

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, AUGUST 4, 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

- July 21, 2016 - Regular Meeting
- July 26, 2016 - Special Session

APPROVAL OF PURCHASE ORDERS

- August 4, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- July 28, 2016
- August 4, 2016

APPROVAL OF PAYROLL

- July 28, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Charlene Gilliam, Potomac Edison, A FirstEnergy Co.
- Annual Update and Project Information

3. 10:15 a.m. Nikki Painter, Voter and Elections
- Approval of eht extended Emergency Absentee Voting Policy & Election Update - Discussion/Action
4. 10:30 a.m. Michelle Gordon, Finance Director
- Approval of transfer of \$500,000 to Capital Outlay Checking - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Jeffrey A. Polczynski, ENP - Director of Communications
- Approval of Brook Hess to full-time status as a Public Safety Dispatcher - Discussion/Action
7. 11:15 a.m. Barbara Miller, Director of Jefferson County Homeland Security and Emergency Management
- Approval of Contract with NIXLE/Everbridge - Discussion/Action
8. 11:30 a.m. Interview and Appointment to the Jefferson County Parks and Recreation Commission - one unexpired term ending June 30, 2018 - Discussion/Action
9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Vision Internet Website Contract Renewal Discussion/Action - Possible Executive Session
- Cable Franchise Agreement - Hire outside legal - Discussion/Action - Possible Executive Session
- Discussion of space needs and potential lease/purchase of property for office space, including Briel Building and/or potential purchase of additional property - Discussion/Action - Possible Executive Session

NEW BUSINESS

10. Request to use County Commission Meeting room for the Dolley Madison Garden Club Christmas Market - November 18 & 19, 2016 - Discussion/Action
11. Letter of Support for natural gas distribution system in the Eastern Panhandle - Discussion/Action
12. Approval of Resolution and Project Amendment Scope/Activity Change Form for the Good Shepherd Interfaith Volunteer Caregivers Grant - 15LEDA0065 - Discussion/Action
13. State Fire Commission meeting August 19, 2016 - Personnel Attendance - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

14. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Quarterly Report for the Jefferson County Homeland Security and Emergency Management

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Regional Airport Authority.

Signed Oath of Office for Commissioner Peter Onoszko.

Notice of Harpers Ferry Job Corps Open House.

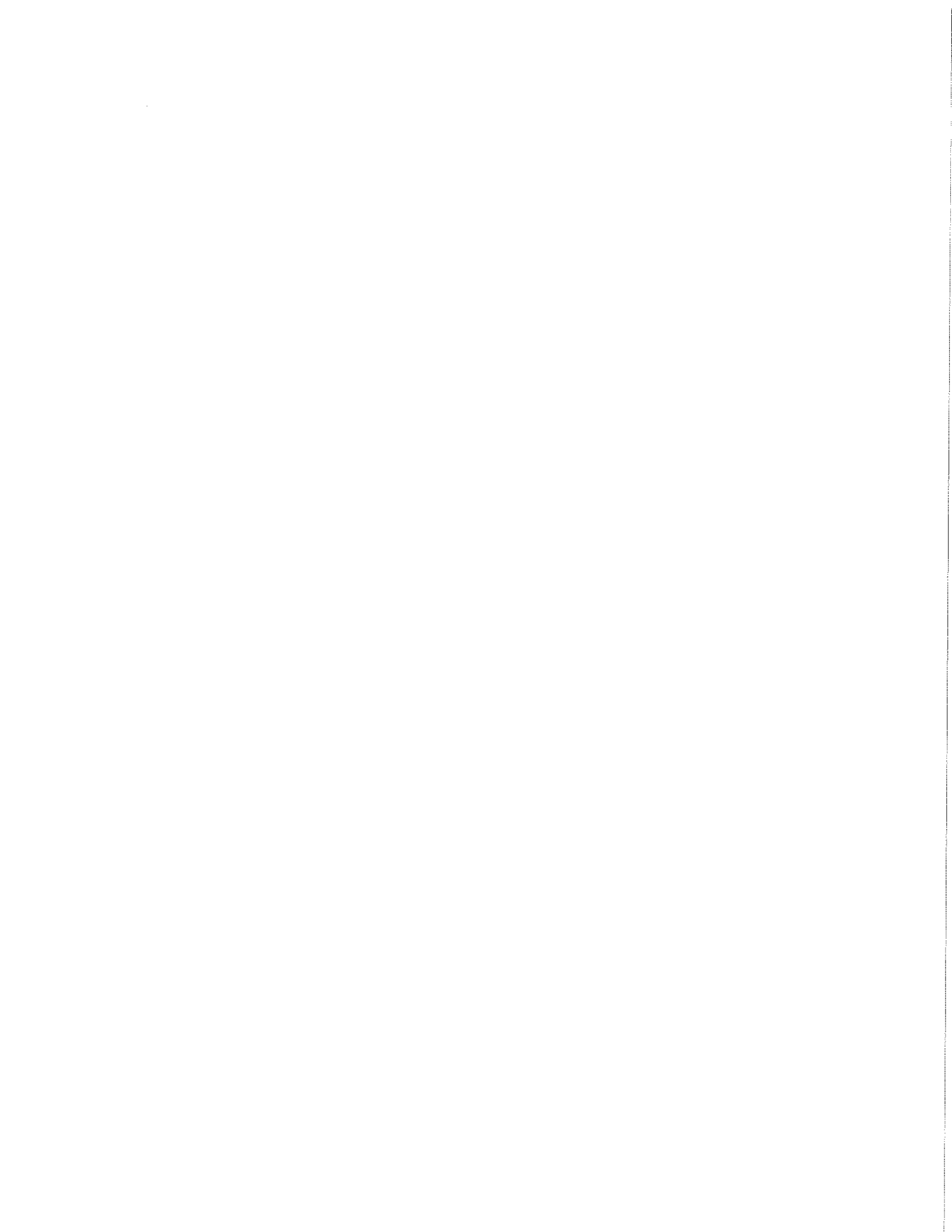
Notice of Workshop/Public Hearing on the US 340 Improvement Project.

Notice of Kent Cartridge Expansion Ribbon Cutting.

Jefferson County Convention and Visitors Bureau 2015 Annual Report.

WV Lottery Weekly Settlement for Charles Town - week ending July 16, 2016.

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, July 21, 2016

A meeting of the Jefferson County Commission was held on Thursday, July 21, 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, Patricia Noland, Walter Pellish, and Jane Tabb. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, July 21, 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 30, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the July 7, 2016 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076740	ALLOC	BLUE RIDGE FIRE CO.		\$ -	\$ 10,000.00	\$ 10,000.00
076741	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076742	ALLOC	BAKERTON FIRE DEPT		\$ -	\$ 10,000.00	\$ 10,000.00
076743	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
076744	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54

076745	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076746	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076747	ALLOC	CITIZENS FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
076748	PAYROLL	EDITH COOPER		\$ -	\$ 381.63	\$ 381.63
076749	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
076750	717	FISHER AUTO PARTS		\$ -	\$ 185.72	\$ 185.72
076751	406	GLOBAL SCIENCE & TECH		\$ -	\$ 730.00	\$ 730.00
076752	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
076753	717	INTERSTATE ALL BATTERY		\$ -	\$ 212.05	\$ 212.05
076754	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 138.94	\$ 138.94
076755	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,480.00	\$ 5,480.00
076756	PAYROLL	NICOLE NOBREGA		\$ -	\$ 1,606.74	\$ 1,606.74
076757	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
076758	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076759	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 3,297.79	\$ 3,297.79
076760	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076761	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 445.79	\$ 445.79
076761	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 307.10	\$ 307.10
076761	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 87.25	\$ 87.25
076762	425	POTOMAC EDISON/OH		\$ -	\$ 2,684.57	\$ 2,684.57
076762	425	POTOMAC EDISON/OH		\$ -	\$ 5.00	\$ 5.00
076763	700	WILLIAM POTTER		\$ -	\$ 21.48	\$ 21.48
076764	717	RICE TIRES CO		\$ -	\$ 402.52	\$ 402.52
076765	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
076766	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
076766	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,106.32	\$ 1,106.32
076766	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 58.00	\$ 58.00
076766	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
076767	704	WV REGIONAL JAIL &		\$ -	\$ 94,570.00	\$ 94,570.00
076768	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,663.16	\$ 44,663.16
076768	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,445.26	\$ 10,445.26
076768	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,903.00	\$ 42,903.00
076769	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
076770	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076771	425	CAPITAL TRISTATE		\$ -	\$ 200.74	\$ 200.74
076772	712	TELTRONIC		\$ -	\$ 2,127.25	\$ 2,127.25
076773	406	AWVA-ASSOC OF WV ASSESSR		\$ -	\$ 100.00	\$ 100.00
076774	439	XEROX CORPORATION		\$ -	\$ 537.17	\$ 537.17
TOTAL					\$ 288,411.78	\$ 288,411.78

Motion by Ms. Noland to approve the Accounts Payable for July 14, 2016 in the amount of \$288,411.78. Motion seconded and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076776	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 115.19	\$ 115.19
076777	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076777	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076778	717	BG TIRE & BRAKE EQUIPMEN		\$ -	\$ 391.19	\$ 391.19
076779	405	RAYMOND E. BOYCE		\$ -	\$ 54.00	\$ 54.00
076780	413	ESS ELECTION SYSTEMS &		\$ -	\$ 1,846.14	\$ 1,846.14
076781	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
076781	425	J.C.EHRLICH		\$ -	\$ 609.00	\$ 609.00
076782	401	JEFFERSON CENTER		\$ -	\$ 516.25	\$ 516.25
076783	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 108.48	\$ 108.48
076783	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 182.98	\$ 182.98
076784	717	J & K PRECISION AUTO CAR		\$ -	\$ 64.95	\$ 64.95
076785	405	MATTHEW BENDER & CO		\$ -	\$ 4,280.59	\$ 4,280.59
076786	406	MONROE SYS FOR BUSINESS		\$ -	\$ 283.09	\$ 283.09
076787	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 87.59	\$ 87.59
076787	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 81.75	\$ 81.75
076787	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 701.85	\$ 701.85
076788	428	OFFICEMAX		\$ -	\$ 123.21	\$ 123.21
076789	425	POTOMAC EDISON/OH		\$ -	\$ 35.55	\$ 35.55
076790	700	ROMULO QUEZADA		\$ -	\$ 12.72	\$ 12.72
076791	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 11,428.38	\$ 11,428.38
076792	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
076793	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,535.00	\$ 6,535.00
076794	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
076794	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
076794	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076794	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
076794	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076794	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
076794	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076794	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
076794	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
076795	717	RICE TIRES CO		\$ -	\$ 408.08	\$ 408.08
076796	114	SHERIFF OF JEFFERSON CO		\$ -	\$ (1,889.61)	\$ (1,889.61)

076796	215	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,800.00	\$ 5,800.00
076797	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 139.46	\$ 139.46
076798	717	S & S MOTOR PARTS		\$ -	\$ 851.97	\$ 851.97
076799	425	TML A XEROX CO.		\$ -	\$ 313.75	\$ 313.75
076802	401	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	401	USPS US POSTAL SERVICE		\$ -	\$ 170.00	\$ 170.00
076802	402	MONROE SYSTEMS FOR BUSIN		\$ -	\$ 240.19	\$ 240.19
076802	402	WATERFRONT PLACE HOTEL		\$ -	\$ 1,071.00	\$ 1,071.00
076802	403	GO DADDY		\$ -	\$ 24.84	\$ 24.84
076802	403	GREENBRIER HOTEL		\$ -	\$ 485.80	\$ 485.80
076802	403	SHOPLET		\$ -	\$ 96.72	\$ 96.72
076802	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	405	CANAAN VALLEY RESORT LOD		\$ -	\$ 1,543.38	\$ 1,543.38
076802	406	WILSONS LODGE		\$ -	\$ 458.72	\$ 458.72
076802	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
076802	412	WORD PROCESSING SERVICE		\$ -	\$ 1,184.58	\$ 1,184.58
076802	412	WVU EXTENSION SERVICE		\$ -	\$ 739.27	\$ 739.27
076802	415	FRONTIER		\$ -	\$ 84.50	\$ 84.50
076802	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
076802	424	FRONTIER		\$ -	\$ 10,657.31	\$ 10,657.31
076802	424	ROACH ENERGY		\$ -	\$ 783.23	\$ 783.23
076802	424	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	424	THE HOME DEPOT		\$ -	\$ 27.22	\$ 27.22
076802	424	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,820.97	\$ 2,820.97
076802	425	AMAZON		\$ -	\$ 839.00	\$ 839.00
076802	425	CHARLES TOWN UTILITIES		\$ -	\$ 906.04	\$ 906.04
076802	425	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
076802	425	GRAINGER		\$ -	\$ 328.04	\$ 328.04
076802	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 237.33	\$ 237.33
076802	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
076802	425	SHENANDOAH SPRING WATER		\$ -	\$ 669.50	\$ 669.50
076802	425	SSC-SOUTHERN STATES		\$ -	\$ 460.60	\$ 460.60
076802	425	THE HOME DEPOT		\$ -	\$ 823.23	\$ 823.23
076802	425	TRENARY HVAC GROUP		\$ -	\$ 7,994.19	\$ 7,994.19
076802	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 122.14	\$ 122.14
076802	425	WM WASTE MGNT		\$ -	\$ 647.25	\$ 647.25
076802	425	84 LUMBER		\$ -	\$ 272.07	\$ 272.07
076802	428	DELL		\$ -	\$ 920.36	\$ 920.36
076802	428	ISTORAGE NETWORK		\$ -	\$ 1,743.00	\$ 1,743.00
076802	428	SAP STORE		\$ -	\$ 524.70	\$ 524.70

076802	428	SPRINT		\$ -	\$ 879.99	\$ 879.99
076802	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
076802	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 338.88	\$ 338.88
076802	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 198.88	\$ 198.88
076802	433	DUNCAN PARNELL CORP		\$ -	\$ 795.00	\$ 795.00
076802	433	LYLE SIGNS		\$ -	\$ 320.44	\$ 320.44
076802	433	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	439	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	439	USPS US POSTAL SERVICE		\$ -	\$ 102.00	\$ 102.00
076802	440	BLACKWATER FALLS STATE P		\$ -	\$ 304.00	\$ 304.00
076802	440	EASTERN PANHANDLE HOME B		\$ -	\$ 471.74	\$ 471.74
076802	440	FLATWOODS HOTEL & CONFER		\$ -	\$ 178.00	\$ 178.00
076802	440	INTL CODE COUNCIL INC		\$ -	\$ 3,472.18	\$ 3,472.18
076802	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 800.98	\$ 800.98
076802	440	OFFICE MAX		\$ -	\$ 39.99	\$ 39.99
076802	440	PRINT-O-STAT		\$ -	\$ 2,053.00	\$ 2,053.00
076802	440	SAMS CLUB		\$ -	\$ 187.77	\$ 187.77
076802	440	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	440	WV CODE COUNCIL		\$ -	\$ 150.00	\$ 150.00
076802	GRANT	CHANNING BETE CO		\$ -	\$ 1,281.77	\$ 1,281.77
076802	GRANT	FRACTICAL AND SURVIVAL		\$ -	\$ 16.50	\$ 16.50
076802	700	AMAZON		\$ -	\$ 104.31	\$ 104.31
076802	700	CHARLES TOWN LOCK & KEY		\$ -	\$ 200.00	\$ 200.00
076802	700	CREAMERS WRECKERS SERVIC		\$ -	\$ 135.00	\$ 135.00
076802	700	GALLS		\$ -	\$ 250.72	\$ 250.72
076802	700	GALLS		\$ -	\$ 86.78	\$ 86.78
076802	700	HAGERSTOWN FORD		\$ -	\$ 350.00	\$ 350.00
076802	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 339.09	\$ 339.09
076802	700	RIVER CITY FARM & PET SU		\$ -	\$ 133.02	\$ 133.02
076802	700	SPIRIT OF JEFFERSON		\$ -	\$ 431.90	\$ 431.90
076802	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
076802	700	SUPERIOR AUTOBODY		\$ -	\$ 450.00	\$ 450.00
076802	700	TINT WIZARD		\$ -	\$ 60.00	\$ 60.00
076802	700	TRACTOR SUPPLY CO		\$ -	\$ 97.98	\$ 97.98
076802	700	USPS US POSTAL SERVICE		\$ -	\$ 102.00	\$ 102.00
076802	700	WV SIGNAL & LIGHT		\$ -	\$ 268.88	\$ 268.88
076802	711	AMAZON		\$ -	\$ 366.66	\$ 366.66
076802	711	BLACKWATER FALLS STATE P		\$ -	\$ 228.00	\$ 228.00
076802	711	CANAAN VALLEY RESORT LOD		\$ -	\$ 552.00	\$ 552.00
076802	711	JJ KELLER & ASSOC		\$ -	\$ 247.56	\$ 247.56

076802	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
076802	712	EMBASSY SUITES		\$ -	\$ 315.88	\$ 315.88
076802	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076802	712	MEDICAL PRIORITY CONSULT		\$ -	\$ 785.00	\$ 785.00
076802	712	SPRINT		\$ -	\$ 207.28	\$ 207.28
076802	716	CVS		\$ -	\$ 29.43	\$ 29.43
076802	716	DOLLAR GENERAL		\$ -	\$ 42.80	\$ 42.80
076802	717	AMAZON		\$ -	\$ 207.62	\$ 207.62
076802	717	FISHER AUTO PARTS		\$ -	\$ 175.95	\$ 175.95
076803	PAYROLL	UNITED STATES TREASURY		\$ -	\$ 329.84	\$ 329.84
TOTAL					\$ 101,177.39	\$ 101,177.39

Motion by Ms. Tabb to approve the Accounts Payable for July 21, 2016 in the amount of \$101,177.39 Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
07/15/16	537	UNITED BANK	\$ 54.93
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
7/15/2016	587	UNITED BANK	\$ 1,197.19
7/15/2016	588	GLOBAL SCIENCE & TECH	\$ 1,645.00
7/15/2016	589	VMWARE	\$ 171.60
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
7/15/2016	278	JEFFERSON CO FARMLAND PROT.	\$ 93,942.39

BARDANE			
244			
Date	Check #	VENDOR	Amount
7/15/2016	597	UNITED BANK	\$ 527.86
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
7/15/2016	1048	SHERIFF JEFFERSON CO -SCHOOL	\$ 111,225.07
7/15/2016	1049	SHERIFF JEFFERSON CO - LAW	\$ 2,899.00
7/15/2016	1050	SHERIFF JEFFERSON CO - PARKS	\$ 8,325.50
7/15/2016	1051	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 935.50
TOTAL			\$ 220,924.04

Motion by Ms. Noland to approve the Manual Checks for July 15, 2016 in the amount of \$220,924.04. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Ron Slonaker, resident – spoke in support of Ann Smith to fill the Harpers Ferry District vacancy on the County Commission.

Ben Svendsen, resident – spoke in support of a “real Republican” to be chosen by the Commissioners to fill the Harpers Ferry District vacancy on the Commission.

Henry Davenport, resident – also spoke in support of Ann Smith to fill the Harpers Ferry District vacancy on the County Commission.

Ramon Wesling, resident – requested the Commission appoint a “true Republican” to the vacant Harpers Ferry seat to reflect the voices of voters who elected a Republican in 2014.

David Tabb, resident – also spoke in support of appointing a “real Republican” from the Harpers Ferry district to the vacancy on the Commission. Mr. Tabb also stated he believed it was inappropriate for Commissioner Tabb to participate in the selection and appointment of a new commissioner since Mr. Tabb submitted his resume for consideration.

Regina Smith, resident – requested the Commission appoint a “true Republican” to replace Commissioner Bell instead of an individual who “opportunistically” switched parties in order to qualify for the position.

Jack Hefestay, resident – also requested the Commission appoint a “real Republican” to replace Commissioner Bell.

Eleanor Finn, resident – thanked the Commission for resuming their “Meet Your Commissioners” events.

Harold Bennet, resident – stated he’s a “real Republican” who supports Ann Smith because she’s the “best person” for the position.

Bill Earnhardy, resident – spoke in support of Peter Onoszko as the replacement for Commissioner Bell.

Melody Williams, resident – spoke in favor of appointing a “real Republican” to the Harpers Ferry District vacancy

ANNOUNCEMENTS

- Ms. McDonald announced that the Campground Workshop with Planning Director Jennifer Brockman would be postponed until a later date yet to be determined.
- Nathan Cochran, Assistant Prosecuting Attorney, provided an in-depth explanation of the Attorney General’s opinion regarding several issues surrounding the appointment of a replacement Commissioner due to Mr. Bell’s resignation.

PRESENTATIONS

1. County Commissioner Interviews – the Commission interviewed the following as prospective appointees for the vacant Harpers Ferry District seat on the County Commission: Peter Onoszko, Daniel Zappe, Ann Smith, and Gary Dungan.
2. Annette Gavin, Jefferson County Convention and Visitor’s Bureau – provided the Commission with a presentation of the annual report for the JCCVB.
3. Lynn Fields, Probate Office – Requested approval of the Quarterly Review for Accounts and Waivers
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to approve estates for closure that have met all requirements for probate, and approve the opening of new estates since the last quarterly review. Motion seconded and unanimously approved.**
4. Ronda Eddy, Jefferson Day Report Center – requested approval of Grant Resolution and Contract.
- **Motion by Mr. Manuel to approve the Resolution, contract, and grant documents for 17-CC-07 in the amount of \$140,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

NEW BUSINESS

5. County Commissioner candidate decision or scheduling of Special Session to make decision on County Commission candidate
- **Motion by Mr. Manuel to set a Special Session for Tuesday, July 26, 2016 to make a final decision on the appointment of a new Commissioner for the Harpers Ferry seat so current Commissioners may hear from constituents during the evening’s “Meet Your Commissioners” event. Motion seconded but fails on a vote of 1-3 with Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
 - Commissioner Pellish offered his nomination for Peter Onoszko.
 - Commissioner Noland offered her nomination for Ann Smith.
 - **After receiving the majority vote (Mr. Manuel, Ms. Tabb, and Mr. Pellish), Peter Onoszko was chosen as the new Commissioner for the Harpers Ferry District.**
6. Oath of Office for newly appointed County Commissioner – Commissioner Noland, President of the Jefferson County Commission, administered the Oath of Office to Mr. Peter Onoszko.
7. Pete Dougherty, Sheriff
- a. Promotion of Matthew Armel to the rank of Corporal
- **Motion by Mr. Manuel to approve the promotion of Matthew Armel to the rank of Corporal, effective August 7, 2026. Motion seconded and unanimously approved.**

- b. Approval of Deputy Reserve
 - **Motion by Ms. Tabb to approve the appointment of Michael Mahoney as a Reserve Deputy for the Jefferson County Sheriff's Office. Motion seconded and unanimously approved.**

- 8. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Intergovernmental Agreement between the Jefferson County Sheriff's Department, the Corporation of Bolivar, and the Jefferson County Commission.
 - **Motion by Ms. Tabb to approve the Intergovernmental Agreement as presented by Mr. Cochran and authorize the President of the Commission to affix her signature to the appropriate documents and forward to the WV Attorney General for final approval. Motion seconded and unanimously approved.**

 - b. Briel Building Lease
 - **Motion by Mr. Pellish to enter into Executive Session to discuss property negotiations. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to schedule a Special Meeting on Tuesday, July 26, 2016 to discuss space needs and the Briel Building lease. Motion seconded and unanimously approved.**

- 9. Interview and Appointment to the Jefferson County Emergency Services Agency Board – one three year term for Citizen Representative ending June 30, 2016.
 - **Motion by Ms. Tabb to appoint Dr. Jason Turner to the Jefferson County Emergency Services Agency Board as a Citizen Representative for a term of three years ending on June 30, 2019. Motion seconded and unanimously approved.**

- 10. Bill Polk, Director of Maintenance
 - a. Approval of Donation of Dogwood Tree from the West Virginia Division of Forestry
 - **Motion by Mr. Manuel to approve the donation of a dogwood tree from the West Virginia Division of Forestry. Motion seconded and unanimously approved.**

b. Approval of Plans for the renovation of the 3rd floor St. Margaret's Judicial Center

- **Motion by Ms. Noland to approve the plans for the renovation of the 3rd floor St. Margaret's Judicial Center. Motion seconded and unanimously approved.**

11. Jennifer Brockman, Director of Planning and Zoning

a. Recommendation from the Planning Commission to the County Commission to amend various section of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with the traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process. The proposed text amendment also includes a recommendation to increase the density provisions of the Rural ZOnign Cluster Development in Section 5.7; and proposed amending of various sections related to rural land use throughout the Ordinance. The purpose of this request is to privde and overview of the recommended amendment and possible schedule a public hearing to be held by the County Commission.

- It was the consensus of the Commission to schedule a public hearing on the matter noted above at a date yet to be determined.

12. Jennifer Brockman, Director of Planning and Zoning – Work Session on the Campground Ordinance – Envision Jefferson 2035 Comp. Plan review related to campgrounds.

- This item was postponed and will be rescheduled at a later date.

COUNTY ADMINISTRATOR REPORTS

- Greenbrier County WV Flood – Expenses for Barbara Miller, Director of WVOHSEM
 - Motion by Mr. Pellish to underwrite the expenses accrued by Barbara Miller, Director of WVOHSEM, during her time spent deployed to Greenbrier County, WV to assist in flood relief efforts. Motion seconded and unanimously approved.

COUNTY COMMISSION REPORTS

Patricia Noland

- Attended a Region 9 meeting and informed the Commission and the audience of a public hearing to be held concerning the widening of Rt. 340 South and support for the Natural Gas Line.
- Attended a Leadership WV function.

Jane Tabb

- Attended a Fire and Rescue Association meeting.
- Participated as a Judge in the Maryland Dairy Princess Competition.

- Attended a Fair Livestock meeting.
- Attended an ESA meeting.
- Attended the Shepherdstown Volunteer Fire Department ambulance dedication ceremony.

Dale Manuel

- Accompanied his granddaughter to volunteer at the Animal Welfare Society.
- Attended Panhandle Pride celebration at Morgan's Grove Park.
- Participated in the Jefferson County NAACP healing rally.
- Chaired a Day Report Center meeting.
- Attended the Rubber Ducky Race supporting the Shepherdstown Care Givers.
- Attended the Shepherdstown Volunteer Fire Department ambulance dedication ceremony.
- Attended a Parks and Recreation meeting and informed the Commission and the audience of the Hite Road Park ribbon cutting ceremony on September 10, 2016.

13. The Commission meeting was adjourned at 2:57 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, July 26, 2016, beginning at 1:00 o'clock p.m.

PRESENT: Patsy Noland, President
Walt Pellish, Vice President
Peter Onoszko, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner
Sandy McDonald, Deputy County Administrator
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Administrative Assistant

In re: Space Needs and Contractual Matters concerning the Briel Building Lease

The meeting was called to order at 1:00 p.m. by Commissioner Noland.

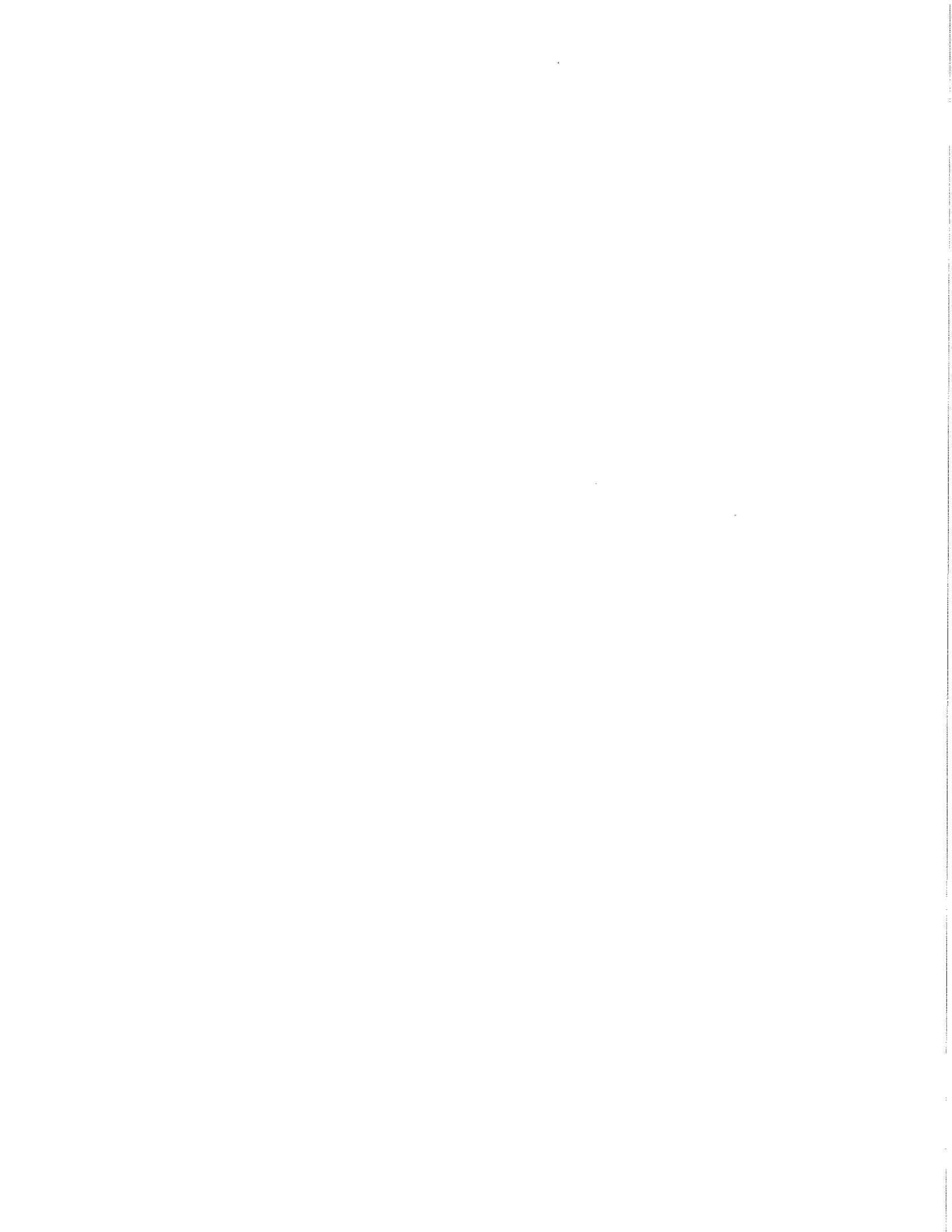
Commissioner Manuel led the Pledge of Allegiance.

The purpose of the meeting was to discuss county space needs and contractual matters in relation to the Briel Building.

- **Motion by Mr. Pellish to enter into Executive Session to discuss contractual matters pertaining to the lease and/or purchase of real estate. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and uananimously approved.**
- **Motion by Mr. Pellish to authorize the Assistant Prosecutiug Attorney to initiate discussions regarding an alternate building. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Manuel to adjourn at 1:53 pm. Motion seconded and unanimously approved.**

PATRICIA A. NOLAND, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant



PURCHASE ORDERS TO BE APPROVED

August 4, 2016

DEPARTMENT	P.O. #	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK - ELECTIONS	52485	\$ 10,401.68	ES&S	Maint. Agreement for M100 & Automark
OTHER BUILDINGS	52662	\$6,600.00	Trenary Service Company	Heat Pump Install for Maint. Storage Area
GRAND TOTAL		\$ 17,001.68		



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 376,532.21	\$ -	\$ 376,532.21
6.2% Tax Payable OASDI	22,446.77	\$ -	\$ 22,446.77
1.45% Tax Payable HI	5,249.64	\$ -	\$ 5,249.64
Fed Withholding	42,702.18	\$ -	\$ 42,702.18
WV State Withholding	16,086.61	\$ -	\$ 16,086.61
PERS Retirement Deduct 4.5%	12,149.93	\$ -	\$ 12,149.93
PERS Retirement Deduct 6%	1,233.67		\$ 1,233.67
Hosp. Pre-Tax	11,855.00		\$ 11,855.00
Cancer/ICU Pre-Taxed	1,065.88		\$ 1,065.88
Cancer/ICU Not Pre-Taxed	874.29		\$ 874.29
Optional Life Not Pre-Taxed	2,251.32		\$ 2,251.32
Christmas Club	5,480.00		\$ 5,480.00
Wage Attach #1	1,173.24		\$ 1,173.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,229.58		\$ 5,229.58
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,985.00		\$ 2,985.00
MD State Tax	469.00		\$ 469.00
D/VF	1,566.93		\$ 1,566.93
VA. State Tax	128.58		\$ 128.58
COLONIAL(PLUS)	192.71		\$ 192.71
Total Deductions	\$ 134,101.64	\$ -	\$ 134,101.64
Net Wages Total	\$ 242,430.57	\$ -	\$ 242,430.57
Payroll Date	28-Jul-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 4, 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*):

✚ **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



07/21/16
or
08/04/16

Name:

Department or Organization: Potomac Edison, a First Energy Co.

Estimation of amount of time needed for appointment: 15 minutes + questions

Date Requested—1st Choice: July 21, 2016 (07/21/16)
If a specific date is needed, please provide reason for specific date:

Date Requested—2nd Choice: August 04, 2016 (08/04/16)

Subject (Wording to be placed on agenda.

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 Annual Update + Project Information
If so, how much? \$
Provide exact financial impact/request:

Recommend 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.

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

Contact information: Charlene Gilliam, 304-671-2017

Email address: ~~cswiger@jeffersoncountywv.org~~ Phone Number: ~~304-728-5606~~

cgillia@firstenergycorp.com

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Voter & Elections**

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

Date Requested – 1st Choice: **August 4, 2016**

*If a specific date is needed, please provide reason for specific date: **Policy must be approved by August 10th***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of the Extended Emergency Absentee Voting Policy & Election Update**

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

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

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

Provide exact financial impact/request:

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

To approve the Extended Emergency Absentee Voting Policy as presented.

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

**Extended Emergency Absentee Voting Policy
General Election – November 8, 2016**

Policy

The Jefferson County Commission will extend emergency absentee voting to voters who have been admitted to an approved hospital no earlier than three (3) days preceding the election and no later than noon on Election Day.

Provisions

The emergency absentee policy is extended to the following hospitals:

- Jefferson Medical Center
- Berkeley Medical Center
- Martinsburg VA Medical Center
- Winchester Medical Center

Procedures

The voter or immediate family member requests an emergency absentee ballot from the County Clerk's Office no later than noon on Election Day.

The clerk's office will provide two (2) employees of opposite political party the *Application for Voting an Emergency Absentee Voter's Ballot, Declaration of Emergency Absentee Ballot Commissioners*, ballot and all absentee materials needed to vote.

The team of two (2) will deliver the materials to the voter and will await the completion of the application and ballot. If the voter is assisted in voting, the clerk employees or a person of the voter's choice must sign the *Absent Voter's Ballot Envelope No. 2* on the line provided for the "Name of Person Giving Assistance".

The voter must be able to sign the application. Power-of-attorney is not valid for voting.

The application and voted ballot will be returned to the courthouse and the clerks must sign an oath that no person other than the voter voted the ballot.

The policy was approved by the Jefferson County Commission on the _____ day of August, 2016.

Commission President

County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1st Choice: **August 14th 2016**

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

Date Requested – 2nd Choice:

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

Transfer of \$500,000 to Capital Outlay Checking

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? \$N/A

Provide exact financial impact/request: N/A

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

Motion to transfer \$500,000 from BCT ICS Account ending in 575 to BB&T Capital Outlay Checking Account ending in 9739.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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
Dale Manuel

COMMISSIONER
Jane Tabb

To: Jefferson County Commission
From: Michelle Gordon, Finance Director
Date: July 28, 2016
Subject: Transfer

To cover upcoming projects that will require funding from the Capital Outlay Fund, a cash transfer is needed. A check will need to be approved from Bank of Charles Town ICS account 43575 in the amount of \$500,000 for deposit into BB&T Capital Outlay Checking Account 5175579739.

If you have questions, please call me at extension 1008.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 1 Minute

Date Requested – 1st Choice: 8/4/2016

Date Requested – 2nd Choice: _____

Subject: **Request Appointment – Full-Time Public Safety Dispatcher**

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

The purpose of this memorandum is to request the approval to return Ms. Brooke Hess to full-time status as a Public Safety Dispatcher.

Ms. Hess was previously a tenured full-time public safety dispatcher, radio programmer, and communications training officer. She resigned her full-time position in October 2015 to care for her newborn infant however; she maintained employment as a part-time Public Safety Dispatcher continuing duties of radio programming, training and working shifts in the ECC as a fully trained public safety dispatcher.

Ms. Hess has asked for reinstatement back to full-time employment and can fill one of the three current vacancies. ECC policy allows for reinstatement of employment to paygrade/benefits/seniority rights (minus the time away from the ECC) if employment is sought within one calendar year. Ms. Hess is in excellent standing with the ECC and is fully qualified and eligible to return to full time employment.

Ms. Hess has scheduled her first day back as September 2, 2016 and will fill an immediate need of shift coverage.

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

Motion to approve and reinstate Public Safety Dispatcher Brooke Hess from part-time to full-time employment.

Attachments:
Memorandum



Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County

FROM: Jeffrey Polczynski, ENP - Director

DATE: July 21, 2016

SUBJECT: Request Appointment – Ms. Brooke Hess – Public Safety Dispatcher

The purpose of this memorandum is to request the approval to return Ms. Brooke Hess to full-time status as a Public Safety Dispatcher.

Ms. Hess was previously a tenured full-time public safety dispatcher, radio programmer, and communications training officer. She resigned her full-time position in October 2015 to care for her newborn infant however; she maintained employment as a part-time Public Safety Dispatcher continuing duties of radio programming, training and working shifts in the ECC as a fully trained public safety dispatcher.

Ms. Hess has asked for reinstatement back to full-time employment and can fill one of the three current vacancies. ECC policy allows for reinstatement of employment to paygrade/benefits/seniority rights (minus the time away from the ECC) if employment is sought within one calendar year. Ms. Hess is in excellent standing with the ECC and is fully qualified and eligible to return to full time employment.

Ms. Hess has scheduled her first day back as September 2, 2016 and will fill an immediate need of shift coverage.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications

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: 5 minutes

Date Requested – 1st Choice: August 4, 2016

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

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

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

1. Approval of Contract with NIXLE/Everbridge

Please provide the County Commission with a description of your request or presentation, including any background information: This is a yearly contract with Nixle/Everbridge for the County's Emergency Alerts. This is the system that sends out alerts by email and text messaging about weather watches, warnings, EOC activations, and other emergency public information.

Is this a funding request? This service is budgeted in the current year's budget.

If so, how much? 3,500 annually

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

1. I move to approve the annual contract with Nixle/Everbridge for \$3,500, as presented.

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

If not attached, explain:

Attachment:

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



QUOTATION

Quote Number: 00020836
Confidential
1 of 2

Prepared for: Barbara Miller
Jefferson County Homeland Security and Emergency Management WV
28 Industrial Blvd. Suite 101
Kearneysville, WV 25430
(304) 728-3290
bmiller@jeffersoncountywv.org

Quotation Date: June 2, 2016
Quote Expiration Date: August 31, 2016
Rep: Rose Scott
9783826179
rose.scott@everbridgemail.com

Contract Summary Information

Contract Period: 1 Year
Contract Start Date: September 1, 2016
Contract End Date: August 31, 2017

Population Size up to: 56,000

ANNUAL SUBSCRIPTION				
<u>Service</u>	<u>Fee Type</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Price</u>
Nixle Engage	Recurring	1	\$3,500.00	\$3,500.00

500 N. Brand Blvd, Suite 1000
Glendale, CA 91203 USA
Tel: 888.366.4911
Fax: 818.484.2299
www.everbridge.com



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: August 4, 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interview and Appointment to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2018.

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: Christopher Neal <munk42@gmail.com>
Sent: Monday, August 01, 2016 8:23 AM
To: Jessica Carroll
Subject: JCRPC Board

Ms. Jessica Carroll,
Hello! My name is Christopher Neal. It has been brought to my attention that there is an opening on the Parks & Recreation Board. I would like to support our community and serve on the board.

My children have attended many classes and events at Sam Michaels and we frequent the facilities in the county. We enjoy what the Parks & Recreation department provides throughout the year and would like to see that continuing to grow. How can I help?

I am a stay at home father of 2 (maybe 3 next year). I have been serving on our HOA board for over 2 years. I have a Bachelors in Business Management and am a hobby blacksmith with a background in retail management and technical support.

Cell: 304.283.1554

--

Christopher Neal



AGENDA REQUEST FORM
www.jeffersoncountywv.org

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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 4, 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):

- Vision Internet Website Contract Renewal - Discussion/Action - Poss. Exec. Session
- Cable Franchise Agreement - Hire outside legal - Discussion/Action - Possible Executive Session
- Space Needs Discussion - Potential lease/purchase of property - Discussion/Action - Poss. Exec 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 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.

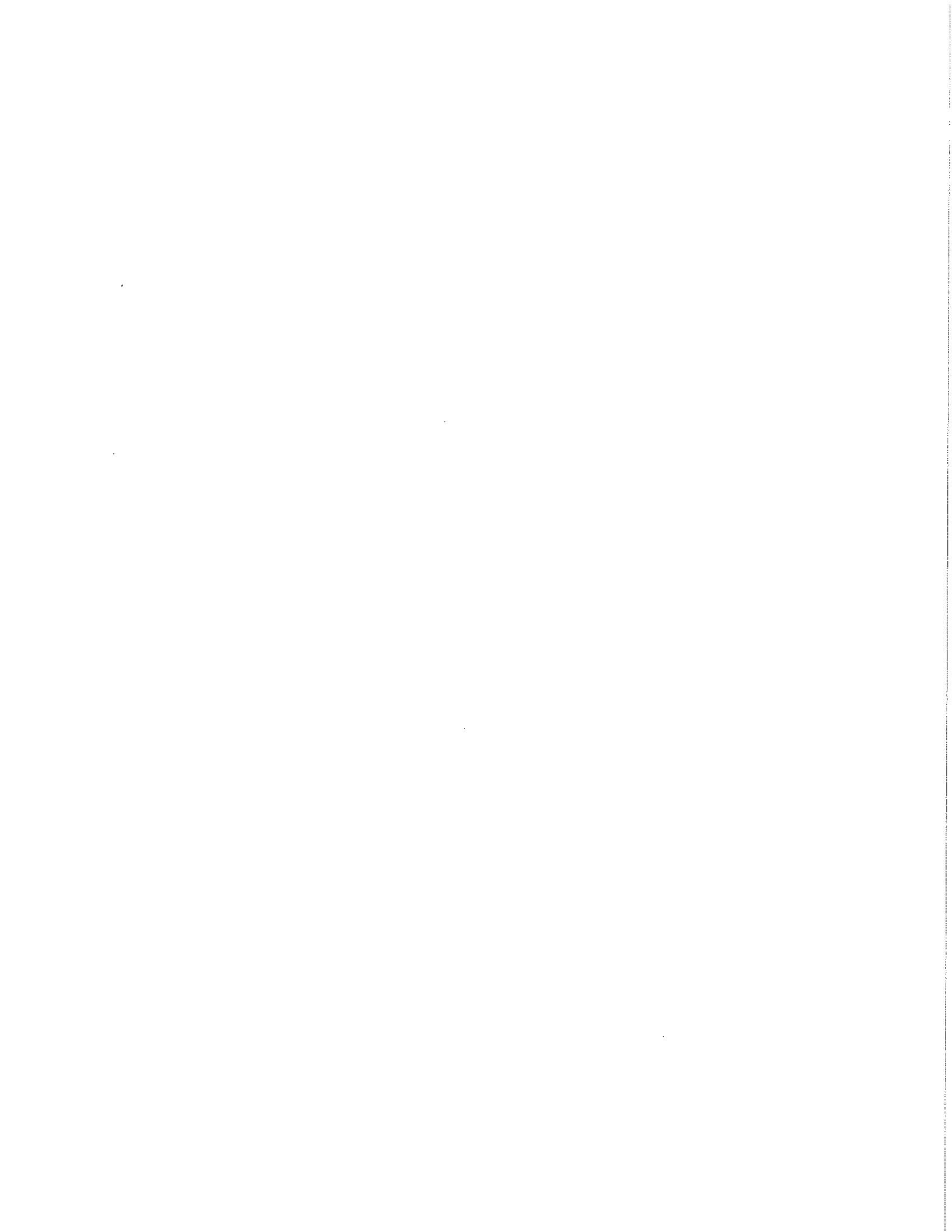
Telephone for conference call Y/N Click here to enter text.

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: Nancy McGlothlin

Department or Organization: **Dolley Madison Garden Club**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **August 4, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request to Use County Commission Meeting Room for the Dolley Madison Garden Club Christmas Market – November 18 & 19, 2016**

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

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: Nov 18, 2016 ; Nov 19
Meeting Time: 4-8 pm Set up to 8am- 6pm Market to close at 3pm extra time for clean-up
Organization Name: Dolley Madison Garden Club
Purpose of Meeting: Christmas Market

Please attach a brief description of your organization. (You may attach other printed materials.) Attached

Please check the boxes on all that apply to your organization:

- Has previously used the library for Christmas Market in Dec 2011
Is a not-for-profit organization
Can provide a certificate of insurance
Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Nancy McGlothlin
Signature of Person Making Request: (Nancy McGlothlin) Date: 7/14/16
Contact Person: (Diane Goode, Club President 304-725-7423 - Alternate)
Representative's Address: 174 Jenny Lind Dr Harpers Ferry, WV 25425
Telephone: 304-535-8285 Fax:
Email: nanmcglo@comcast.net

COUNTY COMMISSION MEETING ROOM

INDEMNIFICATION FORM

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): Nancy McGlothlin Member

Signature of Person Making Request: *Nancy McGlothlin* Date: 7/14/16

Contact Person: (Diane Goode, Club President 304-725-7423 alternate)
(If other than the representative signing above)

Representative's Address: 174 Jenny Lind Dr.

Harpers Ferry, WV 25425

Telephone: 304 535-8285 Fax: _____

E-mail: nanmcglo@comcast.net

THE DOLLEY MADISON GARDEN CLUB
Charles Town, WV

July 14, 2016

To: The County Commission of Jefferson County

Subject: Request to use the County Commission Meeting Room on November 18 & 19, 2016

On behalf of the Dolley Madison Garden Club, a non-profit organization in the Shenandoah-Potomac District of the West Virginia Garden Club, Inc, I submit the attached application to use the County Commission Meeting Room, 200 E. Washington Street, lower level of the Old Charles Town Library. Our Club's Mission is "to beautify and enhance the environment of our world through the use of plants and projects in our county, giving selflessly of our time, knowledge, and resources to each other and our community."

Attached is an article about the Christmas Market we held last December in which all proceeds from that Market went towards the Webb-Blessing House landscaping project. Recent landscaping projects have included the Charles Town Library, the Charles Town U. S. Post Office, and we help the Shenandoah Garden Club with landscaping Evitts Run Park. We continue to see that these projects are maintained.

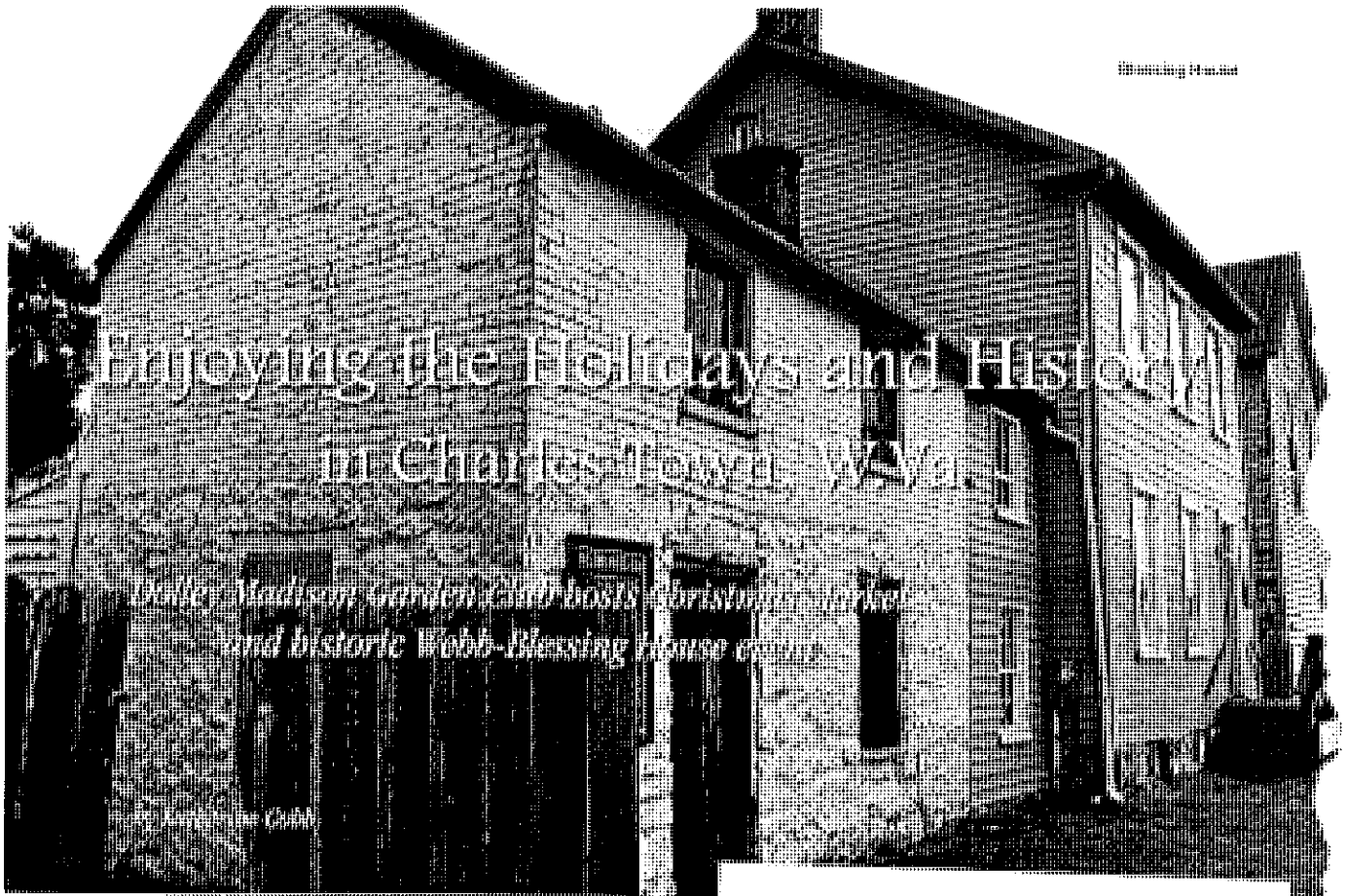
With four other garden clubs asking to join us at the Market, we hope to provide a unique and entertaining Christmas shopping experience for all clubs to earn revenue for future community beautification projects in Jefferson County. We want this event to be meaningful, lively (with the Washington High School Choir as our entertainment, which was a big hit last year), and hope that our guests who have not visited Charles Town, along with those who have, will discover downtown Charles Town and come back. Our Market last year was very successful and we hope it will be again this year. With so many events in December, and because a lot of people shop early, we are moving our date to November.

We thank you for your consideration to use your facility.

Sincerely,



Nancy McGlothlin
Member, Dolley Madison Garden Club
(Christmas Market Project Committee)
304-535-8285
174 Jenny Lind Drive
Harpers Ferry, WV 25425



How many places in the country can you find some distinctive holiday gifts and take in a unique historical visit? One place for sure on December 12, when the Dolley Madison Garden Club holds a festive Christmas Market in conjunction with an open house at the nearby historic Webb-Blessing House.

The market features a variety of local vendors and artisans, musical performances throughout the day by different school groups, a special gift-making workshop for kids and the Dolley Café selling local fare. It will be open from 10 a.m. to 4 p.m. at the Charles Town Presbyterian Church at 220 E. Washington Street in Charles Town.

Products on sale include fiction and nonfiction books, vases and pottery, handcrafted wood-turned items, hand-knitted creations, hand-painted decorative pieces, vinegars, jewelry, handbags, soaps, garden-related items, greeting cards, Christmas decorations and fresh greenery.

As an additional treat, the club is featuring the nearby Webb-Blessing House, which will be artfully decorated by Dolley Madison Garden Club members and is open to visitors during the event. This historically significant home is located at 303 East North Street and currently serves as a museum. The club intends to partner with the Jefferson County Black Historic Preservation Society to restore the backyard to a mid-19th century garden, reflecting what it most likely would have been when the home was occupied.

★
The
Christmas Market

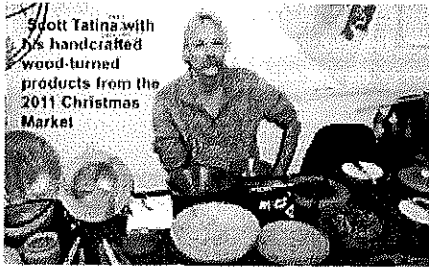
You're Invited!

Sponsored by the
Dolley Madison Garden Club

December 12, 2015
10 a.m. to 4 p.m.
Charles Town
Presbyterian Church
220 E. Washington St.
Charles Town, WV

Our Market will be filled with Christmas decorations, vendors with unique holiday gifts, fresh greenery for sale, demonstrations, crafts for kids to do while Mom shops -- or just come by to enjoy special holiday music by local high school students, and good food at the Dolley Café. Best of all, the proceeds will go towards our local community beautification projects!

"Community events and celebrations were once a hallmark of small-town America."



On the National Register of Historic Places, the Webb-Blessing House was originally owned by Samuel Washington (brother of George and Charles). He deeded the lot to Ezekiel Dean in March 1797. In 1829, Dean deeded the property to Isaac and Charlotte Gray, annotated as "persons of color." Shortly after this transfer, James Webb built a stone house on the property. This is one of the earliest stone structures built by a free black.

The Blessing family took up residence in the clapboard house at the end of the Civil War. Blessing was a baker who supplied food to John Brown during his incarceration and befriended him. Another significant aspect of this property is the well that stood in front of the house. In Charles Town's early days, there were twelve wells strategically placed to provide water for the townspeople; the oldest was in the front of this house.

In 2003, the Jefferson County Black Historic Preservation Society purchased the Webb-Blessing House to restore it and establish a museum about this significant structure and its inhabitants. Currently there are two exhibits, one about the Blessing family and another titled, "African American Military from 1812."

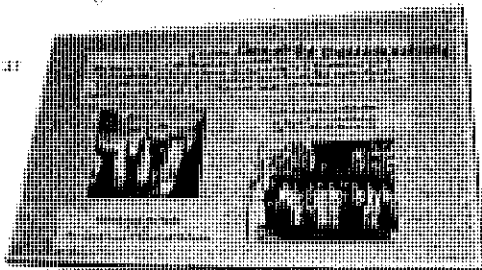
The Dolley Madison Garden Club intends to use its proceeds from the Christmas Market to help fund the restoration of the gardens. At present, the remnants in the backyard include an old smokehouse, a cistern, and a cedar and boxwood, both of which are over 100 years old. The garden restoration will include the reproduction of an outhouse, a kitchen garden, fruit trees, a

clothesline and washtub, a wellhead, a patio, and flowers of the time period. Flowers will be donated and installed by garden club members — most from their own yards — and will include peonies, daylilies and phlox.

"Community events and celebrations were once a hallmark of small-town America, and we like to foster that whenever possible," says Nancy McGlothlin, spokesperson for the garden club. "We are definitely planning a lively Christmas Market, with musical performances by local school groups, a place for kids to make something for mom and dad while they shop, and a café featuring a wonderful selection of eats by Grandma's Diner. We'll also have the best cupcakes in town on sale for a nice treat."

"The club members are delighted to bring so many local vendors together for this event. Shoppers will have a large selection of merchandise to browse, providing excellent holiday gifts, and it supports our local artists and small business owners," she adds. "And of course we are thrilled to be able to bring awareness to the Webb-Blessing House, both its historical significance and its ongoing restoration needs."

McGlothlin says there is a bittersweet component to the event this year. Member Mary Koonec, who was passionate about the garden club and planned to sell her beautiful boxwoods at the Christmas Market, recently passed away after her battle with cancer. "We are holding the event in honor and memory of her. Mary's knowledge of gardening and more, and her artistic ability, is a great loss."



www.HomesAndStyle.com

Christmas Market Vendors

AVANT GARDENS

(vases and pottery for flower designers
by Jeff Stambough)

SCOTT TATINA

(handcrafted wood-turned items)

AUTHORS

B.J. Appलगren
Tara Bell
Katherine Cobb
Millie Curtis
Ginny Fite

(selling and signing a variety
of their novels and nonfiction books)

OLGA SOKOLOVA

(hand-knitted scarves and other goods)

BUTTERCUP LANE

(hand-painted decorative pieces
by artist Linda Wright)

LEMON GRASS SPA

TRUDY ROTH

(handmade jewelry)

THE VINEGAR LADY

SILPADA SILVER JEWELRY

(from Jodi Westrope)

TJ'S GREETING CARDS & GIFTS

MICHE HANDBAGS

WILD ROSE SOAP

DOLLEY MADISON GARDEN CLUB

SHENANDOAH GARDEN CLUB

WINDFLOWER ARDEN CLUB

WIZARD CLIP GARDEN CLUB

Holiday 2015 73

COUNTY COMMISSION OF JEFFERSON COUNTY

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Meeting Room Policy	Approved:	June 7, 2012
Policy Number:	910	Author:	Keyser
Associated:			

PURPOSE:

All meeting rooms in Jefferson County-owned buildings are to be used only for County related meetings and/or business. All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Use of county-owned meeting rooms does not imply endorsement by the County Commission or staff of the viewpoints presented.

POLICY:

The Jefferson County Commission encourages the widest possible use of county meeting rooms by government agencies and nonprofit community groups.

All meetings shall be open to the public. (exception: a partisan party and the groups that are under their umbrella)

Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.

Room bookings are subject to cancellation if the room is needed for county government business.

Rooms will not be used for personal or family purposes.

Users agree to abide by all regulations of the meeting room relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

PROCEDURES:

All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Organizations authorized to use these rooms are as follows:

- County appointed Commissions, Boards and Authorities
- Republican and Democratic Executive Committees
- Meeting rooms may be used by elected officials (county, state, etc.) for meetings when it is for a stated public purpose. Any organization or individual using meeting rooms is

subject to being "bumped" if the rooms are needed for any county related business. County appointed Boards, Commissions, Authorities, etc. will take precedence over any scheduling conflict.

County Commission Meeting Room – 200 E. Washington Street, lower level of the Old Charles Town Library, Charles Town, WV 25414:

The County Commission meeting room must be scheduled through the County Commission Office. The key to the meeting room may be picked up and returned to the County Commission staff during normal business hours. The applicant is responsible for getting an alarm code from the County Commission office. The applicant is responsible for the security alarm.

Groups interested in using the County meeting rooms must first fill out an application form provided by the Jefferson County Commission.

Proof of Liability Insurance must be submitted with application by the person reserving the room. Applicants not covered by insurance must sign the provided indemnification form. Submission of application does not constitute approval.

The County Commission reserves the right to cancel any reservations of the County Meeting Rooms.

For programs occurring outside of normal business hours applicant is responsible for entry and/or closure. A \$40 deposit is required for any meeting occurring outside of normal business hours. Payment is due once approval has been granted to use the meeting room. These funds will be refunded once the key has been returned and the building was secured. Any violation of this rule could lead to privileges of meeting room usage being revoked. Process for getting and returning the meeting room key is the responsibility of the applicant.

Maximum capacity is 112 people with tables and 171 people without tables.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

Microphone Use:

The County Commission has one standard microphone and speaker which you can use if you wish to do so. You will need to indicate on your request form that you wish to use the microphone so we can place it in the room for you prior to your meeting. This basic microphone can be used free of charge.

Multi-Microphone/Projector Use:

If you wish to use the County Commission's projector or microphone system for your meeting, you can do so by paying in advance \$35.00 per hour for each hour you will be using the room. The check should be made payable to Jefferson County Commission and received at a minimum the day before your scheduled meeting. ***If you fail to submit the rental payment within four days of your request***, you will not have access to the equipment. You will be provided the name and cell phone number of the technician who will be managing your equipment needs once your check is received. We do not allow for you or anyone from your group to utilize our equipment without someone from our staff being present to set-up and store the equipment.

County Commission Courtroom – 100 E. Washington Street, Charles Town, WV 25414: The County Commission Courtroom is scheduled through the County Clerk's office. Maximum capacity is 49 people.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

Circuit Court Courtroom – 100 E. Washington Street, Charles Town, WV 25414: The Circuit Court Courtroom may be scheduled through the Circuit Judge's office. Maximum capacity is 150 people.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

Bardane Public Service Center Conference Rooms – 1948 Wiltshire Road, Suite 3, Kearneysville, WV 25430: All conference rooms located at the Bardane Public Service Center must be scheduled through the Extension Office located in the Bardane Public Service Center. In the event that meetings are held after hours, a responsible employee shall be in attendance. This employee will be responsible for making sure there is no damage, the meeting room is put back in proper order and the building and meeting rooms are secured before leaving. In addition, employees working after normal business hours at the Bardane Public Service Center are responsible for securing the building.

Maximum capacity for large room is 104 people and the small room is 36 people.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 4, 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*): **Letter of Support for the natural gas pipeline**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY 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

Patricia A. Noland

VICE PRESIDENT

Walt Pellish

COMMISSIONER

Dale Manuel

COMMISSIONER

Peter Onoszko

COMMISSIONER

Jane Tabb

August 4, 2016

Michael A. Albert, Chairman
Public Service Commission of West Virginia
201 Brooks Street
Charleston, WV 25301

Dear Chairman Albert,

On behalf of the Jefferson County Commission, I write to offer our full support of Mountaineer Gas Company's plan to expand capacity of its existing natural gas distribution system in the eastern panhandle. We are particularly pleased for the realization of one of our long stated goals of bringing natural gas service to Jefferson County.

The County Commission acknowledges the lack of natural gas service has restricted potential commercial and industrial growth. Businesses and industries that considered Jefferson County for expansion have located in other areas due, in part, to the absence of natural gas service here in the county. Having natural gas service available in Jefferson County will help attract businesses and industries to the area which will create new and diverse employment opportunities for the residents of Jefferson County. These projects will also generate new tax revenue for local and state governments which will further diversify the economy. In addition, this expansion project will also provide local homeowners with a viable and potentially cheaper alternative energy source for their homes.

Thank you for the opportunity to express our support of this very important infrastructure project. Without access to natural gas, Jefferson County will have difficulty attracting businesses that require affordable and diverse access to energy. I encourage you to approve this project as it will enhance our ability to create jobs and grow the economy here in Jefferson County and West Virginia.

Sincerely,

Patricia A. Noland
President, Jefferson County Commission



AGENDA REQUEST FORM
www.jeffersoncountywv.org

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

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 4, 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*):

- ✚ **Approval of Resolution and Request for Project Amendment Scope/Activity Form – Good shepherd Interfaith Volunteer Caregivers – Grant 15LEDA0065 – 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*):

Motion to approve Resolution and Request for Project Amendment Scope/Activity Form – Community Participation Grant Program for the Good Shepherd Interfaith Volunteer Caregivers and to authorize the President of the Commission to affix her signature to the appropriate documents - Discussion/Action

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**WEST VIRGINIA DEVELOPMENT OFFICE
GRANT AWARD**

Grant Number:
16-418

Payment Number: State Acct. No.:
0256-2015-0307-81900-3256


Fiscal Year: 2015 **Program Name:**
LEDA

Grantee Name & Address: Jefferson County Commission Post Office Box 250 Charles Town, West Virginia 25415	F.E.I.N.	Grant Period: From: July 1, 2014 To: June 30, 2016
		Project Name: Good Shepherd Interfaith Volunteer Caregivers
		Grant ID: 15LEDA00000
		Project Number: 15LEDA0065

Project Description

Implement the program described in the attached grant agreement.

Change Orders		
Number:	Date:	Purpose:

TERMS AND CONDITIONS ARE ON FILE IN THE WEST VIRGINIA DEVELOPMENT OFFICE AND AVAILABLE FOR INSPECTION. A COPY OF THE ORIGINAL AGREEMENT IS ATTACHED TO TRANSMITTAL _____, PROCESSED ON OR ABOUT _____	TOTAL AMOUNT OF THIS GRANT \$4,000.00
	AUTHORIZED SIGNATURE: 

Title: Executive Director

Submitted By: Debbie Legg **Date:** 8-20-15

RESOLUTION

The Jefferson County Commission met on the 4th day of August, 2016 with a quorum present and passed the following Resolution:

WHEREAS, \$4,000 in Governor's Community Participation Grant Program funding was set aside by the West Virginia Legislature for the Jefferson County Commission to undertake for the Good Shepherd Interfaith Volunteer Caregivers; and,

WHEREAS, the Jefferson County Commission has applied for funding through the West Virginia Development Office; and,

WHEREAS, the Jefferson County Commission entered into a contract with the West Virginia Development Office to receive and administer grant funds through the Governor's Participation Grant Program.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Commission of West Virginia, that the President is hereby authorized to affix her signature on the necessary documents on behalf of the Jefferson County Commission, and that she be empowered to sign the Request for Project Amendment Scope/Activity Change in order to obtain these funds.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

15LEDA0065

GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM

REQUEST FOR PROJECT AMENDMENT SCOPE/ACTIVITY CHANGE (FORM 2)

Grantee: Jefferson County Commission Amendment No.: 1 Date: 8-4-16

Project Title: Good Shepherd Interfaith Project No.: 15LEDA0065
Volunteer Caregivers

Activity Number	Activity	Original Amount	Amended Amount
A.	Construction	\$	\$
B.	Other:		
C.	Other:		
D.	Other:		
Total		\$ 4,000	\$ 4,000

Original Scope: (Attach additional page if necessary.)

technology updates

Reasons for Proposed Changes:

Capital improvements and
programs materials/technology

Formal resolution must be attached to this Request for Project Amendment

Contact: Sandy McDonald, Deputy C. Aelm. WVDO Approval:

Telephone: 304 728-3284

Grantee: Jefferson County Commission

Signature: _____
Must be signed by Chief Elected Official
(PLEASE USE BLUE INK)

Signature: _____

Date: 8-4-16

Date: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 4, 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*): **State Fire Commission meeting August 19, 2016 – Personnel attendance**

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





Jefferson County Homeland Security and Emergency Management
Quarterly Report to the Jefferson County Commission
Fourth Quarter of FY-2016 – April-June, 2016

Projects Completed:

PIO, Brandon Vallee, attended a Social Media Training at Flatwoods in April.

HAM Radio testing night was held at Jefferson EOC in April, May, and June.

Held meetings of JCHSEM's Public Awareness Committee, Counter Terrorism Committee and Steering Committee. Also held LEPC meetings.

PIO held a preparedness seminar at the Jefferson County Sheriff's Department's office staff.

JCHSEM held the Annual Partnership Luncheon at the National Conservation Training Center on May 2nd.

Worked with state officials to have the regional Credentialing/Trusted Agent training held at our Maintenance Department on June 22.

Public Information Officer held Volunteer Training for those helping with the Disaster Ready Kids Programs.

Staff and Volunteers have presented Disaster Ready Kids Training was held on June 2,7,10, 17, and 22.

Staff conducted quarterly equipment testing to ensure operational reliability.

Staff and Volunteers had an emergency preparedness booth at Bark in the Park on Saturday June 4.

PIO and Red Cross handed out preparedness information at Harpers Ferry Medical Center Sports Physical Day to 315 participants.

Received all Tier II Information from companies that store hazardous materials that are required by EPA regulations to file. Information also goes to WV State Emergency Response Commission. Our Deputy Director has entered all LEPC Tier 2 information into Cameo software.

Held meetings regarding THIRA (Threat Hazard Identification Risk Assessment), Part I with a variety of stakeholder groups and worked in existing committee meeting groups. Submitted Part II of the THIRA to WV Division of Homeland Security and Emergency Management.

Worked with the LEPC and their contractor on the LEPC's Commodity Flow Study.

Worked with our contractor on updating certain annexes of the Jefferson County Emergency Operations Plan, and to update the Jefferson County Government's Continuity of Operations Plan. The Director and the Contractor attended the April 5 Fire Chiefs meeting to request their input on the Fire Annex.

The Director and the contractor met with Department Heads and elected officials, individually, in April to update their departmental sections of the COOP (Continuity of Operations Plan).

JCHSEM staff and Jefferson County agencies participated in the Tabletop Exercise held at the Byrd Center in Berkeley County and the Functional Exercise held in Hampshire County on June 21.

Held and participated in a tabletop exercise to test the County's updated draft of the Continuity of Operations Plan with all County Department Heads.

Proctored tests for candidates, held interviews and hired new Deputy Director/Planner/Program Manager.

Director participated in training: Community Mass Care and Emergency Assistance.

As Chair of the WV Emergency Management Council, the Director gave 2 presentations at the WV Emergency Management Council Conference in June. One was on Emergency Management 101 and the other was on Apps used for Emergency Management. Our new Deputy Director also attended this conference.

Director attended the Floodplain Managers Workshop. This training enables the director to complete required continuing education to retain the Certified Floodplain Manager (CFM) credential.

All staff worked with the Sheriff's Department and other local agencies to collect supplies and coordinate deliveries of the supplies to the affected counties after the flooding of June 22/23, 2016.

The Director was deployed to Greenbrier County for 2 weeks to work alongside the Greenbrier County Emergency Manager during the flooding of June 22/23, 2016.

Projects Working on Now:

Training the new Deputy Director/Planner/Program Manager; planning training strategies.

Continuing to work with staff from JCHSEM and the Engineering Department to finalize all documentation for the annual report for the Community Rating System of the National Flood Insurance program.

JCHSEM and the LEPC will have a booth at the Jefferson County Fair, Building #2, Space #14. The LEPC pays for the booth space and the tickets needed for the volunteers.

Continuing work with contractor and stakeholders on annexes within the Emergency Operations Plan, Continuity of Operations Plan and the LEPC's Commodity Flow Study.

Our staff is currently preparing for the Regional Full Scale Exercise that will be held on September 19th.

Things the County Commission Should be Aware of:

The next Quarterly Partnership Meeting will be held on July 29, 2016 at Skippers Dips and Deli in Charles Town at noon.

The WV State Emergency Response Commission will hold their annual SERC/LEPC (Local Emergency Planning Committee) Conference at Camp Dawson in Preston County August 29-September 1. The Director and Deputy Director will be attending this conference, as well as, the Chair of the LEPC.

The WV Region 3 Full Scale Exercise will be held on September 17th throughout the seven-county region. Our Emergency Operations Center will be activated for this event.

JCHSEM staff and staff from the Engineering Department will have a physical annual review of CRS (Community Rating System of the National Flood Insurance Program), including field tours of all floodplains and completed mitigation projects on October 18, 2016. This will likely be a multiple day project.

TSA will hold an Industry Day in Jefferson County on October 25 for the purpose of working with and training local agencies about transportation security of buses, rail transportation, etc. More information will be forthcoming as we receive it from TSA.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 18, 2016, or as soon thereafter as the Commission may decide:

Regional Airport Authority - one three-year term ending July 2, 2019.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

August 3 and 10, 2016

THANKS - JEFFERSON COUNTY COMMISSION

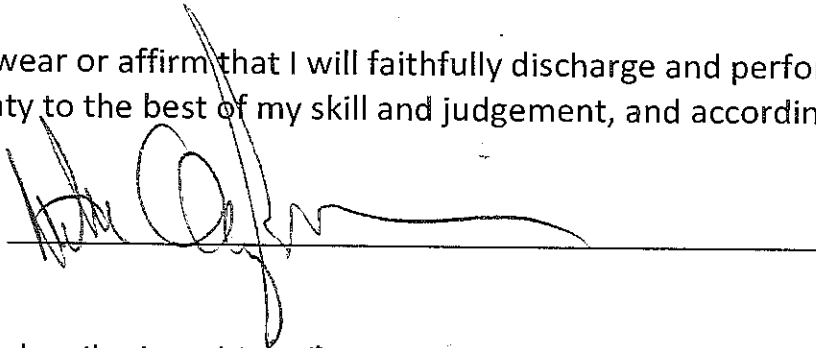
State of West Virginia,

COUNTY OF JEFFERSON

I, Peter Onoszko, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, Peter Onoszko, do solemnly swear or affirm that I will faithfully discharge and perform the duties of the office of County Commissioner of Jefferson County to the best of my skill and judgement, and according to the law, so help me God.

Signed



The above oath was taken and subscribed on this 21st day of July, 2016 at the Jefferson County Commission Meeting Room at the Old Charles Town Library, 200 East Washington Street, Charles Town, West Virginia.

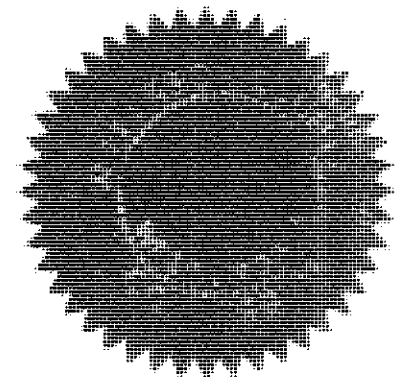
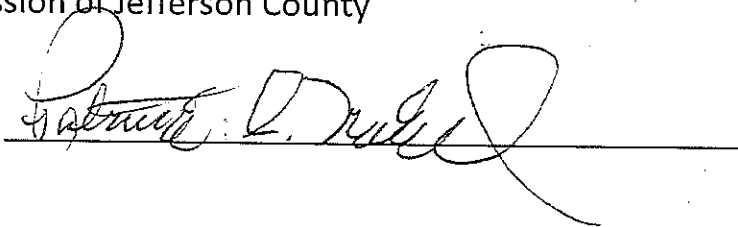
WV Constitution Article IV, Section 5 – Oath or affirmation to support the Constitution.

Every person election or appointed to any office, before proceeding to exercise the authority, or discharge the duties thereof, shall make oath of affirmation that he will support the constitution of the United States and the constitution of this state, and that he will faithfully discharge the duties of his said office to the best of his skill and judgement; and no other oath, declaration, or test shall be required as a qualification, unless herein otherwise provided.

Oath administered by Patricia A. Noland

President of the County Commission of Jefferson County

Signed





HARPERS FERRY JOB CORPS

In Conjunction with the Job Corps WV Outreach and Admissions

Cordially Invite You To The

HARPERS FERRY JOB CORPS OPEN HOUSE

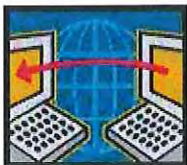
AUGUST 25, 2016
10:00AM UNTIL 1:00PM

HARPERS FERRY JOB CORPS CENTER
146 BUFFALO DRIVE
HARPERS FERRY, WV 25425



**BROADCASTING
LIVE...
ON CENTER**

COME SEE OUR CENTER OF WHICH WE ARE VERY PROUD • MEET STUDENTS AND STAFF • SEE OUR CAREER TRAINING CENTER AND ACADEMICS DEPARTMENT • A COOKOUT IS BEING OFFERED AND OPEN INTERVIEWS WILL BE HELD FOR POSSIBLE ENROLLMENT



FOR MORE INFORMATION CONTACT: LOU ANNE KRAMER @ 304-815-4946 OR 304-724-3422



CAREERS BEGIN HERE

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Successful careers require a strong foundation.

LEARN

Further your education and gain new skills to advance your career.

LIVE

Become part of a community that encourages growth and success.

CONNECT

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WHAT YOU NEED TO KNOW

- Job Corps is tuition-free to income-eligible young men and women.
- Job Corps is open to ages 16 through 24.
- There are 126 centers across the nation.
- Job Corps offers hands-on training in high-demand industries like health care, information technology, advanced manufacturing, and many more.
- Training programs take approximately 8 to 15 months to complete.
- Job Corps works—80 percent of Job Corps graduates either enter the workforce, join the military, or go on to higher education or an apprenticeship.

JOB CORPS INDUSTRY SECTORS

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- Homeland Security
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- Information Technology
- Renewable Resources
- Retail Sales and Services
- Transportation

(800) 733-JOBS [5627]

www.recruiting.jobcorps.gov

www.mifuturo.jobcorps.gov (español)



doljobcorps



doljobcorps



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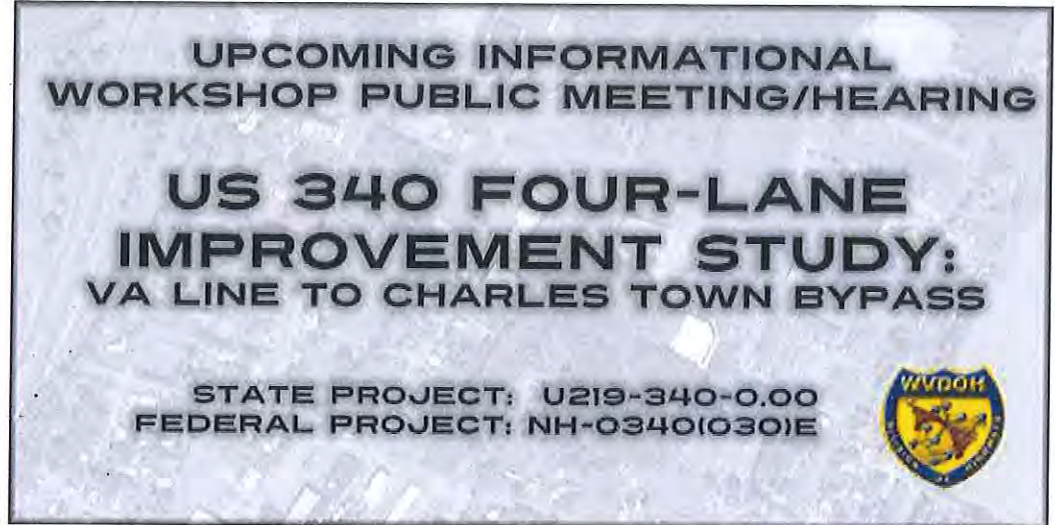
Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program.

Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.



[Transportation](#) > [Highways](#) > [Engineering](#) > [Comment on Projects](#) > [US 340 Project](#)

US 340 Four-Lane Improvement



The West Virginia Division of Highways (WVDOH) will hold an Informational Workshop/Public Hearing on Tuesday, August 30, 2016 in the Council Chambers of Charles Town City Hall located on 101 East Washington Street, Charles Town, Jefferson County, West Virginia on the proposed US 340 – 4 Lane Project from the Virginia Line to the Charles Town Bypass. The project consists of upgrading the existing two lane section of US 340 in Jefferson County from 0.5 miles southwest of the state line to approximately 2 miles north of the community of Rippon in Jefferson County, West Virginia. This will result in constructing a 4-lane divided highway to complete the 2 lane gap section. The total project length is approximately 5 miles. This meeting will update the public on the progress of the US 340 Improvement Study since the last public meeting/hearing in June 2013. Preferred Alternative 4A and the availability of the Supplemental Draft Environmental Impact Statement will be the focus of the workshop. This meeting complies with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act requirements.

The informational workshop is scheduled from 5:00 PM to 8:00 PM and representatives from WVDOH and FHWA will be available to answer questions about the proposed project. The informational workshop is scheduled from 5:00 PM to 8:00 PM and representatives from WVDOH and FHWA will be available to answer questions about the proposed project. **THE PUBLIC HEARING PORTION WILL OCCUR FROM 8:00PM to 10:00PM.** Individuals and representatives of organizations who wish to provide testimony during the Public Hearing may sign the Speakers List at the registration desk from 5:00 PM to 7:45 PM. A five minute time limit will be imposed on testimony to provide all parties the opportunity to comment.

Meeting Materials

[2001 Draft Environmental Impact Statement](#) [28 MB PDF]

[2016 Supplemental Draft Environment Impact Statement](#) [28 MB PDF]

Project Materials

[A map](#) of the Alternatives is available for download [1 MB PDF].

PDF Maps

[Alternate 4](#)

[Alternate Preferred 4A](#)

[Alternate 4B](#)

[Alternate 4C](#)

[Alternate 10A](#)

[Alternate 10B](#)

Sandra McDonald

From: Jefferson County Development Authority <lyngoodwin@jcda.net>
Sent: Thursday, July 28, 2016 8:01 AM
To: Sandra McDonald
Subject: KENT CARTRIDGE RIBBON CUTTING

Come see the expansion at Kent Cartridge!

***The Jefferson County Development Authority
cordially invites you to the***

Kent Cartridge Expansion Ribbon Cutting

**Wednesday, August 10, 2016
10 a.m.
795 Hite Road
Kearneysville, West Virginia**



KENT
CARTRIDGE

Kent Cartridge is a leading manufacturer of shotshell ammunition for hunting, sport shooting, and training rounds. Operating in Kearneysville for more than 20 years, Kent Cartridge employs local residents from Jefferson and Berkeley counties.



DiscoverItAllWV.com

Jan. 1, 2015 – Dec. 31, 2015	
34,891	users
74,474	page views
84%	new visitors
16%	returning visitors
60% desktop	
28% mobile	
12% tablet	

Facebook ads have generated over 6,500 click thrus to our website since 5/15/16. Total campaign has delivered over 27,800 click thrus to the site since 5/15/16 launch. 12,700 of those clicks are coming from DC, Northern VA markets.

2015 Digital Campaign

In 2015, the CVB launched a paid search campaign and also a display campaign with TripAdvisor. The goal was to increase brand awareness and drive traffic to DiscoverItAllWV.com. The campaign targeted visitors searching for keywords related to Jefferson County tourism within a 250-mile radius.

Impressions	Clicks Generated	Click-Through Rate	Cost per Click	Conversions	Conversion Rate	Cost per Conversion	Total Cost
2,182,309	22,453	1.03%	\$1.49	734	3.27%	\$45.71	\$33,553.82

County Travel Impacts, 2004-2014 by Dean Runyan Associates

Jefferson County	2004	2006	2008	2010	2011	2012	2013	2014
Direct Spending (\$Million)	572.0	702.0	731.0	770.0	815.0	819.0	775.0	756.3
Earnings (\$Million)	114.0	139.0	151.0	173.0	177.0	176.0	177.0	181.0
Employment (jobs)	5,410	6,630	6,970	7,180	7,170	7,010	7,290	7,430
Local Govt. Revenue (\$000)	7,244	7,884	8,626	10,838	14,711	15,953	13,259	11,047
State Govt. Revenue (\$000)	171,571	191,547	194,930	198,676	204,097	204,244	176,380	164,732

Once again, the Jefferson County CVB received accreditation from the West Virginia Association of Convention and Visitors Bureaus. This designation is only given to a CVB that completes the rigorous application process and meets very specific criteria.

The program was created by the WVACVB to ensure its members operate to the highest standard of ethics and transparency. In 2015, Annette was elected secretary of the WVACVB.

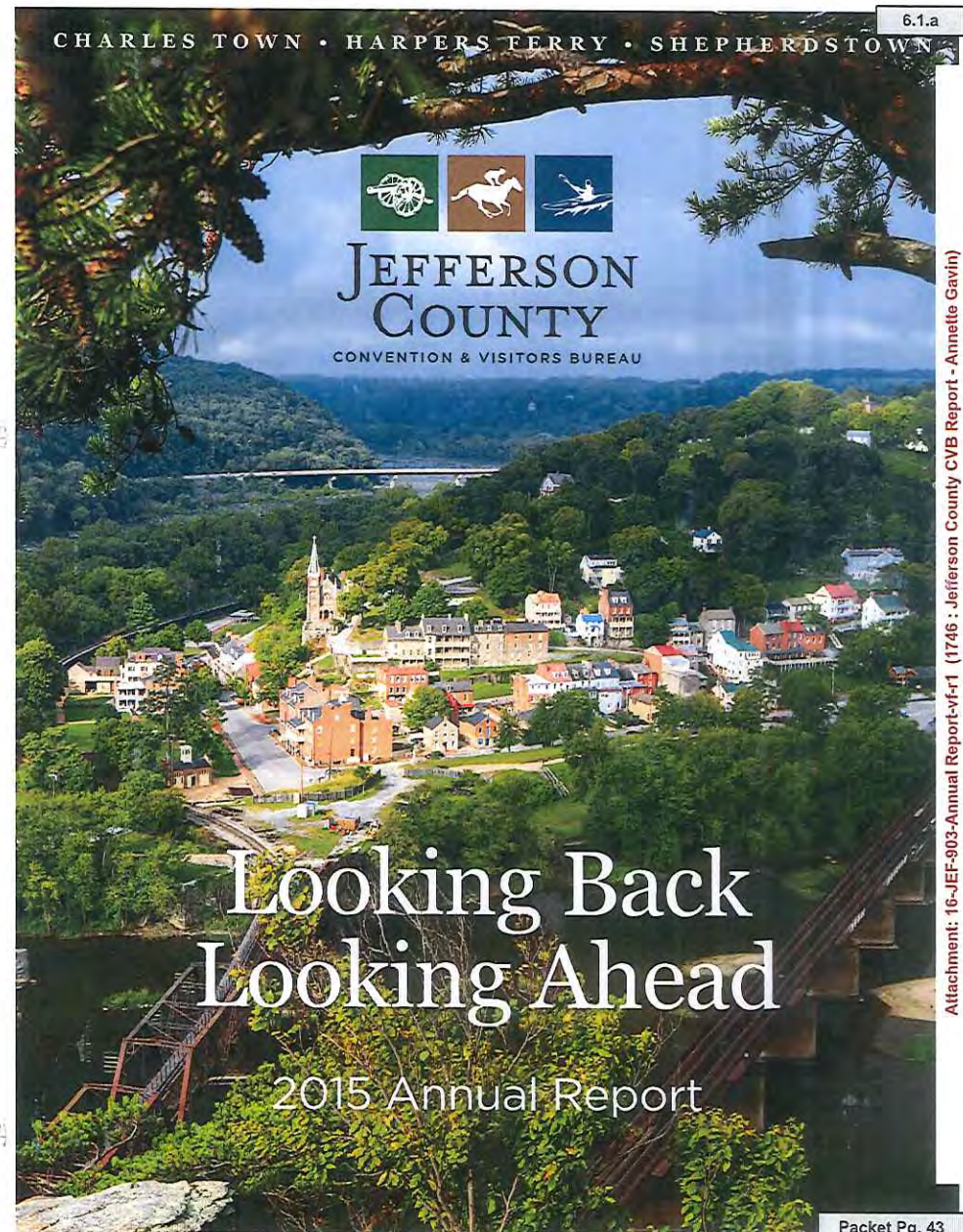


FOR COMPARISON: YEAR-TO-DATE

Jan. 1, 2015 – July 14, 2015		Jan. 1, 2016 – July 14, 2016	
16,262	users	20,314	users
35,998	page views	33,595	page views
85%	new visitors	75%	new visitors
15%	returning visitors	25%	returning visitors
66% desktop		34% desktop	
23% mobile		51% mobile	
11% tablet		15% tablet	

So far in 2016, we're pulling stronger traffic from the markets where advertising dollars are spent.

- Advertising in DC, Baltimore and Northern VA is working and driving traffic to the website.
- Mobile made a big upswing in 2016!
- 20% growth in traffic year over year.



Mission Statement: To promote and market the tourism attractions of Jefferson County, West Virginia and grow the economic impact of tourism to the area.

JCCVB Board of Directors

OFFICERS

Chair: Christian Asam
Vice-Chair: Patsy Noland
Secretary: Tish Appignani
Treasurer: Tripp Lowe

AT-LARGE & EMERITUS MEMBERS

Meredith Wait, At-Large -Dickinson & Wait
Tish Appignani, At-Large -Pres. Jefferson Arts Council
Rob Losey, At-Large - Blooming Plantation
Joshua Midgett, At-Large, CATF
Carol Asam, Emeritus

GOVERNMENT REPRESENTATIVES

Patsy Noland, Jefferson County Commission
Greg Vaughn, Harpers Ferry Mayor
Peggy Smith, Charles Town Mayor

LODGING MEMBERS

Christian Asam, Bavarian Inn
Tripp Lowe, Clarion Inn
Brett Sullivan, The Inn at Charles Town
Duane Marcus, Turf Motel
Karan Townsend, The Town's Inn

STAKEHOLDER GROUP MEMBERS

Dennis Frye, Harpers Ferry National Park
Angela Kable Johnson, Jefferson Arts Council
Heather Morgan McIntyre, Jefferson County Chamber of Commerce
John Reisenweber, Jefferson County Development Authority
Susan O'Connell, Hollywood Casino at Charles Town Races
Matt Knott, River Riders

Message from the CEO

On July 23, 2015 a fire in Harpers Ferry changed not only the landscape of the town, but the appreciation of our little historic village. As former and potential visitors grappled with the idea that this landmark was damaged, I was reminded of the important role that marketing can play after this kind of tragedy. What is our message? How do we reach potential visitors? And how do we say "Please come visit Harpers Ferry because the biggest tragedy would be to stay away." Did we succeed? One shop owner, who lost her business and rebuilt in another location, saw record fall and December sales. The Harpers Ferry National Historical Park boasted an average increase Sept.-Nov. of 20%. Harpers Ferry was not alone. The Bavarian Inn in Shepherdstown saw record sales, Mediterranean Café in Charles Town had their best year yet, and River Riders was also up 20%, to name a few.

Our mission is to promote our area as a destination to targeted areas of Washington DC, Baltimore and Northern Virginia. Our campaigns are driving visitors to our website and engaging them to say "I want to go there." Last year, the JCCVB was the first in the state to place 100,000 Vacation Guides as an insert in the Sunday section of the Washington Post. We targeted specific households based on demographics, and the insertion was so well received that we have repeated this in 2016. Our 2015 marketing campaign also included internet, TV, social and some very specific print for a total spend of almost a quarter of a million dollars, or 53% of our income, with some help from the state MAPP program.

Along with our staff and Board of Directors, it is my pleasure to share our 2015 Annual Report. We've had a very successful year for tourism and this report highlights some of the accomplishments. I want to thank the County Commissioners for their belief in our organization and continued support. Special thank you to Nikki Butler of Nikki Butler Design and Buddy Butler from the Stonewall Group who are invested in the JCCVB. They deserve credit for the fabulous Vacation Guide and cohesive branding, as well as our successful marketing campaigns. Thanks also to Commissioner of Tourism, Amy Goodwin, and the Wild & Wonderful team for highlighting our county, and each tourism business in our area for their dedication to provide an incredible visitor experience. I believe that the success of our county is based on partnerships. We have come a long way together and we can continue to demonstrate that tourism is the future of Jefferson County and this great state of West Virginia.

Respectfully,

Annette (Signature)

Annette Gavin, CEO
Jefferson County Convention & Visitors Bureau

"Thank you so much for your support, and for what the Jefferson County Convention and Visitors Bureau has done and continues to do for the community" — Mark Shields President Shepherdstown Community Club

"Supporters like you have been the major contributors to the success of the festival and the community has greatly benefited" — George Rutherford, Pres. of the NAACP of Jefferson County

Community Partnership Grant Program

From 2013-2015, we have contributed \$39,760 to our partners in the tourism community to help promote events throughout our county. Events such as Jefferson County African Cultural & Heritage Festival, CATF, Dogfest, Charles Town Car Show, ATC Flip Flop Festival, Earth Day, Over the Mountain Studio Tour, Harpers Ferry Olde Tyme Christmas and so many more.

"Never in my 40 years of association with Harpers Ferry National Historical Park have I seen triple digit - yes! - triple digit increases in visitation. And this happened during the so-called "off season." For four consecutive months, from December, 2015 through March, 2016, the national park's monthly visitation increased by more than 100% each month. Unparalleled!

How do we explain this? A major reason is the aggressive marketing and advertising of the Jefferson County Convention & Visitors Bureau. Especially impressive is the CVB's beautiful Vacation Guide. Equally important is the CVB's target marketing of the DC metropolitan region and its insertion of the Vacation Guide into the Washington Post.

Our CVB deserves credit for bringing Harpers Ferry National Historical Park off-the-chart increases in visitation. We applaud the CVB for recognizing this jewel in Jefferson County, and for inviting tens of thousands of others to share Jefferson County's national park experience." — Dennis Frye, Harpers Ferry National Historical Park

Fulfillments, Promotional Pieces and Advertising

In March of 2015, we introduced our newly designed, 8 1/2 x 11, full-color Vacation Guide showcasing new photography. It was so popular, that we reprinted it twice that year!

- Email requests from website & calls to Visitor Center 1,272
Travel & Trade Shows like DC Travel & Adventure Show 1,450
Insert twice last year in Sunday Washington Post 100,000
Distribution through partners (NPS, Bavarian Inn, River Riders, all WV Welcome Centers, Washington Monument, Antietam, etc.) 18,250
Hand out at both Visitor Center locations 20,638

Grand Total 2015 Vacation Guide Distribution 141,610



WV Living



DC Golf Show



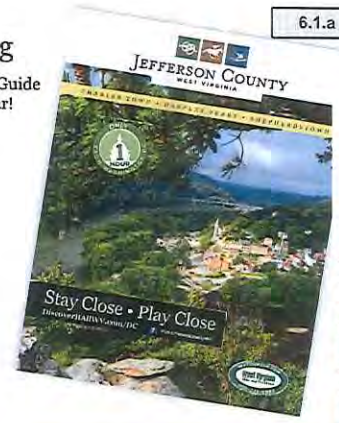
John Brown Tour Rack Card



WV State Travel Guide Spread



Holiday Campaign



Harpers Ferry National Historical Park Visitation
Sept. '15 = up 20% • Oct. '15 = up 1.5% • Nov. '15 = up 37%

ACCOLADES:

- Yahoo Rated Harpers Ferry as Number 1 of 10 Best Trips to Take This Fall
Food Network: Cool Confectionaries listed among 50 best candy stores in USA
weheartwv.com: Shepherdstown featured as one of 5 best downtowns in WV
Thrillist.com: Shepherdstown mentioned as Best Fall Road Trips from DC
msn.com: Harpers Ferry listed among 28 Small Towns Across America with Most Beautiful Fall Foliage

The Harpers Ferry Welcome Center and the Charles Town Visitor Center welcomed over 33,423 visitors in 2015. May October saw almost 24,000 visitors—which is an average 4,000 a month!

- Ghost Tours in Harpers Ferry listed among USA Today's 10 best Ghost Tours in America
TheCultureTrip.com: Shepherdstown and Charles Town featured as 10 Most Beautiful Towns in WV
Housebeautiful.com: Harpers Ferry listed among 50 Most Beautiful Small Towns in America
NYTimes: 50 Essential Summer Festivals Contemporary American Theater Festival in Shepherdstown
USA Today 10best.com: Harpers Ferry National Historic Park listed as Readers Choice Number 2 among Best Historic Southern Attractions

Attachment: 16-JEF-903-Annual Report-vf-1 (1746 : Jefferson County CVB Report - Annette Gavin)

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	FY17 July 16, 2016
To be Deposited on:	July 22, 2016
Amount Played	\$ 57,139,229.02
Amount Won	51,174,258.51
Amount Promo	346,404.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>5,618,566.51</u>
Administrative Costs @ 4%	224,742.67
Excess Lottery Fund @ 4%	<u>-</u>
Net Terminal Revenue	<u>5,393,823.84</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u>-</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,393,823.84</u>
Racetrack @ 46.50% / 42%	2,508,128.09
Lottery Fund @ 30% / 0%	1,618,147.13
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	693,106.38
Race Track Purses @ 90% of 7% / 4%	339,810.90
Employee Pension Fund @ 1% / .5%	53,938.24
Greyhound Development @ 90% of .75%	36,408.31
Thoroughbred Development @ 90% of .75%	36,408.31
County/Municipality @ 2%	<u>107,876.48</u>
	<u>\$ 5,393,823.84</u>

WEST VIRGINIA LOTTERY

First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2017

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%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
Subtotal	\$ 284,959.08	\$ 284,959.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ 627,104.40

VIDEO LOTTERY REPORT

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56	7/1-2/2016	51,477.36
7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24
7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48
7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88		
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60		
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52		
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48		
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12		
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10		
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76		
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30		
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06		
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60		
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94		
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26		
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80		
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72		
11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64		
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08		
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86		
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76		
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98		
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86		
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56		
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16		
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48		
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14		
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

284,959.08

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	June, 2016	62,572.11
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78

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
June, 2016	187,716.33
Total 2015-2016	2,498,270.34