

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, OCTOBER 20, 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

- September 29, 2016 Regular Meeting
- October 6, 2016 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- October 20, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- October 13, 2016
- October 20, 2016

APPROVAL OF PAYROLL

- October 20, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Peter Dougherty, Sheriff
- Presentation and approval of the WV Records Management and Preservation Board grant application - Discussion/Action
2. 10:00 a.m. James B. Crawford and E. Adelaide Crawford, Crawford Law Group
- Petition to close alley located in Shepherdstown District pursuant to WV 7-1-3 (h) - Discussion/Action

3. 10:15 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Presentation of the 10 Year Park Master Plan - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review of Accounts and Waivers - Discussion/Action
6. 11:15 a.m. Barbara Miller, Director, Jefferson County Homeland Security & Emergency Management
- Approval of the Program for Public Information for the Community Rating System of the National Flood Insurance Program - Discussion/Action
- Approval of the Memoranda of Understanding with the Jefferson County Board of Education - Discussion/Action
7. 11:30 a.m. Board of Assessment Appeals
- Don J. Orser
- Patrick Schneble
- Robert B. Mellander for McDonald's
- Jonathan Swift

NEW BUSINESS

8. Defining a Jefferson County Commission Session -Discussion/Action (PO)
9. Appointment to the Eastern Panhandle Transit Authority Board (EPTA) - one unexpired term ending January 31, 2019 - Discussion/Action
10. Hiring of legal counsel regarding the possible JCPSD acquisition by the cities of Charles Town and Ranson - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Request from Charles Town Utilities for list of questions for the November 3, 2016 Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District - Discussion/Action
- Discussion of FLSA rule change and impact on position classifications in the Emergency Management Department - Possible Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

11. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Department of Engineering
- Jefferson County Office of GIS/Addressing
- Jefferson County Office of Planning and Zoning
- Jefferson County Historic Landmarks Commission

CORRESPONDENCE/INFORMATION

FY16 Annual Report for Jefferson County Planning and Zoning.

Impact Fee Status Report for September 2016

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

Jefferson County Public Service District Regular Board Meeting Minutes for September 6, 2016.

Jefferson County Public Service District Special Meeting Minutes for September 12, 2016.

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



Minutes

Jefferson County Commission

Thursday, September 29, 2016

A meeting of the Jefferson County Commission was held on Thursday, September 29, 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, Peter Onoszko, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, September 29, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Onoszko led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the September 8, 2016 Special Session Meeting Minutes with as presented/amended. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the September 13, 2016 Special Session Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Noland to approve the Payroll for September 29, 2016 in the amount of \$238,690.03. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077067	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,830.08	\$ 3,830.08
077068	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 203.80	\$ 203.80
077069	405	ADC LEGAL SYSTEMS, INC.		\$ -	\$ 35.00	\$ 35.00
077070	717	ADVANCE AUTO PARTS		\$ -	\$ 64.77	\$ 64.77
077070	717	ADVANCE AUTO PARTS		\$ -	\$ 10.08	\$ 10.08
077070	717	ADVANCE AUTO PARTS		\$ -	\$ 65.75	\$ 65.75
077071	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
077071	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
077071	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
077071	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
077071	425	BOLAND SERVICES		\$ -	\$ 898.00	\$ 898.00
077072	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077073	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
077074	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077075	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077076	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077077	405	SHANNON BURLETT		\$ -	\$ 15.77	\$ 15.77
077078	405	MARCIA LYNN CHANDLER		\$ -	\$ 41.00	\$ 41.00
077078	405	MARCIA LYNN CHANDLER		\$ -	\$ 338.80	\$ 338.80
077079	PAYROLL	COLONIAL LIFE		\$ -	\$ 302.02	\$ 302.02
077080	PAYROLL	NATHAN COCHRAN		\$ -	\$ 2,585.58	\$ 2,585.58
077081	PAYROLL	SCOTT DEMORY		\$ -	\$ 103.54	\$ 103.54
077082	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
077082	425	J.C.EHRLICH		\$ -	\$ 611.00	\$ 611.00
077083	PAYROLL	KAREN ECHEMENT		\$ -	\$ 183.23	\$ 183.23
077084	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 16,911.36	\$ 16,911.36
077085	717	GUTTMAN OIL CO		\$ -	\$ 10,810.87	\$ 10,810.87
077086	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 295.00	\$ 295.00
077086	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 1,180.00	\$ 1,180.00
077087	413	INTAB		\$ -	\$ 215.23	\$ 215.23
077088	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 45.22	\$ 45.22
077088	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 137.06	\$ 137.06
077088	405	THE SPIRIT OF JEFFERSON		\$ -	\$ 27.60	\$ 27.60
077089	405	THE JOURNAL		\$ -	\$ 262.50	\$ 262.50
077090	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,320.00	\$ 5,320.00
077091	PAYROLL	CARRIE L. LEHMAN		\$ -	\$ 525.41	\$ 525.41
077092	405	LYNDSEY W. MATSCHAT		\$ -	\$ 51.84	\$ 51.84

077093	405	MATTHEW BENDER & CO		\$ -	\$ 631.61	\$ 631.61
077093	405	MATTHEW BENDER & CO		\$ -	\$ 134.23	\$ 134.23
077093	405	MATTHEW BENDER & CO		\$ -	\$ 149.43	\$ 149.43
077093	405	MATTHEW BENDER & CO		\$ -	\$ 134.23	\$ 134.23
077094	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
077095	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077096	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077097	PAYROLL	DONNA MASON		\$ -	\$ 3,076.49	\$ 3,076.49
077098	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 70.77	\$ 70.77
077098	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 20.07	\$ 20.07
077098	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 54.37	\$ 54.37
077098	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 57.11	\$ 57.11
077099	424	NEOPOST MIDATLANTIC		\$ -	\$ 366.58	\$ 366.58
077100	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077101	428	OFFICEMAX		\$ -	\$ 371.67	\$ 371.67
077102	425	POTOMAC EDISON/OH		\$ -	\$ 35.25	\$ 35.25
077103	425	RCS SECURITY		\$ -	\$ 90.00	\$ 90.00
077104	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077104	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 60.00	\$ 60.00
077105	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
077105	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
077105	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077105	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
077105	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077105	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
077105	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
077105	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
077105	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
077106	717	RICE TIRES CO		\$ -	\$ 477.84	\$ 477.84
077106	717	RICE TIRES CO		\$ -	\$ 1,750.50	\$ 1,750.50
077106	717	RICE TIRES CO		\$ -	\$ 538.20	\$ 538.20
077107	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 44.99	\$ 44.99
077108	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 89.36	\$ 89.36
077108	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 20.90	\$ 20.90
077108	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,335.96	\$ 44,335.96
077108	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,368.82	\$ 10,368.82
077108	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 72.20	\$ 72.20
077108	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,700.47	\$ 42,700.47
077109	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 938.00	\$ 938.00
077109	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 35.82	\$ 35.82

077109	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,521.20	\$ 32,521.20
077109	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 678.77	\$ 678.77
077110	405	WV SECRETARY OF STATE		\$ -	\$ 52.00	\$ 52.00
077111	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,187.81	\$ 16,187.81
077111	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,466.32	\$ 11,466.32
077112	405	BRANDON C.H. SIMS		\$ -	\$ 92.00	\$ 92.00
077113	401	SANDRA MCDONALD		\$ -	\$ 96.00	\$ 96.00
077114	PAYROLL	EVELYN STEPHENSON		\$ -	\$ 937.81	\$ 937.81
077115	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,910.00	\$ 2,910.00
077116	PAYROLL	SPECIAL MARKETS INSURANC		\$ -	\$ 712.50	\$ 712.50
077117	712	TELTRONIC		\$ -	\$ 530.00	\$ 530.00
077118	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
077119	405	THOMSON REUTER - WEST		\$ -	\$ 2,282.45	\$ 2,282.45
077120	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,862.56	\$ 23,862.56
077120	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 63,633.29	\$ 63,633.29
077120	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 34.42	\$ 34.42
077120	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 91.80	\$ 91.80
077121	PAYROLL	WVCORP		\$ -	\$ 37,152.75	\$ 37,152.75
077122	700	WILLIAM WALTERS		\$ -	\$ 24.13	\$ 24.13
077123	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,430.29	\$ 2,430.29
077123	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,860.61	\$ 4,860.61
077124	404	W.B. MASON CO. INC		\$ -	\$ 198.08	\$ 198.08
077125	428	XEROX BUSINESS SRVCS LLC		\$ -	\$ 14,664.66	\$ 14,664.66
077126	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 67.30	\$ 67.30
077127	413	REVA MICKEY		\$ -	\$ 50.00	\$ 50.00
077128	413	F.J. HEFESTAY JR		\$ -	\$ 50.00	\$ 50.00
TOTAL					\$ 393,748.59	\$ 393,748.59

Motion by Ms. Tabb to approve the Accounts Payable for September 22, 2016 in the amount of \$393,748.59. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077130	424	NOEMI BRUN		\$ -	\$ 64.20	\$ 64.20
077131	406	ANGELA L BANKS		\$ -	\$ 65.50	\$ 65.50
077132	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
077133	405	FEDEX		\$ -	\$ 33.20	\$ 33.20
077133	700	FEDEX		\$ -	\$ 30.26	\$ 30.26

077134	412	GREATAMERICA FINANCL SVC		\$ -	\$ 450.59	\$ 450.59
077135	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
077136	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
077136	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077136	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077136	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
077136	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077136	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077136	440	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077136	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077136	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077137	425	INTERSTATE ALL BATTERY		\$ -	\$ 105.00	\$ 105.00
077138	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
077139	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
077140	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
077141	712	LANGUAGE LINE SERVICES		\$ -	\$ 298.49	\$ 298.49
077142	700	ROBIN MAHONY		\$ -	\$ 8.99	\$ 8.99
077143	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 137.82	\$ 137.82
077144	717	MOLER'S WRECKER SERVICE		\$ -	\$ 50.00	\$ 50.00
077145	401	PATRICIA A NOLAND		\$ -	\$ 253.80	\$ 253.80
077146	PAYROLL	PATRICIA A NOLAND		\$ -	\$ 111.21	\$ 111.21
077147	425	OFFICEMAX		\$ -	\$ 60.43	\$ 60.43
077147	428	OFFICEMAX		\$ -	\$ 544.74	\$ 544.74
077147	428	OFFICEMAX		\$ -	\$ 78.14	\$ 78.14
077148	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 565.00	\$ 565.00
077149	PAYROLL	BRYAN PERKINS		\$ -	\$ 865.87	\$ 865.87
077150	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
077151	717	RICE TIRES CO		\$ -	\$ 413.12	\$ 413.12
077152	424	SPECTRUM FIRE ALARM		\$ -	\$ 550.00	\$ 550.00
077152	425	SPECTRUM FIRE ALARM		\$ -	\$ 1,650.00	\$ 1,650.00
077153	PAYROLL	HOPE THOMPSON		\$ -	\$ 1,109.57	\$ 1,109.57
077154	428	VISION TECHNOLOGY SOLTNS		\$ -	\$ 8,700.00	\$ 8,700.00
077155	405	THOMSON REUTER - WEST		\$ -	\$ 906.75	\$ 906.75
077156	PAYROLL	LISA WALTERS		\$ -	\$ 202.11	\$ 202.11
077156	PAYROLL	LISA WALTERS		\$ -	\$ 202.11	\$ 202.11
TOTAL					\$ 53,667.79	\$ 53,667.79

Motion by Ms. Noland to approve the Accounts Payable for September 29, 2016 in the amount of \$53,667.79. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
9/23/2016	434	LEWIS CO. CIRCUIT CLERK	\$ 40.68
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
9/23/2016	1516	IPC TECHNOLOGIES INC	\$ 4,237.18
9/23/2016	1517	ZMM ARCHITECTS & ENGINEERS	\$ 18,900.00
TOTAL			\$ 23,177.86

Motion by Ms. Tabb to approve the Manual Checks for September 23, 2016 in the amount of \$23,177.86. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Mike Ashley, resident – requested the Commission support the proposal made by the cities of Ranson and Charles Town to acquire the assets of the Jefferson County Public Service District.

David Tabb, resident – provided the Commission with an update on various legal cases against the Commission. Mr. Tabb also stated he believes various county elected officials have denied him his right to due process.

Jacquelyn Milliron, resident – urged the Commission to vote favorably for a possible reorganization of the utility providers in the county.

Marchel Pitcher, resident – also requested the Commission consider consolidation of the utility providers.

Tish Appignani, resident – noted the Jefferson County Convention and Visitor’s Bureau won an award for the Best Visitor’s Guide at the State Tourism Convention.

Martha Zimmerman, resident – stated she was worried about the cost of consolidation of utilities as she is a senior citizen on a fixed income and was worried about rate increases that may happen as a result of consolidation.

PRESENTATIONS

1. WV State Fire Commission - Kenneth Tyree, Jr. (State Fire Marshall), Carl E. Sizemore, II (Commission Chairman), and Stephen R. Connolly, Esq. (Deputy Attorney General) – provided the County Commission with a discussion about dispatching issues with Computer Aided Dispatch.

- **Motion by Mr. Pellish to enter into Executive Session to discuss potential litigation. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to come out of Executive Session. Motion seconded and unanimously approved.**

2. Angela Banks, Assessor – presented the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Lawrence & Samantha Vickers	PP	Shepherdstown	316689	\$156.97

- **Motion by Ms. Tabb to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Teri Fincham	PP	Shepherdstown	315827	\$23.43

- **Motion by Ms. Noland to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Todd M. Nolte	PP	CTC	306015	\$80.60

- **Motion by Ms. Tabb to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Leonard & Norma Shedloski	PP	CTC	306271	\$136.18

- **Motion by Ms. Noland to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Lester & Frances Johns	PP	CTD	302463	\$316.28

- **Motion by Ms. Tabb to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Betty V. Washington	PP	Shepherdstown	317205	\$26.70

- **Motion by Ms. Noland to approve the exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Clarence & Darlene Coles	RE	CTD	1730	\$38.20

- **Motion by Ms. Tabb to approve the exoneration as presented. Motion seconded and unanimously approved.**

3. Mayor Peggy A. Smith, Charles Town and Mayor Keith D. Pierson, Ranson – requested permission to hold a work session on October 27, 2016 with the goal of seeking the County Commission’s preliminary support for the asset acquisition of the Jefferson County Public Service District by Charles Town and Ranson.

- **Motion by Mr. Manuel to host a work session on November 3, 2016 at 7pm to discuss and consider the possibility of the asset acquisition of the Jefferson County Public Service District by Charles Town and Ranson, with representatives from all involved parties to be invited. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 11:00 am.
The Commission reconvened at 11:15 am.

5. Roger Goodwin, Chief County Engineer – requested the complete construction bond release for Shirley Estates Subdivision, Lots 1-14 & 15 Residue (File #05-12) – Letter of Credit #5105917 with Jefferson Security Bank, Shepherdstown, WV
 - **Motion by Ms. Noland to authorize a complete release of the remaining \$117,490.00 from the construction bond for Shirley Estates Subdivision, Lots 1-14 & 15 – Residue (File #05-12). Motion seconded and unanimously approved.**

6. Becky Burns, Office Manager, Department of Engineering, Planning & Zoning, GIS/Addressing – requested a refund of building permit fees for Ryan Day.
 - **Motion by Ms. Tabb to provide a full refund of building permit fees for Ryan Day in the amount of \$100.96. Motion seconded and unanimously approved.**

7. Bill Polk, Director of Maintenance – requested the approval of employment for The vacant custodial/janitorial position.
 - **Motion by Mr. Manuel approve the employment of Megan Farias for the vacant custodial/janitorial position within the Maintenance Department at a Grade 2, Step A with a 35 hour work week. Motion seconded and unanimously approved.**

8. Jeffrey Polczynski, Director of Communications – requested the approval to hire two full-time dispatchers and three part-time dispatchers within the Communications department.
 - **Motion by Ms. Tabb to approve the hiring of Sara Lasley and Angelina Perry as full-time dispatchers and Christopher Fiorvanti, Jessica Ashley, and Erika Wilkins as part-time dispatchers within the Jefferson County Communications Department. Motion seconded and unanimously approved.**

9. Debra Young, Jefferson County Victim Assistance Program
 - a. Approval to Hire Crystal Gumble as Victim Advocate
 - **Motion by Ms. Noland to approve the hiring of Crystal Gumble as Victim Advocate within the Prosecuting Attorney’s Office. Motion seconded and unanimously approved.**
 - b. Approval of Resolution and Contract – 15-VA-092 – Victims of Crime Act (VOCA) Grant

- **Motion by Ms. Tabb to approve the Resolution, contract, and grant documents for 15-VA-092- Victims of Crime Act (VOCA) Grant in the amount of \$67,104.00 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

10. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

11. Acknowledgement of the Assessor's Certificate of Compliance

- **Motion by Ms. Tabb to acknowledge the Assessor's Certificate of Compliance from the WV Department of Agriculture. Motion seconded and unanimously approved.**

12. Resolution in Support of the "Brunch Bill" referendum

- **Motion by Mr. Pellish to approve the Resolution of Support for the Brunch Bill referendum. Motion seconded and unanimously approved.**

13. Michelle Gordon, Finance Director

- a. Review of Capital Outlay Fund as of 8/31/16
- b. Review of Ambulance Fee Revenue and Expenditures FY14-FY16
- c. Review of Cash as of June 30, 2016
- d. Review Budget to Actual as of June 30, 2016

14. Jennifer Brockman, Planning and Zoning – provided the final draft of the Campground Ordinance.

- **Motion by Ms. Tabb to approve the final draft of the Campground Ordinance as presented. Motion seconded and passes on a vote of 4-1 Mr. Manuel opposing.**

15. Nathan Cochran, Assistant Prosecuting Attorney

- a. Discussion of Cable Franchise Agreement – potential Executive Session to receive legal advice regarding renewal of agreement.
- **Motion by Ms. Noland to enter into Executive Session to receive legal advice. Motion seconded and unanimously approved.**
- **Motion by Mr. Pellish to come out of Executive Session. Motion seconded and unanimously approved.**
- b. Draft agreement with the Jefferson County Board of Education re: Commemorative Rock

COUNTY ADMINISTRATOR REPORTS

- Set date/time for “Meet Your Commissioners” event – it was the consensus of the Commission to schedule “Meet Your Commissioners” on Monday, November 14, 2016 beginning at 6:30 pm at the Shepherdstown Volunteer Fire Company.
- Chili Day – October 12, 2016 – Ms. Grove reminded the Commission about employee Chili Cook-off Day which would be occurring behind the Hunter House on Wednesday, October 12, 2016.

COUNTY COMMISSION REPORTS

Patricia Noland

- Attended a JCCVB meeting.
- Attended a Leadership WV Conference on Sustainable Energy.
- Attended the Economic Development Conference at the Skyline Terrace and Ballroom at Hollywood Casino.

Peter Onoszko

- Attended an EPTA meeting.
- Attended a JCCVB meeting.
- Attended a JCHLC meeting.
- Met with John Reisenweber, Director of the JCDA.

Walt Pellish

- Participated in radio shows regarding the support of the Brunch Bill.

Jane Tabb

- Attended the Economic Development Conference at the Skyline Terrance and Ballroom at Hollywood Casino.
- Attended a WV Promise meeting.
- Attended an ESA meeting.

- Gave a presentation at Blue Ridge CTC regarding Agri-Business.

Dale Manuel

- Chaired a Day Report Center Meeting
- Attended a Bruch Bill Reception
- Attended the 3rd Thursday event in Downtown Charles Town
- Attended the Mad Monks Café Grand Opening.

16. The Commission meeting was adjourned at 3:15 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, October 6, 2016

A meeting of the Jefferson County Commission was held on Thursday, October 6, 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, Peter Onoszko, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 6, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve the Purchase Order for October 6, 2016 in the amount of \$16,800.00 to include Purchase Order No. 52486. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for October 6, 2016 in the amount of \$235,058.53. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077041	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077042	424	NOEMI BRUN		\$ -	\$ 117.69	\$ 117.69
077043	401	NATHAN COCHRAN		\$ -	\$ 218.46	\$ 218.46

077044	425	DODSON'S SEPTIC	\$ -	\$ 285.00	\$ 285.00
077045	404	TERESA HENDRICKS	\$ -	\$ 13.78	\$ 13.78
077046	PAYROLL	JENNILEE HARTMAN	\$ -	\$ 4,500.00	\$ 4,500.00
077047	PAYROLL	JERRI HERBERT	\$ -	\$ 443.42	\$ 443.42
077048	PAYROLL	GAIL MAGAHA	\$ -	\$ 108.49	\$ 108.49
077049	PAYROLL	VICTORIA MYERS	\$ -	\$ 2,042.96	\$ 2,042.96
077050	PAYROLL	RICCI MCINTYRE	\$ -	\$ 2,381.76	\$ 2,381.76
077051	404	TONI MILBOURNE	\$ -	\$ 650.00	\$ 650.00
077052	428	OFFICEMAX	\$ -	\$ 627.11	\$ 627.11
077053	425	POTOMAC EDISON/OH	\$ -	\$ 3,042.76	\$ 3,042.76
077054	GRANT	EASTERN PANHANDLE REGION	\$ -	\$ 7,744.95	\$ 7,744.95
077055	425	RCS SECURITY	\$ -	\$ 212.50	\$ 212.50
077055	425	RCS SECURITY	\$ -	\$ 601.30	\$ 601.30
077055	425	RCS SECURITY	\$ -	\$ 132.00	\$ 132.00
077056	402	SOFTWARE SYSTEMS, INC	\$ -	\$ 88.00	\$ 88.00
077056	404	SOFTWARE SYSTEMS, INC	\$ -	\$ 791.00	\$ 791.00
077056	406	SOFTWARE SYSTEMS, INC	\$ -	\$ 52.00	\$ 52.00
077056	428	SOFTWARE SYSTEMS, INC	\$ -	\$ 133.00	\$ 133.00
077057	425	SHERWIN-WILLIAMS	\$ -	\$ 61.50	\$ 61.50
077058	717	S & S MOTOR PARTS	\$ -	\$ 56.99	\$ 56.99
077058	717	S & S MOTOR PARTS	\$ -	\$ 189.15	\$ 189.15
077058	717	S & S MOTOR PARTS	\$ -	\$ 9.91	\$ 9.91
077058	717	S & S MOTOR PARTS	\$ -	\$ 4.59	\$ 4.59
077058	717	S & S MOTOR PARTS	\$ -	\$ 73.54	\$ 73.54
077058	717	S & S MOTOR PARTS	\$ -	\$ 59.88	\$ 59.88
077058	717	S & S MOTOR PARTS	\$ -	\$ 12.12	\$ 12.12
077058	717	S & S MOTOR PARTS	\$ -	\$ 7.11	\$ 7.11
077058	717	S & S MOTOR PARTS	\$ -	\$ 15.96	\$ 15.96
077058	717	S & S MOTOR PARTS	\$ -	\$ 74.33	\$ 74.33
077058	717	S & S MOTOR PARTS	\$ -	\$ 81.49	\$ 81.49
077061	401	FLATWOODS HOTEL & CONFER	\$ -	\$ 89.00	\$ 89.00
077061	401	SHOPLET	\$ -	\$ 262.58	\$ 262.58
077061	401	SNOWSHOE RESORT	\$ -	\$ (18.00)	\$ (18.00)
077061	401	SPRINT	\$ -	\$ 54.93	\$ 54.93
077061	402	SPECTRA ASSOC	\$ -	\$ 54.95	\$ 54.95
077061	402	STAPLES	\$ -	\$ 144.26	\$ 144.26
077061	403	SPRINT	\$ -	\$ 54.93	\$ 54.93
077061	405	CANAAN VALLEY RESORT LOD	\$ -	\$ 142.82	\$ 142.82
077061	405	SNOWSHOE RESORT	\$ -	\$ 99.00	\$ 99.00
077061	405	USPS US POSTAL SERVICE	\$ -	\$ 102.00	\$ 102.00

077061	406	NADA APPRAISAL GUIDES	\$ -	\$ 140.00	\$ 140.00
077061	412	COMCAST	\$ -	\$ 105.75	\$ 105.75
077061	412	STAPLES	\$ -	\$ 112.34	\$ 112.34
077061	412	WORD PROCESSING SERVICE	\$ -	\$ 450.00	\$ 450.00
077061	413	UPS STORE	\$ -	\$ 25.35	\$ 25.35
077061	415	FRONTIER	\$ -	\$ 84.60	\$ 84.60
077061	415	SPRINT	\$ -	\$ 108.84	\$ 108.84
077061	424	CHARLES TOWN UTILITIES	\$ -	\$ 67.65	\$ 67.65
077061	424	FRONTIER	\$ -	\$ 10,706.42	\$ 10,706.42
077061	424	SPRINT	\$ -	\$ 54.93	\$ 54.93
077061	424	THE HOME DEPOT	\$ -	\$ 37.53	\$ 37.53
077061	425	AMAZON	\$ -	\$ 420.96	\$ 420.96
077061	425	CHARLES TOWN UTILITIES	\$ -	\$ 889.07	\$ 889.07
077061	425	COMCAST	\$ -	\$ 1,064.26	\$ 1,064.26
077061	425	GLOBAL INDUSTRIES	\$ -	\$ 2,584.84	\$ 2,584.84
077061	425	GRAINGER	\$ -	\$ 277.16	\$ 277.16
077061	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 204.77	\$ 204.77
077061	425	JEFFERSON UTILITIES, INC	\$ -	\$ 559.76	\$ 559.76
077061	425	SHENANDOAH SPRING WATER	\$ -	\$ 676.20	\$ 676.20
077061	425	THE HOME DEPOT	\$ -	\$ 155.00	\$ 155.00
077061	425	THE HOME DEPOT	\$ -	\$ 26.48	\$ 26.48
077061	425	THE HOME DEPOT	\$ -	\$ 41.55	\$ 41.55
077061	425	THE HOME DEPOT	\$ -	\$ 159.74	\$ 159.74
077061	425	TRENARY HVAC GROUP	\$ -	\$ 337.00	\$ 337.00
077061	425	WAL-MART	\$ -	\$ 47.49	\$ 47.49
077061	425	WEISS BROS OF HAGERSTOWN	\$ -	\$ 1,620.23	\$ 1,620.23
077061	425	WM WASTE MGNT	\$ -	\$ 851.72	\$ 851.72
077061	425	84 LUMBER	\$ -	\$ 55.75	\$ 55.75
077061	428	eTECH NEXT.COM	\$ -	\$ 70.00	\$ 70.00
077061	428	AMAZON	\$ -	\$ 1,299.98	\$ 1,299.98
077061	428	AMAZON	\$ -	\$ 185.63	\$ 185.63
077061	428	BATTERY MART	\$ -	\$ 179.50	\$ 179.50
077061	428	CDW GOVERMENT	\$ -	\$ 385.12	\$ 385.12
077061	428	CDW GOVERMENT	\$ -	\$ 119.32	\$ 119.32
077061	428	DELL	\$ -	\$ 9,294.15	\$ 9,294.15
077061	428	SPRINT	\$ -	\$ 109.86	\$ 109.86
077061	440	APA - MEMBERSHIP	\$ -	\$ 95.00	\$ 95.00
077061	440	INTL CODE COUNCIL INC	\$ -	\$ 79.00	\$ 79.00
077061	440	LYLE SIGNS	\$ -	\$ 364.48	\$ 364.48
077061	440	PRINT-O-STAT	\$ -	\$ 609.00	\$ 609.00

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077159	712	AT&T/GA		\$ -	\$ 23.19	\$ 23.19
077160	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,819.57	\$ 1,819.57
077161	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
077162	401	BEST BEST & KRIEGER LLP		\$ -	\$ 1,529.50	\$ 1,529.50
077163	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077164	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
077165	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077166	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077167	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077168	PAYROLL	CHRISTOPHER CROSS		\$ -	\$ 126.84	\$ 126.84
077169	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
077169	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
077170	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,221.24	\$ 6,221.24
077171	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
077172	PAYROLL	STEPHEN V GROH		\$ -	\$ 1,588.54	\$ 1,588.54
077173	PAYROLL	THE HARTFORD		\$ -	\$ 2,241.55	\$ 2,241.55
077173	PAYROLL	THE HARTFORD		\$ -	\$ 4,550.02	\$ 4,550.02
077174	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
077175	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 369,668.50	\$ 369,668.50
077176	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,694.33	\$ 2,694.33
077177	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 207.34	\$ 207.34
077178	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 298.50	\$ 298.50
077179	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,545.00	\$ 5,545.00
077180	405	LYNDSEY W. MATSCHAT		\$ -	\$ 41.40	\$ 41.40
077180	405	LYNDSEY W. MATSCHAT		\$ -	\$ 97.20	\$ 97.20
077181	PAYROLL	GAIL MCMILLION		\$ -	\$ 398.47	\$ 398.47
077182	PAYROLL	GAIL MAGAHA		\$ -	\$ 328.55	\$ 328.55
077183	PAYROLL	HIGHMARK WV		\$ -	\$ 170,134.45	\$ 170,134.45
077184	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077185	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077186	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
077187	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077188	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,747.58	\$ 1,747.58
077189	428	OFFICEMAX		\$ -	\$ 412.11	\$ 412.11
077190	ALLOC	JEFF CO PARKS &		\$ -	\$ 40,975.38	\$ 40,975.38
077190	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
077191	PAYROLL	WILLIAM POLK		\$ -	\$ 278.53	\$ 278.53
077192	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00

077193	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,259.00	\$ 6,259.00
077194	PAYROLL	RANDALL RODRIGUEZ		\$ -	\$ 14.70	\$ 14.70
077195	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
077196	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
077197	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,727.26	\$ 43,727.26
077197	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,226.38	\$ 10,226.38
077197	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,826.00	\$ 41,826.00
077198	405	CATHERINE A. SLAYDEN		\$ -	\$ 238.70	\$ 238.70
077199	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,910.00	\$ 2,910.00
077200	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 45,489.28	\$ 45,489.28
077201	712	WV ENHANCED 911 COUNCIL		\$ -	\$ 265.68	\$ 265.68
077202	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
077203	405	WV CASA		\$ -	\$ 35.00	\$ 35.00
077204	402	XEROX CORPORATION		\$ -	\$ 442.64	\$ 442.64
077204	402	XEROX CORPORATION		\$ -	\$ 377.39	\$ 377.39
077204	402	XEROX CORPORATION		\$ -	\$ 579.15	\$ 579.15
077205	413	KEILA Y. BLANDIN FRANCO		\$ -	\$ 150.00	\$ 150.00
TOTAL					\$ 950,531.52	\$ 950,531.52

Motion by Ms. Tabb to approve the Accounts Payable for October 6, 2016 in the amount of \$950,531.52. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
9/16/2016	433	EASTRIDGE HEALTH SYSTEM	\$ 750.00
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
9/16/2016	280	JEFFERSON CO FARMLAND PROT.	\$ 75,213.30

SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
9/16/2016	1513	RCS SECURITY	\$ 10,714.10
9/16/2016	1514	SERVER SUPPLY	\$ 3,653.10
9/16/2016	1515	LAW OFFICE OF KATHY SANTA BARBARA	\$ 67.50
TOTAL			\$ 90,398.00

Motion by Ms. Noland to approve the Manual Checks for September 16, 2016 in the amount of \$90,398.00. Motion seconded and unanimously approved.

HOME DETENTION			
OO8			
Date	Check #	VENDOR	Amount
	546	3M ELECTRONIC MONITORING	\$ 3,115.00
	547	CDA	\$ 511.50
	545	UNITED BANK	\$ 54.84
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
10/7/2016	600	UNITED BANK	\$ 246.30
BARDANE			
244			
Date	Check #	VENDOR	Amount
10/7/2016	602	UNITED BANK	\$ 470.40
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
10/7/2016	1518	SHERIFF OF JEFFERSON CO	\$ 200,343.47

IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
10/7/2016	1060	SHERIFF JEFFERSON CO -SCHOOL	\$ 119,730.18
10/7/2016	1061	SHERIFF JEFFERSON CO - LAW	\$ 2,102.67
10/7/2016	1062	SHERIFF JEFFERSON CO - PARKS	\$ 9,200.35
10/7/2016	1063	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 1,017.33
TOTAL			\$ 336,792.04

Motion by Ms. Tabb to approve the Manual Checks for October 7, 2016 in the amount of \$336,792.04. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – made statements against the Assessor and the Commission.

Nicola Bastian, resident – requested the Commission support and approve a county-wide hour of prayer the day before the 2016 General Election.

Joy Lewis, Eastern Panhandle Regional Representative for Governor Tomblin’s Office – presented Commissioner Pellish with the Distinguished Mountaineer Award, the highest honor awarded to non-native West Virginians.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET	AMOUNT
James & Virginia Kerns	PP	CTD	302584	\$21.10

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff – requested the approval of two new deputy hires.

- **Motion by Mr. Manuel to approve the hire of Travis Stely and David Sayampanathan as deputies, effective Monday, October 17, 2016. Motion seconded and unanimously approved.**

3. Bill Polk, Director of Maintenance

- a. Requested Approval of the WVCFIA 14th Cycle Grant for the Jefferson County Courthouse Window Project.

- **Motion by Ms. Noland to approve the 14th Cycle Grant Applications from the WV Courthouse Facilities Improvement Authority for the Courthouse window project. Motion seconded and unanimously approved.**

- b. Requested approval of employment for the Maintenance Helper Position

- **Motion by Ms. Tabb to approve the employment of Charles Wise as Maintenance Helper at a Grade III, Step A with a 40 hour work week. Motion seconded and unanimously approved.**

NEW BUSINESS

4. Defining a Jefferson County Commission Session – it was the consensus of the Commission to place this item on the October 20, 2016 agenda for decision.
5. Appointment to the Eastern Panhandle Transit Authority – one unexpired term ending January 31, 2019
- **Motion by Ms. Tabb to appoint Missy Thompson to the Eastern Panhandle Transit Authority for one unexpired term ending January 31, 2019. Motion withdrawn until the October 20, 2016 meeting.**

FINANCIAL DIRECTOR REPORTS

Michelle Gordon, Finance Director – requested approval of the FY16 Financial Statements

- **Motion by Mr. Manuel to approve the FY16 Financial Statements as presented and authorize the publishing of the statements. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Selection of Date for Employee Holiday Celebration – it was the consensus of the Commission to schedule the Employee Holiday Breakfast on the morning of December 15, 2016.
- Cancellation of the December 29, 2016 County Commission meeting – it was the consensus of the Commission to cancel the last meeting of December 2016.

COUNTY COMMISSIONER REPORTS

Patsy Noland

- Provided the Commission and the audience with an update on the progress of the St. Margaret's Building.

Dale Manuel

- Attended the 1st Annual Hispanic Festival at the Ranson Civic Center
- Attended a PSD meeting.
- Attended an Affordable Housing meeting.

Peter Onoszko

- Attended a PSD meeting.
- Met with JT Van Meter of Region 7 Workforce West Virginia.

Jane Tabb

- Attended a PSD meeting.

6. The Commission meeting was adjourned at 10:44 am on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

October 20, 2016

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF'S DEPT.	48572	\$ 63,225.00	Selex ES	License Plate Readers
GRAND TOTAL		\$ 63,225.00		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Grant Application Presentation

Please provide the County Commission with a description of your request or presentation, including any background information:
Application for the WV Records Management and Preservation Board to digitize old incident and accident records and clean up our files based upon current retention schedules.

This is a reimbursement grant with a required 10% county match. Based upon our proposal the county's portion would be \$1,611.41 plus the maintenance of the equipment.

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 grant proposal and recommend it to the Preservation Board as a priority.

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

If not attached, explain:

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion:

The Jefferson County Sheriff's Office would like to transfer all of our paper archive files into a digital format. The records management system used by the Sheriff's Law Enforcement Office prior to September 8, 2014, only provides a brief synopsis of what occurred and is not a true report. The current records management system does not allow for the inclusion of these reports only the creation of new ones; therefore we are suggesting the following project to digitize our records and protect the integrity of the information they possess.

Deborah Lowe, Executive Assistant for the Jefferson County Sheriff's Office, has been working with the Jefferson County Commission's IT Staff and outside vendors to determine the equipment needed to store the information on the appropriate server, as well as the type of scanners we would need to be able to convert the files into an electronically retractable document. She will also coordinate with the Jefferson County Maintenance Department Staff to have those files currently stored offsite transferred to the Sheriff's Law Enforcement Office.

Appropriate Jefferson County Sheriff's Law Enforcement Office front office staff will be responsible for reviewing the files; removing duplications and records that have reached or exceeded their retention period; scanning, naming, and saving the documents in a pdf format; confirming the content; and preparing the documents for destruction. Staff will scan and index the documents into a file held on our server. The file will have subfolders for each year. Within the yearly folders will be two folders, one for Misdemeanors and one for Felonies as their retention rates are different. Within these folders, each report will be listed by their report number. Maintenance Staff will transport the documents to Ox Paper Board and witness their destruction. It was decided to outsource the destruction of the documents as they can do a large quantity for a fraction of the cost it would take for us to purchase and maintain a shredder and then pay an employee to shred each document.

Upon notification of a grant award or approval for the project, the IT department would be contacted to order the required equipment. Once the equipment is received, installed, and staff trained in its use, we anticipate that it would take approximately 4 to 6 months to complete the project.

Identify specific record titles, date spans, and quantity:

All incident and accidents reports created prior to Report Beam's inception in 2008 and the go live date of the CAD system on September 8, 2014, which includes but is not limited to report numbers:

Incidents and Accidents

14-0001 to 14-1079
13-0001 to 13-1442
12-0001 to 12-1638
11-0001 to 11-1488
10-0001 to 10-1638
09-0001 to 09-1852
08-0001 to 08-1990
07-0001 to 07-2130

I – Incidents A – Accidents

I 06-0001 to I06-1413
A06-0001 to A06-0763
I05-0001 to I05-0851
A05-0001 to A05-0667
I04-0001 to I04-0682
A04-0001 to A04-0596

Describe how this project will benefit the records management, preservation, and/or records access needs of your office:

Currently our paper records are housed in multiple facilities across the county. They have been placed in facilities not conducive for storing paper records and in locations hard to get to to retrieve documents with many of them being housed in basements and warehouses that do not offer sufficient climate control.

This project will not only preserve these documents but will also bring them together at a central location with easy accessibility.

Provide statement about past and future activities to protect records:

Approximately 8 years ago, the State moved to an online reporting system (Report Beam) to submit accident reports, eliminating paper reports and providing protection of the integrity of this data. On September 8, 2014, Jefferson County moved to a Computer Aided Dispatch system (CAD). Part of the CAD system provides a records management system for the remainder of our reports to be processed through. Both of these systems have made the Jefferson County Sheriff's Office as paperless as possible for the moment. We are hoping that in the future we will be able to use the State's system to also complete our citations and warnings. The last part of our paperless equation is the conversion of our records prior to this time to a digital format. Being able to convert our old files will not only protect them from time and the elements, but will also free up valuable space that could be used to house other resources or repurposed into additional office space.

In the future, we will develop a records retention policy to address maintaining the digital files while continuing the transition of other files in our department such as deputy investigation records, invoices, home confinement files, bank statements, conservatorship/estate records, old personnel records, etc.

Project Budget (Attach Estimates):

Eligible Project (see Page 3)	Estimate of Total Cost	RMPB Request (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)	9882.00	
Records Storage and Shelving		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)	6,232.12	
Conservation (\$5,000 maximum award)		

Total RMPB Request

\$ 16,114.12

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

- 9882.00 in overtime costs 360hrs x 27.45

- 3412.12 for 4 Fujitsu Fi-7160 scanners
Amazon @ 853.03 each

- 2820.00 for extra storage on server
Thecus N8900Pro 12TB from SimplyNAS

Key Information:

- ❖ Applications are due no later than November 1, 2016
- ❖ Applications are to be sent certified mail or hand delivered
- ❖ Applications are for Fiscal Year 2018 (July 1, 2017-June 30, 2018)
- ❖ Eligible projects are listed on Page 3
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application (pages 5-9)

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. _____ Priority ranking (Page 9) as determined by the County Commission for counties submitting applications from multiple offices
2. _____ Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3. _____ Letter of support with original signature of specific office holder participating in the records project
4. _____ Certification Form (Page 9) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. _____ Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. _____ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. _____ Original and thirteen copies of the application (pages 5-9) with supporting materials
8. _____ Other relevant information, if applicable

Certification Form:

I agree that funds granted under the Records Management and Preservation Board's Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	
Name of County Commission President:	
Signature of County Commission President:	
Date:	
PRIORITY 1	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
PRIORITY 2	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
PRIORITY 3	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

RESOLUTION

The Jefferson County Commission met on the 20th day of October, 2016 with a quorum present and passed the following Resolution:

WHEREAS, the West Virginia Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records; and,

WHEREAS, the Jefferson County Sheriff's Office has applied for a grant from the WV Records Management and Preservation Board to digitize old incident reports and streamline their files based upon current retention schedules; and,

WHEREAS, the Jefferson County Sheriff's Office is requesting \$16,114.12 from the Records Management and Preservation Board in order to complete the work necessary to accomplish the goal of organizing and consolidating its records.

WHEREAS, the Jefferson County Commission approves the Sheriff Office's grant proposal and recommends their project as a priority to the Records Management and Preservation Board.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Commission of West Virginia, that the President is hereby authorized to affix her signature to the necessary documents on behalf of the Jefferson County Commission, and that she be empowered to sign the Certification Form provided by the Records Management and Preservation Board in order to obtain these funds.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____

Jennifer Maghan, County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: *JAMES B. CRAWFORD III + E. Adelaide Crawford*

Department or Organization: *CRAWFORD LAW GROUP*

Estimation of amount of time needed for appointment: *20 minutes*

Date Requested – 1st Choice: *Oct 20, 2016*
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: *Nov 3, 2016*

Subject (Wording to be placed on agenda): *Close Alley in Shepherdstown Dist.*

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: *N/A*

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

Close Alley pursuant to WV code 7-1-3 (H)

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

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

Contact information:
Email address: *JBCiii@CLG PLLC. CO* Phone Number: *304-741-3426*
ACRAWFORD@CLG PLLC. CO

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN THE MATTER OF: GREGORY S. BYRNE and AMY F. BYRNE

PETITION FOR CLOSING UNUSED ROADS, STREET AND TRAVEL WAYS

NOW COMES the Petitioners, Gregory S. Byrne and Amy F. Byrne, by counsel, E. Adelaide Crawford and tenders their Petition for Closing Unused Roads, Streets and Travel Ways does say as follows:

1. Pursuant to the provisions of West Virginia Code 7-1-3(h) your Petitioners request that their verified application to close or annul the unused road, street, travel way or alley located between their various properties be filed and scheduled for hearing;
2. Petitioners are citizens of Jefferson County and reside at P.O. Box 1419, Shepherdstown, WV 25443;
3. Gregory S. Byrne acquired a one-half interest in the property from Mary Hartzell Dobbins by deed dated September 3, 1992 and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia in Deed Book 723 at Page 59. Gregory S. Byrne then acquired the remaining one-half interest from Sarah C. Byrne by deed dated February 28, 2003 and recorded in the aforesaid Clerk's Office in Deed Book 982, at Page 168. Further, the Petitioners jointly acquired the property from Gregory S. Byrne by deed dated July 31, 2008 and recorded in the aforesaid Clerk's Office in Deed Book 1054, at Page 375. The acquired property is more particularly described on a plat recorded in Deed Book Z, at Page 130, as shown Exhibit 'A' and more recently described on a Boundary Line Adjustment and Boundary Survey Plat of "Trussell's Addition", as shown on Exhibit 'B'. See also Exhibit 'C'.
4. The alleyway that the Petitioners are seeking to have the Commission vacate and close divides Blocks 5 and 6 and has never been named, opened, used or provided access to the any of the properties that abut the alleyway;


5. The remaining lots of Block 5 and 6 are owned by William E. Knode, Jr. who acquired the property from D. Frank Hill, III, Trustee, by deed dated December 29, 1997 and recorded in the aforesaid Clerk's Office in Deed Book 885, at Page 243;
6. In accordance with the West Virginia Code 7-1-3(h), all other parties set forth above would be affected by the closure or annulment of the alley because Town Run blocks their access to the western portion of the alley which adjoins the Petitioners' property;
7. Petitioners state the closing of the alley is in the best interests of all property owners to which the alley adjoins;

WHEREFORE, the Petitioners filed this petition and request a meeting within 15 days from filing, per the Code, that all parties adjoined be given notice of this hearing, and the County Commission do conduct a hearing and close the alley as requested by Petitioners.

Gregory S. Byrne and Amy F. Byrne
By Counsel

CRAWFORD LAW GROUP PLLC

BY:


E. Adelaide Crawford
WV State Bar #12973
120 N. George Street
Charles Town, WV 25414

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Gregory S. Byrne and Amy F. Byrne, the Petitioners named in the foregoing Petition, being duly sworn, says that the facts and allegations contained are true, except as far as they are herein stated to be upon information, and that so far as they are stated upon information, they believe them to be true.



Gregory S. Byrne



Amy F. Byrne

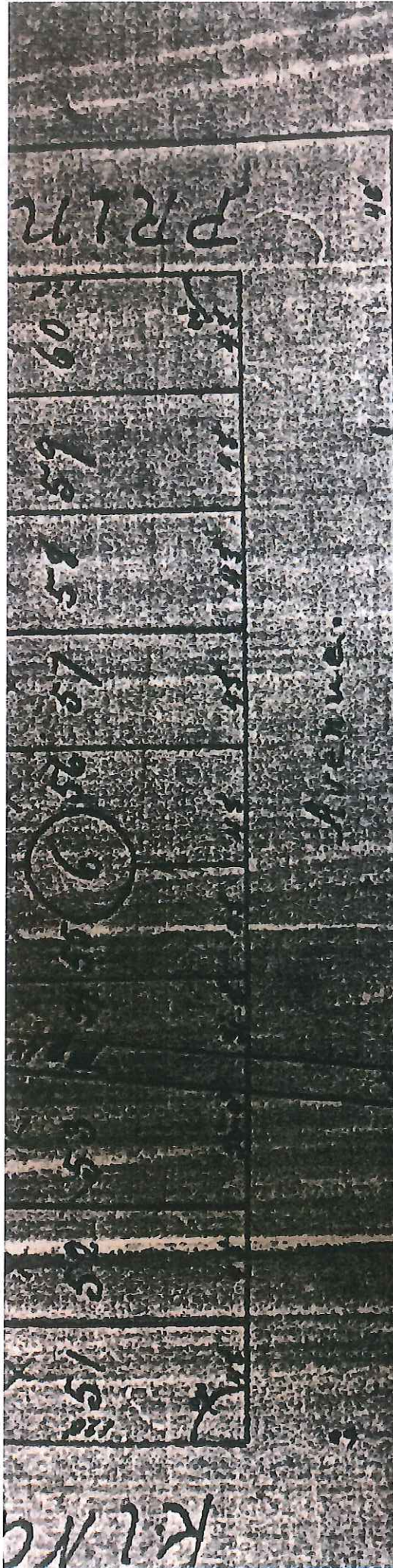
The foregoing instrument was acknowledged before me this 5 day of October, 2016 by
Gregory S. Byrne and Amy F. Byrne.

My commission expires:



NOTARY PUBLIC





MAP
 OF
 ADDITION.

SWAMPHEADSTOWN, W. VA.

Drawn by G.W. BANKS.



EXHIBIT 'A'

(Left)

40	39	38	37	36	35	34	33	32	31
41	40	39	38	37	36	35	34	33	32

Avenue

PRINCESS STREET

40	41	42	43	44	45	46	47	48	49	50
41	42	43	44	45	46	47	48	49	50	51

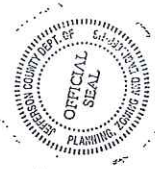


(Right)

Avenue

The land hereby conveyed is adjacent to and contiguous with that certain parcel of land which is in the possession of Gregory S. Byrnes and Amy F. Byrnes, as shown on the plat of a certain conveyance recorded in the Clerk's Office of Jefferson County, WV in Deed Book 1084 at page 337. The said conveyance is made for the purpose of adjusting the boundary lines of said parcel to the original limit of the grantor.

Gregory S. Byrnes & Amy F. Byrnes
 Gregory S. Byrnes or Amy F. Byrnes
 P.O. Box 1419
 Shepherdstown, WV 25443



JECC Approval: F.C. File No. _____
 approved lot line adjustment
 Per Section 20-106 4-1-16

Karen K. Baill
 Planning and Zoning
 Jefferson County Department of Planning and Zoning

SURVEYOR'S CERTIFICATION
 I, KAREN K. BAIL, a duly licensed Professional Surveyor, have personally examined the above described plat and have found that the same has been established by a duly qualified and licensed Professional Surveyor and that the same is correct in accordance with the laws of this State, and that the same has been established by a duly qualified and licensed Professional Surveyor and that the same is correct in accordance with the laws of this State, and that the same has been established by a duly qualified and licensed Professional Surveyor and that the same is correct in accordance with the laws of this State.

Karen K. Baill
 Karen K. Baill, P.S.
 PROFESSIONAL SURVEYOR
 No. 508
 STATE OF WEST VIRGINIA
 KAREN K. BAIL

Parcel 39
 ACREAGE TABLE

Before Mergers	0.240 Acres
Mergers	-0.120 Acres
After Mergers	0.120 Acres

Parcel 38
 ACREAGE TABLE

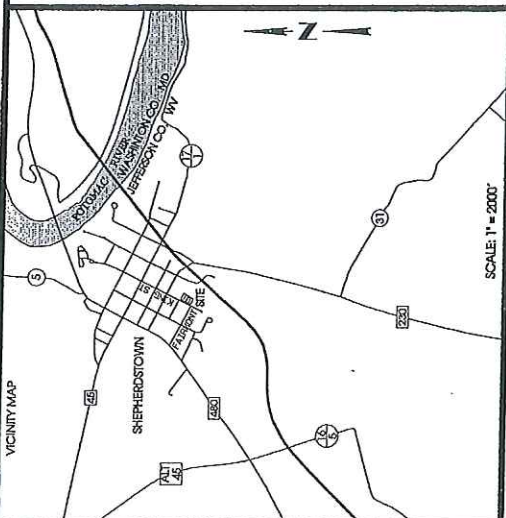
Before Mergers	0.180 Acres
Mergers	-0.090 Acres
After Mergers	0.090 Acres

Final Plat Showing
 Boundary Line Adjustment of
 Lots P/O 47 and 48-50, Block 5
 and Boundary Survey of
 Lots 51-53 and P/O 54, Block 6
 "Trussell's Addition"
 for Gregory S. & Amy F. Byrnes

Shepherdstown District
 Jefferson County, WV
 22 June 2011
 17 March 2016 (revised)
 Scale: 1" = 30'

Allegheny Surveys, Inc.
 25 LIGHTS ADDITION DRIVE
 MARTINSBURG, WV 25404
 1-800-441-1111
 FAX: 304.031.2182
 WWW.ALLEGHENYSURVEYS.COM

EXHIBIT 'R'



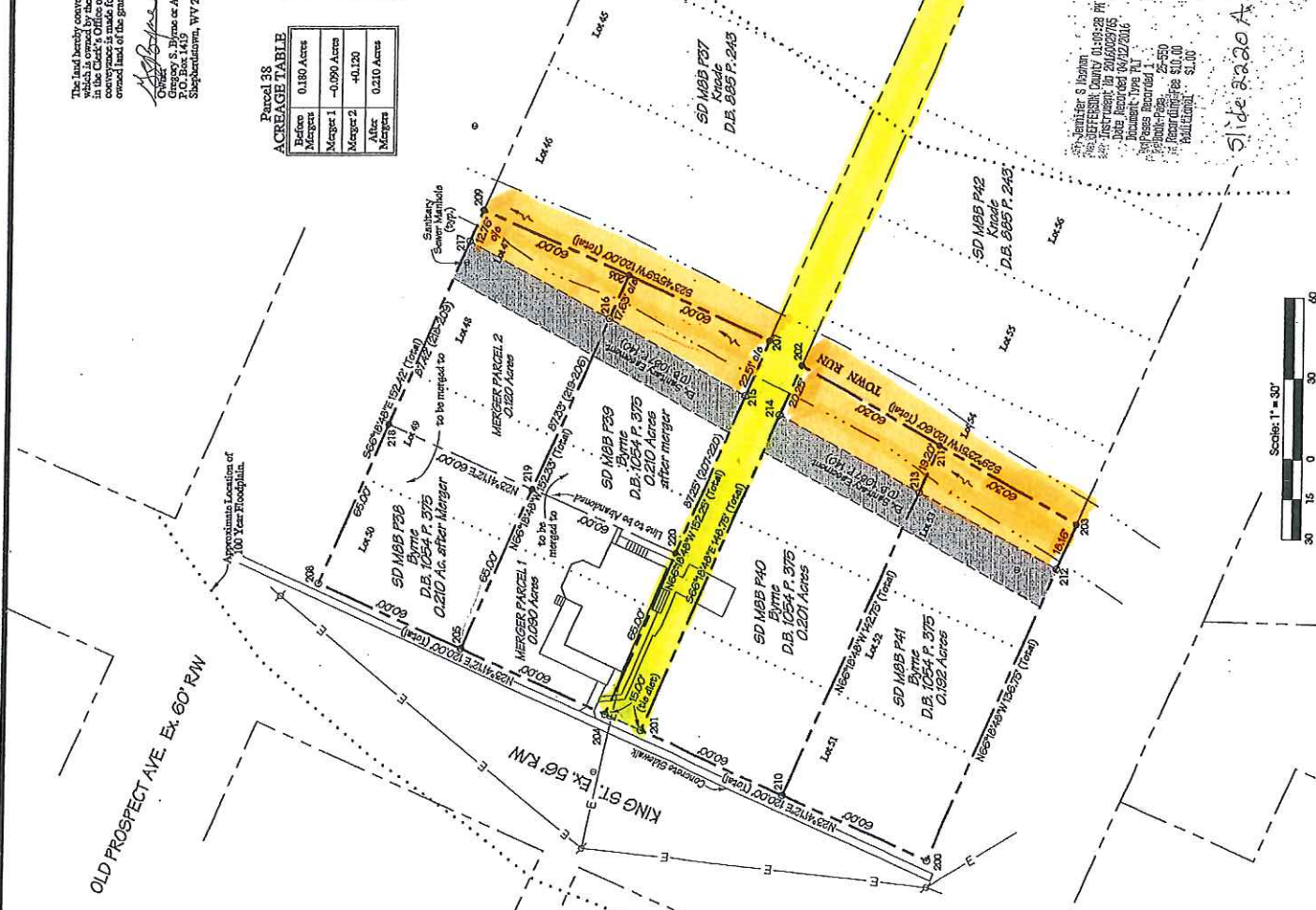
NOTES:
 1. Property corners are set 5/8" by 3/8" Rebar with I.D. cap, unless noted otherwise. Corner 202, 203, 206, 207, 209, 211, 212, 220 are unmarked.
 2. Map 5407-0001S, which this property is in Zone "A" per F.P.S.M. can only be determined by an observation certificate. Based on the information, this property is in a special flood hazard area.
 3. At the time of this survey, the property was in a boundary line survey with county setback requirements with regard to new boundary lines created hereon.

LEGEND

- 5/8" by 3/8" Rebar set with I.D. cap, unless noted otherwise.
- Unmarked Corner
- Property Line
- As-shown Line
- Historic Lot Line
- Easement Line

REVISIONS

No.	Revisions	Date
1.	Update plat.	09/17/16
2.	County Comment	09/30/16



Shepherdstown District
 Jefferson County, WV
 22 June 2011
 17 March 2016 (revised)
 Scale: 1" = 30'

Gregory S. Byrne and Amy F. Byrne
Property located at 461 South King Street
Shepherdstown, WV 25443
RE: Paper Alley Images



Paper alley between Fairmont and Prospect
Located on 461 S. King Street.



Alley between Fairmont and Prospect
Across the street from 461 S. King Street



Street view with 461 S. King Street on left.



Distance between house and

shed located within the paper alley

Exhibit C

Gregory S. Byrne and Amy F. Byrne
Property located at 461 South King Street
Shepherdstown, WV 25443
RE: Paper Alley Images



View looking to the back of the property within the paper alley



Raised flowerbeds dating from 1920 within the paper alley



View of paper alley looking from the backyard towards the house and shed



Vegetation in front of the Town Run where the paper alley would cross

Gregory S. Byrne and Amy F. Byrne
Property located at 461 South King Street
Shepherdstown, WV 25443
RE: Paper Alley Images



A view of the Town Run located behind the house and shed at 461 South King Street where the paper alley would cross the stream. There is a 3 to 3 ½ foot drop from the back of the yard to the bottom of the Town Run bank where the paper alley would cross.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 45 min.

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **October 20, 2016 (Consultant is available on this date)***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Presentation of 10-Year Park Master Plan**

Please provide the County Commission with a description of your request or presentation, including any background information: Scott Garrigan, from SGA will be presenting the Commission with the 10-Year Park Master Plan. JCPRC would like the plan to be adopted into the county comprehensive plan. A draft copy will be sent to the Commission once it is received to JCPRC in early October.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 – 15 minutes

DATE REQUESTED: 1ST CHOICE October 20th, 20126

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Quarterly Review for Accounts and Waivers

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

Quarterly Review for Accounts and Waivers

RECOMMENDED MOTION: Approve estates for closure that have met all requirements for probate, and approve the opening of new estates since last quarterly review.

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Barbara J. Miller, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: October 20, 2016

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

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

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

1. Program for Public Information (PPI) for the Community Rating System (CRS) of the National Flood Insurance Program (NFIP)
2. MOUs with Jefferson County Board of Education

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

1. Jefferson County is a CRS Community. As a part of the 19 sets of activities that we must do annually, we do an annual PPI focused only on flooding. The JCHSEM Public Awareness, Education and Training Committee and staff have developed the PPI for this year. The rules for the CRS include that the plan must be approved by the committee (The committee approved on October 12th), and the approval of the Jefferson County Commission.
2. Each year, Jefferson County Schools and Jefferson County Homeland Security and Emergency Management (Jefferson County Commission) renew our MOU for the County to use the schools during disasters. There is one MOU for each of the schools.

Is this a funding request? No

If so, how much?

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

1. I move to approve the Jefferson County, WV Program for Public Information (PPI), a part of the Community Rating System (CRS) activities for Jefferson County, WV.
2. I move to approve the MOUs with Jefferson County Board of Education to use the schools during disasters.

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

If not attached, explain:

Attachment: Copy of the Program for Public Information (PPI)

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS





JEFFERSON COUNTY, WV PROGRAM FOR PUBLIC INFORMATION

9/22/2016

Flood Hazard Outreach Plan for CRS

A well-informed public makes better decisions and they take steps to protect themselves from flooding by retrofitting their homes, buying flood insurance, and planning the actions they will take during the next flood. They are also more likely to support local floodplain management efforts and measures to protect the natural functions of their community's floodplain.

Jefferson County, WV

Program for Public Information

FLOOD HAZARD OUTREACH PLAN FOR CRS

Introduction:

Jefferson County was named as a FEMA Project Impact Community in 2001. At that time, a Public Awareness Committee was formed that developed an Awareness, Education and Training Strategy each year since. Believing that public awareness, education, and training are critical components of Homeland Security and Emergency Management, one of our ultimate goals is to have a fully prepared community. A fully prepared community is defined as one whose citizens are fully aware of the hazards that they face, who are trained, and who know how to prepare for and respond to emergency situations. While we know that much of our community is aware that threats face our nation and our community, many have not yet participated in available training or awareness efforts. As a result, most are not yet adequately prepared for an emergency at home, at work, at school, where they play and where they pray. The Public Awareness Committee continues to strive towards making the goal of a fully prepared community a reality.

In 2013, Jefferson County developed a report, titled, "Emergency Management, Partnering with the Whole Community," patterned after the Federal Emergency Management Agency (FEMA) report called: "A Whole Community Approach to Emergency Management: Principles, Themes and Pathways to Action." In the FEMA report, the Whole Community approach is defined as, "...a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capabilities, and interests. By doing so, a more effective path to societal security and resilience is built. In a sense, Whole Community is a philosophical approach on how to think about conducting emergency management." Referencing the lessons of past community resilience initiatives like Project Impact and Citizen Corps, this plan offers examples of integrating public-private partnerships and diverse community stakeholders into emergency management, including some specific reference to mitigation and disaster risk-reduction.

As the name of the initiative indicates, it is truly the whole community that must be prepared to respond in ways that extend beyond the normal paradigms in which emergency management has traditionally operated. As a community that has participated in the Community Rating System (CRS) of the National Flood Insurance Program (NFIP) since 2004, Jefferson County wanted to develop and implement a Program for Public Information (PPI). As the committee that has been developing awareness, education and training strategies for the Jefferson County Multi-Jurisdictional All Hazards Risk Assessment and Mitigation Plan, the Jefferson County Homeland Security and Emergency Management's Public Awareness, Education and Training Committee will serve for the CRS PPI process.

The PPI Committee:

The PPI Committee includes 7 County Government Employees and 13 non-local government representatives from the public and private sector.

Katherine Dunbar, Chair, JCHSEM Steering Committee Volunteer, CERT Volunteer, and Volunteer for Good Shepherds Inter-Faith Caregivers.

Barbara Miller, CEM, CFM, JCHSEM Staff

Steve Allen, Deputy Director/Planner/Program Manager, JCHSEM Staff

Brandon Vallee, Public Information Officer, Administrative Assistant, and Volunteer Coordinator, JCHSEM Staff

Amanda Bock, WVU Medical Center-Jefferson Medical Center

Clair Brendel, American Red Cross

Mason Carter, CFM, Jefferson County Engineering Department-Floodplain Manager and Enforcement Officer

Mike Davis, CERT Volunteer

Patricia Davis, CERT Volunteer

D.J. Derringer, Wal-Mart

Michael Godwin, WVU Medical Center-Jefferson Medical Center

Michele Goldman, JCHSEM Steering Committee and Eastern Panhandle Care Clinic

Sandy Hite, Jefferson County Local Emergency Planning Committee Chair

Dr. Sheri Hoff, Jefferson County Schools

Denise Lambiotte, Jefferson County Animal Control

Debra Palmer, CERT Volunteer

Jeffrey Polczynski, Jefferson County Emergency Communications

Jane Tabb, Jefferson County Commission

Jill Upson, WV House of Delegates

Annie Wheat, Ameriworks and CERT Volunteer

Meeting summaries of the PPI Committee's preparation of this plan are provided in an appendix at the end of this document.



Annual Partnership Meeting held at Hollywood Casino, Jan. 2016

Community Needs Assessment

Because several of the members of this committee also served on the Risk Assessment and Mitigation Planning Committee that worked on the 2013 Risk Assessment and Mitigation Plan, it is using the assessments from that document, with additional information as identified during the development of this plan.

Jefferson County

Jefferson County is one (1) of 55 counties in the State of West Virginia and is located in the midst of the Blue Ridge and Appalachian Mountains in the eastern-most portion of the state's eastern panhandle. It is bordered on the north by the Potomac River and Washington County, MD; on the east by the Potomac and Shenandoah Rivers and Loudoun County, VA; on the south by Clarke County, VA; and on the west by Opequon Creek and Berkeley County, WV. Jefferson County was created by an act of the Virginia General Assembly on January 8, 1801 from parts of Berkeley County. It was named in honor of Thomas Jefferson, who was then President-elect of the United States, the author of the Declaration of Independence and one of America's greatest statesmen. The county contains five (5) incorporated municipalities including the Towns of Bolivar and Harpers Ferry, the Corporation of Shepherdstown, and the Cities of Ranson and Charles Town, which functions as the county seat with a population of 5,259. Jefferson County has a total population of 53,498 (U.S. Census, 2010). The county including the municipalities has a land area of 212 square miles and varies in elevation from a low of 247 feet above sea level at Harpers Ferry to a high of 1,553 feet east of Shannondale. Metropolitan cities located within close proximity to Jefferson County include Washington, DC (58 miles); and Baltimore, MD (67 miles).

Located at the confluence of the Potomac and Shenandoah Rivers, Jefferson County is separated into three (3) major drainage divides by the county's rolling topography. The Shenandoah River has a drainage area of 105 square miles at the downstream county boundary, the Potomac River has a drainage area of 62 square miles, and Opequon Creek has a drainage area of 44 square miles. The majority of the streams in the county flow in a northwest-southeast orientation toward either the Opequon Creek or Shenandoah River, and ultimately flow into the lower Potomac River and the Chesapeake Bay. The topography of Jefferson County is characterized by a series of parallel ridges and valleys pierced by occasional water gaps. The county is

comprised of karst topography that indicates dissolution of underlying rocks by surface water or ground water. There are numerous subdivisions on the eastern side of the Shenandoah River – Shannondale, Blue Ridge Acres, Keyes Ferry Acres, River View Park to name a few. There are 3,265 addressable structures in this area of the county. Raven Rocks Subdivision is only accessible from Virginia and has 50 addressable structures located in that section of the county.

According to the U.S. Census (2011) the county has a total area of 212 square miles and the land area of the unincorporated areas in the county is 196 square miles.

Climate

Jefferson County has a continental-type climate, predominantly influenced by air from the west. There is considerable variation in seasonal temperatures, with none of the temperatures being considered severe. The climate of Jefferson County is seasonal in nature, with warm summers, cold winters, stormy springs and mild fall seasons. The average temperature in January is 29°F, the July average temperature is 73°F, creating a mean average temperature of 51°F. Precipitation is evenly distributed throughout the year, with an annual average of approximately 37 inches. Data from the Sterling, Virginia National Weather Service (NWS) Office indicate that the area experiences approximately 25-30 inches of snowfall per year, usually during the December to March winter season, and relative humidity ranges between 53 percent (53%) and 78% daily.

Population Trends

Demographic information is an integral part of community and mitigation planning. According to the Federal Emergency Management Agency's (FEMA) Risk, Hazard and Value Evaluation, "an awareness of changes in population projections help decision makers anticipate needs before they arise." Jefferson County's population continues to grow primarily due to the county's close proximity to the Washington D.C. Metro Area. Many of the towns in the county are considered bedroom communities for the greater Washington, D.C. area. Jefferson County's population growth is represented in Figure 1.1 above. According to 2010 population data from the U.S. Census Bureau, Jefferson County has a population of approximately 53,498, which is a significant increase from 1970. Census figures also indicate that there are 22,119 housing units in Jefferson County. Housing units include both traditional houses and apartments. The county has an average of 2.42 persons per household. Further, the county's Median Household Income (MHI) is listed at \$65,603. "Jefferson County's population grew slowly in the early part of the 20th century increasing from approximately 16,000 people to 21,280 over the fifty-year period ending in 1970. The county's population increased dramatically throughout the 1970s, growing by 42.4 percent (42.4%) from 21,280 to 30,300 in 1980. While no other decade has since equaled that amount of growth, the county's population continued to increase rapidly throughout the 1980s and 1990s. The population growth rate was 18.56% from 1980 to 1990 and 17.4% from 1990 to 2000. The population totals at the end of those periods were 35,926 and 42,190 respectively. Since 1920, the average population growth has been around 3,776 people per decade." (Jefferson County Comprehensive Plan, 2012) Population projections for Jefferson County are based on information obtained from West Virginia University (WVU) – College of Business and Economics, Bureau of Business and Economic Research (2012). This source predicts the following populations:

Jefferson County Population Projections

Year Percent Increase over Year

2010 Population

Population Projections

2015 7.60% Increase 57,891

2020 14.66% increase 62,691
2025 20.24% Increase 67,075
2030 24.87% increase 71,208

"As all communities exist within a larger network of influences, Jefferson County is noticeably affected by regional influences. Although it has been decades since Jefferson County was relatively independent from the effects of the larger Washington D.C. metropolitan influences, with each decade that passes, the county becomes more intertwined into the ever growing Washington D.C. cosmopolitan environment. The easier it becomes to travel into the urban core and the more quality pay careers come to Jefferson County and surrounding communities just to the east of Jefferson County.

More information about Jefferson County's Flood Risk and Threat of Flooding, including Flood Profiles and mapping, can be found in Section 2.2.4 of the Jefferson County Risk Assessment and Mitigation Plan. A-1-92 through A 1-129.

Dam Failure Profiles, including mapping are listed in the Jefferson County All Hazards Risk Assessment and Mitigation Plan in Appendix of that plan, pages A 1-2 through A 1-30.

For the purposes of the Hazard Risk Assessment (HRA) and this Program for Public Information (PPI), it is assumed that Jefferson County has a moderate to high flooding risk. The risk of flooding is targeted to several different areas within the county. Identification of floodplain areas within the county and its municipalities is based on Flood Insurance Rate Map (FIRM) data produced by the National Flood Insurance Program (NFIP).

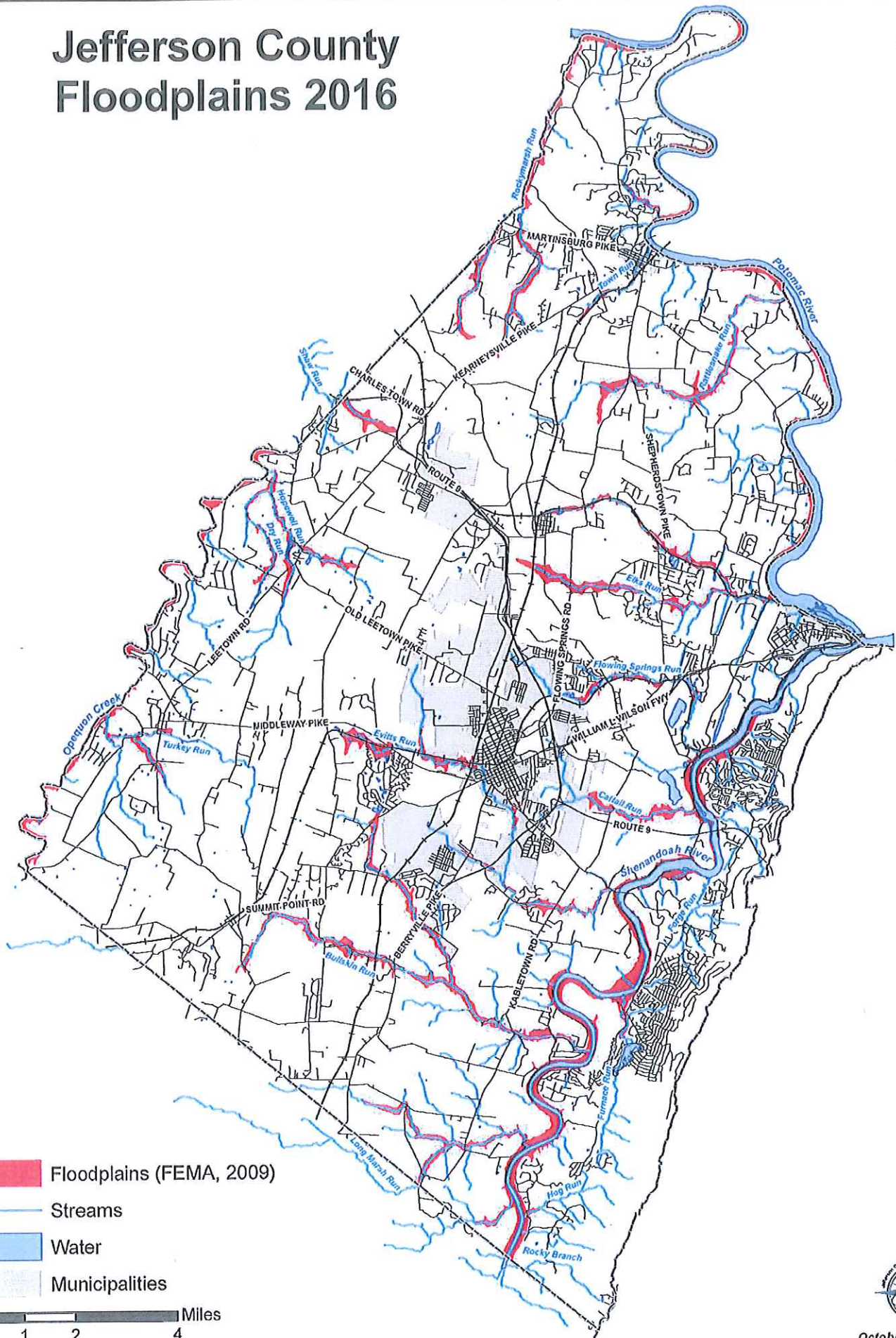
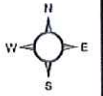
Flood Policy Information:

Jefferson County has 159 flood insurance policies in its jurisdictional special flood hazard area. There is much work to be done on promoting flood insurance within our SFHA.

Flood Hazard Conclusions:

Throughout the years, progress has been made in protecting the lives and property of Jefferson County's citizens and visitors from flooding, but much work remains to be done to make Jefferson County flood-safe. In addition to other activities, Jefferson County is a Storm Ready Community, a Project Impact Community, a Citizen Corps Community, and a Resilient Neighbors Network County. It is important that citizens of Jefferson County avoid being lulled into a false sense of security that could make them vulnerable to unexpected tragedy.

Jefferson County Floodplains 2016



0 1 2 4 Miles



October 11, 2016

Target Audiences

Target Audience #1 Floodplain residents and businesses. Residents and businesses in Jefferson County's floodplains need to be aware of the flood hazard, flood insurance, and ways they can protect themselves from flooding.

Target Audience #2 Critical Infrastructure located in floodplains

Target Audience #3 Repetitive loss area residents and businesses. Properties in these areas have been hit more often by flooding, so they have a greater need for flood protection information. Jefferson County has 20 repetitive loss properties, and Structures within the repetitive loss area.

Target Audience #4 Residents of areas subject to flooding if an upstream dam fails

Target Audience #5 Residents of the County who are interesting in becoming volunteer Skywarn Stormspotters.

Target Audience #6 Spanish speaking residents. According to the most recent census, 4.7% of Jefferson County speaks Spanish as either a first or a second language. Committee members reported that Spanish speaking residents appear to be less aware about flood insurance and flood preparedness and that most of the explanatory materials available are in English.

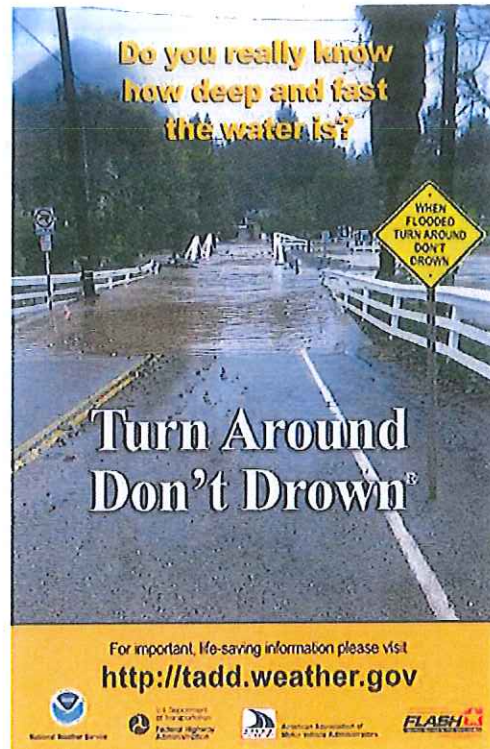
Target Audience #7 Real estate, lending, and insurance companies: These companies are key to conveying information about flood hazards and flood insurance. The PPI Committee wants to make sure that they understand and have all the information they need about these topics.

Target Audience #8 Children Ages Pre-School to 18.

Target Audience #9 Vulnerable Populations, including Senior Citizens

Target Audience #10 Churches/Faith-based Groups

Target Audience #11 Tourists/Visitors to the area



Public Information Efforts

Note that some of the stakeholder organizations listed may be used for future public outreach endeavors identified by the PPI Committee over the coming year.

- American Red Cross pillow case project, website with preparedness information
- Blue Ridge Watershed Group booth at the Jefferson County Fair about Natural and Beneficial Functions of Floodplains
- Boy Scouts do the Backpacks for the Homeless for WATTS Program
- Charles Town Library-Provides space for books and information about flooding
- County Cable TV Channel 17 runs flooding messages when PIO develops a power point slide and sends it to them.
- Fire Departments-Presentations and booth on public safety, fire and disaster preparedness by their public education volunteers.
- Jefferson County Chamber of Commerce-Sends out information to businesses about flood protection and allows us to put business continuity program information in their office. A representative of the Jefferson County Chamber of Commerce has served as the Chair of the Jefferson County Homeland Security and Emergency Management Steering Committee for 14 years,

- Jefferson County Health Department- provides public information on water safety, disease control, mold, lime use, vaccines before, during, and after flooding.
- Jefferson County Homeland Security and Emergency Management holds disaster exercises with stakeholders on multi-hazard topics, including Flood, hosts Stormspotter Classes with the National Weather Service; Newspaper, TV, and radio interviews about disaster preparedness; holds Lunch-N-Learn activities at municipal staff lunches, businesses, and other venues; participates in PrepareAthon, Exhibit at fairs and festivals; holds training for Business Continuity Planning; teaches the Boy Scout Preparedness Badge presentation; Sends out NIXLE Alerts for all types of weather watches, warnings, advisories; Sends letters to residents that live in or near a floodplain and to areas of repetitive losses from flooding; Participates in the CRS of the NFIP program; Participates in the StormReady Program; works with the Charles Town Library to maintain information about flooding; Maintains a library at the JCHSEM office on topics of flooding, and other disasters; does the Disaster Ready Kids Program, which includes books, such as Miss Twiggley's Tree, I'll Know What to Do, and others that teach age-appropriate information to children about flood safety and disaster risk reduction; maintains an Facebook and Twitter Site to send out a wide variety of safety and disaster risk reduction information. Send letters to floodplain residents, repetitive loss properties, and repetitive loss areas regarding flooding information.
- Jefferson County Local Emergency Planning Committee-Booth at the Jefferson County Fair with Flood Information
- Jefferson County Planning, Zoning, and Engineering Office-Provides information about floodplain delineations, letters to mortgage companies, insurance agents and realtors
- Jefferson County Schools operates Comcast Channel 18. They put up flood alerts, watches, warnings, advisories, emergencies, and information about how to contact the EOC, where shelters and commodity distribution sites are, evacuation routes, and how to call for transportation from an evacuation area if you need it. The BOE sends out Emergency Alerts by telephone to student's parents.
- Jefferson County Sheriff's Department-assists with warnings and evacuation of transient populations along the rivers
- National Weather Service-Hydrology Partners Group; Teaches Skywarn Stormspotters Classes on Basic, Flooding, Snowstorm; and helps us with the StormReady Community Program, and Turn Around, Don't Drown Program, sends out watches, warnings, advisories, emergency alerts, and maintains an Emergency Manager website page.
- Nurture Nature Center-Holding a Flood Focus Group to learn how people in the floodplains of Jefferson County use the products from the National Weather Service to make solid decisions related to flooding
- Print and Broadcast Media-Writes articles and stories and op ed pieces as a part of outreach projects and before, during and after flooding events. The JCHSEM PIO has developed and maintains the list of media for the area.
- Region 9 Planning and Development Council-Works on projects such as Storm Water Management, the Chesapeake Bay activity, and Source Water Protection Plans, Encourages municipalities to become involved in CRS, Participates in Tree Planting activities on Open Space.
- Salvation Army-presentations on disasters, works on outreach to the transient populations.

- USGS provides a website that uses gauges to forecast flood heights during storms and also has information about flooding history along the rivers.
- West Virginia Extension Service-Provides research-based education on agriculture and natural resources.
- WV211-Provides preparedness information to those who call them.

Inclusion of significant outreach activities subject to CRS:

Activity #320: Publicity of Map Information Service provided by County. See under Projects and Initiatives/Outreach Projects tables.

Activity #320: In addition to Outreach Projects, this activity includes Flood Response during and after a flood. See Flood Response Projects Table.

Activity #350: Floodplain Information (Flood Protection and Safety) provided on the Jefferson County Website <http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management/floodplain-information> See under Outreach Projects table. The website will be reviewed monthly to ensure that all PPI messages are included, all links work, and all information is still valuable and pertinent.

Activity #360: Flood Protection Advice and Assistance, including after a site visit, offered through Jefferson County Engineering. The staff designated to provide this one-on-one assistance to homeowners are familiar with structural/non-structural flood protection and mitigation measures including flood insurance.

Activity #610 Flood Warning and Response. Information on flood warning and response, is included in Outreach Projects for Messages A-F, and are especially included in the Jefferson County website.

Messages and Desired Outcomes:

Message	Outcome	CRS Priority Topics
A. Know your risk of flooding	More requests for flood information and/or elevation certificates	1. Know your flood hazard
B. What are your options if you live in a repetitive loss property?	More requests for information on options for repetitive loss properties	1. Know your flood hazard
C. You Need Flood Insurance!	Increase in the number of flood insurance policies	2. Insure your property for your flood hazard.
D. Turn Around, Don't Drown	Fewer deaths due to drowning, or reports of water rescues or fire responses for drivers that drive through standing water or ignore barricades	3. Protect people from the hazard
E. You can protect your property from flooding	More requests for information on flood-resistant construction and rehabilitation.	4. Protect your property from the hazard
F. Get a building permit.	Fewer floodplain violations	5. Build responsibly
G. Only rain goes down the drain!	Increase in water quality in watershed.	6. Protect Natural floodplain functions.
H. Everyone should have a family disaster plan, communications plan, and emergency supply kit that includes your pets	More residents have family disaster plans and emergency supply kits.	<i>PPI Additional Topic:</i> 7. General Preparedness

<p>I. Every Business Needs a Disaster Plan!</p>	<p>More businesses report they have developed an emergency and business continuity plan after training.</p>	<p><i>PPI Additional Topic:</i> 8. Business Preparedness</p>
<p>J. Disaster Ready Kids</p>	<p>Kids are empowered to take action with their parents from power outages and emergencies.</p>	<p><i>PPI 9. Additional Topic:</i> Kids Preparedness</p>



Jefferson County Fair Booth



Fair Booth



Ranson Hispanic Festival

PPI Projects and Initiatives

Please see the table below for identified outreach projects to be implemented each year, as well as flood response projects to be implemented during and after a flood.

Outreach Projects

OP 1: Annual Notification Mailing to SFHA property owners

OP 2: Put flood information into the Charles Town Library.

OP 3: Brochures and Materials -Handouts on flood insurance, ICC, the National Flood Insurance Program, Protecting your Home Before During and After a flood used for outreach events.

OP 4: Social Media Outreach (Facebook Page and Twitter) with Floodplain Information, Weather Watches and Warnings and general information.

OP 5: Booth at the Jefferson County Fair with outreach materials

OP 6: Booth at Bark in the Park, Jefferson County Humane Society with outreach materials

OP 7: Floodplatin Information on the County Website

OP 8: Business Continuity Training-Every Business Needs a Plan!

OP 9: Annual Notification Mailing to Repetitive Loss Property Owners/Repetitive Loss Areas

OP 10: Provide Skywarn Stormspotter Training to residents with National Weather Service

OP 11: Booth at the Ranson Hispanic Cultural Festival providing handouts in Spanish and English

OP 12: Annual Notification Mailing to Real Estate Agents, Mortgage Companies, and Real Estate Agents about services provided by the Engineering Office on floodplain delineations, availability of Elevation Certificates, and other inquiry information.

OP 13: Annual Mailing to Daycare Centers and Schools about the Disaster Ready Kids Program and the availability for our volunteers and staff to do presentations at the schools with age-appropriate materials.

OP 14 Presentations to various senior citizen groups (Jefferson County Council on Aging, the AARP, Harpers Ferry Women's Club), on Senior Disaster Preparedness and Preparedness for individuals with special needs.

OP 15 Blurbs for Church Bulletins

OP 16 Blurbs for Council on Aging Newsletter

OP 17 Monthly JCHSEM Newsletter sent out to over 1,000 email addresses and on County JCHSEM Website, as well as Facebook page.

OP 18 Media releases (Press inquiries, Broadcast Media, Commercials, Public Service Announcements, and Interviews)

OP 19 Public Information Officer Media Day

OP 20 Participation in WV Severe Weather and Flood Awareness Week Activities

OP 21 Send out NWS Watches, Warnings, Advisories, and Emergencies using NIXLE. Also use NIXLE to send out information about where shelters are set up and commodities are being given out after a storm.

Other items under Outreach Projects

The following items, although not outreach projects, are included as part of our PPI and are to be promoted as a resource in the above outreach projects:

Flood Protection Advice and Assistance

Map Information Service

Website

Flood Response Projects

FRP 1 Media releases (Press inquiries, Broadcast Media, Commercials, Public Service Announcements, and Interviews)

FRP 2 Social Media outreach

FRP 3 Use of NIXLE and other Emergency Alert systems

Target Audience	Message (s)	Outcome	Project (s)	Assignment	Schedule/ Description	Stakeholder
1 Floodplain residents and businesses	A-I	A-I	OP1 Send letter annually about risk and the need to purchase flood insurance.	JCHSEM	Annually Letters describing the risk from flooding and the need to purchase flood insurance.	
1 Floodplain residents and businesses	A-I	A-I	OP2 Put flood information into the Charles Town Library.	JCHSEM	Initial donation of books for the Flood Section, described in CRS Manual. Maintained annually	Charles Town Library
1 Floodplain residents and businesses	A-I	A-I	OP3 Handouts on flood insurance, ICC, the National Flood Insurance Program, How to protect your home before, during and after a flood.	JCHSEM and Jefferson County Engineering Department	Brochures in offices, courthouse, at fairs and festivals, in library	
1 Floodplain residents and businesses	A-I	A-I	OP4 Facebook and Twitter Messages	JCHSEM PIO	At least one message per month on a new topic (Usually more)	

1 Floodplain residents and businesses	A-I	A-I	OP5 Booth at County Fair	LEPC/JCHSEM	Every August	Jefferson County Fair Association
1 Floodplain residents and businesses	A-I	A-I	OP6 Booth at Bark in the Park	JCHSEM/JC Animal Control	Every May	Jefferson County Humane Society
1 Floodplain residents and businesses	A-I	A-I	OP7 Floodplain Information on County Website	JCHSEM	Year Round	
1 Floodplain residents and businesses	A-1	A-1	OP-20	JCHSEM	1 week per year	National Weather Service
2 Critical Infrastructure Located in a floodplain	A-C	A-C	OP8 Business Continuity Training- Every Business Needs A Planl	JCHSEM	Annually	WV Dept. of Homeland Security and Emergency Management
3 Repetitive Loss Properties	A-I	A-I	OP9 Annual Mailing notification to repetitive loss areas	JCHSEM	Annually	
4 Residents of areas subject to flooding if an upstream dam fails	A-I	A-I	OP 18- Media	Local Media Outlets	Annually	Local Media Outlets
5 Residents of the County who want to	A,D	A,D	OP10 Skywarn Stormspotter	National Weather	Annually	National Weather

become NWS Skywarn Stormspotters			Training- Flood	Service- Sterling		Service- Sterling
6 Spanish Speaking Residents	A-J	A-J	OP11 Booth at the Ranson Hispanic Cultural Festival	JCHSEM	Annually- October	Ranson Convention and Visitors Bureau
6 Spanish Speaking Residents	A-J	A-J	OP11 Handouts in Spanish	JCHSEM	At fairs and festivals and in Hispanic neighborhoods, library, and courthouse.	
7 Real Estate, Lending, Insurance Agencies	A,C	A,C	OP12 Mailing on County services, including relevant OP 3	Jefferson County Engineering Department	Annually	
8 Children, Ages Pre- school to 18	J	J	OP13 Disaster Ready Kids Presentations	JCHSEM Staff Volunteers	May through September	Schools and Daycare Centers, Jefferson County Parks and Recreation.
8 Children, Ages Pre- school to 18	H	H	OP15 Pillow Case Project	American Red Cross	1 per month	American Red Cross
9 Senior Citizens	A-I	A-I	OP16 Presentation about Senior Citizen Preparedness	JCHSEM Staff	Annually	Jefferson County Council on Aging

			to Council on Aging			
9 Senior Citizens	A-I	A-I	OP14 Presentation about Senior Citizen Preparedness to AARP	JCHSEM Staff	Annually	Jefferson County AARP
10 Churches/ Faith-based	A,C,D,F,G, H,J	A,C,D,F,G, H,J	OP15-Blurbs for Church Bulletins	JCHSEM Staff	6 times per year	Area churches and faith-based groups
11 Tourists/ Visitors	A, D	A,D	OP3 Brochures OP7 Website	JCHSEM PIO	Annually	Jefferson County CVB

Flood Response Project (FRP)

Target Audience	Messages	Outcomes	Projects	Assignment	Schedule	Stakeholder
1. Floodplain residents and businesses	A,D,E,H	A,D,E,H	OP3, Brochures and Materials	JCHSEM Staff	In response to flooding event	Print and Broadcast Media
1. Floodplain residents and businesses	A,D,E,H	A,D,E,H	OP 4 Social Media Outreach	JCHSEM Staff	In response to flooding event	
1. Floodplain residents and businesses	A,D,E,H	A,D,E,H	OP 7 Floodplain information on County Website	JCHSEM Staff	In response to flooding event	

1. Floodplain residents and businesses.	A,D,E,H.	A,D,E,H	OP 18 Media Releases, Press inquiries, Broadcast Media, Commercials, PSAs and Interviews	JCHSEM Staff	In response to flooding event	Print and Broadcast Media
9. Vulnerable Populations, including Senior Citizens	A,D,E,H	A,D,E,H	OP3, Brochures and Materials	JCHSEM Staff	In response to flooding event	Print and Broadcast Media
9. Vulnerable Populations, including Senior Citizens	A,D,E,H	A,D,E,H	OP 7 Floodplain information on County Website	JCHSEM Staff	In response to flooding event	
9. Vulnerable Populations, including Senior Citizens	A,D,E,H	A,D,E,H	OP 18 Media Releases, Press inquiries, Broadcast Media, Commercials, PSAs and Interviews	JCHSEM Staff	In response to flooding event	Print and Broadcast Media



JCHSEM PIO, Brandon Vallee, being interviewed at a local radio station.

Follow Up:

The JCHSEM staff will monitor submitted information on projects and initiatives as they are developed and implemented, including input from employees and stakeholders participating in the activities. That information will be share with committee members via email or at scheduled committee meetings.

The Public Awareness, Education, and Training Committee (also serves as the PPI Committee) will meet at least twice each year to review implementation of these projects and initiatives. At that time, the status of the projects will be explained and progress toward the outcomes will be discussed. The Committee may make recommendations for projects to be changed, discontinued, or added to.

At least once a year, staff will draft an update to the table of target audiences and send it to the Committee members. The Committee will meet and review the outcomes of each individual activity to change, add, or approve them. The Messages and Desired Outcomes table will be revised. The outcomes and revisions will be submitted as part of the County's annual recertification package for CRS, and a written report will be submitted to the Committee and the County Commission.

Adoption:

This PPI has been approved by the Jefferson County Homeland Security and Emergency Management's Public Awareness, Education and Training Committee (also serving as the PPI Committee), and the Jefferson County Commission.

Appendix A: PPI Committee Meeting Minutes and Sign In Sheets

**Jefferson County Homeland Security & Emergency Management
Public Awareness, Education & Training Committee
October 12, 2016
Agenda**

- I. Call to Order
- II. Minutes
- III. Old Business
 - a. PPI-Program for Public Information
- IV. New Business
 - a. Fire Safety Month: Don't Wait, Check the Date-Change your Smoke Alarms every 10 years
 - b. 2016 Public Service Banquet-October 18 at Skyline Terrace, Hollywood Casino at Charles Town Races; 5:30 social; 6:00 dinner. Tickets: Chamber of Commerce
 - c. CRS Five Year Review/Audit of Activities-October 18
 - d. Nurture Nature Center Focus Group Meetings-October 19
 - e. Skywarn Stormspotter Classes Coming Soon!
 - f. Potomac River Gauge Returns after 12 year absence!
 - g. Quarterly Partnership Meeting, October 28th at Noon at The Anvil. Sign up with Steve Allen.
 - h. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters, November 3, 2016 at Believer's Victory Center - 160 Victory Lane, Moorefield, WV. Sign up on CourseMill. 8 a.m. – 5 p.m. No travel compensation.
- V. Member Sharing Time
- VI. Adjournment

The next meeting of the Public Awareness, Education & Training Committee will be on TBA at the Jefferson County EOC.

To register for or to get more information about training offered through WV Department of Military Affairs and Public Safety, Coursemill, go to www.onlinelearning.wv.gov/dmapscm6

**Jefferson County Homeland Security & Emergency Management
Public Awareness, Education & Training Committee, and PPI
October 12, 2016
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Public Awareness, Education, and Training Committee, including PPI, met at the Jefferson County EOC on Wednesday, October 12, 2016 at 0830 hours. Those present were Steve Allen, JCHSEM; Deidre "DJ" Derringer, Walmart; Katherine Dunbar, Good Shepherd Caregivers; Barbara Miller, JCHSEM; and Brandon Vallee, JCHSEM. Ms. Miller met with Mason Carter, JC Floodplain Enforcement Officer later in the morning regarding this meeting.

Ms. Dunbar, Chair, called the meeting to order at 0844 hours. Ms. Derringer moved to approve the minutes of the August 10, 2016 meeting and the October 4, 2016 Program for Public Information meeting. All approved.

I. Old Business

1. PPI-Program for Public Information

Director Miller brought the group up-to-date on the Program for Public Information (PPI) for the Community Rating System (CRS) of the National Flood Insurance Program (NFIP). She reviewed the results and the updated DRAFT of the PPI document that resulted from the past two meetings. She also indicated that a map was added to the document which portrays the targeted risk areas (TRA). The TRA was determined to be all of the flood-prone areas with the County's jurisdictional floodplain and information from the County's All Hazards Risk Assessment and Mitigation Plan was used during for the Community Needs Assessment portion of the plan.

Director Miller discussed the targeted messages that were identified in previous meetings and that one that greatly stands out is the need to do outreach to those who live in floodplains to purchase flood insurance. The Committee did a card storming activity. They were challenged to "think outside of the box, as coloring within the lines was not working." Some of the new ideas that were suggested are:

Contacting Insurance Companies to get involved and to put flood insurance information in their lobbies.

Encouraging the public to download and use the FEMA app

Use of the National Weather Service's book about flooding, "Floods the Awesome Power" if they are still available from NWS.

Use of the National Weather Service Posters, if they are available.

Have Brandon to develop a slide about, "You need to buy flood insurance" and have it put on the County's Cable Channel

Put NFIP brochures in the library, the Court House, Engineering Office, the Public Services Building, other places that the public may see them.

See if FEMA or someone has a brochure about Renter's insurance and promote it. It was mentioned that many of the people who live in the floodplain live there because it is usually cheaper to do so and may not realize that renter's flood insurance is available.

Try to get representatives from insurance companies, mortgagers, and real estate on this committee.

Ask insurance companies to do mail stuffers to their clients that live in the floodplain. Win/win as the client gets protection and the insurance agents sell policies.

Additionally, the group discussed the Flood Response Project (FRP) part of the plan. These are outreach projects (templates or press releases) that will be used after a flood happens. These items have been added to the chart and include:

Messages

A. Know your Flood Risk

D. Turn Around Don't Drown

E. You can protect your property from flooding

H. Everyone should have a family disaster plan, communications plan, and emergency supply kit that includes your pets.

OP for these will include:

Brochures and Materials

Social Media Outreach

Floodplain Information on the County Website

Media Releases, press inquiries, broadcast media, commercials, PSAs and Interviews.

The group took a few minutes to review the updated DRAFT of the PPI to see if there are any additional changes that they felt needed to be made. A few grammatical issues were pointed out to be revised in the final copy.

Upon a motion by Katherine Dunbar, seconded by D.J.Derringer, the Committee unanimously approved the plan. It was noted that Director Miller will add the sign in sheet and the meeting minutes of today's meeting and change a few grammatical issues. The PPI will now be sent to the Jefferson County Commission for their adoption of the plan on October 20, 2016. JCHSEM staff and the committee will hold an annual meeting to review the outcomes of each individual activity and make any necessary changes or updates at that time.

II. New Business

1. Fire Safety Month

- a. Mr. Vallee stated that October is Fire Safety Month. The 2016 motto for Fire Safety Month is: Don't Wait, Check the Date - Change your Smoke Alarms every 10 years. He mentioned that Citizens Fire Company held an open house on Saturday, October 8.

- b. Ms. Miller reported that Citizens Fire Company held their Open House last weekend; Independent Fire Company will be having their annual "Gun Bash" on Saturday, October 22 and will be distributing fire preparedness information during the event; Shepherdstown Fire Department will be having their annual apple butter event on Saturday, October 29, and Citizens Fire Company will hold a Cash Bash on October 29, and Shepherdstown Fire Department will hold their annual Sportsman's Bash on November 12. Several of the local fire departments are making visits to schools in their first due areas throughout Fire Prevention Week to let children get to know their fire departments and see their equipment.

2. 2016 Public Service Banquet

- a. The Jefferson County Chamber of Commerce will be holding the Public Service Banquet on October 18 at Skyline Terrace, Hollywood Casino at Charles Town Races with the social hour beginning at 1730 and Dinner at 1800. Tickets can be purchased through the Jefferson County Chamber of Commerce at \$10 each.

3. CRS Five Year Review/Audit of Activities

- a. Ms. Miller stated that on October 18, 2016 Jefferson County will be going through the five year recertification process. She highlighted that FEMA has changed the rules since the last five-year cycle and increased activities and focusing more on disaster risk reduction for communities. As a part of the recertification process, a representative of ISO will be visiting Jefferson County to tour the flood plain and analyze County documents, such as permits, elevation certificates, public information products, employee certifications, and after action reports (AARs), and flood warning plans.

4. Nurture Nature Center Focus Group

- a. On Wednesday, October 19 at 1900 hours, the Nurture Nature Center will be holding a focus group as part of a research project with National Oceanic and Atmospheric Administration, about the use of National Weather Service flood forecast and warning tools. Participants will be asked to answer questions and provide input about various flood warning tools and products issued by the NWS.
- b. Registration for the study group can be completed by contacting the Nurture Nature Center at socialscience.focusonfloods.org.

5. Skywarn Stormspotter Classes

- a. Mr. Allen reported that he is working with the National Weather Service to bring a Skywarn Stormspotter Flood class in March, and a Skywarn Stormspotter Winter Weather class in November, date to be announced on both of these classes as soon as they become available.

6. Potomac River Gauge

- a. Ms. Miller stated that the United States Geological Survey (USGS) has reinstalled a Potomac River Gauge in Shepherdstown, WV. Information collected from the gauge can be seen here:

<http://water.weather.gov/ahps2/hydrograph.php?wfo=lwx&gage=shew2>

7. Quarterly Partnership Meeting

- a. The October 2016 Quarterly Partnership meeting will be held at the Anvil in Harpers Ferry on Friday, October 28 at Noon. Jason Elliott with the National Weather Service will be the speaker. Committee members who are interested in attending can register with Mr. Allen.

8. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters,

- a. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters training will occur on November 3, 2016 at Believer's Victory Center - 160 Victory Lane, Moorefield, WV, from 0800 hours to 1700 hours. Registration can be completed on CourseMill. There will be no travel compensation and NIMS 100 is a prerequisite.

III. Member Sharing Time

1. Mr. Vallee mentioned that the Harpers Ferry Women's Club will receive a presentation on preparedness and be touring the Jefferson County Emergency Operations Center and Jefferson County Emergency Communications Center on Friday, October 21. He stated that there will be a Lunch-N-Learn session in Ranson, WV on Tuesday, November 1.
2. Ms. Dunbar reported that Good Shepherd Interfaith Caregivers is actively looking for volunteers.
3. Ms. Miller stated that Rodger Dailey, with Jefferson County Meals on Wheels Program, passed away last week. She also mentioned that the state is having budget problems which may impact emergency management, the SIRN radio network, and Southern WV flooding recovery.
4. Ms. Derringer mentioned that JCHSEM could work with Wal-mart to distribute preparedness information outdoors.

IV. Adjournment

Ms. Dunbar adjourned the meeting at 0955 hours. The next meeting of the Public Awareness, Education & Training Committee will be on December at the Jefferson County EOC, unless the committee chooses to meet off-site for the holidays.



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Public Awareness Committee
 Sign In Sheet
 August 10, 2016
 October 12

Print Name & Organization	Email	Phone	Sign In
Allen, Steve JCHSEM	sallen@jeffersoncountywv.org	304-728-3329	
Bock, Amanda Jefferson Medical Center	abock@wvmedicine.org	304-728-1612	
Boober, Ed Volunteer	edboober@comcast.net		
Al and Irene Cates Volunteers	Striderbo2@aol.com		
Brendel, Clair American Red Cross	Clair.brendel@redcross.org	304-620-4259	
Coulson, Jessica	hikingmnts06@aol.com		
Davis, Mike CERT Volunteer	michaeldavisgmc@comcast.net	304-728-8108	
Davis, Patricia CERT Volunteer	patriciafdavis@comcast.net	703-851-3175	
Didden, David JC Dept. of Health	david.didden@wv.org		
Dunbar, Katherine Good Shepherd Caregivers	katherinednbr@yahoo.com	304-725-7366	<i>Katherine Dunbar</i>
Ebersole, Jessica JC Animal Control	facssmsk@aol.com		
Emke, Dave The Journal	demke@journal-news.net		
Evans, Shirley	Shirla0513@aol.com		
Gatto, Laura Hollywood Casino	Laura.gatto@pngaming.com		

Last update: 10/6/2016

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Goldman, Michele Eastern Panhandle Care Clinic	mgoldman@wvcpf.com	304-724-6091	
Green, Sandy WVHSEM	Sanford.h.green@wv.org	304-807-5135	
Harman, Michael WVU Extension Office	michael.harman@mail.wvu.edu	304-668-0036	
Harshbarger, James Potomac Center	rharshbarger@potomaccenter.com		
Hite, Sandy Jefferson County LEPC	SdHITE2408@gmail.com		
Hoff, Sheri Jefferson County School District	shoff@k12.wv.us		
Horst, Michelle Herald Mail TV6	michelle@hmtv6.com		
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Blood, Jennifer 167 th AW FD	jenniferbaileyblood@gmail.com	304-616-5288	
Kracke, Dottie Jefferson County Animal Welfare Society	dottiek@frontiernet.net	304-728-2520	
Laird, Haley JC Council on Aging	jccoajedirector@frontier.com	304-725-4044	
Lambiotte, Denise Jefferson County Animal Control	dlambiotte@jeffersoncountywv.org	304-728-3390	
Levesque, Jeff Eastern Panhandle American Red Cross/ CERT	jeffsque@gmail.com	304-725-6850	
Manuel, Dale Jefferson County Commission	dmanuel@frontiernet.net		
Marken, Joyce DALB	j.marken@dalb.com	304-725-0300	
Marmorella, Nancy Good Shepherd Caregivers	nmarmorella@gsivc.org	304-725-2622	
McCabe, Teresa WVU Healthcare Jefferson & Berkeley Medical Centers	tmccabe@wvumedicine.org	304-264-1223	
McGilvray, Al WRNR Radio	news@talkradiownr.com		

Last update: 10/6/2016

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McQuain, Vicki Animal Advocates of West Virginia	labsmom@frontier.com	304-263-6626	
Milbourne, Toni Shepherdstown Chronicle	ttpams@comcast.net		
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D. Mason Carter, Floodplain Manager, Compliance Officer

Last update: 10/6/2016

Jefferson County Homeland Security and Emergency Management
Public Awareness, Education and Training Committee
Special Meeting for PPI
October 4, 2016
Agenda

- I. Call to Order
- II. Introductions
- III. Purpose of the meeting
- IV. About the National Flood Insurance Program and the Community Rating System
 - a. 19 Activities in 4 Areas:
 - b. Public Information Activities
 - c. Mapping and Regulations
 - d. Flood Damage Reduction Activities
 - e. Warning and Response Activities
- V. More about the Program for Public Information (for floods and general disaster information)
- VI. Examples of other communities' PPI document
- VII. Credit Criteria
 - a. Establish a committee
 - b. Assess the community's public information needs for floods
 - c. Formulate messages
 - d. Identify outreach messages to convey the messages
 - e. Examine other groups public information initiatives
 - f. Prepare the document
 - g. Implement, monitor, and evaluate the program
 - h. Needs approval of the committee and adoption by the County Commission
- VIII. Documentation Provided by the Community
 - a. A copy of the PPI document
 - b. Minutes of the meetings, sign in sheets or other documentation of the community member's participation.
 - c. Documentation that the PPI has been adopted by the County Commission.
- IX. Stakeholder delivery (extra credit)
- X. The next meeting will be held during the regular meeting of the Public Awareness, Education and Training Committee on Tuesday, October 11 at 0830 at the Jefferson County EOC.

**Jefferson County Homeland Security and Emergency Management
Public Awareness, Education and Training Committee
Special Meeting for Program for Public Information (PPI)
October 4, 2016
Minutes**

The JCHSEM's Public Awareness, Education and Training Committee met in a special meeting on October 4, 2016 at 1:00 p.m. for the purpose of further work on the Community Rating System (CRS) Program for Public Information (PPI). Those present were: Mason Carter, CFM, Jefferson County Planning, Zoning and Engineering (floodplain manager); Brandon Vallee, Jefferson County Homeland Security and Emergency Management (Public Information Officer); Barbara Miller, CEM, CFM, Jefferson County Homeland Security and Emergency Management; Steve Allen, Jefferson County Homeland Security and Emergency Management, D. J. Derringer, Wal-Mart; Sandy Hite, Resident of Jefferson County and Chairman of the Local Emergency Planning Committee; Jeff Polczynski, Jefferson County Emergency Communications Center; Zachary Caldwell, Visitor from Morgan County 9-1-1.

Director Miller called the meeting to order, asked for introductions, and stated the purpose of this special meeting was for further work on the PPI, which is a part of the CRS of the National Flood Insurance Program activities. She indicated that this program is somewhat like the Public Information, Training, and Education Strategies that the committee has worked on each year, but the format is different and this one is focusing specifically on Flooding and General Disaster Preparedness.

Director Miller reviewed information about the National Flood Insurance Program and the CRS, explaining that Jefferson County has been a CRS community for several years. The County began their first CRS application in 2004, was admitted into the CRS program in 2006 as a Class 9 Community, adding activities that brought them to a Class 8 Community in 2008. By continuing to further the best practices of floodplain management, planning, and by continuing to do all of the programs that we have done in the past, and developing new activities going forward, it is a goal to earn a better CRS class rating with the next review. She reviewed the activities of the CRS, and indicated that today we are focusing only on the Program for Public Information. This is the second of three required meetings where our PPI is being developed.

Examples of other CRS Communities' PPI were available for members of the group to look at from Tulsa, OK and from Pasedena, TX. Both of these communities are members of the Resilient Neighbors Network, of which Jefferson County is also a member. The group mentors to other communities across the nation about best practices in Floodplain Management, as well as other Natural Hazards. Additionally, there was a binder that holds a copy of every brochure that Jefferson County has used in current and past outreach efforts at events and other uses.

The criteria for credit listed in the CRS Coordinator's Manual was reviewed. These are: Establish a Committee, Community Needs Assessment, Formulate Messages, Identify Outreach messages to convey the messages, Examine other groups public information initiatives, Prepare the document, Implement, monitor, and evaluate the program, and get the approval of this committee and adoption by the Jefferson County Commission. She also indicated that documentation that will have to be provided includes a copy of the PPI document, minutes of the meetings, sign in sheets or other documentation of the community member's participation, and documentation that the program has been adopted by the County Commission.

The same people that serve on the JCHSEM's Public Information, Education, and Training Committee will serve as the PPI Committee.

Because many of the same people on this committee also serve on the committee that develops and keeps current the Jefferson County All Hazards Risk Assessment and Mitigation Plan, it is using the assessment from that document, with additional information as identified during the development of this planning document.

The group did a Card Storming Exercise using sticky notes and sharpies for the Target Audiences Exercise. Target Audiences either required or identified were:

- Floodplain Residents and Businesses in the floodplain (Including commuters)
- Critical Infrastructure located in a floodplain
- Repetitive loss area residents and businesses
- Resident of areas subject to flooding if an upstream dam fails
- Residents of the County who are interested in becoming Volunteer Skywarn Stormspotters for NWS
- Spanish-speaking residents
- Real estate, lending, and insurance companies
- Children Ages Pre-school to 18
- Special Needs/Vulnerable Populations (Including Senior Citizens)
- Churches/Faith Based Groups
- Tourists/Visitors to the Area

Director Miller explained that we will use the information for the card storming exercise in the discussions yet to come, so the sticky notes were left on the wall.

In the next activity, the group identified various stakeholder groups that are already doing events, outreach, messaging. This is for the "Inclusion of significant outreach activities subject to CRS". These include:

- American Red Cross pillow case project, website with preparedness information
- Blue Ridge Watershed Group booth at the Jefferson County Fair about Natural and Beneficial Functions of Floodplains
- Boy Scouts do the Backpacks for the Homeless for WATTS Program
- Charles Town Library-Provides space for books and information about flooding
- County Cable TV Channel runs flooding messages when PIO develops a .ppt and sends it to them.
- Fire Departments-Presentations and booth on public safety, fire and disaster preparedness by their public education volunteers.
- Jefferson County Chamber of Commerce-Sends out information to businesses about flood protection and allows us to put business continuity program information in their office. A representative of the Jefferson County Chamber of Commerce has served as the Chair of the Jefferson County Homeland Security and Emergency Management Steering Committee for 14 years,
- Jefferson County Health Department- provides public information on water safety, disease control, mold, lime use, vaccines before, during, and after flooding.
- Jefferson County Homeland Security and Emergency Management holds disaster exercises with stakeholders on multi-hazard topics, including Flood, hosts Stormspotter Classes with the National Weather Service; Newspaper, TV, and radio interviews about disaster preparedness; holds Lunch-N-Learn activities at municipal staff lunches, businesses, and other venues; participates in PrepareAthon, Exhibit at fairs and festivals; holds training for Business Continuity Planning; teaches the Boy Scout Preparedness Badge presentation; Sends out NIXLE Alerts for all types of weather watches, warnings, advisories; Sends letters to residents that live in or near a floodplain and to areas of repetitive losses from flooding; Participates in the CRS of the NFIP program; Participates in the StormReady Program; works with the Charles Town Library to maintain information about flooding; Maintains a library at the JCHSEM office on topics of flooding, and other disasters; does the Disaster Ready Kids Program, which includes books, such as Miss Twiggley's Tree, I'll Know What to Do, and others that teach age-appropriate information to children about flood safety and disaster risk reduction; maintains an Facebook and Twitter Site to send out a wide variety of safety and disaster risk reduction information.
- Jefferson County Local Emergency Planning Committee-Booth at the Jefferson County Fair with Flood Information
- Jefferson County Planning, Zoning, and Engineering Office-Provides information about floodplain delineations, letters to mortgage companies, insurance agents and realtors

- Jefferson County Schools operates Channel 19. They put up flood alerts, watches, warnings, advisories, emergencies, and information about how to contact the EOC, where shelters and commodity distribution sites are, evacuation routes, and how to call for transportation from an evacuation area if you need it. The BOE sends out Emergency Alerts by telephone to student's parents.
- Jefferson County Sheriff's Department-assists with warnings and evacuation of transient populations along the rivers
- National Weather Service-Hydrology Partners Group; Teaches Skywarn Stormspotters Classes on Basic, Flooding, Snowstorm; and helps us with the StormReady Community Program, and Turn Around, Don't Drown Program, sends out watches, warnings, advisories, emergency alerts, and maintains an Emergency Manager website page.
- Nurture Nature Center-Holding a Flood Focus Group to learn how people in the floodplains of Jefferson County use the products from the National Weather Service to make solid decisions related to flooding
- Print and Broadcast Media-Writes articles and stories and op ed pieces as a part of outreach projects and before, during and after flooding events. The JCHSEM PIO has developed and maintains the list of media for the area.
- Region 9 Planning and Development Council-Works on projects such as Storm Water Management, the Chesapeake Bay activity, and Source Water Protection Plans, Encourages municipalities to become involved in CRS, Participates in Tree Planting activities on Open Space.
- Salvation Army-presentations on disasters, works on outreach to the transient populations.
- USGS provides a website that uses gauges to forecast flood heights during storms and also has information about flooding history along the rivers.
- West Virginia Extension Service-Provides research-based education on agriculture and natural resources.
- WV211-Provides preparedness information to those who call them.

It was noted that others can still be added, if someone thinks of something after the meeting, and Director Miller will also be in contact with some other committee members and other organizations to get some additional information.

The group then reviewed the Messages and Desired Outcomes section and came up with the following: (It should be noted that the first 7 topics below are requirements for the PPI-the other 3 are "additional topics".)

Messages included:

- Know your Risk of Flooding
- What are your options if you live in a repetitive loss property
- You Need Flood Insurance
- Turn Around, Don't Drown
- You can protect your property from flooding
- Get a building permit
- Only rain goes down the drain
- Everyone should have a family disaster plan and an emergency supply kit that includes their pets
- Every Business Needs a Disaster Plan
- Disaster Ready Kids

It was also noted that additional credit will be given for stakeholder delivery.

Honoring the time allotment for the meeting, Director Miller adjourned the meeting at 2:10 p.m. The next meeting will be held as a part of the regular Public Awareness and Education Committee Meeting on Wednesday, October 12 at 8:30 a.m. in the Jefferson County EOC. Director Miller thanked each participant for their hard work today and is looking forward to completing the workshop at the next meeting. A draft of the PPI document will be prepared for the next meeting.

**Jefferson County Homeland Security & Emergency Management
Public Awareness, Education & Training Committee
August 10, 2016
Agenda**

- I. Call to Order
- II. Minutes
- III. Old Business
 - a. Partnership Luncheon held at Skipper's on July 29
 - b. WV Homeland Security Region 3 Functional Exercise in Hampshire County, June 21
 - c. Bark in the Park
 - d. WV Emergency Management Council Conference
 - e. WV Floodplain Managers Conference
 - f. Deployment to Greenbrier County July 29-July 12/Southern WV Flooding
- IV. New Business
 - a. Social Media Stats
 - b. Jefferson County Fair, August 21-27, 2016—Building 2
 - c. Letters to residents who live in or near the floodplain
 - d. Continued CRS (Community Rating System) activities
 - e. Repetitive Loss Worksheets
 - f. Mitigation Properties
 - g. Disaster Ready Kids Program Continues through September 30
 - h. National Preparedness Month-September, 2016
 - i. 2016 Region 3 Full Scale Exercise on Saturday, September 17th
 - j. LEPC/SERC Conference at Camp Dawson, Preston County August 29-September 1
 - k. PPI for CRS
 - l. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters, November 3, 2016 at Believer's Victory Center - 160 Victory Lane, Moorefield, WV. Sign up on CourseMill. 8 a.m. – 5 p.m. No travel compensation.
- V. Member Sharing Time
- VI. Adjournment

The next meeting of the Public Awareness, Education & Training Committee will be on Wednesday, October 12, 2016 at the Jefferson County EOC.

**Jefferson County Homeland Security & Emergency Management
Public Awareness, Education & Training Committee
August 10, 2016
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Public Awareness, Education, and Training Committee met at the Jefferson County EOC on Wednesday, August 10, 2016 at 0830 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Katherine Dunbar, Good Shepherd Caregivers; Barbara Miller, JCHSEM; Brandon Vallee, JCHSEM; and Jill Upson, West Virginia House of Delegates.

Ms. Dunbar, Chair, called the meeting to order at 0842. Ms. Brendel moved to approve the minutes of the May 11, 2016 meeting. All approved.

I. Old Business

1. Quarterly Partnership Luncheon held at Skipper's on July 29
 - a. On Friday, July 29, the JCHSEM Quarterly Partnership Luncheon was held at Skipper's Dips and Deli in Charles Town. Ms. Miller presented at the luncheon and discussed the June Flooding response in Greenbrier County, WV.
2. 2016 WV Homeland Security Region 3 Exercise Series
 - a. Ms. Miller stated that the 2016 WV Homeland Security Region 3 Exercise Series "Dark Grid" continued with a functional exercise on June 21 at the Augusta Church in Hampshire County. She mentioned that the exercise focuses on how Jefferson County and the region would respond to an electrical grid failure, extreme heat, chemical release, along with other problems.
 - b. Ms. Miller mentioned that on August 2, participants in the exercise had a meeting with the EPA to finalize the details of the full scale exercise. The full scale exercise will be on Saturday, September 17 with venues at Jefferson Medical Center, the Jefferson County Health Department, and the Emergency Operations Center. Ms. Miller noted that Potomac Peddlers will be having their event on the same day of the full scale exercise.
 - c. Ms. Miller asked Ms. Brendel if there will be an American Red Cross representative in the EOC and noted that the American Red Cross will be receiving injects during the exercise. Ms. Brendel stated that she asked volunteers if they are available. She will get back to us.
3. Bark in the Park
 - a. Mr. Vallee stated that Jefferson County Animal Welfare Society held their annual Bark in the Park event from 1000 to 1400 hours on June 4 at Jefferson Memorial Park in Charles Town. He stated that the event was well attended and was an excellent opportunity to distribute emergency preparedness information to pet owners.
4. WV Emergency Management Council Conference

- a. The WV Emergency Managers Council Conference occurred on June 7 to June 10 in Canaan Valley, WV. Ms. Miller mentioned that she taught the Emergency Management 101 to assist all of the new emergency managers across the state and the “your digital go kit”.
5. WV Floodplain Managers Conference
 - a. The WV Floodplain Managers Conference occurred on June 12 to June 15 in Blackwater Falls, WV. Ms. Miller stated that this conference provided invaluable lessons for the state in planning for the next major flood event.
6. Southern West Virginia Flooding
 - a. Ms. Miller mentioned that she was deployed to Greenbrier County from June 29 to July 12 to assist emergency management with the response. The committee discussed their roles during the response and shared lessons learned from the experience.

II. New Business

1. Social Media Stats
 - a. Mr. Vallee detailed the social media figures for the committee. He stated that:
 1. Facebook has grown by 136 to a total of 2,340.
 2. Twitter has grown by 13 to a total of 167.
 3. Nixle has grown by 39 to a total of 1,478.
 - b. Ms. Miller stated that during National Preparedness Month, JCHSEM will be pushing Nixle registration at all community outreach events.
2. Jefferson County Fair
 - a. Ms. Miller mentioned the 2016 Jefferson County Fair will occur on August 21-27. JCHSEM, with the support of the LEPC, will be participating with a booth again this year. She encouraged interested committee members to visit the booth.
3. Floodplain Letters
 - a. Mr. Allen reported that as a part of the Community Rating System (CRS), JCHSEM sent over 550 letters to property owners who have lots within or near the floodplains in Jefferson County, outside of the municipalities. Ms. Miller stated that every year, JCHSEM staff sends our letters to those in or near the floodplain to notify them of the hazard and information on flood mitigation, how to purchase flood insurance, and mitigation options for their consideration.
4. Continued CRS (Community Rating System) Activities
 - a. Ms. Miller discussed several of the 18 mitigation and preparedness activities that Jefferson County does, such as distribution of floodplain letters, risk assessment mitigation annual meeting, and public information. The end result is that floodplain insurance for individual policy holders is reduced. Currently, Jefferson County is a rated as a class eight community which provides a 10% discount for policy holders in the unincorporated areas of Jefferson County.
5. Mitigated and Repetitive Loss Properties

- a. Ms. Miller stated that JCHSEM staff has to view repetitive loss properties once a year. Repetitive loss properties are defined as properties which reported flood insurance losses of more than \$1,000.00, at least two times in any ten year period. In 1996, there were two significant floods which account for the majority of repetitive loss properties. She stated that the most reported claims was five during a 10 year period. Ms. Miller mentioned that FEMA encourages local communities to do buyouts and mitigation projects on these properties.

6. Disaster Ready Kids Program

- a. Mr. Vallee detailed the purpose of the program to the committee and stated that it continues until September 30. Ms. Brendel stated that Mr. Vallee should reach out to the Principal of Ranson Elementary. She stated that she was worked with them on the Pillow Case Project and that the DRK program would be perfect for the younger children.

7. National Preparedness Month

- a. Ms. Miller reminded the committee that National Preparedness Month is in September and inquired if the American Red Cross will be participating. Ms. Brendel stated that the American Red Cross will be continuing its Home Fire Campaign with Independent Fire Company and Charles Town Rotary in addition to Pillow Case Project. Ms. Miller reported that JCHSEM staff will be conducting lunch and learns during the month of September for local Businesses and continuing the DRK program.

8. WV LEPC/SERC Conference

- a. Ms. Miller stated that the 2016 LEPC Conference will be on August 29 to September 1 in Camp Dawson, WV. Melissa Cross, State SERC Coordinator, said that SERC will pay for the Director, the LEPC President and one additional person. Ms. Miller noted that Sandy Hite, LEPC Chair, Mr. Allen, and she will be attending. Those interested in attending are welcome to, however it will be at their own expense.

9. Program for Public Information (PPI) for CRS

- a. Ms. Miller stated that in the past, the Public Awareness Committee has worked on the Public Awareness, Education, and Training Strategy to talk about how the committee's goals of having a fully prepared community. This year, that document will be transformed to PPI, which will discuss public information of disaster risk reduction and it must be approved by the committee, the commission, and incorporated into planning before the end of October.

10. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters,

- a. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters training will occur on November 3, 2016 at Believer's Victory Center - 160 Victory Lane, Moorefield, WV, from 0800 hours to 1700 hours. Registration can be completed on CourseMill. There will be no travel compensation and NIMS 100 is a prerequisite.
- b. Ms. Miller stated that this training has been requested on the Jefferson County THIRA and detailed the importance of this class in acquiring volunteers during a disaster.

III. Member Sharing Time

1. Ms. Upson inquired as to what are the needs of those who have been impacted by the flood. Ms. Miller stated that volunteers and financial assistance are what is needed most and encouraged committee members who are able to volunteer to go to volunteerwv.org. Ms. Upson stated that there is a possibility of having a special session to discuss supporting the victims of the flooding.
2. Ms. Brendel stated that the American Red Cross is working with the Jefferson County Health Department to establish a medical needs shelter at the health department during an emergency. The committee discussed the shortage of nurses during a disaster. Ms. Miller recommended that additional resources include, the WV National Guard and Marshall University in the event of an emergency. Ms. Brendel stated she will be contacting the Shepherd University Nursing School for potential volunteers.
3. Ms. Miller inquired if the American Red Cross will be having an After Action Review of the flooding response in southern West Virginia. Ms. Brendel stated that she was not aware if they were having one.

IV. Adjournment

Ms. Miller adjourned the meeting at 1020 hours. The next meeting of the Public Awareness, Education & Training Committee will be on Wednesday, October 12, 2016 at the Jefferson County EOC.



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Public Awareness Committee
Sign In Sheet
August 10, 2016

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Al and Irene Cates Volunteers	Striderbo2@aol.com		
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Appendix B: Glossary of Terms & Acronyms

Activity- A floodplain management activity for which Community Rating System credit has been established.

American Red Cross (ARC)- The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. Mission areas are: Disaster Services, Blood Services, Training and Certification, Military Services, and International Services.

Certified Floodplain Manager (CFM)- The Association of State Floodplain Managers (ASFPM) has established a national program for certifying floodplain managers. This program recognizes continuing education and professional development that enhances the knowledge and performance of local, state, federal, and private-sector floodplain management professionals.

Community Rating System (CRS)-A National Flood Insurance Program (NFIP) that provides incentives for NFIP communities to complete activities that reduce flood hazard risk. When the community completes specified activities, the insurance premiums of policyholders in these communities are reduced.

CRS Classification-A rating of a community's floodplain management program according to the CRS Coordinator's Manual. The premium rate credits for each class are listed in Table 110-1. A community that has not applied for a CRS classification is a Class 10 Community.

Consequences- The damages, injuries, and loss of life, property, environmental, and business that can be quantified by some unit of measure, often in economic or financial terms.

Critical Infrastructure-There are 16 critical infrastructure sectors whose assets, systems, and networks, whether physical or virtual, are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. These are: Chemical Sector, Commercial Facilities Sector, Communications Sector, Critical Manufacturing Sector, Dams Sector, Defense Industrial Base Sector, Emergency Services Sector, Energy Sector, Financial Sector, Agriculture and Food Sector, Government Facilities Sector, Health and Public Health Sector, Information Technology Sector, Nuclear Sector, Transportation Sector, and the Water and Wastewater Sector.

Federal Emergency Management Agency (FEMA)-The independent agency created in 1978 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Flash Flood-A flood event occurring with little or no warning where water levels rise at an extremely fast rate.

Flood-A general and temporary condition of partial or complete inundation of normally dry land areas from (1) the overflow of inland or tidal waters, (2) the unusual and rapid accumulation or runoff of surface waters from any source, or (3) mudflows or the sudden collapse of shoreline land.

Flood Hazard Area-The area shown to be inundated by a flood of a given magnitude on a map.

Flood Insurance Rate Map (FIRM)-Map of a community, prepared by the Federal Emergency Management Agency, which shows both the special flood hazard areas and the risk premium zones applicable to the community.

Flood Mitigation Assistance Program (FMA)-A planning and project implementation grant program funded by the National Flood Insurance Program. Provides pre-disaster grants to State and local governments for both planning and implementation of mitigation strategies. Grant funds are made available from NFIP insurance premiums, and therefore are only available to communities participating in the NFIP.

Floodplain-Any land area, including watercourse, susceptible to partial or complete inundation by water from any source.

Floodway-A "Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Communities must regulate development in these floodways to ensure that there are no increases in upstream flood elevations. For streams and other watercourses where FEMA has provided Base Flood Elevations (BFEs), but no floodway has been designated, the community must review floodplain development on a case-by-case basis to ensure that increases in water surface elevations do not occur, or identify the need to adopt a floodway if adequate information is available.

Flood Response Preparations (FRP)-FRP credits developing a pre-flood plan for public information projects that will be implemented during and after a flood. An FRP package is a collection of outreach projects prepared in advance, but not delivered until a flood occurs.

Frequency-A measure of how often events of a particular magnitude are expected to occur. Frequency describes how often a hazard of a specific magnitude, duration, and/or extent typically occurs, on average. Statistically, a hazard with a 100-year recurrence interval is expected to occur once every 100 years on average, and would have a 1 percent chance—its probability—of happening in any given year. The reliability of this information varies depending on the kind of hazard being considered.

Hazard-A source of potential danger or adverse condition. An event or physical condition that has the potential to cause fatalities, injuries, property and infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. Hazards, as defined in this study, will include naturally occurring events such as floods, dam failures, tornadoes, high winds, hailstorms, lightning, winter storms, extreme heat, drought, expansive soils, urban fires, wildfires that strike populated areas, and earthquakes. A natural event is a hazard when it has the potential to harm people or property.

Hazard Event-A specific occurrence of a particular type of hazard.

Hazard Identification-The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations or areas affected.

Hazard Mitigation Plan-The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability of hazards. Section 409 of the Stafford Act requires the identification and evaluation of mitigation opportunities, and that all repairs be made to applicable codes and standards, as condition for receiving Federal disaster assistance. Enacted to encourage identification and mitigation of hazards at all levels of government. (Note that Jefferson County plan is called the Risk Assessment and Hazard Mitigation Plan.)

Local Emergency Planning Committee (LEPC)- A community-based organizations that assist in preparing for emergencies, particularly those concerning hazardous materials. ... The LEPC membership must include (at a minimum): Elected state and local officials. Police, fire, emergency management, and public health professionals.

Low-impact development (LID)-According to the U.S. Environmental Protection Agency, "an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible and treat storm water as a resource rather than a waste product. LID practices include bio-retention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements. Applied on a broad scale, LID can maintain or restore a watershed's hydrologic and ecological functions."
(www.epa.gov/owow/NPS/lid)

Messages-Messages are specific statements or directions that the community considers important for its audiences. For CRS credit, the messages are based on one or more of six priority floodplain management topics. Communities that have developed a PPI may add up to four additional topics of their own that are particularly pertinent to their communities.

National Flood Insurance Program (NFIP)-A federal program created by Congress in 1968 that provides the availability of flood insurance to communities in exchange for the adoption and enforcement of a minimum floodplain management ordinance specified in 44 CFR 60.3. The ordinance regulates new and substantially damaged or improved development in identified flood hazard areas.

Natural floodplain functions-The functions associated with the natural or relatively undisturbed floodplain that moderate flooding, retain flood waters, reduce erosion and sedimentation, and mitigate the effects of waves and storm surges from storms; and b. Other significant beneficial functions, which include maintenance of water quality, recharge of ground water, and provision of fish and wildlife habitat.

Outcomes-For each message, the PPI Committee is to determine what outcomes it would like to see. Outcomes are changes in behavior. To the extent possible, outcomes need to be objective, developing a plan for contingencies, and practicing the plan.

Outreach Projects (OP)- Public Information/Activities to get people to act, i.e., to take flood protection steps, such as buying flood insurance, developing a family emergency plan, retrofitting a building, or complying with floodplain management regulations.

Preparedness-Activities to ensure that people are ready for a disaster and respond to it effectively. Preparedness requires figuring out what will be done if essential services break down, developing a plan for contingencies, and practicing the plan.

Probability-A statistical measure of the likelihood that a hazard event will occur.

PPI Committee-The community's PPI must be developed by a committee of people from both inside and outside the local government. The number of participants and their identities is determined by the community, but the committee must:

- Comprise at least five people,
- Include one or more representatives from the community's floodplain management office,
- Include one or more representatives from the community's public information office, if there is one, and
- Have at least half of its members from outside the local government.

Program for Public Information (PPI)-The PPI is an ongoing public information effort to design and transmit the messages that the community determines are most important to its flood safety and the protection of its floodplains' natural functions.

Repetitive Loss Property-A property that is currently insured for which two or more National Flood Insurance Program losses (occurring more than ten days apart) of at least \$1,000 each have been paid within any 10-year period since 1978. While Repetitive Loss Properties constitute only 2% of insured properties, they account for 40% of flood damage claims against the NFIP.

Retrofitting-Modifications to a building or other structure to reduce its susceptibility to damage by a hazard.

Risk-The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard.

Risk Assessment-A process or method for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure and consequences. Also defined as : "The process of measuring the potential loss of life, personal property, housing, public facilities, equipment, and infrastructure; lost jobs, business earnings, and lost revenues, as well as indirect losses caused by interruption of business and production; and public cost of planning, preparedness, mitigation, response, and recovery.

Special Flood Hazard Area (SFHA)-An area within a floodplain having a 1 percent or greater chance of flood occurrence in any given year (100-year floodplain); represented on a Flood Insurance Rate Maps by darkly shaded areas with zone designations that include the letter "A" or "V".

Stafford Act-The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-107 was signed into law November 23, 1988 and amended the Disaster Relief Act of 1974, PL 93-288. The Stafford Act is the statutory authority for most Federal disaster response activities, especially as they pertain to FEMA and its programs.

Stakeholder Delivery (STK)-Since most messages tend to come from the local government, extra CRS credit is provided for messages that are clearly from stakeholders-someone or some group concerned with the community, but not a part of local government.

Stakeholders-Floodplain residents, business leaders, insurance agents, civic groups, academia, non-profit organizations, major employers, managers of critical facilities, farmers, landowners, developers, and others who are affected by flooding or whose actions can help prevent or reduce flood losses.

Stormwater Management-Efforts to reduce the impact of stormwater or snowmelt runoff on flooding and water quality.

Substantial Damage-Damage of any origin sustained by a structure in a Special Flood Hazard Area whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage.

Target Area-Target areas are neighborhoods, districts, or other areas of the community with similar flooding, building, and population characteristics.

Target Audience-A target audience is a group of people who need information on flood related topics.

Vulnerability-Describes how exposed or susceptible to damage an asset is. Vulnerability depends on an asset's construction, contents, and the economic value of its functions. Like indirect damages, the vulnerability

of one element of the community is often related to the vulnerability of another. For example, many businesses depend on uninterrupted electrical power-if an electric substation is flooded, it will affect not only the substation itself, but a number of businesses as well. Often, indirect effects can be much more widespread and damaging than direct ones.

Zone-A geographical area shown on a Flood Insurance Rate Map (FIRM) that reflects the severity or type of flooding in an area.



Jefferson County Representatives receiving the 2016 StormReady Designation Letter and Certificate from the National Weather Service-Baltimore Washington Area; Sterling, VA Office. Pictured are: Chris Cross and Jeff Polczynski, Jefferson County Emergency Communications Center; Larry Willingham and Dr. Sheri Hoff, Jefferson County Schools; Barbara Miller, CEM; CFM, Jefferson County Homeland Security and Emergency Management; County Commissioner, Jane Tabb; County Commission President, Patricia Noland, and Chris Strong from the National Weather Service. Jefferson County has been a StormReady Community since 2004.

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Blue Ridge Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency;
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Blue Ridge Elementary School

8/2/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide North Jefferson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.


Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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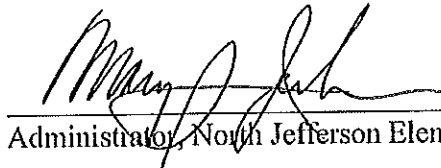
Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, North Jefferson Elementary School

8/8/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Page Jackson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

4. Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Page Jackson Elementary School

8/11/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&**

Jefferson County Office of Homeland Security and Emergency Management

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Ranson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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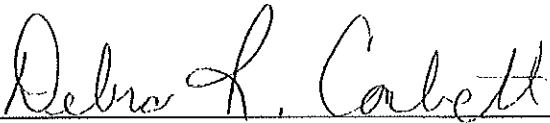
Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Ranson Elementary School

8/8/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Shepherdstown Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date

Cary L. Bill

Administrator, Shepherdstown Elementary School

8/9/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide C. W. Shipley Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
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5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, C. W. Shipley Elementary School

8/3/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&**

Jefferson County Office of Homeland Security and Emergency Management

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide South Jefferson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
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3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, South Jefferson Elementary School

Aug 2, 2016

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&**

Jefferson County Office of Homeland Security and Emergency Management

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Wright Denny Intermediate School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Wright Denny Intermediate School

8/2/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&**

Jefferson County Office of Homeland Security and Emergency Management

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide T. A. Lowery Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
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Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

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3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

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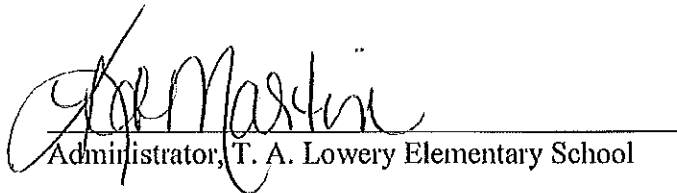
Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, T. A. Lowery Elementary School

8/10/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Driswood Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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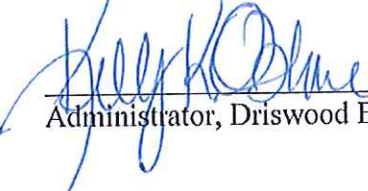
Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/25/16

Date



Administrator, Driswood Elementary School

8/8/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Charles Town Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

4. Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Charles Town Middle School

8/8/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&**

Jefferson County Office of Homeland Security and Emergency Management

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Harpers Ferry Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.


- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:



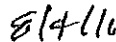
Superintendent, Jefferson County Schools



Date



Administrator, Harpers Ferry Middle School



Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&**

Jefferson County Office of Homeland Security and Emergency Management

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Shepherdstown Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

4. Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Shepherdstown Middle School

8/4/14

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Wildwood Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.


Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
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3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Wildwood Middle School

8-9-2016

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&**

Jefferson County Office of Homeland Security and Emergency Management

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Jefferson High School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.


Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

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3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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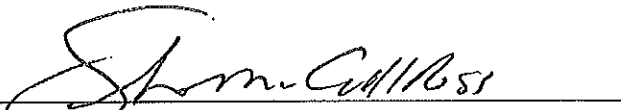
Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Jefferson High School

8/8/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Washington High School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

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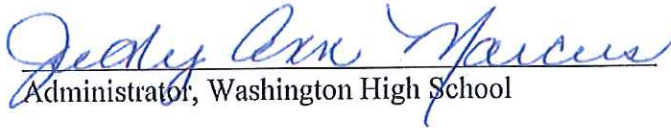
Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/28/16

Date



Administrator, Washington High School

8/10/16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

**Memorandum of Understanding
Between
Jefferson County Board of Education
&
Jefferson County Office of Homeland Security and Emergency Management**

General Purpose: To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Opportunity Learning Center for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
 - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
 - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
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Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

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3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:



Superintendent, Jefferson County Schools

9/20/16

Date



Administrator, Opportunity Learning Center

08-12-16

Date

Administrator, Jefferson County Office of Homeland Security
& Emergency Management

Date

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **October 20, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Defining a Jefferson County Commission Session**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

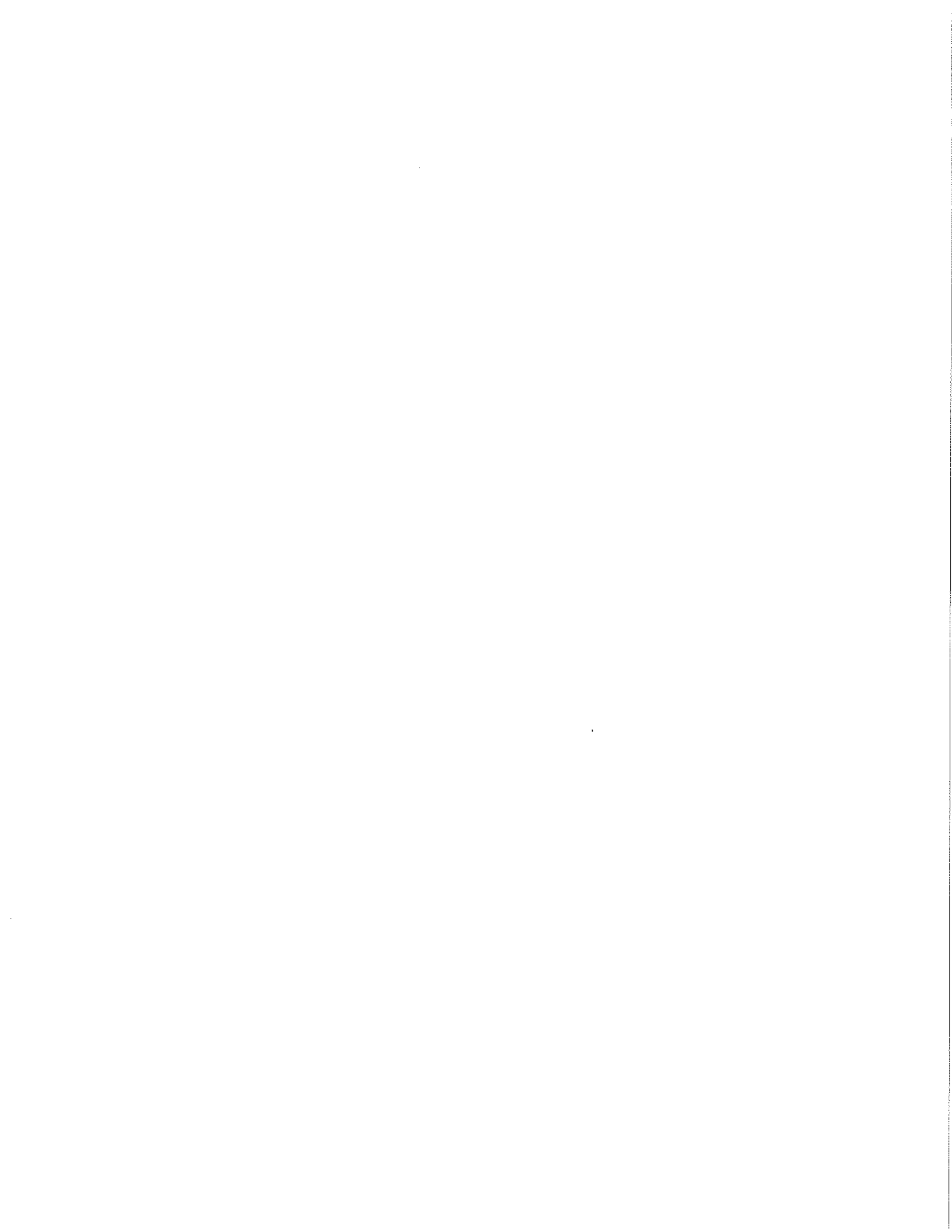
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **October 20, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Appointment to the Eastern Panhandle Transit Authority Board – one unexpired term ending January 31, 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



Jessica Carroll

From: Elaine Bartoldson <ebartoldson@eptawv.com>
Sent: Tuesday, October 11, 2016 8:14 AM
To: Jessica Carroll
Subject: FW: Appointment to EPTA Board

Jessica,

Please see the email trail below. I forwarded your email to Missy and her reply is below. See if this enough or do I need to put it in letter form?

Elaine Bartoldson
Deputy Director



"EPTA Is Committed To Safety, Courtesy and Reliability"
446 Novak Drive
Martinsburg WV 25405
O: 304-263-0876 ext. 8453 C: 304-261-6525

Confidentiality Notice: This electronic message and any attachment may contain confidential and privileged information belonging to the sender or intended recipient. This information is intended only for the use of the persons or entities named therein. If you are not the intended recipient or the agent or employee responsible to deliver this message to the intended recipient, you are hereby notified that any disclosure, copying, use, distribution, or taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please immediately advise the sender by reply email and delete this message from your system. Thank you for your cooperation.

From: Thompson, Missy [mailto:MThompson@APUS.EDU]
Sent: Monday, October 10, 2016 10:09 AM
To: Elaine Bartoldson <ebartoldson@eptawv.com>
Cc: Doug Pixler <dpixler@eptawv.com>; Nic Diehl (nicdiehl@yahoo.com) <nicdiehl@yahoo.com>
Subject: RE: Appointment to EPTA Board

Good morning all,

I understand that the monthly EPTA Board meetings are at 4:00 pm on the third Monday of every month. I am currently available to attend the regular meetings and will plan to do so, barring any unforeseen circumstances that may arise from time to time.

Please let me know if you need anything additional.

Best,
Missy

Missy Thompson | Director, State Regulatory Relations

American Public University System

American Military University | American Public University
111 West Congress Street, Charles Town, WV 25414
Internal Extension 1918

T 304-724-0918 | F 304-724-0939 | mthompson@apus.edu | www.apus.edu

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: mpcratt2@aol.com / (w) mthompson@aps.edu

Party Affiliation: (Building Commission applicants only) _____

Occupation: Director, State Regulatory Relations

Education: High School Loudoun 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. 2016
Charles Town NOW Board Member - Sept. 2016 - current
Bras 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

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



Name: Angela Banks

Department or Organization: Jefferson County Assessor's Office

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1st Choice: **October 20, 2016**

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): **Board of Assessment Appeals Hearings**

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



§11-3-24b. Board of Assessment Appeals.

(a) The county commission shall meet as a board of assessment appeals no sooner than October 1 of the tax year, unless that day is a Saturday, Sunday or legal holiday in this state, in which event the board shall begin meeting on the next day that is not a Saturday, Sunday or legal holiday.

(b) The board shall set a date and time for hearing each protest filed on or before February 20 of the tax year, as provided in section twenty-three-a of this article, and for which the taxpayer elected to have the matter heard by the board of assessment appeals; *Provided*, That the commission may, before, on or after October 1, begin developing a hearing schedule for hearings to commence on or after October 1. The board may in its discretion grant one or more continuances of the hearing date. The board shall grant a continuance when the continuance is agreed to by the assessor and the taxpayer. When the hearing involves industrial property or natural resources property appraised by the Tax Commissioner, the board shall grant continuances of hearing dates and otherwise work with the Tax Commissioner to develop a hearing schedule that recognizes the limitations of state resources and the fact that the Tax Commissioner is responsible for appraising industrial properties and natural resource properties in all fifty-five counties.

(c) Upon the timely request of any party, the board may, before, on or after October 1, develop a discovery schedule for the exchange of information between the taxpayer and the assessor and, in matters involving industrial property or natural resources property, the Tax Commissioner. Any objections to discovery may be made to the board which shall rule on such objections. Any willful failure to provide the information requested through the discovery process and required by the board may be grounds for dismissal of the appeal by the board; *Provided*, That the board shall provide written justification for dismissal to all parties, and; *Provided further*, That any dismissal may be appealed to the circuit court as provided in section twenty-five of this article.

(d) The board may assign the appeal to a hearing examiner for the taking of evidence if the hearing examiner is mutually agreed to by the parties to the appeal. The hearing examiner shall have the same authority as the board to schedule hearings and schedule and compel discovery; *Provided*, That, in the case of a willful failure to provide information, an appeal may be dismissed only by the board as provided in subsection (c) of this section. Hearings before a hearing examiner shall be recorded electronically. Upon the conclusion of discovery and hearings on an appeal, the hearing examiner shall make a written report of findings of fact and conclusions of law and provide the same to the board and all parties to the appeal. The board shall issue its order consistent with the report of the hearing examiner without the taking of additional evidence. The cost and expenses of the hearing examiner shall be paid by the board.

(e) The board may approve an agreement signed by the taxpayer or taxpayer's representative and the assessor, and by a representative of the Tax Commissioner when the property is industrial property or natural resource property, that resolves a valuation matter that arose while the land and personal property books were before the board of equalization and review.

(f) The board shall issue its order within a reasonable time after the record for the hearing is closed and all required briefs have been submitted.

(g) Any party to the hearing may appeal the order of the board in the manner provided in section twenty-five of this article for appealing an order of the board of equalization and review.

(h) In the event the board reduces an assessed value in an order that becomes final, the county clerk shall certify copies of the order to the Auditor, sheriff and assessor, and to the Tax Commissioner if the property is industrial property or natural resources property. The taxpayer shall be entitled to a credit voucher to be applied against future taxes as provided in this article. When endorsed by the taxpayer, the voucher shall be sufficient to entitle the sheriff to a credit for so much of his or her settlement which he or she is required to make.

(i) The board of assessment appeals shall meet as often as necessary until the work of the board is completed; *Provided*, That the board shall adjourn sine die not later than October 31 of the tax year unless the board, by majority vote, agrees to extend the term if necessary to afford the parties due process and to complete its work, after which it shall adjourn sine die.

Note: WV Code updated with legislation passed through the 2013 1st Special Session

The WV Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.



Sandy McDonald

From: Gail Magaha <gmagaha@jeffersoncountywv.org>
Sent: Tuesday, February 23, 2016 11:21 AM
To: 'Sandy McDonald'; abanks@jeffersoncountywv.org
Subject: Winchester Cold Storage
Attachments: Scanned from a Xerox multifunction device.pdf

Attached is letter regarding Winchester Cold Storage. It was postmarked the 19th and mailed certified. Thanks
Gail

Gail Magaha
Chief Deputy Clerk
Jefferson County Clerk's Office
Phone: 304-728-3216
Fax: 304-728-1957
100 East Washington Street
Charles Town, WV 25414
Please Visit Us Online: www.jeffersoncountyclerkwv.com

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

From: xeroxprinters@jeffersoncountywv.org
[mailto:xeroxprinters@jeffersoncountywv.org]
Sent: Tuesday, February 23, 2016 11:21 AM
To: Gail Magaha <gmagaha@jeffersoncountywv.org>
Subject: Scanned from a Xerox multifunction device

Please open the attached document. It was scanned and sent to you using a
Xerox multifunction device.

Sent by: Guest [xeroxprinters@jeffersoncountywv.org]
Number of Images: 1
Attachment File Type: pdf, Multi-Page

multifunction device Location: machine location not set
Device Name: vaultprinter

Jefferson County Clerk
Charles Town, WV



Jefferson County Clerk of the Court
P.O. Box 208 Charles Town, WV 25414

February 18, 2016

Re: Tax Assessment for Account #00008748

County Clerk,

This letter is to serve as the request to appeal the taxes for Winchester Cold Storage Company with regards to Account #00008748 Map/Parcel: 11 0003 0000 6001 commonly know as 471 Cold Storage Road, Charles Town, WV 25414.

Please let us know the time and place of our appointment. Thank you in advance for your help in setting this up.

Sincerely

Brian K. Beazer
GM/CEO WCS Logistics
A Winchester Cold Storage Company

A Tradition of Excellence Since 1917

Don J. Orser

250 Blue Ridge Loop, Harpers Ferry, West Virginia 25425

djorscr@comcast.net

February 16, 2016

Jefferson County Commission Sitting as Tax Year 2016 Board of Assessment Appeals
c/o Jennifer Maghan, Clerk of the County Commission
100 East Washington Street
PO Box 208
Charles Town, West Virginia 25414

Subject: Orser Tax Year 2016 Board of Assessment Appeals

Dear Tax Year 2016 Board of Assessment Appeals:

This is to give Notice, pursuant to WV Code § 11-3-1 et seq. that I am electing to appeal the Tax Year 2016 Assessments for the list of attached parcels. Further, it is my intention to pay the Tax Year 2016 Assessments in a timely manner, and that in the event of any exonerations, accept credit toward Tax Year 2017.

I will be appealing, in part, on the basis of improper and insufficient deduction of all the costs of improvements as is required by the use of the *Land Residual Method*, as provided in *Administrative Notice 2016-15* and as implemented by the Assessor's Office in Tax Year 2016 and as publicly documented for prior tax years. Additionally, I will be appealing on the basis that the Assessor is failing to utilize Tyler Technologies *Integrated Assessment System 4.0* as it was designed to be used by substituting into IAS 4.0 incorrectly calculated *Land Improvement* values resulting in systematic error, particularly for unimproved subdivision parcels. I also reserve the right to argue additional causes of appeal resulting from any material given to me as a result of Discovery of documents and procedures used by the Assessor's Office.

If any additional information is required of me, I can be reached at 725-8948.

Thank you for your help in this matter.

Respectfully,



Don J. Orser

cc: Jefferson County Commission

Orser Tax Year 2016 October Appeal Parcels 2/16/2016

Dist	Map	Pcl	Description	Class
68B		20	SEC 2M #11,12,13,14,15 SEC 1	3
68B		55	SEC 1M #43.44.45.46.47.48.49	3
68B		71	SEC 1M #24,25,26 Shan	3
68C		68	SEC 2G #4 & SEC 1G #69.70.71	3
68C		70	SEC 2G #2.3 & SEC 1G #72.73	3
86		123	BLK 87 #3,4	4
87		147	BLK 81 #28	4
412D		11	Sec 11 #11.12	3
720A		24	Sec 1 #12A	3
66L		24	Sec 30F #55.56.56A	3
223A		10	SEC 2J #59,60,61,62,63,64	3
223D		246	SEC 8H #48.49.50,51,52 &	3
223G		48	SEC 19J #17 Shan	3
223G		64	SEC 19J #1.2 Shan	3
223H		2	SEC 21J #20 Shan	3
412A		79	SEC 6B #629,630 & PT #627,628	3
412A		89	SEC 6B #625,626 & PT #627,628	3
412A		145	SEC 6D #417.418.419 BRA	3
413B		123	SEC A #3 MOUNTAIN	3
412D		61	SEC 12 #4,5 BRA	3

2.17.2016

Jefferson County Clerk/Jefferson County Commission/Jefferson County Assessor

P.O. BOX 208, P.O. BOX 250, 104 EAST
WASHINGTON STREET
CHARLES TOWN, WV 25414

I am writing requesting a review and adjustment of the assessment for the two subject properties.

Property 1

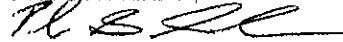
301 Gilmore Street, Harpers Ferry WV 25425. This is a 4 unit rental purchased in 2013. This property has been and always will be an income property. The assessment far exceeds the fair market value. Apartment buildings are valued and purchased based upon a generating a rate of return. I have numerous 4-6 unit apartment buildings in both Jefferson and Berkeley County. If you were to graph assessments, revenue and or revenue minus expenses all other properties would follow the graph. This property would be an extreme outlier. This property should not be valued based upon residential single family comps.

Property 2

219 Fairfax Blvd. Ranson WV 25348 This property has been devalued by the poor execution of Fairfax Blvd. For the past two years all properties on this block have been MUD HOLES. There has been zero dust control, workers urinating outside their equipment, water meters have froze solid, our lawns have been damaged carpeting has been ruined from the lack of solid surfaces and temporary accommodations to walk from vehicles to the dwelling. Most significantly they have removed the asphalt driveway and now we only have street side parking on what will be a much busier road. All of the above have devalued the property not increased the value of the property.

In closing I have 20+ rental properties and paid my taxes on time, every time without disputing a dime. I thank you in advance for your time and consideration.

SINCERELY,


PATRICK SCHNEBLE

304-620-2111

Patowmack Properties 174 Boxer Way, Harpers Ferry WV 25425

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

THIS COMPLAINT WILL NOT BE REVIEWED UNLESS FILLED OUT IN DETAIL

Harpers Ferry, West Virginia
(City)

11/31/2016
(Date)

To the Assessor of Jefferson County or the Jefferson County Board of Review and Equalization:

Your complainant represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and requests a review of the assessed valuation before the next period of liability is effective.

Property assessed in the name of Patrick Schnoble in _____ District.

Address of property 301 Gilmore Street Harpers Ferry WV 25425

Lot No.	Block No.	Acres	Description
	<u>05-4-0019-001-0000</u>		<u>Deed B/P 1130/267</u>
Assessed Value – Land \$ <u>91,600⁰⁰</u>		Improvements \$ <u>214,000⁰⁰</u>	Total \$ <u>305,600⁰⁰</u>
CONSTRUCTION BY COMPLAINANT		PURCHASE BY COMPLAINANT	
Cost of land	\$	Total purchase price	\$ <u>195K ±</u>
Cost of construction or contract price	\$	Date purchased	\$ <u>Sept 2013</u>
Date of Construction	\$	Cost of added improvements	\$
Cost of added improvements	\$	Face amount of fire insurance carried	\$
Face amount of fire insurance carried	\$	Offered for sale for	\$
Offered for sale for	\$	Date of offer	\$
Date of offer	\$	Monthly rental received, if rented	\$ <u>4,180⁰⁰ *</u>
Monthly rental received, if rented	\$	Present value in your opinion	\$ <u>255,000⁰⁰</u> <u>242,000⁰⁰ *</u>
Present value in your opinion	\$		

** I pay ALL Utilities*

REASON AND BASIS FOR COMPLAINT

List the name and location of the three properties comparable to yours. If more space is needed, use back.

1. _____
2. See attached appraisal
3. _____

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant [Signature]

Phone No: 304-620-2111

Assessor's Use Only
D/M/P _____

AN 15, 2016
3:07 PM
CAL2)

RESIDENTIAL/RURAL REVIEW DOCUMENT
JEFFERSON COUNTY, WV

PAGE: 1
AP922PTD

ARCEL ID 05- 4-0019-0001-0000 DEED B/P 1130 / 267 CARD NO. 1 OF 1 TAX YEAR 2016 TIEBACK 0000 ALT ID 00000000
ADDRESS 301 GILMORE ST REV. FLG HMSD
BHD 1080 RESTRICTION / /
USE 104 (AA11)---OWNER INFO.---
IV UNIT 4 SCHNEBLE PATRICK (CA13)---SALES INFORMATION---
K CLASS 4 DATE TYP PRICE SR VAL
DNING 09/26/13 2 190,000 4 5
ROP.CL R 174 BOXER WAY 07/01/82 1 12,000 4 8
HARPERS FERRY WV 25425

MAP/ROUTE /
(CA21)---DWELLING COMPUTATIONS---
GRADE FACTOR C+ 1.08%
BASE PRICE 86,360
BSMNT 4 0
HEAT 4 2,950
PLUMBING(TOT= 25) 8,600
ATTIC 1 0
OTH FEATURES 30,830
DWELLING SUBTOTAL 128,740
C & D FACTOR 0.00%
DWELLING RCN 128,740
ADDITIONS RCN 8,120
TOT RCN 35.24/SQFT 136,860
CDU AV 78 % %
TOT RCNLD 27.49/SQFT 106,760
COUNTY MODIFIER 2.00%
PERCENT COMPLETE 100%
TOTAL DWELLING VALUE 213,500
OBY & MISC IMP VALU 460
GROSS IMPRV. 0
TOT CARD VALUE 213,960
(CA11)---PARCEL SUMMARY VALUE---
COST LAND VALUE 91,600
COST BLDG VALUE 214,000
TOTAL COST VALUE 305,600

(CA12)---PROPERTY FACTORS--- (CA16)---ENTRANCE INFO.---
DPO 4 ROLLING / / DATE CODE INFO.C ID
UTILITY 2 3 PUBLIC W / PUBLIC S / 09/17/15 10 1 JLM
DS/TRF 1 PAVED / / 10/21/14 4 3 RW
RT 9 RESIDENTIAL

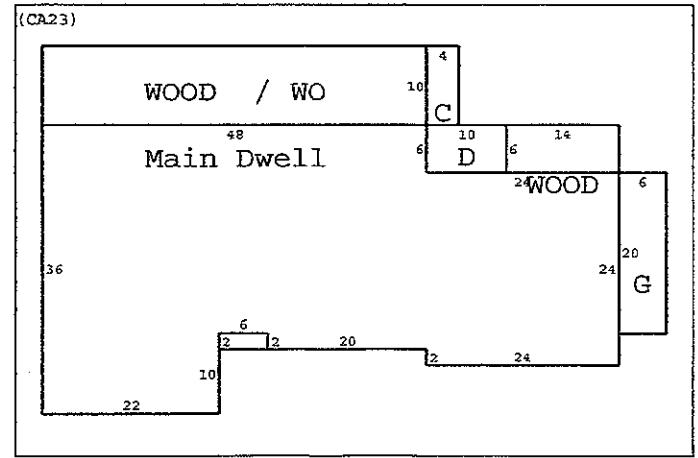
AA12)---LEGAL --- (CA12)---NOTES ---
LT-BLK FF #5
4 APTS
FBLA EST
INFO APPR SHEET
OWNER SPOKE TO JUNE

1: T2: T3:
CAL4)---LAND DATA --- CALP TABLE ---
TY ACRE/SFT/UNITS BASE BASE INCR
3 LN CD FRONT DEPTH PRICE INFL-FAC SIZE RATE /DECR LAND-VAL
1 1 137 60 668.69 60.00 1500.00 750.00 91,610
REGULAR LOT - ACTUAL FRONTAGE: 1370

M TIRM AREA 0 0
UNFIN.AREA 0 0
REC.RM AREA 0 0
FBLA 1,800 30830
WBFP STACKS 0 OPENINGS 0
PREFAB FIREPLACE 0 0
BSMT.GAR.(NO.CARS) 0 0
MSC O.F.DES QUAN 0
MSC O.F.DES QUAN 0
G.F.L.A. 2,084
S.F.L.A. 3,884
(CA11)---CURRENT APPRAISED VALUES ---
CURRENT LAND 91,600 BUILDING 214,000 TOTAL 305,600
RVW CD 1 COST APPROAC RSN 02 Final Value DATE15-OCT-15 ID
STATUS 7
ESTIMATE LAND BUILDING TOTAL
REVIEW CODE RSN DATE ID
PREV ASMT LAND: BUILDING TOTAL:

Handwritten:
2015
305,600
~~4,830⁰⁰~~
\$55,700⁰⁰

TOTAL ACRES		TOTAL LAND-VALUE		91,600
CA24)--- OTHER BUILDING & YARD IMPROVEMENTS ---		(CA12) MISC. IMPROV		0
YP QN YEAR	WxL GRD MODS C FMD%	VALUE TOT OBY & MISC IMPROV	VALUE	460
S1 2 1980 10 12 C	F F 15	GROSS BUILDING SUMMARY		
NAME UTI		DESC	VALUE	0
		(CA22)---A D D I T I O N S ---		
		LINE LOW 1S 2ND 3RD	AREA	VALUE
		0	2084	0
		1 31 31	480	6220
		2 31	40	260
		3 31 31	60	780
		4 31	.84	540
		5 34	12	70
		6 33	120	250



JAN 15, 2016

02:38 PM

(CA12)

RESIDENTIAL/RURAL REVIEW DOCUMENT
JEFFERSON COUNTY, WV

PAGE: 1
AP922PTD

PARCEL ID 08- 5-0015-0000-0000 DEED B/P 1114 / 517 CARD NO. 1 OF 1 TAX YEAR 2016 TIEBACK 0000 ALT ID 00000000

ADDRESS 219 FAIRFAX BLVD REV. FLG HMSD (CA21)-----DWELLING DESCRIPTION---

NEHD 0640 RESTRICTION / / STORY HEIGHT 1.0 YR EFF. GRADE FACTOR B- 1.17%

LUSE 101 (A11)---OWNER INFO.---- EXT. WALL 03 Alum/vlnyl BASE PRICE 50,930

LIV UNIT 1 PATOWMACK PROPERTIES LLC (CA13)---SALES INFORMATION---- STYLE 01 CONVENTIONAL BSMNT 2 -3,780

TX CLASS 4 DATE TYP PRICE SR VAL YR.BUILT 1997 REMODELED HEAT 4 1,930

ZONING 09/13/12 2 99,000 4 0 BASEMENT 2 CRAWL PLUMBING(TOT= 8) 1,400

PROP.CL R 174 BOXER WAY 06/30/05 2 210,900 4 0 HEATING 4 CENTRAL AIR ATTIC 1 0

HARPERS FERRY WV 25425 12/01/98 2 86,500 4 0 FUEL TYPE 3 ELECTRIC OTH FEATURES 0

(CA12)-----PROPERTY FACTORS----- (CA16)---ENTRANCE INFO.--- DWELLING SUBTOTAL 50,480

TOPO 1 LEVEL / / DATE CODE INFO.C ID ATTIC 1 NONE C & D FACTOR 0.00%

UTILITY 2 3 PUBLIC W / PUBLIC S / 09/11/13 4 3 JLM TOT RMS 6 BDRMS 3 FRMS 0 DWELLING RCN 50,480

RDS/TRF 1 PAVED / / 02/28/12 4 3 MAT FBTHS 2 HBTHS 0 ADDN 2 TOT-FIX 8 ADDITIONS RCN 12,590

FRT 9 RESIDENTIAL PHY.S COND 3 AVERAGE TOT RCN 46.10/SQFT 63,070

(A12)-----LEGAL----- (CA12)----- NOTES----- INT/EXT 2 SAME CDU AV 87 %

BLK 116 #21,22 M TIRM AREA 0 0 TOT RCNLD 40.11/SQFT 54,870

T1: T2: T3: UNFIN.AREA 0 0 COUNTY MODIFIER 1.93%

(CA14)--- L A N D D A T A --- C A L P T A B L E --- REC.RM AREA 0 0 PERCENT COMPLETE 100%

QTY ACRE/SPT/UNITS BASE BASE INCR WBFP STACKS 0 OPENINGS 0 TOTAL DWELLING VALUE 105,900

PE LN CD FRONT DEPTH PRICE INPL-FAC SIZE RATE /DECR LAND-VAL PREFAB FIREPLACE 0 0 OBY & MISC IMP VALU 370

F 1 1 50 125 874.00 50.00 950.00 475.00 43,700 BSMT.GAR.(NO.CARS) 0 0 GROSS IMPRV. 0

REGULAR LOT - ACTUAL FRONTAGE: 50 MSC O.F.DES QUAN 0 TOT CARD VALUE 106,270

S.F.L.A. 1,056 COST LAND VALUE 43,700

(CA11)---PARCEL SUMMARY VALUE--- S.F.L.A. 1,368 TOTAL COST VALUE 150,000

(CA11)----- C U R R E N T A P P R A I S E D V A L U E S ----- COST BLDG VALUE 106,300

CURRENT LAND 43,700 BUILDING 106,300 TOTAL 150,000

RVW CD 1 COST APPROAC RSN 02 Final Value DATE ID STATUS 7

ESTIMATE LAND BUILDING TOTAL REVIEW CODE RSN DATE ID

PREV ASMT LAND: BUILDING TOTAL:

TOTAL ACRES TOTAL LAND-VALUE 43,700

(CA24)--- OTHER BUILDING & YARD IMPROVEMENTS --- (CA12) MISC. IMPROV 0

TYP QN YEAR WxL GRD MODS C FMD% VALUE TOT OBY & MISC IMPROV VALUE 370

RS1 1 2002 8 9 D F F 40 370 GROSS BUILDING SUMMARY

FRAME UTI DESC VALUE 0

(CA22)-----A D D I T I O N S -----

LINE LOW 1S 2ND 3RD AREA VALUE

0 1056 0

1 12 64 1620

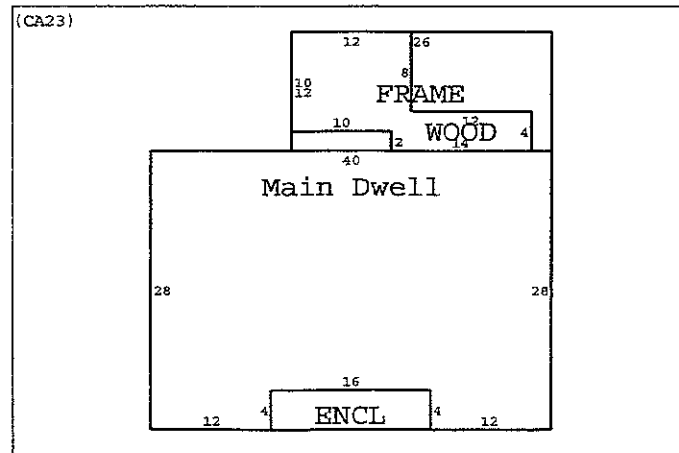
2 15 312 9760

3 31 172 1210

MAP/ROUTE /	(CA21)---DWELLING COMPUTATIONS-
	BASE PRICE 50,930
	BSMT 2 -3,780
	HEAT 4 1,930
	PLUMBING(TOT= 8) 1,400
	ATTIC 1 0
	OTH FEATURES 0
	DWELLING SUBTOTAL 50,480
	C & D FACTOR 0.00%
	DWELLING RCN 50,480
	ADDITIONS RCN 12,590
	TOT RCN 46.10/SQFT 63,070
	CDU AV 87 %
	TOT RCNLD 40.11/SQFT 54,870
	COUNTY MODIFIER 1.93%
	PERCENT COMPLETE 100%
	TOTAL DWELLING VALUE 105,900
	OBY & MISC IMP VALU 370
	GROSS IMPRV. 0
	TOT CARD VALUE 106,270
	(CA11)---PARCEL SUMMARY VALUE---
	COST LAND VALUE 43,700
	COST BLDG VALUE 106,300
	TOTAL COST VALUE 150,000
	(CA11)----- C U R R E N T A P P R A I S E D V A L U E S -----
	CURRENT LAND 43,700 BUILDING 106,300 TOTAL 150,000
	RVW CD 1 COST APPROAC RSN 02 Final Value DATE ID
	STATUS 7
	ESTIMATE LAND BUILDING TOTAL
	REVIEW CODE RSN DATE ID
	PREV ASMT LAND: BUILDING TOTAL:

2016
120400

TOTAL ACRES	TOTAL LAND-VALUE	43,700
(CA24)--- OTHER BUILDING & YARD IMPROVEMENTS ---	(CA12) MISC. IMPROV	0
TYP QN YEAR WxL GRD MODS C FMD%	VALUE TOT OBY & MISC IMPROV VALUE	370
RS1 1 2002 8 9 D F F 40	370 GROSS BUILDING SUMMARY	
FRAME UTI	DESC	VALUE
	(CA22)-----A D D I T I O N S -----	
	LINE LOW 1S 2ND 3RD	AREA
	0	1056
	1	12 64
	2	15 312
	3	31 172



2-4 UNIT RESIDENTIAL APPRAISAL REPORT

File No.: 12376-15

PROPERTY ADDRESS: 301 Gilmore St **CITY:** Harpers Ferry **STATE:** WV **ZIP CODE:** 25425

COUNTY: Jefferson **LEGAL DESCRIPTION:** Blk FF #5 Deed Book #1128 Pg #298

ASSESSOR'S PARCEL #: 19.1 **TAX YEAR:** 2015 **R.E. TAXES:** \$ 5,773.74 **SPECIAL ASSESSMENTS:** \$ 0

CURRENT OWNER OF RECORD: Patrick Schnoble **BORROWER (if applicable):** Patomack Properties

OCCUPANT: Owner Tenant Vacant **PROJECT TYPE:** PUD Other (describe) **HDA:** \$ 0 per yr. per mo.

MARKET AREA NAME: Harpers Ferry **MAP RESIDENCE:** Harpers Ferry 4 **DENUS FRACT:** 9726.01

THE PURPOSE OF THIS APPRAISAL IS TO DEVELOP AN OPINION OF: Market Value (as defined), or other type of value (describe)

THIS REPORT REFLECTS THE FOLLOWING VALUE (if not current, see comments): Current (the Inspection Date is the Effective Date) Retrospective Prospective

APPROACHES DEVELOPED FOR THIS APPRAISAL: Sales Comparison Approach Cost Approach Income Approach (See Reconciliation Comments and Scope of Work)

PROPERTY RIGHTS APPRAISED: Fee Simple Leasehold Leased Fee Other (describe)

INTENDED USE:

INTENDED USER(S) (by name or type): Jefferson Security Bank

CLIENT: Jefferson Security Bank **ADDRESS:** 7994 Martinsburg Pike, Shepherdstown, WV 25443

APPRAISER: Paul Payne, Jr. **ADDRESS:** 10329 Hedgesville Rd, Hedgesville, WV 25427-6010

Location: <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	Predominant Occupancy: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant (0-5%) <input type="checkbox"/> Vacant (>5%)	2-4 Unit Housing: PRICE \$4000 (yr) 70 Low 500 High 200 Pred	Present Land Use: One-Unit 75% <input checked="" type="checkbox"/> Not Likely <input type="checkbox"/> Likely <input type="checkbox"/> In Process
Built up: <input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%	Growth rate: <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow	AGE (yr): 25	Multi-Unit: 05% <input type="checkbox"/> * To: _____
Property values: <input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Decreasing	Demand/supply: <input type="checkbox"/> Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply	Marketing time: <input type="checkbox"/> Under 3 Mos. <input type="checkbox"/> 3-6 Mos. <input checked="" type="checkbox"/> Over 6 Mos.	Comm'l: 15% <input type="checkbox"/>

MARKET AREA BOUNDARIES, DESCRIPTION, AND MARKET CONDITIONS (including support for the above characteristics and trends): Subject market area is considered to be the same as the towns of Harpers Ferry and Boilwar. These towns adjoin one another and it is hard to tell when you have left the jurisdiction of one and entered the other. Harpers Ferry is a well know tourist site and a lot of the homes are on the National Historic Register. The market conditions have been what one would considered to be average over the year of 2015. There has been market activity and sales. The subject is a fourplex unit and there are very few of these located within the County of Jefferson so there will be very little to no sales activity for this type of home. There have been some duplex sales.

Dimensions: 60' x 137' **Site Area:** 8,220 Sq.Ft

Zoning Classification: residential **Description:** 1-4 family homes

Zoning Compliance: Legal Legal nonconforming (grandfathered) Illegal No zoning

Are CC&Rs applicable? Yes No Unknown **Have the documents been reviewed?** Yes No **Ground Rent (if applicable):** \$ /

Comments: None were found

Highest & Best Use as improved: Present use, or Other use (explain)

Actual Use as of Effective Date: Fourplex (4) unit rental **Use as appraised in this report:** Fourplex (4) UNIT RENTAL

Summary of Highest & Best Use: Highest and best use of this property is determined by the design of the improvements. Highest and best use is expected to be to use as a 4 unit rental or for an owner to live in one unit and rent the remaining Three units

Utilities: Public <input type="checkbox"/> Other <input checked="" type="checkbox"/> Potomac Edison	OH-site Improvements: Street asphalt <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/>	Frontage: 137'
Gas: <input type="checkbox"/> None	Width: _____	Topography: Slopes front to back
Water: <input checked="" type="checkbox"/> Harpers Ferry	Surface: Asphalt	Site: Average for area
Sanitary Sewer: <input checked="" type="checkbox"/> Harpers Ferry	Curb/Gutter: None	Shape: Irregular
Storm Sewer: <input type="checkbox"/> unknown	Sidewalk: None	Drainage: Average
Telephone: <input type="checkbox"/> by others	Street Lights: None	View: Houses/woods
MultiMedia: <input type="checkbox"/> by others	Alley: None	

Other site elements: Inside Lot Corner Lot Cul de Sac Underground Utilities Other (describe)

FEMA Special Flood Hazard Area: Yes No **FEMA Flood Zone:** X **FEMA Map #:** 54037C0175E **FEMA Map Date:** 12/18/2009

Site Comments: The site is considered to slope front to back and side to side

General Description: # of Units: 4 <input type="checkbox"/> Accessory Unit	Exterior Description: Foundation: c blk/brick/avg	Foundation: Slab: none	Basement: <input type="checkbox"/> None	Heating: Type: FHA
# Stories: 1 # Bldgs: 1	Exterior Walls: brick/avg	Crawl Space: none	Area Sq. Ft.: 2,138	Type: Elect
Type: <input type="checkbox"/> Det. <input checked="" type="checkbox"/> Att.	Roof Surface: Shingle/Avg	Basement: Full	% Finished: 100	
Design (Style): Four Plex	Gutters & Downspouts: Metal/Avg	Sump Pump: <input type="checkbox"/>	Ceiling: Drywall	
<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Und.Cons.	Window Type: DH/Avg	Dampness: <input type="checkbox"/>	Walls: Drywall	
Actual Age (Yrs.): _____	Storm/Screen: Yes	Settlement: None Noted	Floor: Carpet/avg	Cooling: Central FCA
Effective Age (Yrs.): 15		Installation: _____	Outside Entry: Yes	

Interior Description: Floors: carpet/avg	Appliances: Refrigerator: 4	Amenities: Fireplace(s) # 0	Woodstove(s) # 0	Car Storage: <input type="checkbox"/> None
Walls: drywall/avg	Range/Oven: 4	Scuttle: <input type="checkbox"/> Porch: 0		Garage: # of cars (6 Tot)
Trim/Finish: Wood/avg	Disposal: _____	Deck: Rear		Attach: 0
Bath floor: Vinyl/Avg	Dishwasher: 4	Doorway: <input checked="" type="checkbox"/> Front(open)		Detach: 0
Bath Wainscot: Drywall/avg	Fan/Hood: 4	Floor: None		Ut-in: 0
Doors: Colonial	Washer/Dryer: 0	Fence: None		Carport: 0
		Pool: None		Driveway: 6
		Finished: <input type="checkbox"/>		Surface: Asphalt

Unit # 1 contains: 5 Rooms, 3 Bedrooms, 2 Bath(s), 1,562 Sq.Ft. GLA Above Grade	The Total Gross Building Area for the Subject Property is 2,138 Sq.Ft.
Unit # 2 contains: 3 Rooms, 1 Bedroom, 1 Bath(s), 576 Sq.Ft. GLA Above Grade	
Unit # 3 contains: 4 Rooms, 2 Bedrooms, 2 Bath(s), 1,562 Sq.Ft. GLA Above Grade	
Unit # 4 contains: 4 Rooms, 1 Bedroom, 1 Bath(s), 576 Sq.Ft. GLA Above Grade	

See Pg 4

2-4 UNIT RESIDENTIAL APPRAISAL REPORT

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IMPROVEMENTS (cont.)

Additional features: **Basement area is finished into 2 apartments. The subject is a 4 unit rental with 2 rental units on the main floor and 2 units being considered basement with the back being open to daylight.**

Describe the condition of the property (including physical, functional and external obsolescence): **All units were occupied on the day of my visit. These units appeared to be in good condition for a four plex rental. There were no noted repairs needing completed. The exterior is covered with brick. There is a retaining wall that appears will need attention some day. This wall is showing some leaning.**

The following properties are representative current, similar, and proximate rental properties comparable to the subject property. This analysis is intended to support the opinion of the market rent for the subject property.

FEATURE	SUBJECT	COMPARABLE RENTAL # 1	COMPARABLE RENTAL # 2	COMPARABLE RENTAL # 3
Address	301 Gilmore St Harpers Ferry, WV 25425	145 Hensele Dr # 155 Shepherdstown, WV 25443	66 Park Ave Harpers Ferry, WV 25425	612 N Preston St Ranson, WV 25438
Proximity to Subject		8.76 miles NW	0.52 miles W	6.76 miles W
Current Monthly Rent	\$ 4,278	\$ 2,400	\$ 1,100	\$ 800
Less: Utilities	-\$ 500	-\$ 0,250	-\$ 0	-\$ 0
Furnishings	-\$ 0	-\$ 0	-\$ 0	-\$ 0
Plus: Rent Concess.	+\$ 0	+\$ 0	+\$ 0	+\$ 0
Adj. Monthly Rent	\$ 3,778	\$ 2,150	\$ 1,100	\$ 800
Adj. Mo. Rent / GLA	\$ 0.88 /sq.ft.	\$ 0.60 /sq.ft.	\$ 1.100 /sq.ft.	\$ 0.24 /sq.ft.

COMPARABLE RENTAL ANALYSIS

RENT ADJUSTMENTS	DESCRIPTION	+/- \$ Adjust	DESCRIPTION	+/- \$ Adjust	DESCRIPTION	+/- \$ Adjust
Rent Control	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lease Date	unknown		unknown		unknown	
Location	urban		Suburban		Suburban	
Design (Style)	Four Plex		multi family		Duplex	
Age	26		23		20	
Condition	good		good		avg	+50
Total GBA	2,138 sq.ft.		1,800 sq.ft.		2,258 sq.ft.	0
Total # of Units	4		2		2	2,010 sq.ft.
Total GLA	4,276 sq.ft.		3,600 sq.ft.		3,378 sq.ft.	0
Unit Breakdown						
Unit # 1	Tel. 5, Brd. 3, Bkths 2, GLA 1,562	Tel. 4, Brd. 3, Bkths 3, GLA 900	Tel. 4, Brd. 2, Bkths 1.1, GLA	Tel. 4, Brd. 2, Bkths 1, GLA 1,126	+50	
Unit # 2	3, 1, 1, 576	4, 3, 3, 900	4, 2, 1.1	4, 2, 1, 1,126	+900	
Unit # 3	4, 2, 2, 1,562	4, 3, 3, 900	+1,200, 4, 2, 1.1	4, 2, 1, 1,126	+900	
Unit # 4	4, 1, 1, 576	4, 3, 3, 900	+1,200, 4, 2, 1.1	4, 2, 1, 1,126	+900	
Net Rental Adjustment (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 2,400	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 3,300	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 2,800		
Indicated Monthly Market Rent		\$ 4,550	\$ 4,400	\$ 3,600		

Analysis of rental data: **2 unit were added for rental comparable #1 at the respective rent of these units to arrive at a gross monthly rental for a four unit at its reported rent. Three units were added to rental comparable #2 and #3 to arrive at a gross monthly rental for a Four unit based on the one unit reported rent SUBJECT UTILITIES HAVE BEEN ESTIMATED AT 125 PER MO FOR WATER, 125 PER MONTH FOR SEWER AND 250 PER MONTH FOR HEAT FOR THE SUBJECT BASED ON A 12 MONTH YEAR.**

RENT SCHEDULE: The appraiser must reconcile the applicable indicated monthly market rents to provide an opinion of the market rent for each unit in the subject property.

Unit #	Lease Dates		Actual Rents		Opinion of Market Rent		
	Begin Date	End Date	Unfurnished	Furnished	Per Unit	Unfurnished	Furnished
1	unknown	unknown	\$ 1,350	\$ 1,350	\$ 1,360	\$ 1,350	\$ 1,350
2	unknown	unknown	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899
3	unknown	unknown	\$ 1,130	\$ 1,130	\$ 1,130	\$ 1,130	\$ 1,130
4	unknown	unknown	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899

Comments on lease data: **all units were occupied on day of inspection**

Comments on actual or estimated rents and other monthly income (including personal property)	Total Actual Monthly Rent	Total Gross Monthly Rent	Total Actual Monthly Income	Total Estimated Monthly Income
	\$ 4,278	\$ 4,278	\$ 0	\$ 0
	\$ 4,278	\$ 4,278	\$ 4,278	\$ 4,288

Utilities included in estimated rents: Electric Water Sewer Gas Oil Trash collection Multimedia Telephone Other

Comments on actual or estimated rents and other monthly income (including personal property): **owner stated he is paying water, sewer and heat included in the rents. Actual rents have been used for opinion of market rents. These units were rented on day of inspection and owner states the tenants are seasoned tenants and have been long term.**

INCOME APPROACH

INCOME APPROACH TO VALUE The Income Approach was not developed for this appraisal.

Gross Rent Multiplier Analysis:

Address	Date	Sale Price	Gross Rent	GRM	Comments
145-155 Hensele Drive, Shepherdstown	01/15	2,150,000	28,750	74.78	4 unit building

Opinion of Monthly Market Rent \$ 4,288 X Gross Rent Multiplier 74.78 = \$ 320,657 Indicated Value by Income Approach

Summary of Income Approach (including support for market rent and GRM): **I only found one newer unit that was rented when it sold. This is a 24 unit building that was built in 1992. It has (2) three story apartment units. Each unit has 12 apartments. The exterior is brick. The lot size is 1.610 Acres**

2-4 UNIT RESIDENTIAL APPRAISAL REPORT

Patomack
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My research did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s): Court house

1st Prior Subject Sale/Transfer: Analysis of sale/transfer history and/or any current agreement of relinquishing: last sale was between parent to child. No value stated within the deed

Date: _____
Price: _____
Source(s): _____

2nd Prior Subject Sale/Transfer: _____
Date: _____
Price: _____
Source(s): _____

SALES COMPARISON APPROACH TO VALUE (if developed)		<input checked="" type="checkbox"/> The Sales Comparison Approach was not developed for this appraisal.															
FEATURE	SUBJECT	COMPARABLE SALE # 1				COMPARABLE SALE # 2				COMPARABLE SALE # 3							
Address	301 Gilmore St Harpers Ferry, WV 25425	59A Elm St Harpers Ferry, WV 25425				208 E 13th Ave # C Ranson, WV 25438				34 Park Ave Harpers Ferry, WV 25425							
Proximity to Subject		1.02 miles W				6.75 miles W				0.50 miles W							
Sale Price	\$	\$ 90,000				\$ 75,000				\$ 126,000							
Sale Price/GBA	\$ /sq.ft.	\$ 47.57 /sq.ft.				\$ 84.27 /sq.ft.				\$ 95.45 /sq.ft.							
Gross Monthly Rent	\$ 4,288																
Gross Rent Multiplier																	
Price per Unit	\$	\$ 90,000				\$ 75,000				\$ 126,000							
Price per Room	\$	\$ 18,000				\$ 15,000				\$ 25,200							
Price per Bedroom	\$	\$ 30,000				\$ 25,000				\$ 42,000							
Data Source(s)	Contact	JF8606751				JF8556363				JF8519391							
Venue Source(s)	Seller	Court House				Court House				Court House							
VALUE ADJUSTMENTS		DESCRIPTION		DESCRIPTION		+		-		DESCRIPTION		+		-			
Rent Control	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Sales or Financing Concessions	Conv	None		2202		-2,202		Conv		None		0		0			
Date of Sale/Time		06/05/2015		03/27/2015		05/31/2015											
Rights Appraised	Fee Simple	Fee Simple		Fee Simple		Fee Simple											
Location	urban	urban		urban		urban											
Site	8,220 Sq.Ft.	6970 sf		3510 sf		3485 sf											
View	Houses/woods	Houses		Houses		Houses											
Design (Style)	Four Plex	Duplex		Duplex		Duplex											
Quality of Construction	Frame	Brick/Frame		Brick/Frame		Brick/Frame											
Age	26	27		27		27											
Condition	good	fair		+10,000		good											
Total GBA	2,138 sq.ft.	1,892 sq.ft.		690 sq.ft.		1,320 sq.ft.											
Total # of Units	4	1		1		1											
Total GLA	4,276 sq.ft.	1,892 sq.ft.		690 sq.ft.		1,320 sq.ft.											
Unit Breakdown		Total	Bdrms	Baths	Total	Bdrms	Baths	Total	Bdrms	Baths	Total	Bdrms	Baths	Total	Bdrms	Baths	
Unit # 1		5	3	2	5	3	2.5	5	3	1	5	3	1.1				
Unit # 2		3	1	1													
Unit # 3		4	2	2													
Unit # 4		4	1	1													
Basement & Finished Rooms Below Grade	basement	basement		none		None											
Functional Utility	1rr0br0.1ba01	1rr0br1lr0ba		0rr0br0.0ba00		None											
Heating/Cooling	average	average		average		average											
Energy Efficient Items	cent/cent	cent/cent		cent/cent		cent/cent											
Parking	standard	standard		standard		standard											
Porch/Patio/Deck	on site	on site		on site		on site											
Net Adjustment (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> -		\$ 10,000		<input type="checkbox"/> + <input checked="" type="checkbox"/> -		\$ -2,202		<input type="checkbox"/> + <input type="checkbox"/> -		<input type="checkbox"/> + <input type="checkbox"/> -		<input type="checkbox"/> + <input type="checkbox"/> -		<input type="checkbox"/> + <input type="checkbox"/> -	
Adjusted Sale Price of Comparables		\$ 100,000		\$ 72,798		\$ 126,000											
Adjusted Price of Comparables per GBA	\$	52.85		81.80		95.45											
Adjusted Price of Comparables per Unit	\$	100,000		72,798		126,000											
Adjusted Price of Comparables per Room	\$	20,000		14,560		25,200											
Adjusted Price of Comparables per Bedroom	\$	33,333		24,266		42,000											
Ind. Val. per GBA	\$ 76.70	X	4,276	SF GBA = \$	327,989	Ind. Val. per Unit	\$ 74,700	X	4	Units = \$	298,800						
Ind. Val. per Room	\$ 19,920	X	16	Rooms = \$	318,720	Ind. Val. per Bedroom	\$ 33,200	X	7	Bedrooms = \$	232,400						
Summary of Sales Comparison Approach																	
Equal weight has been given to all sales. The subject is a 4 unit building and the square footage is listed for the total building which includes the main floor and the basement area. The only adjustment made to the sales is for seller concessions and for condition to sale #1. Sale #1 was a bank sale and was reported to need approximately 10,000 dollars work to put it in good condition. No adjustments were made for other items since to objective was to get a square foot price a room count price, a bedroom price and a bath price to apply to the subject. All sales were for one unit of a duplex. I could not find any multiple unit sales other than large unit sales which did not seem to make any sense when applying their results to the subject. It appears in the mind of this appraiser, this is the best and near only way to arrive at a value for the subject by the way of comparable sale price. There were no like unit found sold within Jefferson County over the past 2 years. The GBA/PER ROOM/PER UNIT AND PER BEDROOM HAVE BEEN GIVEN EQUAL WEIGHT TO ARRIVE AT THE SALES COMPARISON APPROACH TO VALUE. THIS APPROACH SHOWS 294,000 RD FOR THE TOTAL UNIT AND 73,618. PER EACH INDIVIDUAL UNIT, HOWEVER EACH UNIT IS NOT EQUAL TO THE OTHER. THE (3) BEDROOM IS ONE UNIT AT THE TOP OF THE CHAIN, THE (2) BEDROOM UNIT WOULD BE SECOND LINK IN THE CHAIN ONE BEDROOM UNIT ON MAIN LEVEL WOULD BE THIRD UNIT IN THE CHAIN AND (1) BEDROOM UNIT BASEMENT LEVEL WOULD BE FOURTH LINK IN THE CHAIN.																	
Indicated Value by Sales Comparison Approach \$ 294,000																	

2-4 UNIT RESIDENTIAL APPRAISAL REPORT

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COST APPROACH TO VALUE (if developed) <input type="checkbox"/> The Cost Approach was not developed for this appraisal. Provide adequate information for replication of the following cost figures and calculations: Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value): The subject site value has been taken from some vacant land sales	
COST APPROACH ESTIMATED <input type="checkbox"/> REPRODUCTION OR <input checked="" type="checkbox"/> REPLACEMENT COST NEW Source of cost data: <u>Builder interviews</u> Quality rating from cost service: <u>0</u> Effective date of cost data: <u>06/15</u> Comments on Cost Approach (gross living area calculations, depreciation, etc.): <u>flat line depreciation has been used estimating the effective age of the subject property to be 15 years with an estimated remaining life of 45 years with regular and standard maintenance and replacement of mechanical parts</u>	OPINION OF SITE VALUE DWELLING 2,138 Sq. Ft. @ \$ 100.00 = \$ 213,800 basement 2,138 Sq. Ft. @ \$ 60.00 = \$ 128,280 Sq. Ft. @ \$ = \$ Sq. Ft. @ \$ = \$ porches/deck = \$ 6,000 Garage/Carport Sq. Ft. @ \$ = \$ Total Estimate of Cost-New = \$ 348,080 Less: Physical Functional External Depreciation 87,020 = \$ 87,020 Depreciated Cost of Improvements = \$ 261,060 "As-is" Value of Site Improvements = \$ 6,000 = \$ = \$ Estimated Remaining Economic Life (if required): <u>45</u> Years INDICATED VALUE BY COST APPROACH = \$ 302,060
PROJECT INFORMATION FOR PUDs (if applicable) <input type="checkbox"/> The Subject is part of a Planned Unit Development. Legal Name of Project: Describe common elements and recreational facilities:	
Indicated Value by: Sales Comparison Approach \$ <u>294,000</u> Income Approach \$ <u>320,657</u> Cost Approach (if developed) \$ <u>302,060</u>	
Final Recommendation: <u>All weight has been given to the sales comparison approach. The income approach has been completed, however only one sale of an attached newer unit was found rented and sold during the year of 2015. This sale is for a 24 unit (2) building complex. The GRM approach is best when there are multiple sales of units that were rented at time of sale. The cost approach has been completed, but there again has not been relied on for value. The income and cost approach have been used as support for the sales comparison approach.</u>	
RECONCILIATION This appraisal is made <input checked="" type="checkbox"/> "as is", <input type="checkbox"/> subject to completion per plans and specifications on the basis of a Hypothetical Condition that the improvements have been completed, <input type="checkbox"/> subject to the following repairs or alterations on the basis of a Hypothetical Condition that the repairs or alterations have been completed, <input type="checkbox"/> subject to the following required inspection based on the Extraordinary Assumption that the condition or deficiency does not require alteration or repair. <u>The subject has been appraised in as is condition and is believed to stand as good mortgage security in as is condition.</u>	
<input type="checkbox"/> This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda. Based on the degree of inspection of the subject property, as indicated below, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my <u>Opinion of Value</u> is the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ <u>294,000</u> , as of: <u>11/20/2015</u> , which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.	
ATTACHMENTS A true and complete copy of this report contains <u>16</u> pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report. Attached Exhibits: <input checked="" type="checkbox"/> Sketch Addendum <input type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Limiting Cond./Certification <input type="checkbox"/> Narrative Addendum <input checked="" type="checkbox"/> Photograph Addenda <input type="checkbox"/> Additional Rentals <input type="checkbox"/> Map Addenda <input type="checkbox"/> Cost Addendum <input type="checkbox"/> Flood Addendum <input type="checkbox"/> Additional Sales <input type="checkbox"/> Income/Expense Analysis <input type="checkbox"/> Hypothetical Conditions <input type="checkbox"/> Extraordinary Assumptions	
SIGNATURES Client Contact: <u>Jefferson Security Bank</u> Client Name: <u>Jefferson Security Bank</u> E-Mail: <u>appraisals@jeffersonsecuritybank.com</u> Address: <u>7994 Martinsburg Pike, Shepherdstown, WV 25443</u> APPRAISER: <u>Paul Payne, Jr.</u> SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable) Appraiser Name: <u>Paul Payne, Jr.</u> Supervisory or Co-Appraiser Name: Company: <u>MT. State Appraisal Service</u> Company: Phone: <u>304-754-9220</u> Fax: <u>304-754-9635</u> Phone: Fax: E-Mail: <u>mtstateappraiser@aol.com</u> E-Mail: Date of Report (Signature): <u>12/29/2015</u> Date of Report (Signature): License or Certification #: <u>CG093</u> State: <u>WV</u> License or Certification #: State: Designation: Designation: Expiration Date of License or Certification: <u>09/30/2016</u> Expiration Date of License or Certification: Inspection of Subject: <input checked="" type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None Inspection of Subject: <input type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None Date of Inspection: <u>11/20/2015</u> Date of Inspection:	

Assumptions, Limiting Conditions & Scope of Work

Patomack

File No.: 12376-15

Property Address: 301 Gilmore St City: Harpers Ferry State: WV Zip Code: 25425
Client: Jefferson Security Bank Address: 7994 Martinsburg Pike, Shepherdstown, WV 25443
Appraiser: Paul Payne, Jr. Address: 10329 Hedgesville Rd, Hedgesville, WV 25427-6010

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis

of it being under responsible ownership. The future operation of the property assumes skilled and adequate management but are not represented to be historically based.

- The appraiser may have provided a sketch in the appraisal report to show approximate dimensions of the improvements, and any such sketch

is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size. Unless otherwise indicated, a Land Survey was not performed.

- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other

data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.

- If the cost approach is included in this appraisal, the appraiser has estimated the value of the land in the cost approach at its highest and best

use, and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction

with any other appraisal and are invalid if they are so used. Unless otherwise specifically indicated, the cost approach value is not an insurance

value, and should not be used as such.

- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, needed repairs, depreciation, the presence

of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the

normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous

wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any

such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment

of

the property.

- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items

that were furnished by other parties. All information furnished regarding rental rates, lease terms, or projections of income and expense is from sources deemed reliable. No warranty or representation is made as to the accuracy thereof.

- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.

- If this appraisal is indicated as subject to satisfactory completion, repairs, or alterations, the appraiser has based his or her appraisal report and valuation conclusion on the assumption that completion of the improvements will be performed in a workmanlike manner.

- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the

client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements

applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.

- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database.

- An appraisal of real property is not a 'home inspection' and should not be construed as such. As part of the valuation process, the appraiser performs a non-invasive visual inventory that is not intended to reveal defects or detrimental conditions that are not readily apparent. The presence

of such conditions or defects could adversely affect the appraiser's opinion of value. Clients with concerns about such potential negative factors

are encouraged to engage the appropriate type of expert to investigate.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by

the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Additional Comments (Scope of Work, Extraordinary Assumptions, Hypothetical Conditions, etc.):

Certifications

Patomack

File No.: 12376-15
 State: WV Zip Code: 25425

Property Address: 301 Gilmore St City: Harpers Ferry
 Client: Jefferson Security Bank Address: 7994 Martinsburg Pike, Shepherdstown, WV 25443
 Appraiser: Paul Payne, Jr. Address: 10329 Hedgesville Rd, Hedgesville, WV 25427-6010

APPRAISER'S CERTIFICATION

I certify that, to the best of my knowledge and belief:
 - The statements of fact contained in this report are true and correct.
 - The credibility of this report, for the stated use by the stated user(s), of the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
 - I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
 - Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
 - I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
 - My engagement in this assignment was not contingent upon developing or reporting predetermined results.
 - My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
 - My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
 - I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.
 - Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
 - Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification.


Additional Certifications:

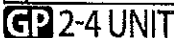
DEFINITION OF MARKET VALUE *:

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised and acting in what they consider their own best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

* This definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and

Client Contact: _____		Client Name: Jefferson Security Bank	
E-Mail: appraisals@jeffersonsecuritybank.com		Address: 7994 Martinsburg Pike, Shepherdstown, WV 25443	
APPRAISER		SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)	
		Supervisory or Co-Appraiser Name: _____	
Appraiser Name: Paul Payne, Jr.		Company: _____	
Company: MT. State Appraisal Service		Phone: _____ Fax: _____	
Phone: 304-754-9220		E-Mail: _____	
E-Mail: m1stateappraiser@aol.com		Date Report Signed: _____	
Date Report Signed: 12/29/2015		License or Certification #: _____ State: WV	
License or Certification #: CG093		Designation: _____	
Designation: _____		Expiration Date of License or Certification: 09/30/2016	
Expiration Date of License or Certification: 09/30/2016		Inspection of Subject: <input checked="" type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None	
Inspection of Subject: <input checked="" type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None		Date of Inspection: 11/20/2015	
Date of Inspection: 11/20/2015		Date of Inspection: _____	





R. B. MELLANDER & ASSOCIATES, INC.
Corporate Tax Consultants

800 E. NORTHWEST HWY.
MOUNT PROSPECT, ILLINOIS 60056

PHONE: (847) 394-0515
FAX: (847) 394-0548

February 12, 2016

Clerk of the County Commission
Jefferson County
P.O. Box 208
Charles Town, West Virginia 25414

Attn: Ms. Maghan

Re: 08 8E-002B-0000-0000
McDonald's

Dear Ms. Maghan:

We are requesting a hearing in October 2016 to be heard by the County Commission, sitting as the Board of Assessment Appeals on the above mentioned real estate. It is our opinion that the real estate is valued in excess of market value.

Please mail to the undersigned any notice of the hearing as to date and time.

Thank you.

Very truly yours,



Robert B. Mellander
Agent

cc: Assessor of Jefferson County
104 East Washington Street
Charles Town, West Virginia 25414

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



February 10, 2016
9730 Meadow Branch
Converse, Texas 78109

Via Certified Mail, Return Receipt Requested # 7015 1730 0002 3819 1060

Jennifer S. Maghan
Jefferson County Clerk
P.O. Box 208
Charles Town, West Virginia 25414

Re: Protest of Increase in Assessment

Parcel Id. : 07 13002200000000
Legal Desc.: Lot #18, & 1/4 ac-River Bend
sec pt 1 Hidden River

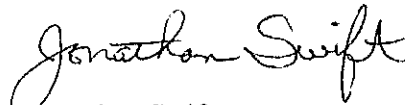
Property Owners: Swift-Stuckey, Mary A.
Jonathan Swift
William Swift

Dear Ms. Maghan:

I am writing to protest an increase in assessment of the above identified property. I wish my protest to be heard by the Jefferson County Commission sitting as a Board of Assessment Appeals in October 2016.

According to the notice sent to me by the Jefferson County assessor, this written protest is to be filed with the clerk of the Jefferson County Commission. Thank you for your kind attention to this matter.

Sincerely,


Jonathan Swift



MEMORANDUM

Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: October 12, 2016

SUBJECT: **Engineering Department Quarterly Update Report – October 12, 2016**

1. Projects Undertaken/Underway:

A. Bonding:

- i) Chapel View Subdivision (03-11) – In 2014, the Chief County Engineer presented a request to the County Commission asking them to issue an order – under authority of WV State Code - that any remaining lots owned by the developer cannot be sold. This Order was issued and recorded in the County Clerk's office on September 18, 2014. Subsequently, the developer deeded over the common areas and road rights-of-way to the HOA.

The subdivision HOA now has full control of the HOA and has ownership of the common areas and road rights-of-way, which now puts them in a position to be able to sign a contract to complete the subdivision site improvements.

Now that the HOA is in a position to move forward with completing the site improvements, the County Commission approved on September 19, 2015, an order to rescind the previous order noted above. A draft of that order is under review by staff.

Engineering staff visited the subdivision in September and met with a geotechnical consultant about possible sink holes in the bottom of the stormwater management pond. The consultant provided a proposal for performing an underground investigation (i.e., ground penetrating radar, resistivity testing, etc.) to determine the extent of the sink holes and develop a mitigation plan. The proposal from

Specialized Engineering is in the amount of \$11,900.00.

Bond funds in the amount of \$225,638.00 are being held in a bank escrow account. **We are delaying work on this project until several smaller projects are completed first.**

- ii) Nuannit Vasuvat Minor Subdivision (08-01) – Engineering staff completed a scope of work, estimated quantities and cost estimates. We are in process of drafting a request for proposals (RFP) to obtain prices for completing the site improvements. Bond funds in the amount of \$10,001.00 are being held in a bank escrow account. **Kable Excavating, Inc. completed the site work and this project is finished.**
- iii) Smith Mountain Estates Subdivision (02-06) - **Engineering staff completed scope of work and quantities, and cost estimates for completing the site improvements. Working on drafting the Bid/Contract documents in order to advertise the project for bids.**

On April 7, 2016 the County Commission approved going ahead and hiring a surveyor to locate and certify that all lot corners and in place. This work is complete. Bond funds in the amount of \$38,120.00 are being held in a bank escrow account to complete the remaining site work.

- iv) Pleasant Hills Subdivision (05-28) - Engineering staff completed a scope of work, estimated quantities and cost estimates. We obtained proposals for completing the site improvements. **Kable Excavating, Inc. was hired to complete the work and will begin once we obtain letters from all lots owners (1 letter remains to be obtained) indicating they are all in agreement to complete the work. Bond funds in the amount of \$12,768.00 are being held in a bank escrow account to complete the site work.**

B. Property Safety Ordinance:

- i) Case 14-002 (Bitner) – The property owner ignored the order issued by the County Commission ordering that the property be brought into compliance with the Property Safety Ordinance. The Chief County Engineer submitted a request to the County Prosecutor asking him to obtain a Circuit Court order giving the County Commission the authority to perform the work necessary to mitigate the violation. Lydia Lehman, Assistant Prosecuting Attorney, submitted a petition to the Circuit Court to obtain the

Circuit Court order.

The property has since then been sold for failure to pay the taxes and now has a new owner (Gupta). The new owner did not show up at the court hearing and the Circuit Court ruled in favor of the county; and is in the process of issuing a court order allowing the county to bring the property into compliance. Lydia Lehman, Assistant Prosecuting Attorney, is handling this matter.

- ii) The Property Safety Board investigated five new property safety complaints filed by the City of Charles Town against properties that lay just outside their corporate limits on the west end of town. Three are resolved and two were issued a Notice of Violation.

We recently issued a notice of violation on an abandoned and dilapidated dwelling at a property located in the Shannondale Subdivision.

In addition, two petitions will soon be brought before the County Commission requesting an order be issued to the owners requiring that the properties be brought into compliance.

C. Ordinance Compliance:

- i) **Mason Carter, Ordinance Compliance Officer, is handling 40 active complaints and violations of various ordinances.**

He is also working with Lydia Lehman, Assistant Prosecuting Attorney, on enforcing a court injunction to halt the creation of a salvage yard – which is in violation of the Salvage Yard Ordinance – at a property along WV Route 115 (old route 9) on the east side of Kearneysville.

D. Floodplain Management:

- i) **Mason Carter, CFM, is working on gathering information and data in preparation of the upcoming October 18th, FEMA audit of our compliance with the Community Rating System program. Qualifying as a CRS community results in citizens getting a discount on their flood insurance premiums.**

E. Impact Fees:

- i) The Impact Fees Program Specialist provided a draft of a manual that outlines all the processes and information needed to administer the impact fees program. The manual will be used as a guide and to cross train other employees in the department. The operations manual is approximately 95% complete and I am in the process of reviewing the latest version.
- ii) **At the request of the County Commission, the Impact Fees Program Specialist and I drafted additional information to be placed on the county's web page for the purpose making ordinances, reports, studies, plans, etc. more accessible for citizens. Mike Monaghan, building inspector, is assisting us with getting the information posted on the web page. This is being done in conjunction with reconfiguring the web page information to align with the recent department restructuring implementation plan. We will present the information to the County Commission when it is finished**

F. Building Code:

- i) **A Building Code Board of Appeals meeting was held on September 20th, to adopt by-laws and to conduct an orientation for the new board members. We now have a functioning board of appeals.**

H. Other:

- i) **Sink Hole at the Bardane Industrial Park – engineering staff and John Reisenweber, JCDA Director, are working with GeoConcepts, Inc., and Kable Excavating, Inc. to obtain a proposal to investigate the sinkhole and underground features in order to develop a mitigation plan. The proposal will be presented to the County Commission as soon as it is received.**
- ii) **Department Restructuring – Implementation Plan:**
 - All office space relocation moves are complete.
 - The individual office web pages are in the process of being consolidated.
 - Letterhead changes are being made to reflect the new department structure.

- Contacted CNB bank to schedule further discussion on Elavon Merchant Services credit card payment system to determine number of units and cost. This is being done to streamline payment of permit fees and impact fees.
- County Planner is in the process of summarizing where the subdivision regulations review and approval process requirements exceed those required by state code, for the purpose of making changes to streamline the process.

2. Projects/Training Completed:

- On July 13th, attended training on the 2015 International Residential Code (IRC) at Blue Ridge Community & Technical College. Training was provide by the International Code Council.
- On August 3rd, met with representatives of CNB bank to learn about the Elavon credit card payment system (same as being used by Ambulance Authority). We are looking at implementing this system in order to make payment of fees easier for citizens and make our record keeping less time consuming.
- On September 13th, completed training on West Virginia professional engineer's regulations and ethics. Training provided by the West Virginia State Board of Registration for Professional Engineers.
- On September 14th, completed the American Society of Civil Engineers "Project Team & People Management" online training course.
- Completed the Engineering, Planning, Zoning and GIS/Addressing department restructuring project plan/report. Began implementation plan.

3. Projects Proposed:

- A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

None at this time.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

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Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Roger Goodwin
FROM: Todd Fagan, GIS Manager
DATE: October 12th, 2016
SUBJECT: GIS Department Quarterly Update Report- 2016, 2nd & 3rd Quarter



1. PROJECTS COMPLETED

a. Training

- 1) Staff organized, conducted, and presented at the 10th annual Eastern Panhandle GIS User's Forum held in Martinsburg on September 14th, 2016
- 2) GIS Analyst attended Spillman CAD conference on a GIS track to train on upcoming CAD mapping and geovalidation upgrades.

b. General Staff Support

Agency	Request for service
JC Emergency Comm	Updated CAD mapping data each month, Troubleshoot CAD/Mapping issues, Closed 23 CAD Mapping Support Tickets. Added to CAD map: 2016 orthoimagery, surrounding county law zones, park and ride sites, Charles Town unsafe properties, temporary DoH road closures
JC Commission	Responded to public comment, approval of Amendment #4 to Addressing Ordinance
IT	Attended monthly IT squad meetings, cleaned up files on network drive, line-of-sight analysis for telecommunications to Gray building and Day Report Center, trained staff on webpage editing. Installed or updated ArcReader GIS map on PCs for staff doing parcel or address research.
JC PZ&E	Attended various Pre-Proposal meetings to review addressing impacts. Attended department merger meetings
JCSO	Created Back Roads Century support planning map
JHSEM	COOP update, QA on Tier II reporting facilities and list of critical structures, floodplain map
JC EDA	Burr Business Park Map
JC PRC	Traffic Flow map for fireworks event, attended safe schools trail connection planning meeting
JC FPB	Updates to American Battlefield Protection maps for grant, cleaned up easement data and created maps for new easement applicants
JC HLC	Database updates and published an updated map, Morgan Grove Historic District Map, trained intern on GPS for cemetery inventory project
Public	Addressing Ordinance interpretation re: re-addressing, appeals, data requests, re-named confusingly similar roads, etc. Road sign maintenance: (13 repairs, 24 replacements) Fulfilled contractor data requests for Charles Town Zoning, US Customs and Border Protection, Harpers Ferry Water Works Source Water Area Protection, and commercial navigation software. Assisted student project on regenerative agriculture design.
Fire Companies	Attended Fire Chiefs' meeting June 3, 2016. Created First Due Territory map per County Administrator request. Various maps for Companies 2, 3, & 7
Charles Town	Met with city staff, presented Address Compliance to City Council, initiated compliance program. Resolved confusing road names, created proposed historic district expansion area map, data QA and exchange with Utility Board
Ranson	Various re-addressing issues

Shepherdstown	Completed Address Compliance Program (100% compliant), assisted with parking meter map
Bolivar	Renamed McCormick Lane to Robert Hardy Way
JC WAC	Created Blue Ridge Mountain Communities map
Chesapeake Conservancy	Reviewed local Land Cover data for Chesapeake Bay Program
US Postal Service	Answered addressing inquiries
Frontier Comm.	Address range verification, local updates to Master Street Address Guide (MSAG) via web-based program, which directs 911 calls to the proper Public Safety Answering Point (JC ECC)
WV GIS Tech Center	Reviewed local Park boundaries for USGS mapping project

2. PROJECTS IN PROGRESS

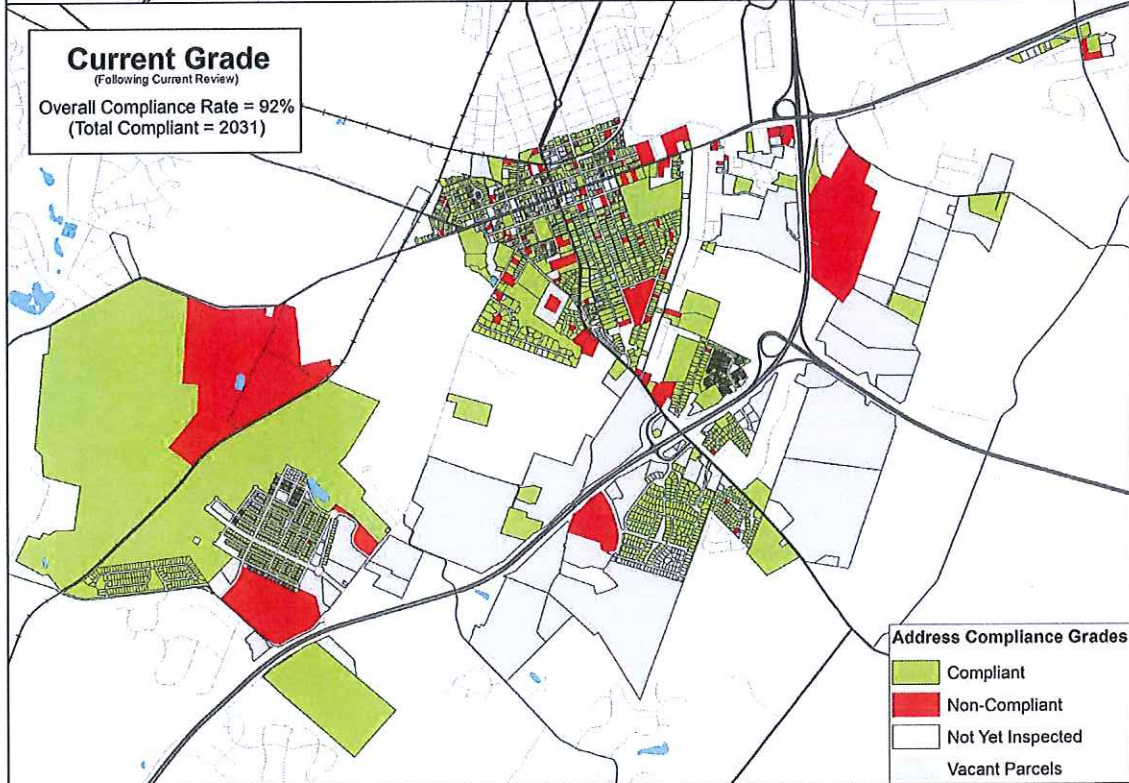
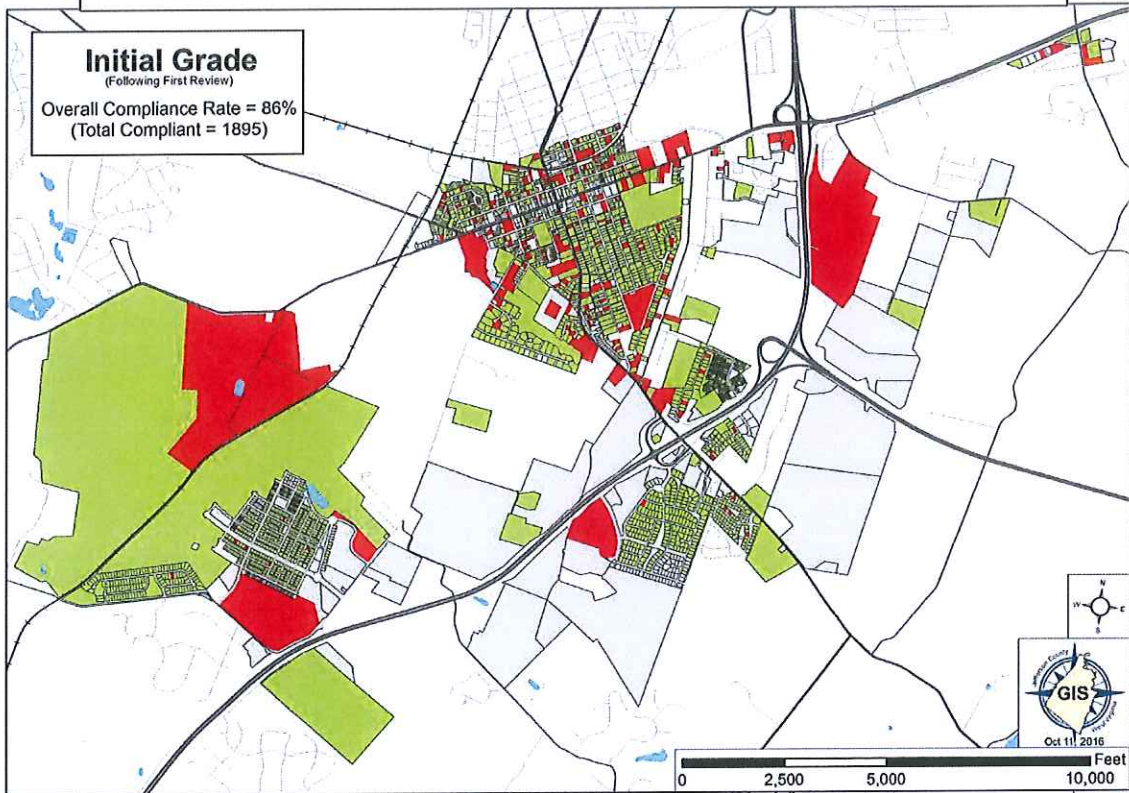
- a. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.
- b. Content Management Systems
 - i. Staff are researching Alfresco freeware to assess utility as an alternative
- c. Charles Town Address Compliance Program
 - i. Collaborative agreement with Town officials and local law enforcement.
 - ii. 1st inspection of 2199 property addresses so far, raised overall compliance rate from 86% to 92%. See attached map for details.
 - iii. 111 non-compliant properties have been turned over to Charles Town compliance officer for resolution.
- d. Jefferson County School Redistricting
 - i. Working closely with School Board staff to normalize data, map student locations, and develop existing district boundaries according to current parcel and GIS data. Conducted research on subdivisions to anticipate build out and future residential growth projections to support a School Board committee on redistricting.
- e. GIS Data Maintenance
 - i. 102 new addresses added due to new construction permits, minor subdivision reviews, road renaming or newly discovered during address compliance.
- f. USGS National Hydrography Dataset
 - i. 65% complete editing high resolution NHD data using local imagery, digital elevation model and GIS base map data. Assisting WV GIS Tech Center in Jefferson County to complete the updates. Will benefit the County with local resolution data and the ability to model stream network flow (particularly in OHSEM exercise scenarios).

3. COMMISSION SHOULD BE AWARE OF:

a. Annexation of State ROWs in Cities

GIS staff has prepared a map for Charles Town City Council to explore the potential right-of-way areas that could be more easily annexed into Charles Town and Ranson in order to close "gaps" within the perimeter of their existing city limits. This effort has support from Charles Town City Manager, Police Chief, our County Sheriff, our County attorney and 911 dispatchers. We often encounter confusion between dispatch and law enforcement about who has jurisdiction in traffic accidents occurring at or near the County/City line. Currently awaiting progress update from City staff

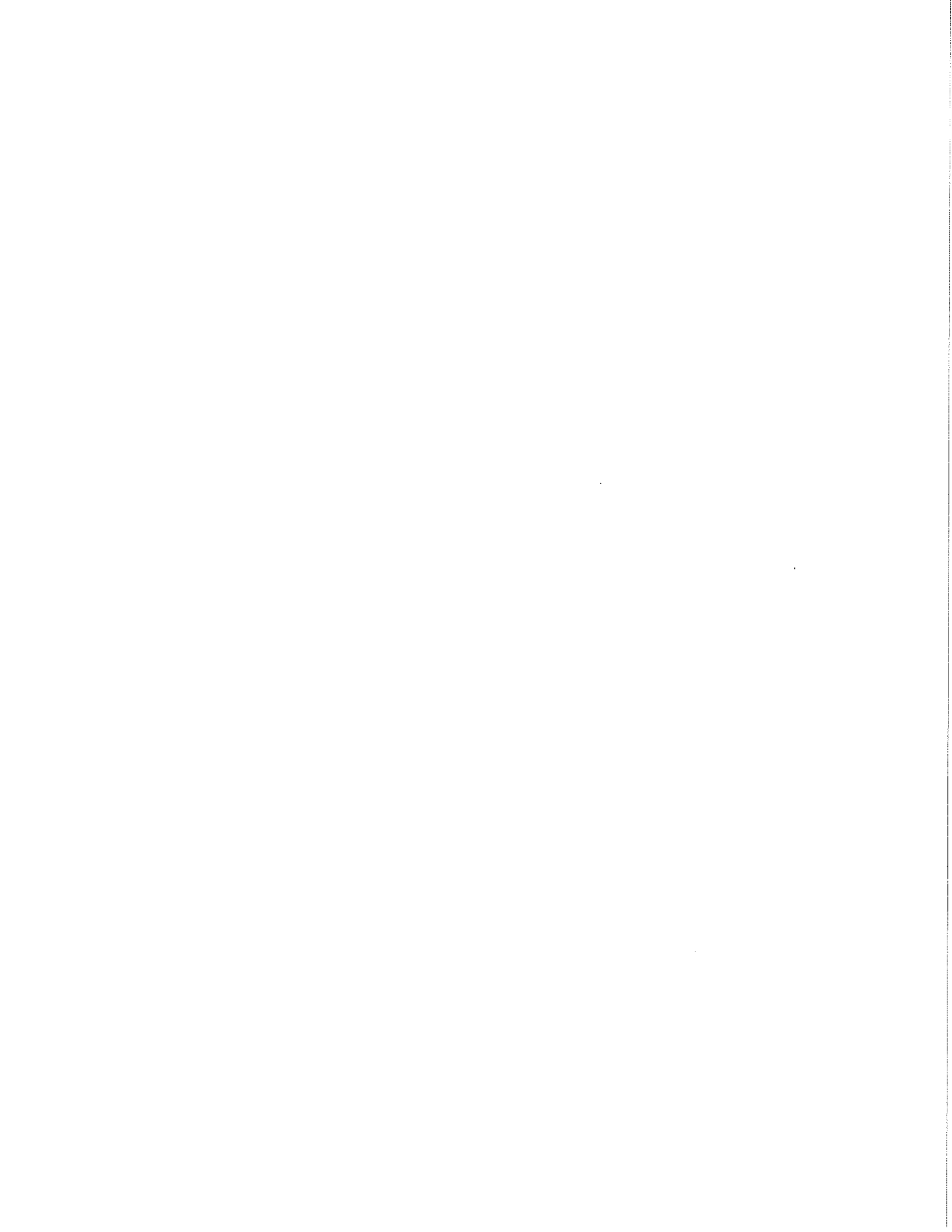
Jefferson County Address Compliance Program Charles Town

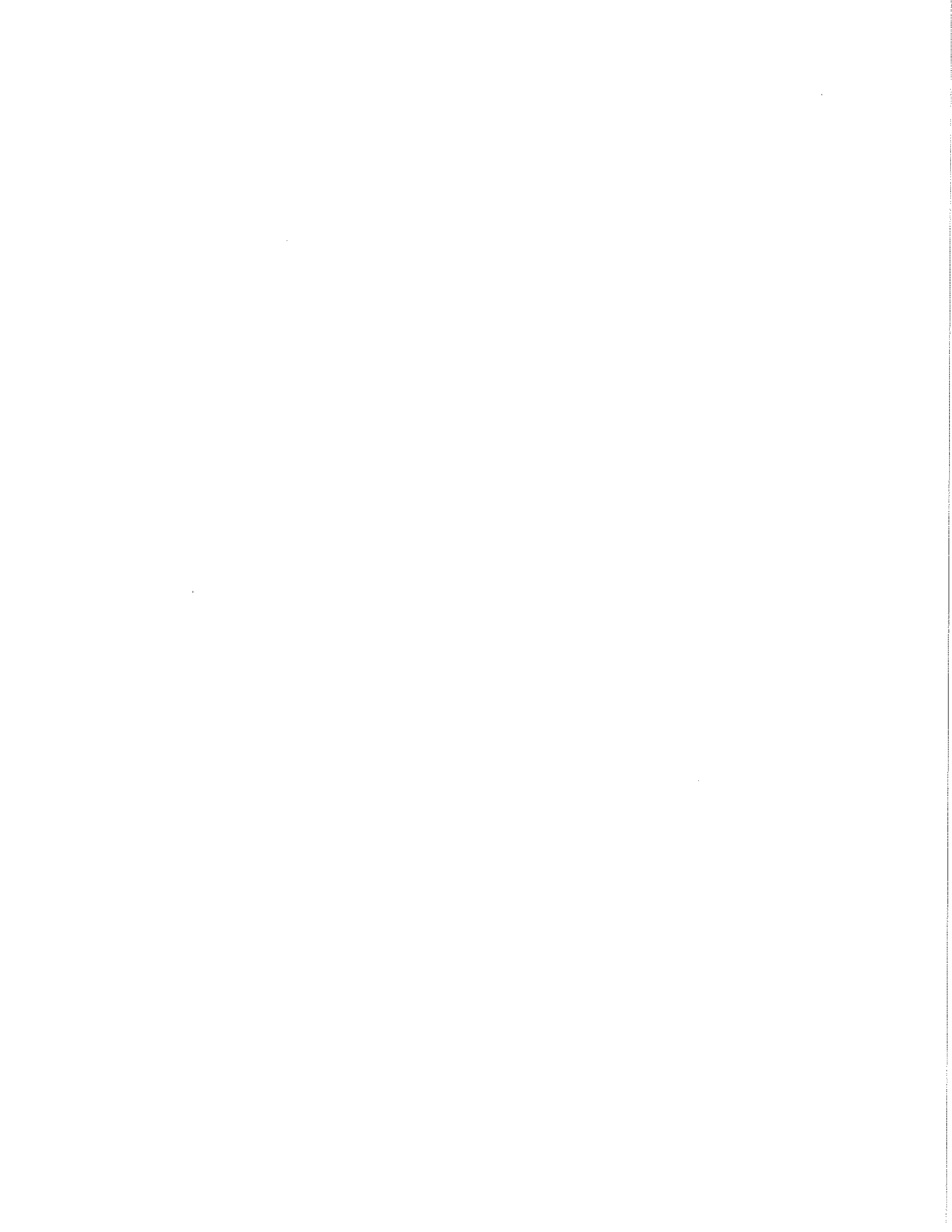


In coordination with the City of Charles Town, The Jefferson County GIS/Addressing Office is currently conducting a town-wide address compliance program. This program is designed to raise public awareness of the importance of having the proper display of addresses on all structures to avoid delays in emergency response.

All addressable structures within the town, including residences, businesses, and public buildings are being reviewed for their compliance with the Jefferson County ES-1-1 Addressing Ordinance. Please note, fines may be incurred for lack of compliance, but our main objective is to make it easier for emergency personnel

to find people in their time of need, not to fine people. Owners found non-compliant will receive notification and there will be a reasonable amount of time given to correct their address display before final warning notice and possible fines.





Quarterly Report for Office of Planning and Zoning

1st Quarter – FY 2017 (July 1, 2016 – September 30, 2016)

PROJECTS UNDERTAKEN

PLANNING COMMISSION ITEMS		
Planning Commission Meetings: 3 Meetings 1 st Quarter		
Subdivision Regulations Text Amendments		1 Total
		Status
STA15-04	Replace Section 7.3 Campground Requirements with a new Division 8.0 regarding Campgrounds Regulations; add Definitions	Approved by CC 9/29/16
Zoning Ordinance Text Amendments		2 Total
		Status
ZTA15-02	New Article 8, Section 8.17 Campgrounds; new Definitions; Amendments to Appendix C, Principal Permitted Uses	Approved by CC 9/29/16
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	PC recommended approval 7/12/16; CC Public Hearing Scheduled for 12/1/16
Waiver/Variance from Sub. Regulations (PC)		4 Total
		Status
PCW#16-08	CTSS, LLC for Charles Town Self-Storage Expansion Waiver from Section 20.102(B) requiring approval of a Site Plan prior to commencement of land development.	Approve for early grading and utilities outside of the WVDOH PDE with conditions 9/13/16
PCW#16-07	CTSS, LLC. Waiver from Section 21.402.D that requires that no permanent encroachments, structures, fences, or landscaping within the easement area.	Approved contingent upon receiving written WVDOH approval 7/26/16
PCW#16-06	Nina Lynch Waiver from Section 20.201(A)2 of the Subdivision Regulations which allows lots in the Rural District with a minimum road frontage of 200' to front on an existing road right of way having a width of 50' and from Appendix B, Section 2.3(A)1 which requires individual lots to be served by internal subdivision roads.	Approved 7/12/16

PCW#16-05	Jefferson County Convention & Visitors Bureau Waiver from Appendix B, Section 2.5(C) that requires all parking lots and parking bays to be physically separated from the street and confined by curbing, unless other suitable design is approved by the County Engineer.	Approved 7/12/16
Major Site Plans or Subdivisions (PC) 0 Total		Status
No Major Site Plans or Subdivision this Quarter		
Concept Plan (Public Workshop before PC) 0 Total		Status
No Concept Plans this Quarter		
Zoning Map Amendments/Rezoning Requests (PC) 0 Total		Status
No Zoning Map amendments this Quarter		
Long Range Planning:		Status
No long range projects this Quarter		
BOARD OF ZONING APPEALS ITEMS Board of Zoning Appeals Meetings: 2 meetings 1 st Quarter		
Zoning Variance Requests (BZA) 27 Total		Status
ZV16-19	David Leighton, owner Variance from Section 9.7 to reduce the rear setback from 12' to 6' to allow for the construction of a 36' x 14' deck.	Approved 9/22/16
ZV16-18	McGee Civil Construction, LLC, owner Variance from various sections and Appendix B related to landscaping and fencing requirements	Approved 9/22/16
ZV16-17	The Bavarian Inn Variance from Section 4.6B.2 to reduce the side distance requirement for a commercial use adjacent to a residential use from 75' to 57' to allow for the construction of an addition to the existing Bavarian Inn	Approved 9/22/16
ZV16-16	Jefferson County Convention and Visitor's Bureau, applicant, on behalf of the Jefferson County Commission, owner Variance from Appendix B to reduce the front parking setback from 15' to 0'; and Section 11.1A to allow on-street parking	Approved 7/28/16
ZV16-15	Jefferson County Convention and Visitor's Bureau, applicant, on behalf of the Jefferson County Commission, owner Variance from Appendix B to reduce the front setbacks from 40' to 19.97'	Approved 7/28/16

ZV16-14	Jefferson County Development Authority, owner for lots in Burr/Bardane still in the ownership of JCDA Variance from various sections and Appendix B related to the required front, side and rear building setbacks to 25' for all lots and to reduce the required side and rear landscape buffer to 10' and to allow a modified planting standard; and to allow existing vegetation in lieu of the aforementioned modified planting standard.	Approved 7/28/16
ZV16-13	Beallair Homes, LLC, owner Variance from Section 4.18 to allow a staffed model home on Lot 111, which is located within the interior of the subdivision	Approved 7/28/16
ZV16-12	Beallair Homes, LLC, owner Variance from Section 5.4B1 to reduce the rear setback from 20' to 12' for any residential structures on Lots 112, 127, and 128	Approved 7/28/16
Conditional Use Permit (CUP) Applications (BZA) 0 Total		Status
No Conditional Use Permit applications this Quarter		
Zoning Appeal of Administrative Decision (BZA) 0 Total		Status
No Administrative Appeals this Quarter		
PLANNING & ZONING STAFF ITEMS		
Pre-Proposal Conference (PPC) Meetings: 16 Total (8 Subdivision & 8 Site Plan) Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 75 Total Zoning and Land Development Fees Collected: \$ 9,246.50		
Zoning Certificates (Staff)		12 Total
See page 5 for detailed list of Zoning Certificates.		11 Issued; 1 Pending
Minor Site Plans (Staff)		2 Total
S16-04	David Waddell Construction of a new 7,200 square foot warehouse building on Lot 6, Kramer Subdivision Submitted 8/10/16	Pending
S16-03	The Conservation Fund/Freshwater Institute New 5,478 s.f. Aquaculture Tank Building to replace existing 3068 Sq. ft. hoop structure Submitted 08/04/16	Pending

Minor Subdivisions (Staff)		10 Total	Status
16-12	Mellott MSD -- Lot 1 & 2 Residue		Pending
16-11	Shea MSD -- Lot 1 & 2 Residue		Pending
16-10	Guay MSD -- Lot 1 & 2		Pending
16-09	Lynch MSD/Resubdivision of Lot #1 Merryfield Farm Estates -- Lot 1A & 1B Residue		Approved 09/20/16
16-08	Biller MSD -- Lot 1 & 2 Residue and Merger		Pending
16-07	Eisner MSD -- Lots 1-4 Residue		Pending
16-06	Dodson MSD -- Lot 1 & 2 and Lot 3 Residue		Pending
16-05	Van Camp MSD -- Lot 1 & Lot 2 Residue		Approved 08/17/16
16-04	Boyd MSD -- Lot 1 & Lot 2 Residue		Approved 08/01/16
16-03	D'Angelo MSD -- Lot 1 & Lot 2 (Residue)		Approved 07-06-16
Boundary Line Adjustments (Staff)		14 Total	Status
09-26-16	Wilson – Trout Merger		Pending
09-19-16	Richardson – May Merger		Approved 09-28-16
09-02-16	Gordon – Marino Merger		Approved 09-28-16
09-01-16	Abelow Merger		Approved 09-14-16
08-23-16	Miller – Walls Merger		Approved 08-26-16
08-17-16	Jackson Woods Consolidation Plat		Approved 08-25-16
08-09-16	Seven Springs, Inc – Lot J Tulip Hill		Pending (Recorded without final approval from Office of Planning and Zoning 08-31-16)
08-03-16	Oak Meadow, LLC (Lake Parcel)		Approved 08-11-16
07-25-16	Donley Merger		Approved 09-07-16

07-13-16	Nick Sr. to Nick Jr. Merger	Approved 08-02-16
07-06-16	Osprey Holdings, LLC	Approved 07-28-16
05-23-16	Charles Town Self Storage Merger	Approved 07-21-16
05-11-16	D'Angelo Merger	Approved 07-06-16
Minor Plat Change (Staff)		3 Total
Status		
09-07-16	Abelow Minor Plat Change	Approved 09-14-16
08-23-16	Beallair Minor Plat Change	Approved 09-16-16
July 2016	Lot #3 – The Point	Approved 07-20-16
ITEMS REQUIRING COMMISSION ATTENTION		Status
ZTA14-02	Mass Event Regulations (Zoning Ordinance Text Amendment) PC held second Public Hearing on 12-08-15 and forwarded to CC for action	CC postponed future PH until Summer 2016 (2/4/16)
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	CC Public Hearing Scheduled for 12/1/16 7 pm
PROPOSED PROJECTS/UNDERWAY		Status
ZTA16-___	Planning Commission's #1 priority text amendment: Revise landscape regulations in Zoning Ordinance.	TBD
ZTA16-___	Historic Landmarks' Commission Revise Zoning Ordinance to implement Envision Jefferson 2035 recommendations regarding Historic Resource Demolition and Adaptive Reuse.	TBD
US 340 South Small Area Plan	WV DOH held an Informational Workshop/Public Hearing on August 30, 2016 regarding the Preferred Alternative (4A) and the Supplemental Draft Environmental Impact Statement for proposed 5 mile project, constructing a 4-lane divided highway to complete the 2 lane gap section	Envision Jefferson 2035 recommends a Small Area Plan for this area once the Record of Decision is published by the DOH

STA 16-____	Proposed amendments to the Subdivision Regulations to clarify or address numerous unclear or inconsistent requirements	TBD
Zoning Certificates Issued		8 Total
		Approval Date
ZC16-35	Linda Lyons, Owner / Sargenti Architects, Applicant Change in Tenant. Retail Pet Supply Store. Jefferson Crossing Shopping Center 91-A Saratoga Dr.; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	Pending
ZC16-34	SUSO 2 Alabama LP, Owner; Mattress Firm Inc., Applicant Change in Tenant. Retail Store specializing in Mattress Sales. 108 Patrick Henry Way; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	August 30, 2016
ZC16-33	John Darnell, et al Trustees, c/o T. Neil & Kenna Banks, Owners; Shenandoah Personal Communications, LLC, Applicant Property contains existing 195.0' (+/-) self-support Telecommunications Tower. Shentel to install antennas and equipment inside Existing compound, per plans per code. 3343 Shepherdstown Pike; Shepherdstown, West Virginia 25443 Zone: Rural	September 15, 2016
ZC16-32	340 RAINBOW, LLC, Owner / OUR 3 SONS, LLC, Applicant Change in Tenant. Restaurant & Bar. 3511 Berryville Pike; Charles Town, WV 25414 Zone: Industrial-Commercial	August 10, 2016
ZC16-31	WV 340, LLC c/o UNIWEST Commercial Realty, Linda Lyons, Owner; Ted Rosner, Applicant Change in Tenant. Seasonal Halloween Retail Shop (August to November 2016) 186 Flowing Springs Road; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	July 27, 2016
ZC16-30	LAURIE SCOTT - OWNER / APPLICANT A 40' x 8' shipping container for storage of tools and equipment associated with agricultural related activity. 424 Molers Trace; Harpers Ferry, West Virginia 25425 Zone: Rural	July 26, 2016
ZC16-29	CC CHARLES TOWN, LLC / OWNER; LARRY KEMPLER / APPLICANT Auto Repair, Sales and Service. Jefferson Business Park; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	July 08, 2016

ZC16-23	Hot Spot CT Real Estate LLC, Contact / Brent Jackson, Owner/Applicant Pawn Shop (first floor); One bedroom/bathroom apartment (second floor). 1012 East Washington Street; Charles Town, WV 25442 Zone: Residential-Light Industrial-Commercial	July 26, 2016
Denied Zoning Certificates		Denial Date
None		





Quarterly Report

July 1, 2016 through September 30, 2016
October 2016

1. Projects Undertaken

- a. Shepherdstown Battlefield properties acquisition and transfer to NPS – ongoing
- b. Peter Burr Farm improvements and programming - ongoing
- c. Snow Hill/Poor House Improvements – ongoing
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Site reviews in conjunction with JC Planning Department - ongoing
- f. Verification of JCHLC inventory data - ongoing
- g. Hosting an AmeriCorps Member – Rob Aitcheson began year internship February 18, 2016
- h. Farmland preservation on Civil War battlefields project in conjunction with JC Farmland Protection Board and Land Trust for the Eastern Panhandle - ongoing
- i. Designation of NR Landmark – Feagan’s Mill – nomination accepted by WV SHPO
- j. Morgan’s Grove Historic District – branding and installation of signage
- k. Grant Submission to WV SHPO – Real Estate Workshop –scheduled for October 27, 2016

2. Projects Completed

- a. Hosting two Shepherd University Historic Preservation academic summer interns – 400 hours per student.
 - i. Lauren Kelly – JC Landmark documentation
 - ii. Brittany Williams – Coyle Cemetery preservation
- b. FY-17 Fairs and Festivals Grant - \$5,900 from WV Culture & History
- c. Graphic redesign of JCHLC logo and interpretive materials
- d. Successful grant application to EWVCF - \$2,500 – Coyle cemetery restoration
- e. Successful ABPP land acquisition grant submitted for Eyer Tract in partnership with CWT
- f. Successful application to JCCBV \$500 – 1864 Campaign driving tour brochure
- g. Demolition of Stum House on Shepherdstown Battlefield – July 14, 2016
- h. Donation of \$3,500 from Shepherdstown Battlefield Preservation Assn. – removal of trees from ruins on Shepherdstown Battlefield
- i. Nomination of Bethesda United Methodist Church as JC Historic Landmark

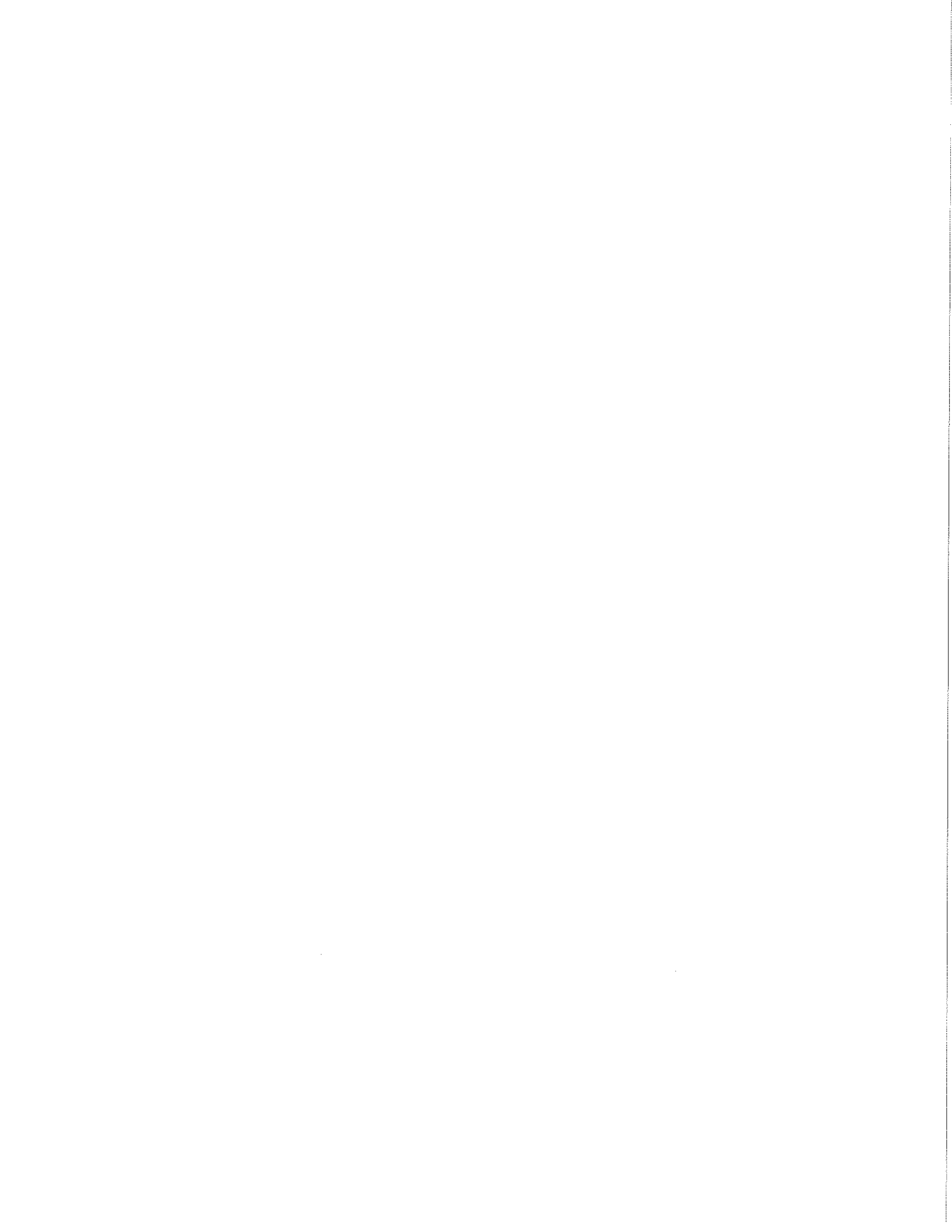
3. Projects Proposed

- a. Documentation of significant barns and farmsteads
- b. Design standards for Middleway Historic District
- c. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

4. Items Requiring Jefferson County Commission Attention

- a. None at this time

Submitted by
Martin Burke, Chair, JCHLC

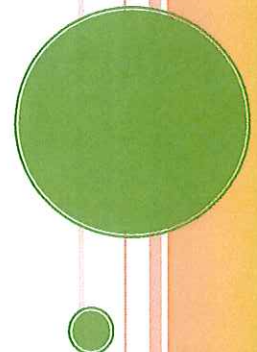


ANNUAL REPORT FOR PLANNING AND ZONING

FY 2016 (July 1, 2015 – June 30, 2016)

An overview of the major activities undertaken over the past fiscal year by the Jefferson County Departments of Planning and Zoning, Planning Commission, and Board of Zoning Appeals.

8/9/2016



Annual Report for Planning and Zoning

FY 2016 (July 1, 2015 – June 30, 2016)

PROJECTS UNDERTAKEN

PLANNING COMMISSION ITEMS		
Planning Commission Meetings: 16 Total		
Subdivision Regulations Text Amendments		2 Total
		Status
STA15-04	Replace Section 7.3 Campground Requirements with a new Division 8.0 regarding Campgrounds Regulations; add Definitions	CC Public Hearing 1/21/16; Work Session scheduled for 8/3/16
STA15-05	Major and Minor Site Plan and Subdivision Processes (Multiple Sections of the Subdivision Regulations), including making Final Plats an administrative process.	Adopted 12/17/15; effective 01/01/16
Zoning Ordinance Text Amendments		5 Total
		Status
ZTA14-02	Mass Event Regulations – on-going; PC held second Public Hearing on 12-08-15; CC postponed future Public Hearing until Summer 2016 at their 2/4/16 meeting.	Pending CC PH TBD
ZTA15-01	Appendix C, Principal Permitted Uses Table; Change Cultural Facility from “Not Permitted” (NP) to “Permitted” (P) in Residential Growth.	Adopted 10-01-15
ZTA15-02	New Article 8, Section 8.17 Campgrounds; new Definitions; Amendments to Appendix C, Principal Permitted Uses	CC Public Hearing 1/21/16; Work Session scheduled for 8/18/16
ZTA15-03	Article 12 Zoning Map and Text Amendments	Adopted 03-17-16
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	PC Public Hearing 05-17-16; referred to CC at 07-21-16 meeting; Workshop scheduled for Sept. 2016

Long Range Planning:		Status
No long range projects this Fiscal Year		
Major Site Plans or Subdivisions (PC) 2 Total		Status
15-09	Breckenridge East, Phase 1A (Lots 10-22 & Residue) Final Plat Public Hearing The project consists of 13 single family lots on 67.67 acres. The property is located along Old County Club Rd, southeast of the intersection with Flowing Springs Rd.	PC Approval 8/11/15
16-01	Daniels Forest Subdivision -- Final Plat Public Hearing The project consists of dividing the 101+ acre parcel into two (2) lots. The property is located on both the west and east side of Route 17 (Flowing Springs Road) at its intersection with Route 22 (Job Corp Road).	PC Approval 2/23/16
Concept Plan (Public Workshop before PC) 4 Total		Status
S15-03	Advance Auto Parts, 475 Euclid Avenue, Charles Town Minor Site Plan with Concept Plan -- 6,912 square foot new retail Automotive Parts sales and warehouse establishment with associated parking.	Approved 8/11/15
S15-04	Dollar General Store, Middleway Minor Site Plan with Concept Plan -- 9,100 sq. ft. new structure for 7,310 square foot retail store, plus stockroom, and parking.	Approved 8/11/15
S15-05	Shepherdstown Public Library, Lowe Drive adjacent to the Clarion Hotel and Conference Center Minor or Major Site Plan with Concept Plan -- construction of a new 13,500 square foot public library building and associated parking.	Approved 10/13/15
S16-01	Charles Town Self Storage, Keyes Ferry Rd, Charles Town Minor Site Plan with Concept Plan -- construction of a new 37,500 square foot self-storage facility to be located to the east of an existing storage facility	Approved 4/12/16
Waiver/Variance from Sub. Regulations (PC) 7 Total		Status
PCW15-02	Primax Properties, LLC , applicant/Martin and Brenda Lookingbill, owner; future Advance Auto Parts, 475 Euclid Avenue, Charles Town Waiver from Section 21.202(B) and 22.208 requiring the installation of a sidewalk along Euclid Avenue.	Disapproved 8/11/15

PCW15-03	Amy Secrist, applicant, Route 230/Shepherdstown Pike, formerly site of Big Arm Bar & Grill, Shepherdstown Waiver from Appendix B, Sections 2.5(M) and 9.5 requiring off-street parking to be paved; propose to utilize the existing gravel parking lot for the proposed reuse of the vacant building for a private school (Morgan Academy).	Approved 10/13/15
PCV15-04	DR Acquisitions, LLC, owner, Wilderness Court, Sheridan Estates subdivision Variance from the 1979 Subdivision Ordinance, Section 8.2.a.14 requesting a reduction in the requirement for diameter of a cul-de-sac from 80' to 65'.	Approved 11/10/15
PCW16-01	Daniel Zappe, 1195 Chestnut Hill Road Waiver from Section 21.104.B.1 requiring a 3:1 depth to width ratio to allow the property owner to subdivide his lot to create two legal lots where Route 9 divides his parcel	Approved 2/9/16
PCW16-02	Jefferson County Development Authority, Parcels: 102 & 103 Waiver from Section 21.402D requiring that no permanent encroachments, structures or fences be placed within any easement area. The applicant is proposing to install shrubs and a chain link fence in the water easement and sewer easement in two separate locations on the site.	Approved 4/12/16
PCW16-03	Uvilla United Methodist Church Waiver from Appendix B, Section 2.3 (B) requiring that a non-residential subdivision entrance apron be constructed of WWF reinforced 3,000 psi Portland cement concrete. The applicant is proposing to utilize the existing asphalt entrance apron and is also asking for a waiver from the entrance width limit requirement	Approved 6/14/16
PCW16-04	John R. & Judy L. Shea, Owner, Summit Point Waiver from Section 20.201(A) 2 requiring lots in the Rural District to access a road right-of way having a width of 50'	Approved 6/14/16
Zoning Map Amendments/Rezoning Requests (PC) 2 Total		Status
Z15-01 (continued from FY15)	Twin Oaks Subdivision, LLC, Peter Corum and J. Edward Slonaker, owners, Morgan Grove Market Change from Rural (R) to Neighborhood Commercial (NC)	PC found ZMA <u>not</u> consistent with Comp Plan 8/11/15; CC approved 9/3/15
Z15-02	Charles M. Carter, owner/Harry Catrow, applicant, Martinsburg Pike (Route 45) Change from Rural (R) to General Commercial (GC)	PC found ZMA consistent with Comp Plan 9/8/15; CC approved 9/17/15

BOARD OF ZONING APPEALS ITEMS		
Board of Zoning Appeals Meetings: 12 Total		
Zoning Variance Requests (BZA)		27 Total
		Status
ZV15-15	Uvilla United Methodist Church Variance from Sec. 4.11A.1 and Appendix B to waive the front, side and rear landscaping/buffer that is required for the addition of a Fellowship Hall.	Approved 7/16/15
ZV15-16	Bryan & Kelli LaBombard Variance from Sec. 5.4B to reduce the side setback from 12' to 3' and the rear setback from 20' to 10' for a 12' x 20' accessory structure.	Approved 7/16/15
ZV15-17	Middleway Conservancy Association, Inc Seasonal Use Permit for The Battle of Smithfield Anniversary Re-enactment from August 28 – 30, 2015. The event is to consist of a re-enactment of civil war camp life, drills and other educational activities.	Approved 7/16/15
ZV15-18	Cross Point Church of God, South Childs Rd Variance from Sec. 4.10A to waive the site plan for a 40' x 35' addition.	Approved 8/27/15
ZV15-19	Karen Valentine, 384 Potomac Ridge Ln, Shepherdstown Variance from Sec. 5.7B & 9.6C to the front setback from 40' to 14' for a 24' x 32' garage.	Approved 8/27/15
ZV15-20	Locust Hill HOA Inc. -- Locust Hill Subdivision Common Area (Parcel A) Variance from Sec. 4.10A to waive the site plan; and, App B to reduce the front parking setback from 15' to 0' for a 25' x 120' parking pad	Approved 8/27/15
ZV15-21	Jeffrey Schneider, 277 Country Rd., Harpers Ferry Variance request from Sec. 9.6C to allow an accessory structure in the required front yard; and, Sec. 9.7 to reduce the front setback from 25' to 10' to construct a 25' x 28' garage.	Approved 9/24/15
ZV15-22	Loretta Holdaway, 294 Red Bird Ln., Harpers Ferry Variance request from Sec. 9.5B to permit a fence taller than 6' to remain 6" from the property line.	Approved with conditions 9/24/15
ZV15-23	Burr Industrial Park, Lot 41, 81 Variance from Sections 4.11.A.2, 4.11E and Appendix B to remove the side and rear landscaping requirements.	Approved 10/22/15
ZV15-24	Adam Sperry, 120 Wind Shear Dr., Charles Town, Variance from Sec. 5B.1 to reduce rear setback from 20' to 15' for a 10' x 18' deck.	Approved 10/22/15

ZV15-25 And SE15-01	Marshall Edwards, Sr./ Middleway Volunteer Fire Company Variance from Sec. 10.4G & App. B to reduce the front setback from 40' to 25' for the sign; and, from Sec. 9.6C to allow the sign in the required front yard; and Special Exception for an outdoor advertising sign per Sec. 10.5.	Approved 10/22/15
ZV15-26	Brett and Anne Basham Variance from Sec. 9.7 & App A to reduce side setback from 15' to 10' for an addition to the existing home.	Approved 11/12/15
ZV15-27	Jefferson Business Park Association, LLC, Chevrolet Drive Variance from App B & Sec. 4.11A, 5.6D.1, and 5.8C.2 to reduce the rear building setback from 50' to 37' for an existing building; and, to eliminate the required internal landscape buffer and the internal building, parking and drive aisle setbacks.	Approved 11/12/15
ZV15-28	United Methodist Church Trustees, Shenandoah Junction Variance from Sec. 10.4C to reduce the setback of 25' to 15' to replace the existing freestanding sign.	Approved 12/10/15
ZV15-29	Elena Mestre and Eric Hyman, 110 Fairmont, Shepherdstown Variance request from Sec. 9.7 and Appendix A to reduce the front setback on Church St. from 20' to 7' for a 12' x 15' breezeway, a 25' x 28' attached garage with a 5' x 25' attached porch	Approved 12/10/15
ZV16-01	Joann Conte/Jessica Howard, 148 David Court, Kearneysville Variance from Sec. 8.2 to reduce the distance requirement for barns from the 75' to 47.	Approved 1/28/16
ZV16-02	Daniel McGinn, Owner, Burr Business Park, Lot 11 Variance from Sec. 4.11A.2, 4.11E & App B to remove the side and rear landscape/screening buffer for a private commercial warehouse/garage.	Approved 2/25/16
ZV16-03	United Methodist Church Trustees, Shenandoah Junction Variance request from Sections 10.4.C to reduce the setback of 25' to 0' to replace an existing freestanding sign	Approved 3/24/16
ZV16-04	United Methodist Church Trustees, Shenandoah Junction Variance from Sec. 4.10A and Appendix B to waive the requirement of a site plan and to reduce the setback for a gravel parking lot to 0'.	Approved 3/24/16
ZV16-05	CTSS, LLC, Keyes Ferry Road Variance from App B to reduce the rear setback from 50' to 25' for the existing bowling alley to accommodate a proposed lot line adjustment.	Approved 3/24/16
ZV16-06	LSCG Fund 11 Lanes, LLC, Keyes Ferry Road Variance from Sec. 4.11A.1, Sec. 4.11E.1 and App B to reduce the side and rear setback from 50' to 25'; and, to eliminate the required residential landscape buffer.	Approved 3/24/16

ZV16-07	Decker Holding, LLC, Owner/Kubic Enterprises, Applicant Lots 2 and 3, Burr Business Park Variance from Sec. 4.11A.2 and App. B to eliminate the landscaping, parking, drive aisle and building setback requirements for the interior lot line between Lots 2 & 3; and, to reduce the landscape buffer along the side of Lot 3 and the rear of Lots 2 and 3.	Approved 4/28/16
ZV16-08	Christopher & Victoria Dudash, Owner, 444 Cattail Run Rd Variance from Sec. 5.7B to reduce the rear setback from 50' to 35' for the construction of 40' x 60' garage	Approved 4/28/16
ZV16-09	Yin Xu, Owner/Brick Street Construction., Applicant, 33 Lousia Beall Lane, Variance from 5.4B to reduce the rear setback from 20' to 10' to construct a deck	Approved 4/28/16
SU16-01	Middleway Conservancy Association, Inc (multiple property owners) Seasonal Use Permit for The Battle of Smithfield Anniversary Re-enactment from August 12-14, 2016. The event is to consist of a re-enactment of civil war camp life, drills and other educational activities	Approved 5/26/16
ZV16-11	Bret Skirvin, Site Enhancement Services, Inc., Applicant Primax Properties, LLC, Owner, Future Advanced Auto Parts, Corner of Washington and Euclid St. Charles Town Variance from Sec. 10.4B to increase the maximum square footage of two proposed business signs from 144 sq. ft. to 264 sq. ft. (Washington St.) and from 192 sq. ft. to 264 sq. ft. (Euclid Ave.); and, to allow signage to face a residential property	Disapproved increase in size; Approved facing residential property 6/23/16
Conditional Use Permit (CUP) Applications (BZA) 1 Total		Status
CP15-02 (continued from FY15)	David & Laura Humphreys, owners, 290 Falling Springs Rd., Shepherdstown Whistling Wind Farm 3-unit (5 bedrooms) Bed & Breakfast	Approved 7/16/15
Zoning Appeal of Administrative Decision (BZA) 1 Total		Status
AP15-03	Brian Billey – Appeal of an administrative determination to enforce a 2013 memorandum which restricted shipping containers from being used as residential accessory structures.	Zoning Administrator's Determination Upheld

PLANNING & ZONING STAFF ITEMS		
Pre-Proposal Conference (PPC) Meetings: 35 Total (20 Subdivision & 15 Site Plan)		
Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 245 Total		
Zoning and Land Development Fees Collected: \$20,298.61		
Zoning Certificates (Staff)		50 Total
		Status
See page 12 for detailed list of Zoning Certificates.		48 Issued; 0 Pending; 1 Withdrawn; 1 Terminated 0 denied
Minor Site Plans (Staff)		12 Total
		Status
S13-07	River Riders, Inc. – Minor Full Site Plan with Concept Plan. 24,800 sq. ft. expansion to existing all-inclusive family adventure resort.	Approved 08/17/15 Appr. Redline 04/11/16
S14-02	St. James Lutheran Church – Limited Site Plan	Pending
S15-01	Trustees of Uvilla United Methodist Church of the Baltimore Annual Conference – Minor Site Plan – 2,860 sq. ft. expansion to include fellowship hall, kitchen, & vestibule.	Approved 03/08/16
S15-02	Kent Cartridge – Minor Site Plan with Concept Plan – 20,000 sq. ft. expansion to include 2 restrooms and a warehouse.	Approved 09/09/15
S15-03	Advanced Auto Store – Minor Site Plan with Concept Plan – 7,000 sq. ft. new structure for retail auto parts store and parking.	Approved 04/21/16
S15-04	Dollar General Store (Middleway) – Minor Site Plan with Concept Plan – 9,100 sq. ft. new structure for retail and parking.	Approved 11/09/15
S15-06	Burr Business Park Lot 41 6,000 sf commercial bldg.	Approved 11/03/15 Appr. Redline 06/08/16
S15-07	Burr Business Park Lot 40 2,400 sf warehouse & office	Approved 10/28/15
S15-08	Burr Business Park Lot 11 10,492 sf private museum	Approved 03/01/16

S16-01	Charles Town Self Storage, Keyes Ferry Rd, Charles Town Minor Site Plan Construction of a new 37,500 square foot self-storage facility to be located to the east of an existing storage facility.	Concept Plan approved 4/12/16; Site Plan pending
S16-02	Burr Business Park, Lots 2 & 3 Apple Valley Waste Construction of 21,200 sf warehouse & office	Approved 05/11/16
Minor Subdivisions (Staff)		21 Total
Status		
15-04 (continued from FY 15)	Estate of Frances L. Lloyd Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 07-14-15
15-06 (continued from FY 15)	Robert A. & Esther M. Wolfrey Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 07-09-15
15-08 (continued from FY 15)	Bohrer Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 08-14-15
15-10 (continued from FY 15)	Edwards Minor Subdivision -- Lots 1 & 2 (Res)	Approved 09-14-15
15-11	Milton Minor Subdivision -- Lots 1-4	Approved 10-19-15
15-12	Isenhart Minor Subdivision -- Lots 1 & 2	Approved 09-14-15
15-13	Smith Minor Subdivision Family Transfer -- Lots 1 & 2 (Res)	Approved 09-11-15
15-14	Stokes Estate Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 09-25-15
15-15	James and Barbara Rowan Minor Subdivision – 1 Lot and a Residue	Approved 12-03-15
15-16	John Hessenauer, Jr. Minor Subdivision – 1 Lot and a Residue	Approved 12-12-15
15-17	Timothy Grim and Brenda Turner-Grim - 2 Lots and a Residue	Approved 12-23-15
15-18	Jefferson Business Park Associates, LLC (Alex Chevrolet Building) – 2 Lots and a Residue	Pending
15-19	James Gibson – 1 Lot and a Residue	Pending
15-20	Lawrence Elmer Vickers, Jr. – 1 Lot and a Residue	Approved 01-14-16
16-01	Daniel's Forest – 1 Lot and a Residue	Approved 02-23-16

ITEMS REQUIRING COMMISSION ATTENTION		Status
ZTA14-02	Mass Event Regulations (Zoning Ordinance Text Amendment) PC held second Public Hearing on 12-08-15 and forwarded to CC for action	CC postponed future PH until Summer 2016 (2/4/16)
ZTA15-02	New Article 8, Section 8.17 Campgrounds; new Definitions; Amendments to Appendix C, Principal Permitted Uses	CC Public Hearing 1/21/16; Work Session scheduled for August 2016
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	PC Public Hearing 05-17-16; referred to CC at 07-21-16 meeting; Workshop scheduled for 9/1/16
WV DOH US 340 South Improvement Study Workshop/ Public Hearing	Informational Workshop/Public Hearing: Tuesday, August 30, 2016 Council Chambers of Charles Town City Hall 5:00 PM to 8:00 PM Open House Format/Informational (reps from WVDOH and FHWA) 8:00PM to 10:00PM Public Hearing. Focus: Preferred Alternative (4A) and the Supplemental Draft Environmental Impact Statement for proposed 5 mile project, constructing a 4-lane divided highway to complete the 2 lane gap section	Envision Jefferson 2035 recommends a Small Area Plan for this area once the Record of Decision is published by the DOH
PROPOSED PROJECTS/UNDERWAY		Status
ZTA16-___	Planning Commission's #1 priority text amendment: Revise landscape regulations in Zoning Ordinance.	TBD
ZTA16-___	Historic Landmarks' Commission Revise Zoning Ordinance to implement Envision Jefferson 2035 recommendations regarding Historic Resource Demolition and Adaptive Reuse.	TBD

PLANNING COMMISSION MEMBERS – FY 2016

1. Mike Chapman, President (term expires 03/31/17)
2. Wade Louthan, Vice President (term expires 03/31/19)
3. Donnie Fisher, Secretary (term expires 03/31/17)
4. Richard (Dick) Childs (term expires 03/31/17)
5. Clifford (Gene) Taylor (term expires 03/31/18)
6. Steve Stolipher (term expires 03/31/18)
7. Gary Phalen (term expires 03/31/19)
8. J Ware (term expires 03/31/19)
9. Eric Bell, County Commission Liaison

BOARD OF ZONING APPEALS MEMBERS – FY 2016

1. J. Tyler Quynn, Chair (term expires 01/01/17)
2. Jeffrey C. Bannon, Vice Chair (term expires 01/01/19, reappointed)
3. Christy Huddle (term expires 01/01/18)
4. Matt Knott (term expires 01/01/17)
5. Ted Schiltz (term expires 01/01/18)
6. Jeffrey Bresee, Alternate (term expires 01/01/18)
7. Craig Foster, Alternate (term expires 01/01/17)

DEPARTMENTS OF PLANNING AND ZONING STAFF – FY 2016

1. Jennifer M. Brockman, AICP – Director of Planning and Zoning /
Acting Zoning Administrator
2. A. David Simon, County Planner training for Zoning Administrator
(part year)
3. Alexandra Beaulieu, Office/Project Manager
4. Jennilee Hartman, Zoning Clerk
5. Rhonda Greenholtz, Planning Clerk
6. Christine Chalmers, Office Clerk

Zoning Certificates Issued	50 Total	Approval Date
ZC15-07	CHARLES J. BROWN – OWNER; SHERYL GRAY - APPLICANT Change in Tenant to continue business, established in 1988, consisting of general retail sale of clothing, groceries, sporting goods, tobacco/tobacco products, smoking accessories, guns/ammunition and beer. 15949 Charles Town Road; Charles Town, West Virginia 25414 Zone: Rural	7/14/15
ZC15-23	SHENANDOAH PROFESSIONAL CENTER, INC. – OWNER/ WILT'S FRUIT STAND – APPLICANT Outdoor Fruit Stand 36 Bakerton Road; Harpers Ferry, West Virginia 25425 Zone: Residential-Light Industrial-Commercial	7/24/15
ZC15-24	SHENANDOAH PROFESSIONAL CENTER, INC. – OWNER DAND E. NOVELTIES – APPLICANT Ice Cream Sales from truck parked on property. 36 Bakerton Road; Harpers Ferry, West Virginia 25425 Zone: Residential-Light Industrial-Commercial	7/6/15
ZC15-27	WVW GENERAL PARTNERSHIP, MICHAEL R. SKIGEN, CPA - OWNER DAN ALLER & MARK GRUNER / D&M ENTERPRISES – APPLICANT Expand number of outdoor table spaces for existing Halltown Flea Market from currently approved 21 spaces to 70 total spaces. Jefferson Business Center; 197 Halltown Road Zone: Residential-Light Industrial-Commercial	7/29/15
ZC15-29	CSX TRANSPORTATION / OWNER CONTACT: HDR, INC. – CONTACT: AUBYN WILLIAMS, AICP Installation of a 60' Positive Train Control (PTC) tower within CSX right-of-way. Shenandoah Junction - Jefferson County, WV Zone: Rural	7/29/15
ZC15-30	STEVEN H. LASHLEY- OWNER/APPLICANT Accessory Agricultural Dwelling Unit. 273 Job Corps Road; Shenandoah Junction, WV 25442 Zone: Rural	7/6/15
ZC15-36	GILBERT A. MOBLEY, SR. / OWNER CARL C. WEBSTER & CONNIE D. KITTS / APPLICANTS Antiques/Crafts/Collectables Shop with retail sales/indoor storage merchandise and an Open-Air Flea Market with thirty-six (36) rental spaces, and a 2,000 sq. ft. exterior retail space. 6468 Charles Town Road; Kearneysville, West Virginia 25430 Zone: Rural	7/9/15

ZC15-37	AMERICAN TOWERS, LLC, OWNER (EMILY HANNON) ADVANTAGE ENGINEERS, APPL. (ANDREW SWANEKAMP) Property contains existing 360' self-support tower. T-Mobile to install one (1) microwave dish at 275'; one (1) ODU; one (1) LMR-400 cable and one new IDU in an existing cabinet. No height increase or ground disturbance is proposed for this use. 17435 Raven Rock Road; Charles Town, West Virginia 25414 Zone: Rural	7/22/15
ZC15-38	DAVID & LAURA HUMPHREYS – OWNERS/APPLICANTS Bed & Breakfast consisting of three units (5 bedrooms). 290 Falling Springs Road; Shepherdstown, West Virginia 25443 Zone: Residential-Growth	7/24/15
ZC15-39	WVA 340 LLC c/o UNIWEST COMMERCIAL REALTY, OWNER (LINDA L. LYONS) SMI SIGN SYSTEMS, INC, APPL. (DECHIELE HUNTSBERRY) Replace existing channel neon letters mounted with LED channel letters mounted to raceway to read "Great Wall". 176 Flowing Springs Road; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	7/30/15
ZC15-40	WVA 340 LLC c/o UNIWEST COMMERCIAL REALTY, OWNER (LINDA L. LYONS) "SPIRIT OF HALLOWEEN", APPLICANT (TED ROSER) Operation of Seasonal Halloween Retail Shop from August – mid-November 2015 for the sale of Halloween costumes and décor. 186 Flowing Springs Road; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	7/31/15
ZC15-41	JOHN DARNALL ET AL TRUSTEES, OWNER VERIZON WIRELESS, APPLICANT (PHIL STETLER) Verizon Wireless to install 3 remote radio heads; 3 distribution boxes; and 3 new hybriflex cables at 155'. No additional height increase to tower or ground disturbance. 3343 Shepherdstown Pike; Shenandoah Junction, WV 25442 Zone: Rural	8/4/15
ZC15-42	KENNETH L. WILT, OWNER VERIZON WIRELESS, APPLICANT (PHIL STETLER) Verizon Wireless to install 3 remote radio heads; 3 distribution boxes 163.0'; and 3 hybriflex cables. No additional height increase to tower or ground disturbance. 543 Mission Road North; Charles Town, West Virginia 25442 Zone: Rural	8/13/15
ZC15-43	HOT SPOT CT REAL ESTATE, LLC – OWNER; 1012 EAST WASHINGTON STREET, LLC, APPLICANT (MICHAEL SHIELDS) Pawn Shop Services 314 Prospect Avenue; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	9/1/15

ZC15-44	<p>RE-ENACTMENT ACTIVITIES and PUBLIC PARKING (multiple properties)/MIDDLEWAY CONSERVANCY ASSOCIATES, INC – PETER FRICKE, APPLICANT</p> <p>The Battle of Smithfield Anniversary Re-enactment. A three-day (72 hour) re-enactment of civil war camp life, drills and other educational activities in the Rural and Village Zoning Districts. Seasonal Use Permit (#ZV15-17) approved by the BZA on 7/16/15 (with conditions). Certificate valid for this event from August 28 – 30, 2015.</p> <p>Zone: Rural & Village</p>	8/27/15
ZC15-45	<p>PERMELYNN of WESTCHESTER, INC. c/o KIMCO REALTY CORP. – OWNER/TIMOTHY KUCHAR- APPLICANT</p> <p>Temporary sale of rugs and blankets conducted from a 24' long covered trailer with an attached 10' x 20' shade canopy. Dates of operation: September 11th to Oct 12, 2015</p> <p>96 Patrick Henry Way; Charles Town, West Virginia 25402</p> <p>Zone: Residential-Light Industrial-Commercial</p>	9/2/15
ZC15-46	<p>GEORGE W. & MARY L. RUSHIZKY, OWNERS VERIZON WIRELESS, APPLICANT (BEN PELLETIER)</p> <p>Property contains existing 200.1' self-support telecommunications tower. Verizon Wireless to install 6 new antennas at 128.0'; 6 new RRHs; 6 new RET cables; 3 Distribution Boxes; and 1 1-5/8" Hybrid. No height increase or ground disturbance is proposed for this use.</p> <p>8422 Shepherdstown Pike; Shepherdstown, West Virginia 25443</p> <p>Zone: Rural</p>	9/10/15
ZC15-47	<p>DAVID & LAURA HUMPHREYS – OWNERS / APPLICANTS</p> <p>Farm Vacation Enterprise providing lodging and meals in three (3) lodging units consisting of five bedrooms.</p> <p>290 Falling Springs Road; Shepherdstown, West Virginia 25443</p> <p>Zone: Residential-Growth</p>	10/1/15
ZC15-48	<p>MARK ODELL– OWNER; RIVER VIEW DEFENSE, LLC / STEVEN SHEARD, CEO – APPLICANT; 340 DEFENSE GUN SHOP / CONTACT: MARK PANTALONE - APPLICANT</p> <p>Operate a Gun Shop as a Federal Firearm Licensed Dealer at an existing Shooting Range site. No modification to property.</p> <p>459 Berryville Pike; Summit Point, West Virginia 25446</p> <p>Zone: Industrial-Commercial</p>	9/21/15
ZC15-49	<p>ESTATE OF ALICE S. GLENN, OWNER (MARSHALL GLENN II) VERIZON WIRELESS, APPLICANT (BEN PELLETIER)</p> <p>Property contains existing 81'.0" self-support telecommunications silo. Verizon Wireless to install 3 Remote Radio Heads at 73'.0", 3 Distribution Boxes and 3 Hybriflex Cables. No height increase or ground disturbance is proposed for this use.</p> <p>178 Golf Course Drive; Charles Town, West Virginia 25414</p> <p>Zone: Residential-Growth</p>	10/15/15

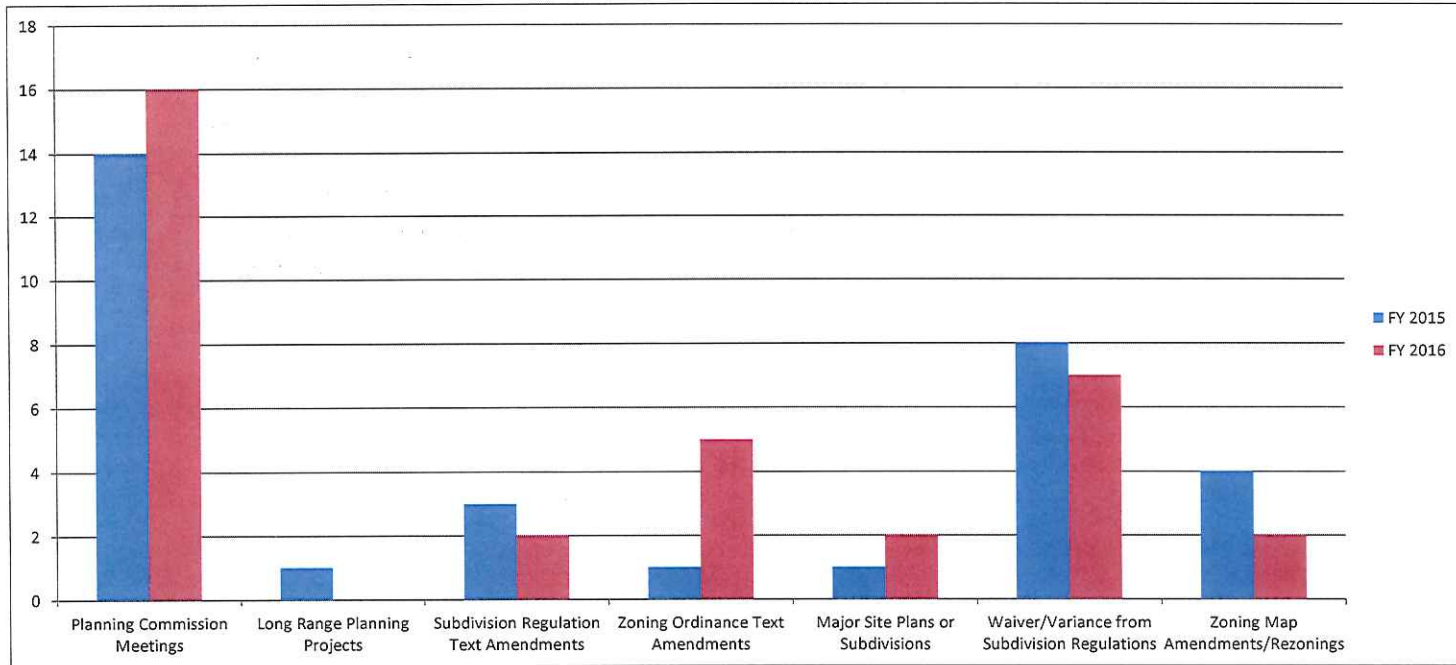
ZC15-50	BLUE RIDGE COUNTRY CLUB, INC., OWNER; GEORGE R. MOXLEY, APPLICANT Second floor expansion for a meeting room to replace Club House previously destroyed by fire. 935 Persimmon Pear Road; Harpers Ferry, West Virginia 25425 Zone: Rural	10/13/15
ZC15-52	Stephen Smith – Owner/Applicant Temporary use of 2 existing c-containers for storage of materials related to the construction of a home with a valid Building Permit. 198 Kelcar Dr.; Summit Point, WV 25446 Zoned: Rural	10/21/15
ZC15-53	Consolidated Investments (Kevin Hayward), Owner Halltown Mill (Martin Weller), Applicant Replacement of existing baghouse with a new baghouse. Zoned: Industrial-Commercial	10/19/15
ZC15-54	SBABA, LLC – Owner; David Silveous – Applicant Christmas tree sales from Nov. 23 to Dec. 23, 2015. 21 Tusawilla Drive, Charles Town, WV 25414 Zoned: Residential Growth.	11/16/15
ZC15-55	Sunnyside Limited Partnership (Barbara Huyett) – Owner T-Mobile – Applicant Wireless facility co-location; 844 Wheatland Road, Charles Town Zoned: Industrial-Commercial	11/24/15
ZC15-56	James and Gina Helms – Owners/Applicant Home Occupation, Level I. Operation of an internet based business from home that deals in the on-line sale of tactical gear delivered via drop shipment to the customer. Low volume customer visits to residence for short durations. No manufacturing, storage of inventory, or retail sales on premises. 317 Stratus Drive; Kearneysville, West Virginia 25430 Zone: Rural	1/20/16
ZC15-57	Dr. Benjamin and Dr. Michelle Byers, Owner/Applicant State licensed spay/neuter clinic for dogs and cats to be located in existing stone accessory structure. 1517 Billmyer Rd; Shepherdstown, WV 25443 Zoned: Rural	1/4/16
ZC16-01	David Waddell – Owner/Applicant; Champion Auto, Inc. Classic Automobile Storage and Dealership 118 Amanda Court; Harpers Ferry, WV 25425 Zoned: Residential Light Industrial Commercial	2/3/16
ZC16-02	Leslie Cromer, Owner, Majestic Reins Stables, LLC Convert office trailer to farm caretaker residential unit. 4937 Shepherdstown Pike, Shenandoah Junction, WV 25442 Zoned: Rural	2/3/16

ZC16-03	Jefferson Business Park Association, LLC, Owner Wade Johnson – Applicant Collision Repair Facility to include an existing paint booth. 1 Chevrolet Drive, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial.	3/9/16
ZC16-04	WVA340 LP (M. Collier) – Owner; Jefferson Crossing II – Lot 8 Doctor's Office / Podiatrist. 44 Trifecta Place, Unit 200, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial	3/4/16
ZC16-05	WVA340 LP (M. Collier) – Owner; Jefferson Crossing II – Lot 8 Insurance Agency 44 Trifecta Place, Unit 200, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial	3/4/16
ZC16-06	Rodney Kidwell – Owner Insurance Agency to include two illuminated signs. 35 Halltown Road, Harpers Ferry, WV 25425 Zoned: Residential-Light Industrial-Commercial	3/4/16
ZC16-07	7-Eleven, Inc. Store #20685 – Owner Change in Tenant 7364 Martinsburg Pike, Shepherdstown, WV 25443 Zoned: Residential-Growth	3/8/16
ZC16-08	Amy Secrist – Owner; Morgan Academy Private school catering to up to 60 students. Shepherdstown Pike, Shepherdstown, WV 25443 Zoned: Residential Growth	3/10/16
ZC16-09	Kenneth Wilt – Owner Telecommunications tower improvements. 524 Mission Road, North; Harpers Ferry, WV 25425 Zoned: Rural	3/25/16
ZC16-10	American Towers, LLC Telecommunications tower improvements. 17435 Ravens Rock Road, Charles Town, WV 25414 Zoned: Rural	4/7/16
ZC16-12	GEORGE W. RUSHIZKY, OWNER; US CELLULAR, BRIAN CRAWFORD – APPLICANT Property contains existing 200.0'(+/-) self-support telecommunications tower. US Cellular to reinforce existing gusset plates and replace diagonal brace bolts at 60'-66.7' elevation 8428 Shepherdstown Pike; Shepherdstown, West Virginia 25443 Zone: Rural	4/13/16
ZC16-13	JEFFERSON UTILITIES, INC. – OWNER/AT&T MOBILITY - JOSE PUGEDA – APPLICANT AT&T Mobility will replace 3 existing antennas with 3 new antennas; & 3 new radio head units on an existing 158.0' water tower antenna. 426 Oak Lee Drive; Ranson, West Virginia 25438 (Water Tower) Rural	5/5/16

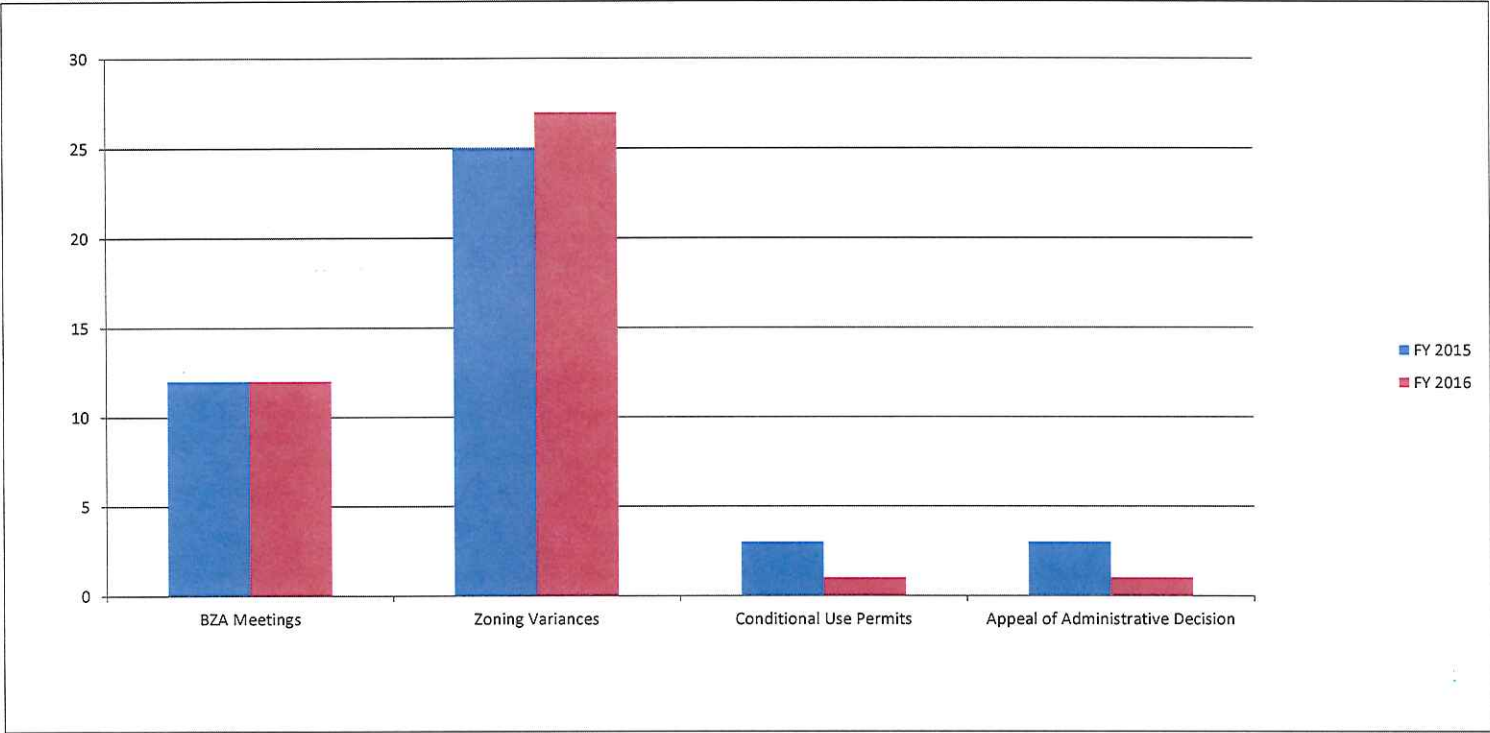
ZC16-14	GORDON HOCKMAN – OWNER/APPLICANT Construction of a 20' x 50' wood-frame building and attached deck, on the pad site of a recently demolished structure, for the seasonal sale of farm produce and cold storage of produce. 8033 Charles Town Road; Kearneysville, West Virginia 25430 Zone: Industrial-Commercial	5/5/16
ZC16-15	JOSE F. OSORIO – OWNER/APPLICANT Rodeo/ Calf Roping/ Bull Wrestling/ Horse Racing Event with approved parking for up to 100 spectator vehicles; permitted as "Agricultural Tourism". Bi-Monthly Event to be hosted from May to November (annually). 1196 Van Clevesville Road; Kearneysville, West Virginia 25430 Zone: Rural	5/2/16
ZC16-16	MIDDLEWAY CONSERVANCY ASSOCIATION, INC- PETER FRICKE – APPLICANT (multiple property owners for re-enactment activities and public parking) A three-day re-enactment of civil war camp life, drills and other educational activities in the Rural and Village Zoning Districts. Seasonal Use Permit (#SU16-01) was approved by the BZA on 5/26/16. Certificate is valid for this event from 8/12 – 8/14/16. Zone: Village & Rural	6/6/16
ZC16-17	GEORGE W. RUSHIZKY – OWNER/AT&T MOBILITY -- ADAM KNUBEL – APPLICANT Property contains existing 200.0'(+/-) self-support telecommunications tower. AT&T to remove/relocate/install wireless communications antennas, RRH's and associated support equipment on existing antenna mount at 146' and install associated support equipment at ground level and on existing LTE cabinet on existing equipment pad. 8428 Shepherdstown Pike; Shepherdstown, West Virginia 25443 Zone: Rural	5/23/16
ZC16-18	RODNEY W. KIDWELL – OWNER/ JASON HAHN - APPLICANT Retail Sales to include Harley Davison apparel, Justice Bros. products and AMS oil products. 35 Halltown Road; Harpers Ferry, West Virginia 25425 Zone: Residential-Light Industrial-Commercial	5/24/16
ZC16-19	DECISIVE COMMUNICATIONS, INC. – OWNER/APPLICANT Office cubicles and a warehouse for Telecommunication Equipment, to include fiber, conduit and cable TV materials. 147 Edmond Road; Charles Town, West Virginia 25414 Zone: Industrial-Commercial	5/24/16
ZC16-20	WVA 340, LLC – OWNER/ ANDREW H. SAIKIN - APPLICANT Temporary sale of legal fireworks from an 8' x 45' sea-container sales stand. June 8, 2016 - July 8, 2016; 9:00 a.m.-10:00 p.m. daily. (Location: Martins Grocery Store Parking Lot) 186 Flowing Springs Road; Charles Town, West Virginia 25414 Zone: Residential- Light Industrial-Commercial	5/24/16

ZC16-21	ROBERT BIGGS, JR. & LISA M. BIGGS – OWNERS/RG BIGGS EXCAVATING - APPLICANT Landscaping Business to include limited excavating work. 7067 Flowing Springs Road; Shenandoah Junction, WV 25442 Zone: Rural	5/24/16
ZC16-22	B. JEANNE KOZAK & L. DANIEL PECK – OWNERS/ WILLIAM MOON - APPLICANT Insurance Agency. Will use existing sign on road. 8354 Martinsburg Pike, Unit 6; Shepherdstown, WV 25442 Zone: Residential-Light Industrial-Commercial	5/24/16
ZC16-23	HOT SPOT CT REAL ESTATE LLC (BRENT JACKSON), OWNER/APPLICANT Pawn Shop 1012 East Washington Street; Charles Town, WV 25442 Zone: Residential-Light Industrial-Commercial	5/24/16
ZC16-24	JEFFERSON UTILITIES, INC., OWNER; SHENANDOAH PERSONAL COMMUNICATIONS, LLC, (SHENTEL), APPLICANT (JUSTIN BLANSET) Property contains existing 125' tall Water Tower antenna site. Shentel to install 6 new 2.5GHz antennas at 118'; 3 microwave dish antennas and equipment inside existing Water Tower compound, per plans and code. Proposed modification requires no ground disturbance or electrical work. 426 Oak Lee Drive; Ranson, West Virginia 25430 Zone: Rural	6/24/16
ZC16-25	GYPSY FLEA MARKET - KEVIN DROST, OWNER; AMERICAN PROMOTIONAL EVENTS dba TNT FIREWORKS (VANESSA HIXON), APPLICANT Temporary sale of legal fireworks in a 20' x 40' tent and storage container. June 18, 2016 –July 6, 2016, from 9:00 a.m.- 9:00 p.m. 154 Wolfcraft Lane; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	6/15/16
ZC16-26	PERMELYNN OF WESTCHESTER, INC., OWNER/ AMERICAN PROMOTIONAL EVENTS dba TNT FIREWORKS - VANESSA HIXON, APPLICANT Temporary sale of legal fireworks in a 20' x 40' tent and storage container. June 27, 2016 –July 06, 2016, 9:00 a.m.-10:00 p.m. Tent removal no later than July 09, 2016. (Walmart Parking Lot) 96 Patrick Henry Way; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	6/29/16
ZC16-27	RAI PROPERTIES, LLC – OWNER /CC'S NAILS – APPLICANT Nail Salon / Personal Services 43 Ruland Road, Suite G; Kearneysville, West Virginia 25430 Zone: Industrial-Commercial	6/22/16

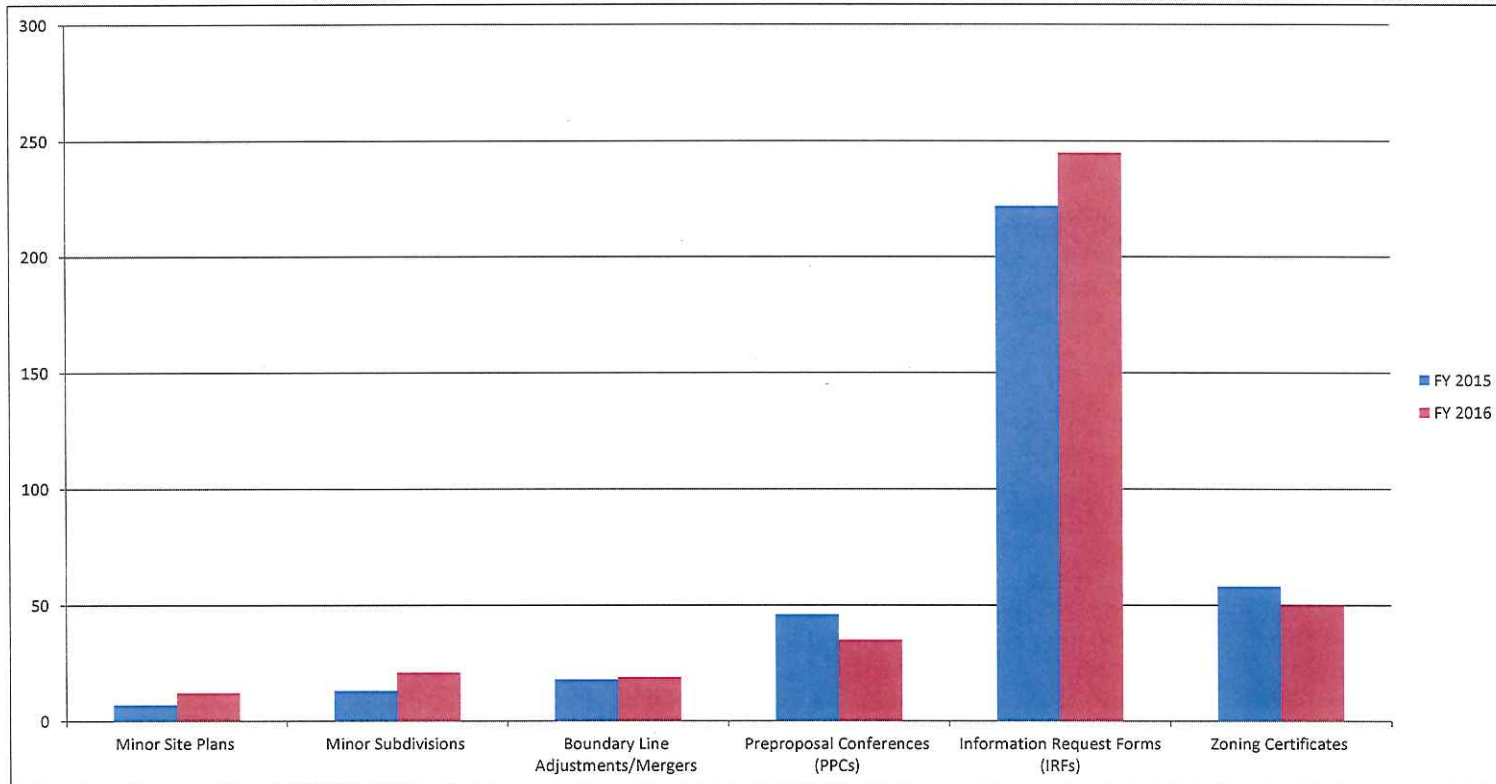
ZC16-28	PERMELYNN OF WESTCHESTER, INC., OWNER; WHOLESale FIREWORKS ENTERPRISES, LLC (LYNETTE WHITE), APPLICANT Temporary sale of legal fireworks conducted from a 20' x 50' tent. June 27, 2016 –July 04, 2016, 9:00 a.m.-10:00 p.m. Tent removal no later than July 09, 2016. (Walmart Parking Lot) 96 Patrick Henry Way; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	6/24/16
Terminated Zoning Certificate Applications		
ZC15-51	EUGENE AND SARAH ABELOW, OWNERS/APPLICANT Increase number of residential rental units by three – from current 10 units to proposed 13 units. 1585 Gardners Lane; Shepherdstown, West Virginia 25443 Zone: Rural	Terminated due to insufficient information
Withdrawn Zoning Certificate Applications		Date Withdrawn
ZC16-11	CHRISTOPHER DUDASH – OWNER / APPLICANT Cottage Industry. Office area (20' x 30') to be located within a detached 40' x 60' structure. 444 Cattail Run Road; Charles Town, West Virginia 25414 Zone: Rural	Withdrawn by Applicant / April 08, 2016
Denied Zoning Certificates		Denial Date
None		



	FY 2015	FY 2016
Planning Commission Meetings	14	16
Long Range Planning Projects	1	0
Subdivision Regulation Text Amendments	3	2
Zoning Ordinance Text Amendments	1	5
Major Site Plans or Subdivisions	1	2
Waiver/Variance from Subdivision Regulatic	8	7
Zoning Map Amendments/Rezoning	4	2



	FY 2015	FY 2016
BZA Meetings	12	12
Zoning Variances	25	27
Conditional Use Permits	3	1
Appeal of Administrative Decision	3	1



Staff	FY 2015	FY 2016
Minor Site Plans	7	12
Minor Subdivisions	13	21
Boundary Line Adjustments/Mergers	18	19
Preproposal Conferences (PPCs)	46	35
Information Request Forms (IRFs)	222	245
Zoning Certificates	58	50
Fees Collected	\$48,190.07	\$20,298.61

Impact Fee Status Report

September 2016

Office of Impact Fees

Summary

Date Range: Thursday 1 through Friday 30 September 2016

Report Date: 3 October 2016

Process Number Range: 1600138-1600162

Total Applications: 25

Total Non-Exempt: 23

Of which:

Commercial: 2

Residential: 21

Of which:

County: 14

Municipal: 9

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for September 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 – 30 September 2016	2	2	21	25
Fees collected		\$18.00	\$131,999.00	\$132,017.00
<i>Of which</i>				
School Impact Fee			\$119,700.00	\$119,700.00
Law Enforcement Fee		\$9.00	\$2,093.00	\$2,102.00
Parks & Recreation Fee			\$9,198.00	\$9,198.00
EMS Fee		\$9.00	\$1,008.00	\$1,017.00

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

Description	Amount
Opening Statement Balance (1 September 2016)	\$120,631.99
September Deposits (1 – 30 September 2016)	\$132,017.00
School August Transactions (withdraws via transfer on 9 September 2016)	(\$108,326.99)
Law August Transactions (withdraws via transfer on 9 September 2016)	(\$3,059.60)
Parks & Rec August Transactions (withdraws via transfer on 9 Sept. 2016)	(\$8,324.10)
EMS August Transactions (withdraws via transfer on 9 September 2016)	(\$921.30)
Interest Earned (30 September 2016)	\$33.53
Ending Statement Balance (30 September 2016)	\$132,050.53
<i>Outstanding Credits (deposits through 1 October 2016)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 September 2016)	\$2,465,470.19
August Transactions (deposits via transfer on 9 September 2016)	\$108,326.99
Interest Earned (30 September 2016)	\$1,045.86
Ending Balance (30 September 2016)	\$2,574,843.04

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

Description	Amount
Opening Balance (1 September 2016)	\$76,156.39
August Transactions (deposits via transfer on 9 September 2016)	\$3,059.6
Interest Earned (30 September 2016)	\$32.22
Ending Balance (30 September 2016)	\$79,248.21

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

Description	Amount
Opening Balance (1 September 2016)	\$71,737.40
August Transactions (deposits via transfer on 9 September 2016)	\$8,324.10
Interest Earned (30 September 2016)	\$31.99
Ending Balance (30 September 2016)	\$80,093.49

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

Description	Amount
Opening Balance (1 September 2016)	\$92,398.45
August Transactions (deposits via transfer on 9 September 2016)	\$921.30
Interest Earned (30 September 2016)	\$38.25
Ending Balance (30 September 2016)	\$93,358.00

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

Description	Amount
Office of Impact Fees General Account	\$132,050.53
School Impact Fee Account	\$2,574,843.04
Law Enforcement Fee Account	\$79,248.21
Parks & Recreation Impact Fee Account	\$80,093.49
EMS Impact Fee Account	\$93,358.00
Total Impact Fees	\$2,959,593.27

/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 October 2016 Fee Transfers /1

Account	30 Sept. 2016 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,574,843.04	\$119,730.18	\$2,694,573.22
Law Enforcement Fee Account	\$79,248.21	\$2,102.67	\$81,350.88
Parks & Recreation Impact Fee Account	\$80,093.49	\$9,200.35	\$89,293.84
EMS Impact Fee Account	\$93,358.00	\$1,017.33	\$94,375.33
Total Impact Fees	\$2,827,542.74	\$132,050.53	\$2,959,593.27

/1 This table represents each of the impact fee category account totals as of 30 September 2016 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in September 2016 are listed in table 1 of the General Account (3111776); these transactions will be processed in October 2016. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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

Impact Fee Applications Processed between dates Thursday 1 through Friday 30 September 2016

Process Number	Date	Last Name	First Name	Tax District	Open Book	Open Road	Tax Map	Parcel	Impact Fees Collected	Date	Exempt Reason
Exempt Applications											
1600140	09/02/2016	Johnston	Michael	07 Middleway	992	12	16	1.1	\$0.00	09/02/2016	Form 200
1600156	09/26/2016	Murphy	John	06 Kabletown	875	652	15A	30	\$0.00	09/26/2016	Form 200

Category Count: 2

Category Total

\$0.00

Non-Exempt Applications											
1600138	09/01/2016	Arcadia		03 Charles Town	23	67	12A	131	\$6,186.00	09/01/2016	N/A
1600139	09/01/2016	Arcadia		03 Charles Town	23	67	12A	193	\$6,186.00	09/01/2016	N/A
1600141	09/02/2016	Dan Ryan		07 Middleway	1179	215	2B	62	\$6,347.00	09/02/2016	N/A
1600142	09/02/2016	DR Acquisitions,		07 Middleway	1129	541	9	143	\$6,347.00	09/02/2016	N/A
1600143	09/14/2016	CT Self Storage	Noah Mehrkam	02 Charles Town	1177	14	9	8.3	\$15.00	09/14/2016	N/A
1600144	09/16/2016	Dimiglielmo	Louis	06 Kabletown	1173	341	6H	109, 112	\$6,347.00	09/16/2016	N/A
1600145	09/16/2016	Henry	James	07 Middleway	1178	108	13	90	\$6,347.00	09/16/2016	N/A
1600146	09/16/2016	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	93	\$6,347.00	09/16/2016	N/A
1600147	09/16/2016	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	105	\$6,347.00	09/16/2016	N/A
1600148	09/16/2016	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	112	\$6,347.00	09/16/2016	N/A
1600149	09/16/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9B	165	\$6,347.00	09/16/2016	N/A
1600150	09/19/2016	Arcadia		03 Charles Town	23	67	12A	185	\$6,186.00	09/19/2016	N/A
1600151	09/19/2016	Arcadia		03 Charles Town	23	67	12A	183	\$6,186.00	09/19/2016	N/A
1600152	09/20/2016	Arcadia		03 Charles Town	23	67	12A	215	\$6,186.00	09/20/2016	N/A
1600153	09/20/2016	THZ	John Thomas	09 Shepherdstown	975	69	8C	255	\$6,347.00	09/20/2016	N/A
1600154	09/23/2016	East Moutain		03 Charles Town	.	.	8B	10	\$3.00	09/23/2016	N/A
1600155	09/23/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9B	171	\$6,347.00	09/23/2016	N/A
1600157	09/26/2016	Shipley	Larry	09 Shepherdstown	1160	84	19A	70	\$6,347.00	09/26/2016	N/A
1600158	09/30/2016	Arcadia		03 Charles Town	23	67	12A	229	\$6,186.00	09/30/2016	N/A

1600159	09/30/2016	Arcadia		03 Charles Town	23	67	12A	219	\$6,186.00	09/30/2016	N/A
1600160	09/30/2016	Arcadia		03 Charles Town	23	67	12A	130	\$6,186.00	09/30/2016	N/A
1600161	09/30/2016	Unruh	Victor	02 Charles Town	1024	685	16	129	\$6,347.00	09/30/2016	N/A
1600162	09/30/2016	Richard	Robert	07 Middleway	445	66	8	1.7	\$6,347.00	09/30/2016	N/A

Category Count: 23

Category Total 132,017.00

TOTAL APPLICATIONS: 25

Grand Total 132,017.00

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, 3 October 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 August 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600138** through **1600162**, inclusive. Within this range there were 21 non-exempt impact fee payments. This amounts to **\$119,700.00**.
- Interest earned by the Office of Impact Fees General Account in August 2016 amounts to **\$33.53**, of which **\$30.18** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$119,730.18.

Check # 1060

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16037
Date: 10/3/2016

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 September 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).

\$119,700.00

Interest earned by the Office of Impact Fees General Account September 2016.

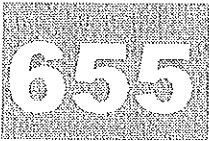
\$30.18

Impact Fee Process Numbers 1600138 through 1600162, inclusive. Within this range, there were 21 non-exempt impact fee payments.

Total: \$119,730.18

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

Check Number: 1060



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1060

Trace 20161003:37815.69

Date 10/3/2016

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$119,700.00

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 September 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/2/2016	1600138	2003-3	11/24/2005	\$5,700.00
9/2/2016	1600139	2003-3	11/24/2005	\$5,700.00
9/6/2016	1600141	2003-3	11/24/2005	\$5,700.00
9/6/2016	1600142	2003-3	11/24/2005	\$5,700.00
9/15/2016	1600143	2003-3	11/24/2005	\$0.00
9/19/2016	1600144	2003-3	11/24/2005	\$5,700.00
9/19/2016	1600145	2003-3	11/24/2005	\$5,700.00
9/19/2016	1600146	2003-3	11/24/2005	\$5,700.00
9/19/2016	1600147	2003-3	11/24/2005	\$5,700.00
9/19/2016	1600148	2003-3	11/24/2005	\$5,700.00
9/19/2016	1600149	2003-3	11/24/2005	\$5,700.00
9/20/2016	1600150	2003-3	11/24/2005	\$5,700.00
9/20/2016	1600151	2003-3	11/24/2005	\$5,700.00
9/21/2016	1600152	2003-3	11/24/2005	\$5,700.00
9/21/2016	1600153	2003-3	11/24/2005	\$5,700.00
9/26/2016	1600154	2003-3	11/24/2005	\$0.00
9/26/2016	1600155	2003-3	11/24/2005	\$5,700.00
9/27/2016	1600157	2003-3	11/24/2005	\$5,700.00
9/30/2016	1600158	2003-3	11/24/2005	\$5,700.00
9/30/2016	1600159	2003-3	11/24/2005	\$5,700.00
9/30/2016	1600160	2003-3	11/24/2005	\$5,700.00
9/30/2016	1600161	2003-3	11/24/2005	\$5,700.00
9/30/2016	1600162	2003-3	11/24/2005	\$5,700.00

Total amount for this withdraw \$119,700.00

Total amount for this account \$119,700.00

Total amount all accounts \$119,700.00

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, 3 October 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 September 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600138** through **1600162**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$2,102.00**.
- Interest earned by the Office of Impact Fees General Account in September 2016 amounts to **\$33.53**, of which **\$0.67** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$2,102.67.

Check # 1061

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16038

Date: 10/3/2016

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

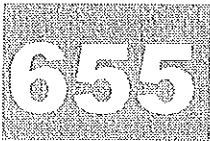
Amount

Impact Fee payments collected for month of September 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).	\$2,102.00
Interest earned by the Office of Impact Fees General Account September 2016.	\$0.67
Impact Fee Process Numbers 1600138 through 1600162, inclusive. Within this range, there were 14 non-exempt impact fee payments.	

Total: \$2,102.67

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

Check Number: 1061



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1061

Trace 20161003:37874.94

Date 10/3/2016

Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$2,102.00

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 September 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/2/2016	1600138	2005-1	3/22/2005	\$0.00
9/2/2016	1600139	2005-1	3/22/2005	\$0.00
9/6/2016	1600141	2005-1	3/22/2005	\$161.00
9/6/2016	1600142	2005-1	3/22/2005	\$161.00
9/15/2016	1600143	2005-1	3/22/2005	\$9.00
9/19/2016	1600144	2005-1	3/22/2005	\$161.00
9/19/2016	1600145	2005-1	3/22/2005	\$161.00
9/19/2016	1600146	2005-1	3/22/2005	\$161.00
9/19/2016	1600147	2005-1	3/22/2005	\$161.00
9/19/2016	1600148	2005-1	3/22/2005	\$161.00
9/19/2016	1600149	2005-1	3/22/2005	\$161.00
9/20/2016	1600150	2005-1	3/22/2005	\$0.00
9/20/2016	1600151	2005-1	3/22/2005	\$0.00
9/21/2016	1600152	2005-1	3/22/2005	\$0.00
9/21/2016	1600153	2005-1	3/22/2005	\$161.00
9/26/2016	1600154	2005-1	3/22/2005	\$0.00
9/26/2016	1600155	2005-1	3/22/2005	\$161.00
9/27/2016	1600157	2005-1	3/22/2005	\$161.00
9/30/2016	1600158	2005-1	3/22/2005	\$0.00
9/30/2016	1600159	2005-1	3/22/2005	\$0.00
9/30/2016	1600160	2005-1	3/22/2005	\$0.00
9/30/2016	1600161	2005-1	3/22/2005	\$161.00
9/30/2016	1600162	2005-1	3/22/2005	\$161.00
Total amount for this withdraw				\$2,102.00
Total amount for this account				\$2,102.00
Total amount all accounts				\$2,102.00

COPY

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

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, 3 October 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 September 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600138** through **1600162**, inclusive. Within this range there were 21 non-exempt impact fee payments. This amounts to **\$9,198.00**.
- Interest earned by the Office of Impact Fees General Account in September 2016 amounts to **\$33.53**, of which **\$2.35** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$9,200.35.

Check # 1062

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16039

Date: 10/3/2016

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 September 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).

\$9,198.00

Interest earned by the Office of Impact Fees General Account September 2016.

\$2.35

Impact Fee Process Numbers 1600138 through 1600162, inclusive. Within this range, there were 21 non-exempt impact fee payments.

Total: \$9,200.35

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

Check Number: 1062



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1062

Trace 20161003:37914.36

Date 10/3/2016 Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$9,198.00

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 September 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/2/2016	1600138	2005-2	5/12/2005	\$438.00
9/2/2016	1600139	2005-2	5/12/2005	\$438.00
9/6/2016	1600141	2005-2	5/12/2005	\$438.00
9/6/2016	1600142	2005-2	5/12/2005	\$438.00
9/15/2016	1600143	2005-2	5/12/2005	\$0.00
9/19/2016	1600144	2005-2	5/12/2005	\$438.00
9/19/2016	1600145	2005-2	5/12/2005	\$438.00
9/19/2016	1600146	2005-2	5/12/2005	\$438.00
9/19/2016	1600147	2005-2	5/12/2005	\$438.00
9/19/2016	1600148	2005-2	5/12/2005	\$438.00
9/19/2016	1600149	2005-2	5/12/2005	\$438.00
9/20/2016	1600150	2005-2	5/12/2005	\$438.00
9/20/2016	1600151	2005-2	5/12/2005	\$438.00
9/21/2016	1600152	2005-2	5/12/2005	\$438.00
9/21/2016	1600153	2005-2	5/12/2005	\$438.00
9/26/2016	1600154	2005-2	5/12/2005	\$0.00
9/26/2016	1600155	2005-2	5/12/2005	\$438.00
9/27/2016	1600157	2005-2	5/12/2005	\$438.00
9/30/2016	1600158	2005-2	5/12/2005	\$438.00
9/30/2016	1600159	2005-2	5/12/2005	\$438.00
9/30/2016	1600160	2005-2	5/12/2005	\$438.00
9/30/2016	1600161	2005-2	5/12/2005	\$438.00
9/30/2016	1600162	2005-2	5/12/2005	\$438.00
Total amount for this withdraw				\$9,198.00
Total amount for this account				\$9,198.00
Total amount all accounts				\$9,198.00

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, 3 October 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 September 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600138** through **1600162**, inclusive. Within this range there were 23 non-exempt impact fee payments. This amounts to **\$1,017.00**.
- Interest earned by the Office of Impact Fees General Account in September 2016 amounts to **\$33.53**, of which **\$0.33** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$1,017.33.

Check # 1063

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 16040

Date: 10/3/2016

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 September 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). \$1,017.00

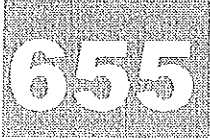
Interest earned by the Office of Impact Fees General Account September 2016. \$0.33

Impact Fee Process Numbers 1600138 through 1600162, inclusive. Within this range, there were 23 non-exempt impact fee payments.

Total: \$1,017.33

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

Check Number: 1063



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1063

Trace 20161003:37946.32

Date 10/3/2016

Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$1,017.00

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 September 2016.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/2/2016	1600138	2005-3	5/12/2005	\$48.00
9/2/2016	1600139	2005-3	5/12/2005	\$48.00
9/6/2016	1600141	2005-3	5/12/2005	\$48.00
9/6/2016	1600142	2005-3	5/12/2005	\$48.00
9/15/2016	1600143	2005-3	5/12/2005	\$6.00
9/19/2016	1600144	2005-3	5/12/2005	\$48.00
9/19/2016	1600145	2005-3	5/12/2005	\$48.00
9/19/2016	1600146	2005-3	5/12/2005	\$48.00
9/19/2016	1600147	2005-3	5/12/2005	\$48.00
9/19/2016	1600148	2005-3	5/12/2005	\$48.00
9/19/2016	1600149	2005-3	5/12/2005	\$48.00
9/20/2016	1600150	2005-3	5/12/2005	\$48.00
9/20/2016	1600151	2005-3	5/12/2005	\$48.00
9/21/2016	1600152	2005-3	5/12/2005	\$48.00
9/21/2016	1600153	2005-3	5/12/2005	\$48.00
9/26/2016	1600154	2005-3	5/12/2005	\$3.00
9/26/2016	1600155	2005-3	5/12/2005	\$48.00
9/27/2016	1600157	2005-3	5/12/2005	\$48.00
9/30/2016	1600158	2005-3	5/12/2005	\$48.00
9/30/2016	1600159	2005-3	5/12/2005	\$48.00
9/30/2016	1600160	2005-3	5/12/2005	\$48.00
9/30/2016	1600161	2005-3	5/12/2005	\$48.00
9/30/2016	1600162	2005-3	5/12/2005	\$48.00
Total amount for this withdraw				\$1,017.00
Total amount for this account				\$1,017.00
Total amount all accounts				\$1,017.00

Jefferson County

Public Service District

Jefferson County Public Service District Regular Board Meeting September 6, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, September 6, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; from Bowles Rice, Tyler Mayhew; and from Thrasher Engineering, Wayne Morgan. Mr. Weese was absent from the meeting.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:01PM.

Approval of agenda

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

OLD BUSINESS

Review Minutes of August 1 regular board meeting

The minutes of the August 1, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the August 1, 2016 regular board meeting minutes as presented. Approved 2-0.

Discuss sewer collection and transmission project

- **Resolution ratifying and clarifying actions regarding applications and obligations for funding**

Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission. Since Mr. Weese was absent from the meeting, the Board had no quorum to take actions on the resolution. Mr. Strider stated that the Board will revisit this item if Mr. Weese makes it to the meeting or the Board will schedule a special meeting to take action.

Action: No action required by the Board.

Discuss changes to EDU chart in tariff

Ms. Lawton presented six examples she found of tariffs that base CIF charges on meter size. Mr. Strider suggested staff make a list of the pros/cons and further investigate the cash flow side using previous years as reference. Mr. Appignani agreed with Mr. Strider's suggestion and added that he would like staff to also look at the EDU amounts from previous years and correlate that with meter size to get cash flow numbers.

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 \$18,000 in payments to cover the disbursements for water.

Action: No action required by the Board.

NEW BUSINESS

Consider posting RFP for new billing and accounting system

The District staff would like to update the billing and accounting system to better serve both the District and its customers. Ms. Lawton drafted an RFP to be advertised. Mr. Appignani had no problems with posting an RFP, but requested Ms. Lawton also contact Charles Town, Ranson, and Shepherdstown to find out what software they are using and the associated costs.

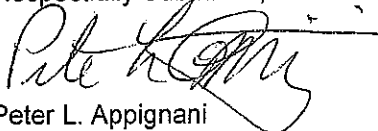
Action: Motion made by Mr. Appignani and seconded by Mr. Strider to direct staff to post the RFP for new billing and accounting software. Approve 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to adjourn. Approved 2-0.

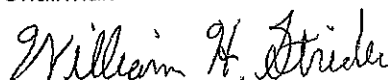
There being no further business at this time, the meeting was adjourned at 7:20PM.

The next regular meeting is scheduled for Monday, October 3, 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

Jefferson County Public Service District

Jefferson County Public Service District Special Board Meeting September 12, 2016

The special meeting of the Jefferson County Public Service District was held at 9:00AM on Monday, September 12, 2016 at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani (speakerphone); Secretary, Richard Weese (speakerphone); Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottleyer; from Thrasher Engineering, Wayne Morgan (speakerphone); and liaison for the County Commission, Commissioner Jane Tabb.

Treasurer Bill Strider called the meeting to order at 9:00AM.

Consider resolution ratifying and clarifying actions regarding applications and obligations for funding relating to the sewer transmission project

Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission. Ms. Lawton stated that this resolution would allow for the Treasurer to sign documents instead of the Chairman and ratify previously signed documents relating to funding of the project.

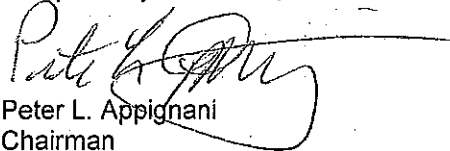
Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the resolution ratifying and clarifying actions regarding applications and obligations for funding for the Jefferson Count PSD as presented. Approved 2-0, 1 recusal.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to adjourn. Approved 2-0.

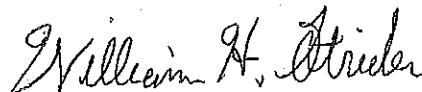
There being no further business at this time, the meeting was adjourned at 9:04AM.

The next regular meeting is scheduled for October 3, 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