

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 17, 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

- November 3, 2016 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- November 10, 2016
- November 17, 2016

APPROVAL OF PAYROLL

- November 10, 2016 Pollworker Payroll

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
- Approval of Pay for "Assessor's Additional Duties" - Discussion/Action
2. 10:00 a.m. Joy Lewis, Office of Governor Earl Ray Tomblin
- Presentation of Land and Water Conservation Fund Grant to Jefferson County Parks and Recreation - Discussion/Action
3. 10:15 a.m. Barbara Miller, Director, Jefferson County Homeland Security & Emergency Management
- Approval of the Jefferson County Continuity of Operations Plan (COOP) for County Government - Discussion/Action
- Approval of the Jefferson County Emergency Operations Plan (EOP) -

Discussion/Action

4. 10:30 a.m. Roger Goodwin, Chief County Engineer
- Complete Release of Tolling/Site Stability Bond for Kent-Gambore,
Corporation - Jackson Woods Subdivision, Lots 1-12 & Residue (File #06-28)
Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Board of Assessment Appeals Hearing - Robert B. Mellander for McDonald's -
Discussion/Action
7. 11:30 a.m. Interviews and Appointment to the Jefferson County Development Authority -
one unexpired term ending April 5, 2018 - Discussion/Action
8. 12:00 p.m. **Break for Lunch**

NEW BUSINESS

9. Discussion of plan presented by the cities of Charles Town and Ranson to acquire the
assets of the Jefferson County Public Service District - Discussion/Action (PN)
10. Request the County Commission hold a public hearing on the sewer proposals tendered to
the County Commission from the cities of Charles Town and Ranson- Discussion/Action
(DM)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

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

11. 1:30 p.m. Public Hearing - Petition to Vacate Alley in Shepherdstown District
12. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of County Office Closure for the Thanksgiving Holiday.

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals.

Impact Fee Status Report for October 2016.

CFIA Awards Letter for Courthouse Improvement Grant.

Letter from the Civil War Trust re: Battlefield Land Acquisition Grant - Invitation to Comment.

WV Weekly Lottery Settlement for Charles Town - week ending October 29, 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, November 3, 2016

A meeting of the Jefferson County Commission was held on Thursday, November 3, 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, November 3, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the Regular Meeting Minutes for October 20, 2016 as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077280	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077281	717	AUTOZONE		\$ -	\$ 38.98	\$ 38.98
077282	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 275.87	\$ 275.87
077283	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
077283	425	J.C.EHRLICH		\$ -	\$ 613.00	\$ 613.00
077284	405	FEDEX		\$ -	\$ 65.93	\$ 65.93
077284	700	FEDEX		\$ -	\$ 45.63	\$ 45.63
077285	425	FIDELITY POWER SYSTEMS		\$ -	\$ 3,370.00	\$ 3,370.00
077286	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
077287	428	GLOBAL SCIENCE & TECH		\$ -	\$ 1,800.00	\$ 1,800.00

077288	425	INTERSTATE ALL BATTERY		\$ -	\$ 15.00	\$ 15.00
077289	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
077290	424	THE SPIRIT OF JEFFERSON		\$ -	\$ 138.00	\$ 138.00
077291	425	JEFFERSON COUNTY SOLID		\$ -	\$ 56.88	\$ 56.88
077292	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 557.20	\$ 557.20
077292	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 9,848.57	\$ 9,848.57
077293	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
077294	712	LANGUAGE LINE SERVICES		\$ -	\$ 111.82	\$ 111.82
077295	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 156.58	\$ 156.58
077296	405	MATTHEW BENDER & CO		\$ -	\$ 1,065.36	\$ 1,065.36
077296	405	MATTHEW BENDER & CO		\$ -	\$ 394.31	\$ 394.31
077297	424	MILLER'S SUPPLIES AT WOR		\$ -	\$ 588.00	\$ 588.00
077298	406	N.A.D.A. APPRAISAL GUIDE		\$ -	\$ 20.00	\$ 20.00
077299	428	OFFICEMAX		\$ -	\$ 800.70	\$ 800.70
077300	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
077301	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
077301	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
077301	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077301	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
077301	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077301	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
077301	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
077301	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
077301	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
077302	405	THOMSON REUTER - WEST		\$ -	\$ 1,638.25	\$ 1,638.25
077302	405	THOMSON REUTER - WEST		\$ -	\$ 2,347.59	\$ 2,347.59
077303	PAYROLL	WVCORP		\$ -	\$ 5,000.00	\$ 5,000.00
077304	412	EMILY WELLS		\$ -	\$ 357.48	\$ 357.48
077305	404	W.B. MASON CO. INC		\$ -	\$ 96.15	\$ 96.15
TOTAL					\$ 37,295.85	\$ 37,295.85

Motion by Ms. Tabb to approve the Accounts Payable for October 27, 2016 in the amount of \$37,295.85. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077308	712	AT&T/GA		\$ -	\$ 63.92	\$ 63.92
077309	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,599.76	\$ 1,599.76
077309	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 246.36	\$ 246.36
077310	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077311	ALLOC	BAKERTON FIRE DEPT		\$ -	\$ 75,000.00	\$ 75,000.00
077312	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
077313	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077314	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077315	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077316	405	RAYMOND E. BOYCE		\$ -	\$ 81.00	\$ 81.00
077317	413	CASTO & HARRIS INC		\$ -	\$ 427.48	\$ 427.48
077318	402	CTWV-APA CHARLES TOWN AP		\$ -	\$ 30.00	\$ 30.00
077319	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
077320	405	NATHAN COCHRAN		\$ -	\$ 138.00	\$ 138.00
077321	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,384.70	\$ 6,384.70
077322	425	FIDELITY POWER SYSTEMS		\$ -	\$ 700.00	\$ 700.00
077323	405	STEPHEN V GROH		\$ -	\$ 138.00	\$ 138.00
077324	405	CHARLES B HOWARD		\$ -	\$ 138.00	\$ 138.00
077325	PAYROLL	THE HARTFORD		\$ -	\$ 4,636.84	\$ 4,636.84
077325	PAYROLL	THE HARTFORD		\$ -	\$ 2,298.70	\$ 2,298.70
077326	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
077326	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077326	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077326	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
077326	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077326	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077326	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077326	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077326	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077326	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077327	425	INTERSTATE ALL BATTERY		\$ -	\$ 35.40	\$ 35.40
077327	717	INTERSTATE ALL BATTERY		\$ -	\$ 323.85	\$ 323.85
077327	717	INTERSTATE ALL BATTERY		\$ -	\$ 138.75	\$ 138.75
077328	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 364.78	\$ 364.78
077328	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,368.84	\$ 2,368.84
077329	425	JEFFERSON RENTAL		\$ -	\$ 163.98	\$ 163.98
077330	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
077331	405	RALPH A LORENZETTI JR		\$ -	\$ 138.00	\$ 138.00

077332	405	CARRIE L. LEHMAN		\$ -	\$ 138.00	\$ 138.00
077333	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 20.34	\$ 20.34
077333	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 158.76	\$ 158.76
077334	406	MONROE SYS FOR BUSINESS		\$ -	\$ 313.00	\$ 313.00
077335	425	V.E. MAUCK PLUMBING SPPL		\$ -	\$ 44.50	\$ 44.50
077336	PAYROLL	MICHAEL MONAGHAN		\$ -	\$ 2,250.00	\$ 2,250.00
077337	PAYROLL	HIGHMARK WV		\$ -	\$ 175,138.39	\$ 175,138.39
077338	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077339	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077340	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
077341	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 77.39	\$ 77.39
077341	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 240.00	\$ 240.00
077341	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 166.05	\$ 166.05
077342	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077343	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,790.32	\$ 1,790.32
077344	424	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
077345	ALLOC	JEFF CO PARKS &		\$ -	\$ 5,547.63	\$ 5,547.63
077345	ALLOC	JEFF CO PARKS &		\$ -	\$ 36,025.37	\$ 36,025.37
077346	424	POTOMAC EDISON/OH		\$ -	\$ 2,519.69	\$ 2,519.69
077346	425	POTOMAC EDISON/OH		\$ -	\$ 9.92	\$ 9.92
077346	425	POTOMAC EDISON/OH		\$ -	\$ 16,736.69	\$ 16,736.69
077347	405	TRACY P. HERRON-RICE RPR		\$ -	\$ 99.00	\$ 99.00
077348	425	RCS SECURITY		\$ -	\$ 456.00	\$ 456.00
077349	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,259.00	\$ 6,259.00
077350	717	RICE TIRES CO		\$ -	\$ 110.00	\$ 110.00
077350	717	RICE TIRES CO		\$ -	\$ 113.85	\$ 113.85
077350	717	RICE TIRES CO		\$ -	\$ 358.92	\$ 358.92
077351	704	WV REGIONAL JAIL &		\$ -	\$ 110,878.50	\$ 110,878.50
077352	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,252.02	\$ 45,252.02
077352	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,583.02	\$ 10,583.02
077352	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,645.81	\$ 42,645.81
077353	405	BRANDON C.H. SIMS		\$ -	\$ 12.00	\$ 12.00
077353	405	BRANDON C.H. SIMS		\$ -	\$ 138.00	\$ 138.00
077354	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
077355	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,860.00	\$ 2,860.00
077356	425	TREARY SERVICE CO	52662	\$ 6,400.00	\$ -	\$ 6,400.00
077357	PAYROLL	HOPE THOMPSON		\$ -	\$ 103.30	\$ 103.30
077358	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 39,993.98	\$ 39,993.98
077358	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 6,158.77	\$ 6,158.77
077359	405	WV PROS.ATTYS ASSOC/WVPA		\$ -	\$ 1,500.00	\$ 1,500.00

077360	402	W.B. MASON CO. INC		\$ -	\$ 44.95	\$ 44.95
077360	403	W.B. MASON CO. INC		\$ -	\$ 11.95	\$ 11.95
077360	403	W.B. MASON CO. INC		\$ -	\$ 11.95	\$ 11.95
077361	402	XEROX CORPORATION		\$ -	\$ 528.49	\$ 528.49
077361	402	XEROX CORPORATION		\$ -	\$ 377.64	\$ 377.64
077361	402	XEROX CORPORATION		\$ -	\$ 472.04	\$ 472.04
077362	PAYROLL	TAMMY YOKLEY		\$ -	\$ 629.48	\$ 629.48
TOTAL						\$ 623,963.65
TOTAL				\$ 6,400.00	\$ 617,563.65	\$ 623,963.65

Motion by Ms. Noland to approve the Accounts Payable for November 3, 2016 in the amount of \$623,963.65. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
10/28/2016	435	EASTRIDGE HEALTH SYSTEM	\$ 3,400.00
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
10/28/2016	1521	G & TRIPLE T LLC	\$ 4,287.91
10/28/2016	1522	PATRIOT FIRE AND SECURITY LLC	\$ 510.00
10/28/2016	1523	RCS SECURITY	\$ 1,930.15
10/28/2016	1524	WV STATE FIRE MARSHAL	\$ 600.00
10/28/2016	1525	OFFICE MAX	\$ 216.60
10/28/2016	1526	ZMM ARCHITECTS & ENGINEERS	\$ 1,350.00
TOTAL			\$ 12,294.66

Motion by Ms. Tabb to approve the Manual Checks for October 28, 2016 in the amount of \$12,294.66. Motion seconded and unanimously approved.

HOME DETETION			
OO8			
Date	Check #	VENDOR	Amount
11/04/16	549	3M ELECTRONIC MONITORING	\$ 2,985.00
11/04/16	548	UNITED BANK	\$ 54.84
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
11/4/2016	602	PRINT-O-STAT	\$ 1,265.00
BARDANE			
244			
Date	Check #	VENDOR	Amount
11/04/16	605	POTOMAC EDISON	\$ 3,330.74
11/04/16	604	UNITED BANK	\$ 514.97
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
11/4/2016	1527	ROCKWELL MOVING	\$ 3,618.75
11/04/16	1528	G & TRIPLE T LLC	\$ 5,240.78
11/04/16	1529	OFFICEMAX	\$ 247.12
11/04/16	1530	MINGHINI'S	\$ 19,500.00
11/04/16	1531	VITAL SIGNS	\$ 265.00
11/04/16	1532	RCS SECURITY	\$ 595.00
11/04/16	1533	UNITED BANKCARD CENTER	\$ 1,061.27
TOTAL			\$ 38,678.47

Motion by Ms. Tabb to approve the Manual Checks for November 4, 2016 in the amount of \$38,678.47. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for November 3, 2016 in the amount of \$244,450.18. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – encouraged the citizens of the county to vote in the 2016 General Election.

Eva Alexander, resident and candidate for Assessor – requested support in her campaign for Assessor and stated the tax rate in the county is too high.

PRESENTATIONS

1. Presentation of Proclamation of Service and Excellence for Judy Matlick, former WVU Extension Agent.
 - **Motion by Ms. Tabb to approve the Proclamation of Service and Excellence for Judy Matlick, former WVU Extension Agent, upon the occasion of her retirement. Motion seconded and unanimously approved.**
2. Jennifer Maghan, County Clerk – requested approval to hire for a vacancy within the Payroll Department.
 - **Motion by Mr. Manuel to hire Renee Hudson to fill the vacancy within the County Clerk's Payroll Department at a Grade 4, Step D with a starting salary of \$39,087.00 to increase to \$40,221.05 after successful completion of the probationary period. Motion seconded and unanimously approved.**
3. Peter Dougherty, Sheriff – requested approval to hire for a vacancy within the Sheriff's Tax Office.
 - **Motion by Ms. Tabb to hire Christine T. Puttock as tax deputy within the Sheriff's Tax Office with a salary of \$33,932.77, effective Monday, November 28, 2016. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30 am.
The Commission reconvened at 10:45 am.

5. Nathan Cochran, Assistant Prosecuting Attorney – meet with outside legal counsel for assistance with possible asset acquisition of JCPSD by the cities of Ranson and Charles Town and approve the hire of said counsel.
 - Motion by Ms. Tabb to enter into Executive Session to receive advice from legal counsel. Motion seconded and unanimously approved.
 - **Motion by Ms. Noland to approve the hire of William Rohrbaugh to serve as legal counsel for utility matters. Motion seconded and unanimously approved.**
6. The Commission recessed for lunch at 12:00 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

7. Request to use County Commission meeting room - Jefferson County Convention and Visitor's Bureau
 - **Motion by Mr. Manuel to approve the request by the Jefferson County Convention and Visitor's Bureau to use the County Commission meeting room on Thursday, December 8 for the purpose of holding an open bids meeting for the JCCVB expansion project. Motion seconded and unanimously approved.**
8. Request to approve and sign Proclamation declaring Saturday, November 5, 2016 as an Interdenominational Day of Prayer.
 - **Motion by Ms. Noland to approve the request to declare Saturday, November 5, 2016 as an Interdenominational Day of Prayer. Motion seconded and unanimously approved.**
9. Set time for the 2016 General Election Canvass
- o It was the unanimous consent of the Commission to schedule the 2016 General Election Canvass to begin at 9:30 am on Monday, November 14, 2016.
10. Letter of Support for the Federal Land Access Program Grant
 - **Motion by Ms. Tabb to approve the letter of support for the HEPMPO Federal Land Access Program Grant as presented and authorize the President of the Commission to affix her signature to the document. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- **Motion by Mr. Manuel to accept State Budget Revision #1 for the Coal Severance Fund as presented. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to accept State Budget Revision #1 for the General Fund. Motion seconded and unanimously approved.**
- **Motion by Mr. Pellish to accept State Budget Revision #2 for the General Fund. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Agenda Deadline for the November 17, 2016 County Commission Meeting – Ms. Grove notified the Commission she'd be shortening the agenda deadline for the November 17, 2016 County Commission to Wednesday, November 9 at 12:00 pm since Friday, November 11 is Veterans Day and staff would be spending all day at the canvass on Monday, November 14.
- Discuss Status & Decision on County Employee – General Laborer
- Approval of Job Description for General Laborer
- Approval to transfer funds from Courthouse and Other Buildings to County Commission Budget
- **Motion by Ms. Noland to enter into Executive Session to discuss personnel matters. Motions seconded and unanimously approved.**
- **Motion by Ms. Tabb to move the General Laborer position from the Maintenance Department to the County Commission Department, approve the General Laborer job description as amended with the employee assistance plan, and transfer funds from Courthouse and Other Buildings Budget to the County Commission Budget. Motion seconded and unanimously approved.**

AFTERNOON SESSION

11. Public Hearing – Petition to Abandon and Annul Unused Roadway – 10' strip of unused roadway lying on the eastern boundary of the lot held by Primax Properties, LLC at 890 East Washington Street, Charles Town, WV on which the Advanced Auto Parts retail store is located.

Commissioner Noland opened the public hearing at 1:31 pm. Ms. Hovatter presented the history of the request to the Commission and the audience. Ms. Noland opened

the floor for public comment at 1:34 pm; however, no one provided public comment on the petition. Ms. Noland closed the public hearing at 1:38 pm and stated the record would remain open for two weeks to receive written comment, and the petition would be placed on the December 1, 2016 for action.

EVENING SESSION

12. Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District. In addition to all five commissioners and staff, the work session was attended by the following:

Keith Pierson, Mayor of Ranson
Andy Blake, Ranson City Manager
Tim Stranko, Attorney for Ranson
Peggy Smith, Mayor of Charles Town
David Mills, Charles Town City Manager
Hoy Shingleton, Attorney for Charles Town
Jane Arnett, Charles Town Utilities
William Rohrbaugh, Attorney for Jefferson County Commission

Ms. Noland opened the meeting at 7:02 pm and stated the purpose for the meeting was to continue the discussion regarding Ranson and Charles Town's plan to acquire the sewer assets and customers of the Jefferson County Public Service District. Mr. Stranko provided the details of the plan to the Commission and the audience. Members of the Commission expressed their thoughts about the plan and thanked all the parties involved, stating they would continue to work toward a resolution on this matter.

COUNTY COMMISSION REPORTS

Patricia Noland

- Attended a CFIA Grant meeting in which Jefferson County received an award.
- Attended the Cool Springs Sanctuary grand opening.
- Assisted flood victims in Rainelle, WV with fellow Leadership WV classmates
- Attended her last Leadership WV classes on healthcare in WV before Leadership graduation on November 17.

Jane Tabb

- Attended an Extension Service Committee meeting.
- Attended an ESA Personnel Committee meeting.
- Attended the Cool Springs Sanctuary grand opening.
- Attended a HSEM Quarterly Partnership meeting.

- Attended a Dairy Show board meeting in Morgantown.

Dale Manuel

- Attended the Independet Fire Company Gun Bash.
- Attended the opening of the Cool Springs Sanctuary.
- Attended Trick-or-Treat in downtown Charles Town and Shepherdstown.
- Attended the Animal Welfare Howl-oween Benefit at Hollywood Casino.
- Attended an Affordable Housing meeting.

Walt Pellish

- Attended an informal dinner meeting between the Jefferson COunty Development Authority and the Convention & Visitor's Bureau.
- Attended a Friends of Music fundraiser.
- Participated in radio shows to discuss the Brunch Bill.
- Voted early at the Courthouse.

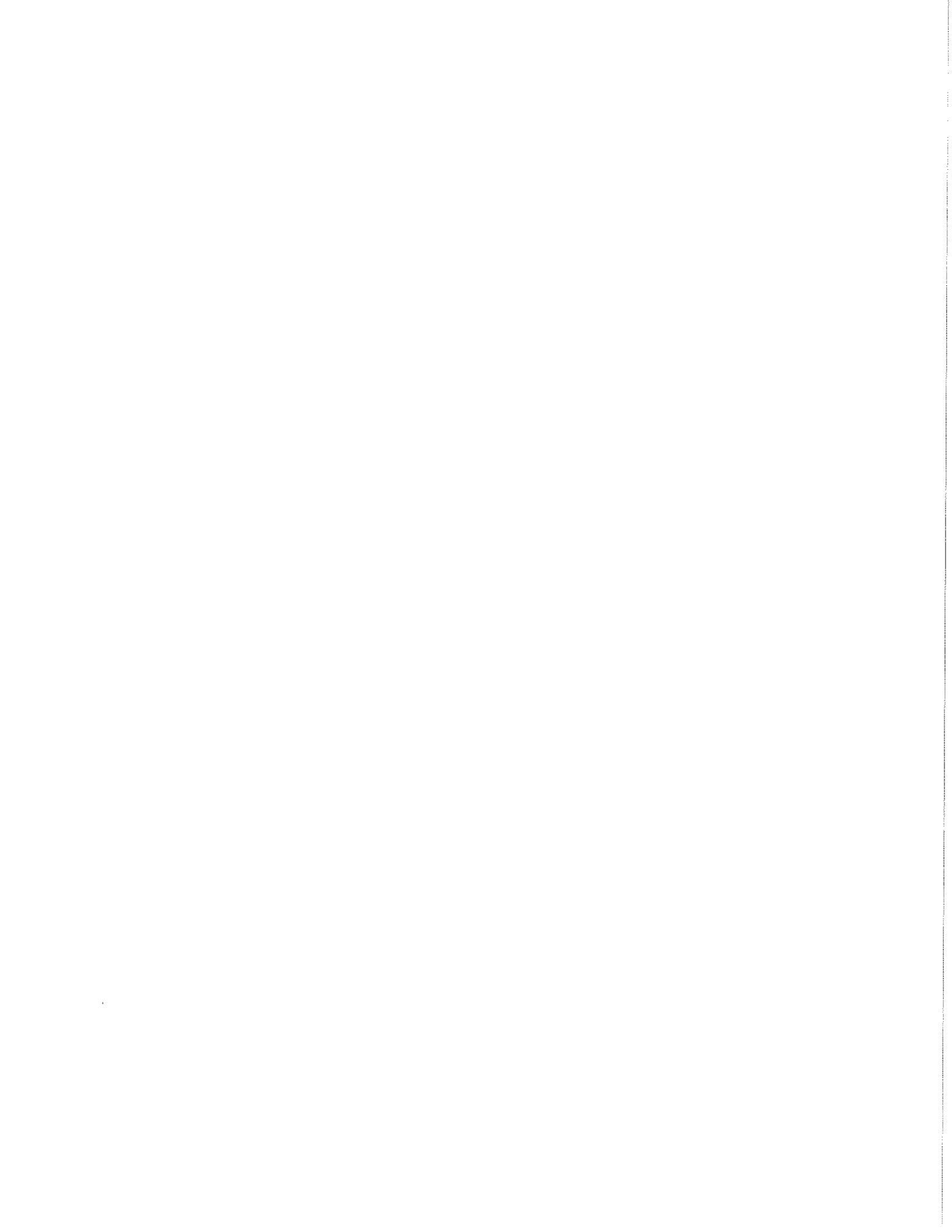
Peter Onoszko

- Attended a Planning Commission meeting.

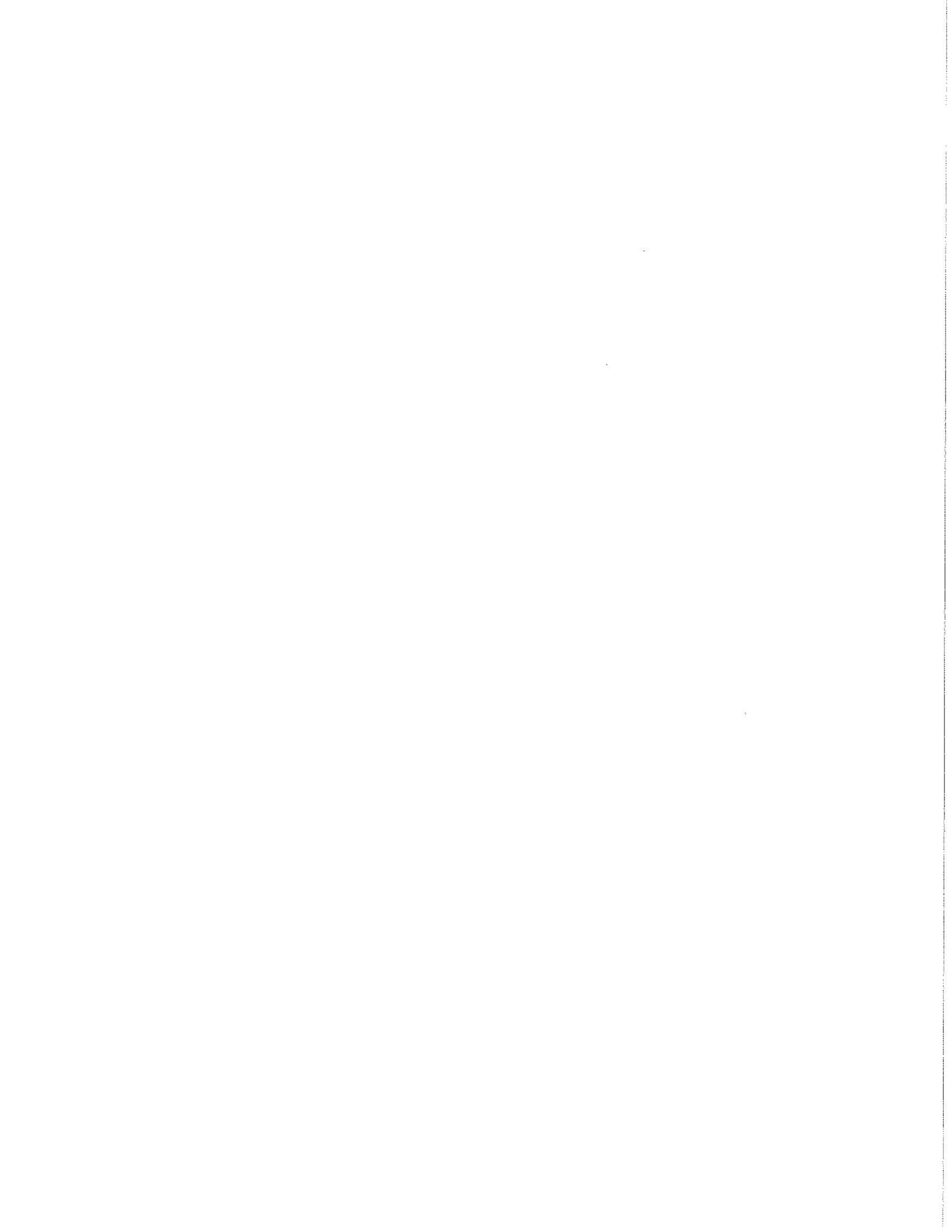
13. The Commission meeting was adjourned at 7:48 pm on a motion by Mr. Manuel.
Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 48,990.00		\$ 48,990.00
6.2% Tax Payable OASDI	0.00		\$ -
1.45% Tax Payable HI	0.00		\$ -
Fed Withholding	0.00		\$ -
WV State Withholding	0.00		\$ -
PERS Retirement Deduct 4.5%	0.00		\$ -
PERS Retirement Deduct 6%	0.00		\$ -
Hosp. Pre-Tax	0.00		\$ -
Cancer/ICU Pre-Taxed	0.00		\$ -
Cancer/ICU Not Pre-Taxed	0.00		\$ -
Optional Life Not Pre-Taxed	0.00		\$ -
Christmas Club	0.00		\$ -
Wage Attach #1	0.00		\$ -
Wage Attach #3	0.00		\$ -
DSRS Retirement Deduct 8.5%	0.00		\$ -
457 - Nationwide	0.00		\$ -
457I - Empower	0.00		\$ -
MD State Tax	0.00		\$ -
D/VF	0.00		\$ -
VA. State Tax	0.00		\$ -
COLONIAL(PLUS)	0.00		\$ -
Total Deductions	\$ -	\$ -	\$ -
Net Wages Total	\$ 48,990.00	\$ -	\$ 48,990.00
Payroll Date	10-Nov-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks, Assessor

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Exonerations and Approval of Pay for Assessor's Additional Duties.**

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





STATE OF WEST VIRGINIA

Department of Revenue
State Tax Department

Earl Ray Tomblin
Governor

Mark W. Matkovich
State Tax Commissioner

November 7, 2016

President, Jefferson County Commission
Jefferson County Courthouse
100 E. Washington Street
Charles Town, West Virginia 25414

Dear Commission President:

This letter and attachment certify that Angela L. Banks, Assessor of Jefferson County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Ms. Banks to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Matkovich", with a long horizontal flourish extending to the right.

Mark W. Matkovich
State Tax Commissioner

MWM/jaj

Attachment

cc: Assessor of Jefferson County
Clerk of Jefferson County

ASSESSOR ADDITIONAL DUTIES - 2016

**SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)**

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2015 to June 30, 2016 in the manner prescribed by the State Tax Commissioner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2015 – June 30, 2016) by entering this information in the IAS/CAMA system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. <u>500 +</u>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide explanation. _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STATEMENT OF COMPLETION

State of West Virginia

County of Jefferson

I, the undersigned, Angela L. Banks, Assessor of Jefferson County, hereby certify that I have substantially completed each additional duty

described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax Commissioner.

10-7-2016

Date

Angela L. Banks

Signature of Assessor

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Joy Lewis

Department or Organization: Office of Governor Earl Ray Tomblin

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 11/17/16

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Presentation of Land and Water Conservation Fund Grant to Jefferson County Parks and Recreation Commission

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

Jefferson Parks and Rec will be receiving \$31,046 to construct two new shelters at James Hite Park.

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

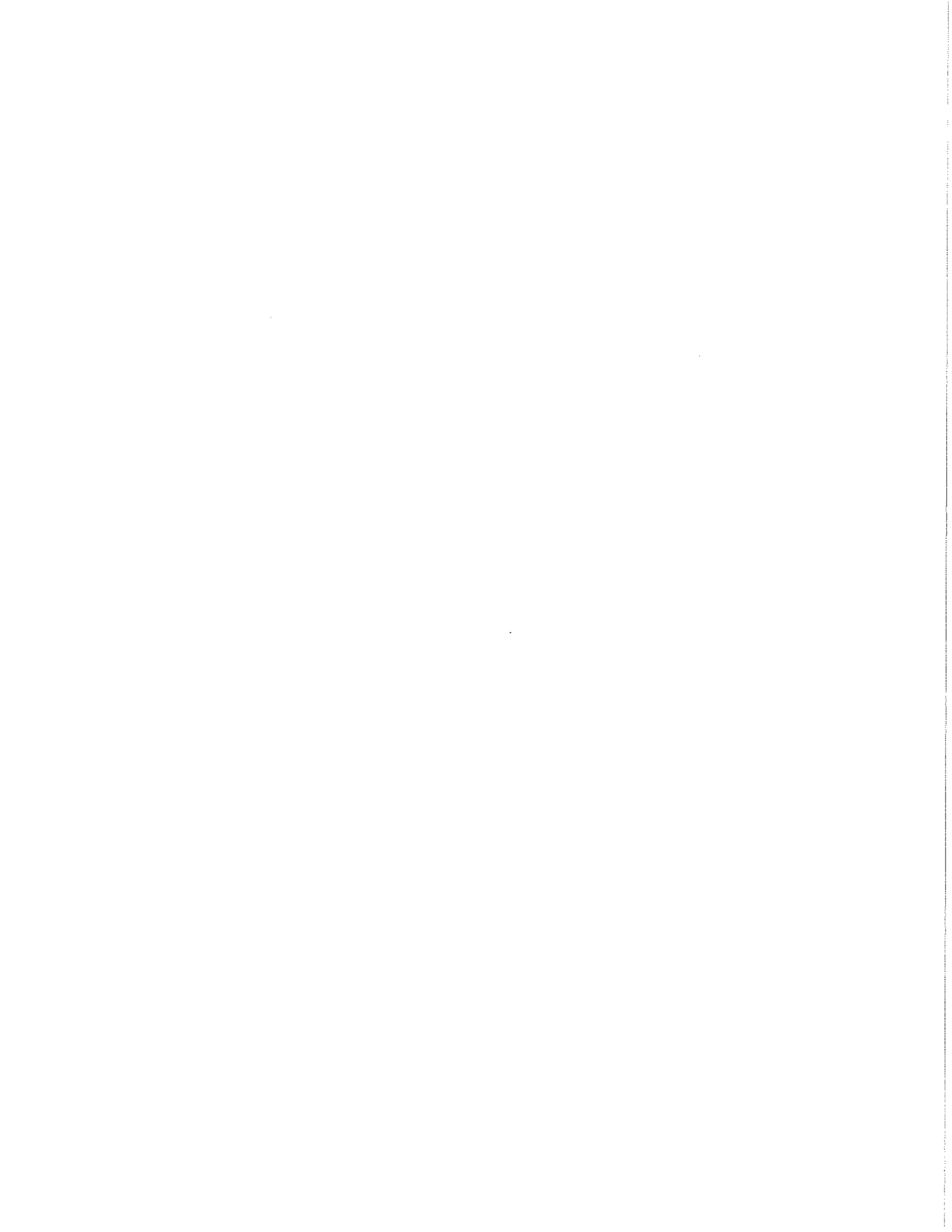
Contact information: Joy Lewis

Email address: joy.o.lewis@wv.gov

Phone Number: 304-279-2124

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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: November 17, 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. *Jefferson County Continuity of Operations Plan (Resolution to Adopt)*
2. *Jefferson County Emergency Operations Plan (Resolution to Adopt)*

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

1. We have updated our Continuity of Operations Plan for County Government after meeting with the various Department representatives and elected officials. The plan was also tested with a Table Top Exercise. A new addition this year is the Cyber Security Annex that was developed between Russell Burgess in IT and our Contractor. This plan is marked "For Official Use Only" and due to the sensitive nature of the contents is not a public document. A copy of the plan is in the County Administrator's Office so that County Commissioners may review it. Upon your adoption of the plan, Digital Copies will be given to each department head/elected official represented in the plan.
2. Each year, we are required to review and update at least 4 annexes within our Emergency Operations Plan. This year, we updated the Basic Plan-Annex A Direction and Control; Annex F-Health and Medical; Annex I-Firefighting; Annex O-Animals in Disaster Plan; Annex R-Flood Warning Plan. This is a requirement associated with our Emergency Management Performance Grant. This plan is marked "For Official Use Only" and due to the sensitive nature of the contents is not a public document. A copy of the plan is in the County Administrator's Office so that County Commissioners may review it. Upon your adoption, copies of the plan then go to the Mayors for adoption at the municipal level. Digital Copies then go to all agencies represented in the plan.

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 adopt the Jefferson County COOP (Continuity of Operations Plan) for County Government.
2. I move to adopt the Jefferson County EOP (Emergency Operations Plan)

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

If not attached, explain: This plan is marked "For Official Use Only" and due to the sensitive nature of the contents is not a public document. A copy of the plan is in the County Administrator's Office so that County Commissioners may review it.

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



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 17, 2016
If a specific date is needed, please provide reason for specific date: Click here to enter text.
Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Complete Release of Tolling/Site Stability Bond for Kent-Gambore, Corporation – Jackson Woods Subdivision, Lots 1-12 & Residue (File #06-28)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of Tolling/Site Stability Bond security for Kent-Gambore Corporation – Jackson Woods Subdivision, Lots 1-12 & Residue (File #06-28) – Cash in Escrow #5177505163 with Branch Banking & Trust Company, Martinsburg, WV

Is this a funding request? Y/NO
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a complete release of the remaining \$10,000.00 from the Tolling/Site Stability Bond for Kent-Gambore, Corporation for the Jackson Woods Subdivision, Lots 1-12 & Residue (File #06-28).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

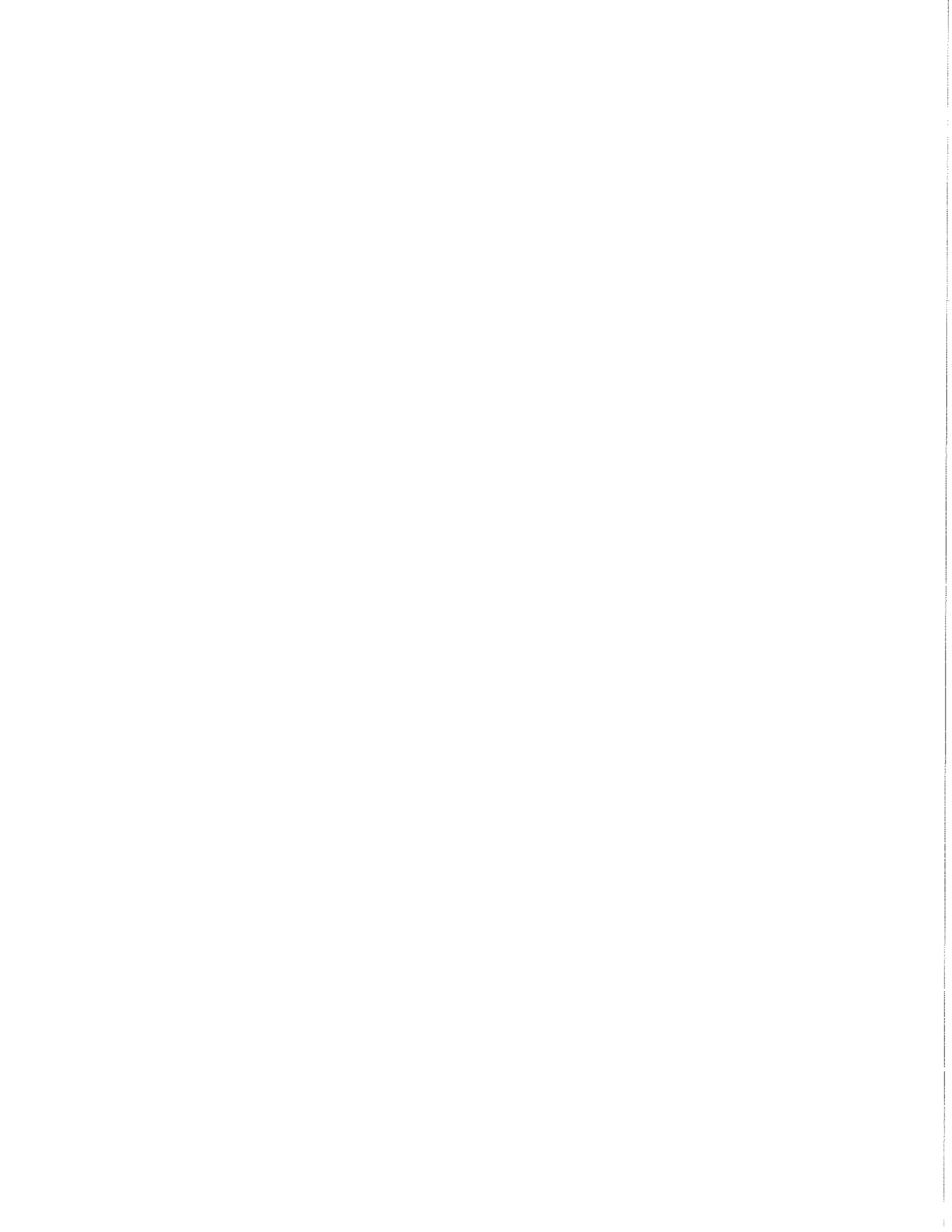
Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patricia A. Noland

November 17, 2016

VICE PRESIDENT

Walt Pellish

Mr. John F. Beatty, Sr. Vice President

COMMISSIONER

Dale Manuel

Branch Banking & Trust Company

148 South Queen Street

Martinsburg, West Virginia 25401

COMMISSIONER

Peter Onoszko

COMMISSIONER

Jane Tabb

RE: Cash in Escrow #5177505163 dated October 15, 2015 Tolling/Site Stability Bond Surety for Kent-Gamebore Corporation – Jackson Woods Subdivision, Lots 1-12 & Residue (File #06-28).

Dear Mr. Beatty:

The Jefferson County Commission authorizes a complete release of \$10,000.00 from the Tolling/Site Stability Bond for Kent-Gamebore Corporation – Jackson Woods Subdivision, Lots 1-12 & Residue (File #06-28). The property is located on the north side Hite Road-Route 1/4 just east of its intersection with Jefferson Orchard Road-Route 15/1.

A merger deed and plat of survey was recorded in the Office of the Clerk of the County Commission on August 26, 2016, in Deed Book 1179, Page 69 and Plat Book 25, Page 583 eliminating the 12 lot subdivision thus creating a single lot of 74.365 acres.

In summary, you are hereby authorized to fully release the above referenced Cash in Escrow #5177505163 Tolling/Site Stability Bond. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia Noland, President
Jefferson County Commission

PN:rfb

cc: Linda Barnhart, Vice President
Kent-Gambore Corporation
P. O. Box 849
Kearneysville, WV 25430
Department of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Email: engineering@jeffersoncountytv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 9 / 22 / 2016 J.C.P.C. File No. 06 - 28

Consultant/Engineer/Firm Name: KENT CAMPBELL

Mailing Address: 727 HITS ROAD

City: KEARNEYSVILLE State: WV Zip: 25430

Contact Person: VICKIWA NORTON Phone: 888-311-5368

Project/Subdivision Name: JACKSON WOODS

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

Bonding Policy & Unit Cost Figures attached for your use.

Comments: BASED ON PHOTO MEASUREMENT RECORD AT MB 25 P 583

± DEBO OF MEASUREMENT AT DB 1179, P 69 THE TOLLING BOND/SITE STABILIZATION BOND

MY BOND RELEASED

Approved for:

RELEASE of TOLLING BOND

By: [Signature] 09/28/2016

County Engineer

Original Bond Amt. \$ 10,000 + 15% Cont. \$ 0 = Total Original Bond Amt. \$ 10,000

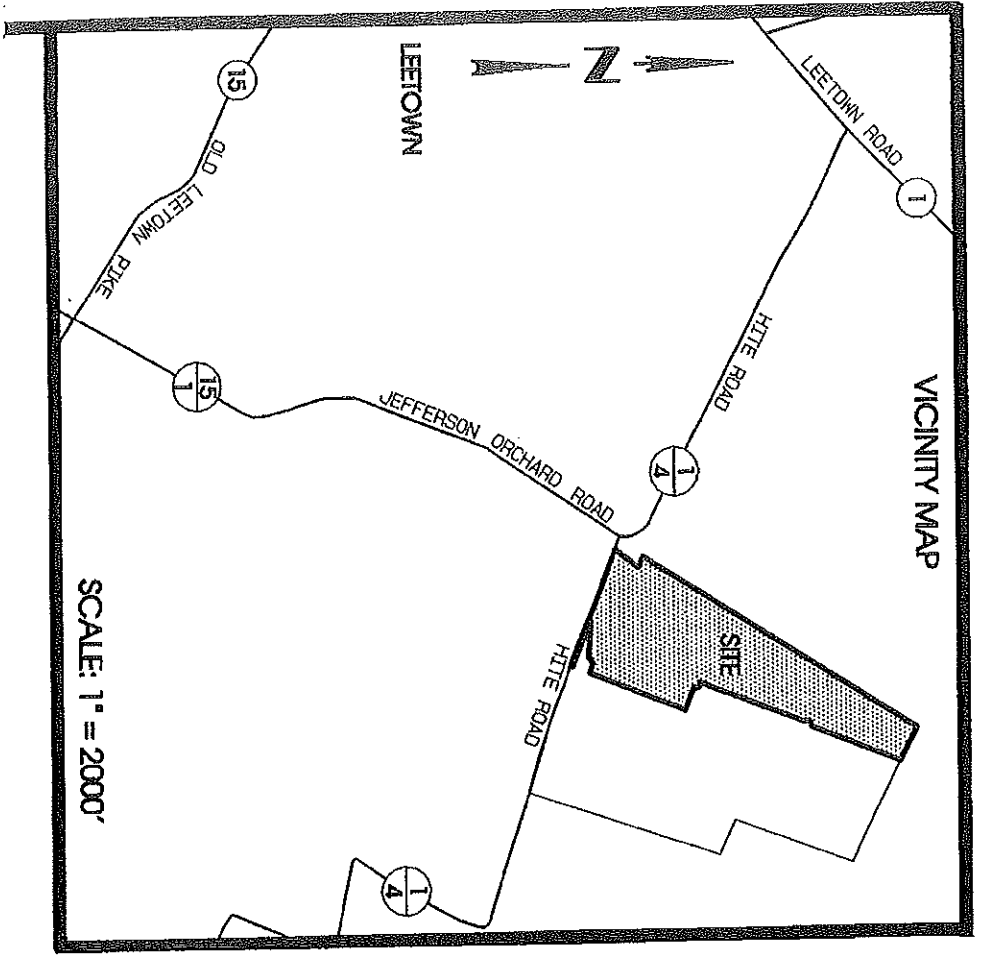
Total Current Bond Amount \$ 10,000.00

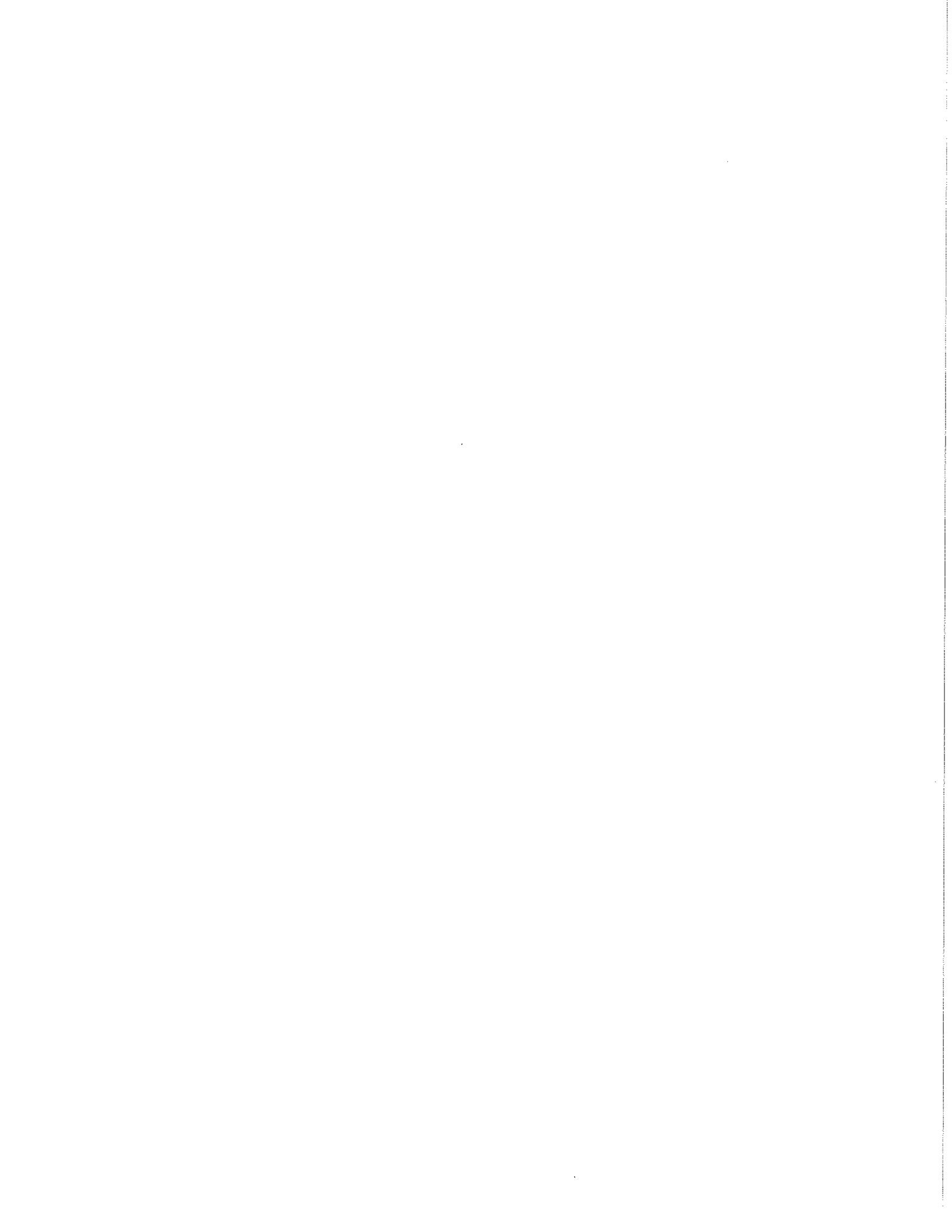
Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent Title: L.D.I.

Signature: [Signature] Date: 09 / 28 / 2016





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:

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

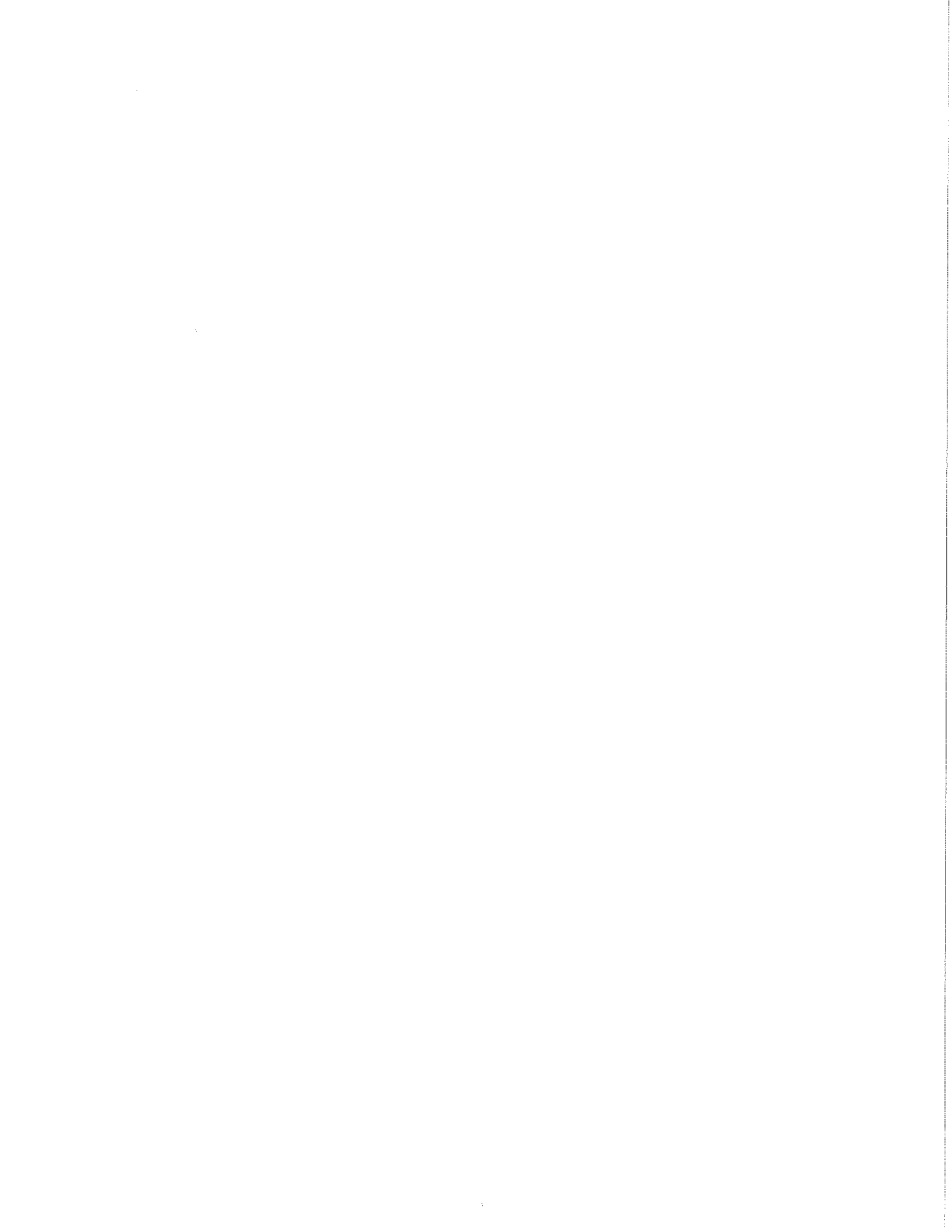
Contact information:

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.

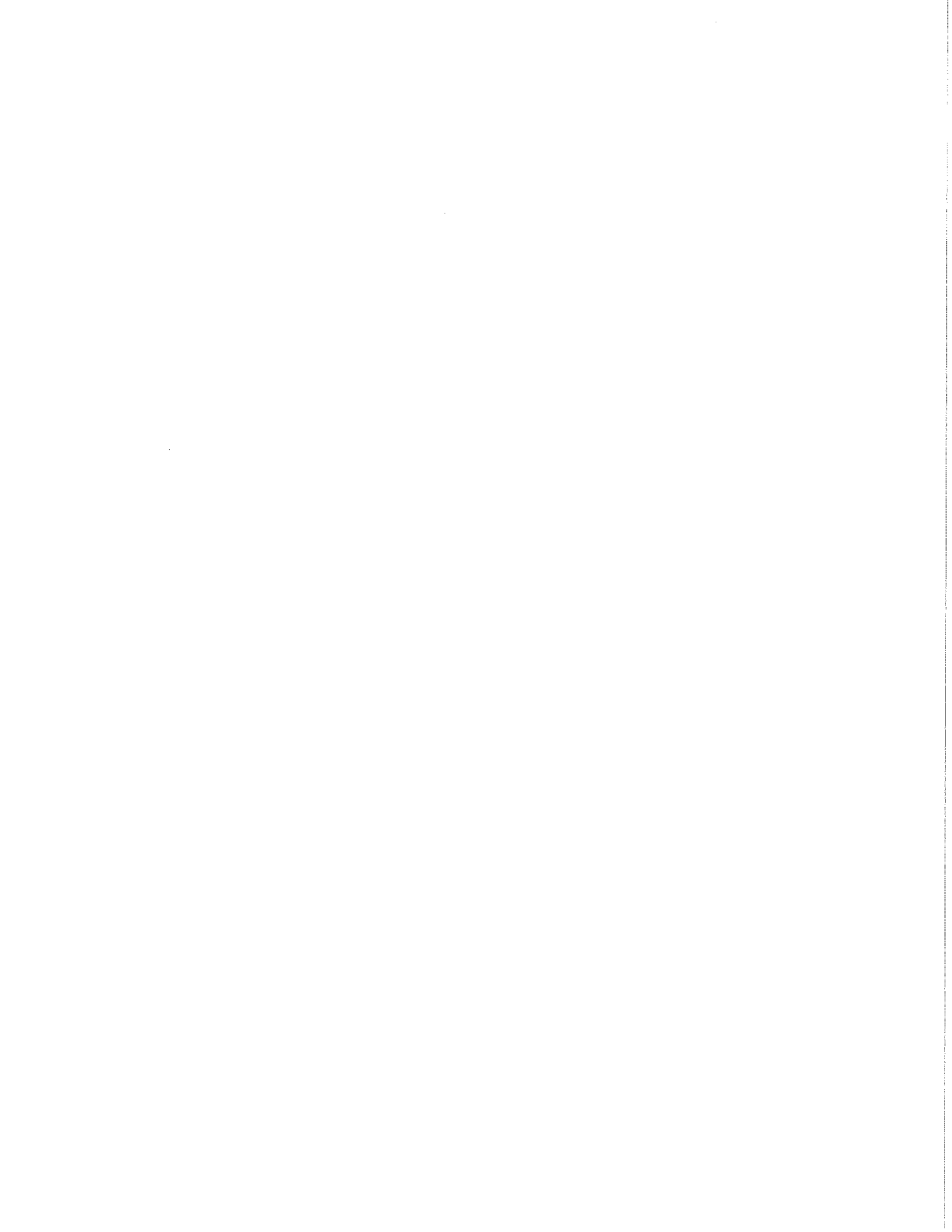
(f) The board shall issue its order within a reasonable time after the record for the hearing is closed and all required briefs have been submitted.

(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.*



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, siting 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.

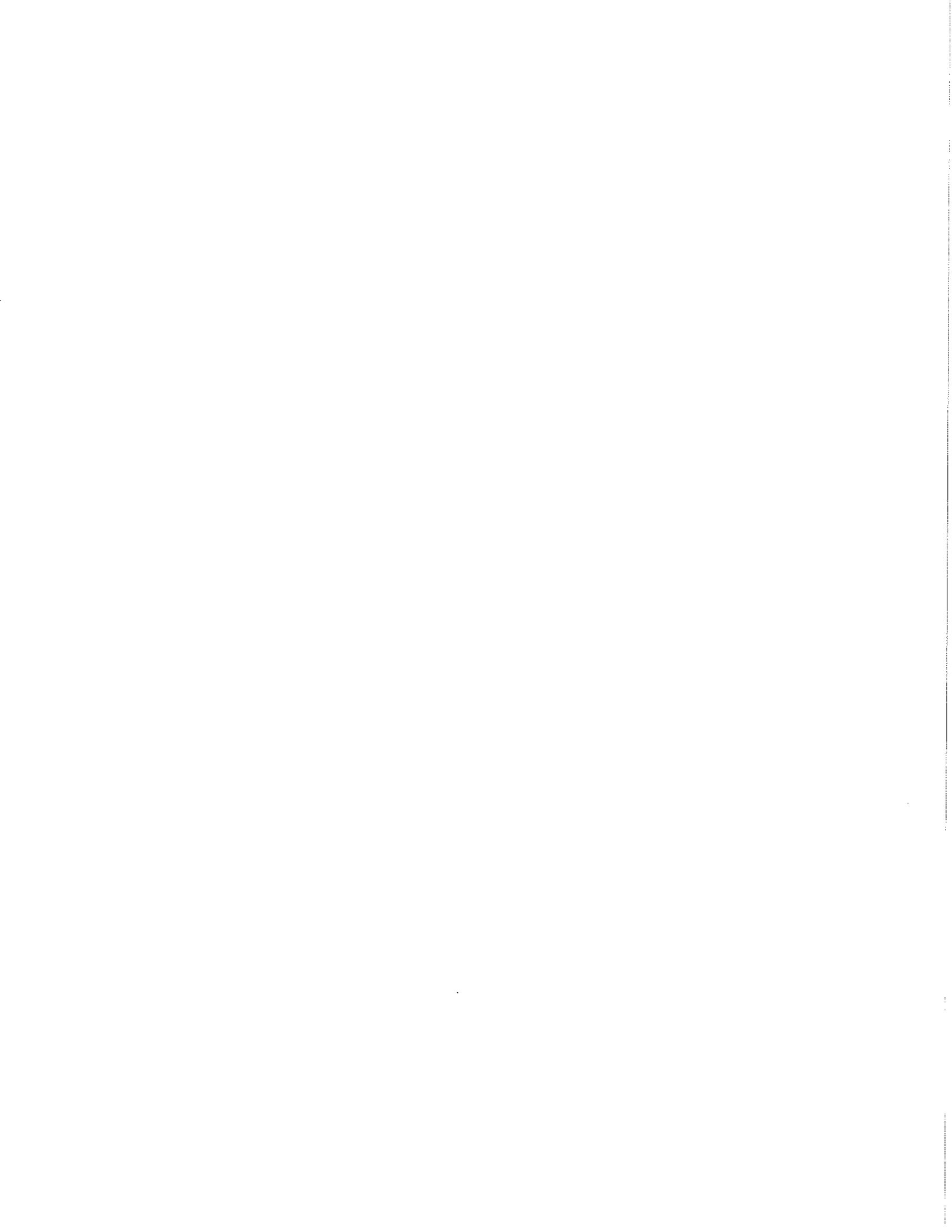
Very truly yours,



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



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: November ¹⁷ 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews/Appointments to the Jefferson County Development Authority Board – one unexpired term ending April 5, 2018 – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

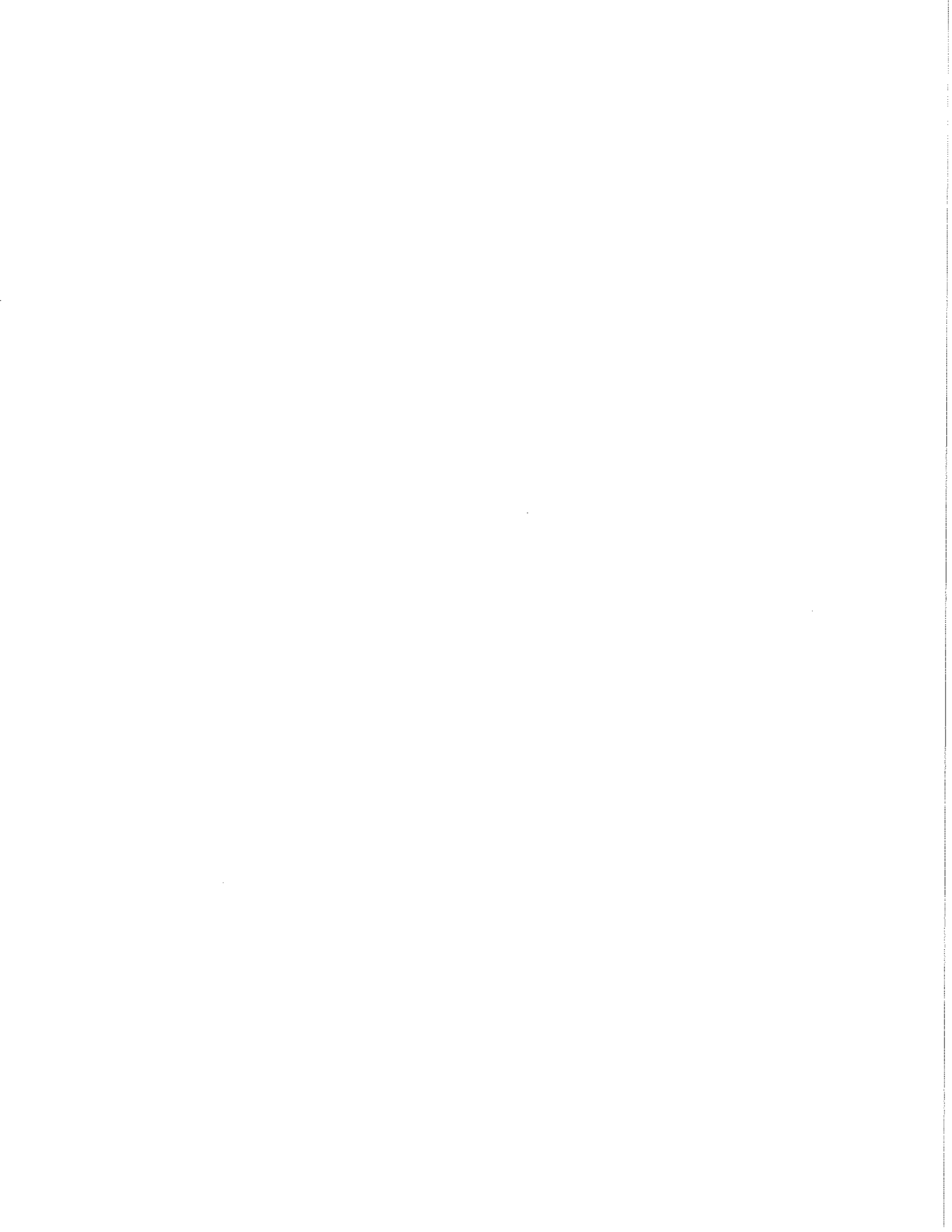
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



November 4, 2016

John Reisenweber, Executive Director
Jefferson County Development Authority
P. O. Box 237
Charles Town, WV 25414

Mr. Reisenweber:

My name is Ben Martz and I am the newly appointed Dean for Business School Development at Shepherd University. This letter serves as my application to the Jefferson County Development Authority Board for the unexpired member's term ending April 5, 2018.

I am very interested in the position on both a personal and professional level. I grew up in the Round Hill – Purcellville area attending Loudoun Valley High School and later the College of William & Mary in Virginia, and so have an affinity for the area. I spent a couple of years in my father's car dealership before going to graduate school in Tucson, Arizona. Upon graduation from the University of Arizona, I was co-founder and President of a successful, high-tech spin off company. Over the years, I have gravitated back to this area using research and teaching positions in the academic world. Most recently, I was department chair for the Business Informatics Department and involved with the creation of the College of Informatics at Northern Kentucky University.

I believe that my combination of experience in small business, entrepreneurial startups, business research, and academic program development position me well to contribute to the JCDA Board. In addition, I believe that the board will provide me insights into what employers in our area need and want from college graduates. Combined, these will produce opportunities to develop a curriculum for and promote the Shepherd Business School as a complement for the economic development envisioned of Jefferson County and the area.

Attached is my current resume. I will be happy to answer any questions you or the committee may have.

Ben Martz
Chair, Business Administration Department
Dean, Business School Development
Edward L. Snyder, Chair in Business

Wm. Benjamin Martz, Jr.

Chair, Business Administration / Family and Consumer Services
Dean, Business School Development
Address: Shepherd University
PO Box 5000
Shepherdstown, WV 25443
Phone: (304)876-5007
Email: bmartz@shepherd.edu

Educational Background:

- Ph.D. - Business (Management Information Systems); University of Arizona; 1989
- M.S. - Management Information Systems; University of Arizona; 1985
- B.B.A. - Marketing; College of William & Mary; 1981

Academic Background:

Research Interests: Research interests include distance education, groupware and problem solving in teams and groups, business intelligence, and business analytics. Topics researched in the past include: how to measure implicit learning in the classroom; the effect of groupware on consensus building in teams; major factors of satisfaction for distance students; and the change in human behavior induced by groupware. This research has been published in *MIS Quarterly*, *Journal of Management Information Systems*, *Decision Support Systems*, *Decision Sciences Journal of Innovative Education*, *Journal of Entrepreneurship Education*, *Group Decision and Negotiation*, *Team Performance Management Journal*, and *Journal of Computer Information Systems*.

Teaching Experience:

- 2014 - 2016 Professor, Director Masters of Business Informatics (MBI) Program
- 2006 – 2014: Northern Kentucky University (NKU)
 - Professor & Chair
 - Business Informatics Department
 - College of Informatics
- 2000 – 2006: University of Colorado at Colorado Springs (UCCS)
 - Professor
 - Information Systems Department
 - College of Business
- 1996 – 2000: California State University, Chico (CSUC)
 - Associate Professor
 - Accounting and Information Systems Department
 - College of Business

Courses taught include; Quantitative Analysis with Excel, Introduction to Information Systems, Introduction to Business, Introduction to Problem Solving and Creativity, Strategic Information Systems, e-Business, Introduction to Programming (VB.NET, VBA, ABAP, COBOL), Systems Analysis and Design, Decision Support Systems, Group Decision Support Systems.

Positions Held:

Year	Position
2016 - Present	Dean, Business School Development
2015 - 2016	MBI Director, NKU
2013 - 2016	Member of NKU Research Foundation (NKURF)
2009 - 2016	Member of BS in Health Science Advisory Board

2006 - 2014	Chair, NKU Business Informatics Department
2008 - 2012	NKU Admissions and Academic Policies Committee
2010	Chair, NKU Graduate Council
2009	Vice Chair, NKU Graduate Council
2005	Chair, UCCS MBA Committee
2004 - 2006	Faculty Director, UCCS Center of Entrepreneurship
2003 - 2005	Chair, UCCS COB Undergraduate Committee
1999	CSUC – COB Associate Dean for Information Technology

Awards Received:

Year	Award
2005	UCCS – College of Business, <i>Outstanding Service Award</i>
2004	UCCS – College of Business, <i>Intellectual Contributions Award</i>
	UCCS – College of Business, <i>Outstanding Service Award</i>
	UCCS – University of Colorado, Emerging Leaders Program
2003 – 2006	SIFE - Sam Walton Free Enterprise Fellowship
2002	UCCS – College of Business, <i>Outstanding Faculty Award</i>
	UCCS – College of Business, <i>Altruistic Attitude and Behavior Yardstick Award</i>
2001	UCCS – College of Business, <i>Intellectual Contributions Award</i>
1998	CSUC – College of Business, <i>Outstanding Teaching Performance</i>
1997	CSUC – College of Business, <i>Outstanding Teaching Performance</i>
1995	Ernst & Young Nominee for Entrepreneur of the Year in Arizona

Commercial Background: Co-founder, Vice President, Research & Development, President; Ventana Corporation; 1989-1996; A technology spin-off company from the University of Arizona (UA) created to commercialize the GroupSystems electronic meeting software developed by the UA; Co-founder and co-developer of the GroupSystems® EMS software; responsible for overall management of and daily operation of the company; In 1994, GroupSystems was awarded *PC Magazine's* Editor's Choice Award for best electronic meeting software; In 1995, nominated for Ernst and Young's Entrepreneur of the Year in Arizona for managing the company's financial turnaround.

SAMPLE Refereed Publications (Journals and Conference Proceedings):

Martz, W. B., Cata, T. (2016). Comparing Mobile App Usability Characteristics for Designers and Users: The Same But Different. In J.P. Pascal Ravesteyn, Ph.D. (Ed.), *No. Journal of International Technology and Information Management*.
www.iima.org/index.php?option=com_phocadownload&view=section&id=11&Itemid=77

Cata, T., Martz, W. B. (2015). Usability Features Of Mobile Apps And Healthcare Mobile Apps: Similarities And Differences. *International Journal of E-Services and Mobile Applications (IJESMA)*, 7(4). www.igi-global.com/journal/international-journal-services-mobile-applications/1114

Martz, W. B., Hughes, J. E., Braun, F. C. (2015). CREATIVITY AND PROBLEM SOLVING: CLOSING THE SKILLS GAP. *Journal of Computer Information Systems*.

Martz, W. B., Braun, F. C., Hughes, J. E. (2015). Developing a Creativity and Problem Solving Course in Support of the Information Systems Curriculum. *Journal of Learning in Higher Education*, 11(1).
<http://jwpress.com/JLHE/JLHE.htm>

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Books Edited:

McCuddy, M.K.; van den Bosch, H.; Martz, Jr., W.B.; Matveev, A.V.; Morse, K.O. (Eds.), *The Challenges of Educating People to Lead in a Challenging World*, Educational Innovation in Economics and Business , Vol. 10, 2007, XXII, 638 p., ISBN: 978-1-4020-5611-6

Conference Presentations:

- ABWIC – May 2015 Teaching Introductory Programming with a Business Attitude
- ABWIC – May 2015 Developing a Creativity and Problem Solving Course
- CUMU - October 2012 – The UpTech Project at NKU
- CUMU – October 2011 – Bridging a Gap: Creation of non-traditional degree program
- PHIT Symposium – March 2011 – Theory and Practice for Technology in Distance Education
- SAP Curriculum Congress – March 2010 – Panel Chair, SAP University Alliance Research Panel
- PHIT Symposium – February 12, 2010 – Mind Mapping and Idea Organization
- PHIT Symposium - March 27, 2009 - Active Learning Exercises for the Classroom
- PHIT Symposium – March 6, 2009 – Active Learning Exercises for the Classroom
- AMCIS 2007 - Adapting the MSIS Curriculum for Healthcare
- AMCIS 2007 - How to Start an IS Academic Program in Health Information Systems
- AMCIS 2007 - Business Continuity Preparedness and the Mindfulness State of Mind
- ISONEWORLD 2007 - Student's Perception about: Outsourcing, IS careers and Academic Programs
- HICSS 2007 – Invited Panel Presentation: Advances in technology Supported Learning
- HICSS 2007 - Refereed Presentation: The Influence of Media Factors on Ethical Behavior
- HICSS 2007 - Refereed Presentation: Distance Education: Some Differences in Course Type
- EDINEB June 2006 – An Investigation of Virtual Project Management.
- EDINEB June 2006 - Impact of Noise on Learning: Information Assimilation and Productivity
- BIS May 2006 – Successful Adoption of ERP Technology as Influenced by Country of Origin
- BIS May 2006 – The Moderating Effect of User Involvement on IS Success
- EDINEB 2005 - Re-Designing a Learning System: The Application of Learning-Systems Process Analysis to an Institution of Higher Education
- BIS April 2005 - Group Decision Support Systems as a Reference Discipline for Organizational Memory
- BIS April 2005 – The Relationship of Control and Learning to Project Performance
- BIS April 2005 – Maximizing the Success of Distance Learning
- HICSS January 2005 – Refereed Presentation: Problem Based Learning and the Business School Environment
- HICSS January 2005 – Refereed Presentation: Looking for Indicators of Media Richness in Distance Education

- EISB September 2004 – Refereed Presentation: Education, Sex & Culture: Their impact on attitudes to entrepreneurship
- EDINEB June 2004 – Refereed Presentation: Perceived Performance in Distance Education
- EDINEB June 2004 – Refereed Presentation: Student Perceptions of Entrepreneurs: A Cultural Perspective
- HICSS January 2004 – Refereed Presentation: Perceived Performance in Internet Testing
- HICSS January 2004 – Refereed Presentation: Group Consensus: Do We Know It When We See It?
- AFS October 2003 – Invited Presentation: Factors Affecting Satisfaction with Distance Finance Courses
- EDINEB June 2003 – Refereed Presentation: Perceived Performance in Distance Education: Another Question
- EDINEB June 2003 – Refereed Presentation: Student Perception of Entrepreneurs: A Cultural Perspective
- EDINEB June 2003 – Refereed Presentation: Revealing Implicit Decision Paradigms: Experiencing the Learning of Learners
- ABD November 2002 – Refereed Presentation: Implicit Decision Paradigms - Success or Failure Oriented
- EDINEB June 2002 – Refereed Presentation: Exploring the Link Between Knowledge Management and Information Technology Infrastructure
- EDINEB June 2002 – Refereed Presentation: Current Distance Education Practices
- BIS: April 2002 – Refereed Presentation: An Exploration of Information Technology Infrastructure as Related to Knowledge Management Performance
- ASBBS: February 2002 – Refereed Presentation: TradeSmith: A Decision-making Case Learning Tool
- 5th World Congress on Intellectual Capital: January 2002 – Refereed Presentation: Success vs. Failure Decision-Making
- HICSS35: January 2002 – Refereed Presentation: Groupware Case Studies: Electronic Meeting Systems in the Work Place
- EDINEB 8: June 2001 - Refereed Presentation: Testing Social Information Processing Theories in Distance Learning
- EDINEB 8: June 2001 – Refereed Presentation: Applying Socially-based exercises to the Distance Learning Environment
- EDINEB 8: June 2001 – Refereed Presentation: The Transfer of Knowledge in Learning
- ASBBS: February 2001 – Refereed Presentation: Instructor's Operating Paradigms – Transfer & Acquisition of Explicit and Implicit Knowledge
- HICSS34: January 2001 – Refereed Presentation: Group Processes in Conflict: The Impact of Multiple Dialogues on Consensus Building
- AMCIS: August 2000 – Refereed Presentation - A Comparison of Relationship Development Activities on Group Interactions
- EDINEB: June 2000 - Refereed Presentation: e-Negotiating
- EDINEB: June 2000 - Refereed Presentation: Looking for Characteristics of High Performance Teams in GSS Groups
- HICSS33: January 2000 - Refereed Presentation: Re-evaluating Non-Consensus from an Influential Information Perspective
- EDINEB: June 1999 – Refereed Presentation: Implementing Enterprise Resource Planning into a Business School Curriculum: Critical Success Factors
- EDINEB: June 1999 – Refereed Presentation: Managing Teams of Teams: Lessons Learned
- BIS: April 1999 – Refereed Presentation: A Discussion on Process Losses in GSS: Suggested Ground Rules for the Electronic Environment
- IABD: March 1999 – Refereed Presentation: Intellectual Contributions: Critical Success Factors in Implementing the Post 1991 AACSB Standards
- IABD: March 1999 – Refereed Presentation: Managing Information: A Classroom Introduction
- HICSS: January 1999 – Refereed Presentation: Addressing the Challenges of the Future: Implementing a Collaborative Student Environment
- EDINEB: September 1998 – Refereed Presentation: Implementing a Student Learning Environment
- EDINEB: September 1998 – Refereed Presentation: Integrating Groupware into a Curriculum
- HICSS: January 1998 – Invited Presentation: Groupware in the Classroom.
- INFORMS: May 1997 – Invited Presentation: What is Consensus Anyway?
- INFORMS: May 1997 – Invited Presentation: Consensus and Other Ground Rules for the Electronic Environment
- PROJECT WORLD: December 1995 – Invited Presentation: Groupware Support for Project Work Groups
- TIMS/ORSA: May 1989 – Refereed Presentation: GDSS Implementation: Results from the Field

- TIMS/ORSA: April 1988 – Refereed Presentation: A Systems Theory Approach to GDSS
- TIMS/ORSA: May 1987 – Refereed Presentation: An Automated Planning Methodology

Projects Managed:

- Project Coordinator: Health Informatics Lecture Series (HILS), \$30,000
- Project Coordinator: UpTech Project, \$47,000
- Project Co-Coordinator, Certificate in Health Information Technology, \$51,000
- Project Coordinator, Certificate in Business Process Analysis, \$51,000
- Project Coordinator, Business Information Technology Scenario (BITS). \$10,000
- Project Coordinator, e-minder, NKU Faculty Development grant, \$15,000
- Project Coordinator, ABS Business Plan Competition 2006, \$2,500
- Coordinator, Campus-wide UCCS Business Plan Competition, \$5,500
- Coordinator, DA Davidson, Student Investment Class, \$50,000
- Project Coordinator, COB Student Computer Lab, \$300,000
- Project Coordinator, Developing an Adaptive Assessment Database, UCCS-SAAC grant, \$2,750
- Project Coordinator, Development of Groupware Meeting Methodologies for NISSC, \$10,000
- Project Manager, DELL Server Donation, @\$5,000
- Project Director, UCCS Student Technology Fee: Wireless Classroom Project @\$27,000
- Project Director, Microsoft Software Grant, 2002, @\$5,000
- Project Director, UCCS Student Technology Fee: Mediated Classroom Project @\$30,000
- Project Director, Microsoft Software Grant, 2001, @\$109,000
- Principal Investigator, Developing a Website to Research Distance Education, CRCW Grant, \$3000
- Project Director, Fireman's Fund Insurance Company Student Internship Project, 1998-2000 \$133,000.
- Project Director, Baan Student Help Desk, 1998-1999, \$10,500.
- Project Director, SAP Academic Workshop, July, 1998, @\$54,000.
- Project Director, Hewlett-Packard Student ABAP Programming Project, Spring 1998, @\$25,000.
- Project Coordinator, Development of Management Deliberation Center for Defense Systems Management College, Ft. Belvoir, Va., \$236,500 grant.
- Principal Investigator with Dr. Jay Nunamaker, Jr. and Dr. Douglas Vogel, "Automated Tools for Integrated Planning," with IBM Corporation, 1988, \$250,000.
- Project Coordinator, \$1,750,000 AT&T Equipment Donation, 1987, University of Arizona.
- Project Coordinator, "Knowledge Base Acquisition Using Group Support Systems and Facilities," funded by Defense Advanced Research Project Agency (DARPA), \$1,250,000.

Professional Service:

- Associate Editor, International Journal of Strategic Information Technology and Applications
- Associate Editor, Journal of Information Technology Cases and Application Research
- Co-Editor, *Educational Innovation in Economics and Business X*
- MiniTrack Chair, Problem Based Learning and Technology, HICSS, January 2005
- WorkShop, Problem Based Learning and the Business School Environment, HICSS, January, 2005
- MiniTrack Chair, BIS April 2002
- Reviewer (JITCAR, GDN, CTTS, JMIS, HICSS, BIS, IJSITA, SAP UA)

Directed Student Learning:

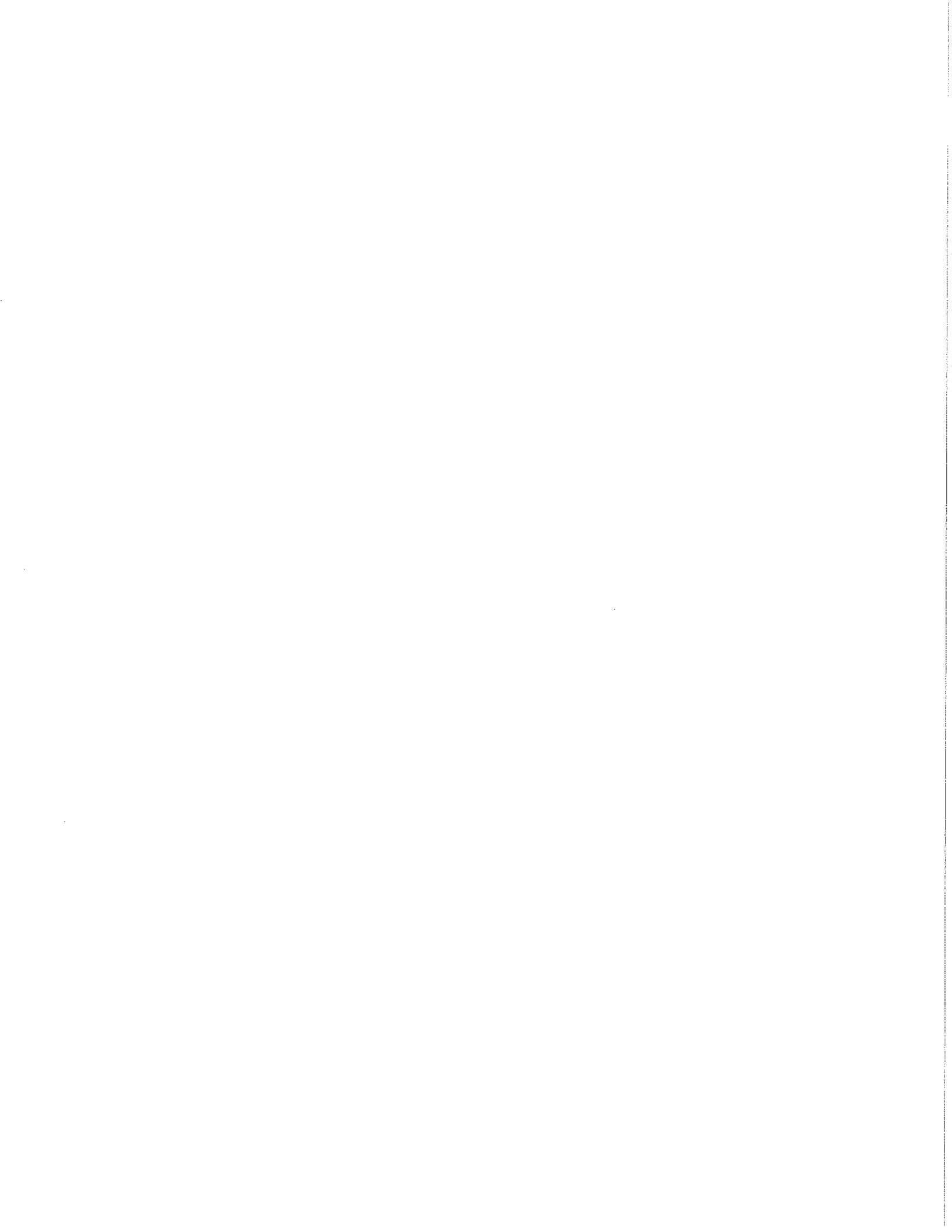
Master's Theses

- The Customer Perspective of e-Books, Max Kennedy
- Business Continuity Planning Research, Tiffany Braun

University Service:

- 2015 – Present: MBI Program Director
- 2012 – Present: Northern Kentucky University Research Foundation (NKURF), Board Member
- 2006 – 2014: NKU, Department Chair, Business Informatics Department
- 2010 – 2012: NKU COB, Assurance of Learning Committee
- 2010 – 2012: NKU COB, MBA Restructuring Taskforce
- 2009 – 2010: NKU, Admissions and Academic Policies Committee (AAPC)
- 2009 – 2010: Chair, NKU Graduate Council
- 2008 – 2009: Vice-Chair, NKU Graduate Council

- 2005 – 2006: UCCS, Graduate Team, Chair
- 2004 – 2006: UCCS, Center for Entrepreneurship, Faculty Director
- 2003 – 2006: UCCS, Instructor in Pre-Collegiate Development Program
- 2002 – 2006: UCCS, SIFE, Faculty Advisor
- 2001 – 2006: UCCS, COB IT Committee, Chair
- 2003 – 2005: UCCS, COB Undergraduate Committee, Chair
- 2001 – 2003: UCCS, MIS Association, Faculty Advisor
- 2001 – 2003: UCCS, COB Undergraduate Committee, Member
- 2000 – 2001: UCCS, COB Graduate Admissions Committee
- 2000 – 2001: UCCS, UCCS Academic Planning Committee
- 1996 – 2000: CSUC, MIS Society, Faculty Advisor
- 1997 – 2000: CSUC, Research and Sponsored Programs Committee
- 1998 – 2000: AS, Appointed to Associated Students Business Committee
- 1998 – 2000: Phi Chi Theta Business Fraternity, Faculty Advisor
- 1998 – 2000: CSUC, University Human Subjects Committee
- 1997 – 1999: CSUC, COB, Graduate Committee



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Patricia Noland

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Discussion of plan presented by Charles Town and Ranson to acquire the assets of the JC Public Service District.

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*):

- Motion to reject PSD asset acquisition plan as presented by the cities of Charles Town and Ranson.

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

If not attached, explain:

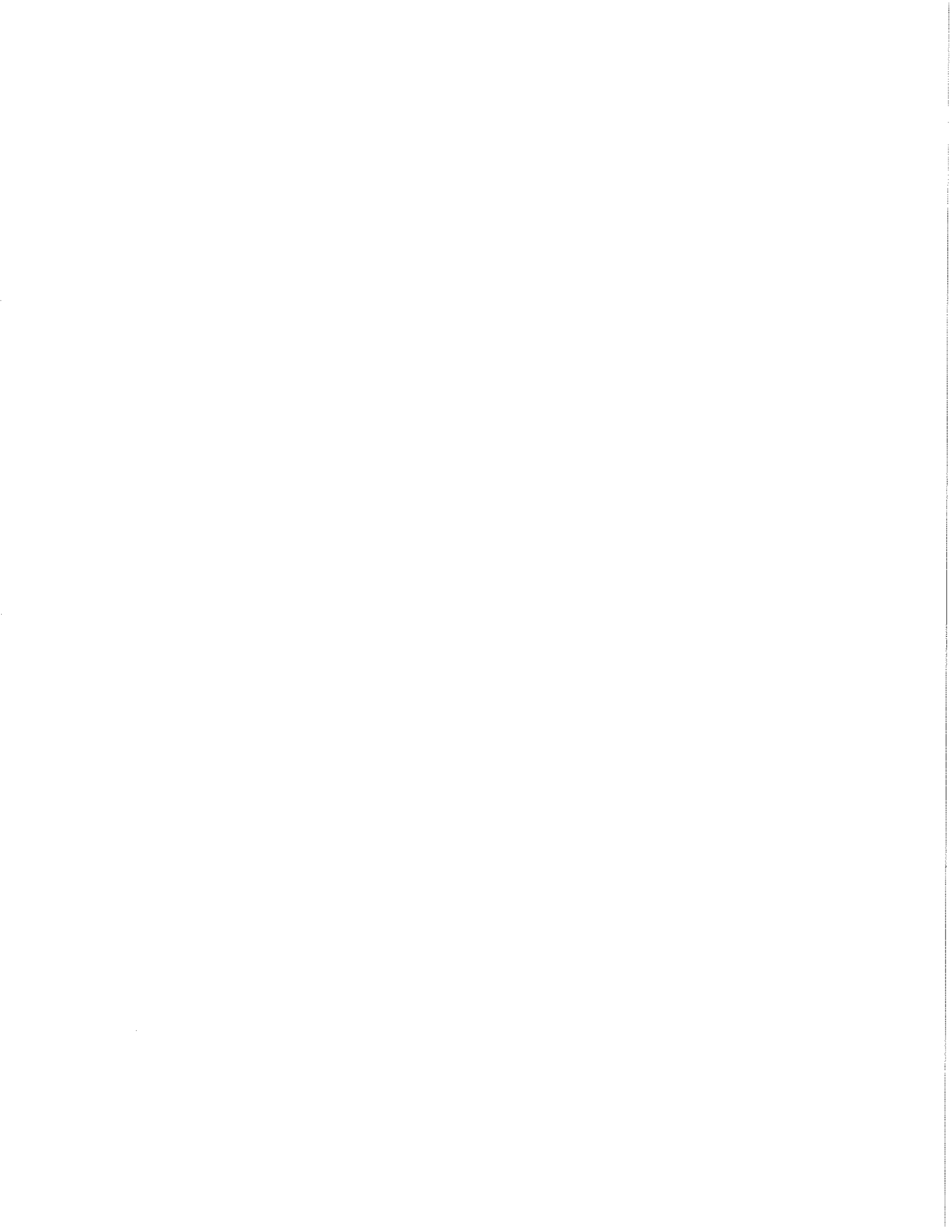
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Dale Manuel

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 17, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Possible public hearing on the sewer proposal provided by Charles Town and Ranson

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*):

- Motion to schedule a public hearing on the sewer proposals tendered to the County Commission from the cities of Charles Town and Ranson.

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

If not attached, explain:

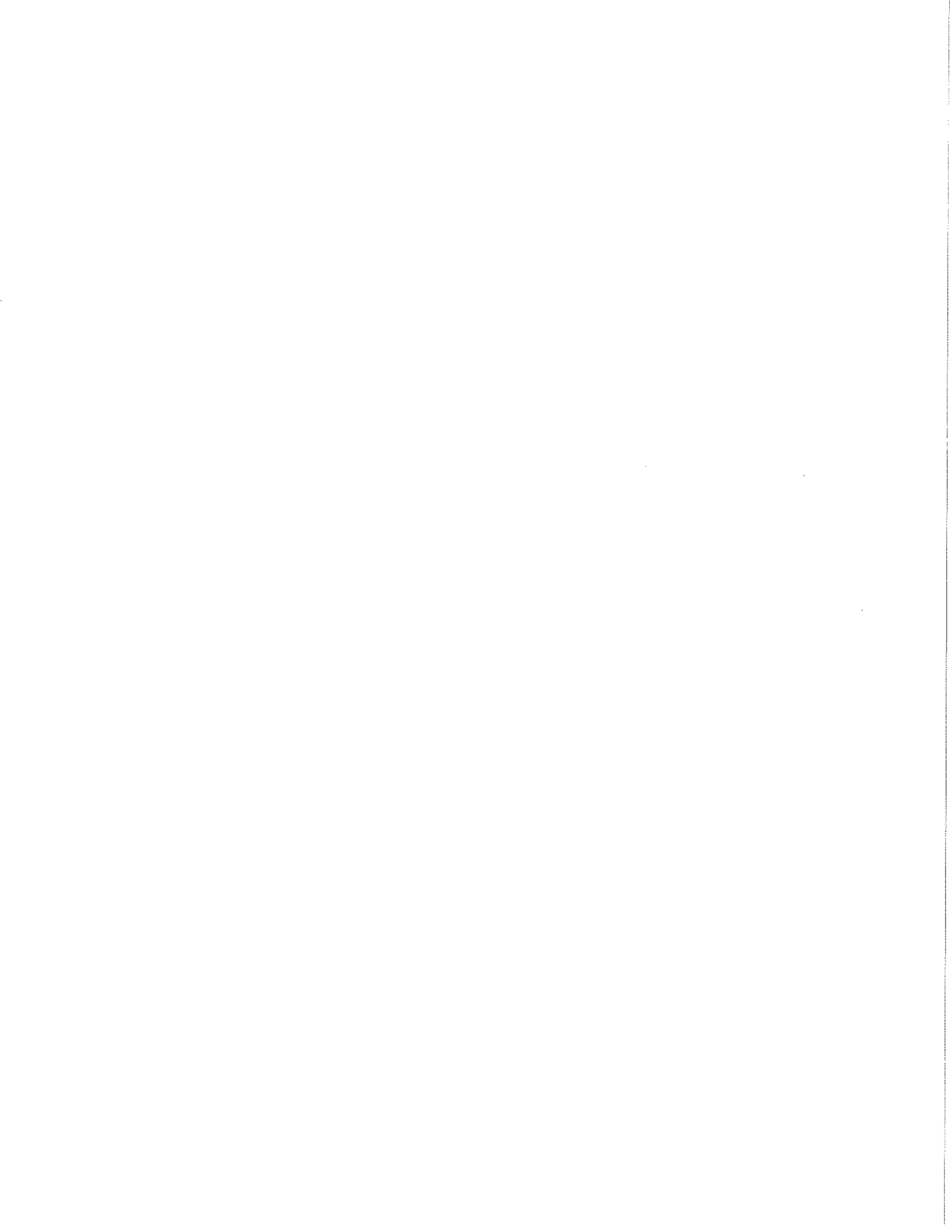
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: James R. Crawford IV + 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 Stephenson 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 (a)

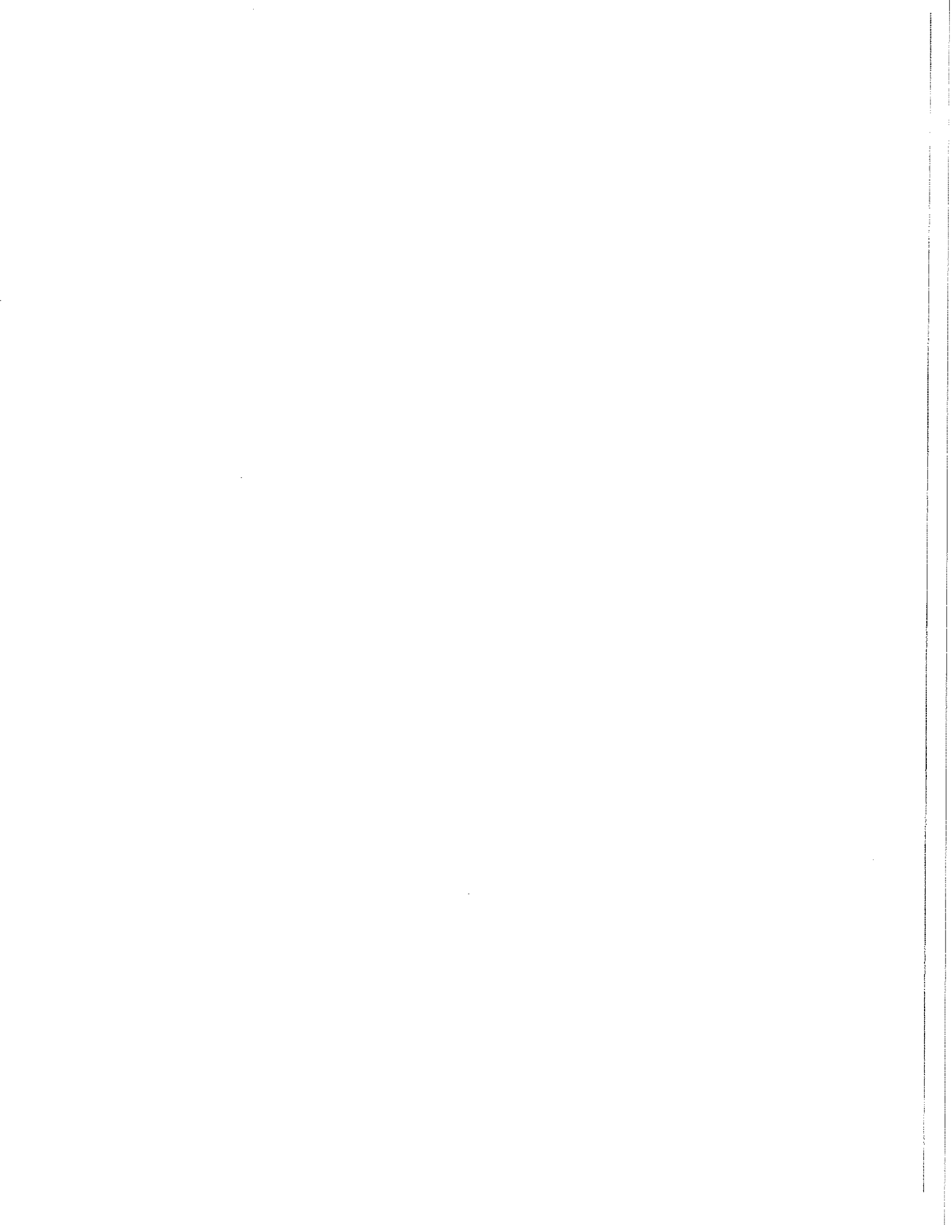
Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information:
Email address: ABCiii@CLG PLLC. CO Phone Number: 304-721-3426
A-CRAWFORD@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;

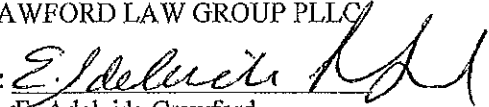
5. The remaining lots of Block 5 and 6 are owned by William E. Knodc, Jr. who acquired the property from D. Frank Hill, III, Trustee, by deed dated December 29, 1997 and recorded in the aforesaid Clerk's Office in Deed Book 885, at Page 243;
6. In accordance with the West Virginia Code 7-1-3(h), all 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

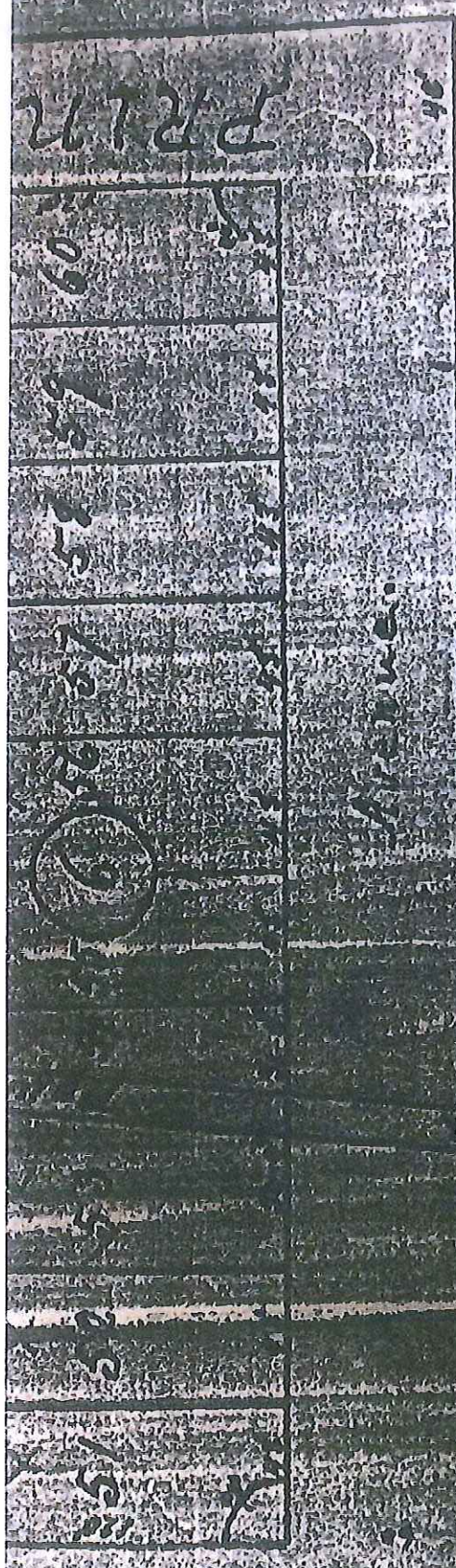
The foregoing instrument was acknowledged before me this 5 day of October, 2016 by
Gregory S. Byrne and Amy F. Byrne.

My commission expires:



NOTARY PUBLIC





MAP
 SECTION A
 ADDITION.

SWANSEA REDSTOWN, W. VA

Drawn by G.W. BULLS



EXHIBIT 'A'

PRINCESS STREET

(East)

34	35	36	37	38	39	40
41	42	43	44	45	46	47
48	49	50	51	52	53	54
55	56	57	58	59	60	61

Avenue

41	42	43	44	45	46	47
48	49	50	51	52	53	54
55	56	57	58	59	60	61
62	63	64	65	66	67	68

69	70	71	72	73	74	75
76	77	78	79	80	81	82
83	84	85	86	87	88	89
90	91	92	93	94	95	96

Avenue

(West)



4

5

6

The land hereby conveyed is adjacent to and contiguous with that certain parcel of land shown on the plat of the County of Jefferson, West Virginia, known as the land of Gregory S. Byrnes, et al., which was conveyed to them by deed of record in the Clerk's Office of Jefferson County, West Virginia, on the 28th day of July, 1975, and that conveyance is made for the purpose of adjusting the boundary lines of said property, and that the original lines of the grantor.

Gregory S. Byrnes et al. Amy F. Byrnes
 Gregory S. Byrnes et al. Amy F. Byrnes
 P.O. Box 1420
 Shepherdstown, WV 25443



RECEIVED APPROVAL P.C. FILE NO. 14-1114
 appeared in line adjustment
 Per Section 20-1-10
 JAMES W. HARRIS
 Surveyor
 Jefferson County Department of Planning and
 Development
 SUPERVISOR'S CERTIFICATION
 I hereby certify that the above described boundaries and
 lines established by this deed of adjustment do not
 have a relative error of closure of 1:2000 or
 better.



Parcel 39

Before Mergers	0.240 Acres
Mergers 2	-0.120 Acres
Mergers 1	+0.090
After Mergers	0.210 Acres

Parcel 38

Before Mergers	0.180 Acres
Mergers 1	-0.090 Acres
Mergers 2	+0.120
After Mergers	0.210 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

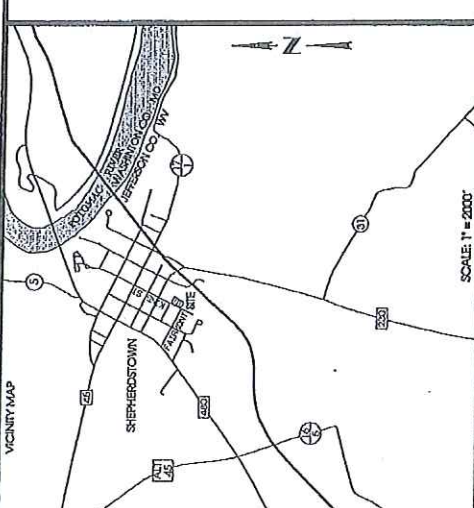
Shepherdstown District
 Jefferson County, WV
 22 2017
 17 March 2016 (revised)
 Scale: 1" = 30'

Allegheny Surveys, Inc.

25 LIGHTS ADDITION ROAD
 MARTINSBURG, WV 25404
 PHONE: 304.426.1752
 FAX: 304.426.1752
 WWW.ALLEGHENYSURVEYS.COM

Surveyor: S. Zeman
 Date: 03/15/2016
 Instrument No: 15-1528 P
 Date Rec'd: 03/22/2016
 Document Type: PL
 Status: Recorded
 Fee: \$25.00
 Recorder's Office: \$10.00
 MILEAGE: \$1.00

Slide 23-20 A



NOTES:
 1. Property owner may set S.F. by 30' Ticker with I.D. copy unless noted otherwise. Corners 201, 202, 203, 207, 209, 211, 213-220.
 2. By platting platting only, this property is in Zone "A" per P.C. 20-1-10. Map 54077-000418 dated 18 December 2009. Since description of the property is by platting only, the platting description is the controlling description. The platting description is subject to the provisions of the platting act, which require that the platting description be in compliance with the provisions of the platting act. All structures herein in compliance with the platting act. All structures herein in compliance with the platting act. All structures herein in compliance with the platting act.
 3. At the time of this survey, all structures herein in compliance with the platting act. All structures herein in compliance with the platting act. All structures herein in compliance with the platting act.

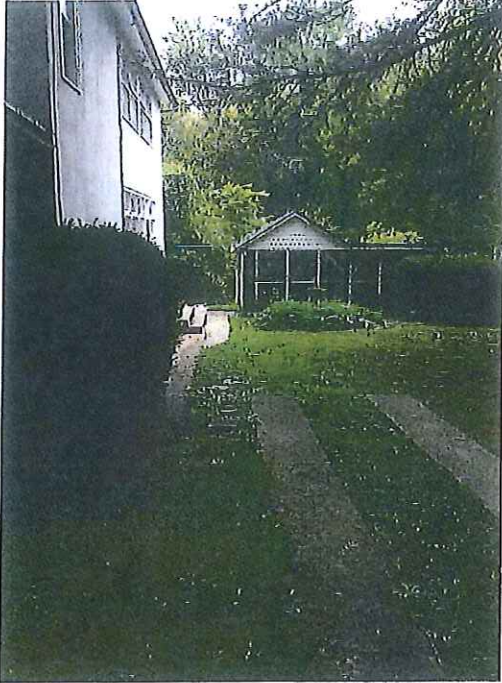
- LEGEND
- S.F. by 30' Ticker with I.D. copy, unless noted otherwise.
 - Unmarked Corner
 - Property Line
 - Adjacent Line
 - Historic Lot Line
 - Easement Line

No.	Revisions	Date
1.	Updates plat.	03/17/16
2.	County Comment	03/25/16

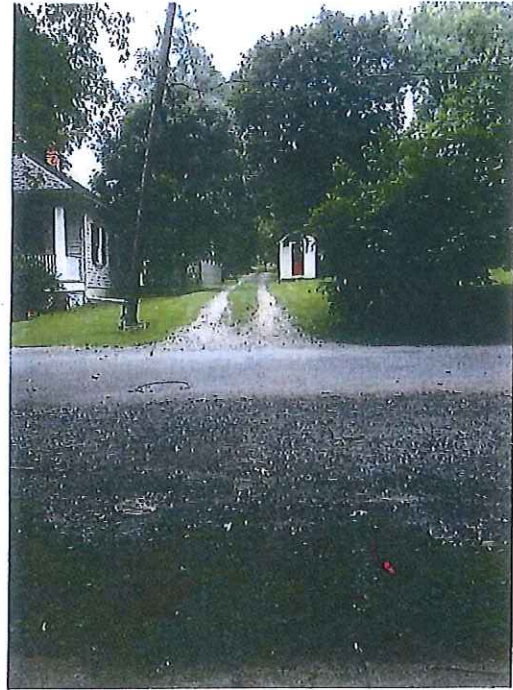


EXHIBIT R

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

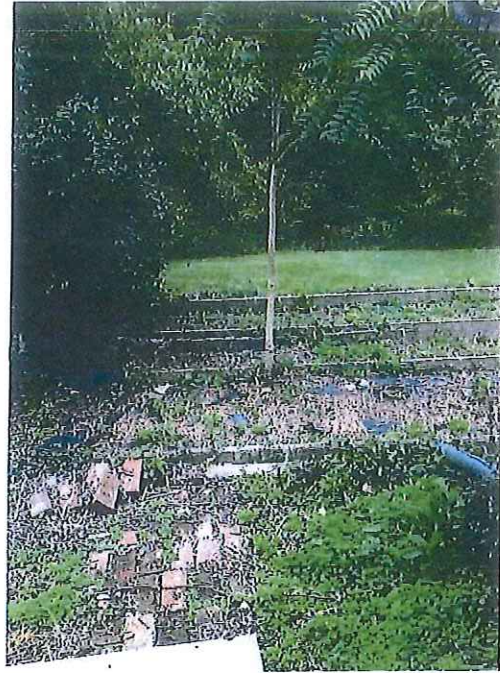
shed located within the paper alley

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

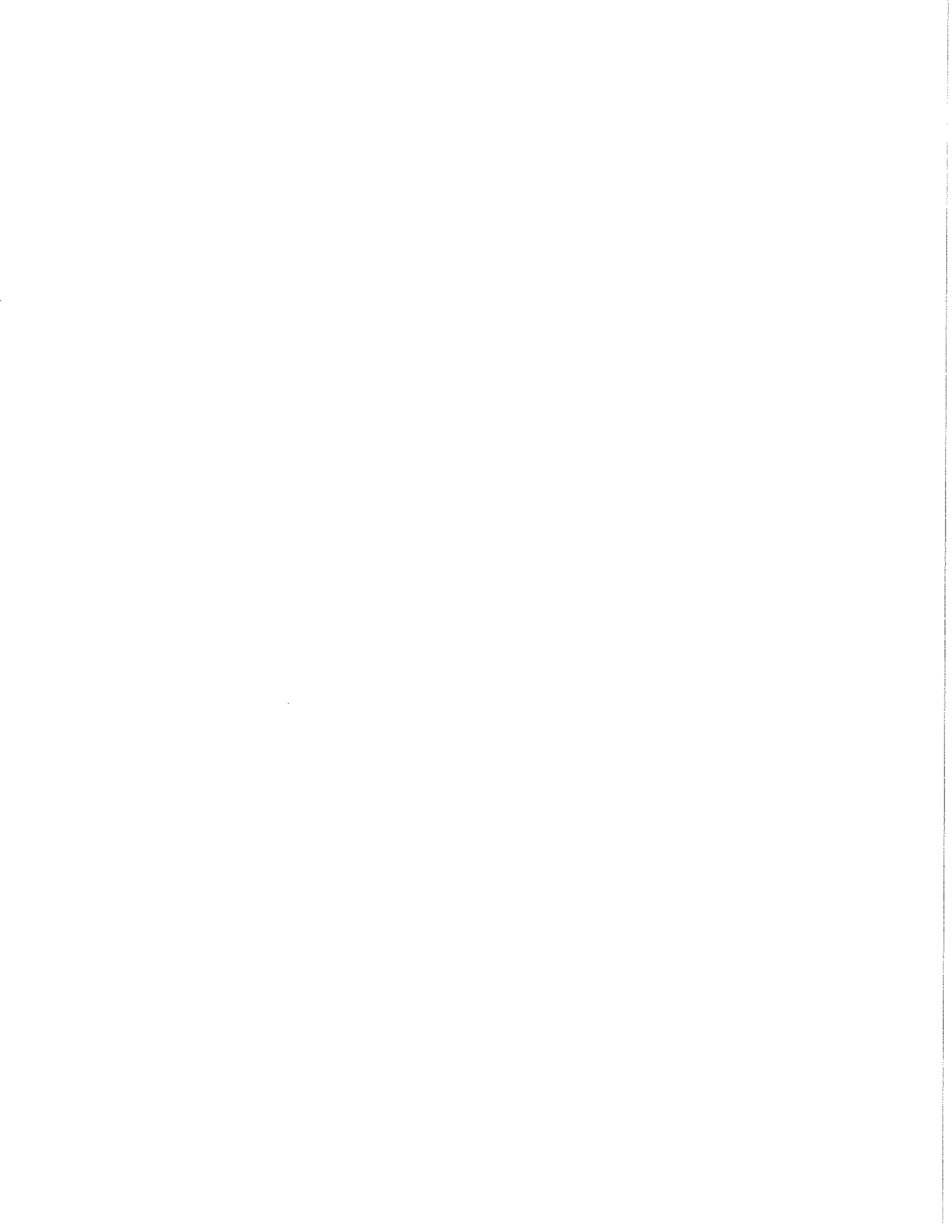


Vegetation in front of the Town Run where the paper alley would cross

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.





**JEFFERSON COUNTY
COMMISSION OFFICES
WILL BE CLOSED ON
THURSDAY NOVEMBER
24TH AND FRIDAY,
NOVEMBER 25TH, 2016 IN
OBSERVANCE OF THE
THANKSGIVING HOLIDAY**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, **December 1, 2016**, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - one (1) unexpired term ending January 1, 2018.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

November 10th and 17th

THANKS - JEFFERSON COUNTY COMMISSION

Impact Fee Status Report

October 2016

Office of Impact Fees

Summary

Date Range: Saturday 1 through Monday 31 October 2016

Report Date: 1 November 2016

Process Number Range: 1600163-1600177

Total Applications: 15

Total Non-Exempt: 15

Of which:

Commercial: 4

Residential: 11

Of which:

County: 12

Municipal: 3

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 October 2016	0	4	11	15
Fees collected		\$8.00	\$69,816.00	\$69,824.00
<i>Of which</i>				
School Impact Fee			\$62,700.00	\$62,700.00
Law Enforcement Fee		\$3.00	\$1,771.00	\$1,774.00
Parks & Recreation Fee			\$4,818.00	\$4,818.00
EMS Fee		\$5.00	\$527.00	\$532.00

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

Description	Amount
Opening Statement Balance (1 October 2016)	\$132,050.53
October Deposits (1 – 31 October 2016)	\$69,824.00
School Sept. Transactions (withdraws via transfer on 13 October 2016)	(\$119,730.18)
Law September Transactions (withdraws via transfer on 13 October 2016)	(\$2,102.67)
Parks & Rec Sept. Transactions (withdraws via transfer on 13 Oct. 2016)	(\$9,200.35)
EMS September Transactions (withdraws via transfer on 13 October 2016)	(\$1,017.33)
Interest Earned (31 October 2016)	\$34.06
Ending Statement Balance (31 October 2016)	\$69,858.06
<i>Outstanding Credits (deposits through 1 November 2016)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 October 2016)	\$2,574,843.04
September Transactions (deposits via transfer on 13 October 2016)	\$119,730.18
Interest Earned (31 October 2016)	\$1,124.59
Ending Balance (31 October 2016)	\$2,695,697.81

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

Description	Amount
Opening Balance (1 October 2016)	\$79,248.21
September Transactions (deposits via transfer on 13 October 2016)	\$2,102.67
Interest Earned (31 October 2016)	\$34.20
Ending Balance (31 October 2016)	\$81,385.08

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

Description	Amount
Opening Balance (1 October 2016)	\$80,093.49
September Transactions (deposits via transfer on 13 October 2016)	\$9,200.35
Interest Earned (31 October 2016)	\$36.40
Ending Balance (31 October 2016)	\$89,330.24

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

Description	Amount
Opening Balance (1 October 2016)	\$93,358.00
September Transactions (deposits via transfer on 13 October 2016)	\$1,017.33
Requisition 16R0119 - JCESA Mortgage (19 October 2016)	(\$81,000.00)
Interest Earned (31 October 2016)	\$25.48
Ending Balance (31 October 2016)	\$13,400.81

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

Description	Amount
Office of Impact Fees General Account	\$69,858.06
School Impact Fee Account	\$2,695,697.81
Law Enforcement Fee Account	\$81,385.08
Parks & Recreation Impact Fee Account	\$89,330.24
EMS Impact Fee Account	\$13,400.81
Total Impact Fees	\$2,949,672.00

/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 November 2016 Fee Transfers /1

Account	31 Oct. 2016 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,695,697.81	\$62,730.66	\$2,758,428.47
Law Enforcement Fee Account	\$81,385.08	\$1,774.68	\$83,159.76
Parks & Recreation Impact Fee Account	\$89,330.24	\$4,820.38	\$94,150.62
EMS Impact Fee Account	\$13,400.81	\$532.34	\$13,933.15
Total Impact Fees	\$2,879,813.94	\$69,858.06	\$2,949,672.00

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

610

Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Saturday 1 through Monday 31 October 2016

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
----------------	------	-----------	------------	--------------	-----------	-----------	---------	--------	-----------------------	------	------------------

Exempt Applications

Category Count: 0

Category Total

\$0.00

Non-Exempt Applications

1600163	10/03/2016	Pine	Donald	07 Middleway	1005	712	18	189	\$6,347.00	10/03/2016	N/A
1600164	10/06/2016	Rockwell Mini	William Buck	08 Ranson Corp	.	.	11	17.7	\$1.00	10/06/2016	N/A
1600165	10/06/2016	Rockwell Mini	William Buck	08 Ranson Corp	.	.	11	17.7	\$1.00	10/06/2016	N/A
1600166	10/07/2016	Thompson	Thomas and	06 Kabletown	1084	735	16	5.2	\$6,347.00	10/07/2016	N/A
1600167	10/07/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9B	164	\$6,347.00	10/07/2016	N/A
1600168	10/17/2016	Wornald, Jr.	Robert	04 Harpers Ferry	975	635	10A	119	\$6,347.00	10/17/2016	N/A
1600169	10/17/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9B	18	\$6,347.00	10/17/2016	N/A
1600170	10/17/2016	Thomas	Beverly	06 Kabletown	1175	458	1	1.14	\$6,347.00	10/17/2016	N/A
1600171	10/19/2016	Campbell	Carlise	08 Ranson Corp	.	.	1	137	\$1.00	10/19/2016	N/A
1600172	10/19/2016	Walter, III	Dale and Henry	09 Shepherdstown	787	574	8	15.6	\$4.00	10/19/2016	N/A
1600173	10/21/2016	Henson	Barrett	02 Charles Town	1179	301	16	12.9	\$6,347.00	10/21/2016	N/A
1600174	10/24/2016	Hathaway	David	04 Harpers Ferry	1180	659	13C	47	\$6,347.00	10/24/2016	N/A
1600175	10/24/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	15	\$6,347.00	10/24/2016	N/A
1600176	10/28/2016	Lutman	Dave	06 Kabletown	932	502	1	1.10	\$6,347.00	10/28/2016	N/A
1600177	10/28/2016	DR Acquisitions,		04 Harpers Ferry	1129	541	9D	120	\$6,347.00	10/28/2016	N/A

Category Count: 15

Category Total

\$69,824.00

TOTAL APPLICATIONS: 15

Grand Total

\$69,824.00



WEST VIRGINIA
COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY
2003 QUARRIER STREET
CHARLESTON, WV 25311

L. D. EGNOR
CHAIRMAN EMERITUS

JOSEPH M. ALONGI
CHAIRMAN

November 1, 2016

Jefferson County Commission
Patricia A. Noland, President
P.O. Box 250
Charles Town, WV 25414

Dear Commissioner Noland,

The WV Courthouse Facilities Improvement Authority is pleased to announce that your financial assistance request for courthouse improvements has been approved. The project involves the repair of the original windows on the main courthouse. This project will be identified as: 14cyc Jefferson14 CY2017 19 with the maximum amount of the award to be \$100,000.00.

This award is an 80% reimbursement / 20% county match program with a maximum of three (3) reimbursement draw downs based on the submission of relevant documentation during the life of the grant. We operate by a reimbursement process which requires the county to provide proof that they have expended the grant funds, then we reimburse the county at the 80% level up to the maximum grant award.

This letter of notification will be followed by the distribution of the following documentation in late November:

- Funding Assistance Award Notice
- Funding Assistance Contract Agreement and Check-off List
- Funding Assistance Application submitted by Jefferson County.

****The funding assistance project is not valid until the Contract Agreement has been signed by both parties. No contract will be effective prior to January 1, 2017. No invoices and/or county checks dated prior to that date will be accepted for reimbursement. All grant projects must follow the State of WV Purchasing laws and practices for construction projects.****

We will be mailing out all the contracts in late November. Upon receipt, please sign the contract in blue ink to accept the award and return both originals. If you prefer that I present the contract to you during a county commission meeting, please call or email me to set up a visit. My email address is: melissa.smith@wvcfia.com. I would welcome the opportunity to visit your county.

We are pleased to be working with your county on this much needed courthouse improvement. We will be in contact with you in late November to explain and finalize all necessary documents. Congratulations!

Respectfully yours,

A handwritten signature in blue ink that reads "Melissa Smith".

Melissa Garretson Smith
Executive Director



STATE OF WEST VIRGINIA

Department of Revenue
State Tax Department

Earl Ray Tomblin
Governor

Mark W. Matkovich
State Tax Commissioner

November 7, 2016

TO ALL COUNTY COMMISSIONS
STATE OF WEST VIRGINIA

Dear Commissioners:

The Property Tax Division is in the process of preparing for the annual county Board of Review and Equalization hearings for natural resource and industrial properties. In an effort to ensure that we have no scheduling conflicts, Susan Ratliff, of our office, will be contacting you in the near future to reach a mutually agreeable date.

If you have any questions regarding this issue, please contact Susan at 304-558-4167 or Susan.K.Ratliff@wv.gov. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Kris Pinkerman", with a long horizontal flourish extending to the right.

Kris Pinkerman
Assistant Director
Property Tax Division

KP/aj

cc: All County Assessors
State of West Virginia

Susan Ratliff
Property Tax Division

CIVIL WAR TRUST

Saving America's Civil War Battlefields

Kirk J. Bradley
Chairman

James Lighthizer
President

November 1, 2016

Ms. Patsy Noland
President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Re: Old Standard Tract, Harpers Ferry Battlefield, Jefferson County, WV
Battlefield Land Acquisition Grant (Federal Amount \$956,625.00)
Section 106 Invitation to Comment

Dear Ms. Noland,

The Civil War Preservation Trust, doing business as the Civil War Trust (the "Trust"), is the largest nonprofit organization devoted to the preservation of America's hallowed battlegrounds. Through its Campaign 1776 initiative, the Trust seeks to save the battlefields connected to the Revolutionary War and War of 1812. To date, the Trust has preserved close to 44,000 acres of battlefield land in 24 states.

The Trust is facilitating the Section 106 review process for its acquisition of the Old Standard Tract, 200± acres, located at Peregrine Lane at the corner of Alstadts Hill Road and Millville Road in Millville, WV using \$956,625.00 in federal funds from the National Park Service American Battlefield Protection Program ("ABPP"), being matched by a land owner donation (\$898,000.00) and funds from the Trust (\$57,375.00).

The direct Area of Potential Effect (APE) of the project is defined as within the boundary of the (200± acre) Old Standard Tract, as shown on the attached map, as the acquisition (the undertaking) and any cumulative effects would directly affect the Old Standard Tract. Pursuant to the documentation standards specified in 36 CFR §800.11, please find enclosed photos of the Tract and maps showing the APE boundary.

Review of existing information, including historic aerial photographs and topographic maps; the National Register of Historic Places (NRHP), National Historic Landmarks (NHL); the ABPP's 1993 *Civil War Sites Advisory Commission Report on the Nation's Civil War Battlefields*; state, county, and city websites; and discussions with individuals and organizations with the knowledge of the project determine the APE is located entirely within the Core Area boundary of the Harpers Ferry Battlefield, as defined by ABPP. This battlefield has been given a Preservation Priority of I.3, Class B by the ABPP. The tract is a parcel is adjacent to the Harpers Ferry National Historical Park and in close proximity to other protected land. Based on the intensity of the fighting and the number of troops crossing the property during the time of battle, it is

WASHINGTON OFFICE

1156 15 Street NW • Suite 900 • Washington, DC 20005
Phone: (202) 367-1861 or (800) 298-7878 • Fax: (202) 367-1865

HAGERSTOWN OFFICE

1140 Professional Court • Hagerstown, MD 21740
Phone: (301) 665-1400 or (888) 606-1400 • Fax: (301) 665-1416

possible that archeological resources associated with this battle may exist on the Tract and that the Tract could contribute to the Harpers Ferry National Historical Park.

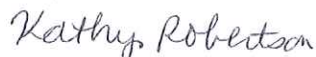
In accordance with Section 106 of the National Historic Preservation Act (54 U.S.C. 306108), its implementing regulations, 36 CFR Part 800, "Protection of Historic Properties, and a Nationwide Programmatic Agreement developed thereto, the Civil War Trust, on behalf of the National Park Service's American Battlefield Protection Program (ABPP), provides this notice of a proposed Battlefield Land Acquisition Grant project at the above referenced property.

The Civil War Trust is inquiring as to whether you have any knowledge of historic resources that may be affected by this project and/or whether you would be interested in commenting on this proposed project. Please refer to the enclosed Section 106 application, maps, and photographs for complete details regarding the project.

Please note that we are requesting your review of the attached information as part of the Section 106 process and are seeking comments related to the proposed project's potential effects on historic properties.

Please submit your comments regarding the proposed project's potential effects on historic properties to the ABPP's attention - Elizabeth Vehmeyer, NPS ABPP, 1201 Eye Street, NW (6th Floor), Washington, DC 20005 or via email at elizabeth_vehmeyer@nps.gov. Please reference the Battlefield and Tract name. ABPP would appreciate your comments as soon as possible within the next 30 days. Please do not hesitate to contact me at krobertson@civilwar.org or at 202-367-1861, ext. 7209, if you have any questions or concerns about the proposed project.

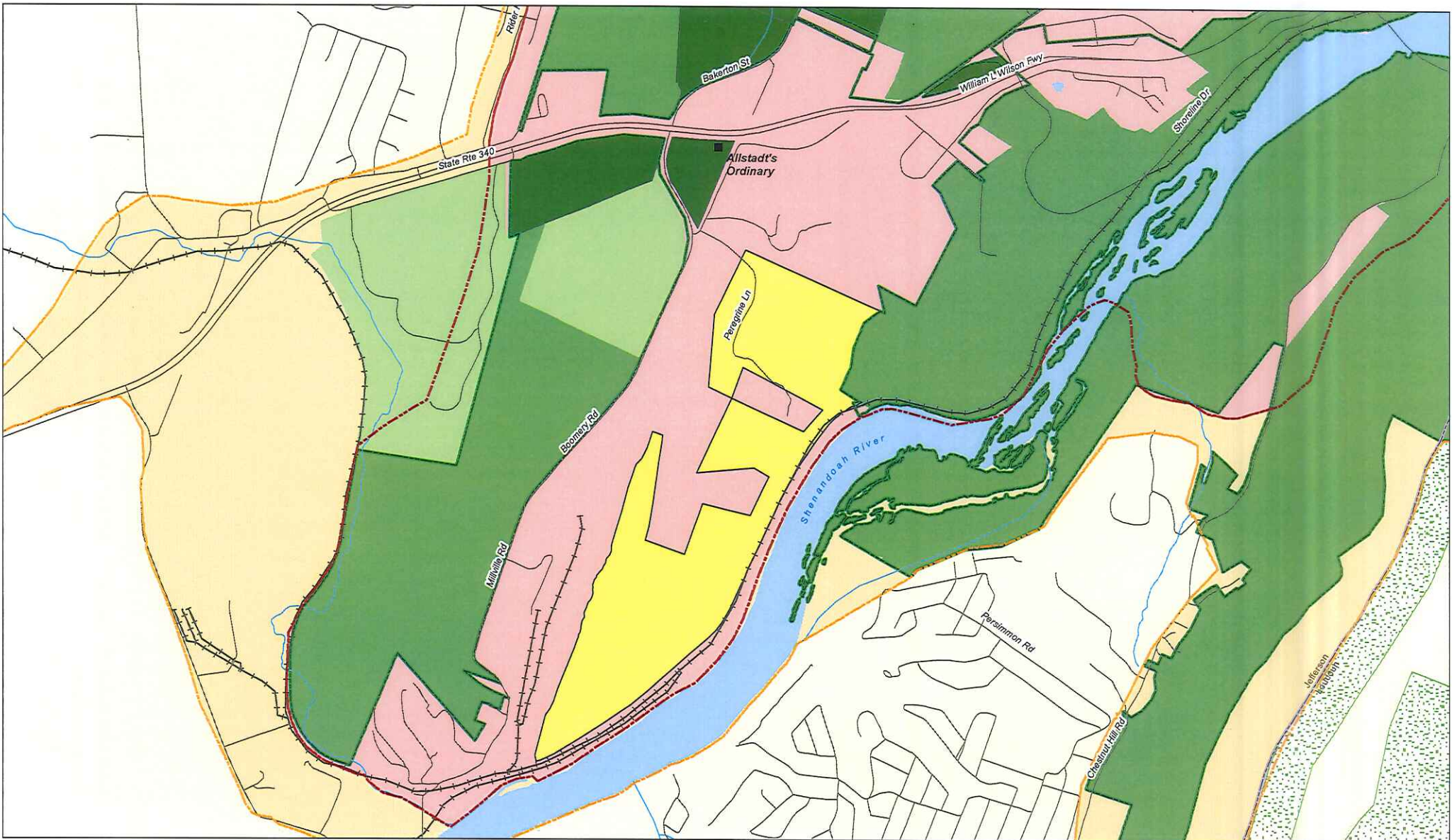
Very truly yours,



Kathy Robertson

Cc: Elizabeth Vehmeyer, Archaeologist and Grants Specialist, American Battlefield Protection Program (via email: Elizabeth_Vehmeyer@nps.gov)









Brigid Leavy, Project Assistant, Civil War Trust (via email: bleavy@civilwar.org)

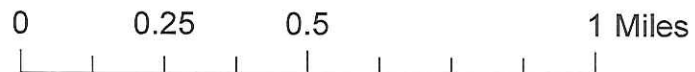


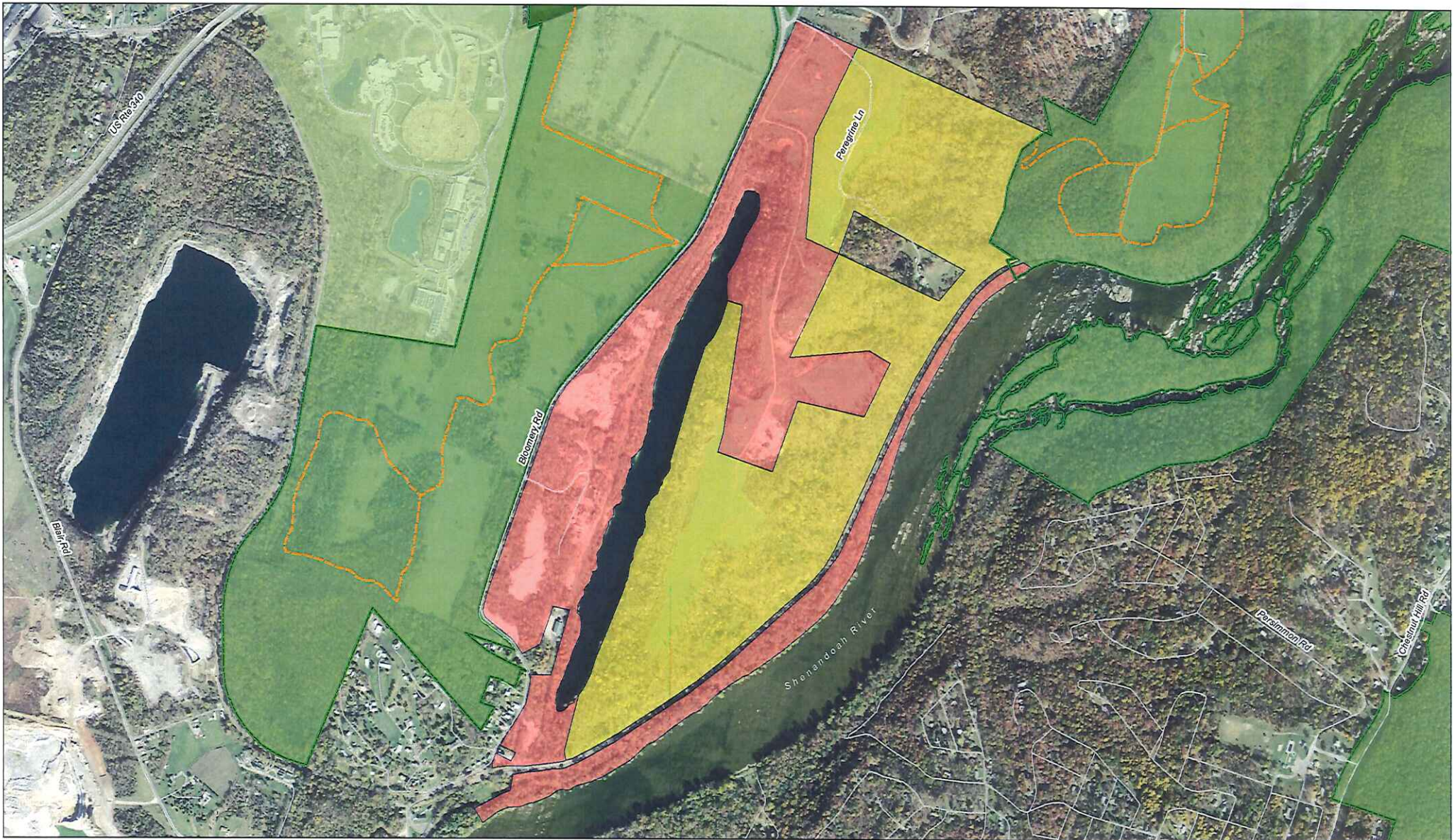
Prepared by the Civil War Trust

Old Standard Tract at Harpers Ferry Battlefield (Jefferson County, WV)

Created on 10/25/16 by JM

- | | |
|---|--|
|  Old Standard Tract (Proposed Easement: 200 Acres) |  Other Protected Land |
|  Preserved in Whole or in Part by the Civil War Trust |  Virginia Outdoors Foundation Easements |
|  National Park Service |  Battlefield Core Area |
|  National Park Service Boundary |  Battlefield Study Area |



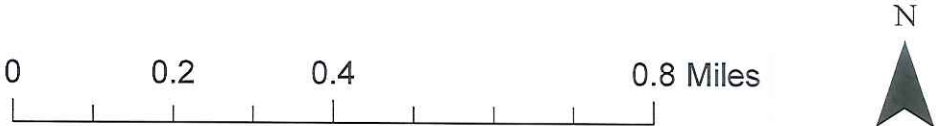


Prepared by the Civil War Trust

Conservation Easements Options at Harpers Ferry Battlefield (Jefferson County, WV)

Created on 9/6/16 by JM

- National Park Service Trails
- Proposed Civil War Trust Easement (200 Acres)
- Proposed Unrestricted Area (180.07 Acres)
- Preserved in Whole or in Part by the Civil War Trust
- National Park Service
- National Park Service Boundary
- Other Protected Land



CIVIL WAR TRUST

SIEGE OF HARPERS FERRY, VA SEPTEMBER 13-15, 1862

CivilWar.org

JONES JACKSON

Confederates launch a night assault against the Union skirmish line in an effort to divert attention from Hill's movement.

STARKE

LAWTON

A.P. HILL

Pogue
Carpenter

Brockenbrough

D'UTASSY MILES

Trimble

Ford

MARYLAND
Maryland Heights

Potomac River

Shenandoah River

Harpers Ferry

VIRGINIA

Loudoun Heights

LEGEND

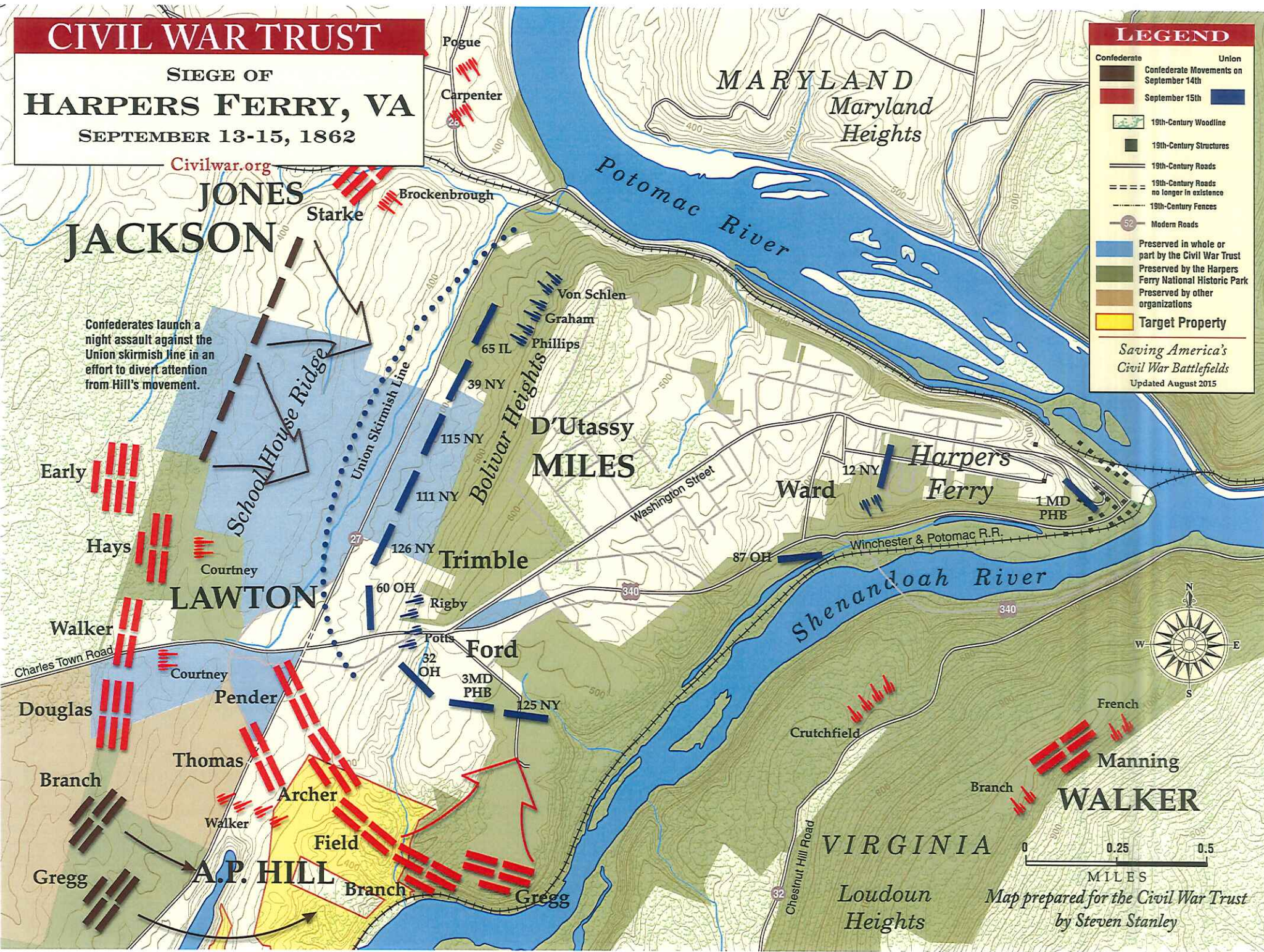
Confederate	Union
	Preserved in whole or part by the Civil War Trust
	Preserved by the Harpers Ferry National Historic Park
	Preserved by other organizations
	Target Property

Saving America's Civil War Battlefields
Updated August 2015



0 0.25 0.5
MILES

Map prepared for the Civil War Trust
by Steven Stanley





View overlooking lake



View of lake



View overlooking north portion of property facing west



View facing northwest



View of right of way through interior of site



View overlooking overgrown fields facing north



View to the west



View of overgrown fields near southern portion of property facing east



View of mountains facing east



View of frontage along Shenandoah River

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

Week Ending Date	FY17 October 29, 2016
To be Deposited on:	November 4, 2016
Amount Played	\$ 56,582,909.22
Amount Won	50,824,578.81
Amount Promo	461,120.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>5,297,210.41</u>
Administrative Costs @ 4%	211,888.41
Excess Lottery Fund @ 4%	<u>-</u>
Net Terminal Revenue	<u>5,085,322.00</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u>-</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,085,322.00</u>
Racetrack @ 46.50% / 42%	2,364,674.73
Lottery Fund @ 30% / 0%	1,525,596.58
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	653,463.90
Race Track Purses @ 90% of 7% / 4%	320,375.29
Employee Pension Fund @ 1% / .5%	50,853.22
Greyhound Development @ 90% of .75%	34,325.92
Thoroughbred Development @ 90% of .75%	34,325.92
County/Municipality @ 2%	<u>101,706.44</u>
	<u>\$ 5,085,322.00</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2017

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
10/08/16	101,792.36	50,896.18	50,896.18	4,036.07	20,307.57	1,104.45	17,141.83	8,306.26
10/15/16	103,115.76	51,557.88	51,557.88	4,088.54	20,571.59	1,118.81	17,364.69	8,414.25
10/22/16	107,651.80	53,825.90	53,825.90	4,268.39	21,476.53	1,168.02	18,128.56	8,784.40
10/29/16	101,706.44	50,853.22	50,853.22	4,032.66	20,290.43	1,103.51	17,127.37	8,299.25
Subtotal	\$ 1,912,667.00	\$ 1,412,365.24	\$ 500,301.76	\$ 39,673.92	\$ 199,620.39	\$ 10,856.55	\$ 168,501.63	\$ 81,649.27

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56	7/1-2/2016	51,477.36
7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24
7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48
7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90
11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08		
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86		
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76		
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98		
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86		
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56		
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16		
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48		
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14		
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

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

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

1,412,365.24

Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97		
November, 2014	71,046.66	November, 2015	67,488.54		
December, 2014	76,797.24	December, 2015	73,055.05		
January, 2015	73,346.66	January, 2016	67,545.11		
February, 2015	66,262.78	February, 2016	65,518.59		
March, 2015	73,747.70	March, 2016	72,986.23		
April, 2015	76,343.68	April, 2016	68,149.38		
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	208,094.24

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91		
November, 2015	202,465.62		
December, 2015	219,165.15		
January, 2016	202,635.33		
February, 2016	196,555.77		
March, 2016	218,958.69		
April, 2016	204,448.14		
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	624,282.72