

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, AUGUST 18, 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

- August 1, 2016 Special Session
- August 4, 2016 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- August 11, 2016
- August 18, 2016

APPROVAL OF PAYROLL

- August 11, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
 - Split Tickets - Discussion/Action
 - Exonerations - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
 - Approval of the 2015 Sheriff's Commission - Discussion/Action
 - Review of the Jefferson County Sheriff's Office 2015-2016 Report - Discussion/Action
 - Approval of Bailiff/Trip Guard - Discussion/Action
 - Funding Request for Vehicles - Discussion/Action

3. 10:30 a.m. Bill Polk, Director of Maintenance
- Update & Presentation regarding purchase and possible renovations of property located at 120 South George Street - Discussion/Action
4. 11:00 a.m. BREAK
5. 11:15 a.m. Interview and Appointment to the Regional Airport Authority - One 3-year term ending July 2, 2019 - Discussion/Action
6. 11:25 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Update on new building purchase 120 South George Street - Discussion/Action - Possible Executive Session
- Vision Internet Website Contract Renewal - Discussion/Action - Possible Executive Session
- Discussion of the JCCVB letter to potential sponsors regarding support of the "Brunch Bill" education and outreach campaign - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

7. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Farmland Protection Board.

Impact Fee Status Report for July 2016.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from the Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from the Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from the Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from the Office of Impact Fees General Account to Sheriff's EMS Impact Fee

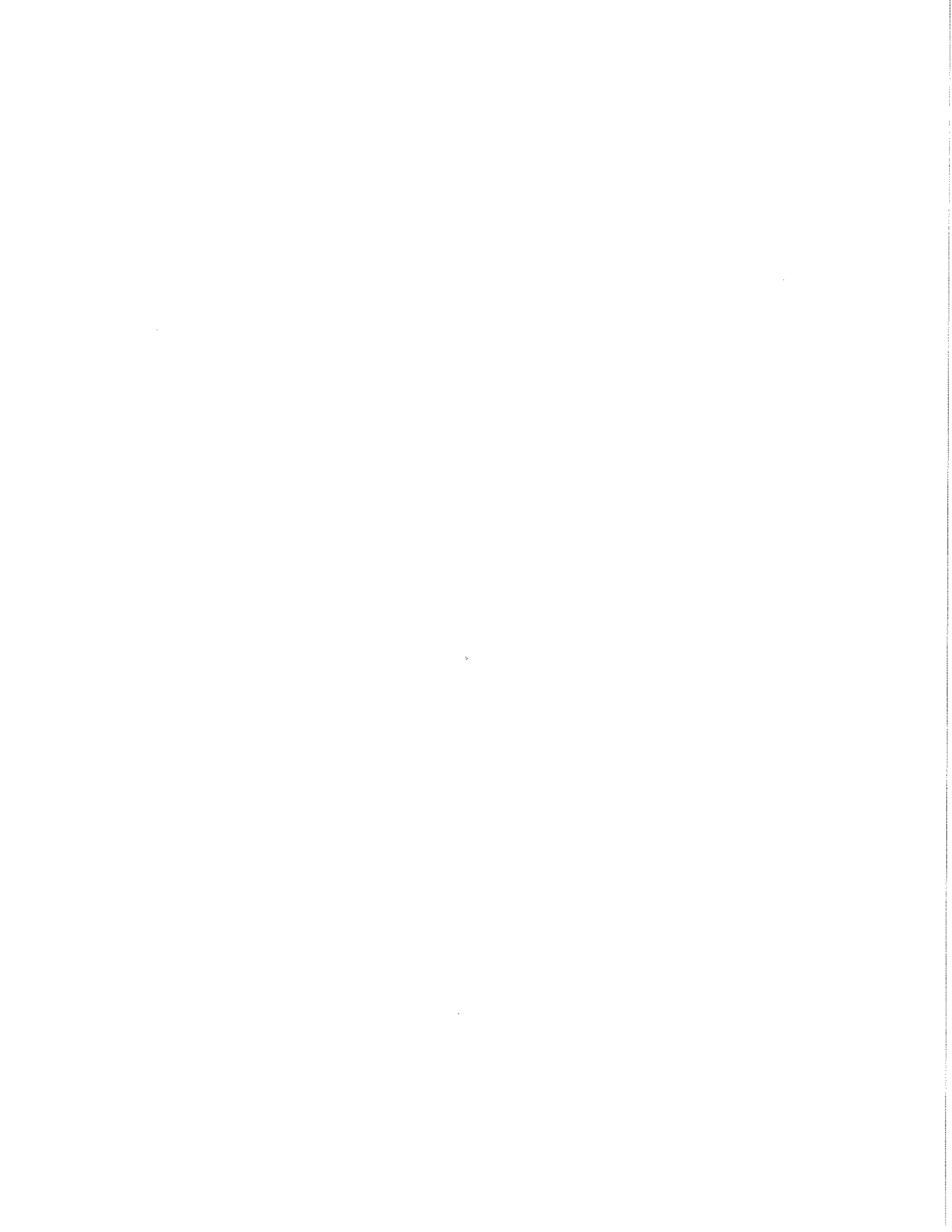
Account.

Thank You Letter from Helen Dettmer, Mayor of Bolivar re: Approval of Intergovernmental Agreement with the Jefferson County Sheriff's Office.

Jefferson County Public Service District Meeting Minutes - July 5, 2016 Regular Meeting.

WV Lottery Weekly Settlement for Charles Town - week ending July 23, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending July 30, 2016.



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 Monday, August 1, 2016, beginning at 11:00 o'clock a.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: Potential lease/purchase of property for office space, including Briel Building and/or additional property

The meeting was called to order at 11:00 a.m. by Commissioner Noland.

Commissioner Onoszko led the Pledge of Allegiance.

Commissioner Manuel asked for unanimous consent to allow the members in the audience to address the Commission if they wished to do so. The Commission agreed. Comments were made by the following:

- Ralph Lorenzetti, Prosecuting Attorney -- reminded the Commission his office was a great need of office space and asked to be included in any potential discussions regarding renovations of leased or purchased office space.
- Eleanor Finn, resident – stated she was pleased this meeting would be held in open session.

There being no further comment, Nathan Cochran, Assistant Prosecuting Attorney, proceeded with a discussion regarding property located at 120 South George Street. Mr. Cochran stated the property was the former county Magistrate building and had been purchased and renovated by APUS and was currently on the market for \$900,000. The purchase price also includes 15 off street parking spaces and furniture. Ms. Michelle Gordon, Finance Director, stated there would be no financing or debt if the Commission elected to purchase the property as monies had been budgeted for the purchase of additional office space.

- **Motion by Ms. Tabb to authorize the President of the Commission to sign the letter of intent for the Jefferson County Commission to purchase property at 120 South George Street from sellers American Public University in the amount of \$900,000. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to sign the non-renewal agreement with 201 North George Street, LLC. to end the lease of the Briel Building in November of 2016. Motion seconded and unanimously approved.**

- **There being no further business, motion by Mr. Manuel to adjourn at 11:47 am. Motion seconded and unanimously approved.**

PATRICIA A. NOLAND, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, August 4, 2016

A meeting of the Jefferson County Commission was held on Thursday, August 4, 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, August 4, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the July 21, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the July 26, 2016 Special Session Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders in the amount of \$17,001.68 to include purchase order numbers 52485 and 52662. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for July 28, 2016 in the amount of \$242,430.57. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076806	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,880.34	\$ 3,880.34
076807	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
076808	428	ADC LEGAL SYSTEMS, INC.		\$ -	\$ 228.42	\$ 228.42
076809	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076810	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
076811	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076812	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076813	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076814	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076815	PAYROLL	KAREN ECHEMENT		\$ -	\$ 72.54	\$ 72.54
076816	PAYROLL	MARGARET GAINEY		\$ -	\$ 686.95	\$ 686.95
076817	717	GUTTMAN OIL CO		\$ -	\$ 11,247.61	\$ 11,247.61
076818	PAYROLL	JERRI HERBERT		\$ -	\$ 220.86	\$ 220.86
076819	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 194.46	\$ 194.46
076820	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
076821	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,480.00	\$ 5,480.00
076822	PAYROLL	JOYCE A. JOHNS		\$ -	\$ 4,200.00	\$ 4,200.00
076823	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
076823	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
076824	PAYROLL	NICOLE NOBREGA		\$ -	\$ 738.06	\$ 738.06
076825	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076826	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076827	428	OFFICEMAX		\$ -	\$ 464.93	\$ 464.93
076828	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 8.36	\$ 8.36
076829	425	POTOMAC EDISON/OH		\$ -	\$ 3.01	\$ 3.01
076830	425	RCS SECURITY		\$ -	\$ 85.00	\$ 85.00
076831	PAYROLL	RANDALL RODRIGUEZ		\$ -	\$ 1,619.94	\$ 1,619.94
076832	717	SUPERIOR AUTO BODY		\$ -	\$ 587.20	\$ 587.20
076833	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,499.28	\$ 10,499.28

076833	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,893.54	\$ 44,893.54
076833	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,702.18	\$ 42,702.18
076834	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,185.17	\$ 32,185.17
076834	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 938.00	\$ 938.00
076835	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,766.66	\$ 10,766.66
076835	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,199.99	\$ 15,199.99
076836	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076837	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 64,873.78	\$ 64,873.78
076837	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,327.81	\$ 24,327.81
076838	700	WV SHERIFFS ASSOCIATION		\$ -	\$ 1,600.00	\$ 1,600.00
076839	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,956.75	\$ 4,956.75
076839	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,478.37	\$ 2,478.37
TOTAL					\$ 297,326.18	\$ 297,326.18

Motion by Ms. Tabb to approve the Accounts Payable for July 28, 2016 in the amount of \$297,326.18. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076841	ALLOC	AHA/ART&HUMANITIES ALLNC			\$ 1,760.59	\$ 1,760.59
076842	PAYROLL	ELIZABETH JUNE BOWERS			\$ 129.38	\$ 129.38
076843	401	201 N. GEORGE ST LLC			\$ 9,638.92	\$ 9,638.92
076844	425	OLD CHARLES TOWN LIBRARY			\$ 1,500.00	\$ 1,500.00
076845	PAYROLL	DELTA DENTAL OF WV			\$ 6,431.70	\$ 6,431.70
076846	700	DETECTING TRUTH,LLC			\$ 1,250.00	\$ 1,250.00
076847	405	FEDEX			\$ 39.24	\$ 39.24
076848	412	GREATAMERICA FINANCL SVC			\$ 394.60	\$ 394.60
076849	425	G & TRIPLE T. LLC			\$ 235.00	\$ 235.00
076850	PAYROLL	THE HARTFORD			\$ 2,279.65	\$ 2,279.65
076850	PAYROLL	THE HARTFORD			\$ 4,593.16	\$ 4,593.16
076851	401	RICOH USA, INC			\$ 29.06	\$ 29.06
076851	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076851	404	RICOH USA, INC			\$ 29.07	\$ 29.07

076851	405	RICOH USA, INC			\$ 87.21	\$ 87.21
076851	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076851	425	RICOH USA, INC			\$ 29.07	\$ 29.07
076851	440	RICOH USA, INC			\$ 58.14	\$ 58.14
076851	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076851	712	RICOH USA, INC			\$ 29.07	\$ 29.07
076852	712	ITSAVVY LLC			\$ 7,431.22	\$ 7,431.22
076853	403	JEFFERSON CENTER			\$ 100.00	\$ 100.00
076854	ALLOC	JEFFERSON COUNTY HISTORI			\$ 2,607.00	\$ 2,607.00
076855	401	THE SPIRIT OF JEFFERSON			\$ 33.74	\$ 33.74
076856	425	JEFFERSON COUNTY SOLID			\$ 11.06	\$ 11.06
076857	GRANT	JEFFERSON DAY REPORT CNT			\$ 716.40	\$ 716.40
076858	405	RALPH A LORENZETTI JR			\$ 722.82	\$ 722.82
076859	PAYROLL	HIGHMARK WV			\$ 174,368.59	\$ 174,368.59
076860	717	MILLER'S CHRYSLER JEEP			\$ 21.91	\$ 21.91
076861	PAYROLL	MILLENIUM INSURANCE GROU			\$ 750.00	\$ 750.00
076862	PAYROLL	NATIONAL VISION ADMIN.			\$ 1,806.36	\$ 1,806.36
076863	428	OFFICEMAX			\$ 539.61	\$ 539.61
076864	ALLOC	JEFF CO PARKS &			\$ 39,647.27	\$ 39,647.27
076865	425	RCS SECURITY			\$ 456.00	\$ 456.00
076866	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,259.00	\$ 6,259.00
076867	401	SANDRA MCDONALD			\$ 58.00	\$ 58.00
076868	PAYROLL	MARY K. THOMPSON			\$ 181.44	\$ 181.44
076869	ALLOC	JEFFERSON CO CONVENTION			\$ 44,014.86	\$ 44,014.86
076870	405	THOMSON REUTER - WEST			\$ 5,500.95	\$ 5,500.95
076871	PAYROLL	WVCORP			\$ 5,000.00	\$ 5,000.00
076872	PAYROLL	WVCORP			\$ 5,000.00	\$ 5,000.00
076873	PAYROLL	LISA WALTERS			\$ 404.22	\$ 404.22

076873	PAYROLL	LISA WALTERS			\$	\$
					202.11	202.11
076874	402	XEROX CORPORATION			\$	\$
					1,166.58	1,166.58
076875	PAYROLL	TAMMY YOKLEY			\$	\$
					795.43	795.43
TOTAL					\$	\$
					326,453.78	326,453.78

Motion by Ms. Noland to approve the Accounts Payable for August 4, 2016 in the amount of \$326,453.78. Motion seconded and unanimously approved.

MANUAL CHECKS

538	8/HD	3M ELECTRONIC MONITORING				\$
						3,570.00
1505	244/CO	JOHN DORSEY ATTY AT LAW				\$
						5,000.00
1052	IMP	SHERIFF JEFFERSON CO -SCHOOL				\$
						51,907.49
1053	IMP	SHERIFF JEFFERSON CO - LAW				\$
						1,465.83
1054	IMP	SHERIFF JEFFERSON CO - PARKS				\$
						3,988.92
1055	IMP	SHERIFF JEFFERSON CO - FIRE/EMS				\$
						437.41
TOTAL						\$
						66,369.65

Motion by Ms. Noland to approve the Manual Checks for August 5th in the amount of \$66,369.65. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Aram Hessami, resident – stated he was aware that the Commission was in need of additional office space and stated his building located at 119 E. Washington Street is currently available for rent or purchase.

PRESENTATIONS

1. Angie Banks, Assessor – requested approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
James Costello	RE	Middleway	20749	\$279.96

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 20749 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Michael McBrearty	PP	CTD	303020	\$82.00

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 303020 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
John Mercer Jr.	PP	CTD	303124	\$124.18

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 303124 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Charles Reinhold	PP	CTD	303804	\$51.54

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 303804 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
John Sherwood	PP	CTD	00212441	\$161.65

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 00212441 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Charlene Gilliam, Potomac Edison, a First Energy Co. – provided the Commission and audience with the annual update on current Potomac Edison happenings and projects within the region.
3. Nikki Painter, Elections – requested approval of the extended Emergency Absentee Voting Policy and provided the Commission and the audience with an election update.
 - **Motion by Mr. Pellish to approve the extended Emergency Absentee Voting Policy as presented by Ms. Painter. Motion seconded and unanimously approved.**
4. Michelle Gordon, Finance Director – requested the approval of transfer of \$500,000 to the Capital Outlay Checking Account.
 - **Motion by Mr. Manuel to approve the transfer of \$500,000 from the Bank of Charles Town ICS Account ending in 575 to BB&T Capital Outlay Checking Account ending in 9739 towards the purchase of 120 George Street, Charles Town WV, 25414. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Jeffrey Polczynski, ENP – Director of Communications – requested the approval to transfer Brooke Hess from part-time status to full-time status as a Public Safety Dispatcher.
 - **Motion by Ms. Tabb to reinstate Brook Hess to full-status as a Public Safety Dispatcher for the Jefferson County Communications Center, effective September 1, 2016. Motion seconded and unanimously approved.**
7. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of a contract with NIXLE/Everbridge.
 - **Motion by Ms. Tabb to approve the annual contract with Nixle/Everbridge for \$3,500 as presented. Motion seconded and unanimously approved.**
8. Interview and Appointment to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2018.

- **Motion by Ms. Tabb to appoint Christopher Neal to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2018. Motion seconded and unanimously approved.**

9. Nathan Cochran, Assistant Prosecuting Attorney

a. Vision Internet Website Contract Renewal

- It was the consensus of the Commission to postpone this item until the next regularly scheduled meeting.

b. Cable Franchise Agreement – Hiring of Outside Legal Counsel

- **Motion by Ms. Noland to enter into Executive Session to discuss contract negotiations. Motion seconded and unanimously approved.**
- **Motion by Mr. Pellish to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to retain counsel from Best, Best, and Krager for the purposes of renewing the Comcast Cable Franchise Agreement. Motion seconded and unanimously approved.**

c. Discussion of Space Needs and Potential Lease/Purchase of property for office space, including the Briel Building and/or potential purchase of additional property

- **Motion by Ms. Noland to authorize Ms. Cochran to proceed with hiring Randy Conrad to perform a title search and complete any of the additional steps necessary to close on the property located at 120 South George Street, Charles Town, WV 25414. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to hire a surveyor for the property at 120 South George Street once closing has been completed. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to authorize the President of the Commission to sign the draft of contract for the purchase of 120 South George Street. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Request to use County Commission Meeting Room for the Dolley Madison Garden Club Christmas Market
 - **Motion by Ms. Tabb to approve the request by the Dolley Madison Garden Club to use the Jefferson County Commission Meeting Room for a Christmas Market on November 18th and 19th, 2016. Motion seconded and unanimously approved.**

11. Letter of Support for Natural Gas distribution system in the Eastern Panhandle
 - **Motion by Ms. Tabb to authorize the President of the Commission to sign the Letter of Support for the Natural Gas distribution system in the Eastern Panhandle. Motion seconded and unanimously approved.**

12. Approval of Resolution and Project Amendment Scope/Activity Change Form for the Good Shepherd Interfaith Volunteer Caregivers Grant – 15LEDA0065
 - **Motion by Ms. Tabb to approve the 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. Motion seconded and unanimously approved.**

13. State Fire Commission Meeting – August 19, 2016 – Personnel Attendance Issue
 - Ms. McDonald stated she was waiting for more information regarding this matter and suggested it be handled internally. The Commission agreed.

COUNTY COMMISSIONER REPORTS

Patricia Noland

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Attended meetings regarding the State Fire Marshall's meeting to be held later this month.
- Asked the other Commissioners whether they'd be interested in having a booth at the fair as members of Region 9 stated they'd help; however, Ms. Tabb stated it was probably too late to secure a booth.

Peter Onoszko

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Attended a Planning Commission meeting.
- Met with Mr. Martin Burke, Chair of the Jefferson County Historic Landmarks Commission.
- Attended the HSEM Quarterly Partnership Luncheon recapping the county's contribution to the disaster/flood relief effort in Greenbrier County.

Walt Pellish

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.

Jane Tabb

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Provided dinner for the Farm Day hosts.
- Attended a Fair Livestock Exhibitors meeting.
- Attended a Farmland Protection Board Easement Committee meeting.
- Attended a CVB meeting and was able to greet Senator Capito who also attended.

Dale Manuel

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Attended the Hot Dogs and Hotrods event at the Chestnut Hill United Methodist Church in honor of Johnny Grove.
- Accompanied granddaughter Bella to the Animal Welfare Society in Leetown.
- Attended Asbury United Methodist Church Pancake Breakfast to benefit the flood relief efforts in Southern West Virginia.
- Attended an Affordable Housing meeting and stated there's currently \$79,000 available for bridge loans for 1st time homebuyers.

14. The Commission meeting was adjourned at 12:37 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 374,472.81	\$ -	\$ 374,472.81
6.2% Tax Payable OASDI	22,311.41	\$ -	\$ 22,311.41
1.45% Tax Payable HI	5,217.94	\$ -	\$ 5,217.94
Fed Withholding	42,583.94	\$ -	\$ 42,583.94
WV State Withholding	16,055.09	\$ -	\$ 16,055.09
PERS Retirement Deduct 4.5%	12,074.44	\$ -	\$ 12,074.44
PERS Retirement Deduct 6%	1,222.04		\$ 1,222.04
Hosp. Pre-Tax	11,978.50		\$ 11,978.50
Cancer/ICU Pre-Taxed	1,065.88		\$ 1,065.88
Cancer/ICU Not Pre-Taxed	901.89		\$ 901.89
Optional Life Not Pre-Taxed	2,288.57		\$ 2,288.57
Christmas Club	5,420.00		\$ 5,420.00
Wage Attach #1	1,173.24		\$ 1,173.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,475.94		\$ 5,475.94
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,960.00		\$ 2,960.00
MD State Tax	469.00		\$ 469.00
D/VF	1,566.93		\$ 1,566.93
VA. State Tax	98.00		\$ 98.00
COLONIAL(PLUS)	192.71		\$ 192.71
Total Deductions	\$ 134,016.83	\$ -	\$ 134,016.83
Net Wages Total	\$ 240,455.98	\$ -	\$ 240,455.98
Payroll Date	11-Aug-2016		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 18, 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*):

- Split Tickets
- Exonerations

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

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

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

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

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

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

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

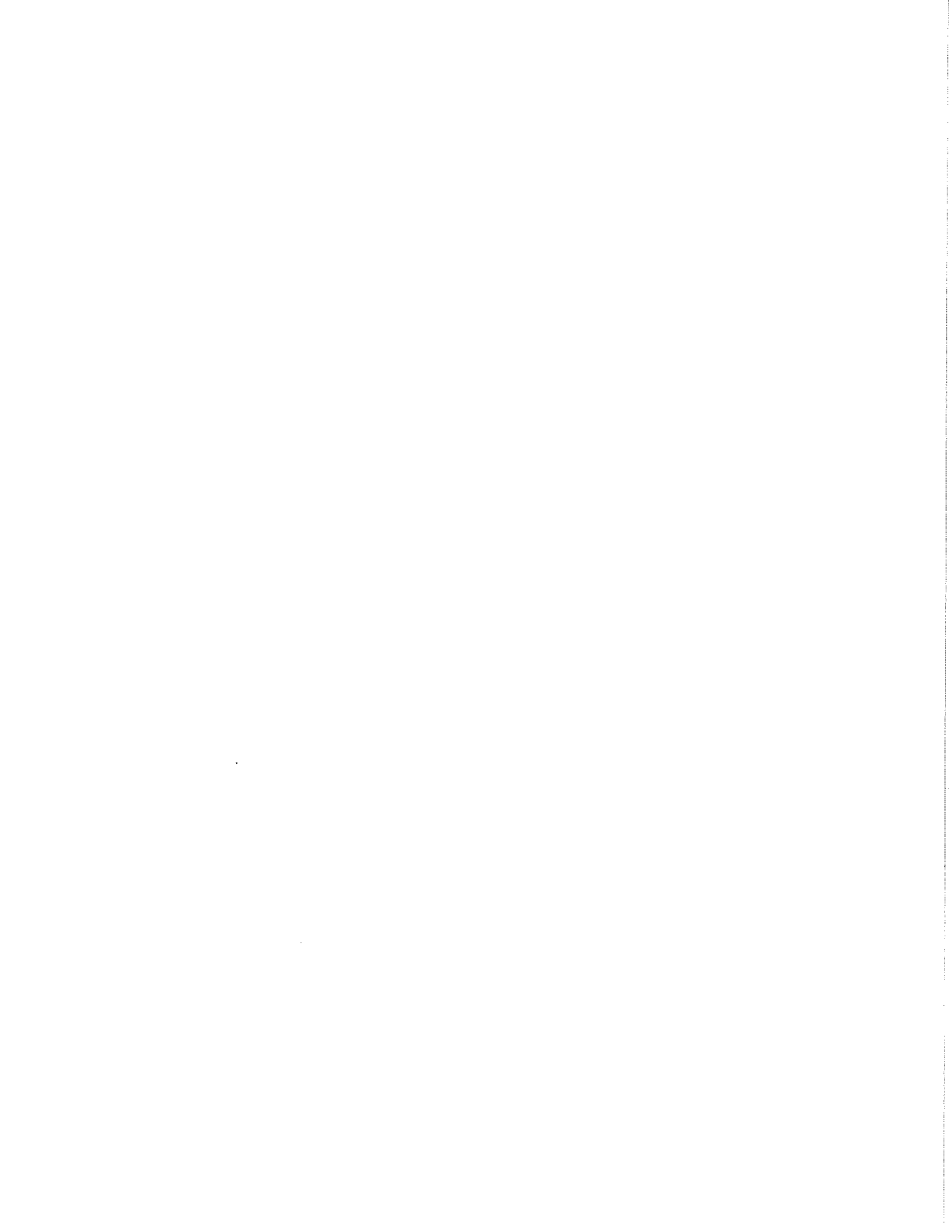
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: Jefferson County Sheriff's Department

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: August 18, 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of the 2015 Sheriff's Commission

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

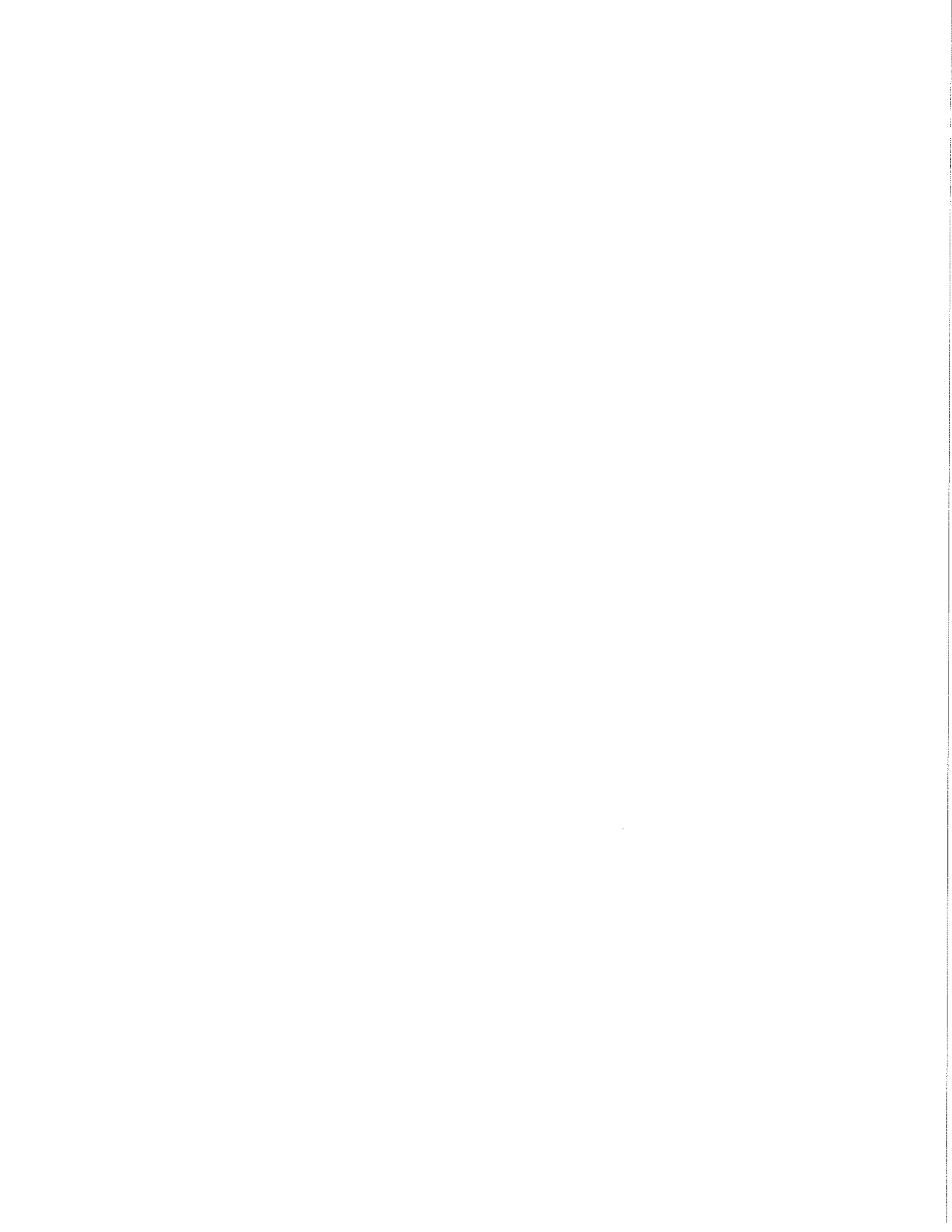
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

August 9, 2016

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

Re: Sheriff's Commission

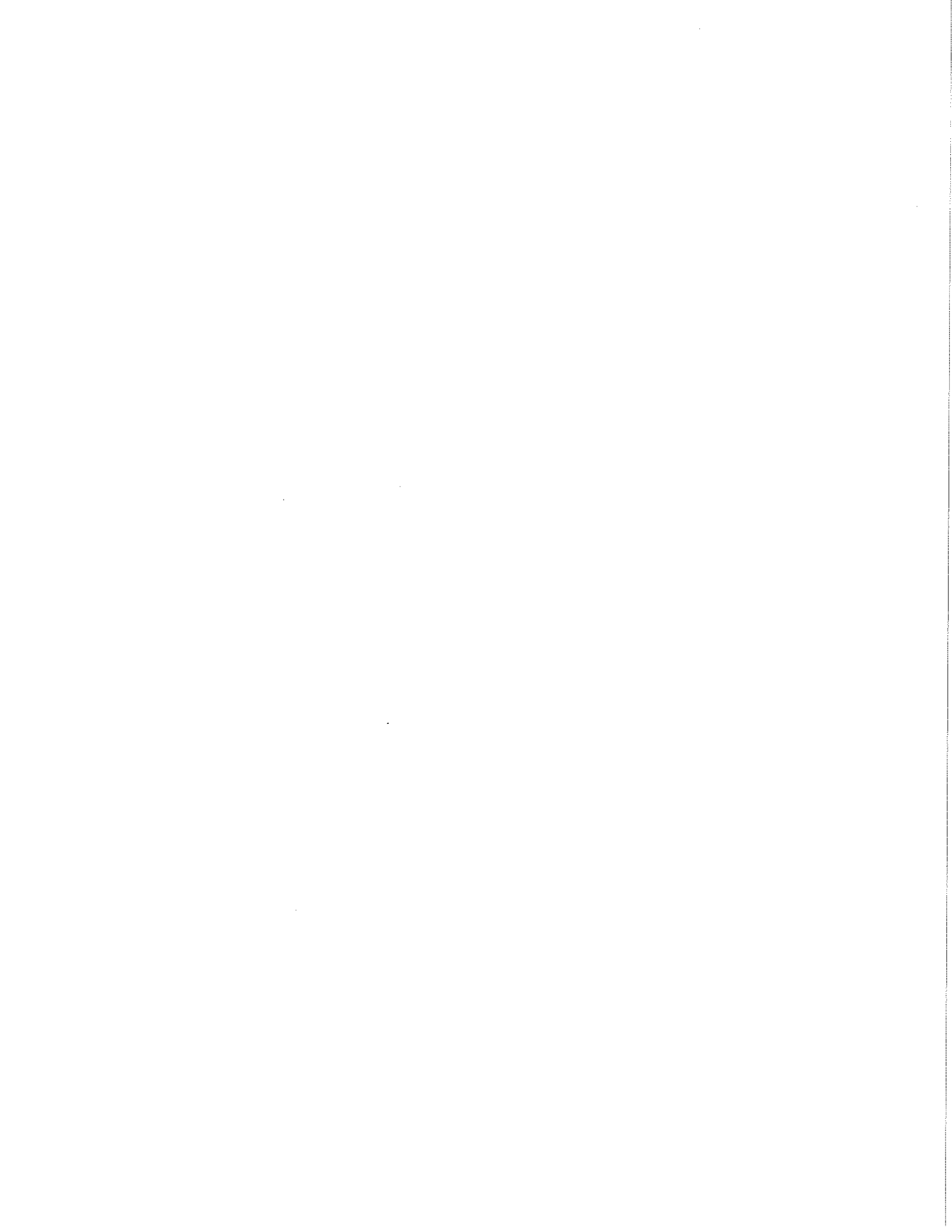
Dear Commissioners:

Attached is a copy of the computation of the 2015 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,

Peter H. Dougherty
Sheriff and Treasurer
Jefferson County



08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Total Sheet

Current Year Taxes	52,208,768.18
Additional Levies	<u>95,450.74</u>
A. Total Taxes Levied	52,304,218.92
Less: Exoneration without refund & Bankruptcy	-200,328.06
Exoneration with refund	<u>-2,403.43</u>
B. Total Net Levy	52,101,487.43
Less: Ending Accounts Receivable	<u>-3,094,527.82</u>
C. Net Current Year Taxes	49,006,959.61
Less: 85% of Net Levy	<u>-44,286,264.32</u>
D. Current Year Taxes over 85%	4,720,695.29
Less: 5% of Net Levy	<u>-2,605,074.37</u>
E. Collections over 90% Level	2,115,620.92
Less: 5% of Net Levy	<u>-2,605,074.37</u>
F. Collections over 95% Level	-489,453.45
2.5% of Collections over 85% Level	118,017.38
1.0% of Collections over 90% Level	21,156.21
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>139,173.59</u>
Total Sheriff's Commission (\$15,000 or less)	<u>15,000.00</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-STATE

Current Year Taxes	211,813.22
Additional Levies	<u>388.11</u>
A. Total Taxes Levied	212,201.33
Less: Exoneration without refund & Bankruptcy	-747.34
Exoneration with refund	<u>-9.53</u>
B. Total Net Levy	211,444.46
Less: Ending Accounts Receivable	<u>-12,505.41</u>
C. Net Current Year Taxes	198,939.05
Less: 85% of Net Levy	<u>-179,727.79</u>
D. Current Year Taxes over 85%	19,211.26
Less: 5% of Net Levy	<u>-10,572.22</u>
E. Collections over 90% Level	8,639.04
Less: 5% of Net Levy	<u>-10,572.22</u>
F. Collections over 95% Level	-1,933.18
2.5% of Collections over 85% Level	480.28
1.0% of Collections over 90% Level	86.39
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>566.67</u>
Portion of Sheriff's Commission paid	<u>61.04</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-COUNTY CURRENT

Current Year Taxes	12,019,487.93
Additional Levies	<u>22,015.43</u>
A. Total Taxes Levied	12,041,503.36
Less: Exoneration without refund & Bankruptcy	-42,422.60
Exoneration with refund	<u>-542.36</u>
B. Total Net Levy	11,998,538.40
Less: Ending Accounts Receivable	<u>-709,607.34</u>
C. Net Current Year Taxes	11,288,931.06
Less: 85% of Net Levy	<u>-10,198,757.64</u>
D. Current Year Taxes over 85%	1,090,173.42
Less: 5% of Net Levy	<u>-599,926.92</u>
E. Collections over 90% Level	490,246.50
Less: 5% of Net Levy	<u>-599,926.92</u>
F. Collections over 95% Level	-109,680.42
2.5% of Collections over 85% Level	27,254.34
1.0% of Collections over 90% Level	4,902.47
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>32,156.81</u>
Portion of Sheriff's Commission paid	<u>3,464.02</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-SCHOOL CURRENT

Current Year Taxes	16,436,713.03
Additional Levies	<u>30,114.48</u>
A. Total Taxes Levied	16,466,827.51
Less: Exoneration without refund & Bankruptcy	-57,998.89
Exoneration with refund	<u>-741.51</u>
B. Total Net Levy	16,408,087.11
Less: Ending Accounts Receivable	<u>-970,424.61</u>
C. Net Current Year Taxes	15,437,662.50
Less: 85% of Net Levy	<u>-13,946,874.04</u>
D. Current Year Taxes over 85%	1,490,788.46
Less: 5% of Net Levy	<u>-820,404.36</u>
E. Collections over 90% Level	670,384.10
Less: 5% of Net Levy	<u>-820,404.36</u>
F. Collections over 95% Level	-150,020.26
2.5% of Collections over 85% Level	37,269.71
1.0% of Collections over 90% Level	6,703.84
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>43,973.55</u>
Portion of Sheriff's Commission paid	<u>4,736.98</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-SCHOOL PER IMPROVE.

Current Year Taxes	1,778,381.79
Additional Levies	<u>3,256.58</u>
A. Total Taxes Levied	1,781,638.37
Less: Exoneration without refund & Bankruptcy	-6,278.05
Exoneration with refund	<u>-80.24</u>
B. Total Net Levy	1,775,280.08
Less: Ending Accounts Receivable	<u>-104,988.98</u>
C. Net Current Year Taxes	1,670,291.10
Less: 85% of Net Levy	<u>-1,508,988.07</u>
D. Current Year Taxes over 85%	161,303.03
Less: 5% of Net Levy	<u>-88,764.00</u>
E. Collections over 90% Level	72,539.03
Less: 5% of Net Levy	<u>-88,764.00</u>
F. Collections over 95% Level	-16,224.97
2.5% of Collections over 85% Level	4,032.58
1.0% of Collections over 90% Level	725.39
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>4,757.97</u>
Portion of Sheriff's Commission paid	512.54 =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-Municipal-BOLIVAR CORP

Current Year Taxes	94,347.21
Additional Levies	<u>360.72</u>
A. Total Taxes Levied	94,707.93
Less: Exoneration without refund & Bankruptcy	-7.82
Exoneration with refund	<u>.00</u>
B. Total Net Levy	94,700.11
Less: Ending Accounts Receivable	<u>-6,315.48</u>
C. Net Current Year Taxes	88,384.63
Less: 85% of Net Levy	<u>-80,495.09</u>
D. Current Year Taxes over 85%	7,889.54
Less: 5% of Net Levy	<u>-4,735.01</u>
E. Collections over 90% Level	3,154.53
Less: 5% of Net Levy	<u>-4,735.01</u>
F. Collections over 95% Level	-1,580.48
2.5% of Collections over 85% Level	197.24
1.0% of Collections over 90% Level	31.55
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>228.79</u>
Portion of Sheriff's Commission paid	<u>25.07</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-Municipal-CHARLES TOWN CORP

Current Year Taxes	981,619.28
Additional Levies	<u>1,715.05</u>
A. Total Taxes Levied	983,334.33
Less: Exoneration without refund & Bankruptcy	-18,137.44
Exoneration with refund	<u>-6.23</u>
B. Total Net Levy	965,190.66
Less: Ending Accounts Receivable	<u>-62,373.42</u>
C. Net Current Year Taxes	902,817.24
Less: 85% of Net Levy	<u>-820,412.06</u>
D. Current Year Taxes over 85%	82,405.18
Less: 5% of Net Levy	<u>-48,259.53</u>
E. Collections over 90% Level	34,145.65
Less: 5% of Net Levy	<u>-48,259.53</u>
F. Collections over 95% Level	-14,113.88
2.5% of Collections over 85% Level	2,060.13
1.0% of Collections over 90% Level	341.46
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>2,401.59</u>
Portion of Sheriff's Commission paid	261.84 =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-Municipal-HARPERS FERRY CORP

Current Year Taxes	58,383.98
Additional Levies	<u>44.48</u>
A. Total Taxes Levied	58,428.46
Less: Exoneration without refund & Bankruptcy	-1.38
Exoneration with refund	<u>.00</u>
B. Total Net Levy	58,427.08
Less: Ending Accounts Receivable	<u>-3,655.30</u>
C. Net Current Year Taxes	54,771.78
Less: 85% of Net Levy	<u>-49,663.02</u>
D. Current Year Taxes over 85%	5,108.76
Less: 5% of Net Levy	<u>-2,921.35</u>
E. Collections over 90% Level	2,187.41
Less: 5% of Net Levy	<u>-2,921.35</u>
F. Collections over 95% Level	-733.94
2.5% of Collections over 85% Level	127.72
1.0% of Collections over 90% Level	21.87
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>149.59</u>
Portion of Sheriff's Commission paid	<u>16.23</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-Municipal-RANSON CORP

Current Year Taxes	1,021,692.55
Additional Levies	<u>1,685.96</u>
A. Total Taxes Levied	1,023,378.51
Less: Exoneration without refund & Bankruptcy	-6,121.94
Exoneration with refund	<u>-146.23</u>
B. Total Net Levy	1,017,110.34
Less: Ending Accounts Receivable	<u>-64,526.63</u>
C. Net Current Year Taxes	952,583.71
Less: 85% of Net Levy	<u>-864,543.79</u>
D. Current Year Taxes over 85%	88,039.92
Less: 5% of Net Levy	<u>-50,855.52</u>
E. Collections over 90% Level	37,184.40
Less: 5% of Net Levy	<u>-50,855.52</u>
F. Collections over 95% Level	-13,671.12
2.5% of Collections over 85% Level	2,201.00
1.0% of Collections over 90% Level	371.84
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>2,572.84</u>
Portion of Sheriff's Commission paid	279.75 =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-Municipal-SHEPHERDSTOWN CORP

Current Year Taxes	161,866.58
Additional Levies	<u>244.93</u>
A. Total Taxes Levied	162,111.51
Less: Exoneration without refund & Bankruptcy	.00
Exoneration with refund	<u>.00</u>
B. Total Net Levy	162,111.51
Less: Ending Accounts Receivable	<u>-12,128.29</u>
C. Net Current Year Taxes	149,983.22
Less: 85% of Net Levy	<u>-137,794.78</u>
D. Current Year Taxes over 85%	12,188.44
Less: 5% of Net Levy	<u>-8,105.58</u>
E. Collections over 90% Level	4,082.86
Less: 5% of Net Levy	<u>-8,105.58</u>
F. Collections over 95% Level	-4,022.72
2.5% of Collections over 85% Level	304.71
1.0% of Collections over 90% Level	40.83
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>345.54</u>
Portion of Sheriff's Commission paid	<u>38.73</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-SCHOOL EXCESS LEVY

Current Year Taxes	19,444,462.08
Additional Levies	<u>35,625.08</u>
A. Total Taxes Levied	19,480,087.16
Less: Exoneration without refund & Bankruptcy	-68,612.09
Exoneration with refund	<u>-877.20</u>
B. Total Net Levy	19,410,597.87
Less: Ending Accounts Receivable	<u>-1,148,002.36</u>
C. Net Current Year Taxes	18,262,595.51
Less: 85% of Net Levy	<u>-16,499,008.19</u>
D. Current Year Taxes over 85%	1,763,587.32
Less: 5% of Net Levy	<u>-970,529.89</u>
E. Collections over 90% Level	793,057.43
Less: 5% of Net Levy	<u>-970,529.89</u>
F. Collections over 95% Level	-177,472.46
2.5% of Collections over 85% Level	44,089.68
1.0% of Collections over 90% Level	7,930.57
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>52,020.25</u>
Portion of Sheriff's Commission paid	<u>5,603.79</u> =====

08/05/2016
09.25.28

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2015-06/30/2016
Levying Body-Undistributed

Current Year Taxes	.53
Additional Levies	<u>-.08</u>
A. Total Taxes Levied	.45
Less: Exoneration without refund & Bankruptcy	-.51
Exoneration with refund	<u>-.13</u>
B. Total Net Levy	-.19
Less: Ending Accounts Receivable	<u>.00</u>
C. Net Current Year Taxes	-.19
Less: 85% of Net Levy	<u>.16</u>
D. Current Year Taxes over 85%	-.03
Less: 5% of Net Levy	<u>.01</u>
E. Collections over 90% Level	-.02
Less: 5% of Net Levy	<u>.01</u>
F. Collections over 95% Level	-.01
2.5% of Collections over 85% Level	.00
1.0% of Collections over 90% Level	.00
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>.00</u>
Portion of Sheriff's Commission paid	<u>.01</u> =====

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty, Sheriff

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **August 18th***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): *Review of JCSO 2015-2016 Report*

Please provide the County Commission with a description of your request or presentation, including any background information:
Review the Jefferson County Sheriff's Office 2015-16 Report

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

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*):

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

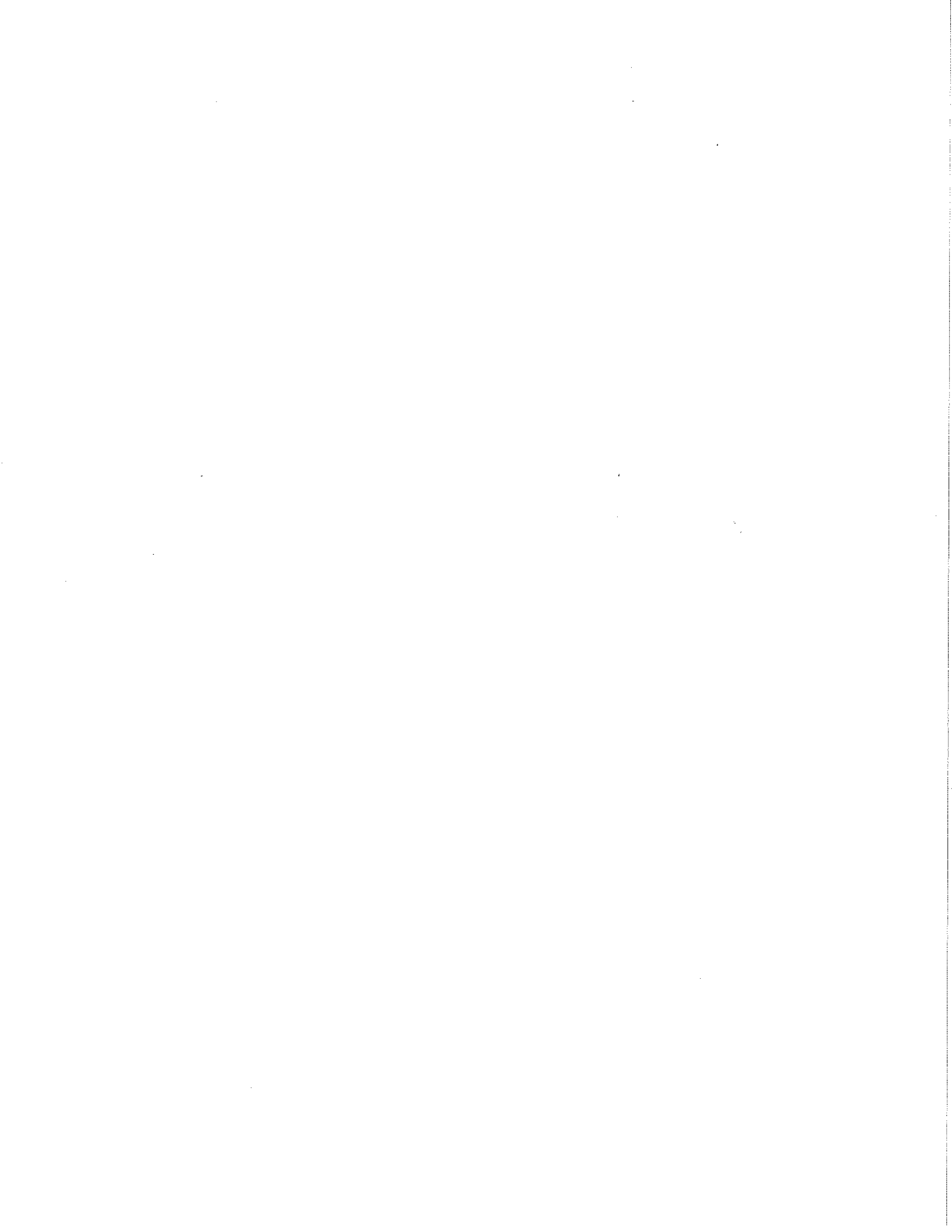
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty, Sheriff

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **August 18th***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): *Approval of Bailiff/Trip Guard*

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*):

I move that Abbie Graora be approved as a Bailiff/Court Security Officer and as Special Trip Deputy. She will be able to commence her work assignment as soon as she completes her firearms training per the Jefferson County Sheriff's Office policy.

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

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

--



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty, Sheriff

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

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **August 18th***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): *FUNDING FOR VEHICLES*

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

Is this a funding request? Y/N Yes

If so, how much? \$ 70,000

Provide exact financial impact/request: Funds are needed to provide vehicles for Sheriff's Office

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

I move \$70,000 be added to the Jefferson County Sheriff's line item for vehicles.

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

If not attached, explain: We are in need of a vehicle to transport those in custody and those being transported to mental hygiene facilities and we need at least one new vehicle to replace a deputy vehicle with over 130,000 miles that was involved in an accident but due to its age and mileage will not be repaired. There was **no** funding approved when the Commission set the current fiscal year budget.

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

--



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bill Polk, Maintenance Director

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 18, 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*):

✚ Update/presentation regarding purchase of property located at 120 George Street – Discussion/Action

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

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

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

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

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

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

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

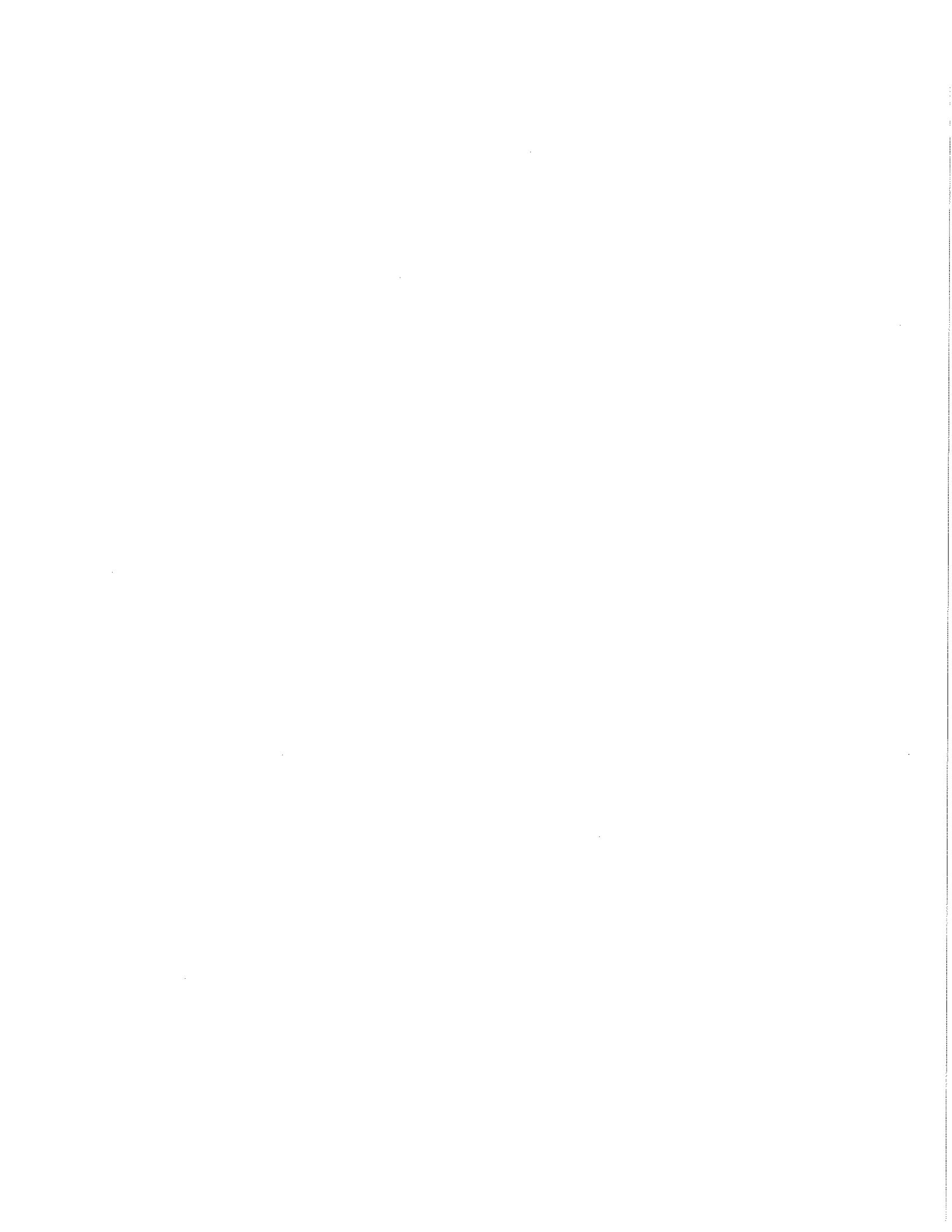
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **August 18, 2016**

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

Date Requested – 2nd Choice:

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

Interviews and Appointment to the Regional Airport Authority – one three-year term ending July 2, 2019

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, 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

August 2, 2016

Subject: Letter of interest for Jefferson County appointment to the Eastern Regional
Airport Authority

From: Daniel Zappe

Jefferson County Commissioners,

I am interested in working on the Airport Authority. The majority of my career has been in aviation and I continue to work as both a military pilot and as a pilot for a major airline; which makes me uniquely qualified for this position. I even worked as an air traffic controller early in my career.

As far as I know, I would be the only professional pilot on the board. My experience as a pilot and previous air traffic control will be of great benefit to the board.

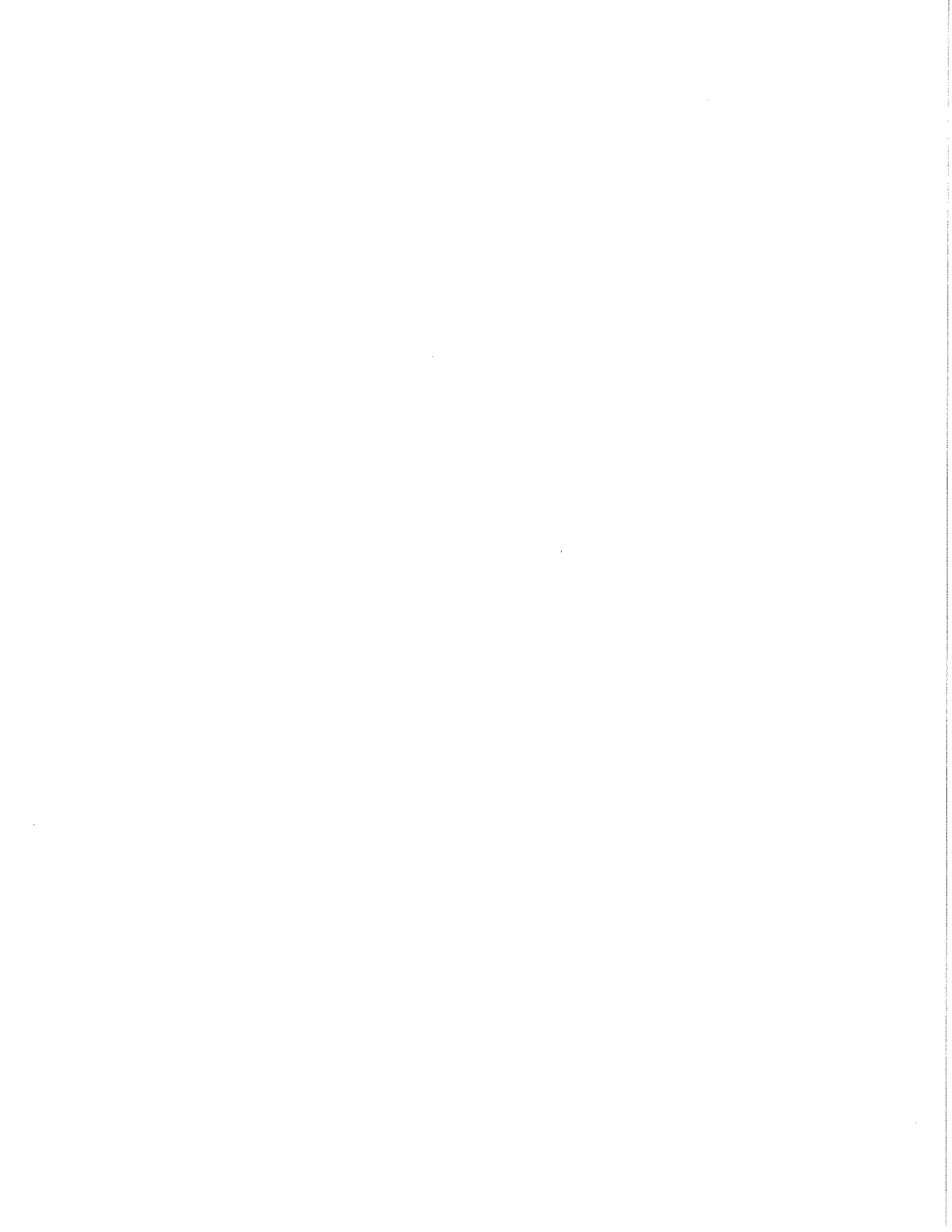
As a board member, I will work to see the airport operated efficiently. My focus will be on future development and ensure development benefits the airport and Jefferson County. My vision for the airport is to see it more fully utilized by the surrounding area. Recreation, industry, and passenger travel are at least 3 major areas the board should concentration it efforts. The airport has potential to be a coveted asset of the area, which most assuredly includes Jefferson County.

As you know, the Air National Guard is a tenant organization of the airport. As a current guard member myself, I will be able to understand and articulate issues of military matters. However, my concern is the potential conflicts of interests, or perception as a board member and member of a tenant unit. While on the board, I represent only the board and Jefferson County. If there are any perceived conflicts of interests in matters related to the Guard and decisions that may pose a conflict of interest, I may recuse myself from any decisions that may generate perceptions. I don't see this as an issue that would present itself often, if ever, but it is a concern.

I look forward to working with you and the JCDA to make Eastern Regional Airport a benefit to Jefferson County.

Sincerely,

Dan Zappe



Impact Fee Status Report

July 2016

Office of Impact Fees

Summary

Date Range: Friday 1 through Sunday 31 July 2016

Report Date: 1 August 2016

Process Number Range: 1600105-1600116

Total Applications: 12

Total Non-Exempt: 10

Of which:

Commercial: 0

Residential: 10

Of which:

County: 10

Municipal: 0

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for July 2016. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 July 2016	2	0	10	12
Fees collected		\$0.00	\$57,758.00	\$57,758.00
<i>Of which</i>				
School Impact Fee			\$51,870.00	\$51,870.00
Law Enforcement Fee		\$0.00	\$1,465.00	\$1,465.00
Parks & Recreation Fee			\$3,986.00	\$3,986.00
EMS Fee		\$0.00	\$437.00	\$437.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 July 2016)	\$123,385.07
July Deposits (1 – 31 July 2016)	\$57,758.00
School June Transactions (withdraws via transfer on 19 July 2016)	(\$111,225.07)
Law June Transactions (withdraws via transfer on 19 July 2016)	(\$2,899.00)
Parks & Rec June Transactions (withdraws via transfer on 19 July 2016)	(\$8,325.50)
EMS June Transactions (withdraws via transfer on 19 July 2016)	(\$935.50)
Interest Earned (31 July 2016)	\$41.65
Ending Statement Balance (31 July 2016)	\$57,799.65
<i>Outstanding Credits (deposits through 1 August 2016)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 July 2016)	\$2,300,300.14
June Transactions (deposits via transfer on 19 July 2016)	\$111,225.07
Interest Earned (31 July 2016)	\$996.64
Ending Balance (31 July 2016)	\$2,412,521.85

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 July 2016)	\$71,728.42
June Transactions (deposits via transfer on 19 July 2016)	\$2,899.00
Interest Earned (31 July 2016)	\$30.98
Ending Balance (31 July 2016)	\$74,658.40

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 July 2016)	\$59,366.27
June Transactions (deposits via transfer on 19 July 2016)	\$8,325.50
Interest Earned (31 July 2016)	\$26.69
Ending Balance (31 July 2016)	\$67,718.46

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 July 2016)	\$90,947.58
June Transactions (deposits via transfer on 19 July 2016)	\$935.50
Interest Earned (31 July 2016)	\$38.78
Ending Balance (31 July 2016)	\$91,921.86

Table 7. Total Impact Fees as of 1 August 2016/1

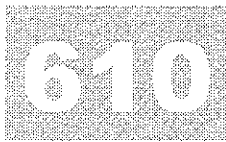
Description	Amount
Office of Impact Fees General Account	\$57,799.65
School Impact Fee Account	\$2,412,521.85
Law Enforcement Fee Account	\$74,658.40
Parks & Recreation Impact Fee Account	\$67,718.46
EMS Impact Fee Account	\$91,921.86
Total Impact Fees	\$2,704,620.22

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending August 2016 Fee Transfers /1

Account	31 July 2016 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,412,521.85	\$51,907.49	\$2,464,429.34
Law Enforcement Fee Account	\$74,658.40	\$1,465.83	\$76,124.23
Parks & Recreation Impact Fee Account	\$67,718.46	\$3,988.92	\$71,707.38
EMS Impact Fee Account	\$91,921.86	\$437.42	\$92,359.28
Total Impact Fees	\$2,646,820.57	\$57,799.66	\$2,704,620.23

/1 This table represents each of the impact fee category account totals as of 31 July 2016 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in July 2016 are listed in table 1 of the General Account (3111776); these transactions will be processed in August 2016. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary
Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Friday 1 through Sunday 31 July 2016

Transaction Number	Date	Last Name	First Name	Tap District	Board Book	Met. Book	Tax Met.	Parcel	Impact Fee Category	Date	Form No.
Example Applications											
1600107	07/11/2016	Vickers	John & Lydia	09 Shepherdstown	928	339	15	26	\$0.00	07/11/2016	Form 200
1600116	07/28/2016	Mahoney	Kelly	06 Kabletown	1141	389	8	8.9	\$0.00	07/28/2016	Form 200
Category Count: 2				Category Total				\$0.00			
Not-Example Applications											
1600105	07/07/2016	Guay	Susan	09 Shepherdstown	1026	220	18	40	\$6,347.00	07/07/2016	N/A
1600106	07/08/2016	Wolfe	Charles	02 Charles Town	1124	370	25	3	\$6,347.00	07/08/2016	N/A
1600108	07/13/2016	Cozens	Kurt	02 Charles Town	1175	499	16	144	\$6,347.00	07/13/2016	N/A
1600109	07/15/2016	Shultz, Jr.	William	06 Kabletown	1167	345	1	3	\$6,347.00	07/15/2016	N/A
1600110	07/15/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	145	\$6,347.00	07/15/2016	N/A
1600111	07/15/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	156	\$6,347.00	07/15/2016	N/A
1600112	07/19/2016	Knoll	Clifford	09 Shepherdstown	1153	280	14	1.1	\$6,347.00	07/19/2016	N/A
1600113	07/20/2016	Cromer	Leslie	09 Shepherdstown	852	616	20	9	\$635.00	07/20/2016	Form 260
1600114	07/22/2016	DR Acquisitions		04 Harpers Ferry	1129	541	9D	157	\$6,347.00	07/22/2016	N/A
1600115	07/27/2016	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	84	\$6,347.00	07/27/2016	N/A
Category Count: 10				Category Total				\$57,758.00			
TOTAL APPLICATIONS: 12				Grand Total				\$57,758.00			

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 August 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600105** through **1600116**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$51,870.00**.
- Interest earned by the Office of Impact Fees General Account in July 2016 amounts to **\$41.65**, of which **\$37.49** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is **\$51,907.49**.

Check # 1052

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16029

Date: 8/1/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

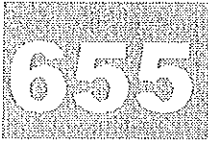
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of July 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$51,870.00
Interest earned by the Office of Impact Fees General Account July 2016.	\$37.49
Impact Fee Process Numbers 1600105 through 1600116, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
Total: \$51,907.49	

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1052



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1052

Trace 20160801:34388.89

Date 8/1/2016

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$51,870.00

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in July 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/8/2016	1600105	2003-3	11/24/2005	\$5,700.00
7/11/2016	1600106	2003-3	11/24/2005	\$5,700.00
7/14/2016	1600108	2003-3	11/24/2005	\$5,700.00
7/18/2016	1600109	2003-3	11/24/2005	\$5,700.00
7/18/2016	1600110	2003-3	11/24/2005	\$5,700.00
7/18/2016	1600111	2003-3	11/24/2005	\$5,700.00
7/20/2016	1600112	2003-3	11/24/2005	\$5,700.00
7/21/2016	1600113	2003-3	11/24/2005	\$570.00
7/25/2016	1600114	2003-3	11/24/2005	\$5,700.00
7/28/2016	1600115	2003-3	11/24/2005	\$5,700.00
Total amount for this withdraw				\$51,870.00
Total amount for this account				\$51,870.00
Total amount all accounts				\$51,870.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 August 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600105** through **1600116**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$1,465.00**.
- Interest earned by the Office of Impact Fees General Account in July 2016 amounts to **\$41.65**, of which **\$0.83** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$1,465.83.

Check # 1053

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16030

Date: 8/1/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of July 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$1,465.00

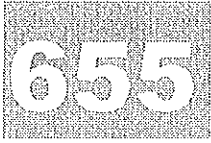
Interest earned by the Office of Impact Fees General Account July 2016. \$0.83

Impact Fee Process Numbers 1600105 through 1600116, inclusive. Within this range, there were 10 non-exempt impact fee payments.

Total: \$1,465.83

Notes/Comments Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 1053



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1053

Trace 20160801:34492.13

Date 8/1/2016 Series 2

Recipient Sheriff of Jefferson County
Amount \$1,465.00

Account 3120120
Signature 1 Patsy Noland
Signature 2 Sheriff Peter Dougherty
Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in July 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/8/2016	1600105	2005-1	3/22/2005	\$161.00
7/11/2016	1600106	2005-1	3/22/2005	\$161.00
7/14/2016	1600108	2005-1	3/22/2005	\$161.00
7/18/2016	1600109	2005-1	3/22/2005	\$161.00
7/18/2016	1600110	2005-1	3/22/2005	\$161.00
7/18/2016	1600111	2005-1	3/22/2005	\$161.00
7/20/2016	1600112	2005-1	3/22/2005	\$161.00
7/21/2016	1600113	2005-1	3/22/2005	\$16.00
7/25/2016	1600114	2005-1	3/22/2005	\$161.00
7/28/2016	1600115	2005-1	3/22/2005	\$161.00
Total amount for this withdraw				\$1,465.00
Total amount for this account				\$1,465.00
Total amount all accounts				\$1,465.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 August 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600105** through **1600116**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$3,986.00**.
- Interest earned by the Office of Impact Fees General Account in July 2016 amounts to **\$41.65**, of which **\$2.92** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$3,988.92.

Check # 1054

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16031
Date: 8/1/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

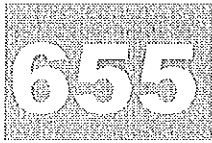
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of July 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$3,986.00
Interest earned by the Office of Impact Fees General Account July 2016.	\$2.92
Impact Fee Process Numbers 1600105 through 1600116, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
Total:	\$3,988.92

Notes/Comments Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 1054



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1054

Trace 20160801:34528.51

Date 8/1/2016

Series 3

Recipient Sheriff of Jefferson County

Amount \$3,986.00

Account 3122808

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in July 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/8/2016	1600105	2005-2	5/12/2005	\$438.00
7/11/2016	1600106	2005-2	5/12/2005	\$438.00
7/14/2016	1600108	2005-2	5/12/2005	\$438.00
7/18/2016	1600109	2005-2	5/12/2005	\$438.00
7/18/2016	1600110	2005-2	5/12/2005	\$438.00
7/18/2016	1600111	2005-2	5/12/2005	\$438.00
7/20/2016	1600112	2005-2	5/12/2005	\$438.00
7/21/2016	1600113	2005-2	5/12/2005	\$44.00
7/25/2016	1600114	2005-2	5/12/2005	\$438.00
7/28/2016	1600115	2005-2	5/12/2005	\$438.00
Total amount for this withdraw				\$3,986.00
Total amount for this account				\$3,986.00
Total amount all accounts				\$3,986.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 August 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600105** through **1600116**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$437.00**.
- Interest earned by the Office of Impact Fees General Account in July 2016 amounts to **\$41.65**, of which **\$0.41** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$437.41.

Check # 1055

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16032

Date: 8/1/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

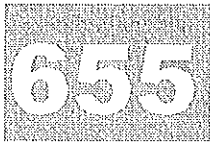
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of July 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816).	\$437.00
Interest earned by the Office of Impact Fees General Account July 2016.	\$0.41
Impact Fee Process Numbers 1600105 through 1600116, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
Total:	\$437.41

Notes/Comments Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 1055



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1055

Trace 20160801:34562.91

Date 8/1/2016 Series 4

Recipient Sheriff of Jefferson County

Amount \$437.00

Account 3122816

Signature 1 Patsy Noland

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in July 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/8/2016	1600105	2005-3	5/12/2005	\$48.00
7/11/2016	1600106	2005-3	5/12/2005	\$48.00
7/14/2016	1600108	2005-3	5/12/2005	\$48.00
7/18/2016	1600109	2005-3	5/12/2005	\$48.00
7/18/2016	1600110	2005-3	5/12/2005	\$48.00
7/18/2016	1600111	2005-3	5/12/2005	\$48.00
7/20/2016	1600112	2005-3	5/12/2005	\$48.00
7/21/2016	1600113	2005-3	5/12/2005	\$5.00
7/25/2016	1600114	2005-3	5/12/2005	\$48.00
7/28/2016	1600115	2005-3	5/12/2005	\$48.00
Total amount for this withdraw				\$437.00
Total amount for this account				\$437.00
Total amount all accounts				\$437.00



Town of Bolivar Est. 1825

July 22, 2016

Jefferson County Commission

PO Box 250

Charles Town, WV 25414

Attn: Patsy Noland, Jefferson County Commission President

Dear Ms. Noland,

I am writing to express my sincere thanks to you and the entire commission for the approval of the Intergovernmental agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety services at your last meeting. This will allow the County to add an additional officer to their staff and our municipality to gain additional police coverage.

Please convey my heartfelt thanks to your members of the commission, as I feel that this is an excellent decision for the entire community.

Sincerely,

Helen Dettmer

Mayor of Bolivar

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting July 5, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 6, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; Secretary, Richard Weese; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; from Bowles Rice, District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; and liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

Approval of agenda

There were no changes made to the agenda and it was approved with unanimous consent.

OLD BUSINESS

Review Minutes of June 6 regular board meeting

The minutes of the June 6, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the June 6, 2016 regular board meeting minutes as presented. Unanimously approved.

Review Minutes of June 13 special board meeting

The minutes of the June 13, 2016 special board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the June 6, 2016 special board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

- Consider substitution of Counsel for the sewer certificate project

Staff filed the Certificate of Convenience and Need with the Public Service Commission (PSC) on May 12th and has received 18 protests along with the City of Charles Town, Jacquelyn Milliron, and the City of Ranson filing motions to intervene. Mr. Kelsh informed the Board that since the City of Ranson has intervened in the case that Bowles Rice needs to withdraw as Counsel for the project due to a conflict of interest since Bowles Rice represents Ranson in other matters. Mr. Kelsh will be petitioning to the PSC for permission to withdraw as Counsel and also be requesting a 90 day toll on the case to allow for additional time to provide information requested by the PSC.

Action: No action required by the Board.

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

The District will need to collect an estimated \$14,000 in payments to cover the disbursements for sewer and \$20,000 for water. The Board suggested Ms. Lawton notify the bond holders of the two rate cases the District currently has filed with the Public Service Commission.

Action: No action required by the Board.

Consider acceptance of bid for snow removal

- Consider request for conflict waiver for Bowles Rice to prepare contract with Secatello Contracting, LLC for snow removal

Last month the Board requested Ms. Lawton put the snow removal contract out to bid. The District published an ad in the Journal and received one bid, from Secatello Contracting, LLC. If the Board approves the bid from Secatello Contracting, LLC, then the District will need to approve the consent to simultaneous representation with Bowles Rice, since they represent both parties, and then the contract will be drafted.

pump repairs at pump station 3-9; approve transfer of \$6,212.69 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$1,844.03 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

Pump Station 3-9 – This pump station has been having numerous problems since the school year has ended.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Jacquelyn Milliron, District customer, questioned if the District had any plans to inform USDA/RUS about the simultaneous representation of the current Ranson agreement and if they are planning to draft a different agreement.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to convene in executive session for the purpose of discussing litigation regarding East Jefferson Sewer Service. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Unanimously approved.

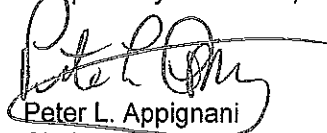
Action: Motion made by Mr. Strider and seconded by Mr. Weese to direct Attorney Bob Rodecker to begin negotiations with East Jefferson Sewer Service. Unanimously approved.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 8:28PM.

The next regular meeting is scheduled for Monday, August 1, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,


Peter L. Appignani
Chairman



William H. Strider
Treasurer

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

Week Ending Date	FY17 July 23, 2016
To be Deposited on:	July 29, 2016
Amount Played	\$ 59,190,476.36
Amount Won	53,266,924.36
Amount Promo	340,416.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>5,583,136.00</u>
Administrative Costs @ 4%	223,325.45
Excess Lottery Fund @ 4%	<u> -</u>
Net Terminal Revenue	<u>5,359,810.55</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>5,359,810.55</u>
Racetrack @ 46.50% / 42%	2,492,311.91
Lottery Fund @ 30% / 0%	1,607,943.18
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	688,735.66
Race Track Purses @ 90% of 7% / 4%	337,668.06
Employee Pension Fund @ 1% / .5%	53,598.10
Greyhound Development @ 90% of .75%	36,178.72
Thoroughbred Development @ 90% of .75%	36,178.72
County/Municipality @ 2%	<u>107,196.20</u>
	<u>\$ 5,359,810.55</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	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
Subtotal	\$ 392,155.28	\$ 392,155.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ 519,908.20

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

Week Ending Date	FY17 July 30, 2016
To be Deposited on:	August 5, 2016
Amount Played	\$ 61,363,157.74
Amount Won	55,193,049.69
Amount Promo	361,030.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>5,809,078.05</u>
Administrative Costs @ 4%	232,363.12
Excess Lottery Fund @ 4%	<u>-</u>
Net Terminal Revenue	<u>5,576,714.93</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>5,576,714.93</u>
Racetrack @ 46.50% / 42%	2,593,172.44
Lottery Fund @ 30% / 0%	1,673,014.52
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	716,607.85
Race Track Purses @ 90% of 7% / 4%	351,333.04
Employee Pension Fund @ 1% / .5%	55,767.14
Greyhound Development @ 90% of .75%	37,642.83
Thoroughbred Development @ 90% of .75%	37,642.83
County/Municipality @ 2%	<u>111,534.28</u>
	<u>\$ 5,576,714.93</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	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
Subtotal	\$ 503,689.56	\$ 503,689.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48
 Remainder until 1% / 1% Split \$ 408,373.92

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	7/23/2016	107,196.20
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52		
8/18/2012	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	59,734.62	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

503,689.56

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