if someone opened a business to process deer meat, would that fall under the slaughterhouse definition.

Mr. Klein replied if it were a commercial level facility.

Vice Chairman Fisher asked for clarification of a few operations that are apparently going on that are not defined for use in the RA areas.

Mr. Klein stated that is correct. He stated there are a few existing slaughterhouse operations that are currently operating under a legally non-conforming use which means they do not fall under a category that is currently allowed in the zoning ordinance, but they have been in operation for a number of years and they can continue to operate as they currently exist until such time as they would come forward for any type of change such as an expansion or a modification to their facility. He stated there are provisions under the legally non-conforming use that would allow them to expand. He stated the applicant that brought this request forward was seeking to expand their operation across a property line and looking at a potential second location in the county which made it difficult for them to expand due to the legally non-conforming use requirements.

Planning Director Mike Ruddy stated there were a number of cottage occupations that exist in the county's rural areas in a residential setting that allow for this process.

Chairman DeHaven asked about the ability to expand.

Mr. Klein stated the applicant was seeking to acquire adjacent property and expand their

operation.

Chairman DeHaven stated that the current scale was not a problem; it was when someone wanted to expand that was when problems begin to occur.

Mr. Klein stated the applicant worked closely with the committee on the supplemental uses and was comfortable with that. He stated staff reached out to like neighboring jurisdictions to see how they treated slaughterhouses and the amended text provided was what was appropriate for the user in the county currently and was consistent with what was being seen around the state.

Mr. Tierney stated this would require a conditional use permit which would require a public hearing and would be on a case by case basis based upon the particulars.

Supervisor Dunn asked how this could be going on now in the RA area for a process that is not deemed for an RA area.

Mr. Klein stated that existing users were legally non-conforming so wherever they were established now they could continue to operate as they were currently doing. If a new user wanted to set up a slaughterhouse they would have to be in the M2 Industrial General Zoning District.

Chairman DeHaven stated this preceded the zoning ordinance.

Mr. Klein stated the committee and the Planning Commission felt the supplemental use regulations that were being included with the proposed text amendment were appropriate for the type of use that was being sought. He stated that as Mr. Tierney had pointed out, a conditional use permit would be required and would be considered on a case by case basis.

Supervisor Dunn stated he had a problem with this type of operation being permitted in

an area that was not designated for it.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Wells, the proposed ordinance amendment for slaughterhouses as a conditional use in the Rural Areas (RA) District was forwarded to public hearing.

RESOLUTION

DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING REGARDING CHAPTER 165, ZONING

ARTICLE I

GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS

PART 101 – GENERAL PROVISIONS

§165-101.02 – DEFINITIONS AND WORD USAGE

ARTICLE II

SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES

PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES

§165-204.17 SLAUGHTERHOUSES AND RENDERING PLANTS

ARTICLE IV

AGRICULTURAL AND RESIDENTIAL DISTRICTS

PART 401 – RA RURAL AREAS DISTRICT

§165-401.03 CONDITIONAL USES

WHEREAS, an ordinance to amend Chapter 165, Zoning to allow slaughterhouses in the RA (Rural Areas) Zoning District requiring a conditional use permit (CUP); and

WHEREAS, The Development Review and Regulations Committee (DRRC) reviewed the changes at their April 27, 2017 meeting and agreed with the proposed changes to allow slaughterhouses in the RA Zoning District requiring a conditional use permit (CUP) and sent the item forward for review by the Planning Commission and Board of Supervisors; and

WHEREAS, the Planning Commission discussed the proposed changes at their regularly scheduled meeting on June 7, 2017 and agreed with the proposed changes; and

WHEREAS, the Board of Supervisors discussed the proposed changes at their regularly scheduled meeting on July 12, 2017; and

WHEREAS, the Frederick County Board of Supervisors finds that in the public necessity, convenience, general welfare, and good zoning practice, directs the Frederick County Planning Commission hold a public hearing regarding an amendment to Chapter 165; and

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors that the Frederick County Planning Commission shall hold a public hearing to allow slaughterhouses in the RA (Rural Areas) Zoning District requiring a conditional use permit (CUP).

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Nay
Gene E. Fisher	Aye
Blaine P. Dunn	Nay
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**RESOLUTION (#007-17) RE: VIRGINIA DEPARTMENT OF
TRANSPORTATION (VDOT) SIGNATORY AUTHORITY – APPROVED
UNDER CONSENT AGENDA**

**RESOLUTION BY THE
FREDERICK COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 12th day of July 2017, adopted the following:

WHEREAS, Frederick County has received a request from Virginia Department of Transportation for signatory authority granted by the Board of Supervisors to the individual signing when executing agreements with outside agencies; and

WHEREAS, the County will be engaged in a number of County managed projects leading to more agreements with outside agencies; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Frederick County, Virginia, grants authority for Interim Frederick County Administrator, Kris C. Tierney to execute project administration agreements with outside agencies.

This authority shall be in effect on the day of adoption.

**ROAD RESOLUTIONS - RED BUD RUN SECTION 2, PHASE 3-8
(RESOLUTION #008-17) AND RAVEN POINTE SECTION 6, PHASE 2**

(RESOLUTION #009-17) - APPROVED UNDER CONSENT AGENDA

**RESOLUTION (008-17)
BY THE FREDERICK COUNTY BOARD OF SUPERVISORS
RED BUD RUN SECTION 2, PHASE 3-8**

The Board of Supervisors of Frederick County, in regular meeting on the 12th day of July, 2017, adopted the following:

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of- way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

**RESOLUTION (009-17)
BY THE FREDERICK COUNTY BOARD OF SUPERVISORS
RAVEN POINTE SECTION 6, PHASE 2**

The Board of Supervisors of Frederick County, in regular meeting on the 12th day of July, 2017, adopted the following:

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the

Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of- way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

BOARD LIAISON REPORTS

There were no Board Liaison Reports.

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

Supervisor Dunn encouraged the School Board to present their needs for the next 5 years in dollars, sooner than later.

ADJOURN

UPON MOTION MADE BY VICE CHAIRMAN FISHER, SECONDED BY SUPERVISOR EWING, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED. (8:04 P.M.)

MINUTES
CLOSED SESSION
AND
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
AUGUST 9, 2017

A Closed Session and Regular Meeting of the Frederick County Board of Supervisors were held on Wednesday, August 9, 2017, beginning at 6:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, Virginia.

PRESENT

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells.

CALL TO ORDER

Chairman DeHaven called the meeting to order.

CLOSED SESSION

Upon a motion by Vice-Chairman Fisher, seconded by Supervisor Dunn, the Board of Supervisors convened in closed session pursuant to Section 2.2-3711 A (3) of the Code of Virginia, 1950, as Amended, for discussion or consideration of the acquisition of real property for a public purpose, and of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon a motion by Vice-Chairman Fisher, seconded by Supervisor Ewing, the Board of Supervisors came out of closed session and reconvened in open session.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon a motion by Vice-Chairman Fisher, seconded by Supervisor Wells, the Board certified that to the best of each Board Member's knowledge that only the acquisition of real property for a public purpose, and of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board, pursuant to Section 2.2-3711 A (3) of the Code of Virginia, 1950, as amended, were discussed.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Chairman DeHaven announced the Board would recess until its 7:00 P.M. regular meeting.

REGULAR MEETING - CALL TO ORDER

Chairman DeHaven called the meeting to order.

INVOCATION

Vice Chairman Fisher delivered the invocation.

PLEDGE OF ALLEGIANCE

Supervisor Lofton led the Pledge of Allegiance.

ADOPTION OF AGENDA – APPROVED

Interim County Administrator Kris Tierney requested to move Tab L, the Pump and Haul request, ahead of Tab K, the School Board request.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the Board approved the agenda as amended by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

CONSENT AGENDA - APPROVED

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Lofton, the Board approved the following items under the consent agenda:

- Minutes – Closed Session and Regular Meeting of May 24, 2017, Closed Session and Regular Meeting of June 14, 2017 and Special Meeting of June 21, 2017 - Tab A;
- Northwestern Community Services' Fiscal Year 2018 Performance Contract - Tab D;
- Parks and Recreation Commission Report - Tab E;
- Request to Schedule Public Hearing for the Abandonment of Gold Orchard Road (Route 708) - Tab M.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye

Robert W. Wells

Aye

CITIZEN COMMENTS

George Hughes, Gainesboro District, addressed the Board and stated he felt the budgetary process was shameful. He stated that with reference to the 12th elementary school, people did not know what the plans and thoughts were. He further stated he felt there should be term limits on officials at the local level.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

MINUTES – APPROVED UNDER CONSENT AGENDA

The minutes of the Closed Session and Regular Meeting of May 24, 2017, Closed Session and Regular Meeting of June 14, 2017 and Special Meeting of June 21, 2017 were approved under the consent agenda.

COUNTY OFFICIALS

COMMITTEE APPOINTMENTS

There were no committee appointments.

REQUEST FROM THE COMMISSIONER OF THE REVENUE FOR REFUNDS - APPROVED

Interim County Administrator Tierney reviewed the following requests from the Commissioner of the Revenue to authorize the Treasurer to refund:

1. Caliber Collision Centers in the amount of \$14,925.53 for business license fees for 2016 and 2017. This refund resulted from adjustment of estimated revenue to actual revenue for the taxpayer.

Upon a motion made by Supervisor Ewing, seconded by Supervisor Slaughter, the above refund request and supplemental appropriation were approved by the following recorded

vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

2. Valley Proteins, Inc. in the amount of \$16,961.09 for adjustment of personal property taxes for 2016 and 2017 and vehicle license fee for 2017. This refund resulted from adjustments for vehicles removed from Frederick County and taxed in other states. Normal procedure by this company is to register vehicles in Frederick County then determine those to be moved to other plant locations.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Ewing, the above refund request and supplemental appropriation were approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

3. Ally Financial/Vault in the amount of \$3,267.30 for adjustment of personal property taxes from 2015 to 2017 and vehicle license fees for 2016 and 2017. This refund resulted from normal proration of vehicle taxes where vehicles owned by this company were sold or moved from this locality. Different divisions of this large automobile financing company are involved with registration and taxation of the vehicles.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the above refund request and supplemental appropriation were approved by the following recorded

vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye

Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**NORTHWESTERN COMMUNITY SERVICES' FISCAL YEAR 2018
PERFORMANCE CONTRACT – APPROVED UNDER CONSENT AGENDA**

COMMITTEE REPORTS

**PARKS AND RECREATION COMMISSION REPORT – APPROVED UNDER
CONSENT AGENDA**

The Parks and Recreation Commission met on July 11, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Amy Strosnider.

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Closed Session - Mr. Sandy moved to convene into closed session Under Virginia Code 2.2-3711A(3) for discussion or consideration of the acquisition and/or disposition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Madagan, motion carried unanimously (7-0).

Mr. Morrison moved to exit Closed Session, second by Ms. Gerometta, carried unanimously (7-0). All Commission members were polled re: any discussion besides matter for Closed Session, all said no.

2. Economic Disadvantage Policy - Mr. Sandy moved to adopt the Economic Disadvantage Policy (500.08), second by Mr. Madagan, motion carried unanimously (7-0).

3. Play Fund - Mr. Madagan moved to request a supplemental appropriation in the amount of \$829.75 from the Finance Committee to be included in FY17 and be disbursed to revenue codes where financial assistance was used, second by Ms. Gerometta, carried unanimously (7-0). This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.

4. Buildings and Grounds Committee - Proffer Request for Abrams Creek Design -

The Buildings and Grounds Committee recommended \$65,000 in proffer funds be used for design and engineering work for Phase I of the Abrams Creek Greenway Trail contingent on having satisfactory easement from the Phase I property owners. This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.

5. Youth Sports Partner/Appeals/Public Relations Committee -Youth Sports Partner Fall 2017 Agreements - The Youth Sports Partners/Appeals/Public Relations Committee recommended adopting the Youth Sports Partner Agreements for Frederick County American Little League, Frederick County National Little League and Blue Ridge Youth Soccer Association as submitted, second by Mr. Madagan, carried unanimously (7-0).

FINANCE COMMITTEE REPORT - APPROVED

Supervisor Slaughter presented the Finance Committee report.

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, July 19, 2017, at 8:00 a.m. Member Jeffrey Boppe was absent. Items 1-12, 16-18, and 20 were approved under consent agenda.

Upon motion made by Supervisor Slaughter, seconded by Supervisor Lofton, Items 1-12, 16-18 and 20 were approved under the consent agenda by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

1. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$20,129.58. This amount represents a carry forward of unspent FY17 funds for vehicle equipment. - **Approved Under Consent Agenda.**

2. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$128,440. This amount represents a carry forward of unspent FY17 funds for body cameras. - **Approved Under Consent Agenda.**

3. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$29,620. This amount represents a carry forward of unspent FY17 funds for e-Summons equipment. - **Approved Under Consent Agenda.**

4. The Sheriff requests an FY18 General Fund supplemental appropriation in the

amount of \$12,699.25. This amount represents a carry forward of unspent FY17 funds for the 21 Century Policing Grant. - **Approved Under Consent Agenda.**

5. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$100, which represents a donation to the Honor Guard. No local funds required. - **Approved Under Consent Agenda.**

6. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$15,741.93 for an auto claim reimbursements. No local funds required. - **Approved Under Consent Agenda.**

7. The Public Works Director requests an FY18 Landfill Fund supplemental appropriation in the amount of \$120,000. This amount represents a carry forward of unspent FY17 funds for trash compactor GPS system. - **Approved Under Consent Agenda.**

8. The Public Works Director requests an FY18 Landfill Fund supplemental appropriation in the amount of \$10,000. This amount represents a carry forward of unspent FY17 funds for generator monitoring equipment. - **Approved Under Consent Agenda.**

9. The Public Works Director requests an FY18 Landfill Fund supplemental appropriation in the amount of \$100,000. This amount represents a carry forward of unspent FY17 funds for surveillance equipment. - **Approved Under Consent Agenda.**

10. The Public Works Director requests an FY18 General Fund supplemental appropriation in the amount of \$9,000. This amount represents a carry forward of unspent FY17 funds for design of the Stephenson Convenience Center. - **Approved Under Consent Agenda.**

11. The Public Works Director requests an FY18 General Fund supplemental appropriation in the amount of \$61,600. This amount represents a carry forward of unspent FY17 funds for site improvements at the Middletown and Greenwood Convenience Sites. - **Approved Under Consent Agenda.**

12. The Public Works Director requests an FY18 Capital Projects fund supplemental appropriation in the amount of \$110,374. This amount represents unspent FY17 funds for Round Hill Fire Station. - **Approved Under Consent Agenda.**

13. The Interim County Administrator requests an FY18 General Fund supplemental appropriation in the amount of \$1,144,787.50. This amount represents unspent FY17 capital contingency funds. The committee recommends approval. - **Approved**

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, the above request was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

14. The Planning Director requests an FY18 General Fund supplemental appropriation in the amount of \$8,175.94. This amount represents duplicated proffer payments to be refunded to the developer. The committee recommends approval. - **Approved**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the above request was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

15. The Parks and Recreation Director requests an FY18 General Fund supplemental appropriation in the amount of \$65,000. This amount represents proffer funds for the design and engineering of the Abrams Creek Trail Phase I. The request has been approved by the Parks and Recreation Commission. The committee recommends approval contingent upon satisfactory easement assurances from all property owners. - **Approved**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the above request was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

16. The Parks and Recreation Director requests an FY18 General Fund supplemental appropriation in the amount of \$88,700. This amount represents a carry forward of unspent

FY17 funds for the Northwest Sherando Park Design and the completion of Abrams Creek survey work and easement acquisition. - **Approved Under Consent Agenda.**

17. The Parks and Recreation Director requests an FY18 General Fund supplemental appropriation in the amount of \$612,300. This amount represents a carry forward of unspent FY17 funds for the construction of Northwest Sherando Park. - **Approved Under Consent Agenda.**

18. The Parks and Recreation Director requests an FY18 General Fund supplemental appropriation in the amount of \$7,278. This amount represents a carry forward of unspent FY17 funds for the completion of the Rose Hill Park playground. - **Approved Under Consent Agenda.**

19. The Parks and Recreation Director requests the donations received in FY17 for the PLAY Fund in the amount of \$3,433.44 be reserved, subject to future appropriations. The balance will be reduced by the financial assistance provided during FY17 in the amount of \$829.75. No local funds required. The committee recommends approval. - **Approved**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Wells, the above request was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

20. The Fire and Rescue Chief requests an FY18 General Fund supplemental appropriation in the amount of \$29,234. This amount represents a carry forward of unspent FY17 funds related to the Fire and Rescue Study being conducted by Fitch & Associates. - **Approved Under Consent Agenda.**

Supervisor Slaughter stated that items 21 and 22 would be further discussed at the next Finance Committee meeting.

21. VACoRP and VFIS will present information on the workman's compensation and accident/injury coverage for volunteer fire and rescue personnel. This item has been forwarded by the Public Safety Committee. The committee recommends continued discussion at the next Finance Committee meeting.

22. The County Attorney and the Commissioner of the Revenue provide a proposed ordinance amendment regarding real property tax relief for senior citizens and disabled persons. The committee recommends continued discussion at the next Finance Committee meeting.

Information Only

1. The Finance Director provides a Fund 10 Transfer Report for June 2017.
2. Fund Balance information will be provided after the County closes FY17.

PUBLIC HEARING

PUBLIC HEARING - OUTDOOR FESTIVAL PERMIT REQUEST OF GROVE'S WINCHESTER HARLEY-DAVIDSON – GROVE'S SUMMER PARTY. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE, FOR AN OUTDOOR FESTIVAL PERMIT. FESTIVAL TO BE HELD ON SATURDAY, AUGUST 12, 2017, FROM 11:00 A.M. TO 3:00 P.M.; ON THE GROUNDS OF GROVE'S WINCHESTER HARLEY-DAVIDSON, 140 INDEPENDENCE DRIVE, WINCHESTER, VIRGINIA. PROPERTY OWNED BY JOBALIE, LLC. - APPROVED

Interim County Administrator Kris Tierney presented this request and stated the applicant had held the festival in the past.

The applicant was present on behalf of their request.

There were no questions of the applicant.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Slaughter, the Board approved the outdoor festival permit request of Grove's Winchester Harley-Davidson – Grove's Summer Party.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PUBLIC HEARING - OUTDOOR FESTIVAL PERMIT REQUEST OF ZACHARY THAYER – VALLEY FUSION FESTIVAL 2. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE, FOR AN OUTDOOR FESTIVAL PERMIT. FESTIVAL TO BE HELD ON SATURDAY-SUNDAY, SEPTEMBER 16 AND 17, 2017, FROM 10:00 A.M. - 12:00 MIDNIGHT ON SEPTEMBER 16, 2017 AND 10:00 A.M. – 12:00 NOON ON SEPTEMBER 17, 2017, ON THE GROUNDS OF 740, 750 AND 760 MERRIMANS LANE, WINCHESTER, VIRGINIA. PROPERTY OWNED BY 740 LLC, 750 LLC AND WILLOW GROVE V LLC. - APPROVED

Interim County Administrator Kris Tierney presented this request and stated this was the second year for this festival.

Mr. Zachary Thayer and Mr. Artyom Wunder were present on behalf of this request. Mr. Thayer stated it was a one day and one night event and that there would be overnight camping.

Supervisor Dunn asked if he had received any complaints in the past.

Mr. Thayer replied no.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Slaughter, the Board approved the outdoor festival permit request of Zachary Thayer – Valley Fusion Festival 2.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
-------------------------	-----

Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PUBLIC HEARING - OUTDOOR FESTIVAL PERMIT REQUEST OF ROTARY CLUB OF WINCHESTER - SHENANDOAH VALLEY APPLE HARVEST FESTIVAL. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE, FOR AN OUTDOOR FESTIVAL PERMIT. FESTIVAL TO BE HELD ON SATURDAY AND SUNDAY, SEPTEMBER 16 AND 17, 2017, FROM 10:00 A.M. TO 5:00 P.M. EACH DAY; ON THE GROUNDS OF THE FREDERICK COUNTY FAIRGROUNDS, 250 FAIRGROUND ROAD, (ROUTE 11 NORTH), CLEARBROOK, VIRGINIA. PROPERTY OWNED BY FREDERICK COUNTY FAIR. - APPROVED

Interim County Administrator Kris Tierney presented this request and stated it was the 42nd annual event and had been held at the Frederick County Fairgrounds in the past several years.

The applicant was present on behalf of their request.

There were no questions of the applicant.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the Board approved the outdoor festival permit request of the Rotary Club – Shenandoah Valley Apple Harvest Festival.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye

Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PUBLIC HEARING - OUTDOOR FESTIVAL PERMIT REQUEST OF CONCERN HOTLINE – FRIDAY FISH FRY CELEBRATION. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE, FOR AN OUTDOOR FESTIVAL PERMIT. FESTIVAL TO BE HELD ON FRIDAY, SEPTEMBER 1, 2017, FROM 4:00 P.M. TO 9:00 P.M.; ON THE GROUNDS OF GROVE’S WINCHESTER HARLEY-DAVIDSON, 140 INDEPENDENCE DRIVE, WINCHESTER, VIRGINIA. PROPERTY OWNED BY JOBALIE, LLC. - APPROVED

Interim County Administrator Kris Tierney presented this request and stated this was an annual event that had been held a number of years.

The applicant was present on behalf of their request.

There were no questions of the applicant.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Slaughter, the Board approved the outdoor festival permit request of Concern Hotline – Friday Fish Fry Celebration.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye

Robert W. Wells

Aye

Vice Chairman Fisher stated that events held at Grove's Winchester Harley-Davidson were always conducted well.

PLANNING COMMISSION BUSINESS

REQUEST FOR A COMMERCIAL PUMP AND HAUL PERMIT – 3149 FRONT ROYAL PIKE, WINCHESTER, VIRGINIA. - DENIED

Zoning Administrator Mark Cheran addressed the Board and presented this request. He stated this request was for the approval of a commercial Pump and Haul permit for an existing nonconforming commercial structure located at 3149 Front Royal Pike in the Shawnee Magisterial District. He stated this structure was previously utilized for a convenience store which has been closed since 2011 and the applicant wanted to reopen the store. He stated there was a structure behind the store on a drainfield but the drainfield was not for the store. He stated the property owner was not able to obtain an easement from the neighboring properties. He further stated this request was the first step to reopen the convenience store and if the pump and haul permit was approved the applicant would next be able to apply for a conditional use permit seeking to reestablish the nonconforming use. He went on to say that the subject property was outside the limits of the Sewer and Water Service Area (SWSA). He stated the Frederick County Code, §161-201.05A, stated that the Frederick County Board of Supervisors, after receiving a written statement from the Health Department, may approve a permanent pump and haul system permit if specific criteria are satisfied. He concluded by stating this request appeared to comply with the code requirements and therefore Board consideration of the request was appropriate. He stated the applicant was present should there be any questions.

Supervisor Slaughter asked about the Health Department information, that the existing

well and e-coli test had been performed and satisfied.

Mr. Cheran replied yes.

Vice Chairman Fisher asked if the location of the pump and haul had been determined. He asked if it ran over where it would go. He stated it would go down Route 522.

Mr. Cheran stated that would have to be addressed.

Planning Director Mike Ruddy stated the Health Department regulates the design and the applicant would need to go through the conditional use permit process to reopen the store.

Vice Chairman Fisher stated he had issues with pump and hauls and he would not make a motion to approve.

Supervisor Dunn asked what the issues were.

Chairman DeHaven stated that a pump and haul was the only option.

Vice Chairman Fisher made a motion to deny this request.

Supervisor Dunn seconded the motion to deny. He asked if in the future, if the decision could be reversed.

Chairman DeHaven stated the applicant would have to go through the process again.

Supervisor Lofton stated if the Board was going to deny the request, he felt they should tell the applicant what the issues were.

Vice Chairman Fisher stated he felt a pump and haul was not the correct method and that pump and hauls were not foolproof.

Supervisor Lofton stated that the establishment and the community had been there for at least fifty years and he would like to see the applicant revive that and he felt the Board needed to tell the applicant what the issues were.

The above motion to deny the request for a pump and haul permit at 3149 Front Royal Pike, Winchester was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Nay
Judith McCann-Slaughter	Aye
Robert W. Wells	Nay

PUBLIC HEARING

PUBLIC HEARING - AMENDMENT TO THE 2017-2018 FISCAL YEAR BUDGET – PURSUANT TO SECTION 15.2-2507 OF THE CODE OF VIRGINIA, 1950, AS AMENDED, THE BOARD OF SUPERVISORS WILL HOLD A PUBLIC HEARING TO AMEND THE FISCAL YEAR 2017-2018 BUDGET TO REFLECT: SCHOOL CONSTRUCTION FUND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$28,500,000 FOR THE CONSTRUCTION OF THE 12TH ELEMENTARY SCHOOL AT SNOWDEN BRIDGE. – (RESOLUTION #010-17) - APPROVED AS AMENDED

Interim County Administrator Kris Tierney presented this request and stated it was for the construction of the 12th elementary school and the amount would be in addition to the \$1.5 million that had already been approved for the design and that a public hearing was required.

Members of the School Board and administration were present on behalf of their request.

Chairman DeHaven convened the public hearing.

Mary Anne Johnson, Stonewall District, addressed the Board and stated residents of the Snowden Bridge development wanted and needed this school. She stated it was unacceptable to have mobile buildings. She further stated the economic growth in the area will impact the community. She stated she had a petition with 125 signatures of residents that wanted what the School Board requested.

Eric Peterson, Stonewall District, addressed the Board and stated this was about the

children. He stated Stonewall Elementary School had 619 students and that modular units were not acceptable. He stated to delay the project would cost more and would prolong the inevitable. He stated with the economic growth, the Board needed to be proactive and not reactive. He stated the extra \$1.5 million is not too much more for the children.

John Mark Jones, Opequon District, addressed the Board with reference to the overcrowding at Aylor School. He stated renovations have been needed for two decades and they were still waiting. He felt renovations to Aylor needed to be made before any other project.

Dr. John Lamanna, Frederick County School Board Chairman and resident of Stonewall District, addressed the Board and stated the School Board submitted a request in December, 2016 for \$30.9 million for the elementary school at Snowden Bridge. He stated the Board of Supervisors stated they would consider an amount up to \$27 million. He further stated the School Board had worked hard to reduce the cost. He stated that with the student growth occurring the cost to delay would be significant; it would be 5% or greater and greater on the debt. He went on to say that the \$1.5 million increase was minimal. He stated that if the difference was the issue, the School Board would have to reconsider this project.

Joy Kirk, President of the Frederick County Education Association and resident of Back Creek District, addressed the Board and stated that teaching in overcrowded schools was not conducive to learning. She stated classes were being held in many areas other than classrooms. She stated there was economic growth which was positive growth but would mean new students. She stated the Board needed to be proactive and requested that they invest in the 12th elementary school.

Rebecca Morrison, Gainesboro District, addressed the Board on behalf of her husband

Alan Morrison, who could not attend, and read from a statement. She stated the Board of Supervisors previously agreed to \$27 million but that was still too much. She stated the plan for Snowden Bridge was exorbitant and they needed to cut gadgets and open spaces and focus on education and discipline. She asked the Board to deny this request.

Ned Fairinholt, Stonewall District, addressed the Board and stated he had been following the school budget for the last year and he was appalled by the School Board's request. He stated they are out of control. He asked the Board to say no to this request.

Corrine Nagib, Stonewall District, addressed the Board and stated she was in support of the School Board's request. She stated to delay the project would increase the cost. She stated her child would be going to private school due to the modular units. She further stated that overcrowding creates aggression and problems and that open spaces were conducive to learning. She stated the school design is new and different and research indicated that design has a profound effect on teachers and students learning.

Dr. David Sovine, Frederick County School Superintendent and resident of Shawnee District, addressed the Board and thanked them for their support and continued dialogue. He stated the School Board worked to make reductions in size to get to this request. He noted Frederick County Schools rank 25th out of 130 divisions.

Dana Newcomb, Gainesboro District, addressed the Board and stated the Board had a duty to spend wisely. He requested the School Board and administration to provide documents with Capital Fund requests. He did not understand how the Board could amend the budget with no documentation because with no documentation, no one could be held accountable.

George Hughes, Gainesboro District, addressed the Board and stated the School Board

never justified anything. He stated with the economic growth, it would not be known where people would be living; they could be living in West Virginia. He stated he thought things were a done deal when the Board approved the budget.

Lauren ?, Stonewall District, addressed the Board and stated that with the Snowden Bridge neighborhood growing the school was wanted and needed and asked the Board to approve the request.

Jennifer Meyers, Stonewall District, addressed the Board and stated she was in support of the School Board's CIP request. She stated when this had been brought before the Board of Supervisors in the past the majority of the citizens that spoke were in favor and that a petition in favor of it had been submitted. She stated with the overcrowding and growth the school was needed. She went on to say that it was 2017 and progress was needed. The schools needed to be brought into the 21st century.

Allison Behan, Stonewall District, addressed the Board and stated that, based on research, schools needed to be designed and built to address current standards and to provide access to a good learning environment for all students. She stated growth was inevitable and the school was needed.

Brandi Hammond, Shawnee District, addressed the Board and stated she cared about all students and supported quality public education for all students. She stated the school is needed and requested approval of the School Board's request. She stated that with reference to design elements of the school, in addition to the design recommendations from the Virginia Department of Education, school buildings must also follow the International Building Code. She further stated that due to modern technology they were seeing a shift in school design. She went on to

say that trailers were meant to be temporary structures and this was not how school planning should be done. She stated the county needed to grow schools with the development and they needed to look at long term cost savings even if it meant a higher cost up front.

Cheryl Hanson, Stonewall District, stated she did not have children in the school system so she did not have a personal interest but had an interest as a citizen. She stated she felt the school was needed, the county needed to plan for the future and everyone knew that costs do not go down. She stated to build the school now made sense to the citizens.

Brittany Cummings, Stonewall District, addressed the Board and stated that it was a different time from when and how members of the Board learned. She stated times had changed and they needed to change schools as well. She stated she was a teacher teaching children for the 21st century and asked the Board to please fully fund the 12th elementary school.

There were no further comments.

Chairman DeHaven closed the public hearing.

A motion was made by Supervisor Wells, seconded by Supervisor Slaughter, to amend the budget to reflect the \$28.5 million for the 12th elementary school with the restrictions attached to the motion from April, 2017.

Supervisor Dunn stated that in the future should there be another project like this; he would like to see the Board of Supervisors and School Board all get together at the same time to discuss and go over any questions. He gave school construction cost comparisons from neighboring localities that were lower and stated the localities had been cost conscious while trying to meet the need. He further stated he had a problem with the \$1.5 million extra as it would hurt the taxpayers. He encouraged the School Board to do what they could to reduce the

cost of the school.

Vice Chairman Fisher stated he could not support the \$28.5 million. He stated they should not be in business of award winning architectural designs and it was not the responsibility of the Board of Supervisors to micro-manage projects. He stated he felt the \$27 million was sufficient.

Supervisor Lofton stated there had been many discussions and meetings. He stated they struggled with the commitment to build the school and the School Board could not meet this amount. He stated the Department of Education was playing a chess game and there would be no winner but them. He stated the School Board should meet the \$27 million and not try to keep up with the Department of Education because they would never be able to meet the current standards.

Supervisor Ewing stated he agreed with Vice Chairman Fisher and Supervisor Lofton. He stated he felt the proposed school was overpriced and could not support the motion.

The above motion was denied by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Nay
Bill M. Ewing	Nay
Gene E. Fisher	Nay
Gary A. Lofton	Nay
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Lofton, a budget amendment to reflect \$27 million with the four restrictions attached to the original motion from 2016 was approved.

Supervisor Dunn stated that if passed he would like to see the Board of Supervisors work

with the Treasurer's office to consider a down payment so as to not increase debt. He stated he would like to see the School Board seek bonds that do not have pre-payment penalty.

**RESOLUTION
FISCAL YEAR 2017-2018 BUDGET AMENDMENT**

WHEREAS, Pursuant to Section 15.2-2507 of the Code of Virginia, 1950, as Amended, the Frederick County Board of Supervisors, meeting in regular session and public hearing held on August 9, 2017, took the following action:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors that the FY 2017-2018 Budget be amended to Reflect:

School Construction Fund Supplemental Appropriation in the Amount of \$27,000,000 for the Construction of the 12th Elementary School at Snowden Bridge.

The budget amendment is approved to include the four restrictions that were approved by the Board of Supervisors at their April 12, 2017 meeting as follows:

1. It will be a complete facility, including all state standard elementary school programs.
2. There will be no unresolved VDOT comments or issues.
3. The Board of Supervisors will not be asked to appropriate any additional capital funding for this facility for a minimum of fifteen years.
4. If capacity is reduced, all support areas will be designed and constructed to support the original capacity.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Nay
Blaine P. Dunn	Aye
Bill M. Ewing	Nay
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Chairman DeHaven stated the Board did not create the conditions they operate under. He stated the Board only approved the money and they could not tell the School Board how to spend

it.

**REQUEST TO SCHEDULE PUBLIC HEARING FOR THE ABANDONMENT OF
GOLD ORCHARD ROAD (ROUTE 708) – (RESOLUTION #000-17) –
APPROVED UNDER CONSENT AGENDA.**

**RESOLUTION
BY THE FREDERICK COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 9th day of August, 2017, adopted the following:

WHEREAS, it appears to this Board that Secondary Route 708 (Gold Orchard Road) from approximately .02 miles north of Carpers Pike (Route 259) until the end of state maintenance (map attached), serves no public necessity and is no longer necessary as part of the Secondary System of State Highways.

NOW, THEREFORE, BE IT RESOLVED, The Clerk of the Board is directed to post and publish notice of the Board's intent to abandon the aforesaid section of Route 708, pursuant to §33.2-909 of the Code of Virginia of 1950, as amended.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Commissioner of the Virginia Department of Transportation.

BOARD LIAISON REPORTS

There were no Board Liaison Reports.

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

Supervisors Wells stated he had attended the Frederick County Public Schools' convocation and two ribbon cutting ceremonies for two businesses and that it was good to see everyone working together and that it had been a good day.

Supervisor Slaughter echoed Supervisor Wells' comments. She stated the convocation and two businesses would be a good impact on the community. She stated she recently attended

the National Night Out event at Snowden Bridge and that it was nice to see families and public groups out together and that she appreciated the invitation to attend.

Supervisor Lofton stated he attended the recent Social Services Board meeting and that due to State Code changes; the department would be revising their approach to address the opioid epidemic and how they respond to drug exposed infants.

Supervisor Dunn, with reference to the School Board request that was approved, he encouraged the School Board to get the contractor to be hard-nosed in order to keep costs down. He stated he appreciated the teachers and what they were trying to do and to please work together.

Chairman DeHaven thanked everyone for coming out to share their comments and participate.

ADJOURN

UPON MOTION MADE BY VICE CHAIRMAN FISHER, SECONDED BY SUPERVISOR LOFTON, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED. (8:41 P.M.)

B



COUNTY of FREDERICK

MEMORANDUM

Kris C. Tierney
Interim County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: ktierney@fcva.us

TO: Board of Supervisors

FROM: Kris C. Tierney, Interim County Administrator 

DATE: September 6, 2017

RE: Committee Appointments

Listed below are the vacancies/appointments due through October, 2017. As a reminder, in order for everyone to have ample time to review applications, and so they can be included in the agenda, please remember to submit applications prior to Friday agenda preparation. Your assistance is greatly appreciated.

VACANCIES/OTHER

Frederick County Planning Commission

Charles F. Dunlap – Red Bud District Representative
401 Lynnehaven Drive
Winchester, VA 22602
Home: (540)323-7438
Term Expires: 01/27/18
Four year term

(Mr. Dunlap has resigned from the Planning Commission as he has moved out of state.) **(See Attached)**

Historic Resources Advisory Board (HRAB)

William H. Schuller, Sr. – Red Bud District Representative
915 Valley Mill Road
Winchester, VA 22602
Home: (540)6145
Term Expires: 07/08/19
Four year term

Clint Jones – Shawnee District Representative
3108 Middle Road
Winchester, VA 22602
Phone: (540)667-6350
Term Expires: 05/22/18
Four year term

(Staff has been advised that Mr. Schuller and Mr. Jones have resigned from the Historic Resources Advisory Board.)

Community Policy and Management Team (CPMT)

Leslie Stewart - Parent Representative
121 Garden Court
Winchester, VA 22601
Home: (540)336-8086
Term Expires: 06/30/18
Two year term

(Staff has been advised that Ms. Leslie Stewart has resigned. The CSA Coordinator and CPMT staff is attempting to get recommendation(s) for appointment and, upon receipt, will forward same to the Board of Supervisors at a future meeting.)

APRIL 2017

Historic Resources Advisory Board

Elizabeth B. Fravel – Opequon District Representative
5211 Main Street
Stephens City, VA 22655
Home: (540)869-4378
Term Expires: 04/26/17
Four year term

(The Historic Resources Advisory Board is comprised of nine members, one member from each magisterial district and three members at large.)

SEPTEMBER 2017

No appointments due.

Memorandum – Board of Supervisors
September 6, 2017
Page 3

OCTOBER 2017

No appointments due.

KCT/tjp

Attachment

U:\TJP\committeeappointments\MmosLettrs\BoardCommitteeAppts(091317BdMtg).docx

CHARLES F. DUNLAP
401 LYNNEHAVEN DRIVE
WINCHESTER, VA 22602

July 26, 2017

Via email

Ms. June Wilmot, Chair
Planning Commission
County of Frederick
107 N. Kent Street
Winchester, VA 22601

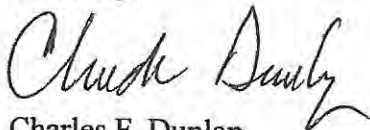
Dear June:

This letter serves to submit my resignation as Red Bud Planning Commissioner effective August 11, 2017. I will be attending the regular August 2, 2017 Planning Commission meeting; and, I will be turning in my County-issued iPad after the meeting.

The reason for my resignation is that we are moving, a decision that we have been contemplating for quite some time. We've accepted an offer to sell our house, with settlement scheduled for August 18, 2017. We will be relocating to Lexington, SC, an area that we really like; and, we are looking forward to the next phase of our retirement. Our forwarding address will be: 607 Lyngate Court, Lexington, SC 29072.

I want to state that I have thoroughly enjoyed my service to the County and to the citizens of the Red Bud District; and, I sincerely hope that perhaps in some small way I have made a difference. It has been a wonderful educational experience as well. I will also miss my fellow Planning Commission members, especially Chris Mohn, who has offered much guidance over the past 4 years. Many thanks must also go to the other Commission members and County staff, as anytime I have ever asked someone for anything they have been very helpful. I especially thank Blaine Dunn for allowing me to serve and am humbled by his confidence in my work. I will leave with many fond memories.

Sincerely,



Charles F. Dunlap

Cc: Mr. Blaine Dunn
Mr. Chris Mohn
Mr. Mike Ruddy
Ms. Candice Perkins

C



COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT


1080 Coverstone Drive
Winchester, VA 22602

Dennis D. Linaburg
Fire Chief

MEMORANDUM



TO: Cheryl Shiffler, Director
Finance Department

FROM: Dennis D. Linaburg, Chief
Fire and Rescue Department 

SUBJECT: Request for Carry Forward – Stephens City F&R

DATE: August 22, 2017

The Stephens City Fire and Rescue Company is requesting a FY17 fund carry forward of \$214,105.51 from line item 3202-5604-007, Contributions to Stephens City Fire to the same line item in the FY18 budget. These funds were appropriated proffer moneys approved by the Board of Supervisors for expenses related to the construction of an Ancillary Building for the Company. The requested total represents the balance of the original appropriation.

I have included a copy of the approved motion from the June 14, 2017 Board of Supervisors Agenda.

If you have any questions or need additional information, please do not hesitate to contact me.

/attachments

DDL:msn
CC: file



**AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, JUNE 14, 2017
4:00 P.M., 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

4:00 P.M. - Closed Session:

There will be a Closed Session pursuant to Section 2.2-3711, A, (1) of the Code of Virginia, 1950, as amended, for discussion of personnel matters, specifically, the annual evaluation of the County Administrator and the County Attorney.

There will be a Closed Session pursuant to Section 2.2-3711 A (3) of the Code of Virginia, 1950, as amended, for discussion or consideration of the acquisition of real property for a public purpose, and of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board.

7:00 P.M. - Regular Meeting - Call To Order

Invocation

Pledge of Allegiance

Adoption of Agenda:

Pursuant to established procedures, the Board should adopt the Agenda for the meeting.

Consent Agenda:

(Tentative Agenda Items for Consent are Tabs: A, C, D and E)

Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)

Board of Supervisors Comments

request was approved.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

5. Stephens City Fire and Rescue Company requests a General Fund supplemental appropriation in the amount of \$224,105.51. This amount is a request for proffer funds for a proposed ancillary building project. The committee recommends approval. - **Approved**

Vice Chairman Fisher stated this item was referred to the Public Safety Committee at the Board of Supervisors meeting of March 22, 2017. He stated the Public Safety Committee met on April 20, 2017 and found no issues.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the above request was approved.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Information Only

1. The Finance Director provides a Fund 10 Transfer Report for March 2017. See attached, p. 8.

2. The Finance Director provides an FY 2016 Fund Balance Report ending April 13, 2017. See attached, p. 9.



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Drive, Winchester, VA 22602

MEMORANDUM

LeeAnna Pyles
Director,
Public Safety
Communications

TO: Board of Supervisors

FROM: LeeAnna Pyles,
Director Public Safety Communications

SUBJECT: Public Safety Committee Meeting.
Report for April 20, 2017

DATE: May 2, 2017

A meeting of the Public Safety Committee was held on Thursday April 20, 2017 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Walter Cunningham, Helen Lake and Blaine Dunn. Member Chuck Torpy was not present. Also in attendance were Fire & Rescue Chief Denny Linaburg, County Attorney Rod Williams, Deputy Fire Chief Larry Oliver, Stephens City Fire & Rescue Company President Dave Foley, Communications Director LeeAnna Pyles, Deputy County Administrator for Human Services Jay Tibbs, County Fire & Rescue Association President Dan Cunningham and Frederick County Sheriff's Department Major Steve Hawkins. The following items were discussed:

Information Only

1. Funding request from Stephens City Fire & Rescue (see attached):

The Committee reviewed a request from Stephens City Fire & Rescue Company to utilize proffers to construct an ancillary building on their property. The Finance Committee recommended approval of the request, but the item was referred to the Public Safety Committee prior to Board of Supervisors action. Stephens City Fire & Rescue President Dave Foley addressed the Committee on the request. The proposal was for the construction of a 4 bay building (56' x 76') to hold equipment, supplies, parts, trucks, overflow, etc. Leasing space elsewhere or housing at other stations is neither practical nor feasible as the equipment needs daily checks and needs to be located on site in case of an emergency. The Stephens City Fire & Rescue company requested proffer funds of approximately \$224,105.51 for this proposed ancillary building project.

Chairman Fisher suggested this item be returned to the Board of Supervisors for action.



Stephens City Fire and Rescue Company, Inc.
P.O. Box 253 Stephens City, VA 22655

John W. Jones, I Fire Chief

**540-869-4576 Business
540-869-6784 Fax**

David M. Foley II, President

March 6, 2017

Cheryl Shiffler, Finance Director, Frederick County
Frederick County Finance Committee
107 North Kent Street
Winchester, Virginia 22601

Re: Access to accumulated cash proffers

Dear Ms. Shiffler,

The Stephens City Fire and Rescue Company Inc. respectfully request to access the total accumulated cash proffers earmarked for this fire company. This request for funds is for a proposed \$240,000 ancillary building project. It is unknown what the exact amount of funds to date are; and available for disbursement from the proffer account for the Company.

The ancillary building will add an addition 4250 sq. ft. of storage to the facility and be used to store a Technical Rescue Squad, Reserve Fire Engine, Brush Truck, Utility Truck, three rescue boats, grounds maintenance equipment, Haz-Mat Support Trailer and other support items related to emergency response. This will help with the crowding issues.

The proposed amount represents a budget for the project. It is understood that the amount of the accumulated proffer monies will not cover all the cost of the project. The Company has already incurred some of the costs in preparing for the building, as show on the budget summary.

A needs assessment was conducted to identify additional storage requirements, both current and future. The Site Plan identifies the best possible location by design. Also, the original project scope was decreased by 912 sq. ft. of space to bring the cost to a manageable level.

It is the intent that the Company will provide construction oversite for the project. There will minor interaction between the various vendors and the need to spend the additional funds for a third-party management company is not warranted.

The budget estimate work sheet represents input from various contractors in reference their associated trade. Once formal plans are drawn by the pre-engineered building manufacture, formal quotes can be obtained with drawn plans and be submitted for review and permitting.

In addition to the Budget Summary is a Non-Technical Summary of the project that may help clarify the need for this project.

I am aware that the Finance Committee has a full agenda with the budget process, however we would like to start this project as soon as practical.

If you have any questions, concerns or need additional information please contact anytime.

Thank you for your assistance with this request.

Sincerely,

David M. Foley II, President

Attachments

CC: Brenda Gorton, Administrator, Frederick County, with attachment
John Jones I, Chief, w/o attachment
Dennis Linaburg, Chief, with attachments
SCFR Board Members, w/o attachment

Stephens City Fire and Rescue Company, Inc.
Ancillary Building Project
Budget Worksheet



Item	Vendor	Budget Estimate	Actual to date
Site Plan Survey & Drawings	Grey Wolfe Inc.	2,000.00	1,800.00
Zoning Review	Stephens City	0.00	0.00
Erosion and Sedimentation Plan	Not Required	0.00	0.00
Planning Review	Frederick County	0.00	0.00
Site Prep and Final Grading/Stone	E.R. Neff, LLC	27,787.00	8,506.00
Pre-engineered Building*	Conestoga Buildings, Lilac	153,500.00	0.00
Electrical	Myers Electric Inc.	16,000.00	0.00
Heating and Ventilation	L.P. Strosnyder, Inc.	20,000.00	
Oil/water Separator & Tank	Winchester Building Supply	4,000.00	0.00
Overhead Door Operators	Stonewall Overhead Door	12,000.00	0.00
Miscellaneous**		5,000.00	0.00
		240,287.00	10,306.00
		Remaining Budget	229,981.00

* Includes: Building, all concrete work, all insulation, doors, interior walls and floor drains.

** Items such as Locks, phone, house alarm tie-in, local network extension and unanticipated expenses not covered by a change order.

D



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail rwillia@fcva.us

MEMORANDUM

TO: Frederick County Board of Supervisors
CC: Kris Tierney, Interim County Administrator
FROM: Roderick B. Williams, County Attorney
DATE: September 5, 2017
RE: Commissioner of Revenue Refund Requests

Attached, for the Board's review, are requests to authorize the Treasurer to credit the following entities:

1. Toyota Lease Trust – \$3,305.40
2. Gander Mountain #342 – \$7,149.80

A handwritten signature in black ink, appearing to be "R. Williams", is written over a horizontal line.

Roderick B. Williams
County Attorney

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail rwillia@fcva.us

MEMORANDUM

TO: Ellen E. Murphy, Commissioner of the Revenue
Frederick County Board of Supervisors

CC: Kris Tierney, Interim County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: August 30, 2017

RE: Refund – Toyota Lease Trust

I am in receipt of the Commissioner's request, dated August 21, 2017, to authorize the Treasurer to refund Toyota Lease Trust the amount of \$3,305.40, for personal property taxes in 2016 and 2017 and vehicle license fees in 2017. This refund resulted from normal proration of vehicle taxes where vehicles financed by this company were either sold or moved from this locality. Different divisions of this large automobile financing company are involved with registration and taxation of the vehicles.

The Commissioner verified that documentation and details for this refund meet all requirements. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.

A handwritten signature in black ink, appearing to be "R. Williams", is written over a horizontal line.

Roderick B. Williams
County Attorney

Attachment



Frederick County, Virginia
Ellen E. Murphy
Commissioner of the Revenue
107 North Kent Street
Winchester, VA 22601
Phone 540-665-5681 Fax 540-667-6487
email: emurphy@co.frederick.va.us



August 21, 2017

TO: Rod Williams, County Attorney
Cheryl Shiffler, Finance Director
Frederick County Board of Supervisors
Kris Tierney, Acting County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration – Toyota Lease Trust

A handwritten signature in cursive script, reading "E. Murphy".

Please approve a refund of \$3,305.40 to Toyota Lease Trust for adjustment to personal property taxes in 2016 & 2017 and vehicle license fees in 2017 for vehicles moved out of Frederick County or sold. This is normal proration for a large automobile financing company where the registration information is not maintained in the same company division as the payment and taxing records.

To comply with requirements for the Treasurer to apply this refund board action is required.

The Commissioner's staff has verified all required data and the paperwork is in the care of the Commissioner of the Revenue.

Please also approve a supplemental appropriation for the Finance Director on this request.

Exoneration is \$3,305.40.

Customer Name: TOYOTA LEASE TRUST

Total Transactions: 529
Customer Transactions: 8

Options: 2=Edit 4=Delete 5=View

Opt	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
-	PP2016	1	00580540150	\$699.64-	\$.00	\$699.64-
-	PP2016	2	00580540216	\$410.06-	\$.00	\$410.06-
-	PP2017	3	00595480081	\$682.23-	\$.00	\$682.23-
-	PP2017	4	00595480082	\$682.22-	\$.00	\$682.22-
-	PP2017	5	00595480139	\$390.63-	\$.00	\$390.63-
-	PP2017	6	00595480140	\$390.62-	\$.00	\$390.62-
-	VL2017	7	00830900001	\$25.00-	\$.00	\$25.00-
-	VL2017	8	00831190001	\$25.00-	\$.00	\$25.00-

F3=Exit

F14=Show Map#

Total Paid : \$3,305.40

F15=Show Balance

F18=Sort-Entered

F21=CmdLine

F20=Attach

Needs Board Approval



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail rwillia@fcva.us

MEMORANDUM

TO: Ellen E. Murphy, Commissioner of the Revenue
Frederick County Board of Supervisors

CC: Kris Tierney, Interim County Administrator

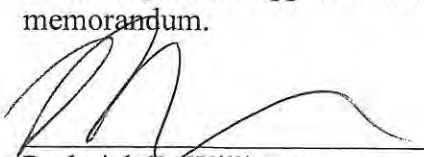
FROM: Roderick B. Williams, County Attorney

DATE: September 5, 2017

RE: Refund – Gander Mountain #342

I am in receipt of the Commissioner's request, dated August 31, 2017, to authorize the Treasurer to refund Gander Mountain #342 the amount of \$7,149.80, for business license fees for part of 2017. This refund resulted from the closing of the Gander Mountain #342 location. Should this location reopen, it will be under another legal entity.

The Commissioner verified that documentation and details for this refund meet all requirements. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.



Roderick B. Williams
County Attorney

Attachment



Frederick County, Virginia
Ellen E. Murphy
Commissioner of the Revenue
107 North Kent Street
Winchester, VA 22601
Phone 540-665-5681 Fax 540-667-6487
email: emurphy@co.frederick.va.us



August 31, 2017

TO: Rod Williams, County Attorney
Cheryl Shiffler, Finance Director
Frederick County Board of Supervisors
Kris Tierney, Acting County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration – Gander Mountain #342

A handwritten signature in cursive script, reading "E. Murphy".

Please approve a refund of \$7,149.80 for adjustment and refund of business license taxes for part of 2017 for Gander Mountain #342. This results from the closing of the Gander Mountain #342 location. If reopened, it will be under another legal entity.

To allow the Treasurer to make this refund board action is required.

The Commissioner's staff has verified all required data and the paperwork is in the care of the Commissioner of the Revenue.

Please also approve a supplemental appropriation for the Finance Director on this request.

Exoneration is \$7,149.80.

8/31/2017

Abatement Register
COUNTY OF FREDERICK

-EDIT-

TX306ABP

Page 1

FOR DATE - 8/31/2017

ACCOUNTING PERIOD - 2017/08

Type	Dept	Ticket#	Date	Amt. Charged	Customer
----	----	-----	----	-----	-----
ABA	BL2017	00013790001	8/31/2017	\$7,149.80-	GANDER MOUNTAIN #342
			Total for Dept.	\$7,149.80-	
			Total for Tran Type	\$7,149.80-	
Abatement count =	1		Total for Company	\$7,149.80-	

Date: 8/31/17

Cash Register: COUNTY OF FREDERICK

Time: 09:39:01

Act# _____ Customer Transactions:
Trans. Type: PAY Dept/Bill#: BL2017 / 00013790001 P/I Date: 8/31/2017
Name: GANDER MOUNTAIN #342 Due Date: 4/03/2017
Name 2: _____
Address: LICENSE DEPT Sts Codes: _____
180 5TH ST E STE 1300
SAINT PAUL MN Zip Code: 55101 - 1664
Trd Name: GANDER MOUNTAIN COMPANY
Trd Nam2: _____
Address: _____ Fed ID#/SSN#: _____
160 COMMONWEALTH CT
WINCHESTER VA Zip Code: 22602
Original Bill: \$21,449.41 Payments: \$21,449.41 Setoff Claim #: 00000000
Penalty Paid: \$.00 Int Paid: \$.00 Last Date: 8/31/2017
Amount Owed: \$7,149.80- Other: \$.00
Total Owed: \$7,149.80- Penalty: \$.00 Interest: \$.00
Prin. being Paid: 7149.80- Pen Rate % Int Fact Dept Code
Penalty being Paid: _____ Interest being Paid: _____
Total Amount Paid: 7149.80- Aging: _____
Abatement Has Been Made Today!
Promise to Pay Date: _____ Supplement No: 02
F1=Amt Tender F2=Next Ticket F3=Exit F10=Funct. Menu

E



COUNTY of FREDERICK

Jay E. Tibbs


Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jtibbs@fcva.us

TO:	Board of Supervisors
FROM:	Jay E. Tibbs, Deputy County Administrator 
SUBJECT:	Proposed 2018 Legislative Initiatives
DATE:	September 6, 2017

Attached please find Frederick County's proposed 2018 legislative agenda. We have attempted to identify 6 primary initiatives that will be the focus of our lobbying efforts during the upcoming session. In addition, we have identified a number of Frederick County positions on a variety of legislative items. We have attempted to reduce the number of items on the agenda and have combined initiatives where appropriate.

Please know this is not a final agenda and, as bills are drafted and introduced, we will continue to communicate Frederick County's support or concerns on specific legislation to our state delegation throughout the General Assembly session.

Staff is seeking the Board's endorsement of this proposed legislative agenda. Once approved, we will communicate our initiatives to our state officials and the Virginia Association of Counties for possible inclusion on their legislative agenda.

If you have any questions, please do not hesitate to contact me.

Attachment

2018 LEGISLATIVE INITIATIVES

FREDERICK COUNTY, VIRGINIA

Priority Items:

1. **Reconsideration of SB 549 re Proffers** – Frederick County encourages the General Assembly to reconsider the provisions of SB 549, which enacted § 15.2-2303.4 as an amendment to the Code of Virginia, so that localities might have the flexibility to better work with the development community in order to address the increased demand for public facilities and services (e.g. schools, roads, parks, and public safety services) caused by increased residential growth. At a minimum, the legislation needs to provide guidelines for localities to follow for implementation.
2. **Tax Exemptions** – Frederick County supports reverting authority to the locality to continue existing tax exemptions previously granted by the General Assembly, prior to January 1, 2003.
3. **Wireless Infrastructure Bill** - Frederick County opposes any bill which limits local control over review and regulation of wireless facilities and/or regulates the fees localities can charge for applications for approval of wireless facilities.
4. **Funding for Jails** – The state should fully fund any increased costs or operational issues faced by local or regional jails when a change to the definition of state-responsible prisoner or other term results in an increase.
5. **Additional Resources for Department of Corrections** – Frederick County encourages the General Assembly to provide sufficient resources to the Department of Corrections in order that they may comply with the Code of Virginia requirement that they take state responsible inmates within 60 days of being notified by the courts.
6. **Funding for Transportation Improvements** – Frederick County supports increased funding for local transportation improvements. In addition to funding, Frederick County seeks support from the General Assembly to assist in lobbying the U.S. Congress to resume long range planning coupled with potential funding strategies for the Interstate 81 Corridor. (While the Virginia Department of Transportation has actively pursued spot improvements which can alleviate some safety and congestion issues, there have been no significant discussions regarding long range planning and funding since the Star Solutions discussions in 2003.)

Other Positions:

1. **Medicaid coverage for jail inmates.** – Frederick County supports legislation to eliminate the ineligibility of incarcerated inmates to receive Medicaid benefits. Currently state law requires that incarcerated individuals lose their Medicaid coverage while they are in jail. This negatively impacts the locality's contribution to local or regional jail budgets, especially with the increasing numbers of chronically and mentally ill inmates on the rise. This proposed change would also allow state inmates to receive Medicaid benefits while incarcerated.
2. **Tax Incentives for Land Conservation** – Frederick County supports increasing the tax incentives in order to encourage landowners to participate in land conservation programs.

3. **Increased Funding for Revenue Sharing Projects** – Frederick County opposes any proposal to reduce the amount of funding available for revenue sharing projects. Frederick County supports increasing the amount money to be made available for revenue sharing projects.
4. **Equal Taxing Authority for Counties Eligible for City Status** – Frederick County supports legislation to provide equal taxing authority for Counties based on population density (i.e. Counties that already have the population density to be eligible for city status should also be recognized for needing additional taxing authority to address the impacts of urbanization and higher density, as currently defined in the State Code).
5. **Machinery and Tools/BPOL Taxes** – Frederick County opposes any efforts to restrict local government revenue sources. Machinery and Tools Tax (M&T) represents \$ 7.4 million for the County and Business and Professional License Tax (BPOL) generates \$6.9 million in revenues.
6. **Education Funding** – Frederick County calls upon the Governor and General Assembly to fully fund the Virginia Standards of Quality as recommended by the Board of Education and the Standards of Accreditation. Further, Frederick County supports the full reinstatement of the COCA (Cost of Competing Adjustment) for teachers and support staff. In addition, Frederick County supports the exclusive use of state lottery proceeds to fund public education.
7. **Unfunded Mandates** – Frederick County opposes the enactment of any new mandates on local governments or school systems unless state appropriations are made to fully fund those mandates.

CONSENT AGENDA

F



COUNTY of FREDERICK

Jay E. Tibbs


Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jtibbs@fcva.us

TO:	Board of Supervisors
FROM:	Jay E. Tibbs, Deputy County Administrator 
SUBJECT:	Resolutions of appreciation for retirees with 25 or more years of service with Frederick County
DATE:	September 6, 2017

Attached please find resolutions of appreciation for the retirees with 25 or more years of service with Frederick County. They are being placed on your agenda as a consent item. Once they have been approved, signed, and framed, the HR Department will contact those individuals being recognized to schedule a presentation of the resolution at a future board meeting. If they are unable to attend a meeting, staff will make alternative arrangements to deliver the resolution to them.

As background, this practice of recognizing retirees was recommended by the HR Committee and ultimately approved by the Board of Supervisors.

If you have any questions, please do not hesitate to contact me.

Attachment

**RESOLUTION OF APPRECIATION
LIEUTENANT RONALD K. RIDLEY
FREDERICK COUNTY**

WHEREAS, Ronald K. Ridley served the citizens of Frederick County, Virginia, for approximately 28 years at the Northwestern Regional Adult Detention Center; and

WHEREAS, Ronald K. Ridley began his career with Frederick County first as a Correctional Officer (1989-1990), obtaining the rank of Sergeant (1990-2000), and rising to the rank of Lieutenant (2010-2017); and

WHEREAS, during his tenure at the Northwestern Regional Adult Detention Center, Lieutenant Ronald K. Ridley significantly improved the Inmate Workforce Package and Pod Worker Assignment process, planned and supported a temporary Inebriate Center during the 85th Shenandoah Apple Blossom Festival, and taught numerous classes as a General Instructor; and

WHEREAS, Lieutenant Ronald K. Ridley will be remembered for his leadership, attention to detail, forward thinking, his ability to communicate, and his rapport with staff, inmates, and other agencies.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Lieutenant Ronald K. Ridley for his leadership and wishes him all of the best in his future endeavors.

BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this ____th day of September, 2017.

<hr/> <div>Charles S. DeHaven, Jr. Chairman</div>	<hr/> <div>Gene E. Fisher Shawnee District Supervisor</div>
<hr/> <div>Bill M. Ewing Gainesboro District Supervisor</div>	<hr/> <div>Blaine P. Dunn Red Bud District Supervisor</div>
<hr/> <div>Robert W. Wells Opequon District Supervisor</div>	<hr/> <div>Judith McCann-Slaughter Stonewall District Supervisor</div>
<hr/> <div>Gary A. Lofton Back Creek District Supervisor</div>	<hr/> <div>Kris C. Tierney Interim Clerk</div>

**RESOLUTION OF APPRECIATION
BATTALION CHIEF KARL H. STEUDL
FREDERICK COUNTY**

WHEREAS, Karl H. Steudl served the citizens of Frederick County, Virginia, for approximately 26 years in the Fire and Rescue Department; and

WHEREAS, Karl H. Steudl began his career with Frederick County as a Firefighter I (1991-1998), Fire & Rescue Specialist (1998-2001), Fire & Rescue Lieutenant/Fire Marshal (2001-2003), Fire & Rescue Captain (2003-2017), and rising to the rank of Fire & Rescue Battalion Chief (2017); and

WHEREAS, during his tenure with the Fire and Rescue Department, Battalion Chief Karl H. Steudl worked with the Communications Committee to develop Standard Operating Procedures/Guidelines to standardize equipment and move the department into the future, and assisted with a major radio system upgrade which saved Frederick County \$438,000 based upon what a private company would have cost; and

WHEREAS, Battalion Chief Karl H. Steudl will be remembered for his leadership, work ethic, job knowledge, and as one of the “best incident commanders in the department”.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Battalion Chief Karl H. Steudl for his leadership and wishes him all of the best in his future endeavors.

BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this ____th day of September, 2017.

Charles S. DeHaven, Jr.
Chairman

Gene E. Fisher
Shawnee District Supervisor

Bill M. Ewing
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Gary A. Lofton
Back Creek District Supervisor

Kris C. Tierney
Interim Clerk

**RESOLUTION OF APPRECIATION
ANGELA S. WILLIAMSON
FREDERICK COUNTY**

WHEREAS, Angela S. Williamson served Frederick County, Virginia, for approximately 31 years in the Sheriff's Department; and

WHEREAS, Angela S. Williamson began her career with Frederick County as a Dispatcher with the Sheriff's Department (1986-1987), General Clerk (1987-1990), and Administrative Assistant (1990-2017); and

WHEREAS, during her tenure with the Sheriff's Department, Angela S. Williamson worked to improve new staff duties and cross trained staff to better enhance the clerical staff support for the department and monitored and tracked all funds associated with the Sheriff's Department's operating budget; and

WHEREAS, Angela S. Williamson will be remembered for her vast knowledge of the policies and procedures of the Sheriff's Department, her passion and commitment, and being a "TEAM PLAYER" in the administration of this department.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Angela S. Williamson for her dedication and dependability and wishes her all of the best in her future endeavors.

BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this ____th day of September, 2017.

Charles S. DeHaven, Jr.
Chairman

Gene E. Fisher
Shawnee District Supervisor

Bill M. Ewing
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Gary A. Lofton
Back Creek District Supervisor

Kris C. Tierney
Interim Clerk

**RESOLUTION OF APPRECIATION
CAPTAIN LISA SAVILLE
FREDERICK COUNTY**

WHEREAS, Lisa Saville served the citizens of Frederick County, Virginia, for approximately 27 years at the Northwestern Regional Adult Detention Center; and

WHEREAS, Lisa Saville began her career with Frederick County first as a Correctional Officer (1989-1994), obtaining the rank of Sergeant (1994-2000), then Lieutenant (2000-2013) and, finally, rising to the rank of Captain (2013-2017); and

WHEREAS, during her tenure at the Northwestern Regional Adult Detention Center, Captain Lisa Saville implemented a number of programs that benefitted not only the department, but the inmates as well. When the Department of Corrections closed several facilities in 2014 Captain Saville developed a process where the NRADC would take more work release eligible inmates and put them in contract beds in order to maintain and increase revenues. In addition, she worked to get more inmates out on work release by assisting them with job fairs and connecting them to local businesses; and

WHEREAS, Captain Lisa Saville will be remembered for her leadership and unwavering dedication to duty, her common sense, and sound advice and counsel.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Captain Lisa Saville for her leadership and wishes her all of the best in her future endeavors.

BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this ____th day of September, 2017.

<div>Charles S. DeHaven, Jr. Chairman</div>	<div>Gene E. Fisher Shawnee District Supervisor</div>
<div>Bill M. Ewing Gainesboro District Supervisor</div>	<div>Blaine P. Dunn Red Bud District Supervisor</div>
<div>Robert W. Wells Opequon District Supervisor</div>	<div>Judith McCann-Slaughter Stonewall District Supervisor</div>
<div>Gary A. Lofton Back Creek District Supervisor</div>	<div>Kris C. Tierney Interim Clerk</div>

**RESOLUTION OF APPRECIATION
CHERYL S. OWINGS
FREDERICK COUNTY**

WHEREAS, Cheryl S. Owings served Frederick County, Virginia, for approximately 34 years in the Division of Court Services and the Finance Department; and

WHEREAS, Cheryl S. Owings began her career with Frederick County as an Administrative Secretary with the Division of Court Services (1982), Account Clerk II with the Division of Court Services (1982-1985), Account Clerk II with the Finance Department (1985), Administrative Assistant (1985), Accountant I (1985-1994), Accountant II (1994-1998), Senior Account Technician (1998-2015), and Payroll Manger (2015); and

WHEREAS, during her tenure with the Finance Department, Cheryl S. Owings worked with the Management Information Systems staff to add the W-4 and Virginia and West Virginia tax forms to the electronic timesheet program in order to give employees more flexibility to make changes to their deductions; and

WHEREAS, Cheryl S. Owings will be remembered for her work ethic, job knowledge, accuracy, and positive attitude.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Cheryl S. Owings for her dedication and dependability and wishes her all of the best in her future endeavors.

BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this ____th day of September, 2017.

Charles S. DeHaven, Jr.
Chairman

Gene E. Fisher
Shawnee District Supervisor

Bill M. Ewing
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Gary A. Lofton
Back Creek District Supervisor

Kris C. Tierney
Interim Clerk

**RESOLUTION OF APPRECIATION
CHARLES “STEVE” FRYE
FREDERICK COUNTY**

WHEREAS, Charles “Steve” Frye served Frederick County, Virginia, for approximately 26 years in the Public Works Department; and

WHEREAS, Charles “Steve” Frye began his career with Frederick County as a Motor Equipment Operator II (1990-1992), Acting Shawneeland Sanitary District Manager (1992-1993), Shawneeland Sanitary District Manager (1993-1994), and Landfill Manager (1994-2017); and

WHEREAS, Under Charles “Steve” Frye’s management the landfill became a state of the art facility that is a model facility in the Commonwealth. His safety program yielded six consecutive years without a lost time accident, and his leadership and innovation resulted in the gas to energy facility that has made the Frederick County Landfill a leader in the solid waste disposal industry; and

WHEREAS, Charles “Steve” Frye was usually the first to arrive and the last to leave work and will be remembered for his work ethic, devotion to duty, and his impeccable safety record.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Charles “Steve” Frye for his dedication and dependability and wishes him all of the best in his future endeavors.

BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this ____th day of September, 2017.

Charles S. DeHaven, Jr.
Chairman

Gene E. Fisher
Shawnee District Supervisor

Bill M. Ewing
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Gary A. Lofton
Back Creek District Supervisor

Kris C. Tierney
Interim Clerk

**RESOLUTION OF APPRECIATION
HARVEY E. “ED” STRAWSNYDER, JR.
FREDERICK COUNTY**

WHEREAS, Harvey E. “Ed” Strawsnyder, Jr. served Frederick County, Virginia, for approximately 26 years in the Public Works Department; and

WHEREAS, Harvey E. “Ed” Strawsnyder, Jr. began his career with Frederick County as Director of Engineering – Public Works (1991-1994), and Public Works Director (1993-2017); and

WHEREAS, Under Harvey E. “Ed” Strawsnyder, Jr.’s leadership a number of projects were completed to include construction of a new animal shelter, renovations to the old Frederick County Courthouse, design and construction of a new overflow parking area at Bowman Library, the Lake Holiday spillway, and Renaissance Drive, to name a few; and

WHEREAS, Harvey E. “Ed” Strawsnyder will be remembered for his leadership, project management and oversight, and his loyalty to and mentoring of the employees who worked for him.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Harvey E. “Ed” Strawsnyder, Jr. for his dedication and dependability and wishes him all of the best in his future endeavors.

BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this ____th day of September, 2017.

Charles S. DeHaven, Jr.
Chairman

Gene E. Fisher
Shawnee District Supervisor

Bill M. Ewing
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Gary A. Lofton
Back Creek District Supervisor

Kris C. Tierney
Interim Clerk

G



COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610
Fax: 540/667-0370
E-mail: cshiffle@fcva.us

TO: Board of Supervisors

FROM: Finance Committee

DATE: August 16, 2017

SUBJECT: Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, August 16, 2017 at 8:00 a.m. All members were present. ☒ Items 1, 2, and 3 were approved under consent agenda. ☒ Item 6 requires no action.

1. ☒ The Sheriff requests a General Fund supplemental appropriation in the amount of \$100. This amount represents a donation to the DARE program. No local funds required. See attached memo, p. 3 – 4.
2. ☒ The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,080.92. This amount represents an auto claim reimbursement. No local funds required. See attached memo, p. 5 – 6.
3. ☒ The Public Safety Communications Director requests a General Fund supplemental appropriation in the amount of \$7,579.72. This amount represents a carry forward of unspent FY17 funds for the completion of the radio upgrade. See attached memo, p. 7.
4. Horizon Goodwill Industries, Inc. requests real property tax exemption. See attached application and Code of Virginia Tax Exempt Property, p. 8 – 64. The committee recommends denial of the exemption.
5. The Winchester Regional Airport Executive Director requests an FY18 Airport Capital Fund supplemental appropriation in the amount of \$2,165,000 and an FY18 General Fund supplemental appropriation in the amount of \$209,674. These amounts represent the Airport Capital budget for FY18 and the local contribution. See attached information, p. 65 – 88. The committee recommends approval.

Finance Committee Report and Recommendations

August 16, 2017

Page 2

6. ☒ The committee will discuss airplane tax rate. The committee requested additional information and will resume discussions at the next meeting.
7. The committee will continue discussion on real property tax relief and deferral. See attached information, p. 89 – 97. The committee recommends promotion of the deferral program and approval of the code updates as presented. The committee also requested additional information and will resume discussion of the tax relief ranges at the next meeting.
8. The committee will continue discussion on workman's compensation and accident/injury coverage for volunteer fire & rescue personnel. See attached information, p. 98 – 140. The committee recommends implementing VACORPs recommendation for workers' compensation for volunteer fire & EMS.
9. The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment. See attached charter, p. 141 – 143. The committee recommends no changes to the charter.

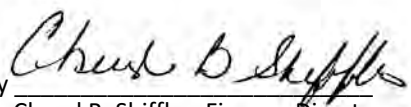
INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for June 2017. See attached, p. 144.
2. Fund balance information will be provided after the County closes FY17.
3. The Finance Director provides the FY 2019 budget calendar. See attached, p. 145.
4. The Finance Director provides the updated outside agency funding request form. See attached, p. 146 – 148.
5. The FY17 year-end open purchase orders have been provided by the County and the Schools. See attachments, p. 149 – 159.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman
Charles DeHaven
Gary Lofton
Angela Rudolph
Jeffrey Boope

By 
Cheryl B. Shiffler, Finance Director

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Angela Whitacre, – Treasurer's Office
FROM : Sheriff Lenny Millholland
SUBJECT : Donation to DARE
DATE : July 25, 2017

Attached please find a check in the amount of \$100.00 from Evendale Elementary School. This check represents a donation to our DARE program from the Just Say No Club.

This amount can be posted to: 3-010-018990-0015 (100J).

A copy of the memo will be sent to Finance for appropriation in our operating budget line of 3102-5413-000-001.

Thank you.

LWM/adl

Cc: Finance Department

C.S. 7/27/17



EVENDALE ELEMENTARY SCHOOL
220 ROSA LANE
WINCHESTER, VA 22602

532/514

CHECK NO.

1009

DATE

AMOUNT

5/26/2017

Exactly One Hundred Dollars and Zero Cents

\$100.00

PAY
TO THE
ORDER
OF

Frederick County Sheriff's Off
DARE
5 North Kent Street
Winchester, VA 22601

VOID AFTER 180 DAYS

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
DATE : August 7, 2017
SUBJECT : Insurance Reimbursement



We are requesting the insurance check received in the amount of \$5,080.92 for the auto claim involving Sgt. Smith dated July 3, 2017 be appropriated into our budget line of 3102-3004-000-002.

Thank you

A handwritten signature in blue ink, appearing to be "LWM", with a large, loopy flourish extending to the right.

LWM/adl

C.S. 8/4/17

VACORP CLAIMS
 1315 Franklin Road SW
 Roanoke, VA 24016-4807
 540-345-8500

68-183/514

412

PAY Five Thousand Eighty and 92/100 Dollars*****

TO
THE
ORDER
OF

Attn: J. Place Frederick County
 107 North Kent Street
 Winchester, VA 22601

DATE	CHECK NO.
7/25/2017	268310
AMOUNT	
\$ **5,080.92**	

AUTHORIZED ACCOUNT SIGNER
 TWO SIGNATURES REQUIRED OVER \$38,000

SECURITY FEATURES INCLUDED. DETAILS ON BACK

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Comprehensive	7/3/2017	7/3/2017	Estimate	\$5,580.92	\$5,580.92
Auto Comprehensive	7/3/2017	7/3/2017	Deductible	(\$500.00)	(\$500.00)

Claim Number: 0342017191658 Claimant: Frederick County Payee: Attn: J. Place Frederick County
 Check Number: 268310 Total Check Amt: \$5,080.92 Event Date: 7/3/2017 Department: 034 Frederick Date of Check: 7/25/2017
 Memo: APD Letter + Estimate
 Enclosure





COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

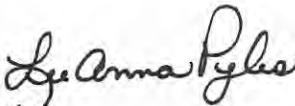
1080 Coverstone Dr, Winchester, VA 22602

Tel: 540-665-6356

Fax: 540-723-8848

LeeAnna Pyles,
Director of Public Safety

TO: Finance Committee

FROM: LeeAnna Pyles; Director 
Public Safety Communications

Date: July 14, 2017

Ref: Carry Forward of FY17 Funds

I am requesting that the following amount, which was appropriated in FY16-17, be carried forward to the FY17-18 Budget.

Line item 3506-8003-000 has unencumbered funds which were appropriated for a radio upgrade.

I am requesting that the funds left within the project budget be carried forward for any items that need to be purchased to complete the project, which includes computers, monitors and monitor trees. Currently there is \$7579.72 remaining that is unencumbered.

JUN 28 2017



FREDERICK COUNTY, VIRGINIA
 Ellen E. Murphy, Commissioner of the Revenue
 P.O. Box 552, Winchester VA 22604-0552
 Phone: 540-665-5680 Fax: 540-667-6487
www.fcva.us/cor • www.fcva.us/re

DATE: 6/27/17

**FILE APPLICATION
 TRIENNIALY**

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Frederick County Code Section 155-153(B):

Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

*** COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. ***

Organization's Name:	Hagerstown Goodwill Industries, Inc. dba Horizon Goodwill Industries, Inc.		
Organization's Federal Employer Identification No. (EIN):	52-0660403		
Contact Name:	David Shuster	Phone Number:	301-733-7330x1623
Contact Title:	Director of Operations and Compliance	Email:	dshuster@goodwill-hgi.org
Mailing Address:	14515 Pennsylvania Ave., Hagerstown, MD 21742		
Frederick County Location Address:	156 Cole Lane, Winchester, VA 22602		
Date Organization Began or Will Begin Operating in Frederick County:	1997		
1. What is the organization's purpose?			
By removing barriers and creating opportunities in education and training, Horizon Goodwill ensures individuals and families can realize and achieve their fullest potential through the dignity and power of employment.			
2. What is the organization's federal tax designation (select one):			
<input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(4) <input type="checkbox"/> 501(c)(6) <input type="checkbox"/> 501(c)(7) <input type="checkbox"/> Other [specify]:			
3. How is the organization funded?			
Public support in the form of contributions and earned revenue from activities related to our mission and tax exempt status.			
4. What activities or services does the organization provide that enhances Frederick County and its citizens?			
Horizon Goodwill is an economic engine in the county as a business, an employer, and a community service provider, operating profitable, strategic social enterprises that advance our mission of turning jobseekers into successful employees via job readiness training for the unemployed or under employed in the region.			
5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):			
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
54-5-7	156 Cole Lane, Winchester, VA 22602	6/15/2017	Employment opportunities on contracts with business partners; job and technical training in cooperation with Lord Fairfax Community College.

[continues on page 2]

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

6. Select the category of exemption under which your organization qualifies:

- ☐ Church or Religious Body or Religious Organization *[provide supporting documentation]*
- ☐ Non-Profit Cemetery
- ☐ Library or Non-Profit Institution of Learning
- ☐ Museum
- ☐ Historic Preservation
- ☐ Park
- ☐ Playground
- ☒ Club, Scouts, or nationally-known helpful organization *[specify]:* Goodwill
- ☐ College Foundation or Alumni Association
- ☐ Recognized Farming Association *[specify]:* _____
- ☐ Veterans Association or Auxiliary of same *[specify]:* _____

NOTE: A copy of your most recent exempt IRS tax return and/or your latest detailed financial statements may be requested.

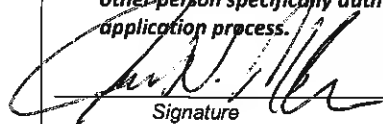
7. List the following information for all officers who have the legal authority to represent the organization:

NAME	TITLE	MAILING ADDRESS	TELEPHONE NO.	EMAIL ADDRESS
Ron Bowers	Board Chair	14515 Pennsylvania Ave., Hagerstown, MD 21742	301-331-3325	ronbowers@myactv.net
Butch Adams	Board Vice -Chair	14515 Pennsylvania Ave., Hagerstown, MD 21742	240-347-4805	badams@pia.edu
John N. McCain	Executive Director & CEO	14515 Pennsylvania Ave., Hagerstown, MD 21742	301-733-7330	jmccain@goodwill-hgi.org

DECLARATION AND SIGNATURE

If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. *It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter.* (Code Va. Sec. 58.1-11)

DECLARATION: I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process.


John N. McCain
☐ Owner *OR*
☒ If Business, Title: CEO
6/27/17
Signature
Print Name
(e.g., President, VP etc.)
Date

*** FOR OFFICE USE ONLY ***

Date Received: _____	<input type="checkbox"/> Copy sent to Rod Williams on _____	Initials: _____	Disposition: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
----------------------	---	-----------------	---

[Rev. 10/2014]

Ellen E. Murphy
Commissioner of the Revenue
Frederick County VA
107 N. Kent Street
Winchester VA 22601

Re: 156 Cole Lane, Winchester, VA 22602

July 13, 2017

Dear Commissioner Murphy,

Please find below the additional information requested in your letter dated July 10, 2017 regarding our application for real property tax exemption for 156 Cole Lane, Winchester, VA 22602. We recently purchased this property after leasing it for many years.

Per your request to provide the most recent tax return for this specific location, please find attached our IRS Form 990 for 2016. As we do not conduct retail sales at this location, any revenues generated at this location are from contractual business partnerships and thus are included as income on our combined organizational filing.

This property is a former manufacturing/warehouse facility with a small administrative office complex at the front. We currently conduct the following training programs, projects, and partnerships specifically at this location:

Dell Reconnect Computer Recycling – Our employees and clients perform the final processing and bundling for pick-up of all computers donated to our organization through the Dell Reconnect program. In addition to being a strategic sustainability partnership that provides an outlet keep old computers out of the waste stream throughout our service territory, this program also provides job skills training and employment for our clients.

Contract Business Services – We currently provide assembly and packaging services on demand for Kohls and Rubbermaid, again providing job skills training and employment in partnership with other local businesses.

Educational Partnership with Lord Fairfax Community College – We provide in-kind space for Lord Fairfax Community College to conduct their HVAC and plumbing trades classes at this location, in exchange for tuition-free access to courses for our job-seeking clients.

Please let me know if you need any additional information regarding our application.

Sincerely,



David Shuster
Director of Operations and Compliance

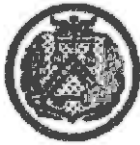
Corporate Center
14515 Pennsylvania Ave.
Hagerstown, MD 21742
301.733.7330

200 North Prospect
Hagerstown, MD 21740
301.733.7330

100 Eagle School Road
Martinsburg, WV 25401
304.267.3177

156 Cole Lane
Winchester, VA 22602
540.535.1940

12000 Upper Potomac
Industrial Park Street
Cumberland, MD 21502
301.729.9404



U. S. TREASURY DEPARTMENT

WASHINGTON 25

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
WASHINGTON 25, D. C.

AND REFER TO

T:R:PEO:S
FCB

Hagerstown Goodwill Industries, Inc.
223 North Prospect Street
Hagerstown, Maryland

OCT 16 1956

Gentlemen:

It is the opinion of this office, based upon the evidence presented, that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code of 1954, as it is shown that you are organized and operated exclusively for charitable and educational purposes.

Accordingly, you are not required to file income tax returns unless you change the character of your organization, the purposes for which you were organized, or your method of operation. Any such changes should be reported immediately to the District Director of Internal Revenue for your district in order that their effect upon your exempt status may be determined.

You are required, however, to file an information return, Form 990A, annually, with the District Director of Internal Revenue for your district so long as this exemption remains in effect. This form may be obtained from the District Director and is required to be filed on or before the fifteenth day of the fifth month following the close of your annual accounting period.

Contributions made to you are deductible by the donors in computing their taxable income in the manner and to the extent provided by section 170 of the 1954 Code.

Bequests, legacies, devises or transfers to or for your use are deductible in computing the value of the taxable estate of a decedent for Federal estate tax purposes in the manner and to the extent provided by sections 2055 and 2106 of the 1954 Code. Gifts of property to or for your use are deductible in computing taxable gifts for Federal gift tax purposes in the manner and to the extent provided by section 2522 of the 1954 Code.

2 - Hagerstown Goodwill Industries, Inc.

No liability is incurred by you for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you have filed a waiver of exemption certificate in accordance with the applicable provisions of such Act. In the event you desire social security coverage for your employees or have any questions relating to the filing of a waiver of exemption certificate you should take the matter up with your District Director of Internal Revenue.

Your attention is called to the provisions of section 501(c)(3) of the Internal Revenue Code of 1954 under which your exemption will be revoked if any substantial part of your activities consists of carrying on propaganda, or otherwise attempting, to influence legislation, or if you participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

For the purpose of applying this ruling to any period with respect to which the Internal Revenue Code of 1954 is not applicable, any reference herein to a provision of the 1954 Code shall be deemed a reference to the corresponding provision of the 1939 Code.

The District Director of Internal Revenue, Baltimore, Maryland, is being advised of this action.

Very truly yours,

P. Henry Needham

Chief, Pensions and
Exempt Organizations Branch

Form 5077-2 (Rev. 2-55)

Forms 990 / 990-EZ Return Summary

For calendar year 2016, or tax year beginning

, and ending

-*0403

HAGERSTOWN GOODWILL INDUSTRIES, INC

Net Asset / Fund Balance at Beginning of Year 9,061,026

Revenue

Contributions	<u>1,329,948</u>	
Program service revenue	<u>18,068,121</u>	
Investment income	<u>2,112</u>	
Capital gain / loss	<u>-809</u>	
Fundraising / Gaming:		
Gross revenue	<u>10,387</u>	
Direct expenses	<u>9,228</u>	
Net income	<u>1,159</u>	
Other income	<u>100,712</u>	
Total revenue		<u>19,501,243</u>

Expenses

Program services	<u>17,787,467</u>	
Management and general	<u>1,552,524</u>	
Fundraising	<u>81,582</u>	
Total expenses		<u>19,421,573</u>
Excess / (deficit)		<u>79,670</u>

Changes 24,486

Net Asset / Fund Balance at End of Year 9,165,182

Reconciliation of Revenue

Total revenue per financial statements	<u>19,544,233</u>
Less:	
Unrealized gains	<u>24,486</u>
Donated services	
Recoveries	
Other	<u>18,504</u>
Plus:	
Investment expenses	
Other	
Total revenue per return	<u>19,501,243</u>

Reconciliation of Expenses

Total expenses per financial statements	<u>19,440,077</u>
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	<u>18,504</u>
Plus:	
Investment expenses	
Other	
Total expenses per return	<u>19,421,573</u>

	Balance Sheet		
	Beginning	Ending	Differences
Assets	<u>11,277,849</u>	<u>11,713,724</u>	
Liabilities	<u>2,216,823</u>	<u>2,548,542</u>	
Net assets	<u>9,061,026</u>	<u>9,165,182</u>	<u>104,156</u>

Miscellaneous Information

Amended return
 Return / extended due date 05/15/17
 Failure to file penalty _____

Form 990-T Return Summary

For calendar year 2016, or tax year beginning

, and ending

-*0403

HAGERSTOWN GOODWILL INDUSTRIES, INC
Income

Gross profit	_____	
Capital gain / loss	_____	
Unrelated debt-financed income	<u>-855</u>	
All other income	_____	
Total income		<u>-855</u>

Deductions

Officer compensation	_____	
Salaries	_____	
All other deductions	_____	
Net operating loss	_____	
Specific deduction	_____	
Total deductions		_____
Unrelated business taxable income		<u><u>-855</u></u>

Taxes / Credits / Payments

Regular tax	_____	
Proxy tax	_____	
Alternative minimum tax	_____	
Tax		_____
Foreign tax credit	_____	
Other credits	_____	
General business credits	_____	
Prior year minimum tax credit	_____	
Total nonrefundable credits		_____
Other taxes	_____	
Total tax		_____
Estimated tax payments	<u>2,231</u>	
Paid with extension	_____	
Tax withheld	_____	
Other credits / payments	_____	
Estimated tax penalty	_____	
Overpayment applied to next year's tax	_____	
Payments / penalty / application		<u>2,231</u>
Net tax due		<u>0</u>

Additions to Tax

Interest on late payments	_____	
Failure to file penalty	_____	
Failure to pay penalty	_____	
Total additions		_____

Balance due
Refund
2,231
Next Year's Estimates

1st quarter	_____
2nd quarter	_____
3rd quarter	_____
4th quarter	_____
Total	_____

Miscellaneous Information

Amended return	
Return / extended due date	<u>05/15/17</u>

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

2016Department of the Treasury
Internal Revenue Service

For calendar year 2016, or fiscal year beginning, 2016, and ending, 20

▶ Do not send to the IRS. Keep for your records.

▶ Information about Form 8879-EO and its instructions is at www.irs.gov/form8879eo.

Name of exempt organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

****-***0403**

Name and title of officer

**JOHN MCCAIN
EXECUTIVE DIR / CEO****Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	19,501,243
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2016 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize **SMITH ELLIOTT KEARNS & COMPANY, LLC** to enter my PIN **60403** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ **05/10/17****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2016 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **MICHAEL P. MANSPEAKER, CPA**Date ▶ **05/10/17****ERO Must Retain This Form — See Instructions****Do Not Submit This Form To the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2016)

Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
▶ Do not enter social security numbers on this form as it may be made public.
▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016
Open to Public Inspection

A For the 2016 calendar year, or tax year beginning , and ending

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <div align="center">HAGERSTOWN GOODWILL INDUSTRIES, INC</div> Doing business as HORIZON GOODWILL INDUSTRIES Number and street (or P.O. box if mail is not delivered to street address) 14515 PENNSYLVANIA AVENUE City or town, state or province, country, and ZIP or foreign postal code HAGERSTOWN MD 21742	D Employer identification number **-***0403 E Telephone number 301-733-7330 G Gross receipts \$ 19,520,556
F Name and address of principal officer: JOHN MCCAIN		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(c) Group exemption number ▶
J Website: ▶ WWW.HORIZONGOODWILL.ORG		L Year of formation: 1955 M State of legal domicile: MD
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	32
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	32
	5 Total number of individuals employed in calendar year 2016 (Part V, line 2a)	5	1174
	6 Total number of volunteers (estimate if necessary)	6	189
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	-1,836
	b Net unrelated business taxable income from Form 990-T, line 34	7b	-855
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	1,502,192	1,329,948
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	17,666,452	18,068,121
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	3,791	1,303
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	-217	101,871
		19,172,218	19,501,243
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	12,301,471	12,863,359
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 81,582		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	6,190,820	6,558,214
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	18,492,291	19,421,573
	19 Revenue less expenses. Subtract line 18 from line 12	679,927	79,670
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	11,277,849	11,713,724
	22 Net assets or fund balances. Subtract line 21 from line 20	2,216,823	2,548,542
		9,061,026	9,165,182

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer JOHN MCCAIN Type or print name and title	Date EXECUTIVE DIR / CEO
Paid Preparer Use Only	Print/Type preparer's name MICHAEL P. MANSPEAKER, CPA	Preparer's signature MICHAEL P. MANSPEAKER, CPA
	Firm's name ▶ SMITH ELLIOTT KEARNS & COMPANY, LLC 480 N POTOMAC ST HAGERSTOWN, MD 21740	Date 05/10/17 Check <input type="checkbox"/> if self-employed PTIN ***** Firm's EIN ▶ **-***3935 Phone no. 301-733-5020

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

☒

1 Briefly describe the organization's mission:

SEE SCHEDULE O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **5,963,005** including grants of \$) (Revenue \$ **6,093,416**)

BUSINESS SERVICES - FROM PACKAGING, ASSEMBLY, AND FULLFILLMENT TO CUSTODIAL, SECURITY AND MAILROOM SERVICES, HORIZON GOODWILL INDUSTRIES' BUSINESS SERVICES OPERATION IS ANOTHER OF OUR SOCIAL ENTERPRISES, OPERATING AS A BUSINESS AND VENDOR TO OVER 42 FEDERAL, STATE AND COMMERCIAL ENTITIES ACROSS OUR 4 STATE REGION. WITH THE MISSION OF "REMOVING BARRIERS, CREATING OPPORTUNITIES", HORIZON GOODWILL INDUSTRIES' BUSINESS SERVICES OPERATION FOCUSES ON PUTTING PEOPLE TO WORK. PROVIDING HANDS-ON PAID TRAINING TO INDIVIDUALS WITH DISABILITIES AND BARRIERS, GOODWILL'S BUSINESS SERVICES CREATES OPPORTUNITIES FOR PEOPLE TO LEARN AND GROW WHILE ON THE JOB AND HELPS THOSE NOT READY FOR COMPETITIVE EMPLOYMENT BUILD NECESSARY TECHNICAL AND SOFT SKILLS TO GET AND KEEP A JOB IN THE COMMUNITY.

4b (Code:) (Expenses \$ **1,890,535** including grants of \$) (Revenue \$)

MISSION SERVICES - ACROSS 17 COUNTIES IN MARYLAND, PENNSYLVANIA, VIRGINIA, AND WEST VIRGINIA, HORIZON GOODWILL INDUSTRIES IS DEDICATED TO PUTTING PEOPLE TO WORK AND OFFERS FREE JOB TRAINING AND JOB SEEKING SERVICES TO INDIVIDUALS IN OUR COMMUNITIES WHO WANT TO WORK BUT STRUGGLE TO FIND IT. OUR MISSION SERVICES DIVISION PROVIDES INDIVIDUALIZED CASE MANAGEMENT, PAID WORK EXPERIENCES, JOB OR CAREER DEVELOPMENT, AND CONNECTIONS TO COMMUNITY SERVICES THAT ADDRESS CRITICAL NEEDS AS FOOD, HOUSING, AND MENTAL HEALTH. GOODWILL'S EMPLOYMENT PROGRAMS, EDUCATIONAL PARTNERSHIPS, AND RELATED SUPPORT SERVICES INCREASE AN INDIVIDUAL'S CONFIDENCE, THEIR ABILITY TO NAVIGATE CHANGE AND THEIR OVERALL EMPLOYABILITY. OUR CUSTOMIZED PROGRAMS AND SERVICES ARE DESIGNED TO HELP INDIVIDUALS WITH BARRIERS TO EMPLOYMENT,

4c (Code:) (Expenses \$ **6,643,378** including grants of \$) (Revenue \$ **11,639,702**)

DONATED GOODS RETAIL - WITH THE BELIEF THAT "YOUR DONATIONS CHANGE LIVES", HORIZON GOODWILL'S DONATED GOODS RETAIL OPERATION COLLECTS DONATIONS OF USED CLOTHING AND HOUSEHOLD ITEMS AND SELLS THEM THROUGH A NETWORK OF 18 THRIFT STORES AND 2 ATTENDED DONATION CENTER. DONATED GOODS RETAIL OPERATION EMPLOYED 745 INDIVIDUALS IN 2016, MANY OF WHOM HAVE SIGNIFICANT DISABILITIES AND OTHER BARRIERS TO EMPLOYMENT. WAGES PAID TO INDIVIDUALS WITH DISABILITIES AND BARRIERS TOTALED \$1.6 MILLION. EXCESS AND UNSALABLE ITEMS ARE SOLD THROUGH RECYCLING AND/OR SALVAGE CHANNELS, KEEPING MILLIONS OF POUNDS OUT OF THE LANDFILL EACH YEAR. UNIQUE ITEMS, JEWELRY AND BOOKS ARE SOLD THROUGH HGI'S E-COMMERCE CHANNELS. THESE OPERATIONS, THE THRIFT STORES, AND ATTENDED DONATION CENTER GENERATE REVENUE AND CASH FLOW THAT

4d Other program services (Describe in Schedule O.)

(Expenses \$ **3,290,549** including grants of \$) (Revenue \$ **335,003**)4e Total program service expenses **17,787,467**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	<input checked="" type="checkbox"/>	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	<input checked="" type="checkbox"/>	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		<input checked="" type="checkbox"/>
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		<input checked="" type="checkbox"/>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		<input checked="" type="checkbox"/>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		<input checked="" type="checkbox"/>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		<input checked="" type="checkbox"/>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		<input checked="" type="checkbox"/>
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		<input checked="" type="checkbox"/>
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	<input checked="" type="checkbox"/>	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		<input checked="" type="checkbox"/>
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		<input checked="" type="checkbox"/>
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		<input checked="" type="checkbox"/>
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		<input checked="" type="checkbox"/>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	<input checked="" type="checkbox"/>	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	<input checked="" type="checkbox"/>	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		<input checked="" type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		<input checked="" type="checkbox"/>
14a Did the organization maintain an office, employees, or agents outside of the United States?		<input checked="" type="checkbox"/>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		<input checked="" type="checkbox"/>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		<input checked="" type="checkbox"/>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		<input checked="" type="checkbox"/>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		<input checked="" type="checkbox"/>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		<input checked="" type="checkbox"/>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		<input checked="" type="checkbox"/>

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, or IV, and Part V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

		Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a 16		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b 0		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X	
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 1174		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b	X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X	
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	3b	X	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		X
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		X
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI ☒**Section A. Governing Body and Management**

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	32	
b Enter the number of voting members included in line 1a, above, who are independent	32	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2 <input checked="" type="checkbox"/>	
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3	<input checked="" type="checkbox"/>
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	<input checked="" type="checkbox"/>
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5	<input checked="" type="checkbox"/>
6 Did the organization have members or stockholders?	6	<input checked="" type="checkbox"/>
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a	<input checked="" type="checkbox"/>
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b	<input checked="" type="checkbox"/>
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8a <input checked="" type="checkbox"/>	
b Each committee with authority to act on behalf of the governing body?	8b <input checked="" type="checkbox"/>	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O	9	<input checked="" type="checkbox"/>

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a	<input checked="" type="checkbox"/>
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a <input checked="" type="checkbox"/>	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a <input checked="" type="checkbox"/>	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b <input checked="" type="checkbox"/>	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	12c <input checked="" type="checkbox"/>	
13 Did the organization have a written whistleblower policy?	13 <input checked="" type="checkbox"/>	
14 Did the organization have a written document retention and destruction policy?	14 <input checked="" type="checkbox"/>	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	15a <input checked="" type="checkbox"/>	
b Other officers or key employees of the organization	15b <input checked="" type="checkbox"/>	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	<input checked="" type="checkbox"/>
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► **MD**

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records: ►

SHARON AHRENS
HAGERSTOWN

14515 PENNSYLVANIA AVENUE

MD 21742-1670 301-733-7330

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) RON BOWERS	1.00									
CHAIRMAN	0.00	X		X				0	0	0
(2) BERNARD ADAMS	1.00									
VICE-CHAIR	0.00	X		X				0	0	0
(3) STEVEN MICHAEL	1.00									
TREASURER	0.00	X		X				0	0	0
(4) LORI WRISTON	1.00									
SECRETARY	0.00	X		X				0	0	0
(5) NICOLE ALT-MYERS	1.00									
DIRECTOR	0.00	X						0	0	0
(6) WALTER BELL	1.00									
DIRECTOR	0.00	X						0	0	0
(7) MELINDA CANNON	1.00									
DIRECTOR	0.00	X						0	0	0
(8) SAM COOL	1.00									
DIRECTOR	0.00	X						0	0	0
(9) STUART CZAPSKI	1.00									
DIRECTOR	0.00	X						0	0	0
(10) ROBIN FERREE	1.00									
DIRECTOR	0.00	X						0	0	0
(11) REBECCA FISHACK	1.00									
DIRECTOR	0.00	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) ROSEANN FISHER	1.00									
DIRECTOR	0.00	X						0	0	0
(13) LOUIS GUISTINI	1.00									
DIRECTOR	0.00	X						0	0	0
(14) HEATHER GUESSFORD	1.00									
DIRECTOR	0.00	X						0	0	0
(15) MARK HALSEY	1.00									
DIRECTOR	0.00	X						0	0	0
(16) TRACIE HOVEY	1.00									
DIRECTOR	0.00	X						0	0	0
(17) KAREN HUMBERTSON	1.00									
DIRECTOR	0.00	X						0	0	0
(18) MARYANNE KEYSER	1.00									
DIRECTOR	0.00	X						0	0	0
(19) NORMA KOLSON	1.00									
DIRECTOR	0.00	X						0	0	0
1b Sub-total										
c Total from continuation sheets to Part VII, Section A								237,424		9,489
d Total (add lines 1b and 1c)								237,424		9,489

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **23**

0

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a 38,255				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e 1,260,087				
	f All other contributions, gifts, grants, and similar amounts not included above	1f 31,606				
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f		1,329,948			
	Program Service Revenue	2a PROG. SERVICE REVENUE-STORES	Busn. Code 453310	11,108,203	11,108,203	
b PROG. SERV. REVENUE-CONTRACTS		624310	6,093,416	6,093,416		
c PROG. SERVICE REVENUE-SALVAGE		900099	423,270	423,270		
d FEES FROM GOVERNMENT AGENCIES		624310	335,003	335,003		
e E-COMMERCE SALES		454110	108,229	108,229		
f All other program service revenue						
g Total. Add lines 2a-2f			18,068,121			
Other Revenue		3 Investment income (including dividends, interest, and other similar amounts)		2,112		
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real 7,440 (ii) Personal				
	b Less: rental exps.	9,276				
	c Rental inc. or (loss)	-1,836				
	d Net rental income or (loss)		-1,836		-1,836	
	7a Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b Less: cost or other basis & sales exps.	809				
	c Gain or (loss)	-809				
	d Net gain or (loss)		-809		-809	
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a 10,387				
	b Less: direct expenses	b 9,228				
	c Net income or (loss) from fundraising events		1,159		1,159	
	9a Gross income from gaming activities. See Part IV, line 19	a				
b Less: direct expenses	b					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	a					
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Busn. Code				
11a UNCLAIMED PROPERTY REVENUE	900099	101,320			101,320	
b MISCELLANEOUS	900099	1,228			1,228	
c						
d All other revenue						
e Total. Add lines 11a-11d		102,548				
12 Total revenue. See instructions.		19,501,243	18,068,121	-1,836	105,010	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	246,913	158,067	88,846	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	9,775,690	9,280,783	494,907	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	123,579	117,252	6,327	
9 Other employee benefits	1,828,398	1,725,131	103,267	
10 Payroll taxes	888,779	837,317	51,462	
11 Fees for services (non-employees):				
a Management				
b Legal	17,216	8,555	8,661	
c Accounting	40,655	20,203	20,452	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	296,815	147,500	149,315	
12 Advertising and promotion	115,139	28,020	23,227	63,892
13 Office expenses	1,505,514	1,274,599	215,647	15,268
14 Information technology	151,113	91,813	59,300	
15 Royalties				
16 Occupancy	3,227,663	3,158,146	69,517	
17 Travel	531,611	507,058	24,553	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	56,617	13,721	42,896	
20 Interest	7,974	6,282	1,692	
21 Payments to affiliates	135,256	9,818	125,438	
22 Depreciation, depletion, and amortization	376,830	343,466	33,364	
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a MISCELLANEOUS	59,983	47,254	12,729	
b MEMBERSHIP DUES	18,688	1,356	17,332	
c BAD DEBT EXPENSE	10,771	8,485	2,286	
d SUBSCRIPTIONS/PUBLICATION	4,365	1,062	881	2,422
e All other expenses	2,004	1,579	425	
25 Total functional expenses. Add lines 1 through 24e	19,421,573	17,787,467	1,552,524	81,582
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	2,190,796	1	2,442,420
	2 Savings and temporary cash investments	2,390,830	2	624,629
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	1,019,719	4	793,875
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	102,140	8	54,230
	9 Prepaid expenses and deferred charges	73,183	9	94,333
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 9,975,246		
	b Less: accumulated depreciation	10b 3,777,555		
	11 Investments—publicly traded securities	5,450,864	10c 6,197,691	
	12 Investments—other securities. See Part IV, line 11	15,119	11 1,458,605	
	13 Investments—program-related. See Part IV, line 11		12	
	14 Intangible assets		13	
	15 Other assets. See Part IV, line 11	35,198	14	
16 Total assets. Add lines 1 through 15 (must equal line 34)	11,277,849	15 47,941	16 11,713,724	
Liabilities	17 Accounts payable and accrued expenses	896,175	17	925,278
	18 Grants payable		18	
	19 Deferred revenue	100,704	19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties	1,219,944	23	1,623,264
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	2,216,823	26	2,548,542
	Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.		
27 Unrestricted net assets		8,826,809	27	9,084,947
28 Temporarily restricted net assets		234,217	28	80,235
29 Permanently restricted net assets			29	
Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
30 Capital stock or trust principal, or current funds			30	
31 Paid-in or capital surplus, or land, building, or equipment fund			31	
32 Retained earnings, endowment, accumulated income, or other funds			32	
33 Total net assets or fund balances	9,061,026	33	9,165,182	
34 Total liabilities and net assets/fund balances	11,277,849	34	11,713,724	

Form **990** (2016)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	19,501,243
2	Total expenses (must equal Part IX, column (A), line 25)	2	19,421,573
3	Revenue less expenses. Subtract line 2 from line 1	3	79,670
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	9,061,026
5	Net unrealized gains (losses) on investments	5	24,486
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	9,165,182

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.	3b	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(20) PAUL MULDOWNNEY	1.00									
DIRECTOR	0.00	X						0	0	0
(21) BRADLEY PINGREY	1.00									
DIRECTOR	0.00	X						0	0	0
(22) MARY BETH PIROLOZZI	1.00									
DIRECTOR	0.00	X						0	0	0
(23) SHARON RUPPENTHAL	1.00									
DIRECTOR	0.00	X						0	0	0
(24) J. SCOTT SHIFE	1.00									
DIRECTOR	0.00	X						0	0	0
(25) SUZETTE SNYDER	1.00									
DIRECTOR	0.00	X						0	0	0
(26) RICHARD STARLIPER	1.00									
DIRECTOR	0.00	X						0	0	0
(27) WILLIAM SWARTZ	1.00									
DIRECTOR	0.00	X						0	0	0
1b Sub-total										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

- 3** Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

	Yes	No
3		
4		
5		

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual director or trustee	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(28) BEN THOMPSON	1.00									
DIRECTOR	0.00	X						0	0	0
(29) WILLIAM VALENTINE	1.00									
DIRECTOR	0.00	X						0	0	0
(30) F. CHRISTIAN WRIGHT	1.00									
DIRECTOR	0.00	X						0	0	0
(31) MICHAEL ZAMPELLI	1.00									
DIRECTOR	0.00	X						0	0	0
(32) MARIANNE ZEIGLER	1.00									
DIRECTOR	0.00	X						0	0	0
(33) JOHN MCCAIN	40.00									
EXECUTIVE DIR / CEO	0.00			X				169,222	0	3,830
(34) SHARON AHRENS	40.00									
DIR. OF ACCOUNTING	0.00			X				68,202	0	5,659
1b Sub-total								237,424		9,489
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

29

SCHEDULE A
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016**Open to Public
Inspection**

Name of the organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

****-***0403****Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete **Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete **Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete **Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete **Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2016

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions)	12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ► <input type="checkbox"/>		

Section C. Computation of Public Support Percentage

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2015 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
b 33 1/3% support test—2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ► <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	1,406,466	1,403,797	1,554,232	1,502,192	1,329,948	7,196,635
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	14,888,283	15,573,977	16,546,822	17,666,452	18,068,121	82,743,655
3 Gross receipts from activities that are not an unrelated trade or business under section 513			27,941	10,802	112,935	151,678
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	16,294,749	16,977,774	18,128,995	19,179,446	19,511,004	90,091,968
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						90,091,968

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6	16,294,749	16,977,774	18,128,995	19,179,446	19,511,004	90,091,968
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	7,562	4,085	3,180	2,841	2,112	19,780
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	7,562	4,085	3,180	2,841	2,112	19,780
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on	0	0			0	
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	26,188	17,465				43,653
13 Total support. (Add lines 9, 10c, 11, and 12.)	16,328,499	16,999,324	18,132,175	19,182,287	19,513,116	90,155,401
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	99.93 %
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	99.91 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	%

- 19a 33 1/3% support tests—2016.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☒
- b 33 1/3% support tests—2015.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
11a		
b A family member of a person described in (a) above?		
11b		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

Section E. Type III Functionally-Integrated Supporting Organizations

- 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a ☐ The organization satisfied the Activities Test. Complete line 2 below.
- b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.
- c ☐ The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).

2 Activities Test. Answer (a) and (b) below.

	Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
2a		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
2b		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4).	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

- 7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in Part VI). See instructions.	
7	Total annual distributions. Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9	Distributable amount for 2016 from Section C, line 6	
10	Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1	Distributable amount for 2016 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2016 (reasonable cause required-explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2016:			
a				
b				
c	From 2013			
d	From 2014			
e	From 2015			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2016 distributable amount			
i	Carryover from 2011 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2016 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2016 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6	Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7	Excess distributions carryover to 2017. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a				
b	Excess from 2013			
c	Excess from 2014			
d	Excess from 2015			
e	Excess from 2016			

Schedule A (Form 990 or 990-EZ) 2016

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

PART III, LINE 12 - OTHER INCOME DETAIL

\$ 43,653

Schedule B(Form 990, 990-EZ,
or 990-PF)Department of the Treasury
Internal Revenue Service**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.

▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Name of the organization

Employer identification number

HAGERSTOWN GOODWILL INDUSTRIES, INC****--***0403**

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(**3**) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust not treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☒
- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the $33\frac{1}{3}\%$ support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2016)

Name of organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

****-***0403****Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	UNITED WAY OF WASHINGTON COUNTY, MD 33 WEST FRANKLIN STREET HAGERSTOWN MD 21740	\$ 38,255	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	DEPT. OF HEALTH AND MENTAL HYGIENE 201 WEST PRESTON STREET #316 BALTIMORE MD 21201	\$ 1,260,087	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**► Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
► Attach to Form 990.► Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016Open to Public
Inspection

Name of the organization

Employer identification number

HAGERSTOWN GOODWILL INDUSTRIES, INC****--***0403****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►

4 Number of states where property subject to conservation easement is located ►

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ►

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1	► \$
(ii) Assets included in Form 990, Part X	► \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1	► \$
b Assets included in Form 990, Part X	► \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange programs
 e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ %
 b Permanent endowment ▶ %
 c Temporarily restricted endowment ▶ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
 (ii) related organizations

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		919,893		919,893
b Buildings		7,361,008	2,734,220	4,626,788
c Leasehold improvements				
d Equipment		1,366,807	815,386	551,421
e Other		327,538	227,949	99,589
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				6,197,691

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ►		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ►		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ►	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ►	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☒

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	19,544,233
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	24,486
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	18,504
e	Add lines 2a through 2d	2e	42,990
3	Subtract line 2e from line 1	3	19,501,243
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	19,501,243

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	19,440,077
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	18,504
e	Add lines 2a through 2d	2e	18,504
3	Subtract line 2e from line 1	3	19,421,573
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	19,421,573

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X - FIN 48 FOOTNOTE

THE ORGANIZATION FOLLOWS THE FASB ACCOUNTING STANDARDS CODIFICATION, WHICH PROVIDES GUIDANCE ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES RECOGNIZED IN AN ENTERPRISE'S FINANCIAL STATEMENTS. THE ORGANIZATION'S POLICY IS TO CHARGE PENALTIES AND INTEREST TO INCOME TAX EXPENSE AS INCURRED. THE ORGANIZATION'S FEDERAL AND STATE INCOME TAX RETURNS ARE SUBJECT TO EXAMINATION BY THE INTERNAL REVENUE SERVICE AND STATE TAX AUTHORITIES, GENERALLY FOR A PERIOD OF THREE YEARS AFTER THE RETURNS ARE FILED.

PART XI, LINE 2D - REVENUE AMOUNTS INCLUDED IN FINANCIALS - OTHER

RENTAL EXPENSES NOT TREATED AS REDUCTION OF REVENUE	\$	9,276
FUNDRAISING DIRECT EXPENSES	\$	9,228

Part XIII Supplemental Information (continued)

PART XII, LINE 2D - EXPENSE AMOUNTS INCLUDED IN FINANCIALS - OTHER

RENTAL EXPENSES NOT TREATED AS REDUCTION OF REVENUE \$ 9,276

FUNDRAISING DIRECT EXPENSES \$ 9,228

SCHEDULE J
(Form 990)**Compensation Information**For certain Officers, Directors, Trustees, Key Employees, and Highest
Compensated Employees

- Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
► Attach to Form 990.

► Information about Schedule J (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016**Open to Public
Inspection**Department of the Treasury
Internal Revenue Service

Name of the organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

****-***0403****Part I Questions Regarding Compensation****1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|---|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as, maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked in line 1a?**3** Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|--|
| <input type="checkbox"/> Compensation committee | <input type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment?
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan?
- c** Participate in, or receive payment from, an equity-based compensation arrangement?

If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5–9.**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization?
- b** Any related organization?

If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization?
- b** Any related organization?

If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1b

2

4a

4b

4c

5a

5b

6a

6b

7

8

9

X

X

X

X

X

X

X

X

X

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC compensation				(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
	(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation	(iv) Other compensation				
1 JOHN MCCAIN EXECUTIVE DIR / CEO	(i) 169,222	(ii) 0	(iii) 0	(iv) 0	(C) 3,423	(D) 407	(E) 173,052	(F) 0
2	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
3	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
4	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
5	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
6	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
7	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
8	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
9	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
10	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
11	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
12	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
13	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
14	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
15	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)
16	(i)	(ii)	(iii)	(iv)	(C)	(D)	(E)	(F)

**SCHEDULE M
(Form 990)****Noncash Contributions**

OMB No. 1545-0047

2016**Open To Public
Inspection**Department of the Treasury
Internal Revenue Service

- ▶ **Complete** if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
 ▶ **Attach** to Form 990.
 ▶ Information about Schedule M (Form 990) and its instructions is at www.irs.gov/form990.

Name of the organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

****-***0403****Part I Types of Property**

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art — Works of art				
2 Art — Historical treasures				
3 Art — Fractional interests				
4 Books and publications				
5 Clothing and household goods	X		11,108,203	RESALE VALUE
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities — Publicly traded				
10 Securities — Closely held stock				
11 Securities — Partnership, LLC, or trust interests				
12 Securities — Miscellaneous				
13 Qualified conservation contribution — Historic structures				
14 Qualified conservation contribution — Other				
15 Real estate — Residential				
16 Real estate — Commercial				
17 Real estate — Other				
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ▶ ()				
26 Other ▶ ()				
27 Other ▶ ()				
28 Other ▶ ()				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement

29

30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?

b If "Yes," describe the arrangement in Part II.

31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?

32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?

b If "Yes," describe in Part II.

33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.

	Yes	No
30a		X
31		X
32a		X

Part II

Supplemental Information. Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public
Inspection

Name of the organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

****-***0403**

FORM 990 - ORGANIZATION'S MISSION

HORIZON GOODWILL INDUSTRIES HELPS INDIVIDUALS REALIZE AND ACHIEVE THEIR FULLEST POTENTIAL THROUGH THE DIGNITY AND POWER OF WORK. WITH OPERATIONS, PROGRAMS, AND SERVICES IN 17 COUNTIES ACROSS MARYLAND, PENNSYLVANIA, VIRGINIA, AND WEST VIRGINIA. WE FOCUS ON HUMAN DEVELOPMENT THAT EXPANDS THE RICHNESS OF HUMAN LIFE AND THAT IS CENTERED ON PEOPLE, THEIR OPPORTUNITIES AND CHOICES. IN THE LAST YEAR, 6,989 INDIVIDUALS BENEFITED FROM HORIZON GOODWILL'S MISSION OF "REMOVING BARRIERS AND CREATING OPPORTUNITIES", IMPROVING THEIR JOB SKILLS, EMPLOYABILITY, EDUCATION AND ECONOMIC SELF-SUFFICIENCY.

FORM 990, PART III, LINE 4A - FIRST ACCOMPLISHMENT

BUSINESS SERVICES EMPLOYED 345 PEOPLE IN 2016. WAGES PAID TO INDIVIDUALS WITH DISABILITIES AND BARRIERS TOTALED \$2.5 MILLION LAST YEAR. BY TRAINING WITH GOODWILL, PEOPLE GAIN SECTOR SPECIFIC WORK EXPERIENCE, TECHNICAL TRAINING, JOB AND INCOME STABILITY, AND THE SOFT SKILLS NECESSARY TO BECOME MORE SELF-SUFFICIENT IN EMPLOYMENT WITH BUSINESSES IN OUR COMMUNITIES AFTER THEY GRADUATE.

FORM 990, PART III, LINE 4B - SECOND ACCOMPLISHMENT

RE-ESTABLISH A WORK AND EARNINGS HISTORY, DEVELOP JOB AND LIFE SKILLS, AND ENHANCE THEIR FINANCIAL, SOCIAL, AND EDUCATIONAL CIRCUMSTANCES. HORIZON GOODWILL SERVES INDIVIDUALS WITH BARRIERS TO EMPLOYMENT SUCH AS LACK OF TRANSPORTATION OR CHILD CARE, LACK OF CIVILIAN WORK EXPERIENCE FOR VETERANS, CHEMICAL DEPENDENCY, CRIMINAL BACKGROUND, AND EMOTIONAL,

Name of the organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

-*0403

COGNITIVE AND/OR PHYSICAL DISABILITIES. IN 2016, HORIZON GOODWILL PLACED 413 INDIVIDUALS IN JOBS WITH 329 EMPLOYERS ACROSS 4 STATES WITH AN AVERAGE STARTING WAGE OVER \$12.81 PER HOUR.

FORM 990, PART III, LINE 4C - THIRD ACCOMPLISHMENT

FUND A LARGE PORTION OF HGI'S MISSION RELATED JOB TRAINING AND EMPLOYMENT SERVICES AND ITS GENERAL AND ADMINISTRATIVE EXPENSES.

FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENT

CONTRIBUTED GOODS PRODUCTION - DONATED GOODS ARE COLLECTED AND PROCESSED GIVING CLIENTS, WITH DISABILITIES AND DISADVANTAGING CONDITIONS, AN OPPORTUNITY TO LEARN JOB SKILLS, DISCIPLINE AND DEVELOP SELF-CONFIDENCE. THE GOODS ARE SOLD IN THE ORGANIZATIONS RETAIL STORES.

FORM 990, PART VI, LINE 2 - RELATED PARTY INFORMATION AMONG OFFICERS

MIKE ZAMPELLI

WILLIAM SWARTZ

DIRECTOR

DIRECTOR

FAMILY RELATIONSHIP

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990

ONCE THE ORGANIZATION RECEIVES THE COMPLETED 990, THE DIRECTOR OF ACCOUNTING AND FINANCE REVIEWS THE FINANCIAL PORTION OF THE 990. SHE THEN FORWARDS THE 990 TO THE FINANCE COMMITTEE WHO REVIEWS ALL ASPECTS AND APPROVES. THE ENTIRE GOVERNING BOARD RECEIVES A COPY BEFORE MAILING, AND REVIEWS THE DOCUMENT AT ITS NEXT MEETING.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY

Name of the organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

-*0403

EACH BOARD MEMBER COMPLETES THE STATEMENT ANNUALLY AND THEY ARE READ BY THE ASSISTANT TO THE EXECUTIVE DIRECTOR AND THE EXECUTIVE DIRECTOR. ANY STATEMENT MADE REGARDING A CONFLICT IS THEN REVIEWED AND CONSIDERED INDIVIDUALLY, AND ALL ATTEMPTS ARE MADE TO AVOID ANY POSSIBLE CONFLICTS OF INTEREST IN THE MEETINGS AND CONDUCTING OF BUSINESS RELATIONSHIPS.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL THE EXECUTIVE REVIEW COMMITTEE SOLICITS INFORMATION REGARDING COMPARABLE SALARIES AMONG GOODWILL EXECUTIVES, AND ALSO COMPARES EXECUTIVE SALARIES OF COMMUNITY AGENCIES OF COMPARABLE SIZE, IN THE PROCESS OF SETTING ANNUAL SALARY FOR THE EXECUTIVE DIRECTOR. THE COMMITTEE WORKS TO REWARD THE DIRECTOR ON MERIT BASIS; NO COLA IS CONSIDERED.

FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS DIVISION DIRECTORS ARE SUPERVISED BY THE EXECUTIVE DIRECTOR/CEO AND ARE GIVEN MERIT INCREASES WHEN WARRANTED. THE EXECUTIVE DIRECTOR CONSIDERS COMPARABLE GOODWILL SALARIES BASED ON SIZE OF THE AGENCY AND LEVEL OF RESPONSIBILITY OF EACH STAFF MEMBER IN THOSE DIRECTOR LEVEL POSITIONS.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION THE ORGANIZATION WILL PROVIDE COPIES OF ITS GOVERNING DOCUMENTS, AND CONFLICT OF INTEREST POLICY TO INDIVIDUALS WHO REQUEST THEM. THE ORGANIZATION PLANS TO POST AUDITED FINANCIALS ON THE WEBSITE, BUT HAS NOT YET DONE SO.

FORM 990, PART XI, LINE 9 - OTHER CHANGES IN NET ASSETS EXPLANATION

RENTAL EXPENSES NOT TREATED AS REDUCTION OF REVENUE \$ 9,276

Name of the organization

HAGERSTOWN GOODWILL INDUSTRIES, INC

Employer identification number

****--***0403****FUNDRAISING DIRECT EXPENSES****\$ 9,228****RENTAL EXPENSES NOT TREATED AS REDUCTION OF REVENUE****\$ -9,276****FUNDRAISING DIRECT EXPENSES****\$ -9,228**

Filing Instructions**HAGERSTOWN GOODWILL INDUSTRIES, INC****Exempt Organization Business Tax Return****Taxable Year Ended December 31, 2016**

Date Due: May 15, 2017

Remittance: None is required. Your Form 990-T for the tax year ended 12/31/16 shows a total overpayment of \$2,231, which is to be refunded in its entirety.

Mail To: Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201-0027

If a private delivery service is used, mail to:
OSPC
1973 Rulon White Blvd.
Ogden, UT 84201-1000

Signature: The return should be signed and dated on Page 2 by an officer representing the organization.

Form **990-T****Exempt Organization Business Income Tax Return**
(and proxy tax under section 6033(e))**2016**Department of the Treasury
Internal Revenue Service

For calendar year 2016 or other tax year beginning

and ending

▶ Information about Form 990-T and its instructions is available at www.irs.gov/form990t.

▶ Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

Open to Public Inspection for
501(c)(3) Organizations Only

A <input type="checkbox"/> Check box if address changed B Exempt under section: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(29) <input type="checkbox"/> 408(a) <input type="checkbox"/> 220(e) <input type="checkbox"/> 408A <input type="checkbox"/> 530(a) <input type="checkbox"/> 529(a)	Name of organization (<input type="checkbox"/> Check box if name changed and see instructions.) HAGERSTOWN GOODWILL INDUSTRIES, INC Number, street, and room or suite no. If a P.O. box, see instructions. 14515 PENNSYLVANIA AVENUE City or town, state or province, country, and ZIP or foreign postal code HAGERSTOWN MD 21742	D Employer identification number (Employees' trust, see instructions.) **-***0403 E Unrelated business activity codes (See instructions.) 531120
C Book value of all assets at end of year 11,713,724	F Group exemption number (See instructions.) ▶ G Check organization type ▶ <input checked="" type="checkbox"/> 501(c) corporation <input type="checkbox"/> 501(c) trust <input type="checkbox"/> 401(a) trust <input type="checkbox"/> Other trust	

H Describe the organization's primary unrelated business activity.▶ **RENTAL OF DEBT-FINANCED NON-RESIDENTIAL PROPERTY****I** During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? ▶ ☐ Yes ☒ No
If "Yes," enter the name and identifying number of the parent corporation.**J** The books are in care of ▶ **SHARON AHRENS** Telephone number ▶ **301-733-7330**

Part I Unrelated Trade or Business Income		(A) Income	(B) Expenses	(C) Net
1a Gross receipts or sales				
b Less returns and allowances	c Balance ▶	1c		
2 Cost of goods sold (Schedule A, line 7)		2		
3 Gross profit. Subtract line 2 from line 1c		3		
4a Capital gain net income (attach Schedule D)		4a		
b Net gain (loss) (Form 4797, Part II, line 17) (attach Form 4797)		4b		
c Capital loss deduction for trusts		4c		
5 Income (loss) from partnerships and S corporations (attach statement)		5		
6 Rent income (Schedule C)		6		
7 Unrelated debt-financed income (Schedule E)		7	3,463	4,318
8 Interest, annuities, royalties, and rents from controlled organizations (Schedule F)		8		-855
9 Investment income of a section 501(c)(7), (9), or (17) organization (Schedule G)		9		
10 Exploited exempt activity income (Schedule I)		10		
11 Advertising income (Schedule J)		11		
12 Other income (See instructions; attach schedule)		12		
13 Total. Combine lines 3 through 12		13	3,463	4,318

Part II Deductions Not Taken Elsewhere (See instructions for limitations on deductions.) (Except for contributions, deductions must be directly connected with the unrelated business income.)				
14 Compensation of officers, directors, and trustees (Schedule K)		14		
15 Salaries and wages		15		
16 Repairs and maintenance		16		
17 Bad debts		17		
18 Interest (attach schedule)		18		
19 Taxes and licenses		19		
20 Charitable contributions (See instructions for limitation rules)		20		
21 Depreciation (attach Form 4562)		21	1,563	
22 Less depreciation claimed on Schedule A and elsewhere on return		22a	1,563	0
23 Depletion		23		
24 Contributions to deferred compensation plans		24		
25 Employee benefit programs		25		
26 Excess exempt expenses (Schedule I)		26		
27 Excess readership costs (Schedule J)		27		
28 Other deductions (attach schedule)		28		
29 Total deductions. Add lines 14 through 28		29		
30 Unrelated business taxable income before net operating loss deduction. Subtract line 29 from line 13		30		-855
31 Net operating loss deduction (limited to the amount on line 30)		31		
32 Unrelated business taxable income before specific deduction. Subtract line 31 from line 30		32		-855
33 Specific deduction (Generally \$1,000, but see line 33 instructions for exceptions)		33		1,000
34 Unrelated business taxable income. Subtract line 33 from line 32. If line 33 is greater than line 32, enter the smaller of zero or line 32		34		-855

Part III Tax Computation

35 Organizations Taxable as Corporations. See instructions for tax computation. Controlled group members (sections 1561 and 1563) check here <input type="checkbox"/> See instructions and:	
a Enter your share of the \$50,000, \$25,000, and \$9,925,000 taxable income brackets (in that order): (1) \$ (2) \$ (3) \$	
b Enter organization's share of: (1) Additional 5% tax (not more than \$11,750) \$ (2) Additional 3% tax (not more than \$100,000) \$	
c Income tax on the amount on line 34	35c
36 Trusts Taxable at Trust Rates. See instructions for tax computation. Income tax on the amount on line 34 from: <input type="checkbox"/> Tax rate schedule or <input type="checkbox"/> Schedule D (Form 1041)	36
37 Proxy tax. See instructions	37
38 Alternative minimum tax	38
39 Tax on Non-Compliant Facility Income. See instructions	39
40 Total. Add lines 37, 38 and 39 to line 35c or 36, whichever applies	40

Part IV Tax and Payments

41a Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	41a	
b Other credits (see instructions)	41b	
c General business credit. Attach Form 3800 (see instructions)	41c	
d Credit for prior year minimum tax (attach Form 8801 or 8827)	41d	
e Total credits. Add lines 41a through 41d	41e	
42 Subtract line 41e from line 40	42	
43 Other taxes. Check if from: <input type="checkbox"/> Form 4255 <input type="checkbox"/> Form 8611 <input type="checkbox"/> Form 8697 <input type="checkbox"/> Form 8866 <input type="checkbox"/> Other (att. sch.)	43	
44 Total tax. Add lines 42 and 43	44	0
45a Payments: A 2015 overpayment credited to 2016	45a	2,231
b 2016 estimated tax payments	45b	
c Tax deposited with Form 8868	45c	
d Foreign organizations: Tax paid or withheld at source (see instructions)	45d	
e Backup withholding (see instructions)	45e	
f Credit for small employer health insurance premiums (Attach Form 8941)	45f	
g Other credits and payments: <input type="checkbox"/> Form 2439 <input type="checkbox"/> Form 4136 <input type="checkbox"/> Other Total	45g	
46 Total payments. Add lines 45a through 45g	46	2,231
47 Estimated tax penalty (see instructions). Check if Form 2220 is attached <input type="checkbox"/>	47	
48 Tax due. If line 46 is less than the total of lines 44 and 47, enter amount owed	48	
49 Overpayment. If line 46 is larger than the total of lines 44 and 47, enter amount overpaid	49	2,231
50 Enter the amount of line 49 you want: Credited to 2017 estimated tax <input type="checkbox"/> Refunded <input type="checkbox"/>	50	2,231

Part V Statements Regarding Certain Activities and Other Information (see instructions)

51 At any time during the 2016 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If YES, the organization may have to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts. If YES, enter the name of the foreign country here	Yes	No
		X
52 During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If YES, see instructions for other forms the organization may have to file.		X
53 Enter the amount of tax-exempt interest received or accrued during the tax year \$		

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

EXECUTIVE DIR / CEO

May the IRS discuss this return with the preparer shown below (see instructions)?

☐ Yes ☐ No

Signature of officer	Date	Title	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
			MICHAEL P. MANSPEAKER, CPA	MICHAEL P. MANSPEAKER, CPA	05/10/17		*****
Firm's name			Firm's EIN				
SMITH ELLIOTT KEARNS & COMPANY, LLC			**--***3935				
Firm's address			Phone no.				
480 N POTOMAC ST HAGERSTOWN, MD 21740			301-733-5020				

Form 990-T (2016)

Schedule A – Cost of Goods Sold. Enter method of inventory valuation ►

1 Inventory at beginning of year	1		6 Inventory at end of year	6	
2 Purchases	2		7 Cost of goods sold. Subtract line 6 from line 5. Enter here and in Part I, line 2	7	
3 Cost of labor	3				
4a Additional sec. 263A costs (attach schedule)	4a		8 Do the rules of section 263A (with respect to property produced or acquired for resale) apply to the organization?		Yes No
b Other costs (attach schedule)	4b				
5 Total. Add lines 1 through 4b	5				

Schedule C – Rent Income (From Real Property and Personal Property Leased With Real Property)
(see instructions)

1. Description of property

(1) **N/A**

(2)

(3)

(4)

2. Rent received or accrued

(a) From personal property (if the percentage of rent for personal property is more than 10% but not more than 50%)	(b) From real and personal property (if the percentage of rent for personal property exceeds 50% or if the rent is based on profit or income)	3(a) Deductions directly connected with the income in columns 2(a) and 2(b) (attach schedule)
(1)		
(2)		
(3)		
(4)		
Total	Total	

(c) **Total income.** Add totals of columns 2(a) and 2(b). Enter here and on page 1, Part I, line 6, column (A) ►(b) **Total deductions.**
Enter here and on page 1, Part I, line 6, column (B) ►**Schedule E – Unrelated Debt-Financed Income** (see instructions)

1. Description of debt-financed property		2. Gross income from or allocable to debt-financed property	3. Deductions directly connected with or allocable to debt-financed property	
			STMT 1 (a) Straight line depreciation (attach schedule)	STMT 2 (b) Other deductions (attach schedule)
(1) NONRESIDENTIAL RENTAL		7,440	1,563	7,713
(2)				
(3)				
(4)				
4. Amount of average acquisition debt on or allocable to debt-financed property (attach schedule)	5. Average adjusted basis of or allocable to debt-financed property (attach schedule)	6. Column 4 divided by column 5	7. Gross income reportable (column 2 x column 6)	8. Allocable deductions (column 6 x total of columns 3(a) and 3(b))
(1) 119,670	257,053	46.55 %	3,463	4,318
(2)		%		
(3)		%		
(4)		%		
SEE STATEMENT 3 SEE STATEMENT 4			Enter here and on page 1, Part I, line 7, column (A).	Enter here and on page 1, Part I, line 7, column (B).
Totals			3,463	4,318
Total dividends-received deductions included in column 8				

Schedule F – Interest, Annuities, Royalties, and Rents From Controlled Organizations (see instructions)

1. Name of controlled organization	2. Employer identification number	Exempt Controlled Organizations			
		3. Net unrelated income (loss) (see instructions)	4. Total of specified payments made	5. Part of column 4 that is included in the controlling organization's gross inc.	6. Deductions directly connected with income in column 5
(1) N/A					
(2)					
(3)					
(4)					

Nonexempt Controlled Organizations

7. Taxable income	8. Net unrelated income (loss) (see instructions)	9. Total of specified payments made	10. Part of column 9 that is included in the controlling organization's gross income	11. Deductions directly connected with income in column 10
(1)				
(2)				
(3)				
(4)				
Totals			Add columns 5 and 10. Enter here and on page 1, Part I, line 8, column (A).	Add columns 6 and 11. Enter here and on page 1, Part I, line 8, column (B).

Schedule G – Investment Income of a Section 501(c)(7), (9), or (17) Organization (see instructions)

1. Description of income	2. Amount of income	3. Deductions directly connected (attach schedule)	4. Set-asides (attach schedule)	5. Total deductions and set-asides (col. 3 plus col. 4)
(1) N/A				
(2)				
(3)				
(4)				
Totals		Enter here and on page 1, Part I, line 9, column (A).		Enter here and on page 1, Part I, line 9, column (B).

Schedule I – Exploited Exempt Activity Income, Other Than Advertising Income (see instructions)

1. Description of exploited activity	2. Gross unrelated business income from trade or business	3. Expenses directly connected with production of unrelated business income	4. Net income (loss) from unrelated trade or business (column 2 minus column 3). If a gain, compute cols. 5 through 7.	5. Gross income from activity that is not unrelated business income	6. Expenses attributable to column 5	7. Excess exempt expenses (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
Totals		Enter here and on page 1, Part I, line 10, col. (A).	Enter here and on page 1, Part I, line 10, col. (B).			Enter here and on page 1, Part II, line 26.

Schedule J – Advertising Income (see instructions)**Part I Income From Periodicals Reported on a Consolidated Basis**

1. Name of periodical	2. Gross advertising income	3. Direct advertising costs	4. Advertising gain or (loss) (col. 2 minus col. 3). If a gain, compute cols. 5 through 7.	5. Circulation income	6. Readership costs	7. Excess readership costs (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
Totals (carry to Part II, line (5))						

Part II Income From Periodicals Reported on a Separate Basis (For each periodical listed in Part II, fill in columns 2 through 7 on a line-by-line basis.)

1. Name of periodical	2. Gross advertising income	3. Direct advertising costs	4. Advertising gain or (loss) (col. 2 minus col. 3). If a gain, compute cols. 5 through 7.	5. Circulation income	6. Readership costs	7. Excess readership costs (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
Totals from Part I ▶						
Totals, Part II (lines 1-5) ▶	Enter here and on page 1, Part I, line 11, col. (A).	Enter here and on page 1, Part I, line 11, col. (B).				Enter here and on page 1, Part II, line 27.

Schedule K – Compensation of Officers, Directors, and Trustees (see instructions)

1. Name	2. Title	3. Percent of time devoted to business	4. Compensation attributable to unrelated business
(1) N/A		%	
(2)		%	
(3)		%	
(4)		%	
Total. Enter here and on page 1, Part II, line 14 ▶			

Form **4562**

Depreciation and Amortization

(Including Information on Listed Property)

OMB No. 1545-0172

2016Attachment
Sequence No. **179**Department of the Treasury
Internal Revenue Service (99)

► Attach to your tax return.
► Information about Form 4562 and its separate instructions is at www.irs.gov/form4562.

Name(s) shown on return

HAGERSTOWN GOODWILL INDUSTRIES, INC

Identifying number

****-***0403**

Business or activity to which this form relates

INDIRECT DEPRECIATION**Part I Election To Expense Certain Property Under Section 179****Note:** If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	500,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,010,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2015 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2017. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.**Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property.) (See instructions.)**

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	37,814

Part III MACRS Depreciation (Don't include listed property.) (See instructions.)**Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2016	17	17,238
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B—Assets Placed in Service During 2016 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	
				MM	S/L	

Section C—Assets Placed in Service During 2016 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	55,052
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2016)

DAA

Statement 1 - Form 990-T, Schedule E, Column 3a - Straight Line Depreciation

Description	Deduction
NONRESIDENTIAL RENTAL DEPRECIATION	1,563
TOTAL	1,563

Statement 2 - Form 990-T, Schedule E, Column 3b - Other Deductions

Description	Deduction
NONRESIDENTIAL RENTAL ADMINISTRATIVE OVERHEAD	135
BUILDING MAINTENANCE	832
MORTGAGE INTEREST	367
PROPERTY MAINTENANCE	3,383
UTILITIES	2,960
GENERAL LIABILITY INSURANCE	36
TOTAL	7,713

Statement 3 - Form 990-T, Schedule E, Column 4 - Average Acquisition Debt

Description	Deduction
NONRESIDENTIAL RENTAL SUM OF DEBT OUTSTANDING AT FIRST OF EACH MONTH	119,670
DIVIDED BY TOTAL NUMBER OF MONTHS PROPERTY HELD	1
AVERAGE ACQUISITION DEBT	119,670

Statement 4 - Form 990-T, Schedule E, Column 5 - Average Adjusted Basis

Description	Deduction
NONRESIDENTIAL RENTAL ADJUSTED BASIS ON FIRST DAY PROPERTY WAS HELD	257,053
ADJUSTED BASIS ON LAST DAY PROPERTY WAS HELD	257,053
	514,106
DIVIDED BY 2	2
AVERAGE ADJUSTED BASIS	257,053

Code of Virginia
Title 58.1. Taxation
Chapter 36. Tax Exempt Property

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 58.1-3651. (Effective until January 15, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003.

A. Pursuant to subsection 6 (a) (6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Virginia Alcoholic Beverage Control Board to such organization, for use on such property;
3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;
4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;
5. Whether the organization provides services for the common good of the public;
6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
7. The revenue impact to the locality and its taxpayers of exempting the property; and
8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.

C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The public hearing shall not be held until at least five days after the notice is published in the newspaper.

D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.

E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606 et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.

2003, c. 1032; 2004, c. 557.

§ 58.1-3651. (Effective January 15, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003.

A. Pursuant to subsection 6 (a)(6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to such organization, for use on such property;
3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;
4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;
5. Whether the organization provides services for the common good of the public;
6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
7. The revenue impact to the locality and its taxpayers of exempting the property; and
8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.

C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The public hearing shall not be held until at least five days after the notice is published in the newspaper.

D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.



E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606


et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.



2003, c. 1032; 2004, c. 557; 2015, cc. 38, 730.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

7/26/2017

 Virginia Law Library
The Code of Virginia, Constitution of Virginia, Charters, Authorities, Compacts and Uncodified Acts are now available in both EPub and MOBI eBook formats. 

 Helpful Resources
[Virginia Code Commission](#)
[Virginia Register of Regulations](#)
[U.S. Constitution](#)

 For Developers
The Virginia Law website data is available via a web service. 

 [Follow us on Twitter](#)



FY 2018 CAPITAL IMPROVEMENTS FISCAL YEAR BUDGET REQUEST

AIRPORT AUTHORITY CAPITAL OUTLAY

ACQUIRE LAND

Land Acquisition of numerous parcels along Bufflick Road identified on the current Airport Property Map are included in the Airport Twenty-Year Master Plan and is to be acquired fee simple to meet Federal Aviation Administration design standards for Runway 14 Safety Area and for Noise Abatement. Under the Federal Aviation Administration's Part 77 Surface Requirements, the Airport is required to own fee simple property within the Primary Surfaces. This requirement is also included in the Code of Virginia 15.2.

NEW GENERAL AVIATION TERMINAL BUILDING & SITE - DESIGN PHASE

The Winchester Regional Airport proposes construction of a new general aviation terminal building. The new facility will be constructed in a new location slightly south of the existing terminal building.

Since its opening in the early 1990s, the general aviation terminal building for the Winchester Regional Airport has had only limited interior work completed. Interior repairs are necessary due to extensive usage and some damage from water leaking from the roof prior to its replacement in the Spring of 2006 by necessity. The heating and cooling systems are approaching 25 years in age and are nearing the end of their useful life. The exterior of the terminal building is made from drivet that has failed in many areas and is generally in fair to poor condition. In addition, the windows are not energy efficient and several of the window seals have failed.

FUEL STORAGE FACILITY - DESIGN/BUILD

When the taxiway "A" midfield section is relocated to meet current FAA safety design standards it will cause an encroachment into the current fuel farm site. The current site does not allow for future expansion or upgrades to meet DEQ and/or EPA regulations.

MAINTENANCE ITEMS: This item will provide for the general maintenance of eligible Airport facilities including vegetation, lighting and navigation equipment, pavement upkeep and airfield maintenance. Most maintenance items are funded on a State/Local level on a 80/20 basis.

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET
COSTS:			
Personnel	0	0	0
Operating	0	0	0
Capital	3,588,459	4,206,400	2,165,000
TOTAL	3,588,459	4,206,400	2,165,000

GOALS:

Provide a safe, efficient all weather facility to meet current and future demands for air transportation as the community continues with economic development and growth. Continue development in accordance with the Twenty-Year Master Plan adopted October 2005.

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET
REVENUES:			
Other Jurisdictions	28,652	59,180	79,826
State/Federal	3,495,989	3,992,027	1,875,500
County Funding	63,818	155,193	209,674
TOTAL	3,588,459	4,206,400	2,165,000

FY 2018 - CAPITAL IMPROVEMENT EXPENDITURES

December 9, 2016

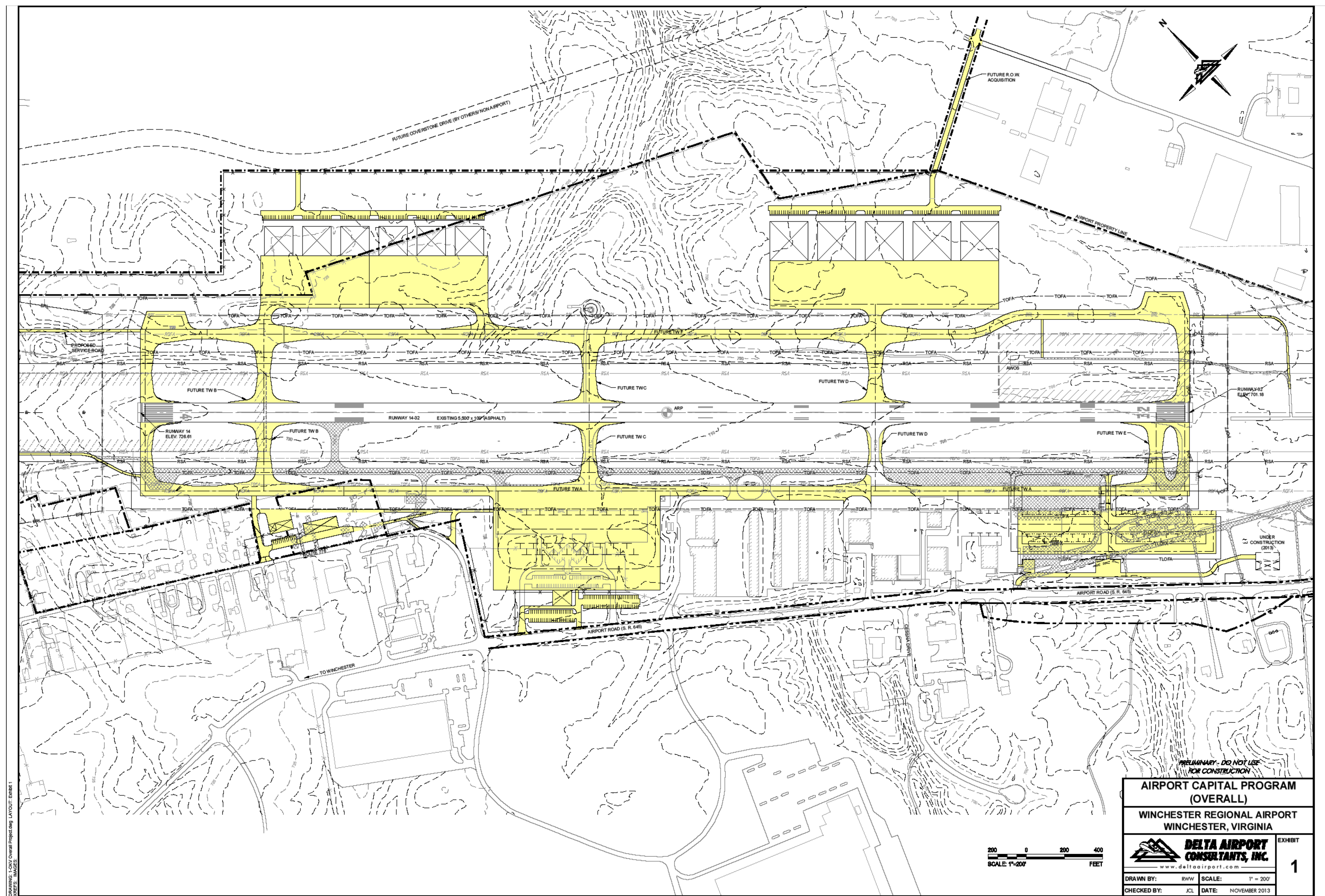
Winchester Regional Airport

Description			DETAIL AMOUNT	TOTAL AMOUNT
	Acquire Land - Parcel 64 A 64: Hott	Land Acquisition - Runway 14 Obstruction Removal	\$275,000	\$275,000
	Acquire Land - Parcel 64B A 60: Cooper	Land Acquisition - Runway 14 Obstruction Removal	\$275,000	\$275,000
	Fuel Storage Facility - Design/Build	Construct new fuel storage facility to meet current DEQ & EPA regulations	\$1,000,000	\$1,000,000
	New GA Terminal Bldg - Design	Design for construction of new terminal building	\$300,000	\$300,000
	New GA Terminal Bldg - Site Design	Design for construction of site for new terminal building	\$80,000	\$80,000
	Remark Runway 14/32	Remarking of runway 14/32	\$100,000	\$100,000
	Professional Services - Capital Projects	Various legal services, independent fee estimates on Federal projects, etc.	\$100,000	\$100,000
	State Eligible Annual Maintenance Repairs	General Repairs	\$20,000	\$20,000
	State Eligible Annual Maintenance Repairs	F & E repairs, lighting supplies, etc	\$15,000	\$15,000
	TOTAL		\$2,165,000	\$2,165,000

FY 2018 - CAPITAL IMPROVEMENT REVENUES					
Winchester Regional Airport					
December 9, 2016		REVENUE SOURCE			
Description		FEDERAL	STATE	LOCAL	TOTAL
Acquire Land - Parcel 64 A 64: Hott	90/8/2 FAA/State/Local	247,500	22,000	5,500	275,000
Acquire Land - Parcel 64B A 60: Cooper	90/8/2 FAA/State/Local	247,500	22,000	5,500	275,000
Fuel Storage Facility - Design/Build	90/8/2 FAA/State/Local - assumes relocation is driven by other AIP project	900,000	80,000	20,000	1,000,000
New GA Terminal Bldg - Design	65/35 State/Local public/private space limitations	0	195,000	105,000	300,000
New GA Terminal Bldg - Site Design	65/35 State/Local public/private space limitations	0	52,000	28,000	80,000
Remark Runway 14/32	80/20 State/Local	0	80,000	20,000	100,000
Professional Services - Capital Projects	LOCAL ONLY	0	0	100,000	100,000
State Eligible Annual Maintenance Repairs	80/20 State/Local	0	16,000	4,000	20,000
State Eligible Annual Maintenance Repairs	90/10 State/Local	0	13,500	1,500	15,000
Total Revenue Breakdown		1,395,000	480,500	289,500	2,165,000
Local Revenue Breakdown					
Contribution Clarke County		2,500			
Contribution Warren County		2,500			
Contribution Shenandoah County		5,000			
Frederick Co/City of Winchester		279,500			
Local Revenue		289,500			
		County Population	City Population	Total Population	
**Population figures based on Weldon Cooper estimates for 2015 published 1/27/2016		82,623	27,515	110,138	
FY 2017 Percentages for funding		75.0%	25.0%		







CIP**2017 - 2018 Capital Improvements Plan**

Department Project Summary Sheet

Department: Winchester Regional Airport

New and Carry Over (Modified and Unmodified) Project Requests: **Only projects that exceed \$100,000 & useful life over 5 years**

Dept Priority	Project Title	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	TOTAL CIP COST
1	New GA Terminal	380,000	3,330,000						3,710,000
2	Fuel Storage Facility Design/Build	1,000,000							1,000,000
3	North Side Svc Road		400,000						400,000
4	Taxiway A Relocation - Design/Construction		200,000	4,650,000	1,250,000	1,250,000	2,300,000		9,650,000
5	Land Parcel 64 A 64 - Hott	275,000							275,000
6	Land Parcel 64 A 60 - Cooper	275,000							275,000
7	Land Parcel 64 A 59 - Kyle						300,000		300,000
8	Land Parcel 64B A 52 - Lee						300,000		300,000
9									
10									
	TOTALS	1,930,000	3,930,000	4,650,000	1,250,000	1,250,000	2,900,000		15,910,000



2017 - 2018 Capital Improvements Plan

Individual Project Description and Justification Form

Project Name: New GA Terminal Building, Site Work and Parking Lot - Design/Build
 Department: Winchester Regional Airport
 Department Contact Person: Serena (Renny) Manuel
 Phone Number: (540) 662-5786 Email: okvmanuel@comcast.net
 Location of Project: Winchester Regional Airport Magisterial District: Shawnee
 Department Project #:

Project Description: Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Winchester Regional Airport proposes construction of a new general aviation terminal building. The new facility will be constructed in a new location slightly south of the existing terminal building.

Project Justification:

Please describe the need for this project and justify the proposed location of the project.

Since its opening in the early 1990s, the general aviation terminal building for the Winchester Regional Airport has had only limited interior work completed. Interior repairs are necessary due to extensive usage and some damage from water leaking from the roof prior to its replacement in the Spring of 2006 by necessity. The heating and cooling systems are approaching 25 years in age and are nearing the end of their useful life. The exterior of the terminal building is made from drivet that has failed in many areas and is generally in fair to poor condition. In addition, the windows are not energy efficient and several of

In 2008, a preliminary study was completed to examine needs and costs to renovate the existing terminal building. After review of the study, the WRAA determined it would be more economical to build a new energy efficient building slightly east of The proposed location of the project will allow enough room to build out a new transient apron during the taxiway relocation

Legal Requirement:

Is the project required in order to meet a State or Federal mandate or some other legal requirement?

NO

Conformance to the Comprehensive Plan:

Does the project conform to, or contribute to the attainment of the goals and objectives of the Comprehensive Plan? Is the project consistent with established policies?

The relocation of Taxiway "A" necessitates the need to demolish the existing terminal building at it's current location. This project conforms to the latest Airport Layout Plan Update (adopted by Frederick County BOS October 2005) and is consistent with established local, FAA and State policies.

Public Health, Safety or Welfare:

Does the project improve conditions affecting health, safety or welfare? Does it eliminate a clear health or safety risk?

NO

Construction Schedule: If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in previous years, including studies or other planning.

The relocation of Taxiway "A" necessitates the need to demolish the existing terminal building at it's current location. This project conforms to the latest Airport Layout Plan Update (Master Plan adopted by Frederick County BOS - October 2005) and is consistent with established local, FAA and State policies. The project will be scheduled depending on availability of State funding program.

Estimate Cost (in 2016 dollars):

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
Planning, Surveying & Design	380,000							380,000
Land Acquisition								
Site Preparation & Improvements		1,250,000						1,250,000
Construction		2,000,000						2,000,000
Furniture and Equipment		80,000						80,000
Other								
TOTAL	380,000	3,330,000						3,710,000

Basis of Cost Estimates: Check one of the following. *If you want to provide more detailed information on the estimate, please do so in the space provided.*

- _____ Cost of comparable facility or equipment
- X From cost estimate provided by an engineer, architect, or vendor
- _____ From bids received
- _____ "Preliminary" estimate, (e.g. no other basis for estimate, guesstimate)
- _____ Other (please explain)

Source of Funding: Indicate the projected amount for each funding source.

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
General Fund	99,750	874,125						973,875
Other Fund	33,250	291,375						324,625
State Grants	247,000	2,164,500						2,411,500
Federal Grants	0	0						
Bonds and Debts								
Other Fund Raising								
TOTAL	380,000	3,330,000						3,710,000

Please describe the source of funding (i.e. type of grant):

- 0% Federal Aviation Administration
- 65% Virginia Department of Aviation
- 35% Local funds

% based on Weldon Cooper data published Jan

Frederick County	75.0%
City of Winchester	25.0%



2017 - 2018 Capital Improvements Plan

Individual Project Description and Justification Form

Project Name: Fuel Storage Facility
Department: Winchester Regional Airport
Department Contact Person: Serena (Renny) Manuel
Phone Number: (540) 662-5786 Email: okvmanuel@comcast.net
Location of Project: Winchester Regional Airport Magisterial District: Shawnee
Department Project #:

Project Description: Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Construct new fuel storage facility for expansion and to meet current DEQ and EPA regulations

Project Justification:

Please describe the need for this project and justify the proposed location of the project.

When the taxiway "A" midfield section is relocated to meet current FAA safety design standards it will cause an encroachment into the current fuel farm site. The current site does not allow for future expansion or upgrades to meet DEQ and/or EPA regulations.

Legal Requirement:

Is the project required in order to meet a State or Federal mandate or some other legal requirement?

Yes, once Taxiway "A" is relocated the existing fuel farm will be within close proximity to the taxi object free area and will not meet FAA airport design standards. A new fuel storage facility will meet all current DEQ and EPA requirements.

Conformance to the Comprehensive Plan:

Does the project conform to, or contribute to the attainment of the goals and objectives of the Comprehensive Plan? Is the project consistent with established policies?

A new fuel storage facility conforms to the latest Airport Layout Plan Update (Master Plan adopted by Frederick County BOS October 2005) and is consistent with established local, FAA and State policies.

Public Health, Safety or Welfare:

Does the project improve conditions affecting health, safety or welfare? Does it eliminate a clear health or safety risk?

NO

Construction Schedule: If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in previous years, including studies or other planning.

The design/construction phases will be done within the same year. Start of project is dependent upon FAA and/or Virginia Department of Aviation funding program

Estimate Cost (in 2016 dollars):

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
Planning, Surveying & Design	100,000							100,000
Land Acquisition								
Site Preparation & Improvements								
Construction	900,000							900,000
Furniture and Equipment								
Other								
TOTAL	1,000,000							1,000,000

Basis of Cost Estimates: Check one of the following. *If you want to provide more detailed information on the estimate, please do so in the space provided.*

- _____ Cost of comparable facility or equipment
- X From cost estimate provided by an engineer, architect, or vendor
- _____ From bids received
- _____ "Preliminary" estimate, (e.g. no other basis for estimate, guesstimate)
- _____ Other (please explain)

Source of Funding: Indicate the projected amount for each funding source.

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
General Fund	15,000							15,000
Other Fund	5,000							5,000
State Grants	80,000							80,000
Federal Grants	900,000							900,000
Bonds and Debts								
Other Fund Raising								
TOTAL	1,000,000							1,000,000

Please describe the source of funding (i.e. type of grant):

- 90% Federal Aviation Administration
- 8% Virginia Department of Aviation
- 2% Local funds

% based on Weldon Cooper data published Jan

Frederick County 75.0%
City of Winchester 25.0%



2017 - 2018 Capital Improvements Plan

Individual Project Description and Justification Form

Project Name: Acquire Land - Bufflick Road, Parcel 64 A 60 (Cooper, D)
 Department: Winchester Regional Airport
 Department Contact Person: Serena (Renny) Manuel
 Phone Number: (540) 662-5786 Email: okvmanuel@comcast.net
 Location of Project: Winchester Regional Airport Magisterial District: Shawnee
 Department Project #:

Project Description: Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Winchester Regional Airport Authority proposes to acquire Parcels 64 A 60 (Cooper, David) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Project Justification:

Please describe the need for this project and justify the proposed location of the project.

Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Legal Requirement:

Is the project required in order to meet a State or Federal mandate or some other legal requirement?

The project involves land acquisition to improve the primary surfaces with the Runway Protection Zone and bring the airport up to meet the Federal Aviation Administration safety design standards.

Conformance to the Comprehensive Plan:

Does the project conform to, or contribute to the attainment of the goals and objectives of the Comprehensive Plan? Is the project consistent with established policies?

The relocation of Taxiway "A" conforms to the latest Airport Layout Plan Update (adopted by Frederick County BOS October 2005) and is consistent with established local, FAA and State policies.

Public Health, Safety or Welfare:

Does the project improve conditions affecting health, safety or welfare? Does it eliminate a clear health or safety risk?

The project aims to reduce safety risks at the airport by acquiring land within the primary surface. The airport will then work to bring this portion of the primary surface up to FAA standards for increased safety.

Construction Schedule: If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in previous years, including studies or other planning.

N/A

Estimate Cost (in 2016 dollars):

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
Planning, Surveying & Design	20,000							20,000
Land Acquisition	255,000							255,000
Site Preparation & Improvements								
Construction								
Furniture and Equipment								
Other								
TOTAL	275,000							275,000

Basis of Cost Estimates: Check one of the following. *If you want to provide more detailed information on the estimate, please do so in the space provided.*

- _____ Cost of comparable facility or equipment
- X From cost estimate provided by an engineer, architect, or vendor
- _____ From bids received
- _____ "Preliminary" estimate, (e.g. no other basis for estimate, guesstimate)
- _____ Other (please explain)

Source of Funding: Indicate the projected amount for each funding source.

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
General Fund	4,103							4,103
Other Fund	1,397							1,397
State Grants	22,000							22,000
Federal Grants	247,500							247,500
Bonds and Debts								
Other Fund Raising								
TOTAL	275,000							275,000

Please describe the source of funding (i.e. type of grant):

- 90% Federal Aviation Administration
- 8% Virginia Department of Aviation
- 2% Local funds

% based on Weldon Cooper data published Jan

Frederick County	74.6%
City of Winchester	25.4%



2017 - 2018 Capital Improvements Plan

Individual Project Description and Justification Form

Project Name: Acquire Land - Bufflick Road, Parcel 64 A 64 (Hott)
 Department: Winchester Regional Airport
 Department Contact Person: Serena (Renny) Manuel
 Phone Number: (540) 662-5786 Email: okvmanuel@comcast.net
 Location of Project: Winchester Regional Airport Magisterial District: Shawnee
 Department Project #:

Project Description: Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Winchester Regional Airport Authority proposes to acquire Parcels 64 A 64 (Hott) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Project Justification:

Please describe the need for this project and justify the proposed location of the project.

Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Legal Requirement:

Is the project required in order to meet a State or Federal mandate or some other legal requirement?

The project involves land acquisition to improve the primary surfaces with the Runway Protection Zone and bring the airport up to meet the Federal Aviation Administration safety design standards.

Conformance to the Comprehensive Plan:

Does the project conform to, or contribute to the attainment of the goals and objectives of the Comprehensive Plan? Is the project consistent with established policies?

The relocation of Taxiway "A" conforms to the latest Airport Layout Plan Update (adopted by Frederick County BOS October 2005) and is consistent with established local, FAA and State policies.

Public Health, Safety or Welfare:

Does the project improve conditions affecting health, safety or welfare? Does it eliminate a clear health or safety risk?

The project aims to reduce safety risks at the airport by acquiring land within the primary surface. The airport will then work to bring this portion of the primary surface up to FAA standards for increased safety.

Construction Schedule: If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in previous years, including studies or other planning.

N/A

Estimate Cost (in 2016 dollars):

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
Planning, Surveying & Design		20,000						20,000
Land Acquisition		255,000						255,000
Site Preparation & Improvements								
Construction								
Furniture and Equipment								
Other								
TOTAL		275,000						275,000

Basis of Cost Estimates: Check one of the following. *If you want to provide more detailed information on the estimate, please do so in the space provided.*

- _____ Cost of comparable facility or equipment
- ☒ From cost estimate provided by an engineer, architect, or vendor
- _____ From bids received
- _____ "Preliminary" estimate, (e.g. no other basis for estimate, guesstimate)
- _____ Other (please explain)

Source of Funding: Indicate the projected amount for each funding source.

Element	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Beyond FY 2022	Long Range Comprehensive Plan Projects	Total
General Fund	4,125							4,125
Other Fund	1,375							1,375
State Grants	22,000							22,000
Federal Grants	247,500							247,500
Bonds and Debts								
Other Fund Raising								
TOTAL	275,000							275,000

Please describe the source of funding (i.e. type of grant):

- 90% Federal Aviation Administration
- 8% Virginia Department of Aviation
- 2% Local funds

% based on Weldon Cooper data published Jan

Frederick County	75.0%
City of Winchester	25.0%



ORDINANCE

_____, 2017

The Board of Supervisors of Frederick County, Virginia hereby ordains that Sections 155-16 (Definitions and word usage), 155-17 (Purpose), 155-18 (Qualifications for exemption), 155-19 (Application for exemption; investigation of affidavit), 155-20 (Calculation of amount of exemption), 155-20.1 (Deferral), 155-21 (Changes in status), and 155-22 (Filing false claims) of Article III (Senior Citizens and Disabled Persons Exemption and Deferral) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia, be and the same hereby is, amended by enacting amended Sections 155-16 (Definitions and word usage), 155-17 (Purpose), 155-18 (Qualifications for exemption), 155-19 (Application for exemption; investigation of affidavit), 155-20 (Calculation of amount of exemption), 155-20.1 (Deferral), 155-21 (Changes in status), and 155-22 (Filing false claims) of Article III (Senior Citizens and Disabled Persons Exemption and Deferral) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia, as follows and to take effect on January 1, 2018 (deletions are shown in ~~bold strikethrough~~ and additions are shown in **bold underline**):

CHAPTER 155, Taxation

ARTICLE III, Senior Citizens and Disabled Persons Exemption and Deferral

§ 155-16. Definitions and word usage. [Amended xx-xx-2017]

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section, unless another meaning shall clearly appear from the context:

AFFIDAVIT **OR WRITTEN STATEMENT**

The real estate tax exemption affidavit **or written statement**.

DWELLING

The sole residence of the person claiming exemption; provided, however, that the fact that a person who is otherwise qualified for tax exemption by the provisions of this article is residing in a hospital, nursing home, convalescent home or other facility for physical or mental care for an extended period of time shall not be construed to mean that the real estate for which exemption is claimed ceases to be the sole dwelling of such person during such period of other residence, so long as the real estate in question is not used by or leased to others for consideration.

EXEMPTION

The percentage exemption, allowable under the provisions of this article, from the property tax imposed by the County ~~allowable under the provisions of this article~~.

PERMANENTLY AND TOTALLY DISABLED

As applied to a person claiming an exemption under this article, a person furnishing the certification or medical affidavits required by § 155-19 of this article and who is found by the Commissioner of the Revenue to be unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of the person's life.

TAXABLE YEAR

The calendar year, from January 1 through December 31, for which such property tax exemption is claimed.

§ 155-17. Purpose.

It is hereby declared to be the purpose of this article to provide real estate tax exemptions or deferrals for qualified property owners who are not less than 65 years of age or permanently and totally disabled and who are otherwise eligible according to the terms of this article. Pursuant to the authority of § 58.1-3210 et seq. of the Code of Virginia, the County finds and declares that persons qualifying for exemption hereunder are bearing an extraordinary real estate tax burden in relation to their income and financial worth.

§ 155-18. Qualifications for exemption.

Exemptions pursuant to this article shall be granted to persons and for property complying with the following provisions:

A. The title to the property for which exemption is claimed is held or partially held ~~by the person or persons claiming such exemption, as of January 1 of the taxable year for which such exemption is claimed.~~ (i) by the eligible person alone or in conjunction with his spouse as tenant or tenants for life or joint lives, (ii) in a revocable inter vivos trust over which the eligible person or the eligible person and his spouse hold the power of revocation, or (iii) in an irrevocable trust under which an eligible person alone or in conjunction with his spouse possesses a life estate or an estate for joint lives or enjoys a continuing right of use or support. An interest held under a leasehold or term of years does not qualify for relief under the provisions of this article.

B. The dwelling for which the exemption is claimed is occupied as the sole dwelling of such claimant or claimants.

- C. If the dwelling for which the exemption is claimed is a mobile home, the dwelling must be a structure subject to federal regulation, which is transportable in one or more sections; is eight body feet or more in width and 40 body feet or more in length in the traveling mode, or is 320 or more square feet when erected on site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation, when connected to the required utilities; and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.
- D. The person claiming such exemption is 65 years of age or older or permanently and totally disabled as of December 31 of the year immediately preceding the taxable year for which the exemption is claimed.
- E. Gross combined income.
- (1) The gross combined income from all sources of such claimant owner or owners of such dwelling living therein, of their relatives living in such dwelling, and of each nonrelative who is not the bona fide tenant or bona fide paid caregiver of an owner living in the dwelling, for the immediately preceding calendar year does not exceed the sum of \$50,000 regardless of whether an income tax return was filed or was required to be filed, provided that the first \$7,500 of any income received by any claimant owner as permanent disability compensation shall not be included in such total, and provided that the first \$8,500 of income of each relative, other than the spouse of such claimant owner or owners, who is living in such dwelling, and of each nonrelative, who is living in such dwelling and who is not the bona fide tenant or bona fide paid caregiver of an owner living in the dwelling, shall not be included in such total.
- (2) Such gross combined income of the claimant owner or owners shall not include life insurance proceeds, nor shall it include proceeds from borrowing or other debt.
- F. The net combined financial worth of such claimant owner or owners, of their relatives living in such dwelling, and of each nonrelative who is not the bona fide tenant or bona fide paid caregiver of an owner living in the dwelling, as of December 31 of the year immediately preceding the taxable year for which the exemption is claimed, does not exceed \$150,000. "Net combined financial worth" shall include the value of all assets, including equitable interests, exclusive of the fair market value of the dwelling for which exemption is claimed and of the land not exceeding one acre upon which it is situated. Furniture, fixtures and appliances in such exempt residence shall also be excluded from the net worth calculation, provided that they are normal and reasonable to the use and maintenance of the property as the residence of the **qualifying claimant** owner or owners. Net worth is computed by subtracting liabilities from assets.
- G. If an owner qualifies for an exemption, and if the owner can prove by clear and convincing evidence that his physical or mental health has deteriorated to the point that the only alternative to permanently residing in a hospital, nursing home, convalescent home or other facility for physical or mental care is to have a person move in and

provide care for the owner, and if a person does then move in for that purpose, then none of the income of that person or of that person's spouse shall be counted towards the income limit, provided the owner of the residence has not transferred assets in excess of \$10,000 without adequate consideration within a three-year period prior to or after that person moves into such residence.

§ 155-19. Application for exemption; investigation of affidavit **or written statement**.

- A. Annually and not later than April 1 of each taxable year, every person claiming an exemption under this article shall file a real estate tax exemption affidavit **or written statement** with the Commissioner of the Revenue of the County. The date for filing such an affidavit **or written statement** by an applicant may be extended by the Commissioner of the Revenue to July 1 of a taxable year in a hardship case in which the Commissioner of the Revenue determines that the applicant was unable to file by April 1 of the particular taxable year because of illness of the applicant or confinement of the applicant in a nursing home, hospital or other medical facility or institution, provided that such real estate tax exemption affidavit **or written statement** is accompanied by a sworn affidavit of one medical doctor licensed to practice medicine in the commonwealth.
- B. The affidavit **or written statement** shall set forth the names of the **related persons occupying the real estate claimant owner or owners, of their relatives living in such dwelling, and of each nonrelative who is not the bona fide tenant or bona fide paid caregiver of an owner** living in the dwelling for which exemption is claimed and the total combined net worth and combined income of such persons as defined in this article. The form of such affidavit **or written statement** shall be determined by the Commissioner of the Revenue and shall contain such other information as may be required adequately to determine compliance with the provisions of § 155-18 of this article. The affidavit **or written statement** of any person less than 65 years of age who is claiming an exemption under this article shall be accompanied by a certification from the Social Security Administration, the Department of Veterans Affairs, or the Railroad Retirement Board, or, if such person is not eligible for certification by any of these agencies, a sworn affidavit from two medical doctors licensed to practice medicine in the commonwealth or are military officers on active duty who practice medicine with the United States Armed Forces, to the effect that the applicant is permanently and totally disabled as defined in § 155-16 of this article. The affidavit of at least one of the doctors shall be based upon a physical examination of the person by such doctor. The affidavit of one of the doctors may be based upon medical information contained in the records of the Civil Service Commission which is relevant to the standards for determining permanent and total disability. In addition, the Commissioner of the Revenue may make such further inquiry of persons seeking to claim exemption requiring answers under oath and the production of certified tax returns, as may be deemed reasonably necessary, to determine eligibility for an exemption.

C. The Commissioner of the Revenue, after audit and investigation of such affidavits **or written statements**, shall certify a list of the persons and property qualifying for exemption and the amount thereof to the County Treasurer, who shall forthwith deduct the amounts of such exemption from the real estate tax chargeable for the taxable year to such persons and property.

§ 155-20. Calculation of amount of exemption.

The amount of the exemption granted pursuant to this article shall be a percentage of the real estate tax assessed for the applicable taxable year in accordance with the following scale:

<i>Total Combined Income</i>	<i>Percentage of Exemption</i>
\$0 to \$20,000	100%
\$20,001 to \$25,000	60%
\$25,001 to \$30,000	35%
\$30,001 to \$50,000	10%

§ 155-20.1. Deferral.

Any person who would otherwise be eligible for an exemption under this article but who, on account of his or her total combined income being in excess of \$20,000 but not greater than \$50,000, is only eligible for a partial exemption may request deferral of the remainder of the real estate tax due. In the event of a deferral of real estate taxes hereunder, the accumulated amount of taxes deferred shall be paid to the County by the vendor of the dwelling upon the sale of the dwelling, or from the estate of the decedent within one year after the death of the last owner thereof who qualifies for tax deferral by the provisions of this section. Such deferred real estate taxes shall be paid without penalty but shall accrue interest at the rate of 8% per annum on any amount so deferred, and such taxes and interest shall constitute a lien upon the said real estate as if it had been assessed without regard to the deferral permitted by this article. Any such lien shall, to the extent that it exceeds in the aggregate 10% of the price for which such real estate may be sold, be inferior to all other liens of record.

§ 155-21. Changes in status.

Changes in respect to income, financial worth, ownership of property or other factors occurring during the taxable year for which the affidavit **or written statement** is filed and having the effect of violating or exceeding the limitations and conditions of § 155-18 of this article shall nullify any exemption or deferral for the then current taxable year and for the taxable year immediately following, provided that a change in income shall only operate to decrease the percentage of exemption or deferral previously determined by the Commissioner of the Revenue pursuant to § 155-20 of this article to the extent that the

income amount exceeds the relevant range for a percentage of exemption or deferral set out in §§ 155-20 and 155-20.1 of this article.

§ 155-22. Filing false claims.

It shall be unlawful for any person to falsely claim an exemption or deferral under this article.



ELLEN E. MURPHY
COMMISSIONER

Frederick County, Virginia

OFFICE OF
COMMISSIONER OF THE REVENUE
107 North Kent Street | P.O. Box 552
Winchester VA 22601 | Winchester VA 22604-0552

emurphy@fcva.us

www.fcva.us/cor



Phone: 540-665-5681
Fax: 540-667-6487

MEMORANDUM

TO: Finance Committee

FROM: Ellen Murphy, Commissioner of the Revenue

DATE: July 19, 2017

RE: Frederick County Code – Article III: Senior Citizens and Disabled Persons
Exemption and Deferral

The following charts show the current and proposed changes and resulting financial impact estimate of the County's Senior Citizens and Disabled Persons tax relief program.

<i>CURRENT</i>		
<i>Total Combined Income</i>	<i>Percentage of Exemption</i>	<i>Current Financial Impact</i>
\$0 to \$20,000	100%	\$218,863.80
\$20,001 to \$25,000	60%	\$57,015.20
\$25,001 to \$30,000	35%	\$29,552.70
\$30,001 to \$50,000	10%	\$14,840.70
<i>TOTAL</i>		<i>\$320,272.40</i>

<i>PROPOSED</i>		
<i>Total Combined Income</i>	<i>Percentage of Exemption</i>	<i>Estimated Financial Impact</i>
\$0 to \$30,000	100%	\$398,324.44
\$30,001 to \$40,000	35%	\$65,000.00
\$40,001 to \$50,000	10%	\$8,000.00
<i>ESTIMATED TOTAL</i>		<i>\$471,324.44</i>
<i>(Increase of over \$150,000.00 per year)</i>		

Calculation of the impact of this relief is very labor intensive. Tax relief currently only applies to principal residences plus a garage or other necessary building and one acre. Therefore, properties over one acre are both taxed and given relief. Also factored into the tax amount is if the property is owned by anyone other than the spouse(s) thus creating a calculation that has to be a percentage of spouse(s) versus all other who are taxed as owners at 100% of the tax due. Because of this complicated calculation method, each property must be hand entered into the system to generate the tax bill. This does not allow us the option to recalculate the various percentages without staff looking at every single account.

Currently, the deferral program allowed by our Code is not being used. This deferral program allows qualifying persons getting less than 100% relief to postpone or defer payment of the tax amount as a debt against their property to be paid when the property is sold. Taxpayers qualifying for this relief have concerns that their home is their major asset so therefore they are hesitant to entail it. While the deferral program is unused, it remains an alternative for those not qualifying for 100% relief. If the Finance Committee should decide to go that route, I would still recommend that our initial bracket of relief at 100% be increased to \$30,000 total combined income.

Consideration was given to using more brackets or changing the higher income brackets, but with the use of a deferral, such relief should not be required. Also many of the homes in the higher brackets have larger assessed values and offer the homeowner other options.

Mr. Orndoff and I have discussed this proposal and he is agreeable to handling the deferral program if it becomes active. The Treasurer would have to be the one to facilitate and record such deferral so that proper collection could be made once the identified property is sold.

This proposal is being brought forward because taxpayers in financial distress are increasing, particularly in the lower income and asset brackets with costs rising on medicines, utilities, nursing care and general living expenses.

Your discussion and consideration are greatly appreciated.



Frederick County, Virginia

OFFICE OF
COMMISSIONER OF THE REVENUE
107 North Kent Street | P.O. Box 552
Winchester VA 22601 | Winchester VA 22604-0552
emurphy@fcva.us
www.fcva.us/cor



ELLEN E. MURPHY
COMMISSIONER

Phone: 540-665-5681
Fax: 540-667-6487

Finance Committee
C William Orndoff

PROPOSED		
<i>Total Combined Income</i>	<i>Percentage of Exemption</i>	<i>Estimated Financial Impact</i>
\$0 to \$25,000	100%	\$303,889.10
\$25,001 to \$40,000	35%	\$94,025.30
\$40,001 to \$50,000	10%	\$8,000.00
<i>ESTIMATED TOTAL</i>		<i>\$406,441.80</i>
<i>(Increase est \$86,000.00 per year)</i>		

Recalculation of Tax Relief as presented this morning, per Cheryl's request – makes 100% bracket to \$25,000 instead of \$30,000.

Ellen

Line of Duty Act Update

2017 Changes to the Act



VACORP

February/March 2017

Chris Carey, Administrator

Stephanie Heintzleman, Member Services Director

Risk Management | Coverage | Claims Resolution

Agenda

- Introduction
- Current Benefit Provisions
- Changes Effective 7/1/17
- What this means to localities
- Responsibilities
- Data
- Recommendations
- Questions

LODA – Current Benefit Provisions

Line of Duty Death

- One time death benefit
- Continued health insurance for family

Line of Duty Injury (cannot return to covered position)

- Continued health insurance for claimant & family

Changes Effective July 1, 2017

- Claims Reported by Locality/Jail
- Claims Administration by VRS
- Determinations by VRS
- Provision to Dispute Claims
- Recertify at 2 years, then 5 years
 - Able to return to covered position
 - Means Testing
 - Spouse

LODA Health Insurance Plan – State's Timeline

- January 2017
 - DHRM forwarded plan info and enrollment docs to current participants
- February 2017
 - Participants return enrollment docs to the DHRM
- July 1, 2017
 - **ALL eligible participants now covered under LODA health insurance plan**

LODA Health Insurance Program

- **Beginning July 1, 2017, this is the coverage available to eligible LODA Beneficiaries**
- Two Plans:
 - Plan 1 - Formerly employed (Retirees, LTD Participants, Survivors)
 - ✦ Medicare is primary
 - Plan 2 - Currently employed with a LODA employer

Source: <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-health-benefits-plans-01312017-update.pdf?sfvrsn=0>

LODA Health Insurance continued

Same plan design as COVA Care with all optional benefits

- Medical
- Behavioral Health
- Prescription Drugs
- Diagnostic, preventive and expanded dental
- Routine vision and hearing
- Employee Assistance Program
- In-network preventive care covered at 100%
- Out-of-network coverage

LODA Health Insurance continued

Out-of-Pocket Costs July 1, 2016 to June 30, 2017	
Service or Provision	Out-of-Pocket Cost
Deductible for Coinsurance - Individual/Family	\$300/\$600
Coinsurance (e.g., labs, x-rays)	20%
Out-of Pocket Cost Limit	\$1,500/\$3,000
PCP Copay	\$25 per visit
Specialist Copay	\$40 per visit
In-Patient Facility Copay	\$300 per admission
Out-Patient Facility Copay	\$125 per visit
Emergency Room Copay	\$150 per visit
Urgent Care Copay	\$40 per visit
Outpatient Prescription Drugs	
> Generic Drug Copay - Retail	\$15
> Preferred Brand Copay - Retail	\$30
> Non-Preferred Brand Copay - Retail	\$45
> Special Drug Copay - Retail	\$55
> Mail Service Copay	2 x Retail

Health Insurance Changes July 1, 2017

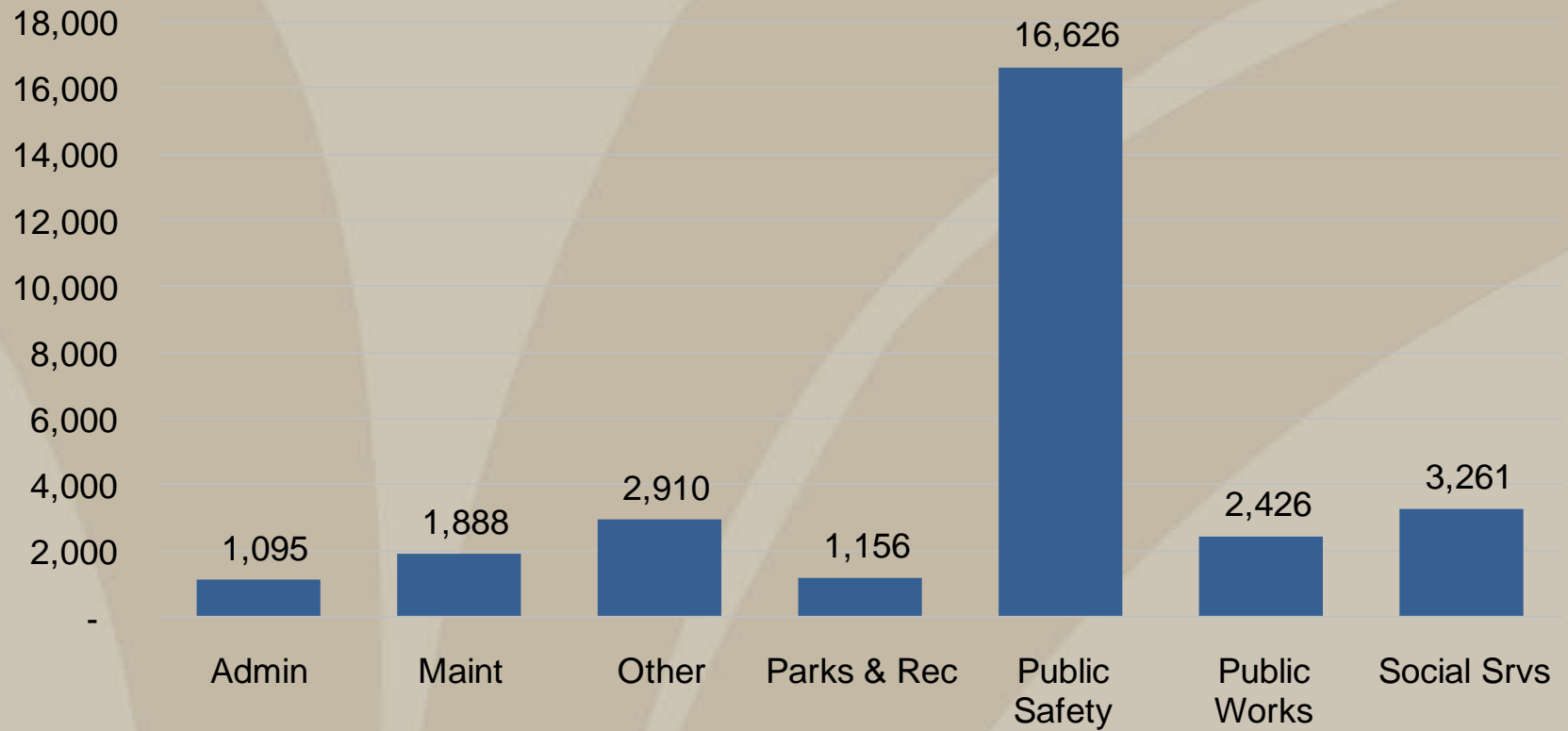
- All LODA claimants/families on same plan
- Loss of coverage when Medicare eligible
Except:
 - Current participants not affected
 - Social Security or Railroad disability
- Suspend eligibility when income greater than pre-disability
 - Current participants not affected
- Loss of coverage for Spouse if remarried
 - Pending legislation may grandfather

What does this mean for Virginia public entities?

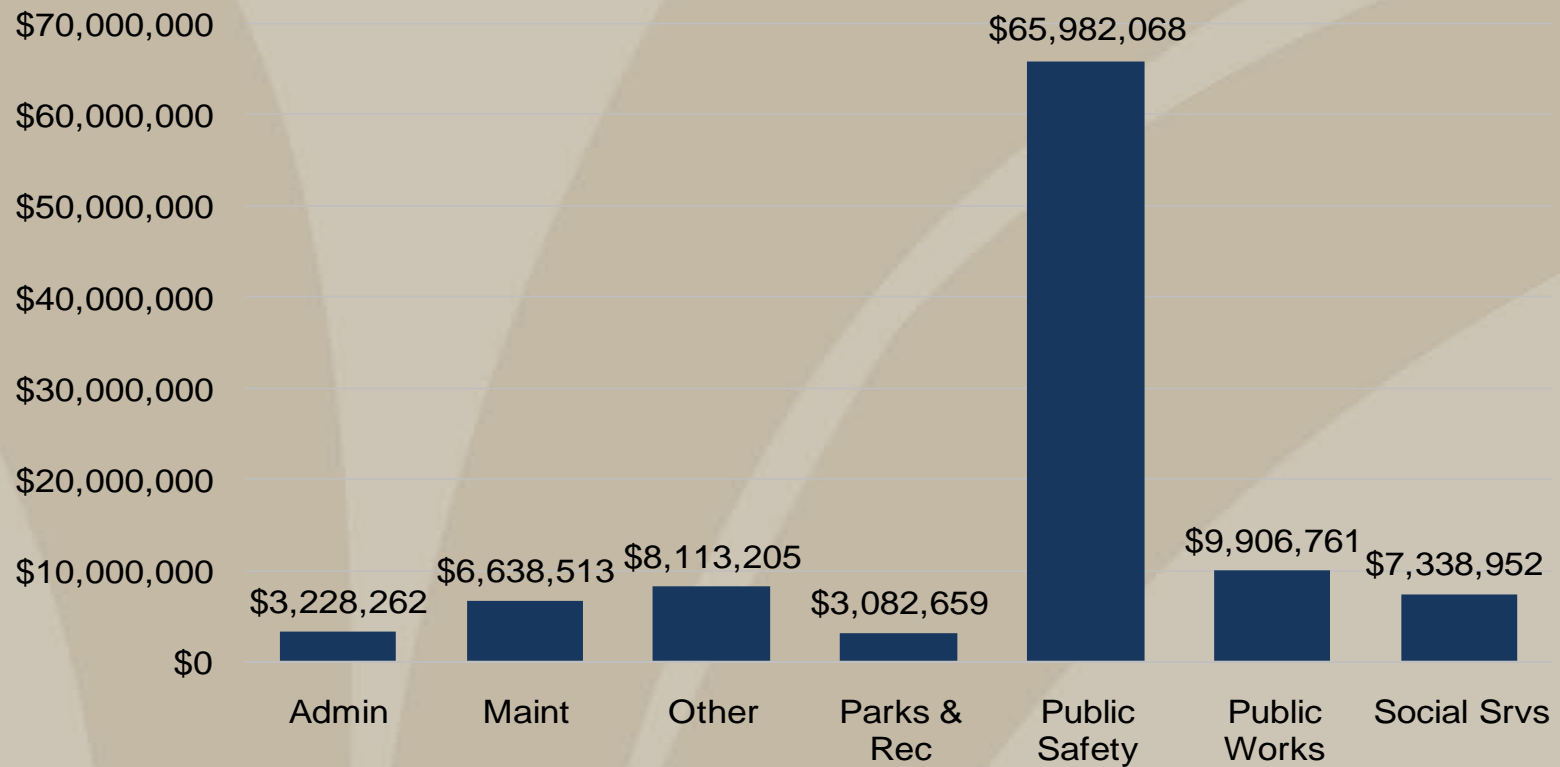
Responsibilities

- Purchase LODA coverage for all paid and volunteer public safety/emergency responders (§9.1-400 et seq. and state budget language)
- Pay for expenses associated with line of duty death and injuries to vol. firefighters (§27-41 et seq.)
- Manage and record rosters of all volunteer firefighters with Circuit Court Clerk (§27-42)

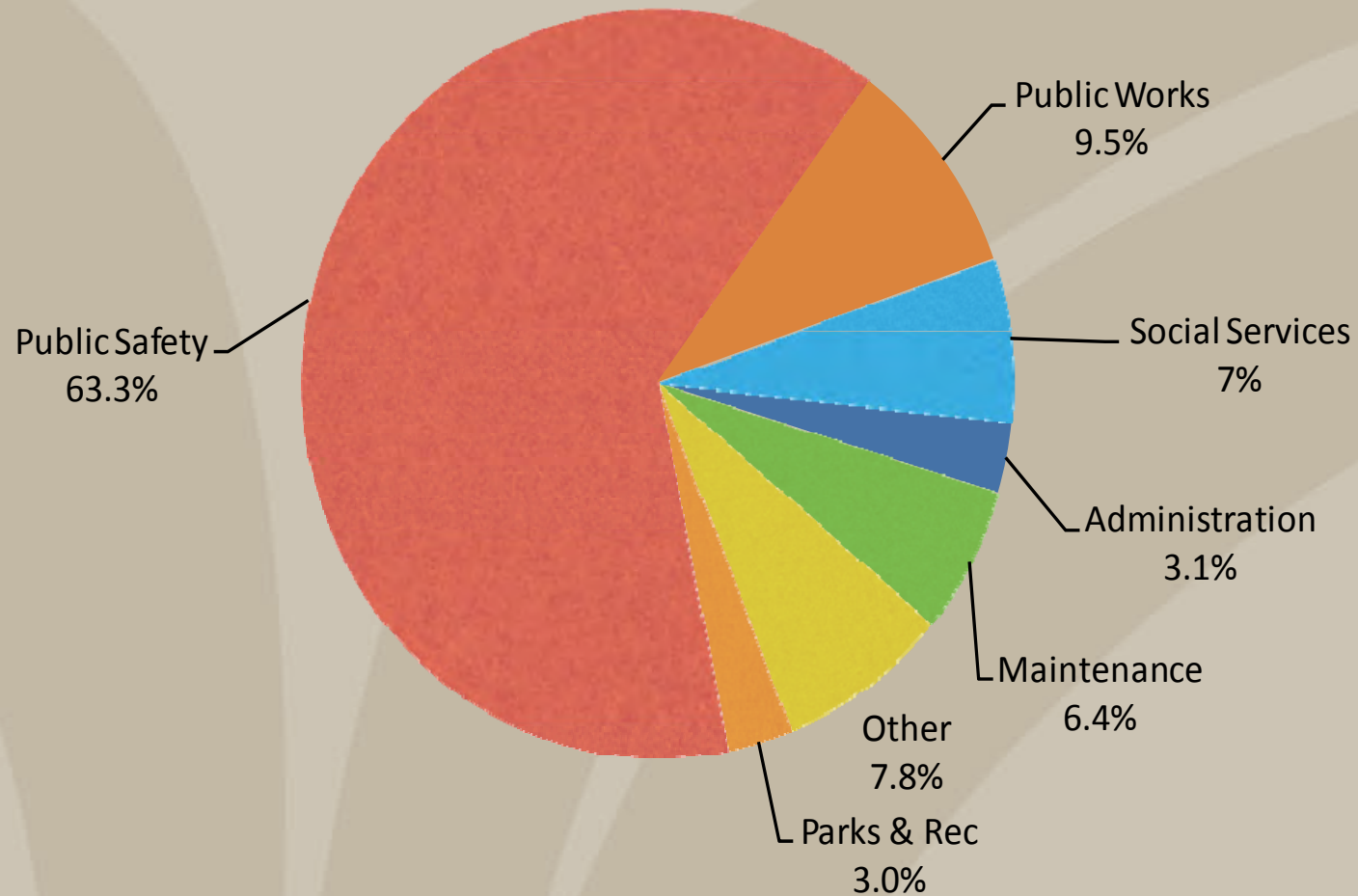
WC Claims Frequency



WC Claims Severity (cost of claims)



Claims by Department



Recommendations – Paid LODA Staff

- Reporting claims
 - Establish process for handling claims, similar to WC
 - Establish process for filing claims with VRS
- Communication
 - Most LODA claims have corresponding WC claim
 - Coordinate existing claim info with WC provider
 - Gather claim information prior to submission
 - Establish process for tracking LODA claimants/wages
 - Establish LODA training when hired and every 2 years

Recommendations – LODA Vols

- Provide Insurance/Coverage for Volunteers
 - **Locality needs to be the buyer**
 - Required to pay medicals for injuries/death
 - Control claims and contain cost
 - Access to valuable claims data
 - Purchase workers' comp and excess accident and sickness coverage; or
 - Purchase accident and sickness coverage
 - VACORP/VFIS Partnership

Recommendations - Vols (continued)

- Manage and Record Volunteer Rosters
 - Establish eligibility criteria for all vols
 - Consider fitness for duty
- Reporting claims
 - Establish point of contact and process for handling claims, similar to WC/A&S
 - Establish process for filing claims with VRS, ensuring related claims info is included

Recommendations - Vols (continued)

- Communication
 - Claims may have corresponding WC/A&S claim
 - Prior to claims submission, work with provider to gather existing claim information
 - Provide information with original claim report
 - Establish process to assist with tracking LODA claimants
 - Provide LODA training when begin serving and every 2 years

Conclusion

- Locality needs to be the **buyer** of workers' comp and/or accident and sickness coverage for volunteers
- Establish internal claims procedures
- Work with providers before reporting claim
- Establish process to keep in touch with LODA claimants
- Ongoing Training



Questions

For additional information, please contact
Stephanie Heintzleman or Chris Carey
VACORP
844-986-2705 or info@riskprograms.com



**AN ACCIDENT & SICKNESS INSURANCE PROPOSAL
PREPARED FOR:**

FREDERICK COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION
1080 COVERSTONE DRIVE
WINCHESTER, VA 22602

PRESENTED BY: LD&B INSURANCE & FINANCIAL SERVICES
PO BOX 716
MOUNT JACKSON, VA 22842

DATE PREPARED: May 11, 2017

This proposal is valid for 90 days.

Additional Entity Summary	
Included:	CLEAR BROOK VOLUNTEER FIRE & RESCUE, INC GAINESBORO FIRE COMPANY GORE VOLUNTEER FIRE COMPANY GREENWOOD VOLUNTEER FIRE AND RESCUE, INC MIDDLETOWN VOLUNTEER FIRE AND RESCUE COMPANY, INC MILL WOOD STATION VOLUNTEER FIRE AND RESCUE COMPANY #21, INC NORTH MOUNTAIN VOLUNTEER FIRE COMPANY REYNOLDS STORE VOLUNTEER FIRE AND RESCUE COMPANY #20 ROUND HILL VOLUNTEER FIRE DEPARTMENT, INC STAR TANNERY VOLUNTEER FIRE DEPARTMENT STEPHENS CITY FIRE AND RESCUE COMPANY, INC

Prepared For: FREDERICK COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION

VOLUNTEER BASIC BENEFITS		Quote Number:	87420
Loss of Life Benefits			
Accidental Death Benefit Amount		\$100,000	
Seat Belt Benefit Amount.....		\$25,000	
Safety Vest Benefit Amount.....		\$25,000	
Military Death Benefit Amount		\$15,000	
Illness Loss of Life Benefit Amount.....		\$100,000	
Dependent Child & Education Benefit Amount	Per Dependent Child	\$30,000	
Spousal Support & Education Benefit Amount		\$15,000	
Memorial Benefit Amount		\$5,000	
Dependent Elder Benefit Amount	Per Dependent Elder	\$5,000	
Repatriation Benefit Amount.....		\$2,500	
Lump Sum Living Benefits			
Accidental Dismemberment & Paralysis Benefit.....	Principal Sum	\$100,000	
Vision Impairment Benefit.....	Principal Sum	\$100,000	
Injury Permanent Impairment Benefit	Principal Sum	\$100,000	
Heart Permanent Impairment Benefit	Principal Sum	\$100,000	
Illness Permanent Impairment Benefit.....	Principal Sum	\$100,000	
Cosmetic Disfigurement Resulting from Burns Benefit.....	Principal Sum	\$100,000	
HIV Positive Lump Sum Living Benefit	Principal Sum	\$100,000	
Weekly Income Benefits			
Total Disability Benefit Weekly Amount (first 28 days)		\$750	
Total Disability Benefit Maximum Weekly Amount (after 28 days)		\$750	
Total Disability Minimum Weekly Amount.....		\$188	
Partial Disability is equal to 50% of Total Disability Benefit Limit			
Occupational Retraining Benefit	Maximum Amount	\$20,000	
Weekly Injury Permanent Impairment (Lifetime) Benefit		Included	
Medical Expense Benefits			
Benefits Paid: Excess of Workers' Comp			
Medical Expense Benefit	Maximum Amount	\$50,000	
Cosmetic Plastic Surgery Benefit.....	Maximum Amount	\$25,000	
Post-Traumatic Stress Disorder Benefit.....	Maximum Amount	\$25,000	
Critical Incident Stress Management Benefit.....	Maximum Amount	\$25,000	
Family Expense Benefit Amount.....	Per Day	\$100	
Family Bereavement & Trauma Counseling Benefit.....	Per Person	\$1,000	
Transition Benefit.....		Included	
Felonious Assault Benefit	Amount	Included	
Home Alteration & Vehicle Modification Benefit.....	Maximum Amount	\$50,000	
Volunteer Basic Premium for 1 Year		\$34,804	

Prepared For: FREDERICK COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION

VOLUNTEER OPTIONAL BENEFITS		Quote Number: 87420	
	(ANNUAL PREMIUM SHOWN)	Limit	Premium
Weekly Hospital Benefit Amount		Not Incl.	
First Week Total Disability Benefit Amount		Not Incl.	
Coordinated 28 Day Total Disability Benefit Amount.....		Not Incl.	
Weekly Injury Permanent Impairment COLA.....		Not Incl.	
Extended Total Disability Benefit.....		Included	\$1,518
Long-Term Total Disability Benefit		Included	\$4,653
Long-Term Total Disability COLA.....		Included	\$2,794
Extra Expense Benefit			
Extra Expense Benefit Monthly Amount		Not Incl.	
Extra Expense Benefit Maximum Amount		Not Incl.	
24-Hour Accident Benefit – Injury Only		Not Incl.	
Off-Duty Accident Benefit – Injury Only		Not Incl.	
Organized Team Sports Benefit Rider			
Accidental Death & Dismemberment Benefit Amount*		Not Incl.	
Total Disability Benefit Maximum Weekly Amount*		Not Incl.	
Medical Expense Benefit Maximum Amount*		Not Incl.	
Policy Amendment Rider		Not Incl.	

* Since these benefits are based on exposures (e.g. number of persons, type of activity, type of league) premium may vary annually based on differences in exposure.

Please Note: Coverage provided under the optional 24-Hour / Off-Duty AD&D benefit requires a Roster listing the covered members.

Total Volunteer Basic and Optional:	
Premium for 1 Year	\$43,769

NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA.

Executive Offices: 175 Water Street, 18th Floor, New York, NY 10038

(212) 458-5000

(a capital stock company, herein referred to as the Company)

APPLICATION FOR BLANKET ACCIDENT AND SICKNESS INSURANCE

Application for a plan of accident and sickness is hereby made by: FREDERICK COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION

(Name of Participating Organization)

to National Union Fire Insurance Company of Pittsburgh, Pa. for coverage under Blanket Accident and Sickness Master Policy as described in Quote-Number _____ a copy of which is attached to and made a part of this application.

Policy Effective Date: _____ at 12:01 A.M. in your time zone

Customer Number: C10954

Policy Termination Date: _____ at 12:01 A.M. in your time zone

Payment Plans: ☐ 1 Year – Annual
☐ 1 Year – Semi-Annual (\$1,500 policy minimum)

The following changes in limits or coverage from the above mentioned Quote-Number are hereby requested:

The above named entity hereby acknowledges that the changes shown above may result in a change of premium from that which was previously quoted.

The above named entity hereby understands that this application for accident and sickness coverage is subject to approval of the Company.

ANY PERSON WHO, WITH THE INTENT TO DEFRAUD OR KNOWING THAT HE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT MAY HAVE VIOLATED STATE LAW.

(Signed by Authorized Representative)

(Title of Authorized Representative)

Signed by Licensed Resident Agent
(Where Required by law)

(Date)

Why Accident and Sickness Coverage?

The VFIS Accident and Sickness policies provide insurance protection to help with the expenses of an unexpected injury or illness a member may suffer as a result of participation in Covered Activities of emergency service work. These expenses can be from medical expenses, lost income due to disability, or other financial losses which affect a member or their family.

The National Fire Protection Association reported 68,085 emergency service personnel injuries in 2015¹. Despite this statistic many emergency service members continue to believe that accidents only **happen to others or that Workers' Compensation** will meet all their financial needs in the event of injury, illness or even death. This is simply not always the case.

Even in states with generous Workers' Compensation benefits, there can be gaps in coverage. Common gaps are caused by waiting and retroactive periods, maximum disability income benefit limits, and pre-existing condition limitations such as heart or circulatory malfunction. In addition, benefits for fundraising events, junior members, auxiliary members, and trustees or directors may not be covered.

For over 45 years, VFIS has been offering insurance coverage which has helped to insure emergency service personnel fill the coverage gaps for the financial impact of unexpected illness or injury while performing duties on behalf of the Emergency Service Organization. As the hazards of emergency service work have changed and evolved, our program has **also evolved to keep pace with them. That's why VFIS is America's** leading provider of insurance products to Emergency Service Organizations and is widely considered the premier provider of accident and sickness insurance protection throughout the United States and Canada.

¹ *National Fire Protection Association Journal, Nov./Dec. 2016.*

Preface

This proposal provides an abbreviated description of the benefits available under the VFIS Accident and Sickness policies underwritten by National Union Fire Insurance Company of Pittsburgh, Pa. For a complete description of the coverages, please refer to the policy for your state. In all cases, the actual policy governs coverage.

We, us, or ours in this proposal refers to National Union Fire Insurance Company of Pittsburgh, Pa.

All benefits described in this proposal must arise out of and result from an **Insured Person's participation in a Covered Activity**. The term "member" used throughout this proposal refers to an Insured Person.

Throughout this proposal, key items such as policy definitions and benefit tables are included in text boxes for your ease of reference. Capitalized terms are defined in the policy. The actual policy providing benefits will be issued, and will contain reductions, limitations, exclusions, and termination provisions.

Coverage may vary by state. Refer to policy for specific coverage language and benefit amounts.

Risk Management

Emergency Service Organizations are faced with many challenges. They are responsible for protecting lives and property in an ever changing environment. Much time is spent dealing with complex financial and legal aspects of your organization.

You have requested this Accident and Sickness insurance proposal from VFIS to help cover your members. Although well known for our specialized insurance products, VFIS is equally recognized as the national leader in providing risk management services to help our clients identify and reduce their exposure to loss.

Your most important responsibility extends to the health and safety of **your personnel**. As part of VFIS's commitment to help you with this responsibility, we have developed a comprehensive series of training and educational programs that are provided at little or no cost to clients who purchase our insurance products. While insurance coverage is designed to transfer financial responsibility of loss, it is just as important that we offer resources to help you potentially prevent a loss from occurring or if it does occur, limit its impact.

Following are a few of the education and training programs that VFIS provides, which may be useful to help protect your personnel. We would be happy to help you implement any of these programs. Please contact VFIS to get started.

We are here to help.

VFIS Patient Handling addresses proper EMS patient movement, partner pairing, maximum unassisted lifting weights and limitations of equipment. The program includes an instructor's guide, participant manual, a CD-ROM and video. This program will help your organization provide training to minimize strains and sprains while lifting.

The **VFIS Infectious Disease Program** is available to assist you in the development and implementation of your administrative and operational infection control program. The program includes an instructor's guide and participant manual.

The **VFIS Emergency Vehicle Driver Training Program** is available to provide the basis for your driver training program. The program includes an instructor's guide, participant manual, CD-ROM for PowerPoint, and competency course video. VFIS Risk Control Communiqués on Intersections, Response Speed, and Warning Devices are also available to help your organization develop standard operating guidelines.

As a VFIS client, you may request these training resources which are available at no charge.

Visit vfis.com today.

Who is Covered Under the Accident and Sickness Program?

Coverage is provided for all membership classes including auxiliary members, junior members, members-in-training, officers, directors, trustees and administrative personnel.

Non-member volunteers asked by the organization to help in non-emergency events (e.g. fundraising) are also covered.

Deputized bystanders are covered at the time of the emergency while participating in the emergency.

Benefits do not change based on membership class. For example, junior members are entitled to the same benefits as fully trained emergency response volunteers.

Benefits are also available for career members for an additional premium.

Insured Person(s) – means any officially designated member of the **Policyholder** and/or **Participating Organization** while acting as:

- (1) a volunteer member for the **Policyholder** and/or **Participating Organization**;
- (2) any junior member or member in training;
- (3) any commissioner, director, trustee or other similar position associated with the **Policyholder** and/or **Participating Organization**;
- (4) any bystander deputized at the time of the emergency by an official of the **Policyholder** and/or **Participating Organization** to assist in an emergency, but only during the actual emergency;
- (5) any auxiliary member;
- (6) any non-member who is requested to participate by the auxiliary or **Policyholder** and/or **Participating Organization**;
- (7) any member who receives remuneration for on-call duty or out of pocket expenses and
- (8) **Administrative Personnel**;

Subject to the following:

An **Insured Person** will not include a **Paid Employee** while acting within the scope of his or her employment unless the policy is specifically endorsed to provide coverage for career members, except for **Administrative Personnel**.

Paid Employee(s) – means a person who receives compensation and works an average of 25 hours or more per week for the **Policyholder** and/or **Participating Organization**. The time frame used to determine the average hours or the salaried schedule will be the same time frame used to calculate the **Average Weekly Wage**. **Paid Employee** does not include **Administrative Personnel**.

When Does Coverage Apply?

Coverage is provided when a member performs any normal duty of the emergency service organization when under the direction of an officer, whether it is an emergency or non-emergency duty.

Travel to and from these duties is covered.

Good Samaritan Acts are also covered.

Most non-league sport activities held on behalf of and for the benefit of the department are covered. We do not provide benefits for football, hockey, lacrosse, soccer, boxing events, rugby or martial arts.

League Sports can be covered but will require a separate rider purchased in addition to the base policy.

Covered Activity – means any activity, including travel directly to and from such activity, which is a normal duty of an **Insured Person**, including any:

- (1) emergency response for fire suppression and rescue or emergency medical activity;
- (2) training exercise which simulates an emergency and where active physical participation is required;
- (3) **Firematic Events or Contests**;
- (4) class room training;
- (5) fund-raising activities including athletic activities solely for the purpose of raising funds for the **Policyholder** and/or **Participating Organization** or other non-profit organization when such fund-raising is performed as an activity of the **Policyholder** and/or **Participating Organization**, except any form of football, hockey, lacrosse, soccer, boxing, rugby or martial arts;
- (6) official functions attended primarily by members of the **Policyholder** and/or **Participating Organization** for which the purpose is to further the business of the **Policyholder** and/or **Participating Organization** (i.e. installation dinners, banquets, etc.);
- (7) official conventions, conferences or meetings of emergency fire, rescue or medical personnel attended by the **Insured Person** on behalf of the **Policyholder** and/or **Participating Organization** including personal travel and activities related to attending such convention, conference or meeting;
- (8) participation in pre-approved covered athletic events or programs conducted on the premises of the **Policyholder** and/or **Participating Organization**;
- (9) authorized public safety education events; and
- (10) administrative or maintenance duties.

Under no circumstances is there coverage for participation in the athletic events listed in Exclusion number 9.

The **Covered Activity** must be performed at the direction, or with the knowledge, of an officer of the **Policyholder** and/or **Participating Organization**, unless immediate action is required of the **Insured Person** at the scene of an emergency not on behalf of the **Policyholder** and/or **Participating Organization** or any other organization.

DEATH BENEFITS

Accidental Death or Illness Loss of Life

We will pay a Death Benefit when a member dies as a result of an Injury or Illness that occurs:

- a. during a specific Covered Activity; or
- b. due to a covered Injury or Illness; or
- c. due to a heart attack or stroke within 48 hours of an emergency response or training exercise requiring active physical participation.

Injury(ies) – means accidental bodily injury sustained by the **Insured Person**:

- (1) during and resulting from an **Insured Person's** participation in a specific **Covered Activity** while coverage under this policy is in force as to the **Insured Person**;
- (2) which directly (independent of sickness, disease, mental incapacity or any other cause) causes a loss to the **Insured Person**; and
- (3) which is not otherwise defined as an **Illness**.

The term **Injury**, for the purposes of this policy, will not include human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS) or AIDS related complex (ARC), or any heart or circulatory malfunction.

Illness(es) – means any disease, sickness, or infection of an **Insured Person** while coverage under this policy is in force as to the **Insured Person**. The **Illness** must:

- (1) manifest itself during a specific **Covered Activity** with the result that the **Insured Person** interrupts his or her participation in such **Covered Activity** in order to receive immediate **Medical Treatment**; or
- (2) directly result from participation in a **Covered Activity** and also result in the **Insured Person** receiving **Medical Treatment** within 48 hours of participation in such **Covered Activity**. The requirement that **Medical Treatment** be received within 48 hours is waived for **Infectious Diseases**; or
- (3) **Illness** also includes the **Mandatory Quarantine** of an **Insured Person**.

No Illness Loss of Life Benefit will be payable if an Accidental Death Benefit is payable under the policy, or if, as a direct result of participation in the same Covered Activity, an HIV Positive Benefit was paid to the member under the policy.

Seat Belt Benefit

We will pay an additional amount if a member was wearing a properly fastened seat belt at the time of a motor vehicle accident which caused death.

Safety Vest Benefit

We will pay an additional amount if a member was wearing an approved safety vest and death occurs when struck as a pedestrian at a motor vehicle accident or while directing traffic.

Military Death Benefit

We will pay a Death Benefit if a **Covered Person's** death occurs due to bodily injury while serving in the United States Military or their respective Guard or Reserve units. Death must occur within 12 months.

Covered Person - means all members who are listed on the **Policyholder** and/or **Participating Organization's** roster. The roster will be maintained and periodically updated by the **Policyholder** and/or **Participating Organization**. The roster will be kept on file by the **Policyholder** and/or **Participating Organization**.

Dependent Child And Education Benefit

If a Death Benefit is payable, We will pay an additional benefit for each surviving Dependent Child which can be used for **anything at the payee's** discretion, including costs for education, living expenses, grief counseling, etc.

Dependent Child - means any unmarried child of the **Insured Person** who was dependent upon the **Insured Person** and either claimed on the **Insured Person's** most recent or final federal tax return, or was dependent as a result of a legally enforceable agreement filed with a court or other administrative body.

Spousal Support And Education Benefit

If a Death Benefit is payable, We will pay an additional benefit to the surviving spouse of a married member. This benefit can be used for **anything at the spouse's discretion** including education, final expenses, grief counseling, etc.

Memorial Benefit

If a Death Benefit is payable, then the deceased member's department will receive an additional lump sum benefit. This benefit can be used for anything at the department's discretion, such as final expenses incurred by the department, establishing a memorial or trust fund or financial assistance to beneficiaries. This benefit is payable for each such death.

Dependent Elder Benefit

If a Death Benefit is payable, We will pay a benefit for each surviving Dependent Elder.

Dependent Elder - means any parent, parent-in-law, grandparent, grandparent-in-law, great grandparent or great grandparent-in-law of the **Insured Person** who was dependent upon the **Insured Person** and claimed on the **Insured Person's** final federal tax return.

Repatriation Benefit

If a Death Benefit is payable, We will pay the expense to transport the deceased member when their body is beyond a 30 mile radius from their current primary residence at the time of death resulting from a Covered Activity.

LUMP SUM LIVING BENEFITS

Accidental Dismemberment And Paralysis Benefit

If a member sustains a covered Injury and suffers dismemberment or paralysis, a lump sum benefit will be payable based on the extent of the Injury.

Accidental Dismemberment and Paralysis Chart

<u>For Loss of:</u>	<u>% of Principal Sum Payable</u>
Quadriplegia	200%
Paraplegia	200%
Hemiplegia	200%
Uniplegia.....	100%
Both Hands or Both Feet	100%
One Hand and One Foot	100%
Entire Sight of Both Eyes.....	100%
One Hand and Entire Sight of One Eye	100%
One Foot and Entire Sight of One Eye	100%
Speech and/or Hearing	100%
One Arm or One Leg	100%
One Hand or One Foot.....	50%
Entire Sight of One Eye	50%
Both Thumbs	50%
One Thumb.....	25%
Each Joint of a Finger or Toe.....	10%

Vision Impairment Benefit

If a member sustains a covered Injury which causes permanent vision impairment, a lump sum will be payable to the member based on the extent of the Injury. This chart shall apply separately to each eye.

Vision Impairment Chart

<u>Vision Impairment</u>	<u>% of Vision Impairment Benefit Payable Per Each Eye</u>
20/20.....	0.00%
20/30.....	2.75%
20/40.....	5.50%
20/50.....	8.25%
20/60.....	11.00%
20/80.....	16.50%
20/100.....	22.00%
20/120.....	28.00%
20/150.....	36.00%
20/180.....	44.50%
20/200 or poorer.....	50.00%

In no event will benefits be paid for both Vision Impairment Benefit and Accidental Dismemberment and Paralysis Benefit for an Injury to the same eye sustained while participating in the same Covered Activity.

Permanent Damage - means with reference to the eyes, irreparable **Injury** which results in permanently impaired vision, but not in total and irrecoverable loss of sight.

Injury Permanent Impairment Benefit

A lump sum benefit will be paid to any member who suffers a Permanent Impairment as a result of an Injury. An impairment value is assigned after the member has reached maximum medical rehabilitation, and the member's medical condition is considered stable or non-progressive.

To calculate the benefit paid, the Physician uses the "Guides to the Evaluation of Permanent Impairment" published by the American Medical Association to determine the impairment rating.

If a member has an Injury resulting in Quadriplegia, Paraplegia or Hemiplegia, 200% of the Principal Sum is payable. Uniplegia will be paid at 100% of the Principal Sum.

Benefits for an Injury due to a Permanent Impairment paid under this provision will be in addition to any Accidental Dismemberment Benefit or Vision Impairment Benefit paid or payable under the policy. However, in no event will the total amount of benefits payable as a result of any one accident exceed 100% of the largest Principal Sum shown in the Schedule for these benefits, unless:

- (1) the Permanent Impairment rating for an Injury is 90% or higher in which case 125% of the Principal Sum is payable, or
- (2) an Injury resulting in Quadriplegia, Paraplegia or Hemiplegia, in which case 200% of the Principal Sum is payable.

Permanent Impairment - means a medical condition which is a physical or functional abnormality or loss, which remains after the maximum medical rehabilitation has been achieved, and which is considered stable or non-progressive by the **Physician** at the time an evaluation is made.

Physician(s) - means any duly licensed medical practitioner:

- (1) who is acting within the scope of his or her license; and
- (2) who is not the **Insured Person** or an **Immediate Family Member**.

Heart Permanent Impairment Benefit

This lump sum benefit is payable if a member suffers a Heart Permanent Impairment which results in at least 26 weeks of Total Disability.

Heart Permanent Impairment Benefit Chart

Left Ventricular Ejection Fraction	New York Heart Association Functional Classification	Heart Permanent Impairment Benefit Due
26 to 30% function	Class II	25%
26 to 30% function	Class III or IV	50%
21 to 25% function	Class II or III	50%
21 to 25% function	Class IV	75%
Less than 21% function	Class II or III	75%
Less than 21% function	Class IV	100%

The benefit due is calculated by multiplying the benefit percentage due and the Principal Sum. The benefit is further modified by the member's age on the date of the heart impairment, according to the following table:

- Age 40 or less – 125% of the amount payable
- Age 41 to 65 – 75% of the amount payable
- Age 66 or over – 50% of the amount payable

No benefit is payable if a member had a pre-existing Left Ventricular Ejection Fraction of 35% or lower prior to the Covered Activity causing the Heart Permanent Impairment.

Heart Permanent Impairment - means a medical condition which is a physical and functional abnormality or loss as a consequence of an **Insured Person** sustaining a heart impairment as a result of a **Covered Activity**, resulting in:

- (1) a "Left Ventricular Ejection Fraction" of 30% or less; and
- (2) a "New York Heart Association Functional Classification" of II, III, or IV; and
- (3) at least 26 weeks of **Total Disability**.

Left Ventricular Ejection Fraction - means a clinically used measure of the percentage of blood the heart is able to eject from the left ventricle.

New York Heart Association Functional Classification is a standard measurement of how heart function affects activities of daily living. Below is a summary of the New York Heart Association Classification:

- I. No symptoms and no limitation in ordinary physical activity.
- II. Mild symptoms and slight limitation during ordinary activity. Comfortable at rest.
- III. Marked limitation in activity due to symptoms, even during less-than-ordinary activity. Comfortable only at rest.
- IV. Severe limitations. Experiences symptoms even while at rest.

Illness Permanent Impairment Benefit

If an Illness to a member results in 260 weeks of Total Disability Benefits, the following percentage of the Illness Permanent Impairment Benefit shown in the schedule will be payable:

- 50% If the member is unable to return to their occupation.
- 75% If the member is unable to return to any Gainful Occupation.
- 125% If the member has been approved or, if not eligible, otherwise meets the eligibility criteria for Social Security disability benefits.

If a member has received a Heart Permanent Impairment Benefit and later becomes eligible for payment under this benefit for the same condition, the amount payable under this benefit is reduced by the amount previously paid under the Heart Permanent Impairment Benefit. The percentages shown above will also apply to the total amount payable.

Cosmetic Disfigurement Resulting from Burns Benefit

If a member suffers a cosmetic disfigurement due to a burn classified as a full thickness or third degree burn, as a result of an Injury, We will provide a lump sum benefit to the member.

The payment amount is based on the amount of surface area and body part burned. Burns to body parts that are more visible will result in a higher benefit than burns occurring to less visible body parts.

Cosmetic Burn Chart

Body Part	Area Classification	Maximum Allowable % for Area Surface Burned	Maximum % of Cosmetic Disfigurement from Burns Principal Sum
Face, Neck, Head	11	9.0%	100%
Hand and Forearm (Right or Left)	5	4.5%	22.5%
Upper Arm (Right or Left)	3	4.5%	13.5%
Torso (Front or back)	2	18.0%	36.0%
Thigh (Right or Left)	1	9.0%	9.0%
Lower Leg (Below Knee) (Right or Left)	3	9.0%	27.0%

Example using the **Cosmetic Burn Chart**

- (a) If 100% of the surface of the right hand and forearm were burned the benefit would be $5 \times 4.5\% = 22.5\%$ of the Cosmetic Disfigurement Resulting from Burns Principal Sum payable; or
- (b) If 50% of surface of the right hand and forearm were burned the benefit would be $5 \times 2.25\%$ (which is 50% of 4.5) = 11.25% of the Cosmetic Disfigurement Resulting from Burns Principal Sum payable.

If the **Insured Person** suffers burns in more than one area as a result of any one accident, benefits will not exceed more than 100% of the Cosmetic Disfigurement Resulting from Burns Principal Sum.

Any Cosmetic Disfigurement Resulting from Burns Benefit paid or payable under this policy will be in addition to any Accidental Dismemberment Benefit, Injury Permanent Impairment, Heart Permanent Impairment, or Illness Permanent Impairment Benefit paid or payable under this policy. However, in no event will the total amount of benefits payable as a result of any one accident exceed 100% of the largest Principal Sum shown in the **Schedule** for these benefits.

HIV Positive Lump Sum Living Benefit

If a member contracts Human Immunodeficiency Virus (HIV) as a direct result of participation in a specific Covered Activity a lump sum benefit is payable to the member.

If either the Illness Loss of Life Benefit or the Illness Permanent Impairment Benefit is payable and the HIV Positive Lump Sum Living Benefit is also payable, only the largest lump sum amount will be paid.

HIV Positive - means the presence of **HIV** antibodies in the blood of an **Insured Person** as substantiated through both a positive screening test (enzyme-linked immunosorbent assay, ELISA) and a positive supplemental test such as Western Blot. All such tests must be approved by the Food and Drug Administration (FDA) with the interpretation of positivity as specified by the manufacturer(s).

WEEKLY INCOME BENEFITS

Total Disability Benefit/Weekly Income Benefit

If a member is unable to perform all of the material and substantial duties of their own occupation because of an Injury or Illness, We will pay the Total Disability Weekly Income Benefit.

Total Disability, Totally Disabled – means,

- (1) For an **Insured Person** with an occupation producing wages as described in the definition of **Average Weekly Wage**, the inability to perform all of the material and substantial duties of his or her own occupation.
- (2) If the **Insured Person** does not have an occupation producing wages as described in the definition of **Average Weekly Wage**, **Total Disability, Totally Disabled** means:
 - (a) the inability to perform all of the material and substantial duties of an occupation for which the **Insured Person** is qualified by reason of education, training, or experience; or
 - (b) the inability to perform all of the regular activities of the **Insured Person** prior to the covered **Injury** or **Illness**.

The **Insured Person** must be under the regular care of a **Physician** during **Total Disability**.

- **First 28 Days of Total Disability**

For the first 28 days of Total Disability, the Total Disability Benefit Amount selected will be paid regardless of the amount of lost income and is not coordinated with income from other sources (e.g. **Workers' Compensation**).

- **After 28 Days of Total Disability**

We will pay up to 100% of the member's pre-disability average income not to exceed the weekly benefit amount shown in the Schedule. The amount payable will be offset by Other Valid and Collectible Insurance or payable **Workers' Compensation**.

Other Valid and Collectible Insurance – means any:

- (1) group plan, program, or insurance policy;
- (2) other group hospital, surgical or medical benefit plan;
- (3) union welfare plans or group employer or employee benefit programs;
- (4) no-fault automobile insurance plan or similar law; or
- (5) regular or disability benefits paid under a Retirement Program after the commencement of Partial Disability or Total Disability benefits under this policy.

Other Valid and Collectible Insurance will not include benefits provided by the United States Social Security Act or any individual disability insurance plans.

Retirement Program - means any normal, early, or disability retirement benefit, provided by the **Policyholder** and/or **Participating Organization**, state, union or other entity where eligibility and/or benefits are based on employment with the **Policyholder** and/or **Participating Organization**.

After 52 weeks of Total Disability, on July 1st disability benefits will increase a minimum of 5% up to 10% maximum based on the Consumer Price Index.

Payment Example for the Fifth Week of Disability:

Amount on Schedule after 28 days	\$400
Member's Average Weekly Wage:	\$1,000
Workers' Compensation Payment:	\$400
We will pay:	\$400

Based on your benefit selection, Total Disability is payable

- (1) up to two hundred sixty (260) weeks, or
- (2) up to 520 weeks under Extended Total Disability, or
- (3) up to age 70 under Long-Term Total Disability.

Partial Disability Benefit/Weekly Income Benefit

If a member is unable to perform one or more, but not all, of the duties of their own occupation because of an Injury or Illness, We will pay the Partial Disability Weekly Income Benefit shown in the Schedule for the first 28 days of Partial Disability. The calculation will be similar to the Total Disability Benefit after 28 days.

The benefit for Partial Disability is payable for up to 52 weeks.

Partial Disability, Partially Disabled - means

- (1) For an **Insured Person** with an occupation producing wages as described in the definition of **Average Weekly Wage**, the inability to perform one or more, but not all, of the material and substantial duties of his or her own occupation.
- (2) If the **Insured Person** does not have an occupation producing wages as described in the definition of **Average Weekly Wage**, **Partial Disability, Partially Disabled** means:
 - (a) the inability to perform one or more, but not all, of the material and substantial duties of an occupation for which the **Insured Person** is qualified by reason of education, training, or experience; or
 - (b) the inability to perform one or more, but not all, of the regular activities of the **Insured Person**.

The **Insured Person** must be under the regular care of a **Physician** during **Partial Disability**.

If 52 weeks of Total Disability has been paid and the Consumer Price Index applied to the benefit, should the member become Partial/Partially Disabled, the Consumer Price Index will be applied on July 1st to the Partial Disability Benefit at a minimum of 5% up to 10% maximum.

The definition of Illness is expanded to include Mandatory Quarantine, which allows Us to reimburse wages lost due to a government mandated quarantine intended to contain an Infectious Disease.

Mandatory Quarantine - means period of isolation intended to limit the spread of an **Infectious Disease**. The **Mandatory Quarantine** of an **Insured Person** must be ordered by appropriate medical officials while acting under the authority of the local, state or federal government.

OCCUPATIONAL RETRAINING BENEFIT

If an Injury or an Illness prevents a member from holding a Gainful Occupation, We will pay Covered Retraining Expenses. This benefit is paid if the member enrolls in an institution of higher learning or a professional or trade training program. The objective of any professional or trade training program must be to return the member to a job for which he or she is suited. The professional or trade training program must be agreed upon by Us and the member.

Gainful Occupation - means a job for which an **Insured Person** is qualified by reason of education, training or experience, which has a reasonable expectation to provide more than 85% of pre-disability earnings.

Covered Retraining Expenses includes, but is not limited to, expenses for tuition, books, and any other training materials required by the institution of higher learning or professional or trade training program.

WEEKLY INJURY PERMANENT IMPAIRMENT (LIFETIME) BENEFIT

We will pay a weekly benefit if a member suffers a Permanent Impairment of 50% or greater due to a covered Injury. The benefit is payable:

- weekly for life
- even if the member returns to work in any job
- in addition to any benefit paid or payable under the policy.

Payments begin on the 261st week of disability or 521st week if the Extended Total Disability is selected. The weekly payment is calculated by applying the impairment rating percentage to the Weekly Income Benefit received by the member on the 29th day of Total Disability.

Subsequent changes in the Permanent Impairment rating due to an Injury will not affect the Weekly Injury Permanent Impairment Benefits paid or payable.

Permanent Impairment - means a medical condition which is a physical or functional abnormality or loss, which remains after the maximum medical rehabilitation has been achieved, and which is considered stable or non-progressive by the **Physician** at the time an evaluation is made.

Example:

If the Total Disability Weekly Income Benefit payable on the 29th day of Total Disability is \$600.00 and the member's Permanent Impairment rating is 70%, the lifetime Weekly Injury Permanent Impairment Benefit would be \$420 per week ($\$600 \times 70\% = \420).

MEDICAL EXPENSE BENEFITS

Reasonable and Customary Expense – means an expense which:

- (1) is charged for treatment, supplies or medical services medically necessary to treat the **Insured Person's** condition;
- (2) does not exceed the usual level of charges for similar treatment, supplies or medical services in the locality where the expense is incurred; and
- (3) does not include charges that would not have been made if no insurance existed.

Medical Expense Benefits

If Injury or Illness causes a member to incur expenses for medical care, We will pay the cost of any Reasonable and Customary Expenses. Medical expenses include items such as:

- medical, Hospital, or surgical treatment
- Home Health Care
- nursing services prescribed and monitored by a Physician
- Post-exposure Prophylaxis Protocol (PEP) treatment, when such treatment is advised by the attending Physician
- Infectious Disease screening tests
- Post-exposure preventive inoculations as a result of participation in a Covered Activity

Cosmetic Plastic Surgery Benefit

If a member needs skin grafting or plastic surgery because of an Injury for which Medical Expense Benefits are paid or payable, We will pay for the Reasonable and Customary Expenses of the surgery, up to the policy limit

Post-Traumatic Stress Disorder Benefit

We will pay Reasonable and Customary Expenses when a member suffers from Post-Traumatic Stress Disorder as a result of participation in a specific Covered Activity in which a Traumatic Incident occurred.

Post-Traumatic Stress Disorder - means emotional stress resulting from a **Traumatic Incident** experienced by an **Insured Person** which adversely affects the psychological and physical well-being of the **Insured Person**.

Critical Incident Stress Management Benefit

When the department requires the services of a Critical Incident Stress Management Team, We will pay the expenses incurred by the team. These expenses include meals, lodging and necessary travel.

The team must be requested and authorized by the Policyholder and needed due to a specific Covered Activity where a Traumatic Incident occurred.

Critical Incident Stress Management Team (CISMT) - means a formally organized group of mental health professionals and peer support individuals trained to provide support services to emergency service personnel. Such support services include stress debriefing, defusing, demobilization, stress education, spousal support, one-on-one interviews or on the scene support.

Traumatic Incident – means an abnormal experience, outside the range of usual human experiences and includes, but is not limited to:

- (1) line-of-duty death or serious injury to other **Insured Persons**;
- (2) a single incident having multiple casualties;
- (3) death or serious injury of a child; and
- (4) dealing with victims known to the **Insured Person**.

Family Expense Benefit

When a member is admitted as an inpatient to a Hospital for a covered Injury or Illness, We will pay a daily benefit to the member.

After such Hospital confinement, We will provide 50% of the scheduled daily benefit for each day the member participates in Out-Patient Physical Therapy. This benefit is payable for a combined maximum of 26 weeks for any one accidental Injury or Illness regardless of whether it is paid at 100% or 50%.

Family Bereavement and Trauma Counseling Benefit

We will pay this benefit if an Accidental Death or Illness Loss of Life Benefit is payable, or if a member's participation in a Covered Activity in which a Traumatic Incident occurred, requires a member's spouse, Dependent Child, or resident Immediate Family Member to require counseling.

TRANSITION BENEFIT

We will pay a weekly Transition Benefit equivalent to the last Total Weekly Disability Benefit if, while a member is receiving Total Disability benefits, they are involuntarily terminated from their regular employment and remain unemployed after Total Disability ends under this plan. This benefit is payable as long as the member remains unemployed up to a maximum of 26 weeks.

FELONIOUS ASSAULT BENEFIT

This benefit is payable if a member suffers an Injury or Illness as the result of a Felonious Assault that is directed at the member while participating in a Covered Activity.

Only one benefit is payable for all losses as a result of the same Felonious Assault.

Felonious Assault - means any willful or unlawful use of force upon the **Insured Person**:

- (1) with the intent to cause bodily injury to the **Insured Person**; and
- (2) that results in bodily harm to the **Insured Person**; and
- (3) that is a felony or a misdemeanor in the jurisdiction in which it occurs.

HOME ALTERATION AND VEHICLE MODIFICATION BENEFIT

We will pay for home alteration and vehicle modification expenses incurred within three years of the date of Injury or Illness, if a member requires alterations to their home and/or modifications to their vehicle as a direct result of a covered permanent and irrevocable loss. This benefit is payable in excess of benefits paid or payable under **any Workers' Compensation act**, no fault automobile insurance plan, and any Other Valid and Collectible Insurance.

Home Alteration and Vehicle Modification Expenses - means one-time expenses that:

- (1) are charged for:
 - (a) alterations to the **Insured Person's** residence that are necessary to make the residence accessible and habitable for an impaired individual; and
 - (b) modifications to a motor vehicle owned or leased by the **Insured Person** or modifications to a motor vehicle newly purchased for the **Insured Person** that are necessary to make the vehicle accessible to and/or drivable by the **Insured Person**; and
- (2) do not include charges that would not have been made if no insurance existed; and
- (3) do not exceed the usual level of charges for similar alterations and modifications in the locality where the expense is incurred;

but only if the alterations to the **Insured Person's** residence and the modifications to his or her motor vehicle are:

- (1) made on behalf of the **Insured Person**;
- (2) in compliance with any applicable laws or requirements for approval by the appropriate government authorities; and
- (3) agreed to and approved by **Us**.

OPTIONAL BENEFITS

Weekly Hospital Benefit

When a member requires inpatient hospitalization or outpatient physical therapy for either an Injury or Illness, We will pay this benefit in addition to the Weekly Income Benefit.

This benefit is payable for a maximum period of 104 weeks.

If the member is in an intensive, cardiac or critical care unit, the Weekly Hospital Benefit Amount shown in the Schedule is doubled.

First Week Total Disability Benefit

A member will receive an additional payment for the first week of Total Disability as a result of an Injury or Illness. If the member is Totally Disabled for less than one full week, We will pay a daily benefit for each day of disability. This daily benefit will be 1/7 of the scheduled weekly benefit.

This benefit is paid in addition to other weekly income benefits.

Coordinated 28 Day Total Disability Benefit

A member will receive 100% of the difference between their Average Weekly Wage, and the Total Disability Weekly Amount (first 28 days) payable under the policy plus any disability income benefits received from **Workers' Compensation or similar law** during the first 28 Days of Total Disability. If the member is Totally Disabled for less than one full week, We will pay a daily benefit for each day of disability. This daily benefit will be 1/7 of the scheduled weekly benefit.

Extended Total Disability Benefit

If the Extended Total Disability is shown on the Schedule the maximum Total Disability Benefit period is increased from five years (260 weeks) to 10 years (520 weeks). This benefit is payable if the member is Totally Disabled due to an Injury or Illness. Total Disability Definition continues to apply to your own occupation.

Long-Term Total Disability Benefit

If the Long-Term Total Disability Benefit is shown on the Schedule the Total Disability Benefit is payable to age 70. This benefit is payable if a member is Totally Disabled due to an Injury or Illness.

Long-Term Total Disability – means

- (1) For an **Insured Person** with an occupation producing wages as described in the definition of **Average Weekly Wage** at the time **Total Disability** benefits become payable, **Long-Term Total Disability** means the inability to perform all of the material and substantial duties of any **Gainful Occupation**.
- (2) For an **Insured Person** who did not have an occupation producing wages as described in the definition of **Average Weekly Wage** at the time **Total Disability** benefits become payable, **Long-Term Total Disability** means:
 - (a) the inability to perform all of the material and substantial duties of an occupation for which the **Insured Person** is qualified by reason of education, training, or experience; or
 - (b) the inability to perform any two of six activities of daily living of the **Insured Person**. Activities of daily living include mobility, eating, elimination, cognition, personal hygiene and dressing.

After 10 years of Total Disability the definition of disability will be based on any Gainful Occupation when the Long-Term Total Disability Benefit is provided.

Gainful Occupation - means a job for which an **Insured Person** is qualified by reason of education, training or experience, which has a reasonable expectation to provide more than 85% of pre-disability earnings.

Cost of Living Adjustment (COLA) Benefits

If Weekly Injury Permanent Impairment COLA or Long-Term Total Disability COLA is shown on the Schedule, the amount payable will be increased after benefits have been paid for at least 52 consecutive weeks. The percentage of increase, a minimum of 5% up to 10% maximum, is based on the increase in the Consumer Price Index.

Consumer Price Index - means the consumer price index published by the U.S. Department of Labor's Bureau of Labor Statistics for All Urban Consumers, All Items (CPI-U).

EXCLUSIONS

Extra Expense Benefit

After 26 weeks of a member's Total Disability due to a covered Injury or Illness, the member will receive the Extra Expense Benefit Monthly Amount. This benefit will cease when the member is no longer Totally Disabled, or the maximum amount shown in the schedule is paid.

Organized Team Sports Rider

This benefit provides accidental death, accidental dismemberment, total disability, or medical expense benefits if death or Injury to a member results from participation in (including travel directly to and from) a specific organized team league event, including a game or practice.

OPTIONAL 24-HOUR or OFF-DUTY ACCIDENT BENEFITS

For 24-Hour and Off-Duty Accident Benefits, Covered Person means:

Covered Person - means all members who are listed on the **Policyholder** and/or **Participating Organization's** roster. The roster will be maintained and periodically updated by the **Policyholder** and/or **Participating Organization**. The roster will be kept on file by the **Policyholder** and/or **Participating Organization**.

24-Hour Accident Benefit – Injury Only

This benefit provides a lump sum amount if a Covered Person dies or suffers dismemberment, vision loss or paralysis due to bodily injury. This benefit is paid if death, dismemberment, vision loss or paralysis occurs during a Covered Activity or an off-duty activity.

Off-Duty Accident Benefit – Injury Only

This benefit provides a lump sum amount if a Covered Person dies or suffers dismemberment, vision loss or paralysis due to bodily injury. This benefit is paid only if death, dismemberment, vision loss or paralysis does not occur during a Covered Activity.

Please note: Coverage provided under the optional 24-Hour or Off-Duty Benefits cannot be issued until a roster listing the covered members is submitted.

We will not cover any loss caused by or resulting from:

- (1) suicide or any attempt at it; or intentionally self-inflicted injuries;
- (2) injuries that happen while flying except:
 - (a) as a passenger on a commercial aircraft;
 - (b) as a passenger on any aircraft while taking part in a Covered Activity;
- (3) injuries that happen while flying as a crew member or during parachute jumps from the aircraft;
- (4) war or any act of war, whether declared or undeclared;
- (5) mental or emotional disorders, except as specifically provided for covered Post-Traumatic Stress Disorder;
- (6) treatment of alcoholism or drug addiction and any complications arising from it, except loss caused by Injury sustained during and resulting from a Covered Activity;
- (7) illness, except as provided by the policy;
- (8) military service of any state or country;
- (9) any form of football, hockey, lacrosse, soccer, boxing, rugby and martial arts;
- (10) any league sports event, except as covered under the Organized Team Sports Rider; or
- (11) Cancer.

This is only a brief description of the coverage(s) available under policy series V50000. The policy contains reductions, limitations, exclusions and termination provisions. Full details of the coverage are contained in the policy. If there are any conflicts between this document and the policy, the policy shall govern. Insurance underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., a Pennsylvania insurance company, with its principal place of business at 175 Water Street, 15th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC No. 19445.



VACORP

2017-2018

**Workers' Compensation Coverage Proposal
for**

Frederick County Volunteer Fire and EMS



For additional information, contact:
Stephanie Heintzleman
1315 Franklin Road SW
Roanoke, VA 24016
Phone: (844) 986-2705

Presented: April 5, 2017

Package coverages, terms, conditions and exclusions are only briefly outlined. For complete provisions please refer to the coverage contract.



VACORP

**We provide the most extensive coverage and service
at stable and extremely competitive pricing.**

Why VACORP?

Member-Owned, Member Governed

VACORP provides coverage and risk management expertise to local government entities throughout Virginia. By pooling risks, members enjoy the benefits of comprehensive coverage, cost savings, and price stability. Unlike a commercial carrier, VACORP is governed by a Supervisory Board that is comprised of pool members that have a common interest. As a member governed organization, VACORP knows and understands its members' needs and has a proven record of quickly responding to the changes in state laws and mandates.



Services and Resources

VACORP uses its expertise to custom design services to meet the specific needs of each member, including risk management consultations and on-site trainings.

- Customized risk management programs designed specifically for each member based on claims/risks
- Hot topic workshops presented in various regions across Virginia
- Case Management services provided by nursing professionals
- Medical Bill Review to ensure cost effective treatment for injured employees
- Nurse triage services available by trained professionals
- Live and recorded training webinars
- Online Training Courses



VACORP is pleased to provide this information. Coverage details are provided in the proposal documents. Please let us know if you need additional information.



Frederick County Volunteer Fire & EMS



Workers' Compensation

- VACORP provides the most affordable and responsive Workers' Compensation coverage available.
- VACORP provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.

Coverages

Workers' compensation coverage is provided in accordance with and limited to the Virginia Workers' Compensation Act and Employers Liability.

Employers' Liability

Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease (Per Person)	\$1,000,000
Bodily Injury by Disease (Per Accident)	\$1,000,000

Classification	Code	Payroll	Rate (Per \$100 Payroll)	Contribution
Firefighters-Volunteer	7711	\$1,022,400	\$7.28	\$74,431
Total Payroll:		\$1,022,400		
			Manual Contribution	\$74,431
		Experience Modification		1.00
		Modified Contribution		\$74,431
		Premium Discount		(\$7,852)
		Scheduled Debit/Credit		\$0
		Total Estimated Annual Contribution		\$66,579

This proposal is based on 284 volunteers performing duties on behalf of Frederick County.

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in Virginia.

Rates have been filed with the State Corporation Commission and are subject to approval.

Subject to Audit and Annual Adjustment



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Drive, Winchester, VA 22602

MEMORANDUM

LeeAnna Pyles
Director,
Public Safety
Communications

TO: Board of Supervisors

FROM: LeeAnna Pyles,
Director Public Safety Communications

SUBJECT: Public Safety Committee Meeting.
Report for June 15, 2017

DATE: July 5, 2017

A meeting of the Public Safety Committee was held on Thursday June 15, 2017 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA.

Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Walter Cunningham, Helen Lake and Blaine Dunn. Member Chuck Torpy was not present. Also in attendance were Fire & Rescue Chief Denny Linaburg, County Attorney Rod Williams, Deputy Fire Chief Larry Oliver, Assistant County Attorney Erin Swisshelm, Communications Director LeeAnna Pyles, Deputy County Administrator for Human Services Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman and Deputy Director of Emergency Management Chester Lauck. The following items were discussed:

*****Item Not Requiring Action*****

1. Presentation from VaCorp and VFIS (see attached):

The Committee heard a presentation from VACoRP and VFIS in regards to workman's compensation and accident/injury coverage for Volunteer Fire & Rescue personnel. VACoRP representative Stephanie Heintzelman outlined the VACoRP program. She then introduced Scott King with VFIS who discussed the accident/injury portion of claims filed that are not deemed workman's compensation. This program could be beneficial to the Volunteer work force. Missi Neal, Administrative Assistant in the Fire & Rescue department stated that the total cost for the department could go up approximately \$43,769 for FY18.

The Public Safety Committee referred this matter go to the Finance Committee for their consideration with the Fire & Rescue staff providing more details, and that the County consider the workman's compensation coverage and the VFIS \$34,804 basic premium.

Frederick County Board of Supervisor's

Finance/Audit Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Finance Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, three (3) citizen members as appointed by the Chairman of the Board, and two (2) non-voting liaisons: the County Treasurer and the County Commissioner of the Revenue. The Finance Director will serve as secretary of the Committee with the duties including preparing agendas and reports to the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to provide oversight for all financial policies, procurement policy, financial planning, risk management, debt issuance, budget development and other fiscal related issues.

II. Purpose

The primary function of the Committee is to review matters of a financial nature including proposed changes to fiscal/procurement policies and the review and recommendation for matters of a financial nature coming forward to the Board including, but not limited to, supplemental appropriations, transfers and contracts. The Committee's primary duties and responsibilities are as follows:

- To provide to the Board means for determining the manner in which policies, programs, and resources authorized by the Board are being deployed by management consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances, and directives.
- Develop and submit reports, draft policies and/or recommendations regarding audits and the finances of the County to the full Board for its consideration.
- To serve as the Audit Committee to assist the Board in carrying out its oversight responsibilities by reviewing financial information provided in the County's annual financial report.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

III. Meetings and Quorum

The Committee shall meet monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director(s) with the responsibilities for finance shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting. A majority of the total Committee composition shall constitute a quorum for the purposes of conducting the business of the Committee.

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

A. Finance

1. Review and advise the Board and senior management of the County with respect to finance initiatives, policies and procedures, including activities relating to procurement.
2. Provide direction during the preparation of the annual budget. Review the County Administrator's final budget proposal and provide recommendations to the Board with respect to those proposals including tax rates and fees.
3. Review and advise the Board on supplemental appropriation requests, transfers and change orders as dictated by policy.
4. Review the budgetary and financial implications of management's tactical and strategic plans.
5. Review periodic or interim budget and/or financial statements to ensure the County is operating within approved financial and budgetary allocations and that the County is appropriately safeguarding its financial resources.

B. Audit

1. Perform independent review and execute oversight of the financial reporting process, internal controls and independent auditors.
2. Provide a forum separate from management in which auditors and other interested parties can discuss the annual audit.
3. Meet with the external auditors during the entrance and exit conferences and at other times as needed or upon request of the external auditors. Review and approve the annual external audit engagement letter.
4. Manage the County's internal audit function including review and approval of the internal annual audit work plan, reports and recommendations. The internal auditor shall report functionally to the Chair of the committee or designee. The Committee chair, along with the County Administrator and Finance Director, shall conduct annual evaluations of the auditor's performance. The Committee Chairman shall participate in decisions regarding the appointment of the internal auditor and the acceptance of the internal audit plan.

C. Other Duties Related to Review, Reports and Improvement Procedures

1. Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.
2. Report all meetings of the Committee to the Board on the matters discussed at each Committee meeting, as appropriate.

3. Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

Original: Adopted by Board of Supervisors 1/25/2012

Revisions:

9/9/2013: reduced Board of Supervisor representatives from four (4) to three (3)

9/29/2014: no changes

10/21/2015: no changes

JULY 2017 Budget Transfers

Page 1

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/1/2017	COMMISSIONER OF THE REVENUE	COR PROMOTIONS	1209	1001	000	002	3,711.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	003	2,643.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	058	2,312.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	064	3,375.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	069	3,965.00
	COMMISSIONER OF THE REVENUE		1209	2001	000	000	1,224.00
	COMMISSIONER OF THE REVENUE		1209	2002	000	000	1,472.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	1003	000	000	(10,702.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	1006	000	000	(8,000.00)
7/1/2017	REGISTRAR	SALARY INCREASES	1302	1001	000	001	12,004.00
	REGISTRAR		1302	2001	000	000	918.30
	REGISTRAR		1302	2002	000	000	1,104.36
	REGISTRAR		1302	2006	000	000	157.25
	REGISTRAR		1302	2011	000	000	10.80
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(14,194.71)
7/1/2017	CLERK OF THE CIRCUIT COURT	CLERK'S STORAGE UNIT	9301	5890	000	000	(1,601.00)
	CLERK OF THE CIRCUIT COURT		2106	9002	000	000	1,601.00
7/14/2017	PUBLIC SAFETY COMMUNICATION	AMHERST PRE-EMPLOYMENT TESTS	3506	3002	000	000	70.00
	PUBLIC SAFETY COMMUNICATION		3506	5413	000	000	(70.00)
7/14/2017	PUBLIC SAFETY COMMUNICATION	BUY WATER INVOICE	3506	3010	000	000	35.80
	PUBLIC SAFETY COMMUNICATON		3506	5413	000	000	(35.80)
7/17/2017	SHERIFF	FORFEITED ASSET FUNDS TXF for VEHICLES	3102	5413	000	008	(124,280.05)
	SHERIFF		3102	8005	000	000	124,280.05
7/20/2017	SHERIFF	RETURN UNUSED FUNDS FOR VEHICLE PURCHASE	3102	5413	000	008	9,874.86
	SHERIFF		3102	8005	000	000	(9,874.86)

Budget Calendar

FY 2018-19

July 12, 2017	Board of Supervisors Budget Worksession
July 13, 2017	CA meets with Department Heads to discuss BOS Budget Worksession
July 19, 2017	Finance Committee discusses Property Tax Relief
August 16, 2017	Finance Committee discusses Personal Property Tax on Airplanes and continues discussion on Property Tax Relief.
September 20, 2017	Year End Financials presented to Finance Committee.
October 5, 2017	County Administrator discusses upcoming Budget requests and changes at staff meeting
October 18, 2017	Finance Committee Chairman presents Budget Directive to Finance Committee
October 26, 2017	Budget requests and directive sent to Departments
November 27, 2017	Budget requests from departments and outside agencies due back to the Finance Department
December 20, 2017	Budget Worksession following Finance Committee meeting. Preliminary discussion on notebooks, scenarios and department presentations.
January 17, 2018	Budget Worksession following Finance Committee meeting. Possible department presentations
January 31, 2018	Budget Worksession – Time to be determined
February 14, 2018	Budget Worksession prior to BOS meeting
February 21, 2018	Budget Worksession following Finance Committee meeting. Possible department presentations.
February 28, 2018	Budget Worksession prior to BOS meeting
March 7, 2018	Final Worksession before budget advertisement
March 12, 2018	Budget Advertisement in newspaper
March 21, 2018	Public Hearing on Budget
April 11, 2018	Budget Adoption



**COUNTY OF FREDERICK
OUTSIDE AGENCY FUNDING REQUEST
FISCAL YEAR 2018-2019**

The County of Frederick, Virginia provides funding allocations based on available resources to regional agencies that deliver services to residents of Frederick County. Allocations are subject to an annual review and decision process as part of the yearly budget process, and allocations may be subject to reduction or discontinuation. An allocation one year does not guarantee future allocations.

HOW TO APPLY

To be considered for funding, applicant agencies must complete the application using the instructions provided. Applications may be submitted electronically, by mail, or delivered in person. It is preferred that agencies submit the application, including required attachments, as a single electronic file. Electronic submissions must be in the same format as hard copy submissions.

All applications must be complete and received by 5:00 p.m. on Monday, November 27, 2017 at the following location:

Attn: Jennifer L. Place, Risk Manager/Budget Analyst
County of Frederick, Virginia
Finance Department
107 North Kent Street
Winchester, VA 22601

Questions about this application may be directed to Jennifer Place at 540.665.5610 or via e-mail at jplace@fcva.us.

BACKGROUND

Funding is distributed to agencies that provide direct services contributing to the economic development, education, health, and/or well being of Frederick County citizens. Funds have previously been allocated based on available resources. The following factors have been considered in evaluating applications:

- The agency's mission is consistent with the County's overall service mission;
- There is documented need for the agency's program or service;
- There are demonstrated positive results for the program or service;
- The program or service provides a direct benefit to Frederick County residents;
- The program or service enhances County functions;
- There are documented efforts by the agency to secure funding from other sources;
- The agency has the administrative resources to administer funds and to implement/oversee the program or service.

PROPOSAL PREPARATION

A. Agency Information

Agency Name:	
Agency Address:	
Agency Phone:	Agency Fax:
Website:	Federal Tax ID #:
Contact Person(name, job title and email address):	
Agency's E-mail Address :	Contact Phone Number:
Funding Request Amount:	
Signature of Authorized Individual*:	

*By signing this document you agree that you are in compliance with all local, state, and federal laws.

B. General Information. Responses may not exceed a total of two pages for all questions in this section.

1. Mission
2. Unduplicated clients/individuals served between July 1, 2016 and June 30, 2017
3. Number of households served between July 1, 2016 and June 30, 2017
4. Number of Frederick County households served between July 1, 2016 and June 30, 2017

C. Agency Services. Respond to each of the following items. Responses may not exceed a total of 5 pages for all questions in this section.

1. Please provide a brief description of the services provided in Frederick County, including:
 - a) Program activity and description;
 - b) How many years you have provided the service and client service numbers for the last three (3) years;
2. Please explain your collaborations with other agencies within Frederick County (including County departments) who may be providing similar or related programs.
3. Please explain the positive impacts your services will have on Frederick County.
4. Please describe specifically how you will use Frederick County funds.
5. Please describe how the amount of funds requested from Frederick County was determined.
6. Please provide copy of latest audit.

7. For currently funded agencies; what would the impact be if Frederick County does not contribute to your agency? For new requests, how would your agency utilize County funds? Explain how your organization uses Frederick County funding as leverage to obtain funding from other sources and what other efforts are made to obtain funding.

Financial Information

	FY 18	FY 19 Requested/Planned
FUNDING SOURCES		
County of Frederick Budget Appropriation		
Other Local Governments (Please list):		
▪		
▪		
▪		
State Government		
Federal Government		
Fundraising		
Other Funding		
TOTAL		
Frederick County funds as % of Total funding sources	%	%
BUDGET		
TOTAL PERSONNEL		
TOTAL OPERATIONS		
CAPITAL PROJECTS		
TOTAL BUDGET		

Attachments

Please provide copies of the following documents related to your agency:

- Most recent audit report (state reason if no audit has been conducted)
- Verification of Internal Revenue Service (IRS) status (501(c)3 or other), such as valid correspondence from the IRS stating the agency's tax status
- If applicable, the agency's most recent completed IRS form 990

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	FO Description
---	----	----	-----	----	-----	-----		-----
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/07/2014	6,199,898.00		00	CONSTRUCTION OF NEW ROUND HILL
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/07/2014	369,930.23-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	11/07/2014	385,912.79-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	11/17/2014	4,683.71		00	RELOCATION OF EXISTING SVBC
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	11/17/2014	53,329.23		00	INSTALL MULTIPLE UTILITY
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	12/10/2014	357,379.82-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	1/27/2015	519,121.62-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	1/28/2015	2,364.74		00	ADD'L WORK REQUIRED
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	2/20/2015	492,502.50-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	3/20/2015	180,871.07-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	4/22/2015	296,802.59-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/18/2015	3,539.00		00	REMOVAL OF EXIST PHONE LINE
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/22/2015	263,958.95-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/26/2015	9,547.14		00	UPGRADE SPINNING WHEEL IN
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/27/2015	14,560.81		00	CHG DR HOWRE, ADD'L WIRING
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/27/2015	.00		00	EXTEND CONTRACT DATE
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/16/2015	28,689.47		00	ELBC SERV ENTRANCE CHG
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/16/2015	5,077.49		00	ADD ELBC HOIST & TROLLEY BEAM
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/16/2015	346.40		00	REL DOUBLE DRS & NEW FRAME
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/24/2015	685,140.52-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	7/24/2015	213,229.07-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/17/2015	4,901.50		00	RADIO MAST AND WEATHERHEAD
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/17/2015	.00		00	GAS APPLIANCE & ANSUL VALVE
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/17/2015	4,709.68		00	HOSE RACK AT HOSE TOWER
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/17/2015	470.92-		00	HOSE TOWER LADDER AT CATWALK
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/17/2015	.00		00	CONCRETE DECK SUPPORT
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/25/2015	427,725.82-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	9/11/2015	.00		00	EXTEND SUBSTANTIAL COMPL. DATE
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/08/2015	572,506.67-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/21/2015	10,586.54		00	REV CONDUIT RUN-TOWER
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/21/2015	7,533.56		00	IT MEETING REV
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/21/2015	14,654.83		00	MECH/PLMB PERMIT MOD
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/21/2015	2,189.30		00	KITCHEN EQUIP REV
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/22/2015	324,114.59-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	12/23/2015	400,025.57-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	1/27/2016	127,558.30-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	2/08/2016	254,012.14-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	12/22/2016	35,000.00-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	12/26/2016	86,348.25-		00	PURCHASE ORDER REDUCTION
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	4/06/2017	312,081.59-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	4/12/2017	518.41-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/13/2017	2,400.00-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	7/13/2017	50,000.00-		00	
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	7/13/2017	8,999.98-	.00	00	

						.00 *		
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	2/05/2016	7,099,000.00		00	IFB #2015-06C
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	4/20/2016	817,339.28-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	5/20/2016	559,303.87-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	6/27/2016	694,991.07-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	7/26/2016	857,203.04-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	8/15/2016	23,456.95		00	SNOWDEN BRIDGE BOULEVARD
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	8/24/2016	1,300,544.16-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	9/23/2016	700,289.32-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	10/25/2016	614,182.16-		00	

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
---	-----	----	-----	----	-----	-----		-----
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	11/28/2016	577,204.74-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	12/27/2016	558,503.30-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	1/05/2017	7,764.45		00	SNOWDEN BRIDGE BOULEVARD
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	1/25/2017	94,149.30-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	2/13/2017	326,511.16-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	3/15/2017	85,390.65		00	SNOWDEN BRIDGE BOULEVARD
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	5/23/2017	76,565.65-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	5/23/2017	8,825.00-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	5/24/2017	13,122.00		00	SNOWDEN BRIDGE BOULEVARD
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	6/08/2017	13,122.00-		00	
21882	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-009-	6/08/2017	30,000.00-		00	
						.00		

						.00 *		
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	5/06/2016	2,125,770.00		00	CDD LANDFILL
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	6/27/2016	263,768.82-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	7/26/2016	232,761.78-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	8/24/2016	444,755.60-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	9/06/2016	17,046.50		00	CHANGE ORDER #1
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	9/23/2016	539,571.96-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	10/25/2016	288,973.37-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	11/28/2016	254,934.78-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	2/14/2017	4,489.65		00	CHANGE ORDER #2
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	5/10/2017	83,566.69-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	5/10/2017	15,174.53-		00	
21926	005267	HEITZER INC C WILLIAM	4012-042040-8900-000-001-	6/23/2017	23,798.62-		00	
						.00		

						.00 *		
21963	006224	BOLAND	4010-043040-8001-000-000-	6/21/2016	33,768.00		00	TRACER SYSTEM HVAC CONTROLS CH
21963	006224	BOLAND	4010-043040-8001-000-000-	1/20/2017	11,818.80-		00	
21963	006224	BOLAND	4010-043040-8001-000-000-	3/22/2017	19,754.28-		00	
21963	006224	BOLAND	4010-043040-8001-000-000-	6/21/2017	2,194.92-		00	
						.00		

						.00 *		
21964	005472	WILSONS ASPHALT	4010-043040-8900-000-000-	6/21/2016	12,260.00		00	PARKING LOT REPAIRS AT CAB
21964	005472	WILSONS ASPHALT	4010-043040-8900-000-000-	12/08/2016	7,312.50-		00	
21964	005472	WILSONS ASPHALT	4010-043040-8900-000-000-	6/23/2017	4,947.50-	.00	00	
21964	005472	WILSONS ASPHALT	4010-043040-8900-000-006-	6/21/2016	28,820.00		00	PARKING LOT REPAIRS AT BOWMAN
21964	005472	WILSONS ASPHALT	4010-043040-8900-000-006-	9/23/2016	16,050.00-		00	
21964	005472	WILSONS ASPHALT	4010-043040-8900-000-006-	11/28/2016	12,770.00-		00	
						.00		

						.00 *		
22016	005006	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	10/05/2016	341,000.00			DELTA AMEND 14
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	10/25/2016	13,042.00-			
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	12/22/2016	6,272.82-			
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	1/25/2017	5,072.50-			
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	2/22/2017	12,617.68-			
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	3/23/2017	8,173.91-			
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	4/24/2017	5,363.12-			
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	5/23/2017	5,866.90-			

AP240	8/11/2017	COUNTY OF FREDERICK VA.	OPEN PURCHASE ORDERS	* OPEN *	PAGE 3		
PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY PO Description
---	-----	----	-----	----	-----	-----	-----
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	7/13/2017	4,368.94-		
22016	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	7/21/2017	27,139.37-	253,082.76	

						253,082.76 *	
22022	005205	GALLS LLC	4010-031020-5410-000-000-	10/13/2016	8,475.00		HI LITE XPLIITA W/ 2 CARRIERS
22022	005205	GALLS LLC	4010-031020-5410-000-000-	2/22/2017	4,079.74-	4,395.26	

						4,395.26 *	
22029	010113	QUALITY PIPE CLEANING CO	4026-012260-8800-000-003-	10/20/2016	3,540.00	3,540.00	INSPECTION OF STORM SEWER

						3,540.00 *	
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	4,290.00		00 YOUTH BASKETBALL GILDAN 8000
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	6,570.00		00 THANKSGIVING SK GILDAN 8400
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	1,497.50		00 HS VOLLEYBALL ALL SPORT M1009
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	599.00		00 RUNNING CLUB ALL SPORT M1009
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	1,198.00		00 YOUTH TRIATHLON AL SPORT M1009
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	712.80		00 SWIM TEAM GILDAN 8000
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	438.00		00 AQUATIC STAFF GILDAN 8400
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	243.00		00 AQUATIC STAFF GILDAN 8000
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	11/03/2016	351.75		00 AQUATIC STAFF NEXT LEVEL 6233
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	12/08/2016	6,156.00-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	12/22/2016	188.76-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	12/22/2016	1,042.47-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/24/2017	1,295.58		00 YOUTH BASKETBALL GILDAN 8000
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	362.36-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	463.32-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	926.64-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	694.98-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	310.88-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	628.05-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	875.16-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	1/25/2017	90.09-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	3/23/2017	544.80-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	5/10/2017	786.69-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/23/2017	1,104.30-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/23/2017	409.00-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/23/2017	227.70-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/23/2017	746.35-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/23/2017	324.50-		00
22034	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/23/2017	793.50-	520.08	00

						520.08 *	
22035	005114	GENERAL EXCAVATION INC	4085-081030-8801-000-336-	11/08/2016	1,830,505.00		NORTHSIDE CONNECTOR CONSTR
22035	005114	GENERAL EXCAVATION INC	4085-081030-8801-000-336-	7/21/2017	195,842.50-	1,634,662.50	

						1,634,662.50 *	
22066	005006	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	2/23/2017	7,000.00		00 DEE PROGRAM UPDATE

AP240 8/11/2017

COUNTY OF FREDERICK VA.

OPEN PURCHASE ORDERS

* OPEN *

PAGE 4

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
---	-----	-----	-----	----	-----	-----		-----
22066	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	4/06/2017	5,600.00-		00	
22066	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-336-	7/13/2017	1,400.00-	.00	00	

						.00 *		
22071	000625	CONSOLIDATED ELECTRIC	4010-071100-3004-000-003-	3/01/2017	6,862.00	6,862.00		REPLACE 60' POLE ON BALLFIELD

						6,862.00 *		
22073	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/07/2017	22,545.20		00	GLOBE #D1253-G JACKET
22073	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/07/2017	19,591.80		00	GLOBE #E1253-G TROUSERS
22073	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/07/2017	213.07		00	GLOBE #D1253-G LETTERING
22073	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/07/2017	.00		00	SHIPPING INCLUDED PER
22073	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/07/2017	.00		00	REQUEST TO HAVE GEAR IMPORTED
22073	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/21/2017	42,327.19-		00	
22073	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/21/2017	22.88-	.00	00	

						.00 *		
22076	010261	RINKER DESIGN ASSOCIATES	4085-081030-8801-000-170-	3/09/2017	9,500.00			RELOCATION SERVICES OF TENANT
22076	010261	RINKER DESIGN ASSOCIATES	4085-081030-8801-000-170-	4/24/2017	1,674.97-			
22076	010261	RINKER DESIGN ASSOCIATES	4085-081030-8801-000-170-	5/23/2017	132.23-			
22076	010261	RINKER DESIGN ASSOCIATES	4085-081030-8801-000-170-	6/08/2017	142.10-	7,550.70		

						7,550.70 *		
22079	005879	SODEXO WOOD CO	4031-081020-5413-000-000-	3/13/2017	4,426.00		00	BUSINESS & EDUCATION SUMMIT
22079	005879	SODEXO WOOD CO	4031-081020-5413-000-000-	7/21/2017	875.00-		00	
22079	005879	SODEXO WOOD CO	4031-081020-5413-000-000-	7/21/2017	2,624.00-		00	
22079	005879	SODEXO WOOD CO	4031-081020-5413-000-000-	7/21/2017	927.00-	.00	00	

						.00 *		
22081	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-000-	3/15/2017	6,164.50			RA223M 69 GRAIN .223 ROUNDS
22081	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-000-	3/15/2017	2,442.40			RA40TA 165 GRAIN ROUND
22081	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-000-	3/15/2017	16,849.00			USA40SW 165 GRAIN ROUND
22081	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-000-	6/21/2017	19,291.40-	6,164.50		

						6,164.50 *		
22084	005802	SHEEHY FORD OF RICHMOND	4010-031020-8005-000-000-	3/27/2017	89,256.00			2017 POLICE INTERCEPTOR SUV
22084	005802	SHEEHY FORD OF RICHMOND	4010-031020-8005-000-000-	3/27/2017	101,420.00	190,676.00		2016 POLICE INTERCEPTOR SEDAN

						190,676.00 *		
22085	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	4/04/2017	481.04			DUTY HOLSTER RT HAND
22085	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	4/04/2017	206.16			DUTY HOLSTER LEFT HAND
22085	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	4/04/2017	259.90			QUIC-KIT3
22085	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	4/04/2017	1,732.50			RECEIVING PLATE
22085	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	4/04/2017	1,732.50	4,412.10		UNIVERSAL BELT LOOP

4,412.10 *

AP240 8/11/2017

COUNTY OF FREDERICK VA.

OPEN PURCHASE ORDERS

* OPEN *

PAGE 5

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
---	-----	----	-----	----	-----	-----		-----
22086	000390	MOTOROLA SOLUTIONS INC	4010-031020-5409-000-000-	4/04/2017	6,548.84		00	APX6500 W/ ACCESSORIES
22086	000390	MOTOROLA SOLUTIONS INC	4010-031020-5409-000-000-	7/21/2017	6,190.76-		00	
22086	000390	MOTOROLA SOLUTIONS INC	4010-031020-5409-000-000-	7/21/2017	358.08-	.00	00	

						.00 *		
22088	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5407-000-000-	4/11/2017	5,062.33		00	AV 3000 HT FACE PIECES & MISC.
22088	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5407-000-000-	6/21/2017	4,164.15-		00	
22088	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5407-000-000-	6/21/2017	898.18-	.00	00	

						.00 *		
22089	006966	WITMER PUBLIC SAFETY	4010-035050-5410-000-000-	4/11/2017	1,897.96		00	BULLARD HELMET
22089	006966	WITMER PUBLIC SAFETY	4010-035050-5410-000-000-	4/11/2017	1,127.46		00	PGI NOMEK FACE/NECK SHROUD
22089	006966	WITMER PUBLIC SAFETY	4010-035050-5410-000-000-	4/11/2017	948.98		00	BULLARD HELMET
22089	006966	WITMER PUBLIC SAFETY	4010-035050-5410-000-000-	6/21/2017	1,127.46-		00	
22089	006966	WITMER PUBLIC SAFETY	4010-035050-5410-000-000-	6/21/2017	2,846.94-	.00	00	

						.00 *		
22090	008310	INDIAN SPRINGS MFG CO INC	4010-035050-5605-000-002-	4/14/2017	4,140.00		00	VARIOUS UPGRADE KITS FOR
22090	008310	INDIAN SPRINGS MFG CO INC	4010-035050-5605-000-002-	4/14/2017	66.00		00	SHIPPING & HANDLING
22090	008310	INDIAN SPRINGS MFG CO INC	4010-035050-5605-000-002-	6/21/2017	4,206.00-	.00	00	

						.00 *		
22092	009070	DISYS SOLUTIONS INC	4010-053160-5401-000-000-	4/27/2017	3,355.00		00	CISCO PHONES
22092	009070	DISYS SOLUTIONS INC	4010-053160-5401-000-000-	6/21/2017	3,355.00-	.00	00	

						.00 *		
22093	008877	MS COMMUNICATIONS	4010-035060-8003-000-000-	4/27/2017	14,712.00		00	UPGRADE BROADBAND PATH TOWER
22093	008877	MS COMMUNICATIONS	4010-035060-8003-000-000-	7/13/2017	14,712.00-	.00	00	

						.00 *		
22095	010306	STAR COMPUTER SUPPLY LLC	4010-031020-5409-000-005-	4/27/2017	25,827.50		00	SEIKO THERMAL PRINTER
22095	010306	STAR COMPUTER SUPPLY LLC	4010-031020-5409-000-005-	6/23/2017	25,827.50-	.00	00	

						.00 *		
22096	005283	SUNGARD PUBLIC SECTOR INC	4010-031020-5409-000-005-	4/27/2017	28,075.00			ELECTRONIC SUMMONS SOFTWARE
22096	010405	SUPERION LLC	4010-031020-5409-000-005-	6/23/2017	21,835.00-	6,240.00		

						6,240.00 *		
22098	010317	JUPITER ASSOCIATES LLC	4010-035050-5404-000-000-	4/28/2017	2,716.00		00	TRUEBLOT WOUND PACKING
22098	010317	JUPITER ASSOCIATES LLC	4010-035050-5404-000-000-	6/21/2017	2,716.00-	.00	00	
22098	010317	JUPITER ASSOCIATES LLC	4010-035050-5411-000-000-	4/28/2017	6,714.75		00	PREHOSPITAL TRAUMA LIFE

AP240 8/11/2017

COUNTY OF FREDERICK VA.

OPEN PURCHASE ORDERS

* OPEN *

PAGE 6

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
---	-----	----	-----	----	-----	-----		-----
22098	010317	JUPITER ASSOCIATES LLC	4010-035050-5411-000-000-	5/04/2017	527.95		00	INSTRUCTOR'S TOOLKIT CD
22098	010317	JUPITER ASSOCIATES LLC	4010-035050-5411-000-000-	5/04/2017	172.95		00	INSTRUCTOR'S TEST BANKS CK
22098	010317	JUPITER ASSOCIATES LLC	4010-035050-5411-000-000-	6/21/2017	7,415.65-	.00	00	

						.00 *		
22099	004748	CHANNING L BETE CO INC	4010-035050-5404-000-000-	4/28/2017	528.00		00	FAST 1 TRAINER W/FAST1
22099	004748	CHANNING L BETE CO INC	4010-035050-5404-000-000-	4/28/2017	2,600.00		00	LIFE/FORM CRICOTHYROTOMY
22099	004748	CHANNING L BETE CO INC	4010-035050-5404-000-000-	7/21/2017	3,128.00-	.00	00	

						.00 *		
22100	005411	EMERGENCY MEDICAL	4010-035050-5404-000-000-	4/28/2017	3,950.00		00	LABORAL AIRWAY MANAGEMENT
22100	005411	EMERGENCY MEDICAL	4010-035050-5404-000-000-	6/21/2017	3,950.00-	.00	00	

						.00 *		
22101	007013	COMPRO COMMUNICATIONS	4010-035060-3004-000-001-	5/03/2017	4,999.92		00	MULTICOOPER AND INSTALLATION
22101	007013	COMPRO COMMUNICATIONS	4010-035060-3004-000-001-	6/21/2017	5,312.35-		00	
22101	007013	COMPRO COMMUNICATIONS	4010-035060-3004-000-001-	6/21/2017	312.43	.00	00	

						.00 *		
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	5/03/2017	245.76		00	JUMPSUIT NAVY MEDIUM
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	5/03/2017	737.28		00	JUMPSUIT NAVY SIZE XL
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	5/03/2017	737.28		00	NAVY JUMPSUIT SIZE 2XL
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	5/03/2017	737.28		00	JUMPSUIT NAVY SIZE 3XL
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	5/03/2017	420.00		00	JUMPSUIT NAVY SIZE 4XL
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	5/03/2017	234.00		00	LETTERING CN JUMPSUITS
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	7/21/2017	3,084.60-		00	
22102	001867	BOB BARKER COMPANY INC	4011-033010-5410-000-001-	7/21/2017	27.00-	.00	00	

						.00 *		
22103	006771	GANDE ENTERPRISES INC	4010-035060-3004-000-001-	5/04/2017	4,672.00	4,672.00		TKR750 BASE STATIONS

						4,672.00 *		
22104	004534	GOVCONNECTION INC	4026-012260-8800-000-003-	5/04/2017	7,991.87			MONDOPAD SYSTEM & ACCESSORIES
22104	004534	GOVCONNECTION INC	4026-012260-8800-000-003-	6/21/2017	6,751.87-			
22104	004534	GOVCONNECTION INC	4026-012260-8800-000-003-	6/21/2017	115.00-	1,125.00		

						1,125.00 *		
22105	005899	DOCUMENT SOLUTIONS INC	4010-012100-8007-000-000-	5/11/2017	9,070.00	9,070.00		KONICA MINOLTA C458

						9,070.00 *		
22106	005397	SOUTHERN COMPUTER	4010-042010-5401-000-000-	5/12/2017	3,973.38	3,973.38		PROJECTOR/TABLE BUNDLE

3,973.38 *

AP240 8/11/2017

COUNTY OF FREDERICK VA.

OPEN PURCHASE ORDERS

* OPEN *

PAGE 7

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
---	-----	----	-----	----	-----	-----		-----
22107	010324	HORIZON DISTRIBUTORS INC	4010-071100-5407-000-000-	5/12/2017	3,685.50	3,685.50		HR LELY SPREADER LEL-59-1000

						3,685.50 *		
22108	001230	ALBAN TRACTOR CO INC	4010-043040-3004-000-005-	5/19/2017	8,346.52	8,346.52		WATER PUMP GENERATOR PSB

						8,346.52 *		
22109	009949	BUCKS FABRICATING	4010-042030-8006-000-000-	5/19/2017	9,050.00			CUSTOM 30 YD RECYCLER
22109	009949	BUCKS FABRICATING	4010-042030-8006-000-000-	5/19/2017	7,810.00	16,860.00		CUSTOM 40 YD RECEIVER CAN

						16,860.00 *		
22110	008548	INTERRA GLOBAL CORP	4012-042040-5413-000-001-	5/19/2017	28,512.00			GRANULAR SILICA GEL
22110	008548	INTERRA GLOBAL CORP	4012-042040-5413-000-001-	5/19/2017	2,100.00	30,612.00		FREIGHT SILICA MEDIA

						30,612.00 *		
22111	010358	LINAPHN SERVICES LLC	4011-033010-3004-000-003-	5/23/2017	4,000.00		00	RECEPTACLES IN MEDICAL
22111	010358	LINAPHN SERVICES LLC	4011-033010-3004-000-003-	5/23/2017	2,750.00	6,750.00	00	RECEPTACLES IN PROPERTY

						6,750.00 *		
22112	010366	PREMIER CONSTRUCTION	4010-035060-3004-000-001-	5/23/2017	5,150.00	5,150.00		INSTALL ANTENNAS

						5,150.00 *		
22113	009230	SENSORCON INC	4010-035050-5605-000-002-	5/24/2017	3,864.00	3,864.00		CARBON MONOXIDE DETECTOR

						3,864.00 *		
22114	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	5/24/2017	5,100.00		00	GLOBE MES CROSSFIRE KNIGHT 14"
22114	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	5/24/2017	2,589.28		00	PRO WARRINGTON 14" STRUCTURAL
22114	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	5/24/2017	150.00		00	SHIPPING & HANDLING
22114	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	7/21/2017	5,100.00-		00	
22114	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	7/21/2017	2,589.28-		00	
22114	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	7/21/2017	150.00-	.00	00	

						.00 *		
22115	001109	MIRACLE RECREATION	4010-071030-8900-000-000-	5/25/2017	92,722.00	92,722.00		NATURAL PLAY AREA PLAYGROUND

						92,722.00 *		
22116	005205	GALLS LLC	4010-031020-5410-000-000-	6/06/2017	9,693.00	9,693.00		GUARDIAN GEN 1.5 CARRIER

						9,693.00 *		

AP240	8/11/2017	COUNTY OF FREDERICK VA.	OPEN PURCHASE ORDERS	* OPEN *	PAGE 8		
PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY PO Description
---	-----	----	-----	----	-----	-----	-----
22117	010383	HALL AUTOMOTIVE	4010-071040-8005-000-000-	6/08/2017	22,712.47	22,712.47	2017 DODGE CARAVAN

						22,712.47 *	
22118	010296	TACTICAL DISTRIBUTORS	4010-031020-5410-000-001-	6/08/2017	2,590.00		G3COMBAT PANTS
22118	010296	TACTICAL DISTRIBUTORS	4010-031020-5410-000-001-	6/08/2017	2,030.00		G3 COMBAT SHIRT MULTICAM
22118	010296	TACTICAL DISTRIBUTORS	4010-031020-5410-000-001-	6/08/2017	350.00		AIRFLEX COMBAT KNEE PAD
22118	010296	TACTICAL DISTRIBUTORS	4010-031020-5410-000-001-	6/08/2017	276.64		AIRFLEX ELBOW PAD
22118	010296	TACTICAL DISTRIBUTORS	4010-031020-5410-000-001-	6/08/2017	30.00	5,276.64	SHIPPING

						5,276.64 *	
22119	004534	GOVCONNECTION INC	4011-033010-5401-000-000-	6/12/2017	3,937.70		00 DOCUMENT SCANNERS
22119	004534	GOVCONNECTION INC	4011-033010-5401-000-000-	7/21/2017	3,937.70-	.00	00

						.00 *	
22120	006224	BOLAND	4010-043040-8001-000-000-	6/12/2017	10,233.00	10,233.00	INSTALLATION OF NEW HEAT PUMP

						10,233.00 *	
22121	005035	TRANE U.S. INC	4010-043040-8001-000-000-	6/12/2017	7,947.00	7,947.00	STANDARD EFFICIENCY WSHF

						7,947.00 *	
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	6/13/2017	7,380.00		00 STATPACK G3 BACKUP BAG
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	6/13/2017	7,650.00		00 STATPACK G3 BACKUP BAG
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	6/13/2017	2,304.00		00 STATPACK G3 AIRWAY CELL
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	6/13/2017	1,560.00		00 STATPACK G3 UNIVERSAL CELL
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	6/13/2017	200.00		00 SHIPPING & HANDLING
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	7/21/2017	17,334.00-		00
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	7/21/2017	1,560.00-		00
22122	003943	MOORE MEDICAL LLC	4010-035050-5404-000-000-	7/21/2017	200.00-	.00	00

						.00 *	
22123	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/15/2017	16,268.84		GLOBE #D1253-G JACKET PER
22123	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/15/2017	14,157.50		GLOBE #E1253-G TROUSERS PER
22123	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/15/2017	192.40		GLOBE #D1253-G LETTERING
22123	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/15/2017	.00	30,618.74	S&H INCLUDED &

						30,618.74 *	
22124	002497	TURF EQUIPMENT & SUPPLY	4010-071100-8001-000-000-	6/19/2017	21,527.20	21,527.20	TORO WORKMAN HDX CART

						21,527.20 *	
22125	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5407-000-000-	6/19/2017	9,366.00		SCBA FACEPIECES, PARTS, &
22125	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5407-000-000-	6/19/2017	30.00	9,396.00	SHIPPING AND HANDLING

9,396.00 *

AP240 8/11/2017

COUNTY OF FREDERICK VA.

OPEN PURCHASE ORDERS

* OPEN *

PAGE 9

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
---	-----	----	-----	----	-----	-----		-----
22126	005397	SOUTHERN COMPUTER	4010-022020-5401-000-000-	6/19/2017	3,653.74	3,653.74		FI-7480 SCANNER

						3,653.74 *		
22127	010325	ANTHEM SPORTS LLC	4010-071100-8001-000-000-	6/21/2017	10,229.90			KWIK GOAL 2B3306
22127	010325	ANTHEM SPORTS LLC	4010-071100-8001-000-000-	6/21/2017	907.90			KWIK GOAL WHEEL KIT
22127	010325	ANTHEM SPORTS LLC	4010-071100-8001-000-000-	6/21/2017	458.74	11,596.54		SHIPPING

						11,596.54 *		
22128	010395	AXIOM TEST EQUIPMENT INC	4010-035060-3004-000-001-	6/21/2017	7,500.00		00	IMR MASTER CABLE ANALYZER
22128	010395	AXIOM TEST EQUIPMENT INC	4010-035060-3004-000-001-	7/21/2017	7,500.00-	.00	00	

						.00 *		
22129	010397	AAA TESTERS	4010-035060-3004-000-001-	6/21/2017	2,569.93			HANDHELD TL TESTER
22129	010397	AAA TESTERS	4010-035060-3004-000-001-	7/21/2017	2,568.62-	1.31		

						1.31 *		
22130	009068	SOFTWARE UNLIMITED CORP	4010-022020-5401-000-000-	6/21/2017	5,749.20		00	OMNI SOFTWARE
22130	009068	SOFTWARE UNLIMITED CORP	4010-022020-5401-000-000-	7/13/2017	5,749.20-	.00	00	

						.00 *		
22131	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/21/2017	4,788.98			GLOBE MES CROSSFIRE KNIGHT
22131	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/21/2017	60.00	4,848.98		SHIPPING & HANDLING

						4,848.98 *		
22132	003379	MOTOROLA COMMUNICATIONS &	4010-035050-3004-000-001-	6/21/2017	11,100.00	11,100.00		SINGLE RADIO AND MULTI RADIO

						11,100.00 *		
22133	009982	WILLIAMS DIRECT DRYERS	4010-035050-8009-000-000-	6/21/2017	6,995.00		00	PORTABLE, 4 STATION, TURNOUT
22133	009982	WILLIAMS DIRECT DRYERS	4010-035050-8009-000-000-	6/21/2017	1,595.00		00	WALL MOUNT 9 PAIR GLOVE DRYER
22133	009982	WILLIAMS DIRECT DRYERS	4010-035050-8009-000-000-	6/21/2017	1,000.00		00	LIMITED 10 YEAR WARRANTY
22133	009982	WILLIAMS DIRECT DRYERS	4010-035050-8009-000-000-	6/21/2017	547.04-		00	DISCOUNT
22133	009982	WILLIAMS DIRECT DRYERS	4010-035050-8009-000-000-	6/21/2017	397.02		00	SHIPPING & HANDLING
22133	009982	WILLIAMS DIRECT DRYERS	4010-035050-8009-000-000-	7/21/2017	9,439.98-	.00	00	

						.00 *		
22134	004982	LINCOLN EQUIPMENT INC	4010-071100-8001-000-000-	6/22/2017	5,895.00			MARLOW 4SPC PUMP ITEM#13-230
22134	004982	LINCOLN EQUIPMENT INC	4010-071100-8001-000-000-	6/22/2017	665.00			MARLOW 4SPC REEL BASKET 13-236
22134	004982	LINCOLN EQUIPMENT INC	4010-071100-8001-000-000-	6/22/2017	325.00	6,885.00		FREIGHT

						6,885.00 *		

AP240	8/11/2017	COUNTY OF FREDERICK VA.	OPEN PURCHASE ORDERS	* OPEN *	PAGE 10		
PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY PO Description
---	-----	----	-----	----	-----	-----	-----
22135	005899	DOCUMENT SOLUTIONS INC	4010-012130-8007-000-000-	6/23/2017	5,195.00	5,195.00	KONICA MINOLTA 368 COPIER SCAN
						5,195.00 *	
22136	008286	BULLEX DIGITAL SAFETY	4010-035050-8009-000-000-	6/26/2017	10,395.00		BULLS EYE BASE PACKAGE - NEW
22136	008286	BULLEX DIGITAL SAFETY	4010-035050-8009-000-000-	6/26/2017	960.00		BULLS EYE TRANSPORT CASE - NEW
22136	008286	BULLEX DIGITAL SAFETY	4010-035050-8009-000-000-	6/26/2017	333.15	11,688.15	SHIPPING AND HANDLING
						11,688.15 *	
22137	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	6/26/2017	962.50		WORKRITE WOMEN'S CUT NOMEX
22137	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	6/26/2017	4,812.50		WORKRITE MEN'S A-CUT NOMEX
22137	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	6/26/2017	5,419.26		WORKRITE MEN'S B-CUT NOMEX
22137	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	6/26/2017	330.00	11,524.26	SHIPPING AND HANDLING
						11,524.26 *	
22138	010415	MAPTECH INC	4010-035050-8009-000-000-	6/27/2017	10,125.00	10,125.00	IFLOWS GAUGE EQUIP & INSTALL
						10,125.00 *	
22139	000390	MOTOROLA SOLUTIONS INC	4010-035060-8003-000-000-	6/27/2017	825,000.00	825,000.00	RADIO CONSOLE UPGRADE
						825,000.00 *	
22140	002497	TURF EQUIPMENT & SUPPLY	4010-071090-8001-000-000-	6/27/2017	15,438.40	15,438.40	TORO WORKMAN GIX UTILITY VEHIC
						15,438.40 *	
22141	002497	TURF EQUIPMENT & SUPPLY	4010-071090-8001-000-000-	6/27/2017	12,987.80	12,987.80	TORO 72" Z-TURN MOWE 74274
						12,987.80 *	
22142	001867	BOB BARKER COMPANY INC	4010-031020-5410-000-001-	6/27/2017	6,952.00	6,952.00	BAISKIN VIPER PS W/ VIPER MSS
						6,952.00 *	
						3,359,336.53 **	

Frederick County Public Schools: FY2017 Year-End Encumbrances

Account Description	Object Code	Fund Description	PO #	Vendor Name	PO Date	Open Amount	Item Description
Capital Outlay Replacement	008101	SCHOOL OPERATING FUND	20170271	Pine Knoll Construction	06/01/2017	28,595.00	backflow preventers @ 7 schools
Capital Outlay Replacement	008101	SCHOOL OPERATING FUND	20170219	Miracle Recreation Equipment	05/19/2017	153,579.00	Playground design
Capital Outlay Replacement	008101	SCHOOL OPERATING FUND	48870	Anderson Roofing & Sheet Meta	12/22/2016	98,122.00	Sherando Roof Project
Capital Outlay Replacement	008101	SCHOOL OPERATING FUND	49828	OWPR	12/22/2016	3,985.00	SBO HVAC & Window Replacement
Contracted Services	003010	SCHOOL OPERATING FUND	50207	Shenandoah Valley Discovery	12/22/2016	2,668.00	Elementary Field Trips billed quarterly
Instructional Materials	006030	SCHOOL OPERATING FUND	20170241	Diversified Educational	05/23/2017	192,854.51	Furniture, installation and freight
Instructional Materials	006030	SCHOOL OPERATING FUND	20170166	Virco Inc.	04/28/2017	4,812.28	Furniture, installation and freight
Lease/Rent of Equipment	005401	SCHOOL OPERATING FUND	50009	Ricoh USA, Inc.	12/22/2016	3,716.04	Ricoh copier lease monthly payment
Maint Service Contracts	003320	SCHOOL OPERATING FUND	50199	CQI Water Treatment	12/22/2016	4,043.50	Water Treatment Services
Maint Service Contracts	003320	SCHOOL OPERATING FUND	50257	Home/Paramount Pest Control	12/22/2016	133.15	Pest control
Noncapitalized Tech Hardware	006050	SCHOOL OPERATING FUND	20170316	Next Generation Security	06/12/2017	10,550.16	AV12176DN-28: Indoor/Outdoor Dome
Noncapitalized Tech Hardware	006050	SCHOOL OPERATING FUND	20170214	Human Circuit	05/19/2017	349.00	Viking - VIKAAWRP120Q
Other Operating Supplies	006014	SCHOOL OPERATING FUND	20170061	Zonar	02/14/2017	936.00	Zonar equipment for new buses
Other Operating Supplies	006014	SCHOOL OPERATING FUND	20170206	CDI Computer Dealers, Inc.	05/18/2017	6,072.00	Edugear MobilAB EC30 Storage
Other Operating Supplies	006014	SCHOOL OPERATING FUND	20170207	Lee Hartman & Sons, Inc.	05/18/2017	11,814.00	Shell Cases for Chromebooks
Other Operating Supplies	006014	SCHOOL OPERATING FUND	20170308	Knoll, Inc.	06/07/2017	6,264.02	Furniture, installation and freight
Other Operating Supplies	006014	SCHOOL OPERATING FUND	20170322	Hon Company	06/12/2017	1,890.68	Conference Table and Chairs
Purchased Services	003000	SCHOOL OPERATING FUND	50609	OWPR	12/22/2016	2,484.51	Route 522 improvements at the entrance
Purchased Services	003000	SCHOOL OPERATING FUND	20170265	Virginia Property Group Inc	05/31/2017	1,500.00	Realtor services
Purchased Services	003000	SCHOOL OPERATING FUND	20170297	Downey & Scott, LLC	06/06/2017	7,377.00	Cost engineering services
Purchased Services	003000	SCHOOL OPERATING FUND	49851	OWPR	12/22/2016	12,612.50	A&E Building Study REAMS
Purchased Services	003000	SCHOOL OPERATING FUND	50087	OWPR	12/22/2016	6,500.00	Add on to PO #49851 A&E Services
Purchased Services	003000	SCHOOL OPERATING FUND	20170075	OWPR	02/22/2017	4,964.67	A&E fee for svcs
Purchased Services	003000	SCHOOL OPERATING FUND	20170081	OWPR	02/24/2017	35,000.00	A&E design svcs for MS4 stormwater
Purchased Services	003000	SCHOOL OPERATING FUND	20170112	OWPR	03/21/2017	7,000.00	JWHS Condition and Space Study FC
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	20170160	Wilson's Asphalt Maintenance,	04/26/2017	6,900.00	Asphalt repair FCMS
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	20170263	Floor Shop	05/31/2017	34,296.57	Repair tile, install
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	50564	Payne Well Drilling, Inc.	12/22/2016	3,368.38	462 Ft Pump Cable
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	50597	OWPR	12/22/2016	3,182.25	A&E softball field modifications
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	50599	OWPR	12/22/2016	1,056.00	A&E services to replace cooling tower
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	20170184	Riddleberger Bros., Inc.	05/10/2017	340,870.91	IFB17001 SHS cooling tower replacement
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	48230	OWPR	12/22/2016	13,160.00	A&E for Backflow preventers
Repairs and Maintenance	003310	SCHOOL OPERATING FUND	20170089	Viola Engineering, Pc	03/06/2017	2,424.50	Backflow preventer projects
Software/Online Content	006040	SCHOOL OPERATING FUND	50419	Tyler Technologies, Inc.	12/22/2016	1,410.70	Tyler SIS Implementation
Testing Materials	006032	SCHOOL OPERATING FUND	20170268	Act, Inc.	05/31/2017	400.00	90 Work Keys Reading Tests
Testing Materials	006032	SCHOOL OPERATING FUND	20170269	Act, Inc.	05/31/2017	313.50	90 Work Keys Business Writing Test
Vehicle & Equipment Supplies	006009	SCHOOL OPERATING FUND	20170167	Zonar	04/28/2017	994.92	Zonar equipment for new buses
Vehicles - Replacement	008155	SCHOOL OPERATING FUND	20170145	Haley Ford South	04/04/2017	16,055.02	2017 Ford Focus State Contract
Total Fund 50		SCHOOL OPERATING FUND				1,032,255.77	
Maintenance Service Contracts	003320	SCHOOL NUTRITION FUND	50257	Home/Paramount Pest Control	12/22/2016	77.50	Pest Control
Total Fund 51		SCHOOL NUTRITION FUND				77.50	
Capital Outlay Replacement	008101	CAPITAL PROJECTS FUND	20170097	Paramount Mechanical Corp.	03/15/2017	24,903.00	Armel Chiller Replacement contract
Capital Outlay Replacement	008101	CAPITAL PROJECTS FUND	20170271	Pine Knoll Construction	06/01/2017	348,973.05	backflow preventers @ 7 schools
Capital Outlay Replacement	008101	CAPITAL PROJECTS FUND	49904	OWPR	12/22/2016	5,775.00	JWHS Replacement Fire Alarm System
Capital Outlay Replacement	008101	CAPITAL PROJECTS FUND	20170270	Patriot Fire & Security	06/01/2017	113,726.53	fire alarm system replacement
Capital Outlay Replacement	008101	CAPITAL PROJECTS FUND	49835	Pritchett Controls, Inc.	12/22/2016	20,000.00	Building Management System Upgrade
Capital Outlay Replacement	008101	CAPITAL PROJECTS FUND	50447	United Refrigeration of VA, I	12/22/2016	220,989.40	HVAC renovation window
Total Fund 59		CAPITAL PROJECTS FUND				734,366.98	
Purchased Services	003000	CONSTRUCTION FUND	46437	Stantec Architecture Inc.	12/22/2016	5,494.50	A&E New FCMS
Purchased Services	003000	CONSTRUCTION FUND	50645	Stantec Architecture Inc.	12/22/2016	13,700.00	Reimbursable Expenses for FCMS
Purchased Services	003000	CONSTRUCTION FUND	48681	Branch & Associates, Inc.	12/22/2016	1,141,014.91	construction New FCMS
Purchased Services	003000	CONSTRUCTION FUND	48790	Sebesta, Inc.	12/22/2016	7,022.42	Commissioning for New FCMS
Purchased Services	003000	CONSTRUCTION FUND	49808	OWPR	12/22/2016	7,770.00	A&E Armel Renovations
Purchased Services	003000	CONSTRUCTION FUND	49800	Grimm and Parker Architecture	12/22/2016	312,408.40	A&E Services 12th elementary
Purchased Services	003000	CONSTRUCTION FUND	50505	Grimm and Parker Architecture	12/22/2016	26,450.00	Topographic Survey for 12th elementary
Purchased Services	003000	CONSTRUCTION FUND	46469	OWPR	12/22/2016	249,195.47	A&E for 4th high school
Technology Hardware Additions	008210	CONSTRUCTION FUND	49877	Lee Hartman & Sons, Inc.	12/22/2016	7,000.76	FCMS IT
Total Fund 60		CONSTRUCTION FUND				1,770,056.46	
Total of All Funds						3,536,756.71	

H



COUNTY of FREDERICK

Jay E. Tibbs

Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jtibbs@fcva.us

TO: Board of Supervisors
FROM: Jay E. Tibbs., Deputy County Administrator
DATE: August 29, 2017
RE: Code and Ordinance Committee Report

The Code & Ordinance Committee met on Wednesday, August 23, 2017 at 3:00 P.M., in the First Floor Conference Room, County Administration Building, 107 North Kent Street, Winchester, Virginia. Code and Ordinance Committee members present were Blaine P. Dunn, Chairman; Bill M. Ewing, Robert W. Wells, Derek Aston, Stephen Butler, and James Drown. Also present were Interim County Administrator Kris C. Tierney, Deputy County Administrator Jay E. Tibbs, County Attorney Rod Williams, Fire Chief Dennis Linaburg, Treasurer C. William Orndoff, Jr., Commissioner of the Revenue Ellen Murphy, and Lorraine Mossburg, Administrative Assistant.

The committee submits the following:

*****Items Requiring Board Action*****

- 1. Proposed Amendment to the Frederick County Code, Chapter 89 (Volunteer Membership), Section 89-12 (Volunteer Fire Fighter and Rescue Members) – Simplified Background Check Procedure. (See Attached.)**

County Attorney Rod Williams provided a brief overview. He advised this proposal was a technical amendment which would speed up the process for completing background checks necessary in order to approve volunteer fire and rescue members.

Upon a motion by Mr. Butler, seconded by Mr. Ewing, the Committee forwarded this proposed ordinance to the Board of Supervisors for public hearing with a recommendation of approval. The motion was unanimously approved.

- 2. Proposed Amendment to the Frederick County Code, Chapter 122 (Nuisances), Proposed Section 122-11 (Methamphetamine Lab Cleanup and Removal Responsibility for Costs; Determination of Amount). (See Attached.)**

County Attorney Rod Williams provided a brief overview. He advised this proposed ordinance would help ensure that all possible avenues are available for the County to recover any costs it might be forced to incur to protect the public health and safety, in those instances where no other means are available for the cleanup of methamphetamine labs.

Upon a motion by Mr. Butler, seconded by Mr. Drown, the Committee forwarded this proposed ordinance to the Board of Supervisors for public hearing with a recommendation of approval. The motion was unanimously approved.

3. Proposed Amendment to the Frederick County Code, Chapter 155 (Taxation), Section 155-3 (Tax returns, failure to file). (See Attached.)

County Attorney Rod Williams provided a brief overview. He advised the proposed amendments are technical amendments to the provision governing personal property return tax filings. The amendments clarify that the requirements apply for mobile homes and provide for annual filing of returns for mobile homes, irrespective of change ownership and/or tax situs. They also establish a uniform filing deadline of March 1 for personal property returns. For proratable personal property (non-business motor vehicles) for which there is a change of ownership and/or tax situs, the ordinance would still require the filing of a return within 60 days of the change.

Upon a motion by Mr. Ewing, seconded by Mr. Butler, the Committee forwarded this proposed ordinance to the Board of Supervisors for public hearing with a recommendation of approval. The motion was unanimously approved.

*****Items Not Requiring Board Action*****

1. Proposed Amendment to the Frederick County Code, Chapter 155 (Animals and Fowl), Section 48-23 (Specified noise unlawful), Section 48-24 (Enforcement), Section 48-25 (Violations and penalties) and Chapter 118 (Noise), Section 118-1 (Specified noise unlawful), Section 118-2 (Enforcement), Section 118-3 (Violations and penalties), Proposed Section 118-4 (Specific prohibitions), Proposed Section 118-5 (Exceptions). (See Attached.)

County Attorney Rod Williams provided a brief overview. He advised this proposed amendment was an attempt to revise the existing noise ordinance to meet the constitutional standard for reasonableness. The proposal would bring the ordinance into compliance and provide necessary clarity.

The Committee discussed the proposed amendment and was not ready to move it forward.

Upon a motion by Mr. Butler, seconded by Mr. Ewing, the Committee postponed this item until its next meeting. The motion was approved unanimously.

2. Other Business.

Mr. Dunn raised an issue in his district where a property owner was discharging water onto a neighboring property. He stated he had contacted staff and was advised there was no prohibition under current local ordinances to address discharging water onto another person's property. He

stated he was seeking other perspectives.

Mr. Ewing advised that he was dealing with a similar situation in his district.

Interim County Administrator Tierney advised that he would confer with the Public Works Director to see what avenues were available and would let Mr. Dunn know what he finds.

There being no further business, the meeting adjourned at 3:45 p.m.

Respectfully Submitted,

Code and Ordinance Committee

Blaine P. Dunn, Chairman

Robert W. Wells

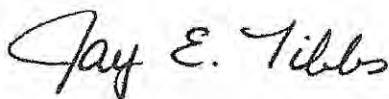
Derek Aston

Bill M. Ewing

James Drown

Stephen Butler

By:



Jay E. Tibbs
Deputy County Administrator

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail:
rwillia@fcva.us

MEMORANDUM

TO: Code & Ordinance Committee

FROM: Roderick B. Williams
County Attorney

DATE: August 10, 2017

RE: Frederick County Code, Chapter 89 (Volunteer Membership), Section 89-12
(Volunteer Fire Fighter and Rescue Members) – Simplified Background Check
Procedure

Attached please find materials regarding the above proposed ordinance amendment. The Public Safety Committee, on June 15, 2017, approved forwarding this proposed ordinance to the Code & Ordinance Committee.

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail:
rwillia@fcva.us

MEMORANDUM

TO: Public Safety Committee

FROM: Roderick B. Williams
County Attorney

DATE: June 9, 2017

RE: Frederick County Code, Chapter 89 (Volunteer Membership), Section 89-12
(Volunteer Fire Fighter and Rescue Members) – Simplified Background Check
Procedure

Attached please find a draft proposed ordinance amendment concerning Section 89-12 of the County Code. The proposed amendment would add a subsection to the existing language of the section. The amendment would serve the purpose of speeding up the process for background checks necessary in order to approve volunteer fire and rescue members. On July 1st, 2015, a new subsection, subsection (F), of Section 32.1-115.5 of the Code of Virginia (Certification and recertification of emergency medical services providers; appeals process) took effect. A copy of Section 32.1-115.5 and copies of related enabling legislation are attached, for reference. The General Assembly enacted this subsection to simplify the process previously in place under Section 32.1-115.5(E) of the Code of Virginia to approve volunteer fire and rescue members. Subsection (F) permits the County to submit background checks directly to the Central Criminal Records Exchange (instead of through the State Health Department, for forwarding then to the Central Criminal Records Exchange, a process that has sometimes resulted in delays by the state agencies), but requires a local ordinance to be adopted for the subsection to apply to the locality. This amendment would serve as the local ordinance.

The Committee previously considered this ordinance at its meeting on July 18, 2015, and favorably considered the ordinance, except that it requested the ordinance include an option for the Fire and Rescue Department to send requests either to the State Board of Health or to Central Criminal Records Exchange, either of which option is permitted under the state law. This option would allow the Department to pursue whichever process is then providing faster responses. The

attached ordinance reflects the inclusion of that option. If the Committee recommends adoption of the ordinance, it would be forwarded to the Code & Ordinance Committee.

Attachments

cc: Dennis D. Linaburg, Chief, Fire and Rescue Department



ORDINANCE
_____, 2017

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 89-12 (Volunteer Fire Fighter and Rescue Members) of Article IV (Volunteer Membership) of Chapter 89 (Fire and Rescue Services) of the Code of Frederick County, Virginia be, and the same hereby is, amended as follows (additions are shown in **bold underline**):

§ 89-12. Volunteer fire fighter and rescue members.

A. Any person, 18 years of age or older, is eligible for membership in a company as a regular member. Persons must apply and be accepted by the company to which application is made according to its rules and regulations, the rules and regulations of the company, and state law. Participation by members must be in accordance with the company rules and regulations and state law.

B. **Applicants for membership shall be subject to a background check. Applications for membership shall require, for the background check, the submission of fingerprints and personal descriptive information, to be processed in accordance with the following:**

- 1. Any person who applies to be a volunteer with a company shall submit fingerprints and provide personal descriptive information to be sent directly by the Department to (i) the State Board of Health to be forwarded by Central Criminal Records Exchange to the Federal Bureau of Investigation or (ii) the Central Criminal Records Exchange to then be forwarded to the Federal Bureau of Investigation, in either case for the purpose of obtaining criminal history records information for the applicant, in accordance with Code of Virginia § 32.1-111.5.**
- 2. Upon receipt of the results of the state and national criminal history records search, the Department Chief, as designee of the County Administrator, shall notify the Office of Emergency Medical Services regarding the applicant's eligibility to serve as a volunteer.**
- 3. Information provided to the Office of Emergency Medical Services shall be limited to notification as to whether the applicant is eligible**

to serve as a volunteer in accordance with requirements related to disqualifying offenses set forth in regulations of the State Board of Health, and shall not include information regarding whether the applicant has been found ineligible to serve as a volunteer due to any additional exclusionary criteria established by the County.

This section is in accordance with the Code of Virginia, 1950, as amended, §§ 15.2-1503.1, 19.2-389, and 32.1-111.5.

Enacted this _____ day of _____, 2017.

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Bill M. Ewing	_____	Robert W. Wells	_____
Blaine P. Dunn	_____	Gene E. Fisher	_____
Judith McCann-Slaughter	_____		

A COPY ATTEST

Kris C. Tierney
Interim Frederick County Administrator

§ 32.1-111.5. Certification and recertification of emergency medical services providers; appeals process

- A. The Board shall prescribe by regulation the qualifications required for certification of emergency medical services providers, including those qualifications necessary for authorization to follow Do Not Resuscitate Orders pursuant to § 54.1-2987.1. Such regulations shall include criteria for determining whether an applicant's relevant practical experience and didactic and clinical components of education and training completed during his service as a member of any branch of the armed forces of the United States may be accepted by the Commissioner as evidence of satisfaction of the requirements for certification.
- B. Each person desiring certification as an emergency medical services provider shall apply to the Commissioner upon a form prescribed by the Board. Upon receipt of such application, the Commissioner shall cause the applicant to be examined or otherwise determined to be qualified for certification. When determining whether an applicant is qualified for certification, the Commissioner shall consider and may accept relevant practical experience and didactic and clinical components of education and training completed by an applicant during his service as a member of any branch of the armed forces of the United States as evidence of satisfaction of the requirements for certification. If the Commissioner determines that the applicant meets the requirements for certification as an emergency medical services provider, he shall issue a certificate to the applicant. An emergency medical services provider certificate so issued shall be valid for a period required by law or prescribed by the Board. Any certificate so issued may be suspended at any time that the Commissioner determines that the holder no longer meets the qualifications prescribed for such emergency medical services provider. The Commissioner may temporarily suspend any certificate without notice, pending a hearing or informal fact-finding conference, if the Commissioner finds that there is a substantial danger to public health or safety. When the Commissioner has temporarily suspended a certificate pending a hearing, the Commissioner shall seek an expedited hearing in accordance with the Administrative Process Act (§ 2.2-4000 et seq.).
- C. The Board shall prescribe by regulation procedures and the qualifications required for the recertification of emergency medical services providers.
- D. The Commissioner may issue a temporary certificate when he finds that it is in the public interest. A temporary certificate shall be valid for a period not exceeding 90 days.
- E. The Board shall require each person who, on or after July 1, 2013, applies to be a volunteer with or employee of an emergency medical services agency to submit fingerprints and provide personal descriptive information to be forwarded along with his fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation, for the purpose of obtaining his criminal history record information. The Central Criminal Records Exchange shall forward the results of the state and national records search to the Commissioner or his designee, who shall be a governmental entity. If an applicant is denied employment or service as a volunteer because of information appearing on his criminal history record and the applicant disputes the information upon which the denial was based, the Central Criminal Records Exchange shall, upon written

request, furnish to the applicant the procedures for obtaining a copy of the criminal history record from the Federal Bureau of Investigation.

F. Notwithstanding the provisions of subsection E, an emergency medical services agency located in a locality having a local ordinance adopted in accordance with §§ [15.2-1503.1](#) and [19.2-389](#) shall require an applicant for employment or to serve as a volunteer to submit fingerprints and provide personal descriptive information to be provided directly to the Central Criminal Records Exchange to be forwarded to the Federal Bureau of Investigation for the purpose of obtaining criminal history records information for the applicant. The Central Criminal Records Exchange shall, upon receipt of an applicant's records or notification that no records exists, forward the results of the state and national records search to the county, city or town manager or chief law-enforcement officer for the locality in which the agency is located, or his designee, who shall be associated with a governmental entity. Upon receipt of the results of the state and national criminal history records search, the county, city or town manager or chief law-enforcement officer for the locality, or his designee, shall notify the Office of Emergency Medical Services regarding the applicant's eligibility for employment or to serve as a volunteer. Information provided to the Office of Emergency Medical Services shall be limited to notification as to whether the applicant is eligible for employment or to serve as a volunteer in accordance with requirements related to disqualifying offenses set forth in regulations of the Board and shall not include information regarding whether the applicant has been found ineligible for employment or to serve as a volunteer due to additional exclusionary criteria established by the locality. Whenever fingerprints are submitted to both authorities and it is deemed feasible and practical by the Central Criminal Records Exchange it shall forward the results of the fingerprint based state and national records search to the county, city or town manager or chief law enforcement officer for the locality in which the agency is located, or his designee, who shall be associated with a governmental entity, and to the Office of Emergency Medical Services.

1996, c. [899](#);1997, c. [248](#);1998, cc. [803](#), [854](#);2008, c. [660](#);2011, c. [497](#);2013, cc. [72](#), [176](#), [331](#), [407](#); 2015, cc. [362](#), [502](#), [503](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

§ 15.2-1503.1. Background checks required for certain employees and licensees

Any locality having a local ordinance adopted in accordance with § 19.2-389 (i) shall require any applicant who is offered or accepts employment with the locality, (ii) shall require any prospective licensee for any categories of license designated by ordinance, or (iii) may require any individual who is offered or accepts employment with a contractor or public service corporation that provides public transit services to the locality to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's or licensee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant or licensee. The locality may require such applicant or licensee to pay the cost of the fingerprinting or a criminal records check or both.

The Central Criminal Records Exchange, upon receipt of an applicant's or licensee's record or notification that no record exists, shall make a report to the county, city or town manager, or chief law-enforcement officer or his designee, who must belong to a governmental entity. If an applicant is denied employment or a licensee is denied a license because of the information appearing in his criminal history record, the locality shall notify the applicant or licensee that information obtained from the Central Criminal Records Exchange contributed to such denial. The information shall not be disseminated except as provided for in this section.

2003, c. 742; 2004, c. 160; 2010, cc. 189, 563.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

§ 19.2-389. Dissemination of criminal history record information

A. Criminal history record information shall be disseminated, whether directly or through an intermediary, only to:

1. Authorized officers or employees of criminal justice agencies, as defined by § 9.1-101, for purposes of the administration of criminal justice and the screening of an employment application or review of employment by a criminal justice agency with respect to its own employees or applicants, and dissemination to the Virginia Parole Board, pursuant to this subdivision, of such information on all state-responsible inmates for the purpose of making parole determinations pursuant to subdivisions 1, 2, 3, and 5 of § 53.1-136 shall include collective dissemination by electronic means every 30 days. For purposes of this subdivision, criminal history record information includes information sent to the Central Criminal Records Exchange pursuant to §§ 37.2-819 and 64.2-2014 when disseminated to any full-time or part-time employee of the State Police, a police department or sheriff's office that is a part of or administered by the Commonwealth or any political subdivision thereof, and who is responsible for the prevention and detection of crime and the enforcement of the penal, traffic or highway laws of the Commonwealth for the purposes of the administration of criminal justice;
2. Such other individuals and agencies that require criminal history record information to implement a state or federal statute or executive order of the President of the United States or Governor that expressly refers to criminal conduct and contains requirements or exclusions expressly based upon such conduct, except that information concerning the arrest of an individual may not be disseminated to a noncriminal justice agency or individual if an interval of one year has elapsed from the date of the arrest and no disposition of the charge has been recorded and no active prosecution of the charge is pending;
3. Individuals and agencies pursuant to a specific agreement with a criminal justice agency to provide services required for the administration of criminal justice pursuant to that agreement which shall specifically authorize access to data, limit the use of data to purposes for which given, and ensure the security and confidentiality of the data;
4. Individuals and agencies for the express purpose of research, evaluative, or statistical activities pursuant to an agreement with a criminal justice agency that shall specifically authorize access to data, limit the use of data to research, evaluative, or statistical purposes, and ensure the confidentiality and security of the data;
5. Agencies of state or federal government that are authorized by state or federal statute or executive order of the President of the United States or Governor to conduct investigations determining employment suitability or eligibility for security clearances allowing access to classified information;
6. Individuals and agencies where authorized by court order or court rule;
7. Agencies of any political subdivision of the Commonwealth, public transportation companies owned, operated or controlled by any political subdivision, and any public service corporation that operates a public transit system owned by a local government for the conduct of

investigations of applicants for employment, permit, or license whenever, in the interest of public welfare or safety, it is necessary to determine under a duly enacted ordinance if the past criminal conduct of a person with a conviction record would be compatible with the nature of the employment, permit, or license under consideration;

7a. Commissions created pursuant to the Transportation District Act of 1964 (§ 33.2-1900 et seq.) of Title 33.2 and their contractors, for the conduct of investigations of individuals who have been offered a position of employment whenever, in the interest of public welfare or safety and as authorized in the Transportation District Act of 1964, it is necessary to determine if the past criminal conduct of a person with a conviction record would be compatible with the nature of the employment under consideration;

8. Public or private agencies when authorized or required by federal or state law or interstate compact to investigate (i) applicants for foster or adoptive parenthood or (ii) any individual, and the adult members of that individual's household, with whom the agency is considering placing a child or from whom the agency is considering removing a child due to abuse or neglect, on an emergency, temporary, or permanent basis pursuant to §§ 63.2-901.1 and 63.2-1505, subject to the restriction that the data shall not be further disseminated to any party other than a federal or state authority or court as may be required to comply with an express requirement of law;

9. To the extent permitted by federal law or regulation, public service companies as defined in § 56-1, for the conduct of investigations of applicants for employment when such employment involves personal contact with the public or when past criminal conduct of an applicant would be incompatible with the nature of the employment under consideration;

10. The appropriate authority for purposes of granting citizenship and for purposes of international travel, including, but not limited to, issuing visas and passports;

11. A person requesting a copy of his own criminal history record information as defined in § 9.1-101 at his cost, except that criminal history record information shall be supplied at no charge to a person who has applied to be a volunteer with (i) a Virginia affiliate of Big Brothers/Big Sisters of America; (ii) a volunteer fire company; (iii) the Volunteer Emergency Families for Children; (iv) any affiliate of Prevent Child Abuse, Virginia; (v) any Virginia affiliate of Compeer; or (vi) any board member or any individual who has been offered membership on the board of a Crime Stoppers, Crime Solvers or Crime Line program as defined in § 15.2-1713.1;

12. Administrators and board presidents of and applicants for licensure or registration as a child welfare agency as defined in § 63.2-100 for dissemination to the Commissioner of Social Services' representative pursuant to § 63.2-1702 for the conduct of investigations with respect to employees of and volunteers at such facilities, caretakers, and other adults living in family day homes or homes approved by family day systems, and foster and adoptive parent applicants of private child-placing agencies, pursuant to §§ 63.2-1719, 63.2-1720, 63.2-1720.1, 63.2-1721, and 63.2-1721.1, subject to the restriction that the data shall not be further disseminated by the facility or agency to any party other than the data subject, the Commissioner of Social Services' representative or a federal or state authority or court as may be required to comply with an express requirement of law for such further dissemination;

13. The school boards of the Commonwealth for the purpose of screening individuals who are offered or who accept public school employment and those current school board employees for whom a report of arrest has been made pursuant to § 19.2-83.1;

14. The Virginia Lottery for the conduct of investigations as set forth in the Virginia Lottery Law (§ 58.1-4000 et seq.), and the Department of Agriculture and Consumer Services for the conduct of investigations as set forth in Article 1.1:1 (§ 18.2-340.15 et seq.) of Chapter 8 of Title 18.2;
15. Licensed nursing homes, hospitals and home care organizations for the conduct of investigations of applicants for compensated employment in licensed nursing homes pursuant to § 32.1-126.01, hospital pharmacies pursuant to § 32.1-126.02, and home care organizations pursuant to § 32.1-162.9:1, subject to the limitations set out in subsection E;
16. Licensed assisted living facilities and licensed adult day care centers for the conduct of investigations of applicants for compensated employment in licensed assisted living facilities and licensed adult day care centers pursuant to § 63.2-1720, subject to the limitations set out in subsection F;
17. (Effective until July 1, 2018) The Alcoholic Beverage Control Board for the conduct of investigations as set forth in § 4.1-103.1;
17. (Effective July 1, 2018) The Virginia Alcoholic Beverage Control Authority for the conduct of investigations as set forth in § 4.1-103.1;
18. The State Board of Elections and authorized officers and employees thereof and general registrars appointed pursuant to § 24.2-110 in the course of conducting necessary investigations with respect to voter registration, limited to any record of felony convictions;
19. The Commissioner of Behavioral Health and Developmental Services for those individuals who are committed to the custody of the Commissioner pursuant to §§ 19.2-169.2, 19.2-169.6, 19.2-182.2, 19.2-182.3, 19.2-182.8, and 19.2-182.9 for the purpose of placement, evaluation, and treatment planning;
20. Any alcohol safety action program certified by the Commission on the Virginia Alcohol Safety Action Program for (i) assessments of habitual offenders under § 46.2-360, (ii) interventions with first offenders under § 18.2-251, or (iii) services to offenders under § 18.2-51.4, 18.2-266, or 18.2-266.1;
21. Residential facilities for juveniles regulated or operated by the Department of Social Services, the Department of Education, or the Department of Behavioral Health and Developmental Services for the purpose of determining applicants' fitness for employment or for providing volunteer or contractual services;
22. The Department of Behavioral Health and Developmental Services and facilities operated by the Department for the purpose of determining an individual's fitness for employment pursuant to departmental instructions;
23. Pursuant to § 22.1-296.3, the governing boards or administrators of private elementary or secondary schools which are accredited pursuant to § 22.1-19 or a private organization coordinating such records information on behalf of such governing boards or administrators pursuant to a written agreement with the Department of State Police;
24. Public and nonprofit private colleges and universities for the purpose of screening individuals who are offered or accept employment;
25. Members of a threat assessment team established by a local school board pursuant to § 22.1-

79.4, by a public institution of higher education pursuant to § 23.1-805, or by a private nonprofit institution of higher education, for the purpose of assessing or intervening with an individual whose behavior may present a threat to safety; however, no member of a threat assessment team shall redisclose any criminal history record information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose that such disclosure was made to the threat assessment team;

26. Executive directors of community services boards or the personnel director serving the community services board for the purpose of determining an individual's fitness for employment, approval as a sponsored residential service provider, or permission to enter into a shared living arrangement with a person receiving medical assistance services pursuant to a waiver pursuant to §§ 37.2-506 and 37.2-607;

27. Executive directors of behavioral health authorities as defined in § 37.2-600 for the purpose of determining an individual's fitness for employment, approval as a sponsored residential service provider, or permission to enter into a shared living arrangement with a person receiving medical assistance services pursuant to a waiver pursuant to §§ 37.2-506 and 37.2-607;

28. The Commissioner of Social Services for the purpose of locating persons who owe child support or who are alleged in a pending paternity proceeding to be a putative father, provided that only the name, address, demographics and social security number of the data subject shall be released;

29. Authorized officers or directors of agencies licensed pursuant to Article 2 (§ 37.2-403 et seq.) of Chapter 4 of Title 37.2 by the Department of Behavioral Health and Developmental Services for the purpose of determining if any applicant who accepts employment in any direct care position or requests approval as a sponsored residential service provider or permission to enter into a shared living arrangement with a person receiving medical assistance services pursuant to a waiver has been convicted of a crime that affects his fitness to have responsibility for the safety and well-being of individuals with mental illness, intellectual disability, or substance abuse pursuant to §§ 37.2-416, 37.2-506, and 37.2-607;

30. The Commissioner of the Department of Motor Vehicles, for the purpose of evaluating applicants for and holders of a motor carrier certificate or license subject to the provisions of Chapters 20 (§ 46.2-2000 et seq.) and 21 (§ 46.2-2100 et seq.) of Title 46.2;

31. The chairmen of the Committees for Courts of Justice of the Senate or the House of Delegates for the purpose of determining if any person being considered for election to any judgeship has been convicted of a crime;

32. Heads of state agencies in which positions have been identified as sensitive for the purpose of determining an individual's fitness for employment in positions designated as sensitive under Department of Human Resource Management policies developed pursuant to § 2.2-1201.1. Dissemination of criminal history record information to the agencies shall be limited to those positions generally described as directly responsible for the health, safety and welfare of the general populace or protection of critical infrastructures;

33. The Office of the Attorney General, for all criminal justice activities otherwise permitted under subdivision A 1 and for purposes of performing duties required by the Civil Commitment of Sexually Violent Predators Act (§ 37.2-900 et seq.);

34. Shipyards, to the extent permitted by federal law or regulation, engaged in the design, construction, overhaul, or repair of nuclear vessels for the United States Navy, including their subsidiary companies, for the conduct of investigations of applications for employment or for access to facilities, by contractors, leased laborers, and other visitors;
35. Any employer of individuals whose employment requires that they enter the homes of others, for the purpose of screening individuals who apply for, are offered, or have accepted such employment;
36. Public agencies when and as required by federal or state law to investigate (i) applicants as providers of adult foster care and home-based services or (ii) any individual with whom the agency is considering placing an adult on an emergency, temporary, or permanent basis pursuant to § 63.2-1601.1, subject to the restriction that the data shall not be further disseminated by the agency to any party other than a federal or state authority or court as may be required to comply with an express requirement of law for such further dissemination, subject to limitations set out in subsection G;
37. The Department of Medical Assistance Services, or its designee, for the purpose of screening individuals who, through contracts, subcontracts, or direct employment, volunteer, apply for, are offered, or have accepted a position related to the provision of transportation services to enrollees in the Medicaid Program or the Family Access to Medical Insurance Security (FAMIS) Program, or any other program administered by the Department of Medical Assistance Services;
38. The State Corporation Commission for the purpose of investigating individuals who are current or proposed members, senior officers, directors, and principals of an applicant or person licensed under Chapter 16 (§ 6.2-1600 et seq.) or Chapter 19 (§ 6.2-1900 et seq.) of Title 6.2. Notwithstanding any other provision of law, if an application is denied based in whole or in part on information obtained from the Central Criminal Records Exchange pursuant to Chapter 16 or 19 of Title 6.2, the Commissioner of Financial Institutions or his designee may disclose such information to the applicant or its designee;
39. The Department of Professional and Occupational Regulation for the purpose of investigating individuals for initial licensure pursuant to § 54.1-2106.1;
40. The Department for Aging and Rehabilitative Services and the Department for the Blind and Vision Impaired for the purpose of evaluating an individual's fitness for various types of employment and for the purpose of delivering comprehensive vocational rehabilitation services pursuant to Article 11 (§ 51.5-170 et seq.) of Chapter 14 of Title 51.5 that will assist the individual in obtaining employment;
41. Bail bondsmen, in accordance with the provisions of § 19.2-120;
42. The State Treasurer for the purpose of determining whether a person receiving compensation for wrongful incarceration meets the conditions for continued compensation under § 8.01-195.12 ;
43. The Department of Social Services and directors of local departments of social services for the purpose of screening individuals seeking to enter into a contract with the Department of Social Services or a local department of social services for the provision of child care services for which child care subsidy payments may be provided;
44. The Department of Juvenile Justice to investigate any parent, guardian, or other adult

members of a juvenile's household when completing a predispositional or postdispositional report required by § [16.1-273](#) or a Board of Juvenile Justice regulation promulgated pursuant to § [16.1-233](#);and

45. Other entities as otherwise provided by law.

Upon an ex parte motion of a defendant in a felony case and upon the showing that the records requested may be relevant to such case, the court shall enter an order requiring the Central Criminal Records Exchange to furnish the defendant, as soon as practicable, copies of any records of persons designated in the order on whom a report has been made under the provisions of this chapter.

Notwithstanding any other provision of this chapter to the contrary, upon a written request sworn to before an officer authorized to take acknowledgments, the Central Criminal Records Exchange, or the criminal justice agency in cases of offenses not required to be reported to the Exchange, shall furnish a copy of conviction data covering the person named in the request to the person making the request; however, such person on whom the data is being obtained shall consent in writing, under oath, to the making of such request. A person receiving a copy of his own conviction data may utilize or further disseminate that data as he deems appropriate. In the event no conviction data is maintained on the data subject, the person making the request shall be furnished at his cost a certification to that effect.

B. Use of criminal history record information disseminated to noncriminal justice agencies under this section shall be limited to the purposes for which it was given and may not be disseminated further.

C. No criminal justice agency or person shall confirm the existence or nonexistence of criminal history record information for employment or licensing inquiries except as provided by law.

D. Criminal justice agencies shall establish procedures to query the Central Criminal Records Exchange prior to dissemination of any criminal history record information on offenses required to be reported to the Central Criminal Records Exchange to ensure that the most up-to-date disposition data is being used. Inquiries of the Exchange shall be made prior to any dissemination except in those cases where time is of the essence and the normal response time of the Exchange would exceed the necessary time period. A criminal justice agency to whom a request has been made for the dissemination of criminal history record information that is required to be reported to the Central Criminal Records Exchange may direct the inquirer to the Central Criminal Records Exchange for such dissemination. Dissemination of information regarding offenses not required to be reported to the Exchange shall be made by the criminal justice agency maintaining the record as required by § [15.2-1722](#).

E. Criminal history information provided to licensed nursing homes, hospitals and to home care organizations pursuant to subdivision A 15 shall be limited to the convictions on file with the Exchange for any offense specified in §§ [32.1-126.01](#), [32.1-126.02](#), and [32.1-162.9:1](#).

F. Criminal history information provided to licensed assisted living facilities and licensed adult day care centers pursuant to subdivision A 16 shall be limited to the convictions on file with the Exchange for any offense specified in § [63.2-1720](#).

G. Criminal history information provided to public agencies pursuant to subdivision A 36 shall be limited to the convictions on file with the Exchange for any offense specified in § [63.2-1719](#).

H. Upon receipt of a written request from an employer or prospective employer, the Central Criminal Records Exchange, or the criminal justice agency in cases of offenses not required to be reported to the Exchange, shall furnish at the employer's cost a copy of conviction data covering the person named in the request to the employer or prospective employer making the request, provided that the person on whom the data is being obtained has consented in writing to the making of such request and has presented a photo-identification to the employer or prospective employer. In the event no conviction data is maintained on the person named in the request, the requesting employer or prospective employer shall be furnished at his cost a certification to that effect. The criminal history record search shall be conducted on forms provided by the Exchange.

Code 1950, § 19.1-19.2; 1966, c. 669; 1968, c. 537; 1970, c. 118; 1975, c. 495; 1976, c. 771; 1977, c. 626; 1978, c. 350; 1979, c. 480; 1981, c. 207; 1985, c. 360; 1987, cc. 130, 131; 1988, c. 851; 1989, c. 544; 1990, c. 766; 1991, c. 342; 1992, cc. 422, 641, 718, 746, 791, 844; 1993, cc. 48, 313, 348; 1994, cc. 34, 670, 700, 830; 1995, cc. 409, 645, 731, 781, 809; 1996, cc. 428, 432, 747, 881, 927, 944; 1997, cc. 169, 177, 606, 691, 721, 743, 796, 895; 1998, cc. 113, 405, 445, 882; 1999, cc. 383, 685; 2001, cc. 552, 582; 2002, cc. 370, 587, 606; 2003, c. 731; 2005, cc. 149, 914, 928; 2006, cc. 257, 277, 644; 2007, cc. 12, 361, 495, 572; 2008, cc. 387, 689, 863; 2009, cc. 667, 813, 840; 2010, cc. 189, 340, 406, 456, 524, 563, 862; 2011, cc. 432, 449; 2012, cc. 40, 189, 386, 476, 507, 803, 835; 2013, cc. 165, 176, 261, 407, 491, 582; 2014, cc. 225, 454; 2015, cc. 38, 343, 540, 730, 758, 770; 2016, cc. 454, 554, 574.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail:
rwillia@fcva.us

MEMORANDUM

TO: Code & Ordinance Committee

FROM: Roderick B. Williams
County Attorney

DATE: August 10, 2017

RE: Frederick County Code, Chapter 122 (Nuisances), Proposed Section 122-11
(Methamphetamine Lab Cleanup and Removal; Responsibility for Costs;
Determination of Amount)

Attached please find materials regarding the above proposed ordinance amendment. The Public Safety Committee, on June 15, 2017, approved forwarding this proposed ordinance to the Code & Ordinance Committee.

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail:
rwillia@fcva.us

MEMORANDUM

TO: Public Safety Committee

FROM: Roderick B. Williams
County Attorney

DATE: June 9, 2017

RE: Frederick County Code, Chapter 122 (Nuisances), Proposed Section 122-11
(Methamphetamine Lab Cleanup and Removal; Responsibility for Costs;
Determination of Amount)

Per legislation enacted by the 2012 Session of the General Assembly, 2012 Acts of Assembly, Chapters 517 and 616, localities may provide by ordinance that any person convicted for the illegal manufacture of methamphetamine shall be liable at the time of sentencing or in a separate civil action to the locality or to any other law-enforcement entity for the expense in cleaning up any methamphetamine lab related to the conviction. Having a local ordinance to such effect would be helpful in ensuring that all possible avenues are available for the County to recover any costs it might be forced to incur to protect public health and safety, in those instances where no other means are available for the cleanup of methamphetamine labs. Therefore, attached are copies of the enabling legislation and of a draft ordinance, for the Committee's consideration, that would amend the County Code to make such provision.

Attachments

cc: Sheriff's Office
Fire Marshal's Office
Commonwealth's Attorney's Office



ORDINANCE
_____, 2017

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 122-11 (Methamphetamine Lab Cleanup and Removal; Responsibility for Costs; Determination of Amount) of Chapter 122 (Nuisances) of the Code of Frederick County, Virginia be, and the same hereby is, enacted as follows:

§ 122-11. Methamphetamine Lab Cleanup and Removal; Responsibility for Costs; Determination of Amount.

Any person who is convicted of an offense for manufacture of methamphetamine pursuant to Virginia Code § 18.2-248 or 18.2-248.03 shall be liable, at the time of sentencing or in a separate civil action, to the County, the Sheriff, or any other law enforcement entity for the expense in cleaning up any methamphetamine lab related to the conviction. The amount charged shall not exceed the actual expenses associated with cleanup, removal, or repair of the affected property or the replacement cost of personal protective equipment used.

Enacted this _____ day of _____, 2017.

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Bill M. Ewing	_____	Robert W. Wells	_____
Blaine P. Dunn	_____	Gene E. Fisher	_____
Judith McCann-Slaughter	_____		

A COPY ATTEST

Kris C. Tierney
Interim Frederick County Administrator

§ 15.2-1716.2. Methamphetamine lab cleanup costs; localities may charge for reimbursement

Any locality may provide by ordinance that any person who is convicted of an offense for manufacture of methamphetamine pursuant to § [18.2-248](#) or [18.2-248.03](#) shall be liable at the time of sentencing or in a separate civil action to the locality or to any other law-enforcement entity for the expense in cleaning up any methamphetamine lab related to the conviction. The amount charged shall not exceed the actual expenses associated with cleanup, removal, or repair of the affected property or the replacement cost of personal protective equipment used.

2012, cc. [517](#), [616](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail: rwillia@fcva.us

MEMORANDUM

TO: Code & Ordinance Committee

FROM: Roderick B. Williams
County Attorney

DATE: August 11, 2017

RE: Personal Property Tax – Return Filing Requirements

Attached please find a draft ordinance revision containing technical amendments to the provision governing personal property tax return filings. The Commissioner of the Revenue has suggested these amendments. The amendments clarify that the requirements apply for mobile homes and provide for annual filing of returns for mobile homes, irrespective of change of ownership and/or tax situs. The amendments also establish a uniform filing deadline of March 1 for personal property returns. For proratable personal property (non-business motor vehicles) for which there is a change of ownership and/or tax situs, the ordinance would still require the filing of a return within 60 days of the change.

Attachment



ORDINANCE

___, 2017

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 155-3 (Tax returns; failure to file) of Article I (General Provisions) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia be, and the same hereby is, amended by enacting an amended Section 155-3 (Tax returns; failure to file) of Article I (General Provisions) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia, as follows (deletions are shown in ~~bold strikethrough~~ and additions are shown in **bold underline**):

§ 155-3. Tax returns; failure to file.

A. The annual return of taxable tangible personal property **for any motor vehicle, trailer, airplane, boat,** and mobile homes ~~for in~~ the County shall be filed with the Commissioner of Revenue for the County on or before the 15th day of February of each year, except as stated in Subsections D and E; provided, further, that the annual return of taxable personal property for any motor vehicle, trailer, airplane, ~~or boat,~~ **and mobile home** acquired after January 1 shall be filed with the Commissioner of Revenue ~~on or before the 15th day of February of each year or~~ within 60 days from the date of acquisition or situs in the County, ~~whichever occurs later~~. Each return shall be signed by the owner of the property. If the property is owned by an association, partnership, limited liability company, or corporation, the return shall be signed by a member, partner, executive officer, or other person specifically authorized in writing by the association, partnership, limited liability company, or corporation to sign.

B. The annual return of taxable machinery and tools, ~~furniture and fixtures~~ **and of taxable business tangible personal property** employed in a business or trade ~~for in~~ the County **as of January 1** shall be filed with the Commissioner of Revenue for the County on or before the ~~15th 1st~~ day of March of each year; provided, further, that the annual return of taxable machinery and tools, ~~furniture and fixtures~~ **and of taxable business tangible personal property** acquired after January 1 shall be filed with the Commissioner of Revenue on or before the ~~15th 1st~~ day of March of ~~each the following~~ year ~~or within 60 days from the date of acquisition or situs in the County, whichever occurs later~~. Each return shall be signed by the owner of the property. If the property is owned by an association, partnership, limited liability company, or corporation, the return shall be signed by a member, partner, executive

officer, or other person specifically authorized in writing by the association, partnership, limited liability company, or corporation to sign.

C. A penalty for failure to file such return as required by this section shall be assessed as follows:

- (1) As to a return required by subsection A, at the rate of 10% of the tax assessable or due on such property, provided that such penalty shall not be less than a minimum of \$2 and shall not be more than a maximum of \$50; and
- (2) As to a return required by subsection B, at the rate of 10% of the tax assessable or due on such property or \$2, whichever shall be the greater.

D. Notwithstanding the provisions of § 155-3A, Frederick County provides for an alternative method of filing personal property tax returns for motor vehicles, trailers and boats. Such motor vehicles, trailers and boats may be assessed annually based on a previous personal property tax return filed by the owner or owners of such property. For those whose name or address has not changed since a previous filing and whose personal property has had no change in status or situs, the assessment and taxation of property shall be based on a personal property tax return previously filed with Frederick County, which hereby adopts this alternative method of filing. **Personal property tax returns for mobile homes must, however, be filed annually, even if no change occurs.**

E. Such owner or owners of motor vehicles, trailers, ~~and boats,~~ **and mobile homes** must file a new personal property tax return whenever there is:

- (1) A change in the name or address of the person or persons owning such taxable personal property;
- (2) A change in the situs of personal property;
- (3) Any other change affecting the assessment or levy of the personal property tax on motor vehicles, trailers, ~~and boats,~~ **and mobile homes** for which a tax return has been filed previously; or
- (4) Any change in which a person acquires one or more motor vehicles, trailers, ~~and boats,~~ **and mobile homes** and for which no personal property tax return has been filed.

Enacted this _____ day of _____, 2017.

Charles S. DeHaven, Jr., Chairman _____

Gary A. Lofton _____

Bill M. Ewing _____

Robert W. Wells _____

Blaine P. Dunn _____

Gene E. Fisher _____

Judith McCann-Slaughter _____

A COPY ATTEST

Kris C. Tierney
Interim Frederick County Administrator

I



MEMORANDUM

TO: Board of Supervisors

FROM: Joe C. Wilder, Deputy Director of Public Works *JCW*

SUBJECT: Public Works Committee Report and Landfill Oversight Committee Report for Joint Meeting of August 29, 2017

DATE: September 1, 2017

There was a joint Public Works Committee and Landfill Oversight Committee meeting on Tuesday, August 29, 2017, at 8:00 a.m. All members were present from the Public Works Committee. The Landfill Oversight Committee had all members present except David Ash and J. Stanley Crockett. The following items were discussed:

Items Requiring Action

1. Supplemental Appropriation request for \$50,000.00 for the Frederick County Esther Boyd Animal Shelter (see attachment 1 for justification of request):

In order to begin the design process for a future building addition at the animal shelter, we have requested a supplemental appropriation in the amount of \$50,000.00 to be placed in line item 10-4305-3002-02 from the reserve line item 10-240-2501. The reserve fund is where all the donated funds have been placed to fund projects as determined by Frederick County. To date, we have received over \$1,100,000.00 from multiple donors. Therefore, the committee recommended endorsement of the request for the supplemental appropriation in the amount of \$50,000.00 and forward this request to the Finance Committee for further consideration. Committee member Whit Wagner recommended approval and Supervisor Robert Wells seconded the motion. The committee approved the motion with five aye votes and one nay vote.

2. Supplemental Appropriation request for \$10,000.00 Frederick County Esther Boyd Animal Shelter (see attachment 1 for justification of request):

In order to expand our current spay/neuter program, we requested a supplemental appropriation in the amount of \$10,000.00 to be placed in line item 10-4305-3001-00 from the reserve line item 10-240-2501. At the request of one of the benefactors of the donated funds, they earmarked the funds to be used for spay/neuter programs at the animal shelter. Approximately \$250,000.00 has been earmarked for this purpose. It is

Joint Public Works Committee and Landfill Oversight Committee Report

Page 2

September 1, 2017

the staff's recommendation that these funds be used each year to supplement local funding in support of the spay/neuter program. These funds will allow the shelter staff to achieve 100% spay and neuter of all adoptable animals. Currently, staff is able to spay and neuter 60% to 70% of the adoptable animals. Therefore, the committee recommended to endorse the request for the supplemental appropriation in the amount of \$10,000.00 and to forward the request to the Finance Committee for further consideration. Supervisor Bill Ewing recommended approval of the motion and was seconded by committee member Whit Wagner. The committee unanimously approved the motion.

*****Items Not Requiring Action*****

1. Update on the new Stephenson Citizen Convenience Center (Replacement for Clearbrook site):

Funding for site development has been placed in the Refuse Collection budget in the amount of \$540,000.00. Currently, the bid has been advertised and the bids are due on September 12, 2017. We plan to award project bid and begin site work by the end of September. Site development should be completed by the end of the year.

2. Update on planned maintenance work at Greenwood Convenience Center:

Staff updated committee members on the planned maintenance improvements at the Greenwood Convenience Center. Staff will be repaving within the fenced area and providing a paved area just outside the fence to allow for snow removal improvements. We are also going to sand and repaint the hopper, fix any bad metal and check over the unit. Due to the maintenance, we are going to close the entire week of September 11, 2017. We have already posted the site with signs, informed the press and notifications have been sent to all social media outlets. We are diverting traffic to the Landfill Convenience Center which is about 2 ½ miles away. All improvements are planned and funding was approved in the current budget. We anticipate improvements costing less than \$25,000.00.

3. Miscellaneous Reports:

- a) Tonnage Report
(Attachment 2)**
- b) Recycling Report
(Attachment 3)**
- c) Animal Shelter Dog Report
(Attachment 4)**
- d) Animal Shelter Cat Report
(Attachment 5)**

Public Works Committee/Landfill Oversight Committee Joint Items:

1. Update on FY 2018 Landfill Projects:

Ron Kimble, Landfill Manager updated both committees on current and future projects planned during Fiscal Year 2018. In continuing efforts to improve security, several video cameras are being installed at strategic points around the site to monitor the site and provide surveillance. He

Joint Public Works Committee and Landfill Oversight Committee Report

Page 3

September 1, 2017

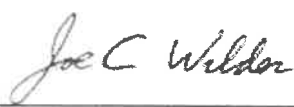
discussed purchasing a tarping system to provide daily cover at the Landfill to reduce use of cover soils and achieve requested DEQ recommendations related to daily cover. Currently, staff is pursuing the possible placement of additional gas collection systems to increase gas productivity at the Landfill Gas Power Plant. We are currently running the system at 75% to 80% capacity due to the lower gas volumes. Ron discussed our future MSW cell expansion, as well. We have already begun the development of MSW Cell, Phase 3, Cell A. We have in the budget an extensive rock blasting contract which will take place in early 2018. We will be developing a bid package over the next couple of months.

2. Presentation of Pro Forma Analysis and FY 2019 budget recommendations (attachment 6):

Over the past several months, SCS Engineers, a Frederick County Regional Landfill consultant has been performing a budgetary analysis in reviewing the operations and budget for the landfill. This review will assist staff in developing the Fiscal Year 2019 budget and all future planning purposes at the landfill. I have attached the power point presentation that was used during the meeting. It was recommended that the information and presentation be forwarded to the Finance Committee. We will present the information at the next scheduled committee meeting on September 20, 2017. Recommendations regarding future tipping fees will be presented as well.

Respectfully submitted,
Public Works Committee

Gene E. Fisher, Chairman
Bill M. Ewing
Robert W. Wells
David W. Ganse, AIA
Whitney "Whit" L. Wagner
James T. Wilson

By 
Joe C. Wilder
Public Works Director

JCW/kco

cc: Kris Tierney, Interim County Administrator
Eden Freeman, Winchester City Manager
Jay Tibbs, Deputy County Administrator for Human Services
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Cheryl Shiffler, Finance Director
Kathy Whetzel, Animal Shelter Manager
file



MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Frederick County Esther Boyd Animal Shelter Subcommittee Recommendations for Building Addition and Supplemental Appropriation Requests

DATE: August 25, 2017

On Wednesday, August 9, 2017, the subject subcommittee met to discuss the possible building addition at the Frederick County Esther Boyd Animal Shelter. The subcommittee was made up of the following members:

Staff Members:	Kathy Whetzel	Amy Feltner
	Holly Grim	Steve Richman
	Mark Fleet	Joe Wilder
Board and		
Citizen Members:	Gene Fisher	Whit Wagner
	Ed Strawsnyder	

After some discussion, the subcommittee made the following recommendations:

1. Construct a stand-alone building on the northwest part of the site as shown on the attached drawing. (attached sketch)
2. Construct the building to match the existing brick portion of the building with a flat roof and covered walkway between buildings.
3. Define the use of the building as a training facility, but will be used for multiple functions.
4. Use masonry construction with epoxy coated walls and concrete floors with a special coating to assist in maintaining a clean environment in the building.
5. Provide accessible site, expanded parking lot, separate secured entrance, accessible restrooms, a maintenance room, office area and intercom system with the new building.

6. Procure services by local architect to develop plans for construction.

I am recommending that staff be allowed to move forward with commencing design of the building based on these recommendations. As you are aware, the Animal Shelter has been the beneficiary of almost one million dollars in donations over the past year. These donated funds have been placed in a separate Reserved Fund, line item 10-240-2501. About 75% of the funds can be used for a purpose that the county and staff determine to be of the most beneficial use. It was recommended by staff and the Public Works Committee that a building addition be constructed to provide a long term benefit to the Animal Shelter and the community.

We are therefore requesting a supplemental appropriation in the amount of \$50,000.00 to be placed in Professional Services Engineering/Design, line item 10-4305-3002-02 from the Reserved Fund, line item 10-240-2501. This will allow staff to procure engineering and architectural services to develop a site plan and architectural plans for a building addition at the Animal Shelter. Our plan is to have design plans completed by the end of the year and be back to this committee for further review.

Also, about 25% of the donated funds were earmarked to expand the existing spay/neuter program. Therefore, we are requesting a supplemental appropriation in the amount of \$10,000.00 to be placed in Professional Health Services, line item 10-4305-3001-00. These funds will allow staff to expand our current program and assist with more adoptable animals being spayed and neutered.

We recommend both requests be forward to the Finance Committee for further review and approval and on to the Board of Supervisors if recommended by this committee.

JCW/kco

Attachments: as stated

cc: Kathy Whetzel, Animal Shelter Manager
file

Animal Shelter expansion



03/05/2017 - 04/14/2017



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Monthly Tonnage Report - Fiscal Year 16/17

DATE: August 15, 2017

The following is the tonnage for the months of July 2017, through June 2018, and the average monthly tonnage for fiscal years 03/04 through 17/18.

FY 03-04:	AVERAGE PER MONTH:	16,348 TONS (UP 1,164 TONS)
FY 04-05:	AVERAGE PER MONTH:	17,029 TONS (UP 681 TONS)
FY 05-06:	AVERAGE PER MONTH:	17,785 TONS (UP 756 TONS)
FY 06-07:	AVERAGE PER MONTH:	16,705 TONS (DOWN 1,080 TONS)
FY 07-08:	AVERAGE PER MONTH:	13,904 TONS (DOWN 2,801 TONS)
FY 08-09:	AVERAGE PER MONTH:	13,316 TONS (DOWN 588 TONS)
FY 09-10:	AVERAGE PER MONTH:	12,219 TONS (DOWN 1,097 TONS)
FY 10-11:	AVERAGE PER MONTH:	12,184 TONS (DOWN 35 TONS)
FY 11-12:	AVERAGE PER MONTH:	12,013 TONS (DOWN 171 TONS)
FY 12-13:	AVERAGE PER MONTH:	12,065 TONS (UP 52 TONS)
FY 13-14:	AVERAGE PER MONTH:	12,468 TONS (UP 403 TONS)
FY 14-15:	AVERAGE PER MONTH:	13,133 TONS (UP 665 TONS)
FY 15-16:	AVERAGE PER MONTH:	13,984 TONS (UP 851 TONS)
FY 16-17:	AVERAGE PER MONTH:	14,507 TONS (UP 523 TONS)
FY 17-18:	AVERAGE PER MONTH:	17,845 TONS

MONTH	FY 2016-2017	FY 2017-2018
JULY	13,391	17,845
AUGUST	15,724	
SEPTEMBER	14,649	
OCTOBER	14,160	
NOVEMBER	13,834	
DECEMBER	16,821	
JANUARY	12,520	
FEBRUARY	12,542	
MARCH	13,216	
APRIL	14,252	
MAY	16,105	
JUNE	16,873	

JCW/gmp

<u>MONTH</u>	<u>GLASS</u>	<u>PLAST</u>	<u>AL CANS</u>	<u>STEEL CANS</u>	<u>PAPER</u>	<u>OCC</u>	<u>SHOES/TEX</u>	<u>ELEC</u>	<u>SCRAP</u>	<u>TOTAL</u>
JUL		34,060	3,410	7,330	76,060	89,540	6,560	85,340	289,600	591,900
AUG										0
SEP										0
OCT										0
NOV										0
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
TOTAL	0	34,060	3,410	7,330	76,060	89,540	6,560	85,340	289,600	591,900
FY 16-17	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
FY 15-16	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
FY 14-15	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
FY 13-14	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
FY 12-13	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
FY 11-12	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
FY 10-11	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
FY 09-10	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
FY 08-09	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
FY 07-08	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
FY 06-07	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
FY 05-06	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
FY 04-05	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
FY 03-04	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
FY 02-03	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
FY 01-02	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
FY 00-01	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
FY 99-00	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
FY 98-99	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
FY 97-98	485,294	136,110	13,307	29,775	1,830,000					2,494,486
FY 96-97	373,106	211,105	23,584	46,625	1,690,000					2,344,420
FY 95-96	511,978	167,486	28,441	44,995	1,553,060					2,305,960
TO DATE	14,247,821	6,009,678	548,737	1,234,855	33,150,206	8,547,406	342,540	6,225,034	17,634,721	87,941,078

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018

DOG REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED OVER NEXT MONTH
JULY	50	28	47	4	0	38	39	8	0	0	44
AUG											
SEP											
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	50	28	47	4	0	38	39	8	0	0	44

In the month of July - 129 dogs in and out of kennel. 1 dog transferred to SPCA, 4 dogs transferred to rescue.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018

CAT REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED TO NEXT MONTH
JULY	101	135	23	2	6	28	2	143	0	0	94
AUG											
SEP											
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	101	135	23	2	6	28	2	143	0	0	94

In the month of July - 267 cats in and out of shelter.



Attachment 6

SCS ENGINEERS

Frederick County, Virginia Pro Forma Model for the County Regional Landfill August 29, 2017



Project Purpose and Objectives

Project Purpose and Objectives

Background

Pro Forma Analysis

Findings/Recommendations

Project Purpose and Objectives

PURPOSE

- Prepare pro forma model to assist with long-term fiscal planning of the County's landfill operations.

OBJECTIVES

- Provide planning tool for the County's landfill operations
- Schedule and budget capital expenses
- Estimate annual expenses, revenues, and **tip fees required** to support enterprise Landfill Fund
- Estimate required accruals to support future capital expenses
- Evaluate reserve funds

Fundamental Questions

- What are the future operational and capital costs for the landfill?
- Are the current tip fees and reserves adequate to provide sufficient cash flow funding for future operational and capital cost obligations?

Background

County Landfill

Total area – 932 acres

MSW Landfill – 92 acres, 45 years capacity

CDD Landfill – 50 acres, 41 years capacity

Primary Customers

Frederick & Clarke Counties

City of Winchester

Commercial accounts

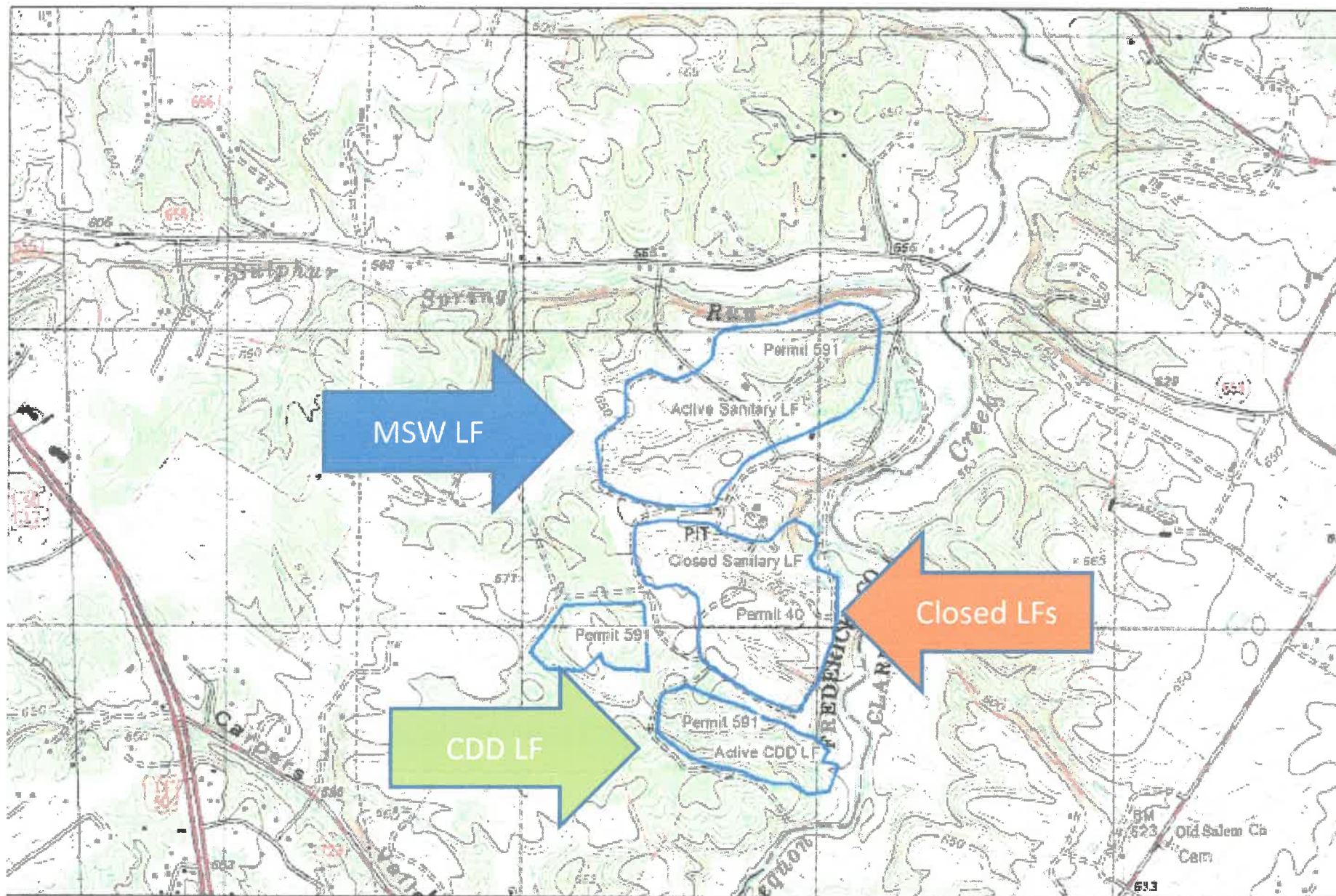
Operations

Landfilling

Citizen's Convenience Center/HHW/Tires

Yard Waste Processing

LFGE



0 0.5 Mi
0 2000 Ft

Tip Fees Vary By Customer Type

TYPE	PRICE
Factory	\$47 / ton
Commercial	\$47 / ton
Petroleum contaminated soil	\$47 / ton
Commercial brush	\$47 / ton
Construction debris	\$42 / ton
Concrete	\$12 / ton
Tires (25 and under)	
Car tire (16.5" and under)	\$0.80 each
Car tire on rim	\$1.80 each
Truck tire (17.5" and over)	\$3 each
Truck tire on rim	\$4 each
Tractor trailer tires	\$6 each
Tires (over 25)	\$80 / ton

Commercial: \$47/ton
Municipal: \$18/ton
CDD: \$42/ton

Project Purpose and Objectives

PURPOSE

- Prepare pro forma model to assist with long-term fiscal planning of the County's landfill operations.

OBJECTIVES

- Provide planning tool for the County's landfill operations
- Schedule and budget capital expenses
- Estimate annual expenses, revenues, and **tip fees required** to support enterprise Landfill Fund
- Estimate required accruals to support future capital expenses
- Evaluate reserve funds

Fundamental Questions

- What are the future operational and capital costs for the landfill?
- Are the current tip fees and reserves adequate to provide sufficient cash flow funding for future operational and capital cost obligations?

Background

County Landfill

Total area – 932 acres

MSW Landfill – 92 acres, 45 years capacity

CDD Landfill – 50 acres, 41 years capacity

Primary Customers

Frederick & Clarke Counties

City of Winchester

Commercial accounts

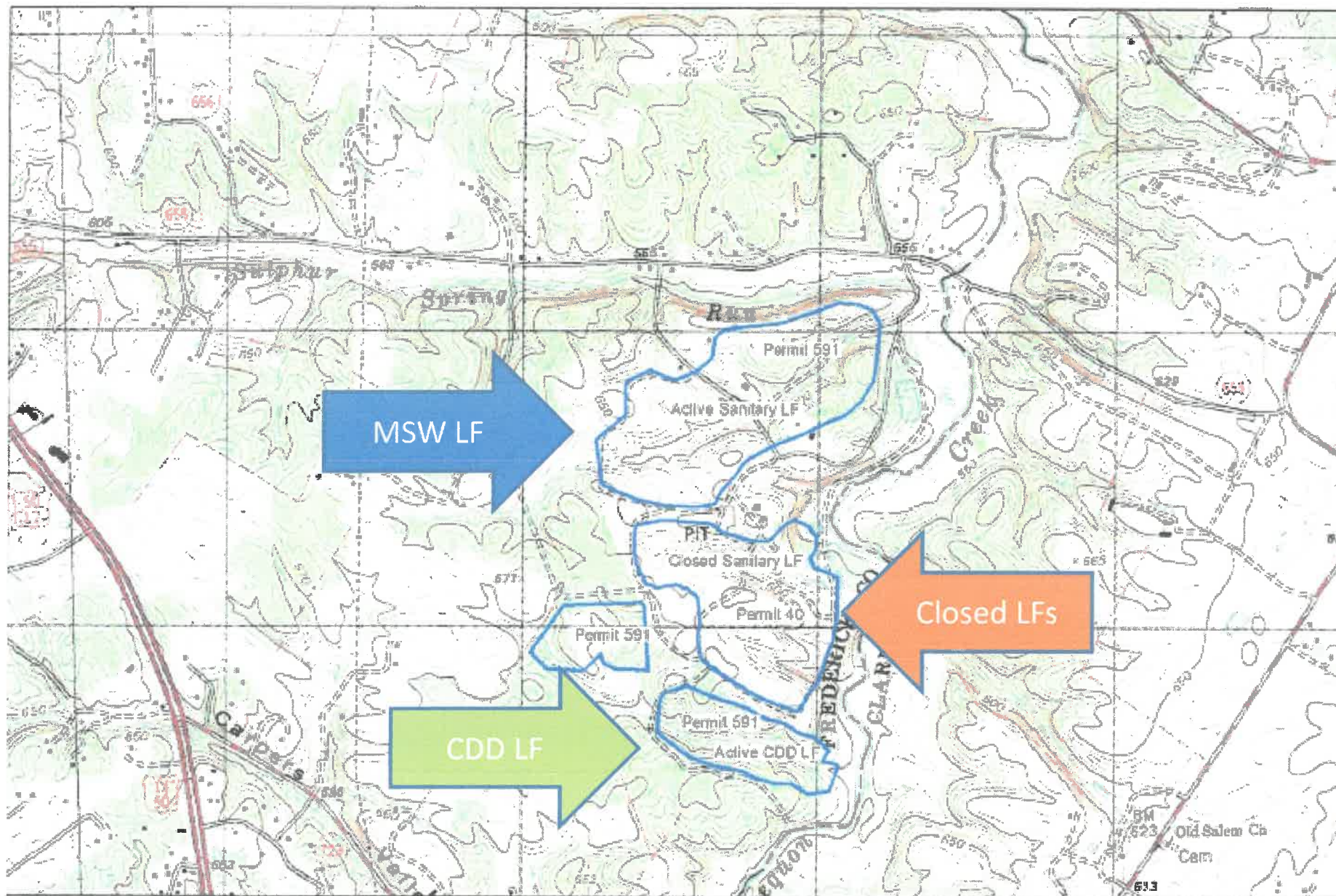
Operations

Landfilling

Citizen's Convenience Center/HHW/Tires

Yard Waste Processing

LFGE



0 0.5 Mi
0 2000 Ft

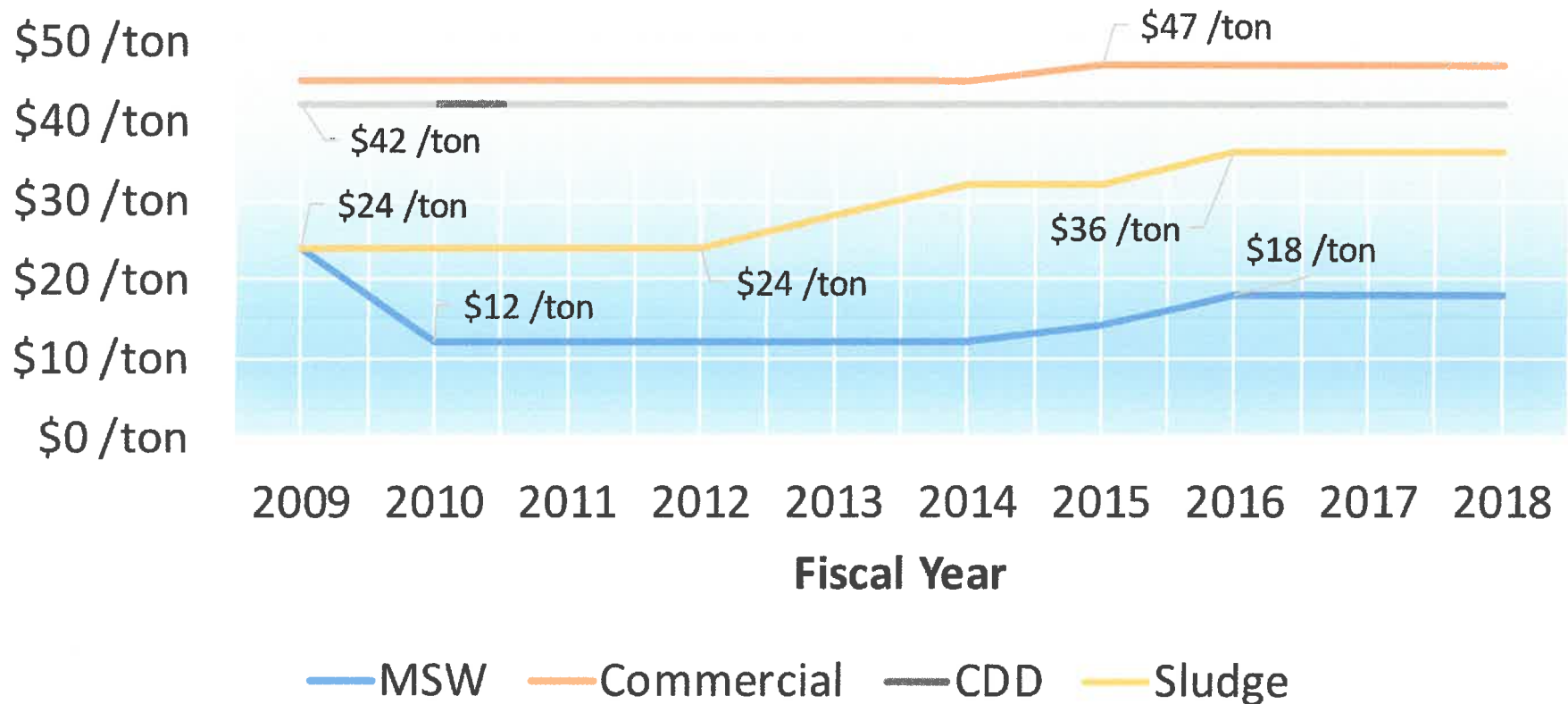
Tip Fees Vary By Customer Type

TYPE	PRICE
Factory	\$47 / ton
Commercial	\$47 / ton
Petroleum contaminated soil	\$47 / ton
Commercial brush	\$47 / ton
Construction debris	\$42 / ton
Concrete	\$12 / ton
Tires (25 and under)	
Car tire (16.5" and under)	\$0.80 each
Car tire on rim	\$1.80 each
Truck tire (17.5" and over)	\$3 each
Truck tire on rim	\$4 each
Tractor trailer tires	\$6 each
Tires (over 25)	\$80 / ton

Commercial: \$47/ton
Municipal: \$18/ton
CDD: \$42/ton

Historical Tip Fees

Frederick County, Virginia Historical Tip Fees, \$/ton



Pro Forma Model

Tool for short-term and long-term planning

Tracks and projects annual operational expenses

Schedule construction and equipment outlays

Allows for tip fee scenario modeling

Allows for sensitivity “what if” analyses

Key Assumptions/Inputs

- Inflation – **2%**
- Debt - no debt (**need adequate accruals**)
- Reserve fund balances – **stay positive**
- Disposal growth rate – **1.5%**
- Effective in-place density – **1,200 pcy**
- Landfill sequencing plan

Major Cost Elements

Operational

Equipment

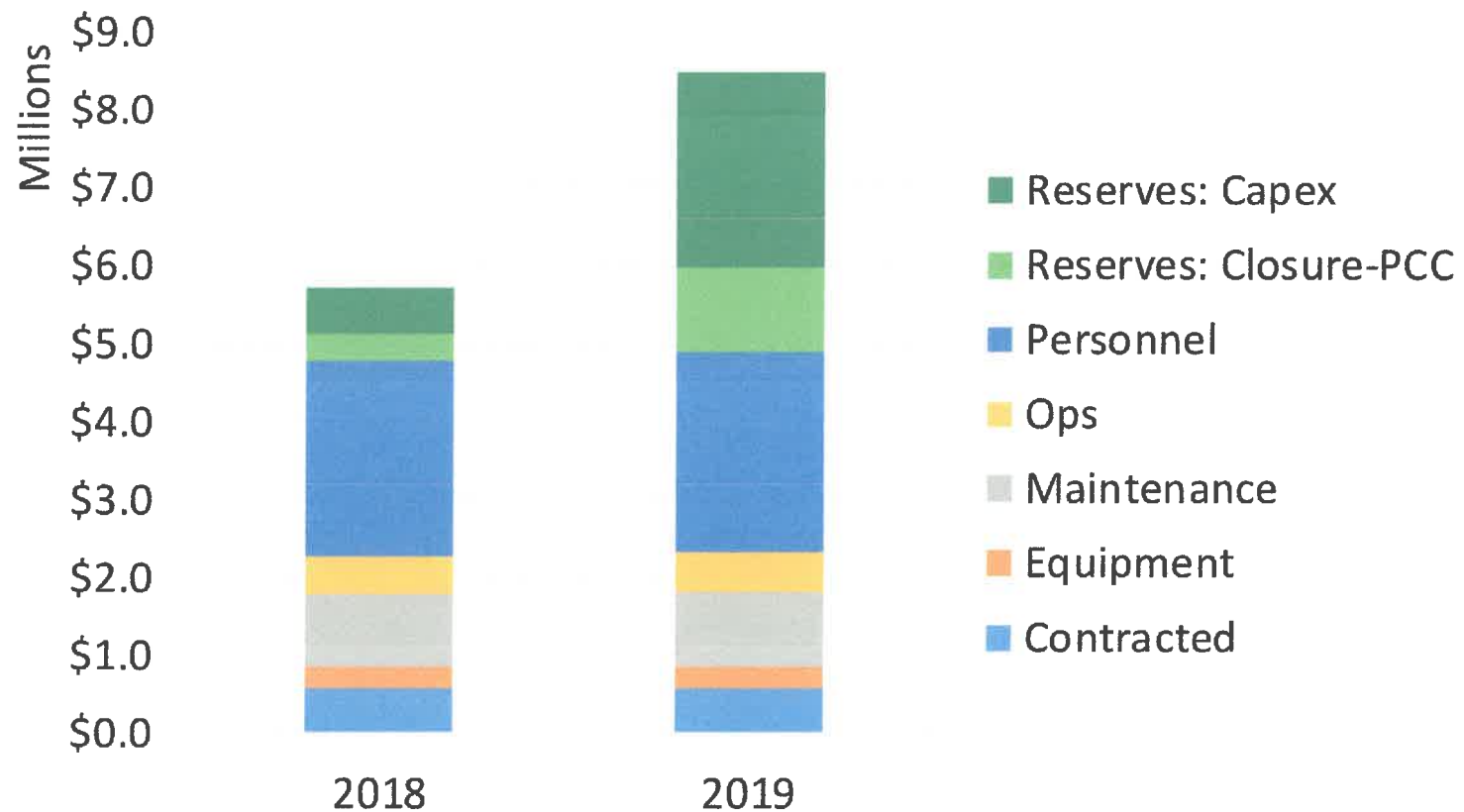
New LF Cell

Closure

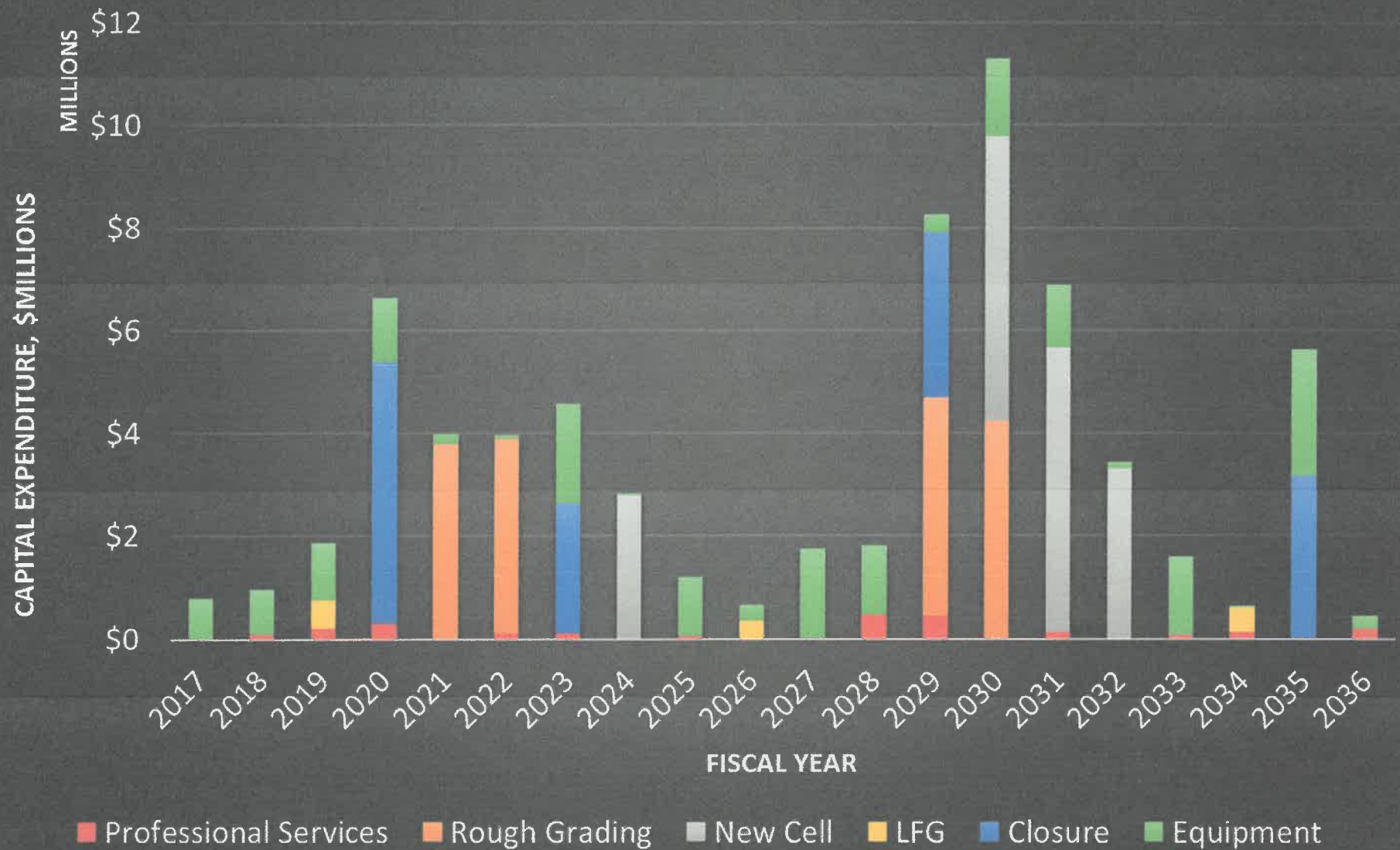
Post-Closure

Accruals

Annual Operating Costs



Projected Capital Expenditures By Fiscal Year Frederick County Landfill Fund



Tip Fee Calculation

Operational

Equipment

New LF Cell

Closure

Post-Closure

Accruals

\$/yr

Simplistic Formula:

System Cost/User Tonnages = Tip Fee

Commercial Tip Fees – Nearby Communities

County	Tip fee (\$/ton)
Warren County (Transfer Station, MSW)	\$60
Shenandoah County	
MSW	\$45
CDD	\$52
Loudoun County, MSW	\$62
Page County	
MSW	\$45
CDD	\$60

Frederick County
Commercial: \$47/ton
Municipal: \$18/ton
CDD: \$42/ton

Current Reserve Funds

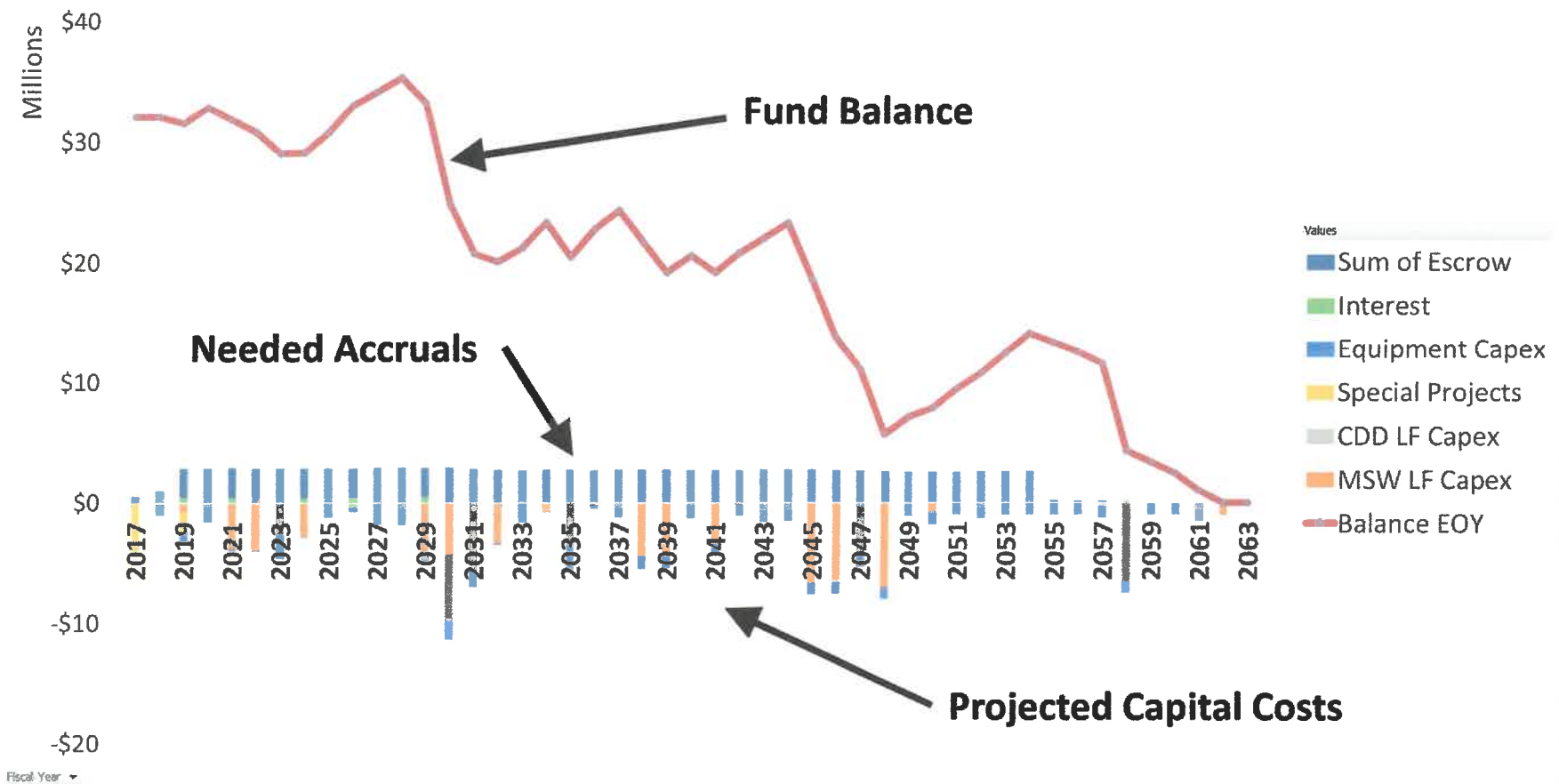
Description	Type	Category	Fund Balance
LF Closure Reserve	Restricted	Closure/PCC	\$12,516,508
F/B Reserve for Encumbrances	Restricted	Capital	\$774,414
F/B Reserve - Land Acquisition	Restricted	Capital	\$1,048,000
F/B Reserve - New Dev. Costs	Restricted	Capital	\$3,812,000
F/B Reserve - Envir. Project Fund	Restricted	Environmental	\$1,948,442
F/B Reserve - Equipment Fund	Restricted	Capital	\$3,050,000
Unreserved Retained Earnings	Unrestricted	Capital	\$26,817,752
Totals			\$49,967,116

Future Capital Needs = \$71 million

Reserve Fund Balance Projections

Balance EOY MSW LF Capex CDD LF Capex Special Projects Equipment Capex Interest Sum of Escrow

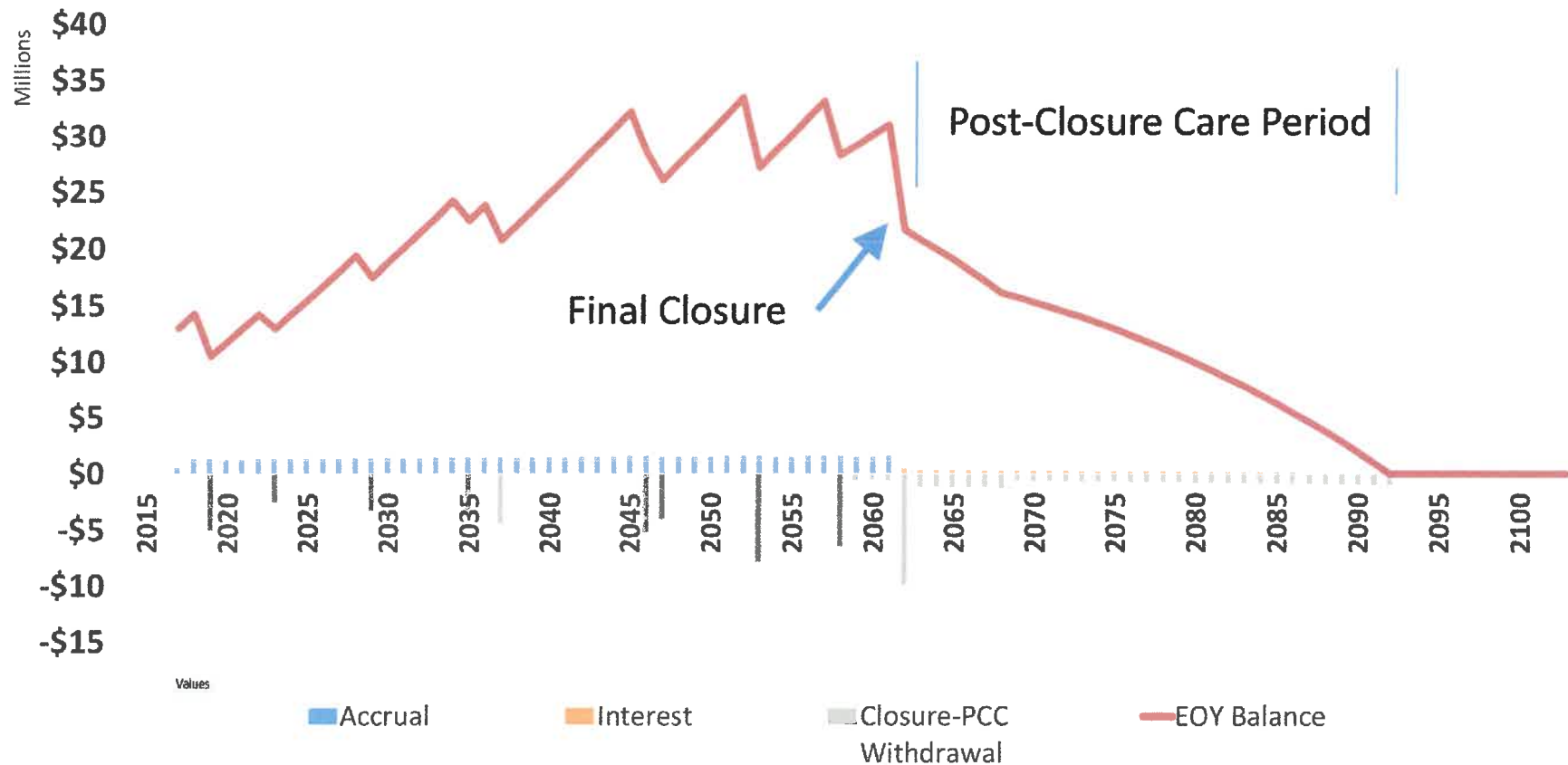
Equipment, Site Development, and Special Projects Reserve Fund



Reserve Fund Balance Projections

Accrual Interest Closure... EOY Balance

Closure and Post-Closure Care Reserve Fund



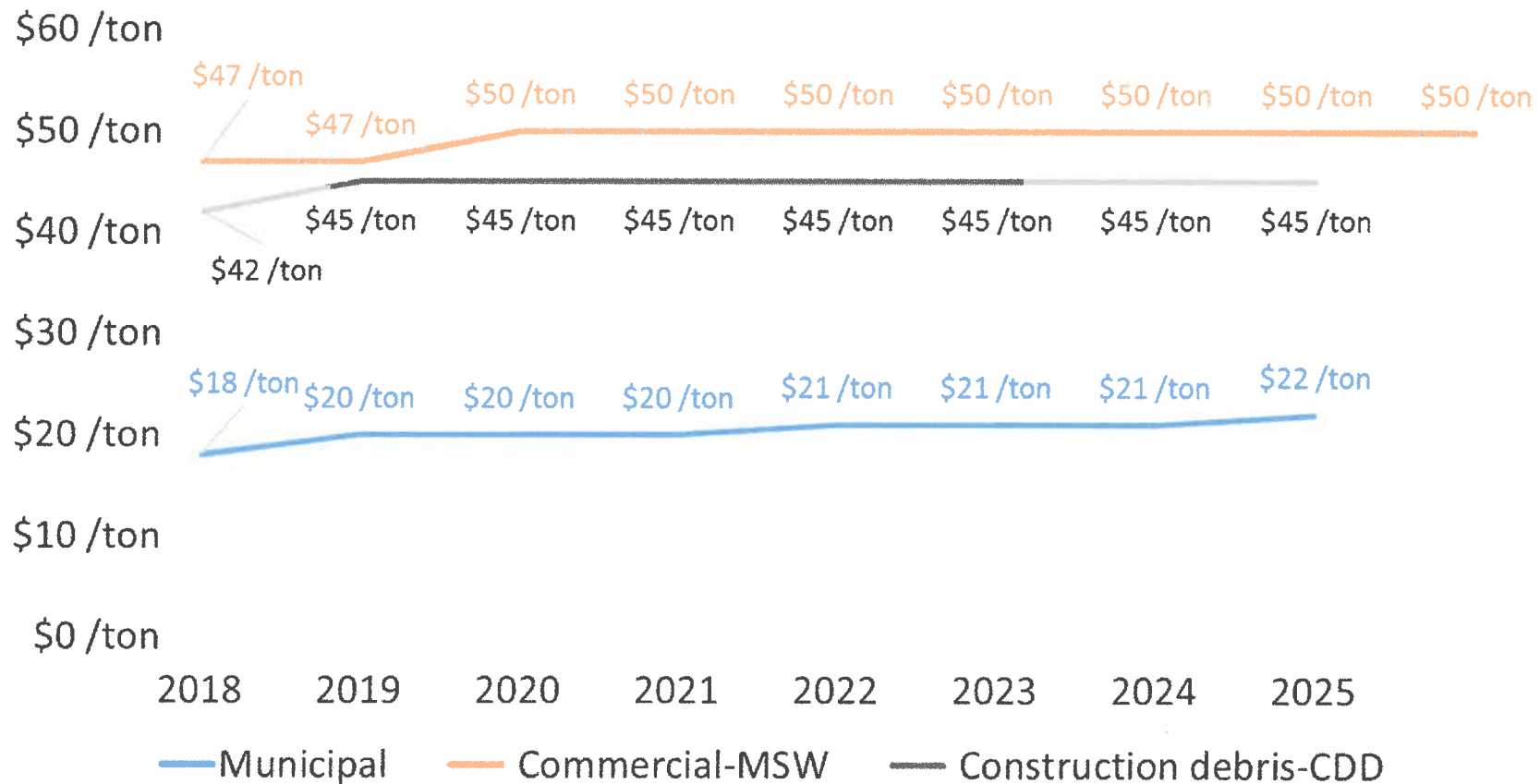
FY ▾

Findings/Recommendations

- Additional accruals needed to meet future capital obligations
 - Closure: \$1.05 million/year
 - Other: \$2.4 million/year
- Tip fees need to be increased to meet future obligations
- Tip fees can be gradually increased over 5 years to achieve desired objectives if a tip fee stabilization fund is established
 - Municipal: Increase from \$18/ton to \$20-\$23/ton
 - Commercial: Increase from \$47/ton to \$50-\$54/ton

Recommended Future Tip Fees

Recommended Tip Fees FY 2018 - 2025



CONSENT AGENDA

J



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Drive, Winchester, VA 22602

MEMORANDUM

LeeAnna Pyles
Director,
Public Safety
Communications

TO: Board of Supervisors

FROM: LeeAnna Pyles,
Director Public Safety Communications

SUBJECT: Public Safety Committee Meeting.
Report for August 17, 2017

DATE: August 28, 2017

A meeting of the Public Safety Committee was held on Thursday August 17, 2017 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Walter Cunningham, Helen Lake and Chuck Torpy. Member Blaine Dunn was not present. Also in attendance were Fire & Rescue Chief Denny Linaburg, Major Steve Hawkins, Assistant County Attorney Erin Swisshelm, Fire & Rescue Association President Dan Cunningham, Deputy County Administrator for Human Services Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman and Deputy Director of Emergency Management Chester Lauck. The following items were discussed:

*****Item Not Requiring Action*****

1. Fire & Rescue QA/QI Specialist position request (see attached):

Chief Linaburg discussed the need for a fulltime QA/QI position who would be tasked with maintaining data and reports that are necessary for the EMS licensing and operations. He stated that the technology and reporting requirements change often and a fulltime person, from the field who has knowledge of the department, is needed to keep the system current and compliant. Chief Linaburg stated that right now, there is a career firefighter that has been doing this work part time and the demands as of late are intensifying thus a reassignment of him to fulltime QA status is needed. Missi Neal, Administrative Assistant in the Fire & Rescue department stated that the department is just seeking the position and not the funding.

Mr. Torpy made a motion to forward this request to the Human Resources Committee with a recommendation of approval of the position. Ms. Lake and Mr. Cunningham seconded the motion and the majority of the Committee concurred. Mr. Lofton voted against the motion.

2. Fire & Rescue service study update:

Chief Linaburg briefly updated the Committee on the status of the Fire and Rescue study. The process is about 60% complete and staff and the Committee will be meeting with the Fitch Corp on August 30th.

3. Sheriff's Office:

Sheriff Millholland shared with the Committee his departmental needs for additional staffing in a number of different divisions, including the Criminal Investigation Division (CID). He shared with the Committee the various areas that the investigators work and the need to acquire 2 more investigators out of the patrol division to work CID. Sheriff Millholland is seeking direction from the Committee on proceeding with his request.

Chairman Fisher requested that the Public Safety Committee meet next month where Sheriff Millholland will present more detailed information on his departments staffing needs.

4. Other Business:

Dan Cunningham, President of Fire & Rescue Association, mentioned that on September 1, a revised standard operating procedure based upon the Fair Labor Standards Act will be enforced. The FLSA provision prevents Frederick County career firefighters from volunteering operationally at Frederick County fire stations.

At the previous Public Safety Committee meeting on June 15, 2017, Walt Cunningham brought up the need for an additional thoroughfare at the Blue Ridge Mobile Home Park off of Berryville Pike. A few months back, the mobile home park suffered extensive storm damage to trailers and trees down across their only roadway thus denying access for rescue equipment and deputies to respond in a timely fashion. He mentioned that there should be consideration for adding an additional access point to this residential area.

Next Meeting: Thursday September 21, 2017

Adjourn: The meeting was adjourned at 9:40 a.m.

Respectfully submitted,

Public Safety Committee

Gene Fisher
Denny Linaburg
Sheriff Lenny Millholland
Dan Cunningham

Gary Lofton
Ann B. Lloyd
Rod Williams
Helen Lake

Chuck Torpy
Walt Cunningham
Blaine Dunn.

By 
LeeAnna Pyles, Director Public Safety Communications

LP/sds



Dennis D. Linaburg
Fire Chief


COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive
Winchester, VA 22602

MEMORANDUM

TO: Public Safety Committee

FROM: Dennis D. Linaburg, Chief
Fire & Rescue 

SUBJECT: QA/QI Specialist Position Request

DATE: August 7, 2017

The Frederick County Fire and Rescue Department currently lacks a dedicated Quality Assurance and Improvement position supporting fire and EMS operations countywide. At this time, we are requesting the HR Committee approve the creation of one (1) Quality Assurance / Quality Improvement (QA) Specialist position. Available funds from the Department's Incentive line item (4-010-035050-1007-000) allow for full funding of the additional position.

Without a dedicated QA Specialist, the Department could face challenges meeting future grant requirements and maintaining all necessary data and reports needed for our EMS Licensing. In the past, an employee in the field was assigned to manage several of the QA Specialist's responsibilities; however, as the Department continues to grow and technology and reporting requirements change, it has become impossible for a field position to do both emergency response and manage these responsibilities without incurring extensive overtime.

The QA Specialist would work hand in hand with the Operations Division, Revenue Recovery Program, and IT Department to ensure the Department reporting systems, mobile devices and software are operating properly to deliver patient care data and insurance compliance information to the necessary state and federal agencies as well as the Department's billing company, while maintaining privacy of protected health information.

The QA Specialist would also be responsible for working directly with the County's IT Department to oversee and manage associated information systems and devices, including the Department's emergency incident reporting software and mobile PCs, and provide administrative staff with guidance and direction in future operations as it pertains to changing technology and reporting compliance rules. The QA Specialist would also create and manage different reports used by the Department to analyze different fire and EMS statistics within the fire and rescue system.

The need to operate a complete quality improvement program that includes total quality management, continuous quality improvement, and quality assessment is necessary to ensure emergency medical care is provided across all agencies in a competent and compassionate manner. The program includes direct field observation by a designated medical quality officer which would require the QA Specialist to be a Nationally Registered and/or Virginia Certified Paramedic in order to properly assess patient reports for all levels of service.

/attachments

County of Frederick, Virginia

Position Details

Position Title: Specialist	Date Position Created: 10/22/13 (Revised)
----------------------------	---

Department: Fire and Rescue	Reports To: Varies by Division
-----------------------------	--------------------------------

<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 10/22/13	Prepared By: Captain
--	-------------------------	----------------------

Range:	Grade:	Salary:
--------	--------	---------

G/L Line Item: 4-010-035050-1001-000-__ _

Job Description

Job Purpose: The Specialist is a member of the Fire and Rescue Department. He/she performs difficult protective service work in fire suppression, emergency medical services, hazardous materials mitigation, and other related work as required. Work is often performed under emergency conditions and frequently involves considerable personal hazards. Work is performed both supervised and unsupervised. Mentors less experienced firefighters in the station and/or on emergency incidents in the absence of higher-ranking personnel and may serve as the lead firefighter within his/her assigned station. Specialists also have the opportunity to serve as an Assistant Training Officer, coordinating and conducting required training activities to ensure proper certifications are maintained by operational staff; as an Assistant Fire Marshal, responsible for enforcing the Virginia Statewide Fire Prevention Code and ensuring and educating the public about fire safety; and as a Quality Assurance / Quality Improvement Specialists ensuring the Department reporting systems, devices and software are properly functioning and reporting fire and EMS information accurately to State agencies and overseeing that reports are being completed correctly and guiding staff as needed in the reporting process.

Essential Functions

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other Duties may also be assigned.

- Be punctual in reporting for work and prepared to work at the beginning of each shift for duty;
- Respond to emergency incidents and performed duties as assigned;
- Assists in the mitigation of emergency incidents including extinguishing of fires, providing emergency care for the sick and injured, and control of hazardous materials;
- Performs Basic or Advanced Life Support (BLS/ALS) care based upon level of certification;
- Serves as officer-in-charge (OIC) of a functional unit such as an engine company, truck company, or rescue company in the absence of an authorized company or career officer;
- Serves as the initial Incident Commander (IC) until relieved by higher ranking personnel;
- If certified, participates as part of the Regional Hazardous Materials Response Team;
- Performs related life safety and property protection activities;
- Inspects, cleans, and maintains fire and rescue apparatus and related equipment;
- Inspects, maintains, and cleans assigned fire stations and grounds;
- Drives and operates emergency response apparatus;
- Completes reports and documentation as required by Department SOPs;
- Attends/completes training as assigned by his/her supervisor and the Training Division;
- Serves as an instructor for in-station, battalion, and shift training;
- Serves as a lead/assisting instructor during department training exercises;
- Serves as a mentor for probationary firefighters, firefighters, and technicians;
- Motivates co-workers;
- In the absence of a higher ranking officer, coordinates and oversees work details within the station on a specific shift;
- Operates as an acting Battalion Officer when needed (if qualified);
- Communicates with co-workers, volunteer fire and rescue personnel, and the public;
- Reads and comprehends complex material;
- Participates in annual inspection of commercial and other designated properties;
- Creates and updates preplans of assigned properties;
- Participates in departmental programs, projects, or special assignments as needed;
- Serves as a technical resource for personnel operating within his/her assigned station;

Training Division Specialist: In addition to Operational functions, Specialists assigned to the Training Division will perform the following:

- Schedule, write, and distribute training advisories for County sponsored training courses;
- Complete required pre-course, course, and post-course documentation for training programs;
- Assign certified/qualified lead and assistant instructors for training courses;
- Acquire necessary apparatus, equipment, facilities, and personnel to conduct training;
- Evaluate instructors, course content, and students to ensure maximum quality assurance for training programs;
- Participate in review of training curriculums at the local, state, and federal levels;
- Attend meetings related to training activities at the local, state, and federal levels;
- Assist with the delivery of training programs related to the Career Development Program;
- Assist with the delivery of training programs in the Frederick County Public School system;
- Assist with maintenance of individual training files for career and volunteer personnel within the Fire and Rescue system;
- Maintain the inventory of audio-visual equipment, training equipment, and various training programs owned by the Department;
- Assist with development and facilitation of "All-Hazards" tabletop, functional, and full-scale exercises in the county and surrounding jurisdictions;
- Prepare written reports for Training Division statistical information, compliance issues with recommended corrective actions, and student/instructor evaluations with recommended corrective actions, if required;
- Assist in the development and implementation of Training Division policies and procedures;
- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Life Safety Division Specialist / Assistant Fire Marshal: In addition to Operational functions, Specialists assigned to the Life Safety Division / Fire Marshal's Office will perform the following:

- Conduct complex investigations of fire, explosives, and environmental emergencies;
- Perform administrative, technical, and supervisory tasks related to fire inspections and prevention;
- Interpret complex code requirements;
- Inspect public facilities for compliance with applicable codes;
- Assist in the preparation of Division budget;
- Monitor compliance with state and local fire plans and protection regulations and standards;
- Plan and conduct public fire education programs;
- Attend seminars, conferences, workshops, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of trends and developments in the fields of fire, arson and explosives investigation;
- Prepare written reports citing code violations and fire hazards, recommend corrective actions, conduct follow-up inspections to determine if corrective actions have been taken, and issue warnings and citations for violations when necessary;
- Issue burning, blasting, explosives, and fireworks permits;
- Investigate citizen complaints or inquiries as they relate to code enforcement activities and open burning;
- Review emergency plans for schools, daycares, nursing home, churches, and places of public assembly to detect and correct possible fire hazards;
- On call status twenty four (24) hours a day to respond to environmental incidents, fires, explosions, natural and man-made disasters;
- Participate in and provides specialized training in code enforcement and fire investigation;
- Participate in meetings with contractors, developers, architects, engineers, and county officials prior to and during construction;
- Conduct origin and cause investigations for fires including fire scene examination, evidence recovery, witness interviews, and documentation (photography, sketches, field notes);
- Conduct supplemental investigations including witness or suspect interviews, searches, report

- writing, and diagrams;
- Coordinate with law enforcement, Commonwealth's Attorney, insurance companies, and private investigators regarding suspicious fires, explosions, and related crimes;
- Serve as officer-in-charge (OIC) of an emergency incident in the absence of an authorized officer
- Serve as a resource for volunteer fire and rescue officers;
- Represent the Department as an inspector or investigator in court in relation to code enforcement or fire investigations;
- Perform all duties of Fire Marshal in his/her absence;
- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Life Safety Division Specialist / Fire Inspector: In addition to Operational functions, Specialists/Fire Inspector's assigned to the Life Safety Division / Fire Marshal's Office will perform the following:

- Perform administrative, technical, and supervisory tasks related to fire inspections and prevention;
- Interpret complex code requirements;
- Inspect public facilities for compliance with applicable codes;
- Monitor compliance with state and local fire plans and protection regulations and standards;
- Assist in the preparation of Division budget;
- Review all plans to include but not limited to site plans, rezoning, subdivision, master development plan, conditional use, fire alarm, sprinkler, and hood/fire suppression;
- Plan and conduct public fire education programs;
- Attend seminars, conferences, workshops, meetings, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of code enforcement and public fire education;
- Prepare written reports citing code violations and fire hazards, recommend corrective actions, conduct follow-up inspections to determine if corrective actions have been taken, and issue warnings and citations for violations when necessary;
- Investigate citizen complaints or inquiries as they relate to code enforcement activities;
- Review emergency plans for schools, daycares, nursing home, churches, and places of public assembly to detect and correct possible fire hazards;
- Participate in and provides specialized training in code enforcement;
- Participate in meetings with contractors, developers, architects, engineers, and county officials prior to and during construction;
- Represent the Department as an inspector in court in relation to code enforcement;
- Inspects buildings and structures to ensure compliance with the Virginia Statewide Fire Prevention Code (VSFPC), Virginia Uniform Statewide Building Code (VUSBC); associated Frederick County Amendments;
- Investigates and troubleshoots problems related to fire protection equipment and systems as they occur in buildings;
- May inspect all types of construction, uses, and occupancies for compliance with applicable codes;
- May document or assess structural damage of failure due to fire, weather, or accident, and documents each incident with written reports, pictures, etc., as necessary;
- May inspect new construction to ensure that construction is in compliance with the VSFPC, VUSBC, other applicable codes, and insures that construction is completed in accordance with the approved plans;
- Complete records of inspections and test results of performance testing of fire protection equipment and systems;
- When an investigation or inspection uncovers code violations or work that is not approved, identifies the sections of the regulations being violated, issues written code violation notices to developer, owner(s) or appropriate persons, and takes necessary action to ensure violations are corrected;
- Reviews requests for inspections, coordinates inspections with other County agencies, i.e. Building Official, Planning and Zoning, and Health Department;
- Interprets applicable codes and model standards;
- Smoke detector install;
- Car seat check/install;
- Serve as a resource for volunteer fire and rescue officers;

- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Quality Assurance / Quality Improvement (QA/QI) Specialist: In addition to Operational functions, Quality Assurance / Quality Improvement Specialists will perform the following:

- Oversee and manage quality assurance/quality improvement and associated management information systems, including the department's emergency incident reporting software, and provide staff with guidance and direction on data collection;
- Work hand in hand with the County IT Department to support field operations by managing configurations, settings, updates, and maintenance on the department's mobile computing equipment, as well as accessories and vehicle mounting hardware;
- Troubleshooting and providing appropriate assistance to department staff on a variety of computer issues to include offering technical support via phone, email and at stations;
- Work directly with the IT Department in researching, testing, and recommending to the Operations Deputy Chief and Fire Chief new mobile computing equipment, software and hardware;
- Serve as the Department liaison with State Agencies and vendor contractors to ensure reporting systems are in compliance with State and Federal reporting regulations;
- Oversee and manage the Frederick County Fire and Rescue system's overall quality assurance/quality improvement program to ensure emergency medical care is delivered in a competent and compassionate manner;
- Prepare long-term plans for continued development and integration of a continuous quality management program;
- Work in conjunction with the Revenue Recovery Program to ensure incident reporting systems are properly capturing patient care and insurance information, while maintaining privacy of protected health information;
- Assist with the resolution of operational problems or difficult cases among providers and other parties involved;
- Assist with the investigation of clinical care and customer service complaints and inquiries;
- Provide appropriate follow up information and recommends the development of remedial education and related products or activities as necessary;
- Translate annual QA/QI findings into recommendations to improve EMS delivery through training and other mechanisms and makes recommendations for quality improvement through new or enhanced EMS equipment and supplies;
- Work collectively with the organization to ensure positive relations with both internal and external customers, to include department personnel, volunteers, other County staff, and the emergency medical community in Frederick County;
- Serve as a resource for volunteer fire and rescue officers;
- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Job Requirements:

Education: High School Diploma/GED and a valid and appropriate driver's license. Specialists must possess valid and appropriate certificates, including: Virginia/NFPA Firefighter I and II, Virginia Hazardous Materials Awareness, Virginia Hazardous Materials Operations, Virginia Emergency Vehicle Operator, Virginia Driver/Operator – Pumper, Virginia/NFPA Fire Instructor I, and Virginia Emergency Medical Technician or higher. They must meet NIMS ICS 100 and 200 certification requirements. Certificates must be available and recognized by the Commonwealth of Virginia.

Training Division Specialist:

To qualify as a Specialist in the Training Division, the following certifications are needed in addition to the general education requirements:

Fire Suppression Training:

- VDFP Firefighter Level I and II Instructor Train-The-Trainer

- VDFP Mayday! Firefighter Down! Instructor Train-The-Trainer
- VDEM Hazardous Materials Awareness and Operations Instructor Train-The-Trainer
- VDFP Emergency Vehicle Operator's Course Instructor Train-The-Trainer

Emergency Medical Services Training:

- AHA Basic Life Support For The Healthcare Provider C.P.R. Instructor Train-The-Trainer
- AHA Advanced Cardiac Life Support (ACLS) Instructor Train-The-Trainer
- International Trauma Life Support (ITLS) Instructor Train-The-Trainer
- AGS Geriatric Education For Emergency Medical Services (GEMS) Instructor Train-The-Trainer
- AAP Pediatric Education For Pre-Hospital Professionals (PEPP) Instructor Train-The-Trainer

Training Lieutenants must maintain these necessary certifications through continued instruction in the respective courses every two (2) years.

Life Safety Division / Assistant Fire Marshal Specialist:

To qualify as a Specialist in the Life Safety Division / Fire Marshal's Office, the following certifications are needed in addition to the general education requirements:

- VFMA Fire Inspector I and II – NFPA 1031
- DHCD Building Code Academy Core Class for Fire Officials
- VFMA Fire Investigator – NFPA 1033
- VFMA Law Enforcement or DCJS Law Enforcement
- Range Qualifications for Law Enforcement

Assistant Fire Marshal Specialists must maintain these necessary certifications by attending seventy two (72) hours of training every two (2) years.

Life Safety Division Specialist / Fire Inspector:

To qualify as a Specialist/Fire Inspector in the Life Safety Division / Fire Marshal's Office, the following certifications are needed in addition to the general education requirements:

- VFMA Fire Inspector I and II – NFPA 1031
- DHCD Building Code Academy Core Class for Fire Officials

Quality Assurance / Quality Improvement Specialist:

To qualify as a Quality Assurance / Quality Improvement Specialist, the following certifications are needed in addition to the general education requirements:

- Nationally Registered Paramedic or Virginia State Intermediate or Paramedic certification
- Certified Ambulance Coder (NAAC)
- Two years' experience in managing and overseeing QA/QI programs, pre-hospital EMS experience in a combination fire/rescue system;
- Knowledge and familiarity with ImageTrend RMS (V2) and (V3) Elite platforms, NEMSIS, Virginia EMS Validation requirements and the ability to update coding in reporting system to maintain compliance
- Knowledge and experience in the operation and use of PCs and the ability to setup and install hardware and software, and diagnosis and repair PCs and other equipment both remotely and at station locations is required.

NOTE Personnel certified at the AEMT, Intermediate, or Paramedic levels are eligible for ALS Incentive Pay if all requirements listed in the Professional Development Program are met.

Experience: Four (4) years work within the Frederick County Fire and Rescue Department (minimum two (2) year as a Technician) and satisfactory performance evaluations for the previous two (2) years.

Knowledge/Skills: Specialists shall have the ability to read and comprehend written documents including, but not limited to, technical reports, textbooks, policies, and regulations. He/she shall be able to communicate effectively both verbally and in writing. He/she shall be proficient in the principles and practices of emergency medical services (EMS), rescue, fire prevention, fire suppression, and mitigation of hazardous materials incidents (Operations level). He/she shall be familiar with the operation of fire and rescue equipment utilized by the department.

The Specialist will complete required continuous education requirements to maintain certifications qualifying him/her for the position (Driver Operator, Advanced EMT or above, Hazardous Materials

Technician or Specialist).

The Specialist shall have the ability to utilize formal knowledge, personal experience, and decision making techniques to initiate an action plan to mitigate an emergency incident. He/she shall have the ability to remain calm under stressful situations and perform rationally.

The Specialist shall be proficient in the operation of fire apparatus including inspection and basic maintenance of the apparatus. He/she shall be familiar with the response area assigned and target hazards located there.

The Specialist shall understand and comply with rules and policies of the Department and Frederick County. Equipment essential to do the Job: Fire, Rescue, and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, EMS Vehicles) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Computers and various communications and office equipment.

Working Conditions:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Requires considerable physical effort working continuously with average and frequently with heavy weights. Performs long periods of physical exertion including, but not limited to, climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing, and hoisting. Includes performing work on uneven and potentially slippery surfaces and with varying degrees of light. Operates under stressful conditions.

Work is performed in various environmental conditions including work inside and outside and in very cold to extremely hot conditions.

Supervisory Responsibilities:

Number of Employees Supervised: 0-2

Number of Subordinate Supervisors Reporting to Job: 0

Approvals:

Department Director:

Date:

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:

CONSENT AGENDA

K



MEMORANDUM

TO: Board of Supervisors
FROM: John A. Bishop, AICP, Assistant Director - Transportation *JB*
RE: Transportation Committee Report for Meeting of August 28, 2017
DATE: August 30, 2017

The Transportation Committee met on August 28, 2017 at 8:30 a.m.

Members Present

Gary Lofton Chairman (voting)
Judith McCann-Slaughter (voting)
James Racey (voting)
Barry Schnoor (voting)
Gene Fisher (voting)
Lewis Boyer (liaison Stephens City)

Members Absent

Mark Davis (liaison Middletown)
Gary Oates (liaison PC)

*****Items Not Requiring Action*****

1. Revenue Sharing Policy Update:

The Revenue Sharing Policy had significant changes which took place effective July, 2017 from the Commonwealth Transportation Board (CTB) the most significant is the reduction from \$10 million to \$5 million in funds on an annual basis. Also, another is the limit of \$10 million per project. The CTB also changed the way Revenue Sharing allocations can be transferred between projects. Supervisor Slaughter-McCann asked for clarification about the deallocation process on surplus funds which have changed from 24 months to 6 months after a project is completed. VDOT verified that this is accurate. The cap of \$10 million per project could impact Jubal Early Drive project if the cost estimate were to increase on that project.

2. SmartScale Program Update:

A major proposed change that was discussed is the reduction in the number of applications that a locality can apply for which has been reduced to a limit of four. This would be less than Frederick County has applied for in the past. The MPO and Regional Commission can add four (4) applications each on behalf of Frederick County. However, concern is that those regional groups compete with other localities for funds. Based on the past data, projects under \$5 million are most likely to get funded. The Transportation Committee and the Board of Supervisors will have major decisions to make in the future as to what projects they would apply for. The CTB will act on this change at the next meeting. Also, another major change that was announced on Friday, August 25, 2017 was that projects that are proffered will not be eligible for funding. Staff asked for clarification on this issue at next meeting. The Chairman asked committee members to give feedback to staff and the committee will be taking this item back up at their meeting in September for a recommendation to the Board of Supervisors.

3. VDOT Arterial Preservation Program

On June 15, 2017 staff attended the VACO Transportation Steering Committee meeting at which Mr. Garrett Moore gave a presentation on VDOT's new Arterial Preservation Program. The VACO Transportation Steering Committee is a new committee but has been very active. The VDOT staff is working very hard on this program, to the point of already implementing elements, even though it is still in the development stage. Mr. Terry Short, Planning Manager, VDOT Staunton District discussed this program with the committee as is referenced by the attached presentation. In our area, this program impacts all of the major roadways that have interchanges with I-81. With this renewed focus on arterial preservation, new accesses and intersections will receive significant scrutiny and new signals will have to be approved in Richmond while other intersection types or a signal removal would be approved locally. Mr. Bishop advised that this has potential to significantly impact project timelines for both public road projects and private developments.

4. Route 37/Shady Elm Access Management Discussion

VDOT is currently working on a potential limited access break for a property next to the Route 11/Route 37 interchange. If this is implemented, this will create an additional access on the north side of Route 37 in Kernstown across from the interchange ramps. The County has been asked to weigh in on the process and perhaps even partner in revenue sharing with the developer of the parcel for the roadway improvements that would be needed for the new access. Impact studies have been done that shows needed improvements by the property owner. Staff noted that the MPO went through two rounds of study that analyzed the

interchange between Route 11 and Route 37 at Kernstown, as well as a potential interchange at Shady Elm Drive. Those studies did not support the interchange existing long term however, neither study was adopted by Frederick County. The property in question does currently have an access point with Commonwealth Court. The property is a by right development, and can have the same use with or without break per VDOT. VDOT does not have an officially designed plan only a conceptual design. There is a difference of opinions between the property owner and VDOT as to what improvements shown in the Applicant's TIA are required to support the break. The Applicant is expected to seek revenue sharing assistance on the portion that they do not agree is needed to offset the impact of the break.

5. VACO Transportation Legislative Priorities

Staff attended a VACO Transportation Steering Committee meeting on August 21, 2017. The topic at this meeting was to refine their legislative priorities for 2018. The major proposed changes to the preliminary legislative program for 2018 was "*including dedicated funding for Metro*" into the first priorities. This focuses on the fact that SmartScale does not deal well with secondary funding. Since, the drop in funding during the decades only with needs increasing. This change has greatly impacted the County. The next priority proposed change is revenue sharing from \$15 million to \$150 million through CTB. Staff noted that if the General assembly implemented this change, then the power of the CTB and whomever the current Secretary of Transportation is would not be able to cut the program as easily as it has been recently cut. Staff noted that the program has already been cut from \$150 million to \$100 million and that the Secretary of Transportation had originally planned to take it much lower before the CTB listened to feedback from localities and stopped at \$100 million. Staff noted the importance of the revenue sharing program to Frederick County and other localities like ours. The Chairman asked committee members to give feedback to staff and the committee will be taking this item back up at their meeting in September for a recommendation to the Board of Supervisors.

6. County Project Updates

Snowden Bridge Boulevard:

Recent heavy rains created some unexpected washing out on some of the shoulders on the roadway. Staff has coordinated with VDOT to address these issues. The resolution for adoption into the state system is expected to go before the Board of Supervisors on September 13, 2017 with tentatively scheduled for September 18, 2017 takeover of VDOT. A dedication ceremony will be schedule soon after the VDOT takeover.

Tevis Street Extension/Airport Road/I-81 Bridge:

Bridge design is ongoing and draft environmental documents for VDOT have been received. Bridge design has exceeded 90% and is expected to be approved by early November, 2017 while 60% roundabout plan and 30% roundabout plans

have been submitted to VDOT for comments and are expected to be approvable by February, 2018. The bids should go out soon after the approval in February, 2018.

Renaissance Drive:

TPOF agreements have been received from VDOT. Evaluating with the Board of Supervisors on the status of revenue sharing matching funds prior to beginning of design. Completing new project documentation for CSX through the County Attorney. The pending Carbaugh rezoning application also has potential to impact this project with proffers.

Valley Mill Road Realignment:

Private partner has reiterated a desire not to continue the project. Staff is looking into opportunities to transfer funds. This would come to the TC and Board for action.

Coverstone Drive:

No activity at this time.

Jubal Early Drive Extension and Interchange with Route 37:

Communication was sent to the Applicants and noted that the County could make no further moves forward on the project until a revenue sharing agreement is in place. Following that, a meeting was held at which the agreement was discussed and staff is awaiting feedback from the Applicant.

Other

The Chairman deferred to the next meeting Items 7 & 8 on the agenda.

JAB/ks

REVENUE SHARING POLICY CHANGES - JULY 2017

	Policy	Previous Policy	NEW POLICY	Anticipated Impact / Purpose
1	Initial Allocation from Application			
1-a	<ul style="list-style-type: none"> Locality Allocation Request Limitation 	\$10M per locality annually	\$5M per locality annually (\$10M per biennial application cycle).	Provide immediate impact of reducing Tier 1 requests allowing more localities and additional projects to receive Revenue Sharing allocations.
1-b	<ul style="list-style-type: none"> Project Allocation Limitation 	Unlimited	\$10M per project (statewide match) lifetime, including transfers.	Provide long-term benefits by ensuring very large projects do not continue to exhaust limited Revenue Sharing funding at the disadvantage of smaller projects.
2	Transfer of Revenue Sharing Funds			
2-a	<ul style="list-style-type: none"> Surplus funds from a completed project to existing Revenue Sharing Project 	Funds transferred administratively; no restrictions	Project must be viable and in the current Six Year Improvement Plan with concurrence of District CTB Member.	Provides additional oversight and oversight with minimal delay. Provides some benefit of successfully completing project under budget and reduces future need on existing projects.
2-b	<ul style="list-style-type: none"> Transfer from on-going Revenue Sharing project to on-going Revenue Sharing project 	Funds transferred administratively; no restrictions	Must meet deallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project; with concurrence of District CTB member.	Ensures transfers are made only to projects with an immediate need and minimizes the ability to use Revenue Sharing program as funding source for projects which have not gone through application process. Ensures additional transparency and oversight with minimal delay.
2-c	<ul style="list-style-type: none"> Surplus funds from a completed project to non-Revenue Sharing project 	Project must be viable and in the current Six Year Improvement Plan; approved by CTB Action	Must meet deallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project; approved by CTB action.	Ensures transfers are made only to projects with an immediate need and minimizes the ability to use Revenue Sharing program as funding source for projects which have not gone through application process.
2-d	<ul style="list-style-type: none"> Transfer from on-going Revenue Sharing project to non-Revenue Sharing project 	Project must be viable and in the current Six Year Improvement Plan; approved by CTB Action	Must meet deallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project; approved by CTB action.	Ensures transfers are made only to projects with an immediate need and minimizes the ability to use Revenue Sharing program as funding source for projects which have not gone through application process.
2-e	<ul style="list-style-type: none"> Surplus funds from a cancelled project 	Funds currently may be transferred in accordance with policies applicable to existing Revenue Sharing project or non-Revenue Sharing projects	Surplus funds must be returned to Revenue Sharing Program Balance Entry; Funds may be reallocated only by CTB action.	Ensures funding which is no longer needed for an approved project returns to the Revenue Sharing Program balance.
2-f	<ul style="list-style-type: none"> Miscellaneous Provisions 	In some cases, a Locality has requested additional funds during application cycle to replace funding transferred to another project.	Clarification that a Locality may not request additional funds during application cycle to replace funds transferred off a Revenue Sharing project.	Prevents misuse of transfer process eliminating the replacement of funds that have been transferred to other projects; ensures localities plan and estimate for funding provided during application cycle.
3	Other			
3-a	<ul style="list-style-type: none"> Deallocation process - Surplus funds after project completion 	Project subject to deallocation 24 months after projects is completed	Project subject to deallocation 6 months after projects is completed.	Ensures timely reallocation of surplus funds.
3-b	<ul style="list-style-type: none"> Timely expenditure of funding; requirement to expend funds within one year of CTB allocation 	Projects must spend a portion of their Revenue Sharing funding within one year. Currently, there is no enforcement provision.	The CTB will have discretion to defer future project allocations when a project has not expended a portion of their Revenue Sharing Funds within one year of CTB allocation.	Helps ensure timely implementation of projects.

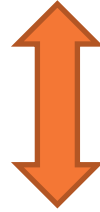
August 28, 2017

VDOT Arterial Preservation Program

Terry R. Short, Jr.
VDOT Staunton District Planning Manager



VDOT Arterial Preservation Program



Access Management



Arterial Management Plans

VDOT Arterial Preservation Program

Chief Engineer May 2017 CTB Presentation

http://www.ctb.virginia.gov/resources/2017/may/pres/2_arterial_preservation.pdf

Access Management Update October 2016

http://www.ctb.virginia.gov/resources/2016/oct/pres/8_Access_Management.pdf

Corridor Preservation Update February 2017

http://www.ctb.virginia.gov/resources/2017/feb/pres/2_Corridor_Preservation.pdf

Arterial Management Plan Methodology

http://www.virginiadot.org/Projects/asset_upload_file126_94825.pdf

Arterial Management Plan Toolbox of Alternatives

[http://www.virginiadot.org/projects/resources/Arterial_Management_Plans/AMP -
_Toolbox_of_Alternatives.pdf](http://www.virginiadot.org/projects/resources/Arterial_Management_Plans/AMP_-_Toolbox_of_Alternatives.pdf)



ARTERIAL 
PRESERVATION PROGRAM

Protecting Virginia's Arterial Investments

CTB Workshop | May 2017
Garrett Moore, P.E. | Chief Engineer

Commonwealth of Virginia

Arterial Preservation (draft)

Bristol	Salem	Lynchburg	Richmond	Hampton Roads	Fredericksburg	Culpepeper	Staunton	NOVA
US-11	US-11	US-29	US-1	US-13	US-1	VA-3	VA-7	US-1
US-19	US-58	US-58	US-33	US-17	VA-3	US-15	US-11	VA-7
US-58	US-220	US-221	US-58	US-58	US-17	US-17	US-33	VA-28
VA-381	US-460	US-360	US-60	US-60	US-33	VA-28	US-50	US-29
US-460		US-460	US-250	US-460	VA-207	US-29	US-60	US-50
		US-501	US-301		US-301	US-33	US-220	VA-55
			US-360		US-360	US-50	US-250	VA-234
			US-460			US-250		VA-659

Network excludes segments that are access controlled and segments that have a parallel access controlled facility in locations outside urbanized areas (e.g. U.S. 1, U.S. 11, U.S. 250, etc.)

Arterial Preservation

Corridor of Statewide Significance

Mobility Preservation Segment

Mobility Enhancement Segment

Mobility Preservation Segment (non-CoSS)

Mobility Enhancement Segment (non-CoSS)

Bristol

Culpeper

Fredericksburg

Hampton Roads

Lynchburg

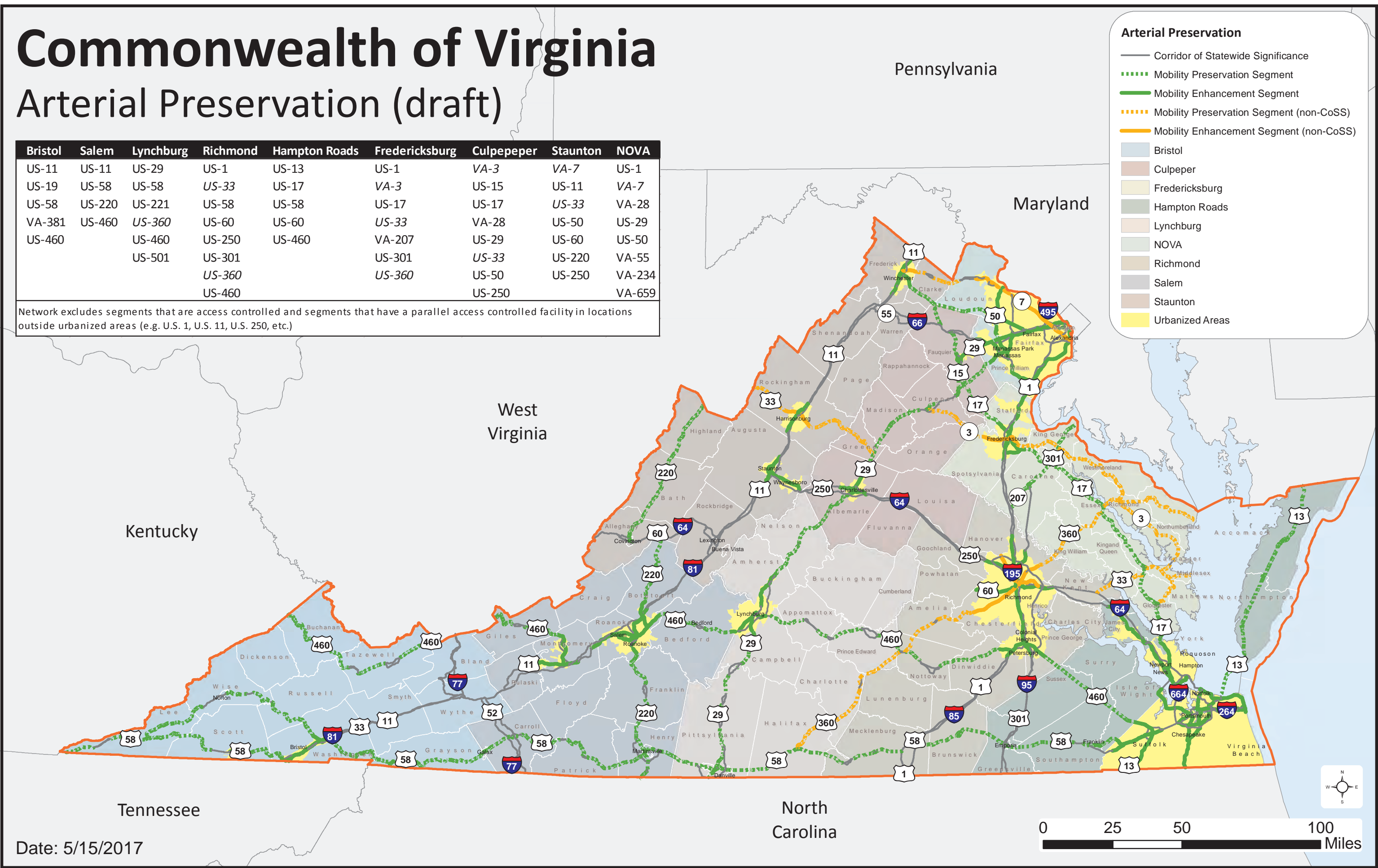
NOVA

Richmond

Salem

Staunton

Urbanized Areas



VDOT Arterial Preservation Program

Chief Engineer May 2017 CTB Presentation

http://www.ctb.virginia.gov/resources/2017/may/pres/2_arterial_preservation.pdf

Access Management Update October 2016

http://www.ctb.virginia.gov/resources/2016/oct/pres/8_Access_Management.pdf

Corridor Preservation Update February 2017

http://www.ctb.virginia.gov/resources/2017/feb/pres/2_Corridor_Preservation.pdf

Arterial Management Plan Methodology

http://www.virginiadot.org/Projects/asset_upload_file126_94825.pdf

Arterial Management Plan Toolbox of Alternatives

http://www.virginiadot.org/projects/resources/Arterial_Management_Plans/AMP_-_Toolbox_of_Alternatives.pdf



SMART SCALE Round 3

SMART SCALE UPDATE

<http://dashboard.vasmartscale.org/map>

Staff Recommendations for Round 3 - July 19, 2017

http://www.ctb.virginia.gov/resources/2017/july/pres/5_smart_scale.pdf

***2017 Smart Scale Technical Guide Update DRAFT - Comments
accepted until 10/20/17***



SMART SCALE

*Funding the Right
Transportation Projects
in Virginia*

Process/Policy Changes

Staff Recommendations to CTB

8/10/17

SMART SCALE Update

Policy/Process - Proposed Changes

- **Biennial Schedule**

- Begin application intake March 1st 2018
- June 1st deadline for creation of an application
- August 1st submission deadline
- Early Screening and Eligibility Decisions

- **Application Limits**

- Two-Tiered Population-based approach

Localities	MPOs/PDCs/Transit Agencies	Maximum Number of Applications
Less than 200K	Less than 500K	4
Greater than 200K	Greater than 500K	8

SMART SCALE Update

Policy/Process - Proposed Changes

- **Project Readiness**

- Formalize and strengthen policy on required level of project planning
 - ***New interchange on limited access facility***
 - IJR with preferred alternative
 - ***Grade separation of at-grade intersection***
 - At-grade improvement options have been assessed
 - ***New signal***
 - Signal warrants have been met and signal justified
 - ***Major widening***
 - Corridor optimization and alternatives to new lanes have been evaluated
- ***Demonstrate*** that a project has ***public support***, requiring resolution of support from governing body

SMART SCALE Update

Policy/Process - Proposed Changes



- **Project Eligibility**

- Clarify the ineligibility of maintenance and State of Good Repair (SGR) projects
- If project scope is mostly the repair or replacement of existing assets then it is not eligible for SMART SCALE. Examples include:
 - Signal system replacement (mast arms, signal heads)
 - Bridge replacement with wider lane widths and/or ped accommodations

- **Full Funding Policy**

- Program not intended to replace committed local/regional funding sources, proffers, and/or other committed state/federal funding sources
- If \$ request is to add components to existing fully funded project then requested components will be analyzed independently

- **Relationship of Major Project Elements**

- Add guidance that project elements must be associated (contiguous or same improvement type)

SMART SCALE Update

Scoring/Technical - Proposed Changes

- **Congestion**
 - Person throughput – scale based on length
- **Safety**
 - Remove DUI crashes and use blended rate for fatal and severe injury crashes
- **Accessibility – A.1 and A.2 - Access to Jobs**
 - Eliminate the 45 and 60 minute cap for auto and transit job access respectively
- **Land Use**
 - More specific definitions of mixed-use development
 - New methodology - Accessibility to key non-work destinations such as grocery, healthcare, education, etc.

SMART SCALE Update

Scoring/Technical - Proposed Changes

- **Economic Development - ED.1 - Site Development**
 - Zoned properties must get primary access from project
 - Remove 0.5 points for consistent with local and regional plans - project specifically referenced in local comp plan or regional economic development strategy = 0.5 points
 - Project within economically distressed area up to 0.5 points
 - Reduce buffer to max of 3 miles
 - Conceptual (0.5, 1) vs detailed site plans (2, 4 points) – points based on whether submitted or approved
 - Considering establishment of maximum square footage based on project type and based on current level of development - cannot exceed x% of total current square footage in jurisdiction(s)
- **Economic Development - ED.2 - Intermodal Access**
 - Scale freight tonnage-based measure by the length of the improvement

SMART SCALE Round 3

SMART SCALE UPDATE

<http://dashboard.vasmartscale.org/map>

Staff Recommendations for Round 3 - July 19, 2017

http://www.ctb.virginia.gov/resources/2017/july/pres/5_smart_scale.pdf

***2017 Smart Scale Technical Guide Update DRAFT - Comments
accepted until 10/20/17***

TRANSPORTATION

(2017 Legislative Program with Suggested Amendments for 2018 Preliminary Legislative Program)

A. Priorities

See next Page

1. Local-State Transportation Funding and Cooperation

VACo believes that the 2018 session of the General Assembly must confront the funding challenges facing Virginia's transportation systems. VACo appreciates the funding provided through HB 2313 (2013), which was a significant step towards addressing the transportation needs of the Commonwealth. However, it did not fully address the needs of Virginia's highway system, where more funding is needed in the immediate future for our roadways, especially secondary roads. This is evident by the fact that the amount of funding available for "Smart Scale" for the FY 2018-2023 SYIP was approximately 1/8 of the amount requested for proposed projects. Further, the Virginia Department of Rail and Public Transportation (DRPT) has identified an average revenue gap of \$130 million annually over the next ten years for the Commonwealth's transit systems. Unless the 2018 General Assembly approves increased revenues for multimodal transportation needs that are separate, reliable and permanent, Virginia will face a congestion and mobility crisis that will strangle economic growth, threaten public safety and negatively affect the quality of life of all residents.

VACo also believes it is important to closely monitor and evaluate the implementation of "Smart Scale" and all other processes employed in recent years for distributing transportation funds.

VACo is committed to the protection of local government authority to regulate land use. This authority must be recognized by Virginia Department of Transportation (VDOT) and the Commonwealth Transportation Board (CTB) when evaluations are conducted to determine the consistency between local transportation plans and the Commonwealth's transportation priorities. VACo also opposes the reduction of local control that is associated with the CTB's process of designating Corridors of Statewide Significance.

2. Revenue Sharing

VACo supports a revenue sharing program that will be funded at a minimum of \$150 million on an annual basis. Reducing funding for Revenue Sharing will discourage local governments from seeking non-VDOT sources of revenue to meet their transportation needs.

Modification to #1 - Passed out at 8/21 Meeting

Local-State Transportation Funding and Cooperation

VACo believes that the 2018 session of the General Assembly must confront the funding challenges facing Virginia's transportation systems. VACo appreciates the funding provided through HB 2313 (2013), which was a significant step towards addressing the transportation needs of the Commonwealth. However, it did not fully address the needs of Virginia's highway system, where more funding is needed in the immediate future for our roadways, especially secondary roads. This is evident by the fact that the amount of funding available for "Smart Scale" for the FY 2018-2023 SYIP was approximately 1/8 of the amount requested for proposed projects. Further, the Virginia Department of Rail and Public Transportation (DRPT) has identified an average revenue gap of \$130 million annually over the next ten years for the Commonwealth's transit systems. Unless the 2018 General Assembly approves increased revenues for multimodal transportation needs that are separate, reliable and permanent, (including dedicated funding for Metro), Virginia will face a congestion and mobility crisis that will strangle economic growth, threaten public safety and negatively affect the quality of life of all residents.

VACo also believes it is important to closely monitor and evaluate the implementation of "Smart Scale" and all other processes employed in recent years for distributing transportation funds.

VACo is committed to the protection of local government authority to regulate land use. This authority must be recognized by Virginia Department of Transportation (VDOT) and the Commonwealth Transportation Board (CTB) when evaluations are conducted to determine the consistency between local transportation plans and the Commonwealth's transportation priorities. VACo also opposes the reduction of local control that is associated with the CTB's process of designating Corridors of Statewide Significance.

3. Devolution of Secondary Roads

VACo opposes legislative or administrative initiatives that would transfer to counties the responsibility for the construction, maintenance or operation of new and existing roads.

B. Positions

1. Billboards

VACo supports a requirement that proposed billboards in the Virginia Department of Transportation's (VDOT) right of way conform to local zoning and other applicable ordinances and local approval processes

2. Highway Tolls

VACo opposes the installation of toll facilities on Virginia's interstate highways until the Commonwealth Transportation Board has thoroughly reviewed and assessed the components of a long-term capital improvement program, has identified and compared all available funding alternatives and has adopted a proposal that matches capital improvements with realistically available funding sources.

3. Inter-Directional Signage Program

VACo supports a requirement that any signs installed under VDOT's Inter-Directional Sign Program, including the Tourist Oriented Directional Signs Program, conform to local ordinances, including any local approval processes.

4. Maintenance Priorities

VACo supports a requirement imposed upon VDOT to implement a notification plan with the local governing body to establish maintenance priorities.

5. Parking

VACo supports general authority for counties to adopt ordinances regulating, including prohibiting, the parking of boats, RVs, utility trailers, campers, etc. on subdivision streets.

6. Rail Enhancement Fund

VACo supports authority for counties to approve Rail Enhancement Fund projects funded by the state and constructed within their jurisdictions.

7. Railway Crossings

VACo supports efforts to safely improve mobility issues on roads that cross railway lines.

8. Road Construction and Maintenance

VACo supports legislation that would prohibit VDOT from requiring localities to administer any transportation project without the consent of the local governing body.

9. Transportation Network Companies

VACo supports state regulation of transportation network companies as needed to ensure proper safety, liability, cleanliness, insurance coverage, local revenue, consideration of access for disabled riders, and equitable service in communities. VACo also supports the option of continued regulation of taxi companies at the local level.

10. Truck Size and Weight

VACo strongly opposes any legislation that seeks to increase truck size or weight beyond the current federal standards, thereby stressing the capacity of the Commonwealth's road systems and putting highways, roads and bridges at risk of increased damage or deterioration.

11. Use of Transportation Tax Revenue

VACo opposes taking any HB2313 transportation tax revenues for the use of non-transportation purposes.

L



COUNTY of FREDERICK

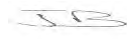
Department of Planning and Development

540/ 665-5651

Fax: 540/ 665-6395

MEMORANDUM

TO: Board of Supervisors

FROM: John A. Bishop AICP, Assistant Director – Transportation 

RE: Gold Orchard Road (Route 708) Abandonment

DATE: August 28, 2017

In April of 2015 the Board of Supervisors held a public hearing and voted to abandon Gold Orchard Road (Route 708). Recently, Staff was contacted and notified that the language in the resolution would need to be updated.

Given the time that had passed, and in consultation with County Attorney Williams, the determination has been made to treat this as a new request to abandon the roadway. To that end, staff is seeking action on the attached resolution which directs the clerk to post and advertise the intent to abandon Gold Orchard Road from approximately .02 miles north of Carpers Pike (Route 259) to the end of the roadway.

On August 9, 2017, the Board directed the Clerk to post signage and advertise the intent to abandon the road section noted above. This was completed as noted in the attached images.

Also attached, please find the resolution for final abandonment and map of the area. With the exception of an access where Gold Orchard Road connects to Carpers Pike, the property surrounding the entirety of Gold Orchard Road is owned by Mr. Cordell Watt who has originally requested this abandonment to aid him in better securing his property.

As of the date of this memorandum, staff has received no request for public hearing.

Staff is seeking action from the Board of Supervisors.

JAB/pd

END STATE
MAINTENANCE

ROAD
ABANDONMENT
PUBLIC HEARING

FREDERICK COUNTY PLANNING DEPARTMENT
WWW.FCVA.US
540-665-5651



NOTICE OF PROPOSED PUBLIC HEARING

NOTICE OF PROPOSED ABANDONMENT OF SECONDARY ROUTE 708 - GOLD ORCHARD ROAD

By Resolution of the Frederick County Board of Supervisors, passed August 7, 2017, notice is hereby given that the Frederick County Board of Supervisors intends to abandon Secondary Route 708 - Gold Orchard Road from approximately .02 miles north of Persimmon Gap (Route 259) until the end of state maintenance, pursuant to §33.2-909, Code of Virginia. Any person whose property abuts such section may file a petition for a public hearing with the Board of Supervisors of Frederick County, Virginia within 30 days of the date of this notice. If any landowner affected by the proposed abandonment files such a petition, the Frederick County Board of Supervisors will hold a public hearing on the proposed abandonment at 7:00 p.m. on September 13, 2017, in the Board of Supervisors Meeting Room, 107 North Kent Street, Winchester, Virginia, 22601.

This notice is given on the 11th day of August, 2017, by the Frederick County Board of Supervisors.



**RESOLUTION
BY THE
FREDERICK COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 13th day of September 2017, adopted the following:

WHEREAS, a public notice was posted as prescribed under §33.2-909, Code of Virginia, announcing a public hearing to receive comments concerning abandoning the section of road described below from the Secondary System of State Highways, and

WHEREAS, the Commissioner of the Virginia Department of Transportation was provided the prescribed notice of this Board's intent to abandon the subject section of road, and

WHEREAS, after considering all evidence available, this Board is satisfied no public necessity exists for the continuance of the section of Secondary Route 708, Gold Orchard Road, from 0.02 mile north of Route 259, Carpers Pike, to 0.97 mile north of Route 259, Carpers Pike, and hereby deems this section of road is no longer necessary as part of the Secondary System of State Highways.

NOW, THEREFORE, BE IT RESOLVED, this Board abandons the above described section of road and removes it from the Secondary System of State Highways, pursuant to §33.2-909, Code of Virginia.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Administrator of the Virginia Department of Transportation.

Charles S. DeHaven, Jr., Chairman _____

Gary A. Lofton _____

Bill M. Ewing _____

Robert W. Wells _____

Gene E. Fisher _____

Blaine P. Dunn _____

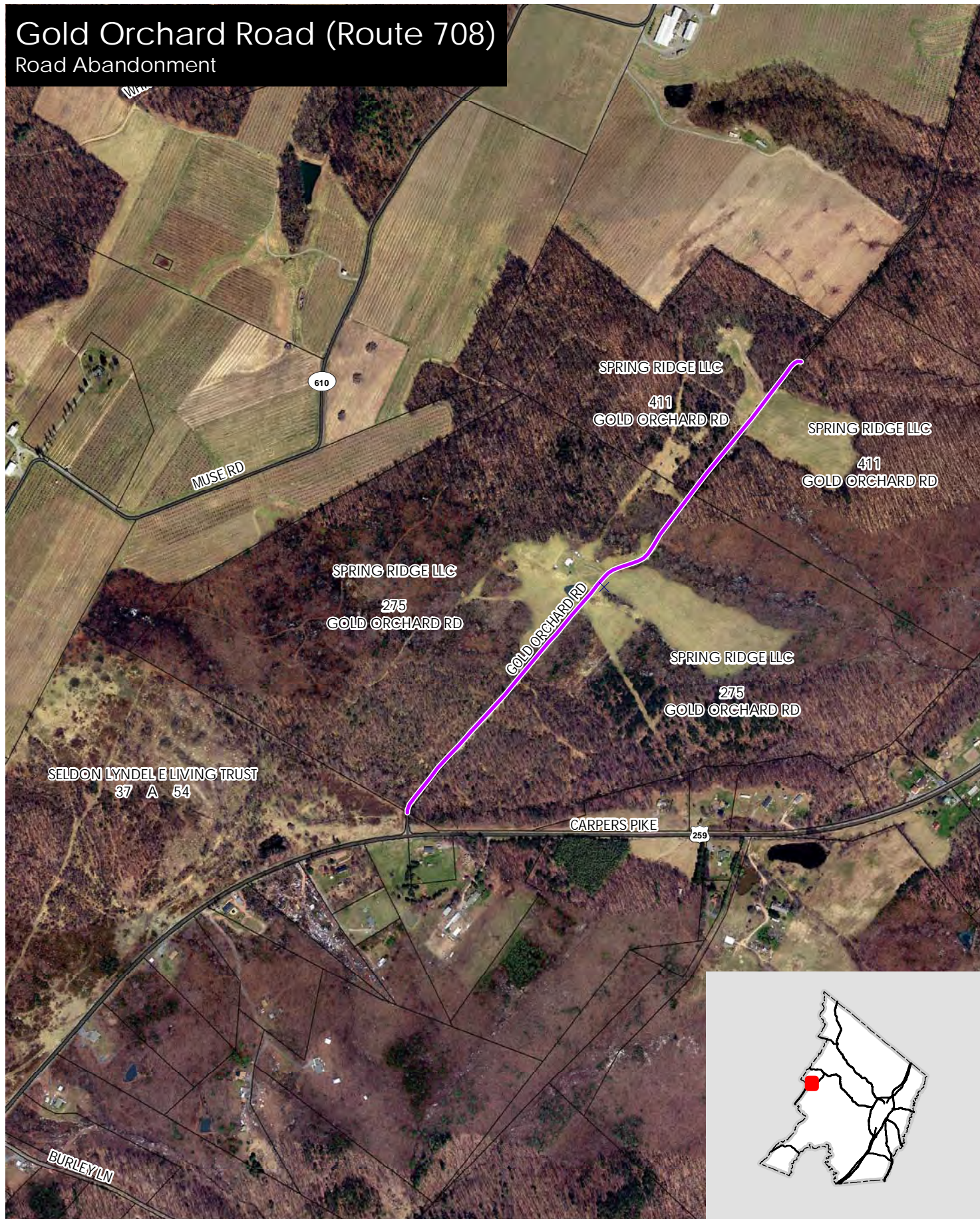
Judith McCann-Slaughter _____

A COPY ATTEST

Kris C. Tierney, Interim
Frederick County Administrator

Gold Orchard Road (Route 708)

Road Abandonment



0 0.05 0.1 0.2 Miles

Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: February 18, 2015
Staff: jbishop



M



MEMORANDUM

TO: Frederick County Board of Supervisors

FROM: M. Tyler Klein, AICP, Planner *MTK*

SUBJECT: Ordinance Amendment – Slaughterhouses as a CUP in RA (Rural Areas) Zoning District – Public Hearing

DATE: September 5, 2017

This is a proposed amendment to Chapter 165 – Zoning Ordinance to allow slaughterhouses in the RA (Rural Areas) Zoning District as a conditional use. Currently, the manufacturing of “meat products” is only allowed in the M2 (Industrial General) Zoning District as a by right use. The amendment was proposed by an existing slaughterhouse operator/owner looking to expand or relocate their facility. Currently, they operate as a “legally non-conforming use.”

Staff has drafted a revision to the Zoning Ordinance to include a revised definition for slaughterhouses as well as supplemental use regulations that would correspond to the use – additional requirements could be added during the Conditional Use Permit (CUP) process as necessary. Slaughterhouses are *establishments primarily engaged in the slaughtering or processing of meats for human consumption or other related products. The word “slaughterhouse” as used in this definition, shall not be construed to prohibit persons who are actually farmers from killing their own cattle, sheep, swine, goats, and fowl for their own family use.* The inclusion of this use seeks to expand and clarify opportunities for agribusiness in the County’s rural areas and is supported by the 2035 Comprehensive Plan Rural Areas and Agribusiness Development sections.

The DRRC discussed this proposed amendment at their April 27, 2017 meeting. The DRRC agreed with the proposed change. This item was discussed by the Planning Commission on June 7, 2017. The Board of Supervisors discussed this item at their July 12, 2017 meeting and generally agreed with the proposed changes. During the Board discussion, staff noted the proposed amendment would not affect individual property owners wishing to process meat on their own property for their own consumption.

The Planning Commission held a public hearing on the proposed amendment on August 2, 2017. The primary discussion among the Planning Commission was in regards to disposal of non-useable waste, specifically animal scraps, which would be generated by a slaughterhouse operation. The Applicant’s for the text amendment, Brooke Middleton (Gentle Harvest) and Christopher Damewood (Ayrshire Farm/Gentle Harvest), spoke in support of the proposed amendment, and provided an overview of their slaughterhouse operations. Mr. Middleton noted

that all scraps/waste was taken off-site for conversion to compost, which was used in farming operations and also by Valley Proteins. There were no public (citizen) comments. The Planning Commission voted 10-0-3 (Molden, Manuel, Triplett absent) to forward the text amendment to the Board of Supervisors for public hearing with a recommendation of approval.

The attached document shows the existing ordinance with the proposed changes supported by the DRRC. This item is presented for public hearing. **This proposed amendment is being presented to the Board of Supervisors as a public hearing item. A decision by the Board of Supervisors on this proposed Zoning Ordinance text amendment is sought.** Please contact me if you have any questions.

Attachments: **1. Revised ordinance with additions shown in bold underlined italics.**
 2. Resolution

MTK/pd

Article I

GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS

Part 101 – General Provisions

§ 165-101.02. Definitions and Word Usage.

SLAUGHTERHOUSES. *Establishments primarily engaged in the slaughtering or processing of meats for human consumption or other related products. The word "slaughterhouse," as used in this definition, shall not be construed to prohibit persons who are actually farmers from killing their own cattle, sheep, swine, goats and fowl for their own family use.*

Article II

SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES

Part 204 – Additional Regulations for Specific Uses

§ 165-204.17 Slaughterhouses and rendering plants.

A. It shall be unlawful to operate any slaughterhouse, abattoir, rendering plant or establishment where animals or fowl, dead or alive, are processed or where food or feed is manufactured or processed, unless such place or establishment is maintained and operated in a clean and sanitary manner at all times.

B. Such establishments shall be so constructed and maintained as to effectively control the entrance of insects and rodents. The doors, windows and other openings thereof shall be fitted with screen doors and wire window screens of not coarser than fourteen-gauge mesh.

C. The word "slaughterhouse," as used in this section, shall not be construed to prohibit persons who are actually farmers from killing their own cattle, sheep, swine, goats and fowl for their own family use.

D. All buildings, animal unloading/staging areas, and animal pens shall be a minimum of 100 feet from all property lines.

E. Total building(s) square footage should not exceed 20,000 square feet (SF).

F. All operations must be under roof and screened from view from adjoining properties and public streets.

G. Additional buffering and screening may be required as specified the Zoning Administrator.

**ARTICLE IV
AGRICULTURAL AND RESIDENTIAL DISTRICTS**

Part 401 – RA Rural Areas District

§ 165-401.03 Conditional uses.

The following uses of structures and land shall be allowed only if a conditional use permit has been granted for the use:

- A. Bed and Breakfasts, Farm Stay
- B. Country clubs, with or without banquet facilities.
- C. Manufacture or sale of feed and other farm supplies and equipment.
- D. Fruit packing plants.
- E. Off-premise farm markets.
- F. Off-premises wayside stands.
- G. Country general stores.
- H. Service stations.
- I. Antique shops.
- J. Restaurants.
- K. Kennels.
- L. Petting farms.
- M. Television or radio stations.
- N. Motels.
- O. Auction houses.
- P. Campgrounds, tourist camps, recreation areas and resorts.
- Q. Commercial outdoor recreation, athletic or park facilities.
- R. Nationally chartered fraternal lodges or civic clubs, social centers and their related facilities.
- S. Sawmills and planing mills, Type B.
- T. Ambulance services.
- U. Retailing or wholesaling of nursery stock and related products.
- V. Landscape contracting businesses.
- W. Public garages without body repair, provided that the following conditions are met:
 - (1) All repair work shall take place entirely within an enclosed structure.
 - (2) All exterior storage of parts and equipment shall be screened from the view of surrounding properties by an opaque fence or screen at least six feet in height. This fence or screen shall be adequately maintained.
- X. Public garages with body repair, provided that the following conditions are met:
 - (1) All repair work shall take place entirely within an enclosed structure.
 - (2) All exterior storage of parts and equipment shall be screened from the view of surrounding properties by an opaque fence or screen at least six feet in height. This fence or screen shall be adequately maintained.
- Y. Sand, shale and clay mining, provided that the following conditions are met:
 - (1) All mining shall be above the mean, existing grade level of a parcel of land.
 - (2) All mining operations shall meet all applicable requirements of state and federal agencies.

(3) Such mining operations shall meet the landscaping and screening requirements, supplementary regulations, height, area and bulk regulations and site plan requirements contained in the EM Extractive Manufacturing District regulations.

Z. Cottage occupations (as defined).

AA. Cottage occupation signs.

BB. Veterinary office, clinic or hospital, including livestock services.

CC. Day-care facilities.

DD. Humanitarian aid organizational office.

EE. Schools (with residential component).

FF. Fruit and vegetable stands (SIC 5431).

GG. Blacksmith shops (SIC 7699).

HH. Farriers (SIC 7699).

II. Horseshoeing (SIC 7699).

JJ. Taxidermists (SIC 7699).

KK. Welding Repair (SIC 7692).

LL. Flea Markets, Operated Indoors or Outdoors.

MM. Treatment Home.

NN. Special event facility.

OO. Commercial shooting and archery ranges (indoor or outdoor).

PP. Ice cream parlor or bakery.

QQ. Craft and gift shops.

RR. Offices and clinics of doctors of medicine, dentists and other health practitioners

SS. Slaughterhouses.



ORDINANCE AMENDMENT

Action:

PLANNING COMMISSION: August 2, 2017

Recommended Approval

BOARD OF SUPERVISORS: September 13, 2017 ☐ APPROVED ☐ DENIED

AN ORDINANCE AMENDING THE FREDERICK COUNTY CODE CHAPTER 165 ZONING

ARTICLE I

GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS

PART 101 – GENERAL PROVISIONS

§165-101.02 – DEFINITIONS AND WORD USAGE

ARTICLE II

SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES

PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES

§165-204.17 SLAUGHTERHOUSES AND RENDERING PLANTS

ARTICLE IV

AGRICULTURAL AND RESIDENTIAL DISTRICTS

PART 401 – RA RURAL AREAS DISTRICT

§165-401.03 CONDITIONAL USES

WHEREAS, an ordinance to amend Chapter 165, Zoning to allow slaughterhouses in the RA (Rural Areas) Zoning District requiring a conditional use permit (CUP) was considered; and

WHEREAS, the Planning Commission held a public hearing on this ordinance on August 2, 2017; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance on September 13, 2017; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165 Zoning, is amended to modify ARTICLE I - GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS, PART 101 – GENERAL PROVISIONS §165-101.02 – DEFINITIONS AND WORD USAGE; ARTICLE II - SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES, PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES §165-204.17 SLAUGHTERHOUSES AND RENDERING PLANTS; ARTICLE IV - AGRICULTURAL AND RESIDENTIAL DISTRICTS PART 401 – RA RURAL AREAS DISTRICT, §165-401.03 CONDITIONAL USES;** to amend Chapter 165, Zoning - to allow slaughterhouses in the RA (Rural Areas) Zoning District requiring a conditional use permit (CUP).

Passed this 13th day of September, 2017 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Bill M. Ewing	_____	Judith McCann-Slaughter	_____
Gene E. Fisher	_____	Blaine P. Dunn	_____
Robert W. Wells	_____		

A COPY ATTEST

Kris C. Tierney, Interim
Frederick County Administrator

N



COUNTY of FREDERICK


Department of Planning and Development

540/ 665-5651

Fax: 540/ 665-6395

MEMORANDUM

TO: Frederick County Board of Supervisors

FROM: Candice E. Perkins, AICP, CZA, Assistant Director 

RE: Discussion - 2017 Comprehensive Policy Plan Amendment Application

DATE: September 1, 2017

The Planning Department received one Comprehensive Policy Plan Amendment (CPPA) request by this year's June 1, 2017 deadline. The Comprehensive Plans and Programs Committee (CPPC) met on July 10, 2017 to discuss the application. The amendment was also presented to the Planning Commission at their August 2, 2017 meeting. Please find below a brief summary of the application along with the recommendation from the CPPC, Planning Commission and Frederick Water (see attached memo for the full Frederick Water/FCSA recommendation):

CPPA #01-17, Sandy's MHC, LLC/VA Investment Properties, LLC - Urban Development Area (UDA) and Sewer and Water Service Area (SWSA) Inclusion Request; Parcels 87-A-95 and 87-A-96A. This is a request to expand the boundaries of the Urban Development Area (UDA) and the Sewer and Water Service Area (SWSA) to include two parcels of land that totals 26.52 acres to allow for commercial and high density residential. Parcel 96A is currently zoned RA (Rural Areas) and parcel 95 is zoned MH1 (Mobile Home Community) and RA (Rural Areas). The Southern Frederick Land Use Plan designates these parcels as part of a future Neighborhood Village with a portion of parcel 95 as future industrial. These properties are located on the southern side of Fairfax Pike (Route 277) in the Opequon Magisterial District.

CPPC and PC Recommendation: Consideration for further study of the larger area, as well as, a larger study of the water and sewer improvements that would be necessary to serve the larger area.

Frederick Water Recommendation: FCSA does not support further study of the site without consideration of a much larger study area that could collectively contribute to infrastructure improvements to convey the study area sewage directly to the PMWWTP.

Southern Frederick Land Use Plan:

As outlined in the Southern Frederick Land Use Plan, the Lake Frederick Neighborhood Village serves as a focal point to the 277 Triangle; Centers of Economy and as a gateway feature for the Shenandoah/Lake Frederick Community and on a broader scale, a gateway feature for Frederick County as citizens and visitors approach the County from the east. This neighborhood village should promote a strong positive community image. Residential land uses would be permitted only as an accessory component of the neighborhood village commercial land uses. The commercial components of the request could be supported by the existing neighborhood village land use designation, however high density standalone residential would not be consistent with the current land use plan.

Conclusion:

Please find attached a memo from the FCSA with their comments for the requested comprehensive plan amendment application. Attached you will also find a map showing the location of the proposal, a map showing the location of the proposal in the context of the Eastern Frederick County Long Range Land Use Plan, a copy of the application and the applicable sections from the 2035 Comprehensive Plan. ***Staff is ultimately seeking the Board's direction as to whether this CPPA warrant further study and consideration.***

Attachment

CEP/pd



FREDERICK COUNTY SANITATION AUTHORITY

Post Office Box 1877
Winchester Virginia 22604-8377

PH (540) 868-1061
Fax (540) 868-1429
www.fcsa-water.com

Eric R. Lawrence
Executive Director

MEMORANDUM

TO: Candice Perkins, Assistant Director, Frederick County Planning Department

FROM: Eric R. Lawrence, Executive Director *EL*

SUBJECT: 2017 Comprehensive Policy Plan Amendment Review

DATE: June 28, 2017

Thank you for the opportunity to provide preliminary comments on the Comprehensive Policy Plan Amendment application received for the 2017 application period. We understand that the Frederick County Sanitation Authority's (FCSA) preliminary comments will be shared with the Board of Supervisors and Planning Commission during their CPPA review joint work session in August. We welcome the opportunity to participate in more a thorough review of the application once the Board decides if the application warrant further evaluation.

Our preliminary comment:

CPPA #01-17, Sandy's MHC, LLC/VA Investment Properties, LLC – Urban Development area (UDA) and Sewer and Water Service Area (SWSA) Inclusion Request; Parcels 87-A-95 and 87-A-96A.

These properties are located along the south side of Fairfax Pike (Route 277), in the Double Tollgate area. The Authority does have a water main paralleling the south side of Fairfax Pike; this water main was installed to serve the White Post Detention Center many years ago. The waterline now serves the Lake Frederick development. The subject parcels are currently connected to the water main.

There are currently no wastewater conveyance facilities in the vicinity of the subject parcels. The draft 2017 Sanitary Sewer Master Plan indicates that as the area develops, effluent from the Fairfax Pike area would be conveyed to the Parkins Mill Wastewater Treatment Plant (PMWWTP) through a series of proposed pump stations. It is anticipated the property owner will need to study existing pump station capacities, construct new sewer pump stations, and upgrade existing sewer pump stations and lines to accommodate additional development. ***FCSA does not support further study of the site without consideration of a much larger study area that could collectively contribute to infrastructure improvements to convey the study area sewage directly to the PMWWTP.***

COMPREHENSIVE POLICY PLAN AMENDMENT
INITIATION REQUEST FORM

(Please type all information. The application will not be deemed complete unless all items listed below have been submitted.)

A. Owner(s) Information:

1. Name: Sandy's MHC, LLC/ VA Investment Properties, LLC
2. Project Name: _____
3. Mailing Address: 9073 Nemo Street
West Hollywood, CA 90069
4. Telephone Number: (540) 665-0050

Authorized Agent Information:

1. Name: Thomas Moore Lawson, Esquire
2. Project Name: _____
3. Mailing Address: PO Box 2740
Winchester, VA 22604
4. Telephone Number: (540) 665-0050

B. Legal interest in the property affected or reason for the request:

To allow for the installation of a commercial shopping center, generally on the portion of the property that fronts along Fairfax Pike. Please note there is already a small commercial establishment at this general location which is thriving. The owner of that establishment would like to expand.

C. Proposed Comprehensive Policy Plan amendment - please provide the following information.

1. FOR A MAP AMENDMENT

- a. PIN(s): 87-A-95/87-A-96A
Magisterial District: Shawnee
- b. Parcel size (approximate acres): 25.15 acres/1.37 acres

*Please note that the Commissioner of the Revenue's Office does not list the correct owner of parcel 87-A-95. Attached to this application, please see a copy of the recorded Deed confirming the owner's correct name.

- c. Plat of area proposed for CPPA amendment, including metes and bounds description.
- d. Existing Comprehensive Plan land use classification(s):
Mixed Use Industrial/Office and Mixed Use Commercial/Office
- e. Proposed Comprehensive Plan land use classification(s):
Commercial and Residential for both properties; Applicant also requests that both properties be added to the Urban Development Area (UDA) and to the Sewer and Water Service Area (SWSA).
- f. Existing zoning and land use of the subject parcel:
MH1 (mobile home park)/RA (vacant land)
- g. What use/zoning will be requested if amendment is approved?
high-density residential and food store/RP and B2 for both properties
- h. Describe, using text and maps as necessary, the existing zoning, Comprehensive Policy Plan designations, and/or approved uses and densities along with other characteristics of properties that are within:
- 1/4 mile from the parcel(s) perimeter if the parcel is less than 20 acres in size;
 - 1/2 mile if 21 - 100 acres in size; or
 - 1 mile if more than 100 acres in size.

Note: Colored maps cannot be duplicated in the Planning Department.

- i. The name, mailing address, and parcel number of all property owners within 200 ft. of the subject parcel(s), with Adjacent Property Owners Affidavit (page 8).

2. FOR A TEXT AMENDMENT

- a. Purpose and intent of amendment.
N/A

- b. Cite Plan chapter, goal, policy and/or action strategy text that is proposed to be amended.

N/A

- c. Proposed new or revised text.

N/A

Note: Please attach and specify text changes with additions underlined and deletions crossed through.

- d. Demonstrate how the proposal furthers the goals, policies/objectives, and action strategies set forth in the Comprehensive Policy Plan chapter(s) relative to the amendment request and why proposed revisions to said goals, policies, and action strategies are appropriate.

N/A

- e. Demonstrate how the proposal is internally consistent with other Comprehensive Policy Plan components that are not the subject of the amendment.

N/A

- f. What level of service impacts, if any, are associated with the request?

N/A

3. FOR ALL AMENDMENTS

- a. Justification of proposed Comprehensive Policy Plan amendment (provide attachments if necessary). Describe why the change to the Comprehensive Policy Plan is being proposed.

See attached.

- b. How would the resultant changes impact or benefit Frederick County. Consider, for example, transportation, economic development and public facilities.
See attached.

Other information may be required by the Director of Planning, the Planning Commission, or Board of County Supervisors during the review of the initiation request. The applicant will be notified, in writing, if additional information is required.

All applications must also contain the following items:

1. Special Limited Power of Attorney Affidavit (see page 9 if parcels of land are involved).
2. Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*).

Applicants should consult the Comprehensive Policy Plan to identify goals, policies or action strategies which are applicable to individual Comprehensive Policy Plan amendment requests.

Signatures:

I (we), the undersigned, do hereby respectfully make application to and petition the Frederick County Board of Supervisors to amend the Comprehensive Plan. I (we) authorize Frederick County officials to enter the property for site inspection purposes.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Applicant(s):

Sandy's MHC, LLC By: Joseph Weber, its Manager
Coo, The Canby Group, Inc.

Date:

5/24/17

VA Investment Properties, LLC By: Joseph Weber, its Manager
Coo, The Canby Group, Inc.

5/24/17

Owner(s):

Sandy's MHC, LLC By: Joseph Weber, its Manager
Coo, The Canby Group, Inc.

Date:

5/24/17

VA Investment Properties, LLC By: Joseph Weber, its Manager
Coo, The Canby Group, Inc.

5/24/17

STATEMENT OF JUSTIFICATION

3a. The Comprehensive Plan for this area depicts high-density uses with industrial and commercial. Applicant already has an existing high-density residential development in the form of a mobile home park. In the short term, the plan would be to add a larger commercial component to the existing mobile home park. The long term goal would be to change the mobile home park to a more traditional high-density project such as apartments or condos which would enjoy the strong relationship with the then installed commercial use.

Applicant submits that the addition of the commercial would benefit the region as a whole and certainly the area beyond the property which is being submitted as part of this request. The high-density residential will fit in very nicely with the proposed commercial and industrial development within the region. This would allow for the opportunity for individuals to work, live and shop in close proximity to one another and may also allow for access to these uses by walking and/or bike trails as opposed to using automobiles.

There would initially be no service impacts because there is already a waste water treatment plant installed for the existing mobile home park. The waste water treatment plant is a significant size and is capable of servicing not only the existing mobile home park but expanding commercial operations. A public water line already exists and services the site. At some point in the future the existing waste water treatment plant could be turned over to the Frederick County Sanitation Authority ("FCSA") if it desires to accept it or the waste water treatment plant could be discontinued and the property could tie into the FCSA waste water treatment lines which exist and are planned for expansion in the Lake Frederick community. This site also could be evaluated for a future elevated water tank which Applicant believes is being contemplated by FCSA for enhanced service to this region as it develops.

3b. In addition to comments stated above, Applicant emphasizes the transportation benefits which would allow for individuals to live, work and shop in close proximity. The development of additional commercial is certainly a positive economic factor for Frederick County and individuals that live in or adjacent to this portion of Frederick County. Finally, from Applicant's analysis it does not seem that there will be a drain or any negative impact at all on public facilities if this amendment is approved.



(TO BE COMPLETED BY APPLICANT)

SUBJECT PROPERTY OWNERS AFFIDAVIT

County of Frederick, Virginia

Frederick Planning Web Site: www.fcva.us

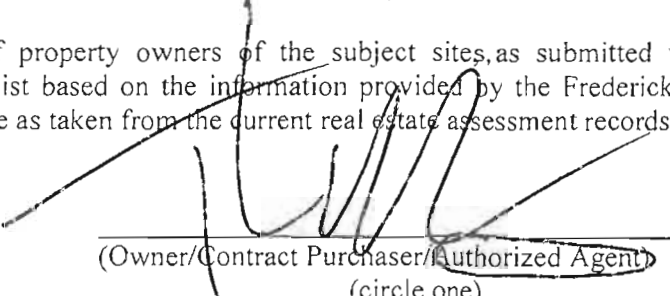
Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Suite 202 Winchester, Virginia 22601
Phone 540-665-5651 Facsimile 540-665-6395

STATE OF VIRGINIA
COUNTY OF FREDERICK

This 25th day of May, 2017,
(Day) (Month) (Year)

I, Thomas Moore Lawson, Authorized Agent and Attorney for Sandy's MHC, LLC and VA Investment Properties, LLC
(Owner/Contract Purchaser/Authorized Agent)

hereby make oath that the list of property owners of the subject sites, as submitted with the application, is a true and accurate list based on the information provided by the Frederick County Commissioner of the Revenue Office as taken from the current real estate assessment records.


(Owner/Contract Purchaser/Authorized Agent)
(circle one)

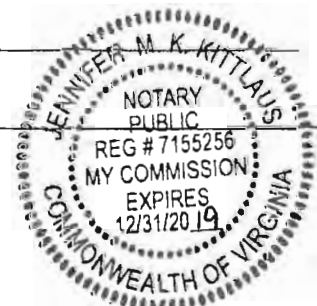
COMMONWEALTH OF VIRGINIA:

County of Frederick

Subscribed and sworn to before me this 25th day of May, 2017 in my
County and State aforesaid, by the forenamed Principal.


NOTARY PUBLIC

My Commission expires: 12/31/2019



LIST OF ADJOINING PROPERTY OWNERS

Tax Map Number 87-5-1
Robert Grey Whitman, Trustee
1540 Hudson Hollow Road
Stephens City, VA 22655

Tax Map Number 87-A-96
Patricia McKinney
309 Grebe Drive
Lake Frederick, VA 22630

Tax Map Numbers 87-A-92 and 87-A-93
Ethel S. Robertson
Joseph A. Kidwell
2142 Fairfax Pike
White Post, VA 22663

Tax Map Number 87-2-1
David B. Gibbs and Theresa K. Gibbs
1968 Fairfax Pike
White Post, VA 22663

Tax Map Numbers 87-A-95C and 87-A-95D
Sandy or Slonaker LLC
109 Oak Ridge Drive
Stephens City, VA 22655

Tax Map Number 87-A-95B
Melvin Richard Sandy and Ethyl L. Sandy
P.O. Box 432
Stephens City, VA 22655

Tax Map Number 87-3-B
Montie W. Gibson, Jr.
867 Front Royal Pike
Winchester, VA 22602

Tax Map Number 87-A-102
MREC Shenandoah VA LLC
c/o Lansdowne Development Group LLC
2553 Dulles View Drive, Suite 400
Herndon, VA 20171

Tax Map Number 87-A-97A
Lucia L. Cumpson and Michael D. Cumpson
P.O. Box 1536
Stephens City, VA 22655



Attachment 2

Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Web Site: www.fcva.us

Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Suite 202 Winchester, Virginia 22601
Phone 540-665-5651 Facsimile 540-665-6395

Know All Men By Those Present: That I (We)

(Name) Sandy's MHC, LLC (Phone) _____

(Address) 9073 Nemo Street, West Hollywood, CA 90069
the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. 040021064 on Page _____, and is described as

Parcel: 87 Lot: _____ Block: A Section: _____ Subdivision: 95
do hereby make, constitute and appoint:

(Name) Thomas Moore Lawson, Esquire (Phone) (540) 665-0050

(Address) P.O. Box 2740, Winchester, VA 22604

To act as my true and lawful attorney-in-fact for and in my (our) name, place, and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Rezoning (including proffers) |
| <input type="checkbox"/> | Conditional Use Permit |
| <input type="checkbox"/> | Master Development Plan (Preliminary and Final) |
| <input type="checkbox"/> | Subdivision |
| <input type="checkbox"/> | Site Plan |
| <input checked="" type="checkbox"/> | Comprehensive Policy Plan Amendment |
| <input type="checkbox"/> | Appeal or Variance |

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this 24 day of May, 2017,

Signature(s) _____
Joseph Woods, COO The Carlyle Group, Inc., Manager
Sandy's MHC, LLC

State of Virginia, City/County of _____, To-wit:

I, _____, a Notary Public in and for the jurisdiction
aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me
and has acknowledged the same before me in the jurisdiction aforesaid this ____ day of _____, 20__.

Notary Public My Commission Expires: _____

** See Attached Certificate*

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

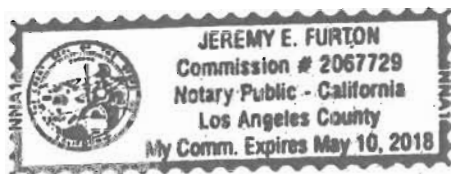
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
 County of Los Angeles)
 On 5/24/17 before me, Jeremy E. Furton, Notary Public
 Date Here Insert Name and Title of the Officer
 personally appeared Joseph Weber
 Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]
 Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document Special Limited POA
 Title or Type of Document: Special Limited POA Document Date: 5/24/17
 Number of Pages: _____ Signer(s) Other Than Named Above: N/A

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____



Attachment 2

Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Web Site: www.fcva.us

Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Suite 202 Winchester, Virginia 22601
Phone 540-665-5651 Facsimile 540-665-6395

Know All Men By Those Present: That I (We)

(Name) VA Investment Properties, LLC (Phone) _____

(Address) 9073 Nemo Street, West Hollywood, CA 90069

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. 120006341 on Page _____, and is described as

Parcel: 87 Lot: _____ Block: A Section: _____ Subdivision: 96A
do hereby make, constitute and appoint:

(Name) Thomas Moore Lawson, Esquire (Phone) (540) 665-0050

(Address) P.O. Box 2740, Winchester, VA 22604

To act as my true and lawful attorney-in-fact for and in my (our) name, place, and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Rezoning (including proffers) |
| <input type="checkbox"/> | Conditional Use Permit |
| <input type="checkbox"/> | Master Development Plan (Preliminary and Final) |
| <input type="checkbox"/> | Subdivision |
| <input type="checkbox"/> | Site Plan |
| <input checked="" type="checkbox"/> | Comprehensive Policy Plan Amendment |
| <input type="checkbox"/> | Appeal or Variance |

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this 24 day of May, 2017,

Signature(s) _____

Joseph Walker, COO The Carlyle Group, Inc.
MANAGER, VA Investment Properties LLC

State of Virginia, City/County of _____, To-wit:

I, _____, a Notary Public in and for the jurisdiction
aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me
and has acknowledged the same before me in the jurisdiction aforesaid this ____ day of _____, 20__.

Notary Public My Commission Expires: _____

* See Attached Certificate

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

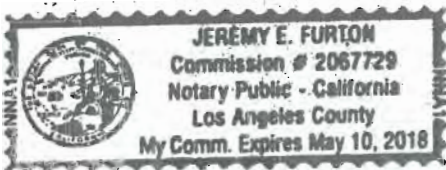
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
 County of Los Angeles)
 On 5/24/17 before me, Jeremy E. Furton, Notary Public
 Date Here Insert Name and Title of the Officer
 personally appeared Joseph Weber
 Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]
 Signature of Notary Public

Place Notary Seal Above

OPTIONAL

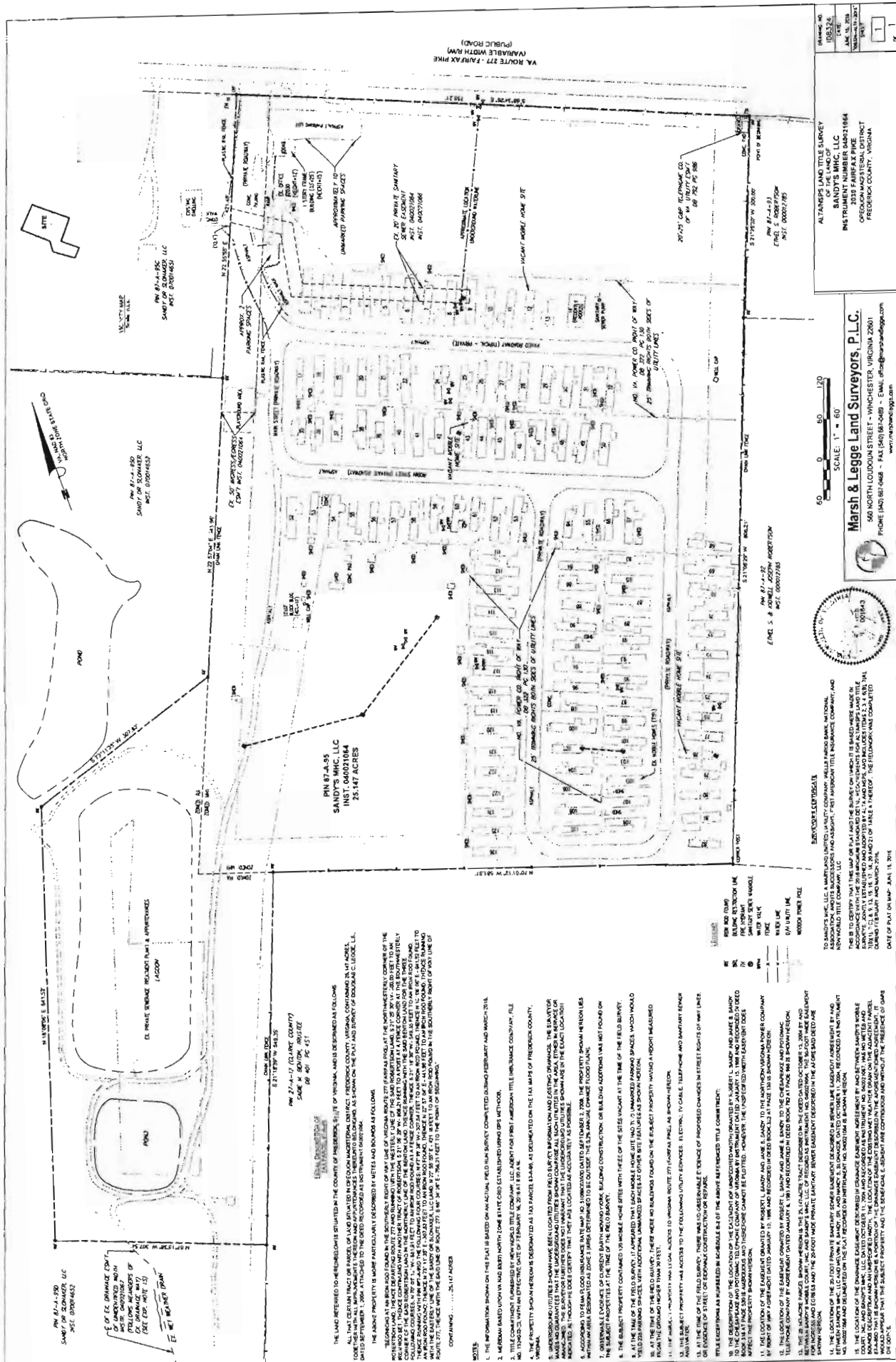
Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document VA - Investment
 Title or Type of Document: Special Limited POA Document Date: 5/24/17
 Number of Pages: _____ Signer(s) Other Than Named Above: N/A

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____



0400-1064

0395

THIS DEED made and dated this 13th day of October, 2004, by and between SANDY'S MOBILE COURT, INC., a Virginia corporation, party of the first part, hereinafter called the Grantor, and SANDY'S MHC, LLC, a Maryland Limited Liability Company, party of the second part, hereinafter called the Grantee,

WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby grant and convey, with General Warranty and with English Covenants of Title, unto the Grantee, in fee simple absolute, all of its right, title and interest in and to the following property:

All of that certain tract or parcel of land, situate in Opequon Magisterial District, Frederick County, Virginia, containing 25.147 acres, together with all improvements thereon and appurtenances thereunto belonging, as shown on the plat and survey of Douglas C. Legge, L.S. dated September 1, 2004, attached hereto and made a part hereof; AND BEING a portion of the land conveyed to the Grantor by Deed dated August 25, 1994 from Robert L. Sandy, *et ux*, recorded in the Office of the Clerk of the Circuit Court of Frederick County, Virginia, in Deed Book 837 at Page 1554.

Reference is made to the aforesaid instruments for a more particular description of the property herein conveyed.

This conveyance is made subject to all easements, rights of way and restrictions of record affecting the subject property.

Grantor, its successors in interest and assigns, reserves a perpetual fifty-foot (50') wide easement for ingress and egress over the 25.147-acre tract herein conveyed to Grantee as shown on the aforesaid plat and survey for the benefit of the remaining parcel retained by the Grantor.

Grantor, its successors in interest and assigns, hereby reserves a perpetual twenty-foot (20') private sanitary sewer easement over the 25.147-acre tract herein conveyed to Grantee as

Consideration: \$1,800,000.00
Grantee's Address: 9073 Nemo Street
West Hollywood, CA 90069
TMN 87-A-95

Upon Recordation Return to:
LandAmerica Financial Group
1015 15th Street, NW
Suite 300
Washington, DC 20005
Attention: Christopher Naughten

shown on the aforesaid plat and survey for the benefit of the parcel (PIN 87-A-95C) now owned by Melvin R. Sandy Sr., and Nancy S. Slonaker. Said easement is further described in that certain Sewer Line Easement Agreement recorded simultaneously herewith.

Grantor hereby grants to Grantee, its successors in interest and assigns, a permanent drainage easement which is described in that certain Drainage Easement Agreement recorded simultaneously herewith.

The Grantor does hereby covenant that it has the right to convey to the Grantee; that the Grantee shall have quiet and peaceable possession of the said property, free from all liens and encumbrances; and it will grant such further assurances of title as may be requisite.

WITNESS the following signatures and seals:

SANDY'S MOBILE COURT, INC.

By: *Melvin R. Sandy* (SEAL)
Melvin R. Sandy Pres
(printed name) (title)
Its Duly Authorized Officer

COMMONWEALTH OF VIRGINIA, AT LARGE:
CITY OF Winchester, to-wit:

I, the undersigned, a Notary Public in and for the State and Jurisdiction aforesaid, do hereby certify that Melvin R. Sandy, whose name is signed as President and duly authorized officer of SANDY'S MOBILE COURT, INC., a Virginia corporation, to the foregoing Deed dated the 13th day of October, 2004, has personally appeared before me and acknowledged the same in my State and Jurisdiction aforesaid.

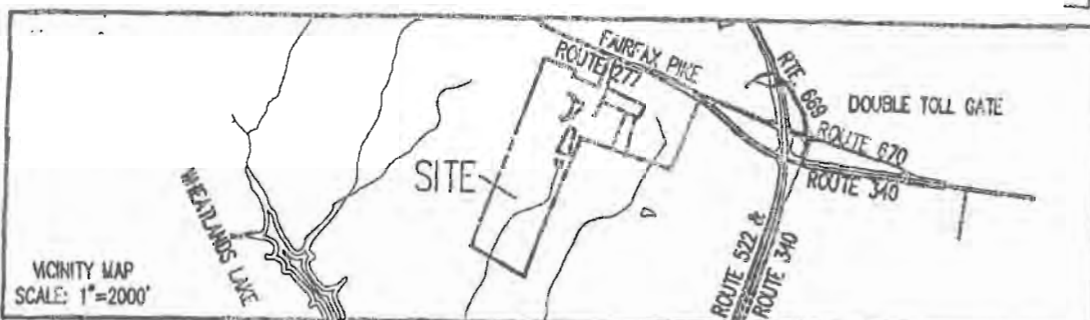
GIVEN under my hand this 13th day of October, 2004.

My Commission Expires: 8/21/06

Brenda G. Murphy (SEAL)
Notary Public

This document prepared by:

Stephen G. Butler, Esquire
KUYKENDALL, JOHNSTON, McKEE & BUTLER, P.L.C.
112 South Cameron Street
P. O. Drawer 2097
Winchester, VA 22604
(540) 662-3486



APPROVED BY

SUBDIVISION ADMINISTRATOR

DATE 13 Sept 04

OWNERS' CERTIFICATE

THE ABOVE AND FOREGOING MINOR RURAL SUBDIVISION OF THE LAND OF SANDY'S MOBILE COURT, INC. [PIN 87-A-95], AS APPEARS IN THE ACCOMPANYING PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY.

BY: Melvin R. Sandy, Sr.

ON BEHALF OF SANDY'S MOBILE COURT, INC.

Nancy S. Stonaker

NOTARY PUBLIC

STATE OF Virginia, at largeCITY/COUNTY OF WinchesterTHE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON September 9, 2004 BYMelvin R. Sandy, Sr. and

(DATE)

Nancy S. Stonaker

ON BEHALF OF SANDY'S MOBILE COURT, INC.

Brenda G. Murphy
Brenda G. Murphy (NOTARY PUBLIC)MY COMMISSION EXPIRES ON 08/31/2006

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE LAND CONTAINED IN THIS MINOR RURAL SUBDIVISION IS THE LAND CONVEYED TO SANDY'S MOBILE COURT, INC. [PIN 87-A-95] BY DEED DATED 25 AUGUST 1994, AS RECORDED IN DEED BOOK 837 AT PAGE 1554 IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF FREDERICK COUNTY, VIRGINIA.

MINOR RURAL SUBDIVISION
OF THE LAND OF
SANDY'S MOBILE COURT, INC.

DEED BOOK 837 PAGE 1554
OPEQUON MAGISTERIAL DISTRICT
FREDERICK COUNTY, VIRGINIA
SEPTEMBER 1, 2004



ID 6248MRS

SHEET 1 OF 4

DAF



MARSH & LEGGE
Land Surveyors, P.L.C.

560 NORTH LOUDOUN STREET
WINCHESTER, VIRGINIA 22601
PHONE (540) 667-0468
FAX (540) 667-0469

NOTES:

1. NO TITLE REPORT FURNISHED.
2. PROPERTY IDENTIFICATION NO. 87-A-95
3. EASEMENTS OTHER THAN SHOWN MAY EXIST.
4. THE BOUNDARY INFORMATION SHOWN ON THIS PLAT IS BASED ON AN ACTUAL FIELD RUN SURVEY MADE ON JULY 8, 2004.

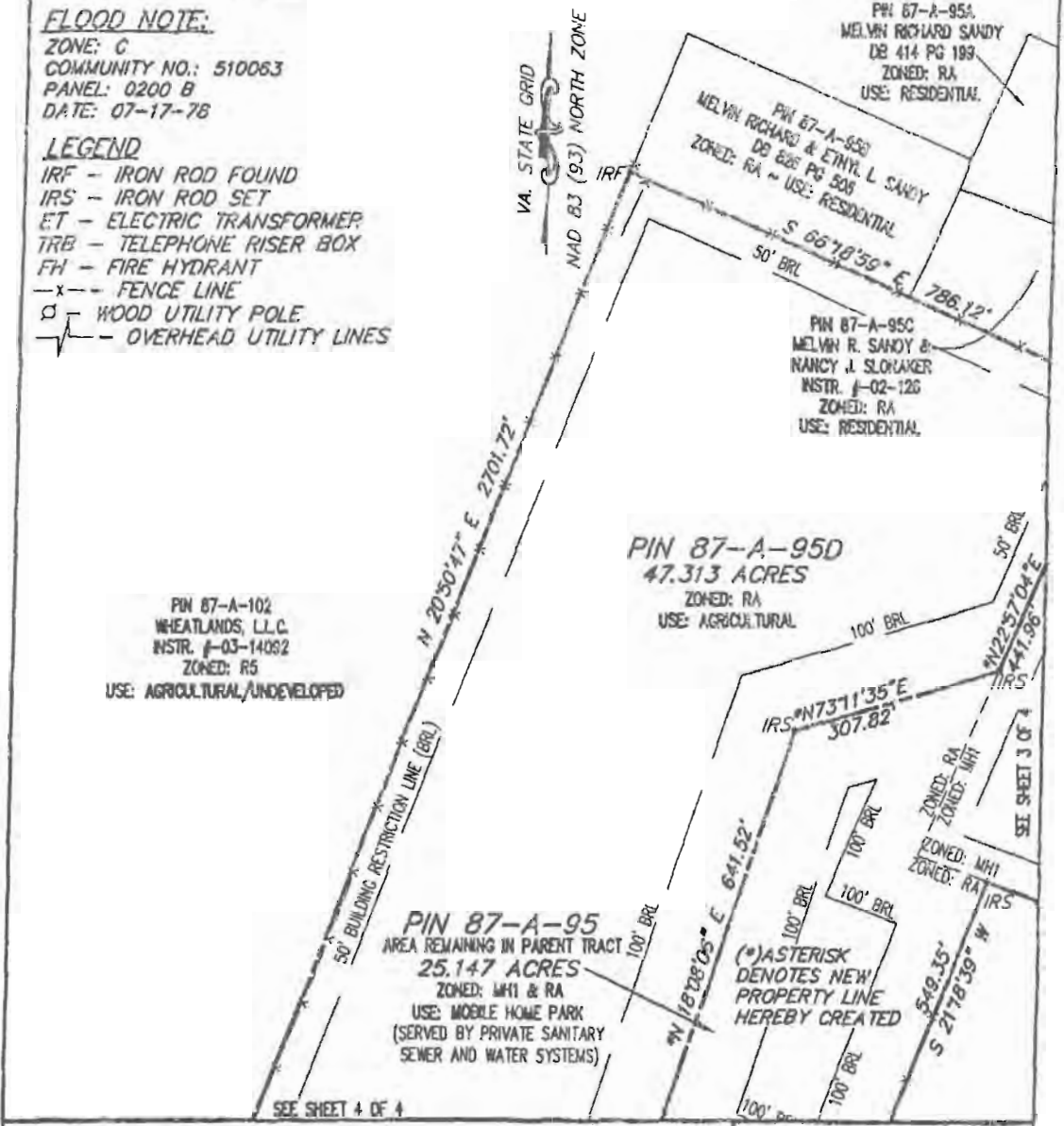
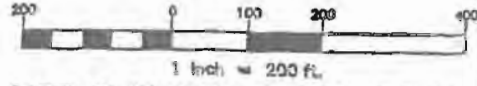
FLOOD NOTE:

ZONE: C
COMMUNITY NO.: 510063
PANEL: 0200 B
DATE: 07-17-78

LEGEND

- IRF - IRON ROD FOUND
- IRS - IRON ROD SET
- ET - ELECTRIC TRANSFORMER
- TRE - TELEPHONE RISER BOX
- FH - FIRE HYDRANT
- x- - FENCE LINE
- o - WOOD UTILITY POLE
- - - OVERHEAD UTILITY LINES

GRAPHIC SCALE



MINOR RURAL SUBDIVISION
OF THE LAND OF
SANDY'S MOBILE COURT, INC.
DEED BOOK 837 PAGE 1554
OPEQUON MAGISTERIAL DISTRICT
FREDERICK COUNTY, VIRGINIA
SEPTEMBER 1, 2004



ID 6246MRS

SHEET 2 OF 4

DAF



MARSH & LEGGE
Land Surveyors, P.L.C.

580 NORTH LOUDOUN STREET
WINCHESTER, VIRGINIA 22601
PHONE (540) 867-0468
FAX (540) 867-0468



MINOR RURAL SUBDIVISION
 OF THE LAND OF
SANDY'S MOBILE COURT, INC.
 DEED BOOK 837 PAGE 1554
 OPEQUON MAGISTERIAL DISTRICT
 FREDERICK COUNTY, VIRGINIA
 SEPTEMBER 1, 2004

COMMONWEALTH OF VIRGINIA

Douglas C. Legge
 Douglas C. Legge
 No. 001187

LAND SURVEYOR

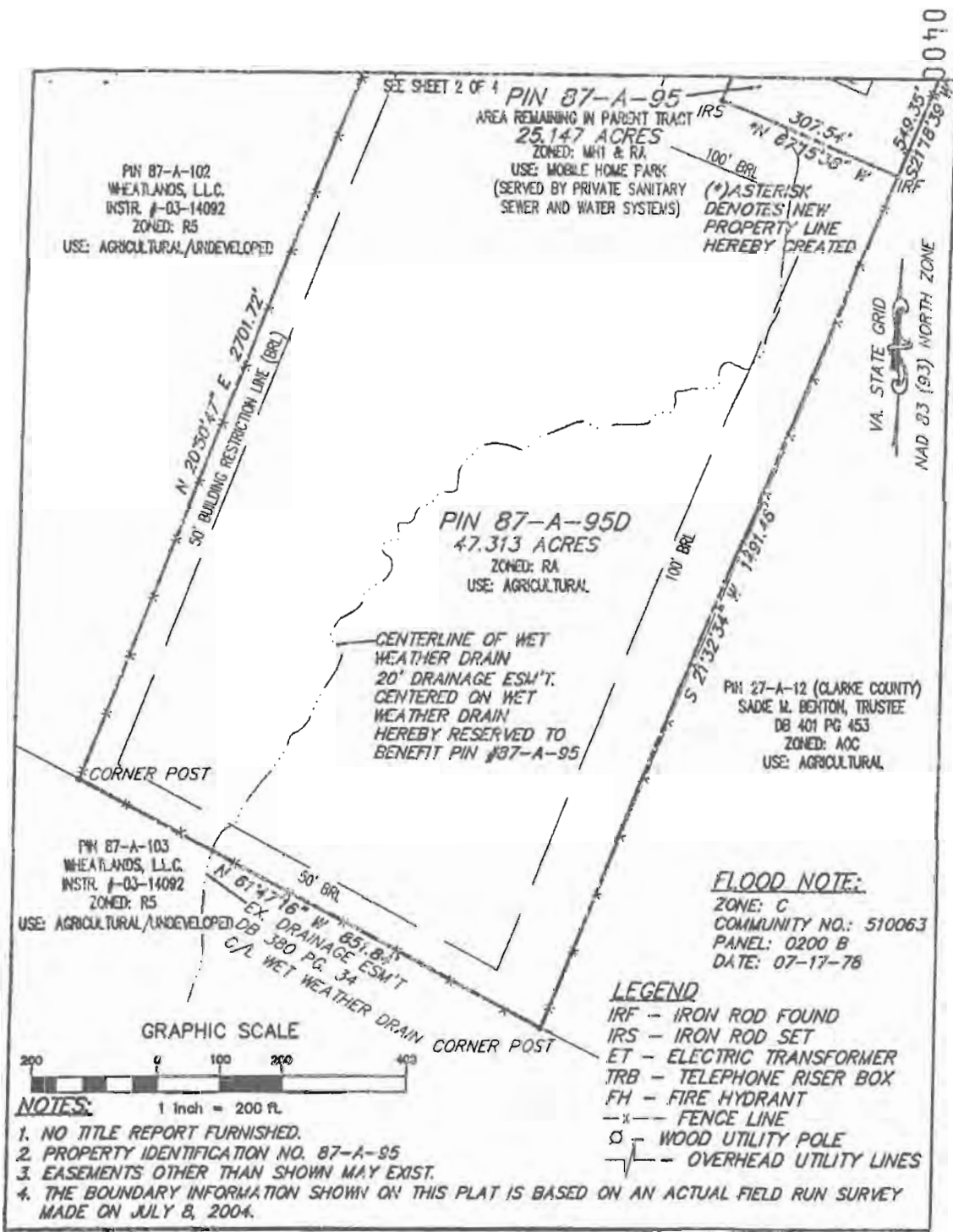
ID 6246MRS

SHEET 3 OF 4

DAF

MARSH & LEGGE
 Land Surveyors, P.L.C.

560 NORTH LOUDOUN STREET
 WINCHESTER, VIRGINIA 22601
 PHONE (540) 867-0488
 FAX (540) 867-0489



MINOR RURAL SUBDIVISION
OF THE LAND OF
SANDY'S MOBILE COURT, INC.
DEED BOOK 837 PAGE 1554
OPEQUON MAGISTERIAL DISTRICT
FREDERICK COUNTY, VIRGINIA
SEPTEMBER 1, 2004

ID 6246MRS
SHEET 4 OF 4
DAF

MARSH & LEGGE

Land Surveyors, P.L.C.

560 NORTH LOUDOUN STREET
WINCHESTER, VIRGINIA 22601
PHONE (540) 687-0488
FAX (540) 687-0489

1040

VIRGINIA: FREDERICK COUNTY, SCT.

This instrument of writing was produced to me on

10-15-04 at 2:43 P.M.

and with certificate of acknowledgement thereto annexed
was admitted to record. Tax imposed by Sec. 58.1-802 of

§ 1.800.00 and 58.1-801 have been paid, if assessable

Rebecca P. Hogan, Clerk

MEMORANDUM



To: Michael Ruddy, AICP, Director
Frederick County Planning Department

From: Thomas Moore Lawson, Esquire

Date: May 26, 2017

Re: Sandy's Mobile Home Park
Our File No. 565.043

Enclosed please find a Comprehensive Plan Amendment application for Tax Map Numbers 87-A-95 and 87-A-96A. Please let me know if you need any additional information.

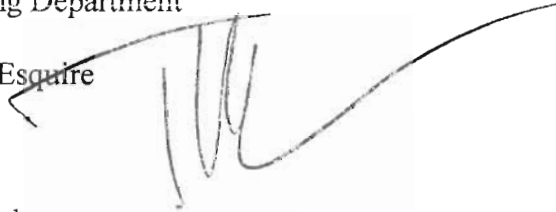
MEMORANDUM

To: Michael Ruddy, AICP, Director
Frederick County Planning Department

From: Thomas Moore Lawson, Esquire

Date: May 30, 2017

Re: Sandy's Mobile Home Park
Our File No. 565.043



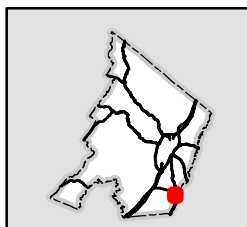
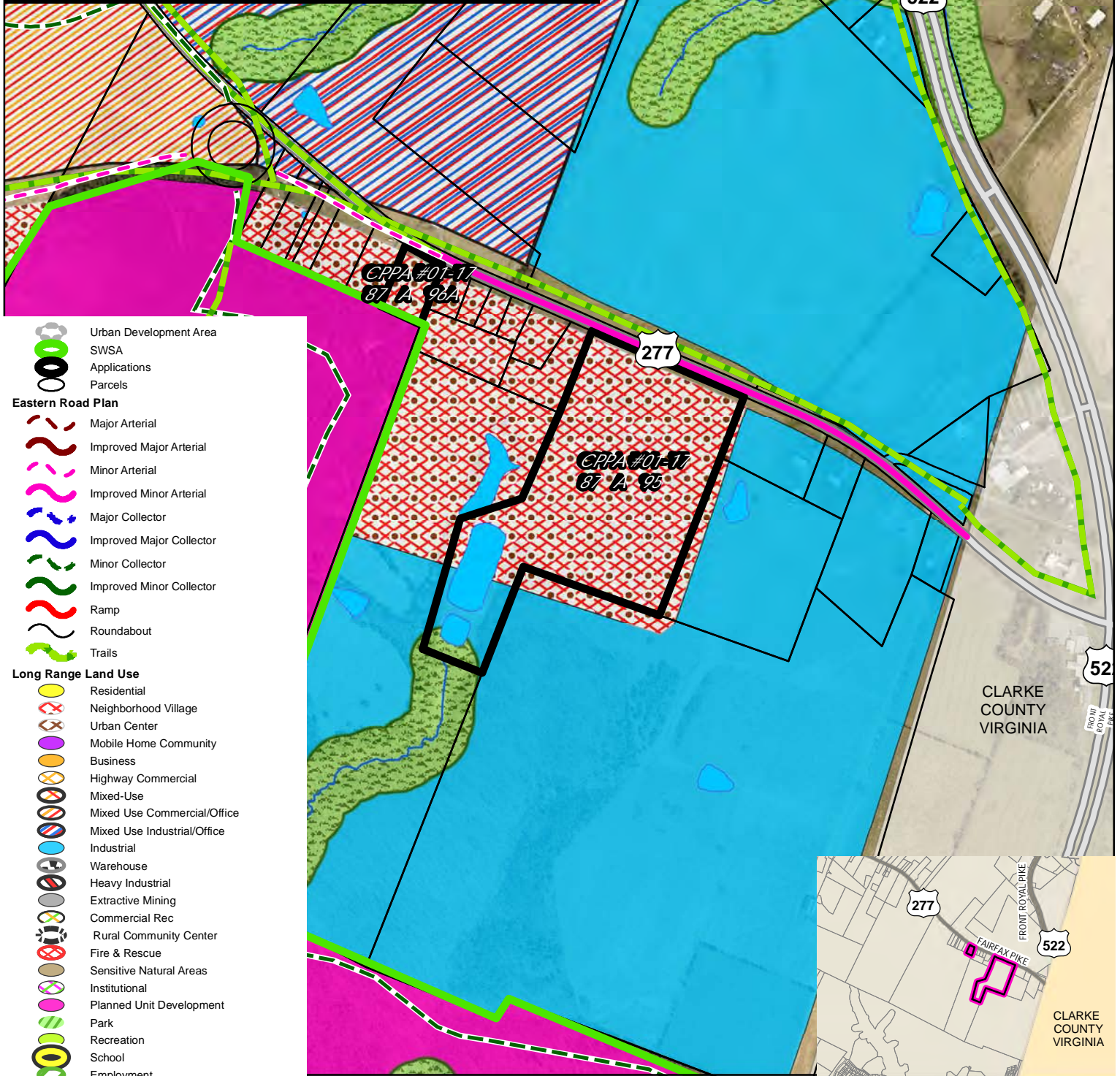
As a follow-up to our telephone conference, enclosed please find a revised page 2 to the Comprehensive Plan Amendment application submitted for Sandy's Mobile Home Park. This revision requests that the properties be added to the Urban Development Area and the Sewer and Water Service Area. Please replace page 2 of the application package submitted to the Planning Department on May 26th with the attached page 2.

Please let me know if you require any additional information. Thank you again for your assistance.



CPPA #01-17 Sandy's MHC Draft SWSA and UDA Amendments

PINs: 87 - A - 95, 87 - A - 96A
Long Range Land Use Map



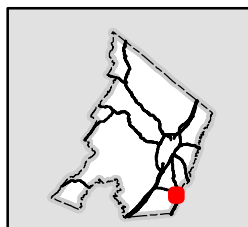
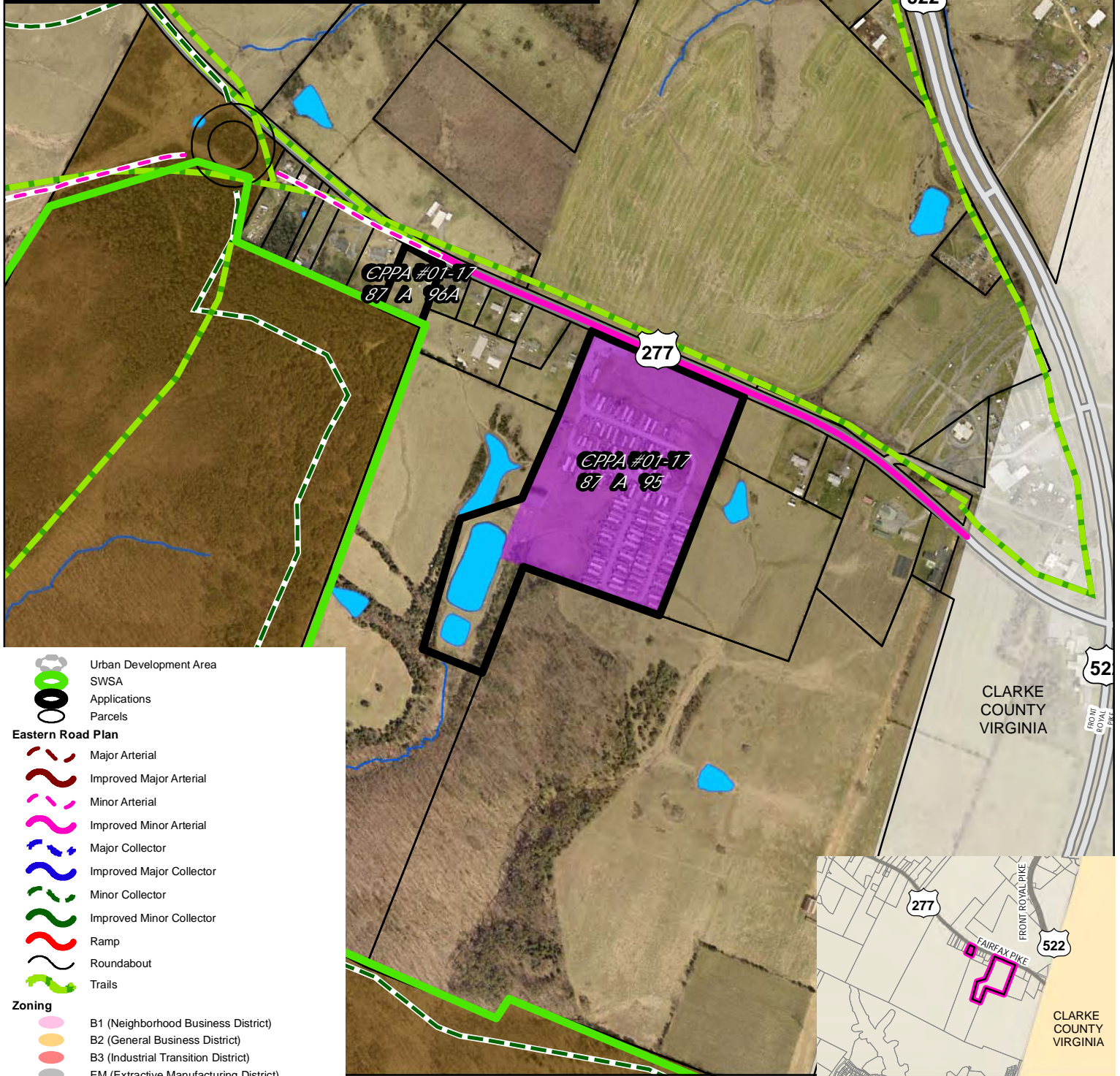
**CPPA #01-17
Sandy's MHC**
PINs: 87 - A - 95, 87 - A - 96A
Draft SWSA and UDA Amendments
Long Range Land Use Map

Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: June 13, 2017
Staff: cperkins



0 0.075 0.15 0.3 Miles

CPPA #01-17 Sandy's MHC Draft SWSA and UDA Amendments PINs: 87 - A - 95, 87 - A - 96A Zoning Map



**CPPA #01-17
Sandy's MHC**
PINs: 87 - A - 95, 87 - A - 96A
Draft SWSA and UDA Amendments
Zoning Map

Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: June 13, 2017
Staff: cperkins



0 0.075 0.15 0.3 Miles

APPENDIX I - AREA PLANS

SOUTHERN FREDERICK AREA PLAN

SoFRED

BOARD OF SUPERVISORS

APPROVED ON NOVEMBER 12, 2014

PLANNING COMMISSION

RECOMMENDED APPROVAL OCTOBER 1, 2014

ENDORSED BY THE

COMPREHENSIVE PLANS AND PROGRAMS COMMITTEE

SEPTEMBER 8, 2014

-INCLUDING TEXT APPROVED WITH THE FOLLOWING AMENDMENT:

- LEONARD PROPERTY

APPROVED BY THE BOARD OF SUPERVISORS ON JANUARY 26, 2017

APPENDIX I - AREA PLANS

SOUTHERN FREDERICK AREA PLAN

The Southern Frederick Area Plan builds on the Route 277 Triangle and Urban Center Plan, consolidates the Tasker Woods Plan, and incorporates previously unplanned areas within the study boundary into a cohesive and proactive area plan.

The Southern Frederick Area Plan continues to identify opportunities to create new communities, integrate land use and transportation choices, address **community infrastructure needs, and expand the County's goals for economic development.**

A series of maps have been prepared which identify Future Land Use, Transportation, and Natural, Historical, and Community Facilities within the study area.

The Southern Frederick Area Plan originally promoted five main areas of new land use focus; the Sherando Center, the Route 277 Triangle; Center of Economy, Interstate Commercial @ 307, White Oak Woods Neighborhood Village, and Tasker Woods. In the 2014 update, several additional areas of land use focus were envisioned; Lakeside Neighborhood Village, Artrip Neighborhood Village, Warrior and Tasker Neighborhood Village, and Lake Frederick Neighborhood Village.

The above areas combine to frame the southern boundary of the County's urban areas. In addition, Route 522 South within the study area defines the **eastern boundary of the County's urban areas.** South and east of this study area; **the County's rural areas are strengthened as the primary land use designation.** The Lake Frederick Sewer and Water Service Area (SWSA) is recognized in this area plan.

An overview to planning in Frederick County.

Planning efforts, such as the Southern Frederick Area Plan, enable the community to anticipate and deal constructively with changes occurring in the community. Planning helps guide the future growth of the community and is intended to improve the public health, safety, convenience, and welfare of its citizens.

The Plan provides a guide for future land use and was a collaborative effort of the citizens of Frederick County, County Planning Staff, Planning Commissioners, and Board of Supervisors. However, it is the property owners who are the ones who make the decision as to whether or not to implement the Plan as it applies to their property.

APPENDIX I - AREA PLANS

Future rezoning is a means of implementing the Plan. Rezoning in Frederick County have historically been initiated by the property owner, or with their consent. There is no reason to expect that this will change in the future.

Therefore, it is important to remember that the Plan is a guide for the future of the community, but that the property owner is ultimately the one who controls the future use of their property.

Land Use

The Sherando Center

The Sherando Center is envisioned to be an intensive, walkable urban area that is well integrated with the surrounding community. The center should be based on the principles of New Urbanism or Traditional Neighborhood Design promoted in the 2030 Comprehensive Plan. It shall contain a large commercial core, generally higher residential densities with a mix of housing types, an interconnected street system, and public open space around which the center is designed. Community facilities shall also provide a focal point for the center and surrounding community. Presently, Sherando High School and Sherando Park provide this function. In the future, these resources shall be complemented by a new Elementary School which shall serve the existing and future population and be located within the center. Public spaces in the form of pocket parks, plazas, or greens shall be further integrated into the design of the Sherando Center.

The Sherando Center is centrally located to the community and is in the short term, respectful to the Agricultural District. The commercial and residential mix of land uses shall have a strong street presence and shall relate to existing Route 277, Warrior Drive and Double Church Road. The mix of commercial, residential, employment, and community uses shall be linked to the surrounding community with inter modal transportation choices and public open spaces.

Route 277 Triangle; Centers of Economy

Route 277 Triangle; Centers of Economy is designed to be a significant area of commercial and industrial opportunity that is fully supportive of the County **Economic Development Commission's targeted goals and strategies**. The intent of the mixed use designation is to further enhance the County's commercial and industrial areas and to provide focus to the County's future regional employment centers. In specific areas a mix of flexible uses, with office uses in prominent locations is encouraged. Such areas are supported

APPENDIX I - AREA PLANS

by substantial areas of industrial and commercial opportunity, and provide for areas that are well designed with high quality architecture and site design. It is the intent of such areas to promote a strong positive community image. Residential land uses are not permitted.

Lake Frederick Neighborhood Village

Lake Frederick Neighborhood Village serves as a focal point to the 277 Triangle; Centers of Economy and as a gateway feature for the Shenandoah/Lake Frederick community and on a broader scale, a gateway feature for Frederick County as citizens and visitors approach the County from the east. This neighborhood village should promote a strong positive community image. Residential land uses would be permitted only as an accessory component of the neighborhood village commercial land uses. Previously, a small area of neighborhood village commercial was identified on the south side of Route 277 in the general vicinity of the future entrance of **Shenandoah and the existing Sandy's Mobile Home Park**. The 2014 update to the Plan provides for an overall greater area and greater mix of uses in this area that is reflective of a stronger desire to create a more substantial focal point for activity. This is primarily based on the growth and development of the Lake Frederick Community and the involvement of new residents from this area.

Interstate Commercial @ 307

Located at a highly visible location on a prominent interstate interchange, this area of land use shall be designed specifically to accommodate and promote highway commercial land uses. Particular effort must be made to ensure that access management for the supporting transportation network is a key priority as the function of the interstate and primary road network is of paramount importance. Access to the areas of interstate commercial land uses shall be carefully designed. The building and site layout and design of the projects shall be of a high quality. In addition, an enhanced buffer and landscaping area shall be provided adjacent to the Interstate 81 right-of-way, its ramps, and the new arterial road, the South Frederick Parkway, and adjacent to Route 11.

White Oak Woods Neighborhood Village

The White Oak Woods Neighborhood Village is a neighborhood village commercial area that is proposed at White Oak Road and Route 277 which is sensitive to the existing character and scale of the location, adjacent to Sherando Park and the White Oak Campground. The orientation of this

APPENDIX I - AREA PLANS

neighborhood commercial shall be to the park and adjoining street network. A new Fire and Rescue Facility and Community Facility shall provide an additional focal point to this area. This facility and the commercial land uses shall be of a general scale and context similar to projects such as Creekside. High quality building and site design is a priority. Accessory residential uses are only permitted as an accessory component of the neighborhood village commercial land uses.

Tasker Woods

The Tasker Woods area provides guidance on the future land use for all of the land area between Route 522, Tasker Road, and White Oak Road. An area of Neighborhood Village Commercial is proposed between the originally proposed residential areas and Route 522, serving the Tasker Woods area. An internal access road serving this area has been provided with the Tasker Woods project. Therefore, no new commercial entrances shall be permitted on Route 522. Access Management is a priority along the Route 522 corridor. A significant corridor appearance buffer is proposed along Route 522 similar to that established for Route 50 West corridor in the Round Hill Land Use Plan **which consisted of a 50' buffer area, landscaping, and bike path.** Accessory residential uses are only permitted as an accessory component of the neighborhood village commercial land uses within the Neighborhood Village area.

The area of natural resources connecting Tasker Woods with Route 522, including the existing pond shall continue to be recognized in this plan. An extension of the neighborhood commercial land uses may be appropriate on the east and west sides of the existing pond if a balance is achieved between protecting the environmental features and allowing compatible neighborhood commercial uses, which may also include commercial recreational uses.

In addition to the Neighborhood Village Commercial land uses, an area of commercial land use is proposed generally north of Tasker Road. This is an extension of the previously planned commercial area on Tasker Road. Two areas have been identified as recreational and natural resources and have been connected together in an effort to protect the existing natural resources and provide additional recreational opportunities for the Tasker Woods area.

Lakeside Neighborhood Village

A Neighborhood Village Commercial area is proposed along Tasker Road in the in the Lakeside area, in the vicinity of the Lakeside Library. This small scale commercial area is sensitive to the existing character and scale of the location, the Lakeside Library and the adjacent lake, and the historic and

APPENDIX I - AREA PLANS

natural resources in this area. The orientation of this neighborhood commercial shall be on the opposite side of Tasker Road to the library and lake with a new street network providing the framework for the new neighborhood. The Lakeside Library, an invaluable community facility for the area shall provide a focal point to this area. The commercial land uses shall be of a general scale and context similar to projects such as Creekside. High quality building and site design is a priority. Accessory residential uses are only permitted as an accessory component of the neighborhood village commercial land uses within the core area. An area of residential land use is proposed to surround the core neighborhood village area that shall be of a higher density than that typically found in this general area.

Artrip Neighborhood Village

The Villages at Artrip contains approximately 170 acres of land designed as a neo-traditional village community. This neighborhood village was designed to provide an urban feel in what was historically a rural setting. This development was rezoned in 2006 and is anticipated to include a mix of 900 single family homes and townhouses, over 100,000 square feet of retail, as well as numerous restaurants and office space. A future elementary school is proposed in this area which will ensure that such an important community facility will provide a focal point and valuable community resource for this area of new development.

Warrior & Tasker Neighborhood Village

A Neighborhood Village Commercial area is proposed along Warrior Drive, adjacent to the intersection of Warrior Drive and Tasker Road. This small scale commercial area is sensitive to the existing residential character of the area, in particular the scale of the adjacent neighborhoods, yet seeks to build upon the existing commercial character of this intersection. The commercial land uses shall be of a general scale and context similar to projects such as Creekside. High quality building and site design is a priority. Accessory residential uses are only permitted as an accessory component of the neighborhood village commercial land uses within the core area.

Defined Rural Areas

The Southern Frederick Area Plan has sought to further define the boundary between the Rural and Urban Areas of the community. As noted, the above areas of proposed land use combine to frame the southern boundary of the **County's urban areas**. In addition, the rural areas to the east of Route 522

south further define the County's urban area in this location. The plan provides enhanced recognition of Double Church Agricultural District. This recognition and the location and boundaries of the proposed land uses further promote a clean separation between the County's rural and urban areas.

Armel Rural Community Center

The general location of the Armed Rural Community center was identified in earlier versions of the Comprehensive Plan as one of several rural community centers in Frederick County that have a role to play as service centers for the **County's Rural Areas. This identification was largely based on the** historical role they played to that end. The Southern Frederick Area Plan seeks to further define the Armel Rural Community Center and promote future consideration of this unique area, an area that should remain distinct from the general urban development occurring in the urban areas of the plan. Future policies for this rural community center should reflect the particular characteristics of the center and the desires of its residents. This could be **achieved through a broader effort to plan the County's Rural Community Centers.**

Sherando-Lake Frederick Trailway

For the Southern Frederick Area Plan, it is recommended that a new multi-purpose path be constructed from the planned lakeside path at Lake Fredrick westward along Crooked Run and other connecting areas to intersect with a Sherando Park trail. This pathway surface should be consistent with that of the Sherando Park paths and trails. The new pathway will connect large segments of Southern Frederick trails and provide additional public to access **Lake Frederick's lakeside trails and other constructed facilities. Such an** environmental and recreational resource would provide an excellent example for other opportunities in the County.

Residential Development

Outside of the Sherando Center and Neighborhood Villages described above, the residential land uses in the Southern Frederick study area are defined in two main categories:

- R4 – these are generally reflective of our existing residential densities at approximately 4 units per acre.
- R6 – these are slightly higher residential densities that may fall within the 6-12 units per acre range (this is generally attached house and may also include multifamily and a mix of other housing types).

APPENDIX I - AREA PLANS

These densities are necessary to accommodate the anticipated growth of the County within the urban areas and are consistent with established patterns within the study area and the densities needed to support the future residential land uses envisioned in the Plan.

The residential land uses east of Route 522 South within the study area are envisioned to be rural area residential in character. Route 522 South may generally be considered as the boundary between the urban areas and rural areas within the eastern part of this study area. This provides a transition area to the Opequon Creek and Wrights Run and to the well-established rural character of adjacent Clarke County.

Business Development

The business development section of the plan seeks to identify items that would be complementary to the Urban Areas and Residential Development, Transportation and Natural Resources, Historic Resources and Public Facilities portion of the plan.

The business development recommendations are also intended to implement the 2030 Comprehensive Plan by promoting the efficient utilization of existing and planned land areas and transportation networks. Further, the recommendations promote commercial, industrial, and employment land use **areas to assure the County's desired taxable value ratio of 25 percent commercial/industrial to 75 percent residential and other land use is achieved.**

The Plan provides for new industrial park and employment center areas to **match the Economic Development Commission's vision for this portion of Frederick County.**

The Plan identifies a prime area for Mixed Use development, the Sherando Center, to capitalize on future commercial and employment opportunities. In addition, areas are identified for neighborhood village commercial use, including retail, to accommodate existing residential communities.

The relocation of the Exit 307 Interchange on interstate 81 provides a significant commercial opportunity that the Plan seeks to take advantage of by identifying the Interstate Commercial @ 307 area of land use.

The business development recommendations identified desirable business types to draw to the area. Including, but not limited to;

- Light Industrial/High Tech targeted businesses.

APPENDIX I - AREA PLANS

- Lodging / Event / Dining along the Route 522 corridor and at the interstate.
- Home Office (versus home based)
- Fast-Casual Dining (EG - Panera, Chipotle)
- Higher-end dining (Chain and Local businesses) as well as casual **Pub's** and Cafes.
- Premium Grocery & Retail in the UDA Center area (EG - **Wegman's**)

The business development group also provided the following general comments:

1. All areas should be designed to promote/support pedestrian and bike access, making this a walkable community. This will decrease reliance on cars and enable residents to more readily access business and employment centers.
 - a. To expand the pedestrian & bike access the undeveloped land zoned as Natural Resource / Flood Plain should include walking/biking trails.
2. Identify ways to leverage abundant supply of natural gas in the RT 522 corridor.
3. Determine if incentives to rezone to commercial uses for land owners with agricultural zoned property should be made available.
4. Promote development of small parcels of land that already contain residential structures along transportation corridors for business purposes, examples of which may include doctors, dentist offices, and other professional offices. Promotion could be in the form of incentives or credits to offset the cost of site improvements and transportation improvements required by the site development.
5. Restaurants and community based businesses such as Dry Cleaners, Convenience Stores, and the like, should be located close to and easily accessible by car or by foot to the areas targeted as industrial, commercial and office uses. This could also be within the Sherando Center or Neighborhood village commercial areas which are located within accessible distances from these areas.
6. Identify ways to draw more Light Manufacturing and targeted economic development businesses to the area around the FBI facility off of Tasker Rd.

APPENDIX I - AREA PLANS

7. The Southern Frederick County area would be a natural fit for various outdoor events and festivals, especially once the road and walking path networks have been enhanced and more lodging and dining options are available. This type of business has a low impact on the environment and provides an external infusion of revenue.

The business development group identified several additional areas east of Route 522 South for potential modifications to the Southern Frederick Area Plan that would better promote the business development objectives of the 2030 Comprehensive Plan. However, it was determined through the facilitator group stage of this planning effort that these areas should remain rural in character.

Specific Implementation Steps have been identified which would further promote business development opportunities in the Southern Frederick Area Plan and Frederick County in general. This is consistent with those identified in the Senseny/Eastern Frederick County Urban Area Plan. These include:

- The creation of a Future Land Use Revenue Incentive Program that provides property owners with the ability to sell residential density rights to keep their property available for future employment, commercial, or industrial land use as recommended by the Comprehensive Policy Plan. This program would incentivize the property owner by providing a revenue income source in the near term and future revenue income when the property is zoned for employment, commercial or industrial land use.
- Incentivize the property owner with automatic placement of the property into the Sewer and Water Service Area (SWSA) if a rezoning application is processed for future employment, commercial, or industrial land use.
- Incentivize the property owner with County endorsement of Economic Development Access (EDA) funds and/or Revenue Sharing Funds to assist in the financing of major road infrastructure needed to serve the development project. Additionally, provide for County-managed support of the major road infrastructure projects to streamline the approval process for project design and construction management.
- Incentivize the property owner through the implementation of expedited rezoning processes for future employment, commercial, or industrial land use as recommended by the Comprehensive Policy Plan.
- The creation of new Zoning Ordinance requirements that facilitate more intensive FAR and height allowances for future employment, commercial or industrial land use, especially in the urban centers.
- The County should support and partner with various athletic organizations to sponsor regional or state tournaments and events

APPENDIX I - AREA PLANS

using existing facilities to promote tourism in support of existing hotels, restaurants, and attractions.

Transportation

In support of the new areas of land use, a transportation network has been proposed which relates to the location and context of the areas of land use, promotes multi-modal transportation choices and walkability, furthers the efforts of the Win-Fred MPO, and reaffirms the planning done as part of the Route 277 Triangle Area plan. In this study there is a direct nexus between transportation and land use.

The relocation of Interstate 81, Exit 307, provides a new orientation for the **County's primary road system and provides new opportunities to create a** transportation network which supports the future growth of the community in the right locations. This area is also heavily influenced by the ongoing and future improvements to I-81 Exit 310 and the future extension of Warrior Drive. Minor modifications are proposed to the alignment of the Tasker Road flyover of I-81.

Access Management is a significant consideration of this study and general transportation planning in Frederick County. This concept is supportive of providing for key connections to the south. The use of frontage roads, minor collector roads, and inter parcel connections to bring traffic to access points is promoted.

Roundabouts will be considered as a priority preference for intersection design. Roundabouts are particularly effective when used in series and when used where intersection spacing may be an issue.

The context of the collector road network is proposed to be significantly different with the focus being placed on a more walkable and multi-modal street thoroughfare design. The change in context is based upon classification of road and to ensure compatibility with adjacent land uses and community goals. Particular attention should be paid to street network within the Urban Centers. The surrounding land use, site design, and building design are features that will help create context and promote the creation of new communities, places, and focal points. Attention should also be provided to the context of the street in the Neighborhood Village Commercial Areas to ensure that these prominent locations are safe and accessible to all modes of transportation. Bicycle and pedestrian accommodations should be fully integrated into street designs. Appropriately designed intersection accommodations should include pedestrian refuge islands and pedestrian actualized signals.

APPENDIX I - AREA PLANS

More specific transportation considerations for Sherando Park include taking a proactive approach in creating safe interconnected routes to the park from the adjacent areas and creating additional access points. Traffic calming across the entire frontage of Sherando Park is warranted with special attention placed on providing a safe and efficient main entrance to the park.

Consistent application of Comprehensive Plan goals to achieve an acceptable level of service on area roads and overall transportation network, level of service C or better, should be promoted. Further, efforts should be made to ensure that additional degradation of the transportation beyond an acceptable level of service shall be avoided. Consideration of future development applications within the study area should only occur when an acceptable level of service has been achieved and key elements and connections identified in this plan have been provided.

The Eastern Road Plan calls for White Oak Road between Tasker Road and Route 277 to be an improved two lane roadway. While this improvement has partially taken place for the northern portion of the roadway near Tasker Road, the southern portion of White Oak Road to the south remains a winding and narrow roadway which may be difficult and costly to improve. The area plan identifies improvements to White Oak Road in this area which may include its realignment near the Wrights Run stream crossing, passing to the east of and behind the existing residences fronting White Oak Road.

Other recommendations from the transportation group:

- Emphasize the role of the State and the development community in the implementation of the planned road system.
- Use modeling to determine lane needs based upon build out of planned land uses, but consider plans of neighboring localities when making recommendations. Consider the needs of bicycle users and pedestrians in the following ways:
 - Continue to plan for multi-modal street designs that take all users into consideration.
 - Within residential neighborhoods, this would mean that sidewalks be used and cyclists share the roads. Use of striping that defines parking bays or cycling areas would be preferred.
 - On collector roadways or higher, make use of separated multi-use paths at least 10 feet in width.
 - Incorporate wide shoulders or bike lanes into roadways that have budgetary or right-of-way limitations. This would be viewed as a step toward the ultimate goal of a separated facility.
 - Make use of paved shoulders with striping on rural roadways as a long term measure. Rural roadways would be defined by

APPENDIX I - AREA PLANS

- traffic count or as roadways outside of the UDA that are not part of the Primary System (ex. Route 522).
- o Bike paths should be constructed on the same grade as the adjacent roadway.
- o Bike path maintenance should be addressed by adjacent property owner groups whenever possible.
- Continue to enforce improved access management with redevelopment or new development.
 - o This includes, but is not limited to, entrance location and spacing as well as traffic signal location and spacing.
- Roundabout use is preferred over signalization of intersections where traffic control is needed.
- Attractive median treatments (as alternative to standard grey concrete median) other than grass or other landscaping should be considered when maintenance agreements with VDOT cannot be achieved.
 - o Treatments should be reasonably consistent
- Street sections could be modified due to DCR changes specific to drainage requirements.

Natural Resources, Historic Resources, and Public Facilities

Natural Resources

Frederick County should be a community that understands, values, and protects its natural resources.

The natural resources element of the Southern Frederick Area Plan should directly correlate to the Natural Resources chapter of the 2030 Comprehensive Plan.

To that end, Frederick County should focus on the creation of greenways, stream valley parks and stream buffers around waterways. Shared use trails should be constructed that connect these features to other public facilities. Consideration should be given to creating linear parks with shared use trails along major streams, particularly the Opequon Creek, with buffering vegetation appropriate for preventing erosion, filtering pollutants, and providing wildlife habitat.

Shared use trails should provide connections to other shared use trails as well as other public facilities in the study area.

New construction within the study area should take into account the natural resources located on and around their property.

Ensure that when new developments are planned, connectivity of greenways is included through the project.

APPENDIX I - AREA PLANS

Preserve and maintain existing natural wetlands, woodlands, and grasslands to the maximum feasible extent to provide wildlife habitats for animals and plants. Buffer wetlands and creeks using latest water management principles to promote environmental protection of those localities, stabilize stream banks, and promote such protective steps during residential development throughout the South Frederick County area.

All types of urban open spaces like greenways, squares, plazas, urban parks, playgrounds and street medians should be considered as part of urban development planning and implemented wherever reasonable.

Ensure that storm water is managed in **accordance with the County's Erosion and Sediment Control Ordinance and Virginia's** storm water Requirements, and work to implement Low Impact Development (LID) measures where appropriate.

Provide for best storm water management practices at urban centers, residential developments, and industrial areas to facilitate environmental protection.

Protect floodplains and steep slopes from unsuitable uses and recognize their value for storm water management and ecological functions.

Ensure that with new development, people and wildlife are protected from unhealthy levels of noise and light.

Historic Resources

Frederick County should recognize and protect the historic structures and sites within the study area.

The historic element of the Southern Frederick Area Plan should directly correlate to the Historic Resources chapter of the 2030 Comprehensive Plan.

To that end, the rehabilitation, adaptive reuse, or restoration of historic structures should be increased. The Comprehensive Plan calls for the adaptive reuse of historic structures, future development applications that have historic resources on the property should incorporate the site into development.

Sensitive Natural Areas, including historic areas are shown on the land use map for the study area. By recognizing these historic sites and structures, the Southern Frederick Area Plan is implementing the policies of the Comprehensive Plan.

Significant structures and properties shown with a sensitive natural/historic designation should be buffered from adjacent development activity.

APPENDIX I - AREA PLANS

Require archaeological surveys to be conducted prior to development, particularly any that involve battlefield areas, homesteads, Indian encampments, and waterways.

The Rural Landmarks Survey should be updated and maintained regularly in order to keep current the inventory of structures older than fifty years.

There are at least six historic sites and markers in the Southern Frederick Area Plan. Those sites and markers should be buffered from adjacent development activities and preserved in their original condition whenever possible during any development or land use planning.

The Melvin Sandy house is located immediately adjacent to Sherando Park and would be ideal for use as an element of the Park. In the event that it cannot be included as part of the park, it would be appropriate for the use on the property to develop as something which would encourage the protection of the structure and provide a use which encourages park users to utilize the property.

Frederick County should assist property owners that want to register their properties with the State or National Register.

Increasing shared use trails throughout the study area would give emphasis to the preservation and rehabilitation of nearby historic sites and structures. Developments should incorporate and/or convert historic properties into recreational elements, including shared use trails, parks, and museums. The Zig-Zag trenches should be preserved and connected via a linear park/trail network to Crosspointe.

Developers of any urban center developed in the study area should integrate **into the center's development plans both the preservation and prominence of** historical and natural resources within the urban center boundaries such as the restoration, rehabilitation, or adaptive reuse of historic homes, churches, other buildings, Civil War site markers, Civil War earth works, significant stone outcroppings, etc..

Community Facilities

The need for public spaces within the study area needs to be acknowledged.

The public facility element of the Southern Frederick Area plan should directly correlate to the Public Facilities chapter of the 2030 Comprehensive Plan. The public facilities element should also expand upon the existing 2030 Comprehensive Plan and ensure that opportunities for needed public facilities, which are not currently identified, are not missed.

To that end, the following recommendations are offered:

APPENDIX I - AREA PLANS

The development community should work with FCPS, Fire & Rescue, and Parks and Recreation to determine future public facility needs.

A potable water tank will be needed within the study area to accommodate future growth (Lake Frederick area).

The County should focus on the development of the north side of Sherando Park (north of Route 277).

The 2007 Win-Fred MPO Bicycle & Pedestrian Mobility Plan should be adopted by the Board of Supervisors and pedestrian facilities shown in the plan should be constructed. This plan should also be utilized as a reference for accommodation recommendations and guidelines.

Ensure connectivity with existing or proposed bicycle or pedestrian transportation accommodations wherever possible.

Pedestrian facilities should be constructed that connect neighborhoods to school and park facilities to promote access and walkability.

Trails should be planned and constructed that connect Sherando Park, the proposed S. Frederick Parkway and Lake Frederick (see the Sherando-Lake Frederick Trailway example described in the land use section).

A trail network should be constructed around the Lake at the Bowman Library.

Linear parks should be constructed along creeks where permissible due to topography.

A new Fire & Rescue station is needed within the study area. As proposed, a new Fire and Rescue Facility and Community Facility shall provide an additional focal point to the White Oak Woods Neighborhood Village area.

The 13 acre parcel owned by the Frederick County adjacent to Bass Hoover Elementary should be planned as a combined school, park and recreation facility.

The existing schools within the study area, including Bass Hoover, Aylor, and Sherando need to be upgraded as outlined in the CIP. New schools identified in this plan and in the CIP should be pursued and may be used as focal points for future community development.

Zoning Amendments to implement the plan

Revised/more flexible B2 Overlay concept

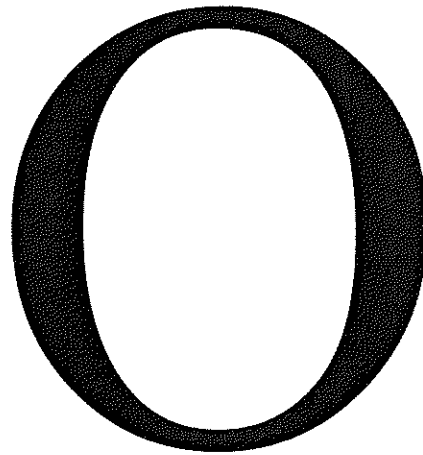
Neighborhood Village Commercial areas are envisioned to be compact commercial centers that focus and complement the surrounding neighborhoods, are walkable and designed at a human scale, and which are supported by existing and planned road networks.

Accessory residential uses within the neighborhood Villages are only permitted as an accessory component of the commercial land uses within the core area. *However, the residential uses are allowed in a variety of configurations and are not just limited to the second and third floors of commercial buildings. They may also be located in separated buildings, again provided that they are accessory to the commercial uses.* This provides a greater amount of flexibility with the residential design, while still affording the commercial land uses primary status. *Previously, residential land uses were only permitted on the second floor and above commercial buildings.*

Traditional Neighborhood Design Zoning Classification

This flexible zoning classification is intended to enable Neighborhood and Urban Village Centers, or a part thereof, to be developed.

CONSENT AGENDA





COUNTY of FREDERICK

Department of Planning and Development

540/ 665-5651

Fax: 540/ 665-6395

Memorandum

To: Frederick County Board of Supervisors

From: Mark R. Cheran, Zoning and Subdivision Administrator

Date: September 1, 2017

RE: Round Hill Crossing

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Retail Boulevard, State Route Number 804	0.08 miles
Retail Boulevard, State Route Number 804	0.09 miles
Retail Boulevard, State Route Number 804	0.01 miles

Staff is available to answer any questions.

MRC/dlw



**RESOLUTION
BY THE
FREDERICK COUNTY BOARD OF
SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 13th day of September, 2017, adopted the following:

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

Charles S. DeHaven, Jr., Chairman _____

Gary A. Lofton _____

Bill M. Ewing _____

Robert W. Wells _____

Blaine P. Dunn _____

Gene E. Fisher _____

Judith McCann-Slaughter _____

A COPY ATTEST

Kris C. Tierney, Interim
Frederick County Administrator

In the County of Frederick

By resolution of the governing body adopted September 13, 2017

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision Round Hill Crossing

Type Change to the Secondary System of State Highways:

Addition

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

Street Name and/or Route Number

◆ Retail Boulevard, State Route Number 804

Old Route Number: 0

- From: Route 50, Northwestern Pike

To: 0.08 mile north to Crock Wells Mill Drive, a distance of: 0.08 miles.

Recordation Reference: Instr. #040017251 Page 0325

Right of Way width (feet) = 42'-48'

Street Name and/or Route Number

◆ Retail Boulevard, State Route Number 804

Old Route Number: 0

- From: Crock Wells Mill Drive

To: 0.09 mile north to Wal-Mart Entrance, a distance of: 0.09 miles.

Recordation Reference: Instr. #040017251 Page 0325

Right of Way width (feet) = 42'

Street Name and/or Route Number

◆ Retail Boulevard, State Route Number 804

Old Route Number: 0

- From: Wal-Mart Entrance

To: 0.01 mile north to cul-de-sac, a distance of: 0.01 miles.

Recordation Reference: Instr. #040017251 Page 0325

Right of Way width (feet) = 42'



Memorandum

To: Frederick County Board of Supervisors

From: John A. Bishop, Assistant Director – Transportation

JAB

Date: September 5, 2017

RE: Project/Subdivision
RevSharUPC 105633 – Snowden Bridge Boulevard

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Snowden Bridge Boulevard, State Route Number 883	0.32 miles
Snowden Bridge Boulevard, State Route Number 883	0.18 miles
Snowden Bridge Boulevard, State Route Number 883	0.36 miles

Staff is available to answer any questions.

JAB/dlw



**RESOLUTION
BY THE
FREDERICK COUNTY BOARD OF
SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 13th day of September, 2017, adopted the following:

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

Charles S. DeHaven, Jr., Chairman _____

Gary A. Lofton _____

Bill M. Ewing _____

Robert W. Wells _____

Blaine P. Dunn _____

Gene E. Fisher _____

Judith McCann-Slaughter _____

A COPY ATTEST

Kris C. Tierney, Interim
Frederick County Administrator

In the County of Frederick

By resolution of the governing body adopted September 13, 2017

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision

RevSharUPC105633 SnowdenBridgeBlvd

Type Change to the Secondary System of State Highways:

Addition

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: VDOT Project

Pursuant to Code of Virginia Statute: §33.2-705

Street Name and/or Route Number

◆ **Snowden Bridge Boulevard, State Route Number 883**

Old Route Number: 0

- From: Route 11, Martinsburg Pike

To: 0.32 mile east of Route 11, Martinsburg Pike, a distance of: 0.32 miles.

Recordation Reference: Instruments 150004542, 150004537, 150004539, 150004541

Right of Way width (feet) = 48'

Street Name and/or Route Number

◆ **Snowden Bridge Boulevard, State Route Number 883**

Old Route Number: 0

- From: 0.68 mile east of Route 11, Martinsburg Pike

To: Route 662, Milburn Road, a distance of: 0.18 miles.

Recordation Reference: Instruments 150004542, 150004537, 150004539, 150004541

Right of Way width (feet) = 36'-68'

Street Name and/or Route Number

◆ **Snowden Bridge Boulevard, State Route Number 883**

Old Route Number: 0

- From: 0.32 mile east of Route 11, Martinsburg Pike

To: 0.68 mile east of Route 11, Martinsburg Pike, a distance of: 0.36 miles.

Recordation Reference: Instruments 150004542, 150004537, 150004539, 150004541

Right of Way width (feet) = 40'-67'