

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 30, 2016
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 16, 2016 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- June 30, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- June 23, 2016
- June 30, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - County Commission Appointment Procedures/Requirements - Discussion/Action
 - Personnel Matter - Issues regarding resignation/and or appointment of County Commissioner - Discussion/Action - Possible Executive Session

2. 10:15 a.m. Angie Banks, Assessor
 - Remove non-existing parcel from land books - Discussion/Action
 - Exonerations - Discussion/Action

3. 10:30 a.m. Pete Dougherty, Sheriff
 - Review Auction Report
 - Review and discuss Inter-Government Agreement between Commission, Sheriff's Office and Bolivar - Discussion/Action
 - Approval of vehicle transfer - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Jennifer Maghan, County Clerk/Gail Magaha, Deputy County Clerk
 - Approval of Depository Bonds for fiscal year 2016-2017 - Discussion/Action
6. 11:15 a.m. Interviews and appointments to the Harpers Ferry/Bolivar Public Service District - One 6-year term ending June 30, 2022 - Discussion/Action

Interviews and appointments to the South Jefferson Library Committee - One 5-year term ending June 30, 2021 - Discussion/Action

Interviews and appointments to the Jefferson County Parks and Recreation Commission - Four 3-year terms ending June 30, 2019 - Discussion/Action

Interviews and appointments to the Jefferson County Emergency Services Agency - One 3-year term as Citizen Representative; one 3-year term as Fire Representative; one 3-year term as EMS Representative - Discussion/Action

NEW BUSINESS

7. Memorandum of Understanding between the Department of Homeland Security Federal Management Agency Mount Weather Emergency Operations Center Emergency Services Division and Rescue and Jefferson County - Discussion/Action
8. Decision on amendments to the Hotel Occupancy Tax Ordinance - Discussion/Action
9. Approval for DHS Grant for \$3,400 for Emergency Preparedness Educational materials - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Review of Budget to Actual as of May 31, 2016

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

10. 12:00 p.m. **Break for Lunch**

~~~~~ AFTERNOON SESSION ~~~~~

11. 1:30 p.m. Kathy Santa Barbara, Attorney
- Update on Briel Building Foreclosure - Discussion/Action - Possible Executive Session
12. 2:00 p.m. Roger Goodwin, Chief County Engineer
- Smith Mountain View Estates (JCPC File No. 02-06) - Lot Corners Certification - Surveyor's Invoice Payment - Discussion/Action
- Vasuvat Subdivision (JCPC File No. 08-01) Contractor's Site Work Proposal - Discussion/Action
- Adoption of the 2016 Building Code Enforcement Ordinance - Discussion/Action
13. 2:15 p.m. Debra Lee Hovatter, Esq., Spilman Thomas & Battle, PLC on behalf of Primax Properties, LLC
- A Certificate of Occupancy (or temporary Certificate of Occupancy) is required on or before July 18, 2016 in order for AAP to complete "fixturing" (i.e., counters, shelves for product) and make the planned opening date of August 11, 2016 - Discussion/Action
14. 2:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Memorandum of Understanding with APUS - Discussion/Action - Possible Executive Session
- Memorandum of Understanding with JCBOE re: 1863 Commemorative Rock Discussion/Action - Possible Executive Session
- Cable Franchise Agreement - conference call with Robert Rodecker Discussion/Action - Possible Executive Session
- Vision Internet Website Contract Renewal Discussion/Action - Possible Executive Session
15. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of County Office Closure - Monday, July 4, 2016.

Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission.

Letter from the WV PSC re: Disbursement of Wireless E-911 Subscriber Fees.

Letter from the WV State Auditor's Office re: the audit report for the Jefferson County Commission for the fiscal year ending June 30, 2015.

Administrative Order from WV DHHR re: Fox Glen Utilities.

JCPSD Regular Meeting Minutes from May 2, 2016.

WV Lottery Weekly Statement for Charles Town - June 11, 2016.

WV Lottery Weekly Settlement for Charles Town - June 18, 2016.

County Financials as presented during the June 16, 2016 regular meeting.

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

Minutes

Jefferson County Commission

Thursday, June 16, 2016

A meeting of the Jefferson County Commission was held on Thursday, June 16, 2016 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Eric Bell was absent due to illness. Also present were Sandy McDonald, acting County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, June 16, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the June 2, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders in the amount of \$114,547.38 to include purchase order numbers 52481, 52436, and 52821. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for June 16, 2016 in the amount of \$231,090.57. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076545	ALLOC	AHA/ART&HUMANITIES ALLNC			\$ 1,140.17	\$ 1,140.17
076546	PAYROLL	ELIZABETH JUNE BOWERS			\$ 1,499.50	\$ 1,499.50
076547	413	CASTO & HARRIS INC			\$ 1,780.71	\$ 1,780.71
076548	405	MARCIA LYNN CHANDLER			\$ 2,302.00	\$ 2,302.00
076549	440	DAVID M. CARTER			\$ 143.64	\$ 143.64
076550	424	CENTRAL ELEVATOR			\$ 160.00	\$ 160.00
076550	425	CENTRAL ELEVATOR			\$ 480.00	\$ 480.00
076551	413	ESS ELECTION SYSTEMS &			\$ 2,061.83	\$ 2,061.83
076552	440	ROGER GOODWIN			\$ 144.72	\$ 144.72
076553	401	RICOH USA, INC			\$ 29.06	\$ 29.06
076553	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076553	404	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	405	RICOH USA, INC			\$ 87.21	\$ 87.21
076553	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	425	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	433	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	440	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076553	712	RICOH USA, INC			\$ 29.07	\$ 29.07
076554	ALLOC	JEFFERSON COUNTY HISTORI			\$ 1,688.30	\$ 1,688.30
076555	404	THE SPIRIT OF JEFFERSON			\$ 4,075.74	\$ 4,075.74
076555	413	THE SPIRIT OF JEFFERSON			\$ 15.78	\$ 15.78
076556	413	JEFFERSON COUNTY SCHOOLS			\$ 1,140.00	\$ 1,140.00
076557	405	LYNDSEY W. MATSCHAT			\$ 68.58	\$ 68.58
076558	405	MATTHEW BENDER & CO			\$ 148.43	\$ 148.43
076559	412	JUDITH A MATLICK			\$ 561.26	\$ 561.26
076560	405	MAXIM REPORTING LLC			\$ 41.00	\$ 41.00
076561	ALLOC	JEFF CO PARKS &			\$ 25,675.74	\$ 25,675.74
076561	ALLOC	JEFF CO PARKS &			\$ 5,000.00	\$ 5,000.00
076561	ALLOC	JEFF CO PARKS &			\$ 2,500.00	\$ 2,500.00
076562	402	PIFER OFFICE SUPPLY, INC			\$ 8.85	\$ 8.85
076562	404	PIFER OFFICE SUPPLY, INC			\$ 130.63	\$ 130.63
076563	403	POSTMASTER CHARLES TOWN			\$ 102.00	\$ 102.00
076564	402	POSTMASTER CHARLES TOWN			\$ 102.00	\$ 102.00
076565	PAYROLL	BRYAN PERKINS			\$ 1,400.52	\$ 1,400.52
076566	424	POTOMAC EDISON/OH			\$ 1,663.38	\$ 1,663.38
076566	425	POTOMAC EDISON/OH			\$ 15,944.24	\$ 15,944.24
076566	425	POTOMAC EDISON/OH			\$ 2,805.52	\$ 2,805.52
076567	403	LAURA STORM			\$ 224.64	\$ 224.64

076568	403	RECORD MANAGEMENT SOLUTN			\$ 30.00	\$ 30.00
076569	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,535.00	\$ 6,535.00
076570	717	RICE TIRES CO			\$ 561.96	\$ 561.96
076571	404	SHERIFF OF JEFFERSON CO			\$ 54.37	\$ 54.37
076572	440	SHERIFF OF JEFFERSON CO			\$ 54.37	\$ 54.37
076573	404	SHERIFF OF JEFFERSON CO			\$ 152.28	\$ 152.28
076574	402	SOFTWARE SYSTEMS, INC			\$ 240.50	\$ 240.50
076574	404	SOFTWARE SYSTEMS, INC			\$ 737.00	\$ 737.00
076574	406	SOFTWARE SYSTEMS, INC			\$ 58.00	\$ 58.00
076574	428	SOFTWARE SYSTEMS, INC			\$ 392.00	\$ 392.00
076575	408	STATE TAX DEPARTMENT			\$ 10,041.88	\$ 10,041.88
076576	405	BRANDON C.H. SIMS			\$ 503.56	\$ 503.56
076577	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 654.71	\$ 654.71
076577	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 114.75	\$ 114.75
076578	425	CAPITAL TRISTATE			\$ 1,222.97	\$ 1,222.97
076579	ALLOC	JEFFERSON CO CONVENTION			\$ 28,504.22	\$ 28,504.22
076580	440	WV STATE FIRE COMMISSION			\$ 50.00	\$ 50.00
076581	402	XEROX CORPORATION			\$ 249.00	\$ 249.00
076582	PAYROLL	CHEROKEE GRIM			\$ 2,250.00	\$ 2,250.00
TOTAL					\$ 125,822.72	\$ 125,822.72

534	8/HD	3M ELECTRONIC MONITORING				\$ 3,420.00
533	8/HD	CDA				\$ 255.75
532	8/HD	UNITED BANK				\$ 54.93
585	56/ASS	STEPHEN SLUSS				\$ 1,200.00
277	57/FARM	JEFFERSON CO FARMLAND PROT.				\$ 52,287.29
594	BARD	POTOMAC EDISON				\$ 4,458.32
595	BARD	UNITED BANK				\$ 536.59
1044	IMP	SHERIFF JEFFERSON CO -SCHOOL				\$ 121,607.12
1045	IMP	SHERIFF JEFFERSON CO - LAW				\$ 3,151.85
1046	IMP	SHERIFF JEFFERSON CO - PARKS				\$ 9,012.97
1047	IMP	SHERIFF JEFFERSON CO - EMS				\$ 987.42
TOTAL						\$ 196,972.24

Motion by Ms. Tabb to approve the Accounts Payable for June 9, 2016 in the amount of \$125,822.72. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076585	428	ACCURATE SYSTEMS INC			\$ 4,200.00	\$ 4,200.00
076586	402	APPLE VALLEY OFF.PRODUCT			\$ 315.03	\$ 315.03
076587	424	BOLAND SERVICES			\$ 270.00	\$ 270.00
076587	425	BOLAND SERVICES			\$ 1,325.00	\$ 1,325.00
076587	425	BOLAND SERVICES			\$ 770.00	\$ 770.00
076588	PAYROLL	BUREAU F/CHILD SUPPORT			\$ 49.85	\$ 49.85
076589	PAYROLL	BUREAU F/CHILD SPRT ENF			\$ 212.31	\$ 212.31
076590	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 461.54	\$ 461.54
076591	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 119.54	\$ 119.54
076592	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 392.31	\$ 392.31
076593	403	CASTO & HARRIS INC			\$ 179.24	\$ 179.24
076594	440	DAVID M. CARTER			\$ 133.92	\$ 133.92
076595	440	CODE-4 COMMUNICATIONS			\$ 75.00	\$ 75.00
076596	424	J.C.EHRLICH			\$ 31.00	\$ 31.00
076596	425	J.C.EHRLICH			\$ 609.00	\$ 609.00
076597	440	CINDY FELLERS			\$ 80.36	\$ 80.36
076598	415	GENERAL COUNTY FUND-J FE			\$ 17,754.01	\$ 17,754.01
076599	440	ROGER GOODWIN			\$ 133.92	\$ 133.92
076600	402	SALLY GRAN			\$ 15.00	\$ 15.00
076601	717	GUTTMAN OIL CO			\$ 11,874.05	\$ 11,874.05
076602	424	HIRERIGHT			\$ 61.92	\$ 61.92
076603	428	INSIGHT A/V SERVICES			\$ 2,122.05	\$ 2,122.05
076604	425	INTERSTATE ALL BATTERY			\$ 99.90	\$ 99.90
076605	402	THE SPIRIT OF JEFFERSON			\$ 223.98	\$ 223.98
076605	404	THE SPIRIT OF JEFFERSON			\$ 55.20	\$ 55.20
076606	GRANT	JEFFERSON DAY REPORT CNT			\$ 10,866.30	\$ 10,866.30
076607	PAYROLL	JEFFERSON SECURITY BANK			\$ 5,460.00	\$ 5,460.00
076608	PAYROLL	KATHRYN KING			\$ 1,475.14	\$ 1,475.14
076609	412	JUDITH A MATLICK			\$ 551.26	\$ 551.26
076610	717	MCKINNEY'S AUTO REPAIR			\$ 93.00	\$ 93.00
076611	PAYROLL	HELEN M. MORRIS, TRUSTEE			\$ 150.00	\$ 150.00
076612	405	MILLER'S SUPPLIES AT WOR			\$ 28.99	\$ 28.99
076613	424	NEOPOST MIDATLANTIC			\$ 438.94	\$ 438.94
076614	PAYROLL	NATIONWIDE RETIREMENT			\$ 749.00	\$ 749.00
076615	428	OFFICEMAX			\$ 54.62	\$ 54.62
076616	402	PIFER OFFICE SUPPLY, INC			\$ 27.50	\$ 27.50

076616	404	PIFER OFFICE SUPPLY, INC			\$ 169.69	\$ 169.69
076616	406	PIFER OFFICE SUPPLY, INC			\$ 242.91	\$ 242.91
076617	425	POTOMAC EDISON/OH			\$ 2.00	\$ 2.00
076618	405	SPECIALTY BUS SUPPLIES			\$ 221.81	\$ 221.81
076619	704	WV REGIONAL JAIL &			\$ 86,078.00	\$ 86,078.00
076620	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 42,849.62	\$ 42,849.62
076620	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 10,021.30	\$ 10,021.30
076620	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 40,219.30	\$ 40,219.30
076621	717	S & S MOTOR PARTS			\$ 359.31	\$ 359.31
076622	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 2,985.00	\$ 2,985.00
076623	428	SOLARWINDS			\$ 672.00	\$ 672.00
076626	401	CHIEF LOGAN STATE PARK			\$ 230.00	\$ 230.00
076626	401	SPRINT			\$ 54.93	\$ 54.93
076626	402	EZ NETTOOLS			\$ 34.95	\$ 34.95
076626	403	MCDONALDS			\$ 10.98	\$ 10.98
076626	403	OUTBACK			\$ 53.47	\$ 53.47
076626	403	PILOT			\$ 16.68	\$ 16.68
076626	403	SPRINT			\$ 54.93	\$ 54.93
076626	403	WINGATE INN			\$ 534.00	\$ 534.00
076626	405	NATIONAL DISTRICT ATTORN			\$ 450.00	\$ 450.00
076626	405	WAL-MART			\$ 115.56	\$ 115.56
076626	406	STAPLES			\$ 12.07	\$ 12.07
076626	412	COMCAST			\$ 105.75	\$ 105.75
076626	412	STAPLES			\$ 108.42	\$ 108.42
076626	413	SHEETZ			\$ 95.26	\$ 95.26
076626	413	STAPLES			\$ 11.39	\$ 11.39
076626	413	THE HOME DEPOT			\$ 784.89	\$ 784.89
076626	415	FRONTIER			\$ 84.50	\$ 84.50
076626	415	SPRINT			\$ 108.63	\$ 108.63
076626	424	CHARLES TOWN UTILITIES			\$ 54.27	\$ 54.27
076626	424	FRONTIER			\$ 10,908.88	\$ 10,908.88
076626	424	ROACH ENERGY			\$ 757.57	\$ 757.57
076626	424	SPRINT			\$ 54.93	\$ 54.93
076626	425	CHARLES TOWN UTILITIES			\$ 876.30	\$ 876.30
076626	425	COMCAST			\$ 1,064.26	\$ 1,064.26
076626	425	JEFFERSON COUNTY P.S.D			\$ 654.38	\$ 654.38
076626	425	JEFFERSON UTILITIES, INC			\$ 559.76	\$ 559.76
076626	425	ROACH ENERGY			\$ 214.57	\$ 214.57
076626	425	SHENANDOAH SPRING WATER			\$ 618.60	\$ 618.60
076626	425	THE HOME DEPOT			\$ 1,016.58	\$ 1,016.58

076626	425	TRENARY HVAC GROUP			\$ 571.86	\$ 571.86
076626	425	VALCO EQUIPMENT LTD			\$ 125.96	\$ 125.96
076626	425	WAL-MART			\$ 21.26	\$ 21.26
076626	425	WILLIAMSON NEW ENGLAND			\$ 603.50	\$ 603.50
076626	425	WM WASTE MGNT			\$ 647.25	\$ 647.25
076626	425	84 LUMBER			\$ 857.69	\$ 857.69
076626	428	DELL			\$ 6,311.06	\$ 6,311.06
076626	428	SPRINT			\$ 109.86	\$ 109.86
076626	428	STAPLES			\$ 26.99	\$ 26.99
076626	433	HOTEL MORGANTOWN			\$ 267.00	\$ 267.00
076626	433	SPRINT			\$ 54.93	\$ 54.93
076626	439	JEFF.CO CHAMBER OF COMME			\$ 5.00	\$ 5.00
076626	439	MILLERS OFFICE PRODUCTS			\$ 40.36	\$ 40.36
076626	439	SPIRIT OF JEFFERSON			\$ 27.74	\$ 27.74
076626	439	SPRINT			\$ 54.93	\$ 54.93
076626	439	VITAL SIGNS PLUS			\$ 112.50	\$ 112.50
076626	440	ALDI			\$ 10.69	\$ 10.69
076626	440	SPRINT			\$ 54.93	\$ 54.93
076626	451	PLANETIZEN INC			\$ 144.00	\$ 144.00
076626	451	SPIRIT OF JEFFERSON			\$ 127.24	\$ 127.24
076626	700	AMAZON			\$ 423.94	\$ 423.94
076626	700	AUTO SERVE			\$ 88.00	\$ 88.00
076626	700	BRUCE'S 24 HOUR WRECK			\$ 85.00	\$ 85.00
076626	700	GOWERS FEED INC			\$ 172.80	\$ 172.80
076626	700	HARDEES			\$ 18.41	\$ 18.41
076626	700	MCDONALDS			\$ 15.41	\$ 15.41
076626	700	NRA LAW ENFORCEMENT			\$ 1,190.00	\$ 1,190.00
076626	700	P & N MARKET			\$ 7.44	\$ 7.44
076626	700	PETCO			\$ 86.42	\$ 86.42
076626	700	PILOT			\$ 4.08	\$ 4.08
076626	700	SIRCHIE FINGER PRINT LAB			\$ 76.91	\$ 76.91
076626	700	SLEEP INN			\$ 89.59	\$ 89.59
076626	700	SPRINT			\$ 1,304.93	\$ 1,304.93
076626	700	TEXAS ROADHOUSE			\$ 39.43	\$ 39.43
076626	700	TGI FRIDAYS			\$ 55.12	\$ 55.12
076626	700	TIGER EXPRESS			\$ 11.73	\$ 11.73
076626	700	WV TREASURY			\$ 600.00	\$ 600.00
076626	711	AMAZON			\$ 229.77	\$ 229.77
076626	711	AMAZON			\$ 519.90	\$ 519.90
076626	711	APPLE STORE			\$ 21.19	\$ 21.19

076626	711	ASFPM			\$ 70.00	\$ 70.00
076626	711	CHANNING BETE CO			\$ 1,444.25	\$ 1,444.25
076626	711	KEEPER SECURITY			\$ 39.98	\$ 39.98
076626	711	OFFICE MAX			\$ 36.99	\$ 36.99
076626	711	OTTERBOX/LIFE PROOF			\$ 76.47	\$ 76.47
076626	711	SPRINT			\$ 186.91	\$ 186.91
076626	711	STAPLES			\$ 222.75	\$ 222.75
076626	711	STAPLES			\$ 158.93	\$ 158.93
076626	711	7 SPRINGS LODGING			\$ 291.03	\$ 291.03
076626	712	APCO INTERNATIONAL INC.			\$ 190.46	\$ 190.46
076626	712	DULLES GREENWAY QPS			\$ 5.40	\$ 5.40
076626	712	FRONTIER			\$ 5,099.85	\$ 5,099.85
076626	712	GAYLORD NATIONAL HOTEL			\$ 2,117.38	\$ 2,117.38
076626	712	LaQUINTA INN & SUITES			\$ 297.00	\$ 297.00
076626	712	NATIONAL ACADEMY OF EMD			\$ 50.00	\$ 50.00
076626	712	SPRINT			\$ 1,175.12	\$ 1,175.12
076626	716	AMAZON			\$ 504.46	\$ 504.46
076626	716	HILLSIDE VETERINARY HOSPT			\$ 3,573.05	\$ 3,573.05
076626	716	LOWES			\$ 27.34	\$ 27.34
076626	716	MUNICIPAL EMERGENCY SRVC			\$ 581.14	\$ 581.14
076626	716	PANHANDLE PRINTING AND D			\$ 150.00	\$ 150.00
076626	716	PANHANDLE PRINTING AND D			\$ 218.02	\$ 218.02
076626	716	PROMOTIONS NOW			\$ 252.75	\$ 252.75
076626	716	THE HOME DEPOT			\$ 45.26	\$ 45.26
076626	716	WAL-MART			\$ 130.00	\$ 130.00
076626	717	AMAZON			\$ 27.90	\$ 27.90
076626	717	FISHER AUTO PARTS			\$ 92.89	\$ 92.89
076627	403	VITAL SIGNS			\$ 475.00	\$ 475.00
076628	405	THOMSON REUTER - WEST			\$ 2,282.45	\$ 2,282.45
076629	700	WVCORP			\$ 5,000.00	\$ 5,000.00
TOTAL					\$ 304,963.93	\$ 304,963.93

Motion by Mr. Manuel to approve the Accounts Payable for June 16, 2016 in the amount of \$304,963.93. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Ms. Noland to approve the Manual Checks for June 16, 2016 in the amount of \$478,879.97. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – notified the Commission of his purchase of the old Courthouse flag poles. Also questioned whether the Commission had a permit to erect the new, aluminum flag poles.

PRESENTATIONS

1. Interviews and Appointment to the Jefferson County Board of Health – one 5-year term ending June 30, 2021.
 - **Motion by Mr. Pellish to appoint Carmela Cesare to the Jefferson County Board of Health for one five-year term ending June 30, 2021. Motion seconded and unanimously approved.**
2. Interviews and Appointments to the following:
 - a. Eastern Panhandle Regional and Development Council – one two-year term ending June 30, 2018
 - **Motion by Ms. Tabb to reappoint John Reisenweber to the Eastern Regional Planning and Development Council for one two-year term ending June 30, 2018. Motion seconded and unanimously approved.**
 - b. Jefferson County Solid Waste Authority – one four-year term ending June 30, 2020.
 - **Motion by Mr. Manuel to reappoint William Weston to the Jefferson County Solid Waste Authority for one four-year term ending June 30, 2020. Motion seconded and unanimously approved.**
3. Rebecca Burns, Office Manager, Jefferson County Department of Engineering – Request for refund of building permit fees for Cindy Fellers.
 - **Motion by Ms. Tabb to provide a full refund in the amount of \$80.36 to Cindy Fellers as the property in question was determined to be in the Corporation of Ranson. Motion seconded and unanimously approved.**
4. Roger Goodwin, Chief County Engineer – Complete construction bond release for Mark A. & Marci E. Cerasi – Lot 41 Burr Business Park (File #S15-06) #4519518-4401 with United Bank, Inc.
 - **Motion by Ms. Noland authorize a complete release of the remaining \$121,900.00 from the construction bond for Mark A. and Marci E. Cerasi**

– Lot 41 Burr Business Park (File#S15-06). Motion seconded and unanimously approved.

5. The Commission recessed for break at 10:30 am.
The Commission reconvened at 10:45 am.
6. Jennifer Brockman, Director, Jefferson County Department of Planning and Zoning – Amendments to various sections of the Zoning and Land Development Ordinance (File #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts.
 - o It was the consensus of the Commission to hold another work session on this topic at a later date.
7. Public Hearing – Amendments to the Hotel Occupancy Tax Ordinance.

Commissioner Noland opened the public hearing at 11:32 am. Nathan Cochran, Assistant Prosecuting Attorney, the amendments to the Hotel Occupancy Tax Ordinance were simply needed due to recent changes in the State Code regarding the Hotel Occupancy Tax Ordinance. Ms. Noland then opened the floor for public comment. Comments were made by the following:

- o Teresa Hendricks, Chief Deputy Tax Officer – stated Sheriff Dougherty was in support of the modifications to the Ordinance and intended to be present once the Commissioner were ready to vote on the amendments to the Ordinance.

There being no further comment, Ms. Noland closed the public hearing at 11:38 am.

8. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Discussion of the Briel Building lease/purchase
 - b. SB 648 – Traffic Signals
 - **Motion by Ms. Noland to enter into executive session to discuss property negotiations and receive legal advice. Motion seconded and unanimously approved.**
 - c. Comcast Franchise Renewal
 - o It was the consensus of the Commission to hire a special communications attorney to review the Comcast Franchise Renewal. The Commission requested Mr. Cochran contact Robert Rodecker to see if he'd be available to review the franchise renewal and provide an estimate on the cost of the review.
 - d. Legal review of MOU with American Public University

- The Commission requested Mr. Cochran provide a copy of the MOU for review and approval during the June 30, 2016 County Commission meeting.

UNFINISHED BUSINESS

9. Formal action to reconsider decision made on March 31, 2016 to allow sale of the 1863 commemorative rock in the Sheriff's auction.
 - **Motion by Mr. Manuel to formalize the removal of the 1863 commemorative rock from the Sheriff's auction and to proceed with the process of donating the rock to Wildwood Middle School. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Commission Letter for Shepherdstown Fire Department and Friendship Fire Company in good standing with the County
 - **Motion by Ms. Tabb to approve a letter from the Commission stating the Shepherdstown Fire Department and Friendship Fire Company are community organizations in good standing with the County. Motion seconded and unanimously approved.**
11. Reappointment of expiring members to the HOME Consortium Council
 - **Motion by Ms. Noland to reappoint Dale Manuel, Marie Galazzi, and Annette Van Hilst to the HOME Consortium Council each for a term of three years expiring on June 30, 2019. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Approval of 2016 Internal Budget Revisions - General Fund
 - **Motion by Mr. Manuel to approve internal budget revision #7 for the County Clerk's Office as presented by Ms. Gordon. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve internal budget revision #8 for the Circuit Clerk's Office as presented by Ms. Gordon. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to approve internal budget revision #9 for the Elections Department as presented by Ms. Gordon. Motion seconded and unanimously approved.**
- Approval of 2016 State Budget Revisions – General Fund
 - **Motion by Ms. Tabb to approve State Budget Revision #6 as presented by Ms. Gordon. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Board Appointments – Ms. McDonald notified the Commission of upcoming board appointments scheduled for the June 30, 2016 County Commission meeting, including Jefferson County Parks and Recreation and the Jefferson County Emergency Services Agency.
- WV Day – Ms. McDonald reminded the Commission county offices would be closed on Monday, June 20, 2016 in observance of West Virginia Day.
- 5th Thursday in June – Ms. McDonald stated the Commission would be meeting on Thursday, June 30, 2016.
- Sheriff’s Agreement with Bolivar – Ms. McDonald mentioned a letter written by the Sheriff regarding police coverage for the Corporation of Bolivar. It was the consensus of the Commission to request Mr. Cochran to present and review the memorandum of understanding between the Corporation of Bolivar and JCSD.

COUNTY COMMISSION REPORTS

Dale Manuel

- Attended the Kiwanis 90th Anniversary Dinner.
- Attended the Potomac Street Project in Harpers Ferry.
- Attended the Ranson Festival and Car Show.
- Attended the Harpers Ferry Quarter Launch.
- Attended a PSD meeting.
- Attended the welcome dinner for the new general manager of Hollywood Casino.
- Attended a meeting with Judge Yoder.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.

Patsy Noland

- Attended a meeting regarding the renovation of 3rd floor Judicial Center.
- Attended a CVB meeting.

Jane Tabb

- Attended a PSD meeting.
- Attended a FPB meeting.
- Reminded the audience that WV Fest and Farm Day were both occurring on Saturday, June 18.

Walt Pellish

- Attended a Development Authority meeting.
- Attended a Board of Health meeting.
- Attended the welcome meeting for the new general manager of Hollywood Casino.
- Participated in multiple radio shows.

12. The meeting was adjourned at 11:40 am on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

June 30, 2016

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK - ELECTIONS	52483	\$ 10,085.75	ES&S	Ballot Coding - 2016 Primary
	52484	\$ 5,600.00	ES&S	Ballot Layout - 2016 Primary
GRAND TOTAL		\$ 15,685.75		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nathan Cochran

Department or Organization: **Assistant Prosecuting Attorney**



Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

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

-  County Commission Appointment Procedures/Requirements
-  Personnel Matter: Issues regarding resignation and/or appointment of County Commissioner – Possible Executive Session

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 30, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

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

- Remove a non-existing parcel from land books
- Exonerations

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

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

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

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

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

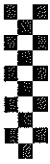
Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 30, 2016

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

Date Requested – 2nd Choice:

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

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

- Review Auction Report
- Review and Discuss Inter Government Agreement between Commission, Sheriff's Office and Bolivar, possible action

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Possible motion to approve agreement or grant President to sign agreement when complete.

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

If not attached, explain:

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

Contact Information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Sheriff's Office possesses a 1995 Jeep Cherokee (1J4FJ28S0SL596943) that we have deadlined. Blue Ridge Fire Department has expressed an interest in this vehicle. I would like to donate this vehicle to the fire department and am hereby requesting approval to do so.

Is this a funding request? Y N
If so, how much? \$

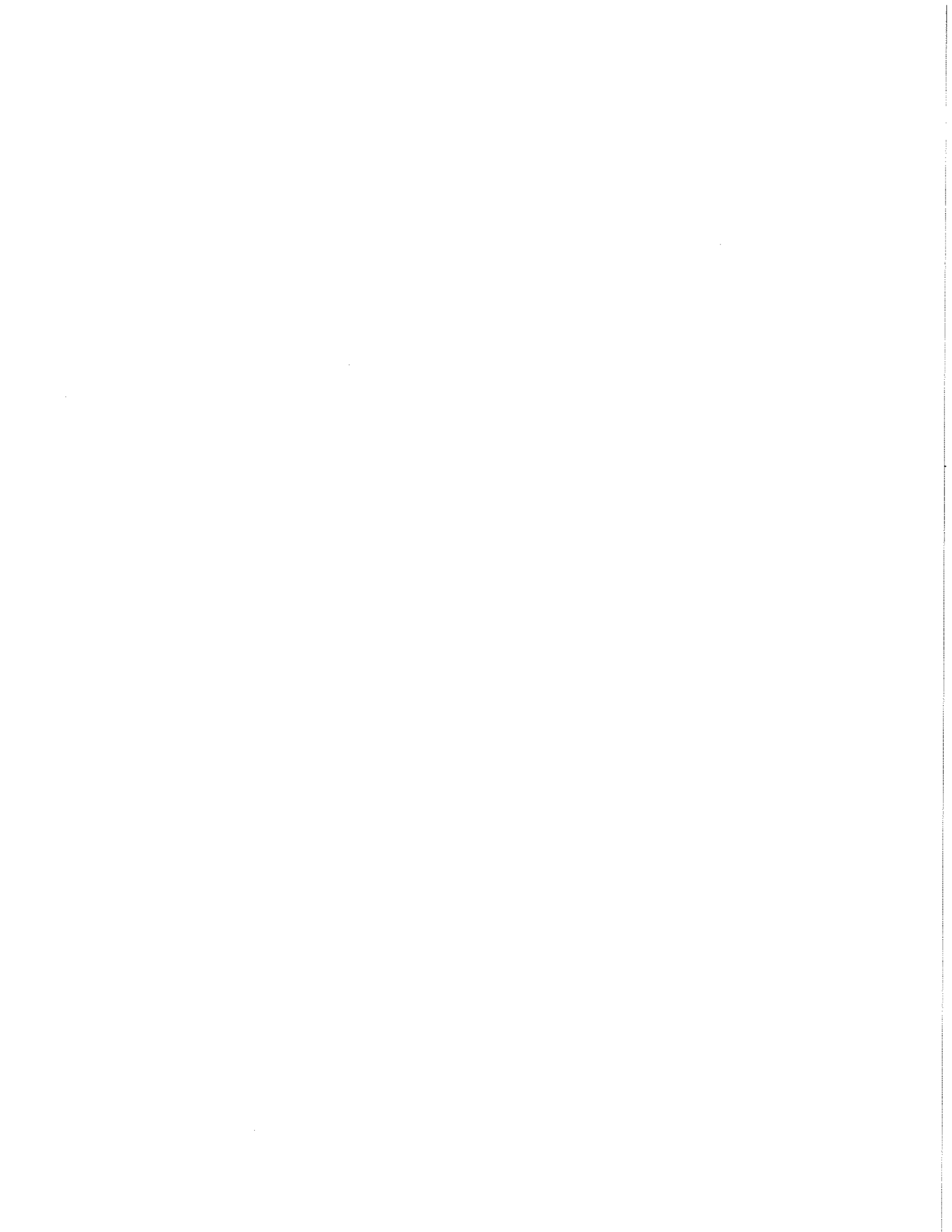
Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the donation of the above referenced 1995 Jeep Cherokee to Blue Ridge Fire Department.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y N Internet/WI FI Y N Telephone for conference call Y N

Contact information:
Email address: pdougherty@jcsdww.com Phone Number: 304-728-3205

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>
Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Maghan /Gail Magaha

Department or Organization: **County Clerk**

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

Date Requested – 1st Choice: **June 30, 2016**

Depository Bonds need to be approved at the last County Commission meeting in June of each year.

Date Requested – 2nd Choice:

Subject: Approval of Depository Bonds for fiscal year 2016-2017

Please provide the County Commission with a description of your request or presentation, including any background information: The Sheriff has requested that all the County bank accounts pledged securities remain the same as last year. Therefore, each bank has been notified and bonds and resolutions will be provided to the County Clerk to be presented to the County Commission by the end of June.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion:

Move that the Depository Bonds for 2016-2017 be approved as presented.

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

If not attached, explain: Copies of all the bonds will be sent as soon as they are all received and signed off on by the Prosecuting Attorney.

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

Contact information: Gail Magaha

Email address: gmagaha@jeffersoncountywv.org Phone Number: 304-728-3216

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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BOND OF JEFFERSON SECURITY BANK

AS

DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Jefferson Security Bank, a banking institution incorporated under the laws of the State of West Virginia and firmly bound unto the State of West Virginia, in the sum of Eight Hundred Nineteen Thousand Five Hundred Forty Dollars (\$819,540) for the payment of which will and truly to be made, the said Jefferson Security Bank binds itself and its successors firmly by the presents.

IN WITNESS WHEREOF the Jefferson Security Bank has executed this bond by causing its President and Chief Executive Officer to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 18th day of May 2016.

The condition of the above obligation is such that whereas the said Jefferson Security Bank has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Section 2, Article 6, Chapter 7, Official Code of West Virginia, now therefore, if said Jefferson Security Bank shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Jefferson Security Bank as such depository, from the 1st day of July, 2016 until the 30th day of June, 2017 and shall faithfully perform all of the duties imposed by said article upon the said Jefferson Security Bank as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Jefferson Security Bank in its capacity as such depository of public moneys, the said Jefferson Security Bank, by order of said County Commission, and in accordance with the provisions of Section 2, Article 6, Chapter 7 of the code, has deposited with First Tennessee Bank the following securities:

<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
GNMA REMIC SER 5 PF	\$ 119,540	38374FCZ5
SKAGIT CNTY WASH	700,000	830201JT7
Total pledged	\$ 819,540	

To be held by First Tennessee Bank as collateral security for this bond as aforesaid, until the said First Tennessee Bank shall deliver the same as hereinafter provided.

The receipt of said First Tennessee Bank for said bond and said securities so deposited with it shall be held by said County Commission during the life of this bond.

In event of any default in the conditions of this bond, said First Tennessee Bank shall deliver said securities to the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said securities from the said First Tennessee Bank, in case of any default on the part of the Jefferson Security Bank in complying with the conditions of its said bond, the said County Commission shall sell the said securities and apply the proceeds to the payment of the amount owing by said Jefferson Security Bank by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, derived from the proceeds of the sale of said securities, shall be paid to said Jefferson Security Bank.

On June 30, 2017, if the said Jefferson Security Bank has complied with the conditions of this bond, said First Tennessee Bank shall return the securities held by it hereunder to the said Jefferson Security Bank and may accept as sufficient evidence of such compliance a certified copy of any order of said County Commission stating such compliance.

Until receipt of notice of any such default, said First Tennessee Bank shall pay all interest or other income collected by it from the securities held hereunder to the said Jefferson Security Bank.



JEFFERSON SECURITY BANK

By *Cynthia A. Kimer*
President and Chief Executive Officer

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

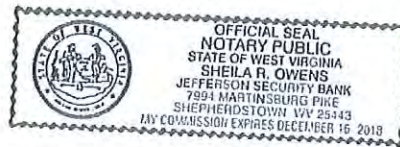
I, Sheila R Owens, a Notary Public in and for the county and state aforesaid, do hereby certify that Cynthia A. Kitner, who as President and Chief Executive Officer of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 18th day of May 2016 for said corporation, has this day in my said county, before me acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 18th day of May 2016.

Sheila R Owens

Notary Public

My Commission expires 12/16/2018.



I, RALPH A. LORENZETTI, JR., Prosecuting Attorney of Jefferson County, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Section 2, Article 6, Chapter 7, of the Code of West Virginia.

Ralph A. Lorenzetti, Jr.

Prosecuting Attorney

Date MAY 24, 2016

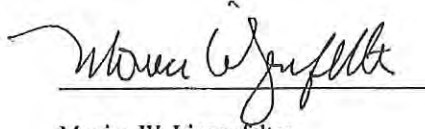
RESOLUTION

RESOLVED that Jefferson Security Bank does execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penal sum of Eight Hundred Nineteen Thousand Five Hundred Forty Dollars (\$819,540) as depository of public moneys pursuant to the provisions of Chapter 18, Article 9, Section 6, of the West Virginia Code, and that said bond be secured by deposit with First Tennessee Bank of Memphis, Tennessee the following securities:

<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
GNMA REMIC SER 5 PF	\$ 119,540	38374FCZ5
SKAGIT CNTY WASH	700,000	830201JT7
Total pledged	\$ 819,540	

and that the draft of said bond has been submitted to the Board at this meeting and the same is hereby approved and the President and Chief Executive Officer be, and he hereby is, authorized and directed to execute said bond, in the corporate name, and under the corporate seal of Jefferson Security Bank, and that the President and Chief Executive Officer of this bank be and he hereby is, authorized to deposit with First Tennessee Bank the above listed security as security therefore, and to file with the Clerk of the County Commission of Jefferson County the bond of this bank, to become effective forthwith and to expire June 30, 2017, subject to the approval and acceptance of said County Commission of Jefferson County, West Virginia.

I, Monica W. Lingenfelter, Corporate Secretary of Jefferson Security Bank, a corporation, hereby certify that the foregoing is an exact and true copy of a Resolution unanimously passed and adopted by Jefferson Security Bank at a meeting of the Board of Directors hereof held, pursuant to law, on 18th day of May 2016.



Monica W. Lingenfelter
Corporate Secretary

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

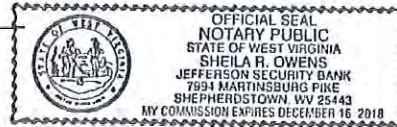
I, Sheila R. Owens, a Notary Public in and for the county and state aforesaid, do hereby certify that Monica W. Lingenfelter, who as Corporate Secretary of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 18th day of May 2016 for said corporation, has this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 18th day of May 2016.



Notary Public

My commission expires 12/16/2018



**JEFFERSON COUNTY COMMISSION DEPOSITORY BOND
BRANCH BANKING AND TRUST COMPANY
WINSTON-SALEM, NORTH CAROLINA**

KNOW ALL MEN BY THESE PRESENTS, That, the undersigned, Branch Banking and Trust Company (BB&T), Winston-Salem, North Carolina, a Corporation organized and existing under the laws of the United States of America, is held and firmly bound unto the State of West Virginia, in the sum of Three Hundred Thousand Dollars (\$300,000.00) to the payment thereof, will truly be made to said Jefferson County Commission, State of West Virginia, the undersigned binds itself and its successors and assigns by these present,

Signed and sealed this 26th day of April 2016.

THE CONDITIONS OF THE ABOVE OBLIGATION IS SUCH THAT, Whereas, BB&T of Winston-Salem, North Carolina, principal has been duly and legally designated in the manner required by law as a depository of the public monies of the Jefferson County Commission, State of West Virginia. Now therefore, if the said BB&T, principal herein, shall reserve safely, keep well and truly pay over all monies which may be deposited in or under the custody of the said BB&T as such County depository, according to law and shall further faithfully perform all the duties by law upon said principal as depository monies, then this obligation shall be null and void, otherwise are to remain in full force and effect.

The said Bank herewith deposited and pledged with the Jefferson County Commission, State of West Virginia, to secure the performance of its undertakings herein above set out the following collateral to-wit:

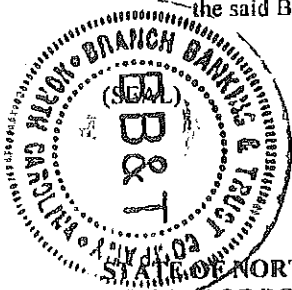
<u>PAR VALUE</u>	<u>DESCRIPTION</u>	<u>COUPON RATE</u>	<u>MATURITY DATE</u>
\$300,000.00	GNMA II Arm Pool 82663 (36225E5Z1)	3.00%(Variable)	11/20/2040

Authorization for the pledging of the above securities is certified to the Secretary of the Board of Directors of said Bank attached hereto.

It is understood and agreed:

- (1) Such collateral shall be held by **WELLS FARGO BANK, N.A.**, Minneapolis, MN or the **FEDERAL RESERVE BANK** of Richmond, Virginia, (Safekeeping Agents) so long as the said BB&T is not in default in its undertakings hereinabove set out, and if the said BB&T has not defaulted in its undertakings then such collateral shall be returned to the said BB&T on the 30th day of June, 2017.
- (2) The said BB&T shall have the right to the interest payable on such collateral, and may for the purpose of collecting the same have access to such collateral, in conjunction with a representative of the said Safekeeping Agent in order to obtain interest coupons representing interest payable or may direct the said Safekeeping Agent to detach such coupons.
- (3) The said BB&T shall from time to time have the right to withdraw any part of the above collateral upon substitution of other collateral of the same marketability acceptable to the Jefferson County Commission. The said BB&T shall have the right to withdraw any part of the above-mentioned collateral when properly authorized, providing the monies on deposit with the said BB&T do not exceed the amount of such collateral security remaining as security for the performance under the terms of this depository bond.

- (4) In the event of default of the said BB&T in its undertakings, herein set out during the said period beginning July 1, 2016 and ending June 30, 2017 the said Jefferson County Commission, State of West Virginia, shall have the right to make sale of so much of the collateral hereinbefore referred to as may be required to make good the undertaking of the said BB&T after due notice is given to the said BB&T.



BRANCH BANKING AND TRUST COMPANY

BY: Ernest M. Sessoms
Senior Vice President,
BB&T Funds Management

STATE OF NORTH CAROLINA,
COUNTY OF ROBESON, TO-WIT:

I, Amy Pittman a Notary Public in and for the County and State aforesaid, do hereby certify that E. Michael Sessoms, who signed the writing above as Senior Vice President of BB&T, a Corporation, bearing date of the 26th day April 2016 for said Corporation has this day acknowledged the said writing to be the act and deed of said Corporation.

Given under my hand this 26th day of April 2016.

Amy Pittman
Notary Public

My commission expires: 7/23/18

Ernest M. Sessoms
6-27-2016

STANDING RESOLUTION - FUNDS MANAGEMENT / MORTGAGE LENDING
DEPOSIT SERVICES

AUTHORITY TO PURCHASE, SELL, TRANSFER OR ASSIGN, OR OTHERWISE ENGAGE IN TRANSACTIONS WITH RESPECT TO, SECURITIES AND FINANCIAL INSTRUMENTS OR CONTRACTS

RESOLVED, that each of the following officers may purchase, sell, transact, deal in or otherwise engage in transactions with respect to any of the following: (a) any security (including, but not limited to any note, stock, treasury stock, United States Bonds or other bonds of any nature, mutual funds, debenture, collateral trust certificate, pre-organization certificate or subscription, voting-trust certificate, certificate of deposit, investment contract or certificate of interest, interest of a limited partner in a limited partnership, warrants, subscriptions or any other interest commonly known as a "security"); (b) currency (including any forward or spot foreign exchange agreement, and any currency swap, cross-currency swap or cross-currency rate swap – collectively, "Foreign Exchange"), check, draft, bill of exchange, or bank letter of credit; (c) commodity futures contract or forward contract, (including any option, warrant, or right to subscribe to or purchase or sell a commodity futures contract or an option to purchase or sell a commodity or any spot transaction with respect thereto) (d) any loan, mortgage, debt or evidence of indebtedness (including, but not limited to, any interest or participation in a loan, a group or index of securities, or certificate of deposit, (including an interest therein or based on the value thereof)), (e) any option on any of the foregoing, including an option to purchase or sell any such security, certificate of deposit, loan, interest, group or index, (f) any forward agreement, repurchase or reverse repurchase transaction on any such security, certificate of deposit, loan, interest, group or index, or option, and (g) any swap agreement (including, but not limited to, any interest rate swap, option, future, or forward agreement (including a rate floor, rate cap, rate collar or basis swap)), any currency swap, cross-currency swap or cross-currency rate swap, any agreement in respect of precious metals, any equity index or equity swap, option, future, or forward agreement, any debt index or debt swap, option, future, or forward agreement, any total return, credit spread, credit default, credit index or credit swap, option, future, or forward agreement, any commodity index or a commodity swap or option thereon, and any other agreement or transaction that is similar to any other agreement or transaction referred to herein and that (i) is of a type that has been, is presently, or in the future becomes, the subject of recurrent dealings in the swap markets, and (ii) is a forward, swap, future, or option on one or more rates, currencies, commodities, equity securities, or other equity instruments, debt securities or other debt instruments, quantitative measures associated with an occurrence, extent of an occurrence, or contingency associated with a financial, commercial, or economic consequence, or economic or financial indices or measures of economic or financial risk or value (collectively, "Transactions"), except where such Transactions are limited in the caption, in which case such officers will be limited to the Transactions delineated;

FURTHER RESOLVED, that any and all purchases, sales, assignments or transfers of, or the entering into the foregoing Transactions heretofore or hereafter made by any of the below named officers as authorized by the foregoing resolutions are hereby ratified and confirmed.

FURTHER RESOLVED, that, if any of the below-named officers should no longer be empowered as above as a result of a change in position or employment or otherwise, or if another officer should be so empowered prior to the next regularly scheduled Board meeting at which such officers are named, then the Chief Financial Officer or the Treasurer, acting individually, may remove or add such officer, as the case may be, by written notice to the Secretary or the Assistant Secretary.

FUNDS MANAGEMENT

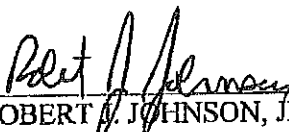
Daryl N. Bible	Senior Executive Vice President and CFO
Hal S. Johnson	Executive Vice President & Treasurer
Thomas E. Powell	Senior Vice President
Stuart F. Winikoff	Senior Vice President
Evan S. Gutshall	Vice President
Justin A. LaFramboise	Vice President
Nicole N. Royster	Vice President
Paul A. Slaga	Vice President
August M. Husmillo	Assistant Vice President
Douglas W. Jernigan	Assistant Vice President
Charles A. New	Assistant Vice President

DEPOSIT SERVICES

Donna C. Goodrich
William B. Bradley
Christopher L. Bradley
Jacqueline F. Simmons

Senior Executive Vice President
Executive Vice President
Senior Vice President
Senior Vice President

THE FOREGOING RESOLUTION WAS UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS OF BRANCH BANKING AND TRUST COMPANY AT ITS REGULAR MEETING HELD ON OCTOBER 19, 2015.



ROBERT JOHNSON, JR.
SECRETARY

Customer No: 218001835 JEFFERSON COUNTY

Pledged Code: 63400 JEFFERSON CO COMMISSION WV

CUSIP Ticket	Security Description 1 Security Description 2	Loc Reason Rate	Port ID Maturity	Original Face Curr Par	S&P Moody	Price DT Return DT	Market Value
36225E521	GNMA II ARM POOL 62663	055	245A-102	2,000,000.00		04/25/2016	650,204.98
162006814	VAR G2AR 11/20/2040	2.0000000	11/20/2040	630,451.48			
Totals for Pledge Code: 63400				2,000,000.00			650,204.98
Totals for customer: 218001835				2,000,000.00			650,204.98
				630,451.48			



@ your service

received
6-13-2016

June 9, 2016

Jefferson County Commission
Attn: Ms. Jennifer S. Maghan
P.O. Box 208
Charleston Town, WV 25414-0014

Dear Ms. Maghan:

The purpose of this correspondence relates to the issuance of a depository bond by United Bank, Inc. ("United") for the upcoming fiscal year. In lieu of issuing a depository bond, United will pledge qualified investment securities or issue Federal Home Loan Bank letters of credit to appropriately collateralize outstanding deposits in excess of the amount insured by the Federal Deposit Insurance Corporation (FDIC), an independent agency of the U.S. Government. Both methods of collateralization are fully compliant with West Virginia State Code.

To ensure compliance with West Virginia Code each month, United compares outstanding deposit balances of all customers deemed to hold public funds with either the market value of pledged investment securities or the value of issued Federal Home Loan Bank letters of credit. Should sufficient collateral be found to exist, no action is taken. However, if collateral is found to be below the current level of outstanding deposits, United will either pledge additional qualified investment securities or cause the issuance of an additional Federal Home Loan Bank letters of credit. United sends a statement monthly to each public funds customer detailing out all investment securities pledged as collateral and their market values. Please compare this monthly total along with the value of any Federal Home Loan Bank letters of credit to your outstanding deposit balances and contact us if you feel that additional collateral is necessary to be pledged.

Please feel free to contact me at (304) 348-8396 should you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read 'L. Salyers'.

Larry Salyers
Senior Vice-President
Treasury Management

A handwritten signature in cursive script, appearing to read 'Ralph L. Long', with the date '6-27-2016' written below it.

BOND OF BANK OF CHARLES TOWN
AS
DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Bank of Charles Town, a banking institution incorporated under the laws of the State of West Virginia and doing business at Charles Town, Jefferson County, West Virginia, is held and firmly bound unto the County Commission of Jefferson County, in the sum of Fourteen Million Dollars (\$14,000,000.00) for the payment of which well and truly to be made, the said Bank of Charles Town binds itself and its successors firmly by these presents.

IN WITNESS WHEREOF the said Bank of Charles Town has executed this bond by causing its Senior Vice President to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 16th day of June 2016.

The condition of the above obligation is such that whereas the said Bank of Charles Town has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Chapter 7, Article 6, Section 2, Official Code of West Virginia, now therefore, if said Bank of Charles Town shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Bank of Charles Town as such depository, from the 1st day of July 2016, through the 30th day of June, 2017, and shall faithfully perform all of the duties imposed by said Article upon the said Bank of Charles Town as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Bank of Charles Town in its capacity as such depository of public moneys, the said Bank of Charles Town, by order of said County

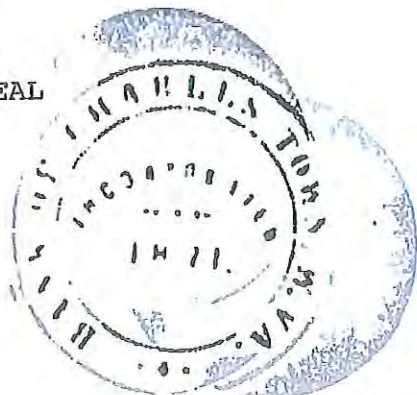
Commission, and in accordance with the provisions of Chapter 7, Article 6, Section 2 of the code, will execute one Irrevocable Standby Letter of Credit; No. TBD / Copy of letter of credit to be provided for \$14,000,000 to cover all County accounts including Impact Fees. This Letter of Credit will be issued with the Federal Home Loan Bank of Pittsburgh, PA. This letter of credit will be held by the Federal Home Loan Bank of Pittsburgh, PA as collateral security for this bond, with a copy provided to the Jefferson County Commission.

In event of any default in the conditions of this bond, The Federal Home Loan Bank shall reimburse the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said funds under this Letter of Credit from the said The Federal Home Loan Bank of Pittsburgh, PA in case of any default of the said Bank of Charles Town in complying with the conditions of its said bond, the said County Commission shall apply the proceeds to the payment of the amount owing by said Bank of Charles Town by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, shall be paid to said Bank of Charles Town.

On June 30, 2017, if the said Bank of Charles Town has complied with the conditions of this bond, said letter of credit will expire, and, if the need for a new bond is necessary for a subsequent period, the said Bank of Charles Town will execute such new bond and new letter of credit.

SEAL



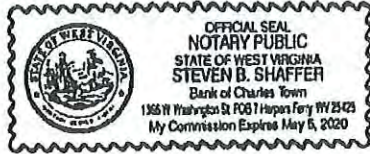
Bank of Charles Town

Senior Vice President

State of West Virginia

County of Jefferson, to-wit:

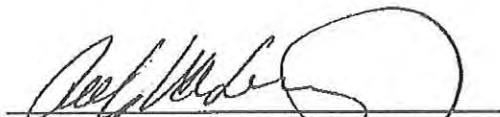
The foregoing instrument was acknowledged before me this 16th day of June 2016, by Dean J. Cognetti, Senior Vice President of Bank of Charles Town, a West Virginia corporation, on behalf of the corporation.




Notary Public

My Commission expires: May 5th 2020

I RALPH A. LORENZETTI, II, Prosecuting Attorney of Jefferson County, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Chapter 7, Article 6, Section 2 of the Code of West Virginia.


Prosecuting Attorney

Date: 6-27-2016

R E S O L U T I O N

"Resolved that this bank do execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penalty of \$14,000,000 as depository of Public Moneys, under the provisions of Chapter 7, Article 6, Section 2, Official Code of West Virginia, and that said bond be secured by an Irrevocable Standby Letter of Credit Number TBD / Copy of letter of credit to be provided for \$14,000,000 to cover all County funds including Impact Fees. This Irrevocable Standby Letter of Credit is issued by the Federal Home Loan Bank of Pittsburgh, PA in the favor of the Jefferson County Commission.

The draft of the said bond has been submitted to the Board at this meeting be and the same is hereby approved, and the Senior Vice President be and he/she is hereby authorized and directed to execute said bond, in the corporate name, and under the corporate seal of this bank, and the Senior Vice President of this bank be and he/she is hereby authorized and directed to execute the letter of credit with the Federal Home Loan Bank of Pittsburgh, PA as described above, and to file with the Clerk of the said County Commission the said bond of this bank to become effective July 1, 2016, and to expire on June 30, 2017, subject to the approval of and acceptance by said County Commission."

I certify the foregoing to be an exact copy of a resolution unanimously passed and adopted by a quorum of the Board of Directors of Bank of Charles Town at their regular meeting on June 14, 2016.


Secretary

State of West Virginia

County of Jefferson, to-wit:

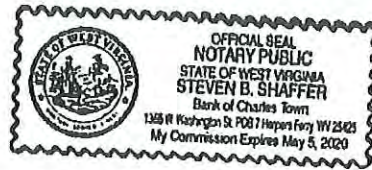
The foregoing instrument was acknowledged before me this 16th day of June 2016 by Dean J. Cognetti, Secretary of Bank of Charles Town, a West Virginia Corporation, on behalf of the corporation.

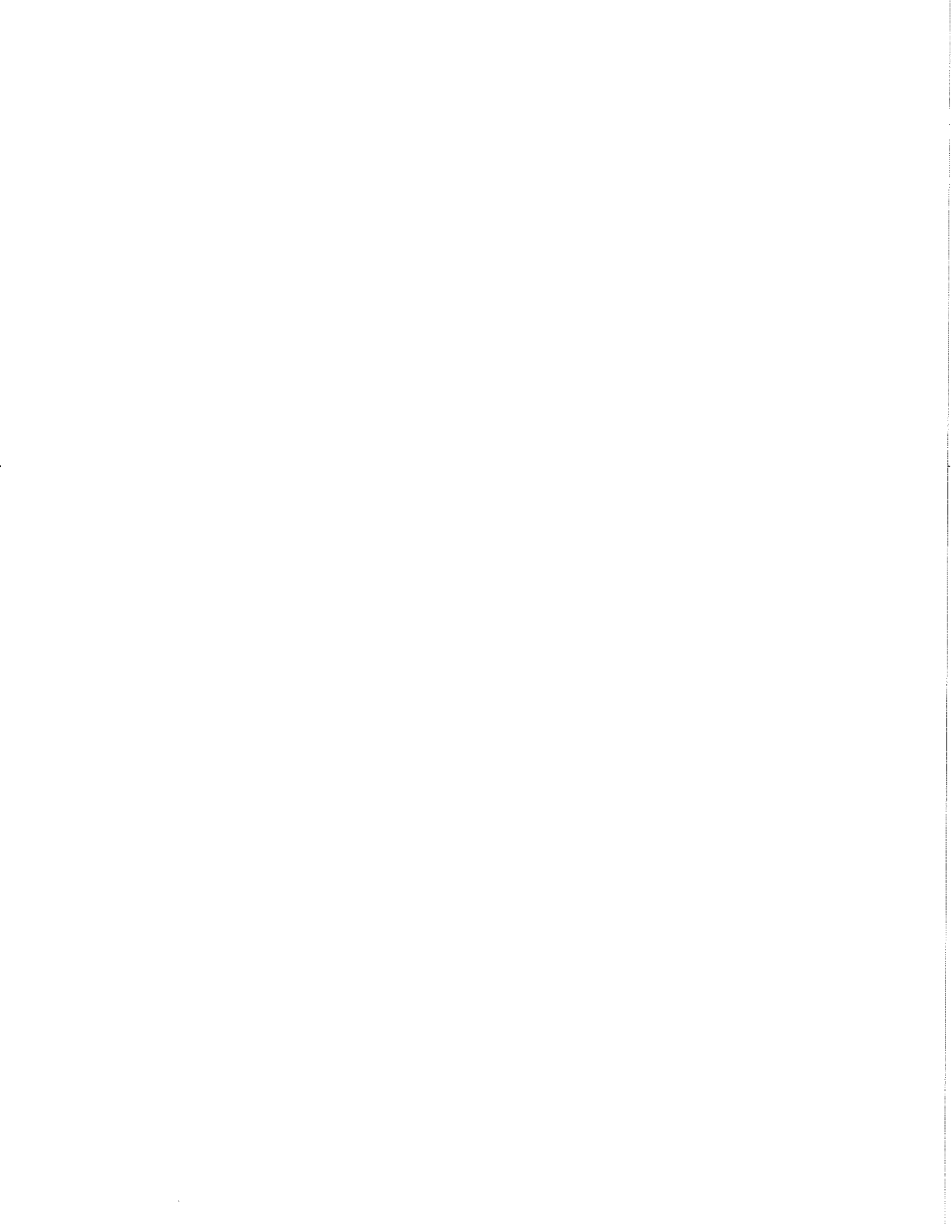


Notary Public

My commission expires:

May 5, 2020





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Harpers Ferry/Bolivar Public Service District – one six-year term ending June 30, 2022.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 16, 2016, or as soon thereafter as the Commission may decide:

**Eastern Panhandle Regional Planning and Development Council:
one two-year term ending June 30, 2018.**

**Jefferson County Solid Waste Authority: one four year term
ending June 30, 2020.**

**Harpers Ferry/Bolivar Public Service District: one six-year term
ending June 30, 2022.**

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 1 and June 8

THANKS - JEFFERSON COUNTY COMMISSION

Harpers Ferry/ Bolivar PSD

P. O. BOX 235

192 LAKE QUIGLEY DRIVE

HARPERS FERRY, WEST VIRGINIA 25425

(304)-535-2390 FAX (304)-535-2524

3/24/2016

Dear County Commission:

The Board of Directors from the Harpers Ferry-Bolivar PSD, Mr. Robert Hardy-Treasurer and Mr. David Simmons-Chairman would like to recommend Mr. Mike Lowery to be considered to fill the vacancy on the Board. If you have any questions please feel free to give us a call.

Sincerely,



David Simmons-Chairman



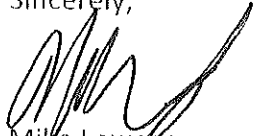
Robert Hardy-Treasurer

3/24/2016

County Commission:

My name is Mike Lowery I am a resident of Bolivar WV and I am interested in filling the vacant position on the Harpers Ferry-Bolivar PSD Board of Directors.

Sincerely,



Mike Lowery

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the South Jefferson Library Committee: one 5-year term ending June 30, 2021.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: cmasonwhf <cmasonwhf@aol.com>
Sent: Thursday, June 23, 2016 12:10 PM
To: Jessica Carroll
Subject: Re: Summit Point Library Committee

Dear Ms. Carol,

Over the past 10+ years I have served as the vice-president of the Board of the South Jefferson Public Library in Summit Point. During that time I have enjoyed working with the Board to conceive, implement, and review various library programs, policies, events, and fundraising which have kept the library at the forefront in providing beneficial library services to the public.

I would very much like to be reappointed to the Board for another term to continue our efforts to make the library an efficient, productive and user-friendly member of the Jefferson County community.

Sincerely yours,

Curt Mason, VP, SJPL

-----Original Message-----

From: Jessica Carroll <jcarroll@jeffersoncountywv.org>
To: 'cmasonwhf' <cmasonwhf@aol.com>
Sent: Wed, Jun 22, 2016 3:50 pm
Subject: RE: Summit Point Library Committee

Mr. Mason –

If you could please simply reply to this e-mail with a brief statement noting your interest in continuing to serve on the Summit Point Library Committee, that would be perfect.

Thanks!

Jessica

From: cmasonwhf [<mailto:cmasonwhf@aol.com>]
Sent: Wednesday, June 22, 2016 10:27 AM
To: Jessica Carroll
Subject: Re: Summit Point Library Committee

Hello Jessica,

Just following up now that I am in town. If you need me to come in or send you a letter indicating my interest in being reappointed to the position of Vice-President, Summit Point Public Library, please let me know.

Cheers

Curt Mason

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Parks and Recreation Commission: Four 3-year terms ending June 30, 2019.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 30, 2016, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: four 3-year terms ending June 30, 2019.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 15 and June 22 2016

THANKS - JEFFERSON COUNTY COMMISSION

Paul Marshall
409 Oakwood Drive
Shepherdstown WV 25443

May 1, 2016

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

Re: Relinquishment of Jefferson County Parks & Recreation Commission (JCPRC) Position

Dear County Commissioners,

It is with great regret that I must inform you that I will not seek reappointment to the JCPRC Board. It has been my honor and pleasure to serve the people of Jefferson County in this capacity for the last nine years. I would like nothing more than to continue but my job responsibilities require me to essentially relocate nearer to my corporate office in Columbia, MD. I will maintain my permanent residence here in Jefferson County and will look for opportunities to return to the area on a more full-time basis. At such time I hope you will again consider accepting me into a role of service as a commissioner.

I want to say that the JCPRC has come a long way since my appointment in 2007. Great strides have been made in governance, fiscal management, and community relations; especially since the hiring of Jennifer Myers as the Director. There is much work yet to be done, however, and you may continue to hear from me with respect to the restrictions on impact fee spending (these restrictions are preventing JCPRC from obtaining readily available federal grant money for capital improvements) as well as the fiscal strategic advantages of reorganizing the JCPRC as a multi-governmental organization under WV Code Chapter 10 Article 2 (see enclosed). I also hope to stay involved in tree plantings and other sustainability projects as my limited time in the area allows.

I deeply cherish the opportunity you provided me to serve our county and I pray that the development of our county parks and recreational/educational programming proceeds apace in my absence.

With heartfelt gratitude,



Paul Marshall
Resident
Vice President, Ecology Services, Inc.

Cc: Jefferson County Parks & Recreation Commission
Jennifer Myers, Director, Jefferson County Parks & Recreation

June 30

Heather Morgan McIntyre

165 Butler Street, Charles Town, WV 25414

Home: 304-725-9614 Cell: 304-676-5363

E-mail: hmorgan1224@comcast.net; heather@jeffersoncountywvchamber.org

Received

MAY 24 2016

Jefferson County Commission

May 18, 2016

Jefferson County Commission

PO Box 250

Charles Town, WV 25414

Dear County Commissioners,

I am writing this letter of interest to you to ask to be appointed for another term to the Jefferson County Parks and Recreation Commission. I have served on this board for several years and I have enjoyed being part of the commission. I try to volunteer my time as much as my schedule allows. Over the years I feel that Parks and Recreation have worked hard to bring more activities to the children and adults of Jefferson County.

Thank you for your consideration of my appointment to the Jefferson County Parks and Recreation Commission.

Sincerely,

Heather M. McIntyre

Heather Morgan McIntyre

165 Butler Street, Charles Town, WV 25414

Home: 304-725-9614 Cell: 304-676-5363

E-mail: hmorgan1224@comcast.net; heather@jeffersoncountywvchamber.org

Work Experience

Executive Director, Jefferson County Chamber of Commerce, Charles Town, WV 2007–Present

- Chief Executive and Administrative Officer of the Chamber—supervises the work, functions, activities, offices, and staff of the Chamber
- Provides support to the Chamber’s Board of Directors, committees, and members and implements the Chamber’s objectives, policies, plans, and programs
- Serves as the Chamber’s liaison with local, state, and national leaders and organizations and works with them, members of the Chamber, and the public to improve the commercial, industrial, and civic life of the community
- Develops the Chamber’s budget and manages the Chamber’s assets, revenues, and expenditures
- Organizes and oversees the Chamber’s various activities and programs, including the Mountain Heritage Arts and Crafts Festival, New Teacher’s Lunch, Get a Life! (Middle School) Program, High School Business Symposium, Right-Hands Day Banquet, Public Service Banquet, Awards Banquet, Chamber Golf Tournament, Chamber Business Seminars, Legislative Lunch, Membership Meetings and Mixers, and the Chamber-sponsored Leadership Jefferson and Women’s Network programs

Division Manager, Griffith Energy Services, Charles Town, WV 2001–2007

- Established and managed the company’s Charles Town Office, overseeing the efficient distribution of product to customers, the implementation of an enhanced customer service program, and the work assignments and records of a three-person staff

Vice President, Community Oil Company, Charles Town, WV 1999–2001

- Exercised executive decision-making authority for the company and supervised all aspects of the company’s staffing and operations—purchasing and sales, product distribution, customer service, accounts and record keeping, facilities and equipment maintenance

Executive Assistant, Community Oil Company, Charles Town, WV 1992–1998

- Supervised office staff and oversaw customer service

Professional Memberships

- Blue Ridge Community & Technical College Board of Governors
- Charles Town Rotary Club
- Jefferson County Convention and Visitor Bureau Board
- Jefferson County CTE Advisory Council
- Jefferson County Parks and Recreation Board
- United Way Day of Caring Committee
- Washington High School Business/Marketing Advisory Council
- West Virginia Education Working Group Committee
- West Virginia Chamber Executive Board—Treasurer
- Women’s Network

Personal Information

Lifelong resident of Jefferson County, West Virginia; married with two sons, two daughters-in-law, and three grandchildren; political affiliation: Democrat

June 10, 2016

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

Dear Commissioners:

I write this letter as a request to be reappointed to the Jefferson County Parks and Recreation Commission. I currently serve and have served in the distant past on this board. I have a strong belief in our county's park systems, especially where it involves youth activities.

I would like to remain on the board, especially to help serve as an integral part in the coordination and growth of Hite Park. As a leader of the Jefferson County Youth Football League, I feel I will be instrumental in helping these two organizations work together to develop a future section of that new park.

I ask you to consider my reappointment for another term.

Thank you,

Jimmy Pierson
304-725-0552

Jessica Carroll

From: Sandra McDonald
Sent: Wednesday, May 18, 2016 9:06 AM
To: Jessica Carroll
Subject: FW: Interest in staying on the P&R commission

From: genet_25414@yahoo.com [mailto:genet_25414@yahoo.com]
Sent: Tuesday, May 17, 2016 6:01 PM
To: Sandra McDonald <Sandy@jeffersoncountywv.org>; Sandy McDonald <sandymcdonald@frontiernet.net>
Subject: Interest in staying on the P&R commission

I am very interested in staying on the P&R commission. Thank you for letting me stay on it so far. Please continue to let me stay. I will not be able to be at the meeting on June 30th. I work during the day.

Gene Taylor

"Lone Wolf"

PS, let me know if you need a signature.

Jessica Carroll

From: Elaine Fitchett <classicfitchett@yahoo.com>
Sent: Sunday, May 22, 2016 2:39 PM
To: Jessica Carroll
Subject: Board Position for Jefferson County Parks and Recreation

Dear Ms. Carroll,

My name is Elaine Pasternak and I would like to submit my interest in serving on the board for Jefferson County Parks and Recreation. Our family has lived in Charles Town for the last 7 years. We very much enjoy the community, the facilities and the people of Jefferson County. My two children ages 5 and 2 enjoy the many activities offered at the community center as well as Sam Micheal's Park. We recently attended Sam Micheal's Park for my daughter's preschool graduation.

Since both of my children have been involved in multiple activities at the community center I am familiar with the many of the programs they offer. I want to help keep those programs alive in the community for the future.

My past work experience includes Pulmonary Associates, Alexandria VA, Front Desk Manager, 9 years
Broad Run High School, Ashburn VA, Special Education Department Teacher's
Assistant, 2 years
Stay at home mother of 2 children, 5 years

I look forward to talking with you about the process and next steps. Please feel free to contact me at my cell phone 703-509-4849 or email me at classicfitchett@yahoo.com

Sincerely,
Elaine Pasternak

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Interviews and Appointments to the Jefferson County Emergency Services Agency – one 3-year term as Citizen Representative; one 3-year term as Fire Representative; one 3-year term as EMS representative.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 30, 2016 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - one 3-year term for Citizen Representative, ending June 30, 2019.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

June 15 and June 22 2016

Received

APR 29 2016

DENISE CARTR, RN, BSN
7186 KABLETOWN RD
CHARLES TOWN, WV 25414
304-283-3133

DCARTEREDRN@FRONTIERNET.NET

Jefferson County Commission

April 26, 2016

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

Dear Commission,

I would like to take the opportunity to "Thank You" for the privilege of sitting on the Board of Directors for the Jefferson County Emergency Services Agency as I have learned a great deal from this honor. You should be very proud of the employees that make up the organization as well as the volunteers that service this county. They are a very hard working and dedicated group of men and women. Unfortunately, I regret to inform you that I will not be requesting my term to be extended past the June 30, 2016 term. I will continue to support the organization and as a member of this community could not be more confident and appreciative of the services they offer. Again, I very much appreciate the opportunity to have served in this capacity and wish the best for the organization.

Sincerely,



Denise Carter, RN, BSN

Received

JUN 07 2016

Jefferson County Commission

June 2, 2016

Jefferson County Commission
121 East Washington Street
PO Box 250
Charles Town, West Virginia

Commissioners:

Thank you for the opportunity to service as a board member of the Jefferson County Emergency Services Agency for the past 20 months. I do not wish to be reappointed to the board, but will serve until a replacement is named.

Thanks,



John J. "Jack" Wysong

June 30

Jason Turner
115 N Marvin Chapel Drive
Shepherdstown, WV 25443
Jasonturnermd@gmail.com
304-777-6306

Received

MAY 24 2016

Jefferson County Commission

May 18, 2016

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

RE: Jefferson County Emergency Services Agency Board- Citizen Representative

To Whom It May Concern:

Please accept my application to the Jefferson County Emergency Services Agency Board to serve as a citizen representative for the next 3-year term. I have enclosed my curriculum vitae for review.

In brief, I grew up in Western Maryland and started as an Emergency Medical Technician at the age of 16. I served as an EMT at Frostburg Ambulance Service and then trained as a Maryland EMT-Paramedic. This training prompted my interest in medicine after which I decided to attend medical school. I attended West Virginia University for undergraduate, medical school and then subsequently, Surgical residency. I am now practicing as a general surgeon at Berkeley Medical center in Martinsburg. My family and I live in Shepherdstown, WV off of Winebrenner Road. I miss the opportunity to participate in pre-hospital EMS care, however, because of my malpractice coverage, there is a conflict of interest when providing direct patient care in the pre-hospital setting. (i.e. if I provide an advanced surgical procedure while in the field, who would cover the care provided- the ambulance insurance or my employer's insurance). This position would give me the chance to give back to the community in a capacity that I am interested in and have some background with.

If you have any questions or need any further information, please feel free to contact me by email at jasonturnermd@gmail.com or by cell phone at 304-777-6306

Sincerely,



Jason Turner, MD

JASON L. TURNER, MD

115 North Marvin Chapel Drive
Shepherdstown, WV 25443
304.777.6306 (c)
304.260.9622 (p)
jasonturnermd@gmail.com

EDUCATION

- Surgical Internship, West Virginia University, 2009-2010
- Surgical Residency, West Virginia University, 2010-2014
- ATOM International Hyperbaric Medicine Course- September 2014
- SAGES Advanced Laparoscopy Course- August 2012
- Residents as Leaders and Educators Course, American College of Surgeons- April 2011
- Advanced Trauma Life Support, Instructor, American College of Surgeons- 2009
- Doctor of Medicine, West Virginia University, 2005-2009
- BA Chemistry, West Virginia University, 2002-2005
- BS Biology Candidate, Frostburg State University, 2001-2002

Honors and awards

- General Surgery Gold Star Award- 2014
- Outstanding Resident Teacher Award- 2014
- Emergency Department Professionalism and Congeniality Award- 2013/2014
- The Bruce Freeman Memorial Award- 2014
- Chairman's Scholarship- American Collage of Surgeons Resident Educator Course- April 2011
- WVU Intern of the Year- 2009/10
- WVU Surgical Resident Research Award- 2009/10
- Kenneth Mattox Trauma and Surgical Critical Care Award 2009/10
- Frank Schiebel Surgical Critical Care Award 2010/1011
- WVU Zimmerman Surgical Resident Research Award, 1st place- 2010
- WVU GME Clinical Science Research Award, 1st Place- 2011
- WVU GME Clinical Science Research Award, 2nd Place- 2014
- WVU Zimmerman Surgical Resident Research Award, 2nd place- 2011
- 2011 WVU JMMTC Trauma Cornerstone of Recovery Award- September, 2009
- American College of Surgeons, WV Chapter, Clinical Science Research Award, 1st Place- 2011
- American College of Surgeons, WV Chapter, Trauma Research Award, 1st Place- 2013
- Michael L Friedland, MD Award- 2008
- ACOG District IV Gibbons Travel Award- 2008
- Presidential Award for Excellence in Scholarship- 2004, 2005
- United States Presidential Community Service Award- 2005
- Hitachi Award for Exemplary Service to the Community- 2001

PROFESSIONAL/HONORARY MEMBERSHIPS

- Alpha Omega Alpha (AOA)- 2008-present
- American College of Surgeons, Resident Member- 2009-present
- Society of American Gastrointestinal and Endoscopic Surgeons- 2009-present
- Phi Beta Kappa- 2005-present
- American Medical Association- 2005-present
- American Medical Student Association- 2005-2009
- West Virginia State Medical Association- 2005-present
- WVU Honors Program 2002-2005

Licensing Exams

- USMLE Step 1- Score 236 (99)
- USMLE Step 2 CK- Score 248 (99)
- USMLE Step 2 CS- Pass
- USMLE Step 3- Score 235 (99)
- West Virginia Board of Medicine License #24539
- American Board of Surgery Qualifying Exam- Passed 8/14/2014. 77th Percentile
- American Board of Surgery Certifying Exam- Passed March 2016

Leadership

- Eastern Division Surgery Clerkship Director
- WVU Department of Surgery 2013-2014 Administrative/Academic Chief Resident
- WVU Department of Surgery Academic Committee Resident Representative
- WVU Hospitals Medical Executive Committee- Elected, Voting Member
- WVU Hospitals Committee of Surgical Chairs- Elected Resident Representative
- WVU Hospitals Operating Room Efficiency Quality Improvement Task Force
- WVU ACGME Duty Hour Task force Resident Representative
- WVUH Cancer Committee
- Surgical Laparoscopic Skills and Simulation Center Curriculum Development Committee
- Class President, WVU School of Medicine 2008, 2009
- Academic Council, WVU school of Medicine 2005, 2006

Pending Publication

- Bardes, J., **Turner, J.**, Holden, A., Warden, G., Wilson, A., "Case Report of Bilateral Internal mammary Artery Transection from Blunt Chest Trauma"

Poster Presentations

- **Turner, J.**, Schaefer, G., "The Heavy Burden of Obesity on Trauma Care in West Virginia" American College of Surgeons Surgical Forum, Chicago IL.

Book Chapters

- **Turner, J.**, Bonasso, P., Graves, C. : "Hernias" *Step-up to Surgery Textbook*, Lippincott Williams & Wilkins, 2013.

Journal Publications

- Oduntan, O., **Turner, J.** "Empyema Thoracis Due to Intrapleural Migration of Retained Vascular Catheter" *Ann Thorac Surg* 2013;95:123-125
- Bonasso, **Turner J.**, Nakayama DK., Vaughan R., Cystic Fibrosis diagnosed via presentation of intussusception in childhood. *Journal of Pediatric Surgery Case Reports* 3 (2015), 91-92
- Bardes J, **Turner J**, Wilson A "Deliniation of Criteria for Admission to Step Down in the Mild Traumatic Brain Injury Patient" *American Surgeon* 2016; 82: 36-40

Presentations

- **Turner, J.,** "The Heavy Burden of Obesity on Trauma Care in West Virginia" WV State American College of Surgeons Meeting, 2011, First Place Award
 - **Turner, J.,** "The Heavy Burden of Obesity on Trauma Care in West Virginia" ACS Region 3 COT Meeting- Richmond, Virginia
 - **Turner, J.,** "Efficacy of ICU Admission and Routinely Scheduled Interval Brain CT scans in Patients With Mild Traumatic Brain Injury" WV State American College of Surgeons Meeting, 2013, First Place Award
 - **Turner, J.,** "Efficacy of ICU Admission and Routinely Scheduled Interval Brain CT scans in Patients With Mild Traumatic Brain Injury" American College of Surgeons Region 3 Committee on Trauma Meeting, 2013, Third Place Award. Philadelphia Pennsylvania
 - **Turner, J.,** "The Effect of Obesity on Disease Free Survival and Mortality in Breast Cancer Patients". WVU Department of Surgery Zimmerman Research Competition, 2010, 1st Place Award
 - **Turner, J.,** "The Heavy Burden of Obesity on Trauma Care in West Virginia" WVU Department of Surgery Zimmerman Research Competition 2011, 2nd Place Award
 - **Turner, J.,** "The Heavy Burden of Obesity on Trauma Care in West Virginia" WVU GME week 2011, First Place Award
 - **Turner, J.,** "Breast Cancer- A review"- WVU Surgery Grand Rounds, June 2014
 - **Turner, J.,** Cardinal, J., "Pancreatic Neuroendocrine Tumors" Guest John Hanks, MD. Thomas Covey Lectureship
 - **Turner, J.,** Wilson, A., "Blunt Thoracoabdominal Trauma" Guest David Feliciano, MD. WVU Peter Mucha Lecture
 - **Turner, J.,** Wilson, A., "Efficacy of ICU Admission and Routinely Scheduled Interval Brain CT scans in Patients With Mild Traumatic Brain Injury". Guest Amy Halverson, MD. WVU Zimmerman Symposium 2014
 - **Turner, J.,** Colon Cancer- A current review. WVU Mini-Medical School. 2015
-

JEFFERSON COUNTY FIRE & RESCUE ASSOCIATION



Organized 1959

June 13, 2016

Attention: Jefferson County Commission

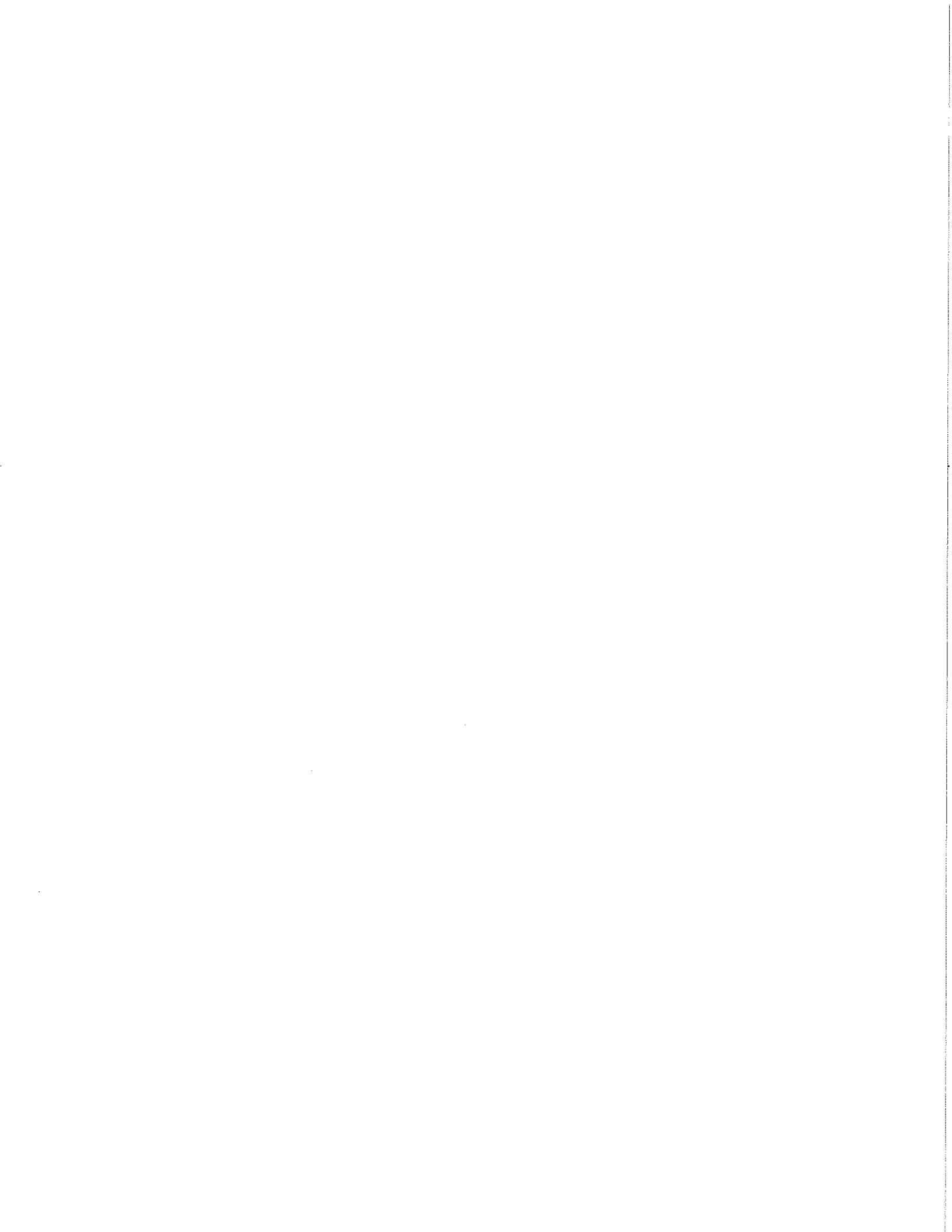
This is to notify the Commission of the nominations that were made during the April 12, 2016 meeting of the Jefferson County Fire and Rescue Association for the appointment for the JCESA Board of Directors. For the fire side, the JCFRA nominated Andrew Arnold, Michael Hough, and Aaron Watson. For the EMS side, the JCFRA nominated Marshal Demeritt, Andrew Arnold, and Josh Smith.

Contact information for all nominees is:

Michael Hough	304-283-3216	fftildeath@comcast.net
Aaron Watson	571-439-4038	firefighterajw@yahoo.com
Marshal Demeritt	540-742-8190	mddemeritt@gmail.com
Josh Smith	304-676-0987	backnblack62@yahoo.com
Andrew Arnold	304-279-8226	

Please let me know if you have any questions.

Michael M. Hough
President, JCFRA



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Kathy Santa Barbara

Department or Organization:

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

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

✚ Update on Briel Building Foreclosure – Possible Executive Session

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

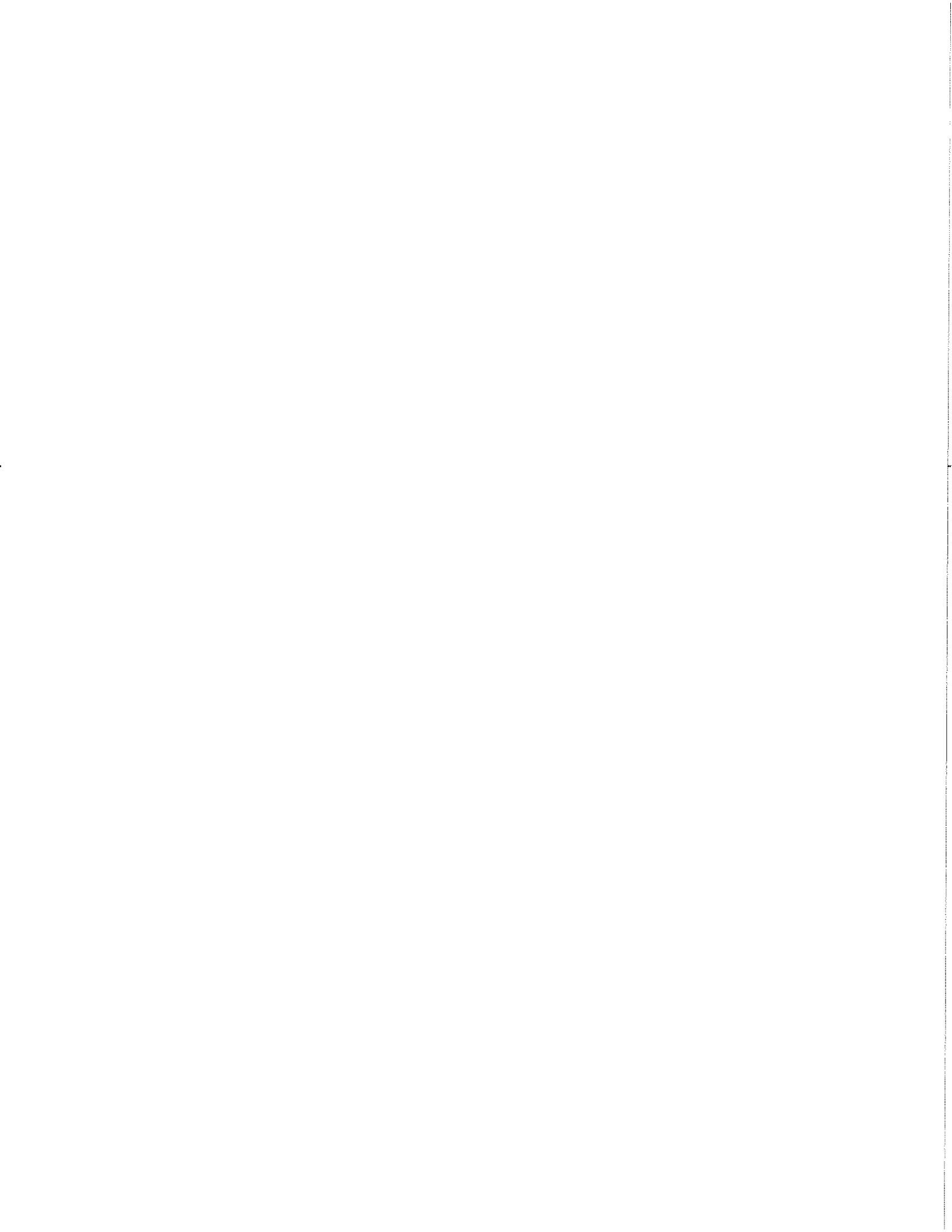
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 30, 2016

Date Requested – 2nd Choice: July 7, 2016, 2016

Subject (*Wording to be placed on agenda*): Smith Mountain View Estates (JCPC File No. 02-06)
Lot Corners Certification – Surveyor's Invoice Payment

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

The Smith Mountain View Estates Subdivision is a ten lot subdivision located on Smith Road, off Route 340 near Rippon. No homes have been constructed on any of the lots. The developer defaulted on the bond and completion of some of the site improvements. One of the items remaining to be completed is verification and certification that the property corners are set by the surveyor. Attached is the certification letter and the invoice for the work performed in accordance with the proposal.

Bond funds in the amount of \$38,120.00 are being held in a bank escrow account at the Bank of Charles Town (account #33037112). We are requesting approval to pay for the work in the amount of \$2,000.00 from the bank escrowed bond funds.

The other work remaining generally involves the clearing of brush and debris from the stormwater management basins and road rights-of-way, the grading and placement of gravel pavement on the subdivision roads, seeding & mulching of disturbed areas, installation of street signs and traffic control signs. We are currently working on drafting the bid/contract documents and plan to advertise for bids to complete this work at a later date.

Is this a funding request? No If so, how much?

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

Motion Requested: Move to pay invoice no. 927, dated June 15, 2016, from Edward L. Johnson, Jr., Professional Surveyor, in the amount of \$2,000.00 from the bond escrow account for the Smith Mountain View Estates Subdivision.

Attach supporting documents for request, or request may be denied. Surveyor's Proposal & Invoice
If not attached, explain:

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

--

Ed Johnson & Associates

**674 Acorn Circle
Harpers Ferry, WV 25425**

Invoice

Date	Invoice #
6/15/2016	927

Bill To
Jefferson County Commission 124 East Washington Street Charles Town, Wv 25414

Jefferson County Commission

JUN 19 2016

Received

Description	Amount
Smith Mountain View Estates File # 02-06, Verify that property corners had been set and prepared a certification letter.	2,000.00
Phone #	Total \$2,000.00
(304) 725-6060	

ED JOHNSON & ASSOCIATES, INC.

LAND SURVEYORS
LICENSED IN WV, VA, MD & CO

Edward L. Johnson, Jr., PS, President
Ed Johnson & Associates, Inc.
P.O. Box 1277
Charles Town, West Virginia 25414

Telephone (304) 725-6060
Fax (304) 876-3028

June 9, 2016

Received

JUN 09 2016

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

Jefferson County Commission


Re: Smith Mountain View Estates
JCPC File # 02-06

Dear Commissioners:

I conducted my field work on June 1, 2016 and located all of the property corners. This letter serves as my certification that all property corners are set in accordance with the plat for Smith Mountain View Estates.

I can be reached between the hours of 8:30 am and 5:30 pm, Monday through Friday, should you have any questions.

Sincerely,


Edward L. Johnson, Jr., PS
President



COPY 02-06

EDWARD L. JOHNSON JR.
PROFESSIONAL SURVEYOR
LICENSED IN WV, VA, MD & CO
Telephone (304) 725-6060
Fax (304) 876-3028

P.O. Box 1277
Charles Town, West Virginia 25414

Surveying Services Proposal
Property Corner Location
Smith Mountain View Estates
Jefferson County, West Virginia
March 10, 2016

The Jefferson County Commission, located at 124 East Washington Street, Charles Town, WV, 25414, hereby enters into an agreement with Ed Johnson & Associates, Inc. (consultant), for surveying services for the Smith Mountain View Estates. Scope of services is as follows:

Scope of Services

1. Provide all materials, labor and equipment to verify or set all property corners in accordance with the Subdivision ordinance and the State Standards. Property corners to be set will be 5/8" x 30" rebar with a plastic identification cap.
2. Provide a certification letter certifying that all corners have been set.

Fees

Fees for the above scope of services will be performed for the lump sum of \$2,000.00. Payment terms shall be net 30 days upon delivery of the invoice and certification letter. If you find this proposal acceptable, please authorize by signing below. Acceptance will indicate acceptance of fees and services included in this proposal, as well as consent for us to proceed.

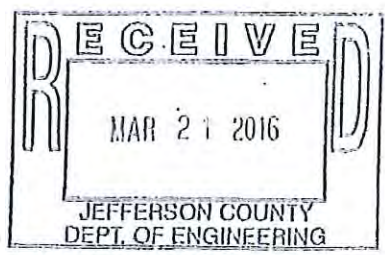
Proposal By: [Signature]
Edward L. Johnson, Jr.
Professional Surveyor
P.O. Box 1277
Charles Town, West Virginia 25414

03/21/2016
Date

Accepted By: [Signature]
Patricia A. Noland, President
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414

4/12/2016
Date

COPY





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

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

Date Requested – 1st Choice: **June 30, 2016**

Date Requested – 2nd Choice: **July 7, 2016**

Subject (*Wording to be placed on agenda*): **Vasuvat Subdivision (JCPC File No. 08-01)
Contractor's Site Work Proposal**

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

The Vasuvat Subdivision is a three lot subdivision added to an already existing two lot minor subdivision. It is located on the east side of Shepherdstown Pike (Route 230), south of its intersection with Job Corp Road. No homes have been constructed on any of the lots.

The developer sold the lots and then left the country and defaulted on the bond and completion of all of the site improvements. The work to be completed consists of the extension of the existing two lot subdivision road and installation of a stop sign. The road will be an 18' wide gravel road with a "Y" turnaround at the end.

Bond funds in the amount of \$10,016.30 are being held in a bank escrow account at the Bank of Charles Town (account no. xxxxx763). We are requesting acceptance of the proposal and approval to hire Kable Excavating, LLC to complete the work in the amount of \$4,990.00. The work will be paid for with funds from the bank escrow account. Then, charges for staff's time in managing the project will then be charged against the remaining balance and the escrow account closed.

The Planning Commission waived most requirements on this project and essentially treated it as a minor subdivision; therefore, there is no homeowners association to sign the proposal. The County Commission will need to sign the proposal/contract for the work. However, attached are letters signed by the lot owners for the five lots affected agreeing that the work be completed.

Is this a funding request? **No** If so, how much?

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

Motion Requested: Move to accept the proposal of Kable Excavating, LLC, in the amount of \$4,990.00, as presented and approve allowing staff to proceed with completing the site work; and authorize the invoicing of charges for staff's time against the Vasuvat Subdivision (JCPC File No. 08-01) project and the acceptance of partial reimbursement and then close the bank escrow account.

Attach supporting documents for request, or request may be denied. **Kable Excavating, LLC proposal, Lot Owner Letters, Location Map & Plat.**

If not attached, explain:

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

--

PROPOSAL
KABLE EXCAVATING, LLC
83 PROSPERITY LANE
RANSON WV 25438
WV032512
VA2705 121818A
OFFICE: 304-724-5477
FAX: 304-724-5480

May 13, 2016

TO: Jefferson County Engineering Department
116 East Washington Street
Charles Town WV 25414

VIA HAND DELIVERY

JOB NAME/LOCATION: Vasuvat Property Subdivision
East side of Halltown Road (WV Route 230) approximately .30 miles south of the intersection
with Job Corps Road (WV Route 22)

SCOPE OF WORK:

- Involves the placement of a stop sign, widening the subdivision road to meet Jefferson County subdivision road standards, construction of a "T" turn around, the placement of a gravel shoulder along both sides of the subdivision road, and the placement of an additional 2-inches of gravel on the existing roadway surface.

1. Contractor shall provide all materials, labor, and equipment for the widening of the subdivision street to a width of 18-feet, as shown on the approved preliminary plat. This includes excavation to suitable subgrade, and the placement of 6-inches of crush-of-run stone. Stone shall be compacted with a steel drum roller.
2. Contractor shall provide all materials, labor, and equipment for the construction of the turn-around at the end of the subdivision street, as shown on the approved preliminary plat. This includes excavation to suitable subgrade, and the placement of 6-inches of crush-of-run stone. Stone shall be compacted with a steel drum roller.
3. Contractor shall provide all materials, labor, and equipment for the placement of an additional 2" of crush-of-run stone over the existing portion of the subdivision street.
4. Contractor shall provide all materials, labor, and equipment necessary for the cleaning and preparation of the existing gravel roadway prior to the placement of the crush-of-run stone course paving on the existing subdivision street. Any dirt, debris and vegetation within the existing stone pavement shall be removed prior to placement of the 2" depth course of compacted crush-of-run stone on the subdivision road. Stone shall be compacted with a steel drum roller.
5. Contractor shall provide all materials, labor, and equipment necessary for the construction of the 2' wide and 4" deep stone shoulders along both sides of the subdivision street, as shown on the approved Preliminary Plat. This includes excavation to suitable subgrade, and the placement of 4-inches of crush-of-run stone. Stone shall be compacted with a steel drum roller.
6. Contractor shall provide all materials, labor, and equipment for the placement of 1 stop sign as approved by the Jefferson County Addressing department of the subdivision street, at the intersection of WV route 230, Halltown Road.
7. Contractor shall provide all materials, labor, and equipment necessary for placement of seed and mulch to any area where soil is exposed at the application rate specified on sheet 6 of the approved preliminary plate.
8. Contractor shall maintain traffic access throughout the subdivision during the construction period and provide all temporary traffic control necessary until the work is 100% complete; including but not limited to, traffic control signs, barricades, warning lights, flagmen, etc. All temporary traffic control devices shall be in accordance with West Virginia Division of Highways standards and specifications.
9. Contractor shall perform all work in accordance with the approved Preliminary Plat (Jefferson County Planning Commission File no. 08 - 01), permits, and all local, State and Federal laws and regulations.
10. Contractor shall provide all clean up and disposal of all trash and debris results from the contractor's work. All trash and debris shall be disposed of in accordance with all applicable laws and regulations.
11. The Contractor shall provide liability and WV Worker's Compensation Insurance. The Contractor shall provide to the Owner a certificate of liability in the amount of one million dollars (\$1,000,000) and a copy of current West Virginia Workers' Compensation Insurance certificate.

BID
 Vasavut Property Subdivision – Site Work
 (Print or Type)

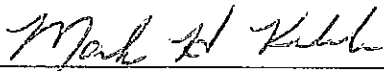
Bidder/Company Name: Kable Excavating LLC

Address: 83 Prosperity Lane

City: Ranson State WV Zip: 25438

Phone: 304-724-5477

By Person Name (print): Mark H. Kable

Signature:  Date: 05/13/2016
 President (authorized corporate officer)

Note: The cost of all permits, insurance, licenses, mobilization, site preparation, clean-up and other incidentals shall be included in the bid prices for all the work.

	Lump Sum Grand Total	\$ 4,990.00
Grand Total written in words:		
Four thousand nine hundred ninety Dollars and zero Cents		

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV032512

Classification:

EXCAVATION
LANDSCAPING
CONCRETE
UTILITIES (SEWER & WATER)
SEPTIC & SEWER SYSTEMS

KABLE EXCAVATING LLC
DBA KABLE EXCAVATING LLC
83 PROSPERITY LANE
RANSON, WV 25438

Date Issued

MAY 22, 2016

Expiration Date

MAY 22, 2017

Paul P. Kable

Authorized Company Signature

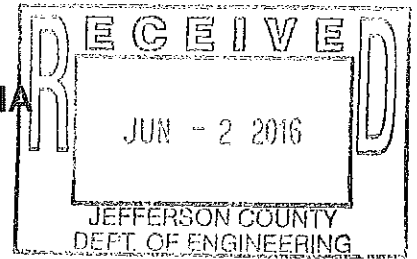
Michael A. Carl

Chair, West Virginia Contractor
Licensing Board

WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 24, Article 11.

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Jefferson County Government
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, West Virginia 25414



Roger Goodwin, P.E.
Engineering Department
Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

May 23, 2016

Jeffery J. Jones & Anna E. Miller
9 Whispering Pines Way
Harpers Ferry, WV 25425

Re: Vasavut Property Subdivision – Jefferson County Planning Commission File No. 08-01
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Jeffery J. Jones & Anna E. Miller,

This letter is regarding our efforts to complete the required site improvements at the Vasavut Property Subdivision.

The developer of the Nuanitt Vasavut Property Subdivision defaulted on her contractual agreement to complete all the site improvements required under the subdivision plan approved by the Jefferson County Planning Commission. As a result, the Jefferson County Commission called-in the bond surety on December 12, 2012 for the purpose of using the funds to complete the site improvements.

The main item that remains to be completed is completing the gravel roadway to meet County gravel road standards as outlined in the Jefferson County Subdivision Ordinance. Also a stop sign must be placed at the entrance of the subdivision.

We have obtained proposals from two contractors to complete this work.

In closing, we are proposing to complete the work necessary to bring the site into compliance with the approved Preliminary Plat. If you are in agreement with us completing this work, please sign this letter and return it to me by Wednesday, June 15, 2016. If all property owners are in agreement, we will then proceed with the process of obtaining authorization from the Jefferson County Commission to perform the work.

→ We have not seen the plat, can it be emailed? 5/30/16
AEM

Letter to Jeffery J. Jones & Anna E. Miller
May 23, 2016
Page 2

Please feel free to contact me at 304-728-3256 if you have any questions or wish to meet to further discuss this matter please contact me by May 25, 2016, to schedule a meeting.

Sincerely,


Joseph W. Kent,
Land Development Inspector

We agree with completing the work necessary to bring the roadway into compliance with the Jefferson County Gravel Road Standards.

Jeffery J. Jones _____

Date: 5/30/16

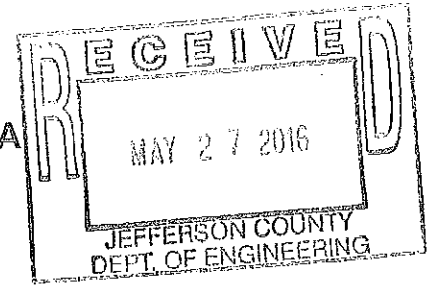
Anna E. Miller _____

Date: 5/30/16

C: Edward and Margaret Waterfield
Suvarnasuddhi Khanan & Pranee Arayavilaiphong

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Jonathan Saunders, County Engineer
Joe Kent, Land Development Inspector

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Jefferson County Government
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, West Virginia 25414



Roger Goodwin, P.E.
Engineering Department
Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

May 23, 2016

Suvarnasuddhi Khanan & Pranee Arayavilaiphong
9 Whispering Pines Way
Harpers Ferry, WV 25425

Re: Vasavut Property Subdivision – Jefferson County Planning Commission File No.
08-01
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Suvarnasuddhi Khanan & Pranee Arayavilaiphong,

This letter is regarding our efforts to complete the required site improvements at the Vasavut Property Subdivision.

The developer of the Nuanitt Vasavut Property Subdivision defaulted on her contractual agreement to complete all the site improvements required under the subdivision plan approved by the Jefferson County Planning Commission. As a result, the Jefferson County Commission called-in the bond surety on December 12, 2012 for the purpose of using the funds to complete the site improvements.

The main item that remains to be completed is completing the gravel roadway to meet County gravel road standards as outlined in the Jefferson County Subdivision Ordinance. Also a stop sign must be placed at the entrance of the subdivision.

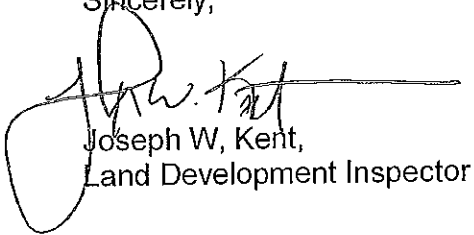
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Letter to Suvarnasuddhi Khanan & Pranee Arayavilaiphong
May 23, 2016
Page 2

Please feel free to contact me at 304-728-3256 if you have any questions or wish to meet to further discuss this matter please contact me by May 25, 2016, to schedule a meeting.

Sincerely,



Joseph W. Kent,
Land Development Inspector

We agree with completing the work necessary to bring the roadway into compliance with the Jefferson County Gravel Road Standards.

Suvarnasuddhi Khanan _____ Date: 5/27/2016
Pranee Arayavilaiphong _____ Date: 5/27/2016

C: Edward and Margaret Waterfield
Jeffery Jones and Anna Miller

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Jonathan Saunders, County Engineer
Joe Kent, Land Development Inspector

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department
Jefferson County Government
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, West Virginia 25414

JUN 10 2016

Roger Goodwin, P.E.
Engineering Department
Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

May 23, 2016

Edward L. and Margaret M. Waterfield
18 Whispering Pines Way
Harpers Ferry, WV 25425

Re: Vasavut Property Subdivision – Jefferson County Planning Commission File No.
08-01
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Edward and Margaret Waterfield,

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The developer of the Nuanitt Vasavut Property Subdivision defaulted on her contractual agreement to complete all the site improvements required under the subdivision plan approved by the Jefferson County Planning Commission. As a result, the Jefferson County Commission called-in the bond surety on December 12, 2012 for the purpose of using the funds to complete the site improvements.

The main item that remains to be completed is completing the gravel roadway to meet County gravel road standards as outlined in the Jefferson County Subdivision Ordinance. Also a stop sign must be placed at the entrance of the subdivision.

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In closing, we are proposing to complete the work necessary to bring the site into compliance with the approved Preliminary Plat. If you are in agreement with us completing this work, please sign this letter and return it to me by Wednesday, June 15, 2016. If all property owners are in agreement, we will then proceed with the process of obtaining authorization from the Jefferson County Commission to perform the work.

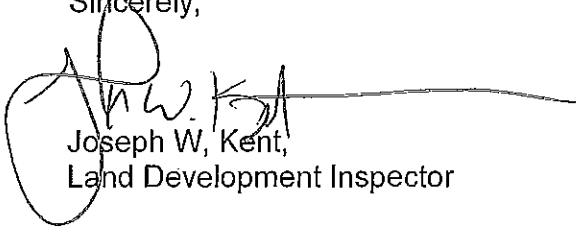
Letter to Edward L. and Margaret M. Waterfield

May 23, 2016

Page 2

Please feel free to contact me at 304-728-3256 if you have any questions or wish to meet to further discuss this matter please contact me by May 25, 2016, to schedule a meeting.


Sincerely,



Joseph W. Kent,
Land Development Inspector

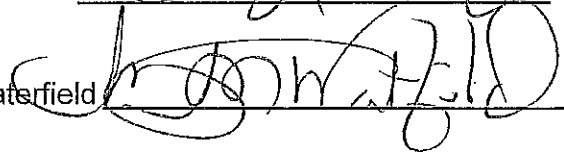
We agree with completing the work necessary to bring the roadway into compliance with the Jefferson County Gravel Road Standards.

Edward L. Waterfield



Date: 6/2/16

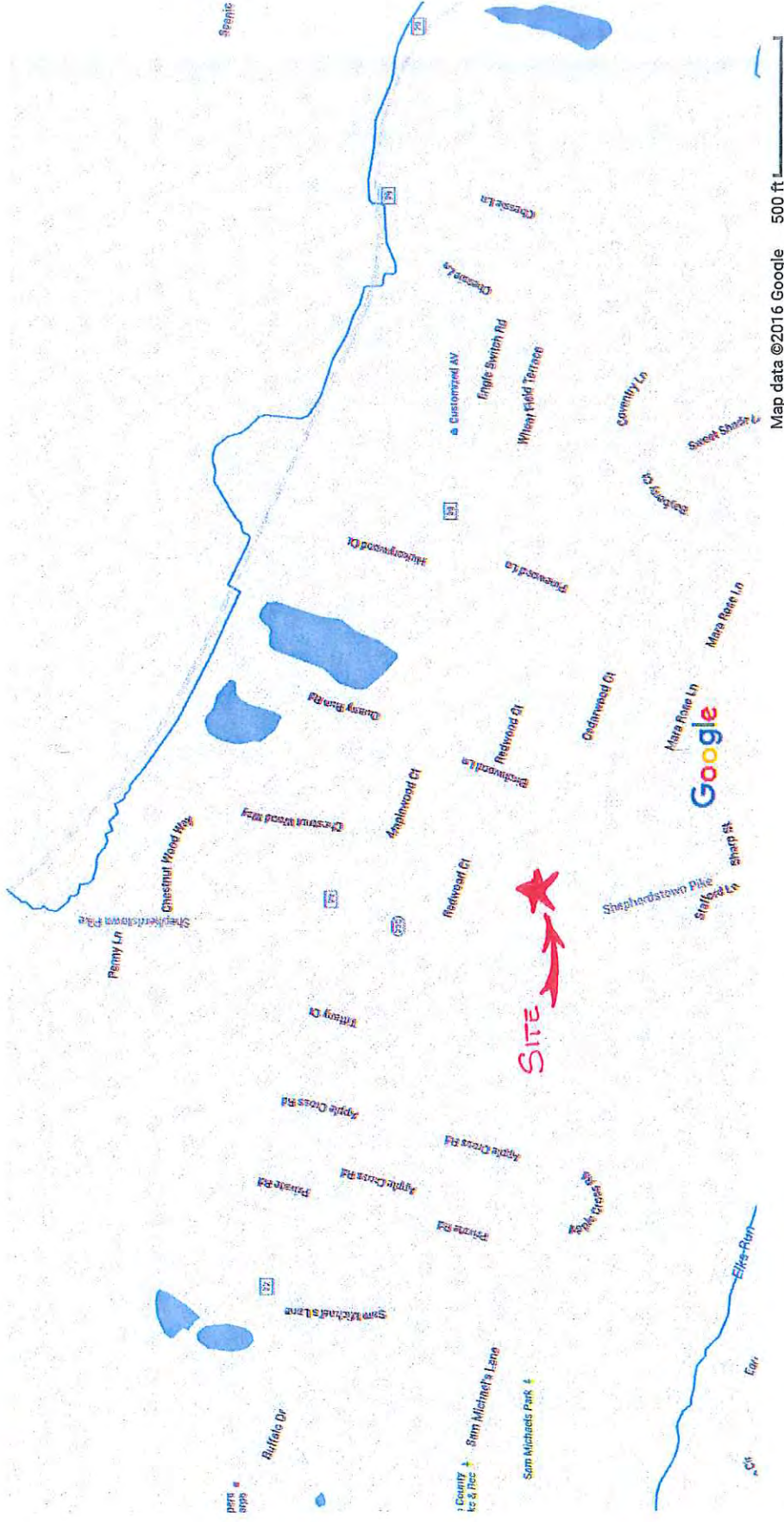
Margaret M. Waterfield

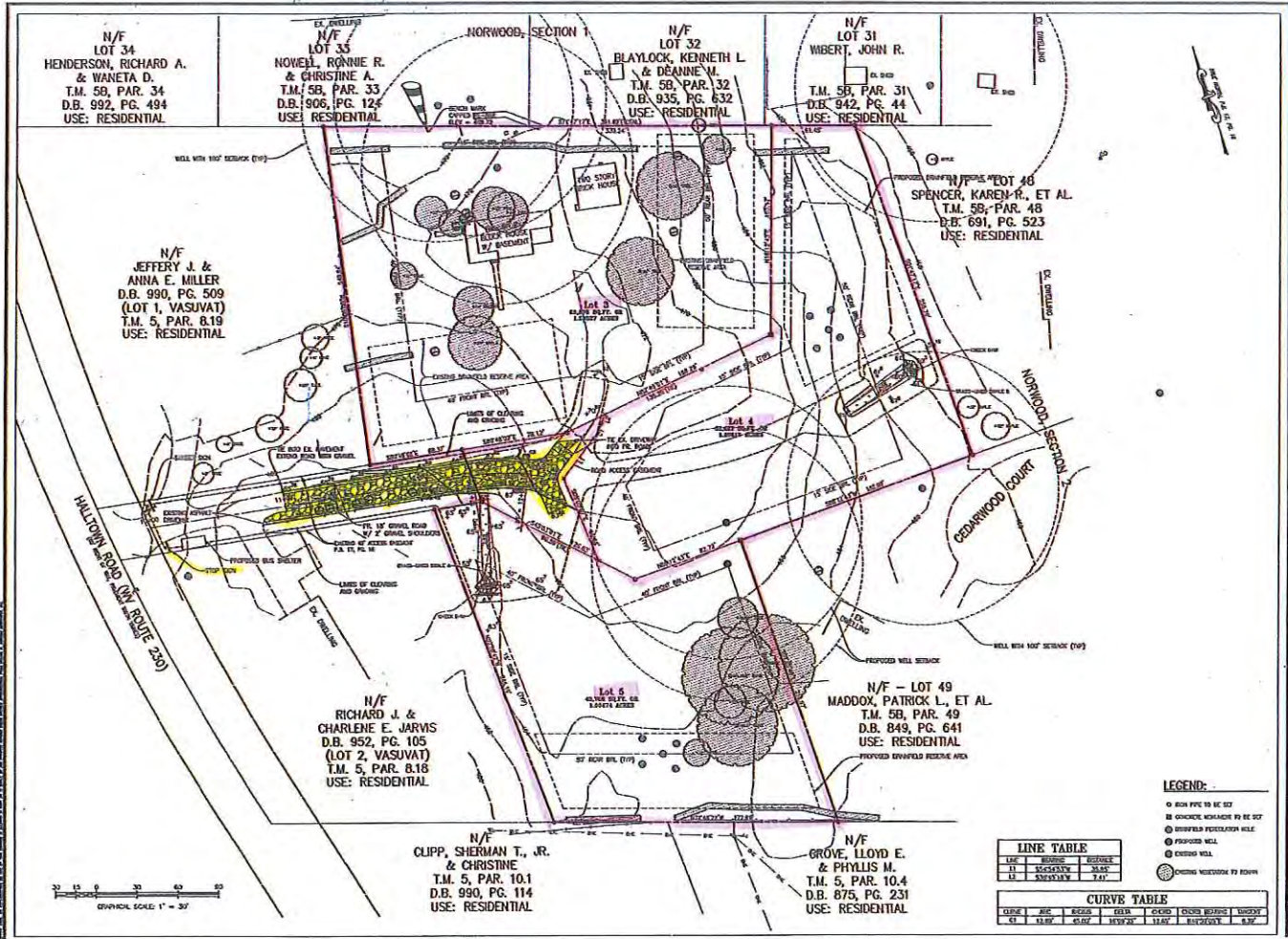


Date: 6/2/16

C: Jeffery Jones and Anna Miller
Suvarnasuddhi Khanan & Pranee Arayavilaiphong

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Jonathan Saunders, County Engineer
Joe Kent, Land Development Inspector





N/F
LOT 34
HENDERSON, RICHARD A.
& WANETA D.
T.M. 58, PAR. 34
D.B. 992, PG. 494
USE: RESIDENTIAL

N/F
LOT 33
NOWEL, RONNE R.
& CHRISTINE A.
T.M. 58, PAR. 33
D.B. 906, PG. 124
USE: RESIDENTIAL

N/F
LOT 32
BLAYLOCK, KENNETH L.
& DEANNE M.
T.M. 58, PAR. 32
D.B. 935, PG. 632
USE: RESIDENTIAL

N/F
LOT 31
WIBERT, JOHN R.
T.M. 58, PAR. 31
D.B. 942, PG. 44
USE: RESIDENTIAL

N/F
LOT 48
SPENCER, KAREN R., ET AL.
T.M. 58, PAR. 48
D.B. 691, PG. 523
USE: RESIDENTIAL

N/F
JEFFERY J. &
ANNA E. MILLER
D.B. 990, PG. 509
(LOT 1, VASUVAT)
T.M. 5, PAR. 819
USE: RESIDENTIAL

N/F
RICHARD J. &
CHARLENE E. JARVIS
D.B. 952, PG. 105
(LOT 2, VASUVAT)
T.M. 5, PAR. 818
USE: RESIDENTIAL

N/F
CLIPP, SHERMAN T., JR.
& CHRISTINE
T.M. 5, PAR. 10.1
D.B. 990, PG. 114
USE: RESIDENTIAL

N/F - LOT 49
MADDOX, PATRICK L., ET AL.
T.M. 58, PAR. 49
D.B. 849, PG. 641
USE: RESIDENTIAL

N/F
GROVE, LLOYD E.
& PHYLLIS M.
T.M. 5, PAR. 10.4
D.B. 875, PG. 231
USE: RESIDENTIAL

- LEGEND:**
- 8" RCP PIPE TO BE SET
 - 12" CONCRETE MANHOLE TO BE SET
 - ⊙ 18" DIAMETER PERFORATED PIPE
 - ⊙ PROPOSED WELL
 - ⊙ EXISTING WELL
 - ⊙ EXISTING WASTEWATER TO BE REMOVED

LINE TABLE

LINE	BEARING	DISTANCE
11	S85°55'13"W	33.85
12	S20°03'13"W	7.47

CURVE TABLE

CHORD	ARC	BEARING	CHORD	CHORD BEARING	WASTEWATER
51'	13.67'	65.67°	18°52'21"	11.67°	8.97'



GRADING AND DRAINAGE PLAN
VASUVAT PROPERTY
HARRISBURG PROPERTY DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

DATE: 2014-01-01
DRAWN BY: PJ-CR/ST
SHEET: 3 OF 6

DESIGNED BY: W&A
CHECKED BY: W&A
DATE: DECEMBER 2017
SCALE: HORIZ. 1"=30'
VERT. 1"=30'

W&A ENGINEERS, INC.
William H. Gordon Associates, Inc.
301 Main Street, Suite 201, Charleston, WV 25301
(304) 785-1111 Fax: (304) 785-1171
www.waengineers.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

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

Date Requested – 1st Choice: **June 30, 2016**

Date Requested – 2nd Choice: **July 7, 2016**

Subject (*Wording to be placed on agenda*): **Adoption of the 2016 Building Code Enforcement Ordinance**

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

The West Virginia state legislature updated the state building code requirements effective August 1, 2016. Therefore, Jefferson County needs to amend the existing Building Code Enforcement Ordinance to adopt the versions of the building codes required by the State Fire Marshal's office under Title 87, Legislative Rule, Series 4, State Building Code. Updates usually occur on a 3-year cycle.

Attached is the new Building Code Enforcement Ordinance adopting the required building codes and rules, which will become effective on August 1, 2016.

Is this a funding request? **No** If so, how much?

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

Motion Requested: **Move to adopt the Resolution and the Building Code Enforcement Ordinance as presented.**

Attach supporting documents for request, or request may be denied. **Resolution & Building Code Enforcement Ordinance.**

If not attached, explain:

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

Contact information:

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

RESOLUTION

WHEREAS, It is the desire of the County Commission of Jefferson County, West Virginia to protect the life and property of the citizens of Jefferson County; and

WHEREAS, The County Commission of Jefferson County, West Virginia duly passed an Ordinance adopting the State of West Virginia building code on March 29, 2001; and

WHEREAS, the County Commission of Jefferson County, West Virginia desires that all building permits issued before August 1, 2016, shall remain valid and regulated under the state building codes adopted and in effect prior to August 1, 2016; and

WHEREAS, The State of West Virginia has decreed that as of August 1, 2016, the State of West Virginia building code shall be revised to the following codes with local amendment as permitted by law:

2015 International Building Code (with exceptions/amendments).

2015 International Plumbing Code

2015 International Mechanical Code

2015 International Fuel Gas Code (with exception/amendment).

2015 International Property Maintenance Code (at the option of Jefferson County, this ordinance is not adopted)

2009 International Energy Conservation Code

2007 ANSI/ASHRAE/IESNA Standard 90.1 – for Commercial Buildings

2015 International Residential Code for One & Two Family Dwellings (with exceptions/amendments)

2009 ICC/ANSI A117.1 American National Standards for Accessibility & Usable Buildings and Facilities

2015 International Existing Building Code
(with amendment adopting the NFPA 101, Life Safety Code 2009 Edition)

2014 Edition of the National Electric Code, NFPA 70

2015 International Pool and Spa Code; and

WHEREAS, the County Commission of Jefferson County, West Virginia desires that all building permits issued on or after August 1, 2016, be regulated under the revised State building code, as adopted by the County Commission of Jefferson County, West Virginia.

THEREFORE, BE IT RESOLVED that the County Commission of Jefferson County, West Virginia desires to adopt the revised State of West Virginia building code that shall become effective August 1, 2016, and HEREBY adopts the new Building Code Enforcement Ordinance, as attached.

BY: _____ DATE: July 07, 2016

Patsy Noland, President
County Commission of Jefferson County

ATTEST:

Jennifer Maghan
CLERK OF JEFFERSON COUNTY

ORDINANCE AND ORDER

An ordinance and order to ADOPT the State of West Virginia building code relating to building construction and building inspection activities in Jefferson County, West Virginia, and enforcement of said codes.

WHEREAS, it is the desire of the County Commission of Jefferson County, West Virginia to adopt the state building code relating to minimum building and housing construction standards for the public safety, health, and well-being; and

WHEREAS, the adoption of this code is to facilitate proper permitting, inspection, and enforcement activities relating to the construction of buildings, structures, and additions within the jurisdiction of Jefferson County, West Virginia.

NOW, THEREFORE, BE IT ORDAINED AND ORDERED BY The County Commission of Jefferson County, by authority of the Code of West Virginia under Section 3n, Article 1, Chapter 7, of the Code of West Virginia, One-thousand Nine-hundred Thirty-one, that the State Building Code as provided for in Section 5b, Article 3, Chapter 29, of the Code of West Virginia, One-thousand Nine-hundred Thirty-one, are hereby adopted and made a part hereof, as if fully set out in this ordinance, with the amendments/additions/insertions/changes/exceptions, if any, prescribed in the Jefferson County Building Code Enforcement Ordinance.

BE IT FURTHER ORDAINED AND ORDERED that **this Ordinance and Order shall take effect and be in force from the 1st day of August, 2016**, the public welfare requiring it.

PASSED AND APPROVED BY The County Commission of Jefferson County, West Virginia on the 7th day of July, 2016.

BY: _____
Patsy Noland, President
County Commission of Jefferson County

ATTEST:

Jennifer Maghan
CLERK OF JEFFERSON COUNTY

JEFFERSON COUNTY BUILDING CODE ENFORCEMENT ORDINANCE

GENERAL AUTHORITY

By authority of the Code of West Virginia, Chapter 7, Article 1, Section 3n & Chapter 29, Article 3, Section 5b, to enforce minimum regulations governing the design, construction, alteration, enlargement, repair, demolition, removal, and use of all buildings and structures: providing for the issuance of permits, collection of fees, making of inspections, providing penalties for the violation thereof, to be known as the "Jefferson County Building Code Enforcement Ordinance".

STANDARDS & CODES

In accordance with the provisions of the Code of West Virginia, Chapter 29, Article 3, Section 5b, the County Commission of Jefferson County, West Virginia does hereby adopt the State Building Code as set forth in Title 87, Legislative Rules, State Fire Commission, Series 4, State Building Code, which becomes effective on August 1, 2016. The standards and requirements as set out and published by the International Code Council (ICC) and the American National Standards Institute (ANSI), as listed below, shall have the same force and effect as if set out verbatim in this Section, except as modified and/or amended herein; any reference to the ICC Electrical Code shall mean NFPA 70, National Electrical Code 2014.

The Property Maintenance Code is not adopted and shall not be enforced.

ADMINISTRATIVE PROCESS

The administration of the building code shall be in accordance with the Administration Chapter of the applicable building code.

AMENDMENTS, INSERTIONS, CHANGES & APPENDIX ADOPTION

Fee Schedule for all codes: "Attachment A – Schedule of Permit Fees," shall apply. The Schedule of Permit Fees may be amended from time to time, by the County Commission of Jefferson County.

International Residential Code 2015:

Section R101.1 Title, insert "Jefferson County, West Virginia" where "[NAME OF JURISDICTION]" appears.

Section R113.4 Violation Penalties, shall be amended to read as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes shall be guilty of a misdemeanor and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section R114.2 Unlawful Continuance, shall be amended to read as follows:

“Any person, firm, or corporation who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor and each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Table R301.2 (1) insert the following design criteria:

Ground Snow Load	Wind	Seismic Design Category	Subject to Damage From				Winter Design Temp (Deg. F)	Ice Shield Underlayment Req'd.	Flood Hazard	Air Freezing Index	Mean Annual Temp. (Deg. F)
			Weathering	Frost Line Depth (24")	Termite	Decay					
(lbs per sq. ft.)	Speed (mph)										
30	90	B	Severe	Min. 30 inches to bottom of footing	Heavy to Moderate	Slight to Moderate	10	No	F.I.R.M. 1980, as amended	1000	52.6

IRC Section P2603.5.1 Sewer Depth, insert “28 (twenty eight) (710 mm)” where “[Number]” appears.

IRC Section G2415.12 Minimum Burial Depth, delete and replace with: “Underground piping systems shall be installed a minimum depth of 12 inches (305mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner”.

IRC Section R311.7.5 Stair Treads and Risers:

Section R311.7.5.1 Riser – The maximum riser height shall be eight and one-quarter (8-1/4) inches.

Section R311.7.4.2 Treads – The minimum tread depth shall be nine (9) inches.

IRC Section R403.1.7.1 Building Clearances From Ascending Slopes, delete in its entirety, no replacement.

IRC Section R403.1.7.2 Footing Setbacks From Descending Slope Surfaces, delete in its entirety, no replacement.

IRC Section N1101-N1104 (Chapter 11) Energy Efficiency, delete in its entirety, replace with 2009 International Energy Code, Chapter 4 - Residential Energy Efficiency.

Fire Protection of Floors in Residential Buildings –

5.1 New One and Two Family Dwellings over one level in height. New One and Two Family Dwellings containing a basement, and One and Two Family Dwellings containing a crawl space containing a fuel burning appliance below the first floor, shall provide a method of fire protection of floors (1) A ½ inch (12.7mm) gypsum wall board membrane, 5/8 inch (16 mm) wood structural panel or equivalent on the underside of the floor framing member; (2) Wood floor assemblies using dimensional lumber or structural composite lumber equal or greater than 2 inch by 10 inch (50.8 mm by 254mm) nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) An Automatic Fire Sprinkler System as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings: *Provided*, That floor assemblies located directly over a space protected by an automatic sprinkler system as set forth in section R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings are exempt from this requirement.

5.2 Townhouses meeting the Fire Resistant Construction Standard R302.2 will be treated as New One and Two Dwellings and shall comply with section 5.1 above

IRC Section R507 Exterior Decks, in addition to complying with this section, decks shall also comply with the American Wood Council's Design for Code Acceptance 6 – Prescriptive Residential Deck Construction Guide.

Note: DCA 6 will be available for review in the engineering office or obtain a copy at the following web address:

www.awc.org/codes-standards/publications/dca6

International Residential Code 2009 – Appendix Adoption:

The following appendices are specifically adopted:

- Appendix A – Sizing and Capacities of Gas Piping.
- Appendix B – Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, And Appliances Listed For Use With Type B Vents.
- Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems.
- Appendix E - Manufactured Housing Used As Dwellings.
- Appendix F - Radon Control Methods.
- Appendix G - Piping Standards for Various Applications
- Appendix H - Patio Covers
- Appendix J - Existing Buildings and Structures.
- Appendix M - Home Day Care – R3 Occupancy.
- Appendix R - Light Straw-Clay Construction

2) **International Building Code 2015:**

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 101.4.5 Fire Prevention is deleted.

Section 113.3 Board of Appeals is deleted and replaced with the following:

113.3 Qualifications. *The board of appeals shall consist of five members, with up to three alternates, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect, or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor, with at least 10 years experience, five of which shall be in*

responsible charge of work.”

Section 114.4 Violation Penalties shall be amended to read as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes shall be guilty of a misdemeanor and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section 115.3 Unlawful Continuance shall be amended to read as follows:

“Any person, firm, or corporation who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor and each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”

Section 1608.2 Ground Snow Loads add the following sentence at the end of the paragraph:

“The ground snow load for Jefferson County, West Virginia shall be a minimum of 30 pounds per square foot.”

Section 1612.3 Establishment of Flood Hazard Areas insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears. Insert “1980” where “[INSERT DATE OF ISSUANCE]” appears in the first paragraph.

Section 1809.5 Frost Protection, method no. 1, extending below the frost line of the locality shall mean the depth to the bottom of the footing is a minimum of thirty (30) inches.

Section 3412.2 Applicability, insert “March 29, 2001” where “[DATE TO BE TO BE INSERTED BY THE JURISDICTION]” appears in the first paragraph.

International Building Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix E - Supplementary Accessibility Requirements

Appendix H - Signs

Appendix I - Patio Covers

3) International Plumbing Code 2015:

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 106.6.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 2 where “[SPECIFY PERCENTAGE]” appears.

Section 106.6.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 3 where “[SPECIFY PERCENTAGE]” appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”.

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

Section 305.4.1 Sewer Depth insert “28 (twenty eight) (710mm)” where “[NUMBER]” appears twice in the first paragraph.

International Plumbing Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

- Appendix B – Rates of Rainfall for Various Cities
- Appendix D – Degree Day and Design Temperatures
- Appendix E - Sizing of Water Piping System

4) International Mechanical Code 2015:

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 106.5.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 2 where “[SPECIFY PERCENTAGE]” appears.

Section 106.5.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 3 where “[SPECIFY PERCENTAGE]” appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”.

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

International Mechanical Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

- Appendix A – Chimney Connector Pass -Throughs

5) **International Fuel Gas Code 2015:**

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 106.6.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 2 where “[SPECIFY PERCENTAGE]” appears.

Section 106.6.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 3 where “[SPECIFY PERCENTAGE]” appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

International Fuel Gas Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

- Appendix A – Sizing and Capacities of Gas Piping (IFGS)
- Appendix B - Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, And Appliances Listed For Use With Type B Vents (IFGS)
- Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems (IFGS)

6) **International Energy Conservation Code 2015:**

Section 101.1 Title insert "Jefferson County, West Virginia" where "[NAME OF JURISDICTION]" appears.

7) **Existing Buildings Code 2015:**

Section 101.1 Title insert "Jefferson County, West Virginia" where "[NAME OF JURISDICTION]" appears.

Section 101.4.2 Buildings previously occupied, omit reference to "International Fire Code" and substitute "NFPA Life Safety Code 2009 Edition."

Section 113.4 Violation Penalties shall be amended as follows:

"Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia."

8) **NFPA 70, National Electric Code, 2014 Edition:** (no amendments).

Electrical inspections shall be conducted by an approved private (third-party) electrical inspector, using the National Electric Code approved by the West Virginia State Fire Commission. Fees for said electrical inspections shall be paid by the applicant directly to the private inspector or inspection service provider and shall not be included in the permit fees paid to the County.

9) **2009 ICC/ANSI A117.1 Standards for Accessibility and Useable Buildings and Facilities:** (no amendments).

EXCEPTIONS:

- A) The following structures are not subject to inspection by local jurisdictions:

Group U utility structures and storage sheds comprising an area not more than 200 sq.-ft. which have no plumbing or electrical connections and are used only for residential storage purposes. (Examples include sheds that are for the residential storage of lawnmowers, tools, bicycles or furniture). Not included are those utility structures and storage sheds which have plumbing or electrical connections, are a non-residential use, or for the storage of explosives or other hazardous or explosive materials.

- B) The intent and requirements for an appeals board in each of the separate codes may be met with the creation of a single appeals board for the entire State Building Code, in accordance with and as amended in this ordinance under the International Building Code 2015

Attachment A

Jefferson County, West Virginia
Office of Building Permits & Inspections

116 East Washington Street
 Charles Town, WV 25414
 304-725-2998

Schedule of Residential Building Permit Fees (IRC)

Effective August 1, 2015

Residential Permit Type	Fee Amount			
	Base Fee	plus Fee per Sq.-Ft. of Finished Area	plus Fee per Sq.-Ft. of Un-finished Area*	plus Fee per 4'x4' max Stoop at Entry Doors
Single-Family Dwelling	\$50.00	\$0.18	\$0.10	\$30/each
Mobile/Manufactured Home	\$50.00	\$0.18	\$0.10	\$30/each
Townhouse & Duplex (less than 4 story)	\$50 per unit	\$0.20	\$0.10	\$30/each
Residential Dwelling Addition	\$55.00	\$0.18	\$0.10	\$30/each

* Attached Garages, Porches & Unfinished Basements are considered Unfinished Area

Residential Interior Room/Basement Renovation	\$75 + \$50 per required inspection			
Chimney/Fireplace (added to existing dwelling)	\$110 per chimney			
Sheds/Garage/Structure ancillary to Residence	\$60.00	\$0.18	\$0.08	
Decks & Above Ground Pool/Hot Tub Platforms	\$60.00	plus \$0.10/sq.-ft. of deck area		
Swimming Pool	\$60.00	plus \$0.10/sq.-ft. of pool area and patio area.		
Replacement Windows	\$110.00			
Electrical Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)	\$110.00			
Demolition - Residential Dwelling	\$110.00	\$0.00	\$0.00	
Retaining Wall (4' or more from footer to top wall)	\$60 plus \$0.08/lineal foot of wall			
Fence (6' or more in height above ground surface)	\$60 plus \$0.08/lineal foot of fence			
Agricultural Building	\$55.00	\$0.00	\$0.00	
Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection			
Plan change after permit issued	\$50 plus \$50 for each additional inspection due to plan change.			
Permit Application Denied & Resubmitted within 90 days for review;	\$75 re-application fee			
Beginning Construction Without a Permit	1st time = \$50	2nd time = \$150	3rd time = \$300	

Round Pool Fee Calculator				
Round Pool Diameter (Feet)	Base Fee	Area of Pool (Sq-Ft)	per Sq-Ft Fee	Total Fee
15	\$60	176.71	\$0.08	\$74.14
16	\$60	201.06	\$0.08	\$76.08
17	\$60	226.98	\$0.08	\$78.16
18	\$60	254.47	\$0.08	\$80.36
19	\$60	283.53	\$0.08	\$82.68
20	\$60	314.16	\$0.08	\$85.13
24	\$60	452.39	\$0.08	\$96.19
27	\$60	572.55	\$0.08	\$105.80
28	\$60	615.75	\$0.08	\$109.26
29	\$60	660.52	\$0.08	\$112.84
30	\$60	706.86	\$0.08	\$116.55
33	\$60	855.30	\$0.08	\$128.42

Round Pool Fee includes the Base Fee + per Sq-Ft. Fee Amounts only. The applicant will also need to add the fee for any deck/platform that surrounds the pool

All fees are due upon submission of permit applications, plan changes, reinspection requests, etc; and are payable to:
Jefferson County Commission

Attachment A

Jefferson County, West Virginia
Office of Building Permits & Inspections
 116 East Washington Street
 Charles Town, WV 25414
 304-725-2998

Schedule of Commercial/Industrial Building Permit Fees (IBC)

Effective August 1, 2015

Commercial Permit Type	Fee Amount		
	Base Fee	Fee per Sq.-Ft. of Finished Floor Area	Fee per Sq.-Ft. of Un-finished Floor Area
Commercial/Industrial/Multi-Family Buildings (Less than 1,000 sq.-ft. floor area)	\$275.00	\$0.18	\$0.18
Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area)	\$550.00	\$0.18	\$0.18
Commercial Interior Room Renovation	\$1,000 plus \$50 per required inspection		
Church Building	\$550.00	\$0.18	\$0.18
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$75 + \$50 per required inspection		
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$275	\$0.18	\$0.18
Institutional (hospital, school, fire hall, etc.)	\$275	\$0.18	\$0.18
Commercial/Institutional Swimming Pool	\$275 per pool + \$0.18/sq-ft of pool & patio; \$250 per Whirlpool/Hot Tub		
Demolition Permit	\$225.00	\$0.00	\$0.00
Existing Cell Tower or Electric Substation & Equipment	\$275.00	\$0.00	\$0.00
New Cell Tower or Electric Substation & Equipment	\$1,100.00	\$0.00	\$0.00
Temporary Construction/Office Trailers	\$60.00	\$0.00	\$0.00
Sign Permit: Value < or = to \$2,500	\$60.00	N/A	N/A
Sign Permit: Value > \$2,500	\$275.00	N/A	N/A
Retaining Wall (4' or more from footer to top wall)	\$60 plus \$0.08/lineal foot of wall		
Fence (6' or more in height above ground surface)	\$60 plus \$0.08/lineal foot of fence		
Replacement Windows	\$110.00		
Electrial Wiring Only (New electric panel & electric panel upgrades, new outlets, new lights, HVAC, generators, solar panels, hot tub electrial, etc.)	\$110.00		
Site Plan with no Structures (parking lot, walkway, etc.)	\$275.00	plus \$1.00 for every \$1,000 value > \$50,000	
Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection		
Plan change after permit application reviewed	\$50 plus \$50 for each additional inspection due to plan change.		
Permit Application Denied & Resubmitted within 90 days for review;	\$100 re-application fee.		
Beginning Construction Without a Permit	(1st time = \$50, 2nd time \$150, 3rd time \$300) + permit fee		

All fees are due upon submission of permit applications, plan changes, reinspections requests, etc; and are payable to:
Jefferson County Commission

ATTACHMENT – B

Legislative Rule, Title 87, Series 4, State Building Code

Effective August 1, 2016

Note: Title 87, Series 4, is available from the
Administrative Law Division of the Office of the West Virginia Secretary of State
Title 87, Series 4, may be viewed at the following link:

<http://www.firemarshal.wv.gov/Documents/87CSR4StateBuildingCode2013.pdf>

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Do Not Mark In This Box

FILED

2016 MAY -3 P 3:28

Form #6

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: West Virginia State Fire Commission TITLE NUMBER: 87

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 4

TITLE OF RULE BEING AMENDED: State Building Code

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

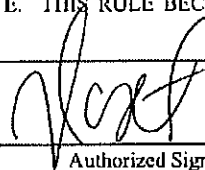
TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) HB 4060

SECTION 64-6-3(b), PASSED ON March 12, 2016

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE
FOLLOWING DATE: Monday, August 1, 2016



Authorized Signature

**TITLE 87
LEGISLATIVE RULE
STATE FIRE COMMISSION**

**SERIES 4
STATE BUILDING CODE**

FILED
2016 MAY -3 P 3 28
OFFICE WEST VIRGINIA
SECRETARY OF STATE

§87-4-1. General.

1.1. **Scope.** -- This rule establishes the standards considered necessary by the State Fire Commission for the safeguarding of life and property and to ensure compliance with the minimum standards of safe construction of all structures erected or renovated throughout this state.

1.2. **Authority.** -- W. Va. Code §29-3-5b.

1.3. **Filing Date.** -- May 3, 2016.

1.4. **Effective Date.** -- August 1, 2016.

1.5. **Incorporation of Other Documents.** -- This rule does not include a reprinting of all the requirements imposed by statute or by the incorporation of various nationally recognized standards and codes cited in Subsection 4.1 of this rule. For ascertaining these additional standards and requirements, it is necessary to make reference to the other documents.

§87-4-2. Definitions.

2.1. "ANSI" means American National Standards Institute, 25 West 43rd St., Fourth Floor, New York, NY 10036.

2.2. "ASTM" means American Society of Testing and Materials.

2.3. "Fire Commission" means the thirteen (13) appointed members of the West Virginia State Fire Commission.

2.4. "Fire Marshal" means the West Virginia State Fire Marshal and/or his or her designated representatives.

2.5. "ICC" or "International" means International Code Council.

2.6. "Local jurisdiction" means municipal, county, or other local government.

2.7. "NFPA" means National Fire Protection Association.

2.8. "State Building Code" means the entire contents of this rule and the referenced

national standards and codes.

2.9. "State Fire Code" means the entire contents of the State Fire Code, 87CSR1, and the referenced standards and codes.

§87-4-3. Conflicts.

3.1. Whenever there is a conflict between the State Fire Code and the State Building Code, the State Fire Code takes precedence.

3.2. Whenever there is a conflict between the International Plumbing Code requirements of the State Building Code and the rules of the West Virginia State Department of Health and Human Resources, the rules of the Department of Health and Human Resources take precedence.

3.3. Whenever there is a conflict between the State Building Code and statutory laws of the State of West Virginia, the laws of the State of West Virginia take precedence.

§87-4-4. National Standards and Codes.

4.1. The standards and requirements as set out and as published by the International Code Council, and American National Standards Institute, and the National Fire Protection Association as listed in this subsection, have the same force and effect as if set out verbatim in this rule.

4.1.a. The 2015 edition, International Building Code, with the following exceptions:

4.1.a.1. Provided; that the section entitled "Fire Prevention" and identified as Section 101.4.5 is deleted and not considered to be a part of this rule.

4.1.a.2. Further provided that the entire subsection entitled "Qualifications" and identified as Section 113.3 is deleted and replaced with the following:

"Section 113.3. Board of Appeals

113.3 Qualifications. The board of appeals shall consist of five members, with up to three alternates, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor, with at least 10 years experience, five of which shall be in responsible charge of work. No less than one of the members of such Board of Appeals shall be a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor."

4.1.b. The 2015 edition of the International Plumbing Code.

4.1.c. The 2015 edition of the International Mechanical Code.

4.1.d. The 2015 edition of the International Fuel Gas Code, with the following exception:

4.1.d.1. Section 404.10 Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner.

4.1.e. The 2015 edition of the International Property Maintenance Code. This code may be rejected at the option of the local jurisdiction.

4.1.e.1. *Provided*, that Section 110.3 Failure to Comply, shall be modified as follows:

“Unless authorized by W.Va. Code §8-12-16, or absent the express consent of the owner, if the owner of a premises fails to comply with a demolition order within the time prescribed, the legal counsel of the jurisdiction shall institute appropriate action in the Circuit Court of the County in which the property is located against the owner of the premises where the structure is or was located seeking an Order causing the structure to be demolished and removed. Thereafter, the local jurisdiction, through an available public agency or by contract or arrangement with private persons, shall demolish and remove the structure and the costs thereof, as well as all fees and costs incurred in the legal action, shall be a lien upon such real estate.”

4.1.e.2. This code may be adopted by the local jurisdiction without requiring adoption of the other national codes and standards listed in this rule.

4.1.f. The 2009 edition of the International Energy Conservation Code for residential buildings.

4.1.g. The ANSI/ASHRAE/IESNA Standard 90.1-2007 edition for commercial buildings.

4.1.h. The 2015 edition of the International Residential Code for One and Two Family Dwellings, with the following exceptions:

4.1.h.1. Chapter 11 of the 2015 edition of the International Residential Code for One and Two Family Dwellings, Seventh Printing, entitled “Energy Efficiency”, is exempt from this rule.

4.1.h.2. Section G2415.12 (404.10) Minimum Burial Depth. Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner.

4.1.h.2. Section R311.7.5 Stair Treads and Risers

4.1.h.2.A. 311.7.5.1 Riser Heights -- The maximum riser height shall be eight and one-quarter (8 ¼) inches.

4.1.h.2.B. 311.7.5.2 Tread Depth -- The minimum tread depth shall be nine (9) inches.

4.1.h.3. Section R403.1.7.1: Building Clearances From Ascending Slopes is not applicable to this rule.

4.1.h.4. Section R403.1.7.2: Footings Setbacks From Descending Slope Surfaces is not applicable to this rule.

4.1.i. The 2009 ICC/ANSI A117.1 American National Standards for Accessibility & Usable Buildings & Facilities.

4.1.j. The 2015 International Existing Building Code, with the following exception:

4.1.j.1. Omit reference to International Fire Code and substitute NFPA Life Safety Code 2015 edition.

4.1.k. The 2014 edition of the National Electric Code, NFPA 70.

4.1.l. The 2015 edition of the International Swimming Pool and Spa Code.

4.2. Wherever referenced in the several ICC codes adopted above, any reference to the International Fire Code should be substituted with the NFPA Life Safety Code 2015 edition.

4.3. Whenever a certificate of occupancy is required of a commercial structure greater in size than 7,600 feet, the project documents shall be designed by an Architect licensed by the WV Board of Architects, or a Professional Engineer licensed by the WV State Board of Registration for Professional Engineers.

§87-4-5 Fire Protection of Floors in Residential Buildings

5.1 New One and Two Family Dwellings over one level in height, New One and Two Family Dwellings containing a basement, and New One and Two Family Dwellings containing a crawl space containing a fuel burning appliance below the first floor, shall provide one of the following methods for fire protection of floors: (1) A 1/2 inch (12.7 mm) gypsum wallboard membrane, 5/8 inch (16 mm) wood structural panel membrane, or equivalent on the underside of the floor framing member; (2) Wood floor assemblies using dimension lumber or structural composite lumber equal or greater than 2 inch by 10 inch (50.8 mm by 254 mm) nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) An Automatic Fire Sprinkler System as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings: *Provided*, That floor assemblies located directly over a space protected by an automatic sprinkler system as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One

and Two Family Dwellings are exempt from this requirement.

5.2. Townhouses meeting the Fire Resistant Construction Standard R302.2 will be treated as New One and Two Family Dwellings and shall comply with Section 5.1 above.

§87-4-6. Exceptions.

6.1. The following structures are not subject to inspection by local jurisdictions:

6.1.a. Group U utility structures and storage sheds comprising an area not more than 200 sq. ft. which have no plumbing or electrical connections and are used only for residential storage purposes. (Examples include sheds that are for the residential storage of lawnmowers, tools, bicycles or furniture.) Not included are those utility structures and storage sheds which have plumbing or electrical connections are a non-residential use or for the storage of explosives or other hazardous or explosive materials.

§87-4-7. Adoption by Local Jurisdiction.

7.1. Each local jurisdiction adopting the State Building Code shall notify the State Fire Commission in writing. The local jurisdiction shall send a copy of the ordinance or order to the State Fire Marshal, West Virginia State Fire Commission, 1207 Quarrier Street, 2nd floor, Charleston, West Virginia 25301, within thirty (30) days of adoption.

7.2. Each local jurisdiction which adopts the State Building Code is responsible for the enforcement of the building code as provided in West Virginia Code 7-1-3n and 8-12-13.

7.3. Throughout the national codes, adopted in subsection 4.1 of this rule, there are discretionary provisions or amendments which require further action by the adopting local jurisdiction in order to adapt these codes to various local conditions. The appendices are not a part of the code and must also be adopted by the local jurisdiction to be enforceable. It is therefore the intent of this rule to further authorize each local jurisdiction to further complete, by order or ordinance, those respective areas which are indicated to be completed by the adopting "jurisdiction" and any of the appendices the local jurisdiction wishes to adopt.

7.4. Within the penalty sections of each of the national codes, adopted in Section 4.1 of this rule, there is a penalty for imprisonment. The provision of imprisonment for any violation of this rule is optional with each adopting local jurisdiction.

7.5. Each of the national codes adopted in subsection 4.1 of this rule provides for a separate appeals board. However, the intent and requirements for an appeal board may be met with the creation by the local jurisdiction of a single appeals board for the entire "State Building Code."

7.6. Each local jurisdiction adopting the State Building Code shall comply with the requirements set forth in Title 87, Series 7 "Standards for the Certification and Continuing Education of Municipal, County, and Public Sector Building Code Officials, Building Code Inspectors and Plans Examiners."

7.7. The local jurisdiction shall submit an annual report to the State Fire Commission indicating the number of employees in their respective code enforcement department, their job title, whether the employee is or is not certified by the State Fire Commission in their respective discipline, as well as a verification that the entity has adopted the current version of the State Building Code. The municipality, county or local governmental entity, shall also report what ICC codes are being enforced respectively.

7.8. This annual report shall be filed with the State Fire Commission no later than the thirtieth day of June of each year.

7.9. All questions of interpretation and enforcement of the State Building Code are delegated to the local jurisdiction unless expressly provided by State Code, by this Rule, or by the incorporated codes and standards referenced in this Rule.

§87-4-8. Existing Building Codes.

8.1. All building codes previously adopted by local jurisdictions are null and void.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debra Lee Hovatter, Esq., Spilman Thomas & Battle, PLLC, on behalf of Primax Properties, LLC

Department or Organization: Primax Properties, LLC, landowner and developer of Advanced Auto Parts retail store on Euclid Avenue, Charles Town, West Virginia.

RE: S15-03 Advance Auto

Estimation of amount of time needed for appointment: 15 minutes, perhaps less

Date Requested – 1st Choice: June 30, 2016

If a specific date is needed, please provide reason for specific date: A Certificate of Occupancy (or temporary Certificate of Occupancy) is required on or before July 18, 2016 in order for AAP to complete "fixturing" (i.e., counters, shelves for product) and make the planned opening date of August 11, 2016.

Date Requested – 2nd Choice: July 7, 2016

Subject (*Wording to be placed on agenda*): Permission to use 10' strip of land abutting Euclid and the Primax Properties property, which is the location of a new retail Advanced Auto Parts retail store.

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

Primax Properties, LLC is the owner and developer of a lot on Euclid Avenue, Charles Town, WV, which is the site of a new Advanced Auto Parts retail store. Primax is anticipating an opening date of August 11, 2016, but needs to obtain a Certificate of Occupancy by July 18, 2016 (see above). Primax has been advised that a Certificate of Occupancy will not be issued until Primax can show that either it owns or has permission from the owner to use a certain 10' strip of land abutting its property and Euclid Avenue. Primax believes the County owns the 10' strip and is seeking the County's permission to use the property.

As further explanation, Euclid Avenue was dedicated to Jefferson County by filing map, recorded at DB W, page 195, in 1891. The map shows a 100' width strip dedicated to the County. Subsequently, Euclid was transferred to the State Road Commission. However, according to Order of State Road Commission dated September 13, 1949, only 80' was taken into the state road system, leaving 10' on the outermost right of ways of Euclid. Consequently, the State Road Commission does not claim any right, title or interest in the 10' strip abutting the Primax property. The 10' strip in question lies between the Primax property and Euclid Avenue, and is not used by the state or county. Primax is the sole abutting landowner to the strip, which is needed for the development of the property as an Advanced Auto Parts retail store.

Primax is requesting the County's permission to use the 10' strip, which it proposes to document by an agreement or easement.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: None

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

Move that the County Commission grant permission to Primax Properties, LLC to use the 10' strip of land abutting Euclid Avenue and Primax Properties' property on which is located a new Advanced Auto Parts retail store, and further, that the County's permission shall be documented by agreement, easement, or other appropriate documentation, to be approved by the County Attorney.

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

Attached: 1891 filing map;
Order of State Road Commission;
Site plan showing 10' strip (highlighted in yellow);
Site/Landscape Plan showing 10' strip.

If not attached, explain:

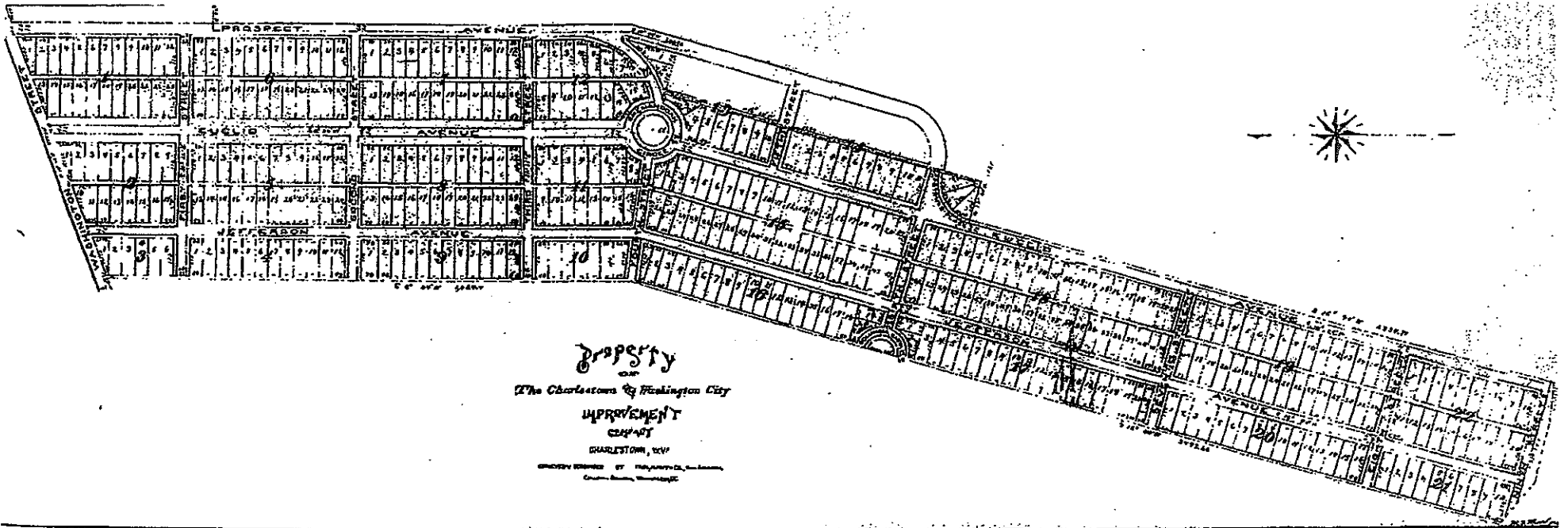
Is equipment needed? Projector Internet/Wi Fi Telephone for conference call

Contact information: Debra Lee Hovatter, Esq., Spilman Thomas & Battle, PLLC
Email address: dhovatter@spilmanlaw.com Phone Number: 304.291.7951

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

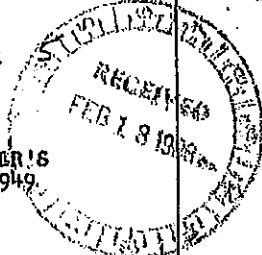
not applicable

Recorded at DB W, page 195 in
the County Clerk's Office,
Jefferson County



THE STATE ROAD COMMISSION OF WEST VIRGINIA
Charleston, West Virginia

DIST.



ABSTRACT
FROM
THE RECORDS OF THE COMMISSIONER'S
ORDERS DATED SEPTEMBER 13, 1949

*to City
1/7/50*

Distr.
M. Eng.
D. Eng.
G.H.H.
R.B.
Inf. Bur.

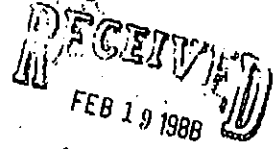
The Commissioner, upon recommendation of the State Maintenance Engineer, ordered that the following described sections of Prospect Street and Euclid Avenue running in an easterly direction from Route U.S. 340, about 0.3 mile east of Charles Town Corporation, Jefferson County, be DESIGNATED as a part of the Secondary Road System:

(1) Euclid Avenue *340/7*

Beginning at a point on the right of way line of Route U. S. 340, Project 64, 20 feet from centerline survey station 275 + 60 and running S 11° 30' E 2295 feet to a point in center of street; thence S 66° 09' W 330 feet to a point in right of way line of Secondary Road No. 34, being a strip of land 80 feet wide 40 feet each side of the above centerline containing 4.82 acres, and 0.497 miles in length.

(2) Prospect Street *340/8*

Beginning at a point in the right of way line of Route U. S. 340, Project 64, 20 feet from centerline survey station 271 + 30 and running S 11° 30' E, 1345 feet to a point in the center of Second Street; thence with the center of Second Street S 66° 09' W 382 feet to a point on right of way line of Euclid Avenue, consisting of a strip of land 45 feet wide, 22-1/2 feet each side of above centerline 1345 feet long on Prospect Street and 60 feet wide on Second Street 30 feet each side of above described centerline, containing 1.91 acres and 0.33 mile in length.



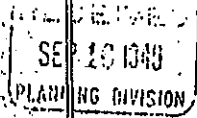
DISTRICT FIVE
RIGHT OF WAY

*Arch for
WVPA
1/7/50*

STATE OF WEST VIRGINIA,
THE STATE ROAD COMMISSION OF WEST VIRGINIA, to-wit:

I, A. Lyle Fleshman, Secretary of The State Road Commission of West Virginia, do hereby certify that the foregoing is a true abstract from the Commissioner's Orders entered of record on the 13th day of September, 1949.

Given under my hand and seal of The State Road Commission of West Virginia this 13th day of September, 1949.



A. Lyle Fleshman
Secretary of the State Road
Commission of West Virginia.

Provided by the WV Department
of Transportation

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nathan Cochran

Department or Organization: Assistant Prosecuting Attorney

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: June 30, 2016

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

Date Requested – 2nd Choice:

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

- ✚ Memorandum of Understanding with APUS – Discussion/Action
- ✚ Memorandum of Understanding with the JCBOE re: 1863 Commemorative Rock – Discussion/Action
- ✚ Cable Franchise Agreement – conference call with Robert Rodecker – Discussion/Action
- ✚ Vision Internet Website Contract Renewal – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 30, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

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

Memorandum of Understanding between The Department of Homeland Security Federal Emergency Management Agency Mount Weather Emergency Operations Center Emergency Services Division and Rescue and Jefferson County – Discussion/Action

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

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

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

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

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
MOUNT WEATHER EMERGENCY OPERATIONS
CENTER EMERGENCY SERVICES DIVISION
MOUNT WEATHER FIRE AND
RESCUE AND
JEFFERSON COUNTY FIRE AND RESCUE DEPARTMENTS
JEFFERSON COUNTY, WEST VIRGINIA REGARDING MUTUAL AID
ASSISTANCE

- I. AUTHORITY. This Agreement is authorized under the provisions of 42 U.S.C. § 1856a. and 42 U.S.C. § 5197.

- II. PURPOSE. The purpose of this Agreement is to set forth terms by which Jefferson County Fire and Rescue Departments (JCFRD) of Jefferson County, WV and Mount Weather Emergency Operation Center (MWEOC) will provide mutual aid assistance to one another in order to render emergency assistance resulting from Hazardous Material (HAZMAT), EMS incidences, or in extinguishing fires and in preserving life and property from fire or response during a local, state or federal emergency which requires emergency services.

- III. RESPONSIBILITIES:
 - A. MWEOC shall provide the following assistance contingent upon availability of staffing:
 1. MWEOC personnel and assets will not be deployed more than 1/2 hour away from MWEOC, and will be prepared to be recalled on short notice if the situation warrants. During increased threat levels no assets will be deployed.
 2. Upon request by any of the JCFRD, subject to availability of staffing, in accordance with 1/2 hour restriction in paragraph a. above, will respond to locations within the requesting JCFRD jurisdiction, with trained/certified personnel for HAZMAT, EMS, Fire and Rescue emergencies.

 - B. JCFRD shall provide the following assistance:
 1. Upon request by MWEOC to the JCFRD, JCFRD as available, will respond to MWEOC, with trained/certified personnel for incidents resulting from Hazardous Material (HAZMAT), EMS, Fire, and/or Rescue emergencies affecting MWEOC personnel and/or property.

IV. LIABILITY.

- A. Nothing in this Agreement is intended to conflict with current law or regulation or the directives of the DHS/FEMA or the JCFRD. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
- B. Personnel dispatched to aid a party pursuant to this Agreement shall remain employees of the aiding unit. All employee benefits, wage and disability payments, pensions, workman's compensation claims, damage to or destruction of equipment and clothing and medical expenses of the party rendering aid shall be the sole and exclusive responsibility of the respective party for its employees. No party hereto shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to the other party or its personnel.
- C. Any equipment used by a party in carrying out this Agreement shall, at the time of action hereunder, be under the operational control of that party, and all personnel acting for a party hereunder shall, at the time of such action, be an employee or volunteer of that party. The responding team will report directly to the incident commander in charge.
- D. Each party agrees to waive all claims against the other party, save those resulting from gross negligence or willful misconduct by a party hereto or its personnel, for any loss, damage, personal injury or death occurring in consequence of the performance of this Mutual Aid Assistance.

V. POINTS OF

CONTACT.

Fire Chief
Friendship Fire Company
PO BOX 126
Harper's Ferry, WV
(304) 535-2211

Fire Chief
Citizens Fire Company
245 Citizens Way
Charles Town, WV
(304) 725-2814

Fire Chief
Shepherdstown Fire Company
PO BOX F
Shepherdstown, WV 25443
(304) 876-2311

Fire Chief
Independent Fire Company
PO BOX 925
Charles Town, WV
(304)725-2514

Fire Chief
Blue Ridge Fire Company
181 Keyes Gap Road
Harper's Ferry, WV
(304) 725-8118

Fire Chief
Middleway Fire Company
PO BOX 1
Summit Point, WV
(304)668-3203

Fire Chief
Bakerton Fire Company
89I Carter Ave.
Harper's Ferry, WV
(304)876-0007

Fire Chief
Department of Homeland Security, Federal Emergency Management Agency
Mount Weather Emergency Operations Center
P.O. Box 129
Berryville, Virginia 22611
(540) 535-4530

VI. OTHER PROVISIONS:

- A. The Chief and other Senior Officials of each party to this Agreement are invited and encouraged to frequently visit the other's activities for familiarization tours consistent with local security, or other requirements and, as feasible, to jointly conduct training and drills.
- B. In an effort to provide mutual assistance, JCFRD and the MWEOC enter into this agreement. When assistance is needed, either party may initiate the request. The requesting party will specify the location where aid is needed. The responding party will determine the amount and type of equipment to be dispatched and the number of personnel to allocate. The rendering of assistance under the terms of this agreement is not mandatory on either party.


- C. Cross training will be offered by all parties and will be conducted at both facilities so that all responders can acclimate themselves to different environments and procedures. This includes but, is not limited to: engine co., truck co., rescue co., ems operations, leadership, etc.
 - D. For services provided JCFRD will make available any training materials and training facilities. The use of these facilities will be coordinated with the MWEOC Fire Chief or his/her designee.
 - E. The Fire Chief of JCFRD and the Fire Chief of MWEOC are authorized to meet and draft any necessary operational procedures consistent with the terms of this agreement. Such procedures and any resulting agreements will become effective upon ratification by the appropriate personnel of each party.
 - F. Due to the sensitive nature of this agreement, all JCFRD and MWEOC personnel are responsible for Operations Security and Communications Security procedures. All questions from the media or private citizens are to be referred to the FEMA/DHS Office of Public Affairs.
 - G. MWEOC is not a billing agency. Therefore, MW Fire Department Employees are not authorized to sign for or approve any fees for service, insurance billing documents, or any other documents that involve charges for equipment or services provided.
 - H. MWEOC personnel or assets shall not be considered as the primary response agency for any area other than the property owned by the Federal Government.
 - I. Media and public inquires. All questions from media or private citizens concerning activities related to Mount Weather Emergency Operations Center should be coordinated through the Mount Weather Executive Administrator or his/her designee.
 - J. Payment. No payment shall be made to either party by the other party as a result of this MOU. No monetary value will be assessed for services rendered by either party. Both parties acknowledge that all services performed will be at their own cost.
- VII. EFFECTIVE DATE: The terms of this agreement will become effective on the date of signing by the last party.
- VIII. MODIFICATION: This agreement may be modified upon the mutual written consent of the parties.
- IX. TERMINATION. The terms of this agreement, as modified with the consent of all parties, will remain in effect until terminated by any of the parties. The agreement may be extended by mutual written agreement of the parties. Either party upon 30 days written notice to all other parties may terminate this agreement.

Jefferson County
Commission President,
Jefferson County, WV

Date

Jefferson County Fire and
Rescue Association, Jefferson
County, WV

Date



Berl D. Jones, Jr.
Executive Administrator
MWEOC

Date 3-4-16

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 30, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Decision on the amendments to the Hotel Occupancy Tax Ordinance – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY HOTEL OCCUPANCY TAX ORDINANCE

As Amended June 16, 2016

An Ordinance establishing a room occupancy tax on hotels located within the unincorporated areas of Jefferson County, West Virginia; establishing procedures for the collection, distribution and administration of such tax and establishing penalties for failure to comply with the requirements or provisions of this ordinance.

Be it enacted and ordained by the Jefferson County Commission of Jefferson County, Charles Town, West Virginia, as follows:

ARTICLE I – GENERAL PROVISIONS

Section 1.1- Authority

This ordinance is adopted by the Jefferson County Commission in accordance with the provisions of Article 18, Chapter 7 of the Code of West Virginia, as amended.

Section 1.2 - Purpose

The purpose of this ordinance is to levy an occupancy tax on hotel rooms located in the unincorporated areas of Jefferson County for the following purposes:

- (a) At least fifty (50%) percent of the net received during the fiscal year by the County, pursuant to requirement of the Code of the State of West Virginia shall be appropriated to a Convention and Visitor's Bureau approved by the Commission and established as required by state law.
- (b) The remaining portion of the net revenues receivable during the fiscal year by the County may be expended for one or more of the following purposes:
 - (1) The planning, construction, reconstruction, establishment, acquisition, improvement, renovation, extension, enlargement, equipment, maintenance, repair and operation of publicly owned convention facilities including, but not limited to, arenas, auditoriums, civic centers and convention centers;
 - (2) The payment of principal or interest or both on revenue bonds issued to finance such convention facilities;
 - (3) The promotion of conventions;
 - (4) The construction or maintenance of public parks, tourist information centers and recreation facilities (including land acquisition); or
 - (5) The promotion of the arts.

ARTICLE II - DEFINITIONS

Section 2.1

For the purposes of this ordinance the following words, phrases, and terms are defined:

- (a) "Consideration paid" or "consideration" means the amount received in money, credits, property or other consideration for or in exchange for the right to occupy a hotel room as herein defined.

(b) "Consumer" means a person who pays the consideration for the use or occupancy of a hotel room. (The term "consumer" shall not be construed to mean the government of the United States of America, its agencies or instrumentalities, or the government of the State of West Virginia or political subdivision thereof.)

(c) "Convention center"- means a convention facility owned by state, county, municipality or other public entity or Instrumentality and shall include all facilities, including armories, commercial, office, community service and parking facilities, and publicly owned facilities constructed or used for the accommodation and entertainment of tourist and visitors. In conjunction with the convention center and forming reasonable appurtenances thereto.

(d) "Convention and Visitor's Bureau" shall mean a nonstock, nonprofit corporation with a full-time staff working exclusively to promote tourism and to attract conventions, conferences and visitors to the county In which the bureau is located.

(3) "County" means the County of Jefferson.

(f) "Eyade" means to willfully and fraudulently commit any act with the intent of depriving the County of payment of any tax which there is a known legal duty to pay.

(g) "Fraud" means any false representation or concealment as to any material fact made by any person with the knowledge that it is not true and correct, with the Intention that such representation or concealment be relied upon by the County.

(h) "Fiscal year" means the year beginning July first and ending June thirtieth of the next calendar year.

(I) "Hotel" means any facility, building or buildings, publicly or privately owned (including a facility located In a state or county park), in which the public may, for a consideration, obtain sleeping accommodations. The term shall include, but not limited to, boarding houses, hotels, motels, inns, courts, lodges, cabins, and tourist homes. The term "hotel" shall not be construed to mean any hospital, sanitarium, extended care facility, nursing home or university or college housing unit or any facility providing fewer than three (3) hotel rooms, nor any tent, trailer or camper per campsites: Provided, that where a university or college housing unit provides sleeping accommodations for the general nonstudent public for a consideration, the term "hotel" shall, if otherwise applicable, apply to such accommodations for the purpose of this tax.

o) "Hotel operator" means the person who Is proprietor of a hotel, whether in the capacity of owner, lessee, mortgagee In possession, licensee, trustee in possession, trustee in bankruptcy, receiver, executor or in any other capacity. Where the hotel operator performs his functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed a hotel operator for the purposes of this ordinance and shall have the same duties and liabilities as his principal. Compliance with the provisions of this ordinance by either the principal or the managing agent shall, however, be considered to be compliance by both.

(k) "Hotel room" means any room or suite of rooms or other facility affording sleeping accommodations to the general public and situated within a hotel. The term "hotel room" shall not be construed to mean a banquet room, meeting room or any other room not primarily used for, or In conjunction with, sleeping accommodations.

(I) "Net proceeds" means the gross amount of tax collections less the amount of state tax lawfully refunded.

(m) "Person" means any individual, firm, partnership, joint venture, association, syndicate, social club, fraternal organization, joint stock company, receiver, corporation, guardian, trust, business trust, trustee, committee, estate, executor, administrator or any other group or combination acting as a unit.

(n) "Promotion of the arts" means activity to promote public appreciation and

interest in one or more of the arts. It includes the promotion of music of all types, the dramatic arts, dancing, painting, and the creative arts through shows, exhibits, festivals, concerts, musicals and plays.

(o) "Recreational facilities" means and Includes any public park, parkway, playground, public recreation center, athletic field, sports arena, stadium, skating rink or arena, golf course, tennis courts and other park and recreation facilities, whether of a like or different nature, that are owned by the County.

(p) "Tax"- "taxes", or "this tax" means the hotel occupancy tax authorized by the ordinance.

(q) "Taxing authority" means the County of Jefferson.

(r) "Taxpayer" means any person liable for the tax authorized by this ordinance. (s)

"Willfully" means the intentional violation of a known legal duty to perform any act, required to be performed by any provision of this ordinance, in respect of which the violation occurs: Provided, that the mere failure to perform any act shall not be a willful violation under this ordinance. A willful violation of this ordinance requires that the defendant have had knowledge of or notice of a duty to perform such act, and that the defendant, with knowledge of or notice of such duty, intentionally failed to perform such act.

ARTICLE III-INCORPORATION OF TAX

Section 3.1- Levv of Tax

There Is hereby levied a County hotel tax, as hereinafter described, upon all hotels located within the unincorporated limits of Jefferson County, including any hotels owned by the state or by any political subdivision of this state. The tax shall be imposed on the consumer and shall be collected by the hotel operator as part of the consideration paid for the occupancy of a hotel room.

Section 3.2 - Rate of Tax

The rate of tax imposed shall be six (6) percent of the consideration paid for the use or occupancy of a hotel room. Such consideration shall not include the amount of tax imposed on the transaction under Article 15, Chapter 11, of the Code of West Virginia for charges for meals, valet service, room service, telephone service or other charges or consideration not paid for use or occupancy of a hotel room.

ARTICLE IV - DUTIES AND PROCEDURES FOR HOTEL OPERATORS

Section 4.1- Consumer to Pay Tax; Hotel Operator Not To Represent That It Will Absorb Tax; Accounting By Hotel

(a) The consumer shall pay to the hotel operator the amount of tax imposed by the County of Jefferson, which tax shall be added to and shall constitute a part of the consideration paid for the use and occupancy of the hotel room, and which tax shall be collectible as such by the hotel operator who shall account for, and remit to the County, all taxes paid by consumers. The hotel operator shall separately state the tax authorized by this ordinance on all bills, invoices, accounts, books of account and records relating to consideration paid for occupancy or use of a hotel room. The hotel operator may commingle tax collected hereunder with the

proceeds of the rental of hotel accommodations. The County's claim shall be enforceable against, and shall be superior to, all other claims against the moneys so commingled excepting only claims of the state for moneys held by the hotel pursuant to the provisions of Article 15, Chapter 11.1 of the Code of West Virginia. All taxes collected pursuant to the provisions of this ordinance shall be deemed to be held in trust by the hotel until the same shall have been remitted to the by the hotel until the same shall have been remitted to the taxing authority as hereinafter provided.

(b) A hotel operator shall not represent to the public in any manner, directly or indirectly, that it will absorb all or any part of the tax or that the tax is not be considered an element in the price to be collected from the consumer.

Section 4.2 - Occupancy Billed To Government Agencies or Employees

(a) Hotel room occupancy billed directly to the federal government shall be exempt from this tax; Provided, that rooms paid for by a federal government employee for which reimbursement is made shall be subject to this tax.

(b) Hotel room occupancy billed directly to this state or its political subdivisions shall be exempt from this tax; Provided, that room paid for by an employee of this state for which reimbursement is made shall be subject to this tax.

Section 4.3 - Collection of Tax When Sale on Credit

A hotel operator doing business wholly or partially on a credit basis shall require the consumer to pay the full amount of tax due upon a credit sale at the time such sale is made or within thirty (30) days thereafter.

Section 4.4 - Receivership Bankruptcy; Priority of Tax

In the distribution, voluntary or compulsory, in receivership, bankruptcy or otherwise, of the property or estate of any person, all taxes due and unpaid authorized under this ordinance shall be paid from first money available for distribution in priority to all claims and liens except taxes and debts due to the United States which under federal law are given priority over the debts and liens created by municipal ordinance or order of the County Commission for this tax and taxes and debts due to the State of West Virginia. Any person charged with the administration or distribution of any such property or estate who shall violate the provisions of this section shall be personally liable for any taxes accrued and unpaid which are chargeable against the person whose property or estate is in administration or distribution.

Section 4.5 - Failure to Collect Or Remit Tax; liability of Hotel Operator

If any hotel operator fails to collect the tax authorized by the ordinance and levied pursuant to this ordinance or shall fail to properly remit such tax to the taxing authority, he shall be personally liable for such amount as he failed to collect or remit; Provided that such hotel operator shall not be held liable for failure to collect such tax if the hotel operator can by good and substantial evidence prove the refusal of the purchaser to pay this tax despite the diligent effort in good faith of the hotel operator to collect the tax.

Section 4.6- Total Amount Collected To Be Remitted

No profit shall accrue to any person as a result of the collection of the tax authorized under this ordinance. Notwithstanding that the total amount of such taxes collected by a hotel operator may be in excess of the amount for which a consumer would be liable by the application of the levy of three (3) percent for the occupancy of a hotel room or rooms, the total amount of all taxes collected by any hotel operator shall be remitted to the taxing authority as hereinafter provided.

Section 4.7- Tax Return And Payment

(a) The tax authorized by this ordinance shall be due and payable in monthly installments on or before the fifteenth (15th) day of the calendar month next succeeding the month in which the tax accrued; Provided, that for credit in which the tax authorized by this ordinance is not collected by the hotel operator at the time of such sales, such tax shall not, for purposes of this ordinance, be regarded as having accrued until the date on which it is either received by the hotel operator or upon the expiration of the thirty (30) day payment period set forth in Section 4.3 of this ordinance, whichever shall first occur. The hotel operator shall, on or before the fifteenth (15th) day of each month, prepare and deliver to the Treasurer of Jefferson County a return for the preceding month, in the form prescribed by the County Commission. Such form shall include all information necessary for the computation, collection and subsequent distribution of the tax as the County may require. A remittance for the amount of the tax due shall accompany each return. Each return shall be signed by the hotel operator or his duly authorized agent.

(b) For this first month that the tax is delinquent, there shall be assessed a penalty in the amount of five (5) percent of the tax due for the delinquent period. For each additional month that the tax remains delinquent, there shall be further assessed an additional one (1) percent penalty per month until the tax is paid. No payment for a subsequent period shall be collected until all prior delinquent taxes have been paid in full with all penalties assessed thereto.

Section 4.8 -Special Rule for Taxes Due In Amounts Less Than TEN DOLLARS (\$10.00) Per Month

In the event that the tax due for any reporting period is less than ten dollars (\$10.00), the reporting requirements as stated under Section 4.7 of this ordinance are hereby waived and no reporting shall be required until such time that the tax liability exceeds ten dollars (\$10.00).

Section 4.9 - Keeping and Preserving of Records

Each hotel operator shall keep complete and accurate records of taxable sales and of charges, together with a record of the tax collected thereon, and shall keep all invoices and other pertinent documents in such form as the taxing authority may require. Such records and other documents shall be preserved for a period of not less than three (3) years, unless the taxing authority shall consent in writing to their destruction within that period or shall require that they be kept for a longer period. Such records shall be made available to the taxing authority upon demand in writing within a reasonable period of time.

Section 4.10 - Liability of Officers

If the taxpayer is an association or corporation, the officer thereof actually participating in the management or operation of the association or corporation shall be personally liable,

jointly and severally, for any default on the part of the association or corporation; and payment of tax, fines, additions to tax or penalties which may be imposed by state law, city ordinance, order of the County Commission or other authority may be enforced against such officers as against the association or corporation which they represent.

ARTICLE V- ADMINISTRATION

Section 5.1 - General Procedure And Administration

The administrative procedure for the assessment, collection and refund of the tax authorized by this ordinance shall be established by the County to aid in the efficient administration of the tax and distribution of its proceeds.

Section 5.2 - Proceeds Of Tax: Application Of Proceeds

(a) Application of proceeds The net of the tax collected and remitted to the taxing authority pursuant to this ordinance shall be deposited into the general revenue fund of the County and alter appropriation thereof shall be expended only as provided in subsection (b) and (c) of this section.

(b) At least fifty (50%) percent of the net received during the fiscal year by the County, pursuant to requirement of the Code of the State of West Virginia shall be appropriated to a Convention and Visitor's Bureau approved by the Commission and established as required by state law.

(c) Permissible expenditures After making the appropriation required by subsection (b) of this section, the remaining portion of the net revenues receivable during the fiscal year by the County, pursuant to this ordinance, may be expended for one or more of the purposes set forth in this subsection, but for no other purpose. The purposes for which expenditures may be made pursuant to this subsection are as follows:

(i) The planning, construction, reconstruction, establishment, acquisition, improvement, renovation, extension, enlargement, equipment, maintenance, repair and operation of publicly owned convention facilities including, but not limited to, arenas, auditoriums, civic centers and convention centers;

(2) The payment of principal or interest or both on revenue bonds issued to finance such convention facilities;

(3) The promotion of conventions;

(4) The construction or maintenance of public parks, tourist information centers and recreation facilities (including land acquisition); or

(5) The promotion of the arts.

ARTICLE VI • EXCLUSIONS

Section 6.1

The following exclusions shall apply in the administration of this tax.

(a) The term "consumer" shall not be construed to mean the government of the United States of America, its agencies or instrumentalities, or the government of the State of West Virginia or a political subdivision thereof;

(b) Hotel room occupancy billed directly to the federal government shall be exempt from this tax.

(c) Hotel room occupancy billed directly to the State of West Virginia or its political subdivisions shall be exempt from this tax.

ARTICLE VII • PENALTIES

Section 7.1 Criminal Penalties

(a) It shall be unlawful for any person to willfully refuse to collect or to pay the tax or to willfully refuse to make the return required to be made by this ordinance; or to willfully make any false or fraudulent return or false statement in any return with the intent to defraud any taxing authority, or to willfully evade the payment of the tax, or any part thereof; or for any persons to willfully aid or abet another in any attempt to evade the payment of the tax, or any part thereof; or for any officer, partner or principal of any corporation or association to willfully make or willfully permit to be made for such corporation or association any false return, or any false statement in any return authorized by this ordinance, with the intent to evade the payment of this tax.

(b) Any person willfully violating any of the provisions of this ordinance shall for the first offense be guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than five hundred (\$500.00) or imprisoned for a period of not more than thirty (30) days, or both fined and imprisoned. For each offense after the first offense, such person shall be guilty of a felony, and, upon conviction thereof, shall be fined not less than one thousand (\$1,000.00) nor more than ten thousand dollars (\$10,000.00), or imprisoned in the penitentiary not less than one (1) nor more than three (3) years, or in the discretion of the Court be confined in the County Jail not more than one (1) year, or both fined and imprisoned.

(c) Every prosecution for any offense arising under this ordinance shall be commenced within three (3) years after the offense was committed, notwithstanding any provision of this ordinance to the contrary.

(d) Proceedings against any person under this section shall be initiated in the county of this state wherein such person resides if any element of the offense occurs in such county of residence, or if no element of the offense occurs in such county of residence, then in the county where the offense was committed.

ARTICLE VIII- SEVERABILITY

Section 8.1- Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatsoever such decision shall not affect the remaining portions of this ordinance which shall remain in force and effect, and for this purpose the revisions of this ordinance are hereby declared to be severable.

ARTICLE IX- ENACTMENT

Section 9.1- Effective Date

The original ordinance shall took effect July 1, 1987.

Section 9.2 - Enactment Date

The Original Ordinance was enacted and ordained by motion on the 4th day of June, 1987 as recorded In Order Book, Page 91.

Section 9.3 -- Prior Revisions

The Ordinance was revised and ordered entered of record on the 17th day of March, 1988, as recorded in Order Book, Page 244.

The Ordinance was amended and ordered entered of record on the 21st day of June, 2007, as recorded in Order Book EE, Page 151. This amendment took effect July 1, 2007.

ARTICLE X - AUTHORITY:

WV Code Chapter 7-18-1, et. seq; and related statutes.

Amended, enacted and ordained by lawful majority vote at a duly called meeting this 16th day of June, 2016, effective July 1st, 2016.

JEFFERSON COUNTY COMMISSION

BY:

Patsy Noland, President

Attest:

Clerk

Amendment to the Jefferson County Hotel Occupancy Tax Ordinance Article III-
INCORPORATION OF TAX, Section 3.2 - Rate of Tax

Section 3.2 - Rate of Tax

The rate of tax imposed shall be six (6) percent of the consideration paid for the use or occupancy of a hotel room. Such consideration shall not include the amount of tax imposed on the transaction under Article 15, Chapter 11, of the Code of West Virginia or charges for meals, valet service, room service, telephone service or other charges or consideration not paid for use or occupancy of a hotel room.

Section 9.4- Amendment

Amended and ordered entered of record this 21st day of June, 2007, as recorded in Order Book EE, Page 151. This amendment shall take effect July 1, 2007.

WEST VIRGINIA LEGISLATURE

2016 REGULAR SESSION

Introduced

Senate Bill 521

**FISCAL
NOTE**

BY SENATORS HALL, BLAIR, PREZIOSO, KESSLER,

FACEMIRE, BOLEY AND ROMANO

[Introduced February 5, 2016;

Referred to the Committee on Government Organization;

and then to the Committee on Finance.]

1 A BILL to repeal §7-18-5 of the Code of West Virginia, 1931, as amended; and to amend and
 2 reenact §7-18-1 and §7-18-3 of said code, all relating to eliminating exemption from hotel
 3 occupancy taxes on rental of hotel and motel rooms for thirty or more consecutive days;
 4 redefining certain terms; and exempting hotel rooms occupied by government officials on
 5 official business under certain circumstances.

Be it enacted by the Legislature of West Virginia:

1 That §7-18-5 of the Code of West Virginia, 1931, as amended, be repealed; and that §7-
 2 18-1 and §7-18-3 of said code be amended and reenacted, all to read as follows:

ARTICLE 18. HOTEL OCCUPANCY TAX.

§7-18-1. Hotel occupancy tax.

1 (a) *Authority to impose.* -- On and after July 1, 1985, any county or municipality may
 2 impose and collect a privilege tax upon the occupancy of hotel rooms located within its taxing
 3 jurisdiction. ~~Such~~ The tax shall be imposed and collected as provided in this article.

4 (b) *Municipal tax.* -- A municipal hotel tax shall be imposed by ordinance enacted by the
 5 governing body of the municipality, in accordance with the provisions of article eleven, chapter
 6 eight of this code. ~~Such~~ The tax shall be imposed uniformly throughout the municipality; and the
 7 tax shall apply to all hotels located within the corporate limits of the municipality, including hotels
 8 owned by the state or by any political subdivision of this state.

9 (c) *County tax.* -- A county hotel tax shall be imposed by order of the county commission
 10 duly entered of record. ~~Such~~ The tax shall be imposed uniformly throughout the county: *Provided,*
 11 That no county commission may impose its tax on hotels located within the corporate limits of any
 12 municipality situated, in whole or in part, within the county: *Provided, however,* That the tax
 13 collected by a hotel owned by a municipality but located outside the corporate limits of ~~such~~ the
 14 municipality pursuant to this article shall be remitted to the municipality owning ~~such~~ the hotel for
 15 expenditure pursuant to the provisions of section fourteen of this article. The tax shall apply to all
 16 hotels located outside the corporate limits of a municipality, including hotels owned by the state

17 or any political subdivision of this state.

18 (d) The tax shall be imposed on the consumer and shall be collected by the hotel operator
19 as part of the consideration paid for the occupancy of a hotel room: *Provided*, That the tax shall
20 may not be imposed on any consumer occupying a hotel room for thirty or more consecutive days
21 federal or state officials occupying a hotel room for official federal or state business: *Provided*,
22 however, That a room paid for by a federal official for which reimbursement is made is subject to
23 the Hotel Occupancy Tax under this article.

§7-18-3. Definitions.

1 For the purposes of this article:

2 (a) "Consideration paid" or "consideration" means the amount received in money, credits,
3 property or other consideration for or in exchange for the right to occupy a hotel room as herein
4 defined.

5 (b) "Consumer" means a person who pays the consideration for the use or occupancy of
6 a hotel room. The term "consumer" ~~shall~~ does not be construed to mean the government of the
7 United States of America, its agencies or instrumentalities, or the government of the State of West
8 Virginia or political subdivisions thereof.

9 (c) "Hotel" means any facility, building or buildings, publicly or privately owned (including
10 a facility located in a state, county or municipal park), in which the public may, for a consideration,
11 obtain sleeping accommodations. The term ~~shall include~~ includes but is not be limited to, boarding
12 houses, hotels, motels, inns, courts, condominiums, lodges, cabins and tourist homes. The term
13 "hotel" ~~shall include~~ includes state, county and city parks offering accommodations as herein set
14 forth. The term "hotel" ~~shall not be construed to~~ does not mean any a hospital, sanitarium,
15 extended care facility, nursing home or university or college housing unit, or any facility providing
16 fewer than three in private homes, not exceeding a total of ten days in a calendar year, nor any
17 tent, trailer or camper campsites: *Provided*, That where a university or college housing unit
18 provides sleeping accommodations for the general nonstudent public for a consideration, the term

19 "hotel" ~~shall~~ does, if otherwise applicable, apply to such those accommodations for the purposes
20 of this tax.

21 (d) "Hotel operator" means the person who is proprietor of a hotel, whether in the capacity
22 of owner, lessee, mortgagee in possession, licensee, trustee in possession, trustee in bankruptcy,
23 receiver, executor or in any other capacity. Where the hotel operator performs his or her functions
24 through a managing agent of any type or character other than an employee, the managing agent
25 ~~shall also be deemed~~ is a hotel operator for the purposes of this article and ~~shall have~~ has the
26 same duties and liabilities as his or her principal. Compliance with the provisions of this article by
27 either the principal or the managing agent ~~shall~~ is, however, be considered to be compliance by
28 both.

29 (e) "Hotel room" means any room or suite of rooms or other facility affording sleeping
30 accommodations to the general public and situated within a hotel. The term "hotel room" ~~shall not~~
31 ~~be construed to mean~~ does not include:

32 (1) A banquet room, meeting room or any other room not primarily used for, or in
33 conjunction with, sleeping accommodations; or

34 (2) Sleeping accommodations rented on a month-to-month basis or other rental
35 arrangement for thirty days or longer at the inception at a boarding house, condominium, cabin,
36 tourist home, apartment or home.

37 (f) "Person" means any individual, firm, partnership, joint venture, association, syndicate,
38 social club, fraternal organization, joint stock company, receiver, corporation, guardian, trust,
39 business trust, trustee, committee, estate, executor, administrator or any other group or
40 combination acting as a unit.

41 (g) "State park" means any state-owned facility which is part of this state's park and
42 recreation system established pursuant to this code. For purposes of this article, any recreational
43 facility otherwise qualifying as a "hotel" and situated within a state park ~~shall be deemed~~ is
44 considered to be solely within the county in which the building or buildings comprising ~~said~~ the

45 facility are physically situated, notwithstanding the fact that the state park within which said the
46 facility is located may lie within the jurisdiction of more than one county.

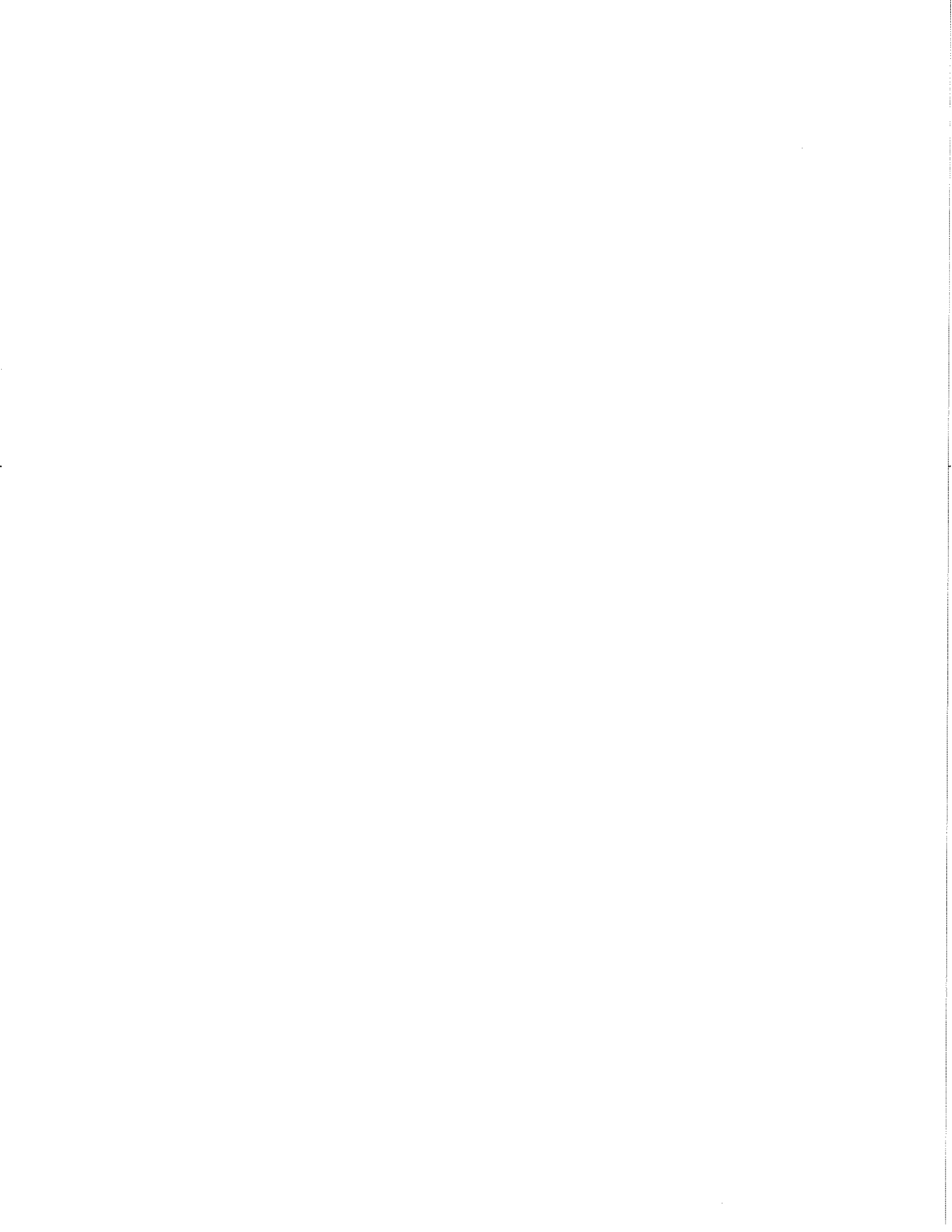
47 (h) "Tax," "taxes" or "this tax" means the hotel occupancy tax authorized by this article.

48 (i) "Taxing authority" means a municipality or county levying or imposing the tax authorized
49 by this article.

50 (j) "Taxpayer" means any person liable for the tax authorized by this article.

NOTE: The purpose of this bill is to allow county commissions and municipalities to impose their hotel occupancy taxes on hotel and motel rooms regardless of the length of time for which the hotel or motel room is rented. It also provides that the tax is not imposed on rooms rented to government officials on official business who are not reimbursed for the stay.

Strike-throughs indicate language that would be stricken from a heading or the present law, and underscoring indicates new language that would be added.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Barbara J. Miller, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 30, 2016

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

Date Requested – 2nd Choice

Subject (Wording to be placed on agenda):

1. Approval for DHS Grant for \$3,400 for Emergency Preparedness Educational Materials

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

I had an opportunity to apply for some residual DHS grant funding that needs to be spent and invoices paid no later than August, 2016. These funds will be spend on emergency preparedness educational materials that will be given out during the Jefferson County Fair, National Preparedness Month and other events. No matching funds are required. These funds will come through the State Administrative Agency, but will retain their federal identity.

Is this a funding request? The amount of this contract is within our current budget.
If so, how much?

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
I move to approve the grant application for \$3,400, as presented

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Attachment:

Contract is attached.

Is equipment needed? Projector Click here to enter text. Internet/Wi Fi Click here to enter text. Telephone
for conference call Click here to enter text.

Contact information:

Email address: bmiller@jeffersoncountywv.org. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

WEST VIRGINIA

HOMELAND SECURITY GRANT PROGRAM

2014 Sub-grant Application



<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>REQUEST FOR PROPOSALS</p>
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Should you have any grant related questions please contact:

Michael W. Cutlip, Homeland Security Grant Manager (304) 558-2930 michael.w.cutlip@wv.gov

Edward Holsclaw, II, Homeland Security Grant Specialist (304) 558-2930 edward.a.holsclaw@wv.gov

Should you have any programmatic related questions please contact:

David Hoge, SAA Director (304) 558-2930 david.k.hoge@wv.gov

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	GRANT APPLICATION SUBMISSION CHECKLIST
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Prior to submitting the application, use this checklist to ensure that the following tasks have been completed.

- The application has been completely filled out.
SAA reserves the right to not consider an application for funding if any part is incomplete.
- Format of the project description (page 7) must follow the same outline shown on page 6 of the application and is as detailed as possible.
- Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.
- Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to this office. ONE ORIGINAL ONLY – NO COPIES
- Applicant has been listed as the State Agency, County Commission, or Municipality.
- An Eligibility Certification has been completed, signed and returned for the applicant and all recipient agencies.
- Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements have been completed by the applicant and signed and ORIGINAL returned.
- Appropriate goals and objectives from the State Homeland Security Strategy have been identified and included in the application.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	GRANT APPLICATION INSTRUCTIONS
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COMPLETED APPLICATION MUST INCLUDE:

- Applicant:** Name, address, phone and fax number of the agency applying for funds.
- Project Director:** Name, address, phone, fax and email of the individual charged with the implementation and day-to-day operations of the project. **This person cannot also be listed as the Fiscal Officer.**
- Fiscal Officer:** Name, address, phone, fax and email of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Authorized Official or the Project Director.**
- Funds Requested:** Funds requested from the Homeland Security State Administrative Agency (SAA) by the applicant agency.
- Project Matching Funds:** Funds committed by the applicant agency, if any. If not, enter zero (0).
- Project Period:** Time needed to implement and complete the project.
- Certification:** Authorized Official: Typed or printed name, title and **original** signature of the State Agency Head, County Commission President, Mayor/City Manager or agency head. This is the individual who would be authorized to enter into a contractual agreement with the SAA.

The Authorized Official must sign where indicated on **page 1** of the grant application before submission.

RETURN ONE COMPLETED ORIGINAL APPLICATION TO:

WV Dept. of Military Affairs & Public Safety
1900 Kanawha Blvd. East, Capitol Complex
Building 1, Room W-400
Charleston, WV 25305

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
**HOMELAND SECURITY GRANT
PROGRAM**

GRANT APPLICATION
PAGE 1

1. **Applicant:** Jefferson County Commission
Address: P.O. Box 250
Charles Town, WV 25414
Phone/Fax: 304-728-3282/304-725-7916

5. **Grant Funds Requested:** \$ 3,400
**Project Matching
Funds (if any):** \$ _____

2. **Project Director:** Barbara Miller
Address: 28 Industrial Blvd., Suite 101
Kearneysville, WV 25430
Phone/Fax: 304-728-3290/304-728-3320
Email: _____

6. **Type of Agency:**
 State County Municipality

3. **Fiscal Officer:** Jennifer Maghan, Co Clerk
Address: P.O. Box 208
Charles Town, WV 25414
Phone/Fax: 304-728-3347/304-728-3279
Email: jmaghan@jeffersoncountywv.org

7. **Project Period:**
of Months Needed To Complete Project _____

4. **SAA Use Only**

8. **SAA Use Only**

Major Program: HSGPHS
Program: HS_LMIR
Program Period: HS 2014

9. **Project Title and Brief Description:**

Disaster Resilient Jefferson Project. This funding will enable JCHSEM to purchase 500 2017 Disaster Calendars, and 250 Guides to Emergency Preparedness.

10. **Certification:**

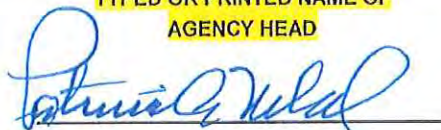
To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded.

Authorized Official: Patricia Noland

Title: Co. Commission
President

TYPED OR PRINTED NAME OF
AGENCY HEAD

Signature:



Date: 06/16/2016

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET INSTRUCTIONS PAGE 2
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Homeland Security Program (HSP) allowable costs are divided into the categories of (1) Planning; (2) Equipment; (3) Training; (4) Exercises. Below is basic information. For specific information, please see the Federal guidelines.

Planning

Planning activities are central to homeland security initiatives and can be used to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines. This may include activities such as conducting planning sessions, supporting assessment activities, and hiring contractors to write/revise emergency operations plans.

Equipment

Funds may be used for equipment acquisitions. Approved equipment must be on the Authorized Equipment Listing (AEL). Only equipment on the AEL will be considered for funding. Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator (SWIC).

Training

Allowable training-related costs include the establishment, support, conduct, and attendance of training. Allowable training topics include, but are not limited to: CBRNE and terrorism, catastrophic events, health preparedness, cyber security, agriculture/food safety, intelligence gathering and analysis, citizen and community preparedness, volunteer management, and other training needs identified in the State Homeland Security Strategy. Training should address a capability gap identified through the Threat and Hazard Identification and Risk Assessment (THIRA), an After Action Report/Improvement Plan, or contribute to building a capability that will be evaluated through an exercise. Training conducted should support the development and testing of the jurisdiction's emergency operations plan or specific annexes.

Exercises

Exercises should use the methodology outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). Exercise guidance and templates can be found at <https://hseep.preptoolkit.org> or www.dmaps.wv.gov. All exercises must utilize NIMS and should support the development, conduct, and evaluation of the jurisdiction's emergency operations plan or specific annexes, standard operating guidelines, and/or internal procedures and checklists. Exercises may involve the practice of equipment usage to develop proficiencies. Agencies conducting exercises must submit AARs/IPs to the State Administrative Agency upon completion of the assessment.

Budget Instructions
Page 2 (Continued)

Match

Match is not required, but sub-grantees are encouraged to leverage any available state and/or local funds (matching) with awarded SAA funds, provided however, that those matching funds adhere to all federal and state matching requirements.

Federal Employer Identification Number (F.E.I.N.).

Utilize the F.E.I.N. of the agency. This number must be entered into the appropriate space. The number should be obtainable from the state or local agency's administrative office.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-1 (PLANNING ONLY)
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Planning: (Itemized List)</u>			
<u>500 2017 Disaster Preparedness Calendars</u>		<u>2118.00</u>	
<u>250 Guides to Emergency Preparedness</u>		<u>1282.00</u>	
Total		3400.00	

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-2 (EQUIPMENT ONLY)
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Equipment: (Itemized List)</u> Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network (http://www.sirn.wv.gov/Pages/default.aspx). Per Executive Order 5-14, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator. <u>Requirement: Must list the AEL # beside each piece of equipment.</u>			
Total			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-4 (EXERCISES ONLY)
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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<p><u>Exercises: (Itemized List)</u></p> <p>All exercises funded must utilize the HSEEP methodology.</p> <p>A copy of the After Action Report and Improvement Plan must be submitted to the HS SAA.</p>			
Total			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY
PAGE 3-5

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/>			
TOTAL MATCHING FUNDS (if Applicable):			
TOTAL FEDERAL HSP FUNDS:		3400.00	
TOTAL APPROVED PROJECT:			3400.00

* All funds must be rounded to the nearest whole dollar amount.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET SUMMARY PAGE 4
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Applicant: Jefferson County Commission	Federal Employer Identification Number (FEIN): 55-60000333
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Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning	\$3,400		\$3,400
Equipment			
Training			
Exercises			
Total Budget	\$3,400		\$3,400

FUNDING STRATEGY

Funding Source(s)	Amount
Sub-Grant Funds:	\$3,400
Matching Funds (If Applicable):	\$
Other Funding (If Applicable):	\$
Total:	\$3,400

* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

All funds must be rounded to the nearest whole dollar amount.

Provide a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the budget category involved (i.e. Planning, Equipment, Training, and/or Exercises).

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional pages as necessary.

PLANNING:

Jefferson County proposes to purchase the following items to forward its Resilient Jefferson Campaign:

500 2017 Emergency Preparedness Calendars \$2060.00

The Quick Series Calendar features each month marking different potential hazards and contains easy-to-follow preparedness recommendations. In the 2016 version, January: Winter Storm; February: Earthquake Awareness; March: Severe Weather Preparedness Month; April: Tornado Awareness Month; May: Hurricane Preparedness Month; June: National Safety Month; July: UV Safety Month; August: Antiterrorism Awareness Month; September: National Preparedness Month; October: Cybersecurity Month; November: National Flu Awareness Month; and December: Winter Fire Safety Month. Inside the back of the calendar, a host of additional resources are listed, as well as a space for writing important information such as important contacts, neighborhood meeting place, work information, school information, and lists items that belong in a first aid kit.

250 Guides to Emergency Preparedness Booklets 1282.00

This practical guide highlights key family preparedness advice that could prevent anxious moments and even save lives should disaster strike. Guide takes readers through the steps needed to be prepared; encourages people to get serious about being ready; and includes specific tips for staying safe in floods, tornadoes, and terrorist attacks. Features water- and tear-resistant pages plus colored subject tabs that let readers quickly access the content they need. 32 pages, 3 3/4" x 5 1/2"

Jefferson County Homeland Security and Emergency Management has a very strong emergency preparedness program, with activities that are done throughout the year to enhance the following capabilities:

Community Resilience
Public Information and Warning
And Planning.

JCHSEM participates in a number of public events, such as: National Pet Preparedness Day, Jefferson County Fair, Bark in the Park, National Preparedness Month (various activities), America's PrepareAthon, and others.

EQUIPMENT:

TRAINING:

EXERCISES:

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	PROJECT DESCRIPTION INSTRUCTIONS PAGE 6
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On page 7 of this application, please explain the project **utilizing the following outline**. State clearly and in concise detail the goals, objectives, and intentions of the project; precisely what will be done; who will be involved; and the anticipated results. Add pages as necessary.

PROBLEM STATEMENT

- A. **Problem(s):** Identify the specific problems to be addressed by the project. This should be articulated in terms of core capability gaps or additional abilities (plans, procedures, equipment or training/exercises) needed to achieve capability targets.
- B. **Justification:** Identify why the project is being proposed. This justification should be based on needs identified through the THIRA process, AARs, and other assessments.

GOAL(S)

Develop a list of substantial and concrete goals this project will attempt to achieve. These goals may be both short and long range. Carefully communicate and relate the goal(s) back to the current State Homeland Security Strategy. **In other words, which State Homeland Security Strategy goals are being addressed with this project? A list of the State Homeland Security Strategy goals and objectives is provided. In the narrative please refer by number to the specific State Homeland Security Strategy goal(s)/objective(s) this project will address.**

OBJECTIVE(S)

List statements which describe what is to be accomplished by the grant award. Objectives should be specific, measurable, achievable, realistic, and time bound. Objectives should describe improvement in at least one core capability (refer to attached Core Capability descriptions).

IMPLEMENTATION (Key Activities/Milestones)

Describe the major activities necessary to implement the project including a general timeline. This should incorporate specific activities to be conducted, services to be utilized, and procedures to be followed. In addition, include how achievement will be demonstrated through documentation completed by the end of the grant period (updated plans, reports, AAR/IPs, training records, inventories, etc). For complex projects, a milestone (ghant) chart is recommended which provides a clear outline for each phase of this project. This tool can be used to capture the "What", "Where", "Who", "When" and "How" of the project which can be used for follow-up and assessment purposes. If multiple agencies are involved in the project the role(s) and responsibilities of each agency should be outlined.

PROJECT ASSESSMENT / EVALUATION

Specify the indicators and measures to be used to assess the results of this project. This might include: new or revised plans, training records, conducting a drill or exercise to validate the capability improvement, completing an AAR/IP, inventory records, evaluations, or other assessments.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	PROJECT DESCRIPTION PAGE 7
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Problem Statement:

Problem: The 2016 Jefferson County THIRA identifies gaps in Community Resilience. Jefferson County has a very strong preparedness/resiliency program, however we also have a very fluid residential base that consists of a workforce where 60% of our working population commutes outside of our jurisdiction to work each day. They may not remember the last disaster, or they may simply be unaware of a need to plan for the next disaster.

Justification: This project is being proposed to strengthen the core capabilities listed in the next section. These materials will be used to educate the local citizenry about preparedness, warnings and planning for a more sustainable Jefferson County.

Goals

The following Core Capabilities are being strengthened by this project:

- Community Resilience (Mitigate)
- Public Information and Warning (Prevent, Protect, Mitigate, Respond, Recovery)
- Planning (Prevent, Protect, Mitigate, Respond, Recovery)

To strengthen the National Priority: Strengthen Planning and Citizen Preparedness Capabilities

The following State Homeland Security Strategy goals are being addressed with this project:
 Goal #7: Enhance Citizen and Community Preparedness Activities.

Objectives:

- Objective 7.1 of the State Homeland Security Strategy-Establish a citizen preparedness training program to educate West Virginians on how to prepare themselves, their families, and their neighbors for disasters.
- Objective 7.2 of the State Homeland Security Strategy-Engage in a formal citizen preparedness campaign that utilizes both traditional and new forms of outreach.

Implementation:

The purchased materials will be used as educational materials at our informational booth at the Jefferson County Fair in August, 2016 and during National Preparedness Month, 2016.

JCHSEM participates in a number of public events, such as: National Pet Preparedness Day, Jefferson County Fair, Bark in the Park, National Preparedness Month (various activities), America’s PrepareAthon, and others.

Project Assessment/Evaluation:

After the completion of the project, the director and staff will evaluate the use of the materials and the interaction with the community stakeholders that received the information and will adjust future Resilient Jefferson Programs accordingly.

Homeland Security Grant Eligibility Certification

Recipient Agency/Organization: Jefferson County Commission

Recipient Point of Contact: Barbara J. Miller, Director, JC Homeland Security and Emergency Management

Email: bmillers@jeffersoncountywv.org Phone: 304-728-3290

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization is meeting the eligibility requirements prerequisite to applying for Homeland Security Grant funding.

Recipient Agency/Organization Authorized Official:

Patricia Noland, Title: County Commission President

Type of Print Name of Agency/Organization Authorized Official



Date: 06/17/2016

Signature Of Agency/Organization Authorized Official

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 8

This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all HSP federal and matching funds expended for purposes associated with this project.

All correspondence to the SAA, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any SAA grant program, should be addressed to:

WV Dept. of Military Affairs & Public Safety
1900 Kanawha Blvd., East Capitol Complex
Building 1, Room W-400
Charleston, WV 25305

1. LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the SAA.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the sub-grantee to the SAA shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the SAA for any obligation or expense without the express prior written approval from the SAA.

4. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to SAA explaining the delay in implementation. Upon receipt of the 90-day letter, SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5. WRITTEN APPROVAL OF CHANGES:

The sub-grantee must obtain prior written approval from SAA for all project changes (programmatic, fiscal or otherwise).

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 9

6. CIVIL RIGHTS COMPLIANCE:

Sub-Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Homeland Security State Administrative Agency, SAA); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

8. COMPLIANCE WITH FEDERAL RULES AND REGULATIONS:

Sub-Grantee will comply with all applicable OMB Circulars (A-21, A-87, A-102, A-110, A-122, A-133) as well as 44 CFR Part 13, 2 CFR Part 215, and Federal Acquisition Regulations Part 31.2

9. ACCESS TO RECORDS, EQUIPMENT, TRAINING & EXERCISES:

SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training, and/or exercises related to the sub-grant and to relevant books and records of contractors.

10. CONFLICT OF INTEREST:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

12. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

13. NATIONAL AND STATE EVALUATION EFFORTS:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period. All invoices must be dated within the approved sub-grant period.

15. USE OF FUNDS:

Funds awarded through the SAA may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee's approved project description and budget.

16. ELEMENTS OF A VIABLE CONTINUITY CAPABILITY:

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. *If utilizing subgrant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.*

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 11

18. NON-SUPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19. MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20. PROJECT INCOME:

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21. CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

22. SUSPENSION OF FUNDING:

SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

23. SANCTIONS FOR NONCOMPLIANCE:

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the SAA shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 12

24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the SAA twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

25. PROPERTY ACCOUNTABILITY:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

26. REPORTS:

Each sub-grantee shall submit reports as deemed reasonably necessary by the SAA for monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

27. PURCHASING:

When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Sub-grantee acknowledges that the SAA, and subsequently the U.S. Department of Homeland Security, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Sub-grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 13

29. ENVIRONMENTAL & HISTORIC PRESERVATION (EHP)

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30. COMMUNICATIONS EQUIPMENT

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. www.sirm.wv.gov

31. TIME EXTENSIONS:

Time extensions are allowable; however, the SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the subgrantee is not a justified reason for an extension.

32. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Sub-Grantee understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 14

33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to SAA as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, Individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

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SPECIAL CONDITIONS AND ASSURANCES

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35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

36. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

37. IMMIGRATION AND NATURALIZATION VERIFICATION:

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant-funded equipment must be provided, if applicable.

40. ACCOUNTING REQUIREMENTS:

Sub-grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41. FINANCIAL GUIDE:

Sub-grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.

42. EQUIPMENT:

Sub-grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes, and be available statewide (if practical) for use during emergencies and training/exercise events.

43. MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV Homeland Security State Administrative Agency."

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached

(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official:



Date: 06/17/2014

STATE OF WEST VIRGINIA

**Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
SUB-GRANT AWARD**

CFDA Number:
97.067

OASIS - GRTAWD Document ID:

State Subgrant Number:

Federal Grant Number:
EMW2014SS00013

**Sub-Grantee
Name & Address:**

FEIN:55-60000333

DUNS: 141872890

Sub-Grant Period:

**From: 6/1/16
To: 8/31/16**

Major Program: HSGPHS

Program: HS_LMIR

Zip Code: 25414

Program Period: HS 2014

Project Notes

Implement the project described in the attached application.

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all guidelines which govern the Homeland Security Grant Program and sufficient funds do exist to make this award.

Homeland Security Grant Manager _____

I have reviewed this sub-grant award and the goals and objectives do fall within West Virginia's HS Strategy Goals and Objectives and the expenditures fall within the grant guidelines.

Director, Homeland Security SAA _____
SAA Point of Contact

By signing and accepting this award the sub-grantee agrees to comply with all special conditions & assurances included in the application.

TOTAL AMOUNT OF: \$3,400

Sub-grantee Authorized Official:



WV Homeland Security Advisor:

Date: 06/17/2016

Date: _____

Homeland Security Grant Eligibility Criteria and Certification

To be eligible to apply for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted to the Homeland Security State Administrative Agency (HS SAA) prior to or along with grant applications. Regional Area Liaisons may provide direct assistance to help applicants to come into compliance, or provide referral to the appropriate resource. The HS SAA will determine and provide notification of eligibility, which may include provisional acceptance requiring further action.

1. National Incident Management System (NIMS) Implementation

The U.S. Department of Homeland Security requires that States and Local Governments utilize the National Incident Management System (NIMS) to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must complete the following:

- a. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS).
- b. Ensure an up to date inventory of response/recovery assets is maintained.
- c. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party. Copies may be requested by the Area Liaison or the HS SAA.
- d. Ensure all personnel are completing appropriate training commensurate with their responsibilities.
- e. Complete the NIMS Self-Assessment and submit to the state NIMS Coordinator via email at charles.w.bennett@wv.gov

Assistance with this requirement can be obtained from Chuck Bennett, State NIMS Coordinator at (304) 558-2930.

2. Continuity of Operations Plan

The applicant should maintain a written Continuity of Operations (COOP) plan. The plan should minimally contain the following elements:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Communications
- Employee notification procedures for COOP activation
- Reconstitution
- Training plan/schedule for COOP

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning has been undertaken and completed to ensure the organization can fulfill its responsibilities and commitments.

Assistance with this requirement can be obtained from David Skeen, State COOP Coordinator at (304) 558-5380.

3. Training Database Registration

Proper agency personnel should register on the WV DMAPS online training database. To access the database, go to <http://onlinelearning.wv.gov/dmapscm6> and click the "Create New User" button. Registration and regular review will help ensure agencies are aware of available training and maintain proficiency of current doctrine and procedures.

Assistance with this requirement can be obtained from Christian Fernley, HS Training Coordinator at (304) 558-5380.

4. Exercise List and AARs/CAPs

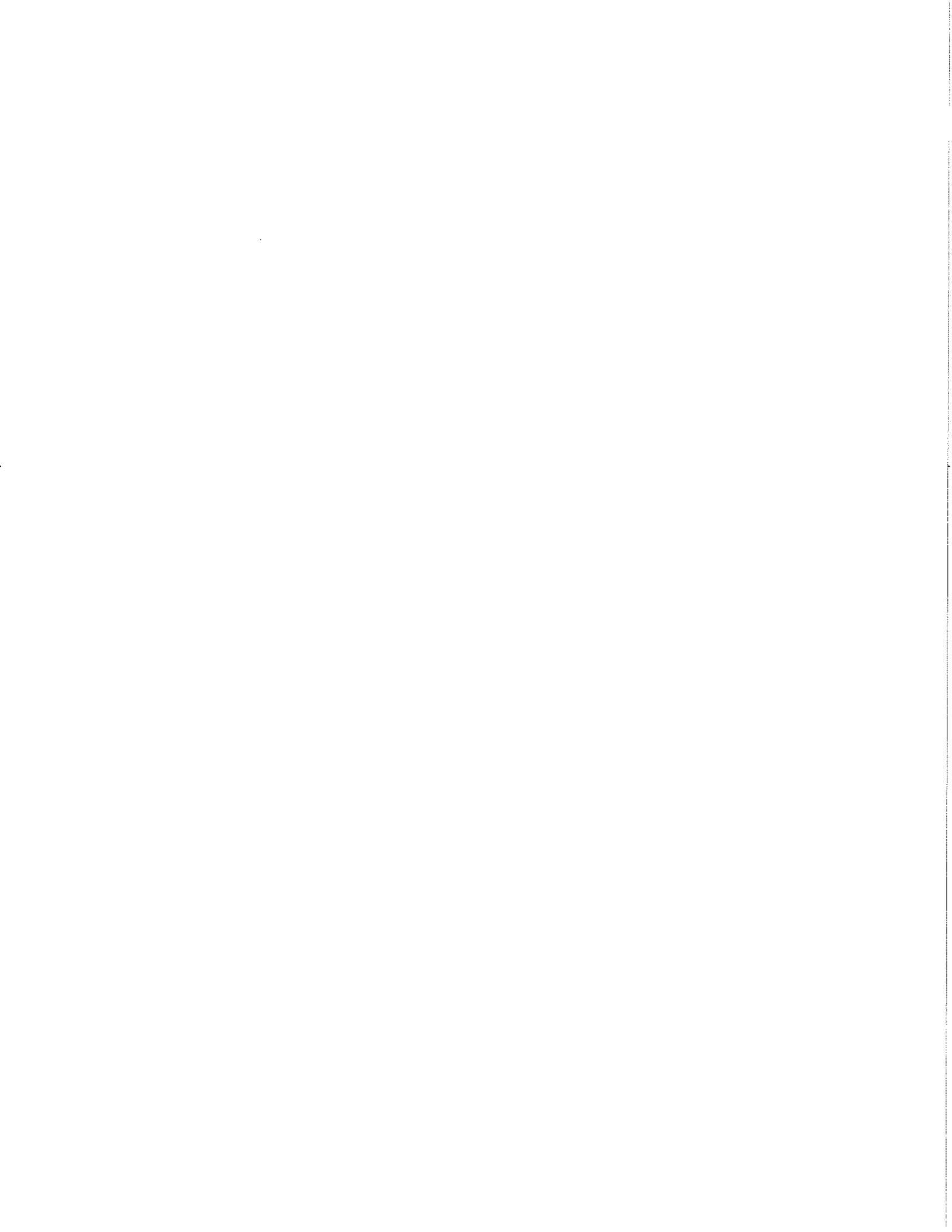
Applicants must submit information related to recent exercises in which they have participated including a copy of the After Action Report/Improvement Plan or a list of principle findings of the exercise relative to the organization. If an organization has not participated in any exercise, they should indicate such is the case. Participation in no exercise will not disqualify an entity from receiving grant funds.

Assistance with this requirement can be obtained from Chuck Bennett, State HS Exercise Coordinator at (304) 558-2930.

5. Threat and Hazard Identification and Risk Assessment

The applicant should supply relevant information to the entity in the local jurisdiction(s) who is responsible for completing the local Threat and Hazard Identification and Risk Assessment (THIRA) which helps assess local capacity each year. State level agencies should supply information to support the state THIRA to the HS SAA.

Assistance with this requirement can be obtained from David Hoge, HS SAA Director at (304) 558-2930.





Jefferson County Commission
Offices will be closed on
Monday, July 4, 2016 in
observance of Independence
Day.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 14, 2016, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2018.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 29 and July 6, 2016

THANKS - JEFFERSON COUNTY COMMISSION

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



Received

JUN 14 2013

Jefferson County Commission

June 6, 2016

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$196,062.77 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of March, April, and May 2016. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp



Received

JUN 21 2016

State of West Virginia

Jefferson County Commission

Lisa A. Hopkins

State Auditor

Office of the State Auditor
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-5200
www.wvsao.gov

June 15, 2016

The Honorable Ralph Lorenzetti
Jefferson County Prosecuting Attorney
P.O. Box 729
Charles Town, WV 25414

Dear Mr. Lorenzetti:

A copy of the audit report of the Jefferson County Commission for the fiscal year ended June 30, 2015 is available for your review at <http://www.wvsao.gov/ChiefInspector/pdfAuditWebApp/Default.aspx>.

The report discloses the existence of a certain instance of noncompliance. This instance and the corrective action recommended are presented in the Report on Compliance section of this report.

It is requested that you inquire into the matter to insure that the governing body resolves all instances of noncompliance disclosed. Please advise this office within 60 days of the results of your inquiries and the legal actions you have taken, or propose to take, to remedy these circumstances.

Your prompt attention to this matter will be most appreciated. If I can be of assistance, please do not hesitate to contact this office.

Very truly yours,

Samantha L. Woods

Samantha L. Woods
Director of Professional Development
Chief Inspector Division

SW/et

Enclosure

cc: Hon. Patricia Noland, President
Jefferson County Commission

Hon. Patrick Morrissey
Attorney General



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Earl Ray Tomblin
Governor

Karen L. Bowling
Cabinet Secretary

June 13, 2016

ADMINISTRATIVE ORDER EE-16-14 (WITHOUT PENALTY)

**CERTIFIED MAIL (No. 7014 2120 0000 1950 0996)
RETURN RECEIPT REQUESTED**

RON MARCUS
ADMINISTRATIVE CONTACT
FOX GLEN UTILITIES
PO BOX 337
KEARNEYSVILLE, WV 25430

RE: FOX GLEN UTILITIES
PWSID #: WV3301908
JEFFERSON County

FOX GLEN UTILITIES (the Water System) is being issued the following Administrative Order (Order) due to failure to comply with the public health laws of the State of West Virginia. This Order is issued by the West Virginia Bureau for Public Health, Office of Environmental Health Services (OEHS). The OEHS is authorized to take this enforcement action pursuant to West Virginia Code § 16-1-9 and § 16-1-9a.

Please review this Order carefully as it requires specific action by the water system. Failure to comply with this Order will result in further enforcement action by this Office, including civil and/or criminal charges.

Questions regarding the Order should be directed to Meredith Vance, Office of Environmental Health Services, 350 Capitol Street, Room 313, Charleston, WV 25301-3713 or phone at 304-356-4324.

FINDINGS

OEHS has determined that the Water System is in violation of the *40 C.F.R. 141 Federal Safe Drinking Water Regulations* and the *64 CSR § 3 West Virginia State Public Water Systems*.

The Water System was previously informed of the violations listed below and given the opportunity to make corrections to return to compliance. The Water System failed to make the required corrections, necessitating the issuance of this Order.

1. Titles 40 C.F.R. § 141.130(c) and 64 CSR §§ 4-5.4 and 3-10 require each Community and Non-Community Non-Transient (NTNC) public water system to be operated by qualified personnel who meet the requirements specified by the State and are included in a State register of qualified operators. By failing to employ a properly certified operator or adequate number of certified operators to effectively operate the system beginning September 2015, the Water System violated 40 C.F.R. § 141.130(c) and 64 CSR §§ 4-5.4 and 3-10.
2. Titles 40 C.F.R. § 141.629 and 64 CSR § 3-10 require a public water system to sample and analyze for Total Trihalomethanes (TTHM) once per year. By failing to sample and analyze for TTHM during the triennial and annual monitoring periods of 1/1/2011 to 12/31/2013, 1/1/2014 to 12/31/2014, and 1/1/2015 to 12/31/2015, the Water System violated 40 C.F.R. § 141.629 and 64 CSR § 3-10.
3. Titles 40 C.F.R. § 141.629 and 64 CSR § 3-10 require a public water system to sample and analyze for Total Haloacetic Acid (HAA5) once per year. By failing to sample and analyze for HAA5 during the triennial and annual monitoring periods of 1/1/2011 to 12/31/2013, 1/1/2014 to 12/31/2014, and 1/1/2015 to 12/31/2015, the Water System violated 40 C.F.R. § 141.629 and 64 CSR § 3-10.
4. Titles 40 C.F.R. § 141.404(a) and 64 CSR § 3-10 require a public water system to complete corrective actions for significant deficiencies within 120 days of written notification of a Sanitary Survey or in accordance with a State approved corrective action plan. By failing to complete corrective actions for significant deficiencies within 120 days after receipt of report beginning June 2015, the Water System violated 40 C.F.R. § 141.404(a) and 64 CSR § 3-10.
5. Titles 40 C.F.R. §§ 141.203-204 and 141.31, and 64 CSR § 3-10 require the Water System to issue public notices of its violations of the monitoring requirements of 40 C.F.R. § 141. By failing to issue public notices during the monitoring periods of October 2014 (CCR Certification), and June 2015 (Significant deficiency corrections), the Water System violated 40 C.F.R. §§ 141.203-204 and 141.31, and 64 CSR § 3-10.

6. Titles 40 C.F.R. § 141.31(d) and 64 CSR § 3-10 require the Water System to submit to the OEHS copies of all public notices issued as required by 40 C.F.R. §§141.203-204. By failing to submit copies to the OEHS of all public notices as required by 40 C.F.R. §§141.203-204, the Water System violated 40 C.F.R. §141.31(d) and 64 CSR § 3-10.

ORDER FOR COMPLIANCE

The Water System shall, within thirty (30) days of receipt of this Order, submit to the OEHS for approval, a written plan to achieve full compliance with requirements of the State of West Virginia.

Based on the above Findings, the Water System is directed to do the following:

1. The Water System shall, within thirty (30) days of receipt of this Order, comply with the requirements of 40 C.F.R. § 141.130(c) and 64 CSR §§ 4-5.4 and 3-10 by employing an adequate number of properly certified operators.
2. The Water System shall comply with 40 C.F.R. § 141.134 and 64 CSR § 3-10 by monitoring for TTHM during the month of August.
3. The Water System shall comply with 40 C.F.R. § 141.134 and 64 CSR § 3-10 by monitoring for HAA5 during the month of August.
4. The Water System shall, within thirty (30) days of receipt of this Order, comply with the requirements of Title 40 C.F.R. § 141.404(a) and 64 CSR § 3-10 by completing required corrective actions as noted in the sanitary survey, or providing a written corrective action plan addressing all of the significant deficiencies listed on the Survey and a timeline for completion to be approved by the State.
5. The Water System shall, within thirty (30) days of receipt of this Order, comply with 40 C.F.R. §§ 141.203-204 and 64 CSR § 3-10 by issuing the public notices identified in item 5 of the "Findings" section.
6. The Water System shall, commencing immediately after completing the requirements in item 5 of the "Findings" section, comply with the requirements of 40 C.F.R. § 141.31(d) and 64 CSR § 3-10 by submitting copies of the aforementioned public notices to the OEHS.

RON MARCUS
FOX GLEN UTILITIES
Order No EE-16-14
Page 4

7. The Water System shall submit the required sampling analysis data results, required reports, and/or plans for returning to compliance to: **Bureau for Public Health, Office of Environmental Health Services, Environmental Engineering Division, Attention: Compliance & Enforcement, 350 Capitol Street, Room 313, Charleston, WV 25301-3713.** Include a completed copy of Attachment A with each Administrative Order program plan, data result, and/or required report submittal.

EFFECT ON OTHER PERMITS AND LAWS

This Order in no way relieves the Water System of the responsibility to comply with other permits issued to the Water System by the OEHS or other government agencies or to comply with other federal, state, or local laws. Compliance with this Order is not a defense to any action commenced pursuant to such other authorities. Issuance of this Order does not prohibit the OEHS from taking other civil or criminal action authorized under the law.

ADMINISTRATIVE DUE PROCESS

The Water System has the right to request a contested case hearing if it wishes to challenge this enforcement action. If the Water System chooses to request a hearing, it must submit a written request to this Office within thirty (30) calendar days of receipt of this Order.

This Order becomes effective on the date issued below.

ISSUED BY: Walter M. Ivey DATED: June 13, 2016
Walter M. Ivey, Director
Office of Environmental Health Services

pc: Karen D. Johnson, Chief, Groundwater & Enforcement Branch, U.S. EPA
Rahul Gupta, MD, MPH, FACP, Commissioner and State Health Officer
David Acord, Director, Water and Wastewater Division, WV Public Service Commission
Jane Tabb, President, JEFFERSON County Commission
William Zaleski, R.S., JEFFERSON County Health Department
Claire Winterholler, WV Assistant Attorney General

ATTACHMENT A: DATA MANAGEMENT COVER SHEET
ADMINISTRATIVE ORDER NO EE-16-14
WEST VIRGINIA BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES
ENVIRONMENTAL ENGINEERING DIVISION

Attention Owner/Operator: Each Administrative Order data submission requires completed copy of Attachment A to receive credit.

PWSID No: WV3301908

PWS Name: FOX GLEN UTILITIES

Data Submitted: _____

Data Submitted by: _____

Date Submitted: ____/____/____

DO NOT WRITE BELOW THIS LINE, FOR OFFICE USE ONLY:

Date Received by C&E Office Assistant/Initials ____/____/____ _____

Date Received by C&E Compliance Officer/Initials ____/____/____ _____

Date Data Entered by Data Management/Initials ____/____/____ _____

INTERNAL DISTRIBUTION LIST (not to be included with the Administrative Order)

Office of Environmental Health Services
Environmental Engineering Division
Kearneysville District Office
1948 Wiltshire Rd, Suite 6
Kearneysville, WV 25430

Office of Environmental Health Services
Public Health Sanitation Division
Kearneysville District Office
1948 Wiltshire Rd, Suite 6
Kearneysville, WV 25430

Office of Environmental Health Services
Compliance and Enforcement Unit
350 Capitol Street, Room 313
Charleston, WV 25301-3713

File Room
Department of Health and Human Resources
Bureau for Public Health
Office of Environmental Health Services
350 Capitol Street, Room 313
Charleston, WV 25301-3713

Jefferson County Public Service District

Received

JUN 14 2016

Jefferson County Public Service District Regular Board Meeting May 2, 2016

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, May 2, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; Secretary, Richard Weese; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; Finance Manager, April Shultz; from Thrasher Engineering, Wayne Morgan; and liaison for the County Commission, Commissioner Jane Tabb. Attorney, Tyler Mayhew from Bowles Rice filled in for Mr. Kelsh.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

Approval of agenda

There were no objections to delete the second item under the sewer collection and transmission and the item under the discussion of the status of the Charles Town bulk rate increase from the agenda because the issues were previously addressed.

OLD BUSINESS

Review Minutes of April 4 regular board meeting

The minutes of the April 4, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the April 4, 2016 regular board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

- Consider resolution #4 to pay AECOM for the railroad permit for the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds

Ms. Lawton and staff are continuing to work on the project and are hoping to be ready to file with the Public Service Commission later this month. Thrasher Engineering has revised their contract with the District to coincide with the RUS format as did the other professionals working on the project. These revisions will not affect the price, scope, or any other terms in the contract.

Ms. Lawton also requested the Board approve resolution number four to pay AECOM \$2,500.00 out of the \$660,000 loan for the first railroad permit for the project. Mr. Appignani recused himself from the discussions relating to this item. Mr. Strider read resolution #4 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE
JEFFERSON COUNTY PUBLIC SERVICE DISTRICT
APPROVING INVOICES RELATING TO ENGINEERING AND
OTHER SERVICES FOR THE SEWER TRANSMISSION
IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT
THEREOF IN THE AMOUNT OF \$2,500.00.

Action: Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read totaling \$2,500.00. Approved 2-0. Mr. Appignani recused himself.

Discuss status of Charles Town bulk rate increase

Ms. Lawton stated that Mr. Kelsh has filed for a 30B rate case with the Public Service Commission for the increase in the bulk rate.

Action: No action required by the Board.

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

Mrs. Shultz stated that the District will need to collect an estimated \$10,000 in payments to cover the disbursements for sewer and \$11,000 for water.

Action: No action required by the Board.

NEW BUSINESS

Consider filing comments on Breckenridge East NPDES permit

Ms. Lawton explained to the Board that the developers of the proposed Breckenridge East subdivision have filed with the Department of Environmental Protection (DEP) for a NPDES permit to construct a wastewater treatment plant. Since this development is planned to be served by the District, staff has prepared comments on the permit application to be filed with DEP.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to send the draft comments to DEP as presented. Unanimously approved.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case, 15-1338-PSD-42R-PC – Mr. Mayhew stated the evidentiary hearings were April 27th and 28th. The initial briefs are due by May 25th and the reply briefs are due by June 8th.

2016 sewer rate case, 16-0411-PSD-30B – Bowles Rice has filed a Tariff Rule 30-B sewer rate increase to pass on the \$.40 per 1000 gallon increase adopted by Charles Town.

Action: No action required by the Board.

Consider Fiscal Year 2016 sewer budget revision

Mrs. Shultz was in the audience to answer any questions the Board had on both the budget revisions and draft budgets for next fiscal year. She stated that the budgets will need to be revised once the PSC issues a final order in the rate case.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2016 sewer budget revision as presented. Unanimously approved.

Consider Fiscal year 2016 water budget revision

Mrs. Shultz informed the Board that coverage was not met for Fiscal Year 2016 and a rate increase will be needed to recover from the deficit.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2016 water budget revision as presented. Unanimously approved.

Consider water rate increase

Since the District did not meet coverage for Fiscal Year 2016 a rate increase will be needed.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to consider filing a water rate increase with the Public Service Commission.

A brief discussion was held. Tyler Mayhew from Bowles Rice stated that the District could either file a Rule 42 case or file a petition for a waiver of the limitation of revenue requirement and authorize a Rule 19A case since they are both such small water systems. The latter will save the District money and the PSC will do all the work to determine a final rate if the PSC approves the waiver.

Action: The original motion was revised by Mr. Strider and seconded by Mr. Appignani to file for a rate increase using the option to petition for a waiver of the limitation of revenue requirement and get it filed before the June board meeting. Approved 2-1. Mr. Weese voted against the motion.

Presentation of draft Fiscal Year 2017 sewer operating budget

This budget will be revised after the rate case.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2017 sewer operating budget as presented. Unanimously approved.

Presentation of draft Fiscal Year 2017 water operating budget

This budget will be revised after the rate case.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2017 water operating budget as presented. Unanimously approved.

Discussion of any Expenses over Budget

None.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$8,150.11. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$182,487.59. Unanimously approved.

Approve transfer of \$1,065.32 from the Renewal & Replacement account to the Sewer Operating account to repair flow meter

Approve transfer of \$2,576.31 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 4-7

Approve transfer of \$2,753.46 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$91.55 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$1,065.32 from the Renewal & Replacement account to the Sewer Operating account to repair flow meter; approve transfer of \$2,576.31 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 4-7; approve transfer of \$2,753.46 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; and approve transfer of \$91.55 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

Ms. Lawton mentioned that the Board Members and General Manager had received a letter from Lee Snyder regarding East Jefferson Sewer Service, LLC. This will be an item on next month's agenda.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Mike Ashley, District customer, thanked everyone who was in attendance at the rate case hearing last month.

Charles Cheezum, District customer, had concerns about the East Jefferson Sewer Service being on the agenda under items to remember for so long with no updates. He requested this item be discussed at next month's meeting updating the public on the matter.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn.
Unanimously approved.**

There being no further business at this time, the meeting was adjourned at 7:43PM.

The next regular meeting is scheduled for Monday, June 6, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	June 11, 2016
To be Deposited on:	June 17, 2016
Amount Played	54,144,955.46
Amount Won	48,610,382.33
Amount Promo	320,058.00
MWAP Contribution	<u>0.00</u>
Adjusted Gross Terminal Revenue	<u>5,214,515.13</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>208,580.61</u>
Net Terminal Revenue	<u>5,005,934.52</u>
Surcharge @ 10%	500,593.47
State Share Excess @ 58% & 10% of 42%	311,369.14
Track Share of Capital Reinvestment @ 90% of 42%	<u>189,224.33</u>
Track Share of Capital Reinvestment @ 98%	181,655.36
Track Share of Capital Reinvestment @ 4%	7,568.97
Adjusted Net Terminal Revenue	<u>4,505,341.05</u>
Racetrack @ 46.50% / 42%	1,892,243.24
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,847,189.78
Excess Lottery Fund @ 12.85% / 9.55%	430,260.10
Race Track Purses @ 90% of 7% / 4%	162,192.28
Employee Pension Fund @ 1% / .5%	22,526.71
Greyhound Development @ 90% of .75%	30,411.05
Thoroughbred Development @ 90% of .75%	30,411.05
County/Municipality @ 2%	<u>90,106.84</u>
	<u>4,505,341.05</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2016

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RAMSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,578.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,468.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,681.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.46	\$ 22,277.00	\$ 1,211.58	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.36	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,926.28	\$ 74,963.14	\$ 74,963.14	\$ 5,944.58	\$ 29,910.29	\$ 1,626.70	\$ 25,247.59	\$ 12,233.98
01/09/16	\$ 82,948.48	\$ 41,474.24	\$ 41,474.24	\$ 3,288.91	\$ 16,548.22	\$ 899.99	\$ 13,968.52	\$ 6,768.60
01/16/16	\$ 86,911.16	\$ 43,455.58	\$ 43,455.58	\$ 3,446.03	\$ 17,338.78	\$ 942.98	\$ 14,635.84	\$ 7,091.95
01/23/16	\$ 50,050.80	\$ 25,025.40	\$ 25,025.40	\$ 1,984.51	\$ 9,985.13	\$ 543.05	\$ 8,428.56	\$ 4,084.15
01/30/16	\$ 73,610.52	\$ 36,805.26	\$ 36,805.26	\$ 2,918.66	\$ 14,685.30	\$ 798.67	\$ 12,396.01	\$ 6,006.62
02/06/16	\$ 103,391.48	\$ 51,695.74	\$ 51,695.74	\$ 4,099.47	\$ 20,626.60	\$ 1,121.80	\$ 17,411.13	\$ 8,436.74
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,563.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.66	\$ 17,657.37	\$ 8,556.06
03/05/16	\$ 106,949.32	\$ 53,474.66	\$ 53,474.66	\$ 4,240.54	\$ 21,336.39	\$ 1,160.40	\$ 18,010.27	\$ 8,727.06
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
03/19/16	\$ 100,713.60	\$ 50,356.80	\$ 50,356.80	\$ 3,993.30	\$ 20,092.36	\$ 1,092.74	\$ 16,960.17	\$ 8,218.23
03/26/16	\$ 104,434.92	\$ 52,217.46	\$ 52,217.46	\$ 4,140.84	\$ 20,834.77	\$ 1,133.12	\$ 17,586.84	\$ 8,521.89
04/02/16	\$ 108,371.76	\$ 54,185.88	\$ 54,185.88	\$ 4,296.94	\$ 21,620.17	\$ 1,175.83	\$ 18,249.80	\$ 8,843.14
04/09/16	\$ 99,380.08	\$ 49,690.04	\$ 49,690.04	\$ 3,840.42	\$ 19,826.33	\$ 1,078.27	\$ 16,735.61	\$ 8,109.41
04/16/16	\$ 98,143.64	\$ 49,071.82	\$ 49,071.82	\$ 3,891.39	\$ 19,579.66	\$ 1,064.86	\$ 16,527.39	\$ 8,008.52
04/23/16	\$ 98,971.56	\$ 49,485.78	\$ 49,485.78	\$ 3,924.22	\$ 19,744.83	\$ 1,073.84	\$ 16,666.81	\$ 8,076.08
04/30/16	\$ 101,744.92	\$ 50,872.46	\$ 50,872.46	\$ 4,034.19	\$ 20,298.11	\$ 1,103.93	\$ 17,559.14	\$ 8,302.39
05/07/16	\$ 104,270.44	\$ 52,135.22	\$ 52,135.22	\$ 4,134.32	\$ 20,801.95	\$ 1,131.34	\$ 17,559.14	\$ 8,508.47
05/14/16	\$ 102,883.68	\$ 51,441.84	\$ 51,441.84	\$ 4,078.34	\$ 20,525.29	\$ 1,116.29	\$ 17,325.61	\$ 8,395.31
05/21/16	\$ 96,784.96	\$ 48,392.48	\$ 48,392.48	\$ 3,837.52	\$ 19,308.60	\$ 1,050.12	\$ 16,298.59	\$ 7,897.65
05/28/16	\$ 98,761.68	\$ 49,380.84	\$ 49,380.84	\$ 3,915.90	\$ 19,702.96	\$ 1,071.56	\$ 16,631.47	\$ 8,058.95
06/04/16	\$ 116,457.00	\$ 58,228.50	\$ 58,228.50	\$ 4,617.52	\$ 23,233.17	\$ 1,263.56	\$ 19,611.36	\$ 9,502.89
06/11/16	\$ 90,106.84	\$ 45,053.42	\$ 45,053.42	\$ 3,572.74	\$ 17,976.31	\$ 977.66	\$ 15,173.99	\$ 7,352.72
Subtotal	\$ 5,180,907.76	\$ 3,046,485.62	\$ 2,134,422.14	\$ 169,259.67	\$ 851,634.43	\$ 46,316.96	\$ 718,873.40	\$ 348,337.68

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22		
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14		
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68		
<hr/>		<hr/>		<hr/>		<hr/>		<hr/>	
4,124,906.80		3,580,645.18		3,261,565.02		3,148,372.80		3,046,485.62	

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
March, 2015	73,747.70	March, 2016	72,986.23
April, 2015	76,343.68	April, 2016	68,149.38
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	693,768.83

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69
April, 2016	204,448.14

Total 2015-2016 2,081,306.49

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	June 18, 2016
To be Deposited on:	June 27, 2016
Amount Played	54,531,443.01
Amount Won	48,880,733.19
Amount Promo	305,897.00
MWAP Contribution	<u>0.00</u>
Adjusted Gross Terminal Revenue	<u>5,344,812.82</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>213,792.53</u>
Net Terminal Revenue	<u>5,131,020.29</u>
Surcharge @ 10%	513,102.04
State Share Excess @ 58% & 10% of 42%	319,149.47
Track Share of Capital Reinvestment @ 90% of 42%	<u>193,952.57</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	186,194.47
<i>Track Share of Capital Reinvestment @ 4%</i>	7,758.10
Adjusted Net Terminal Revenue	<u>4,617,918.25</u>
Racetrack @ 46.50% / 42%	1,939,525.67
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,893,346.48
Excess Lottery Fund @ 12.85% / 9.55%	441,011.19
Race Track Purses @ 90% of 7% / 4%	166,245.06
Employee Pension Fund @ 1% / .5%	23,089.59
Greyhound Development @ 90% of .75%	31,170.95
Thoroughbred Development @ 90% of .75%	31,170.95
County/Municipality @ 2%	<u>92,358.36</u>
	<u>4,617,918.25</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2016

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,868.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,038.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,926.28	\$ 74,963.14	\$ 74,963.14	\$ 5,944.58	\$ 29,910.29	\$ 1,626.70	\$ 25,247.59	\$ 12,233.98
01/09/16	\$ 82,948.48	\$ 41,474.24	\$ 41,474.24	\$ 3,288.91	\$ 16,548.22	\$ 899.99	\$ 13,988.52	\$ 6,788.60
01/16/16	\$ 88,911.16	\$ 43,455.58	\$ 43,455.58	\$ 3,446.03	\$ 17,338.78	\$ 942.98	\$ 14,635.84	\$ 7,091.95
01/23/16	\$ 50,050.80	\$ 25,025.40	\$ 25,025.40	\$ 1,984.51	\$ 9,985.13	\$ 543.05	\$ 8,428.56	\$ 4,084.15
01/30/16	\$ 73,610.52	\$ 36,805.26	\$ 36,805.26	\$ 2,918.66	\$ 14,685.30	\$ 798.67	\$ 12,396.01	\$ 6,006.62
02/06/16	\$ 103,391.48	\$ 51,695.74	\$ 51,695.74	\$ 4,099.47	\$ 20,626.60	\$ 1,121.80	\$ 17,411.13	\$ 8,436.74
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,583.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.66	\$ 17,657.37	\$ 8,556.06
03/05/16	\$ 106,949.32	\$ 53,474.68	\$ 53,474.68	\$ 4,240.54	\$ 21,336.39	\$ 1,160.40	\$ 18,010.27	\$ 8,727.06
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
03/19/16	\$ 100,713.60	\$ 50,356.80	\$ 50,356.80	\$ 3,993.30	\$ 20,092.36	\$ 1,092.74	\$ 16,960.17	\$ 8,218.23
03/26/16	\$ 104,434.92	\$ 52,217.46	\$ 52,217.46	\$ 4,140.84	\$ 20,834.77	\$ 1,133.12	\$ 17,586.84	\$ 8,521.89
04/02/16	\$ 108,371.76	\$ 54,185.88	\$ 54,185.88	\$ 4,296.94	\$ 21,620.17	\$ 1,175.83	\$ 18,249.80	\$ 8,843.14
04/09/16	\$ 99,380.08	\$ 49,690.04	\$ 49,690.04	\$ 3,940.42	\$ 19,826.33	\$ 1,078.27	\$ 16,735.61	\$ 8,109.41
04/16/16	\$ 98,143.64	\$ 49,071.82	\$ 49,071.82	\$ 3,891.39	\$ 19,579.66	\$ 1,064.86	\$ 16,527.39	\$ 8,008.52
04/23/16	\$ 98,971.56	\$ 49,485.78	\$ 49,485.78	\$ 3,924.22	\$ 19,744.83	\$ 1,073.84	\$ 16,666.81	\$ 8,076.08
04/30/16	\$ 101,744.92	\$ 50,872.46	\$ 50,872.46	\$ 4,034.19	\$ 20,298.11	\$ 1,103.93	\$ 17,133.84	\$ 8,302.39
05/07/16	\$ 104,270.44	\$ 52,135.22	\$ 52,135.22	\$ 4,134.32	\$ 20,801.95	\$ 1,131.34	\$ 17,559.14	\$ 8,508.47
05/14/16	\$ 102,883.68	\$ 51,441.84	\$ 51,441.84	\$ 4,079.34	\$ 20,525.29	\$ 1,116.29	\$ 17,325.61	\$ 8,395.31
05/21/16	\$ 98,784.96	\$ 48,392.48	\$ 48,392.48	\$ 3,837.52	\$ 19,308.80	\$ 1,050.12	\$ 16,298.59	\$ 7,897.65
05/28/16	\$ 98,761.68	\$ 49,380.84	\$ 49,380.84	\$ 3,915.90	\$ 19,702.96	\$ 1,071.56	\$ 16,631.47	\$ 8,058.95
06/04/16	\$ 116,457.00	\$ 58,228.50	\$ 58,228.50	\$ 4,617.52	\$ 23,233.17	\$ 1,263.56	\$ 19,611.36	\$ 9,502.89
06/11/16	\$ 90,106.84	\$ 45,053.42	\$ 45,053.42	\$ 3,572.74	\$ 17,976.31	\$ 977.66	\$ 15,173.99	\$ 7,352.72
06/18/16	\$ 92,358.36	\$ 46,179.18	\$ 46,179.18	\$ 3,662.01	\$ 18,425.49	\$ 1,002.09	\$ 15,553.15	\$ 7,536.44
Subtotal	\$ 5,273,266.12	\$ 3,092,664.80	\$ 2,180,601.32	\$ 172,921.68	\$ 870,059.92	\$ 47,319.05	\$ 734,426.55	\$ 355,874.12

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14		
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68		

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

3,092,664.80

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
March, 2015	73,747.70	March, 2016	72,986.23
April, 2015	76,343.68	April, 2016	68,149.38
May, 2015	78,424.23	May, 2016	76,415.84
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	770,184.67

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69
April, 2016	204,448.14
May, 2016	229,247.52

Total 2015-2016 2,310,554.01



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,216.44
Hurricane	1,216.44
Huttonsville	1,216.44
laeger	1,216.44
Jackson County	4,841.88
Jane Lew	1,216.44
Jefferson County	76,415.84
Jefferson County School Board	229,247.52
Junior	1,216.44
Kanawha County	29,304.83
Kenova	1,216.44
Kermit	1,216.44
Keyser	1,216.44
Keystone	1,216.44
Kimball	1,216.44
Kingwood	1,216.44
Leon	1,216.44
Lester	1,216.44
Lewis County	4,841.88

Payroll costs for Special Election 12/12/15

	Pay date	Wages	Fica Match	Medicare Match	Retirement	Total
Pollworkers:	12/18/2015	\$ 47,660.00	\$ -	\$ -	\$ -	\$ 47,660.00
Employee Pollworkers	12/17/2015	\$ 2,260.00	\$ 140.12	\$ 32.77	\$ -	\$ 2,432.89
32 precincts @ 1,560.00		\$ 49,920.00	\$ 140.12	\$ 32.77	\$ -	\$ 50,092.89
Election Night- EE's	12/17/2015	\$ 1,100.00	\$ 68.20	\$ 15.95	\$ -	\$ 1,184.15
Early Voters - Hourly	12/3/2015	\$ 370.00	\$ 22.94	\$ 5.37	\$ -	\$ 398.31
Early Voters - Hourly	12/17/2015	\$ 2,845.00	\$ 176.39	\$ 41.25	\$ -	\$ 3,062.64
Accts. Payable Alt/Polling	12/17/2015	\$ 550.00	\$ -	\$ -	\$ -	\$ 550.00
Canvass	12/31/2015	\$ 40.00	\$ 2.48	\$ 0.58	\$ -	\$ 43.06
		\$ 4,905.00	\$ 270.01	\$ 63.15	\$ -	\$ 5,238.16

Payroll Ledger Totals

	P/T Extra Help					
	\$ 54,825.00	\$ 410.13	\$ 95.92	\$ -	\$ -	\$ 55,331.05
Overtime: 402	12/17/2015	\$ 1,095.70	\$ 67.93	\$ 15.89	\$ 147.92	\$ 1,327.44
Overtime: 413 - EE's	12/3/2015	\$ 264.71	\$ 16.41	\$ 3.84	\$ 35.74	\$ 320.70
Overtime: 413 - EE's	12/17/2015	\$ 1,778.41	\$ 110.26	\$ 25.79	\$ 240.09	\$ 2,154.54
Early Voters - OT	12/17/2015	\$ 705.00	\$ 43.71	\$ 10.22	\$ -	\$ 758.93
Canvass - OT	12/31/2015	\$ 103.59	\$ 6.42	\$ 1.50	\$ 13.98	\$ 125.50
	\$ 3,947.41	\$ 244.74	\$ 57.24	\$ 437.73	\$ -	\$ 4,687.11

Grand Total

	\$ 58,772.41	\$ 654.87	\$ 153.15	\$ 437.73	\$ -	\$ 60,018.16
001-413-01-108-002-GG-000	\$ 54,825.00					
001-413-01-108-001-GG-000	\$ 3,947.41					
001-413-01-104-000-GG-000	\$ 654.87					
001-413-01-104-001-GG-000	\$ 153.15					
001-413-01-106-000-GG-000	\$ 437.73					
	\$ 60,018.16					

Description	GL acct	Increase	Decrease	
Miscellaneous Revenue	001-366-MM-000	6,000		Util Vehicle Proceeds
Co Comm Contribution Other Funds	001-401-05-566-000-GG-000		6,000	Util Vehicle Proceeds
Conting - Emergencies	001-699-06-675-001-GG-000		15,000	Sinkhole Contract
Engineer-Professional Services	001-440-02-223-000-GG-000	15,000		Sinkhole Contract
Tax Penalties	001-302-TT-000		13,000	Revised FY16 Revenue Projections
Property Transfer	001.304.OT.000	66,000		Revised FY16 Revenue Projections
Gas/Oil	001.306.OT.000	54,000		Revised FY16 Revenue Projections
Wine Liquor	001.308.OT.000	4,000		Revised FY16 Revenue Projections
Hotel Occupancy	001.309.OT.000	85,500		Revised FY16 Revenue Projections
Building Permits	001.318.LP.000	100,000		Revised FY16 Revenue Projections
Sheriff Earnings	001.330.CS.000		9,000	Revised FY16 Revenue Projections
Clerk Earnings	001.331.CS.000	10,000		Revised FY16 Revenue Projections
Circuit Clerk Earnings	001.332.CS.000		4,000	Revised FY16 Revenue Projections
Ambulance Fee	001.344.CS.000	125,000		Revised FY16 Revenue Projections
911 Fees	001.346.CS.000	63,000		Revised FY16 Revenue Projections
Franchise Agreements	001.348.CS.000	61,500		Revised FY16 Revenue Projections
IRP Fees	001.350.CS.000	7,000		Revised FY16 Revenue Projections
Sheriff Commission	001.367.MM.000		3,000	Revised FY16 Revenue Projections
Table Games	001.370.OT.000	50,000		Revised FY16 Revenue Projections
Video Lottery	001.373.OT.000	185,447		Revised FY16 Revenue Projections
Reimbursements	001.382.MM.000	22,000		Revised FY16 Revenue Projections
General School Reimbursements	001.394.TR.000	14,000		Revised FY16 Revenue Projections
Visitor Bureau - Hotel Motel Tax	001.911.05.567.000.CR.000	42,750		Revised FY16 Revenue Projections
Arts & Humanities - Hotel Motel Tax	001.903.05.567.000.CR.000	1,710		Revised FY16 Revenue Projections
Parks & Rec - Hotel Motel Tax	001.900.05.567.000.CR.000	38,508		Revised FY16 Revenue Projections
Historic Commission - Hotel Motel Tax	001.909.05.567.000.CR.000	2,532		Revised FY16 Revenue Projections
Ambulance Fee Remittance	001.715.02.235.000.PS.000	130,000		Revised FY16 Revenue Projections
Co Comm-W/C Insurance	001.401.02.226.002.GG.000		13,000	To cover overages
Co Comm-Contracted Services	001.401.02.230.000.GG.000	7,800		Snow removal from Blizzard
Co Comm-Professional Services	001.401.02.223.000.GG.000	2,700		Atty Fees for Real Estate Transactions
Central Garage-Overtime	001.717.01.108.001.GG.000	1,800		Snow removal from Blizzard
Animal Control-Overtime	001.716.01.108.001.PS.000	3,600		OT Overages
Sheriff-Overtime	001.700.01.108.000.PS.000	37,000		OT Overages- Blizzard & Other
Maintenance-Group Insurance	001.424.01.105.000.GG.000	8,600		Employee Changes result in Insurance Shortage
Oth Bldgs Electricity	001.425.02.213.001.GG.000	55,000		Increase in Electric Charges-Cold winter
Mag Ct Telephone	001.415.02.211.000.GG.000	1,200		Telephone Shortage
Data Proc_Material / Supplies	001.428.03.341.000.GG.000	8,000		Increased use of IT for Toner Purchases
Trnfr to Fin Stab	001.696.05.566.000.GG.000		464,247	Revised FY16 Revenue Projections
Total		1,222,647	514,247	



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Walt Pellish

COMMISSIONER
Eric Bell

COMMISSIONER
Dale Manuel

COMMISSIONER
Jane Tabb

To: Jefferson County Commission
From: Michelle Gordon, Finance Director
Date: May 11, 2016
Subject: Sale of Utility Vehicle and Transfer Proceeds

The FY17 approved Capital Outlay budget includes \$28,000 in funding for the purchase of a replacement utility vehicle for the Bardane Campus, Maintenance Department. The estimated cost of \$28,000 was reduced by an estimated trade in value of \$4,000 for the existing utility vehicle.

The maintenance department would like permission to sell the existing utility vehicle next month as part of the County's excess and obsolete equipment sale/auction. Utility vehicles are in high demand and resell well in our area. The Maintenance Director believes that by selling this utility vehicle at auction, the County could realize approximately \$6,000 in proceeds.

Additionally, because the proceeds from this sale are deposited into the General Fund – General Revenues, the Maintenance Department would like approval to transfer the entire proceeds from the sale of the utility vehicle to the Capital Outlay Fund. Those funds would be designated for the purchase of a replacement utility vehicle in FY17. In the event that this project is not completed, the funds would revert back to the Capital Outlay Fund, undesignated fund balance. I recommend approval of this item.

If you have questions, please call me at extension 1008.

cc: Bill Polk, Director of Maintenance

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Michelle Gordon

From: Susanne Lawton <gm@jcpsd.com>
Sent: Thursday, April 07, 2016 8:07 AM
To: Michelle Gordon; Roger Goodwin; Stephanie Grove
Cc: mpombo@jeffersoncountywv.org; John Reisenweber; bburns;
 jkent@jeffersoncountywv.org; Jonathan Saunders PE; Joe Freeze; Ashley Stottlemeyer
Subject: RE: Sink Hole Mitigation - Bardane Industrial Park

Good Morning Everyone:
Please let us know before this work is performed so we can mark our lines that we can locate. Please let the contractor know that the reason we even found the sink hole was that we were looking for our lines and we were not able to locate them. (Our plans are not very accurate in that area) For this reason we request that they dig softly and look for sewer lines while digging.
Thanks very much, Sue

From: Michelle Gordon [mailto:mgordon@jeffersoncountywv.org]
Sent: Wednesday, April 06, 2016 3:40 PM
To: Roger Goodwin <rgoodwin@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>
Cc: mpombo@jeffersoncountywv.org; John Reisenweber <John@jcda.net>; Susanne Lawton <gm@jcpsd.com>; bburns <bburns@jeffersoncountywv.org>; jkent@jeffersoncountywv.org; Jonathan Saunders PE <jsaunders@jeffersoncountywv.org>
Subject: RE: Sink Hole Mitigation - Bardane Industrial Park

Funding is available from our Contingency Account.

Michelle Gordon
Finance Director
 Jefferson County Commission
 O: 304.724.8425

From: Roger Goodwin [mailto:rgoodwin@jeffersoncountywv.org]
Sent: Wednesday, April 06, 2016 2:39 PM
To: Stephanie Grove
Cc: Roger Goodwin; mpombo@jeffersoncountywv.org; John Reisenweber; Susanne Lawton; bburns; jkent@jeffersoncountywv.org; Jonathan Saunders PE
Subject: Sink Hole Mitigation - Bardane Industrial Park

April 6, 2016

Stephanie,

Attached are the proposals from GeoConcepts Engineering and Kable Excavating to perform work to mitigate a sink hole that is located on a lot owned by the Jefferson County Commission in the Bardane Industrial Park. Also attached is a map showing the location of the sink hole and two photos.

This sink hole is located behind a Jefferson County PSD pump station on Industrial Boulevard, next to a storm water management basin. I expect that if it is not mitigated it will continue to grow.

Jefferson County Commission

6/13/2016

7

General Fund

FY17 Budget

(Expenditures by Object Code)

	FY16				
	FY16	FY16	FY16	FY16	
	Budget	5/31/2016	Rev Proj	Bud Rev	
			16		
Revenue					
Fund Balance	3,951,985		3,951,985		
Taxes	12,582,514	12,163,423	12,354,966		
Tax Penalties	295,000	260,488	282,000	(13,000)	001.302.TT.000
Property Transfer	598,000	612,129	664,000	66,000	001.304.OT.000
Gas/oil	41,000	95,320	95,000	54,000	001.306.OT.000
Horse Racing	12,686	11,032	12,197		
Wine Liquor	32,000	36,831	36,000	4,000	001.308.OT.000
Hotel Occupancy	549,500	580,763	635,000	85,500	001.309.OT.000
Decal fees	65	66	76		
Bldg Permits	200,000	249,678	300,000	100,000	001.318.LP.000
Misc Permits	131	142	130		
Grants	160,462	160,570	160,570		
Payment in lieu of taxes	11,676	12,006	12,006		
Sheriff Service Process	17,600	17,880	17,880		
Sheriff Earnings	17,000	7,399	8,000	(9,000)	001.330.CS.000
Sheriff Earnings-Arrest	13,000	11,998	13,000		
Clerk Earnings	192,375	186,092	202,375	10,000	001.331.CS.000
Circuit Clerk Earnings	65,815	56,736	61,815	(4,000)	001.332.CS.000
Prosecuting Earnings	1,278	987	1,077		
Accident reports	3,500	3,610	3,938		
Map Sales	2,700	2,349	2,563		
Rent	47,400	35,725	47,400		
Ambulance Fee	675,000	800,460	800,460	125,000	001.344.CS.000
911 Fees	1,760,000	1,573,566	1,823,000	63,000	001.346.CS.000
Franchise Agreements	400,000	461,550	461,550	61,500	001.348.CS.000
IRP fees	8,000	14,072	15,000	7,000	001.350.CS.000
Jail fees	95,000	97,813	97,813		
Interest	20,290	28,210	30,000		
Misc revenue	100	33	600		
Sheriff Commission	15,000	11,563	12,000	(3,000)	001.367.MM.000
Table Games	790,000	776,512	845,000	50,000	001.370.OT.000
Filing Fees	-	-	-		
Video Lottery	3,114,553	3,056,286	3,311,781	185,447	001.373.OT.000
Reimbursements	277,873	364,147	300,000	22,000	001.382.MM.000
Trans from other funds	-	-	-		
Concealed Weapons	-	-	-		
General School Reimbursements	250,000	201,464	264,000	14,000	001.394.TR.000
Trns Assessor Val fund	430,228	-	430,228		
Total Revenue	26,631,731	21,890,899	27,253,410	818,447	

JEFFERSON COUNTY COMMISSION
 STATEMENT OF ACTUAL AND ESTIMATED REVENUES
 GENERAL FUND
 AS OF 05/2016

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	ACTUAL MTD REVENUE	ACTUAL YTD REVENUE	UNREALIZED REVENUE	PERCENT RECEIVED
001-322-IG-006	AED EQUIPMENT - AMB AUTH					
001-322-IG-007	REIM:PROJ IMPACT-FEMA GRT					
001-322-IG-008	PUB ED:WAL-MART GRANT					
TOTALS FOR FEDERAL GOV GRANTS		160462.00		160570.22	-108.22	100.06
001-323-IG-000	STATE GOVERNMENT GRANTS					
TOTALS FOR STATE GOVERNMENT GRANTS						
001-324-IG-000	OTHER GRANTS					
001-324-IG-001	QUAD ST PREP GRANT					
TOTALS FOR OTHER GRANTS						
001-325-IG-000	FEDERAL PAYMENT IN LIEU	11676.00	11490.00	12006.00	-330.00	102.82
TOTALS FOR FED PYMNT IN LIEU OF TAXS		11676.00	11490.00	12006.00	-330.00	102.82
001-327-CS-000	CHARGES FOR SERVICES					
TOTALS FOR CHARGES FOR SERVICES						
001-329-CS-000	SHERIFF'S SERVICE PROCESS	17600.00	1111.30	17880.00	-280.00	101.59
TOTALS FOR SHERIFF'S SRVC OF PROCESS		17600.00	1111.30	17880.00	-280.00	101.59
001-330-CS-000	SHERIFF'S EARNING	17000.00	780.00	7398.90	9601.10	43.52
001-330-CS-001	SHERIFF EARN - ARREST M/C	13000.00	1090.50	11998.25	1001.75	92.29
001-330-CS-002	SHERIFF EARN - CIRC CT					
001-330-CS-003	SHERIFF EARN - WORTH CK					
TOTALS FOR SHERIFF EARNINGS		30000.00	1870.50	19397.15	10602.85	64.65
001-331-CS-000	COUNTY CLERK'S EARNINGS	179000.00	17791.67	184837.72	-5837.72	103.26
001-331-CS-001	CO CLK-VOTER REGISTR FEES	12000.00			12000.00	
001-331-CS-002	CO CLK PRESERVATION FUND	1375.00	130.60	1253.70	121.30	91.17
TOTALS FOR COUNTY CLERK'S EARNING		192375.00	17922.27	186091.42	6283.58	96.73
001-332-CS-000	CIRCUIT CLERK'S EARNINGS	65815.00	6744.53	56735.95	9079.05	86.20
TOTALS FOR CIRCUIT CLERK'S EARNING		65815.00	6744.53	56735.95	9079.05	86.20
001-333-CS-000	PROSECUTING ATTY EARNINGS	1278.00		987.15	290.85	77.24
TOTALS FOR PROSECUTING ATTY EARNINGS		1278.00		987.15	290.85	77.24
001-334-CS-000	ACCIDENT REPORTS	3500.00	240.00	3610.00	-110.00	103.14
TOTALS FOR ACCIDENT REPORTS		3500.00	240.00	3610.00	-110.00	103.14
001-335-CS-000	MOTOR VEHICLE LICENSE FEE					
TOTALS FOR MOTOR VEHICLE LICENSE FEE						
001-336-CS-000	MAP SALES	2700.00	192.00	2349.00	351.00	87.00
TOTALS FOR MAP SALES		2700.00	192.00	2349.00	351.00	87.00
001-340-CS-000	RENT - MAGISTRATE COURT	45200.00	3750.00	33750.00	11450.00	74.66
001-340-CS-001	RENT - COUNTY FARM HOUSE	1200.00	200.00	1200.00		100.00
001-340-CS-002	RENT - COUNTY FARM LAND	1000.00		775.00	225.00	77.50
001-340-CS-003	RENT - FAMILY COURT					
001-340-CS-004	RENT:MASON BLDG-ALLSTATE					
001-340-CS-005	RENT:MASON BLDG-CORR OFFC					
TOTALS FOR RENT - CONCESSIONS		47400.00	3950.00	35725.00	11675.00	75.36
001-344-CS-000	AMBULANCE FEES	675000.00		800460.00	-125460.00	118.58

JEFFERSON COUNTY COMMISSION
 STATEMENT OF ACTUAL AND ESTIMATED REVENUES
 GENERAL FUND
 AS OF 05/2016

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	ACTUAL MTD REVENUE	ACTUAL YTD REVENUE	UNREALIZED REVENUE	PERCENT RECEIVED

TOTALS FOR PLANNING COMM REVENUE						
001-375-MM-000	SALE OF MATERIALS					

TOTALS FOR SALE OF MATERIALS						
001-380-MM-000	TRANS FROM OTHER ENTITIES	14800.00			14800.00	

TOTALS FOR CONT/TRANS FRM OT ENTITES						
001-381-MM-000	CHARGES TO OTHER ENTITIES	161983.00			161983.00	

TOTALS FOR CHARGES TO OTHER ENTITIES						
001-382-MM-000	REIMBURSEMENTS	267873.00	4267.77	293011.74	-25138.74	109.38
001-382-MM-001	REIM:CIRCUIT CLK t/COUNTY	10000.00	820.00	5611.00	4389.00	56.11
001-382-MM-002	REIM:SHERIFF'S T/COUNTY		6193.39	65524.34	-65524.34	

TOTALS FOR REIMBURSEMENTS						
001-385-MM-000	GAIN/LOSS SALE-FIX ASSETS	10950.00		10950.00		100.00

TOTALS FOR GAIN/LOSS SALE-FIX ASSETS						
001-388-TR-000	CONTR/TRANS FROM OTH FUND					

TOTALS FOR CONTR/TRANS FROM OTHR FND						
001-392-TR-000	CONCEALED WEAP FUND REIMB					

TOTALS FOR CONCEALED WEAP FUND REIMB						
001-394-TR-000	GEN SCH FUND REIMB	250000.00	22924.92	201464.07	48535.93	80.58

TOTALS FOR GEN SCHOOL FUND REIMB						
001-395-TR-000	MAG CT FUND REIMB					

TOTALS FOR MAG CT FUND REIMB						
001-396-TR-000	W/C FUND REIMBURSEMENT					

TOTALS FOR W/C FUND REIMBURSEMENT						
001-399-TR-000	TRANS/ASSR VAL FUND	430228.00			430228.00	

TOTALS FOR TRANS/ASSR VAL FUND						

TOTALS FOR GENERAL FUND						
		26819464.00	915497.93	21901847.91	4917616.09	81.66

B

Revise Bud. to. 3,300,000

Jefferson County Commission
Video Lottery Revenue

0013730T000 0013730T001

	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	\$ (1,032,581)
FY16	3,056,287	3,311,781	3,114,553	2.3%	275,982	-22.4%	(958,105)
FY17			3,140,000	-5.2%	261,667	-26.5%	(1,129,886)
			Average Dec	-8.7%			

Jefferson County Commission
Video Lottery Revenue
FY16 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY16 Total Revenue	FY16 Budget	Projected Variance
Jul 15	510,178					
Aug 15	460,690					
Sept 15	254,791					
Oct 15	272,305					
Nov 15	226,992					
Dec 15	201,852					
Jan 16	246,511					
Feb 16	191,469					
Mar 16	216,097					
Apr 16	263,848	0.0%				
May 16	211,554	-0.1%				
Jun 16	-	20.8%	255,494			
Totals	3,056,287		255,494	3,311,781	3,114,553	197,228

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INQUIRY **BUDGETING / ACCOUNTING**
BA171S-3 **Fiscal Balance**

Type choices, press Enter.
 B=Budget Trans History E=Encumbrance Trans History F=F
 G=G/L Trans History P=Period Balances

Account Number...: 00142502213001GG000 OTH BLDGS ELEC
 Choice.....: E Post Period..:

	Current Month	Fiscal Year-To-Date
Original Budget.....:	.00	185500.00
Budget Revisions.....:	.00	.00
Revised Budget.....:	.00	185500.00
Expenditures.....:	20179.97	205915.16
Encumbrance Activity....:	.00	.00
Unencumbered Balance....:		-20415.16

HELP F3=Exit F8=Clear F12=Previous
 MA B MW

Michelle

Michelle Gordon
 Finance Director
 Jefferson County Commission
 124 East Washington Street
 PO Box 250
 Charles Town, WV 25414
 O: 304.724.8425
 F: 304.725.7916
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REPORT DATE 06/14/2016
 SYSTEM DATE 06/14/2016
 FILES ID A

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 GENERAL FUND
 AS OF 06/2016

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 USER SALLY

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-717-01-103-000-GG-000 Salary/Wages	43409.00	3245.06	40238.74		3170.26	92.69
001-717-01-104-000-GG-000 Central Garage FICA	2722.00	210.16	2720.74		1.26	99.95
001-717-01-104-001-GG-000 Central Garage Medicare	637.00	49.15	636.29		.71	99.88
001-717-01-105-000-GG-000 Central Garage Group Ins	9289.00	774.04	9288.48		.52	99.99
001-717-01-106-000-GG-000 Retirement, Central Garg	5928.00	462.72	5944.74		-16.74	100.28
001-717-01-108-001-GG-000 Overtime, Central Garage	500.00	182.52	2038.14		-1538.14	407.62
001-717-01-109-001-GG-000 Extra Help, Central Garg						
TOTALS FOR PERSONAL SERVICES	62485.00	4923.65	60867.13		1617.87	97.41
001-717-02-214-000-GG-000 CENTRAL GARAGE TRAVEL	250.00				250.00	
001-717-02-216-000-GG-000 CENTRAL GARAGE MAINT/RPRS	1250.00				1250.00	
001-717-02-217-000-GG-000 CNTRL GARAGE MNT/RPR AUTO	8000.00		1608.09		6391.91	20.10
001-717-02-219-000-GG-000 CNTRL GRG BLDG/EQUIP RNTL	500.00				500.00	
001-717-02-220-000-GG-000 CNTRL GARAGE AD/LEGAL PUB						
001-717-02-221-000-GG-000 CNTRL GRG TRAIN & EDUC						
001-717-02-222-000-GG-000 CNTRL GARAGE DUES/SUBCRPT						
001-717-02-223-000-GG-000 CENTRAL GARAGE PROF SRVCS	1500.00		1224.00		276.00	81.60
001-717-02-345-000-GG-000 Uniforms						
TOTALS FOR CONTRACTURAL SERVICES	11500.00		2832.09		8667.91	24.62
001-717-03-341-000-GG-000 CNTRL GRG MATERIALS & SUP	40000.00	561.96	39958.58		41.42	99.89
001-717-03-342-000-GG-000 CNTRL GRG RECORD BOOKS	250.00		195.00		55.00	78.00
001-717-03-343-000-GG-000 CNTRL GARAGE AUTO PART/MT						
001-717-03-343-001-GG-000 CENTRAL GARAGE FUEL ONLY	192744.00		111953.19		80790.81	58.08
001-717-03-345-000-GG-000 CENTRAL GARAGE UNIFORMS						
TOTALS FOR COMMODITIES	232994.00	561.96	152106.77		80887.23	65.28
TOTALS FOR CENTRAL GARAGE	306979.00	5485.61	215805.99		91173.01	70.29

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Dept 700
Sheriff's Law Ent.

Budget
FY 2016

YTD
Actual
as of 5/30/16

YTD
Actual
6/16/2016

Estimate
to YE 1 pays

Accrual
6/27/16-6/30/16

Revised Actual

Budget to Actual
() over budget

IRB June 2016
to correct
line items YTD

Revised
Budget to Actual

	Budget	YTD Actual	YTD Actual	Estimate	Accrual	Revised Actual	Budget to Actual	IRB June 2016	Revised
		as of 5/30/16	6/16/2016	to YE 1 pays	6/27/16-6/30/16		() over budget	to correct	Budget to Actual
Official Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Wages	\$ 1,916,637.00	\$ 1,645,016.73	\$ 142,028.98	\$ 71,052.95	\$ 29,280.03	\$ 1,887,378.69	\$ 29,258.31	\$ (29,258.00)	\$ 0.31
Incremental Pay	\$ 16,000.00	\$ 15,240.00	\$ -	\$ 120.00	\$ -	\$ 15,360.00	\$ 640.00	\$ (640.00)	\$ -
DUI Grant	\$ 25,000.00	\$ 16,780.37	\$ -	\$ 2,000.00	\$ -	\$ 18,780.37	\$ 6,219.63	\$ (6,219.00)	\$ 0.63
Other Grants	\$ 17,196.00	\$ 9,759.30	\$ -	\$ 2,000.00	\$ -	\$ 12,897.57	\$ 4,298.43	\$ (4,298.00)	\$ 0.43
Fica Expense	\$ 153,383.00	\$ 137,693.39	\$ 1,138.27	\$ 6,055.72	\$ 2,202.86	\$ 156,883.13	\$ (3,300.13)	\$ 3,301.00	\$ 0.87
Medicare Expense	\$ 36,334.00	\$ 32,202.71	\$ 2,509.73	\$ 1,416.26	\$ 515.19	\$ 36,643.88	\$ (309.88)	\$ 310.00	\$ 0.12
Group Insurance	\$ 410,020.00	\$ 378,032.86	\$ 35,115.13	\$ -	\$ -	\$ 413,147.99	\$ (3,127.99)	\$ 3,128.00	\$ 0.01
Retirement	\$ 267,854.00	\$ 250,404.92	\$ 20,041.35	\$ 11,072.48	\$ 3,806.40	\$ 285,325.16	\$ (17,471.16)	\$ 17,472.00	\$ 0.84
OverTime	\$ 222,474.00	\$ 222,968.29	\$ 13,954.12	\$ 10,000.00	\$ -	\$ 246,972.41	\$ (24,448.41)	\$ 24,449.00	\$ 0.59
Part-Time Xtra Help	\$ 6,000.00	\$ 4,048.85	\$ 344.30	\$ -	\$ -	\$ 4,393.15	\$ 1,606.85	\$ (1,606.00)	\$ 0.85
Bailiffs	\$ 268,000.00	\$ 257,183.22	\$ 23,113.03	\$ 12,000.00	\$ 6,000.00	\$ 298,296.25	\$ (30,296.25)	\$ 30,297.00	\$ 0.75
Trip Guards	\$ 15,000.00	\$ 13,554.14	\$ 148.75	\$ 500.00	\$ 250.00	\$ 14,452.89	\$ 547.11	\$ -	\$ -
Total Personal Services	\$ 3,353,898.00	\$ 2,982,884.78	\$ 249,124.82	\$ 116,217.41	\$ 42,054.48	\$ 3,390,281.49	\$ (36,383.49)	\$ (36,936.00)	\$ (36,383.49)

Not sure where to take overages from
\$ (36,936.00)
need to come from some other
line item

Accrual 4 days
\$73,200.07
divided by 10 days
x's 4 days to 6/30/16

\$73,200.07
7,320.01
29,280.03

Bailiffs estimate
based on \$12,000 pp
divided by 10
x 4 days

\$ 12,000.00
\$ 1,200.00
\$ 4,800.00

REPORT DATE 06/14/2016
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JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 GENERAL FUND
 AS OF 06/2016

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	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
TOTALS FOR COMMODITIES	51635.00		59505.92		-7870.92	115.24
001-700-04-459-000-CP-000 LAW ENF CAPITAL OUTLAY	130451.00		130450.03		.97	99.99
TOTALS FOR CAPITAL OUTLAY	130451.00		130450.03		.97	99.99
001-700-05-566-000-PS-000 SHRF DP CONTR OTHER FUNDS						
TOTALS FOR CONTRIBUTIONS						
TOTALS FOR SHERIFF LAW ENFORCEMENT	3616984.00	249926.89	3471922.68		145061.32	95.98

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Dept 716 Animal Control	Budget FY 2016	YTD Actual Expenditures 6/16/2016	Expenditure Estimate to YE 1 pay	Accrual 6/27/16-6/30/16	Revised Actual	Budget to Actual () over budget	IRB June 2016 to correct line items YTD	Revised Budget to Actual
Official Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Wages	\$ 185,795.00	\$ 169,048.48	\$ 7,126.69	\$ 2,936.20	\$ 179,111.37	\$ 6,683.63	\$ (6,683.00)	\$ 0.63
Fica Expense	\$ 12,759.00	\$ 12,210.72	\$ 507.82	\$ 213.04	\$ 12,931.59	\$ (172.59)	\$ 173.00	\$ 0.41
Medicare Expense	\$ 2,984.00	\$ 2,855.70	\$ 118.77	\$ 49.82	\$ 3,024.29	\$ (40.29)	\$ 41.00	\$ 0.71
Group Insurance	\$ 40,114.00	\$ 41,353.12	\$ -	\$ 0.00	\$ 41,353.12	\$ (1,239.12)	\$ 1,240.00	\$ 0.88
Retirement	\$ 27,782.00	\$ 27,584.41	\$ 1,105.74	\$ 412.34	\$ 29,102.50	\$ (1,320.50)	\$ 1,321.00	\$ 0.50
Overtime	\$ 20,000.00	\$ 25,921.21	\$ 1,064.00	\$ 500.00	\$ 27,485.21	\$ (7,485.21)	\$ 7,486.00	\$ 0.79
Part-Time Xtra Help	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personal Services	\$ 289,434.00	\$ 278,973.64	\$ 9,923.02	\$ 4,111.41	\$ 293,008.07	\$ (3,574.07)	\$ (3,578.00)	\$ (3,574.07)

Accrual 4 days \$ 7,340.49 \$ 7,340.49
 divided by 10 days \$ 734.05
 x's 4 days to 6/30/16 \$ 2,936.20

Not sure where to take overages from
 \$ (3,578.00)
 need to come from some other
 line item

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 GENERAL FUND
 AS OF 06/2016

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	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-716-01-103-000-PS-000 DOG WARD SALARY/WAGES	185795.00	7126.69	7126.69	(ipr)	178668.31	3.83
001-716-01-104-000-PS-000 DOG WARD FICA EXPENSE	12759.00	455.14	455.14		12303.86	3.56
001-716-01-104-001-PS-000 DOG WARD MEDICARE EXP	2984.00	106.45	106.45		2877.55	3.56
001-716-01-105-000-PS-000 DOG WARD GROUP INSURANCE	40114.00	3883.55	3883.55		36230.45	9.68
001-716-01-106-000-PS-000 DOG WARD RETIREMENT	27782.00	1033.89	1033.89		26748.11	3.72
001-716-01-108-002-PS-000 DOG WARD PARTTIME						
001-716-01-108-006-PS-000 DOG WARD OVERTIME	20000.00	531.75	531.75		19468.25	2.65
TOTALS FOR PERSONAL SERVICES	289434.00	13137.47	13137.47		276296.53	4.53
001-716-02-212-000-PS-000 DOG WARD PRINTING	600.00				600.00	
001-716-02-213-005-PS-000 DOG WARD UTILITIES OTHER						
001-716-02-213-011-PS-000 DOG WARD ELECTRICITY						
001-716-02-213-012-PS-000 DOG WARD FUEL OIL						
001-716-02-213-013-PS-000 DOG WARDEN WATER/SEWER						
001-716-02-213-014-PS-000 DOG WARD OTHER UTILITIES	1200.00			1200.00		
001-716-02-214-000-PS-000 DOG WARD TRAVEL	2000.00			2000.00		
001-716-02-215-000-PS-000 DOG WARD MAIN/REP BLDG						
001-716-02-216-000-PS-000 DOG WARD MAIN/REP EQUIP						
001-716-02-217-000-PS-000 DOG WARD MAIN/REP AUTOS						
001-716-02-219-000-PS-000 DOG WARD BLDG/EQUIP RENT						
001-716-02-220-000-PS-000 DOG WARD ADS/LEGAL PUBS	750.00			750.00		
001-716-02-221-000-PS-000 DOG WARD TRAIN/EDUCATION	2500.00			2500.00		
001-716-02-222-000-PS-000 DOG WARD DUES/SUBSCRIPTNS	450.00			450.00		
001-716-02-223-000-PS-000 DOG WARD PROF SERVICES	12000.00			12000.00		
001-716-02-223-001-PS-000 DOG WARD PROS SRVC/HORSES						
001-716-02-230-000-PS-000 DOG WARD CONTRCTD SERVICE	3500.00			3500.00		
TOTALS FOR CONTRACTURAL SERVICES	23000.00			23000.00		
001-716-03-341-000-PS-000 DOG WARD MAT/SUPPLIES	10000.00			10000.00		
001-716-03-343-000-PS-000 DOG WARD AUTO SUPPLIES	1000.00			1000.00		
001-716-03-345-000-PS-000 DOG WARD UNIFORMS	1875.00			1875.00		
001-716-03-353-000-PS-000 DOG WARD COMPUTER SOFTWARE						
001-716-03-354-000-PS-000 DOG WARD COMPUTER HARDWAR						
001-716-03-355-000-PS-000 DOG WARD IT SUPPORT	500.00			500.00		
001-716-03-356-000-PS-000 DOG WARD LIC & ANNL FEES						

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Dept 424 Maintenance	Budget FY 2016	YTD Actual Expenditures 6/16/2016	Expenditure Estimate to YE 1 pay	Accrual 6/27/16-6/30/16	Revised Actual	Budget to Actual () over budget	IRB June 2016 to correct line items YTD	Revised Budget to Actual
Salary Wages	\$ 592,408.00	\$ 546,458.41	\$ 22,276.37	\$ 8,771.80	\$ 577,506.58	\$ 14,901.42	\$ (14,901.00)	\$ 0.42
Fica Expense	\$ 38,322.00	\$ 34,844.02	\$ 1,474.13	\$ 543.85	\$ 36,862.01	\$ 1,459.99	\$ (1,450.00)	\$ 9.99
Medicare Expense	\$ 8,527.00	\$ 8,149.02	\$ 344.76	\$ 127.19	\$ 8,620.97	\$ (93.97)	\$ 94.00	\$ 0.03
Group Insurance	\$ 145,104.00	\$ 161,862.14	\$ -	\$ 0.00	\$ 161,862.14	\$ (16,758.14)	\$ 16,759.00	\$ 0.86
Retirement	\$ 72,643.00	\$ 78,402.99	\$ 3,209.81	\$ 105.26	\$ 81,718.06	\$ (9,075.06)	\$ 9,076.00	\$ 0.94
Overtime	\$ 20,000.00	\$ 17,493.18	\$ 1,500.00	\$ 0.00	\$ 18,993.18	\$ 1,006.82	\$ (1,000.00)	\$ 6.82
Part-Time Xtra Help	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personal Services	\$ 877,004.00	\$ 847,209.76	\$ 28,805.07	\$ 9,548.11	\$ 885,562.94	\$ (8,558.94)	\$ (8,578.00)	\$ (8,558.94)
Accrual 4 days	\$21,929.51							
divided by 10 days	\$ 2,192.95							
x's 4 days to 6/30/16	\$ 8,771.80							

Not sure where to take balance of overages from
 \$ (8,578.00)
 needs to come from some other
 line item

REPORT DATE 06/14/2016
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JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 GENERAL FUND
 AS OF 06/2016

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 USER SALLY

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-424-03-341-000-GG-000 CTHSE MATERIAL/SUPPLIES	18500.00	96.00	7591.18		10908.82	41.03
001-424-03-343-000-GG-000 CTHSE AUTO SUPPLIES						
001-424-03-345-000-GG-000 CTHSE - UNIFORMS	1500.00		1344.30		155.70	89.62
001-424-03-353-000-GG-000 CTHSE COMPUTER SOFTWARE						
001-424-03-354-000-GG-D00 CTHSE COMPUTER HARDWARE						
001-424-03-355-000-GG-000 CTHSE IT SUPPORT						
001-424-03-356-000-GG-000 CTHSE LIC & ANNL FEES						
TOTALS FOR COMMODITIES	20000.00	96.00	8935.48		11064.52	44.67
TOTALS FOR COURTHOUSE (MAINTENANCE)	1210004.00	71848.85	1112910.50		97093.50	91.97

REPORT DATE 06/09/2016
 SYSTEM DATE 06/09/2016
 FILES ID A

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 GENERAL FUND
 AS OF 06/2016

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	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-424-03-341-000-GG-000 CTHSE MATERIAL/SUPPLIES	18500.00	96.00	96.00		18404.00	.51
001-424-03-343-000-GG-000 CTHSE AUTO SUPPLIES						
001-424-03-345-000-GG-000 CTHSE - UNIFORMS	1500.00				1500.00	
001-424-03-353-000-GG-000 CTHSE COMPUTER SOFTWARE						
001-424-03-354-000-GG-000 CTHSE COMPUTER HARDWARE						
001-424-03-355-000-GG-000 CTHSE IT SUPPORT						
001-424-03-356-000-GG-000 CTHSE LIC & ANNL FEES						
TOTALS FOR COMMODITIES	20000.00	96.00	96.00		19904.00	.48
TOTALS FOR COURTHOUSE (MAINTENANCE)	1210004.00	44015.44	44015.44		1165988.56	3.63