

AGENDA
FIRST QUARTERLY SESSION - JANUARY-MARCH 2017
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 2, 2017
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 11, 2017 Special Session
- January 19, 2017 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- January 26, 2017
- February 2, 2017

APPROVAL OF PAYROLL

- January 26, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Emily Wells, WVU Extension Service
- Approval of Hire for Extension Service Position, effective February 6, 2017 -
Discussion/Action
2. 10:00a.m. Matthew Pennington, Eastern Panhandle Planning and Development Council
- Eastern Panhandle Planning and Development Council (Region 9)
Environmental Program Status Report - Discussion/Action

3. 10:15 a.m. Interviews and Appointments to the Jefferson County Board of Zoning Appeals - two three-year terms ending January 1, 2020 and three alternate positions ending January 1, 2018; January 1, 2019; and January 1, 2020 - Discussion/Action
4. 10:30 a.m. Martin Burke, Chair, Jefferson County Historic Landmarks Committee - Request for a pledge of \$10,000 to an agency endowed fund, *Our History, Our Community Fund*, at Eastern WV Community Foundation - Discussion/Action
5. 10:45 a.m. BREAK
6. 11:00 a.m. Nancy Strine, Community Development Administrator, City of Martinsburg - HOME Consortium Council Public Hearing - Discussion/Action
7. 11:15 a.m. Interviews and Appointments to the Jefferson County Development Authority Board of Directors - one unexpired term ending April 5, 2019 - Discussion/Action
8. 11:30 a.m. Roger Goodwin, Chief County Engineer - Partial Construction Bond Release for Middleway Dollar General - Discussion/Action
9. 11:45 a.m. Jennifer Brockman, County Planner and Alexandra Beaulieu, Zoning Administrator - Review changes requested by the County Commission on January 11, 2017 To the proposed Zoning Ordinance text amendment (ZTA16-01) with possible Action on ZTA16-01 - Discussion/Action
10. 12:00 p.m. Break for Lunch

NEW BUSINESS

11. Interview/Appointment to the Jefferson County Board of Health - one unexpired term ending June 30, 2018 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Apple Valley Waste Recycling Fee - Discussion/Action
- Use of County Commission Meeting Room for Historic Landmarks Commission - Discussion/Action
- Data Content Management Initiative Update - Discussion/Action
- Appointment to the 23rd Judicial Public Defender Corporation - Discussion/Action

COUNTY COMMISSION REPORTS

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

12. 1:30 p.m. 2017 Legislative Summit with Senator Patricia Rucker, Delegate Paul Espinosa, and Delegate Jill Upson

13. ADJOURN

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of FY18 County Budget Forum.

Jefferson County Commission Notice of FY18 Budget Work Sessions.

Impact Fee Status Report - December 2016.

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

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

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

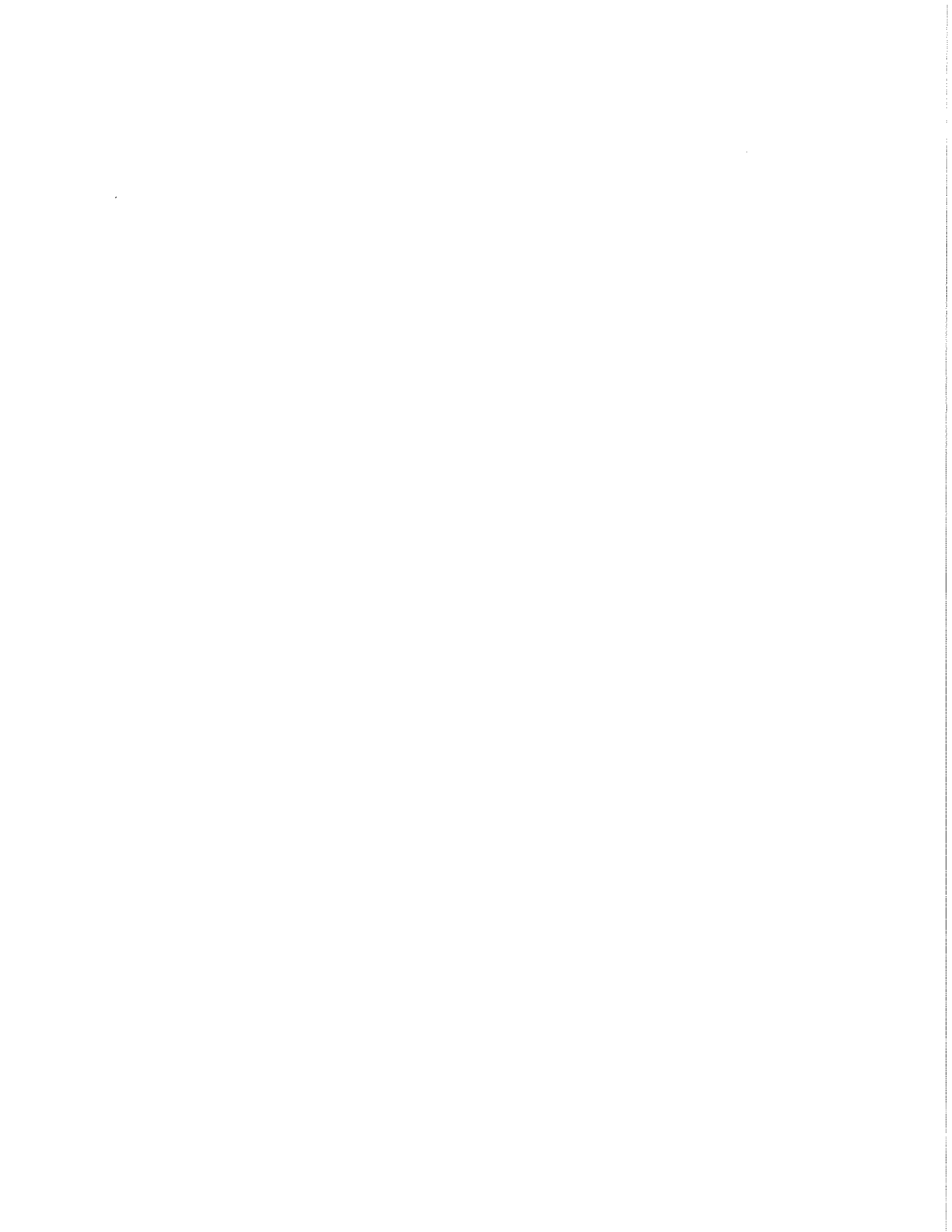
Memorandum from the Jefferson County Engineering Department, Office of Impact Fees re: Transfer of Funds form Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

Jefferson County Public Service December 5, 2016 Regular Board Meeting Minutes.

Letter from the Jefferson County 4-H Leaders' Association to Brent Clark, Program Director of the WVU Extension - 4H Youth Development Program, regarding personnel changes to the 4-H Agent position. WV Lottery Weekly Settlement for Charles Town - week ending January 14, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending January 21, 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 19, 2017**

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A meeting of the Jefferson County Commission was held on Thursday, January 19, 2017 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 19, 2017 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Noland led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the Regular Meeting Minutes for January 5, 2017 as amended/presented. Motion seconded and unanimously approved.**

**APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Noland to approve the Purchase Orders for January 19, 2017 in the amount of \$10,950.00 to include Purchase Order No. 52347. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

| CHKNO  | DEPT  | VENDOR                   | PONUM | POAMT | NOAMT       | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-------|-------------|--------------|
| 077718 | 428   | ACCURATE SYSTEMS INC     |       | \$ -  | \$ 4,200.00 | \$ 4,200.00  |
| 077719 | ALLOC | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 995.76   | \$ 995.76    |
| 077720 | 712   | JESSICA ASHLEY           |       | \$ -  | \$ 81.00    | \$ 81.00     |

|        |         |                          |       |             |              |              |
|--------|---------|--------------------------|-------|-------------|--------------|--------------|
| 077721 | 425     | BOLAND SERVICES          |       | \$ -        | \$ 5,180.00  | \$ 5,180.00  |
| 077722 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -        | \$ 49.85     | \$ 49.85     |
| 077723 | PAYROLL | BUREAU F/CHILD SPVRT ENF |       | \$ -        | \$ 212.31    | \$ 212.31    |
| 077724 | PAYROLL | KATRINA BLOOMER          |       | \$ -        | \$ 1,267.42  | \$ 1,267.42  |
| 077725 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 461.54    | \$ 461.54    |
| 077726 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 119.54    | \$ 119.54    |
| 077727 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 392.31    | \$ 392.31    |
| 077728 | 403     | CASTO & HARRIS INC       |       | \$ -        | \$ 179.70    | \$ 179.70    |
| 077729 | 700     | COURTNEY & SONS TOWING   |       | \$ -        | \$ 91.25     | \$ 91.25     |
| 077730 | PAYROLL | LYNN COSTELLO            |       | \$ -        | \$ 884.21    | \$ 884.21    |
| 077731 | 413     | ESS ELECTION SYSTEMS &   | 52456 | \$ 6,310.00 | \$ -         | \$ 6,310.00  |
| 077732 | 424     | J.C.EHRLICH              |       | \$ -        | \$ 31.00     | \$ 31.00     |
| 077732 | 425     | J.C.EHRLICH              |       | \$ -        | \$ 615.00    | \$ 615.00    |
| 077733 | 415     | GENERAL COUNTY FUND-J FE |       | \$ -        | \$ 14,215.28 | \$ 14,215.28 |
| 077734 | 717     | GUTTMAN OIL CO           |       | \$ -        | \$ 2,506.38  | \$ 2,506.38  |
| 077734 | 717     | GUTTMAN OIL CO           |       | \$ -        | \$ 2,188.16  | \$ 2,188.16  |
| 077734 | 717     | GUTTMAN OIL CO           |       | \$ -        | \$ 2,365.88  | \$ 2,365.88  |
| 077734 | 717     | GUTTMAN OIL CO           |       | \$ -        | \$ 2,218.08  | \$ 2,218.08  |
| 077735 | PAYROLL | TAMMY MOBLEY             |       | \$ -        | \$ 83.29     | \$ 83.29     |
| 077736 | 700     | STEVEN HOLZ              |       | \$ -        | \$ 15.55     | \$ 15.55     |
| 077737 | PAYROLL | CHARLES HESS             |       | \$ -        | \$ 2,353.24  | \$ 2,353.24  |
| 077738 | 424     | IPC TECHNOLOGIES INC.    |       | \$ -        | \$ 570.00    | \$ 570.00    |
| 077739 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -        | \$ 1,474.48  | \$ 1,474.48  |
| 077740 | 401     | THE SPIRIT OF JEFFERSON  |       | \$ -        | \$ 68.18     | \$ 68.18     |
| 077741 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -        | \$ 5,710.00  | \$ 5,710.00  |
| 077742 | 712     | SARA LASLEY              |       | \$ -        | \$ 81.00     | \$ 81.00     |
| 077743 | 405     | LYNDSEY W. MATSCHAT      |       | \$ -        | \$ 35.64     | \$ 35.64     |
| 077744 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -        | \$ 415.00    | \$ 415.00    |
| 077745 | 405     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 11.53     | \$ 11.53     |
| 077745 | 405     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 35.39     | \$ 35.39     |
| 077745 | 405     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 13.64     | \$ 13.64     |
| 077745 | 405     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 295.80    | \$ 295.80    |
| 077745 | 425     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 1,321.86  | \$ 1,321.86  |
| 077745 | 425     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 630.90    | \$ 630.90    |
| 077746 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -        | \$ 749.00    | \$ 749.00    |
| 077747 | 424     | NEOPOST USA INC.         |       | \$ -        | \$ 331.30    | \$ 331.30    |
| 077748 | ALLOC   | JEFF CO PARKS &          |       | \$ -        | \$ 22,423.85 | \$ 22,423.85 |
| 077749 | PAYROLL | WILLIAM POLK             |       | \$ -        | \$ 144.50    | \$ 144.50    |
| 077750 | 712     | ANGELINA PERRY           |       | \$ -        | \$ 81.00     | \$ 81.00     |
| 077751 | 425     | RCS SECURITY             |       | \$ -        | \$ 618.00    | \$ 618.00    |

|              |         |                         |       |              |               |               |
|--------------|---------|-------------------------|-------|--------------|---------------|---------------|
| 077752       | 404     | SHERIFF OF JEFFERSON CO |       | \$ -         | \$ 25.25      | \$ 25.25      |
| 077753       | PAYROLL | SHERIFF OF JEFFERSON CO |       | \$ -         | \$ 46,042.70  | \$ 46,042.70  |
| 077753       | PAYROLL | SHERIFF OF JEFFERSON CO |       | \$ -         | \$ 10,767.94  | \$ 10,767.94  |
| 077753       | PAYROLL | SHERIFF OF JEFFERSON CO |       | \$ -         | \$ 43,331.91  | \$ 43,331.91  |
| 077754       | PAYROLL | SHERIFF OF JEFFERSON CO |       | \$ -         | \$ 114.75     | \$ 114.75     |
| 077755       | 428     | STORAGE NETWORKS        | 52337 | \$ 45,480.00 | \$ -          | \$ 45,480.00  |
| 077756       | PAYROLL | SHERIFF OF JEFFERSON CO |       | \$ -         | \$ 2,820.00   | \$ 2,820.00   |
| 077757       | 425     | CAPITAL TRISTATE        |       | \$ -         | \$ 41.49      | \$ 41.49      |
| 077757       | 425     | CAPITAL TRISTATE        |       | \$ -         | \$ 2.87       | \$ 2.87       |
| 077757       | 425     | CAPITAL TRISTATE        |       | \$ -         | \$ 1.91       | \$ 1.91       |
| 077757       | 425     | CAPITAL TRISTATE        |       | \$ -         | \$ 2.95       | \$ 2.95       |
| 077757       | 425     | CAPITAL TRISTATE        |       | \$ -         | \$ 68.19      | \$ 68.19      |
| 077757       | 425     | CAPITAL TRISTATE        |       | \$ -         | \$ 405.21     | \$ 405.21     |
| 077758       | ALLOC   | JEFFERSON CO CONVENTION |       | \$ -         | \$ 24,894.09  | \$ 24,894.09  |
| 077759       | 405     | THOMSON REUTER - WEST   |       | \$ -         | \$ 904.39     | \$ 904.39     |
| 077760       | PAYROLL | BENJAMIN S. WILLIAMS    |       | \$ -         | \$ 595.39     | \$ 595.39     |
| 077761       | PAYROLL | WV BUREAU OF EMPLOYMENT |       | \$ -         | \$ 6,482.76   | \$ 6,482.76   |
| 077762       | 406     | W.B. MASON CO. INC      |       | \$ -         | \$ 69.90      | \$ 69.90      |
| 077763       | 402     | XEROX CORPORATION       |       | \$ -         | \$ 344.04     | \$ 344.04     |
| 077763       | 402     | XEROX CORPORATION       |       | \$ -         | \$ 451.32     | \$ 451.32     |
| 077763       | 402     | XEROX CORPORATION       |       | \$ -         | \$ 476.10     | \$ 476.10     |
| 077763       | 440     | XEROX CORPORATION       |       | \$ -         | \$ 508.03     | \$ 508.03     |
|              |         |                         |       |              |               |               |
| <b>TOTAL</b> |         |                         |       |              |               | \$ 265,859.01 |
| <b>TOTAL</b> |         |                         |       | \$ 51,790.00 | \$ 214,069.01 | \$ 265,859.01 |

**Motion by Ms. Noland to approve the Accounts Payable for January 12, 2017 in the amount of \$265,859.01. Motion seconded and unanimously approved.**

| CHCKNO | DEPT | VENDOR                   | PONUM | POAMT | NOAMT       | CHECK AMOUNT |
|--------|------|--------------------------|-------|-------|-------------|--------------|
| 077765 | 717  | AUTOZONE                 |       | \$ -  | \$ 150.29   | \$ 150.29    |
| 077765 | 717  | AUTOZONE                 |       | \$ -  | \$ 15.64    | \$ 15.64     |
| 077765 | 717  | AUTOZONE                 |       | \$ -  | \$ 7.82     | \$ 7.82      |
| 077766 | 402  | APPLE VALLEY OFF.PRODUCT |       | \$ -  | \$ 104.69   | \$ 104.69    |
| 077767 | 406  | BERKELEY PRINTING&DESIGN |       | \$ -  | \$ 3,396.20 | \$ 3,396.20  |
| 077768 | 406  | ANGELA L BANKS           |       | \$ -  | \$ 83.25    | \$ 83.25     |
| 077769 | 424  | BOLAND SERVICES          |       | \$ -  | \$ 270.00   | \$ 270.00    |
| 077769 | 425  | BOLAND SERVICES          |       | \$ -  | \$ 166.00   | \$ 166.00    |
| 077769 | 425  | BOLAND SERVICES          |       | \$ -  | \$ 898.00   | \$ 898.00    |
| 077769 | 425  | BOLAND SERVICES          |       | \$ -  | \$ 136.00   | \$ 136.00    |

|        |         |                          |  |      |              |              |
|--------|---------|--------------------------|--|------|--------------|--------------|
| 077769 | 425     | BOLAND SERVICES          |  | \$ - | \$ 125.00    | \$ 125.00    |
| 077770 | PAYROLL | ELIZABETH JUNE BOWERS    |  | \$ - | \$ 806.71    | \$ 806.71    |
| 077771 | PAYROLL | KAREN ECHEMENT           |  | \$ - | \$ 1,102.55  | \$ 1,102.55  |
| 077772 | 425     | FIDELITY POWER SYSTEMS   |  | \$ - | \$ 1,112.27  | \$ 1,112.27  |
| 077773 | PAYROLL | ROGER GOODWIN            |  | \$ - | \$ 20.26     | \$ 20.26     |
| 077774 | 402     | THE SPIRIT OF JEFFERSON  |  | \$ - | \$ 209.22    | \$ 209.22    |
| 077775 | 424     | KONE INC.                |  | \$ - | \$ 370.50    | \$ 370.50    |
| 077775 | 425     | KONE INC.                |  | \$ - | \$ 1,111.50  | \$ 1,111.50  |
| 077776 | 405     | MATTHEW BENDER & CO      |  | \$ - | \$ 316.31    | \$ 316.31    |
| 077777 | 406     | N.A.D.A. APPRAISAL GUIDE |  | \$ - | \$ 215.00    | \$ 215.00    |
| 077778 | 424     | NFPA                     |  | \$ - | \$ 175.00    | \$ 175.00    |
| 077779 | 428     | OFFICEMAX                |  | \$ - | \$ 1,014.36  | \$ 1,014.36  |
| 077780 | ALLOC   | JEFF CO PARKS &          |  | \$ - | \$ 2,500.00  | \$ 2,500.00  |
| 077781 | 424     | POTOMAC EDISON/OH        |  | \$ - | \$ 1,769.37  | \$ 1,769.37  |
| 077781 | 425     | POTOMAC EDISON/OH        |  | \$ - | \$ 3,172.11  | \$ 3,172.11  |
| 077781 | 425     | POTOMAC EDISON/OH        |  | \$ - | \$ 18,032.16 | \$ 18,032.16 |
| 077781 | 425     | POTOMAC EDISON/OH        |  | \$ - | \$ 266.33    | \$ 266.33    |
| 077782 | 402     | RECORD MANAGEMENT SOLUTN |  | \$ - | \$ 35.00     | \$ 35.00     |
| 077782 | 403     | RECORD MANAGEMENT SOLUTN |  | \$ - | \$ 30.00     | \$ 30.00     |
| 077783 | 401     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 91.50     | \$ 91.50     |
| 077783 | 402     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 27.00     | \$ 27.00     |
| 077783 | 404     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 791.00    | \$ 791.00    |
| 077783 | 406     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 52.00     | \$ 52.00     |
| 077783 | 428     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 133.00    | \$ 133.00    |
| 077783 | 700     | SOFTWARE SYSTEMS, INC    |  | \$ - | \$ 30.50     | \$ 30.50     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 17.16     | \$ 17.16     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 208.99    | \$ 208.99    |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 2.77      | \$ 2.77      |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 51.49     | \$ 51.49     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 63.96     | \$ 63.96     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 12.69     | \$ 12.69     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 77.49     | \$ 77.49     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 95.99     | \$ 95.99     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 82.04     | \$ 82.04     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 242.45    | \$ 242.45    |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 9.98      | \$ 9.98      |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 46.93     | \$ 46.93     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 11.75     | \$ 11.75     |
| 077784 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 273.10    | \$ 273.10    |
| 077785 | PAYROLL | DUSTIN TABLER            |  | \$ - | \$ 1,250.51  | \$ 1,250.51  |

|        |     |                          |  |      |              |              |
|--------|-----|--------------------------|--|------|--------------|--------------|
| 077786 | 425 | TML A XEROX CO.          |  | \$ - | \$ 313.75    | \$ 313.75    |
| 077789 | 401 | AMAZON                   |  | \$ - | \$ 354.00    | \$ 354.00    |
| 077789 | 401 | GOF GOVERNMENT FINANCE   |  | \$ - | \$ 595.00    | \$ 595.00    |
| 077789 | 401 | SPRINT                   |  | \$ - | \$ 54.93     | \$ 54.93     |
| 077789 | 401 | STAPLES                  |  | \$ - | \$ 66.32     | \$ 66.32     |
| 077789 | 401 | STONEWALL RESORT         |  | \$ - | \$ 17.00     | \$ 17.00     |
| 077789 | 402 | WAL-MART                 |  | \$ - | \$ 23.19     | \$ 23.19     |
| 077789 | 402 | WINGATE INN              |  | \$ - | \$ 89.00     | \$ 89.00     |
| 077789 | 403 | BUFFALO WILD WING        |  | \$ - | \$ 12.62     | \$ 12.62     |
| 077789 | 403 | SHOPLET                  |  | \$ - | \$ 238.95    | \$ 238.95    |
| 077789 | 403 | SPRINT                   |  | \$ - | \$ 54.93     | \$ 54.93     |
| 077789 | 403 | WINGATE INN              |  | \$ - | \$ 89.00     | \$ 89.00     |
| 077789 | 405 | GREENBRIER HOTEL         |  | \$ - | \$ 234.90    | \$ 234.90    |
| 077789 | 405 | GREENBRIER HOTEL         |  | \$ - | \$ 1,500.00  | \$ 1,500.00  |
| 077789 | 405 | STONEWALL RESORT         |  | \$ - | \$ 146.00    | \$ 146.00    |
| 077789 | 412 | COMCAST                  |  | \$ - | \$ 105.75    | \$ 105.75    |
| 077789 | 415 | FRONTIER                 |  | \$ - | \$ 84.49     | \$ 84.49     |
| 077789 | 415 | SPRINT                   |  | \$ - | \$ 108.84    | \$ 108.84    |
| 077789 | 424 | CHARLES TOWN UTILITIES   |  | \$ - | \$ 69.26     | \$ 69.26     |
| 077789 | 424 | FRONTIER                 |  | \$ - | \$ 10,457.26 | \$ 10,457.26 |
| 077789 | 424 | MULTI-TECH SYSTEMS       |  | \$ - | \$ 800.00    | \$ 800.00    |
| 077789 | 424 | ROACH ENERGY             |  | \$ - | \$ 1,105.84  | \$ 1,105.84  |
| 077789 | 424 | SPRINT                   |  | \$ - | \$ 54.93     | \$ 54.93     |
| 077789 | 424 | THE HOME DEPOT           |  | \$ - | \$ 22.31     | \$ 22.31     |
| 077789 | 424 | 4 IMPRINT                |  | \$ - | \$ 713.59    | \$ 713.59    |
| 077789 | 425 | AMAZON                   |  | \$ - | \$ 56.08     | \$ 56.08     |
| 077789 | 425 | BUILD CHARGE             |  | \$ - | \$ 499.80    | \$ 499.80    |
| 077789 | 425 | CHARLES TOWN UTILITIES   |  | \$ - | \$ 1,307.08  | \$ 1,307.08  |
| 077789 | 425 | COMCAST                  |  | \$ - | \$ 1,064.26  | \$ 1,064.26  |
| 077789 | 425 | INTERSTATE ALL BATTERY   |  | \$ - | \$ 297.50    | \$ 297.50    |
| 077789 | 425 | JEFFERSON COUNTY P.S.D   |  | \$ - | \$ 240.34    | \$ 240.34    |
| 077789 | 425 | JEFFERSON UTILITIES, INC |  | \$ - | \$ 559.76    | \$ 559.76    |
| 077789 | 425 | ROACH ENERGY             |  | \$ - | \$ 346.87    | \$ 346.87    |
| 077789 | 425 | SHENANDOAH SPRING WATER  |  | \$ - | \$ 558.50    | \$ 558.50    |
| 077789 | 425 | THE HOME DEPOT           |  | \$ - | \$ 209.76    | \$ 209.76    |
| 077789 | 425 | THE HOME DEPOT           |  | \$ - | \$ 117.39    | \$ 117.39    |
| 077789 | 425 | VAMAC                    |  | \$ - | \$ 677.85    | \$ 677.85    |
| 077789 | 425 | WEISS BROS OF HAGERSTOWN |  | \$ - | \$ 134.55    | \$ 134.55    |
| 077789 | 425 | WEISS BROS OF HAGERSTOWN |  | \$ - | \$ 37.62     | \$ 37.62     |
| 077789 | 425 | WM WASTE MGNT            |  | \$ - | \$ 1,010.72  | \$ 1,010.72  |

|        |     |                          |  |      |             |             |
|--------|-----|--------------------------|--|------|-------------|-------------|
| 077789 | 428 | AMAZON                   |  | \$ - | \$ 60.72    | \$ 60.72    |
| 077789 | 428 | AMAZON                   |  | \$ - | \$ 40.23    | \$ 40.23    |
| 077789 | 428 | BATTERY MART             |  | \$ - | \$ 137.50   | \$ 137.50   |
| 077789 | 428 | DELL                     |  | \$ - | \$ 1,999.00 | \$ 1,999.00 |
| 077789 | 428 | SPRINT                   |  | \$ - | \$ 109.86   | \$ 109.86   |
| 077789 | 428 | STAPLES                  |  | \$ - | \$ 99.98    | \$ 99.98    |
| 077789 | 428 | SWIFT PAGE ACT           |  | \$ - | \$ 1,019.96 | \$ 1,019.96 |
| 077789 | 428 | SWIFT PAGE ACT           |  | \$ - | \$ 170.00   | \$ 170.00   |
| 077789 | 428 | WWW.NEWEGG.COM           |  | \$ - | \$ 517.99   | \$ 517.99   |
| 077789 | 428 | WWW.NEWEGG.COM           |  | \$ - | \$ 15.05    | \$ 15.05    |
| 077789 | 440 | FLATWOODS HOTEL & CONFER |  | \$ - | \$ 178.00   | \$ 178.00   |
| 077789 | 440 | INTL CODE COUNCIL INC    |  | \$ - | \$ 79.00    | \$ 79.00    |
| 077789 | 440 | SPIRIT OF JEFFERSON      |  | \$ - | \$ 107.00   | \$ 107.00   |
| 077789 | 440 | SPRINT                   |  | \$ - | \$ 164.79   | \$ 164.79   |
| 077789 | 440 | VISTA PRINT              |  | \$ - | \$ 19.22    | \$ 19.22    |
| 077789 | 440 | WV CODE COUNCIL          |  | \$ - | \$ 150.00   | \$ 150.00   |
| 077789 | 700 | AMAZON                   |  | \$ - | \$ 663.80   | \$ 663.80   |
| 077789 | 700 | ATLANTIC TACTICAL        |  | \$ - | \$ 1,932.76 | \$ 1,932.76 |
| 077789 | 700 | BRUCE'S 24 HOUR WRECK    |  | \$ - | \$ 85.00    | \$ 85.00    |
| 077789 | 700 | CHEIF SUPPLY             |  | \$ - | \$ 262.48   | \$ 262.48   |
| 077789 | 700 | DISCOUNT GOLF CART REPAI |  | \$ - | \$ 65.00    | \$ 65.00    |
| 077789 | 700 | GALLS                    |  | \$ - | \$ 3,405.96 | \$ 3,405.96 |
| 077789 | 700 | GOWERS FEED INC          |  | \$ - | \$ 86.38    | \$ 86.38    |
| 077789 | 700 | GS IMAGES                |  | \$ - | \$ 145.00   | \$ 145.00   |
| 077789 | 700 | JEFFERSON URGENT CARE    |  | \$ - | \$ 600.00   | \$ 600.00   |
| 077789 | 700 | LAWMEN SUPPLY CO.        |  | \$ - | \$ 543.58   | \$ 543.58   |
| 077789 | 700 | MOTOROLA, INC            |  | \$ - | \$ 3,410.92 | \$ 3,410.92 |
| 077789 | 700 | RAY ALLEN MANUFACTURING  |  | \$ - | \$ 1,831.03 | \$ 1,831.03 |
| 077789 | 700 | SPIRIT OF JEFFERSON      |  | \$ - | \$ 451.72   | \$ 451.72   |
| 077789 | 700 | SPRINT                   |  | \$ - | \$ 1,687.84 | \$ 1,687.84 |
| 077789 | 700 | TRAPUZZANOS UNIFORMS     |  | \$ - | \$ 874.18   | \$ 874.18   |
| 077789 | 700 | WAL-MART                 |  | \$ - | \$ 89.44    | \$ 89.44    |
| 077789 | 700 | 221B RESOURCES LLC       |  | \$ - | \$ 1,449.71 | \$ 1,449.71 |
| 077789 | 701 | GALLS                    |  | \$ - | \$ 2,779.04 | \$ 2,779.04 |
| 077789 | 711 | AMAZON                   |  | \$ - | \$ 113.44   | \$ 113.44   |
| 077789 | 711 | SPRINT                   |  | \$ - | \$ 187.18   | \$ 187.18   |
| 077789 | 712 | FRONTIER                 |  | \$ - | \$ 5,877.34 | \$ 5,877.34 |
| 077789 | 712 | NATIONAL ACADEMY OF EMD  |  | \$ - | \$ 80.00    | \$ 80.00    |
| 077789 | 712 | SPRINT                   |  | \$ - | \$ 1,356.31 | \$ 1,356.31 |
| 077789 | 712 | STAPLES                  |  | \$ - | \$ 56.02    | \$ 56.02    |

|              |         |                           |  |      |                      |                      |
|--------------|---------|---------------------------|--|------|----------------------|----------------------|
| 077789       | 712     | UPS STORE                 |  | \$ - | \$ 32.27             | \$ 32.27             |
| 077789       | 712     | WAL-MART                  |  | \$ - | \$ 31.76             | \$ 31.76             |
| 077789       | 716     | ADVANCE AUTO PARTS        |  | \$ - | \$ 15.89             | \$ 15.89             |
| 077789       | 716     | HILLSIDE VETERINARY HOSPT |  | \$ - | \$ 788.42            | \$ 788.42            |
| 077789       | 716     | THE HOME DEPOT            |  | \$ - | \$ 90.17             | \$ 90.17             |
| 077789       | 716     | WV TREASURY               |  | \$ - | \$ 50.00             | \$ 50.00             |
| 077789       | 716     | WV TREASURY               |  | \$ - | \$ 250.00            | \$ 250.00            |
| 077789       | 717     | BP                        |  | \$ - | \$ 11.16             | \$ 11.16             |
| 077789       | 717     | FISHER AUTO PARTS         |  | \$ - | \$ 134.52            | \$ 134.52            |
| 077789       | 717     | INTERSTATE ALL BATTERY    |  | \$ - | \$ 262.35            | \$ 262.35            |
| 077789       | 717     | RANDYS RING & PINION      |  | \$ - | \$ 539.69            | \$ 539.69            |
| 077789       | 717     | SHEETZ                    |  | \$ - | \$ 34.96             | \$ 34.96             |
| 077789       | 717     | SNAP ON TOOLS             |  | \$ - | \$ 755.95            | \$ 755.95            |
| 077789       | 717     | THOMASSEN FORD MERCURY    |  | \$ - | \$ 87.03             | \$ 87.03             |
| 077789       | 717     | WVSP TRAFFICE RECORDS     |  | \$ - | \$ 375.00            | \$ 375.00            |
| 077789       | 717     | 7 ELEVEN                  |  | \$ - | \$ 17.19             | \$ 17.19             |
| 077790       | 405     | WVU                       |  | \$ - | \$ 2,206.44          | \$ 2,206.44          |
| 077791       | PAYROLL | BENJAMIN S. WILLIAMS      |  | \$ - | \$ 260.78            | \$ 260.78            |
| 077792       | 402     | W.B. MASON CO. INC        |  | \$ - | \$ 43.90             | \$ 43.90             |
| 077792       | 406     | W.B. MASON CO. INC        |  | \$ - | \$ 59.76             | \$ 59.76             |
| 077792       | 406     | W.B. MASON CO. INC        |  | \$ - | \$ 27.24             | \$ 27.24             |
|              |         |                           |  |      |                      |                      |
|              |         |                           |  |      |                      |                      |
| <b>TOTAL</b> |         |                           |  |      | <b>\$ 104,590.69</b> | <b>\$ 104,590.69</b> |

**Motion by Ms. Tabb to approve the Accounts Payable for January 19, 2017 in the amount of \$104,590.69. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

|                                  |                |                                 |               |
|----------------------------------|----------------|---------------------------------|---------------|
| <b>HOME DETETION</b>             |                |                                 |               |
| <b>OO8</b>                       |                |                                 |               |
| <b>Date</b>                      | <b>Check #</b> | <b>VENDOR</b>                   | <b>Amount</b> |
| 1/13/2017                        | 553            | <b>3M ELECTRONIC MONITORING</b> | \$ 3,135.00   |
| 1/13/2017                        | 554            | <b>UNITED BANK</b>              | \$ 54.93      |
| 01/13/17                         | 555            | <b>CDA</b>                      | \$ 783.75     |
|                                  |                |                                 |               |
| <b>FARMLAND PROTECTION BOARD</b> |                |                                 |               |

| <b>O57</b>             |         |                             |                     |
|------------------------|---------|-----------------------------|---------------------|
| Date                   | Check # | VENDOR                      | Amount              |
| 1/13/2017              | 284     | JEFFERSON CO FARMLAND PROT. | \$ 45,744.54        |
|                        |         |                             |                     |
|                        |         |                             |                     |
| <b>BARDANE</b>         |         |                             |                     |
| <b>244</b>             |         |                             |                     |
| Date                   | Check # | VENDOR                      | Amount              |
| 1/13/2017              | 608     | UNITED BANK                 | \$ 506.06           |
|                        |         |                             |                     |
|                        |         |                             |                     |
|                        |         |                             |                     |
|                        |         |                             |                     |
| <b>SHERIFF CAPITOL</b> |         |                             |                     |
| <b>246</b>             |         |                             |                     |
| Date                   | Check # | VENDOR                      | Amount              |
| 1/13/2017              | 1550    | CLAYLICK FABRICATION LLC    | \$ 2,736.00         |
| 1/13/2017              | 1551    | PATRIOT FIRE AND SECURITY   | \$ 12,253.00        |
| 1/13/2017              | 1552    | A PLUS PLUMBING             | \$ 825.00           |
| 1/13/2017              | 1553    | JR JEFFERSON RENTALS        | \$ 238.70           |
| 1/13/2017              | 1554    | 84 LUMBER                   | \$ 1,989.82         |
| 1/13/2017              | 1555    | CAPITALTRISTATE             | \$ 13,517.49        |
| 1/13/2017              | 1556    | UNITED BANKCARD CENTER      | \$ 3,144.18         |
|                        |         |                             |                     |
|                        |         |                             |                     |
| <b>TOTAL</b>           |         |                             | <b>\$ 84,928.47</b> |

**Motion by Ms. Noland to approve the Manual Checks for January 13, 2017 in the amount of \$84,928.47. Motion seconded and unanimously approved.**

| <b>ASSESSOR VALUATION</b> |         |          |           |
|---------------------------|---------|----------|-----------|
| <b>O56</b>                |         |          |           |
| Date                      | Check # | VENDOR   | Amount    |
| 1/20/2017                 | 610     | WB MASON | \$ 256.00 |
| 1/20/2017                 | 611     | WB MASON | \$ 483.89 |
|                           |         |          |           |

| <b>BARDANE</b>         |         |                               |                    |
|------------------------|---------|-------------------------------|--------------------|
| <b>244</b>             |         |                               |                    |
| Date                   | Check # | VENDOR                        | Amount             |
| 1/20/2017              | 609     | POTOMAC EDISON                | \$ 4,476.31        |
|                        |         |                               |                    |
|                        |         |                               |                    |
| <b>SHERIFF CAPITOL</b> |         |                               |                    |
| <b>246</b>             |         |                               |                    |
| Date                   | Check # | VENDOR                        | Amount             |
| 1/20/2017              | 1557    | UNITED BANK                   | \$ 618.17          |
| 1/20/2017              | 1558    | PATRIOT FIRE AND SECURITY LLC | \$ 525.00          |
|                        |         |                               |                    |
|                        |         |                               |                    |
|                        |         |                               |                    |
|                        |         |                               |                    |
|                        |         |                               |                    |
|                        |         |                               |                    |
|                        |         |                               |                    |
| <b>TOTAL</b>           |         |                               | <b>\$ 6,359.37</b> |

**Motion by Ms. Noland to approve the Manual Checks for January 20, 2017 in the amount of \$6,359.47. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the Payroll for January 12, 2017 in the amount of \$248,959.00. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – Mr. Tabb stated he was retiring his “Mr. Flag” flat hat in favor of a Russian *ushanka* hat since he feels as though he’s living in Soviet Russia since his rights have been “infringed upon” due to the sanctions filed against him by Nathan Cochran, Assistant Prosecuting Attorney, preventing him from filing additional lawsuits against the Commission.

Seth Rivard, City Planner for the City of Charles Town – asked the Commission to consider providing a letter of support for the City’s Augustine Avenue Trail project.

Nicola Bastian, resident – spoke about her concerns for her community in Millville and asked the Commission if they could offer some suggestions for help. .

## PRESENTATIONS

1. Matthew Harvey, Prosecuting Attorney – requested approval to hire for a vacant assistant prosecutor position starting January 23, 2017.
  - **Motion by Ms. Noland to approve the hire of Tim Helman as assistant prosecuting attorney beginning January 23, 2017. Motion seconded and unanimously approved.**
2. Eleanor Finn, resident and member of the League of Women Voters – provided the Commission with comments about the upcoming FY18 budget process.
  - **Motion by Ms. Noland to hold a public budget forum on Thursday, February 9, 2017 at 7:00 pm. Motion seconded and unanimously approved.**
3. Martin Burke, Chair, Jefferson County Historic Landmarks Commission
  - a. Presentation by outgoing AmeriCorps member Rob Aitcheson and introduction of Lauren Kelly, new JCHLC intern.
  - b. Resolution of Approval of the Boundary Expansion of Antietam National Battlefield Park.
    - It was the consensus of the Commission to ask Mr. Burke to return with his request once he had received feedback from the seven property owners who would be impacted by the boundary expansion of the Antietam National Battlefield Park.
4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
5. Lynn Fields, Jefferson County Probate Office – requested the Quarterly Review for Accounts and Waivers
  - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to approve the closure of estates that have met all requirements for probate, and approve the opening of new estates since last quarterly review. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
6. Interviews and Appointments to the Jefferson County Board of Zoning Appeals – 2 three-year terms ending January 1, 2020 and three alternate positions ending January 1, 2018, January 1, 2019, and January 1, 2020 respectively.
- **Motion by Ms. Tabb to reappoint Tyler Quynn and Matt Knott to the Board of Zoning Appeals and Deirdre Catterton as an alternate on the Board of Zoning Appeals. Motion seconded but tabled as the newly elected members of the Commission would like the opportunity to meet the applicants before making a decision.**
7. Interviews and Appointments to the Jefferson County Water Advisory Committee – three 3-year terms ending January 31, 2019.
- **Motion by Ms. Noland to reappoint Mary Sell and Dick Latterell to the Jefferson County Water Advisory Committee each for a term of three years ending January 31, 2019. Motion seconded and unanimously approved.**
8. Russell Burgess, IT Specialist – requested approval of the Bid Proposal for the multi-functional digital copier/printer/scanner/fax lease.
- **Motion by Ms. Tabb to approve the bid proposal for the multi-functional digital copier/printer/scanner/fax lease as presented. Motion seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer – requested a complete construction bond release for Mission Tabernacle Church – Mission Tabernacle Church Addition – File #S13-06.
- **Motion by Ms. Noland to 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. Motion seconded and unanimously approved.**
10. Bill Polk, Director of Maintenance – requested approval of the furniture quote for the 3<sup>rd</sup> floor judicial building remodel.
- **Motion by Ms. Noland to approve/deny the furniture quote from Miller’s Supplies in the amount of \$80,202.98 to furnish the 3<sup>rd</sup> floor judicial building remodel. Motion seconded and unanimously approved.**

## NEW BUSINESS

11. Discussion of County Commission Flags – there was no decision on the flag issue as the matter is still the subject of litigation.
12. Matthew Popkin, Sustainable Strategies D.C. – requested a letter of support for the City of Charles Town’s Augustine Avenue Trail Project and Grant Application
  - **Motion by Ms. Noland to provide a letter of support to the City of Charles Town for the Augustine Avenue Trail Project and Grant Application. Motion seconded and unanimously approved.**
13. Selection of Commission Liaison to HOME Consortium Council
  - It was the consensus of the Commission to appoint Commissioner Hudson to the HOME Consortium Council.

## ASSISTANT PROSECUTING ATTORNEY UPDATES

- Update on Case No. 16-AA-2 and Discussion of legal issues surrounding delinquent ambulance fees
  - **Motion by Ms. Noland to enter into executive session. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

Recycling Program – Ms. Grove stated Apple Valley Waste is looking to potentially raise their recycling fee; however, an employee from the West Virginia Public Service Commission contacted Ms. Grove to say he may be able to stave off the increase in the fee if recycling services were offered every other week instead of weekly if the Commission were to agree. The Commission stated they were not ready to make a decision about this matter as they haven’t seen any documents or a formal request.

## COUNTY COMMISSION REPORTS

Josh Compton

- Attended a Parks and Recreation Commission meeting.
- Attended a PSD meeting.
- Attended a We The People event regarding the ambulance fee.
- Attended a

Peter Onoszko

- Met with Denise Pouget, Director of the Jefferson County Emergency Services Agency.
- Attended a Historic Landmarks Commission meeting.
- Attended the Special Session on January 11<sup>th</sup>.

Caleb Hudson

- Attended a Day Report Center meeting.
- Attended a Board of Health meeting.
- Attended the Special Session on January 11<sup>th</sup>.
- Attended a Water Advisory Committee meeting.

Jane Tabb

- Attended a Fire & Rescue Association meeting.
- Attended the Special Session on January 11<sup>th</sup>.
- Spoke at a Leadership Jefferson Meeting.
- Visited the future site of the new Shepherdstown Library.
- Attended an LEPC meeting.
- Attended an E911 meeting.

Patsy Noland

- Attended the Special Session on January 11<sup>th</sup>.
- Attended a Region 9 meeting.
- Attended a Leadership Jefferson luncheon.
- Attended the future site of the new Shepherdstown Library.
- Continued to research PSD matters.

14. Work Session – Board of Review and Equalization Tutorial

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PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



## **SPECIAL SESSION**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, January 11, 2016, beginning at 9:30 o'clock a.m.

**PRESENT:** Peter Onoszko, President  
Jane Tabb, Vice President  
Josh Compton, Commissioner  
Caleb Hudson, Commissioner  
Patricia Noland, Commissioner  
Stephanie Grove, County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
William Rohrbaugh, Attorney  
Alexandra Beaulieu, Zoning Administrator  
Jessica Carroll, Administrative Assistant

**In re: Discussion of issues concerning the Jefferson County Public Service District and receive legal advice from counsel about the Commission interaction with the District, Charles Town, Ranson, and the Public Service Commission regarding sewer services and potential comments in Case No. 16-0616-PSD-PC-CN before the Public Service Commission, including the public comment hearing on January 19, 2017.**

**Discussion of changes requested by the County Commission to the proposed Zoning Ordinance text amendment (ZTA16-01)**

The meeting was called to order at 9:30 a.m. by Commissioner Onoszko.

Commissioner Compton led the Pledge of Allegiance.

Commissioner Onoszko asked for unanimous consent to allow the members in the audience to address the Commission. The Commission agreed. Comments were made by the following:

- Wayne Morgan, Thrasher Engineering and Sue Lawton, General Manager of the Jefferson County Public Service District – provided an explanation of the sewer systems improvement project, including a cost breakdown totaling \$6.5 million dollars and a two year building period. Both parties noted that the Public Service District is currently at or beyond the peak flow limit, and if the project is not approved, there may be overflows in customers' homes.
- Peggy Smith, Mayor of Charles Town – Ms. Smith stated that although she wishes to continue dialogue with Ranson and the County Commission regarding the total acquisition of the JCPSD assets, the approval of the sewer systems improvement project could jeopardize consolidation as acquiring the added debt would complicate the City's ability to keep District rates under control and equal with current Charles Town rates.
- Duke Pierson, Mayor of Ranson, and Andy Blake, City Manager of Ranson – stated they were not prepared to make a statement at this time as they were still awaiting more direction from the Commission regarding the possibility of total utility consolidation.

- John Reisenweber, Director, Jefferson County Development Authority – spoke in favor of a sewer improvement project as it would be helpful to future residents and businesses.
- Jacqueline Milliron, resident – spoke against the sewer improvement project as the current water and sewer rates for District customers are very high, and with no potential new customers, current customers would have to bear the burden of the cost of the improvement project.
- **There being no further comment, motion by Ms. Tabb to enter into Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to send a letter to the West Virginia Public Service Commission expressing opposition to the JCPSD sewer improvement project. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

Ms. Noland noted she would send her own letter to the West Virginia Public Service Commission providing her personal opinion regarding the sewer improvement project. Mr. Onoszko requested Commissioner Compton work with Ms. Grove and Mr. Cochran to draft the letter of opposition. Mr. Onoszko also requested all letters from County Commissioners regarding the sewer systems improvement project be compiled and sent to the Public Service Commission by January 31, 2017.

The Commission also discussed amendments to the Jefferson County Zoning and Land Development Ordinance (ZTA16-01). It was the consensus of the body to request Ms. Beaulieu change all Commercial Uses in the Residential and Rural Zoning Districts from Not Permitted to Conditional and develop additional criteria for the Commercial Uses under the Conditional Use Permitting Process to be presented at a later meeting.

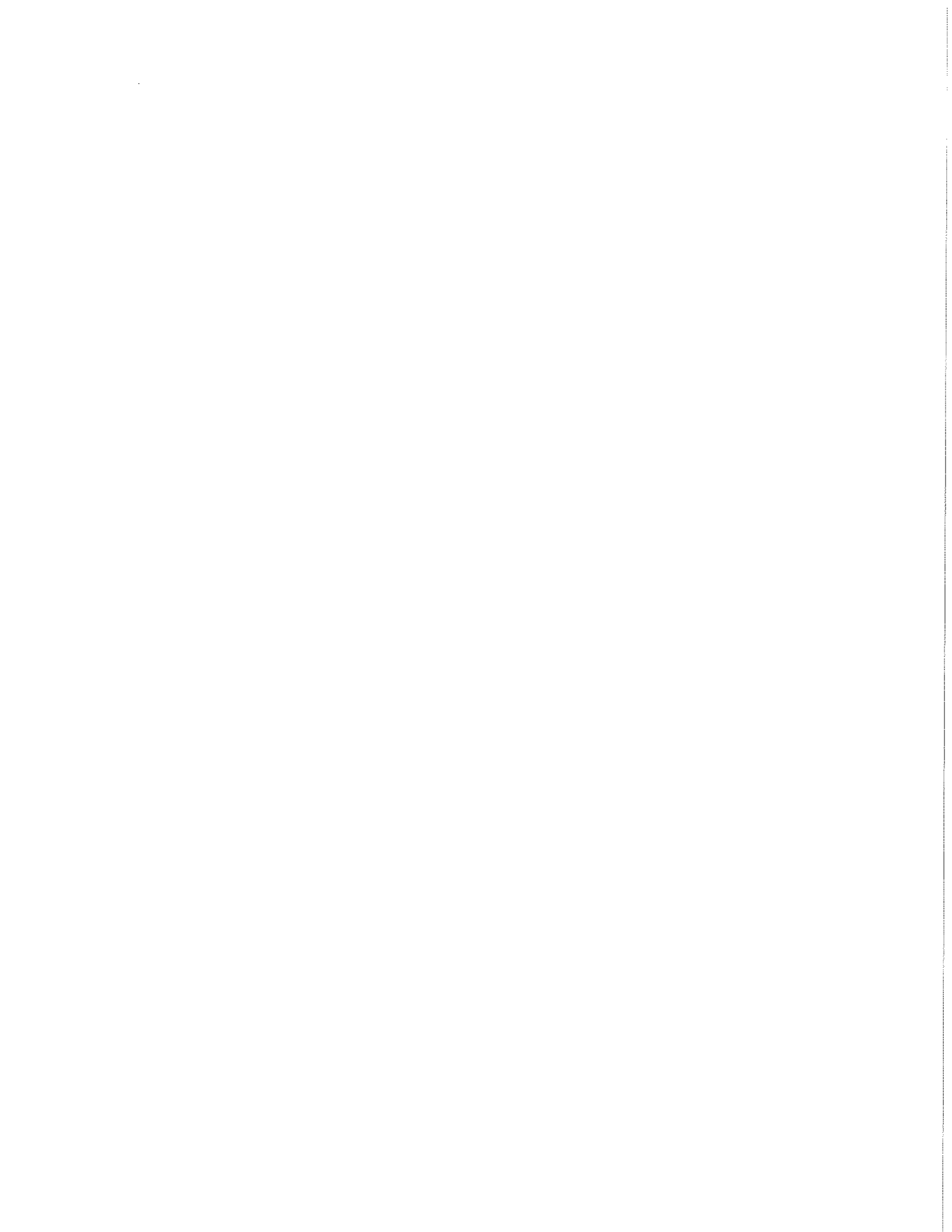
- **There being no further business, motion by Mr. Onoszko to adjourn at 12:33 pm. Motion seconded and unanimously approved.**

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PETER ONOSZKO, PRESIDENT

Respectively Submitted:  
 Jessica D. Carroll  
 Administrative Assistant

| DESCRIPTION                 | Fund 001 CO.         | Fund 003 Dog    | Total                |
|-----------------------------|----------------------|-----------------|----------------------|
| Gross Wages                 | \$ 379,328.44        | \$ 35.40        | \$ 379,363.84        |
| 6.2% Tax Payable OASDI      | 22,637.22            | \$ 2.17         | \$ 22,639.39         |
| 1.45% Tax Payable HI        | 5,294.17             | \$ 0.51         | \$ 5,294.68          |
| Fed Withholding             | 42,238.36            | \$ 3.06         | \$ 42,241.42         |
| WV State Withholding        | 16,187.40            | \$ 1.62         | \$ 16,189.02         |
| PERS Retirement Deduct 4.5% | 11,703.03            | \$ 1.59         | \$ 11,704.62         |
| PERS Retirement Deduct 6%   | 1,572.36             |                 | \$ 1,572.36          |
| Hosp. Pre-Tax               | 11,641.50            |                 | \$ 11,641.50         |
| Cancer/ICU Pre-Taxed        | 1,035.66             |                 | \$ 1,035.66          |
| Cancer/ICU Not Pre-Taxed    | 809.81               |                 | \$ 809.81            |
| Optional Life Not Pre-Taxed | 2,064.95             |                 | \$ 2,064.95          |
| 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% | 5,786.38             |                 | \$ 5,786.38          |
| 457 - Nationwide            | 749.00               |                 | \$ 749.00            |
| 4571 - 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               | 90.15                |                 | \$ 90.15             |
| COLONIAL(PLUS)              | 120.27               |                 | \$ 120.27            |
| <b>Total Deductions</b>     | <b>\$ 134,113.85</b> | <b>\$ 8.95</b>  | <b>\$ 134,122.80</b> |
|                             |                      |                 |                      |
| <b>Net Wages Total</b>      | <b>\$ 245,214.59</b> | <b>\$ 26.45</b> | <b>\$ 245,241.04</b> |
| <b>Payroll Date</b>         | <b>26-Jan-2017</b>   |                 |                      |



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



Name: **Emily Wells**

Department or Organization: **WVU Extension Service**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **February 2, 2017**

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

Date Requested – 2<sup>nd</sup> Choice: **February 16, 2017**

Subject (*Wording to be placed on agenda*): **Approval of new hire for Extension Service, effective 2/6/17**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**After going through the application and interview process, Morgan Henderson has accepted our offer of the position. She will start Morgan Henderson at the Grade II, Step A pay level. This remains within the realm of our salary budget.**

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 we approve the hire of Morgan Henderson as the new Secretary for WVU Extension Service.**

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

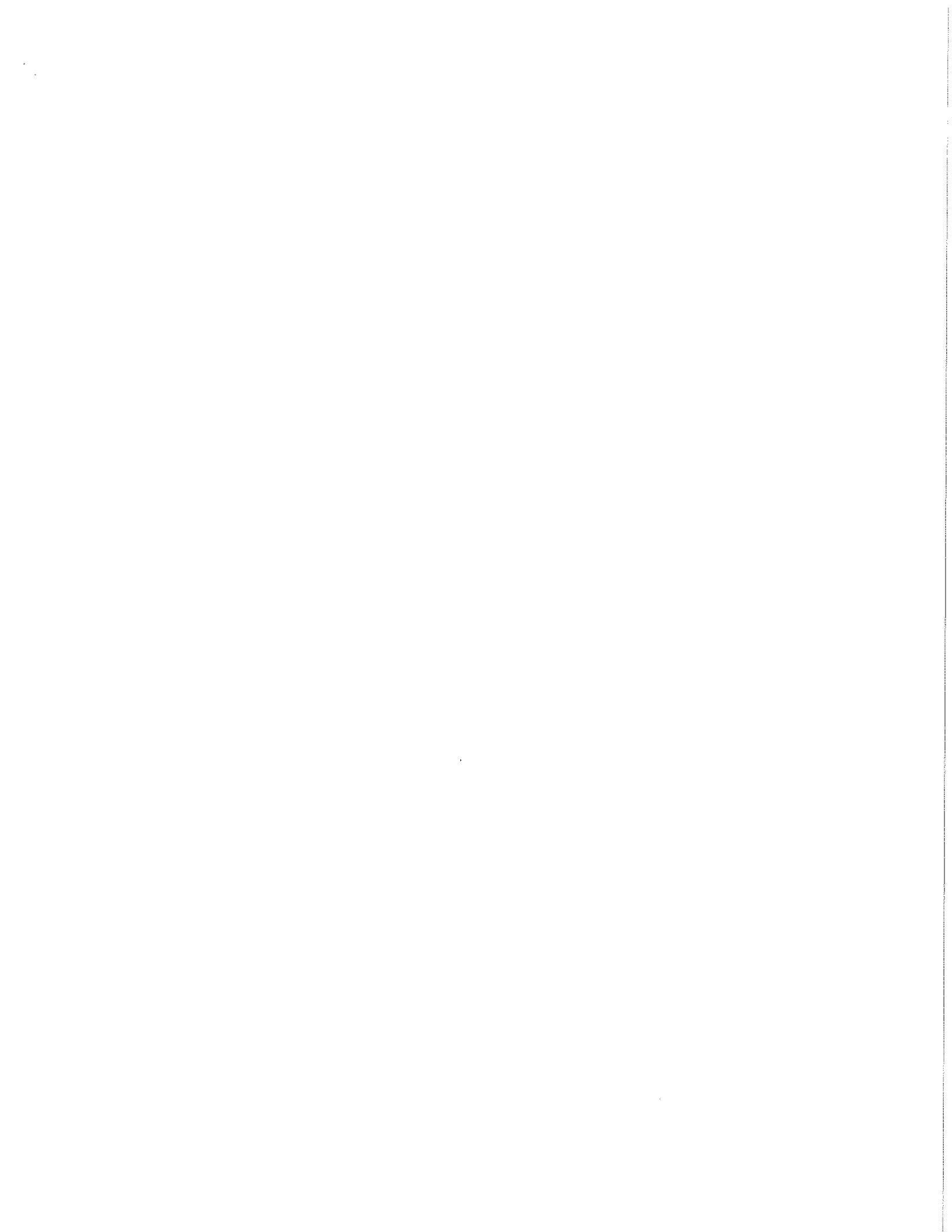
Contact information:

Email address: **Emily.Wells@mail.wvu.edu**

Phone Number: **304 728 7413 x2**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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



Name: **Matthew Pennington**

Department or Organization: **Eastern Panhandle Planning and Development Council**

Estimation of amount of time needed for appointment: **25 Minutes**

Date Requested – 1<sup>st</sup> Choice: **January 19, 2017 (Before 10:30 am, if possible)**

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

Date Requested – **February 2, 2017**

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

**Eastern Panhandle Planning and Development Council (Region 9) Environmental Program Status Report**

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

**A presentation of Region 9's Environmental Program will be made by Matthew Pennington, Environmental Program Coordinator, on the progress of local water and air quality improvement efforts, as well as discussing new opportunities to incorporate local priorities and goals into environmentally focused planning initiatives.**

Is this a funding request? **No**

If so, how much? **\$ N/A**

Provide exact financial impact/request:

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

**N/A**

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

If not attached, explain:

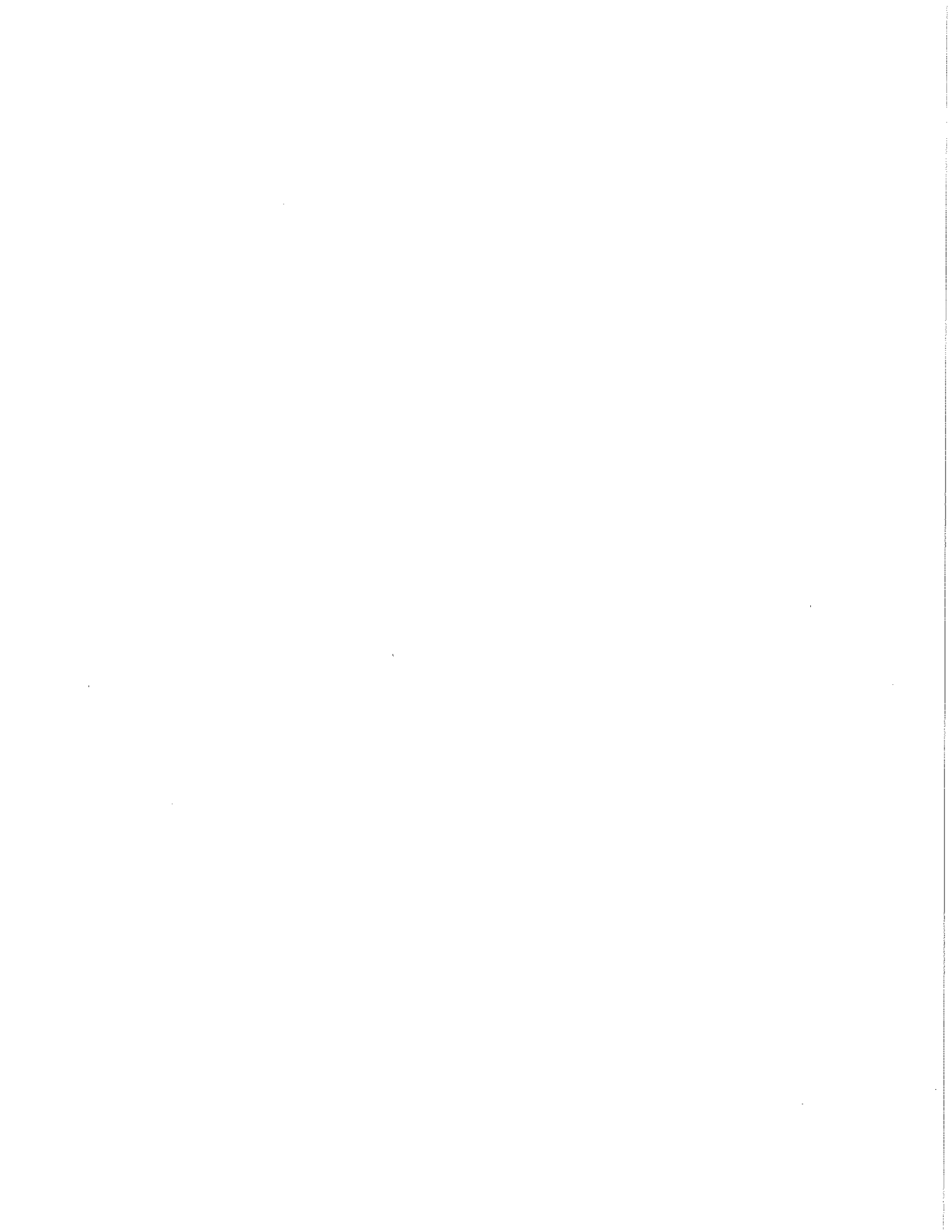
Is equipment needed?      Projector    **Yes**                      Internet/Wi Fi    **Yes**                      Telephone for conference call    **No**

Contact information:

Email address: [mpennington@region9wv.com](mailto:mpennington@region9wv.com)

Phone Number: (304) 707-1920

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



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: **February 2, 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 three-year terms ending January 1, 2020, and three alternate positions ending January 1, 2018, January 1, 2019, and January 1, 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

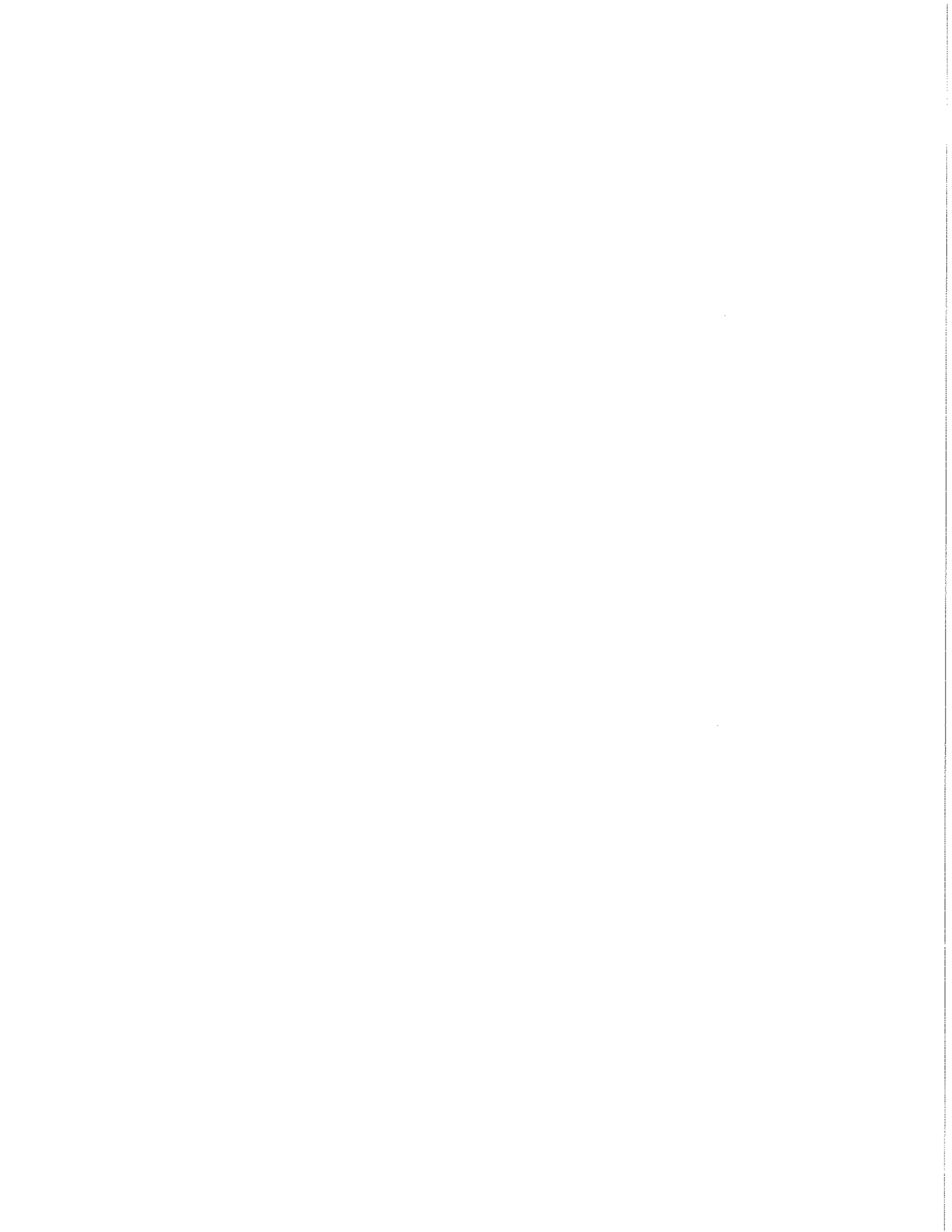
Contact information:

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 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)

PRESIDENT

*Patricia A. Noland*

VICE PRESIDENT

*Walt Pellish*

COMMISSIONER

*Dale Mannel*

COMMISSIONER

*Peter Onoscho*

COMMISSIONER

*Jane Tabb*

December 16, 2016

J. Tyler Quynn

PO Box 1374

Charles Town WV 25414

*HARPERS 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.*

*Tyler Quynn*

*1/7/17*

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

# J. TYLER QUYNN

~~QUYNN@FRONTIERNET.NET~~ ~ 304.279.8821

~~625 GARDEN PLACE, P.O. BOX 430, CHARLES TOWN, WV, 25414~~

~~38 Belvedere Farm Lane~~

## SUMMARY OF QUALIFICATIONS

Experience in real estate, planning, developing, building, and construction inspection / code enforcement.

## EDUCATION

- B.A., Industrial Technology, California State University, Fresno, CA
- U.S. Marine Corps, Heavy Equipment Operation and Maintenance
- Dale Carnegie, Effective Speaking and Human Relations
- Windows 1995, Computer Enhancement Systems, 1996
- Micro Concepts Computer Class, Frederick Community College, 1998
- Conversational Spanish, Frederick Community College, 2000
- Continuing Education in Building / Land Development

*Today's OSHA Compliance Update, 2003*

*Assessing Wastewater Options*

*for Small Communities, 2002*

*Alternative On-site Wastewater Treatment Technologies, 2002*

*Emerging Perspectives on Decentralized Wastewater Management, 2002*

*Basic Erosion & Sediment Control, 2001*

*Erosion and Sediment Control for Inspectors, 2001*

*Planning Commissioner Certificate Program, 2000*

*MBOA Smart Code Update, 1999*

*Inspection of On-site Sewage Disposal, 1999*

*BOCA Non-Structural Plan Review, 1999*

*Environmental Planning in Frederick County, 1997*

*Orientation to Planning, 1996*

*Land Use Process, 1994*

*Raw Lands to Finished Lots, 1994*

*Business Law, 1993*

*Environmental Action, 1993*

*MD Home Improvement, 1991*

*Planning Process and Zoning, 1991*

*Commercial Real Estate, 1990*

*Government Regulation / Land Use, 1990*

*Non-Tidal Wetlands, 1990*

*Sand Mound Design & Const., Innovative /*

*Alternative Septic Systems, 1990*

*Farm & Commercial Appraising, 1987*

## PROFESSIONAL MEMBERSHIPS & CERTIFICATIONS

- VA Erosion & Sediment Control Inspector # 2359
- West Virginia I-S, Sewer certification, 2002
- International Code Council (ICC) Member #04940
  - ICC Certified Residential Electrical Inspector, Expires 2008
  - ICC Certified Residential Combination Inspector, Expires 2008
  - ICC Certified Residential Building Inspector, Expires 2008
  - ICC Certified Residential Mechanical Inspector, Expires 2008
  - ICC Certified Residential Plumbing Inspector, Expires 2008
  - ICC Certified Property, Maintenance & Housing Inspector, Expires 2008
- Building Officials & Code Administration International, Inc. (BOCA) Member # 21520
  - BOCA Certified One & Two Family Dwelling Combination Inspector
  - BOCA Certified Property, Maintenance & Housing Inspector
  - BOCA Certified One & Two Family Dwelling Plumbing Inspector,
  - BOCA Certified One & Two Family Dwelling Mechanical Inspector
  - BOCA Certified One & Two Family Dwelling Electrical Inspector
  - BOCA Certified One & Two Family Dwelling Building Inspector
  - Knowledge of BOCA Life Safety Codes / Fire Codes / City Ordinance
- MD Licensed Real Estate Salesperson # 304484
- HUD Compliance Inspector, 1989
- California Vocational Teaching Credential – Carpentry / Building Construction, 1983

## WORK HISTORY

- Oct., 2002 to  
April, 2005      Jefferson County Public Service District  
**Operations Manager**
- Manage Field Staff and Operations
- Maintenance Technician (temporary)**
- Assist maintenance staff during transition time with new management.
  - Maintain & trouble-shoot sewer pump stations & mains
  - Maintain & troubleshoot water pump station, mains & meters
  - Help to set up inspection program
  - Produce specifications for major purchases
  - Communicate with Engineers to assist in PSD projects
- 2001 to  
Oct, 2002      County of Loudoun, Leesburg, VA  
**Zoning Inspector**
- Receive, respond and investigate zoning complaints and violations.
  - Conduct field investigations and properly document all evidence and information.
  - Build case and prepare all necessary paperwork for special exceptions.
  - Positively interact with customers to help them come to an equitable agreement with the County before legal action is necessary.
- Bonds Management**
- Responsible for preparation, releases and reductions of Erosion and Sediment Control bonds.
  - Respond and assist customers and peers in understanding of this complicated process.
- 1974-2001      Self Employed, Frederick, MD  
**Real Estate Infill Development / Restoration / Management**
- Responsible for developing / building / restoring from initial purchase of land, monies and equipment to selling completed project or renovation.
  - Purchased and managed single family, multi-unit, and mixed use Historic District buildings; including renovations, leasing, rent collections, general bookkeeping and tax preparation.
  - Remediation Consultant / Mechanic for well water development, design and repair.
- July, 1999  
July, 2000      Honduras Outreach Program, Omoa, Honduras  
**Volunteer / Construction Project Co-Coordinator**
- Participated in construction programs to restore damage from Hurricane Mitch including church walls, houses and a medical clinic.
- 1995.1998      Board of County Commissioners, Frederick, MD  
**Vice Chair, Frederick County Zoning Board of Appeals**
- Heard requests for administrative appeals, variances and special exceptions; conducted site assessments; researched, analyzed and interpreted the relevant codes and regulations; decided validity of cases and informed citizens and community during the public hearing process.
- 1983.1985      City of Frederick, Frederick, MD  
**Building Inspector**
- Department Head, in charge of Permits & Inspections (All construction types, new and existing)
  - Responsible for receiving, reviewing and approving plans; issuing permits, certifications and orders; performing inspections; preparing reports and maintaining official records.
  - Investigate citizen complaints and city fire damage; provide technical guidance to applicants and professional community, including testimony in court; prepare department budget.
- 1974.1979      Alexander Enterprises / Carpenters Local #1590, Frederick, MD / Washington, D.C.  
**Construction Manager & Carpenter**
- Supervised 8-15 employees and subcontractors in residential and commercial construction.
  - Constructed concrete formwork for high rise apartment buildings, office buildings, and public underground transportation systems.

## Jessica Carroll

---

**From:** Matt Knott <matt@riverriders.com>  
**Sent:** Friday, January 27, 2017 11:42 AM  
**To:** Jessica Carroll; Stephanie Grove  
**Cc:** Patricia Noland; Jane Tabb; jjcompton05@gmail.com;  
calebHUDSONforjeffersoncountywv@gmail.com; ponoszko@aol.com  
**Subject:** BZA reappointment

Good morning! I wanted to reaffirm my desire to serve another term on the Board of Zoning Appeals, but I will be out of town on the 2nd for the ACCT Zipline Conference and be unable to attend the County Commission meeting that day. If I am able to arrange another day, it would be appreciated.

I am a lifelong resident of Jefferson County. My children go to school here, and I have been a business owner since 1998 in the county. My intention is to make common sense decisions that allow expansion and use of private property that does not overly affect others use of their own property.

Thanks,

Matt

Matt Knott



408 Alstadts Hill Road Harpers Ferry WV 25425

(t)8003267238 (p)3045352663 (f)3045352610

[River Riders Facebook](#) [Instagram](#) [Twitter](#)

[www.RiverRiders.com](http://www.RiverRiders.com)

Stay and Play with a package deal from the Clarion Inn Harpers Ferry

(p)3045356302 or [book online](#)

[www.clarionhotelharpersferry.com](http://www.clarionhotelharpersferry.com)

## 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

**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 Alstdts 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**

---

**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.**

---

**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.**

---

**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, ccivis, Pictometry, Laserfische (Community Development and Accounting, ScreeningOne, Cyborg, IQ, elearning, and Elderdocs.

---

**Education:**

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

---

**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!

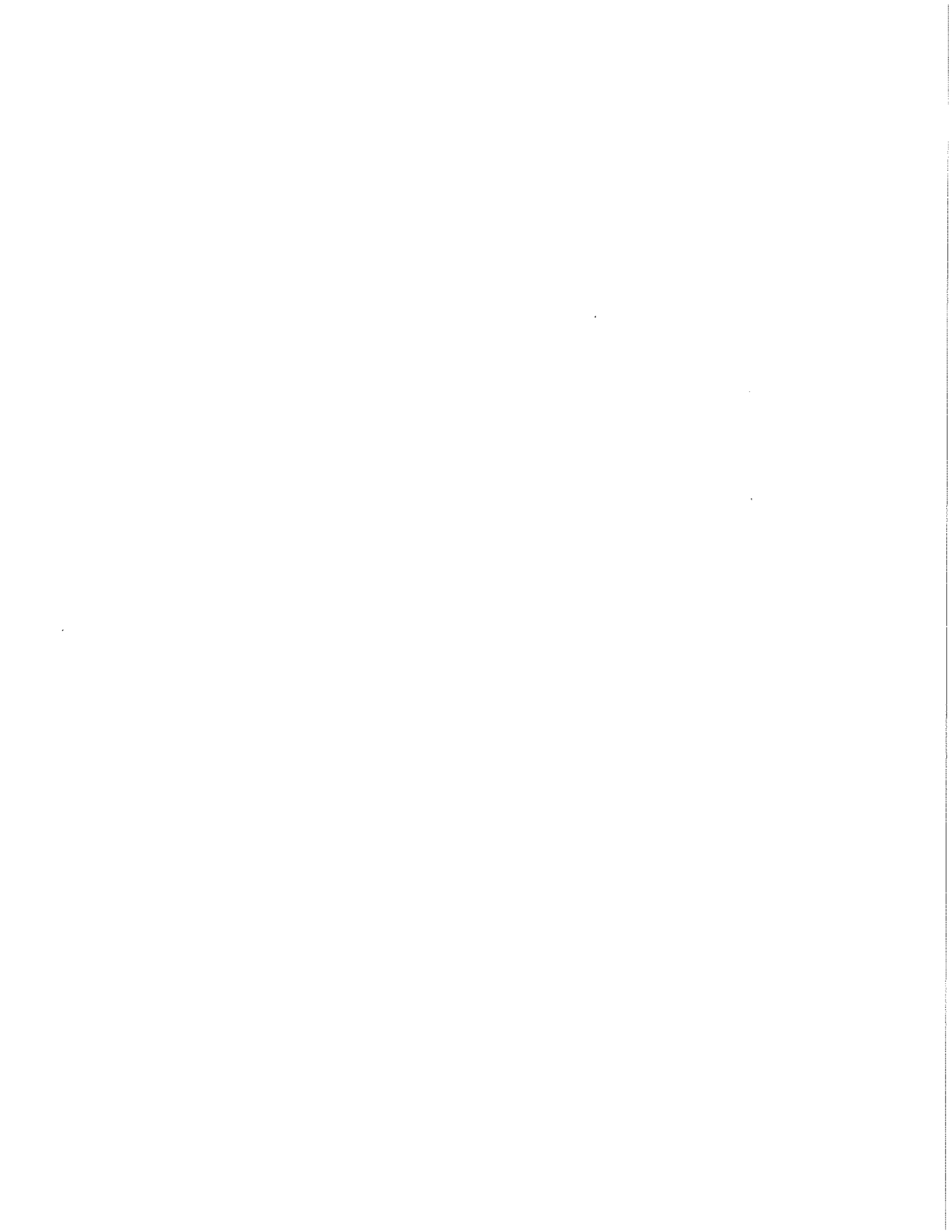
I tried to send my formal request to be considered on the Board of Zoning Appeals and once it was kicked back - and unclear if you received the second email.

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: Martin Burke

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **February 2, 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 for a pledge of \$10,000 to an agency endowed fund, *Our History, Our Community Fund*, at Eastern WV Community Foundation.**

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

In December 2016, the Jefferson County Historic Landmarks Commission(JCHLC) established an Agency Endowed Fund, entitled *Our History Our Community Fund* at the Eastern WV Community Foundation with a goal of \$100,000. Once this goal is reached JCHLC will create a grant program for owners of Category I and Category II structures of which there are 450 in the County. Competitive grants of up to \$1,000 could be used for emergency repairs, stabilization and maintenance, and the purchase or maintenance of battlefield land in the unincorporated areas of Jefferson County. **See attached funding agreement with EWVCF**

Is this a funding request? Y/N Y

If so, how much? \$10,000

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



*Jefferson County Historic Landmarks Commission  
P.O. Box 23  
Charles Town, West Virginia 25414*

December 15, 2016

Board of Directors  
Eastern West Virginia Community Foundation  
229 East Martin Street, Suite 4  
Martinsburg, West Virginia 25401

Ladies and Gentlemen:

With an initial sum of less than \$5,000.00, described on Schedule A attached hereto and made a part hereof by this reference, the **Jefferson County Historic Landmarks Commission (JCHLC)** (hereafter "we") wishes to establish a component fund with the **Eastern West Virginia Community Foundation** (hereafter "the Foundation"). The initial contribution, which will be less than \$5,000.00, will be placed in a separate subaccount maintained by the Foundation until the amount of the monies in the subaccount equal or exceed \$5,000.00. All monies shall immediately upon contribution become the property of the Foundation and shall not be refundable under any circumstances. Contributions to the separate subaccount may be made by any person or organization at any time. If the amount of the monies in the separate subaccount does not equal or exceed \$5,000.00 within five years after the date of this letter, all money in the sub-account shall be redirected at the discretion of the Board of Directors. Once the monies in the separate subaccount equal or exceed \$5,000.00, the subaccount shall constitute a restricted fund to be maintained by the Foundation.

The fund shall be known as the "Eastern West Virginia Community Foundation **Our History Our Community Fund**" which name shall be used at all times when referring to the fund (hereafter "the Fund"). Any public display or event or fundraising program that mentions the Fund shall require prior written consent of the Foundation. The Fund shall be held, administered and distributed as follows:

1. The Fund shall be a component fund of the Foundation of the type known as an **agency fund**, and shall be maintained by the Foundation pursuant hereto for the benefit of the **Jefferson County Historic Landmarks Commission** of Jefferson County, West Virginia (hereafter "the designated charitable beneficiary).

2. We recommend that the investment advisor that shall hold the Fund shall be determined by the Board of Directors or its assigned committee. We understand that

investment advisor fees will be calculated and deducted from the Fund based on the practice and policy of the investment advisor selected for my fund.

3. The Fund shall be open-ended, i.e. additional contributions of cash or property are permitted to be made by any person or entity.

4. The Fund is intended as a perpetual endowment for charitable purposes and shall be dedicated to the payment of grants from time to time as described below (hereafter "the charitable purpose") as calculated under the Foundation's Spending Policy in effect from time to time. We recognize that annual distribution amounts are based on twenty (20) quarter market average, the Fund's historic dollar value, and the Fund's investment return, under the Foundation's current policies as amended. We recognize that the Foundation's policy to protect the Fund's historic dollar value may result in no annual distribution being made in a given year. The Fund's investment gains will be reinvested until the fund reaches \$100,000 in value at which time annual distributions to support the charitable purpose will be directed to the designated charitable beneficiary will commence.

The charitable purpose of the Fund shall be to provide distributions to the Jefferson County Historic Landmarks Commission to support a grant program for stabilization and maintenance of historic structures, or the purchase and maintenance of battlefield land in the unincorporated areas of Jefferson County, West Virginia.

5. We recognize and consent that the Fund is subject to the terms and provisions of the Articles of Incorporation and Bylaws of the Foundation, including the ability of the Board of Directors of the Foundation (a) to modify any restriction or condition on the distribution of funds for any specified charitable purpose or purposes or to a specified charitable organization or organizations if in the sole judgment of the Board (without the necessity of the approval of any participating trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served; (b) to replace any participating trustee, custodian, or agent for breach of fiduciary duty under West Virginia law; and (c) to replace any participating trustee, custodian, or agent for failure to produce a reasonable return of net income over a reasonable period of time, as determined by the Board all without the necessity of obtaining my approval or the approval of any other person or interested party.

6. We recognize that the Fund must be approved by the Board of Directors of the Foundation, and will not be approved if implementation of the objectives of the Fund are not within the parameters permitted so that such implementation would negatively impact on the Foundation's status as a tax-exempt organization exempt from income taxes as a community foundation under Internal Revenue Code Section 501(c)(3).

7. We recognize that the Foundation's annual administrative fee of one percent (1%) will be calculated and deducted from the Fund under the Foundation's Spending Policy as it may be amended.

8. The Foundation is authorized in its discretion to direct the investment advisors to invest any part or all of the Fund in securities or in other property, real or personal, as ordinarily prudent businessmen are investing their own funds from time to time, without regard to any statute or law now or hereafter in force in the State of West Virginia restricting

investments made by fiduciaries. The Fund may be co-mingled with other funds for investment purposes. We recognize that the Fund will not hold interests in any closely-held businesses, unless specific provision is made therefore.

Sincerely,

Martin Burke

Martin Burke, Chair  
Jefferson County Historic Landmarks Commission

12-15-16

Date

Telephone 304-876-3883 email martinburke@frontiernet.net

APPROVED:  
Eastern West Virginia Community Foundation

By: Dale S  
Its: President

5 Jan 2017  
Date

SCHEDULE A

Total Contribution \$ 1,000 Endowed Amount \$1,000 Spendable \$ 0

**For a Gift of Cash**

Check # 1459 in the amount of \$ 1,000.00 Date: 12/21/2016

OR

**For a Gift of Stock or Mutual Fund Shares**

# of Shares \_\_\_\_\_ Symbol \_\_\_\_\_

**Broker Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Donor's broker will transfer shares electronically to:

**Wells Fargo/First Clearing DTC #0141**

**Eastern West Virginia Community Foundation Acct. #29687226**

Mae McDonald is the contact person at Wells Fargo and her contact information is below:

Wells Fargo Advisors

117 N Braddock Street, Suite 100

Winchester, VA 22601

Tel 540-667-9700

Toll-Free 800-627-2671

Fax 540-667-5745

[mae.mcdonald@wfadvisors.com](mailto:mae.mcdonald@wfadvisors.com)

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



Name: Nancy Strine, Community Development Administrator

Department or Organization: **City of Martinsburg**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **February 2, 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*): **HOME Consortium Council Public Hearing**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

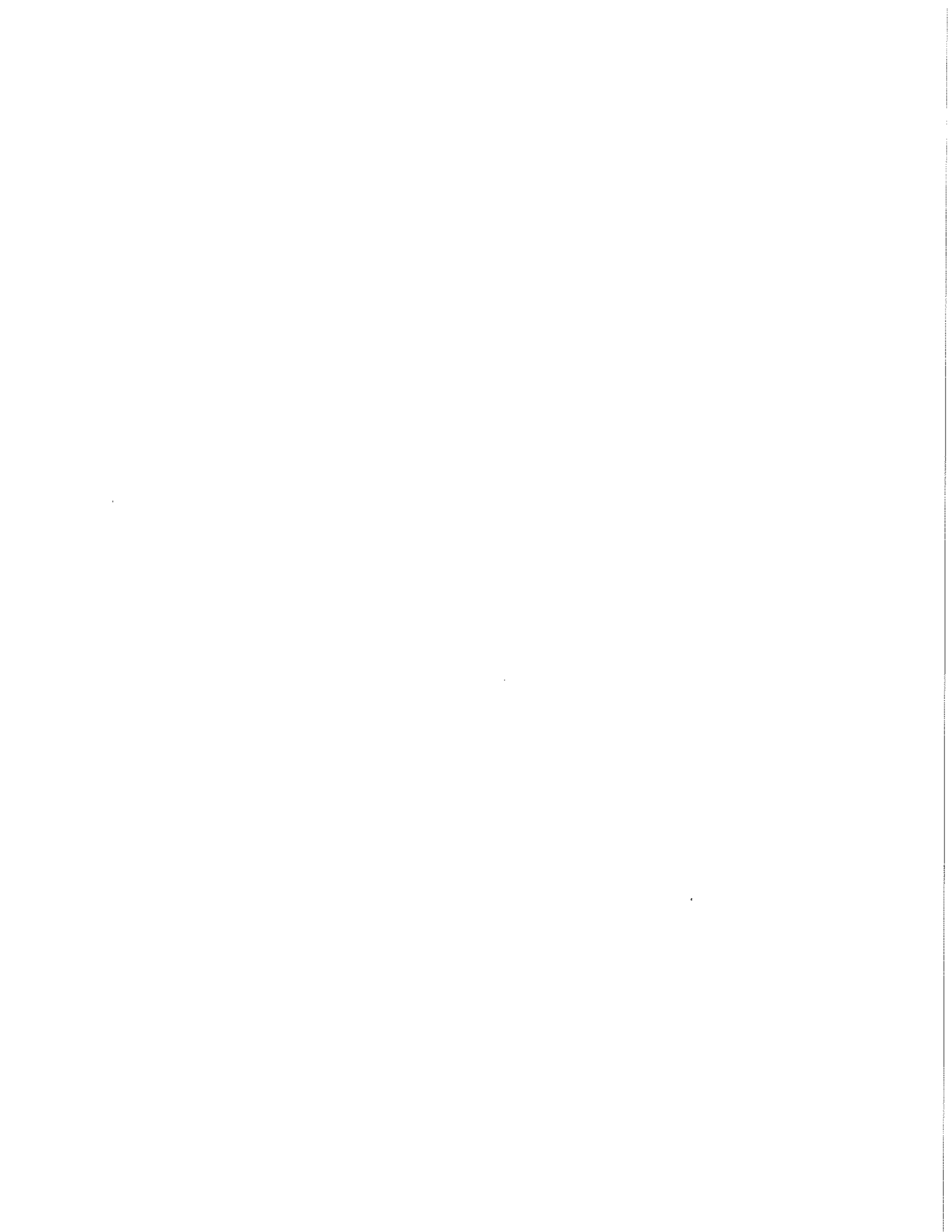
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**JEFFERSON COUNTY COMMISSION, 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.

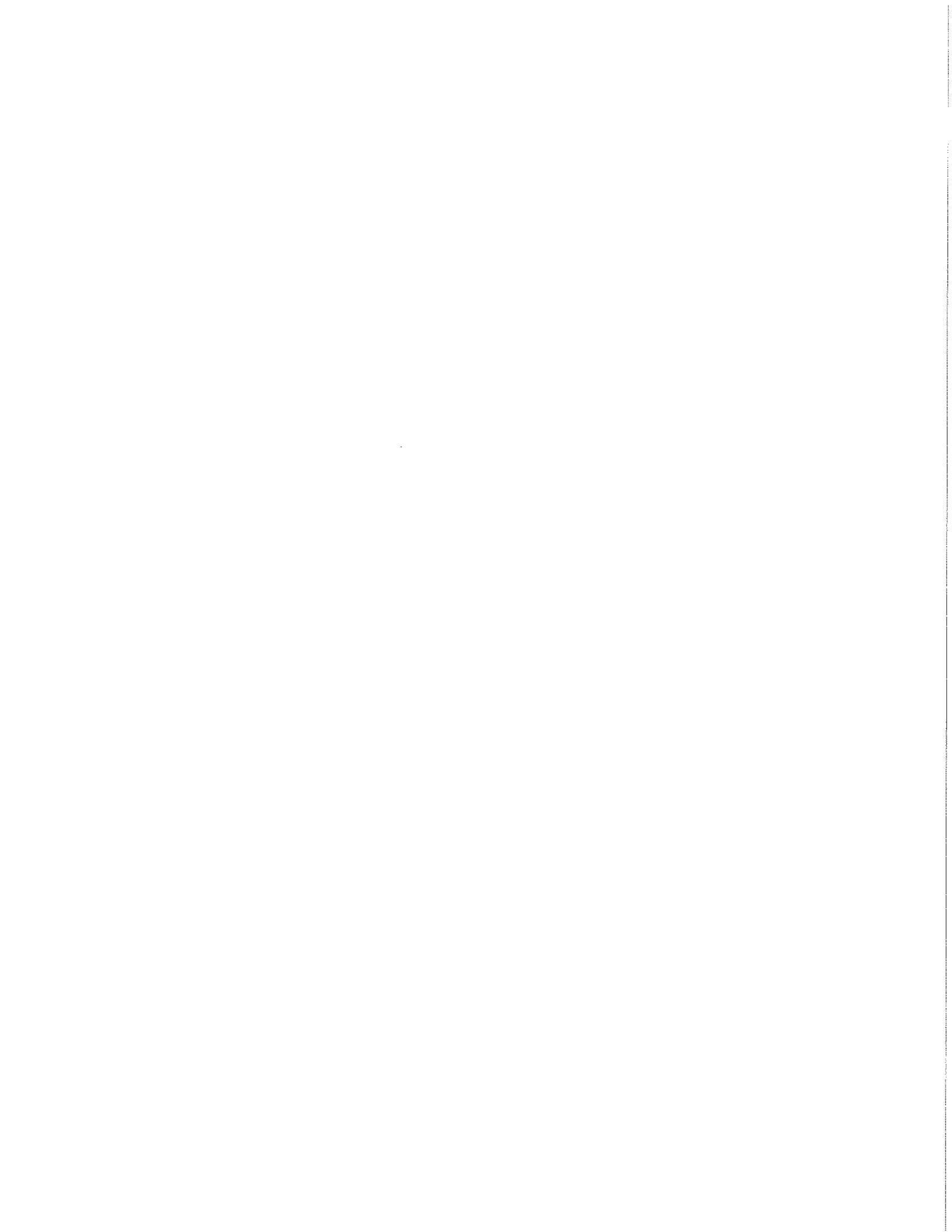
The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan 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



**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: **February 2, 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 Development Authority Board of Directors – one unexpired term ending April 5, 2019.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



Stephen D. Stolipher  
P.O. Box 37  
Rippon, West Virginia 25441  
(304) 283-0614  
stevestolipher@hotmail.com

January 26, 2017

Jefferson County Commission  
124 East Washington Street  
Charles Town, West Virginia 25414

Re: Jefferson County Development Authority Vacancy

Dear Commissioners,

Please accept this as my formal request for appointment to the Jefferson County Development Authority.

I have been a member on the Jefferson County Planning Commission since 2013. I am currently Vice Chair of the Planning Commission but have also served as Chairman in 2014 and 2015.

Since 2014, I have served as the Planning Commission liaison for the Jefferson County Development Authority. As such, I have seen first-hand the importance of the Development Authority on economic development in the County. I feel that this experience makes me a prime candidate for being appointed to the JCDA Board.

I am currently a licensed Commercial Real Estate Broker and licensed Auctioneer in West Virginia and Virginia. I have assisted locating several business in the Burr Business and Industrial Parks and have also auctioned off a large property in the Park as well.

I have been a life-long resident in Jefferson County and have served the community through various volunteer organizations. With over 15 years of experience in the banking industry, management, marketing, real estate and an extensive background in agriculture I feel that I could prove to be a tremendous asset to the Jefferson County Development Authority.

I feel it is important for a body such as the Jefferson County Planning Commission to have a broad range of members with varying backgrounds to serve the residents of Jefferson County. I believe my background and solid knowledge of Jefferson County would best serve this community if I were appointed to the Development Authority.

Thank you for your consideration of my interest in serving on the Jefferson County Development Authority.

Regards,



Stephen D. Stolipher

**HOLLYWOOD**  
*Casino*

— AT CHARLES TOWN RACES —

Post Office Box 551 · Charles Town, WV 25414

To: Jefferson County Commission

I am submitting my letter of interest to the Jefferson County Commission for a position on the Development Authority Board. I am currently the Vice President of Operations at Hollywood Casino and feel my appointment to the Development Authority Board would be an appropriate representation.

Thank you for your consideration.

Sincerely,



James S. Boutcher

Vice President of Operations

Hollywood Casino at Charles Town Races

(304) 724-4620

James.boutcher@pngaming.com

**James S. Boutcher**  
**Vice President of Operations**  
**Hollywood Casino at Charles Town Races**  
**(304) 725-7001**

- 2003-Present**      **V.P. of Operations, Hollywood Casino at Charles Town Races**
- Responsible for Non-Gaming Operations including; Food and Beverage, Hotel, Valet, Housekeeping and Facility functions.**
- 2000-2002**      **Director of Food and Beverage, Ameristar Casino – Kansas City, Missouri**
- 1993-2000**      **Director of Food and Beverage, Station Casinos – Las Vegas, St. Louis and Kansas City**
- 1985-1993**      **United States Air Force**

**Education:**

**Penn State University, B.S. Business 1985**

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: February 2, 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*): Partial Construction Bond Release for Middleway Dollar General

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for Cross Development, LLC/CD DG Middleway, LLC – Middleway Dollar General (File #S15-04) – Cash in Escrow with the Bank of Charles Town, Charles Town, WV.

Is this a funding request? Y/NO

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a complete release of \$128,344.00 from the construction bond amount for Cross Development, LLC/CD DG Middleway, LLC – Middleway Dollar General (File #S15-04).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

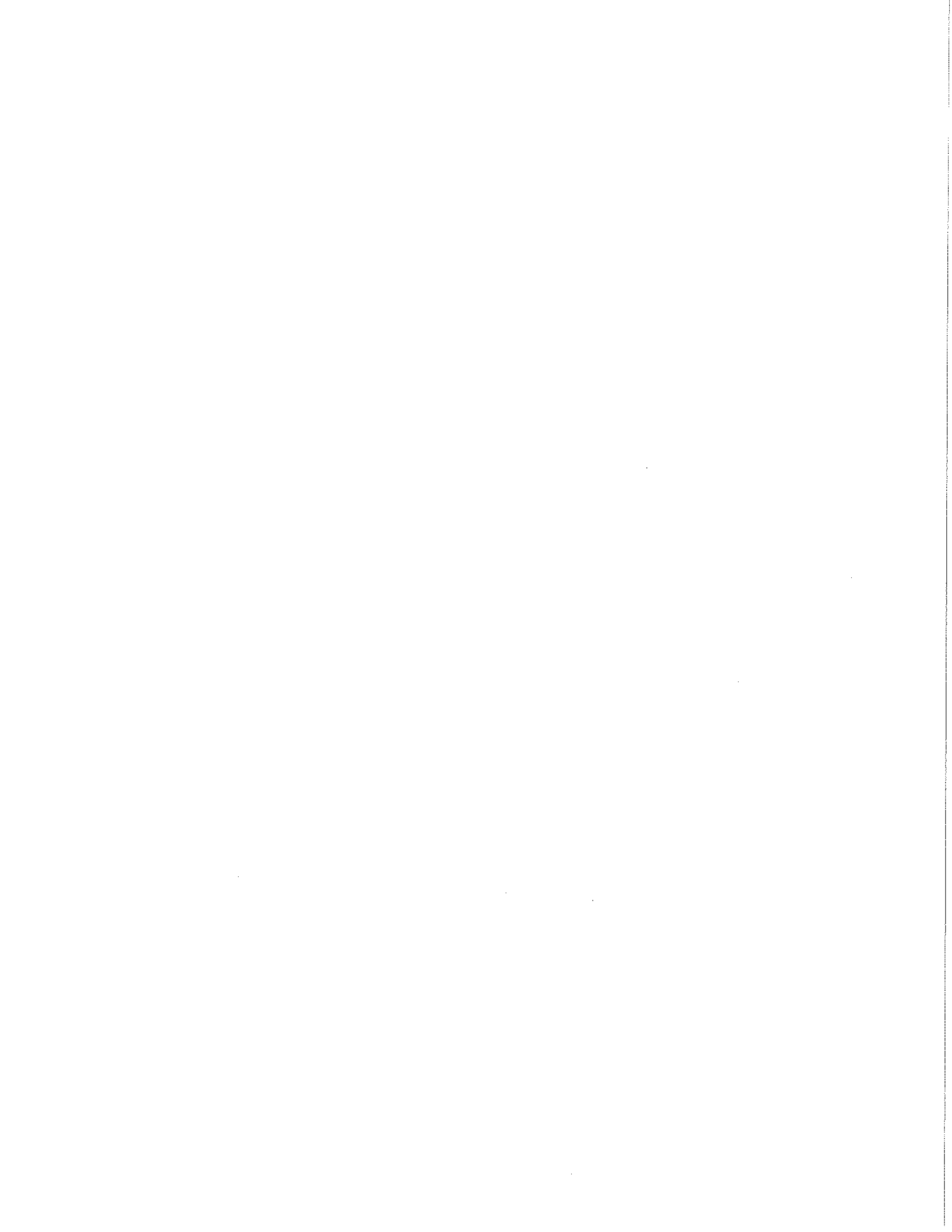
Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

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*

February 2, 2017

VICE PRESIDENT

*Jane Tabb*

Mr. Steven Shaffer, Assistant 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 dated November 4, 2015 Construction Bond Surety for Cross Development, LLC/CD DG Middleway, LLC – Middleway Dollar General - File #S15-04.

COMMISSIONER

*Patricia Noland*

Dear Mr. Shaffer:

The Jefferson County Commission authorizes a complete release of the remaining \$128,344.00 from the construction bond amount for Cross Development, LLC/CD DG Middleway, LLC – Middleway Dollar General (File #S15-04). This project is located at 4735 Middleway Pike at the intersection of Route 1-Leetown Road. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Cash in Escrow, originally issued in the amount of \$350,194. Please contact the Jefferson County Department of Engineering, Planning & Zoning at (304)-728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President  
Jefferson County Commission

PO:rfb

cc: Mr. Joe Knechtel, P.E.  
Potesta Engineers & Environmental Consultants  
15 South Braddock Street  
Winchester, VA 22601  
Department of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 12 / 22 / 2016 J.C.P.C. File No. S 15 - 04  
 (INITIAL REQUEST)  
 Consultant/Engineer/Firm Name: POTESTA  
 Mailing Address: 508 FRONT ROYAL PIKE  
 City: WINCHESTER State: VA Zip: 22602  
 Contact Person: JOS KNECHTEL Phone: 540-450-0180  
 Project/Subdivision Name: DOLLAR GENERAL SITE PLAN (MIDDLE-17)  
 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: ALL WORK APPEARS TO BE COMPLETE AND

IN COMPLIANCE WITH THE APPROVED SITE PLAN &

SUBSEQUENT PLAN WORK REVISIONS

**Approved for:**  
 BOND RELEASE  
[Signature] 01/24/2017  
 County Engineer Date

Original Bond Amt. \$ 304,516.00 + 15% Cont. \$ 45,677.93 = Total Original Bond Amt. \$ 350,194.00

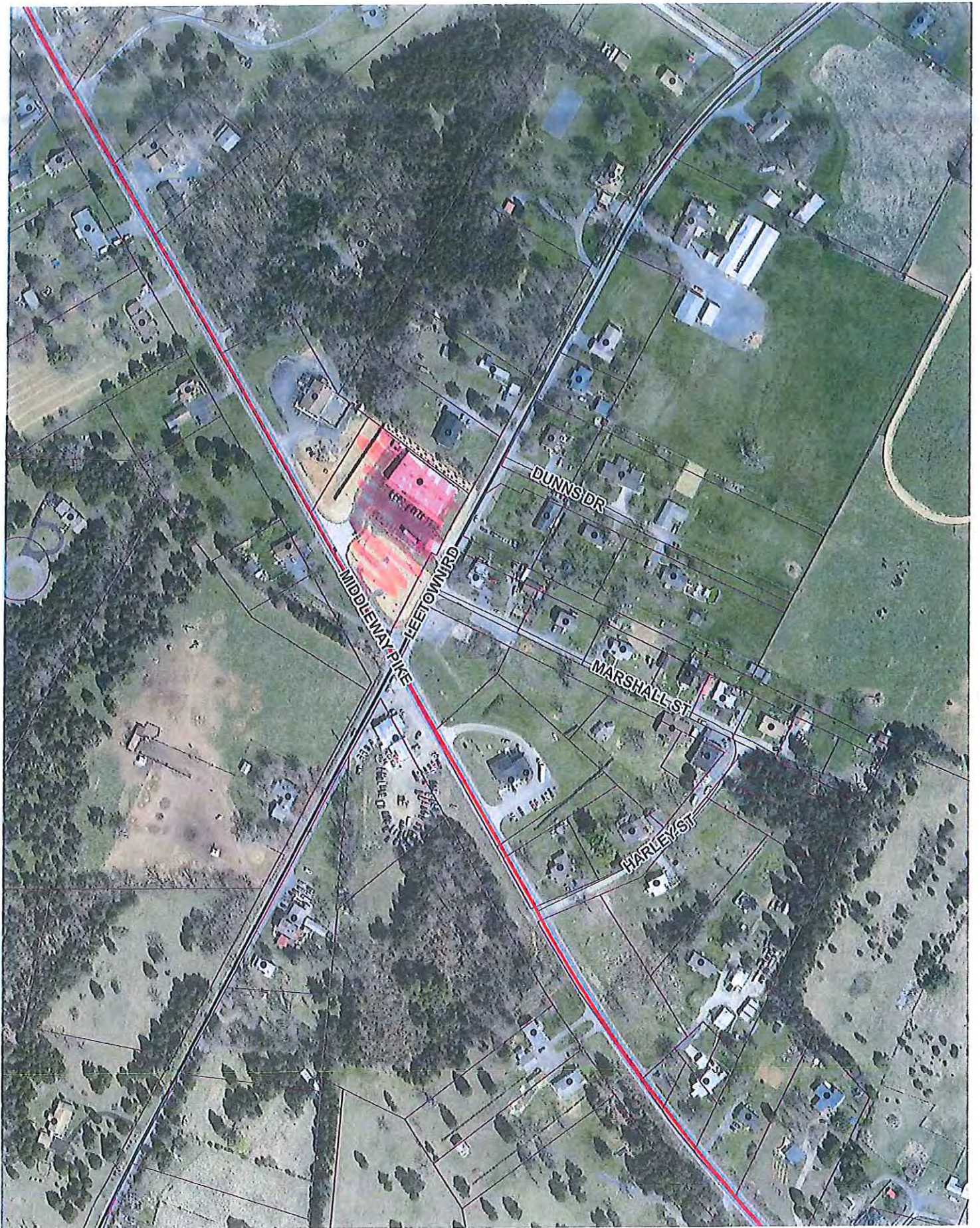
Total Current Bond Amount \$ 128,344.00

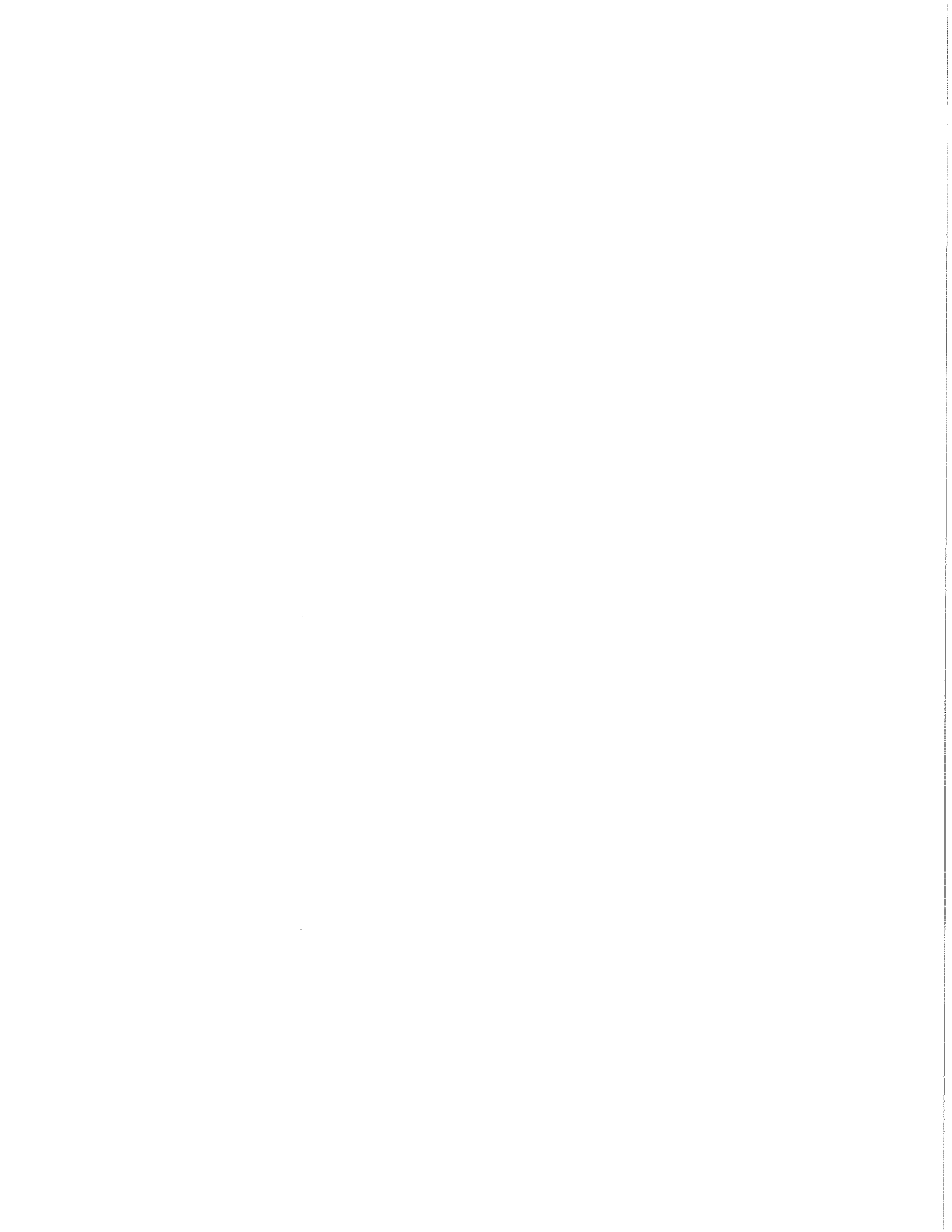
Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kout [Signature] Title: L.D.I.

Signature: [Signature] Date: 01 / 24 / 2017





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



Name: **Jennifer Brockman, County Planner and Alexandra Beaulieu, Zoning Administrator**

Department or Organization: **Office of Planning and Zoning**

Estimation of amount of time needed for appointment: **15-30 Minutes**

Date Requested – 1<sup>st</sup> Choice: **February 2, 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*):

**Review changes requested by the County Commission on January 11, 2017 to the proposed Zoning Ordinance text amendment (ZTA16-01). Possible action on ZTA16-01.** Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance to replace the current 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. The proposed text amendment also includes a recommendation to increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; and proposes amending various sections related to rural land use throughout the Ordinance. The purpose of this request is to provide an overview of the recommended amendment and possibly to schedule a public hearing to be held by the County Commission. (File #ZTA16-01)

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

Zoning Text Amendment #ZTA16-01 was initiated by the Planning Commission, at the direction of the County Commission, as the proposed implementation of a key concept throughout the Envision Jefferson 2035 Comprehensive Plan, adopted in February, 2015, which states "This Plan proposes a higher density cluster provision rather than allowing rural residential developments via the Land Evaluation Site Assessment (LESA) system/Conditional Use Permit (CUP) process; and to allow the use of the a more traditional CUP process in the Rural District for non-residential uses which are compatible in scale and intensity with the rural environment and that pose no threat to public health, safety, and welfare." The Planning Commission held work sessions on March, 8, March 24, and April 12, 2016 to review and discuss the proposed draft amendment to the Zoning Ordinance as drafted by Staff. On May 17, 2016 the Planning Commission held a public hearing to receive input on the proposed text amendment. On June 14, 2016 the Planning Commission made their final edits based on public comments received and recommended that the draft amendment be forwarded to the County Commission for consideration and final action. The County Commission held a public hearing on December 1, 2016.

This text amendment, in accordance with WV Code §8A-7-13, proposes to replace the current nontraditional zoning ordinance with a traditional zoning ordinance. In accordance with this section of the code, the governing body which has adopted or enacted a nontraditional zoning ordinance may replace the nontraditional zoning ordinance with a zoning ordinance by action of the governing body.

**The changes provided in this agenda packet reflect changes discussed during the January 11, 2017 Special Session.**

Is this a funding request? **Y/N**

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

Provide exact financial impact/request: **None**

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

I move to (approve/deny) the proposed Zoning Ordinance Text Amendment, File # ZTA16-01, as amended on 01-11-17 during the Special Session.

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

- Revised Appendix C reflecting the changes requested by the County Commission on 01-11-17 which include changing all Commercial Uses from "Not Permitted" to "Conditional Use" in the Rural and Residential Growth districts; and changing all Dwelling Unit categories from "Not Permitted" to "Conditional Use" in the Neighborhood Commercial district (changes highlighted in yellow).
- Memo from Alexandra Beaulieu, Zoning Administrator requesting that an additional criterion be added to Section 3.4A(5) for Conditional Use Permits in the Rural district.

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



APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE<sup>23,32</sup>

| Land Use                                    | NC                                     | GC                     | HC                     | LI                     | MI                     | PND <sup>1</sup>       | OC                     | R                      | RG                     | RLIC                   | IC                     | V                      | Additional Standards |
|---------------------------------------------|----------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|
| <b>Residential Uses</b>                     |                                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                      |
| <u>Accessory Agricultural Dwelling Unit</u> | <u>P</u>                               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>Sec. 8.15</u>     |
| Dwelling, Single Family                     | <u>CU</u><br><del>NP</del><br><u>P</u> | NP                     | NP                     | NP                     | NP                     | P                      | NP                     | P                      | P                      | P                      | NP                     | P                      |                      |
| Dwelling, Single Family, Small Lot          | <u>CU</u><br><del>NP</del><br><u>P</u> | NP                     | NP                     | NP                     | NP                     | P                      | NP                     | NP                     | P                      | P                      | NP                     | NP                     |                      |
| Dwelling, Two Family                        | <u>CU</u><br><del>NP</del><br><u>P</u> | NP                     | NP                     | NP                     | NP                     | P                      | NP                     | P                      | P                      | P                      | NP                     | P                      |                      |
| Dwelling, Duplex                            | <u>CU</u><br><del>NP</del><br><u>P</u> | NP                     | NP                     | NP                     | NP                     | P                      | NP                     | NP                     | P                      | P                      | NP                     | P                      |                      |
| Dwelling, Townhouse                         | <u>CU</u><br><del>NP</del><br><u>P</u> | NP                     | NP                     | NP                     | NP                     | P                      | P                      | NP                     | P                      | P                      | NP                     | NP                     |                      |
| Dwelling, Multi-Family                      | <u>CU</u><br><del>NP</del><br><u>P</u> | NP                     | NP                     | NP                     | NP                     | P                      | P                      | NP                     | P                      | P                      | NP                     | NP                     |                      |
| Day Care Center, Small                      | P                                      | NP                     | NP                     | NP                     | NP                     | P                      | NP                     | P                      | P                      | P                      | P                      | P                      |                      |
| <u>In-Law Suite</u>                         | <u>NP</u>                              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>P</u>               | <u>NP</u>              | <u>P</u>               | <u>P</u>               | <u>P</u>               | <u>NP</u>              | <u>P</u>               | <u>Sec. 8.15</u>     |
| <u>Mixed Use Building</u>                   | <u>P</u>                               | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>P</u>               | <u>P</u>               | <u>NP</u>              | <u>CU</u>              | <u>P</u>               | <u>NP</u>              | <u>P</u>               |                      |
| <u>Mobile Home</u>                          | <u>NP</u>                              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>P</u>               | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              |                      |
| Mobile Home Park                            | NP                                     | NP                     | NP                     | NP                     | NP                     | NP                     | NP                     | NP                     | P                      | P                      | NP                     | NP                     |                      |
| Model Homes/Sales Office                    | P                                      | <u>CU</u><br><u>PC</u> | NP                     | NP                     | NP                     | P                      | NP                     | P                      | P                      | P                      | NP                     | NP                     | Sec. 8.10            |
| <b>Home Uses</b>                            |                                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                      |
| Home Occupation, Level 1                    | P                                      | NP                     | NP                     | NP                     | NP                     | P                      | P                      | P                      | P                      | P                      | P                      | P                      | Art. 4A              |
| Home Occupation, Level 2                    | P                                      | NP                     | NP                     | NP                     | NP                     | P                      | P                      | P                      | P                      | P                      | P                      | P                      | Art. 4A              |
| Cottage Industry                            | P                                      | NP                     | NP                     | NP                     | NP                     | P                      | NP                     | P                      | P                      | P                      | P                      | P                      | Art. 4A              |
| <b>Institutional Uses</b>                   |                                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                      |
| Airport                                     | NP                                     | NP                     | NP                     | P                      | P                      | NP                     | NP                     | <u>CU</u><br><u>NP</u> | NP                     | <u>CU</u><br><u>NP</u> | <u>CU</u><br><u>PC</u> | NP                     |                      |
| <u>Airfield, Private/Helipad,</u>           | <u>NP</u>                              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>CU</u>              | <u>NP</u>              | <u>CU</u>              | <u>CU</u>              | <u>NP</u>              |                      |
| Church                                      | P                                      | P                      | P                      | P                      | <u>CU</u><br><u>PC</u> | P                      | P                      | P                      | P                      | P                      | NP                     | P                      |                      |
| Convention Center                           | NP                                     | P                      | P                      | P                      | <u>CU</u><br><u>PC</u> | P                      | P                      | <u>CU</u><br><u>NP</u> | <u>CU</u><br><u>NP</u> | P                      | <u>CU</u><br><u>PC</u> | NP                     |                      |
| Cultural Facility <sup>29</sup>             | P                                      | P                      | P                      | P                      | <u>CU</u><br><u>PC</u> | P                      | P                      | P                      | P                      | P                      | P                      | P                      |                      |
| Day Care Center, Large                      | P                                      | P                      | P                      | P                      | <u>CU</u><br><u>PC</u> | P                      | P                      | <u>CU</u><br><u>NP</u> | P                      | P                      | P                      | <u>CU</u><br><u>PC</u> |                      |
| Electric Vehicle Charging Station           | P                                      | P                      | P                      | P                      | P                      | P                      | P                      | <u>CU</u><br><u>NP</u> | <u>CU</u><br><u>NP</u> | P                      | P                      | <u>CU</u><br><u>PC</u> |                      |
| Elementary or Secondary School              | P                                      | P                      | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u> | NP                     | P                      | P                      | P                      | P                      | P                      | NP                     | <u>CU</u><br><u>NP</u> |                      |
| Essential Utility Equipment                 | P                                      | P                      | P                      | P                      | P                      | P                      | P                      | P                      | P                      | P                      | P                      | P                      | Sec. 4.7             |
| Group Residential Facility                  | P                                      | P                      | P                      | NP                     | NP                     | P                      | <u>CU</u><br><u>PC</u> | P                      | P                      | P                      | NP                     | P                      |                      |
| Group Residential Home                      | P                                      | P                      | P                      | NP                     | NP                     | P                      | <u>CU</u><br><u>PC</u> | P                      | P                      | P                      | NP                     | P                      |                      |
| Heliport                                    | NP                                     | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u> | P                      | P                      | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u> | NP                     | NP                     | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u> | NP                     |                      |

| Land Use                                                   | NC                     | GC                     | HC                     | LI                     | MI                                  | PND <sup>1</sup>       | OC                     | R                      | RG                     | RLIC                   | IC                                  | V                      | Additional Standards |
|------------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------------------|------------------------|----------------------|
| Hospital                                                   | NP                     | P                      | P                      | P                      | <u>CU</u><br><u>PC</u>              | P                      | P                      | P                      | P                      | P                      | NP                                  | NP                     |                      |
| <u>Nature Center and Preserve</u>                          | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>              | <u>NP</u>                           | <u>P</u>               | <u>NP</u>              | <u>P</u>               | <u>CU</u><br><u>NP</u> | <u>P</u>               | <u>NP</u>                           | <u>P</u>               |                      |
| <b>Institutional Uses Continued</b>                        |                        |                        |                        |                        |                                     |                        |                        |                        |                        |                        |                                     |                        |                      |
| Nursing or Retirement Home                                 | <u>CU</u><br><u>PC</u> | P                      | P                      | P                      | NP                                  | P                      | P                      | <u>CU</u><br><u>NP</u> | P                      | P                      | NP                                  | <u>CU</u><br><u>NP</u> |                      |
| Park                                                       | P                      | P                      | P                      | P                      | NP                                  | P                      | P                      | P                      | P                      | P                      | NP                                  | P                      |                      |
| Performing Arts Theater                                    | P                      | P                      | P                      | P                      | P                                   | P                      | P                      | <u>CU</u><br><u>NP</u> | <u>CU</u><br><u>NP</u> | P                      | P                                   | <u>CU</u><br><u>PC</u> |                      |
| Preschool                                                  | P                      | P                      | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u>              | P                      | P                      | P                      | P                      | P                      | NP                                  | <u>CU</u><br><u>NP</u> |                      |
| Public Safety Facility                                     | P                      | P                      | P                      | P                      | P                                   | P                      | P                      | P                      | P                      | P                      | P                                   | P                      |                      |
| Publicly Owned Facility                                    | P                      | P                      | P                      | P                      | P                                   | P                      | P                      | P                      | P                      | P                      | P                                   | <u>CU</u><br><u>PC</u> |                      |
| Recycling Drop-Off Center                                  | <u>CU</u><br><u>PC</u> | P                      | P                      | P                      | P                                   | P                      | P                      | NP                     | NP                     | P                      | P                                   | NP                     |                      |
| Residential Care Home                                      | P                      | P                      | P                      | NP                     | NP                                  | P                      | <u>CU</u><br><u>PC</u> | P                      | P                      | P                      | NP                                  | P                      |                      |
| School, College or University                              | NP                     | P                      | P                      | P                      | NP                                  | P                      | P                      | <u>CU</u><br><u>NP</u> | <u>CU</u><br><u>NP</u> | P                      | NP                                  | NP                     |                      |
| School, Vocational or Professional                         | NP                     | P                      | P                      | P                      | NP                                  | P                      | P                      | <u>CU</u><br><u>NP</u> | <u>CU</u><br><u>NP</u> | P                      | P                                   | NP                     |                      |
| Vocational and Training Facility for Adults                | P                      | P                      | P                      | P                      | P                                   | P                      | P                      | P                      | P                      | P                      | NP                                  | NP                     |                      |
| <b>Industrial</b>                                          |                        |                        |                        |                        |                                     |                        |                        |                        |                        |                        |                                     |                        | Sec. 8.9             |
| Heavy Equipment Repair                                     | NP                     | NP                     | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u> | P                                   | NP                     | NP                     | NP                     | NP                     | NP                     | P                                   | NP                     |                      |
| Heavy Industrial Uses                                      | NP                     | NP                     | NP                     | NP                     | P                                   | NP                     | NP                     | NP                     | NP                     | NP                     | P                                   | NP                     | Sec. 8.9             |
| Light Industrial Uses                                      | NP                     | NP                     | NP                     | P                      | P                                   | NP                     | NP                     | NP                     | **<br><u>NP</u>        | P                      | P                                   | NP                     | Sec. 8.9             |
| Manufacturing, Heavy                                       | NP                     | NP                     | NP                     | PC                     | P                                   | NP                     | NP                     | NP                     | NP                     | NP                     | PC                                  | NP                     |                      |
| Manufacturing, Limited                                     | NP                     | P                      | P                      | P                      | P                                   | PC                     | NP                     | NP                     | NP                     | P                      | P                                   | NP                     |                      |
| Printing and Publishing                                    | NP                     | P                      | P                      | P                      | P                                   | P                      | P                      | NP                     | NP                     | P                      | P                                   | NP                     |                      |
| Salvage Yards                                              | NP                     | NP                     | NP                     | NP                     | <u>CU</u><br><u>PC</u> <sup>2</sup> | NP                     | NP                     | NP                     | NP                     | NP                     | <u>CU</u><br><u>PC</u> <sup>2</sup> | NP                     | Sec. 4.4L            |
| Shooting Range, Indoor                                     | NP                     | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u> | P                      | P                                   | NP                     | NP                     | <u>CU</u><br><u>NP</u> | NP                     | <u>CU</u><br><u>PC</u> | P                                   | NP                     |                      |
| Shooting Range, Outdoor                                    | NP                     | NP                     | NP                     | <u>CU</u><br><u>PC</u> | <u>CU</u><br><u>PC</u>              | NP                     | NP                     | <u>CU</u><br><u>NP</u> | NP                     | NP                     | <u>CU</u><br><u>PC</u>              | NP                     |                      |
| Slaughterhouses, Stockyards                                | NP                     | NP                     | NP                     | NP                     | <u>CU</u><br><u>P</u>               | NP                     | NP                     | <u>CU</u><br><u>NP</u> | NP                     | NP                     | <u>CU</u><br><u>PC</u>              | NP                     |                      |
| Transportation Terminal                                    | NP                     | P                      | P                      | P                      | P                                   | P                      | P                      | NP                     | NP                     | <u>CU</u><br><u>PC</u> | P                                   | NP                     |                      |
| Vehicle Storage                                            | NP                     | NP                     | NP                     | P                      | P                                   | NP                     | NP                     | NP                     | NP                     | NP                     | P                                   | NP                     |                      |
| Warehousing and Distribution, General                      | NP                     | NP                     | NP                     | <u>CU</u><br><u>PC</u> | P                                   | NP                     | NP                     | NP                     | NP                     | <u>CU</u><br><u>PC</u> | P                                   | NP                     |                      |
| Warehousing and Distribution, Limited                      | NP                     | P                      | P                      | P                      | P                                   | <u>CU</u><br><u>PC</u> | P                      | NP                     | NP                     | P                      | P                                   | NP                     |                      |
| <b>Industrial Manufacturing &amp; Processing</b>           |                        |                        |                        |                        |                                     |                        |                        |                        |                        |                        |                                     |                        | Sec. 8.9             |
| Acid or heavy chemical manufacturer, processing or storage | NP                     | NP                     | NP                     | NP                     | <u>CU</u><br><u>PC</u>              | NP                     | NP                     | NP                     | NP                     | NP                     | <u>CU</u><br><u>PC</u>              | NP                     |                      |

| Land Use                                                                         | NC                             | GC | HC | LI                             | MI                             | PND <sup>1</sup> | OC | R                              | RG                             | RLIC                           | IC                             | V                              | Additional Standards   |
|----------------------------------------------------------------------------------|--------------------------------|----|----|--------------------------------|--------------------------------|------------------|----|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------|
| <b>Industrial Manufacturing &amp; Processing Continued</b>                       |                                |    |    |                                |                                |                  |    |                                |                                |                                |                                |                                | Sec. 8.9               |
| Bituminous concrete mixing and recycling plants                                  | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             |                        |
| Cement or Lime Manufacture                                                       | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             |                        |
| Commercial Sawmills                                                              | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             |                        |
| Concrete and ceramic products manufacture, including ready mixed concrete plants | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             |                        |
| Explosive manufacture or storage                                                 | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             |                        |
| Foundries and/or casting facilities                                              | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             |                        |
| Jails and Prisons                                                                | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             | Sec. 8.7               |
| Mineral extraction, mineral processing                                           | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             |                        |
| Petroleum products refining or storage                                           | NP                             | NP | NP | NP                             | <del>CU</del><br><del>PC</del> | NP               | NP | NP                             | NP                             | NP                             | <del>CU</del><br><del>PC</del> | NP                             | Sec. 8.11              |
| <b>Adult Uses</b>                                                                |                                |    |    |                                |                                |                  |    |                                |                                |                                |                                |                                |                        |
| Adult Uses                                                                       | NP                             | NP | NP | NP                             | NP                             | NP               | NP | NP                             | NP                             | NP                             | P                              | NP                             | Sec. 4.4K,<br>Sec. 8.1 |
| <b>Recreational Uses</b>                                                         |                                |    |    |                                |                                |                  |    |                                |                                |                                |                                |                                |                        |
| Hunting, Shooting, Archery and Fishing Clubs, public or private                  | NP                             | NP | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | NP               | NP | P                              | NP                             | NP                             | NP                             | NP                             | Sec. 8.8               |
| <b>Commercial Uses</b>                                                           |                                |    |    |                                |                                |                  |    |                                |                                |                                |                                |                                | Sec. 8.9               |
| Antique Shop                                                                     | P                              | P  | P  | P                              | NP                             | P                | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                        |
| Appliance Sales                                                                  | NP                             | P  | P  | P                              | <del>CU</del><br><del>PC</del> | P                | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | NP                             |                        |
| Art Gallery or Artist Studio                                                     | P                              | P  | P  | P                              | NP                             | P                | P  | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                        |
| ATM                                                                              | P                              | P  | P  | P                              | NP                             | P                | P  | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                        |
| Automobile repair, sales and service                                             | NP                             | P  | P  | P                              | P                              | P                | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | NP                             |                        |
| Automobile parts, supplies and tire stores                                       | NP                             | P  | P  | P                              | P                              | P                | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | NP                             |                        |
| Automobile, light truck and light trailer rentals, indoor                        | P                              | P  | P  | P                              | P                              | P                | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | NP                             |                        |
| Automobile, light truck and light trailer rentals, outdoor                       | NP                             | P  | P  | P                              | P                              | P                | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | NP                             |                        |
| Bail Bond Services                                                               | NP                             | P  | P  | P                              | <del>CU</del><br><del>PC</del> | NP               | NP | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | NP                             |                        |
| Bank                                                                             | P                              | P  | P  | P                              | <del>CU</del><br><del>PC</del> | P                | P  | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                        |
| Bank with Drive-Through Facility                                                 | <del>CU</del><br><del>PC</del> | P  | P  | P                              | <del>CU</del><br><del>PC</del> | P                | P  | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | NP                             |                        |
| Bar                                                                              | P                              | P  | P  | P                              | NP                             | P                | P  | NP                             | NP                             | P                              | P                              | NP                             |                        |
| Barber/Beauty Shop, Limited                                                      | P                              | P  | P  | P                              | NP                             | P                | P  | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                        |

| Land Use                                                                                        | NC                  | GC                  | HC            | LI            | MI                  | PND <sup>1</sup>    | OC                  | R                   | RG                  | RLI<br>C            | IC                  | V                                   | Additional<br>Standards  |
|-------------------------------------------------------------------------------------------------|---------------------|---------------------|---------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------------------|--------------------------|
| <b>Commercial Uses Continued</b>                                                                |                     |                     |               |               |                     |                     |                     |                     |                     |                     |                     |                                     | Sec. 8.9                 |
| Bed and Breakfast                                                                               | P                   | NP                  | NP            | NP            | NP                  | NP                  | NP                  | P                   | <del>CU</del><br>NP | NP                  | NP                  | <del>P</del><br><del>CU</del><br>PC | Sec. 8.3                 |
| <b>Brewpub</b>                                                                                  | <del>P</del>        | <del>P</del>        | <del>P</del>  | <del>P</del>  | <del>NP</del>       | <del>P</del>        | <del>P</del>        | <del>CU</del>       | <del>CU</del>       | <del>P</del>        | <del>P</del>        | <del>CU</del>                       | <del>Sec. 8.5</del>      |
| Business Equipment Sales and Service                                                            | <del>CU</del><br>PC | P                   | P             | P             | <del>CU</del><br>PC | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Building Maintenance Services                                                                   | <del>CU</del><br>PC | P                   | P             | P             | P                   | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Building Materials and Supplies                                                                 | NP                  | P                   | P             | P             | P                   | P                   | NP                  | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Campground <sup>31</sup>                                                                        | <del>CU</del><br>NP | P                   | NP            | NP            | NP                  | <del>P</del><br>NP  | NP                  | P                   | <del>CU</del><br>NP | P                   | P                   | NP                                  | Sec. 8.17                |
| Car Wash                                                                                        | NP                  | P                   | P             | P             | <del>CU</del><br>PC | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Commercial Blood Plasma Center                                                                  | NP                  | P                   | P             | P             | NP                  | <del>CU</del><br>PC | <del>CU</del><br>PC | <del>CU</del><br>NP | <del>CU</del><br>NP | <del>CU</del><br>PC | P                   | NP                                  |                          |
| <i>Commercial Uses [use unintentionally excluded from table during editing process in 2014]</i> | <del>NP</del>       | <del>NP</del>       | <del>NP</del> | <del>NP</del> | <del>NP</del>       | <del>NP</del>       | <del>NP</del>       | <del>NP</del>       | <del>**</del>       | <del>P</del>        | <del>P</del>        | <del>NP</del>                       | <del>Sec. 8.9</del>      |
| Contractor with No Outdoor Storage                                                              | P                   | P                   | P             | P             | P                   | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Contractor with Outdoor Storage                                                                 | NP                  | P                   | P             | P             | P                   | P                   | NP                  | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Convenience Store, Limited                                                                      | P                   | P                   | P             | P             | <del>CU</del><br>PC | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | <del>CU</del><br>PC                 |                          |
| Convenience Store                                                                               | <del>CU</del><br>PC | P                   | P             | P             | <del>CU</del><br>PC | P                   | NP                  | <del>CU</del><br>NP | <del>CU</del><br>NP | PC                  | P                   | <del>CU</del><br>NP                 | Sec. 5.8C<br>(RLIC only) |
| Country Inn                                                                                     | P                   | P                   | P             | P             | NP                  | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | <del>P</del><br><del>CU</del><br>PC |                          |
| Custom Manufacturing                                                                            | P                   | P                   | P             | P             | P                   | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | <del>CU</del><br>PC                 |                          |
| Dry cleaning and Laundry Services                                                               | P                   | P                   | P             | P             | <del>CU</del><br>PC | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | <del>CU</del><br>PC                 |                          |
| Dry cleaning and Laundry Facility                                                               | NP                  | P                   | P             | P             | P                   | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Equipment Rental, Sales, or Service                                                             | NP                  | P                   | P             | P             | P                   | P                   | NP                  | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Exterminating Services                                                                          | NP                  | P                   | P             | P             | P                   | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Florist                                                                                         | P                   | P                   | P             | P             | <del>CU</del><br>PC | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | <del>CU</del><br>PC                 |                          |
| Food Preparation                                                                                | P                   | P                   | P             | P             | <del>CU</del><br>PC | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Hotel/Motel                                                                                     | NP                  | P                   | P             | P             | NP                  | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Gambling Facilities                                                                             | NP                  | NP                  | NP            | NP            | <del>CU</del><br>PC | NP                  | NP                  | NP                  | NP                  | NP                  | <del>CU</del><br>PC | NP                                  | Sec. 4.4G                |
| Gas Station, Limited                                                                            | P                   | P                   | P             | P             | <del>PC</del><br>CU | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Gas Station                                                                                     | NP                  | P                   | P             | P             | <del>CU</del><br>PC | P                   | P                   | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |
| Gas Station, Large                                                                              | NP                  | <del>CU</del><br>PC | P             | P             | <del>CU</del><br>PC | <del>CU</del><br>PC | <del>CU</del><br>PC | <del>CU</del><br>NP | <del>CU</del><br>NP | P                   | P                   | NP                                  |                          |

| Land Use                                 | NC                             | GC                             | HC           | LI                             | MI                             | PND <sup>1</sup>               | OC                             | R                              | RG                             | RLI<br>C                       | IC                             | V                              | Additional<br>Standards  |
|------------------------------------------|--------------------------------|--------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------|
| <b>Commercial Uses Continued</b>         |                                |                                |              |                                |                                |                                |                                |                                |                                |                                |                                |                                | Sec. 8.9                 |
| Golf Course                              | NP                             | P                              | P            | P                              | NP                             | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Grocery Store                            | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Horse Racing Facility                    | NP                             | NP                             | NP           | P                              | NP                             | NP                             | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Kennel                                   | NP                             | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | P                              | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             | Sec. 8.4                 |
| Medical/Dental/Optical Office, Small     | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | P                              |                          |
| Medical/Dental/Optical Office            | NP                             | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Mobile Home, Boat and Trailer Sales      | NP                             | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>PC</del> | P                              | NP                             |                          |
| Movie Theater                            | NP                             | P                              | P            | P                              | NP                             | P                              | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Nightclub                                | NP                             | P                              | P            | P                              | NP                             | P                              | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Non Profit Commercial Uses               | P                              | P                              | P            | P                              | NP                             | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Non-Profit Community Centers             | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | <del>CU</del><br><del>NP</del> | P                              | <del>CU</del><br><del>NP</del> | P                              | P                              | <del>CU</del><br><del>NP</del> |                          |
| Parking,<br>Commercial Offsite Accessory | NP                             | P                              | P            | P                              | P                              | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Pawn Shop Services                       | NP                             | P                              | P            | P                              | NP                             | P                              | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Personal Services                        | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                          |
| <b>Professional Office, Small</b>        | <del>P</del>                   | <del>P</del>                   | <del>P</del> | <del>P</del>                   | <del>CU</del>                  | <del>P</del>                   | <del>P</del>                   | <del>CU</del>                  | <del>CU</del><br><del>NP</del> | <del>P</del>                   | <del>P</del>                   | <del>P</del>                   |                          |
| Professional Office                      | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                          |
| Restaurant, Fast Food, Limited           | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                          |
| Restaurant, Fast Food                    | <del>CU</del><br><del>PC</del> | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>PC</del> | P                              | NP                             | Sec. 5.8C<br>(RLIC only) |
| Restaurant, Fast Food,<br>Drive-Through  | NP                             | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>PC</del> | P                              | NP                             | Sec. 5.8C<br>(RLIC only) |
| Restaurant, Limited                      | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | <del>CU</del><br><del>PC</del> |                          |
| Restaurant                               | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | <del>CU</del><br><del>NP</del> |                          |
| Retail Sales Limited                     | P                              | P                              | P            | P                              | NP                             | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Retail Sales and Services, General       | NP                             | P                              | P            | P                              | NP                             | P                              | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Retail Store, Large                      | NP                             | <del>CU</del><br><del>PC</del> | P            | <del>CU</del><br><del>PC</del> | NP                             | <del>CU</del><br><del>PC</del> | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>PC</del> | <del>CU</del><br><del>PC</del> | NP                             |                          |
| Shipping and Mailing Services            | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Storage, Commercial                      | NP                             | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | NP                             | <del>CU</del><br><del>NP</del> | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |
| Veterinary Services                      | P                              | P                              | P            | P                              | <del>CU</del><br><del>PC</del> | P                              | P                              | P                              | <del>CU</del><br><del>NP</del> | P                              | P                              | NP                             |                          |

| Land Use                                                                                           | NC                  | GC           | HC           | LI            | MI            | PND <sup>1</sup> | OC            | R            | RG                             | RLIC         | IC            | V             | Additional Standards |
|----------------------------------------------------------------------------------------------------|---------------------|--------------|--------------|---------------|---------------|------------------|---------------|--------------|--------------------------------|--------------|---------------|---------------|----------------------|
| <b>Commercial Uses Continued</b>                                                                   |                     |              |              |               |               |                  |               |              |                                |              |               |               | Sec. 8.9             |
| Wireless Telecommunications Facilities                                                             | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             | Art. 4B              |
| <b>Agricultural Uses*</b>                                                                          |                     |              |              |               |               |                  |               |              |                                |              |               |               |                      |
| Agricultural Uses as defined in Article 2                                                          | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             |                      |
| Agricultural Repair Center                                                                         | NP                  | P            | P            | P             | P             | P                | P             | P            | <del>CU</del><br>NP            | P            | P             | NP            |                      |
| Agricultural Tourism                                                                               | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             |                      |
| <b>Agricultural Uses Continued*</b>                                                                |                     |              |              |               |               |                  |               |              |                                |              |               |               |                      |
| Farm Brewery <del>or Winery</del>                                                                  | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             | Sec. 8.5             |
| <del>Farm Winery or Distillery</del>                                                               | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             | Sec. 8.5             |
| Farm Market                                                                                        | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             | Sec. 8.6             |
| Farm Vacation Enterprise                                                                           | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             |                      |
| <del>Farmer's Market</del>                                                                         | <del>P</del>        | <del>P</del> | <del>P</del> | <del>NP</del> | <del>NP</del> | <del>P</del>     | <del>NP</del> | <del>P</del> | <del>CU</del><br><del>NP</del> | <del>P</del> | <del>NP</del> | <del>CU</del> | <del>Sec. 8.6</del>  |
| Feed and/or Farm Supply Center                                                                     | <del>CU</del><br>PC | P            | P            | P             | P             | P                | P             | P            | <del>CU</del><br>NP            | P            | P             | NP            |                      |
| Horticultural Nurseries and Commercial Greenhouses                                                 | P                   | P            | P            | P             | P             | P                | P             | P            | <del>CU</del><br>NP            | P            | P             | NP            |                      |
| Landscaping Business                                                                               | P                   | P            | P            | P             | P             | P                | P             | P            | <del>CU</del><br>NP            | P            | P             | NP            |                      |
| Rental of Existing Farm Building for Commercial Storage<br>Structure must have existed for 5 years | NP                  | P            | P            | P             | P             | P                | P             | P            | <del>CU</del><br>NP            | P            | P             | NP            |                      |
| <b>Accessory Uses</b>                                                                              |                     |              |              |               |               |                  |               |              |                                |              |               |               |                      |
| Accessory Uses                                                                                     | P                   | P            | P            | P             | P             | P                | P             | P            | P                              | P            | P             | P             |                      |

- NC Neighborhood Commercial
- GC General Commercial
- HC Highway Commercial
- LI Light Industrial
- MI Major Industrial
- PND Planned Neighborhood Development
- P Permitted Use
- NP Not Permitted Use
- OC Office / Commercial Mixed-Use
- R Rural
- RG Residential Growth District
- RLIC Residential-Light Industrial-Commercial District
- IC Industrial-Commercial District
- V Village District

~~CU~~ ~~P~~ ~~C~~ **Conditional Uses** ~~Permitted Conditionally~~ (subject to requirements of district and/or other requirements of this Ordinance)

\* ~~Limited Permitted or Conditional Permitted Uses listed in Permitted Uses Table~~

\*\* Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 **and processed as a Conditional Use**.

<sup>1</sup> The Planning Commission may amend the permitted uses for a development in the PND District per Article 5 of this Ordinance

<sup>2</sup> Approval process is per the Salvage Yard Ordinance.



# JEFFERSON COUNTY, WEST VIRGINIA

## Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor

P.O. Box 338

Charles Town, WV25414

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

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

Fax: (304) 728-8126

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### MEMO

**TO: Jefferson County Commission**

**FROM: Alexandra Beaulieu, Zoning Administrator**

**DATE: February 2, 2017**

**RE: Conditional Use Permit Process as it relates to ZTA16-01**

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The Zoning Ordinance states that the purpose of Zoning is to:

- A. Protect and encourage the health, safety, and general welfare of the present and future population of Jefferson County.
- B. Help guide the future growth and development of Jefferson County in accordance with the adopted Comprehensive Plan.
- C. Encourage growth and development in areas where sewer, water, schools, and other public facilities are or will soon be available in order to provide services in the most cost effective manner.
- D. Insure that growth and development are both economically and environmentally sound.
- E. Encourage the maintenance of an agricultural base in the County at a level sufficient to insure the continued viability of farming.
- F. Encourage and support commercial, industrial, and agricultural activities while maintaining land use, order and compatibility.
- G. Encourage an improved appearance of Jefferson County with relationship to the use and development of land and structures.
- H. Encourage the conservation of natural resources.
- I. Provide a guide for public action in the orderly and efficient provision of public facilities and services.
- J. Provide a guide for private enterprise in developing and building a strong economic community.
- K. Encourage Historic Preservation.

In short, the purpose of Zoning is to promote the health, safety, and welfare of Jefferson County, to protect and conserve the value of buildings, and encourage the most appropriate use of the land.

Zoning helps protect property values by dividing uses that are perceived as incompatible, such as keeping industrial uses (i.e. factories) separate from residential uses.

That being said, economic growth is important for a County. Historically, the County has primarily been a rural/agricultural area; however, we are receiving increasingly more inquiries to start small businesses, adapt existing structures for commercial uses (such as barns for a wedding venue or historic structures for breweries and antique shops), and other creative endeavors as a means to generate income. The Conditional Use Permit process provides a means by which property owners in residential areas can pursue commercial endeavors that may be compatible for their neighborhood.

#### **What is a Conditional Use Permit?**

A conditional use permit provides flexibility within a Zoning Ordinance. The Zoning Ordinance identifies certain land uses as “Permitted”, “Not Permitted”, and “Conditional Use”. Uses identified as “Conditional Uses” allows the County to consider uses which may be beneficial, but which are not outright permitted within a zoning district, through a public hearing process before the Board of Zoning Appeals, and subject to specific conditions of approval.

A Conditional Use Permit **does not** change a property’s zoning designation. It is a project specific change in use.

#### **Criteria for approval of a Conditional Use Permit**

The proposed amendment recommends eliminating the current process, which includes a series of criteria assessed through a point system (LESA), and implementing a traditional Conditional Use Permit process, which includes a Public Hearing and final approval by the Board of Zoning Appeals.

It is my recommendation, should the County Commission amend Appendix C to reflect all Commercial Uses currently identified as “Not Permitted” to “Conditional Use” in the Rural district, that additional criteria be added to assist the Board of Zoning Appeals in determining whether a use is appropriate for a specific site.

My primary concern is roadway adequacy and public water and sewer. It is my understanding that the market will dictate where large commercial uses locate, and therefore the availability of public water and sewer may not be a significant criteria for the Board to consider.

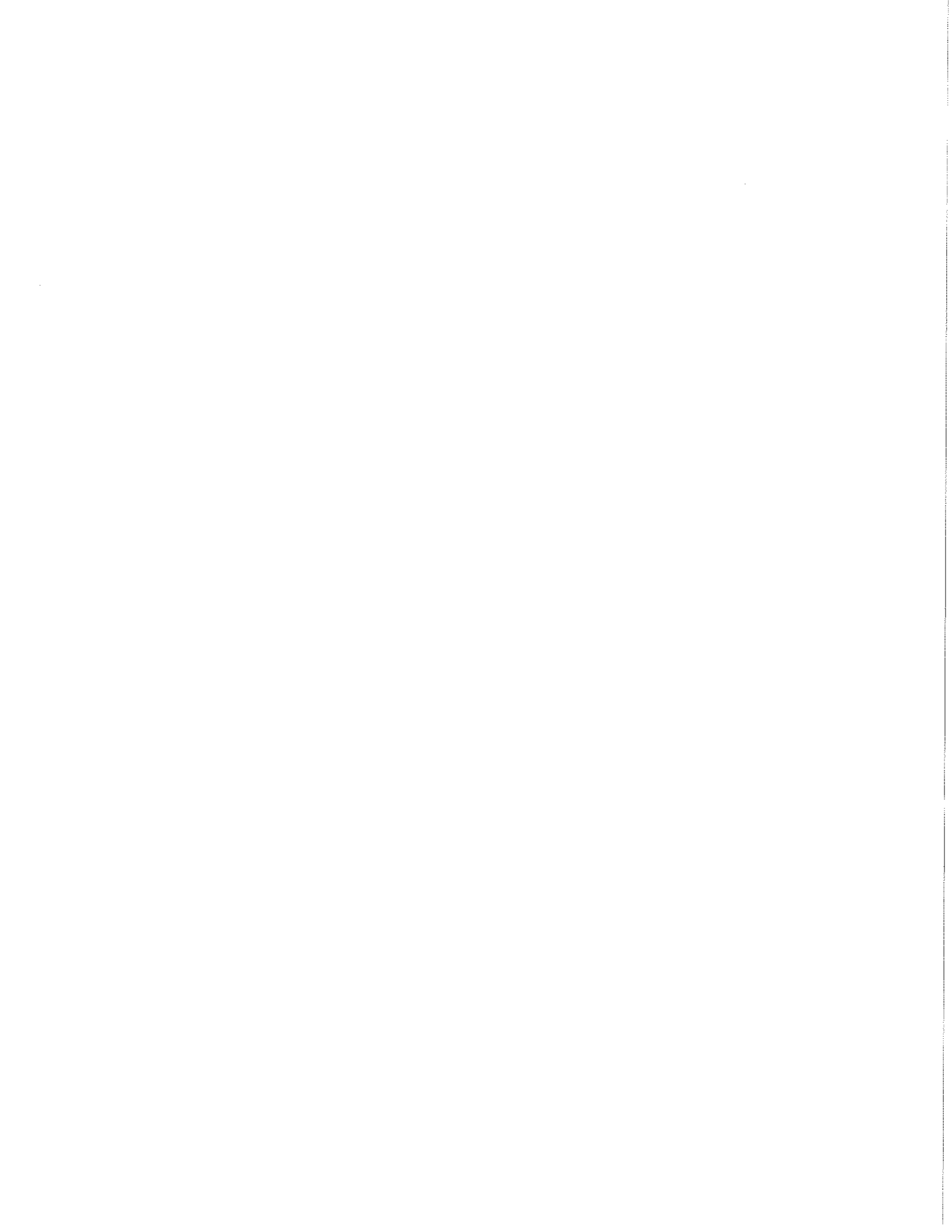
However, as you are aware, there are no County owned roads in Jefferson County. There are privately owned roads (typically owned by an HOA or private property owner) and State owned roads. If you consider the amount of traffic generated by a commercial use as opposed to a residential use, the impact is significant even on a small commercial scale. Therefore, I recommend including in the list of criteria outlined in Section 3.4A(5) (page 48),

- vi. Roadway adequacy shall be assessed by the Comprehensive Plan’s Highway Road Classification Map and Highway Problem Areas Map. If the property is zoned Rural and does not reflect commercial development on the Future Land Use Map, and does not front on an arterial or major collector road as identified in the Comprehensive Plan, the applicant shall submit trip generation data including Average Daily and Peak Hour trips for use in the BZA determining roadway adequacy for the proposed use.

Alternatively, the County Commission could consider a square footage threshold. As an example, the Dollar General located in Middleway off of Route 51 is just over 9,000 square feet and is located at the intersection of two major collector roads. A similar proposal on a minor collector or local road would have a significant negative impact on both the road and the neighborhood. Proposed language for a square footage threshold could be:

- vi. Roadway adequacy shall be assessed by the Comprehensive Plan's Highway Road Classification Map and Highway Problem Areas Map. If the property is zoned Rural and does not reflect commercial development on the Future Land Use Map, and does not front on an arterial or major collector road as identified in the Comprehensive Plan, the proposed use shall be restricted to no more than 3,000 square feet.

The Zoning Ordinance currently in effect includes a review system (LESA) that scores roadway adequacy heavily if a site is zoned Rural and not accessed off an arterial or major collector road in the County (as identified on the Roadway Classification Map in the Comprehensive Plan) and if there are highway problem areas in the vicinity. Therefore, I think it is reasonable to maintain some variation of this criteria as part of the BZA's review.










- ii. Arises from special conditions or attributes which pertain to the property for which a variance is sought and which were not created by the person seeking the variance;
  - iii. Would eliminate an unnecessary hardship and permit a reasonable use of the land; and
  - iv. Will allow the intent of the Zoning and Land Development Ordinance to be observed and substantial justice done.<sup>17, 21</sup>
- b. The owner or authorized representative of the owner of the property which is the subject of a variance request shall complete and sign forms provided for this purpose by the Board, and shall pay the associated fees. The variance request shall be filed with the Board in the Office of Planning and Zoning.
  - c. Notification for a variance must be conducted according to the requirements of Section 3.4A.3.b.
  - d. A public hearing must be conducted according to the requirements of Section 3.4A.3.c and such hearing may be continued according to the requirements of Section 3.4A.3.d.
5. The Board of Zoning Appeals shall have the authority over the issuance or denial of a conditional use permit for uses listed as “Conditional Uses (CU)” in each zoning district. The Board shall have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed conditional use permit ~~The Board of Zoning Appeals review process for a conditional use permit application is established in Article 7 of this Ordinance.~~<sup>2,32</sup>
- a. The Board shall consider and approve a Conditional Use Permit request with conditions or special requirements which allows for the proper integration of the proposed uses into the community subject to such reasonable conditions and restrictions as are directly related to and incidental to the proposed conditional use permit, if it finds that the following general standards have been met:
    - i. The proposed use is compatible with the goals of the adopted Comprehensive Plan.
    - ii. The proposed use is compatible in intensity and scale with the existing and potential land uses on the adjoining and confronting properties, and poses no threat to public health, safety and welfare.
    - iii. The proposed site development shall be such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings.
    - iv. Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements found in Appendix B and Section 4.11 of this Ordinance.
    - v. Operations in connection with the use shall be in conformance with Section 8.9 of this Ordinance.
    - vi. Roadway adequacy shall be assessed by the Comprehensive Plan’s Highway Road Classification Map and Highway Problem Areas Map. If the property is zoned Rural and does not reflect commercial development on the Future Land Use Map, and does not front on an arterial or major collector road as identified in the Comprehensive Plan, the applicant shall submit trip generation data including Average Daily and Peak Hour trips for use in the BZA determining roadway adequacy for the proposed use.
- OR-**
- Roadway adequacy shall be assessed by the Comprehensive Plan’s Highway Road Classification Map and Highway Problem Areas Map. If the property is zoned Rural and does not reflect commercial development on the Future Land Use Map, and does

**not front on an arterial or major collector road as identified in the Comprehensive Plan, the proposed use shall be restricted to no more than 3,000 square feet.**

- b. The owner or authorized representative of the owner of the property for which the Conditional Use Permit is being requested shall complete and sign forms provided for this purpose by the Board, and shall pay the associated fees. The Conditional Use Permit request shall be filed with the Board at offices of the Departments of Planning and Zoning.
  - c. Notification for a Conditional Use Permit must be conducted according to the requirements of Section 3.4A.3.b.
  - d. A public hearing must be conducted according to the requirements of Section 3.4A.3.c and such hearing may be continued according to the requirements of Section 3.4A.3.d.
- ~~5.6.~~ In exercising its power and authority, the Board of Zoning Appeals may reverse or affirm, in whole or in part, or may modify the order, requirement, decision or determination appealed from, and make such order, requirement, decision or determination as the Board deems appropriate.<sup>17, 21</sup>
- ~~6.7.~~ Any party may appeal any decision of the Board of Zoning Appeals to the Circuit Court of Jefferson County within thirty (30) days of the Board's decision, pursuant to Chapter 8A of the West Virginia Code, as amended.<sup>2, 17, 21</sup>
- ~~7.8.~~ Nothing in this Section shall be construed as permitting the Board of Zoning Appeals to exercise any power or refrain from the performance of any duty not authorized or directed by the provisions of Chapter 8A of the West Virginia Code, as amended, which provisions of the Code are hereby incorporated herein by reference.<sup>14, 17</sup>
- B. Planning Commission<sup>23</sup>
- 1. Membership, terms of office, jurisdiction, and rules of procedure are established in the Bylaws of the Jefferson County Planning Commission and Chapter 8A of the West Virginia Code, as amended.
  - 2. The powers and duties of the Jefferson County Planning Commission include but are not limited to the following:
    - a. Review applications for major site plans, major subdivisions, and waivers from minimum standards, pursuant to the Subdivision and Land Development Regulations;
    - b. Review requests for amendments to the County zoning map and Zoning and Land Development Ordinance;
    - c. Research and recommend to the County Commission improvements to the Zoning and Land Development Ordinance and the Subdivision and Land Development Regulations;
    - d. Make recommendations to the County Commission concerning planning and zoning issues;
    - e. Make an annual report to the County Commission concerning the operation of the Planning Commission and the status of planning within its jurisdiction;
    - f. Prepare the Jefferson County Comprehensive Plan and recommend to the County Commission for adoption or amendment.
- C. County Commission<sup>23</sup>



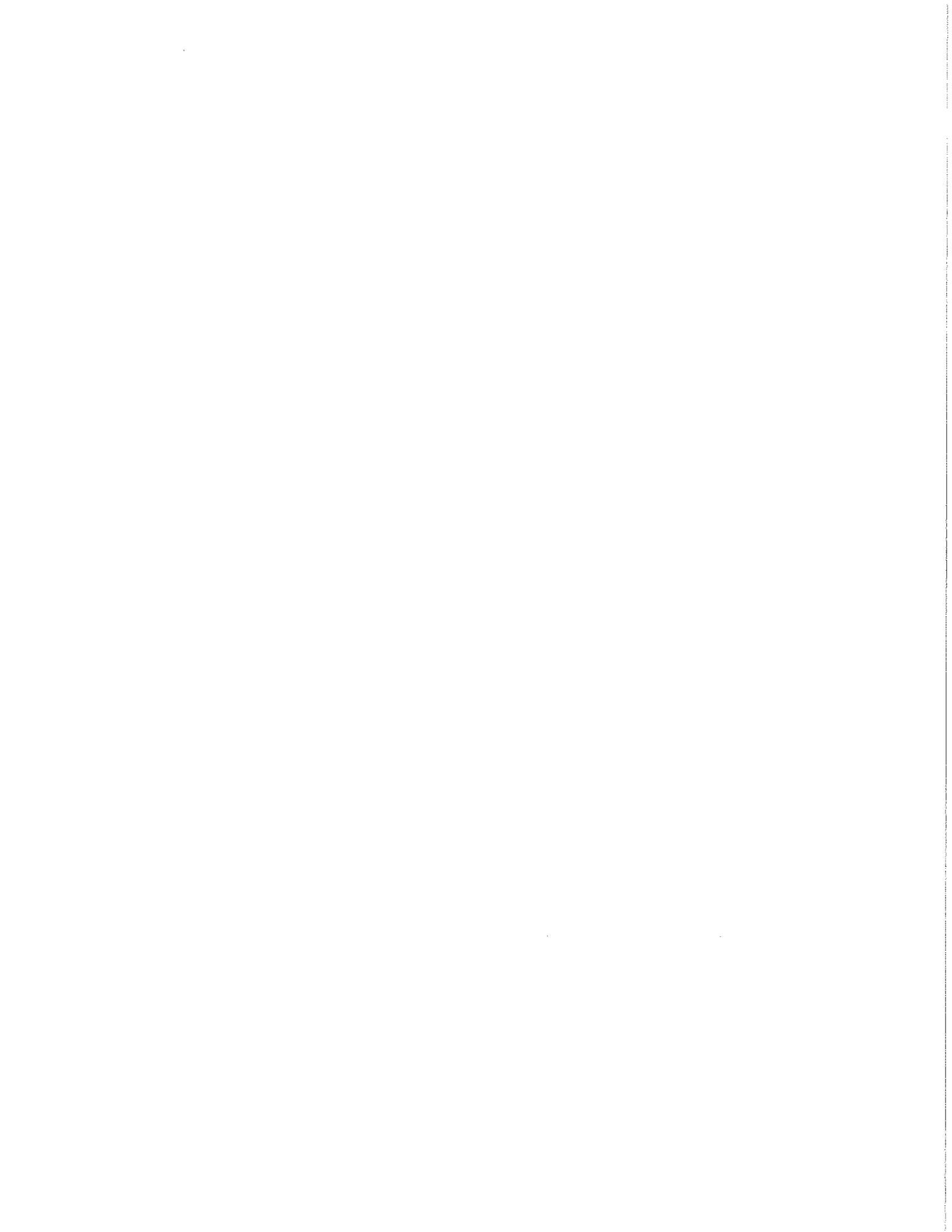
**Functional Highway Systems Classification**

-  Principal Arterial
-  Minor Arterial
-  Major Collector
-  Minor Collector
-  Local
-  Urban Growth Boundaries
-  Towns

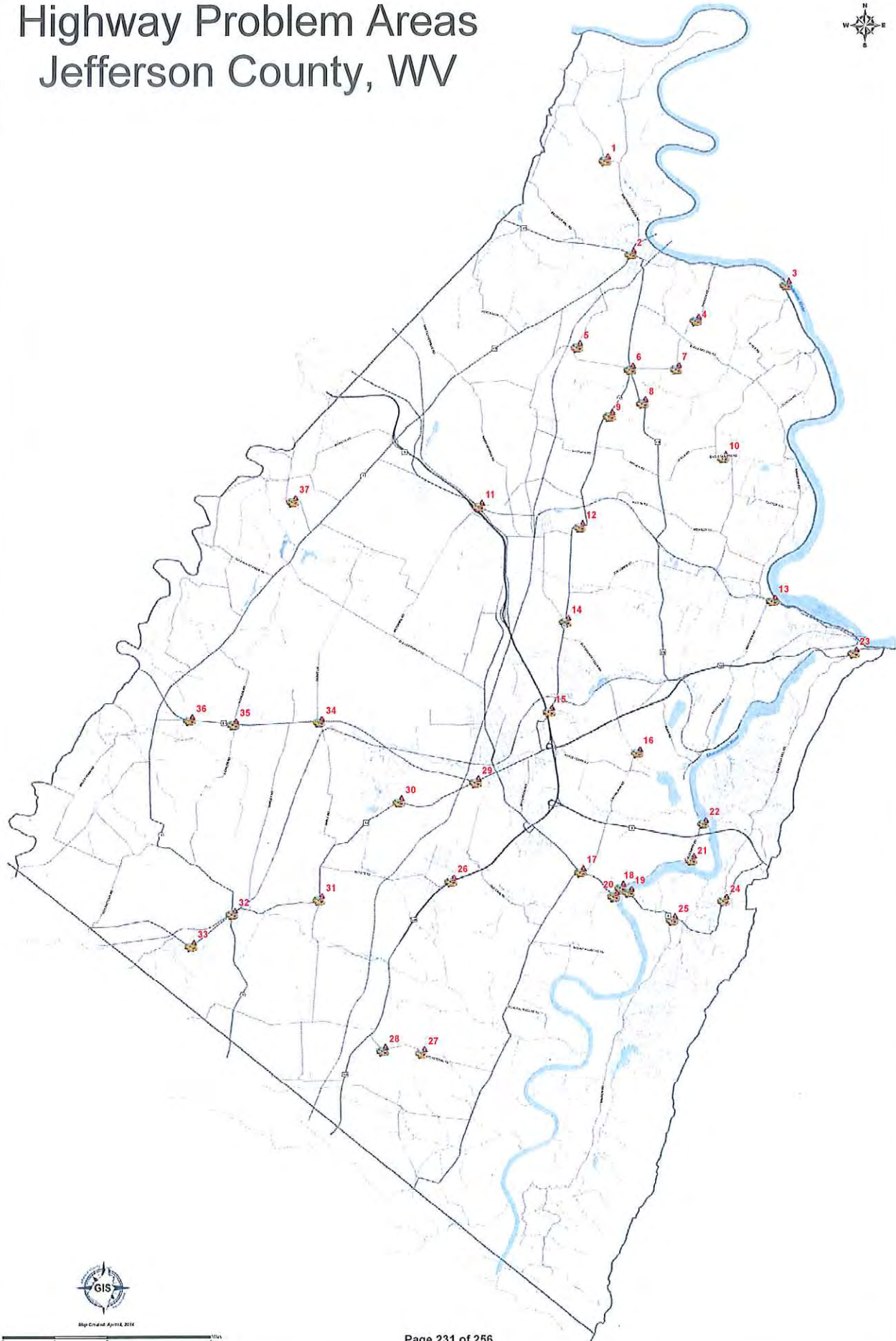
**Data Sources:**  
Jefferson County GIS/Addressing Office  
Jefferson County Department of Planning and Zoning  
West Virginia Department of Transportation

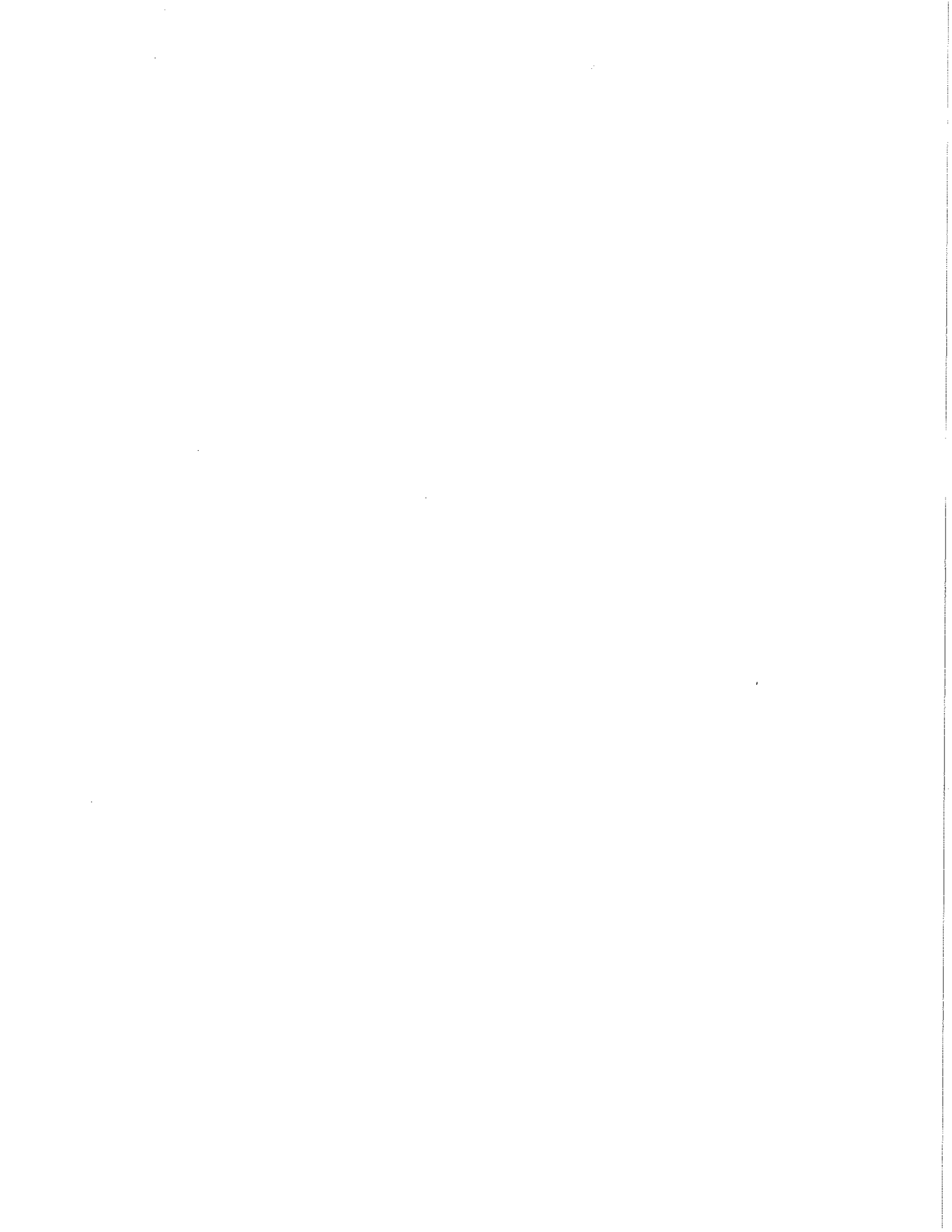


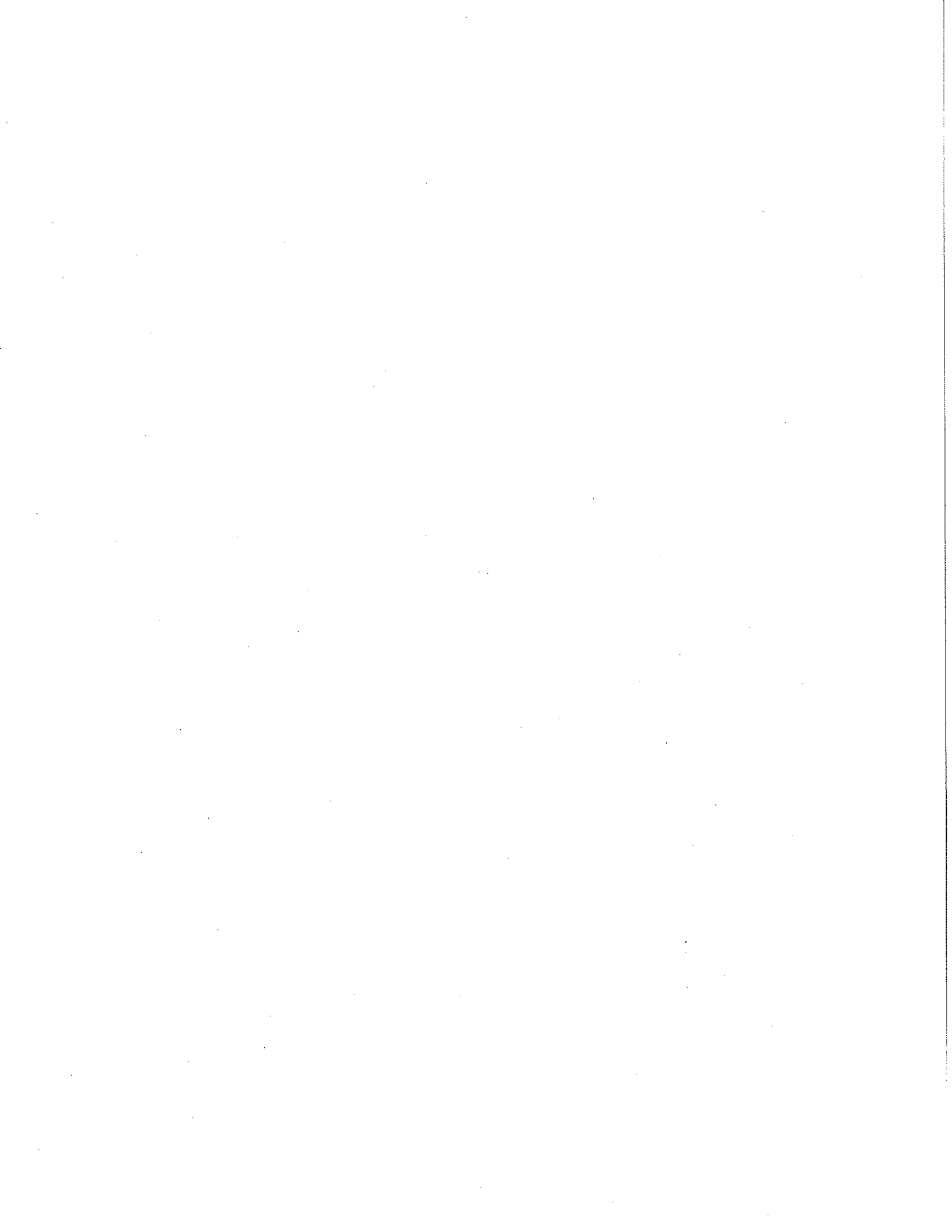
# Roadway Classification Map Envision Jefferson 2035



# Highway Problem Areas Jefferson County, WV







**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:

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

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

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

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Board of Health – one unexpired term ending June 30, 2018 – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

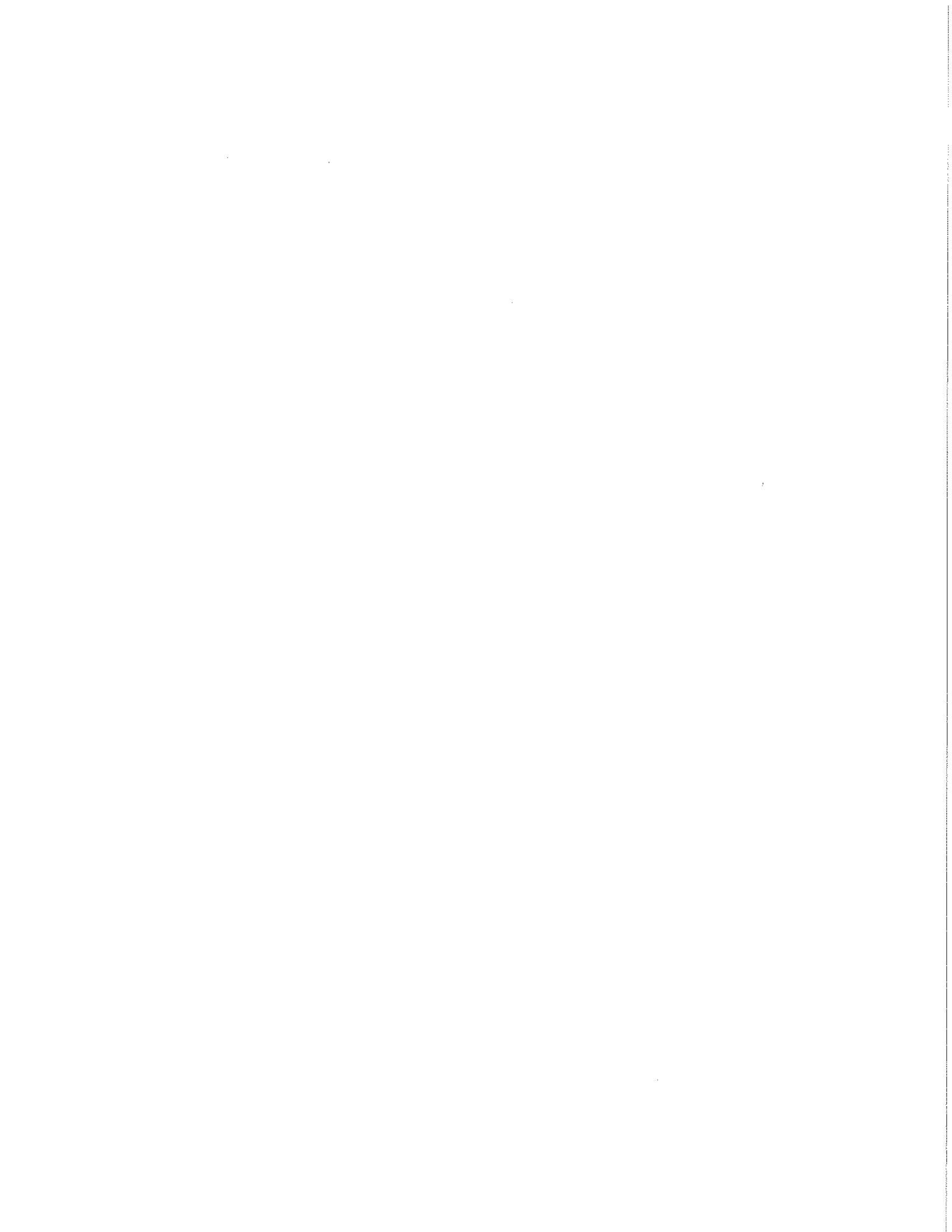
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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**



1290 W. Washington St., P.O. Box 707, Harpers Ferry, WV 25425

anvilrestaurant.com anvilrestaurant@gmail.com

January 27, 2017

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414

Re: Open position for Jefferson County Board of Health

Dear Commissioners,

I would be interested in serving on the Jefferson County Board of Health for the unexpired term ending in June, 2018.

I have been a resident of Jefferson County since 1970 and have owned and operated The Anvil Restaurant in Harpers Ferry since December of 1985. I believe my successful history in the restaurant business makes me uniquely qualified to serve on this board. In addition, I have been employed by Henry Davenport of Altona Farm since 1977.

Education: Hinton High School, Marshall Univ. BA, Shepherd Univ. BA Accounting

Yours truly,

Ann Maddy Smith

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



Name: Stephanie Grove, County Administrator

Department or Organization: **Jefferson County Commission**





Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 2, 2016**

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

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

Subject (*Wording to be placed on agenda*): **County Administrator Reports**

-  Apple Valley Waste Recycling Fee – Discussion/Action
-  Use of County Commission Meeting Room for Historic Landmarks Commission – Discussion/Action
-  Update on IT Content Management Initiative – Discussion/Action
-  Appointment to the 23<sup>rd</sup> Judicial Public Defender Corporation – 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

## Sandra McDonald

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**From:** Flenner, Bill <BFlenner@psc.state.wv.us>  
**Sent:** Tuesday, January 17, 2017 2:15 PM  
**To:** Sandra McDonald  
**Subject:** recycling for Jefferson County

Sandy, thanks for talking with me and getting me some help with this recycling.

What I would like to know is if there was and or is an rule, law, ordinance passed by the County Commission that:

1. Sets the fee for everyone at \$3.25 monthly
2. Does it have to be weekly pickup for recycling.
3. Does the County want to keep mandatory fee and recycling for residents subscribing to trash service.

As we discussed we are reviewing this program and may want to improve what u have and make it more cost effective, but need your input so we can proceed with Apple Valley's rate review now before the Public service Commission.



Jefferson County Commission, West Virginia  
Information Technology Department  
116 E. Washington Street,  
Charles Town, WV 25414

### Information Technology 2016-2017 Data Content Management Exploration Review Update

For the budget year of 2016-2017 the Information Technology Department began a new initiative to utilize a data content management system that would improve business processes, reduce redundancy and allow a more efficient way of accessing the county data.

Research and review of software and systems led the team to select Alfresco as a low cost software platform that could support the counties efforts in the above intellectual design efforts.

Testing of implementation and configuration led the team to decide that outside professional services would be required to achieve our goals. After discussions, the writing of a request for proposals was undertaken and vendors were invited to submit proposals. Submitted proposals ranged in price from \$24,800 to \$62,300.

After vetting each proposal and the companies that submitted them we decided to rewrite the low bidder's proposal to accommodate the county's needs. We identified the following points that we felt we had to have within our final statement of work before embarking on this project. These points are as follows:

- The county desires to be trained on how to configure/administer and maintain the software and system in-house.
- The county desires to have the ability to pause, stop work indefinitely or terminate the contract at any time for any reason. This would be because of the project not achieving our goals, budget constraints or other reasons.
- The county desires to have the statement of work address events in the timeline of the project that should be achieved within certain cost objectives.

At this time, the rewritten statement of work more accurately reflects the county's goals and stays within the approved budget as we begin our implementation. We would invite our commissioners to visit with us to discuss this new initiative and the exciting prospects of making county government processes more efficient and friendly to our citizens.

**CRAWFORD LAW GROUP PLLC**  
**ATTORNEYS AT LAW**

James B. Crawford, III  
Katherine N. Ridgeway  
E. Adelaide Crawford  
Attorneys  
Pamela T. Hinkle  
Paralegal

120 N George Street  
Charles Town, WV 25414  
304-725-3426v  
304-725-2154f

214 Lutz Avenue  
Martinsburg, WV 25405  
304-262-2237v  
304-262-2239f

[www.clgpllc.com](http://www.clgpllc.com)

January 23, 2017

Hand-Delivered  
County Commission of Jefferson County

Re: Board Member for the 23<sup>rd</sup> Judicial Public Defender Corporation

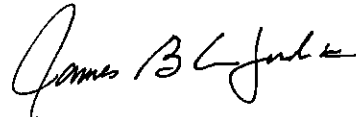
Dear Commission:

I am the chairman of the 23<sup>rd</sup> Judicial Public Defender Corporation which provides indigent legal services for criminal offenses in the tri county area.

The statute provides for a Board of Directors which consists of, in the case of 23<sup>rd</sup> Judicial District, 6 members plus a Chairman. The 6 members are to be two from each county with one of the two being a lawyer and the other being a lay person.

We currently have a vacancy on our Board for the Jefferson County lay position. I have approached Darlene Truman who has agreed to serve. Darlene is active in community affairs and has management experience in various businesses in which she has been involved in. I would ask the Commission consider appointing her as the lay representative from Jefferson County to the Board of Directors of the 23<sup>rd</sup> Judicial Public Defender Corporation.

Sincerely yours,



James B. Crawford, III, Chairman

JBCIII/ce

**WORK SESSION**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, FEBRUARY 2, 2017**  
**1:30 P.M.**

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

---

**2017 Legislative Summit**

**Topics:**

- 1. Provide for PSC preliminary approval for water/sewer projects prior to the expense of having the engineering done for water/sewer projects. (PN)**
- 2. Allow Public Service Commission to review infrastructure projects using preliminary engineering plans to reduce costs to ratepayers if project is not approved. (JT)**
- 3. Elimination of interveners. Discuss possible elimination of intervener by Senate Judiciary Committee as an outlet of the expression of the voice of the people. (PO)**
- 4. More state police needed: By the constitution, the state bears the primary policing responsibility. (JT)**
- 5. The critical shortage of State Troopers assigned to cover Jefferson County and consideration of locality pay. Given that Jefferson County is part of a High Intensity Drug Area as defined by federal authorities, the lack of manpower support on the part of the State Police is critical. (PO)**
- 6. Unclaimed dead body issue: need legislative action due to potential liability and cost to the County and Fire Departments. Also need more medical examiners to deal with the opioid crisis. (JT)**
- 7. Create an Emergency Services fee: combination of a fire fee and ambulance fee and allow the assessor to collect through the tax billing system. (JT)**
- 8. Potential Joint Sponsorship of Old Charles Town Library. (SG)**
- 9. Sustainability of SORN network. (SG)**
- 10. US Route 340 expansion in the Harpers Ferry-Bolivar area. Now that the expansion of the other end of US Route 340 leading to Berryville is on track, where does this end fit into the DOH scheme of things? This is also a topic of interest to the Development Authority. (PO)**

**COUNTY COMMISSION OF JEFFERSON COUNTY  
NOTICE OF BUDGET FORUM  
BUDGET FY2018**

The County Commission of Jefferson County will hold a public budget forum on Thursday, February 9, 2017, at 7:00 p.m. in the County Commission Meeting Room located in the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the forum is to provide information regarding the upcoming FY18 budget and educate the public on the county budget process. The public is encouraged to attend and will be permitted to ask questions during this forum; however, public comments regarding the budget will be accepted at a later date during a public hearing on the budget.

No decisions will be made during the forum.

**By Order of The County  
Commission of Jefferson County  
Peter Onoszko, President**

**Notice**  
**Jefferson County Commission**  
**Budget Work Sessions**

The County Commission of Jefferson County will meet in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia 25414 on the following dates:

|                  |                          |                  |
|------------------|--------------------------|------------------|
| <b>Monday</b>    | <b>February 13, 2017</b> | <b>9:30 a.m.</b> |
| <b>Tuesday</b>   | <b>February 14, 2017</b> | <b>9:30 a.m.</b> |
| <b>Wednesday</b> | <b>February 15, 2017</b> | <b>9:30 a.m.</b> |
| <b>Friday</b>    | <b>February 17, 2017</b> | <b>9:30 a.m.</b> |

The purpose of these meetings will be FY18 budget work sessions.

**By Order of The County**  
**Commission of Jefferson County**  
**Peter Onoszko, President**

# Impact Fee Status Report

## December 2016

### Office of Impact Fees

#### Summary

Date Range: Thursday 1 through Saturday 31 December 2016

Report Date: 23 January 2017

Process Number Range: 1600191-1600203

Total Applications: 13

Total Non-Exempt: 12

*Of which:*

Commercial: 0

Residential: 12

*Of which:*

County: 8

Municipal: 4

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

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

**Table 1. Form 100 Tallies**

|                        | Exempt | Commercial | Residential | Total       |
|------------------------|--------|------------|-------------|-------------|
| 1 – 31 December 2016   | 1      | 0          | 12          | 13          |
| Fees collected         |        | \$0.00     | \$75,520.00 | \$75,520.00 |
| <i>Of which</i>        |        |            |             |             |
| School Impact Fee      |        |            | \$68,400.00 | \$68,400.00 |
| Law Enforcement Fee    |        | \$0.00     | \$1,288.00  | \$1,288.00  |
| Parks & Recreation Fee |        |            | \$5,256.00  | \$5,256.00  |
| EMS Fee                |        | \$0.00     | \$576.00    | \$576.00    |

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

| Description                                                            | Amount             |
|------------------------------------------------------------------------|--------------------|
| Opening Statement Balance (1 December 2016)                            | \$66,467.39        |
| December Deposits (1 – 31 December 2016)                               | \$75,520.00        |
| School Nov. Transactions (withdraws via transfer on 13 December 2016)  | (\$60,268.25)      |
| Law Nov. Transactions (withdraws via transfer on 13 December 2016)     | (\$1,059.43)       |
| Parks & Rec Nov. Transactions (withdraws via transfer on 13 Dec. 2016) | (\$4,631.50)       |
| EMS Nov. Transactions (withdraws via transfer on 13 December 2016)     | (\$508.21)         |
| Interest Earned (31 December 2016)                                     | \$28.05            |
| <b>Ending Statement Balance (31 December 2016)</b>                     | <b>\$75,548.05</b> |
| <i>Outstanding Credits (deposits through 1 January 2017)</i>           | <i>\$0.00</i>      |

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

| Description                                                       | Amount                |
|-------------------------------------------------------------------|-----------------------|
| Opening Balance (1 December 2016)                                 | \$2,753,854.80        |
| November Transactions (deposits via transfer on 13 December 2016) | \$60,268.25           |
| Interest Earned (31 December 2016)                                | \$1,185.13            |
| <b>Ending Balance (31 December 2016)</b>                          | <b>\$2,815,308.18</b> |

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

| Description                                                       | Amount             |
|-------------------------------------------------------------------|--------------------|
| Opening Balance (1 December 2016)                                 | \$83,032.73        |
| November Transactions (deposits via transfer on 13 December 2016) | \$1,059.43         |
| Interest Earned (31 December 2016)                                | \$35.54            |
| <b>Ending Balance (31 December 2016)</b>                          | <b>\$84,127.70</b> |

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

| Description                                                       | Amount             |
|-------------------------------------------------------------------|--------------------|
| Opening Balance (1 December 2016)                                 | \$93,750.76        |
| November Transactions (deposits via transfer on 13 December 2016) | \$4,631.50         |
| Interest Earned (31 December 2016)                                | \$41.02            |
| <b>Ending Balance (31 December 2016)</b>                          | <b>\$98,423.28</b> |

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

| Description                                                       | Amount             |
|-------------------------------------------------------------------|--------------------|
| Opening Balance (1 December 2016)                                 | \$13,890.82        |
| November Transactions (deposits via transfer on 13 December 2016) | \$508.21           |
| Interest Earned (31 December 2016)                                | \$6.03             |
| <b>Ending Balance (31 December 2016)</b>                          | <b>\$14,405.06</b> |

**Table 7. Total Impact Fees as of 1 January 2017/1**

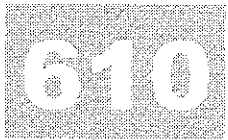
| Description                           | Amount                |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$75,548.05           |
| School Impact Fee Account             | \$2,815,308.18        |
| Law Enforcement Fee Account           | \$84,127.70           |
| Parks & Recreation Impact Fee Account | \$98,423.28           |
| EMS Impact Fee Account                | \$14,405.06           |
| <b>Total Impact Fees</b>              | <b>\$3,087,812.27</b> |

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

**Table 8. Pending January 2017 Fee Transfers /1**

| Account                               | 31 Dec. 2016<br>Account Totals | Pending Impact<br>Fee Transfers | Account Totals        |
|---------------------------------------|--------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account             | \$2,815,308.18                 | \$68,425.25                     | \$2,883,733.43        |
| Law Enforcement Fee Account           | \$84,127.70                    | \$1,288.56                      | \$85,416.26           |
| Parks & Recreation Impact Fee Account | \$98,423.28                    | \$5,257.96                      | \$103,681.24          |
| EMS Impact Fee Account                | \$14,405.06                    | \$576.28                        | \$14,981.34           |
| <b>Total Impact Fees</b>              | <b>\$3,012,264.22</b>          | <b>\$75,548.05</b>              | <b>\$3,087,812.27</b> |

/1 This table represents each of the impact fee category account totals as of 31 December 2016 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in December 2016 are listed in table 1 of the General Account (3111776); these transactions will be processed in January 2017. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



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

*Impact Fee Applications Processed between dates Thursday 1 through Saturday 31 December 2016*

| Process Number                 | Date       | Last Name | First Name       | TAX District          | Deed Book | Deed Page | Tax Area | Parcel             | Impact Fee Collected | Date       | Example Number |
|--------------------------------|------------|-----------|------------------|-----------------------|-----------|-----------|----------|--------------------|----------------------|------------|----------------|
| <b>Exempt Applications</b>     |            |           |                  |                       |           |           |          |                    |                      |            |                |
| 1600194                        | 12/05/2016 | Sirbaugh  | Troy             | 07 Middleway          | 1164      | 116       | 19       | 28                 | \$0.00               | 12/05/2016 | Form 200       |
| <b>Category Count: 1</b>       |            |           |                  | <b>Category Total</b> |           |           |          | <b>\$0.00</b>      |                      |            |                |
| <b>Non-Exempt Applications</b> |            |           |                  |                       |           |           |          |                    |                      |            |                |
| 1600191                        | 12/01/2016 |           | DR Acquisitions, | 04 Harpers Ferry      | 1129      | 541       | 9D       | 169                | \$6,347.00           | 12/01/2016 | N/A            |
| 1600192                        | 12/01/2016 |           | DR Acquisitions, | 04 Harpers Ferry      | 1129      | 541       | 9D       | 173                | \$6,347.00           | 12/01/2016 | N/A            |
| 1600193                        | 12/02/2016 |           | Arcadia          | 03 Charles Town       | 23        | 67        | 12B      | 197                | \$6,186.00           | 12/02/2016 | N/A            |
| 1600195                        | 12/07/2016 | Salvadge  | Wade             | 06 Kabletown          | 1172      | 532       | 26       | 3                  | \$6,347.00           | 12/07/2016 | N/A            |
| 1600196                        | 12/12/2016 |           | DR Acquisitions, | 04 Harpers Ferry      | 1129      | 541       | 9D       | 149                | \$6,347.00           | 12/12/2016 | N/A            |
| 1600197                        | 12/13/2016 |           | Arcadia          | 03 Charles Town       | 23        | 67        | 12B      | 244                | \$6,186.00           | 12/13/2016 | N/A            |
| 1600198                        | 12/13/2016 |           | Arcadia          | 03 Charles Town       | 23        | 67        | 12B      | 230                | \$6,186.00           | 12/13/2016 | N/A            |
| 1600199                        | 12/13/2016 |           | Arcadia          | 03 Charles Town       | 23        | 67        | 12B      | 235                | \$6,186.00           | 12/13/2016 | N/A            |
| 1600200                        | 12/27/2016 | Lutman    | David            | 02 Charles Town       | 1179      | 21        | 10A      | 51                 | \$6,347.00           | 12/27/2016 | N/A            |
| 1600201                        | 12/27/2016 | Lutman    | David            | 02 Charles Town       | 1179      | 21        | 10A      | 51                 | \$6,347.00           | 12/27/2016 | N/A            |
| 1600202                        | 12/28/2016 | Straus    | Stephen          | 06 Kabletown          | 1159      | 740       | 2        | 2.15               | \$6,347.00           | 12/28/2016 | N/A            |
| 1600203                        | 12/30/2016 |           | DR Acquisitions, | 04 Harpers Ferry      | 1129      | 541       | 9D       | 121                | \$6,347.00           | 12/30/2016 | N/A            |
| <b>Category Count: 12</b>      |            |           |                  | <b>Category Total</b> |           |           |          | <b>\$75,520.00</b> |                      |            |                |
| <b>TOTAL APPLICATIONS: 13</b>  |            |           |                  | <b>Grand Total</b>    |           |           |          | <b>\$75,520.00</b> |                      |            |                |

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

**COPY**

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *DM*  
DATE: Monday, 23 January 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **1600191** through **1600203**, inclusive. Within this range there were 12 non-exempt impact fee payments. This amounts to **\$68,400.00**.
- Interest earned by the Office of Impact Fees General Account in December 2016 amounts to **\$28.05**, of which **\$25.25** is attributed to fees collected for Schools.

**As per the attached invoice, the total amount of this transfer is \$68,425.25.**

**Check # 1072**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 17001  
**Date:** 1/23/2017

**Bill To:**

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

**Pay To:**

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

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of December 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). \$68,400.00

Interest earned by the Office of Impact Fees General Account December 2016. \$25.25

Impact Fee Process Numbers 1600191 through 1600203, inclusive. Within this range, there were 12 non-exempt impact fee payments.

**Total: \$68,425.25**

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

**Check Number:** 1072



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1072

Trace 20170123:50091.81

Date 1/23/2017

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$68,400.00

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

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

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount             |
|---------------------------------------|----------------|-----------|------------|--------------------|
| 12/2/2016                             | 1600191        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/2/2016                             | 1600192        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/5/2016                             | 1600193        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/8/2016                             | 1600195        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/13/2016                            | 1600196        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/14/2016                            | 1600197        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/14/2016                            | 1600198        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/14/2016                            | 1600199        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/27/2016                            | 1600200        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/27/2016                            | 1600201        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/29/2016                            | 1600202        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 12/30/2016                            | 1600203        | 2003-3    | 11/24/2005 | \$5,700.00         |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$68,400.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$68,400.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$68,400.00</b> |

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

**COPY**

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *DM*  
DATE: Monday, 23 January 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers 1600191 through 1600203, inclusive. Within this range there were 4 non-exempt impact fee payments. This amounts to \$1,288.00.
- Interest earned by the Office of Impact Fees General Account in December 2016 amounts to \$28.05, of which \$0.56 is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$1,288.56.

Check # 1073

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 17002  
**Date:** 1/23/2017

**Bill To:**

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

**Pay To:**

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

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of December 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$1,288.00

Interest earned by the Office of Impact Fees General Account December 2016. \$0.56

Impact Fee Process Numbers 1600191 through 1600203, inclusive. Within this range, there were 4 non-exempt impact fee payments.

**Total: \$1,288.56**

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

**Check Number:** 1073



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1073

Trace 20170123:50263.04

Date 1/23/2017

Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$1,288.00

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

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

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount     |
|---------------------------------------|----------------|-----------|------------|------------|
| 12/2/2016                             | 1600191        | 2005-1    | 3/22/2005  | \$161.00   |
| 12/2/2016                             | 1600192        | 2005-1    | 3/22/2005  | \$161.00   |
| 12/5/2016                             | 1600193        | 2005-1    | 3/22/2005  | \$0.00     |
| 12/8/2016                             | 1600195        | 2005-1    | 3/22/2005  | \$161.00   |
| 12/13/2016                            | 1600196        | 2005-1    | 3/22/2005  | \$161.00   |
| 12/14/2016                            | 1600197        | 2005-1    | 3/22/2005  | \$0.00     |
| 12/14/2016                            | 1600198        | 2005-1    | 3/22/2005  | \$0.00     |
| 12/14/2016                            | 1600199        | 2005-1    | 3/22/2005  | \$0.00     |
| 12/27/2016                            | 1600200        | 2005-1    | 3/22/2005  | \$161.00   |
| 12/27/2016                            | 1600201        | 2005-1    | 3/22/2005  | \$161.00   |
| 12/29/2016                            | 1600202        | 2005-1    | 3/22/2005  | \$161.00   |
| 12/30/2016                            | 1600203        | 2005-1    | 3/22/2005  | \$161.00   |
| <b>Total amount for this withdraw</b> |                |           |            | \$1,288.00 |
| <b>Total amount for this account</b>  |                |           |            | \$1,288.00 |
| <b>Total amount all accounts</b>      |                |           |            | \$1,288.00 |

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

**COPY**

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *mm*  
DATE: Monday, 23 January 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **1600191** through **1600203**, inclusive. Within this range there were 12 non-exempt impact fee payments. This amounts to **\$5,256.00**.
- Interest earned by the Office of Impact Fees General Account in December 2016 amounts to **\$28.05**, of which **\$1.96** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is **\$5,257.96**.

Check # 1074

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

Number: 17003

Date: 1/23/2017

**Bill To:**

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

**Pay To:**

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

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of December 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$5,256.00

Interest earned by the Office of Impact Fees General Account December 2016.

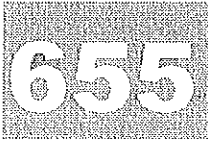
\$1.96

Impact Fee Process Numbers 1600191 through 1600203, inclusive. Within this range, there were 12 non-exempt impact fee payments.

**Total: \$5,257.96**

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

Check Number: 1074



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1074

Trace 20170123:50299.18

Date 1/23/2017

Series 3

Recipient Sheriff of Jefferson County

Amount \$5,256.00

Account 3122808

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

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

| Deposit Date                          | Process Number | Ordinance | Euact Date | Amount     |
|---------------------------------------|----------------|-----------|------------|------------|
| 12/2/2016                             | 1600191        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/2/2016                             | 1600192        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/5/2016                             | 1600193        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/8/2016                             | 1600195        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/13/2016                            | 1600196        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/14/2016                            | 1600197        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/14/2016                            | 1600198        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/14/2016                            | 1600199        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/27/2016                            | 1600200        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/27/2016                            | 1600201        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/29/2016                            | 1600202        | 2005-2    | 5/12/2005  | \$438.00   |
| 12/30/2016                            | 1600203        | 2005-2    | 5/12/2005  | \$438.00   |
| <b>Total amount for this withdraw</b> |                |           |            | \$5,256.00 |
| <b>Total amount for this account</b>  |                |           |            | \$5,256.00 |
| <b>Total amount all accounts</b>      |                |           |            | \$5,256.00 |

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

**COPY**

Michelle Mason  
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *DM*  
DATE: Monday, 23 January 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of December 2017.

This transfer consists of two components:

- Impact Fee Process Numbers **1600191** through **1600203**, inclusive. Within this range there were 12 non-exempt impact fee payments. This amounts to **\$576.00**.
- Interest earned by the Office of Impact Fees General Account in December 2017 amounts to **\$28.05**, of which **\$0.28** is attributed to fees collected for EMS.

**As per the attached invoice, the total amount of this transfer is \$576.28.**

**Check # 1075**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

Number: 17004

Date: 1/23/2017

**Bill To:**

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

**Pay To:**

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

**P.O. Number**

**Vendor Number**

**Description**

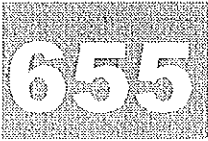
**Amount**

|                                                                                                                                                                                                         |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Impact Fee payments collected for month of December 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). | \$576.00 |
| Interest earned by the Office of Impact Fees General Account December 2016.                                                                                                                             | \$0.28   |
| Impact Fee Process Numbers 1600191 through 1600203, inclusive. Within this range, there were 12 non-exempt impact fee payments.                                                                         |          |

**Total: \$576.28**

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

**Check Number:** 1075



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1075

Trace 20170123:50331.79

Date 1/23/2017

Series 4

Recipient Sheriff of Jefferson County

Amount \$576.00

Account 3122816

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

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

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount          |
|---------------------------------------|----------------|-----------|------------|-----------------|
| 12/2/2016                             | 1600191        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/2/2016                             | 1600192        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/5/2016                             | 1600193        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/8/2016                             | 1600195        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/13/2016                            | 1600196        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/14/2016                            | 1600197        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/14/2016                            | 1600198        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/14/2016                            | 1600199        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/27/2016                            | 1600200        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/27/2016                            | 1600201        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/29/2016                            | 1600202        | 2005-3    | 5/12/2005  | \$48.00         |
| 12/30/2016                            | 1600203        | 2005-3    | 5/12/2005  | \$48.00         |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$576.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$576.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$576.00</b> |

# Jefferson County Public Service District

Received

JAN 13 2017

## Jefferson County Public Service District Regular Board Meeting December 5, 2016

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 5, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Dick Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; from Thrasher Engineering, Wayne Morgan; from Bowles Rice, Tyler Mayhew and liaison for the County Commission, Commissioner Jane Tabb.

### CALL TO ORDER

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

### Approval of agenda

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

### OLD BUSINESS

#### Review Minutes of November 7 regular board meeting

The minutes of the November 7, 2016 regular board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the November 7, 2016 regular board meeting minutes as presented. Unanimously approved.**

#### Discuss sewer collection and transmission project

- o Consider for approval the resolution # 8 to pay Crawford Law Group for easement services relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds
- o Consider for approval the resolution to authorize the treasurer to sign documents for State Revolving Funds
- o Consider for approval condemnation for pump station site in Beallair for project

The Board called Mr. Rodecker for this discussion. Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission.

Ms. Lawton requested the Board approve resolution number eight (8) to pay Crawford Law Group \$3,408.34 out of the \$660,000 loan for easement services for the project. Mr. Strider read resolution #8 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ENGINEERING AND OTHER SERVICES FOR THE SEWER TRANSMISSION IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF IN THE AMOUNT OF \$3,408.34.

**Action: Motion by Mr. Strider and seconded by Mr. Weese to approve the resolution as read totaling \$3,408.34. Approved 2-0. Mr. Appignani recused himself.**

Ms. Lawton also informed the Board that WV DEP is requesting a form, similar to the USDA form, to give signing authorization to the Treasurer for project related documents. Mr. Strider read the resolution as follows:

AUTHORIZING RESOLUTION AT THE REGULARLY SCHEDULED MEETING OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT HELD ON DECEMBER 5, 2016, WILLIAM H. STRIDER HAS BEEN DULY AUTHORIZED TO ACT ON AND SIGN ON BEHALF OF THE JEFFERSON COUNTY PUBLIC

SERVICE DISTRICT ANY AND ALL FEDERAL AND STATE ACTIONS AS THEY RELATE TO PLANNING, DESIGN, AND/OR CONSTRUCTION OF THE FLOWING SPRINGS TRANSMISSION PROJECT, A WASTEWATER COLLECTION PROJECT THAT WILL ELIMINATE OLDER PUMP STATIONS AND PROVIDE A GRAVITY COLLECTION SYSTEM WITH A NEW MAJOR PUMP STATION AT A LOW POINT IN THE FLOWING SPRINGS WATERSHED. THIS MOTION BEING DULY PRESENTED AND SECONDED HAS BEEN ADOPTED BY A QUORUM VOTE AND THEREFORE WILLIAM H. STRIDER MAY SIGN ALL SUCH DOCUMENTS RELATIVE TO WASTEWATER FACILITIES ON BEHALF OF JEFFERSON COUNTY PUBLIC SERVICE DISTRICT.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the resolution as read. Approved 2-0. Mr. Appignani recused himself.

Ms. Lawton, with Thrasher Engineers, has been in discussion with the Wormald Companies about an easement needed for the Flowing Springs Collection System Project. The Wormald Companies are willing to grant the District the easement with several expensive stipulations and a much higher cost than the appraised value offered by the District. Ms. Lawton has requested the Board approve the District moving forward with condemnation of the site since there has not been success in the negotiations.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to move forward with condemnation of the site for the Halltown Pump Station. Approved 2-0. Mr. Appignani recused himself.

Consider for approval the RFPs for billing software vendor

Last month the District received four proposals for billing software and the Board requested a breakdown of costs the District spends each month with the current system and how much will be saved after new software is installed before making any decisions. Ms. Lawton provided the Board with a spreadsheet on the needs of a new system and the amount of customer complaints on the current system. Mr. Strider supports the purchasing of a new system. Mr. Weese questioned if the District purchased a new system and consolidation occur soon after. Mr. Appignani requested again a cost benefit analysis and for Ms. Lawton to contact the other utilities to get quotes on billing District customers.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to request staff contact Charles Town about billing logistics and include a cost benefit analysis for next month's meeting. Unanimously approved.

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

The District will need to collect an estimated \$11,000 in payments to cover the disbursements for water.

**Action:** No action required by the Board.

**NEW BUSINESS**

Consider for approval the request from Jefferson Utilities, Inc regarding the Districts Westridge Hills well

Tyler Mayhew, attorney from Bowles Rice, stated that Jefferson Utilities, Inc. had sent a request to acquire the Westridge Hills well that is owned by the District. Since this item is subject to negotiations, the Board went into executive session to discuss. Mr. Kelsh was called and Commission Jane Tabb was invited to participate in the discussions.

**Action:** Motion made by Mr. Weese and seconded by Mr. Strider to go into executive session to discuss the request from Jefferson Utilities about acquiring the Westridge Hills well from the District. Unanimously approved.

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

Commissioner Tabb has agreed to take the issue to the County Commission and provide feedback to the District since the County paid for the initial study of the wells. There was also a representative from the Westridge Hills HOA in the audience, Kathryn Jackson, Vice President of the HOA, who stated the members of the HOA are against this request and will use the first right of refusal that is in the deed with the District as needed. The Board tabled the discussions until they hear feedback from the County Commission.

**Action:** No action taken by the Board.

Consider for approval the 2017 board meeting dates

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the 2017 board meeting schedule with the exception of changing the January meeting to the 9<sup>th</sup>. Unanimously approved.

Consider for approval the 2017 holiday schedule

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the 2017 holiday schedule as presented. Unanimously approved.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case, 15-1338-PSD-42R-PC – There have been no new updates.

2016 sewer rate case, 16-0411-PSD-30B – There have been no new updates.

Certificate of Convenience and Necessity case, 16-0616-PSD-PC-CN – A procedural order has been agreed upon with a public meeting scheduled for January 19<sup>th</sup> in Jefferson County and a hearing on February 2<sup>nd</sup> and 3<sup>rd</sup> in Charleston.

Water Rate Increase case, 16-0701-PWD-19A – The District is waiting for a final order.

EJSS, LLC vs JCPSD civil case, 14-C-51 – Last month the Board agreed to drop the case and will execute a Quit Claim Deed to do such.

**Action:** No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget.

**Action:** No action required by the Board.

Disbursements

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$7,339.94. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$211,429.45. Unanimously approved.

Approve transfer of \$1,399.20 from the Renewal & Replacement account to the Sewer Operating account to replace flow meter sensor

Approve transfer of \$1,540.24 from the Renewal & Replacement account to the Sewer Operating account for generator repairs at 1-11

Approve transfer of \$3,341.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at 2-14

Approve transfer of \$3,444.14 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$181.92 from the Water Security Deposit account to the Water Operating account for security deposit refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$1,399.20 from the Renewal & Replacement account to the Sewer Operating account to replace flow meter sensor, approve transfer of \$1,540.24 from the Renewal & Replacement account to the Sewer Operating account for generator repairs at 1-11, approve transfer of \$3,341.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at 2-14, approve transfer

of \$3,444.14 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds, approve transfer of \$181.92 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

None discussed.

**Action:** No action required by the Board.

Other staff reports

None discussed.

**Action:** No action required by the Board.

Correspondence

None discussed.

**Action:** No action required by the Board.

Public Comment

Jacquelyn Milliron, PSD customer, thanked Ms. Stottlemeyer and the rest of the PSD office staff for providing her information when she requested it.

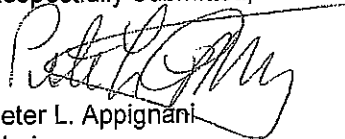
Josh Compton, newly elected Jefferson County Commissioner, stated that he conducts rate design cost of service work for electric co-ops across the country and the one specific phrase that is always asked is "How would this effect rate payers" which he did not hear the Board discuss at tonight's meeting.

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

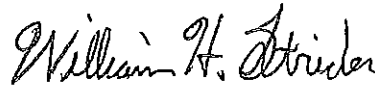
There being no further business at this time, the meeting was adjourned at 7:53PM.

The next regular meeting is scheduled for Monday, January 9, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer



# Jefferson County 4-H Leaders' Association



Jefferson County Office  
1948 Wiltshire Road, Suite 3  
Kearneysville, WV 25430

304-582-0650 – Vickie Wilt-Weister, President

January 18, 2017

Received

JAN 25 2017

Jefferson County Commission

Mr. Brent A. Clark, Program Director  
WVU Extension— 4-H Youth Development  
619 Knapp Hall, PO Box 6031  
Morgantown, WV 26506-6031

Dear Director Clark:

It is with great pride and respect for our coveted West Virginia 4-H Program that we write in opposition to the proposed personnel changes to the 4-H Agent position we were made aware of in recent weeks. In our view, the faculty status component of all county Extension 4-H Agent positions will be downgraded in the near future, a move we feel is unacceptable. While we understand state budget shortfalls and policy changes may be a factor in this decision, we feel this will be a disservice to our youth and will lessen the impact of our high quality programming. In fact, this proposed change is neither in the best interest of the program, as a whole, nor in the best interest of the youth who participate.

We contend that 4-H youth development programs currently offered in West Virginia are evidenced based and data driven with proven outcomes. By utilizing best practices and new innovation garnered by continued scholarly coursework, research, and professional development, we will continue to offer high impact programs of excellence. Thus, it is essential to keep a tenure tracked faculty position, with its educational requirements, in place for these agents and the 4-H unit teams they serve. Also, a faculty component gives the incentive to attend professional conferences and network with other professionals in youth development and education as a means to broaden the scope of programming brought back to the local level where it is being utilized on a daily basis.

Additionally, by keeping a faculty component intact, national funding for programming and youth development will not be jeopardized. The National 4-H Council, as the fundraising arm of 4-H, leans heavily on an evidenced based, faculty driven model for program and curriculum development when incentivizing major donors to contribute to the National 4-H program. This is what separates 4-H from other youth development programs. West Virginia 4-H is highly respected at National 4-H Council and has been the recipient of several major grants that allow our program to provide quality, evidenced based projects with proven outcomes, to the citizens and youth of our State. These major grants not only provide funding for specific programs and projects, but support WVU Extension's budget. West Virginia receives these grants from the National 4-H Council because of the quality, faculty driven work our state 4-H program provides.

More importantly, our local Jefferson County Extension Program has a rich tradition of success and community support. As a collective group, we have worked diligently over the past decade to not only retain our Extension Agent faculty positions, but have invested in such through the continued support of the Jefferson County Commission, Jefferson County Board of Education, Jefferson County 4-H Foundation and countless Leaders, Volunteers and Supporters who value our agents and the work they do.

Moreover, our continued population growth and high 4-H programming standard in West Virginia's Eastern Panhandle have seen our program continue to grow and expand. Our 4-H program is supported by well-established lifetime volunteers and is built on the success of community based clubs. This long standing tradition of programming excellence is the foundation for our growth and has paved the way for other high impact programs. One of the best examples of this is our Tri-County 4-H Camping Program where we have three age appropriate camps, Younger, Intermediate, and Older 4-H camps which are directed by an Extension faculty member from Berkeley, Morgan, and Jefferson Counties, respectively. Our Camping program is also the only local camping program accredited by the American Camping Association which is in large part driven by our local faculty 4-H Extension Agents.

Due to the recent vacancy of our Extension 4-H Agent position, we understand Jefferson County will be the first county to experience these personnel changes. We respectfully reject this action and for the reasons mentioned beforehand, ask that the faculty member position requirements remain intact. We hope you will support our affirmations and find clarity as these final personnel decisions are being evaluated.

Thank you in advance for your attention to this important matter. As you move forward with this process, we would appreciate the opportunity to speak with you at your earliest convenience.

Respectively,



Vickie Wilt-Weister, President  
4-H Leaders' Association



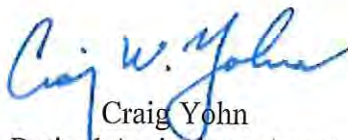
George Tabb, President  
Jefferson County 4-H Foundation



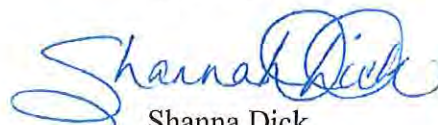
James Staley  
Retired 4-H Agent  
1972 - 2002



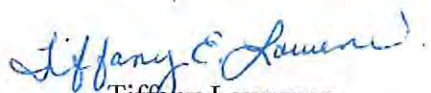
Judith Matlick  
Retired Families and Health Agent  
1978 - 2016



Craig Yohn  
Retired Agriculture Agent  
1981 - 2011



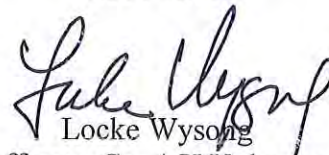
Shanna Dick  
Former 4-H Agent  
2004 - 2008



Tiffany Lawrence  
Jefferson Co. 4-H Leader Former  
State Delegate



Bob Tabb  
Jefferson County 4-H Volunteer  
Former State Delegate



Locke Wyson  
Jefferson Co. 4-H Volunteer  
Former State Delegate



Dennis Barron, Member  
West Virginia 4-H Hall of Fame



Jeremy Wilt, Chairman  
Jefferson County 4-H All Stars

CC:

Dean and Director Steven Bonanno, West Virginia University Extension Service

President E. Gordon Gee, West Virginia University

Provost and Vice President of Academic Affairs, Joyce McConnell, West Virginia University

CC Continued from previous page

Governor Jim Justice

West Virginia Board of Public Works

Members of the West Virginia Legislature

Jefferson County Commission

Jefferson County Board of Education

Jefferson County Extension Services Committee

West Virginia 4-H Agent's Association

West Virginia 4-H All Stars

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

| <b>Week Ending Date</b>                                 | <b>FY17<br/>January 14, 2017</b> |
|---------------------------------------------------------|----------------------------------|
| <b>To be Deposited on:</b>                              | January 23, 2017                 |
| <b>Amount Played</b>                                    | \$ 47,971,876.05                 |
| <b>Amount Won</b>                                       | 43,148,061.64                    |
| <b>Amount Promo</b>                                     | 454,465.00                       |
| <b>MWAP Contribution</b>                                | <u>-</u>                         |
| <b>Adjusted Gross Terminal Revenue</b>                  | <u>4,369,349.41</u>              |
| <b>Administrative Costs @ 4%</b>                        | -                                |
| <b>Excess Lottery Fund @ 4%</b>                         | <u>174,773.98</u>                |
| <b>Net Terminal Revenue</b>                             | <u>4,194,575.43</u>              |
| <b>Surcharge @ 10%</b>                                  | 419,457.54                       |
| <b>State Share Excess @ 58% &amp; 10% of 42%</b>        | 260,902.59                       |
| <b>Track Share of Capital Reinvestment @ 90% of 42%</b> | <u>158,554.95</u>                |
| <i>Track Share of Capital Reinvestment @ 96%</i>        | 152,212.75                       |
| <i>Track Share of Capital Reinvestment @ 4%</i>         | 6,342.20                         |
| <b>Adjusted Net Terminal Revenue</b>                    | <u>3,775,117.89</u>              |
| <b>Racetrack @ 46.50% / 42%</b>                         | 1,585,549.51                     |
| <b>Lottery Fund @ 30% / 0%</b>                          | -                                |
| <b>Excess Lottery Fund @ 0% / 41%</b>                   | 1,547,798.33                     |
| <b>Excess Lottery Fund @ 12.85% / 9.55%</b>             | 360,523.76                       |
| <b>Race Track Purses @ 90% of 7% / 4%</b>               | 135,904.24                       |
| <b>Employee Pension Fund @ 1% / .5%</b>                 | 18,875.59                        |
| <b>Greyhound Development @ 90% of .75%</b>              | 25,482.05                        |
| <b>Thoroughbred Development @ 90% of .75%</b>           | 25,482.05                        |
| <b>County/Municipality @ 2%</b>                         | <u>75,502.36</u>                 |
|                                                         | <u>\$ 3,775,117.89</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<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>7.93% | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.68% | SHEPHERDS<br>TOWN<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 2 days ending:<br>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                    |
| 01/14/17                   | 75,502.36                    | 37,751.18                 | 37,751.18            | 2,993.67         | 15,062.72                 | 819.20                    | 12,714.60        | 6,160.99                    |
| Subtotal                   | \$ 2,953,311.88              | \$ 1,932,687.68           | \$ 1,020,624.20      | \$ 80,935.48     | \$ 407,229.04             | \$ 22,147.56              | \$ 343,746.23    | \$ 166,565.89               |

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  | 1/14/2017  | 37,751.18  |
| 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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**1,932,687.68**



*West Virginia State  
Treasurer's Office*

John D. Perdue  
State Treasurer

| <u>Political Subdivision</u>  | <u>Amount</u> |
|-------------------------------|---------------|
| Huntington                    | 952.48        |
| Hurricane                     | 952.48        |
| Huttonsville                  | 952.48        |
| laeger                        | 952.48        |
| Jackson County                | 3,791.26      |
| Jane Lew                      | 952.48        |
| Jefferson County              | 59,508.00     |
| Jefferson County School Board | 178,524.00    |
| Junior                        | 952.48        |
| Kanawha County                | 25,508.96     |
| Kenova                        | 952.48        |
| Kermit                        | 952.48        |
| Keyser                        | 952.48        |
| Keystone                      | 952.48        |
| Kimball                       | 952.48        |
| Kingwood                      | 952.48        |
| Leon                          | 952.48        |
| Lester                        | 952.48        |
| Lewis County                  | 3,791.26      |

## 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         | December, 2016         | 59,508.00         |
| 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>392,083.15</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          | December, 2016         | 178,524.00          |
| 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>1,176,249.45</b> |

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

| <b>Week Ending Date</b>                          | <b>FY17<br/>January 21, 2017</b> |
|--------------------------------------------------|----------------------------------|
| <b>To be Deposited on:</b>                       | January 27, 2017                 |
| Amount Played                                    | \$ 55,033,900.29                 |
| Amount Won                                       | 49,184,502.75                    |
| Amount Promo                                     | 424,561.00                       |
| MWAP Contribution                                | <u>-</u>                         |
| <b>Adjusted Gross Terminal Revenue</b>           | <b><u>5,424,836.54</u></b>       |
| Administrative Costs @ 4%                        | -                                |
| Excess Lottery Fund @ 4%                         | <u>216,993.46</u>                |
| <b>Net Terminal Revenue</b>                      | <b><u>5,207,843.08</u></b>       |
| Surcharge @ 10%                                  | 520,784.30                       |
| State Share Excess @ 58% & 10% of 42%            | 323,927.83                       |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>196,856.47</u>                |
| <i>Track Share of Capital Reinvestment @ 96%</i> | 188,982.21                       |
| <i>Track Share of Capital Reinvestment @ 4%</i>  | 7,874.26                         |
| <b>Adjusted Net Terminal Revenue</b>             | <b><u>4,687,058.78</u></b>       |
| Racetrack @ 46.50% / 42%                         | 1,968,564.69                     |
| Lottery Fund @ 30% / 0%                          | -                                |
| Excess Lottery Fund @ 0% / 41%                   | 1,921,694.14                     |
| Excess Lottery Fund @ 12.85% / 9.55%             | 447,614.08                       |
| Race Track Purses @ 90% of 7% / 4%               | 168,734.12                       |
| Employee Pension Fund @ 1% / .5%                 | 23,435.29                        |
| Greyhound Development @ 90% of .75%              | 31,637.65                        |
| Thoroughbred Development @ 90% of .75%           | 31,637.65                        |
| County/Municipality @ 2%                         | <u>93,741.16</u>                 |
|                                                  | <b><u>\$ 4,687,058.78</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<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES   | BOLIVAR<br>7.93%    | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.68%     | SHEPHERDS<br>TOWN<br>16.32% |
|----------------------------|------------------------------|---------------------------|------------------------|---------------------|---------------------------|---------------------------|----------------------|-----------------------------|
| 2 days ending:<br>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                   | 108,692.88                   | 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                    |
| 01/14/17                   | 75,502.36                    | 37,751.18                 | 37,751.18              | 2,993.67            | 15,062.72                 | 819.20                    | 12,714.60            | 6,160.99                    |
| 01/21/17                   | 93,741.16                    | 46,870.58                 | 46,870.58              | 3,716.84            | 18,701.36                 | 1,017.09                  | 15,786.01            | 7,649.28                    |
| <b>Subtotal</b>            | <b>\$ 3,047,053.04</b>       | <b>\$ 1,979,558.26</b>    | <b>\$ 1,067,494.78</b> | <b>\$ 84,652.32</b> | <b>\$ 425,930.40</b>      | <b>\$ 23,164.65</b>       | <b>\$ 359,532.24</b> | <b>\$ 174,215.17</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  | 1/7/2017   | 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  | 1/14/2017  | 37,751.18  |
| 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  | 1/23/2016  | 25,025.40  | 1/21/2017  | 46,870.58  |
| 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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**1,979,558.26**

**Table Game Revenue**

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

| <u>Date</u>            | <u>Amount</u>     | <u>Date</u>            | <u>Amount</u>     | <u>Date</u>            | <u>Amount</u>     |
|------------------------|-------------------|------------------------|-------------------|------------------------|-------------------|
| 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         | December, 2016         | 59,508.00         |
| 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>392,083.15</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          | December, 2016         | 178,524.00          |
| 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>1,176,249.45</b> |