

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, OCTOBER 6, 2016**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF PURCHASE ORDERS**

- October 6, 2016

**APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS**

- September 15, 2016
- October 6, 2016

**APPROVAL OF PAYROLL**

- October 6, 2016

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Angela Banks, Assessor  
- Exonerations - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff  
- Approval of New Deputy Hires - Discussion/Action
3. 10:15 a.m. Bill Polk, Director of Maintenance  
- WV Courthouse Facilities Improvement Authority 14<sup>th</sup> Cycle Grant - Approval of Grant Application for the Jefferson County Courthouse Window Project - Discussion/Action  
- Approval of Employment - Maintenance Helper Position - Discussion/Action

4. 10:30 a.m. **BREAK**

**NEW BUSINESS**

- 5. Defining a Jefferson County Commission Session - Discussion/Action (PO)
- 6. Appointment to the Eastern Panhandle Transit Authority - one unexpired term ending January 31, 2019 - Discussion/Action

**FINANCIAL DIRECTOR REPORTS**

- Approval of FY16 Financial Statements - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

- Selection of Date for Employee Holiday Celebration - Discussion/Action

**COUNTY COMMISSION REPORTS**

7. **ADJOURN**

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Jefferson County Homeland Security and Emergency Management - 1<sup>st</sup> Quarter

**CORRESPONDENCE/INFORMATION**

Notice of county office closure in observance of Columbus Day.

Letter from the Breckenridge Owners Association, Inc. Re: request to support the acquisition of the PSD By Charles Town and Ranson.

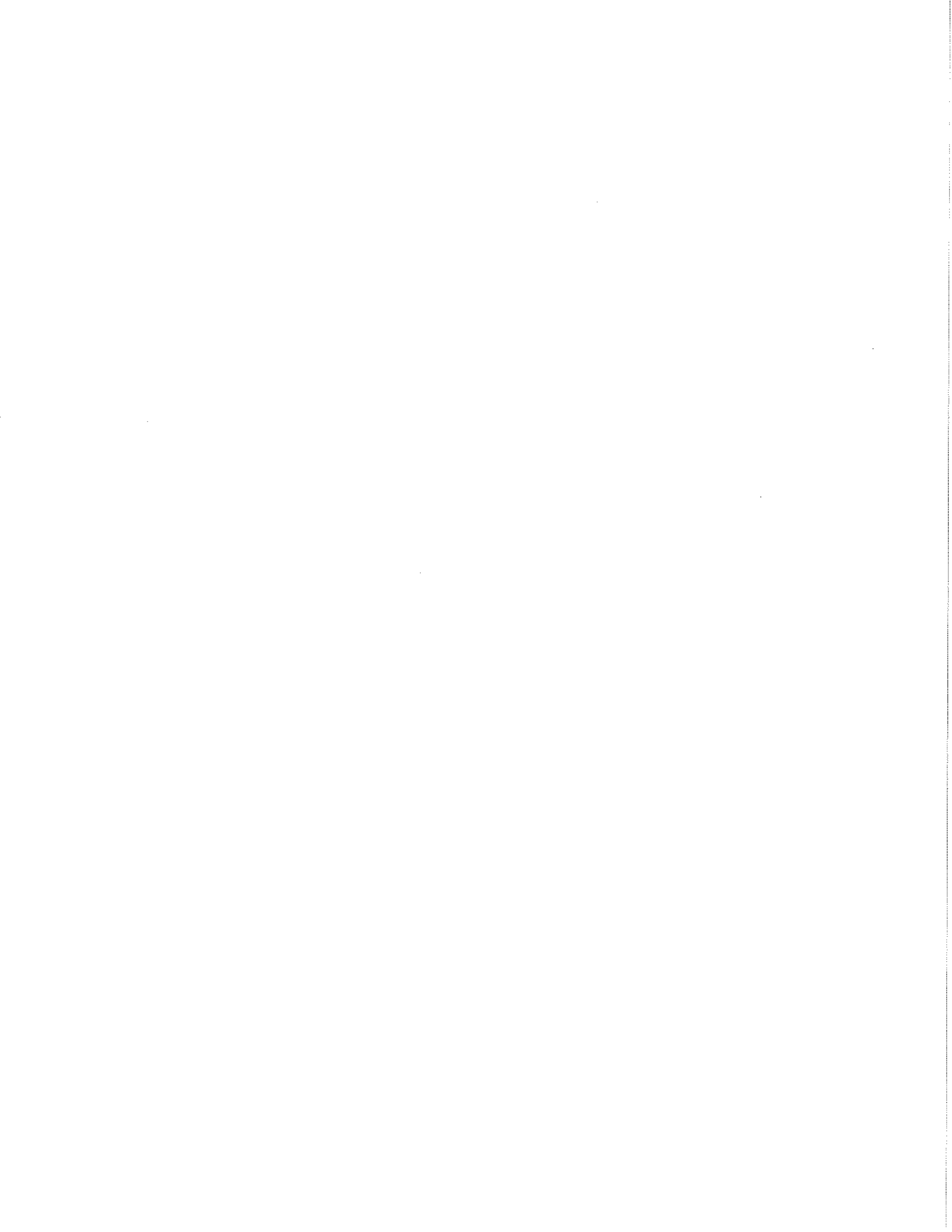
WV Lottery Weekly Settlement for Charles Town - week ending September 24, 2016.

*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.*

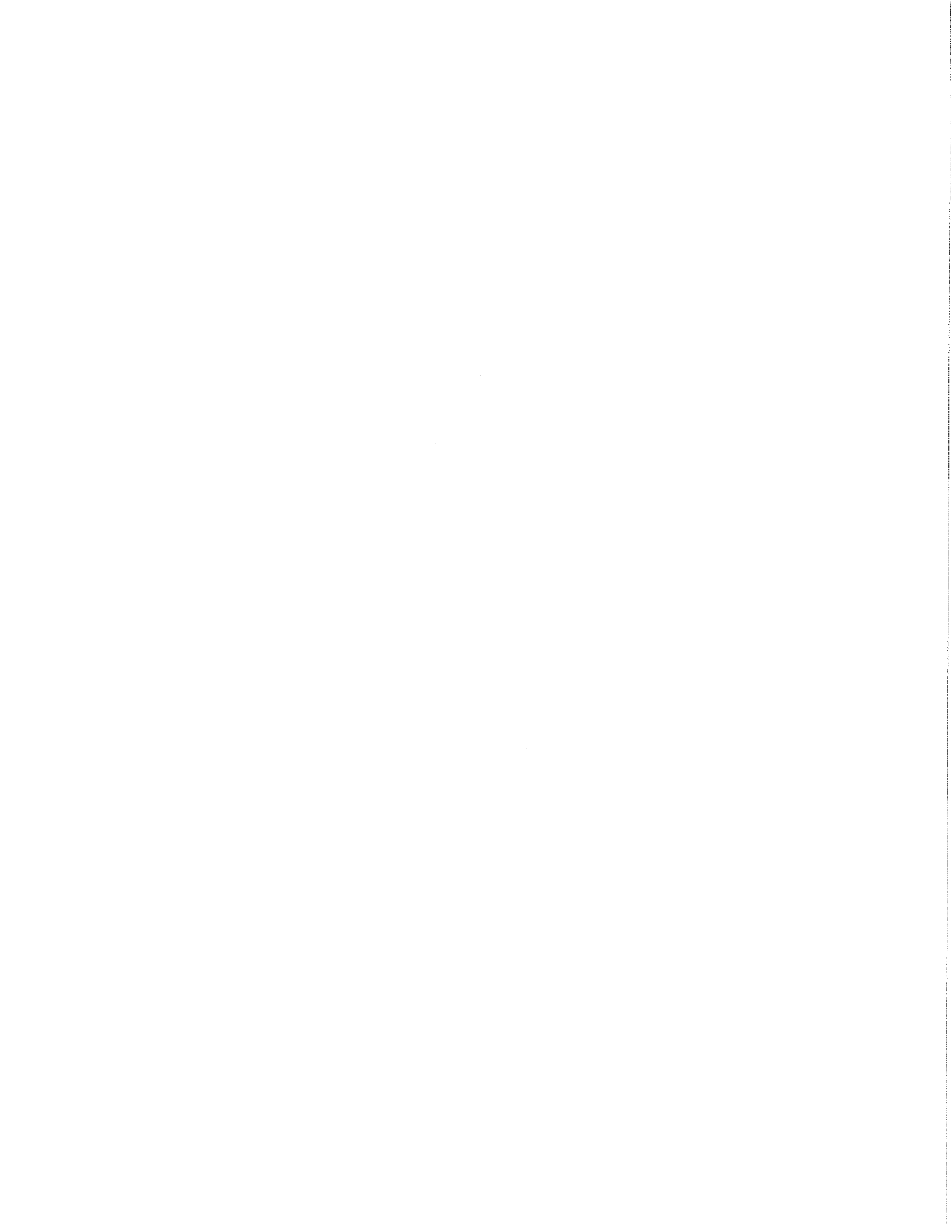
**PURCHASE ORDERS TO BE APPROVED**

**October 6, 2016**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK	52486	\$ 16,800.00	Compiled Technologies	Software Support Services
<b>GRAND TOTAL</b>		<b>\$ 16,800.00</b>		



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 366,877.02		\$ 366,877.02
6.2% Tax Payable OASDI	21,863.63		\$ 21,863.63
1.45% Tax Payable HI	5,113.19		\$ 5,113.19
Fed Withholding	41,826.00		\$ 41,826.00
WV State Withholding	15,743.09		\$ 15,743.09
PERS Retirement Deduct 4.5%	12,069.89		\$ 12,069.89
PERS Retirement Deduct 6%	1,182.60		\$ 1,182.60
Hosp. Pre-Tax	11,658.00		\$ 11,658.00
Cancer/ICU Pre-Taxed	1,041.15		\$ 1,041.15
Cancer/ICU Not Pre-Taxed	838.37		\$ 838.37
Optional Life Not Pre-Taxed	2,275.01		\$ 2,275.01
Christmas Club	5,545.00		\$ 5,545.00
Wage Attach #1	1,588.24		\$ 1,588.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	4,951.44		\$ 4,951.44
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,910.00		\$ 2,910.00
MD State Tax	469.00		\$ 469.00
D/VF	1,537.62		\$ 1,537.62
VA. State Tax	93.94		\$ 93.94
COLONIAL(PLUS)	151.01		\$ 151.01
<b>Total Deductions</b>	<b>\$ 131,818.49</b>	<b>\$ -</b>	<b>\$ 131,818.49</b>
<b>Net Wages Total</b>	<b>\$ 235,058.53</b>	<b>\$ -</b>	<b>\$ 235,058.53</b>
Payroll Date	6-Oct-2016		



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 6, 2016**

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

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



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice:

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): New Deputy Hire

Please provide the County Commission with a description of your request or presentation, including any background information:  
Sheriff Dougherty is requesting Travis Stely and David Sayampanathan be approved by the Commission to be employed as a deputy sheriff. Both applicants have met the qualifications under WV Civil Service requirements. Both applicants are approved pending successful completion of their medical evaluation, successfully completing their firearms training and graduating from the WV Police Academy. Their official start date would be Monday October 17, 2016.  
There is no budget adjustment needed for these appointments.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the hire of Travis Stely and David Sayampanathan as deputies.

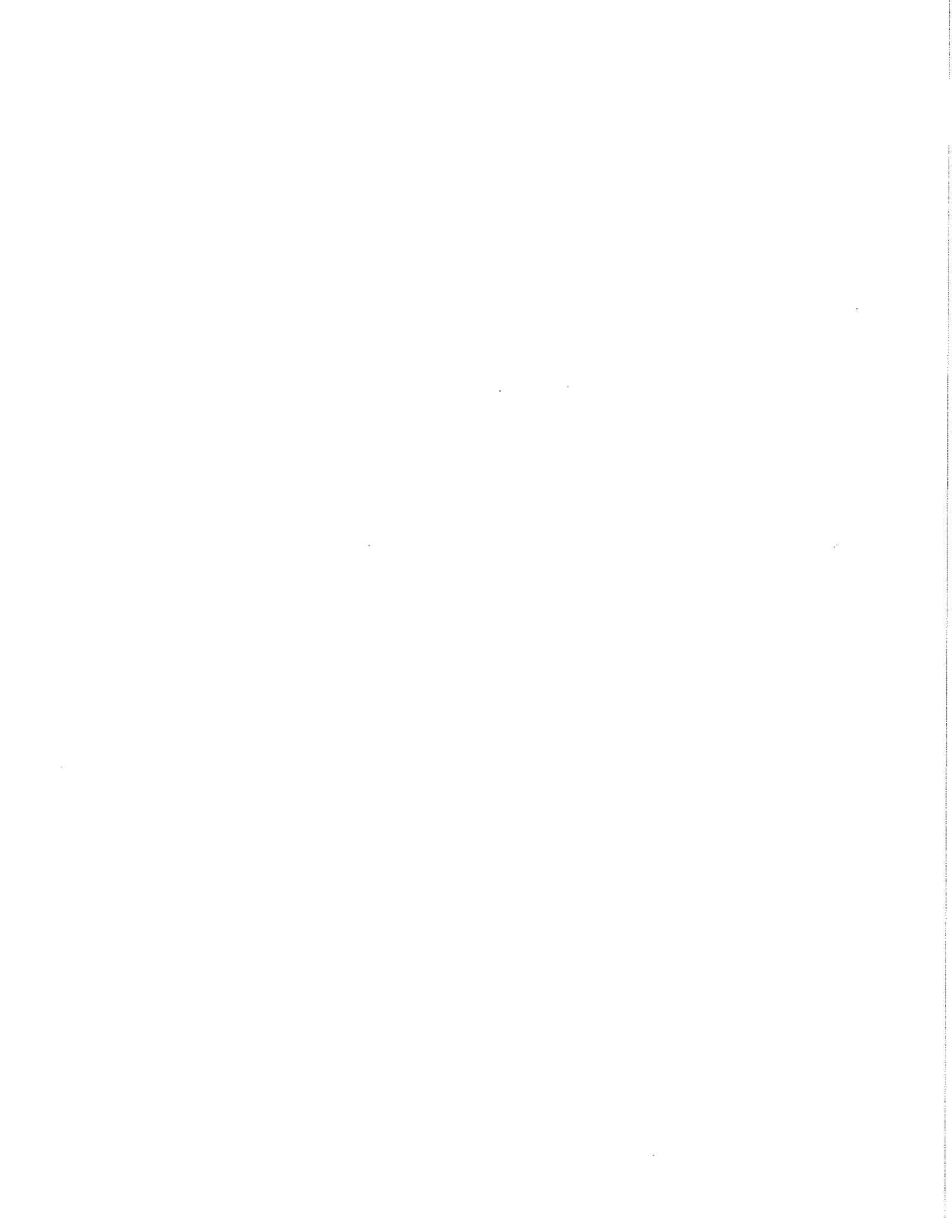
Attach supporting documents for request, or request may be denied.  
If not attached, explain:

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

Contact Information:  
Email address: pdougherty@jcsdwv.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



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



Name: **Bill Polk**  
Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **October 6, 2016**

*If a specific date is needed, please provide reason for specific date:* **Grant has a deadline and needs to be postmarked by Oct 7.**

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

**West Virginia Courthouse Facilities Improvement Authority 14<sup>th</sup> Cycle Grant – Approval of Grant Application for the Jefferson County Courthouse Window Project**

Please provide the County Commission with a description of your request or presentation, including any background information: **The West Virginia Courthouse Facilities Improvement Authority (CFIA) is accepting applications for their 14<sup>th</sup> Cycle Grant. The CFIA will provide 80% contribution with a maximum of \$100,000, if approved. The County would be responsible for 20%. If approved, the funds will be used to repair the windows in the Jefferson County Courthouse. We will scrape and repaint the windows. We will also install new internal magnetic storm windows. Past CFIA grants have been used to help fund the column and roof projects on the Jefferson County Courthouse.**

Is this a funding request?

**Yes. The County would be responsible for the matching 20% and amounts over \$100,000. We estimate the total budget at \$125,000.**

If so, how much?            **\$25,000**

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

**Move to approve the 14<sup>th</sup> Cycle Grant Application from the West Virginia Courthouse Facilities Improvement Authority for the Courthouse window project.**

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

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

Is equipment needed?    NO

Contact information: Email address: [bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org) Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



# 2016 – 14<sup>th</sup> Grant Cycle



## Application for Funding Assistance

Application Postmark Deadline: OCTOBER 7, 2016

### Contact Information:

Melissa Garretson Smith, Executive Director

2003 Quarrier Street, Charleston, WV 25311

Telephone (304) 558-5435

Facsimile (304) 558-9174

Email: [melissa.smith@wvcfia.com](mailto:melissa.smith@wvcfia.com)

[www.cfia.wv.gov](http://www.cfia.wv.gov)

# **Tab I**

## **County Applicant Information and Category Selection**

## Tab I. County Contact Information and Category Selection

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1. County Applicant: Please list county name, complete mailing address, and general telephone number for county applicant.

**Jefferson County Commission**  
**P.O. Box 250**  
**Charles Town, WV 25414**  
**304-728-3284**

2. Project Director: Name, mailing address, email address and telephone number of individual responsible for the daily implementation of the project. This person **cannot** also be listed as the Authorized Official or the Fiscal Director.

**William Polk, Maintenance Director**  
**128 Industrial Blvd**  
**Kearneysville, WV 25430**  
**304-728-3355**

Email Address is Required: **[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)**

3. Fiscal Director: Name, mailing address, email address and telephone number of the individual responsible for the financial records of the project. This person **cannot** also be listed as the Project Director or the Authorized Official.

**Laura Kuhn, Administrative Assistant**  
**128 Industrial Blvd**  
**Kearneysville, WV 25430**  
**304-728-3355**

Email Address is Required: **[lkuhn@jeffersoncountywv.org](mailto:lkuhn@jeffersoncountywv.org)**

4. Authorized Official: Name, mailing address, email address and telephone number of County Commission President. This is the individual who would be authorized to enter into a contractual agreement.

**Patricia A. Noland, President**  
**P.O. Box 250**  
**Charles Town, WV 25414**  
**304-728-3284**

Email Address is Required: **[commissionerpnoland@gmail.com](mailto:commissionerpnoland@gmail.com)**

5. Federal Employer's Identification Number (F. E. I. N. #):

**55-6000333**

6. Are you applying for grant funds that will be applied to the main courthouse building?

Yes

No, please explain

7. Provide a brief description of your construction project in the space below:

**The Jefferson County Courthouse is in dire need of window and door improvements and repair. The frames of the external storm windows have deteriorated significantly. They pose a public safety issue due to loose and fragile glass and frames. With this project we will repair, scrape and paint the windows. We will purchase and install new magnetic internal storm windows. The front and side doors of the Courthouse need repair. We will replace any damaged or deteriorated hardware and scrape and paint the doors.**

8. Applicants May Only Apply for Funding under one Category. Please place an X in the box next to the category for which you are requesting funding assistance.

Project Categories:

- Life Safety
- Accessibility
- Structural Improvements
- Roofing
- Electrical
- Exterior Improvements
- Interior Improvements
- Mechanical (HVAC/Plumbing)
- Doors and Windows**
- New Construction / Space

Tab II and Tab III should be consistent with the category that you have indicated above.

## **Tab II**

# **Define the Project**

## Category 9: Doors and Windows

Types of Projects:

Exterior Door Repair and/or Replacement, Exterior Window Repair and/or Replacement, Skylight Repair and/or Replacement, Door Lintel Repair, Window Lintel Repair, Window Flashing Repair, Door/Window Caulking

### Tab II: Define the Project

- Is the project occurring at the main courthouse facility? If not, describe the facility.

**Yes, the project is occurring at the main courthouse facility. The Historic Jefferson County Courthouse is located at 100 East Washington Street in Charles Town, West Virginia.**

- Are the current doors/windows original to the facility?

**Yes, the current windows and doors are original to the Jefferson County Courthouse.**

- Describe the scope of the proposed improvements. Document the project with photographs and attach them to the application.

**The Jefferson County Courthouse has approximately 35 windows. These windows are of various sizes. The Courthouse windows will be scraped, repaired and repainted. We will replace deteriorated external storm windows with new internal magnetic storm windows. The front and side doors are also in need of repairs. We will replace deteriorated and damaged hardware on the doors. We will scrape and repaint the doors.**

- Is the current door/window problem causing damage to other building systems (interior finishes, exterior masonry, etc.)? If yes, describe and document the damage.

**The deteriorated condition of the windows and exterior storm windows on the Courthouse is causing damage to the Courthouse building. There are currently water leaks in various locations that are causing damage.**

- Have the exterior doors/windows been tested for hazardous materials (i.e. lead paint, asbestos caulking)?

**The windows in the Jefferson County Courthouse have tested positive for lead paint.**

- Does the current condition of the doors/windows create a security problem? If yes, document the security issues.

**The current condition of the windows and doors does create a security problem. The damage and deterioration of the windows and doors has the potential to cause dangerous safety and security problems. There is also a public safety hazard. The external storm windows are very deteriorated and fragile. There is a potential for fragile glass and framing to fall. This poses a safety hazard to the public and employees.**

- Are the exterior doors and windows insulated?

**The Jefferson County Courthouse windows are not insulated. The installation of internal magnetic storm windows will improve energy efficiency in the Courthouse.**

## **Tab III**

# **Describe the Proposed Improvements**

**Tab III: Describe the Proposed Improvements**

- Describe the proposed improvements.

**Jefferson County proposes to repair deteriorated windows by replacing any damaged woodwork and window framing and by scraping and painting the wood areas. We will replace the deteriorated external storm windows on the Courthouse with internal magnetic storm windows. We will replace any damaged and deteriorated hardware on the doors of the Courthouse. We will then scrape and paint the doors.**

- Provide information about the door/window system that will be used in the project. If possible, provide product data and/or architectural drawings of the proposed improvements.

**Jefferson County will be using magnetic storm windows on the inside of the Jefferson County Courthouse.**

**Tab IV**

**Project Budget**

<b>Tab IV. Project Budget Information</b>
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Attach an overall detailed budget for the proposed improvements. Consider the requirements listed within the “Special Conditions and Assurances” section of this application, in particular numbers 4 and 5, when developing your project budget. Include testing, design fees, demolition costs, construction costs, and a project contingency in the budget.

1. Provide an estimated total cost of the proposed modification:

**Our estimated total cost of the project is approximately \$125,000.**

2. The amount of funding assistance requested and the specific uses of the funding:

**Jefferson County is requesting the full amount of \$100,000. We will use the funds for all aspects of the window and door repair project. We will repair any deteriorated conditions of the windows and doors. We will scrape and paint all wood areas. We will replace deteriorated hardware. Interior magnetic storm windows will be purchased and installed.**

# **Tab V**

**Historical Significance**

**SHPO Contact**

## Tab V. Historical Significance

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1. Provide proof that SHPO has been contacted regarding your potential project. Provide a letter from SHPO, name of a contact person at SHPO or a general statement that explains your communication with SHPO.
2. Attach a description of how the proposed project will impact the historic characteristics of the courthouse facility and how the project will either maintain or enhance the historic characteristics.

### **Historical Significance:**

The Jefferson County Courthouse, located at the corner of George and Washington Streets in Charles Town, West Virginia, was first constructed in 1836. During the Civil War, the Courthouse was badly damaged. At that time, the county seat was temporarily moved to Shepherdstown, WV. After the war, the Courthouse was restored and enlarged and the county seat was returned to Charles Town.

The Jefferson County Courthouse was the site of two treason trials. The first being the trial of John Brown after he led a raid on the Federal Armory and Arsenal in Harpers Ferry. Brown was charged with murder, inciting slaves to rebel, and treason. He was found guilty on all counts. On December 2, 1859, he was taken a short distance away from the Courthouse and was hanged.

The second treason trials were held in 1922 after Southern West Virginia coal miners attempted to unionize, which resulted in the Battle of Blair Mountain. Jefferson County was chosen as the venue for the trials.

### **Project impact to the historic characteristics of the courthouse facility and how the project will either maintain or enhance the historic characteristics:**

The proposed project will impact the historic characteristics of the Jefferson County Courthouse only in a positive manner. We will ensure that the historical integrity of the courthouse remains intact during the project by working with our local historical experts and consulting with the State Historic Preservation Office.

The County Commission of Jefferson County  
Department of Maintenance  
128 Industrial Blvd.  
Kearneysville, WV 25430  
304-728-3355 • 304-728-3376 (f)  
William Polk, Director  
[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)

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September 28, 2016

Susan M. Pierce  
Deputy State Historic Preservation Officer  
WV State Historic Preservation Office  
Division of Culture & History  
1900 Kanawha Blvd., East  
The Culture Center  
Charleston, WV 25305

RE: 14<sup>th</sup> Cycle CFIA Grant – Jefferson County Courthouse

Dear Ms. Pierce:

The County Commission of Jefferson County is in the process of applying for the 14<sup>th</sup> cycle of courthouse improvement grants through the West Virginia Courthouse Facilities Improvement Authority. One of the requirements when applying for this grant is to contact the State Historic Preservation Office regarding our potential project.

If approved, Jefferson County proposes to use the grant funds to repair the Courthouse windows.

Thank you for your consideration.

Sincerely,



William Polk  
Director of Maintenance

**Laura Kuhn**

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**From:** Bill Polk  
**Sent:** Friday, September 30, 2016 8:47 AM  
**To:** Laura Kuhn  
**Subject:** FW: Courthouse Facilities Grants e-mails answer

**From:** Gray, Belinda D [<mailto:Belinda.D.Gray@wv.gov>]  
**Sent:** Friday, September 30, 2016 8:29 AM  
**To:** Bill Polk <[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)>  
**Cc:** 'melissa.smith@wvcfia.com' <[melissa.smith@wvcfia.com](mailto:melissa.smith@wvcfia.com)>  
**Subject:** FW: Courthouse Facilities Grants e-mails answer

Dear Mr. Polk,

It is our understanding that the Jefferson County Commission will be applying for funding through the Courthouse Facilities Improvement Grants Program. Should you receive funding, we will provide comments at that time. If you receive funding, you will need to provide the information outlined in the Project Review Checklist found at <http://www.wvculture.org/shpo/sect106projchecklist.pdf> at that time. This e-mail serves as notification that you have made initial contact with this office regarding the review process and can be included with your application materials.

Sincerely,

*Belinda D. Gray*

Office Manager/ Section 106 Assistant  
1900 Kanawha Blvd. East  
Capitol Complex  
Bld 9 Room 347  
Culture Center  
Charleston WV 25305  
304-558-0240-Ext 722  
[Belinda.D.Gray@wv.gov](mailto:Belinda.D.Gray@wv.gov)

# **Tab VI**

## **Letters of Support**



September 29, 2016

Mr. William Polk  
Director of Maintenance  
Jefferson County Commission  
128 Industrial Blvd.  
Kearneysville, WV 25430

RE: West Virginia Courthouse Facility Improvement Authority  
14<sup>th</sup> Cycle Grant Application

Dear Mr. Polk:

The Jefferson County Historic Landmarks Commission and Charles Town Historic Landmarks Commission enthusiastically support your grant application to make urgently needed window repairs and upgrades to the Jefferson County Courthouse through the West Virginia Courthouse Facilities Improvement Authority.

The plan to remove and discard existing exterior storm windows, repair and repaint original building window frames and sash, and installing new interior storm windows is a critical next step in ongoing renovations outlined in the 2010 Historic Structures Report by architect David Kemnitzer. Windows are part of the building envelope and critical in preventing water intrusion into the building. Well maintained windows are essential building elements. The window project will also make a dramatic difference in the building appearance. The current exterior storm windows detract from and obscure the beauty of the original windows, because of misaligned mullions and muntins. As you know, maintenance deferred by previous commissions is now necessary and long overdue. Such an investment in the Courthouse is money well spent, reducing future costs and providing a safe and beautiful building for employees and visitors alike.

The Jefferson County Courthouse is listed on the National Register of Historic Places and is the site of two nationally important treason trials, John Brown in 1859 and the Miner's trial in 1922. As stewards of this historically significant building it is important that it be properly maintained for generations to come. For these reasons we strongly recommend the WV Courthouse Improvement Authority fund this proposal.

Sincerely,

Martin Burke

Chair,

Jefferson County Historic Landmarks Commission



STATE OF WEST VIRGINIA  
TWENTY-THIRD JUDICIAL CIRCUIT

100 E. WASHINGTON STREET  
CHARLES TOWN, WEST VIRGINIA 25414

DAVID H. SANDERS, CIRCUIT JUDGE

BERKELEY, JEFFERSON  
AND MORGAN COUNTIES

September 22, 2016

William Polk  
Director of Maintenance  
Jefferson County Commission  
128 Industrial Blvd.  
Kearneysville, WV 25430

RE: West Virginia Courthouse Facility Improvement Authority  
14<sup>th</sup> Cycle Grant Application

Dear Mr. Polk:

I would like to take this opportunity to write to you expressing my support for your efforts to obtain a much needed grant on behalf of the Jefferson County Commission through the West Virginia Courthouse Facilities Improvement Authority.

Your proposal to use the grant funds to replace the windows on the Jefferson County Courthouse is greatly needed. These improvements would greatly benefit Jefferson County's Historic Courthouse for all who visit and work in the Courthouse.

Sincerely,

A handwritten signature in blue ink, appearing to read "David H. Sanders".

David H. Sanders  
Circuit Court Judge; 23<sup>rd</sup> Judicial Circuit



*Jennifer S. Maghan*  
*Jefferson County Clerk*

William Polk  
Director of Maintenance  
Jefferson County Commission  
128 Industrial Blvd.  
Kearneysville, WV 25430

RE: West Virginia Courthouse Facility Improvement Authority  
14<sup>th</sup> Cycle Grant Application

Dear Mr. Polk:

I would like to take this opportunity to write to you expressing my support for your efforts to obtain a much needed grant on behalf of the Jefferson County Commission through the West Virginia Courthouse Facilities Improvement Authority.

Your proposal to use the grant funds to replace the windows on the Jefferson County Courthouse is greatly needed. These improvements would greatly benefit Jefferson County's Historic Courthouse for all who visit and work in the Courthouse.

As an employee working in the Courthouse, it would be great to have the windows replaced. They are in very bad shape. Some are broken and others can't be opened to be cleaned. It would greatly improve the look from the inside and outside to have them replaced.

Sincerely,

Gail Magaha  
Senior Chief Deputy Clerk  
Jefferson County Clerk's Office



STATE OF WEST VIRGINIA  
JEFFERSON COUNTY CIRCUIT/FAMILY COURT CLERK  
LAURA E. STORM  
P.O. BOX 1234  
CHARLES TOWN, WV 25414

304-728-3398 (Fax)

304-728-3231 (Phone)

September 23, 2016

William Polk  
Director of Maintenance  
Jefferson County Commission  
128 Industrial Blvd.  
Kearneysville, WV 25430

RE: West Virginia Courthouse Facility Improvement Authority  
14th Cycle Grant Application

Dear Mr. Polk:

I would like to take this opportunity to write to you expressing my support for your efforts to obtain a much needed grant on behalf of the Jefferson County Commission through the West Virginia Courthouse Facilities Improvement Authority.

Your proposal to use the grant funds to replace the windows on the Jefferson County Courthouse is greatly needed. These improvements would greatly benefit Jefferson County's Historic Courthouse for all who visit and work in the Courthouse.

Sincerely,

Laura E. Storm  
Circuit Clerk

RALPH A. LORENZETTI, JR.  
PROSECUTING ATTORNEY

CHARLES B. HOWARD  
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH  
ASSISTANT PROSECUTING ATTORNEY

NEIL J. ZAHRADNIK  
ASSISTANT PROSECUTING ATTORNEY

LYNDSEY W. MATSCHAT  
ASSISTANT PROSECUTING ATTORNEY



BRANDON C. H. SIMS  
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED  
ASSISTANT PROSECUTING ATTORNEY

CIVIL DIVISION

(304) 728-3318

fax: (304) 728-3353

NATHAN P. COCHRAN  
ASSISTANT PROSECUTING ATTORNEY

C. LYDIA LEHMAN  
ASSISTANT PROSECUTING ATTORNEY

OFFICE of THE  
PROSECUTING ATTORNEY  
of  
JEFFERSON COUNTY, WEST VIRGINIA

P.O. Box 729  
201 N. George St., 2nd Floor  
Charles Town, WV 25414  
(304) 728-3243  
fax (304) 728-3293  
[paoffice@jeffersoncountywv.org](mailto:paoffice@jeffersoncountywv.org)  
[www.jeffersoncountywv.org/pa](http://www.jeffersoncountywv.org/pa)

September 21, 2016

William Polk  
Director of Maintenance  
Jefferson County Commission  
128 Industrial Blvd.  
Kearneysville, WV 25430

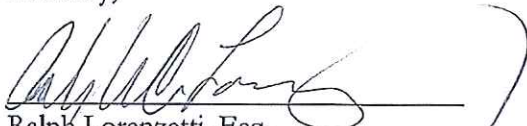
Re: West Virginia Courthouse Facility Improvement Authority  
14<sup>th</sup> Cycle Grant Application

Dear Mr. Polk:

I would like to take this opportunity to write to you expressing my support for your efforts to obtain a much needed grant on behalf of the Jefferson County Commission through the West Virginia Courthouse Facilities Improvement Authority.

Your proposal to use the grant funds to replace the windows on the Jefferson County Courthouse is greatly needed. These improvements would greatly benefit Jefferson County's Historic Courthouse for all who visit and work in the Courthouse.

Sincerely,

  
Ralph Lorenzetti, Esq.  
Prosecuting Attorney

## **Tab VII**

# **Supporting Documents**

## **Courthouse Facilities Improvement Authority - 14<sup>th</sup> Cycle Grant Application**

### **County Commission of Jefferson County Statement of Need**

The Historic Jefferson County Courthouse is located on the corners of Washington and George Streets in Charles Town, West Virginia. The Courthouse was constructed in 1836. The county seat was moved to Shepherdstown due to damage sustained during the Civil War. After the war, the Courthouse was repaired and enlarged and the county seat was returned to Charles Town. The Jefferson County Courthouse was the site of two treason trials. Most notably was the trial of John Brown after he led the raid on the Federal Armory and Arsenal in Harpers Ferry.

Today the Jefferson County Courthouse is still a working Courthouse. It houses the offices of the County Clerk, Assessor, Circuit Judge, and the Circuit Courtroom. Many people visit, work and do business in the Courthouse on a daily basis. The National Park Service also conducts tours in the Courthouse.

The Courthouse is now in great need of repairs to the windows and doors. We propose to use the funds to make these repairs. We will repair deteriorated conditions and scrape and paint the windows and doors. We will purchase and install new magnetic storm windows.

Jefferson County has made great strides in repairing the Courthouse over the past several years. With previous grant funds received from the Courthouse Facilities Improvement Authority, we were able to repair the columns on the front of the Courthouse and the much needed repairs to the roof, downspouts, gutters, soffits and cornices. The soffits and cornices on the façade have also been repaired using over \$400,000 of Jefferson County funds. Jefferson County has also completed work on the landscaping of the courtyard in front of the Courthouse. New flag poles have been installed, old shrubbery has been removed and concrete work has been done on the sidewalks. This courtyard work was also funded by Jefferson County.

As stated above, Jefferson County is moving forward with the upkeep and repairs to the Courthouse. Unfortunately, with budget constraints, we are unable to do all the renovations and repairs that are needed. With the approval of these grant funds, Jefferson County can make these repairs. If not repaired, these items will continue to cause further damage to the Courthouse.

We are hopeful that the Board will look favorably upon our application.



## JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Patsy Noland*

VICE PRESIDENT

*Jane Tabb*

### RESOLUTION

COMMISSIONER

*Dale Mannel*

COMMISSIONER

*Walt Pellish*

COMMISSIONER

*Peter Onoszko*

The County Commission of Jefferson County met on Thursday, October 6, 2016, with a quorum present and passed the following resolution.

Be it resolved, that the County Commission of Jefferson County hereby authorizes Patsy Noland, Commission President of the County Commission of Jefferson County, to act on its behalf to enter into a contractual agreement with the Courthouse Facilities Improvement Authority to receive and administer funds pursuant to provision of the Courthouse Facility Improvement Fund program.

Signed: \_\_\_\_\_

Jennifer Maghan  
County Clerk

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

Signature Page

Provide the signature and printed name of the Authorized Official (County Commission President) and the names, signatures, official positions (of elected officials) whose areas of responsibility are affected by the requested improvements. For clarification purposes, the signatures could be those of the Circuit Judge, Sheriff, Circuit Clerk, Assessor, County Clerk, Magistrate, Family Court Judge, Prosecuting Attorney, or any combination depending on the improvements anticipated. The County Administrator/Manager may not sign as the Authorized Official. The Commission President must sign this page.

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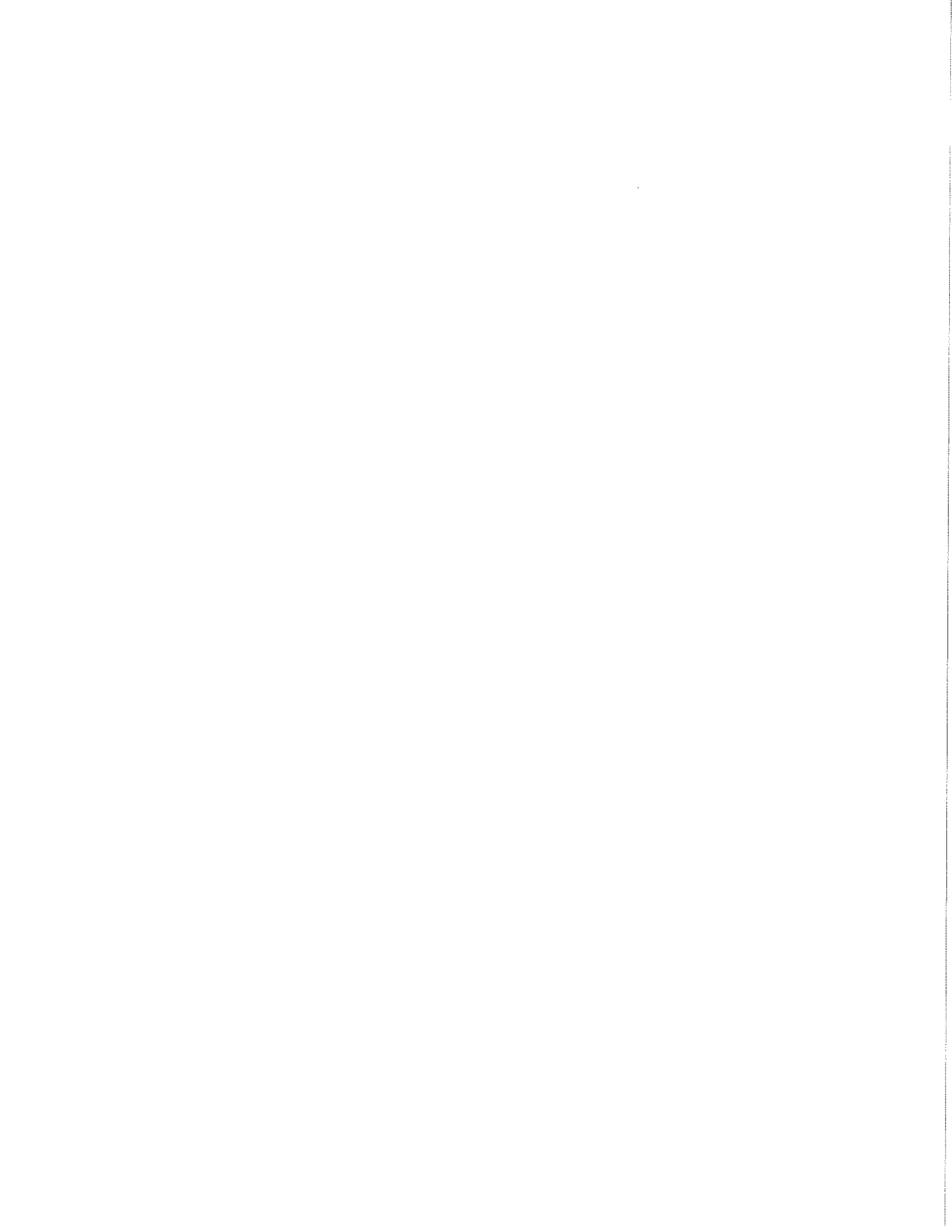
**Patricia A. Noland, County Commission President**

---

**David H. Sanders, Circuit Court Judge; 23<sup>rd</sup> Judicial Circuit**

---

**Jennifer Maghan, County Clerk**



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



Name: **Bill Polk**

Department or Organization: **Maintenance**

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

Date Requested – 1<sup>st</sup> Choice: **October 6, 2016**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Approval of Employment – Maintenance Helper Position**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**The Jefferson County Maintenance Department will have a vacant maintenance helper position. I have advertised the position. Applications were received and interviews were conducted. I have selected an individual to fill this position and I am requesting approval of my recommendation to hire at a Grade 3, Step A and a 40 hour work week.**

Is this a funding request?    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*):

**Move to approve the employment as recommended by the Maintenance Director.**

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

If not attached, explain:

Is equipment needed?    NO

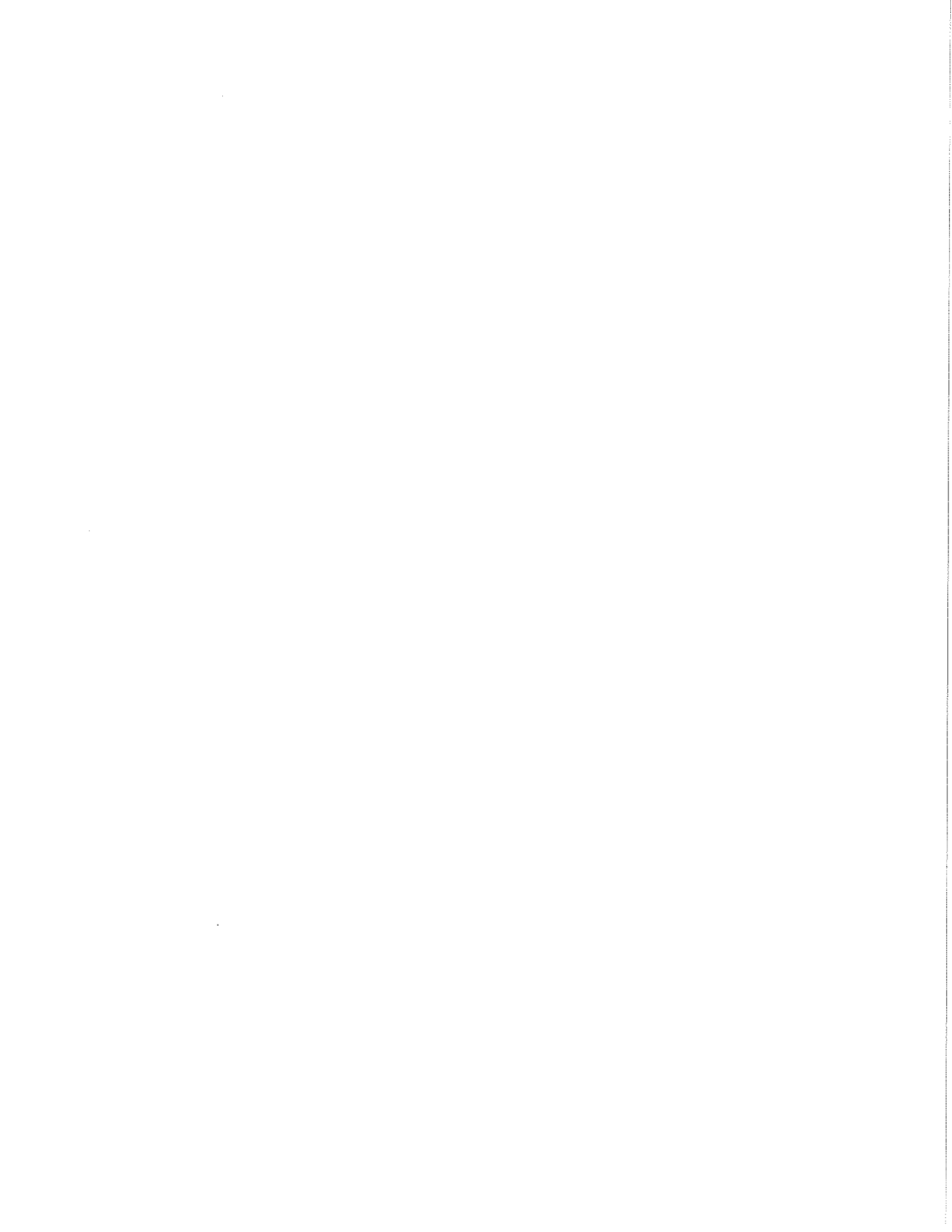
Contact information: Bill Polk

Email address: [bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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



Name: PETER ONOSZKO

Department or Organization: JCL

Estimation of amount of time needed for appointment: 15 MINUTES

Date Requested - 1<sup>st</sup> Choice: 6 OCTOBER  
If a specific date is needed, please provide reason for specific date:

Date Requested - 2<sup>nd</sup> Choice: 20 OCTOBER

Subject (Wording to be placed on agenda): DEFINING A JCL SESSION

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

Is this a funding request?  YES  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):

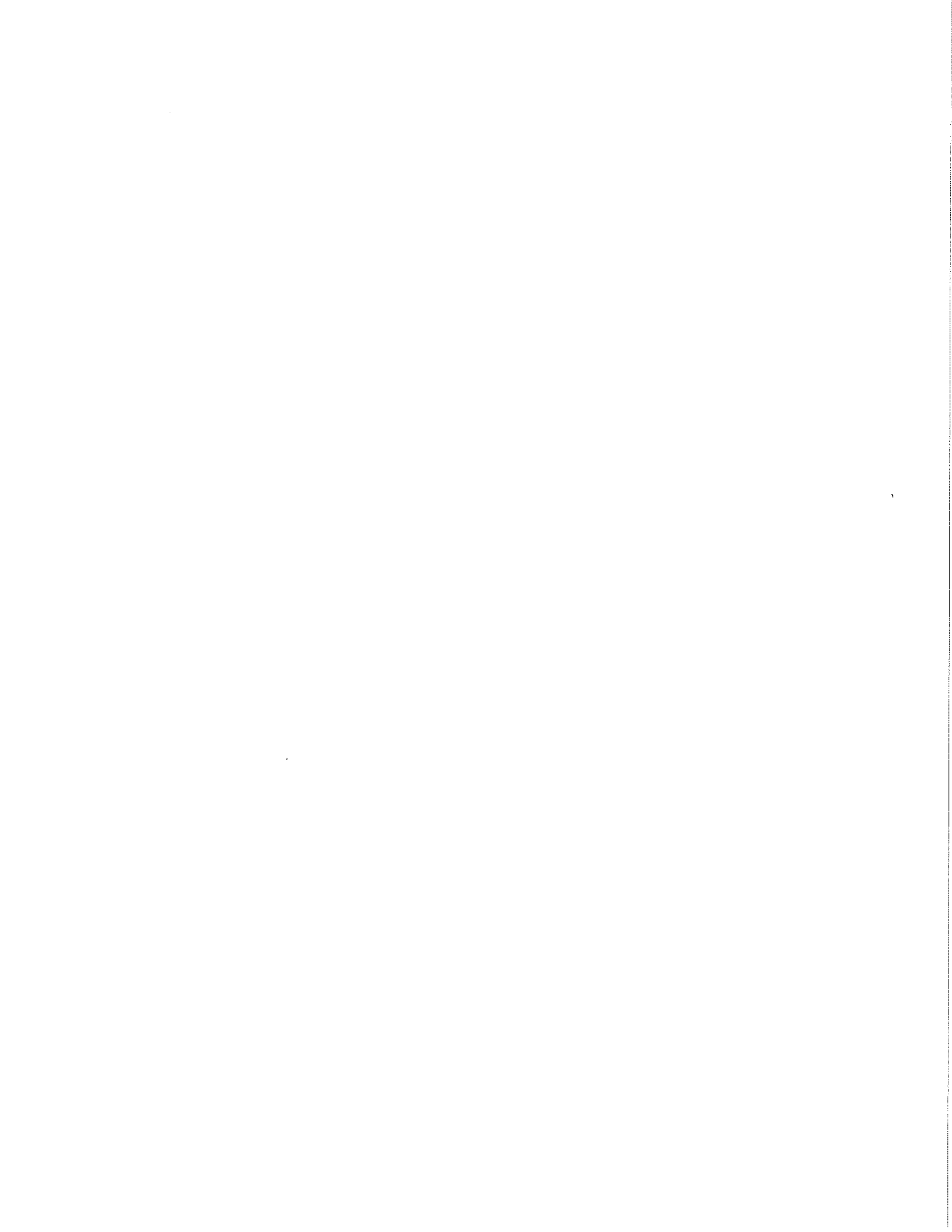
Attach supporting documents for request, or request may be denied.  
If not attached, explain:

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



## DEFINING A SESSION

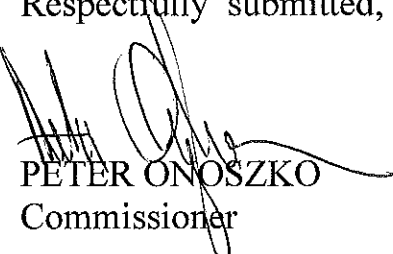
At a meeting of the Jefferson County Commission (JCC) on September 1, 2016 a discussion ensued regarding a motion to hold a public hearing concerning the restructuring of the Department of Engineering, Planning, Zoning and GIS/ Addressing. It was pointed out that such a motion had been discussed and voted down at a previous meeting of the JCC and it was not appropriate to reconsider this issue again under the provisions of ROBERT'S RULES OF ORDER since it was not proposed by someone who had voted with the prevailing majority at the previous meeting.

This, in turn, sparked a further discussion on the definition of a session. ROBERT'S RULES specifies that the restriction on reconsideration of a previously disposed matter only applies if the matter is to be reconsidered in the same session as it was disposed.

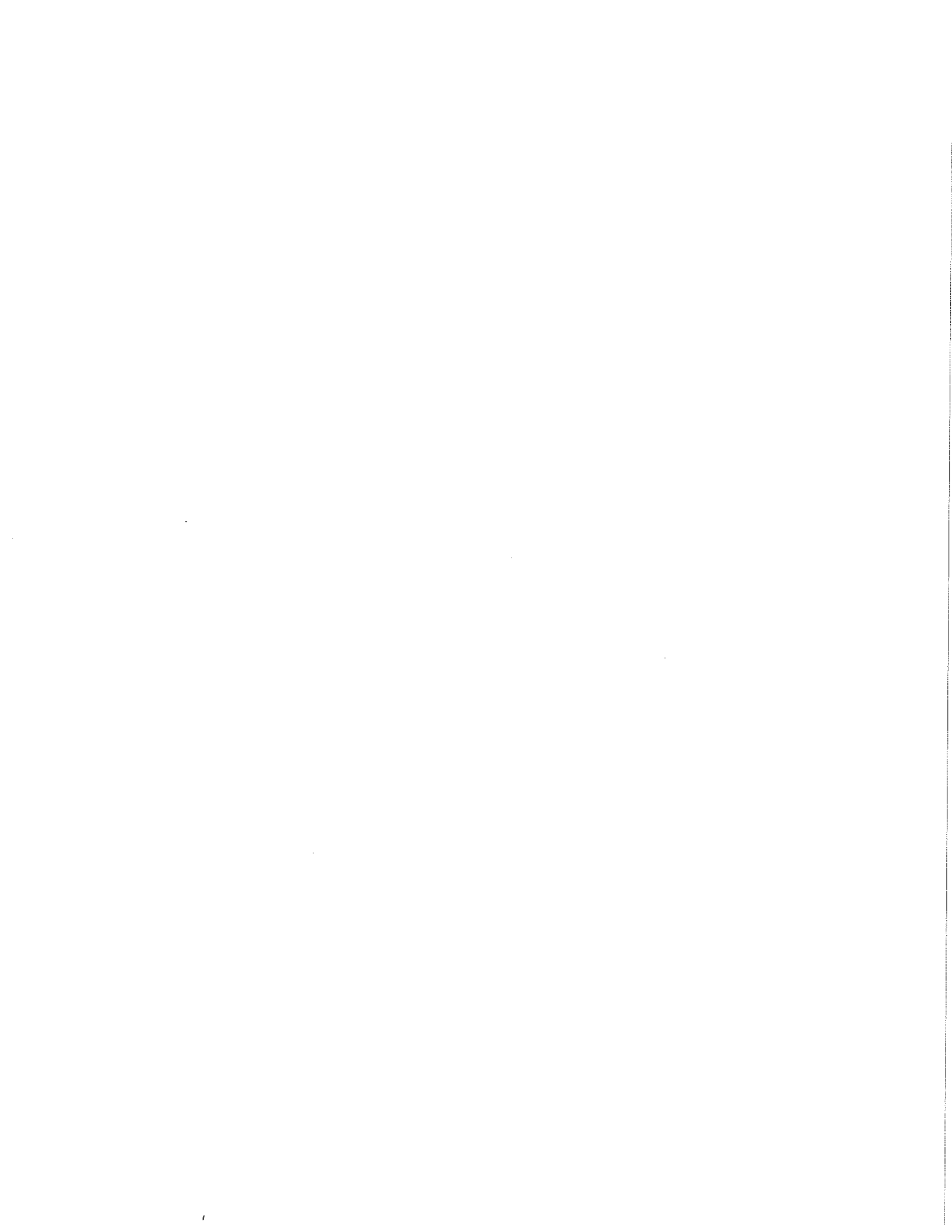
Legal counsel to the JCC pointed out that there exists no definition of a "session" as it applies to the JCC. He further pointed out that the JCC could define a "session" as it wished. A session could be defined as a single meeting, all the meetings occurring within a month, a quarter, half-year or within a full year taken collectively.

The intent of including this item on the agenda is to initiate a discussion in order to define a JCC session. The undersigned feels that the adoption by the JCC of such a definition with an effective implementation date of January 1, 2017 would serve to increase the efficiency of the JCC as well as providing needed guidance to all those having matters to be brought before the JCC.

Respectfully submitted,



PETER ONOSZKO  
Commissioner



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



Name: Elaine Bartoldson

Department or Organization: Eastern Panhandle Transit Authority

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **October 6, 2016**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Appointment to the EPTA Board – one unexpired term ending January 31, 2019 – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

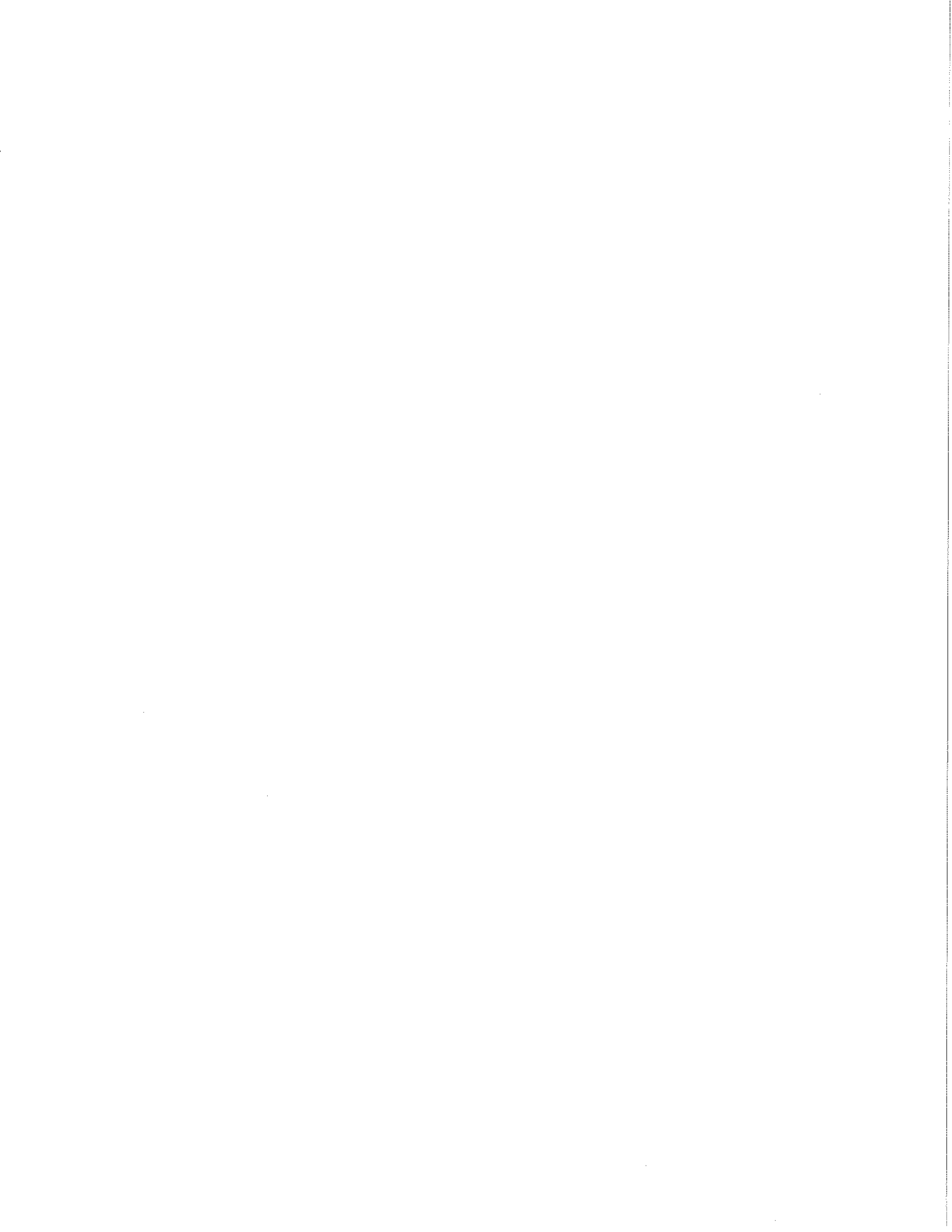
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Missy Thompson

Home Telephone Number: 304-725-7507

Work Address: 111 W. Congress Street, Charles Town, WV 25414

Work Phone Number: 304-724-0918

Mobile Phone Number: 703-728-8230

E-mail Address: mp Pratt2@aol.com / (w) mthompson@aps.edu

Party Affiliation: (Building Commission applicants only) \_\_\_\_\_

Occupation: Director, State Regulatory Relations

Education: High School Loudan County High School

College George Mason University - BA Speech Communication

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Address: 723 Crosswinds Drive  
Charles Town, WV 25414

Magisterial District: 3 - Charles Town Corporation

Are you a Jefferson County registered voter? Yes  No

Do you pay personal property tax?

Yes  No

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See attached resume

Organization Memberships and Positions Held : Charles Town NOW  
Events Committee Chairperson - July 2015 - Sept. 2014  
Charles Town Now Board Member - Sept. 2016 - current  
Bros And Bras - Social Coordinator

Please list any felonies, convictions or convictions of moral turpitude or any other offenses to reflect poorly on Jefferson County.

Date:	Offense:
	<u>N/A</u>

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading and adhering to the County's Ethics and Robert's Rules as provided in a packet to me when obtaining my Oath of Office. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Missy Sharp Date: 9/27/16

September 27, 2016

Elaine Bartoldson  
Eastern Panhandle Transportation Authority  
446 Novak Drive  
Martinsburg WV 25405

Dear Ms. Bartoldson,

I am excited about the opportunity to participate on the EPTA board of directors.

I have served as the Events Committee Chairperson since July 2015; in that capacity I assisted with the Annual Charles Town Car Show, the Annual Tree Lighting and the Christmas Parade. In September I was asked to step into a Board member role within the Charles Town Now organization.

I would be thrilled to have the opportunity to learn more about EPTA and how my participation in other civic organizations can bridge the gap within our community.

Thank you for your consideration, and I look forward to hearing from you!

Sincerely,



Missy Thompson

# MELISSA D. THOMPSON

723 Crosswinds Drive Charles Town, WV 25414  
304-725-7507 (Home) 703-728-8230 (Cell) [mpratt2@aol.com](mailto:mpratt2@aol.com)

## SUMMARY

I am an enthusiastic, resourceful and motivated individual with the ability to manage a wide range of business relationships and projects.

## PROFESSIONAL EXPERIENCE

### **American Public University System, Charles Town, WV**

Director, State Regulatory Relations, July 2012 – Present

- Responsible for the timely completion and submission of all regulatory applications
- Responsible for the maintenance of the University's participation in the State Authorization Reciprocity Agreement (SARA)
- Reviews and approves the state licensure section of the university catalogs, webpage and marketing materials to ensure compliance with laws of various state regulatory agencies
- Proactive outreach to higher education boards and state legislatures
- Maintain a collaborative network of support with state regulatory officers and their staff members nationally. Ensure cooperative relationships are established at all levels of the University.
- Respond to prospective student inquiries regarding the university's standing in a particular state
- Assist in developing procedures to ensure regulatory compliance
- Attend and/or present at professional meetings, workshops and conferences to include NASASPS and the President's FORUM.
- Responsible for the professional written correspondence with state higher education offices
- Responsible for assisting in the development of coding protocols in the data warehouse relating to licensure data requirements
- Work collaboratively with the VP, Regulatory and Governmental Relations regarding updates and progress with state regulatory officials
- Maintain an awareness of emerging challenges regarding state authorization

Licensure Manager, April 2007 – July 2012

- Complete and submit all regulatory applications for the university
- Perform extensive research on individual state licensure rules and regulations
- Build, develop and maintain cooperative relationships with state officials and staff members
- Participate in annual higher education conferences to gain relevant knowledge
- Respond to inquiries from potential students regarding the university's status with a particular state

### **The Barns at Hamilton Station Vineyards, Hamilton, VA**

Marketing Assistant, June 2014 – Present

- Responsible for sending out weekly email communication to all guests regarding upcoming events at the winery.
- Maintaining accurate email distribution listing
- Managing the Case Club membership

**DALB, Inc. Kearneysville, WV**

HR Generalist, December 2006 – April 2007

- Counsel employees and supervisors on such matters as benefit information, employee policies and procedures
- Ensure that all government and state laws and regulations pertaining to Human Resources are followed
- Assist the HR Director in developing forms, training material, implementing new policies and procedures
- Benefits administration including Medical, Dental, 401(k) and unemployment
- FMLA administration
- Responsible for reconciling all ancillary insurance bills
- Provide support to the Finance department as needed

**Charles Town Races & Slots, Charles Town, WV**

Paralegal, August 2006 – December 2006

- Maintain master contract matrix for on-site vendors
- Prepare draft discovery responses, including gathering of facts and records necessary in the defense of litigation
- Maintain a litigation matrix for all current cases
- Assist in the preparation of the quarterly compliance and responsible gaming reports and interviews
- Cross train with the Risk Coordinator to include: Logging all patron and employee incident reports, contacting every guest that submits an incident report for follow-up, maintain the chain of custody for any evidence related to a patron incident, maintain OSHA training database, certified OSHA trainer for Slips, Trips & Falls; Back Injury Prevention; Fire Extinguisher procedures

**Human Resources Administrator, August 2005 – August 2006**

- Provided support in the functional areas of the HR department, which included: assisting with interoffice communications, facilitating employee inquires, performing routine administrative duties, assisting with the planning of employee morale events and producing reports
- Responsible for processing all unemployment compensation requests
- Reviewed invoices for accuracy and prepare payment
- Maintained departmental budget
- Escalate employee matters appropriately with the HR department
- Assisted the Employee Relations Manager in planning functions such as the Employee Picnic, Holiday Events, Employee Appreciation, Talent Show and other morale events

**Benefits Assistant, October 2004 – August 2005**

- Responsible for calculating hours worked for benefit eligible employees, invited employees to attend benefits open enrollment, entered their elections into all vendor websites and entered deductions into ADP
- Conducted benefit orientation
- Terminated benefits upon an employee leaving the company and sent out COBRA notification
- Monitored STD paperwork and submitted to insurance company
- Employee liaison for FMLA which included processing the FMLA certification, sending out approval/denial letters and tracking the amount of FMLA each employee used
- Participated in yearly open enrollment for the entire company

- Assisted employees with all benefit related questions

#### **EDUCATION**

**George Mason University, Fairfax, VA**

- B.A. Speech Communication June 1997

#### **VOLUNTEER ROLES**

Graduate of the Leadership Jefferson, Civic Leadership Program, 2012

Chairperson, Events Committee, Charles Town Now, July 2015 – Present

Board Member, Charles Town Now, September 2016

Charles Town Now is a non-profit organization of community leaders interested in promoting the growth and vitality of the downtown area and surrounding community. Our outreach is ever growing, consisting of organizing community events, creating an online hub of information for community members and visitors, gaining resources for community projects, creating a visually welcoming environment, facilitating meetings, providing small business owners with a support network, and directing more traffic to downtown Charles Town for the betterment of the community.

Social Coordinator, Bros AndBras, September 2016

Bros & Bras is a social and fitness movement that exists to improve the health of its members by providing events for beginners and experienced alike. Throughout the region, Bros & Bras develops outings to build a community of fitness and social acceptance without judgment or expectation.

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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **October 6, 2016**

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

Date Requested – 2<sup>nd</sup> Choice:

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

Approval of FY16 Financial Statements

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 approve the FY16 Financial Statements and to release for publication.

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

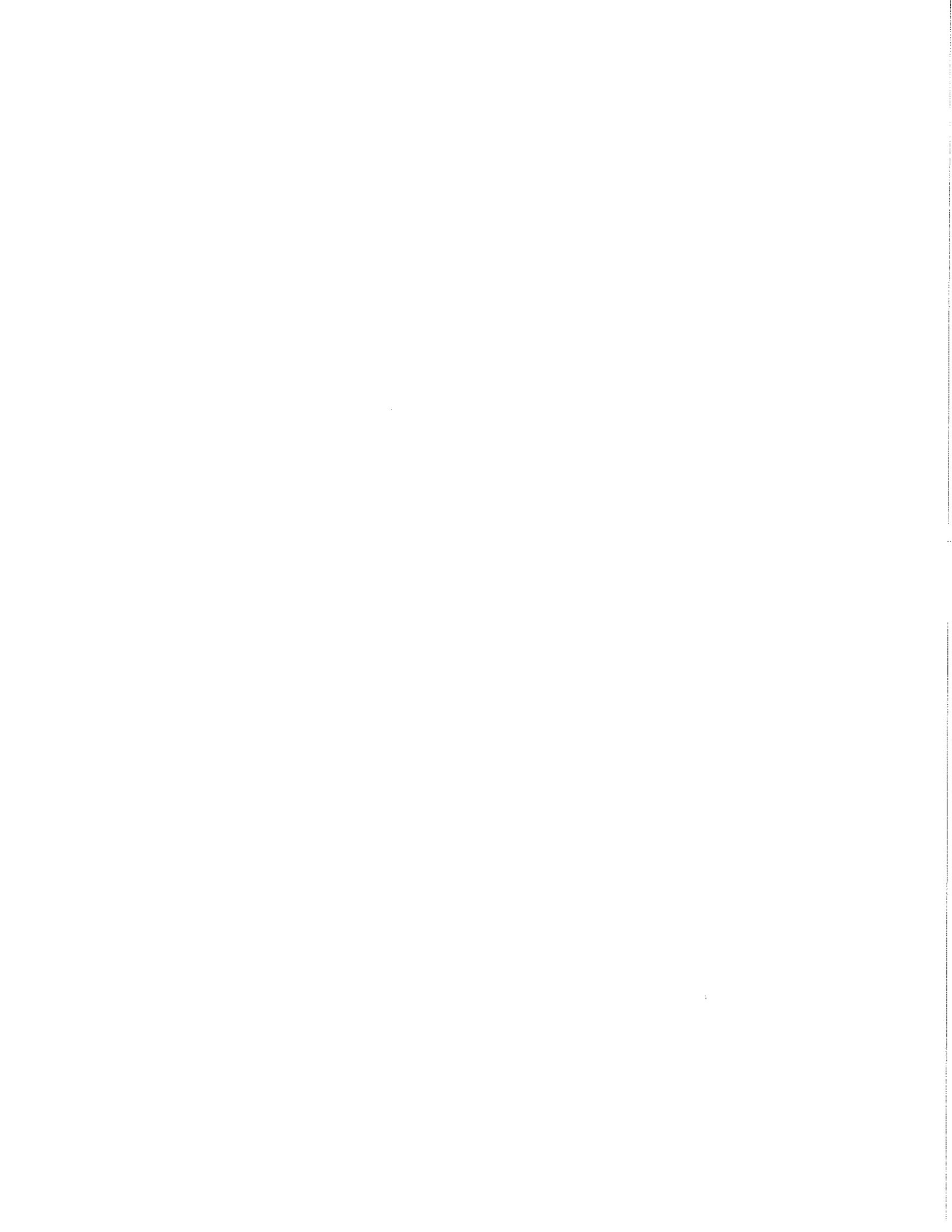
Contact information:

Email address:

Phone Number:

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

not applicable





Jefferson County Homeland Security and Emergency Management  
Quarterly Report to the Jefferson County Commission  
First Quarter of FY-2017 – July-September, 2016

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**Projects Completed:**

JCHSEM Director was deployed to Greenbrier County to assist them in their Emergency Operations Center for flood recovery. June 27-July 12, 2016.

JCHSEM Staff visited each of the Flood Mitigation Properties from buy-outs and elevations that were done after the 1996 floods. This is a FEMA requirement to assure that buy out properties remain as Open Space and that elevated properties haven't had any visible changes that would be a violation of the floodplain ordinance. Staff also visited the Shannondale Lake Dam, also an annual requirement.

HAM Radio testing night was held at Jefferson EOC in July, August, and September

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

JCHSEM held the Quarterly Partnership Luncheon at Skippers on July 29.

JCHSEM held the required Annual Meeting of the Risk Assessment and Mitigation Planning Committee to review the projects that were identified in the County's Multi-Jurisdictional Risk Assessment and Mitigation Plan. The report was finalized and sent to FEMA, WV State Mitigation Division, Jefferson County Commission, and local news media.

Staff attended a walk-through visit at Ox Industries with the Local Emergency Planning Committee.

Reviewed Jefferson County Schools Crisis Plan at the request of Dr. Sheri Hoff.

Staff and Volunteers have presented seven additional Disaster Ready Kids Programs.

Staff conducted quarterly equipment testing to ensure operational reliability.

Staff and Volunteers had an emergency preparedness booth at the Jefferson County Fair, August 21-27, 2016.

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 Parts III and IV 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. This project should be completed in the coming Quarter.

The Director and the contractor worked on the County's COOP (Continuity of Operations Plan). This project will be completed after the IT Director and the contractor finalize the Cyber Security Annex.

JCHSEM staff and Jefferson County agencies participated in Dark Grid Full Scale Exercise on September 17<sup>th</sup>. Staff also participated in a WV Homeland Security Region 3 Communications Exercise on September 2, 2016.

Director worked with the LEPC Chair to develop their 2017 Grant Applications for the LEPC Grant and the SERC Grant (both of these are LEPC Grants).

Director developed and conducted EOC Training for all participants who serve in the Jefferson County Emergency Operations Center when it is activated.

Staff participated in the WV Flood Tool Training that was held by webinar on September 8, 2016.

The Director and Deputy Director participated in the WV State Emergency Response Committee Meetings at Camp Dawson. Deputy Director Allen was awarded his WV Emergency Manager Level 3 Accreditation while at the event. Mr. Allen and Ms. Miller are both Level 3 WV Emergency Managers.

Staff participated in the 2016 National Weather Service Hydrology Meeting in Sterling, Virginia on September 22.

Ms. Miller attended the WV SIRN (Statewide Interoperable Radio Network) meetings at Camp Dawson September 26-27.

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Jefferson County Homeland Security and Emergency Management 28 Industrial Blvd., Suite 101, Kearneysville, WV 25430 304-728-3290 [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org)  
<http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management>

Staff presented two Lunch-N-Learn sessions at Bolivar Community Center and at Shepherdstown Town Hall during National Preparedness Month in September.

**Projects Working on Now:**

Staff is working to gather all information that will be needed for the 5-year review of the CRS (Community Rating System of the National Flood Insurance Program)

Working with Jefferson County Schools to update the MOUs.

JCHSEM will have a booth at the Ranson Hispanic Cultural Festival on October 1, 2016.

Staff and the contractor is finalizing the Emergency Operations Plan and the Continuity of Operations Plan.

Staff is working to update Prime Power Surveys with owners of critical infrastructure.

**Things the County Commission Should be Aware of:**

The next Quarterly Partnership Meeting will be held on October 28 at Noon at The Anvil in Harpers Ferry.

The Jefferson County Chamber of Commerce will hold their annual Emergency Responder Banquet on October 18 at the Skyline Terrace in Hollywood Casino at Charles Town Races.

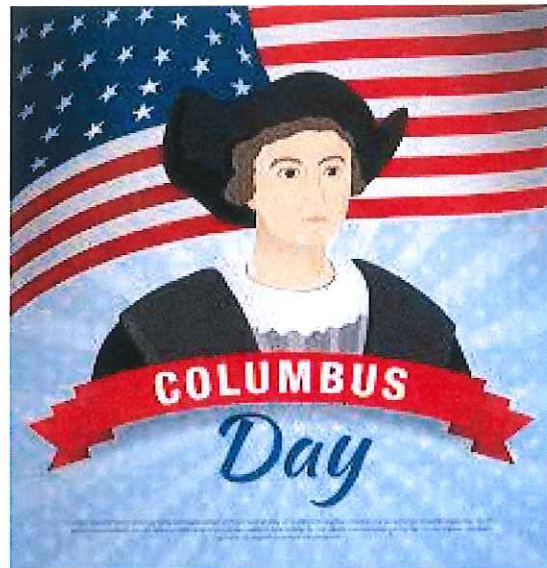
JCHSEM staff and staff from the Engineering Department will have a physical 5-Year review of CRS (Community Rating System of the National Flood Insurance Program), including field tours of all floodplains and completed mitigation projects on October 18, 2016.

MOUs with Jefferson County Schools will be available for your approval at an upcoming County Commission Meeting. (This is done annually)

TSA will hold an Industry Day in Jefferson County on November 15 for the purpose of working with and training local agencies about transportation security of buses, rail transportation, etc.

The Nurture Nature Center, in conjunction with the National Weather Service in Sterling, is conducting a "Risk to Resiliency" Flood Focus Group in Jefferson County on October 19.

Jefferson County Commission Offices will be closed Monday, October 10, 2016 in observance of Columbus Day.





# *Breckenridge Owners Association, Inc.*

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Clagett Management WV/VA, LLC  
115 N. Queen Street, Martinsburg, WV 25401  
304-596-6630 or [hfield@clagett.com](mailto:hfield@clagett.com)

September 20, 2016

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

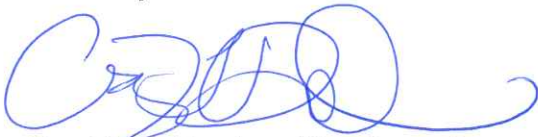
RE: Request to support the acquisition of the PSD by Charles Town and Ranson

Dear Commissioners,

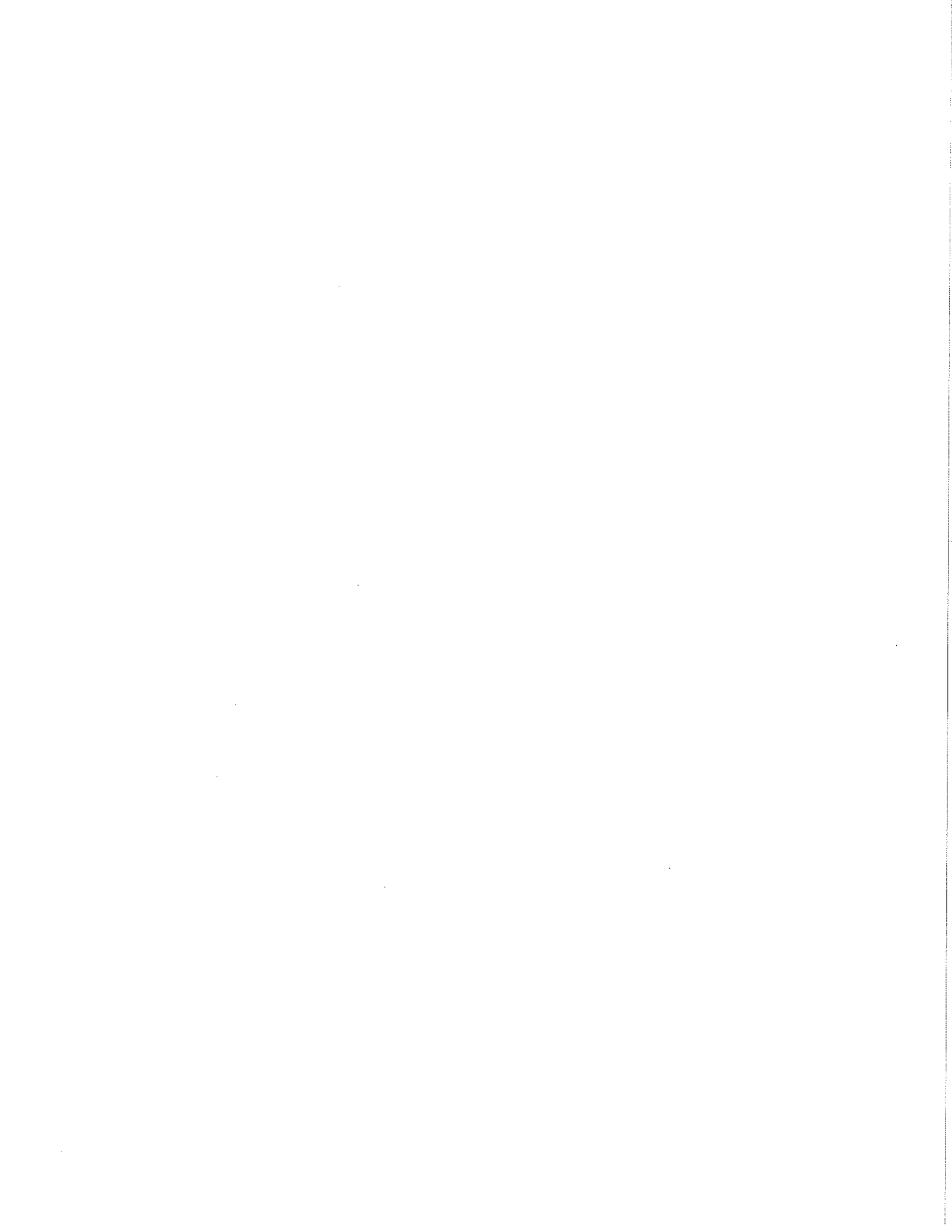
On September 6, 2016, City Councils of Charles Town and Ranson approved resolutions to study the acquisition of the Jefferson County Public Service District (PSD). Each Community drafted letters outlining practical steps necessary for the health and welfare of sewer customers when combining three utilities into two efficient operations. We believe this study will result in a greater understanding of Jefferson County sewer needs for current and future customers, maintain county residents' property values while embracing growth as presented in the Jefferson County Envision 2035 Plan.

We support the efforts of the City of Charles Town and City of Ranson to consolidate sewer service and ask the Jefferson County Commission to support this endeavor for the welfare of county residents, current and future.

Sincerely,



President, Breckenridge Owner's Association, Inc.  
on behalf of the Board of Directors



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

<b>Week Ending Date</b>	<b>FY17 September 24, 2016</b>
<b>To be Deposited on:</b>	September 30, 2016
<b>Amount Played</b>	\$ 54,117,105.98
<b>Amount Won</b>	48,468,561.71
<b>Amount Promo</b>	315,245.00
<b>MWAP Contribution</b>	<u>-</u>
<b>Adjusted Gross Terminal Revenue</b>	<u><b>5,333,299.27</b></u>
<b>Administrative Costs @ 4%</b>	213,331.99
<b>Excess Lottery Fund @ 4%</b>	<u>-</u>
<b>Net Terminal Revenue</b>	<u><b>5,119,967.28</b></u>
<b>Surcharge @ 10%</b>	-
<b>State Share Excess @ 58% &amp; 10% of 42%</b>	-
<b>Track Share of Capital Reinvestment @ 90% of 42%</b>	<u>-</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
<b>Adjusted Net Terminal Revenue</b>	<u><b>5,119,967.28</b></u>
<b>Racetrack @ 46.50% / 42%</b>	2,380,784.79
<b>Lottery Fund @ 30% / 0%</b>	1,535,990.14
<b>Excess Lottery Fund @ 0% / 41%</b>	-
<b>Excess Lottery Fund @ 12.85% / 9.55%</b>	657,915.81
<b>Race Track Purses @ 90% of 7% / 4%</b>	322,557.94
<b>Employee Pension Fund @ 1% / .5%</b>	51,199.68
<b>Greyhound Development @ 90% of .75%</b>	34,559.78
<b>Thoroughbred Development @ 90% of .75%</b>	34,559.78
<b>County/Municipality @ 2%</b>	<u>102,399.36</u>
	<u><b>\$ 5,119,967.28</b></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	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
Subtotal	\$ 1,389,707.96	\$ 1,150,885.72	\$ 238,822.24	\$ 18,938.60	\$ 95,290.08	\$ 5,182.44	\$ 80,435.33	\$ 38,975.79

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**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	8/6/2016	110,378.32
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68
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

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**1,150,885.72**

## Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
<b>Total 2010-2011</b>	<b>1,297,391.70</b>	<b>Total 2011-2012</b>	<b>1,602,900.84</b>	<b>Total 2012-2013</b>	<b>1,530,462.31</b>	<b>Total 2013-2014</b>	<b>998,486.72</b>

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
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		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>140,392.82</b>

**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
<b>Total 2011-2012</b>	<b>4,808,702.50</b>	<b>Total 2012-2013</b>	<b>4,608,334.13</b>	<b>Total 2013-2014</b>	<b>2,995,460.18</b>	<b>Total 2014-2015</b>	<b>2,697,386.67</b>

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
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		
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>421,178.46</b>