

**AGENDA**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2017**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, JANUARY 19, 2017**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- January 5, 2017 - Regular Session

**APPROVAL OF PURCHASE ORDERS**

- January 19, 2017

**APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS**

- January 12, 2017
- January 19, 2017

**APPROVAL OF PAYROLL**

- January 12, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Matthew L. Harvey, Prosecuting Attorney  
- Approval of new hire for Prosecutor's Office starting 1/23/17 -  
Discussion/Action
2. 10:00 a.m. Eleanor Finn, League of Women Voters, Jefferson County  
- Comments on budget process - Discussion/Action

3. 10:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission  
- Presentation by outgoing AmeriCorps member Rob Aitcheson and introduction of Lauren Kelley  
- Resolution supporting a boundary expansion of Antietam Nation Battlefield Park - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Lynn Fields, Probate Office  
- Quarterly Review for Accounts and Waivers - Discussion/Action
6. 11:15 a.m. Interview and Appointments to the Jefferson County Board of Zoning Appeals  
- Two 3-year terms ending January 1, 2020 and three alternate positions ending January 1, 2018; January 1, 2019; and January 1, 2020 - Discussion/Action
7. 11:30 p.m. Interviews and Appointments to the Jefferson County Water Advisory Committee - Three 3-year terms ending January 31, 2020 - Discussion/Action
8. 11:45 p.m. Russ Burgess, IT Specialist  
- Approval of Bid Proposal for the multi-functional digital copier/printer/scanner/fax lease - Discussion/Action
9. 12:00 p.m. Roger Goodwin, Chief County Engineer  
- Complete Construction Bond Release for Mission Tabernacle Church - Mission Tabernacle Church Addition - File #S13-06 - Discussion/Action
10. 12:15 p.m. Bill Polk, Maintenance Department  
- 3<sup>rd</sup> Floor Judicial Remodel - Furniture Quote - Discussion/Action

#### **NEW BUSINESS**

11. Discussion of the County Commission Flags - Discussion/Action (PO)
12. Request letter of support for Augustine Avenue Trail Project and Grant Application - Discussion/Action
13. Selection of Commission Liaison to HOME Consortium Council - Discussion/Action

## **ASSISTANT PROSECUTING ATTORNEY UPDATES**

- Update on Case No. 16-AA-2- Possible Executive Session - Discussion/Action
- Discussion of legal issues surrounding delinquent ambulance fees - Possible Executive Session - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

### **~~~~~ AFTERNOON SESSION ~~~~~**

14. 1:30 p.m. Work Session - Board of Review and Equalization Tutorial

15. **ADJOURN**

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

- Historic Landmarks Commission Quarterly Report
- Engineering Department Quarterly Report
- GIS Quarterly Report
- Planning and Zoning Quarterly Report

## **CORRESPONDENCE/INFORMATION**

Notice of Public Hearing - HOME Investment Partnership Program

Notice of the Board and Review and Equalization hearing dates.

Notice of Intent to Appoint to the Jefferson County Development Authority Board.

Notice of Intent to Appoint to the Jefferson County Board of Health.

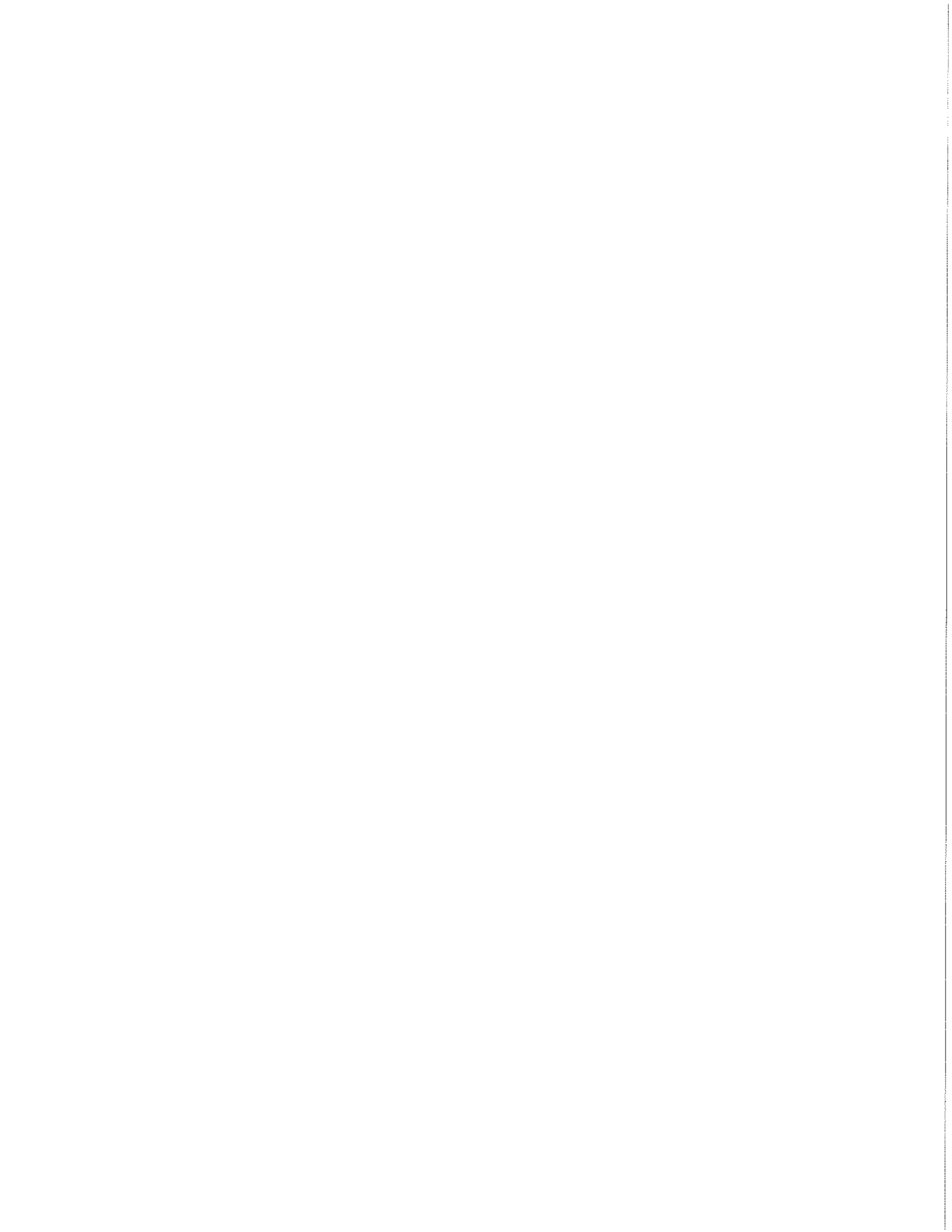
Letter from the Charles Town Utility Board regarding the County's participation in the lead tap monitoring program.

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

WV Lottery Weekly Settlement for Charles Town - week ending December 31, 2016.

WV Lottery Weekly Settlement for Charles Town -week ending January 7, 2017.

*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, January 5, 2017**

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A meeting of the Jefferson County Commission was held on Thursday, January 5, 2017 during the first quarterly session 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 Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko 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, January 5, 2017 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Hudson led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the December 12, 2016 Special Session Minutes as amended/presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the December 15, 2016 Regular Meeting Minutes as amended/presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the December 21, 2016 Special Session Minutes as amended/presented. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Noland to approve the Purchase Orders for January 5, 2017 to include Purchase Order No. 52456 in the amount of \$6,310.00. Motion seconded and unanimously approved.**

#### **PAYROLL APPROVAL**

**Motion by Ms. Noland to approve the Payroll for December 15, 2016 in the amount of \$242,085.97. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the Payroll for December 29, 2016 in the amount of \$256,092.07. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077614	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 271.80	\$ 271.80
077615	425	BLUE RIDGE GARAGE DOORS		\$ -	\$ 125.00	\$ 125.00
077616	413	CASTO & HARRIS INC	52487	\$ 35,146.04	\$ -	\$ 35,146.04
077616	413	CASTO & HARRIS INC		\$ -	\$ 30.50	\$ 30.50
077617	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
077618	401	CASSELL & PRINZ, PLLC		\$ -	\$ 3,725.00	\$ 3,725.00
077619	PAYROLL	LAUREN CROWTHER		\$ -	\$ 44.15	\$ 44.15
077620	413	ESS ELECTION SYSTEMS &		\$ -	\$ 1,120.00	\$ 1,120.00
077621	712	EASTERN PANHANDLE		\$ -	\$ 705.00	\$ 705.00
077621	712	EASTERN PANHANDLE		\$ -	\$ 723.00	\$ 723.00
077622	PAYROLL	KAREN ECHEMENT		\$ -	\$ 1,286.86	\$ 1,286.86
077623	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 16,531.86	\$ 16,531.86
077624	425	G & TRIPLE T. LLC		\$ -	\$ 45.00	\$ 45.00
077625	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 14,315.86	\$ 14,315.86
077626	712	LANGUAGE LINE SERVICES		\$ -	\$ 74.66	\$ 74.66
077627	405	LYNDSEY W. MATSCHAT		\$ -	\$ 63.72	\$ 63.72
077627	405	LYNDSEY W. MATSCHAT		\$ -	\$ 78.30	\$ 78.30
077628	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 23.05	\$ 23.05
077628	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 102.07	\$ 102.07
077628	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 199.96	\$ 199.96
077629	401	NAT'L ASSN OF COUNTIES		\$ -	\$ 965.00	\$ 965.00
077630	425	POTOMAC EDISON/OH		\$ -	\$ 105.96	\$ 105.96
077630	425	POTOMAC EDISON/OH		\$ -	\$ 43.86	\$ 43.86
077630	425	POTOMAC EDISON/OH		\$ -	\$ 1,040.49	\$ 1,040.49
077631	403	LAURA STORM		\$ -	\$ 210.60	\$ 210.60
077632	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077632	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
077633	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
077634	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 5,545.92	\$ 5,545.92

077635	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 34.19	\$ 34.19
077635	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 44.95	\$ 44.95
077636	405	THOMSON REUTER - WEST		\$ -	\$ 2,430.00	\$ 2,430.00
077637	PAYROLL	EMILY WELLS		\$ -	\$ 363.91	\$ 363.91
077638	402	W.B. MASON CO. INC		\$ -	\$ 110.34	\$ 110.34
077638	404	W.B. MASON CO. INC		\$ -	\$ 169.68	\$ 169.68
077639	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 116.00	\$ 116.00
077639	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 1,146.67	\$ 1,146.67
<b>TOTAL</b>						<b>\$ 87,504.32</b>
<b>TOTAL</b>				<b>\$ 35,146.04</b>	<b>\$ 52,358.28</b>	<b>\$ 87,504.32</b>

**Motion by Ms. Tabb to approve the Accounts Payable for December 22, 2016 in the amount of \$87,504.32. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077642	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,593.80	\$ 5,593.80
077643	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077644	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077645	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
077646	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077647	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077648	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077649	PAYROLL	COLONIAL LIFE		\$ -	\$ 453.03	\$ 453.03
077650	PAYROLL	KAREN ECHEMENT		\$ -	\$ 27.33	\$ 27.33
077651	405	FEDEX		\$ -	\$ 33.12	\$ 33.12
077652	405	STEPHEN V GROH		\$ -	\$ 229.50	\$ 229.50
077653	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
077654	405	CHARLES B HOWARD		\$ -	\$ 229.50	\$ 229.50
077655	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
077655	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077655	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
077655	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077655	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07

077656	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
077657	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 128.86	\$ 128.86
077658	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
077659	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,760.00	\$ 5,760.00
077660	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 227.12	\$ 227.12
077661	PAYROLL	MERRI MCINTYRE		\$ -	\$ 562.84	\$ 562.84
077662	PAYROLL	GAIL MAGAHA		\$ -	\$ 286.83	\$ 286.83
077663	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
077664	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 47.35	\$ 47.35
077665	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077666	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 133.30	\$ 133.30
077667	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077668	428	OFFICEMAX		\$ -	\$ 566.69	\$ 566.69
077668	428	OFFICEMAX		\$ -	\$ 559.95	\$ 559.95
077668	428	OFFICEMAX		\$ -	\$ 138.51	\$ 138.51
077669	700	WILLIAM POTTER		\$ -	\$ 52.98	\$ 52.98
077670	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
077670	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
077670	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077670	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
077670	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077670	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
077670	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077670	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077670	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
077670	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
077671	704	WV REGIONAL JAIL &		\$ -	\$ 115,503.50	\$ 115,503.50
077672	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,967.26	\$ 10,967.26
077672	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,894.72	\$ 46,894.72
077672	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,713.72	\$ 44,713.72
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 50,354.02	\$ 50,354.02
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.76	\$ 2.76
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 782.11	\$ 782.11
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,426.69	\$ 1,426.69
077674	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 23,870.97	\$ 23,870.97
077674	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,908.60	\$ 16,908.60
077675	405	BRANDON C.H. SIMS		\$ -	\$ 229.50	\$ 229.50
077676	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,870.00	\$ 2,870.00
077677	712	TELTRONIC		\$ -	\$ 57.50	\$ 57.50
077677	712	TELTRONIC		\$ -	\$ 458.00	\$ 458.00

077678	PAYROLL	MARY K. THOMPSON		\$ -	\$ 186.38	\$ 186.38
077679	405	THOMSON REUTER - WEST		\$ -	\$ 354.50	\$ 354.50
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.70	\$ 2.70
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 7.20	\$ 7.20
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 97,635.14	\$ 97,635.14
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 36,613.31	\$ 36,613.31
077681	PAYROLL	WVCORP		\$ -	\$ 37,152.75	\$ 37,152.75
077682	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,432.39	\$ 4,432.39
077682	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 8,864.82	\$ 8,864.82
077683	402	W.B. MASON CO. INC		\$ -	\$ 61.86	\$ 61.86
077683	402	W.B. MASON CO. INC		\$ -	\$ 82.08	\$ 82.08
077684	402	XEROX BUSINESS SRVCS LLC		\$ -	\$ 400.00	\$ 400.00
<b>TOTAL</b>					<b>\$ 527,439.26</b>	<b>\$ 527,439.26</b>

**Motion by Ms. Noland to approve the Accounts Payable for December 29, 2016 in the amount of \$527,439.26. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077686	712	AT&T/GA		\$ -	\$ 37.30	\$ 37.30
077687	403	BANK OF CHARLES TOWN		\$ -	\$ 54.37	\$ 54.37
077688	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
077689	406	ANGELA L BANKS		\$ -	\$ 67.25	\$ 67.25
077690	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
077690	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
077691	PAYROLL	NATHAN COCHRAN		\$ -	\$ 227.88	\$ 227.88
077691	PAYROLL	NATHAN COCHRAN		\$ -	\$ 212.22	\$ 212.22
077692	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,244.28	\$ 6,244.28
077693	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
077694	PAYROLL	JERRI HERBERT		\$ -	\$ 1,656.75	\$ 1,656.75
077695	PAYROLL	CHARLES HESS		\$ -	\$ 330.57	\$ 330.57
077696	PAYROLL	THE HARTFORD		\$ -	\$ 2,305.05	\$ 2,305.05
077696	PAYROLL	THE HARTFORD		\$ -	\$ 4,096.86	\$ 4,096.86
077697	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
077698	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 369,668.50	\$ 369,668.50
077699	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 56.70	\$ 56.70
077699	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 37.02	\$ 37.02
077699	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 33.74	\$ 33.74
077699	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 147.02	\$ 147.02

077700	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
077701	PAYROLL	CARRIE L. LEHMAN		\$ -	\$ 238.68	\$ 238.68
077702	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 783.49	\$ 783.49
077703	403	MATTHEW BENDER & CO		\$ -	\$ 166.10	\$ 166.10
077704	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 75,000.00	\$ 75,000.00
077705	PAYROLL	HIGHMARK WV		\$ -	\$ 169,749.50	\$ 169,749.50
077706	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
077707	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,745.58	\$ 1,745.58
077708	428	OFFICEMAX		\$ -	\$ 129.88	\$ 129.88
077709	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
077710	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
077711	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
077712	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
077713	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
077714	PAYROLL	BENJAMIN S. WILLIAMS		\$ -	\$ 2,391.10	\$ 2,391.10
<b>TOTAL</b>					<b>\$ 850,400.84</b>	<b>\$ 850,400.84</b>

**Motion by Ms. Noland to approve the Accounts Payable for January 5, 2017 in the amount of \$850,400.84. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>COAL SEVERANCE</b>			
<b>002</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/23/2016	436	EASTRIDGE HEALTH SYSTEM	\$ 2,000.00
<b>SHERIFF CAPITOL</b>			
<b>246</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/23/2016	1546	ZMM ARCHITECT & ENGN.	\$ 2,250.00
12/23/2016	1547	A PLUS PLUMBING	\$ 340.00
12/23/2016	1548	G & TRIPLE T	\$ 990.00

<b>TOTAL</b>			<b>\$ 5,580.00</b>

**Motion by Ms. Noland to approve the Manual Checks for December 23, 2016 in the amount of 5,580.00 Motion seconded and unanimously approved.**

<b>MAGISTRATE COURT</b>			
<b>005</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/30/2016	333	<b>WILLIAM SENSENEY</b>	<b>\$ 1,274.26</b>
12/30/2016	334	<b>MARY PAUL RISSLER</b>	<b>\$ 298.02</b>
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/30/2016	607	<b>NADA</b>	<b>\$ 1,440.00</b>
12/30/2016	608	<b>MONROE</b>	<b>\$ 151.55</b>
<b>SHERIFF CAPITOL</b>			
<b>246</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/30/2016	1549	<b>KONE</b>	<b>\$ 22,298.50</b>
<b>TOTAL</b>			<b>\$ 25,462.33</b>

**Motion by Ms. Noland to approve the Manuel Checks for December 30, 2016 in the amount of \$25,462.33. Motion seconded and unanimously approved.**

## PUBLIC COMMENT:

Eleanor Finn, resident – urged the newly elected Commissioners to retain the ambulance fee as the county is enriched by being able to provide quality services to its residents.

David Tabb, resident – stated he was happy to see a change in the makeup of the body of the Commission. Mr. Tabb also provided a legal update regarding the numerous cases he has against the Jefferson County Commission.

Jennifer Myers, Director of Jefferson County Parks and Recreation – presented the Commission with a hard copy of the parks master plan.

## PRESENTATIONS

### 1. County Commission Organization

#### a. Selection of President

- Commissioner Patricia Noland nominated Jane Tabb as Commission President for 2017, and Ms. Tabb received two votes (Commissioners Noland and Tabb)
- Commissioner Josh Compton nominated Peter Onoszko as Commission President for 2017, and Commissioner Onoszko received three votes (Commissioners Compton, Hudson, and Onoszko)
  - **After receiving the majority vote, it was decided Commissioner Onoszko would be the Commission president for the 2017 calendar year.**

#### b. Selection of Vice President

- Commissioner Compton nominated Commissioner Hudson for Commission Vice President for 2017, and Mr. Hudson received one vote (Commissioner Compton)
- Commissioner Noland nominated Jane Tabb as Commission Vice President, and Ms. Tabb received four votes (Commissioners Onoszko, Noland, Hudson, and Tabb)

- After receiving the majority vote, it was decided Commissioner Tabb would be the Commission Vice President for the 2017 calendar year.

c. Committee Assignments

<b>Assignment to Boards, Commissions &amp; Organizations Calendar Year 2017</b>		
<i>Organization</i>	<i>Commissioner 2016</i>	<i>Commissioner 2017</i>
Affordable Housing	Manuel	Hudson
Approval of Bills	Onoszko	Hudson
Board of Health	Pellish	Hudson
Building Repair & Security Courthouse Committee	Manuel	Noland
Community Corrections Committee - Day Report Center	Manuel	Hudson
Development Authority	Pellish	Onoszko
E-911 Council	Pellish	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Tabb
Historic Landmarks Commission	Onoszko	Onoszko
Homeland Security/LEPC	Tabb	Tabb
Legislative Liaison	Manuel/Noland	AS NEEDED
Mental Health Center	Noland	Noland
MPO Interstate Council	Tabb	Noland
Eastern Panhandle Transportation Authority (EPTA)	Onoszko	Noland
Parks and Recreation	Manuel	Compton
Planning Commission	Onoszko	Onoszko
Public Service District Liaison	Tabb	Compton
Region 9	Noland	Noland
Solid Waste Authority	Pellish	Compton
Water Advisory Committee	Manuel	Hudson

2. Daniel P. Lutz, Eastern Panhandle Conservation District – requested a discussion regarding sinkhole remediation at the Burr Industrial Park.
  - After a lengthy conversation, President Onoszko asked Mr. Lutz what, exactly, he was asking of the County Commission. Mr. Lutz stated he wanted a “concrete proposal” from the County regarding a funding request for the remediation of the sinkhole at the Burr Industrial Park as Mr. Lutz claimed he had heard rumors that fracking waste would be dumped into the sinkhole. Mr. Roger Goodwin, Chief County Engineer, explained that he had indeed provided the Eastern Panhandle Conservation District with a *tentative* plan for remediation as it has to be completed in multiple steps due to the nature of the sinkhole. The Conservation District did not make a decision regarding Mr. Goodwin’s funding request for remediation during their December 21, 2016 meeting; however, the item will be on the agenda for their January 25, 2017 meeting. Therefore, it was the consensus of the Commission to postpone any further discussion or decision on this topic until the Eastern Panhandle Conservation District had made a decision regarding Mr. Goodwin’s request.
3. Lynn Fields, Probate Office – requested confirmation and acceptance of Fiduciary Commissioner’s Report on the Estate of Clarence L. E. Best, Deceased
  - **Motion by Ms. Noland to enter into session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - **Motion by Mr. Onoszko to approve the fiduciary commissioner’s report of claims against the estate of Clarence L.E. Best, deceased. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
4. Jennifer Brockman, County Planner and Alexandra Haid, Zoning Administrator – requested a follow-up discussion regarding the changes requested by the County Commission on December 15, 2016 to the proposed Zoning Ordinance text amendment (ZTA16-01) and request to schedule a work session.
  - It was the consensus of the Commission to schedule a Special Session on Wednesday, January 11, 2017 to finish discussing Appendix C of the Jefferson County Zoning and Land Development Ordinance and to also discuss providing comment to the Public Service Commission prior to

their public hearing on Case No. 16-0616-PSC-PC-CN. Motion seconded and unanimously approved.

5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. James B. Crawford, III, Crawford Law Group - Decision on Public Hearing held December 15, 2016 – Closure of Alley in Shepherdstown District on a Petition for Closing Unused Roads, Streets, and Travel Ways
  - **Motion by Ms. Noland to approve the closure of the alley in the Shepherdstown District on a Petition for Closing Unused Roads, Streets, and Travel Ways as the use and rights of no person will be impaired or lost by the abandonment of this alley. Motion seconded and unanimously approved.**

#### **NEW BUSINESS**

7. Approval of the 2017 Board of Review and Equalization Notice
  - **Motion by Ms. Noland to approve the 2017 Board of Review and Equalization Notice as presented. Motion seconded and unanimously approved.**

#### **FINANCIAL DIRECTOR REPORTS**

- Review of FY2017 Budget to Actual as of 11/30/2016
- Discuss availability for the FY18 budget schedule during the week of 2/13/2017
  - The Commissioners stated they'd be available for budget hearings during the week of February 13, 2017. Ms. Gordon stated she would be in contact with the department heads and elected officials to develop a schedule for the budget presentations.

#### **COUNTY ADMINISTRATOR REPORTS**

- Legislative Summit - Ms. Grove asked the Commission if they would be interested in having a legislative summit with the newly elected delegates, and stated she would try to arrange the for the session to occur on the afternoon of the regularly scheduled February 2, 2017 meeting.

- State Auditor's Budget Training – Ms. Grove notified the Commissioners of a budget training being held by the State Auditor's Office at 9 am on Thursday, February 2<sup>nd</sup> if they were interested in attending.
  - Board of Review and Equalization Training – Ms. Grove stated the BORE tutorial would take approximately two hours and would be scheduled for the afternoon of the January 19, 2017 regularly scheduled County Commission meeting.
8. The Commission meeting was adjourned at 12:33pm on a motion by Ms. Noland Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

**PURCHASE ORDERS TO BE APPROVED**

**January 19, 2017**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
GIS/ADDRESSING	52347	\$ 10,950.00	ESRI, Inc.	Software Maintenance for GIS Programs
<b>GRAND TOTAL</b>		<b>\$ 10,950.00</b>		



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 52347

VENDOR:

DELIVER TO:

ESRI, Inc.  
 380 New York St.  
 Redlands, CA 92373-8100  
 Attn: Jill Bratcher

Jefferson County  
 GIS / Addressing Office  
 116 E. Washington St., Ste 201  
 Charles Town, WV 25414

THIS IS IN IT BUDGET - RUSSELL BURGESS

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
1	52384-ArcGIS Desktop Adv. Conc. Use Prim. Mtn.	3000. <sup>00</sup>	ea.	3000.00
1	86497-ArcGIS Desktop Std. Conc. Use Prim. Mtn.	1500. <sup>00</sup>	ea.	1500.00
1	87194-ArcGIS Desktop Basic Conc. Use Prim. Mtn.	700. <sup>00</sup>	ea.	700.00
1	87195 ArcGIS Desktop Basic Conc. Use Sec. Mtn.	500. <sup>00</sup>	ea.	500.00
1	87232-ArcGIS Spatial Analyst Desktop Conc. Use Prim. Mtn.	500. <sup>00</sup>	ea.	500.00
1	98696-ArcGIS Publisher-Desktop Conc. Use Prim. Mtn.	500. <sup>00</sup>	ea.	500.00
1	87192-ArcGIS Desktop-Basic-Single Use Prim. Mtn.	400. <sup>00</sup>	ea.	400.00
1	93306-ArcGIS Desktop Stand. w/ Ext. Single Use - Prim. Mtn.	2100. <sup>00</sup>	ea.	2100.00
1	100571-ArcGIS Network Analyst for Desktop Concurrent Use - Prim. Mtn.	500. <sup>00</sup>	ea.	500.00
1	161322-ArcGIS Enterprise Workgroup Stand. up to 2 Cores Maint.	1250. <sup>00</sup>	ea.	1250.00
	<b>001-428-03-356-000</b>	<b>10950.<sup>00</sup></b>		<b>10950.00</b>

Quote # 25771606

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

*Russell Burgess*  
 Signature

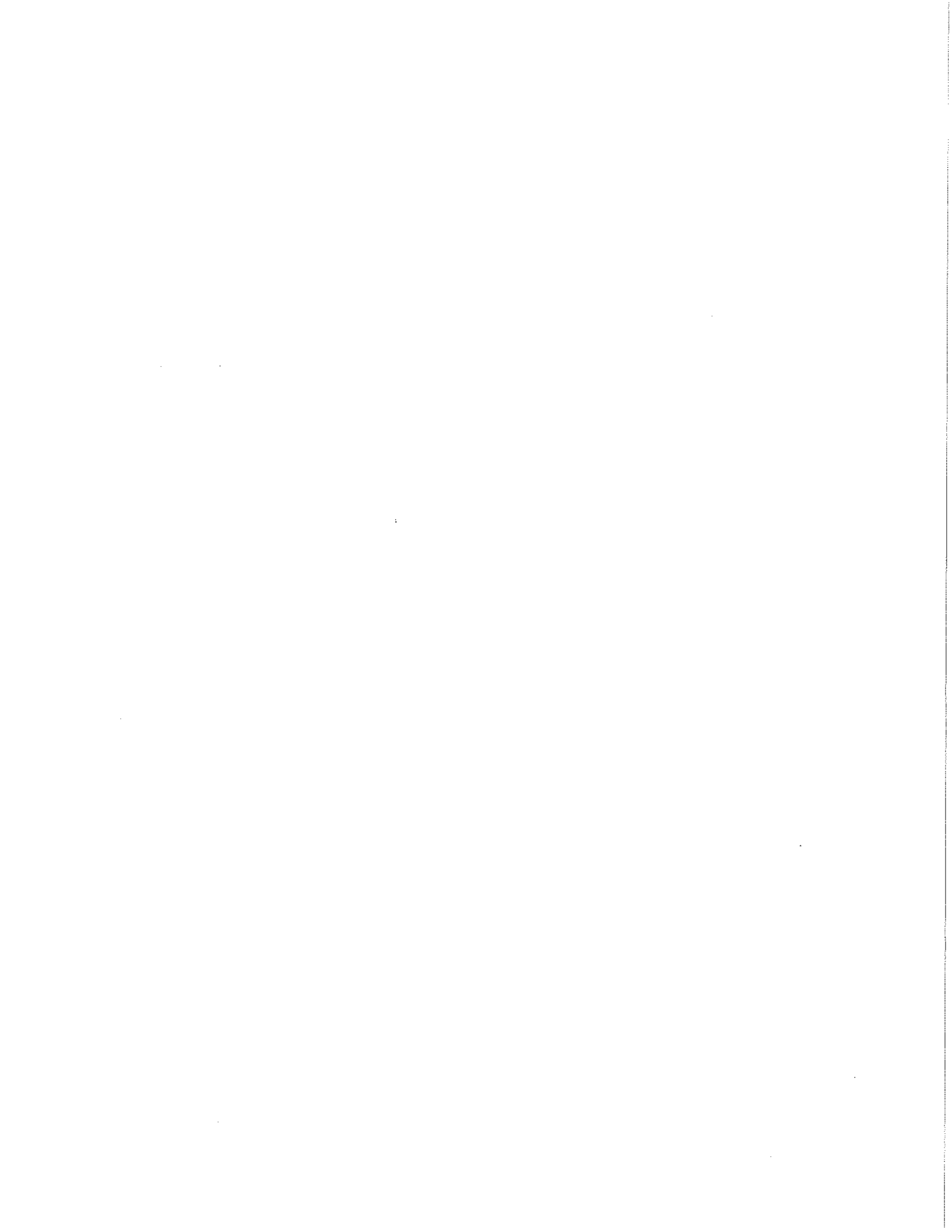
1/5/2017  
 Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 385,485.42	\$ -	\$ 385,485.42
6.2% Tax Payable OASDI	23,021.35	\$ -	\$ 23,021.35
1.45% Tax Payable HI	5,383.97	\$ -	\$ 5,383.97
Fed Withholding	43,331.91	\$ -	\$ 43,331.91
WV State Withholding	16,540.21	\$ -	\$ 16,540.21
PERS Retirement Deduct 4.5%	12,000.91	\$ -	\$ 12,000.91
PERS Retirement Deduct 6%	1,584.16		\$ 1,584.16
Hosp. Pre-Tax	11,603.50		\$ 11,603.50
Cancer/ICU Pre-Taxed	1,035.66		\$ 1,035.66
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	2,055.93		\$ 2,055.93
Christmas Club	5,710.00		\$ 5,710.00
Wage Attach #1	1,438.24		\$ 1,438.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	6,002.63		\$ 6,002.63
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,820.00		\$ 2,820.00
MD State Tax	469.00		\$ 469.00
D/VF	1,534.04		\$ 1,534.04
VA. State Tax	103.52		\$ 103.52
COLONIAL(PLUS)	120.27		\$ 120.27
<b>Total Deductions</b>	<b>\$ 136,526.42</b>	<b>\$ -</b>	<b>\$ 136,526.42</b>
<b>Net Wages Total</b>	<b>\$ 248,959.00</b>	<b>\$ -</b>	<b>\$ 248,959.00</b>
Payroll Date	12-Jan-2017		



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



Name: Matthew L. Harvey  
Department or Organization: Prosecutors office  
Estimation of amount of time needed for appointment: 5 minutes  
Date Requested – 1<sup>st</sup> Choice:  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice: January 17, 2017  
Subject (Wording to be placed on agenda): Approval of new hire for prosecutors office starting 1/23/17  
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

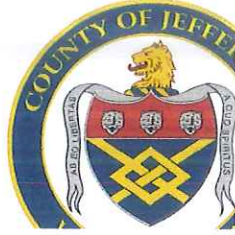
Contact information: Matthew Harvey  
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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



Name: *ELEANOR FINN*  
Department or Organization: *League of Women Voters, Jefferson Co.*

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

Date Requested – 1<sup>st</sup> Choice: *JAN 19*  
If a specific date is needed, please provide reason for specific date:

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

Subject (Wording to be placed on agenda): *Comments on budget process*

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 *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):

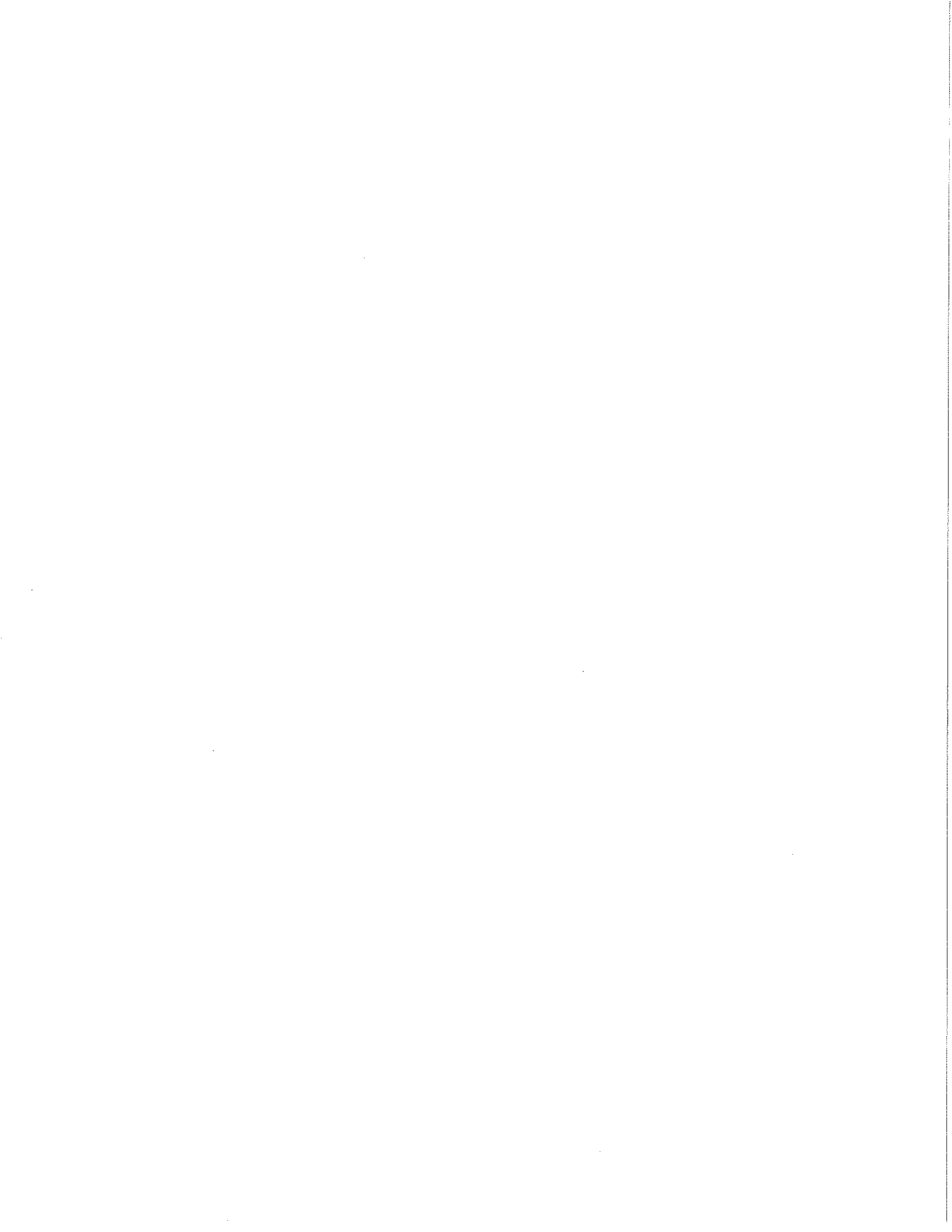
Attach supporting documents for request, or request may be denied. *copy of comments will be delivered*  
If not attached, explain: *on the presentation date*

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

Contact information:  
Email address: *eleanor\_finn@yahoo.com* Phone Number: *304-926-8489*

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

not applicable



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



Name: Martin Burke

Department or Organization: Jefferson County Historic Landmarks Commission

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017** (before 12 pm)  
*If a specific date is needed, please provide reason for specific date:*

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

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

**Presentation by outgoing AmeriCorps member Rob Aitcheson and introduction of Lauren Kelly**

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

Rob will review work accomplished during his 1700-hour work year.

**SEE ATTACHED 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

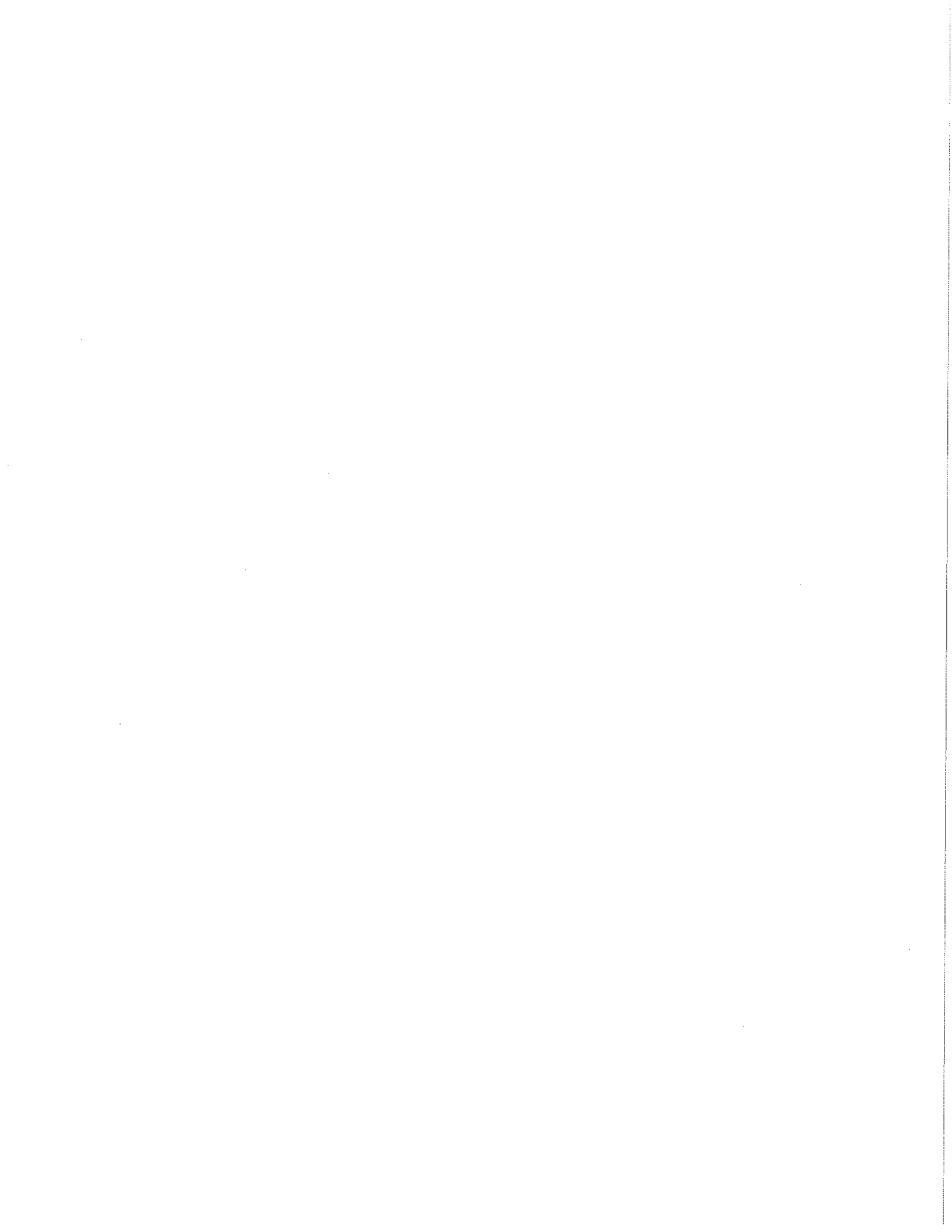
Contact information:

Email address: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AMERICORPS SERVICE  
WITH THE  
JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION



Submitted to the Jefferson County Commission  
January 19, 2017  
Rob Aitcheson

## CONTENTS

- I. Introduction
- II. Historic Resource Projects
- III. Heritage Tourism Projects
- IV. Community Partnerships
- V. Public Outreach
- VI. Grant Awards

## I. Introduction

Beginning January 19, 2016, the Jefferson County Historic Landmarks Commission began acting as a "host site" for the Preserve WV AmeriCorps program. A one-year term, was occupied by Rob Aitcheson (AmeriCorps member) for the duration of his service and will be completed in January 2017. For the Landmarks Commission, this provided the needed support of a very active, all volunteer, organization. For the AmeriCorps member, it provides the real time learning and training opportunities critical to career development in the field of historic preservation.

Rob's primary focus through the year has been to develop and promote Jefferson County's historic resources, landmarks and history. Additionally, hands on experience was provided through the stewardship and development of the three-historic property that JCHLC owns and manages. His central interest lies in cultural resource preservation and interpretation and much of this time went to the stewardship of the historic Peter Burr Farm, West Virginia's oldest standing wood frame structure.

Heritage tourism helps make historic preservation economically viable by using historic structures and landscapes to attract and serve travelers. It can be an attractive economic revitalization strategy, especially as studies have consistently shown that heritage travelers stay longer and spend more money than other kinds of travelers. As a bonus, a good heritage tourism program improves the quality of life for residents as well as serving visitors.

The National Trust defines heritage tourism as "traveling to experience the places, artifacts and activities that authentically represent the stories and people of the past," and heritage tourism can include cultural, historic and natural resources. Rob worked on many projects which support and promote heritage tourism in Jefferson County, some of which are contained in this packet.

Lastly, grant funding is a critical element to any non-profit organization and this is true for the Landmarks Commission. This packet will illustrate the grants submitted and what programs they funded, all of which were written through the AmeriCorps program member.

## II. Historic Resource Projects

### **Peter Burr Farm**

The Peter Burr Farm is a 10-acre parcel of land owned and managed by the Jefferson County Historic Landmarks Commission. On the property sits the home of Peter Burr I & II, who moved to the area in the mid-18<sup>th</sup> Century. The house is the oldest standing wood frame structure in the state of West Virginia. Rob was responsible for the management of the site, which included maintenance and upkeep, event coordination and the research, design and installation of interpretive markers around the site.

### **Cement Mill and Shepherdstown Battlefield**

JCHLC also owns an 18-acre lot along the Potomac River south of Shepherdstown. This lot contains the ruins of the Cement Mill complex, a National Register of Historic Places site and situated on the heart of the Shepherdstown Battlefield. Rob conducted several site management projects on the property, along with managing the annual Park Day held at the site as part of the Civil War Trust's program. In the past year, JCHLC has gained an additional 2 parcels of land that runs contiguous to the 18-acre lot, bringing total ownership to roughly 25 acres.

### **Jefferson County Alms House/ Poor House Farm**

Rob has participated in several site visits and conceptual planning for the home of Dr. John Hurst, ca. 1813, which was later to become Jefferson County property and the site of the "Poor Farm".

### **Roxley - Coyle Cemetery**

The cemetery sits along Poor Farm Road, Kearneysville, and to the front of the Poor Farm. With thirteen graves of Jefferson County residents interred, the Cemetery had become overgrown with trees and brush. Additionally, the graveyard's landscape has been dramatically altered by groundhogs, which have unearthed headstones. Rob received a grant to remove the trees and overgrowth and managed the project, along with one academic intern from Shepherd University.

### **Duffields Depot**

Rob conducted site work at the Depot site to provide access for contractors to weatherize the structure, also listed on the National Register. He has also in collaboration with the site owners, Duffields Station, Inc. to facilitate the continued preservation and development of the structure.

### **Jefferson County Civil War Battlefields**

Throughout the year, Rob worked on several projects promoting the preservation and interpretation of Jefferson County's five congressionally recognized battlefields. Outside of Shepherdstown, additional sites included the Harpers Ferry, Summit Point and Williamsport battlefields. Rob also worked with the Jefferson County Farmland Protection Board to produce a landowner's guide for property owners in the core and study areas of all five battlefields. The project was funded through a grant awarded to Farmland Protection by the American Battlefield Protection Program.

### III. Heritage Tourism Projects

#### JCHLC Website

Early in his service, Rob worked to replace the existing website, JeffersonCountyHLC.org, with a modern Word Press theme. In April of 2016 the new website was launched. Since that time the website has continued to be developed and substantial content has been added. Key features of the site include visitor information and resources for historic home owners.

#### Driving Tours

Since June 2016, Rob has researched, written, designed and found funding for the printing of three driving tours of Jefferson County, WV. They are all Civil War themed. Two focus on the military campaigns of 1862 and 1864 where the third focuses on John Brown's raid and subsequent trial and They are available at area tourism centers and museums.

#### Events

JCHLC held several public events which promoted the preservation and visitation of historic sites in Jefferson County. Rob managed and/or worked with partners to plan and present the programs. A major event was held at the Peter Burr Farm in April 2016 for the 61<sup>st</sup> Annual Home and Garden Tour, which brought over 600 visitors to the site. Other key events included a tour of Summit Point Battlefield, Tax Credit workshop, Real Estate workshop and school visits to the Peter Burr Farm.

#### Interpretive Projects

Rob has researched, designed and installed five interpretative markers and orientation panels at the Peter Burr Farm. Additionally, he has also researched and designed markers for sites in the Morgan Grove Historic District and Shepherdstown Battlefield. This is in addition to several brochures on various historic sites in Jefferson County.

#### Social Media

Shortly after his service began, Rob started a Facebook page for JCHLC. The page posted daily historical facts, featured historic homes, JCHLC events and announcements along with promotions supporting partnering organizations. The page has grown to over 1,000 followers with an average reach of 5,000 people per week.

## IV. Community Partnerships

### **Jefferson County Farmland Protection Board**

Rob worked extensively with JCFPB on a large project to publish a landowner's guide for property owners of congressionally recognized Civil War battlefields in Jefferson County. In addition to editing and authoring content for the publication, Rob will also be participating and presenting at all four public workshops to be held in various locations in December and January.

### **Land Trust for the Eastern Panhandle**

Another key partner of JCHLC, the Land Trust holds easements on nearly all the property JCHLC owns and manages at the Shepherdstown battlefield. Rob has participated in easement monitoring, written an article for LTEP's newsletter and worked collaboratively with LTEP on projects in Harpers Ferry and Shepherdstown.

### **Reliving History Inc.**

RHI serves as the official friends group, docent volunteers and stewards of the Peter Burr House and Farm. Rob worked collaboratively with RHI on several projects, including two school visits by 3<sup>rd</sup> grade students to the site.

### **Jefferson County Museum**

As part of a promotional partnership, Rob volunteered some of his time to promote visitation to the museum and volunteered as a docent for a children's day event held in September.

### **Dolly Madison Garden Club**

Rob worked with the garden club on promoting and logistical capacity for the 61<sup>st</sup> annual House and Garden Tour held in April 2016. Over the course of two days, over 600 visitors visited the Peter Burr Farm, the featured site for the tour.

### **Shepherdstown Battlefield Preservation Association**

SBPA works to preserve and promote the Shepherdstown Battlefield. Rob has worked collaboratively with the organization of volunteer projects on the battlefield along with some policy initiatives.

### **West Virginia State Historic Preservation Office**

Rob applied and was awarded a grant from WV SHPO to present a real estate workshop to area realtors about historic preservation and how to market historic properties. Rob also worked with SHPO to present a tax credit workshop for area residents free charge.

## V. Public Outreach

In addition to digital and printed forms of outreach, Rob worked on several projects and programs to generate awareness and support for historic preservation projects in Jefferson County. The previously mentioned and programs played a large role in public outreach. Additionally, JCHLC sent many press releases out to local news agencies throughout the year and in many instances Rob represented JCHLC in any interactions with the press. This broadened the audience for JCHLC initiatives and presented an active landmarks commission.

Also, the generosity of the Jefferson County Planning Department provided an office space for JCHLC beginning with Rob's term in January 2016. This allowed for a publicly accessible location and communications hub for JCHLC, which greatly assisted public outreach during 2016.

Public outreach is key for any organization, but most especially with non-profit and volunteer organizations. JCHLC, a county governmental body, is required by law to have open meetings and records. But the preservation needs of Jefferson County are such that JCHLC has been even more proactive in its approach to cultivating support and awareness of the vast historic resources in the county.

The continued growth and interest in the preservation of historic sites in Jefferson County has led JCHLC to a deciding vote to establish an endowment fund to better financially support preservation initiatives in the county. This will be accompanied by a \$100,000 capital campaign to financially secure the fund and allow for a granting program to be established and managed by JCHLC to private home and landowners. Rob researched and developed a fundraising plan for JCHLC, along with branding and naming of the campaign.

Rob has provided a staff function for JCHLC, which has made much of the organization's outreach possible. As will his successor, Ms. Lauren Kelly. JCHLC is a highly active organization and as it's initiatives will continue to expand moving forward. This will only increase the need to provide a "staff" capacity for JCHLC moving forward.

## VI. Grant Awards

### **Historic Cemetery Grant (\$2,500)**

Rob researched, wrote and applied for a grant from the Eastern West Virginia Community Foundation's Jefferson County Historic Cemeteries program. The grant award facilitated a preservation project of a historic family cemetery off Poor Farm Road. The awarded amount allowed for all the trees and overgrowth, which had over taken the cemetery, to be removed. The project will continue, but a large portion of the financial burden has been lifted through this grant.

### **West Virginia Development Grant – State Historic Preservation Office (\$2,000)**

Rob wrote and managed a grant award from WV SHPO to provide training for area realtors on how to effectively market historic properties to prospective buyers. Because of the program, JCHLC awarded 30 continuing education credits to local area realtors and had over 50 attendees for the seminar held in October 2016.

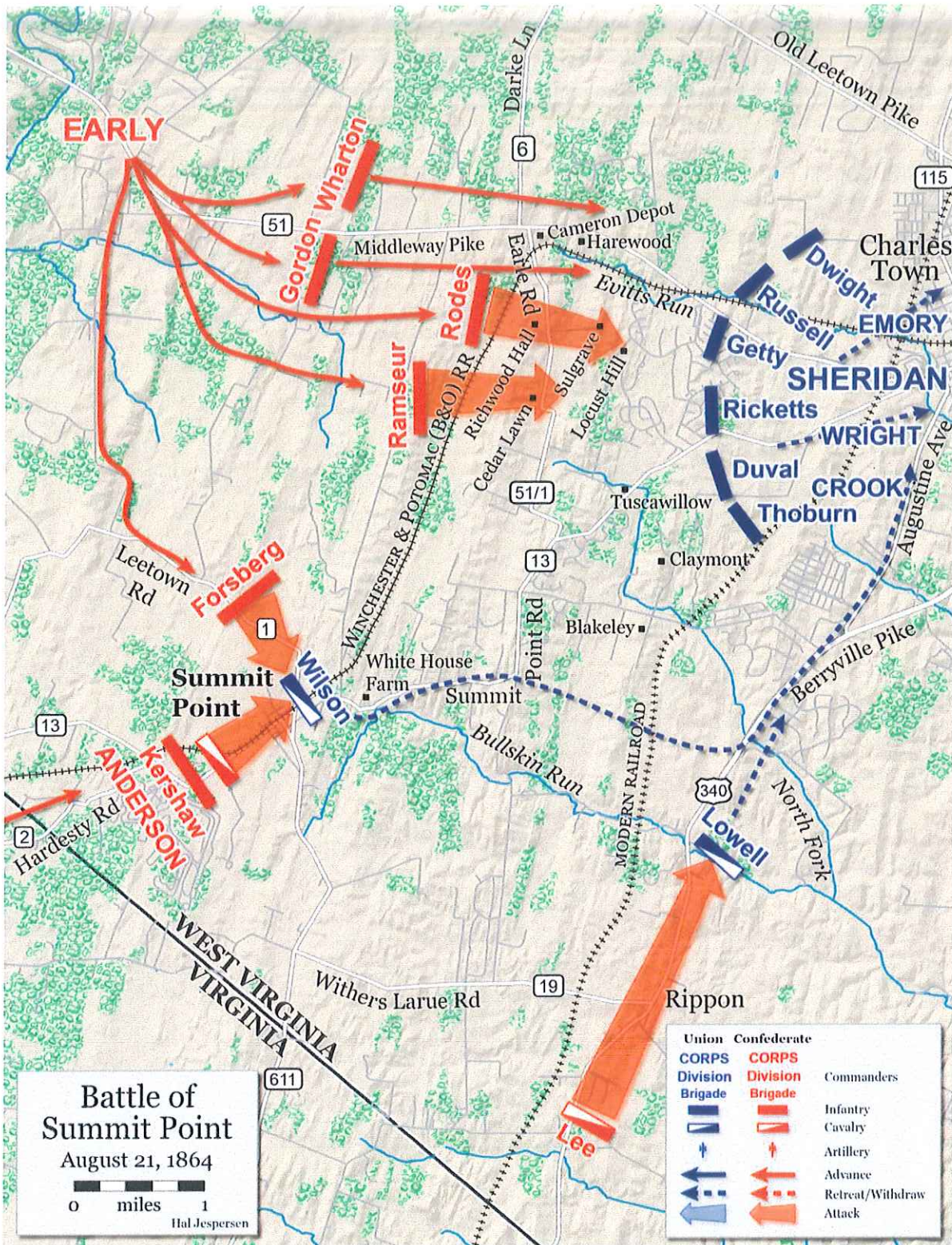
### **Community Partnership Grants x 2 (\$1000)**

Offered through the Jefferson County Convention and Visitors Bureau, this grant awards up to \$500 to individual projects and programs supporting tourism and visitation to the county. Rob wrote and has been awarded two of these grants, which have defrayed the costs of printing two driving tours of Jefferson County.

### **Two Rivers Giving Circle (\$2,000)**

Rob co-authored an awarded grant through the Eastern West Virginia Community Foundation's Two Rivers Giving Circle. The grant was awarded to support site stabilization activities of the Cement Mill ruins a mile south of Shepherdstown. The Cement Mill complex, a National Register site, is some of the oldest industrial remnants in the state and valuable learning tool about the County's pre-Civil War and Civil War history.

**Total grants awarded: \$7,500**



(A modern map of the Battle of Summit Point, fought primarily on the outskirts of Charles Town. Rob worked collaboratively with the Jefferson County Farmland Protection Board to produce the map. This is the first time a modern map of the battle has been produced which enables preservationists, historians and enthusiasts to better understand the battle.)

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



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017** (before 12pm)  
*If a specific date is needed, please provide reason for specific date:*

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

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

**Resolution supporting a boundary expansion of Antietam National Battlefield Park**

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

During 2017 Jefferson County Historic Landmarks Commission(JCHLC) will be lobbying the WV Congressional delegation asking them to submit legislation to expand the boundaries of Antietam National Battlefield Park to include the Battle of Shepherdstown in Jefferson County, WV. JCHLC is seeking letters of support and resolutions from businesses and local government units.

SEE ATTACHED DRAFT LEGISLATIVE PACKET

**SEE ATTACHED 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*):

SEE ATTACHED DRAFT RESOLUTION

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: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



**DRAFT**  
**Resolution**

WHEREAS, the Jefferson County Historic Landmarks Commission in partnership with the Shepherdstown Battlefield Preservation Association's endeavors to promote awareness and preserve the site of the Battle of Shepherdstown, which occurred during the Civil War in Jefferson County; and

WHEREAS, the Battle of Shepherdstown, was the final battle of the Confederate's 1862 Maryland Campaign, located south of the Potomac River, on a bluff overlooking Pack Horse Ford was fought on September 19-20, 1862 and with over 600 casualties, making it one of the bloodiest battles of the Civil War fought in what is now the State of West Virginia; and

WHEREAS, there are two National Register historic sites on the battlefield, the Shepherdstown Cement Mill and Pack Horse Ford; and

WHEREAS, the National Park Service undertook a congressional authorized special resources study that concluded that the area is worthy of adding to the NPS through an Antietam National Battlefield boundary expansion; and

WHEREAS, the (ORGANIZATION NAME) does support the preservation and promotion of Jefferson County's vast history and historic resources; and

WHEREAS, the (ORGANIZATION NAME) recognizes and supports the economic benefits of heritage tourism to Jefferson County, West Virginia businesses and residents; and

WHEREAS, the Antietam National Battlefield Park is among the region's tourist attractions;

THEREFORE, be it Resolved that we the undersigned member (ORGANIZATION NAME) here by recognize the efforts of the JCHLC and SBPA to preserve and promote the Battle of Shepherdstown and support the Antietam National Battlefield boundary expansion.

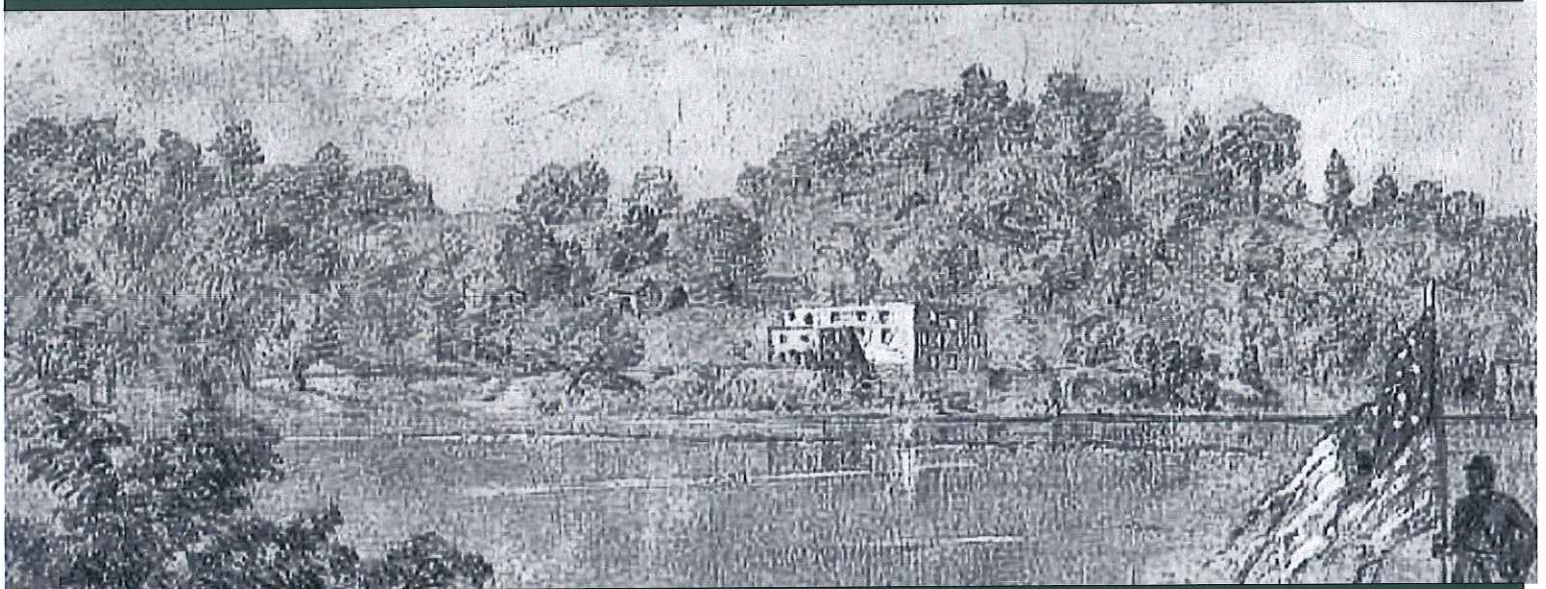
\_\_\_\_\_  
Representative (TITLE)

\_\_\_\_\_  
Date

ANTIETAM NATIONAL BATTLEFIELD  
BOUNDARY EXPANSION

SHEPHERDSTOWN BATTLEFIELD

115<sup>TH</sup> UNITED STATES CONGRESS INFORMATION PACKET



2017

JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION  
SHEPHERDSTOWN BATTLEFIELD PRESERVATION ASSOCIATION

## CONTENTS

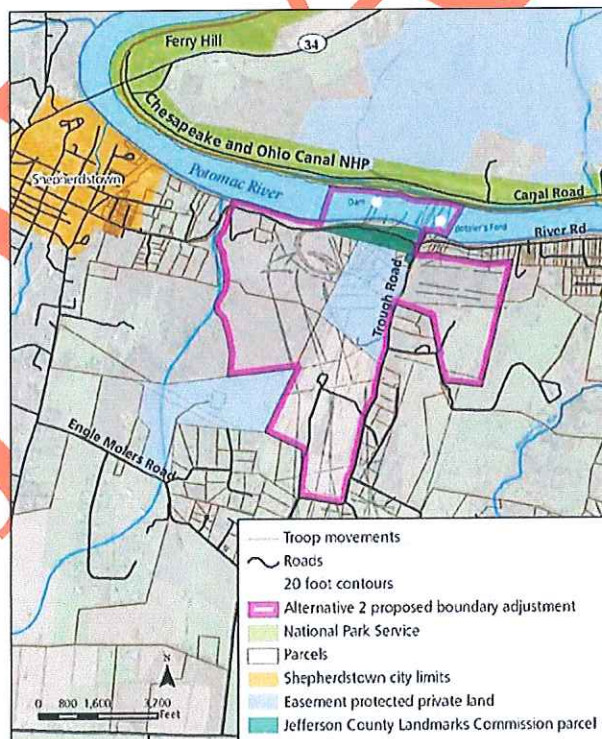
- I. Introduction
- II. The Resource
  - II.1. National Register of Historic Places sites
    - II.1.1. Cement Mill
    - II.1.2. Packhorse Ford
- III. Shepherdstown Battlefield Land Ownership
- IV. Economic Benefit
- V. Special Resource Study
- VI. FAQ
- VII. Contacts
- VIII. Letters of Support & Resolutions
- IX. History
- X. Referenced Materials



## I. Introduction

The Jefferson County Historic Landmarks Commission (JCHLC) fully supports the proposed boundary expansion of Antietam National Battlefield as defined in the Shepherdstown Battlefield Special Resource Study/Boundary Study/Environmental Assessment, Option A. Since 2009, JCHLC, the Civil War Trust, the American Battlefield Protection Program (ABPP), the Shepherdstown Battlefield Preservation Association (SBPA), the Land Trust of the Eastern Panhandle (LTEP) and the Jefferson County Farmland Protection Board have worked to preserve nearly 300 acres of the Shepherdstown battlefield, 100 of those acres are within the proposed boundary expansion area. JCHLC firmly believes the Shepherdstown Battlefield is a historically and culturally significant site. As such, JCHLC has worked closely with partnering organizations to preserve the site, which has led to direct ownership of 25 acres on the battlefield. If boundary legislation were to pass, JCHLC would immediately donate its properties to Antietam National Battlefield.

The purpose of this document is to provide accurate and substantive analysis supporting legislation for expanding the boundary of Antietam to include the Shepherdstown Battlefield.



(Courtesy NPS, Special Resource Study)



## II. The Resource

The Shepherdstown battlefield lies approximately 1 to 2 miles south and east of Shepherdstown, West Virginia, roughly between Harpers Ferry National Historical Park (12.5 miles south) and Antietam National Battlefield (5.2 miles north). In all, the Shepherdstown battlefield study area encompasses roughly 5,000 acres in Jefferson County, West Virginia, and Washington County, Maryland. The Battle of Shepherdstown, also known as the Battle of Boteler's Ford, was fought on September 19 and 20, 1862, immediately following General Lee's withdrawal after the Battle of Antietam on September 17, 1862. There were more than 600 casualties. The battle at Shepherdstown was the final engagement of the Maryland Campaign that included the battles at Harpers Ferry, South Mountain, and Antietam.

### II.1 National Register of Historic Places Sites

#### II.1.1 Cement Mill site (Boteler's Cement Mill)

In 2011, the Civil War Trust and JCHLC worked to acquire and preserve the site of the Cement Mill on the Shepherdstown Battlefield. Since then, the 18 acre property has been under the ownership of JCHLC. It was added to the National Register of Historic Places in 2014. The site consists of the Mill ruin, brick office building, battery of kilns and text kiln, a large kiln, riverside head race wall and the dam remnant. The Cement Mill complex was designated a National Register of Historic Places site due to its association with events that have made a significant contribution to the broad patterns of our history. Along with the fact that the property has yielded and will yield information important to our history.

#### II. 1.2 Packhorse Ford (Blackford's Ford)

Packhorse Ford was added to the National Register of Historic Places in 2015. Though it is technically considered a Maryland site, JCHLC acquired the West Virginia side of the crossing in 2016 through the preservation of an additional 2.6 acres to the properties already under JCHLC ownership. Packhorse Ford was designated a National Register site due to its role in transportation and settlement of colonial Maryland and Virginia. During the Civil War, the Ford was an important crossing site for both armies and played a critical role in the 1862 Maryland Campaign including large cannon emplacements on both side of the Potomac River.



### III. Shepherdstown Battlefield Land Ownership

The congressionally authorized NPS Special Resources Study recommends a 510-acre boundary expansion of Antietam National Battlefield, with a majority of the property in Jefferson County, WV. A NPS park boundary expansion and land acquisition is a two-step process: Step 1 - The US Congress passes legislation authorizing a park boundary expansion and defines the boundary; Step 2 - Congress, through the appropriations process, authorizes funds to the NPS park to purchase land within a park's designated boundary. There are seven land owners in Jefferson County that would be effected by expanding Antietam National Battlefield. As of December 15, 2016, they are:

- a) **Far Away Farm LLC** - 122 acres – There is an approved 153 lot housing development on the site. The owners have been in contact with Civil War Trust Inc.
- b) **Cynthia Rider** - 93.91 acres - Ms. Rider has at times shown interest in preserving her property.
- c) **Chris Kinnan and Amanda Carpenter** - 23 acres - There is a conservation easement on this property held by Land Trust for the Eastern Panhandle and Jefferson County Farmland Protection Board. Land is protected from any future development.
- d) **Cindy Brown** - 39 acres - There is a conservation easement on this property held by Land Trust for the Eastern Panhandle and Jefferson County Farmland Protection Board. Land is protected from future development.
- e) **George and Mary Rushizky** - 206 acres - A portion of their property, approximately 100 acres, would be included in a battlefield expansion. Owners have been approached about sale/easement.
- f) **Helen Oakley and Deborah Bodner** - 98 acres - Both have been contacted by the Land Trust for the Eastern Panhandle about selling or placing a conservation easement on their properties.
- g) **Jefferson County Historic Landmarks Commission** - 25 acres - JCHLC owns approximately 1/2 mile Potomac River frontage, property on either side of River and Trough Rds. and property surrounding the critical intersection of Trough and River Rds. JCHLC is prepared to donate its property to the NPS once boundary expansion authorized. JCHLC continues to assist CWT in purchasing properties in the core battlefield, but outside the Antietam Battlefield boundary expansion area.



#### IV. Economic Benefit

Jefferson County, West Virginia is fortunate that tourism revenue ranks the county as the highest producer in West Virginia. Between the county's proximity to the Washington D.C. metro area, local recreational opportunities and the scenic and cultural significance of the region, Jefferson County enjoys millions of visitors on an annual basis. The National Trust for Historic Preservation defines heritage tourism as "traveling to experience the places, artifacts and activities that authentically represent the stories and people of the past," and heritage tourism can include cultural, historic and natural resources. We believe this is especially true in Jefferson County, WV.

Heritage tourism helps make historic preservation economically viable by using historic structures and landscapes to attract and serve travelers. Heritage tourism can be an attractive economic revitalization strategy, especially as studies have consistently shown that heritage travelers stay longer and spend more money than other kinds of travelers. As an added bonus, a good heritage tourism program improves the quality of life for residents as well as serving visitors.

It can be stated definitively that Jefferson County heritage tourism plays a large role in overall tourism revenue. This is measured in a number of ways, but the first factor when considering a boundary expansion of Antietam National Battlefield is visitation to the Shepherdstown park unit. In 2014, Antietam NPS reported over 362,000 visitors a year. Because of the numerous shops, restaurants and other establishments that historic Shepherdstown offers, many travelers to Antietam often visit neighboring Shepherdstown before or after their battlefield visit. With the expansion of Antietam there would be a natural flow east on German Street in Shepherdstown to the proposed expansion area of the Shepherdstown Battlefield along River and Trough Roads.

In a study conducted by the Civil War Trust, it is noted that 70% of Civil War tourists stay at least one night in the battlefield communities they visit. This study also states that the average family of four spends \$1,000 in a visit to a historic site or battlefield. Roughly one quarter of that is spent on food and beverages, one quarter spent on accommodations, one quarter spent on retail, and the remaining amount spent on admissions, travel and other expenses. It is reasonable to expect that this would be true if the Shepherdstown battlefield is incorporated into Antietam National Battlefield. Moreover, the added benefit of potential NPS maintenance,



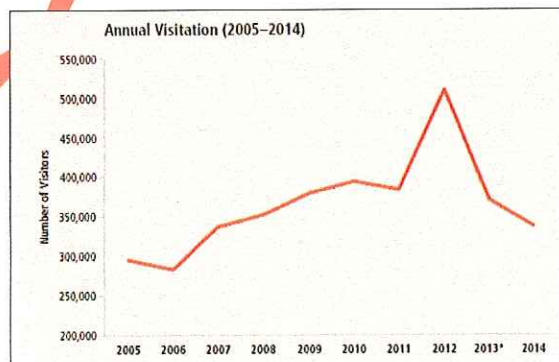
interpretation, law enforcement, and management would add to tourism revenue in Jefferson County.

Preserving the Shepherdstown battle site under NPS ownership, likely will increase visitation to neighboring sites within Jefferson, Berkeley and Washington County, Maryland, as well as to Harpers Ferry National Historical Park (which sees at least 250,000 visitors a year) and Hollywood Casino at Charles Town Races. Increased heritage tourism benefits not only large businesses, but also smaller and privately companies in the county.

Noteworthy is that heritage tourists do not need the services that government provides local residents, thus the tax contributions of tourists help offset the costs of making a livable community. Adding visitation to Jefferson County will also help create more jobs and revenue to local businesses.

Governor Jim Justice, elected by West Virginians in 2016, laid out several plans in his campaign to create 16,000 new tourism related jobs in the State during his administration. In a study conducted by the Civil War Trust, it noted that fifteen National Park Service Civil War battlefield parks and historic sites generate 15.8 million visitors which realizes an annual \$248 million contribution to local communities, supports over 5,000 employees, and pays \$151 million to local workers. With these statistics in mind, JCHLC and our partners believe that the addition of another National Park Service unit into West Virginia would support and parallel Governor Justice's proposed increased tourism initiative.

Finally, an expansion of Antietam which includes the Shepherdstown battlefield also benefits the local community by acting as an outdoor educational classroom and as a recreational area where our citizens can enjoy the Potomac River's natural beauty and surrounding landscape. At Harpers Ferry National Historical Park, over 56,000 students visit each year on various history and outdoor learning activities and programs. Preserved battlefields are not only a monument in themselves to the sacrifice that took place, but an asset and a benefit to the community.



(Annual visitation to Antietam, ANB Business Plan)



## V. Special Resource Study

In 2009, Congress passed legislation directing the National Park Service (NPS) to evaluate the national significance of the battlefield. The legislation also directed the NPS to study the suitability and feasibility of adding the battlefield to the national park system as an addition to either Harpers Ferry National Historical Park or Antietam National Battlefield.

Congress may authorize a boundary adjustment of Antietam National Battlefield to include the Shepherdstown battlefield. Once the boundary adjustment is authorized, the National Park Service would complete or revise an existing land protection plan to identify priorities and the lands or interests in lands within the park's authorized boundaries that should be in federal ownership. Protection of battlefield resources in the expanded boundary would occur through a mix of fee simple acquisition and conservation easements from willing sellers and donors. Fee simple acquisition would be the preferred acquisition tool for only highly sensitive resource areas and critical visitor access points. If in the future the National Park Service was able to acquire lands from willing sellers or donors within the legislative boundary, Antietam National Battlefield would take a lead role in the management, protection, and interpretation of any battlefield land owned by the National Park Service, with support from Harpers Ferry National Historical Park. Antietam National Battlefield may also work with the Chesapeake and Ohio Canal National Historical Park to provide visitor services at the Ferry Hill site.

The National Park Service has determined that the Shepherdstown Battlefield does not meet National Park Service criteria for a new stand-alone park, but that a 510-acre area in the center of the battlefield would be a suitable addition to Antietam National Battlefield because of the close historical and geographical connection between the two battles. The Department of the Interior has transmitted the study recommendation and findings to Congress for its consideration.

Taking into consideration public input received during scoping, NPS operational requirements, and the opinions of historians and other subject matter experts, the study found that "Alternative 2, Option A, Antietam National Battlefield Boundary Adjustment" would be the most effective and efficient alternative and would also provide the greatest opportunities for visitor enjoyment. This finding contributed to the development of the preferred alternative.



The long-term significance of the Battle of Antietam is directly tied to the outcome of the combat along the banks of the Potomac River at Shepherdstown. It is also noted that the resources associated with the Shepherdstown battlefield, including Packhorse Ford, are also closely tied to the battle of Antietam and its significance. Alternative 2, option A would allow Antietam National Battlefield to expand upon existing interpretive themes, provide visitors with a more complete understanding of the Maryland Campaign, and protect significant resources and values while enhancing opportunities for public enjoyment related to the park purpose and enabling legislation. This option also allows for the protection of resources critical to fulfilling the park purpose.

The inclusion of the Shepherdstown battlefield as part of Antietam National Battlefield would provide visitors the opportunity to have an expanded understanding of the events directly following the Battle of Antietam and the culmination of the Maryland Campaign. Existing interpretive themes would be expanded to include interpretation of the Shepherdstown battlefield (as well as the effects upon the town itself). The enabling legislation for Antietam National Battlefield directs the park to provide interpretation of the Battle of Shepherdstown; the inclusion of the Shepherdstown battlefield within the boundary of the Antietam National Battlefield would protect resources critical to fulfilling the park purpose. Additionally, the Battle of Antietam and the subsequent Battle of Shepherdstown are closely historically linked and both battles were dependent upon and impacted many of the same landscape features and terrain.

If the National Park Service were able to acquire land from willing sellers or donors in the future, the key impacts of implementing alternative 2, option A would include greater protection for resources related to the Battle of Shepherdstown. Cultural and natural resources would be managed according to NPS laws, policies, and guidelines, which would have a beneficial impact on those resources. The National Park Service may also work with landowners seeking conservation easements as a means of protecting battlefield resources. Option A may result in long-term beneficial impacts to the visitor experience due to expanded opportunities to access the resources and to understand the historical significance of the Shepherdstown battlefield.

*To view the full study and supporting documents, visit this link:*

*<https://parkplanning.nps.gov/projectHome.cfm?projectID=36834>*



## VI. FAQ

### Answers to Frequently Asked Questions

- **If legislation is passed to make the recommended boundary adjustment, how will that affect what landowners are allowed to do with or on their land?**
  - The National Park Service has no authority to regulate the use and development of private land, even if it falls within a congressionally authorized National Park unit boundary. If Congress were to adjust the boundary of Antietam National Battlefield to include the Shepherdstown Battlefield, existing land uses and private property rights would remain intact.
- **What's next?**
  - There would be no immediate change to existing landownership and the National Park Service would not carry out any actions that would affect the battlefield lands as a result of this study. An act of Congress is required before the National Park Service could begin to purchase property from willing sellers within the proposed boundary.
- **How will the NPS purchase land within the boundary?**
  - An act of Congress is required before the National Park Service can begin to purchase property from willing sellers within the proposed boundary. Congressional approval of a boundary adjustment would not require property owners to negotiate with NPS, it would merely allow NPS to purchase the property within the adjusted boundary for fair market value if it was on the market and funding was available for the acquisition.
- **How was the public involved in this study?**
  - The planning team held a total of four public meetings in the vicinity of Shepherdstown battlefield which were announced in local and regional media outlets. The meetings were attended by over 200 people. Over 100 newsletters were sent out to stakeholders and individuals on the project mailing list. Approximately 150 notification letters were sent out to potentially affected landowners in both MD and WV during both public scoping and public review of the study. An additional letter has been sent to the 10 landowners within the proposed boundary concurrent with the release of the study recommendations.



- **What was the public response to the study?**
  - The majority of comments received during public review of the study were supportive of its findings that the Battlefield would be a suitable and feasible addition to Antietam National Battlefield. Comment summary reports can be found on the project website.
- **How much will this cost?**
  - Specific costs for acquisition, development, and operations would be determined in the future if Congress were to expand the boundary of Antietam to include the Shepherdstown Battlefield. Acquisition costs for the lands associated with the Shepherdstown battlefield could be significant, however it is not anticipated that the National Park Service would seek to acquire all properties within the proposed boundary. It is anticipated that protection of battlefield resources in the boundary would occur through a mix of fee simple acquisition and conservation easements from willing sellers and donors. Fee simple acquisition would be the preferred acquisition tool only for highly sensitive resource areas and critical visitor access points. Operation costs would be modest for an addition of this size to the national park system.

*These questions and supporting answers were referenced directly from the NPS Special Resource Study. For more information on these answers and the Special Resource Study, contact: Tammy Stidham, Chief, Planning, Compliance & GIS, National Capital Region, National Park Service. 1100 Ohio Drive SW Washington, DC 20242. (202) 619-7474. tammy\_stidham@nps.gov*



## VII. Contacts

Martin Burke, Chair  
Jefferson County Historic Landmarks Commission  
(304) 876-3883  
martinburke@frontiernet.net

Stephen Alemar, President  
Shepherdstown Battlefield Preservation Association  
(304) 876 1811  
alemars@yahoo.com

Annette Gavin, CEO  
Jefferson County Convention and Visitors Bureau  
(304) 535-2627  
annette.gavin@jccvb.com

Peter Onoszko, County Commissioner  
Jefferson County Commission  
(304) 728-3284  
ponoszko@jeffersoncountywv.org

Jim Auxer, Mayor  
Corporation of Shepherdstown  
(304) 876-2312  
jimauxer@yahoo.com

Paul Coussan, Federal Relations Manager  
Civil War Trust  
(202) 367-1861  
pcoussan@civilwar.org



## VIII. Letters of Support



*Saving America's  
Civil War Battlefields*  
**Civilwar.org**

**BOARD OF TRUSTEES**  
Michael Granger  
*Fayette, Tennessee*  
*Chairman*  
O. James Lighthizer  
*Crofton, Maryland*  
*President*  
Kirk J. Bradley  
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Jeff Dahlgren  
*Hawthorne, Rock, California*  
Robert C. Dunn  
*New York, New York*  
Vince Dunley  
*Atlanta, Georgia*  
Lester G. "Ruff" East, III  
*Washington, D.C.*  
Bruce C. Gottwald  
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William J. Hupp  
*Gene, Illinois*  
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*Wellesley, Massachusetts*  
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Jill Shuman  
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*Nixon, Colorado*  
William W. Vidra  
*Richmond, Virginia*  
Susan Whitaker  
*Fayetteville, Tennessee*

*\*Chairman Emerita*

October 3, 2014

Regional Director  
National Capital Region  
c/o Jordan Hoaglund  
National Park Service - Denver Service Center  
P.O. Box 25287  
Denver, CO 80225-0287

To whom it may concern:

On behalf of the Civil War Trust (the "Trust"), I am writing to express my support for the inclusion of the Shepherdstown Battlefield as part of a proposed boundary expansion of the Antietam National Battlefield (NB). Because of the historic significance of the Battle of Shepherdstown and its role in the aftermath of the Battle of Antietam, the Trust supports the Department of the Interior's recommendation that Congress adjust the boundary of Antietam NB to include approximately 510 acres of this important historic site.

In the immediate aftermath of the Battle of Antietam on September 17, 1862, Confederate General Robert E. Lee retreated south across the Potomac, with the Union army in pursuit. Two days later, on September 19, a detachment of Major General Fitz John Porter's V Corps attacked the Confederate rearguard at Boteler's Ford. The Confederates counterattacked, decimating the 118<sup>th</sup> Pennsylvania regiment. As a result, Union General McClellan failed to pursue Lee's retreating army into what was then Virginia, leading President Lincoln to relieve McClellan of his command.

The Trust has played an active role in the preservation of the Shepherdstown Battlefield. Working with our partners in West Virginia, including the Jefferson County Historic Landmarks Commission, the Trust has helped to save 317 acres of core battlefield – 16 acres through fee simple transactions and 301 acres in conservation easements – approximately 75 acres of which lie within the proposed expanded National Park Service (NPS) boundary.

Incorporating the Shepherdstown battlefield within Antietam NB will further ensure its protection, as well as create a seamless interpretive experience for visitors to the Antietam and Shepherdstown battlefields. Further, because much of the land that will be added to the NPS boundary is under easement and in private ownership, the cost of the boundary expansion is minimal.

I thank you for allowing us to comment on this matter. If you have any questions, please do not hesitate to contact me or my staff at (202) 367-1861.

Sincerely,

O. James Lighthizer, President

1136 14th Street NW, Suite 909, Washington, DC 20005 | Phone 202-367-1861 | Fax 202-367-1865 | [info@civilwar.org](mailto:info@civilwar.org)  
1140 Professional Court, Hagerstown, MD 21740 | Phone 301-665-1400 | Fax 301-665-3416 | [membership@civilwar.org](mailto:membership@civilwar.org)



## VIII. History

On September 17, 1862, the bloodiest single day battle in American history was fought near Sharpsburg MD. General Robert E. Lee's Confederate Army of Northern Virginia suffered its first major failure, inflicted at the hands of Union Major General George B. McClellan and the Army of the Potomac. Despite being forced to withdraw from his invasion plans, it was *not* the end of Lee's ambitious plan to sustain his army on northern soil. The pivotal battle of the Maryland Campaign occurred a few miles southwest of Sharpsburg at a Potomac River crossing near the village of Shepherdstown, West Virginia. After his initial success, General Lee, suffering severe defeat at South Mountain on September 14 and barely avoiding disaster on the 17th, decided to slip quietly away. Gathering his forces during September 18, his army left fires burning and moved toward Shepherdstown Ford on the Potomac River.

The battle of Shepherdstown occurred from an aggressive pursuit by McClellan's Union forces trying to strike Lee's army as they retreated across the Potomac River into Virginia. Lee had left a small force of infantry to support the 44 cannon he detailed to deter the Federal army. Lee's dispatches and orders show he intended to move north and re-enter Maryland at Williamsport, Maryland.

Although Lee had suffered staggering losses at Sharpsburg, over 10,000 men, he still believed his force strong enough and the stakes important enough to continue his campaign.

For McClellan, the chance to strike an army engaged in a difficult river and canal crossing offered good odds of success. With his own cavalry following Lee's ragged ranks, and the virtually fresh Fifth Army Corps close behind, McClellan was willing to take advantage of any sign of weakness in the Confederate position and plans. Thus McClellan pushed his forces toward the river hoping to inflict the fatal blow to Lee's army. For McClellan, the chance to strike an army engaged in a difficult river and canal crossing offered good odds of success. With his own cavalry following Lee's ragged ranks, and the virtually fresh Fifth Army Corps close behind, McClellan was willing to take advantage of any sign of weakness in the Confederate position and plans. Thus McClellan pushed his forces toward the river hoping to inflict the fatal blow to Lee's army.

On the morning of September 20 McClellan ordered a reconnaissance-in-force to locate Lee's army. Hampered by a confusion of orders that deprived them of cavalry to scout ahead, a Union force advanced toward the Opequon while another followed the river road to occupy Shepherdstown. Lee, receiving news of the Union advance, ordered General Thomas Jackson



back to the ford to protect the rear of Lee's army. Meeting the Union advance, Jackson sent a division to drive back across the rolling fields south of the river toward the bluffs above the river. The Union soldiers conducted their retreat in orderly fashion, but a miscommunication of orders left one Union regiment, the 118th Pennsylvania Infantry, isolated and facing overwhelming odds as Confederate soldiers surrounded them. Almost all of the Union casualties in the battle were from this regiment, as many were killed on the bluffs or drowned attempting to cross the river. The Union pursuit was suspended and Jackson's men returned to the Opequon. Casualties were light compared to other battles, with 677 killed, wounded and missing in the brief fighting near the ford. Of the 366 Union casualties, 269 were from the 118th PA.

It was on the steep bluffs of the river, amongst the buildings of an old cement mill on the riverbank that the campaign was decided. The fighting was short, but vicious, severe and bloody for the numbers engaged, and the ultimate results were far-reaching. Lee, convinced his men too exhausted and too reduced to continue the campaign, ordered a retreat to his supply base at Winchester. His ambitious plans for Maryland and Pennsylvania remained unfulfilled. McClellan's losses and the sudden appearance of a large Confederate rear guard convinced him that Lee's army was still powerful enough to discourage further pursuit. Content with achieving the goals which President Abraham Lincoln set out for him, McClellan secured the river as a boundary and turned to re-supplying his army. Thus it was the fight at Shepherdstown that convinced both commanders that the September Campaign of 1862 was at an end, and that neither would completely succeed in their desired missions.

*By Dr. Thomas G. Clemens (internationally recognized as the foremost historical expert on Lee's 1862 MD campaign)*



#### XIV. Referenced Materials

*NPS PEPC Final Study*. Washington D.C.: Department of the Interior, 2009. PDF.

Jefferson County Farmland Protection Board. *Protecting Land and Battlefields in Jefferson County, West Virginia: A Landowners Guide*. N.p.: Jefferson County Farmland Protection Board, 2016. Print.

Civil War Trust. *Blue, Gray & Green: Economic & Tourism Benefits of Battlefield Preservation*. Washington, D.C.: Civil War Trust, 2013. Print.

*Antietam National Battlefield: 2015 Business Plan*. N.p.: National Park Service - Business Management Group, 2015. PDF.

*Harpers Ferry National Park Transportation Study*. N.p.: National Park Service - Department of the Interior, 2011. PDF.

DRAFT





*(Cement Mill building, a National Register site, Shepherdstown Battlefield)*

AGENDA REQUEST FORM

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

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

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

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** January 19<sup>th</sup>, 2017

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

**SUBJECT:** Quarterly Review for Accounts and Waivers

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

Quarterly Review for Accounts and Waivers

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

**ARE DOCUMENTS ATTACHED:** To follow

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: January 19, 2017

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

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Board of Zoning Appeals – Two 3-year terms ending January 1, 2020 and three alternate positions ending January 1, 2018; January 1, 2019; and January 1, 2020 respectively.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 5, 2017, or as soon thereafter as the Commission may decide:

**Board of Zoning Appeals - two (2) three-year terms ending January 1, 2020 and three alternate positions expiring January 1, 2018, 2019, and 2020, respectively.**

*Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.*

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:**

**December 28, 2016**

**THANKS - JEFFERSON COUNTY COMMISSION**

# Jefferson County Board of Zoning Appeals | 2017

## Members currently serving

<u>Name</u>	<u>Expiration</u>	<u>Intention</u>
MATTHEW KNOT	01/01/2017	wishes to be reappointed
TYLER QUINN	01/01/2017	wishes to be reappointed

- Two 3-year terms ending January 1, 2020
- Three alternate positions ending January 1, 2018; January 1, 2019; and January 1, 2020

## INTERESTED APPLICANTS

<u>NAME</u>	<u>ATTENDING</u>	<u>CONTACTED</u>
Deirdre Catterton		YES



## JEFFERSON COUNTY COMMISSION

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

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

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

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*Patricia A. Noland*

VICE PRESIDENT

*Walt Pellish*

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*Dale Manuel*

COMMISSIONER

*Peter Onoszko*

COMMISSIONER

*Jane Tabb*

December 16, 2016

J. Tyler Quynn

PO Box 1374

Charles Town WV 25414

*HARPER'S FERRY, WV 25425*

Dear Mr. Quynn

Please be advised that your term on the Jefferson County Board of Zoning Appeals will expire on January 1, 2017. Until the County Commission has acted to appoint someone for another three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, January 5, 2017 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Jessica Carroll

Executive Administrative Assistant

termexp

*Dear Ms. Carroll,*

*I will be available @ the  
BOARD'S pleasure.*

*1/7/17*

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

## Jessica Carroll

---

**From:** Zoning  
**Sent:** Tuesday, January 03, 2017 12:56 PM  
**To:** Jessica Carroll  
**Subject:** FW: BZA reappointment

Hi Jessica,

Here is an email from Matt expressing his interest in staying on the Board for another term. If you need any additional information please let me know.

Jennilee Hartman  
Zoning Clerk  
Ex: 1101

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**From:** Matt Knott  
**Sent:** Sunday, January 01, 2017 4:32 PM  
**To:** Jennilee Hartman  
**Cc:** Alexandra Beaulieu  
**Subject:** Re: BZA reappointment

Jennilee,  
Happy New Year!  
Yes, I will Serve another term.  
Thanks,

Matt Knott  
River Riders Family Adventure Resort  
Clarion Inn Harpers Ferry  
White Horse Tavern  
408 Alstsdts Hill Rd  
Harpers Ferry, WV 25425  
800 326 7238  
<http://www.riverriders.com>  
Sent from my iPhone

On Dec 30, 2016, at 4:17 PM, Jennilee Hartman wrote:

Hi Matt,

Jessica with the County Commission has asked me to follow up with you to see if you were interested in staying on the Board of Zoning Appeals because your term expires next month. Please let us know as soon as you can.

I hope you have a great weekend!

Sincerely,

## Jessica Carroll

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**From:** dcatterton@frontiernet.net  
**Sent:** Monday, January 02, 2017 9:20 PM  
**To:** Jessica Carroll  
**Subject:** Re: BZA application

My computer is having issues - you've either not received my resume, or received it five times....sorry, but here it is:

**Deirdre J. Catterton**  
**159 Eastland Drive, Charles Town, WV 25414**  
**703-431-1940 (cell)**

**Hard working, efficient, possessing effective communication skills, ability to work in high pressured environment, strong work ethic, a person of integrity, and compassionate toward those in need - specifically the children, the elderly, and the animals.**

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**The Legacy Elder Law Center (The Clark Law Firm)/Paralegal – Document Manager**  
**107 South Street, Ste. E**  
**Leesburg, VA 20175**  
**10/3/16 – present**

**Assist clients with Estate Planning matters, document crafting, interpretation, and analysis. Constant communication and interaction with clients, in person, via telephone, and/or email. Responsible for Document Management within the office. Active in retitling of client's real property. Involved with Medicaid and Veterans Affairs assistance matters. Training to handle Estate Planning document signings both in and out of the office.**

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**U.S. House of Representatives, Field Representative/Case Worker**  
**300 Foxcroft Ave., Martinsburg, WV**  
**02/02/2015 – 03/01/2016**

**Assisted constituents in all aspects of Federal matters, including, but not limited to Social Security, Social Security Disability, Medicare/Medicaid, and a myriad of other issues including but not limited to Veterans Administration and Veterans Affairs. Handled appearances at Senior Centers and other mobile offices, e.g. libraries, around the District on behalf of the Congressman - many public appearances, etc. Was available on a 24/7 notice to assist in matters pertaining to Congressional affairs.**

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### **Computer skills:**

**Full knowledge of Microsoft Office versions 2007 and 2010 (Word, Excel and PowerPoint). Import understanding of Access. Proficient in the following software applications; JOBAPPS, FAMIS, LMIS, LOLA, WebLogis, Loudoun Clerk of the Circuit Court Intranet Public Access Web Service (Land Records), Bonds Admin, e-permitting, Personnel Actions, Budget Adjustments, Advertisement Requests, Performance Assessments, Request for Payment, and Travel Reimbursement. (Intermediate level experience with Oracle and Oracle Hyperion.) Proficient in the following software**

**programs: GOV/MAX, ACR, ecivis, Pictometry, Laserfische (Community Development and Accounting, ScreeningOne, Cyborg, IQ, elearning, and Elderdocs.**

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**Education:**

**George Mason University Fairfax, VA B.A. Government and Potlitics  
George Mason University Fairfax, VA Masters Public Administration  
Hamilne University School of Law, St. Paul, MN, J.D.**

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**Licenses to Practice Law:**

**The Supreme Court of the State of Minnesota  
The District of Columbia Court of Appeals  
United States, District Court for the District of Minnesota**

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**From:** "dcatterton@frontiernet.net" <dcatterton@frontiernet.net>  
**To:** "jcarroll@jeffersoncountywv.org" <jcarroll@jeffersoncountywv.org>  
**Cc:** Deirdre Catterton <dcatterton@frontiernet.net>  
**Sent:** Monday, January 2, 2017 9:15 PM  
**Subject:** BZA application

Hi, and Happy New Year!

I tried to send my formal request to be considered on the Board of Zoning Appeals and once it was kicked back - and unclear if you received the second email.

Ergo, please find my resume attached.

Wishing you and yours a very wonderful 2017!

Sincerely,

Deirdre J. Catterton  
703-431-1940

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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: January 19, 2017

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

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

Subject (Wording to be placed on agenda): Interviews and Appointments to the Jefferson County Water Advisory Committee – three 3-year terms ending January 31, 2020.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2017, or as soon thereafter as the Commission may decide:

**Water Advisory Committee - three (3) three-year terms ending January 31, 2020; one (1) unexpired term ending January 31, 2018; and one unexpired term ending January 31, 2019.**

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:**

**January 4 and 11, 2017**

**THANKS - JEFFERSON COUNTY COMMISSION**

Mary Thekla Sell  
P.O. Box 895  
Charles Town, WV 25414  
202-302-2789

Jefferson County Commission  
Attn: Jessica Carroll  
124 E. Washington Street  
Charles Town, WV 25414

Re: Reappointment to Water Advisory Committee

Dear Ms. Carroll,

Thank you for your letter regarding my three year term on Jefferson County's Water Advisory Committee ending on January 31, 2017. Pursuant to your correspondence, I wish to be considered for reappointment for another three year term ending in January 2020.

I have greatly enjoyed my tenure on the Water Advisory Committee and the work and outreach that we have been able to achieve this Fall through the West Virginia Department of Environmental Protection's Stream Partners Grant and most recently working with Potomac Valley Audubon Society at Cool Spring Preserve on the Friends of the Bullskin watershed group.

Thank you for your consideration.

Best regards,



Mary Thekla Sell

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Richard L. Latterell

Home Telephone Number: 304-876-6072

Work Address: 364 Knott Rd

Work Phone Number: 304-876-6072

Mobile Phone Number: 304-279-9653

E-mail Address: \_\_\_\_\_

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Biologist (Retired)

Education: High School Yes

Univ of Minnesota - B.A.

College Penn State U. M.S.

Cornell Univ. Ph.D.

Trade/Business School N/A

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address:

P.O. BOX 3609  
Shepherdstown, WV 25443

Magisterial District: Shepherdstown (09)

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

Organized and led the Jeff. City Watersheds Coalition for ca. 10 yrs. Have served on the J.C. Water Advisory Committee for past 6 yrs.

Organization Memberships and Positions Held: Waterkeeper Coalition, WV Rivers Coalition, Potomac Conservancy, Chesapeake Bay Foundation, Friends of the Shenandoah, plus others.

Have you even been convicted of any felonies? If yes, please list. No.

Date:	Offense:

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

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

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

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

Signature: R. L. Lattrell Date: 1-12-16

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

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



Name: Russ Burgess, IT Specialist

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Bid Proposal for multi functional digital copier/printer/scanner/fax lease**

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

Is this a funding request? Y/N Click here to enter text.  
If so, how much? \$Click here to enter text.

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

Attach supporting documents for request, or request may be denied.  
If not attached, explain: Click here to enter text.

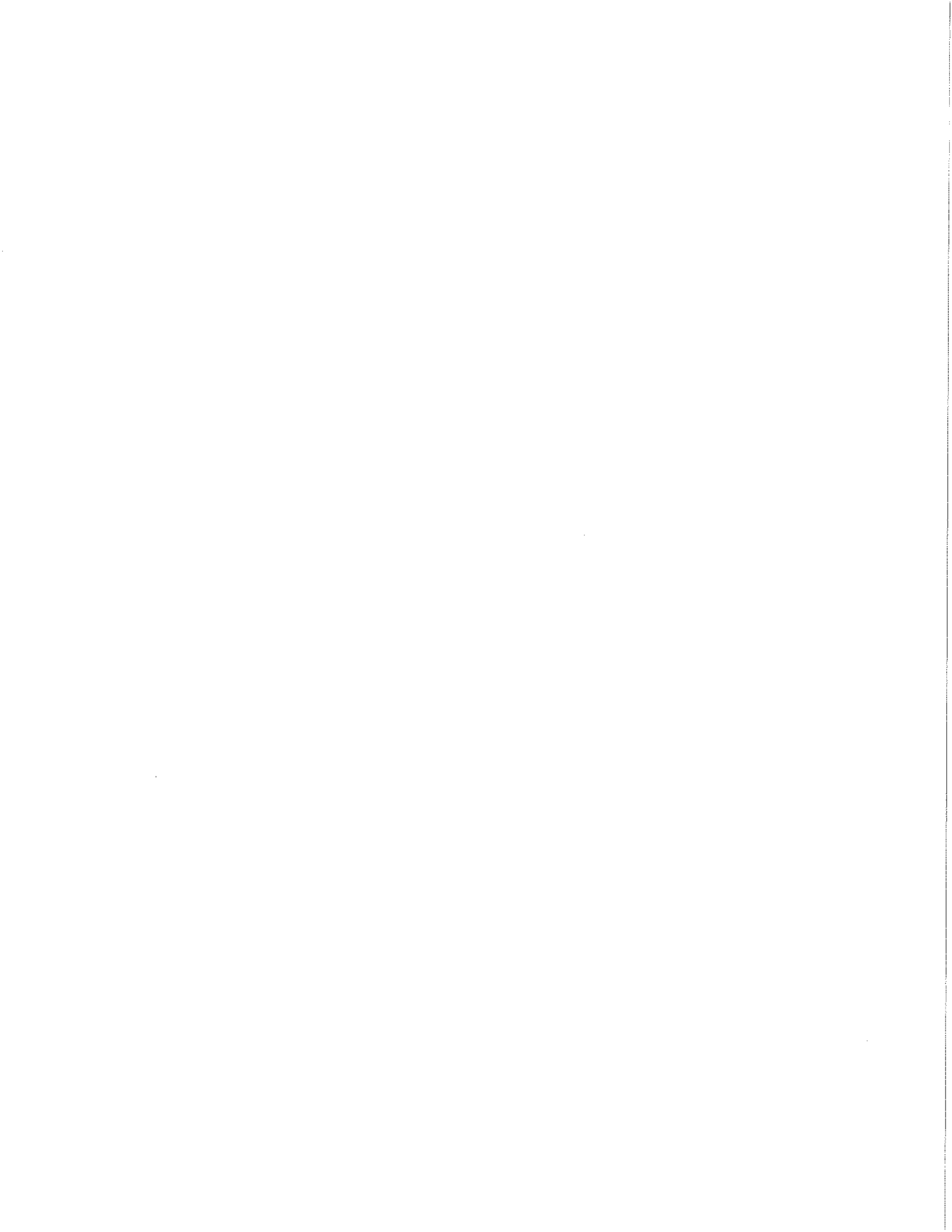
Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.  
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

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

Click here to enter text.



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



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

Date Requested – 1<sup>st</sup> Choice: January 19, 2017  
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.  
Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Complete Construction Bond Release for Mission Tabernacle Church – Mission Tabernacle Church Addition - File #S13-06.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for Mission Tabernacle Church – Mission Tabernacle Church Addition - File #S13-06.

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 \$14,037.00 from the construction bond for Mission Tabernacle Church – Mission Tabernacle Church Addition - File #S13-06.

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

PRESIDENT  
*Peter Onoszko*

January 19, 2017

VICE PRESIDENT  
*Jane Tabb*

Mr. Arch A Moore, III, Executive Vice President  
Bank of Charles Town

COMMISSIONER  
*Josh Compton*

P. O. Box 906  
Charles Town, West Virginia 25414

COMMISSIONER  
*Caleb Hudson*

RE: Cash in Escrow Agreement dated October 8, 2016 Construction Bond Surety for  
Mission Tabernacle Church – Mission Tabernacle Church Addition - File #S13-  
06.

COMMISSIONER  
*Patricia Noland*

Dear Mr. Moore:

The Jefferson County Commission authorizes a complete release of the remaining \$14,037.00 from the construction bond amount for Mission Tabernacle Church – Mission Tabernacle Church Addition - File #S13-06. This project is located at 25 Tabernacle Way at its intersection with Mission Road. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Cash in Escrow Agreement, originally issued in the amount of \$14,037.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President  
Jefferson County Commission

PO:rfb

cc: Mr. Robert Roadcap, Pastor  
Mission Tabernacle Church  
25 Tabernacle Way  
Harpers Ferry, WV 25425  
Department of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

Email: [engineering@jeffersoncountyv.org](mailto:engineering@jeffersoncountyv.org)

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 01 / 01 / 2016 J.C.P.C. File No. S13 - 06  
*work complete 12/27/16*

Consultant/Engineer/Firm Name: LAVELLE & Assoc.

Mailing Address: 5732 INDUSTRY LANE

City: FREDERICK State: MD Zip: 21704

Contact Person: DANIEL LAVELLE Phone: 301+695-9722

Project/Subdivision Name: MISSION TABERNACLE CHURCH, LIMITED SITE PLAN

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: HC SIGNS INSTALLED 12/27/2016, THEREFORE ALL  
WORK APPEARS COMPLETE

**Approved for:**  
**BOND RELEASE**  
By: [Signature] Date: 01/04/17  
**County Engineer**

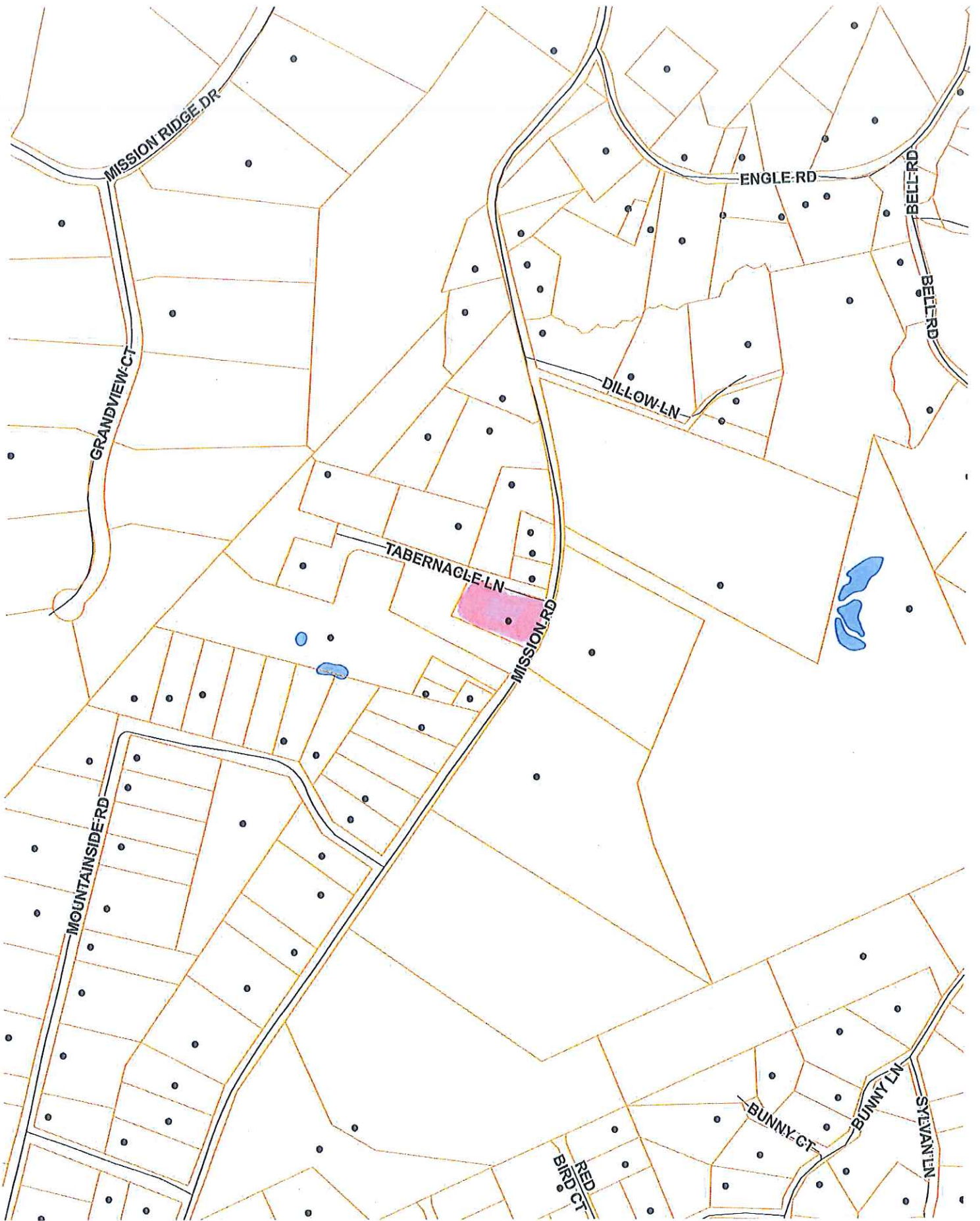
Original Bond Amt. \$ 9,037 + 15% Cont. \$ 5,000 = Total Original Bond Amt. \$ 14,037

Total Current Bond Amount \$ 14,037.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent Title: L.O.I.  
Signature: [Signature] Date: 01 / 04 / 2017



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



Name: Bill Polk

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017**

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

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

Subject (*Wording to be placed on agenda*): 3<sup>rd</sup> Floor Judicial Remodel – Furniture Quote – Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:  
**I am requesting approval of the quote for furniture for the 3<sup>rd</sup> Floor Judicial Remodel at the St. Margaret's Building. The quote includes installation and is based on pricing provided for state and local governments.**

Is this a funding request? **Yes**  
If so, how much? **\$80,202.98**

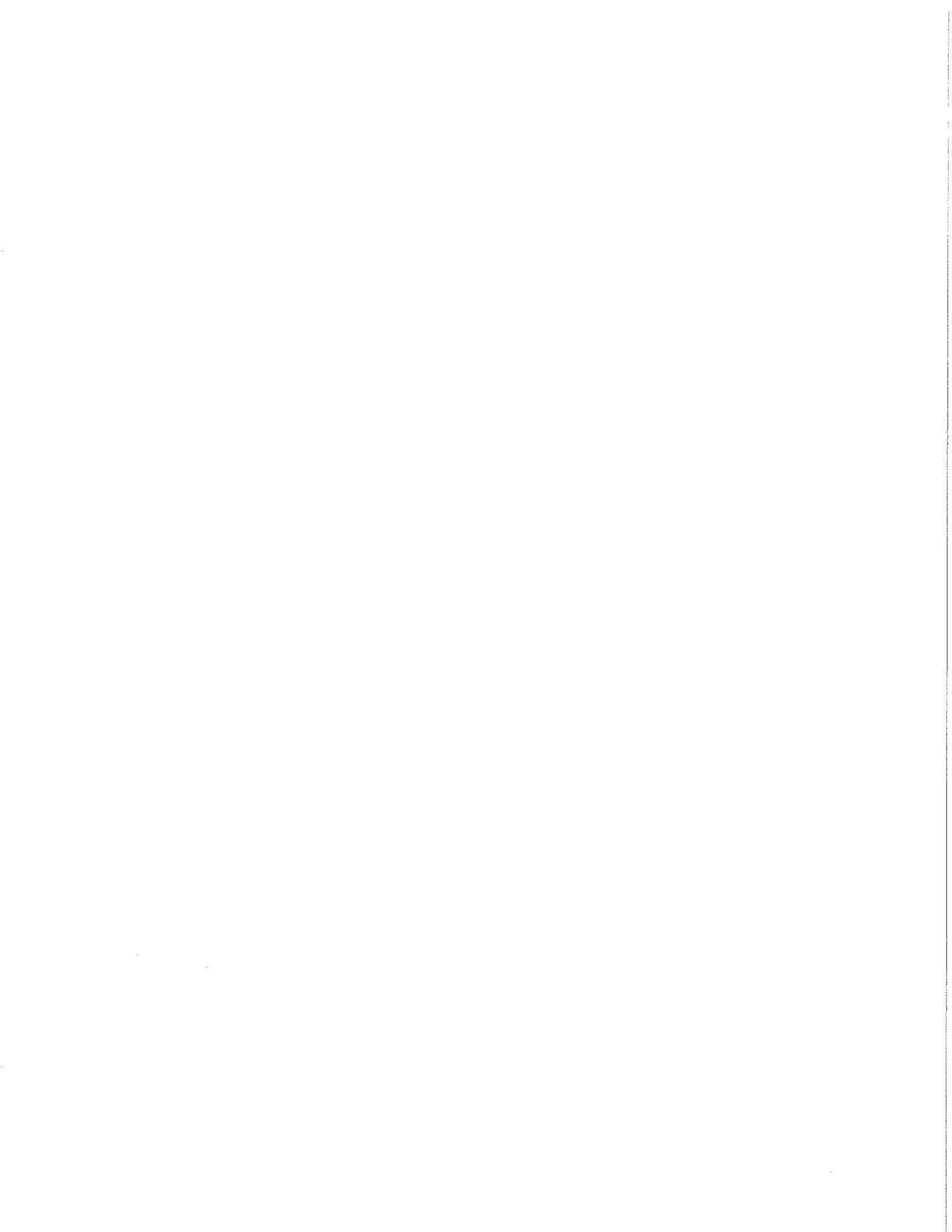
Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **Move to approve the quote from Miller's Supplies in the amount of \$80,202.98 to furnish the 3<sup>rd</sup> floor of the St. Margaret's Judicial Center.**

Attach supporting documents for request, or request may be denied.  
If not attached, explain: Click here to enter text.

Is equipment needed? NO

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





1154 Martinsburg Pike  
 Winchester, VA 22603  
 PH: 540-662-1824 or 800-572-9895  
 FX: 540-662-2605 or 800-701-9001  
 www.b-koffice.com

QUOTATION 170109FA1

We are pleased to submit this proposal. Please refer to the Quotation number on all correspondence. B-K Office Supply is part of the Miller's Family of Companies. All invoicing will be done by Miller's Supplies At Work 8600 Cinder Bed Road Lorton, VA 22079

To: <p style="text-align: center;"><b><u>JEFFERSON COUNTY COMMISSION</u></b></p>	Ship to (if different address):  <p style="text-align: center;"><b>St. Margarets Judicial Center</b></p> <p style="text-align: center;"><b>Charle Town, WV 25401</b></p>
CONTACT: Bill Polk                      PH# 304-283-7096	

DATE	QUOTED BY	DATE EXPECTED	SHIP VIA	F. O. B.	TERMS
1/9/2017	FRED	TBD	B-K TRUCK	DESTINATION	NET 30

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
1 Lot	#Community Boston Series Seating For The Court Room		37,667.77
	Per Attached Specifications		
	List \$76,873.00		
	*Pricing Based On The TCPN Contract For State And Local Governments.		
	*Contract # R14217		
1 Lot	#Indiana Furniture Jefferson Series For the Following Areas In The Judicial Center		17,716.95
	Room #140 Judge's Chambers		
	Room #106 Judicial Assistant		
	Per Attached Specifications		
	List \$ 39,371.00		
	#Pricing Based On The TIPS Contract For State And Local Governments.		
	Contract #1102215		
1 Lot	#Sit On It Seating For The Following Areas In The Judicial Center		16,298.26
	Rooms #101 & 102 Atty/Client Conference Rooms		
	Room #116 Jury/Conference Room		
	Room #106 Judicial Assistant		
	Room #100 Waiting Room		

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
	Per Attached Specifications		
	List \$ 35,431.00		
	*Pricing Based On The TCPN Contract For State And Local Governments.		
	*Contract # R142205		
1 Lot	#Lacasse Furniture For The Following Areas In The Judicial Center		5,520.00
	Room #100 Waiting Room		
	Rooms #101 & 102 Atty/Client Conference Rooms		
	Room #116 Jury/Conference Room		
	Per Attached Specifications		
	List \$ 11,040.00		
	*Pricing Based On The US Communities Contract For State And Local Governments.		
	*Contract # 55603		
	*Installation Includes Delivery And Installation Of All Product Except Where Noted Below. All Furniture To Be Leveled And Wiped Down And All Packaging Materials To Be Removed From The Job Site.		
	*End User Is Responsible For Attaching Jury Chair Bases To The Floor.		

**NOTES:**

- \*Please check the specifications and finishes carefully.
- \*Most furniture is custom ordered and non-returable.
- \*Payment method is assumed to be a company check.
- \*Pricing is good for 30 days from date.

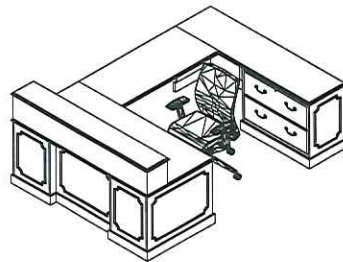
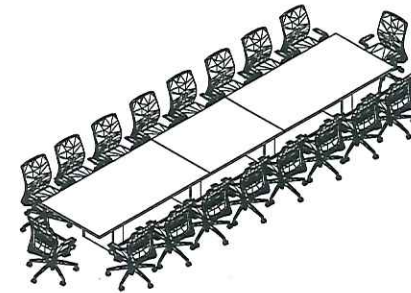
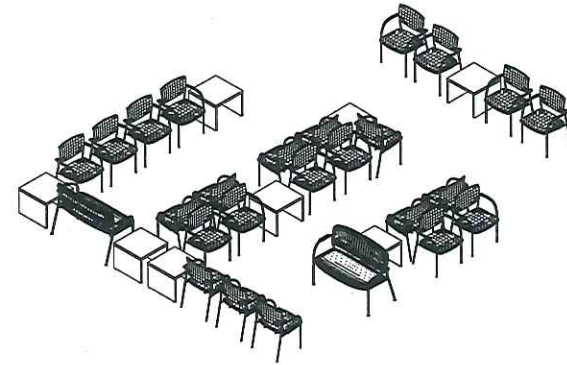
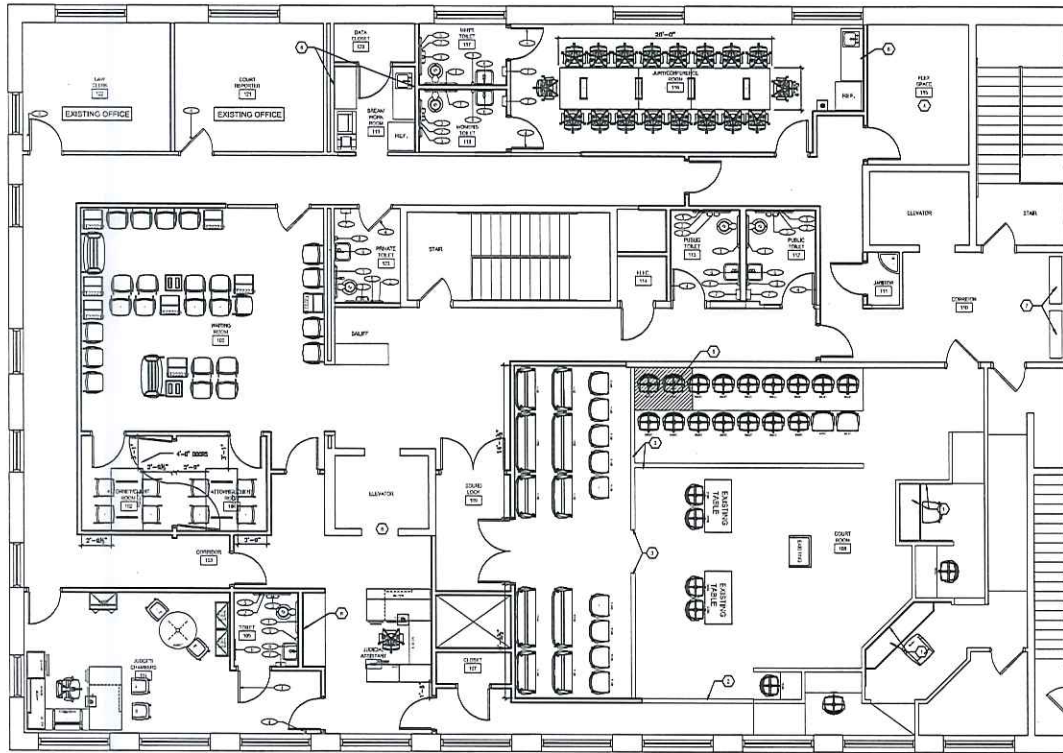
Sub Total	77,202.98
Tax	N/A
Freight	N/A
Installation	\$3,000.00
<b>TOTAL</b>	<b>\$80,202.98</b>

B-K Office Supply  
Account Manager



Customer Acceptance / Date / PO#

**THANK YOU FOR THIS OPPORTUNITY!**



**PROJECT:**  
Jefferson County Commission  
Overall Furniture Plan  
Community/Guest Seating  
Indiana Deskling  
16-0286

**CLIENT:**  
Jefferson County Commission  
Judicial Annex  
Charles Town, WV

**PROJECT INFORMATION:**  
Lacasse Tables  
Sit on It/Amplify

**KEY:**

**REVISIONS:**







NO.	DESCRIPTION	DATE
1	INITIAL DRAWING	12-06-16
2	Updated Plan Due to Specials	12-22-16
3		
4		

**SCALE:** 1/4" = 1'-0"  
**DRAWN BY:** Mfrl  
**SALES PERSON:** Fred

**SHEET TITLE:**  
**F-01**







Jefferson Co. Commission

Pricing for Judicial Annex

Item	Preview	Mfg	Cat	Alias 1	Part Number	Part Description	Tag	Qty	List	Ext List	Sell	Ext Sell	Sell - %
1		GRP	LU7	ATTY/CLIENT	TNNH-REC72	Top,Rectangular,For Conf Tbl,Smith Edg,(Order Base Separately) 36"(900MM)Dx72"(1800MM)W	REC72	2	\$ 623.00	\$ 1,246.00	\$ 311.50	\$ 623.00	50.00%
					BUC	Wood Grain: Bourbon Cherry							
2		GRP	LU7	ATTY/CLIENT	LGC-CH233	Base,"Metal,(1) 4"(105MM)D x 30"(760MM)W x 28"(710MM)H	P30.7296	4	\$ 440.00	\$ 1,762.00	\$ 224.00	\$ 896.00	50.00%
					GAN	Anthracite Grey							
3		SIT	SIT*	ATTY/CLIENT	S213	Freelance, Side Chair, Armless		8	\$ 615.00	\$ 4,920.00	\$ 236.50	\$ 1,892.00	54.00%
					FABRIC-BACK	Back Fabric Grade Selections							
					FG5	Fabric Grade 5							
					RUNNER STAND...	Runner Standard Standard Color Selection							
					GROVE	Runner Standard Grove							
					FABRIC-SEAT	Seat Fabric Grade Selections							
					FG5	Fabric Grade 5							
					LARIAT	Lariat Standard Color Selection							
					BIDGO	Lariat Indigo							
					-	No Selection							
					-	No Heavy Duty Upgrade							
					-	No Seat Foam Upgrade							
					-	No Ballistic Nylon Option							
					GS	Standard Glide							
					FB	Black Frame							
					-	No Stack Cart Upgrade							
					-	No Tablet Upgrade							
					-	No Clanging Bracket Upgrade							
					-	No Bookrack Upgrade							
sub				ATTY/CLIENT		ATTY/CLIENT Subtotal				\$ 7,158.00		\$ 3,414.20	52.30%
4		GRP	OMU	CONF	TENN-RC48240	RECTANGULAR TOP - 1 1/2 inch laminate with smooth edge, 48"(1200MM)W x 240"(6000MM)D 3 PCS	TENN-RC48240	1	\$ 2,618.00	\$ 2,618.00	\$ 1,259.00	\$ 1,259.00	50.00%
					(1)	Single-Tone							
					BUC	Wood Grain: Bourbon Cherry							
5		GRP	OMU	CONF	TNNH-LB24	THERMOFUSED LAMINATE BASE - 24"(618MM)W	TNNH-LB24	4	\$ 619.00	\$ 2,076.00	\$ 259.50	\$ 1,038.00	50.00%
					BUC	Wood Grain: Bourbon Cherry							
6		SIT	SIT	CONF	2722T.A140.B1	Amplify, Midback, Mesh Back, Swivel Tilt Cntrl, Fixed Arms		18	\$ 735.00	\$ 13,230.00	\$ 338.10	\$ 6,085.80	54.00%
					FC1	Black Frame							
					B17	Standard Black Nylon Base							
					C16	Standard, Soft floor casters							
					S0	Standard Cylinder Height							
					MCS	Chryx (Black) Mesh Color							
					FABRIC	Fabric Grade Selections							
					GRD 6	Fabric Grade 6							
					BRISA	Brisa Standard Color Selection							
					CELERY	Brisa Celery							
					-	No Selection							
					KD	Knocked Down							
sub				CONF		CONF Subtotal				\$ 17,824.00		\$ 8,382.80	52.96%







Jefferson Co. Commission

Pricing for Judicial Annex

Item	Preview	Mfg	Cat	Alias 1	Part Number	Part Description	Tag	Qty	List	Ext List	Sell	Ext Sell	Sell - %
7		JSC	JGC*	COURT	980C	Boston Swivel Chair, Arms, Upholstered Seat and Wood Back	980C	7	\$ 1,398.00	\$ 9,786.00	\$ 655.02	\$ 4,795.14	51.000
					O	Oak Finishes							
					HEN	Henna							
					G	Grade G							
					Momentum	Momentum Fabric							
					Drift	Drift							
					DRD1	Beacon							
					-	No Selection							
					-	No Selection							
					DUAL	Dual Black Casters							
8		JSC	JGC*	COURT	980C	Boston Swivel Chair, Arms, Upholstered Seat and Wood Back	980C	16	\$ 1,548.00	\$ 24,768.00	\$ 758.52	\$ 12,135.32	51.000
					O	Oak Finishes							
					HEN	Henna							
					G	Grade G							
					Momentum	Momentum Fabric							
					Drift	Drift							
					DRD1	Beacon							
					-	No Selection							
					-	No Selection							
					JB	Jury Base Revolves, Tilt, Self-Centering Plate							
					-	No Selection							
9		JSC	JGC*	COURT	981A	Boston Chair, Arms, Wood Seat and Back	981A	9	\$ 837.00	\$ 7,533.00	\$ 410.13	\$ 3,691.17	51.000
					O	Oak Finishes							
					HEN	Henna							
					-	No Selection							
					-	No Selection							
					MTL	Rubber Cushion Metal Glides (Standard)							
10		JSC	JGC*	COURT	981C	Boston Chair, Arms, Upholstered Seat and Back	981C	2	\$ 1,159.00	\$ 2,318.00	\$ 567.91	\$ 1,135.82	51.000
					O	Oak Finishes							
					HEN	Henna							
					G	Grade G							
					Momentum	Momentum Fabric							
					Drift	Drift							
					DRD1	Beacon							
					-	No Selection							
					-	No Selection							
					-	No Selection							
					MTL	Rubber Cushion Metal Glides (Standard)							
11		JSC	JGC*	COURT	983C	Boston Chair, Armless, Upholstered Seat and Wood Back	983A	1	\$ 1,092.00	\$ 1,092.00	\$ 535.08	\$ 535.08	51.000
					O	Oak Finishes							
					HEN	Henna							
					G	Grade G							
					Momentum	Momentum Fabric							
					Drift	Drift							
					DRD1	Beacon							
					-	No Selection							
					-	No Selection							
					-	No Selection							
					MTL	Rubber Cushion Metal Glides (Standard)							
12		JSC	JGC*	COURT	991A	Boston Bench with Arms, Wood Seat and Back, 48" w	991A	6	\$ 2,992.00	\$ 17,952.00	\$ 1,468.08	\$ 8,796.48	51.000
					O	Oak Finishes							
					HEN	Henna							
					-	No Selection							
					MTL	Rubber Cushion Metal Glides (Standard)							

Jefferson Co. Commission

Pricing for Judicial Annex

Item	Preview	Mfg	Cat	Alias 1	Part Number	Part Description	Tag	Qty	List	Ext List	Sell	Ext Sell	Sell - %
13		JSC	JGC*	COURT	993A	Boston Bench with Arms, Wood Seat and Back, 69" w	993A	4	\$ 3,356.00	\$ 13,424.00	\$ 1,644.44	\$ 6,577.76	51.00%
					O	Oak Finishes							
					HEN	Height							
					-	No Selection							
					MTL	Rubber Cushion Metal Glides (Standard)							
sub				COURT		COURT Subtotal				\$ 76,873.00		\$ 37,657.77	51.00%
14		IDC	IDC	JUDG ASST	46-1272TR	Transaction Riser-Desk, 72W x 12D x 12H	46-1272TR	1	\$ 1,523.00	\$ 1,523.00	\$ 685.35	\$ 685.35	55.00%
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
15		IDC	IDC	JUDG ASST	46-2072RL	Rht Pedestal Lateral File Credenza, 72W x 20D	46-2072RL	1	\$ 3,126.00	\$ 3,126.00	\$ 1,406.70	\$ 1,406.70	55.00%
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
					YES	Standard Moldings							
					ALB	Aluminum Lobby Pull							
					-	No Selection							
16		IDC	IDC	JUDG ASST	46-2450UFH	Bridge, 50W x 24D w/ Half Modesty Panel	46-2450UFH	1	\$ 1,290.00	\$ 1,290.00	\$ 590.50	\$ 590.50	55.00%
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
					YES	Standard Moldings							
					GC	1 Gm., Center Location							
17		IDC	IDC	JUDG ASST	46-3672LP	Lft Pedestal Desk, 72W x 36D	46-3672LP	1	\$ 4,024.00	\$ 4,024.00	\$ 1,810.80	\$ 1,810.80	55.00%
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
					ALB	Aluminum Lobby Pull							
					YES	Standard Moldings							
					-	No Selection							
					-	No Optional Locking Flip Down Drawer							
					GR	1 Gm., Right Location							
18		SIT	SIT*	JUDG ASST	2722Y.A141.B1	Amplify, Midback, Mesh Back, Enhanced Synchro Cntrl, Height Adj Arms		1	\$ 721.00	\$ 721.00	\$ 331.56	\$ 331.56	54.00%
					FC1	Black Frame							
					B17	Standard Black Nylon Base							
					E3	Seat Depth Adjustment Upgrade							
					C16	Standard, Soft floor casters							
					S9	Standard Cylinder Height							
					MC8	Navy Mesh Color							
					FABRIC	Fabric Grade Selections							
					GRD 3	Fabric Grade 3							
					LINEUP	Lineup Standard Color Selection							
					BALTIC	Lineup Baltic							
					-	No Selection							
					KD	Knocked Down							
sub				JUDG ASST		JUDG ASST Subtotal				\$ 10,684.00		\$ 4,815.01	54.93%

Jefferson Co. Commission

Pricing for Judicial Annex

Item	Preview	Mfg	Cat	Alias 1	Part Number	Part Description	Tag	Qty	List	Ext List	Sell	Ext Sell	Sell - %
19		IDC	IDC	JUDGE CMBR	01-06060B	Queen Anne Base		1	\$ 854.00	\$ 854.00	\$ 384.30	\$ 384.30	55.00%
					LW	Legacy Walnut							
20		IDC	IDC	JUDGE CMBR	01-2232ELB	Electric Lift - For Tables 24-30" Deep that are 42-48" Long - Black	01-2232ELS	1	\$ 2,016.00	\$ 2,016.00	\$ 907.20	\$ 907.20	55.00%
					-	No Casters No Extender Legs							
21		IDC	IDC	JUDGE CMBR	226	Cirka Guest Chair, 24" W x 23-1/2" D x 30" H	226	4	\$ 904.00	\$ 3,616.00	\$ 406.80	\$ 1,627.20	55.00%
					LW (GRD2) (FAB) TOR SLVR	Legacy Walnut Grade 2 Enter Fabric Grade Details MOMENTUM LINEUP BALTK Silver Flat Trim							
22		IDC	IDC	JUDGE CMBR	46-1531BS	Bookcase Base for 1 unit, 30-1/8" W x 14-5/8" D x 4-1/4" H		2	\$ 262.00	\$ 524.00	\$ 117.90	\$ 235.80	55.00%
					LW	Legacy Walnut							
23		IDC	IDC	JUDGE CMBR	46-1531TP	Bookcase Top for 1 unit, 31W x 15D 1H		2	\$ 421.00	\$ 842.00	\$ 189.45	\$ 378.90	55.00%
					W LW - C2	Wood Veneer Top Legacy Walnut Standard Satin Sheen Finish New 1-3/16" Thick Top							
24		IDC	IDC	JUDGE CMBR	46-1829MF	Modular Double File Unit, 29W x 18D x 26H	46-1829MF	1	\$ 1,835.00	\$ 1,835.00	\$ 825.75	\$ 825.75	55.00%
					LW ALB MR	Legacy Walnut Aluminum Liberty Pull Molding on Right Side Only							
25		IDC	IDC	JUDGE CMBR	46-2019FPL	Modular Pedestal Shell, Lift, 19" D x 20" W x 28-1/4" H	46-2019FPL	1	\$ 765.00	\$ 765.00	\$ 344.25	\$ 344.25	55.00%
					LW	Legacy Walnut							
26		IDC	IDC	JUDGE CMBR	46-2031BS	Credenza Base for 1 unit, 30-1/8" W x 19-9/16" D x 4-1/4" H		1	\$ 312.00	\$ 312.00	\$ 140.40	\$ 140.40	55.00%
					LW	Legacy Walnut							
27		IDC	IDC	JUDGE CMBR	46-2031BS	Credenza Base for 1 unit, 30-1/8" W x 19-9/16" D x 4-1/4" H	46-2031BS	1	\$ 312.00	\$ 312.00	\$ 140.40	\$ 140.40	55.00%
					LW	Legacy Walnut							
28		IDC	IDC	JUDGE CMBR	46-2031TP	Credenza Top for 1 unit, 31W x 20D x 1H		1	\$ 432.00	\$ 432.00	\$ 194.40	\$ 194.40	55.00%
					W LW - C2	Wood Veneer Top Legacy Walnut Standard Satin Sheen Finish New 1-3/16" Thick Top							
29		IDC	IDC	JUDGE CMBR	46-2039TP	Credenza Top for 3 units, 89W x 20D x 1H	46-2039TP	1	\$ 1,168.00	\$ 1,168.00	\$ 525.60	\$ 525.60	55.00%
					W LW - C2	Wood Veneer Top Legacy Walnut Standard Satin Sheen Finish New 1-3/16" Thick Top							




Jefferson Co. Commission

Pricing for Judicial Annex

Item	Preview	Mfg	Cat	Alias 1	Part Number	Part Description	Tag	Qty	List	Ext List	Sell	Ext Sell	Sell - %
30		IDC	IDC	JUDGE CMBR	46-2450UFH	Bridge, 66W x 24D w/ Half Modesty Panel	46-2450UFH	1	\$ 1,290.00	\$ 1,290.00	\$ 580.50	\$ 580.50	55.000
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
					YES	Standard Moldings							
					GC	1 Grm. Center Location							
31		IDC	IDC	JUDGE CMBR	46-3672LP	LIT Pedestal Desk, 72W x 36D	46-3672LP	1	\$ 4,024.00	\$ 4,024.00	\$ 1,810.80	\$ 1,810.80	55.000
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
					ALB	Aluminum Library Pull							
					YES	Standard Moldings							
					-	No Selection							
					-	No Optional Locking Flip Down Drawer							
					GR	1 Grm. Right Location							
32		IDC	IDC	JUDGE CMBR	46-3928BP	Modular Back Panel, 39-1/8"W x 3/4"D x 24H	46-3928BP	1	\$ 473.00	\$ 473.00	\$ 212.85	\$ 212.85	55.000
					LW	Legacy Walnut							
33		IDC	IDC	JUDGE CMBR	46-4242CT	42" Circular table top	46-4242CT	1	\$ 2,358.00	\$ 2,358.00	\$ 1,061.10	\$ 1,061.10	55.000
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
34		IDC	IDC	JUDGE CMBR	584	Clutch Executive Swivel, 26"W x 26"D x 43".48"H	584	1	\$ 1,728.00	\$ 1,728.00	\$ 777.60	\$ 777.60	55.000
					FAL1	Optional - Fixed Aluminum Loop							
					SS	Optional - Synchro Knee Tilt Control with Seat Slider							
					ALM BASE	Optional - Polished Aluminum High Profile Base							
					BCC	Standard - Black Dual Wheel Carpet Caster							
					(GRDS)	Grade 5							
					(FAB)	Enter Fabric Grade Details							
					(TOR)	ULTRAFABRICS BRISA CELEERY 303-4510							
35		IDC	IDC*	JUDGE CMBR	SP46-1829MSFG	Modular Storage Unit, 29W x 11D x 25D To have Frosted Glass Wood Framed Doors.	29-2970DB	1	\$ 2,511.00	\$ 2,511.00	\$ 1,129.95	\$ 1,129.95	55.000
					LW	Legacy Walnut							
					ALB	Aluminum Library Pull							
					MLR	Molding on Both Sides							
36		IDC	IDC*	JUDGE CMBR	SP46-2945BC	Bookcase Open, 29W x 13-1/2D 45H, Modified height to be used on 30"H Modula storage. total height with base & top of 75-1/2"H		1	\$ 1,202.00	\$ 1,202.00	\$ 540.90	\$ 540.90	55.000
					LW	Legacy Walnut							
					MLR	Molding on Both Sides							
37		IDC	IDC*	JUDGE CMBR	SP46-2970BC	Special Open Bookcase, 29W x 13-1/2"D x 70H, to have increased height. 2 fixed shelves & 3 adjustable shelves	46-3470BC	2	\$ 1,573.00	\$ 3,146.00	\$ 707.85	\$ 1,415.70	55.000
					W	Wood Veneer Top							
					LW	Legacy Walnut							
					-	Standard Satin Sheen Finish							
					C2	New 1-3/16" Thick Top							
					YES	Standard Moldings							
sub				JUDGE CMBR	JUDGE CMBR Subtotal				\$ 29,408.00	\$ 13,233.60	55.000		

Jefferson Co. Commission

Pricing for Judicial Annex

Item	Preview	Mfg	Cat	Alias 1	Part Number	Part Description	Tag	Qty	List	Ext List	Sell	Ext Sell	Sell - %
38		GRP	LUT	WAIT	71111-ST222218	Table,Coffee,Smith Edg 22"(550MM)Dx22"(550MM)Wx18 1/2"(463MM)H	ST222218	8	\$ 428.00	\$ 3,408.00	\$ 213.00	\$ 1,704.00	50.000
					(1)	Single-Tone							
					BUC	Wood Grain, Bourbon Cherry		24	\$ 603.00	\$ 14,472.00	\$ 277.38	\$ 6,657.12	54.000
39		SIT	SIT*	WAIT	5214	Freelance, Side Chair, Arms							
					FABRIC-BACK	Back Fabric Grade Selections							
					FG5	Fabric Grade 5							
					RUNNER STAND...	Runner Standard Standard Color Selection							
					GROVE	Runner Standard Grove							
					FABRIC-SEAT	Seat Fabric Grade Selections							
					FG5	Fabric Grade 5							
					LARIAT	Lariat Standard Color Selection							
					INDIGO	Lariat Indigo							
					-	No Selection							
					-	No Heavy Duty Upgrade							
					-	No Seat Foam Upgrade							
					-	No Ballistic Nylon Option							
					G5	Standard Glide							
					FB	Black Frame							
					AC3	Black Arms							
					GA2	Arm to Arm Clanging Bracket							
					-	No Stack Cart Upgrade							
					-	No Bookrack Upgrade							
40		SIT	SIT*	WAIT	5414	Freelance, Heavy Duty Chair, Arms 42"		2	\$ 1,444.00	\$ 2,888.00	\$ 664.24	\$ 1,328.48	54.000
					FABRIC-BACK	Back Fabric Grade Selections							
					FG5	Fabric Grade 5							
					FGSALL	Grade 5 All Fabric Upholstery							
					RUNNER STAND...	Runner Standard Standard Color Selection							
					GROVE	Runner Standard Grove							
					FABRIC-SEAT	Seat Fabric Grade Selections							
					FG5	Fabric Grade 5							
					FGSALL	Grade 5 All Fabric Upholstery							
					LARIAT	Lariat Standard Color Selection							
					INDIGO	Lariat Indigo							
					-	No Selection							
					FB	Black Frame							
					AC3	Black Arms							
					G13	Plush Carpet/Tie Glides							
					-	No Ballistic Nylon Option							
sub				WAIT		WAIT Subtotal				\$ 20,768.00		\$ 9,689.60	52.344
						Grand Total				\$ 162,715.00		\$ 77,202.93	52.553



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



Name: Matthew Popkin, Sustainable Strategies DC and Seth Rivard, City of Charles Town

Department or Organization: **City of Charles Town**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Request Letter of Support for Augustine Avenue Trail Project and Grant Application**

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

The City of Charles Town is preparing to submit an application for the West Virginia Department of Transportation's "Transportation Alternatives Program" to fund planning, engineering, and design for the Augustine Avenue Trail. The pedestrian and bicycle trail, as is currently proposed, would span approximately 2 miles between the intersections with 340 and W. Academy Street and has been routinely cited as a Charles Town and Jefferson County priority in local and regional plans. This trail would support the upcoming Huntfield development and West End community, increase safe access to Washington High School and Page Jackson Elementary School, and connect with the Jefferson County parks and trail network.

Demonstrating broad community support for the project is key to distinguishing top applications.

Charles Town is applying for \$120,000 and would greatly appreciate it if you would be able to send a letter of support for the project and grant application on behalf of Jefferson County.

Is this a funding request? Y/N - NO

If so, how much? \$

Provide exact financial impact/request:

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

- *I move to approve sending a letter of support to the City of Charles Town regarding the Augustine Avenue Trail project and grant application.*

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**

[YOUR ORGANIZATION'S LETTERHEAD]

[DATE]

Mr. Mark Scoular  
Program Manager  
West Virginia Department of Transportation  
1900 Kanawha Blvd East  
Charleston, WV 25305

**Re: Strong Support for Charles Town's Augustine Avenue Trail Project**

Dear Mr. Scoular:

I write on behalf of [ORGANIZATION NAME] to convey our strong support for the City of Charles Town's application for the West Virginia Transportation Alternatives Program. This project is central to Charles Town's vision of connecting the core downtown with the economically distressed West End neighborhood, new housing developments, and local schools and alleviating safety concerns for pedestrians, bicyclists, and families.

[ORGANIZATION NAME] supports Charles Town's efforts to integrate the Augustine Avenue corridor with the city's downtown, because [write 1-2 lines about your/your organization's specific interests in transportation options/trails/improved access].

Charles Town and Jefferson County are making great strides in regional connectivity, accessibility, and community revitalization for residents and visitors alike, but need additional funding to effectively connect the City of Charles Town with the proposed pedestrian and bicycle trail. [ORGANIZATION NAME] hopes you will give the highest consideration to the Augustine Avenue Trail project and thank you in advance for your time and effort reviewing Charles Town's application.

Sincerely,

[NAME, TITLE, ORGANIZATION]

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



Name: Nancy Strine

Department or Organization: City of Martinsburg

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: January 19, 2017

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

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

Subject (*Wording to be placed on agenda*): Selection of Commission Liaison to the HOME Consortium Council – 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

## Jessica Carroll

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**From:** Nancy Strine <NStrine@cityofmartinsburg.org>  
**Sent:** Thursday, January 12, 2017 9:53 AM  
**To:** Jessica Carroll  
**Subject:** RE: HOME Consortium write up  
**Attachments:** HOME CONSORTIUM CALENDAR 2017.docx

Jessica,

Here's the schedule for now. However, we are going to be changing our meetings after February to either be held on Tuesdays or Thursdays since Morgan County changed their Council meetings to Wednesdays instead of Thursdays. So the May meeting will either be on the 9<sup>th</sup> or 11<sup>th</sup>. The August 16<sup>th</sup> meeting will be either on the 15<sup>th</sup> or 17<sup>th</sup>. We will vote on this at the February meeting to make it official. Sorry for the confusion.

Basically, it involves 4 meetings a year.

This year, the HOME Consortium is sponsoring a Landlord Tenant Workshop this year and they are welcome to attend either here at the City of Martinsburg or City of Ranson. I can send you that information if you want it.

Sincerely,  
Nancy

### ***Nancy Strine***

Community Development Administrator  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
Tel 304-264-2131 x 278  
Fax 304-264-2136  
[nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

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**From:** Jessica Carroll [mailto:[jcarroll@jeffersoncountywv.org](mailto:jcarroll@jeffersoncountywv.org)]  
**Sent:** Wednesday, January 11, 2017 4:07 PM  
**To:** Nancy Strine  
**Subject:** RE: HOME Consortium write up

Hi, Nancy –

Can you tell me the time and location of the HOME Consortium meetings? We didn't appoint a Commissioner at the last meeting because I wasn't sure of the details. Once the Commissioners know how the meetings might work for their schedules, they can decide on an appointee.

Thanks!

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**From:** Nancy Strine [mailto:[NStrine@cityofmartinsburg.org](mailto:NStrine@cityofmartinsburg.org)]  
**Sent:** Tuesday, December 13, 2016 4:10 PM  
**To:** Jessica Carroll  
**Subject:** HOME Consortium write up

## HOME CONSORTIUM CALENDAR 2016 – 2017

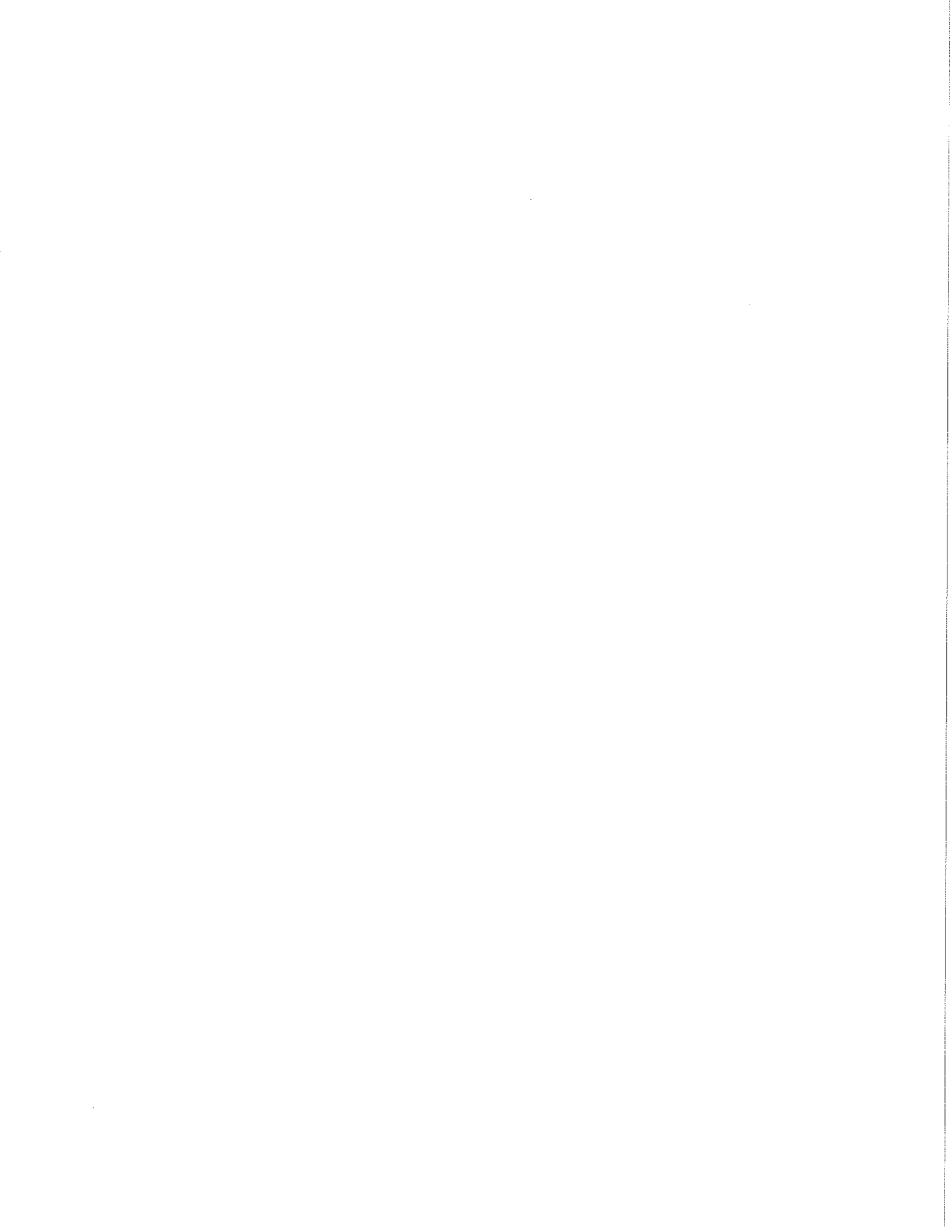
### HOME Consortium Council Meetings

#### Quarterly Meetings

November 30, 2016	<b>Set Public Hearings on FY 2017 Annual Plan</b> <ul style="list-style-type: none"><li>• Public hearings set between January 5 – February 10, 2017</li><li>• Finalize resolutions for 1 year renewal for current agreement</li></ul>
February 15, 2017	Adopt Draft Plan for FY 2017
<b>May 10, 2017</b>	<b>HOME Consortium Approve FY 2017 Annual Plan</b>
August 16, 2017	HOME Consortium Meeting

#### HOME Consortium Renewal Dates/Process 2017

March 1	Inform HUD of intent to renew agreement
January – March	County Commissions approve one year renewal for 2017
March 27	Members submit their one year renewals to the City of Martinsburg
April 3	City Submits State certification and executed consortium agreements and resolutions to HUD Pittsburgh office.
August 4	Field office approves consortium agreements
August 18	Field offices contact consortium to confirm status
September 15	Field office certifies consortia status to HUD HQ
October 6	Designation process complete for eligibility to receive HOME funds by formula



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



Name: Nathan Cochran, Assistant Prosecuting Attorney

Department or Organization: Assistant Prosecuting Attorney's Office

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Update on Case No. 16-AA-2 – Possible Executive Session**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

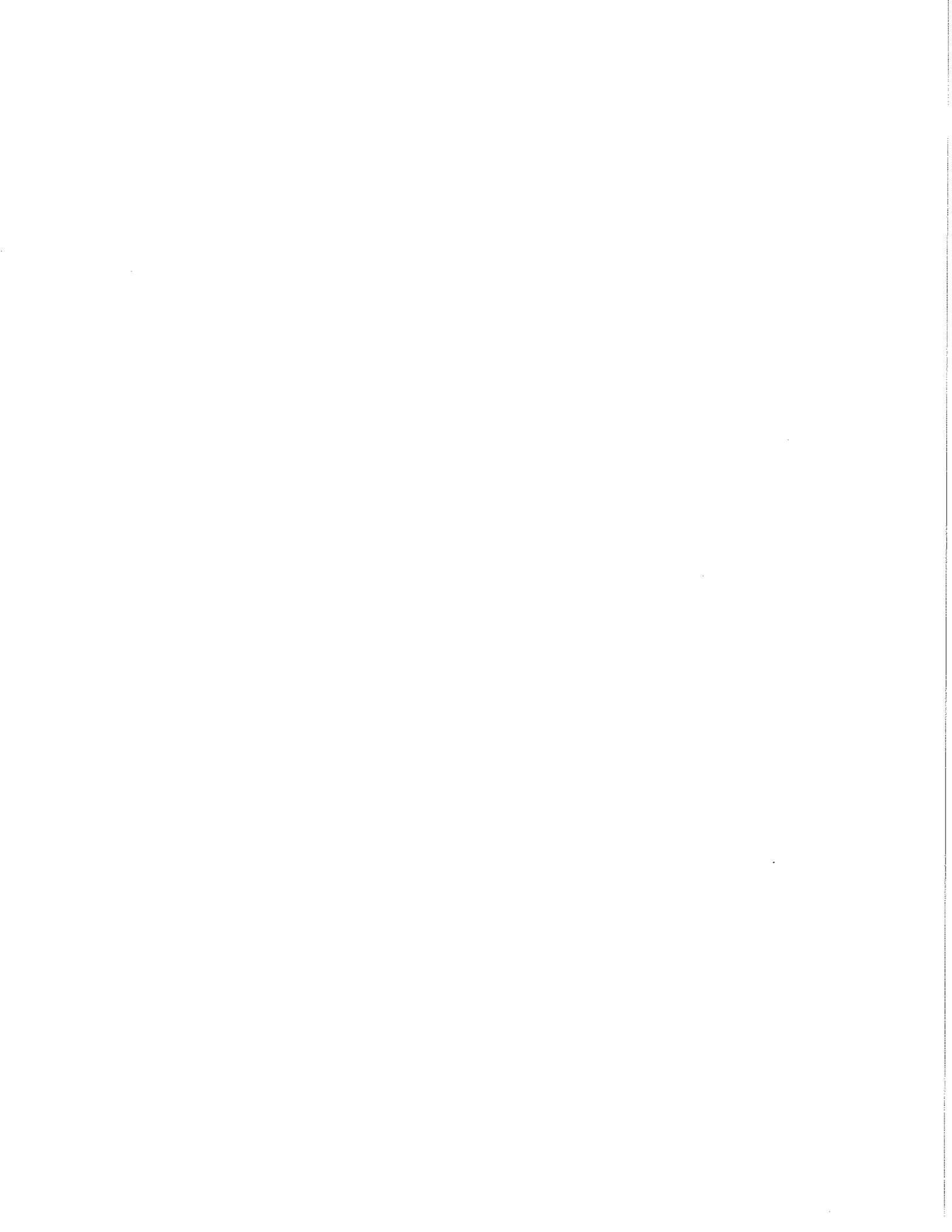
Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: Nathan Cochran, Assistant Prosecuting Attorney

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Discussion of legal issues surrounding delinquent ambulance fees – Possible Executive Session – 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**

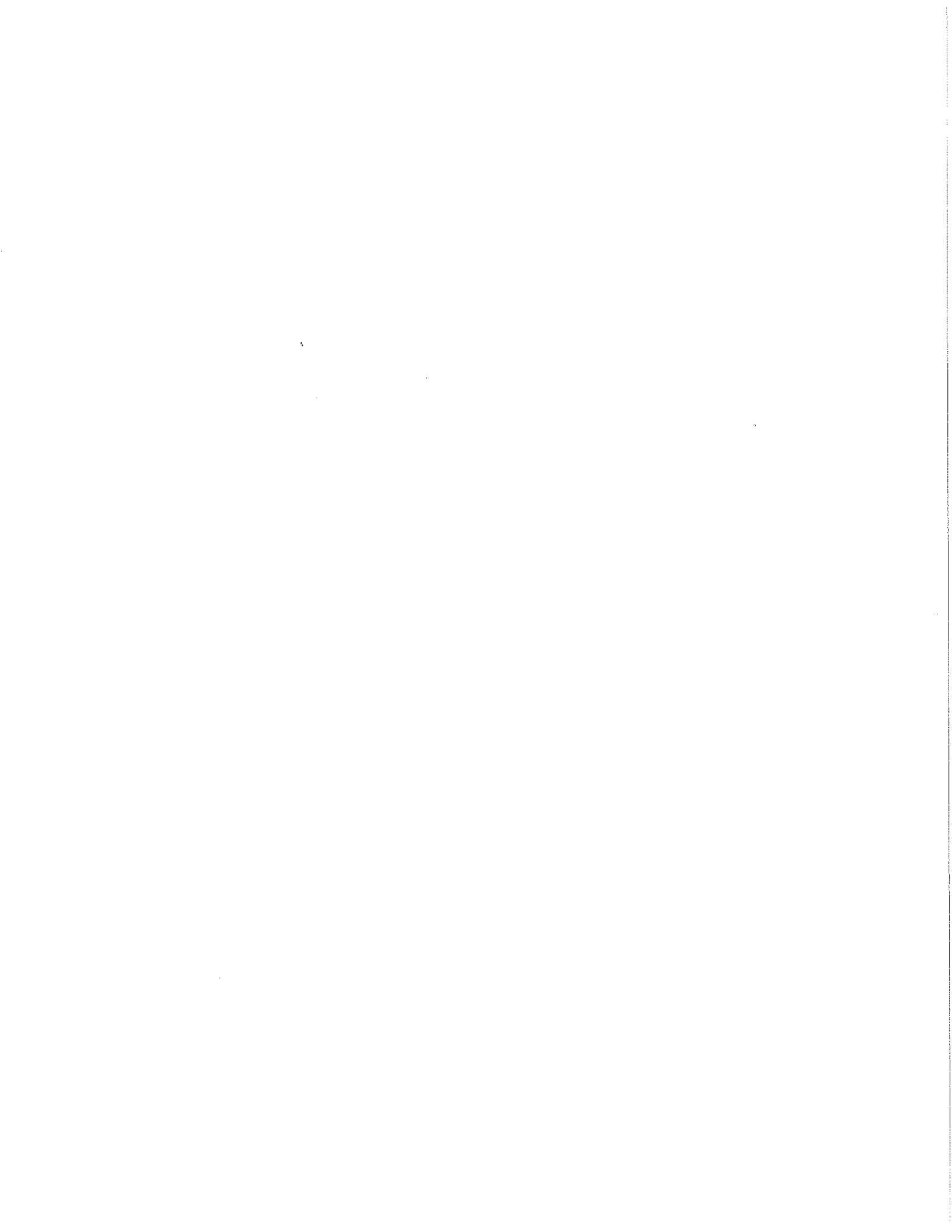
Contact information:

Email address:

Phone Number:

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

not applicable





## Quarterly Report

October 1, 2016 – December 31, 2016

January 2017

### 1. Projects Undertaken

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

### 2. Projects Completed

- a. Successful grant application to EWVCF - \$2,000 – Cement Mill, Shepherdstown Battlefield Removing trees around foundations
- b. Successful ABPP land acquisition grant submitted for Old Standard Tract in partnership with CWT
- c. Successful application to JCCBV \$500 – 1862 Campaign driving tour brochure
- d. Designation of NR Landmark – Feagan’s Mill – nomination accepted WV Commission History and Culture
- e. Closing on Eyler Tract November 17, 2016 - Title now held by CWT land to be gifted to JCHLC in 2017

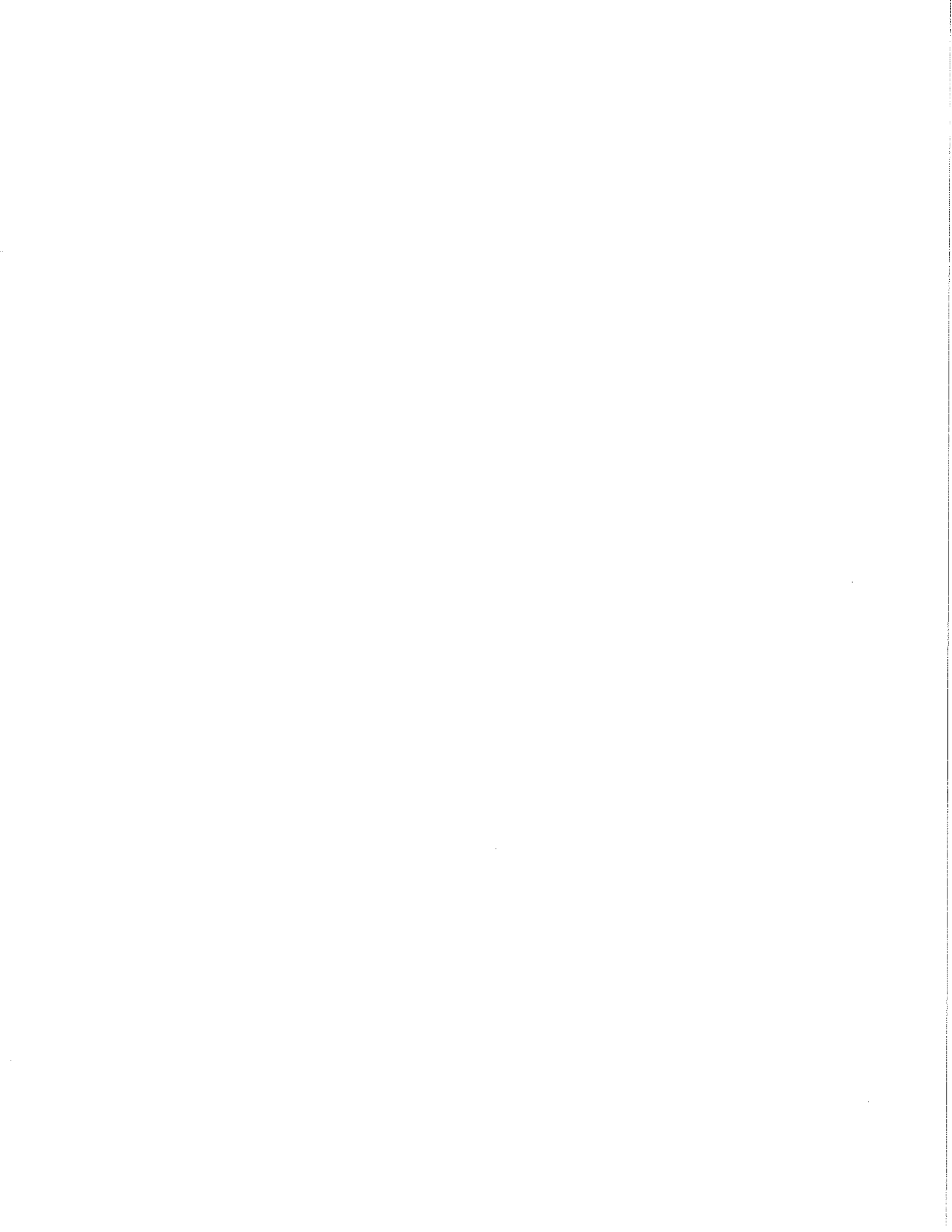
### 3. Projects Proposed

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

### 4. Items Requiring Jefferson County Commission Attention

- a. None at this time

Submitted by  
Martin Burke, Chair, JCHLC



## MEMORANDUM

### Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission  
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM  
Chief County Engineer

DATE: January 19, 2017

SUBJECT: **Engineering Department Quarterly Update Report – 4<sup>th</sup> Quarter 2016**

1. Projects Undertaken/Underway:

A. Bonding:

- i) Chapel View Subdivision (03-11) – The developer defaulted on their obligation to complete all the required site improvements for the subdivision. The engineering staff visited the subdivision in September 2015 and met with a geotechnical consultant about possible sink holes in the bottom of the stormwater management pond. The consultant provided a proposal for performing an underground investigation (i.e., ground penetrating radar, resistivity testing, etc.) to determine the extent of the sink holes and develop a mitigation plan. We received a proposal from Specialized Engineering in the amount of \$11,900.00. We plan to meet with the HOA in 2017 to discuss how they wish to move forward with this proposal and completion of the site improvements. Bond funds in the amount of \$225,638.00 are being held in a bank escrow account.
- ii) Smith Mountain Estates Subdivision (02-06) - The developer defaulted on their obligation to complete all the required site improvements for the subdivision. The engineering staff completed a scope of work and quantities, and cost estimates for completing the site improvements. Working on drafting the Bid/Contract documents in order to advertise the project for bids.

On April 7, 2016 the County Commission approved going ahead and hiring a surveyor to locate and certify that all lot corners and in

place. This work is complete. Bond funds in the amount of \$38,120.00 are being held in a bank escrow account to use toward completing the remaining site work.

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

B. Property Safety Ordinance:

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

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

- ii) The Property Safety Board investigated five new property safety complaints filed by the City of Charles Town against properties that lay just outside their corporate limits on the west end of town. Four are now resolved and one was issued a Notice of Violation. We are working on locating the absentee property owner so we can serve the violation notice.

We recently issued a notice of violation on an abandoned and dilapidated dwelling at a property located in the Shannondale Subdivision. The property owner is in the process of bringing the property into compliance.

C. Ordinance Compliance:

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

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

D. Floodplain Management:

- i) **Mason Carter, CFM, provided all the floodplain management information and data requested under the 2016 FEMA audit of our compliance with the Community Rating System program. Qualifying as a CRS community results in citizens getting a discount on their flood insurance premiums.**

E. Impact Fees:

- i) The Impact Fees Program Specialist provided a draft of a manual that outlines all the processes and information needed to administer the impact fees program. The manual will be used as a guide and to cross train other employees in the department. The operations manual is approximately 95% complete and I am in the process of reviewing the latest version.
- ii) **The Impact Fees Program Specialist wrote a manual on “Processing Impact Fees for Data Entry Staff”. The manual is being utilized in our efforts to cross-train the zoning clerk on how to process impact fee applications and payments, as part of the department restructuring project.**
- iii) At the request of the County Commission, the Impact Fees Program Specialist and I drafted additional information to be placed on the county’s web page for the purpose making ordinances, reports, studies, plans, etc. more accessible for citizens. Mike Monaghan, building inspector, is assisting us with getting the information posted on the web page. This is being done in conjunction with reconfiguring the web page information to align with the recent department restructuring implementation plan.

**Work on the web page update is complete and I will provide the County Commission with an overview of the information now available on the web page, by April, 2017.**

F. Building Code:

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

G. Other:

- i) Sink Hole at the Bardane Industrial Park – engineering staff and John Reisenweber, JCDA Director, are working with GeoConcepts, Inc., and Kable Excavating, Inc. to obtain a proposal to investigate the sinkhole and underground features in order to develop a remediation plan. The proposal was obtained will be presented to the County Commission.

**On December 21<sup>st</sup>, I, along with the Land Development Inspector and Bob Denton of GeoConcepts, Inc., presented a funding request to the Eastern Panhandle Conservation District board. We requested the funding to help with the cost of remediating the sinkhole, which is located on county property. It is our understanding that the conservation district has approximately \$144,000 that they can allocate toward projects intended to protect the groundwater. Action on our request is tabled until their January, 25, 2017 board meeting.**

- ii) **Department Restructuring – Implementation Plan:**

- All office space relocation moves are complete.
- Consolidation of the individual office web pages is complete
- Letterhead & business card changes are being made to reflect the new department structure.
- Staff met with CNB bank representatives to further discuss the Elavon Merchant Services credit card payment system to determine the required number of units and the cost. This is being done in response to citizen requests to make it more convenient to pay permit fees and impact fees.
- County Planner is in the process of summarizing where

the subdivision regulations review and approval process requirements exceed those required by state code, for the purpose of making changes to streamline the review and approval process for economic development type projects.

- The County Planner & Zoning Administrator are working on several ordinance amendments to better clarify the intent of the regulations for the purpose of streamlining the process.

2. Projects/Training Completed:

- October 17<sup>th</sup>, completed the ASCE Time Management webinar.
- On October 24<sup>th</sup>, completed Stormwater Management Standard Operating Procedures training provided by the West Virginia Department of Environmental Protection and Region 9.
- On October 28<sup>th</sup>, attended the Jefferson County Homeland Security quarterly partnership meeting.
- November 27<sup>th</sup>, attended the West Virginia DEP's – Chesapeake Bay Watershed Stormwater Management training conference.

3. Projects Proposed:

- A. Complete the FY 2018 Budget for the Department of Engineering, Planning & Zoning.
- B. Complete the 2016 Impact Fees Annual Report.
- C. Complete the 2017 Impact Fees Capital Improvement Plan.
- D. Complete the department restructuring implementation plan.
- E. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

None at this time.

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

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# Jefferson County GIS/Addressing Office

## DEPARTMENTAL MEMORANDUM

**TO:** Roger Goodwin  
**FROM:** Todd Fagan, GIS Manager  
**DATE:** January 6<sup>th</sup>, 2017  
**SUBJECT:** GIS Department Quarterly Update Report- 2016, 4<sup>th</sup> Quarter



### 1. PROJECTS COMPLETED

#### a. Training

Staff attended URISA workshop, "NG9-1-1 & the GIS Workflow", on Nov 29<sup>th</sup>, 2017, which is intended to provide an overview of NG9-1-1, GIS' role in such a system, common policy decisions and impart real-world examples and lessons learned. The workshop's goal was informing PSAP and GIS stakeholders and the technical experts supporting them on what it will take to get ready for Next Generation 9-1-1.

#### b. General Staff Support

Agency	Request for service
JC Emergency Comm	Updated CAD mapping data each month, Troubleshoot CAD/Mapping issues, Closed 7 CAD Mapping Support Tickets. Added to CAD map: Harpers Ferry NPS points of interest, Citizens Fire Company fire boxes, temporary road closure
JC Commission	Updated Office Policy Binder
IT	Attended monthly IT squad meetings, cleaned up files on network drive. Installed or updated ArcReader GIS map on PCs for staff doing parcel or address research. Transferred GPS software to Wendy Schutz' PC, supplemental training.
JC PZ&E	Attended various Pre-Proposal meetings to review addressing impacts. Attended department merger meetings, standardized department/office web pages. Updated Exec. Admin. Asst. job description. Submitted note re: 3 <sup>rd</sup> house causes road to be renamed for subdivision amendment.
JCSO	Delivered floorplan for courthouse
JHSEM	Repetitive loss maps for FEMA audit and data for CRS 5-year verification meeting with ISO
JC ESA	ALS first due coverage maps
JC EDA	NorThom aerial map
JC FPB	Database updates, printed Battlefield Protection maps, connected FPB staff with WV GISTC to assist with online easement survey tools. Provided additional natural feature maps for easements
JC HLC	Database updates, created a village buffer map
Public	Addressing Ordinance interpretation re: re-addressing, appeals, data requests, re-named confusingly similar roads, etc. Road sign maintenance: (3 repairs, 3 replacements) Fulfilled map and data requests for Charles Town Zoning contractor, The Observer, Ranson PSD project, and public request re: PSD.
Fire Companies	Created Fire Response territory map for Citizens Fire Company. Compiled list of property owners in Blue Ridge territory. Provided fire box map to Shepherdstown Fire Co.

Charles Town	Completed Address Compliance Program. Resolved confusing road names, data research for Utility Board (homes built between 1982-1988) monitoring for lead pipes. Updated ArcReader map for City permits technician. Sent GIS data to city contractor. Identified apartments for City Planner.
Ranson	Various re-addressing issues, met with staff on address compliance proposal
USGS National Hydrography Data	Completed editing high resolution NHD data using local imagery, digital elevation model and GIS base map data. Assisted WV GIS Tech Center in Jefferson County to complete the updates. Will benefit the County with local resolution data and the ability to model stream network flow (particularly in OHSEM exercise scenarios)
US Postal Service	Answered addressing inquiries
Frontier Comm.	Address range verification, local updates to Master Street Address Guide (MSAG) via web-based program, which directs 911 calls to the proper Public Safety Answering Point (JC ECC)

## 2. PROJECTS IN PROGRESS

- a. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.
  - i. Preparation for Spillman GeoValidation software upgrade: We sent our data to a 3<sup>rd</sup> party vendor for QA report. Staff is currently analyzing results and preparing to make necessary edits in order to be compatible with new mapping and data model for 911 CAD.
  - ii. Preparation for Next Generation 911: Compared Frontier data with County authoritative address data. Staff is currently resolving over 1500 errors in the Automatic Location Identifier or auto display of a caller's phone number and physical address.
- b. Content Management Systems
  - i. Staff are researching Alfresco freeware and Alfresco vendor proposals to assess utility as an alternative
- c. Charles Town Address Compliance Program
  - i. Collaborative agreement with Town officials and local law enforcement.
    1. Finished inspection of 2884 property addresses; raised overall compliance rate from 86% to 96%.  
**See attached map for details**
    2. 122 non-compliant properties have been turned over to Charles Town compliance officer for resolution
  - ii. Working with City Planner to resolve confusing road name issue at intersection in proposed subdivision
  - iii. Working with City Maintenance Manager on resolving road name and road sign inconsistencies.
- d. Jefferson County School Redistricting
  - i. Working closely with School Board staff to normalize data, map student locations, and develop existing district boundaries according to current parcel and GIS data. Conducted research on subdivisions to anticipate build out and future residential growth projections to support a School Board committee on redistricting. Answered question from public regarding number of homes in redistricting area.
- e. GIS Data Maintenance
  - i. 76 new addresses added due to new construction permits, minor subdivision reviews, road renaming or newly discovered during address compliance.
- f. Harpers Ferry NPS
  - i. Met with Park Service law enforcement and historian staff to discuss posting address numbers on federal buildings. Reviewed their building data, reconciled addresses and updated CAD with common place names. Next step is agreement on address changes and review posting of numbers in field.

### 3. COMMISSION SHOULD BE AWARE OF:

a. Staff Reduction

In accordance with the departmental reorganization, the GIS/Addressing Office permanently eliminated our part-time Addressing Specialist position as of Dec 31<sup>st</sup>, 2017. The staff in that position has terminated employment with the County.

b. Achievement

The Jefferson County GIS/Addressing Office was recognized at the 16th Annual Public Service Banquet on October 18, 2016 for outstanding service to first responders and the 911 Dispatch Center.

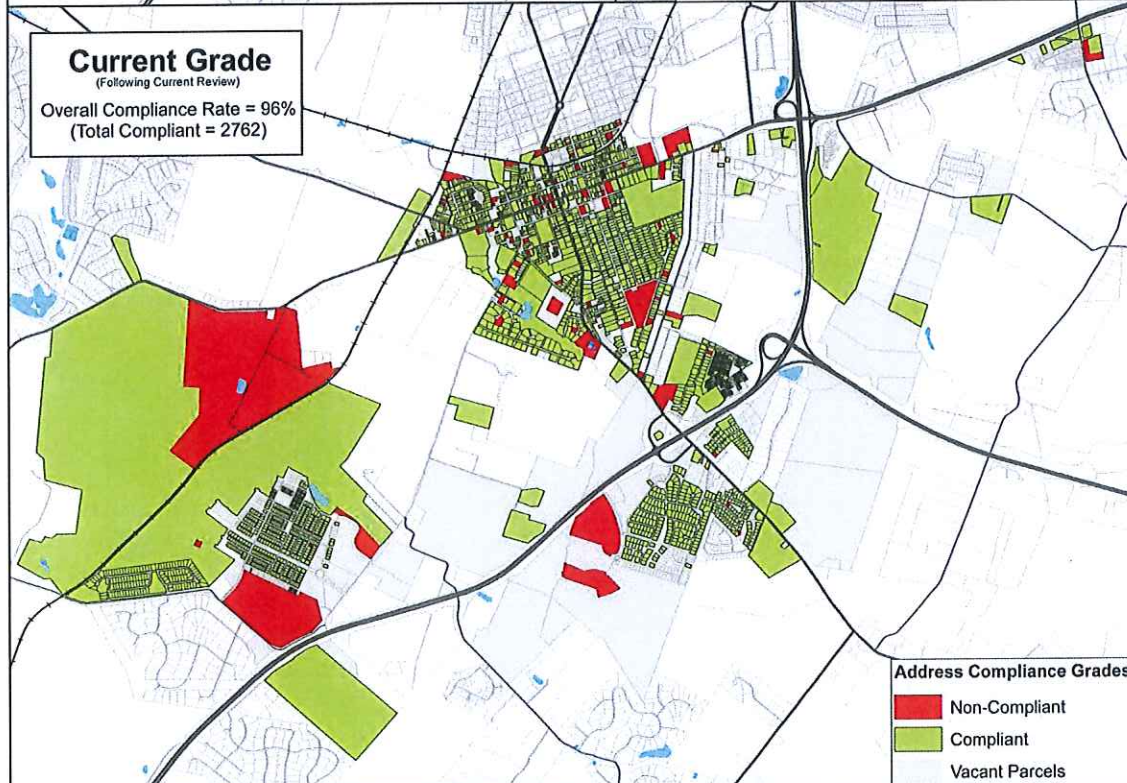
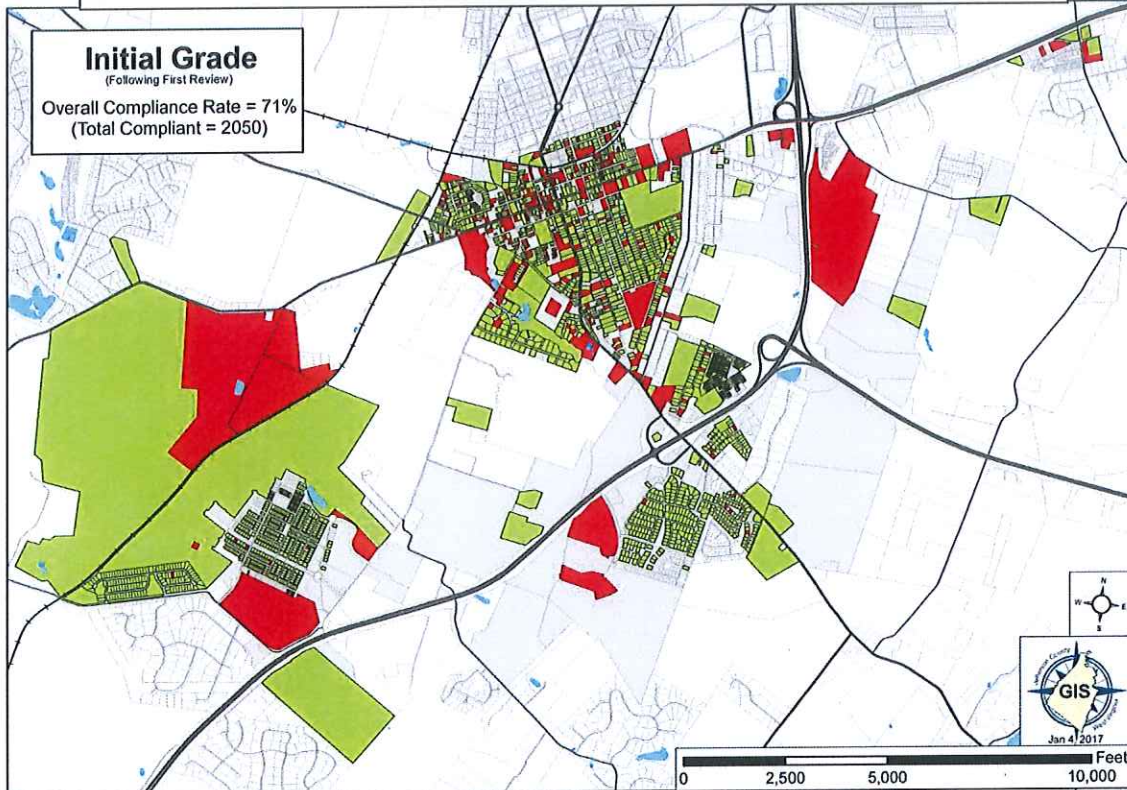
c. 2017 US Census Bureau Boundary Annexation Survey

County GIS staff will be reviewing Census road and boundary data for all incorporated and unincorporated areas and submitting changes to USCB by end of March.

d. Annexation of State ROWs in Cities

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

# Jefferson County Address Compliance Program Charles Town



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

All addressable structures within the town, including residences, businesses, and public buildings are being reviewed for their compliance with the Jefferson County E9-1-1 Addressing Ordinance. Please note, fines may be incurred for lack of compliance, but our main objective is to make it easier for emergency personnel

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

# Quarterly Report for Office of Planning and Zoning

2<sup>nd</sup> Quarter – FY 2017 (October 1, 2016 – December 31, 2016)

<b><u>PROJECTS UNDERTAKEN/IN PROGRESS</u></b>		<b><u>Status</u></b>
<b>PLANNING COMMISSION ITEMS</b>		
Planning Commission Meetings: 2 Meetings 2 <sup>nd</sup> Quarter		
<b>Subdivision Regulations Text Amendments</b>		<b>1 Total</b>
<b>STA16-01</b>	Staff initiating amendments related to sections requiring frequent interpretations and issues, including but not limited to processing mergers/lot line adjustments; contents of minor subdivisions, etc.	Staff working on draft to take to PC in Spring 2017
<b>Zoning Ordinance Text Amendments</b>		<b>2 Total</b>
<b>ZTA16-01</b>	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	PC recomm. approval 7/12/16; CC PH 12/1/16; Finalization of amendment language pending CC action
<b>ZTA16-02</b>	Staff is collaborating with the Jefferson County Historic Landmarks Commission to develop language for the Zoning Ordinance to implement the recommendations of the Envision Jefferson 2035 Comp Plan regarding Historic Resource Demolition and Adaptive Reuse	Staff meeting with JCHLC regarding their proposed amendment language
<b>Waiver/Variance from Sub. Regulations (PC)</b>		<b>3 Total</b>
<b>PCW#16-11</b>	CTSS, LLC. (Proposed new Waffle House) Waiver from Section 21.402.D that requires that no permanent encroachments, structures, fences, or landscaping within the existing WVDOH drainage easement; and a Waiver from Article 20, Section 20.201B and/or 24.110-24.117 to allow a subdivision of two (2) new commercial lots to advance to Final Plat Stage as a Minor Subdivision and to process as a Minor Site Plan, to be approved administratively.	Scheduled to be heard at 1/10/17 PC meeting

PCW#16-10	Asam Family Limited Partnership (Bavarian Inn) Waiver from Waiver Request from Article 20, Section 20.201B and/or 24.110-24.117 to allow a subdivision of two (2) new commercial lots to advance to Final Plat Stage as a Minor Subdivision, to be approved administratively.	Approved 11/1/16
PCW#16-09	The Conservation Fund Waiver from requirement for a riparian buffer of 50' from the channel edge of an ephemeral stream in order to construct an aquaculture tank facility to replace a smaller existing tank facility.	Approved 10/11/16
<b>Major Site Plans or Subdivisions (PC)</b>		<b>0 Total</b>
No Major Site Plans or Subdivision this Quarter		<b>Status</b>
<b>Concept Plan (Public Workshop before PC)</b>		<b>1 Total</b>
CP-S16-06	Harper's Ferry Outdoor Resort The proposed project, to be located on the western portion of a 410 +/- acre parcel, in the vicinity of the quarry lake, consists of a total of 160 sites including cabins, RV sites, yurts and tents; a pool, pavilion, boat rentals, water side areas, bath houses and a lodge.	Submitted 11/21/16; Public Workshop scheduled for 1/10/17 PC Mtg
<b>Zoning Map Amendments/Rezoning Requests (PC)</b>		<b>0 Total</b>
No Zoning Map amendments this Quarter		<b>Status</b>
<b>Long Range Planning:</b>		<b>Status</b>
No long range projects this Quarter		
<b>BOARD OF ZONING APPEALS ITEMS</b>		
Board of Zoning Appeals Meetings: 3 meetings 2 <sup>nd</sup> Quarter		
<b>Zoning Variance Requests (BZA)</b>		<b>9 Total</b>
ZV#16-28	Christina Firaben and Alex Arneson Variance Request for a reduction of side setback from 12' to 10' for a 20' x 24'.	Scheduled for 1/12/17 BZA meeting
ZV#16-27	CTSS, LLC, owner Variance to eliminate the required four (4) foot west side & rear property line parking setbacks and the 10 foot west side & rear property line landscape buffers; and to eliminate the required 50' landscape buffer when located within 1/3 mile of a controlled access highway.	Scheduled for 1/12/17 BZA meeting

ZV#16-26	Jacob & Anna Binkley, owner Variance Request to allow the use of an existing barn for Rural Reception Events.	Approved 12/8/16
ZV#16-25	Michael & Lori DeCelie, owner Variance Request for a reduction of the rear setback distance from 50' to 15' to allow for construction of a new home in an area that is not in the Flood Plain.	Approved 12/8/16
ZV#16-24	William Rinkles, owner Variance Requests requirement that no accessory structures shall be erected within the required front yard and for a reduction of the front setback distance from 40' to 25' to allow for the construction of a 28' x 38' garage	Approved 11/10/16
ZV#16-23	Asam Enterprises, Inc. (Bavarian Inn) 3 Variance Requests regarding: the elimination of the required 10' buffer between commercial lots; the reduction of the building setback from 50' to 25'; and the elimination of the access road and parking lot setbacks.	Approved 11/10/16
ZV#16-22	Amy Secrist, owner Variance Request for a reduction of the front setback distance from 25' to 10' or 12' to continue allowing placement of an existing sign in the current installation area.	Approved 10/27/16
ZV#16-21	Beallair Homes, LLC, owner Variance Request to allow Townhouse Model Home/Sales Office on Lot 51, within Phase 2 of development.	Approved 10/27/16
ZV#16-20	Michael Coffman, owner Variance Request for a reduction of the side setback distance from 15' to 8' to allow for the construction of a 24' x 30' Pioneer Pole Building/Garage.	Approved 10/27/16
<b>Conditional Use Permit (CUP) Applications (BZA)</b>		<b>0 Total</b>
CP16-01	Wheatlands Property Management / Jesse Morgan, owner Micro-Brewery with "Tasting Room"; Pub-style Restaurant serving no more than 250 seats, including outside seating; Farm Market/Store; Country Inn or Bed & Breakfast; Professional Office Space; and two (2) Residential Units..	FAILED LESA

<b>Zoning Appeal of Administrative Decision (BZA)</b>		<b>1 Total</b>	<b>Status</b>
AP16-02	Runnymede Homeowners Association Variance Request for a reduction of the side setback distance from 15' to 8' to allow for the construction of a 24' x 30' Pioneer Pole Building/Garage.		Scheduled for 1/12/17 BZA meeting
<b>PLANNING &amp; ZONING STAFF ITEMS</b>			
Pre-Proposal Conference (PPC) Meetings: 12 Total (7 Subdivision & 5 Site Plan)			
Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 38 Total			
Zoning and Land Development Fees Collected: \$			
<b>Zoning Certificates (Staff)</b>		<b>13 Total</b>	<b>Status</b>
ZC16-47	Drive Pros, Applicant Auto Sales and Service 25 Troy Drive, Unit 100, Charles Town Zone: Residential-Light Industrial-Commercial		Pending
ZC16-46	Cornerstone Lawn Services, Applicant Lawn Services / Storage and Light Retail 25 Troy Drive, Unit 101, Charles Town Zone: Residential-Light Industrial-Commercial		Pending
ZC16-45	Andy Colandrea, Applicant Limo Service Business Operation/Home Office 60 Monte Carlo Way, Charles Town Zone: Residential-Light Industrial-Commercial		Determined that no ZC is required 12/14/16
ZC16-44	Spectrum / Seth and Ray Miller, Applicant Expansion of existing Karate class facility to include Unit C 59 Ruland Road, Suites A,B & C, Kearneysville Zone: Industrial-Commercial		Approved: 12/5/16
ZC16-43	AT&T Wireless, Applicant Replacement of 3 antennas on an existing 198' self-support Telecommunications Tower, with related support equipment 237 Tel Farm Lane; Kearneysville Zone: Rural		Approved 12/19/16
ZC16-42	Interstate Sign Co. Inc., Applicant Replace existing Shell signage with BP Sign Face including ROCS/FRESH TO GO/ATM and replace all Canopy signage 78 Somerset Boulevard, Charles Town Zone: Residential-Light Industrial-Commercial		Exempt from ZC requirement 12/21/16

1/11/2017

ZC16-41	Donald M. Fisher, III, Applicant Outside storage of resident's Landscape Business equipment 79 Hillcrest Drive, Kearneysville Zone: Rural	Use is found to be a "Contractor with Outdoor Storage" DENIED: 11/29/16
ZC16-40	Jesse Morgan, Applicant Use of Mill Building as a Farm-Brewery; Use of the house as a two-family dwelling unit. 2153 Berryville Pike, Rippon Zone: Village	Approved: 12/5/16
ZC16-39	Shenandoah Personal Communications, LLC ("Shentel"), Applicant Install new antennas and related equipment on existing 120' (+/-) self-support Telecommunications Tower 512 Sandpiper Lane, Shepherdstown Zone: Residential Growth	Incomplete Application
ZC16-38	Kelley & Jennifer Rankin, Applicant Outpatient Physical Therapy, approx. 1,100 square feet 101 Maddex Square Drive, Shepherdstown Zone: Residential-Light Industrial-Commercial	Approved: 11/7/16
ZC16-37	James & Lisa Boyer, Applicant Dog Kennel/Cottage Industry 404 Kabletown Road, Charles Town Zone: Rural	Approved 11/1/16
ZC16-36	Jolene Carroll, Applicant Expansion of existing Bakery including additional seating 43 Ruland Rd; Suite J Kearneysville Zone: Industrial-Commercial	Approved 10/13/16
<b>Minor Site Plans (Staff)</b>		<b>5 Total</b>
<b>Minor Site Plans (Staff)</b>		<b>Status</b>
S16-07	Harpers Ferry Visitor's Center 37 Washington Ct, Harpers Ferry Two-story 1,020 sf visitor center, a 18' x 26' roofed area w/ concrete courtyard & walkways and required Submitted: 12/06/16	withdrawn
CP-S16-06	Harper's Ferry Outdoor Resort East Side of Millville Road (Route 27) south of US 340. Re: The proposed project consists of RV spaces, outdoor camping, cabins, a Lodge and outdoor recreational amenities. Submitted: 11/21/16	Concept Plan Public Workshop 1/10/17

S16-05	Whale of a Wash Laundromat Addition 04 Maddex Square Dr., Shepherdstown. 1,690 sq. ft. laundromat addition to an existing car wash Submitted: 10/19/16	Approved 11/28/16
S16-04	David Waddell Construction of a new 7,200 square foot warehouse building on Lot 6, Kramer Subdivision Submitted 8/10/16	Approved 10/17/16
S16-03	The Conservation Fund/Freshwater Institute New 5,478 s.f. Aquaculture Tank Building to replace existing 3068 Sq. ft. hoop structure Submitted 08/04/16	Approved 10/17/16
<b>Minor Subdivisions (Staff)</b>		<b>8 Total</b>
		<b>Status</b>
16-14	Laycock MSD – Lot 3 & 5	Pending
16-13	Zappe MSD – Lot1 & Residue	Pending
16-12	Mellott MSD -- Lot 1 & 2 Residue	Approved 10/17/16
16-11	Shea MSD -- Lot 1 & 2 Residue	Pending
16-10	Guay MSD -- Lot 1 & 2	Pending
16-08	Biller MSD -- Lot 1 & 2 Residue and Merger	Approved 9/27/16
16-07	Eisner MSD -- Lots 1-4 Residue	Pending
16-06	Dodson MSD -- Lot 1 & 2 and Lot 3 Residue	Pending
<b>Boundary Line Adjustments (Staff)</b>		<b>6 Total</b>
		<b>Status</b>
	Quynn Merger	Approved 12/21/16
	Walls Merger	Approved 12/9/16
	Reiter Merger	Pending
	O'Sullivan Farms Merger	Approved 12-15-16
	Liskey Merger	Pending

	Wilson-Trout Merger	Approved 10-06-16
	Biller Merger	Approved 10-06-16
<b>Minor Plat Change (Staff)</b>		<b>2 Total</b>
	Lake Forest Minor Plat Change	Approved 11-22-16
	The Crofts Minor Plat Change	Approved 12-15-16
<b><u>ITEMS REQUIRING COMMISSION ATTENTION</u></b>		<b><u>Status</u></b>
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	Final Decision Pending 1/11/17 work session
ZTA14-02	Mass Event Regulations (Zoning Ordinance Text Amendment) PC held second Public Hearing on 12-08-15 and forwarded to CC for action	CC postponed future PH until Summer 2016 (2/4/16)
<b>PROPOSED PROJECTS</b>		<b>Status</b>
ZTA17-___	Planning Commission's #1 priority text amendment: Revise landscape regulations in Zoning Ordinance.	TBD
ZTA17-___	Planning Commission's proposed text amendment: Revise signage regulations in Zoning Ordinance.	TBD
US 340 South Small Area Plan	WV DOH held an Informational Workshop/Public Hearing on August 30, 2016 regarding the Preferred Alternative (4A) and the Supplemental Draft Environmental Impact Statement for proposed 5 mile project, constructing a 4-lane divided highway to complete the 2 lane gap section	Envision Jefferson 2035 recommends a Small Area Plan for this area once DOH publishes the Record of Decision



**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA  
FY 2017 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, February 2, 2017 at 11:00 a.m.**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2017. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2017. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2017 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2017 beginning January 12, 2017. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

**Peter Onoszko, President**  
Jefferson County Commission

**NOTICE**  
**Board of Review and**  
**Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Wednesday, February 1<sup>st</sup>, 2017, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2017.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

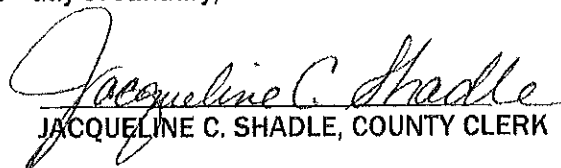
The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2017 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Wednesday	February 1, 2017	1:30 p.m.
Tuesday	February 7, 2017	1:30 p.m.
Thursday	February 9, 2017	1:30 p.m.
Tuesday	February 14, 2017	1:30 p.m.
Thursday	February 16, 2017	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 10, 2017 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Thursday, February 16, 2017.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 17, 2017, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2017. If the Board of Review and Equalization has adjourned sine die before February 17, 2017, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 17, 2017 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2017.

Given under my hand this 5<sup>th</sup> day of January, 2017.

  
JACQUELINE C. SHADLE, COUNTY CLERK

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 2, 2017, or as soon thereafter as the Commission may decide:

**Jefferson County Development Authority Board -one unexpired term ending April 5, 2019.**

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 p.m. the Monday before the proposed date of appointment.

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**January 18 and January 25 - 2017**

**THANKS - JEFFERSON COUNTY COMMISSION**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 2, 2017 or as soon thereafter as the Commission may decide:

**Jefferson County Board of Health: one unexpired term ending June 30, 2018.**

*§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees*

*A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.*

**Currently seeking qualified applicants who reside in the following districts: Kabletown District, Harpers Ferry District, and Middleway District.**

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 p.m. on 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:**

**THANKS - JEFFERSON COUNTY COMMISSION**

January 6, 2017

Dear Jefferson County Commission,

Charles Town Utility Board appreciates your participation in the lead tap monitoring program. A lead level of 2.0 parts per billion was reported for the sample collected on 12/01/16 at your location, 124 E. Washington Street, Charles Town, WV 25414.

We are happy to report that your result, as well as the 90<sup>th</sup> percentile value for our water system, is below the lead action level of 15 parts per billion (ppb).

### **What Does This Mean?**

Under the authority of the Safe Drinking Water Act, the EPA set the action level for lead in drinking water at 15 ppb. This means utilities must ensure that water from the customer's tap does not exceed this level in at least 90 percent of the homes sampled (90<sup>th</sup> percentile value). The action level is *the concentration of contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow*. If water from the tap does exceed the limit, then the utility must take certain steps to correct the problem. Because lead may pose serious health risks, the EPA set a Maximum Contaminant Level Goal (MCLG) of zero for lead. The MCLG is *the level of contaminant in drinking water below which there is no known or expected risk to health*. MCLGs allow for a margin of safety.

### **What are the Health Effects of Lead?**

*Lead can cause serious health problems if too much enters your body from drinking water or other sources. It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children, and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children. Adults with kidney problems and high blood pressure can be affected by low levels of lead, more than healthy adults. Lead is stored in the bones, and it can be released later in life. During pregnancy, the child receives lead from the mother's bones, which may affect brain development.*

### **What are the Sources of Lead?**

The primary sources of lead exposure for most children are deterioration lead-based paint, lead-contaminated dust, and lead-contaminated residential soil. Exposure to lead is a significant health concern, especially for young children and infants whose growing bodies tend to absorb more lead than the average adult. Although your home's drinking water lead levels were below the action level, if you are concerned about lead exposure, parents should ask their health care providers about testing children for high levels of lead in the blood. Lead is rarely found in source water, but enters tap water through corrosion of plumbing materials. Homes built before 1986 are more likely to have lead pipes, fixture, and solder.

### **What Can I Do to Reduce Exposure to Lead in Drinking Water?**

- **Run your water to flush out lead:** If water has not been used for several hours, run water for 15 - 30 seconds or until it becomes cold or reaches a steady temperature before using it for drinking or cooking. This flushes lead-containing water from the pipes.

- **Use cold water for cooking and preparing baby formula:** Do not cook with or drink water from the hot water tap; lead dissolves more easily into hot water. Do not use water from the hot water tap to make baby formula.
- **Do not boil water to remove lead:** Boiling water will not reduce lead.
- **Look for alternative sources or treatment of water:** You may want to consider purchasing bottled water or a water filter. Read the package to be sure the filter is approved to reduce lead or contact NSF International at 800-NSF-8010 or [www.nsf.org](http://www.nsf.org) , for information on performance standards for water filters.
- **Test your water for lead:** Call us at 304-725-3761 to find out how to get your water tested for lead.
- **Identify if your plumbing fixtures contain lead:** New brass faucets, fittings, and valves, including those advertised as “lead-free,” may contribute lead to drinking water. The law currently allows end-use brass fixtures, such as faucets with up to 8 percent lead to be labeled as “lead-free.” Consumers should be aware of this when choosing fixtures and take appropriate precautions.

**For More Information:**

Call us at 304-725-3761, for more information on reducing lead exposure around your home and the health effects of lead, visit the EPA’s website at [www.epa.gov/lead](http://www.epa.gov/lead), call the National Lead Information Center at 800-424-LEAD, or contact your health care provider.

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

<b>Week Ending Date</b>	<b>FY17 December 24, 2016</b>
<b>To be Deposited on:</b>	January 3, 2017
<b>Amount Played</b>	<b>\$ 48,813,687.57</b>
<b>Amount Won</b>	<b>44,015,301.93</b>
<b>Amount Promo</b>	<b>449,456.00</b>
<b>MWAP Contribution</b>	<b>_____</b>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>4,348,929.64</u></b>
<b>Administrative Costs @ 4%</b>	
<b>Excess Lottery Fund @ 4%</b>	<b><u>173,957.20</u></b>
<b>Net Terminal Revenue</b>	<b><u>4,174,972.44</u></b>
<b>Surcharge @ 10%</b>	<b>152,727.05</b>
<b>State Share Excess @ 58% &amp; 10% of 42%</b>	<b>94,996.23</b>
<b>Track Share of Capital Reinvestment @ 90% of 42%</b>	<b><u>57,730.82</u></b>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>55,421.59</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>2,309.23</i>
<b>Adjusted Net Terminal Revenue</b>	<b><u>4,022,245.39</u></b>
<b>Racetrack @ 46.50% / 42%</b>	<b>1,808,489.65</b>
<b>Lottery Fund @ 30% / 0%</b>	<b>794,310.60</b>
<b>Excess Lottery Fund @ 0% / 41%</b>	<b>563,562.76</b>
<b>Excess Lottery Fund @ 12.85% / 9.55%</b>	<b>471,498.62</b>
<b>Race Track Purses @ 90% of 7% / 4%</b>	<b>216,288.78</b>
<b>Employee Pension Fund @ 1% / .5%</b>	<b>33,349.74</b>
<b>Greyhound Development @ 90% of .75%</b>	<b>27,150.16</b>
<b>Thoroughbred Development @ 90% of .75%</b>	<b>27,150.16</b>
<b>County/Municipality @ 2%</b>	<b><u>80,444.92</u></b>
	<b><u>\$ 4,022,245.39</u></b>

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2017

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	18,303.65	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
11/05/16	111,917.68	55,968.84	55,968.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
12/24/16	80,444.92	40,222.46	40,222.46	3,189.64	16,048.76	872.83	13,546.92	6,564.31
<b>Subtotal</b>	<b>\$ 2,671,232.72</b>	<b>\$ 1,791,648.10</b>	<b>\$ 879,584.62</b>	<b>\$ 69,751.04</b>	<b>\$ 350,954.25</b>	<b>\$ 19,087.00</b>	<b>\$ 296,244.10</b>	<b>\$ 143,548.23</b>

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	11/5/2016	55,958.84
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14		
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

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

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**1,791,648.10**

## Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
December, 2014	76,797.24	December, 2015	73,055.05		
January, 2015	73,346.66	January, 2016	67,545.11		
February, 2015	66,262.78	February, 2016	65,518.59		
March, 2015	73,747.70	March, 2016	72,986.23		
April, 2015	76,343.68	April, 2016	68,149.38		
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>332,575.15</b>

**Table Game Revenue Distribution - Jefferson County School Board**

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15		
January, 2016	202,635.33		
February, 2016	196,555.77		
March, 2016	218,958.69		
April, 2016	204,448.14		
May, 2016	229,247.52		
June, 2016	187,716.33		
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>997,725.45</b>

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

<b>Week Ending Date</b>	<b>FY17 December 31, 2016</b>
<b>To be Deposited on:</b>	January 9, 2017
<b>Amount Played</b>	\$ 76,569,034.65
<b>Amount Won</b>	68,933,110.01
<b>Amount Promo</b>	615,797.00
<b>MWAP Contribution</b>	<u>-</u>
<b>Adjusted Gross Terminal Revenue</b>	<u>7,020,127.64</u>
<b>Administrative Costs @ 4%</b>	-
<b>Excess Lottery Fund @ 4%</b>	<u>280,805.11</u>
<b>Net Terminal Revenue</b>	<u>6,739,322.53</u>
<b>Surcharge @ 10%</b>	673,932.27
<b>State Share Excess @ 58% &amp; 10% of 42%</b>	419,185.87
<b>Track Share of Capital Reinvestment @ 90% of 42%</b>	<u>254,746.40</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	244,556.54
<i>Track Share of Capital Reinvestment @ 4%</i>	10,189.86
<b>Adjusted Net Terminal Revenue</b>	<u>6,065,390.26</u>
<b>Racetrack @ 46.50% / 42%</b>	2,547,463.91
<b>Lottery Fund @ 30% / 0%</b>	-
<b>Excess Lottery Fund @ 0% / 41%</b>	2,486,810.01
<b>Excess Lottery Fund @ 12.85% / 9.55%</b>	579,244.78
<b>Race Track Purses @ 90% of 7% / 4%</b>	218,354.05
<b>Employee Pension Fund @ 1% / .5%</b>	30,326.95
<b>Greyhound Development @ 90% of .75%</b>	40,941.38
<b>Thoroughbred Development @ 90% of .75%</b>	40,941.38
<b>County/Municipality @ 2%</b>	<u>121,307.80</u>
	<b>\$ 6,065,390.26</b>

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2017

1999 Net Terminal Revenue      \$    45,803,174  
 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	1,188.02	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
11/05/16	111,917.68	55,958.84	55,958.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
12/24/16	80,444.92	40,222.46	40,222.46	3,189.64	16,048.76	872.83	13,546.92	6,564.31
12/31/16	121,307.80	60,653.90	60,653.90	4,809.85	24,200.91	1,316.19	20,428.23	9,898.72
<b>Subtotal</b>	<b>\$ 2,792,540.52</b>	<b>\$ 1,852,302.00</b>	<b>\$ 940,238.52</b>	<b>\$ 74,560.89</b>	<b>\$ 375,155.16</b>	<b>\$ 20,403.19</b>	<b>\$ 316,672.33</b>	<b>\$ 153,446.95</b>

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	11/5/2016	55,958.84
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

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

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**1,852,302.00**

## Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
December, 2014	76,797.24	December, 2015	73,055.05		
January, 2015	73,346.66	January, 2016	67,545.11		
February, 2015	66,262.78	February, 2016	65,518.59		
March, 2015	73,747.70	March, 2016	72,986.23		
April, 2015	76,343.68	April, 2016	68,149.38		
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>332,575.15</b>

**Table Game Revenue Distribution - Jefferson County School Board**

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15		
January, 2016	202,635.33		
February, 2016	196,555.77		
March, 2016	218,958.69		
April, 2016	204,448.14		
May, 2016	229,247.52		
June, 2016	187,716.33		
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>997,725.45</b>

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

<b>Week Ending Date</b>	<b>FY17 January 7, 2017</b>
<b>To be Deposited on:</b>	January 13, 2017
<b>Amount Played</b>	\$ 51,576,309.64
<b>Amount Won</b>	46,272,085.62
<b>Amount Promo</b>	369,676.00
<b>MWAP Contribution</b>	<u>-</u>
<b>Adjusted Gross Terminal Revenue</b>	<u>4,934,548.02</u>
<b>Administrative Costs @ 4%</b>	-
<b>Excess Lottery Fund @ 4%</b>	<u>197,381.92</u>
<b>Net Terminal Revenue</b>	<u>4,737,166.10</u>
<b>Surcharge @ 10%</b>	473,716.61
<b>State Share Excess @ 58% &amp; 10% of 42%</b>	294,651.73
<b>Track Share of Capital Reinvestment @ 90% of 42%</b>	<u>179,064.88</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	171,902.28
<i>Track Share of Capital Reinvestment @ 4%</i>	7,162.60
<b>Adjusted Net Terminal Revenue</b>	<u>4,263,449.49</u>
<b>Racetrack @ 46.50% / 42%</b>	1,790,648.79
<b>Lottery Fund @ 30% / 0%</b>	-
<b>Excess Lottery Fund @ 0% / 41%</b>	1,748,014.25
<b>Excess Lottery Fund @ 12.85% / 9.55%</b>	407,159.46
<b>Race Track Purses @ 90% of 7% / 4%</b>	153,484.18
<b>Employee Pension Fund @ 1% / .5%</b>	21,317.25
<b>Greyhound Development @ 90% of .75%</b>	28,778.28
<b>Thoroughbred Development @ 90% of .75%</b>	28,778.28
<b>County/Municipality @ 2%</b>	<u>85,269.00</u>
	<u>\$ 4,263,449.49</u>

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2017

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
11/05/16	111,917.68	55,958.84	55,958.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
12/24/16	80,444.92	40,222.46	40,222.46	3,189.64	16,048.76	872.83	13,546.92	6,564.31
12/31/16	121,307.80	60,653.90	60,653.90	4,809.85	24,200.91	1,316.19	20,428.23	9,898.72
01/07/17	85,269.00	42,634.50	42,634.50	3,380.92	17,011.16	925.17	14,359.30	6,957.95
Subtotal	\$ 2,877,809.52	\$ 1,894,936.50	\$ 982,873.02	\$ 77,941.81	\$ 392,166.32	\$ 21,328.36	\$ 331,031.63	\$ 160,404.90

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	11/5/2016	55,958.84
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

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

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**1,894,936.50**

## Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
December, 2014	76,797.24	December, 2015	73,055.05		
January, 2015	73,346.66	January, 2016	67,545.11		
February, 2015	66,262.78	February, 2016	65,518.59		
March, 2015	73,747.70	March, 2016	72,986.23		
April, 2015	76,343.68	April, 2016	68,149.38		
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>332,575.15</b>

**Table Game Revenue Distribution - Jefferson County School Board**

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15		
January, 2016	202,635.33		
February, 2016	196,555.77		
March, 2016	218,958.69		
April, 2016	204,448.14		
May, 2016	229,247.52		
June, 2016	187,716.33		
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>997,725.45</b>