

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2017
THURSDAY, FEBRUARY 16, 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

- February 1, 2017 - Board of Review and Equalization
- February 2, 2017 - Regular Meeting
- February 7, 2017 - Board of Review and Equalization
- February 9, 2017 - Board of Review and Equalization

APPROVAL OF PURCHASE ORDERS

- February 16, 2017

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- February 9, 2017
- February 16, 2017

APPROVAL OF PAYROLL

- February 9, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Jacki Shadle, County Clerk
- Office restructuring/adjust employee title/salary - Discussion/Action

3. 10:15 a.m. Interview /Appointment to the North Eastern Regional EMS, Inc. Board of Directors - One 2-year term ending October 31, 2019 - Discussion/Action
4. 10:20 a.m. Appointment to the Board of Directors of the 23rd Judicial Public Defender's Corporation - Discussion/Action
5. 10:30 a.m. Interview/Appointment to the Eastern Panhandle Transit Authority Board of Directors - One 3-year term ending January 31, 2020 - Discussion/Action
6. 10:45 a.m. **BREAK**
7. 11:00 a.m. Lynn Fields, Probate Office
- Approve two estates to Probate in Solemn Form and rule on the Petition to remove Executrix on the Lenis Martin Estate - Discussion/Action
8. 11:15 a.m. Bill Polk, Maintenance Department and Adam Krason, ZMM Architects & Engineers
- Update on renovation of 3rd floor of St. Margaret's Judicial Center - Discussion/Action
9. 11:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- MOU with Mt. Weather regarding fire assistance/mutual aid - Discussion/Action
- Discussion of issues related to consolidation and infrastructure of the PSD and interaction with Charles Town and Ranson - Discussion/Action - Possible Executive Session

UNFINISHED BUSINESS

10. Request for pledge of \$10,000 to an agency endowed fund, *Our History, Our Community Fund*, at Eastern WV Community Foundation - Discussion/Action

NEW BUSINESS

11. Homeless, Vagrancy issues & safety concerns of citizens of Patrick Henry Estates - Discussion/Action (JT)

COUNTY ADMINISTRATOR REPORTS

- Discuss Charles Town Women's Center - Discussion/Action
- Data Content Management Initiative Update - Discussion/Action

COUNTY COMMISSION REPORTS

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

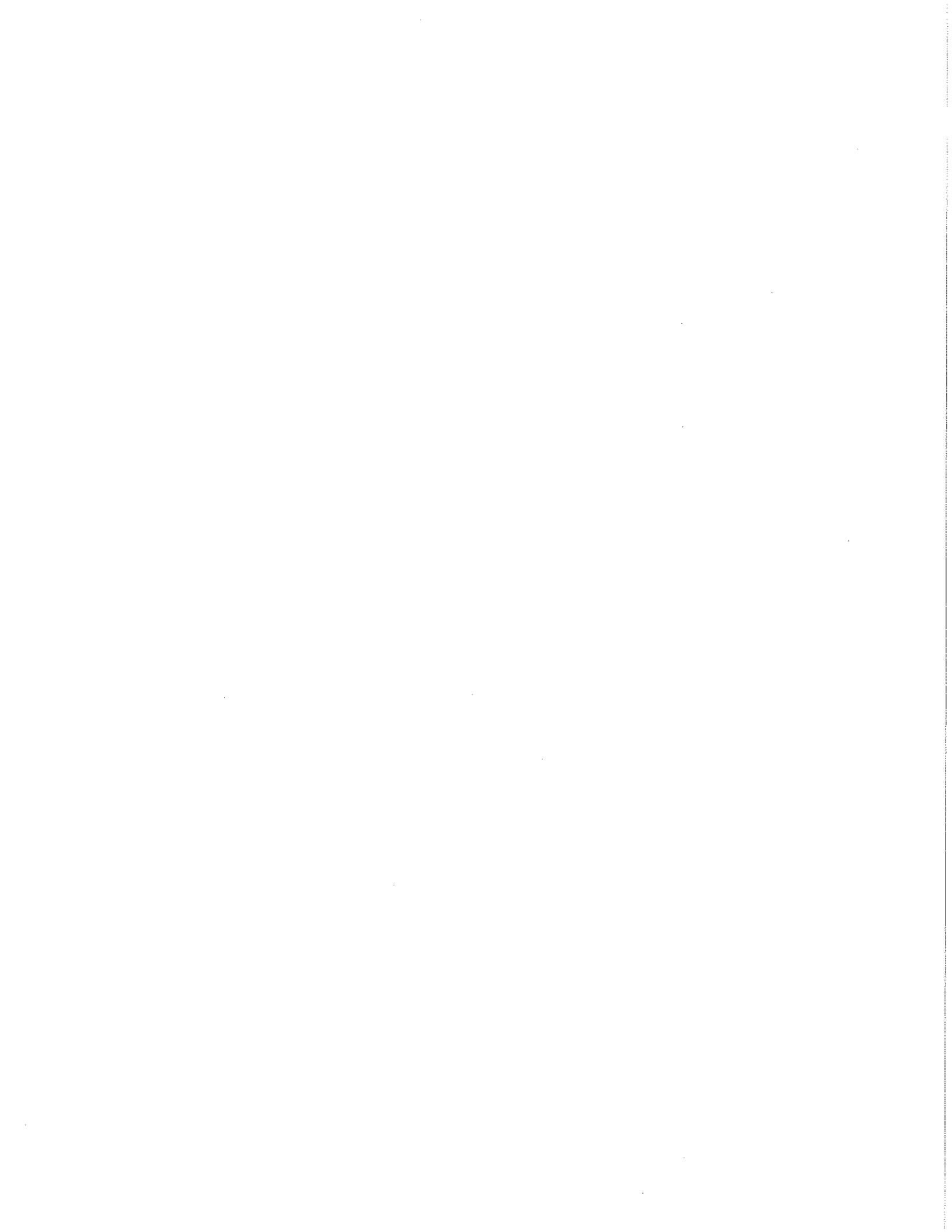
12. 1:30 p.m. Board of Review and Equalization  
*Location:* Jefferson County Courthouse  
100 East Washington Street, Charles Town, WV

13. ADJOURN

**CORRESPONDENCE/INFORMATION**

1. Reminder: Jefferson County Offices will be closed on Monday, February 20, 2017 in observance of Presidents' Day.
2. Correspondence received from the State Auditor's office regarding the Levy Estimate (Budget) 2017-2018
3. Correspondence received from John Sherwood regarding the Jefferson County Ambulance Fee.
4. WV Lottery Weekly Settlement for Charles Town - week ending January 28, 2017.
5. WV Lottery Weekly Settlement for Charles Town - week ending February 4, 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.*



FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Wednesday, February 1, 2017, beginning at 1:30 p.m.

PRESENT: Peter Onoszko, Commission President  
Jane Tabb, Commission Vice President  
Josh Compton, Commissioner  
Caleb Hudson, Commissioner  
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor  
June Bowers, Sr. Appraiser  
Stephanie Grove, County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Recording Clerk

In re: **2017 Board of Review and Equalization**

President Onoszko opened the meeting at 1:32 pm, and asked Commissioner Noland to lead the Pledge of Allegiance.

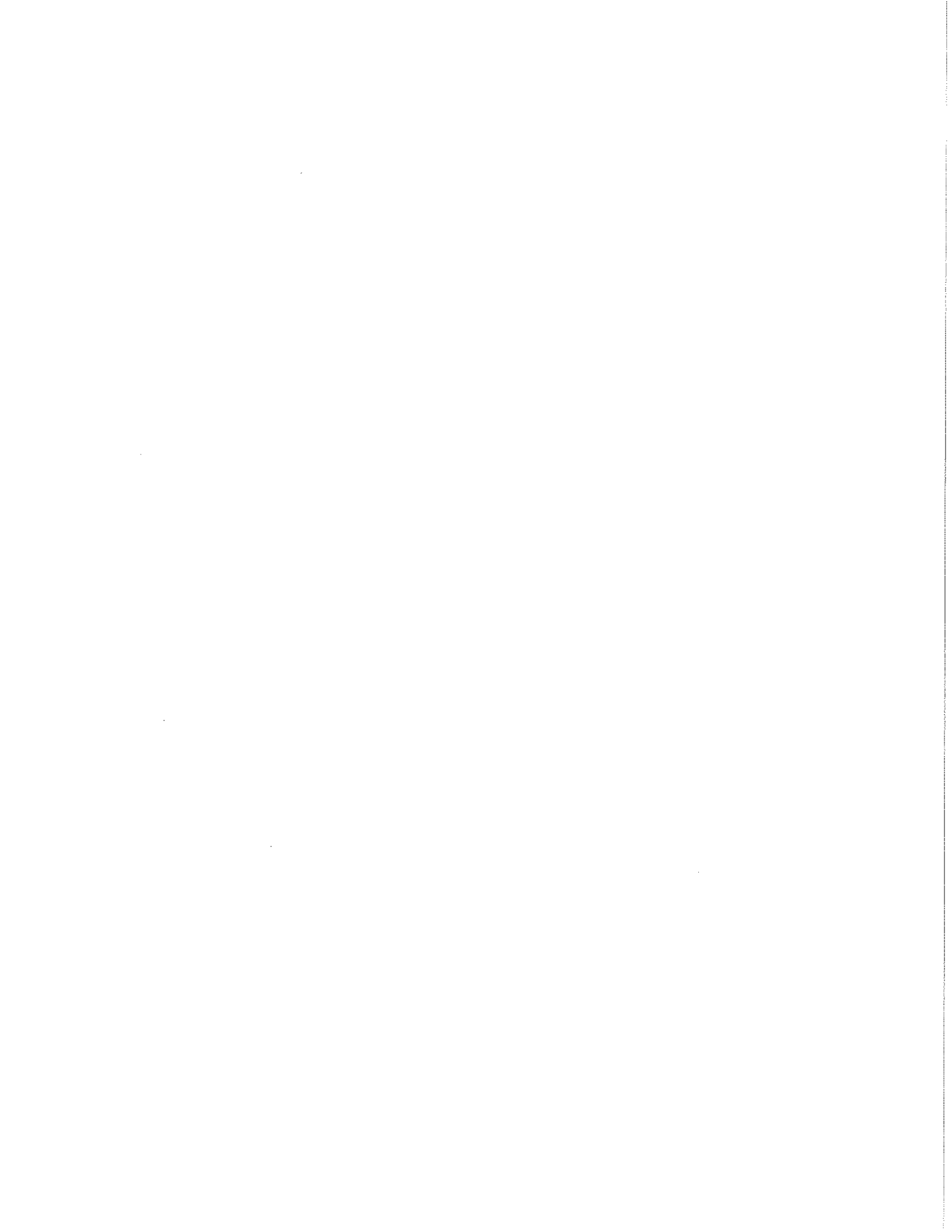
- **Motion by Ms. Tabb to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**

Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Ms. Tabb to recess as a Board of Review and Equalization and reconvene in the same capacity on Tuesday, February 7, 2017 at 1:30 pm. Motion seconded and unanimously approved.**

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PETER ONOSZKO , COMMISSION PRESIDENT



## **Minutes**

### **Jefferson County Commission**

**Thursday, February 2, 2017**

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A meeting of the Jefferson County Commission was held on Thursday, February 2, 2017 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 2, 2017 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Hudson led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the January 11, 2017 Special Session Minutes as amended/presented. Motion seconded and unanimously approved.**

**Motion by Mr. Onoszko to approve the January 19, 2017 Regular Meeting Minutes as amended. Motion seconded and unanimously approved.**

#### **PAYROLL APPROVAL**

**Motion by Mr. Onoszko to approve the Payroll for January 26, 2017 in the amount of \$245,214.59. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT        | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|--------------|--------------|
| 077795 | PAYROLL | AMERICAN FAMILY LIFE ICU |       | \$ -  | \$ 3,690.94  | \$ 3,690.94  |
| 077796 | 715     | AVALANCHE SERVICES       |       | \$ -  | \$ 847.00    | \$ 847.00    |
| 077797 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -  | \$ 49.85     | \$ 49.85     |
| 077798 | PAYROLL | BUREAU F/CHILD SPprt ENF |       | \$ -  | \$ 212.31    | \$ 212.31    |
| 077799 | 700     | BERKELEY CO COUNCIL      |       | \$ -  | \$ 2,097.00  | \$ 2,097.00  |
| 077800 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 461.54    | \$ 461.54    |
| 077801 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 119.54    | \$ 119.54    |
| 077802 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 392.31    | \$ 392.31    |
| 077803 | 413     | CASTO & HARRIS INC       |       | \$ -  | \$ 126.15    | \$ 126.15    |
| 077804 | PAYROLL | COLONIAL LIFE            |       | \$ -  | \$ 240.54    | \$ 240.54    |
| 077805 | 712     | EASTERN PANHANDLE INVEST |       | \$ -  | \$ 585.00    | \$ 585.00    |
| 077805 | 712     | EASTERN PANHANDLE INVEST |       | \$ -  | \$ 585.00    | \$ 585.00    |
| 077806 | 401     | STEPHANIE GROVE          |       | \$ -  | \$ 10.70     | \$ 10.70     |
| 077807 | 412     | GREATAMERICA FINANCL SVC |       | \$ -  | \$ 315.64    | \$ 315.64    |
| 077808 | 401     | THE SPIRIT OF JEFFERSON  |       | \$ -  | \$ 28.66     | \$ 28.66     |
| 077809 | GRANT   | JEFFERSON DAY REPORT CNT |       | \$ -  | \$ 15,454.72 | \$ 15,454.72 |
| 077810 | 413     | JEFFERSON COUNTY SCHOOLS |       | \$ -  | \$ 1,100.00  | \$ 1,100.00  |
| 077811 | 712     | ROBERT E. JONES III      |       | \$ -  | \$ 1,000.00  | \$ 1,000.00  |
| 077812 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -  | \$ 5,710.00  | \$ 5,710.00  |
| 077813 | 712     | LANGUAGE LINE SERVICES   |       | \$ -  | \$ 139.93    | \$ 139.93    |
| 077814 | PAYROLL | ELIZABETH MALONEY        |       | \$ -  | \$ 722.28    | \$ 722.28    |
| 077815 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -  | \$ 415.00    | \$ 415.00    |
| 077816 | 717     | MOLER'S WRECKER SERVICE  |       | \$ -  | \$ 50.00     | \$ 50.00     |
| 077817 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -  | \$ 749.00    | \$ 749.00    |
| 077818 | 404     | KAREN NICK               |       | \$ -  | \$ 2.14      | \$ 2.14      |
| 077819 | 425     | POTOMAC EDISON/OH        |       | \$ -  | \$ 1,584.71  | \$ 1,584.71  |
| 077819 | 425     | POTOMAC EDISON/OH        |       | \$ -  | \$ 103.80    | \$ 103.80    |
| 077819 | 425     | POTOMAC EDISON/OH        |       | \$ -  | \$ 164.51    | \$ 164.51    |
| 077820 | 401     | RICOH USA, INC./GA       |       | \$ -  | \$ 252.73    | \$ 252.73    |
| 077820 | 403     | RICOH USA, INC./GA       |       | \$ -  | \$ 287.58    | \$ 287.58    |
| 077820 | 404     | RICOH USA, INC./GA       |       | \$ -  | \$ 123.90    | \$ 123.90    |
| 077820 | 405     | RICOH USA, INC./GA       |       | \$ -  | \$ 423.90    | \$ 423.90    |
| 077820 | 406     | RICOH USA, INC./GA       |       | \$ -  | \$ 123.90    | \$ 123.90    |
| 077820 | 425     | RICOH USA, INC./GA       |       | \$ -  | \$ 48.10     | \$ 48.10     |
| 077820 | 440     | RICOH USA, INC./GA       |       | \$ -  | \$ 197.41    | \$ 197.41    |
| 077820 | 440     | RICOH USA, INC./GA       |       | \$ -  | \$ 197.41    | \$ 197.41    |
| 077820 | 700     | RICOH USA, INC./GA       |       | \$ -  | \$ 295.90    | \$ 295.90    |

|              |         |                          |  |      |                      |                      |
|--------------|---------|--------------------------|--|------|----------------------|----------------------|
| 077820       | 712     | RICOH USA, INC./GA       |  | \$ - | \$ 267.08            | \$ 267.08            |
| 077821       | 704     | WV REGIONAL JAIL &       |  | \$ - | \$ 141,758.50        | \$ 141,758.50        |
| 077822       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 45,274.44         | \$ 45,274.44         |
| 077822       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 10,588.34         | \$ 10,588.34         |
| 077822       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 4.34              | \$ 4.34              |
| 077822       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 1.02              | \$ 1.02              |
| 077822       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 3.06              | \$ 3.06              |
| 077822       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 42,238.36         | \$ 42,238.36         |
| 077823       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 938.00            | \$ 938.00            |
| 077823       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 1.62              | \$ 1.62              |
| 077823       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 32,727.61         | \$ 32,727.61         |
| 077824       | PAYROLL | WV DEPUTY SHRF RETIREMEN |  | \$ - | \$ 16,643.36         | \$ 16,643.36         |
| 077824       | PAYROLL | WV DEPUTY SHRF RETIREMEN |  | \$ - | \$ 11,789.01         | \$ 11,789.01         |
| 077825       | 405     | CATHERINE A. SLAYDEN     |  | \$ - | \$ 119.35            | \$ 119.35            |
| 077825       | 405     | CATHERINE A. SLAYDEN     |  | \$ - | \$ 219.25            | \$ 219.25            |
| 077825       | 405     | CATHERINE A. SLAYDEN     |  | \$ - | \$ 34.00             | \$ 34.00             |
| 077826       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 2,820.00          | \$ 2,820.00          |
| 077827       | 717     | VINCENT TIONG            |  | \$ - | \$ 20.00             | \$ 20.00             |
| 077828       | 405     | THOMSON REUTER - WEST    |  | \$ - | \$ 1,472.75          | \$ 1,472.75          |
| 077828       | 405     | THOMSON REUTER - WEST    |  | \$ - | \$ 2,430.00          | \$ 2,430.00          |
| 077829       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 23,703.94         | \$ 23,703.94         |
| 077829       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 63,210.30         | \$ 63,210.30         |
| 077829       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 1.59              | \$ 1.59              |
| 077829       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 4.25              | \$ 4.25              |
| 077830       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 3,156.52          | \$ 3,156.52          |
| 077830       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ - | \$ 6,313.08          | \$ 6,313.08          |
| 077831       | 402     | W.B. MASON CO. INC       |  | \$ - | \$ 34.45             | \$ 34.45             |
| 077831       | 402     | W.B. MASON CO. INC       |  | \$ - | \$ 90.61             | \$ 90.61             |
| 077831       | 402     | W.B. MASON CO. INC       |  | \$ - | \$ 160.63            | \$ 160.63            |
| 077831       | 402     | W.B. MASON CO. INC       |  | \$ - | \$ 46.98             | \$ 46.98             |
| 077831       | 404     | W.B. MASON CO. INC       |  | \$ - | \$ 40.36             | \$ 40.36             |
| 077831       | 404     | W.B. MASON CO. INC       |  | \$ - | \$ 2.79              | \$ 2.79              |
| 077832       | 440     | DANIEL J. ZAPPE          |  | \$ - | \$ 600.00            | \$ 600.00            |
|              |         |                          |  |      |                      |                      |
| <b>TOTAL</b> |         |                          |  |      | <b>\$ 445,624.69</b> | <b>\$ 445,624.69</b> |

**Motion by Mr. Onoszko to approve the Accounts Payable for January 26, 2017 in the amount of \$445, 624.69. Motion seconded and unanimously approved.**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT         | CHECK AMOUNT  |
|--------|---------|--------------------------|-------|-------|---------------|---------------|
| 077834 | 712     | AT&T/GA                  |       | \$ -  | \$ 72.65      | \$ 72.65      |
| 077835 | ALLOC   | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 875.32     | \$ 875.32     |
| 077836 | PAYROLL | ANGELA L BANKS           |       | \$ -  | \$ 775.66     | \$ 775.66     |
| 077837 | 425     | CITY OF CHARLES TOWN     |       | \$ -  | \$ 20.00      | \$ 20.00      |
| 077838 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -  | \$ 1,500.00   | \$ 1,500.00   |
| 077839 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -  | \$ 6,267.74   | \$ 6,267.74   |
| 077840 | 717     | FLEETPRIDE               |       | \$ -  | \$ 22.66      | \$ 22.66      |
| 077840 | 717     | FLEETPRIDE               |       | \$ -  | \$ 2.06       | \$ 2.06       |
| 077841 | PAYROLL | THE HARTFORD             |       | \$ -  | \$ 2,292.35   | \$ 2,292.35   |
| 077841 | PAYROLL | THE HARTFORD             |       | \$ -  | \$ 4,161.70   | \$ 4,161.70   |
| 077842 | 401     | RICOH USA, INC           |       | \$ -  | \$ 29.06      | \$ 29.06      |
| 077842 | 403     | RICOH USA, INC           |       | \$ -  | \$ 58.14      | \$ 58.14      |
| 077842 | 404     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 077842 | 405     | RICOH USA, INC           |       | \$ -  | \$ 87.21      | \$ 87.21      |
| 077842 | 406     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 077842 | 425     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 077842 | 440     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 077842 | 440     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 077842 | 700     | RICOH USA, INC           |       | \$ -  | \$ 58.14      | \$ 58.14      |
| 077842 | 712     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 077843 | 717     | INTERSTATE ALL BATTERY   |       | \$ -  | \$ 254.85     | \$ 254.85     |
| 077843 | 717     | INTERSTATE ALL BATTERY   |       | \$ -  | \$ 226.95     | \$ 226.95     |
| 077844 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -  | \$ 1,296.13   | \$ 1,296.13   |
| 077845 | GRANT   | JEFFERSON DAY REPORT CNT |       | \$ -  | \$ 756.20     | \$ 756.20     |
| 077846 | 425     | KONE INC.                |       | \$ -  | \$ 311.59     | \$ 311.59     |
| 077847 | PAYROLL | HIGHMARK WV              |       | \$ -  | \$ 169,749.50 | \$ 169,749.50 |
| 077848 | PAYROLL | MILLENIUM INSURANCE GROU |       | \$ -  | \$ 750.00     | \$ 750.00     |
| 077849 | 425     | MILLER'S SUPPLIES AT WOR |       | \$ -  | \$ 257.60     | \$ 257.60     |
| 077849 | 425     | MILLER'S SUPPLIES AT WOR |       | \$ -  | \$ 142.56     | \$ 142.56     |
| 077850 | PAYROLL | NATIONAL VISION ADMIN.   |       | \$ -  | \$ 1,752.52   | \$ 1,752.52   |
| 077851 | 424     | NEOPOST USA INC.         |       | \$ -  | \$ 206.99     | \$ 206.99     |
| 077852 | ALLOC   | JEFF CO PARKS &          |       | \$ -  | \$ 19,711.59  | \$ 19,711.59  |
| 077853 | PAYROLL | TERRY PALMER             |       | \$ -  | \$ 678.95     | \$ 678.95     |
| 077854 | PAYROLL | WILLIAM POLK             |       | \$ -  | \$ 315.55     | \$ 315.55     |
| 077855 | 425     | RCS SECURITY             |       | \$ -  | \$ 2,585.00   | \$ 2,585.00   |
| 077855 | 428     | RCS SECURITY             |       | \$ -  | \$ 5,055.00   | \$ 5,055.00   |
| 077856 | 700     | SPRINT                   |       | \$ -  | \$ 750.00     | \$ 750.00     |
| 077857 | PAYROLL | DUSTIN TABLER            |       | \$ -  | \$ 638.12     | \$ 638.12     |

|              |       |                         |  |      |              |                      |
|--------------|-------|-------------------------|--|------|--------------|----------------------|
| 077858       | 424   | TRENARY SERVICE CO      |  | \$ - | \$ 185.00    | \$ 185.00            |
| 077858       | 424   | TRENARY SERVICE CO      |  | \$ - | \$ 3,460.00  | \$ 3,460.00          |
| 077859       | ALLOC | JEFFERSON CO CONVENTION |  | \$ - | \$ 21,883.05 | \$ 21,883.05         |
|              |       |                         |  |      |              |                      |
| <b>TOTAL</b> |       |                         |  |      |              | <b>\$ 247,364.26</b> |

**Motion by Ms. Noland to approve the Accounts Payable for February 2, 2017 in the amount of \$247,364.26. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

|                       |                |                              |                     |
|-----------------------|----------------|------------------------------|---------------------|
| <b>COAL SEVERANCE</b> |                |                              |                     |
| OO2                   |                |                              |                     |
| <b>Date</b>           | <b>Check #</b> | <b>VENDOR</b>                | <b>Amount</b>       |
| 1/27/2017             | 437            | EASTRIDGE HEALTH SYSTEM      | \$ 600.00           |
|                       |                |                              |                     |
|                       |                |                              |                     |
| <b>CAPITOL OUTLAY</b> |                |                              |                     |
| 246                   |                |                              |                     |
| <b>Date</b>           | <b>Check #</b> | <b>VENDOR</b>                | <b>Amount</b>       |
| 1/27/2017             | 1559           | G& TRIPLE T LLC              | \$ 4,387.50         |
|                       | 1560           | ZMM ARCHITECTS               | \$ 450.00           |
|                       |                |                              |                     |
|                       |                |                              |                     |
| <b>IMPACT FEES</b>    |                |                              |                     |
| 249                   |                |                              |                     |
| <b>Date</b>           | <b>Check #</b> | <b>VENDOR</b>                | <b>Amount</b>       |
| 1/27/2017             | 1072           | SHERIFF JEFFERSON CO -SCHOOL | \$ 68,425.25        |
|                       | 1073           | SHERIFF JEFFERSON CO - LAW   | \$ 1,288.56         |
|                       | 1074           | SHERIFF JEFFERSON CO - PARKS | \$ 5,257.96         |
|                       | 1075           | SHERIFF JEFFERSON CO - EMS   | \$ 576.28           |
|                       |                |                              |                     |
|                       |                |                              |                     |
| <b>TOTAL</b>          |                |                              | <b>\$ 80,985.55</b> |

**Motion by Ms. Noland to approve the Manual Checks for January 27, 2017 in the amount of \$80,985.55 Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – provided the Commission with an update on his various legal cases and stated he’s against government because he’s “not even treated like a citizen.”

**PRESENTATIONS**

1. Emily Wells, WVU Extension Service – requested the approval to hire an administrative assistant.
  - **Motion by Ms. Tabb to approve the hire of Morgan Henderson as the new secretary for the WVU Extension Service at a Grade II, Step A, effective February 6, 2017. Motion seconded and unanimously approved.**
2. Matthew Pennington, Environmental Coordinator, Eastern Panhandle Planning and Development Council – provided the Commission and the audience with presentation on the Region 9 Environmental Program, including local water and air quality improvement efforts, as well as discussing new opportunities to incorporate local priorities and goals into environmentally focused planning initiatives.
3. 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.
  - **Motion by Mr. Compton to postpone action on this item until the applicants are available for in-person interviews. Motion fails for lack of a second.**
  - **Motion by Mr. Onoszko to reappoint Tyler Quynn to the Jefferson County Board of Zoning Appeals for one three-year term ending January 1, 2020. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to reappoint Matt Knott to the Jefferson County Board of Zoning Appeals for one three-year term ending January 1, 2020. Motion seconded and passes on a vote of 3-2 with Mr. Hudson and Mr. Compton opposing.**
  - **Motion by Ms. Noland to appoint Deirdre Catterton to the Jefferson County Board of Zoning Appeals for one one-year term as an alternate, ending January 1, 2018. Motion seconded and passes on a vote of 4-1 with Mr. Hudson opposing.**

4. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – requested a pledge of \$10,000 to an agency endowed fund, Our History, Our Community Fund, at Eastern WV Community Foundation.
  - It was the consensus of the Commission to postpone action on this item until Michelle Gordon, Jefferson County Finance Director, had the opportunity to review the request and advise the Commission as to whether they could fulfill this request.
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. HOME Consortium Council – Public Hearing and Approval of Resolution
  - **Motion by Ms. Noland to open the floor for public comment regarding Jefferson County’s participation in the HOME Consortium Council. Motion seconded and unanimously approved.**

**Comments were made by the following:**

- Nancy Strine, Community Development Director, City of Martinsburg – Ms. Strine provided the Commission with an overview of the Council’s activities, including providing assistance to first-time home buyers in Jefferson, Morgan, and Berkeley counties.
  - **There being no further comments, motion by Ms. Noland to close the public hearing. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to approve the Resolution for Jefferson County’s participation in the HOME Consortium Council. Motion seconded and unanimously approved.**
7. Interviews and Appointments to the Jefferson County Development Authority Board of Directors – one unexpired terms ending April 5, 2019.
    - Ms. Tabb offered her nomination for Mr. James Boutcher who received two votes (Noland, Tabb)
    - Mr. Onoszko offered his nomination for Mr. Steve Stolipher who received three votes (Compton, Hudson, Onoszko)
    - After receiving the majority vote, Mr. Steve Stolipher was appointed to the Jefferson County Development Authority Board of Directors for an unexpired term ending April 5, 2019.

8. Roger Goodwin, Chief County Engineer – requested the partial construction bond release for Middleway Dollar General
  - **Motion by Ms. Noland to authorize the 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). Motion seconded and unanimously approved.**
  
9. Jennifer Brockman, County Planner, and Alexandra Beaulieu, Zoning Administrator – review of changes requested by the County Commission on January 11, 2017 to the proposed Zoning Ordinance text amendment (ZTA16-01).
  - **Motion by Ms. Tabb to approve the changes to Appendix C of the Jefferson County Zoning and Land Development Ordinance as presented. Motion seconded and unanimously approved.**
  
  - **Motion by Mr. Onoszko to adopt the current version of the Jefferson County Zoning and Land Development Ordinance for the purpose of accepting the revisions. Motion seconded and unanimously approved.**
    - The Commission requested Mr. Cochran review the document prior to final publication and implementation.
  
10. The Commission recessed for lunch at 12:23 pm.  
The Commission reconvened at 1:30pm.
  
11. Interview/Appointment to the Jefferson County Board of Health – one unexpired term ending June 30, 2018.
  - **Motion by Ms. Noland to appoint Ann Smith to the Jefferson County Board of Health for one unexpired term ending June 30, 2018. Motion seconded and passes on a vote of 3-1 with Mr. Hudson opposing (Mr. Compton was not present for this vote.)**

#### **COUNTY ADMINISTRATOR REPORTS**

- Apple Valley Waste Recycling Fee – Ms. Grove asked the Commission whether they had a preference regarding weekly or bi-monthly recycling pick-up. It was the consensus of the Commission that they preferred weekly pick up and would be willing to pay an increase in the recycling fee to continue the weekly service.

- Use of County Commission Meeting Room for Historic Landmarks Commission – Ms. Grove notified the Commission that the JCHLC requested to use the County Commission meeting room for their monthly meetings, and this request was granted since there was no scheduling conflict.
- Appointment to the 23<sup>rd</sup> Judicial Public Defender Corporation – Ms. Grove informed the Commission that a lay person needed to be appointed to the 23<sup>rd</sup> Judicial Public Defender Corporation. Though an applicant had been presented to the Commission via letter from a current member of the Public Defender Corporation, the Commission instructed Ms. Grove to advertise for the position in compliance with its policy.

12. Legislative Summit with Senator Patricia Rucker, Senator John Unger, Delegate Jill Upson, and Delegate Paul Espinosa.

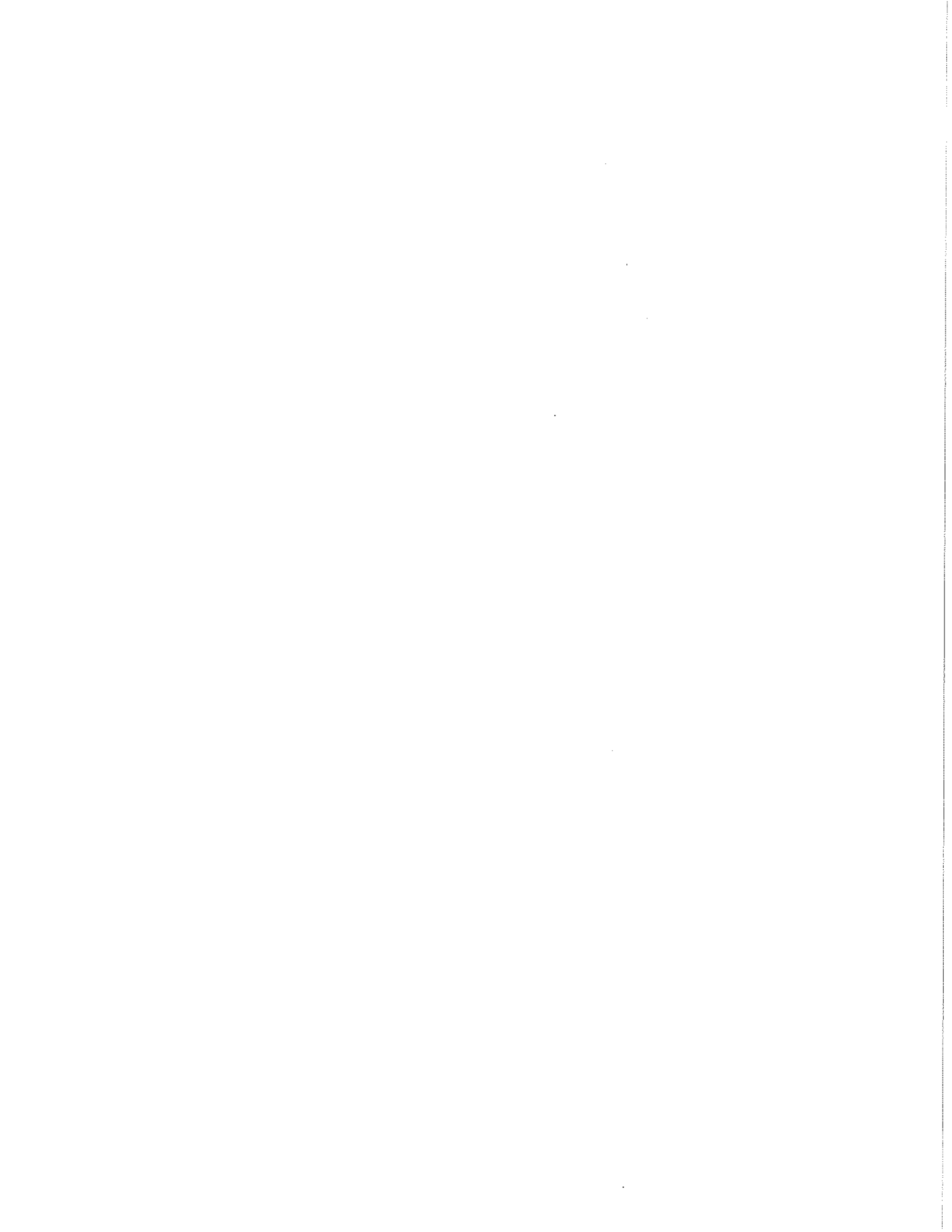
- The Commission presented the legislature with multiple topics of concern to consider during this year’s legislative session while the legislature provided their feedback and suggestions on the issues presented.

13. The Commission meeting was adjourned at 3:45 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 7, 2017, beginning at 1:30 p.m.

PRESENT: Peter Onoszko, Commission President  
Jane Tabb, Vice President  
Josh Compton, Commissioner  
Caleb Hudson, Commissioner  
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor  
June Bowers, Sr. Appraiser  
Stephanie Grove, County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Recording Clerk

In re: **2017 Board of Review and Equalization – Application for Assessment Review – Nancy Stolipher and Paramount Rentals, LLC.**

President Onoszko opened the meeting at 1:33 pm, and asked Commissioner Tabb to lead the Pledge of Allegiance.

- **Motion by Ms. Noland to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**

A hearing was conducted on an appeal by Nancy Stolipher (represented by husband Doug Stolipher) on Map 4, Parcel 59 in the Ranson Corp. District.  
District.

- **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on Map 4, Parcel 59 in the Ranson Corp. District. Motion seconded and unanimously approved.**

A hearing was conducted on an appeal by Paramount Rentals, LLC on Map 2, Parcel 109.1 in the Harpers Ferry Corp.

- **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on Map 2, Parcel 109.1 in the Harpers Ferry Corporation District. Motion seconded and passes on a vote of 3-2 with Mr. Onoszko and Mr. Compton opposing.**
- **There being no further business, motion by Ms. Tabb to recess as a Board of Review and Equalization and reconvene in the same capacity on Thursday, February 9, 2017 at 1:30 pm. Motion seconded and unanimously approved.**

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PETER ONOSZKO , COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 9, 2017, beginning at 1:30 p.m.

PRESENT: Peter Onoszko, Commission President  
Caleb Hudson, Commissioner  
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor  
June Bowers, Sr. Appraiser  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Recording Clerk

**In re: 2017 Board of Review and Equalization**

President Onoszko opened the meeting at 1:31 pm, and asked Commissioner Hudson to lead the Pledge of Allegiance.

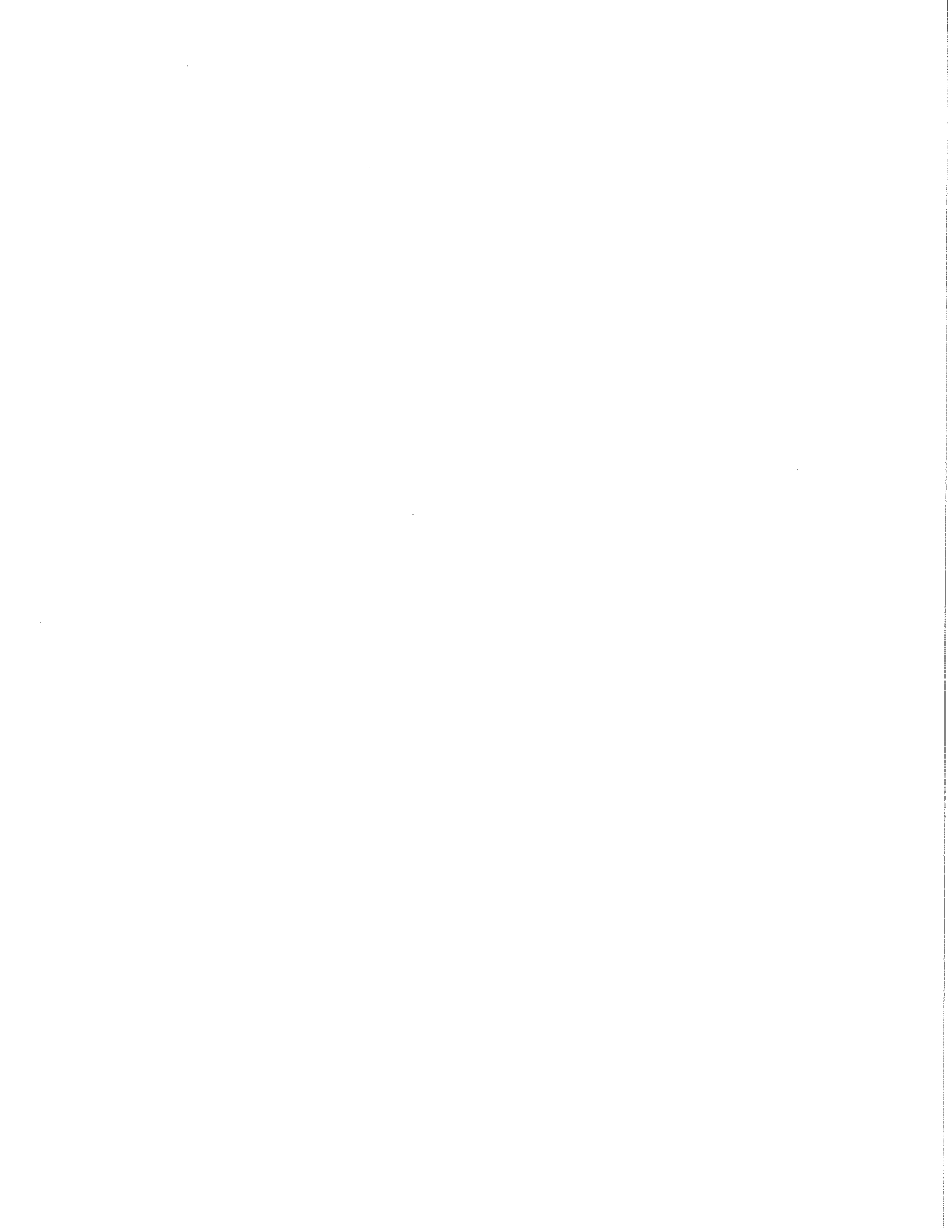
- **Motion by Mr. Hudson to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**

Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Mr. Hudson to recess as a Board of Review and Equalization and reconvene in the same capacity on Tuesday, February 14, 2017 at 1:30 pm. Motion seconded and unanimously approved.**

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PETER ONOSZKO , COMMISSION PRESIDENT



**PURCHASE ORDERS TO BE APPROVED**

**February 16, 2017**

| DEPARTMENT               | P.O. NUMBER | AMOUNT              | VENDOR            | DESCRIPTION                  |
|--------------------------|-------------|---------------------|-------------------|------------------------------|
| COMMUNICATIONS           | 52557       | \$ 7,655.25         | Priority Dispatch | License Renewal and Support  |
| COUNTY CLERK - ELECTIONS | 52488       | \$ 23,925.00        | ES&S              | Epoll Book Ballot Activation |
| <b>GRAND TOTAL</b>       |             | <b>\$ 31,580.25</b> |                   |                              |



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. **52557**

VENDOR:

DELIVER TO:

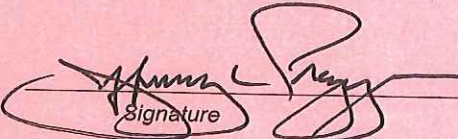
PRIORITY DISPATCH  
110 SOUTH REGENT ST  
SUITE 500  
SALT LAKE CITY, UT 84111

JCECC  
28 INDUSTRIAL BLVD  
KEARNEYVILLE, WV  
25430

| QUANTITY                  | DESCRIPTION - BUDGET LINE - ITEM NUMBER                                 | PRICE       | UNIT | AMOUNT      |
|---------------------------|-------------------------------------------------------------------------|-------------|------|-------------|
| 1                         | PROQA ESP FOR ONE PROTOCOL - BASIC LICENSE RENEWAL, SERVICE AND SUPPORT | \$16,691.25 |      | \$16,691.25 |
| 1                         | AQUA ESP - ONE PROTOCOL LICENSE RENEWAL, SERVICE AND SUPPORT            | \$425       |      | \$425       |
| 1                         | MPDS BACKUP CARDSET LICENSE RENEWAL, SERVICE AND SUPPORT                | \$539.00    |      | \$539       |
| TOTAL                     |                                                                         |             |      | \$17,655.25 |
| 001-712-02-216-000-PS-911 |                                                                         |             |      |             |

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

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

  
Signature

1/30/2017  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 52488

VENDOR:

ESS

DELIVER TO:

County Clerk  
- Elections

| QUANTITY | DESCRIPTION - BUDGET LINE - ITEM NUMBER                                                                                                                 | PRICE | UNIT | AMOUNT    |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-----------|
| 33       | E Poll Book Ballot Activation Printers<br><br>(prints barcode on card stock so the correct precinct & party ballot is pulled up on the new ExpressVote) |       |      | 23,985 00 |

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

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

*Mikki Painter*

Signature

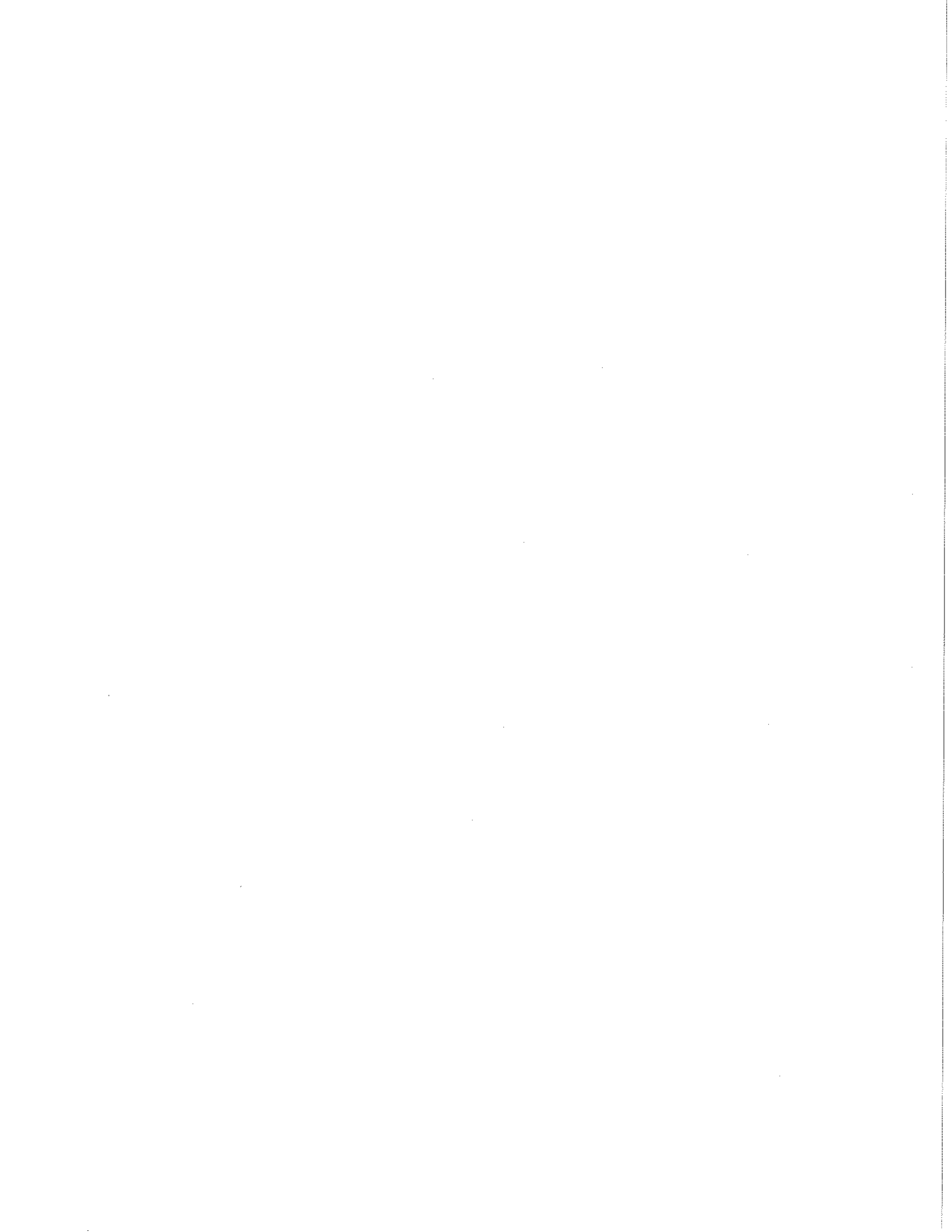
1/30/17

Date

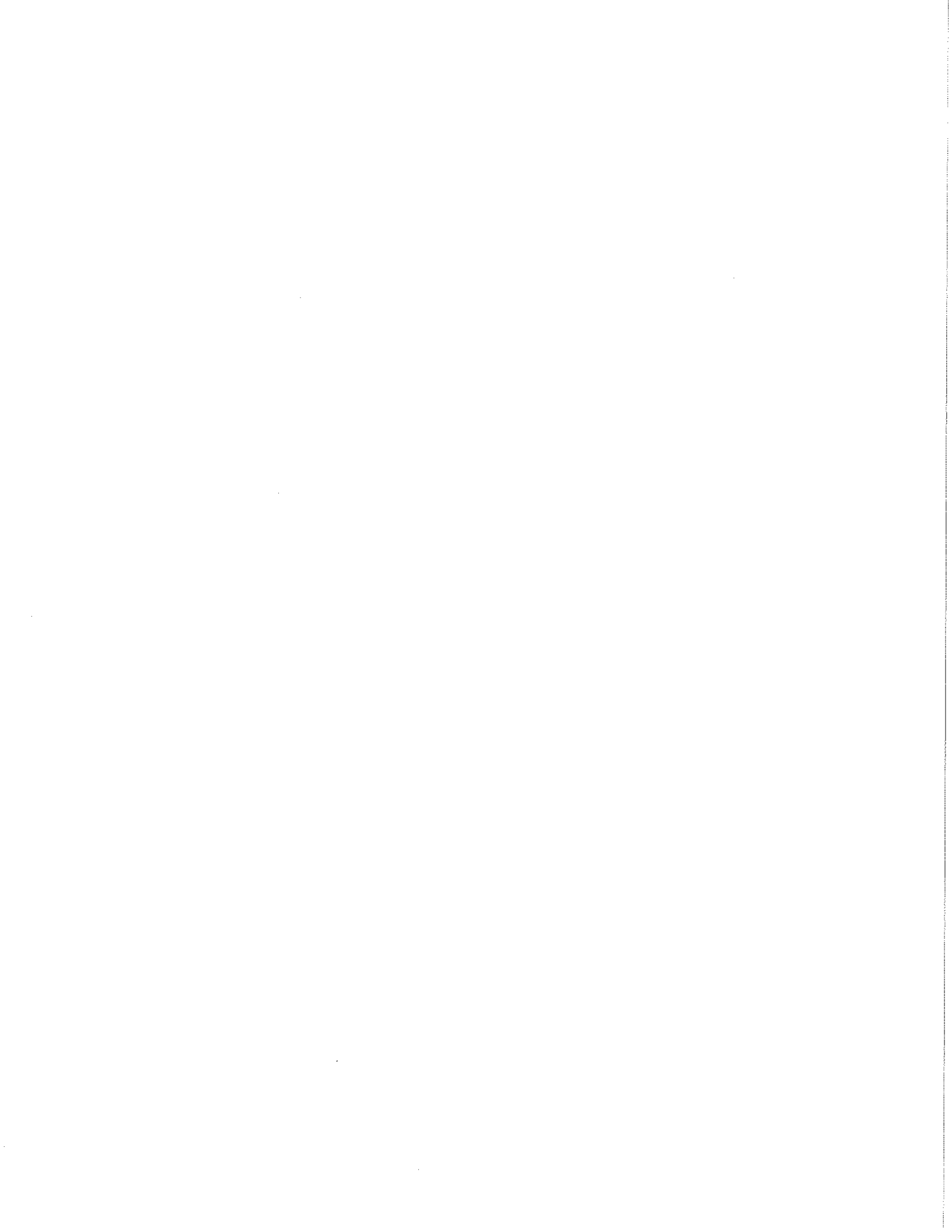
PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date



| DESCRIPTION                 | Fund 001 CO.      | Fund 003 Dog | Total         |
|-----------------------------|-------------------|--------------|---------------|
| Gross Wages                 | \$ 373,776.85     |              | \$ 373,776.85 |
| 6.2% Tax Payable OASDI      | 22,297.62         |              | \$ 22,297.62  |
| 1.45% Tax Payable HI        | 5,214.71          |              | \$ 5,214.71   |
| Fed Withholding             | 41,067.62         |              | \$ 41,067.62  |
| WV State Withholding        | 15,896.12         |              | \$ 15,896.12  |
| PERS Retirement Deduct 4.5% | 11,724.47         |              | \$ 11,724.47  |
| PERS Retirement Deduct 6%   | 1,556.35          |              | \$ 1,556.35   |
| Hosp. Pre-Tax               | 11,584.50         |              | \$ 11,584.50  |
| Cancer/ICU Pre-Taxed        | 1,018.35          |              | \$ 1,018.35   |
| Cancer/ICU Not Pre-Taxed    | 809.81            |              | \$ 809.81     |
| Optional Life Not Pre-Taxed | 2,068.84          |              | \$ 2,068.84   |
| 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% | 5,413.43          |              | \$ 5,413.43   |
| 457 - Nationwide            | 749.00            |              | \$ 749.00     |
| 457I - Empower              | 2,820.00          |              | \$ 2,820.00   |
| MD State Tax                | 469.00            |              | \$ 469.00     |
| D/VF                        | 1,534.04          |              | \$ 1,534.04   |
| VA. State Tax               | 106.19            |              | \$ 106.19     |
| COLONIAL(PLUS)              | 102.55            |              | \$ 102.55     |
| Total Deductions            | \$ 131,793.15     | \$ -         | \$ 131,793.15 |
|                             |                   |              |               |
| Net Wages Total             | \$ 241,983.70     | \$ -         | \$ 241,983.70 |
| <b>Payroll Date</b>         | <b>9-Feb-2017</b> |              |               |



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 16, 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*):

 **Exonerations**

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

Is this a funding request? Y/N Click here to enter text.

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

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

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

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

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

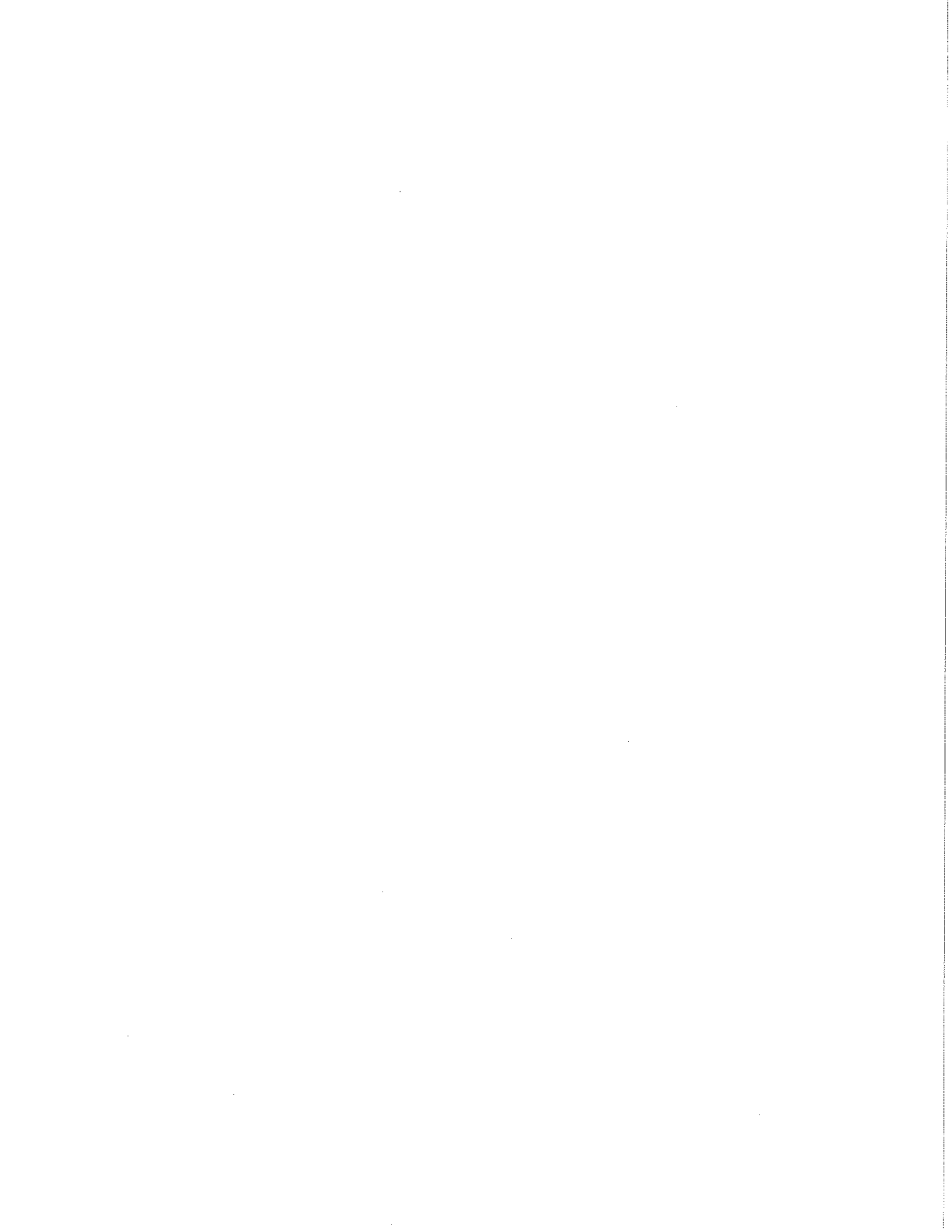
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



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



Name: Jacki Shadle

Department or Organization: **Jefferson County Clerk**

Estimation of amount of time needed for appointment: 5-10 minutes

Date Requested – 1<sup>st</sup> Choice: **February 16, 2017**

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

Date Requested – 2<sup>nd</sup> Choice: March 2, 2017

Subject (*Wording to be placed on agenda*): Office restructuring/adjust employee title/salary

Please provide the County Commission with a description of your request or presentation, including any background information: When I took on the role of County Clerk, it became apparent that there needed to be restructuring of the offices I oversee. In the absence of the County Clerk and Chief Deputy Clerk, there was no one else left to “be in charge”. I have chosen an employee who has shown initiative and leadership qualities. I would like to fill the position of Chief Deputy Clerk with this person and this position would fall under the supervision of the Senior Chief Deputy Clerk. The office flow charts (old/new) are attached for your review. Please note that the positions of Senior Chief Deputy Clerk and Chief Deputy Clerk are exempt positions and do not qualify for overtime pay. The person I would like to employ as Chief Deputy Clerk is aware of this fact. In her current role capacity, she qualifies for comp time and overtime pay, especially during elections. Accordingly, there will be a corresponding reduction in my overtime line to offset the increase in salary.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Motion to approve new job description for Chief Deputy Clerk and adjustment of employee title and salary increase.

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**

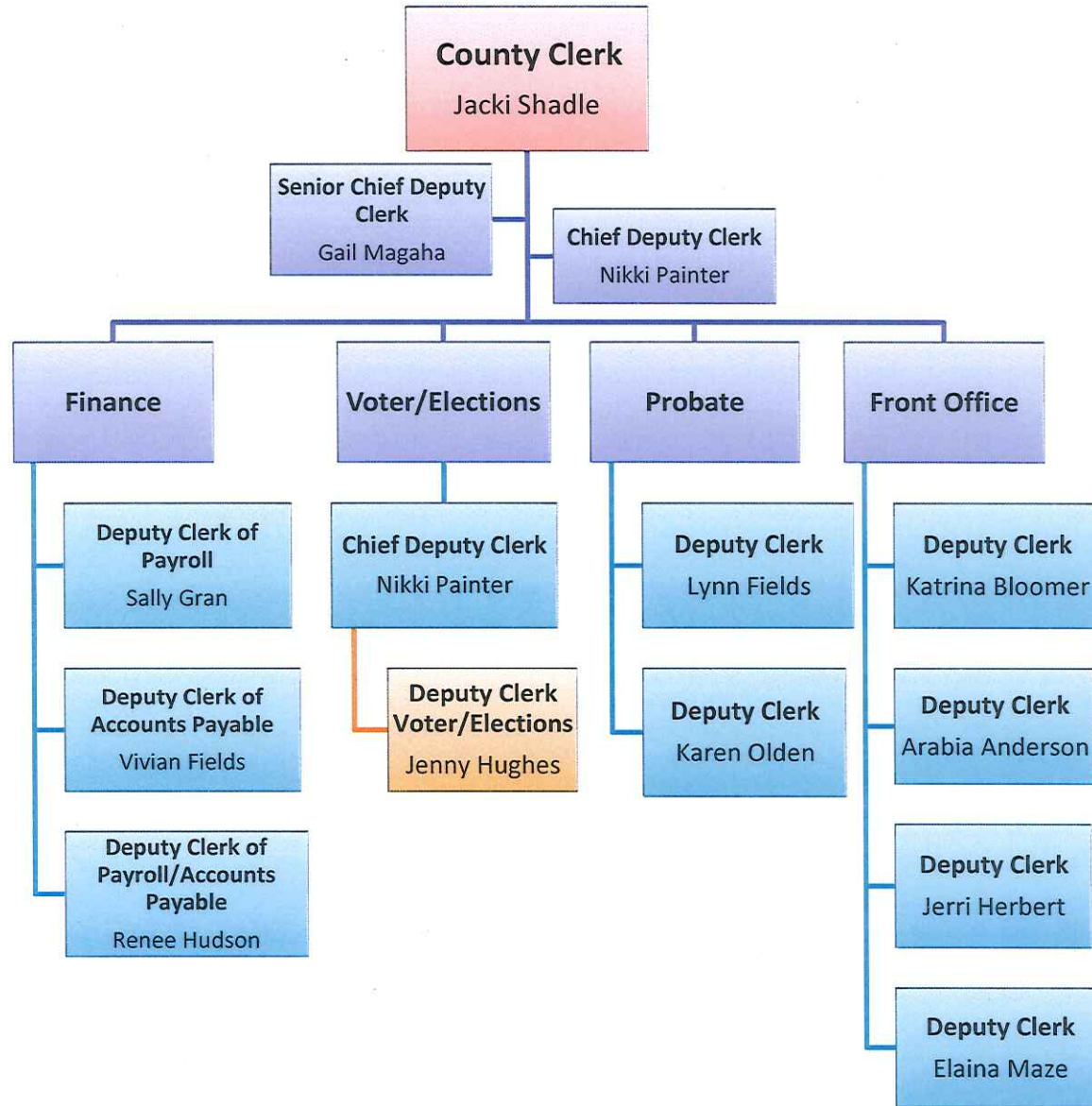
Contact information:

Email address:

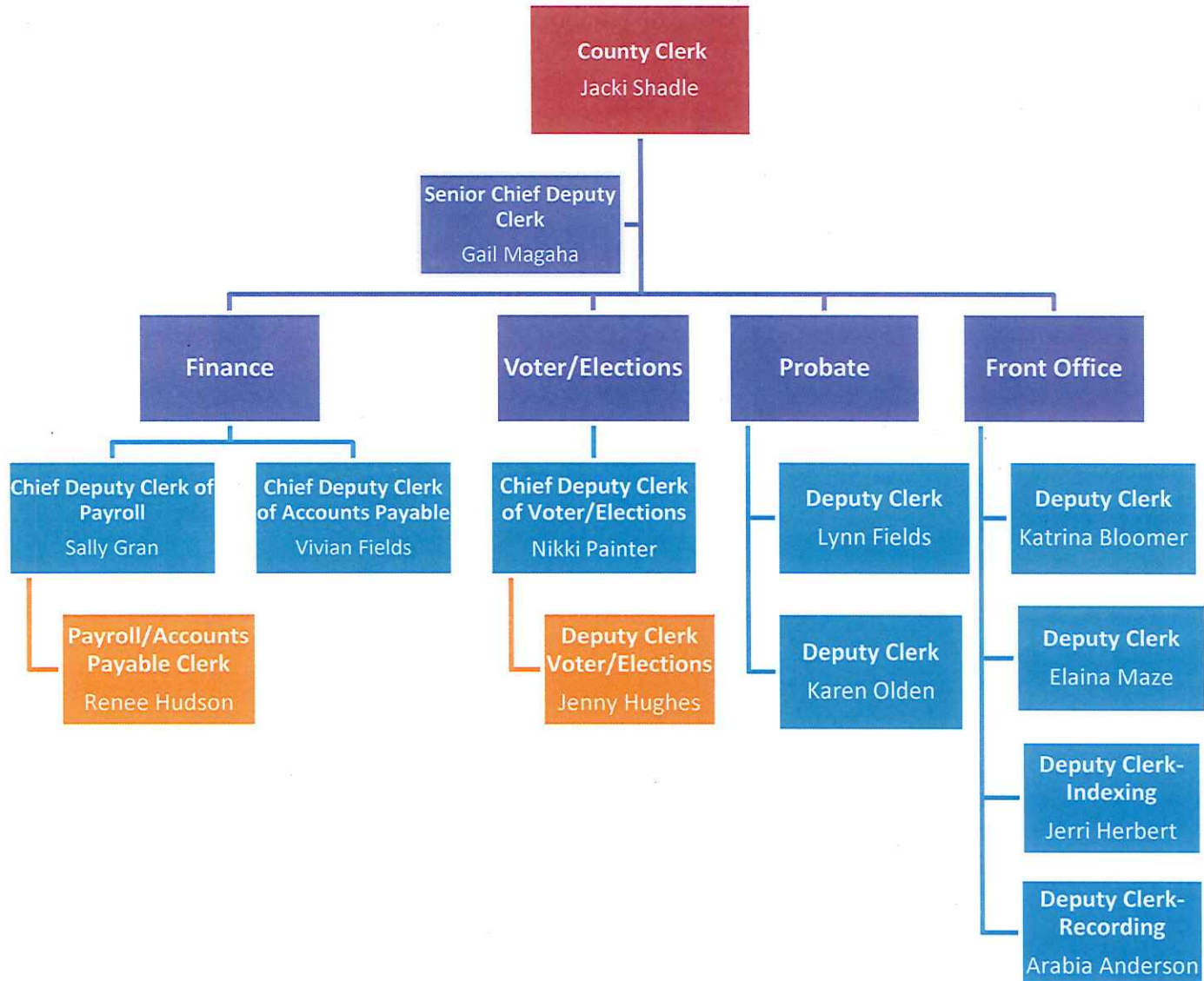
Phone Number:

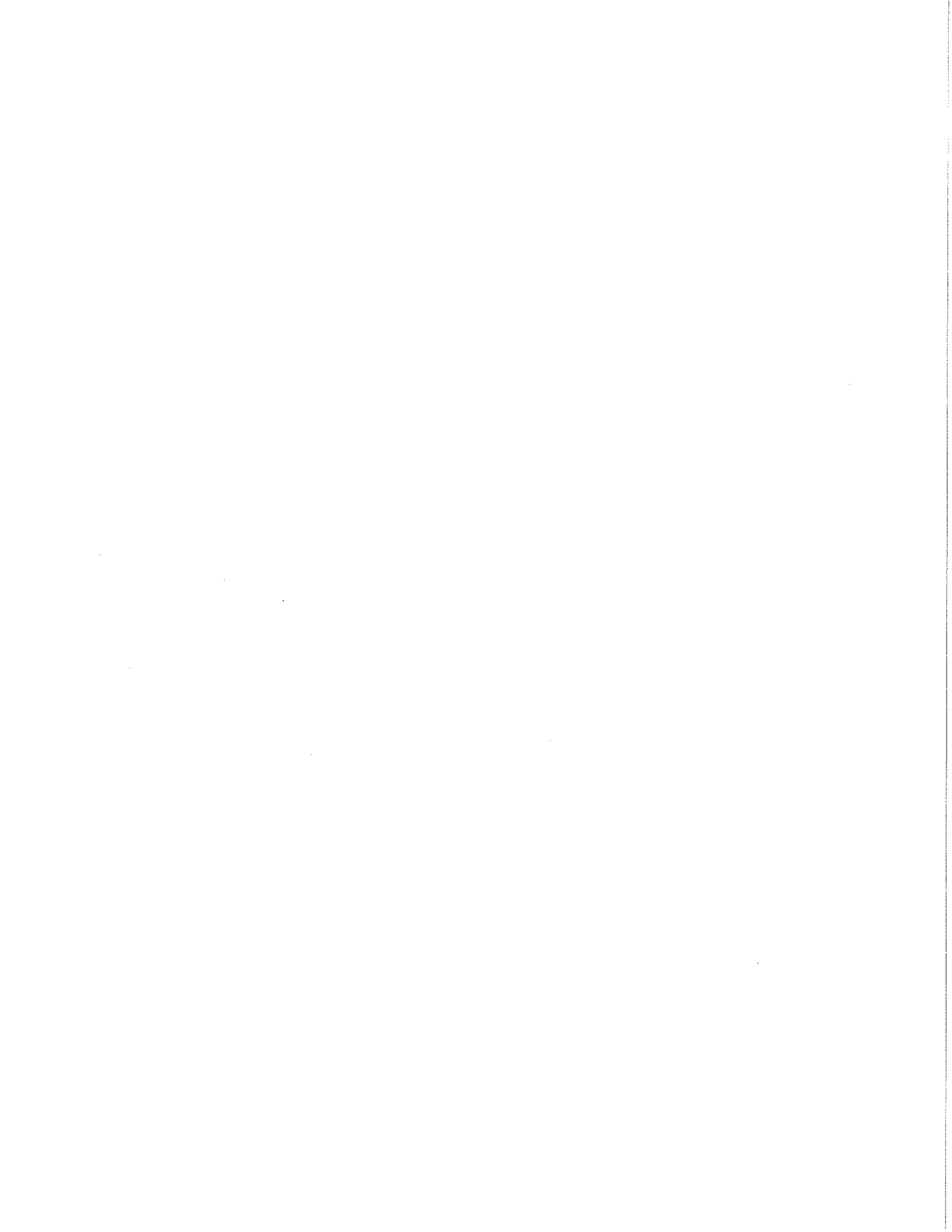
FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

# Jefferson County Clerk's Office Proposed Organizational Chart



# Jefferson County Clerk's Office Organizational Chart





**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 16, 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*): **Interview/Appointment to the North Eastern Regional EMS, Inc. Board of Directors – one two-year term ending October 31, 2019 – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 16, 2017 or as soon thereafter as the Commission may decide:

**North Eastern Regional EMS, Inc. - one two-year term ending October 31, 2019.**

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

## Jessica Carroll

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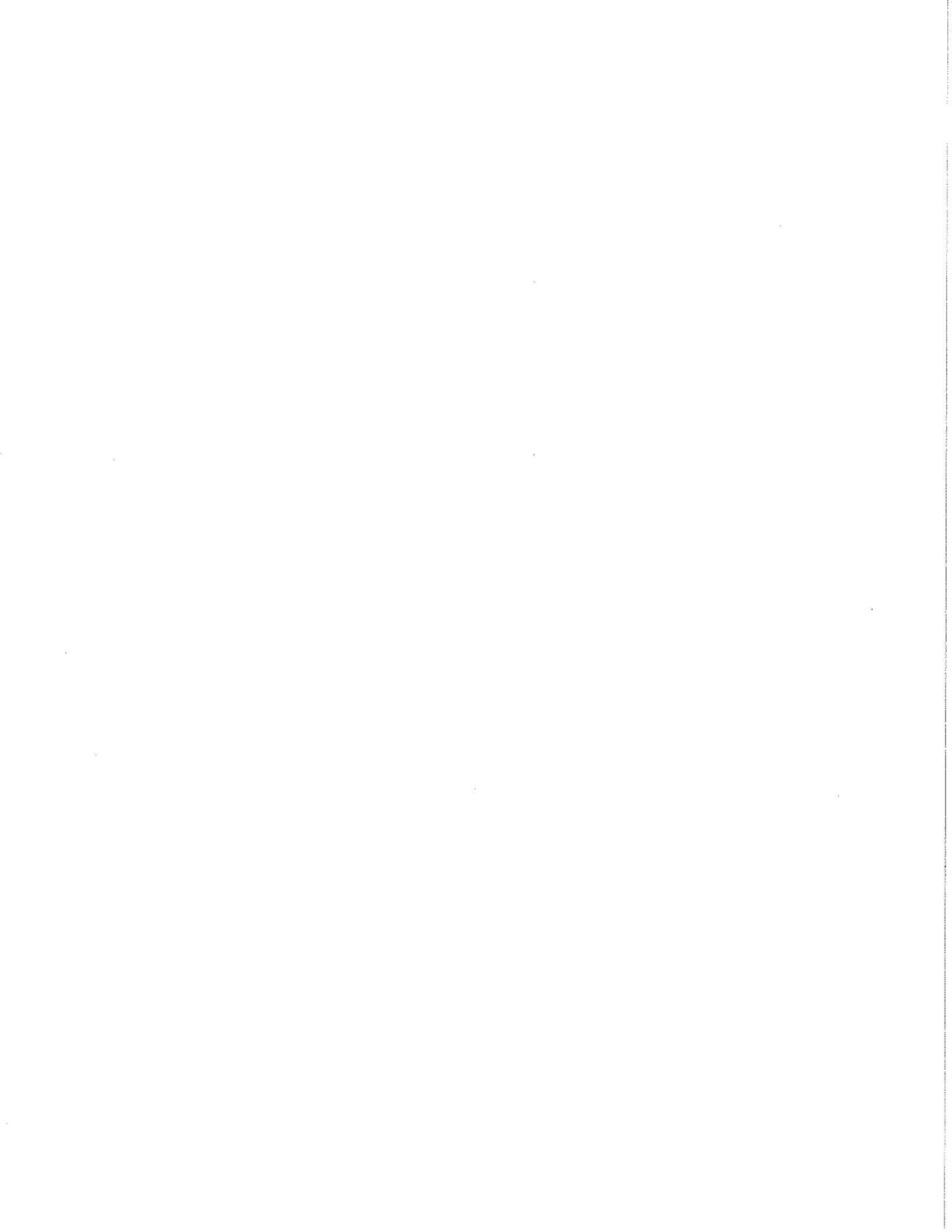
**From:** Edward Hannon  
**Sent:** Friday, February 03, 2017 10:43 AM  
**To:** Jessica Carroll  
**Subject:** NEREMS BOARD

Jessica,

I would like to serve another term on the NEREMS Board. Having only served a few months on this board I see the opportunity for positive advancements that will benefit EMS Training and service delivery in our area. This has also proved to be a good networking tool for our partners in the region.

With that being said I am asking the County Commission to appointment me to the NEREMS Board.

Ed Hannon  
Deputy Director  
Jefferson County Emergency Services Agency  
Cell: (540) 931-1451



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



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **Feb. 16, 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*): **Appointment to the Board of Directors of the 23<sup>rd</sup> Judicial Public Defender's 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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 16, 2017 or as soon thereafter as the Commission may decide:

**23<sup>rd</sup> Judicial Public Defender Corporation - non-attorney/lay representative for Jefferson County with length of term to be determined by the Board of Directors of the 23<sup>rd</sup> Judicial Public Defender Corporation.**

- Applicant must be a resident of Jefferson County, WV.

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 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.

**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

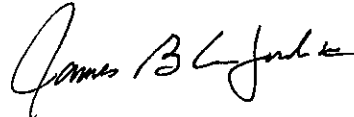
Dear Commission:

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.

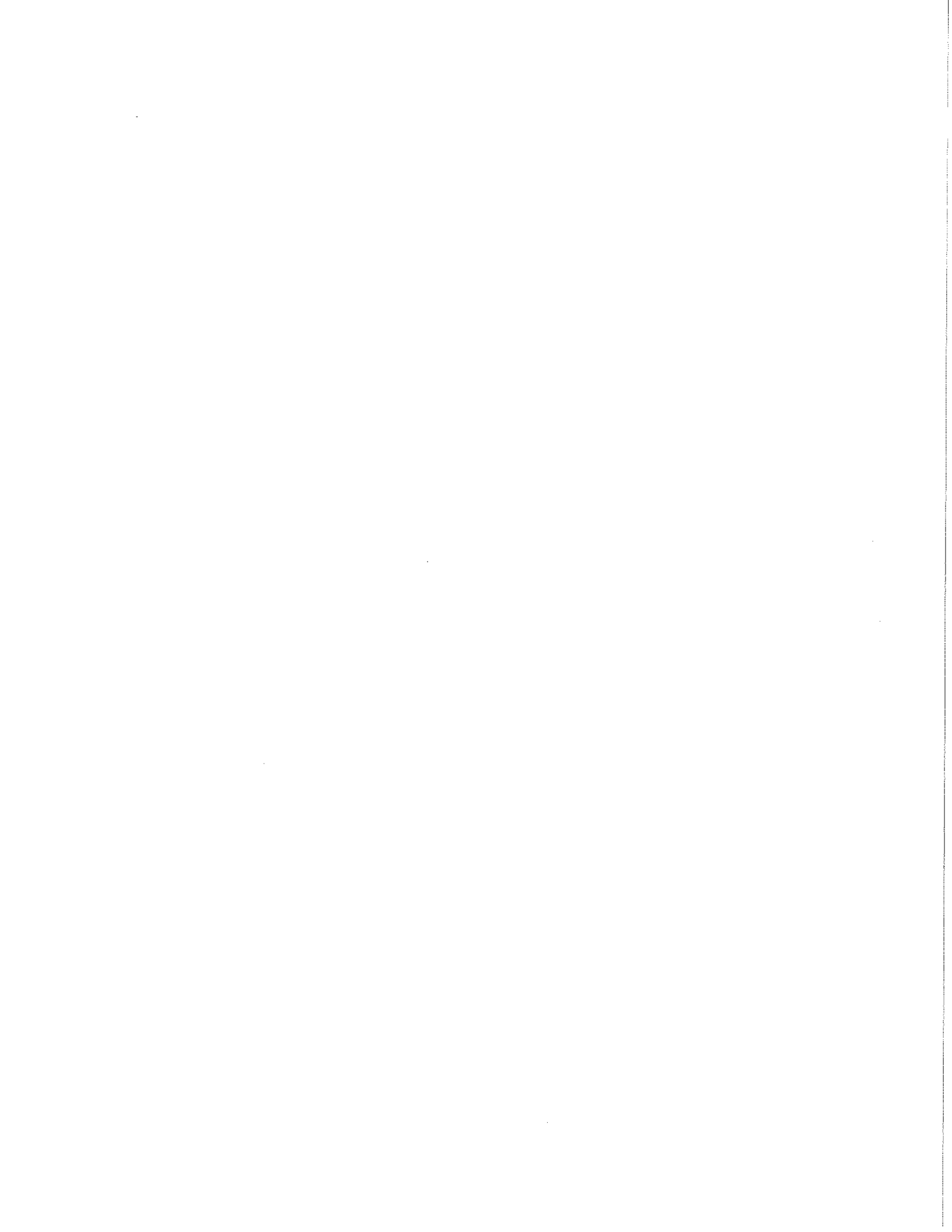
We currently have a vacancy on our Board for the Jefferson County lay position. I have approached Darlene Truman who has agreed to serve. Darlene is active in community affairs and has management experience in various businesses in which she has been involved in. I would ask the Commission consider appointing 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



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 16, 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*): **Interview/Appointment to the Eastern Panhandle Transit Authority Board of Directors – one three-year term ending January 31, 2020 – Discussion/Action**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

## Jessica Carroll

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**From:** Roger Goodwin  
**Sent:** Monday, February 06, 2017 2:46 PM  
**To:** Stephanie Grove  
**Cc:** Jessica Carroll; Roger Goodwin; Jennifer Brockman  
**Subject:** PanTran Board Member Appointment

February 6, 2017

Stephanie,

Jennie Brockman, County Planner, was serving on the board of the Eastern Panhandle Transit Authority (PanTran); however, her term recently expired. She is requesting that she be reappointed to the board by the County Commission. I am fine with this. Please let me know the outcome of this request.

Thanks!

**Roger Goodwin, PE, CFM**  
**Director & Chief County Engineer**  
Jefferson County Department of Engineering, Planning & Zoning  
P.O. Box 716  
116 East Washington Street, Suite 100  
Charles Town, WV 25414

304-728-3257

[Engineering@jeffersoncountywv.org](mailto:Engineering@jeffersoncountywv.org)

AGENDA REQUEST FORM

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

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 15-30 minutes

DATE REQUESTED: 1<sup>ST</sup> CHOICE February 16<sup>th</sup>, 2017

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

SUBJECT: Approve two estates to Probate in Solemn Form **AND** rule on the Petition to remove Executrix on the Lenis Martin estate

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

The estates of Michael C. Elliot, deceased, and Ann P. Fitzgerald, deceased, have separately petitioned the probate office to accept copies of the Last Will and Testaments of the decedents as true and binding. The executors are unable to locate the original wills.

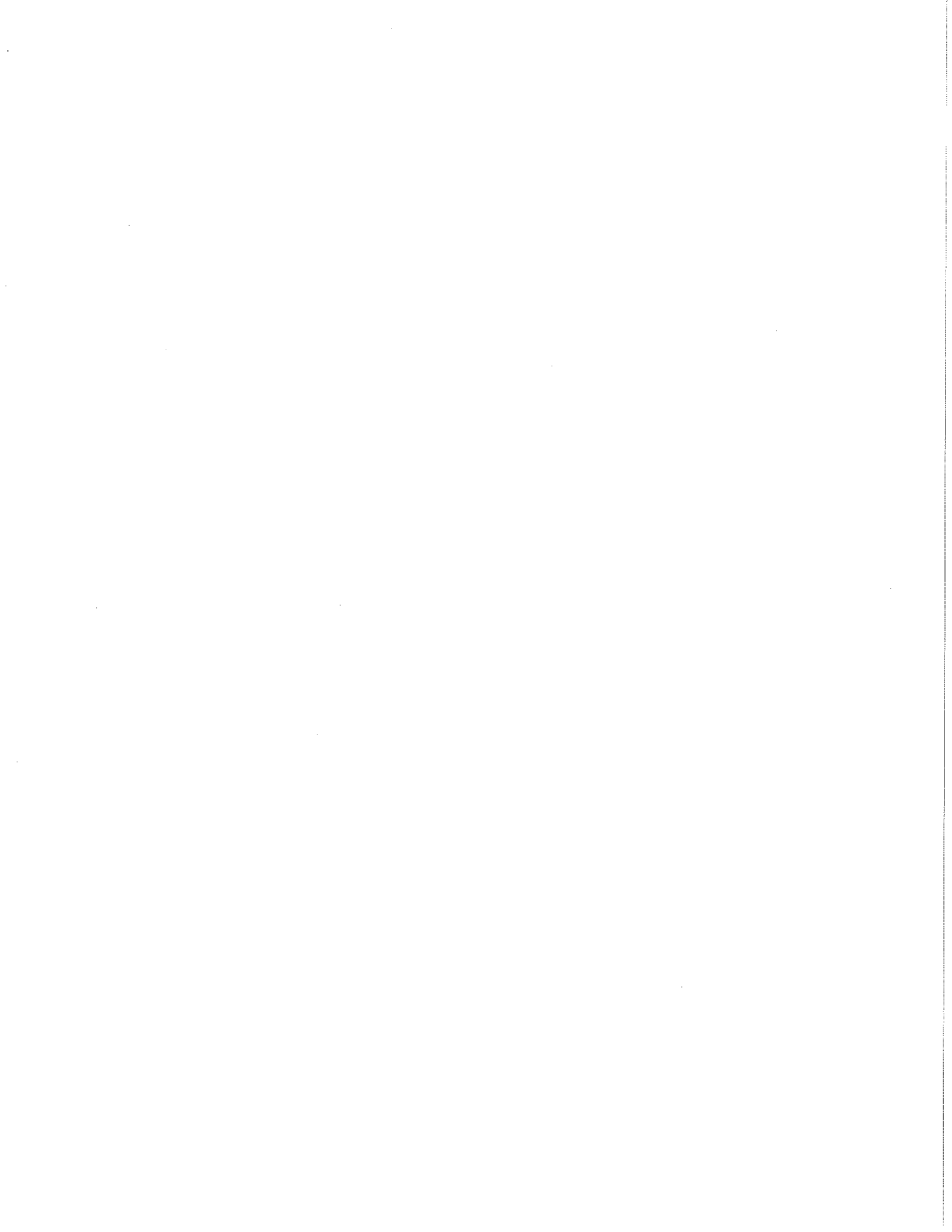
On the estate of Lenis Martin, deceased, petitioner Tena L. Johnston is asking to have the Executrix and beneficiary Linda Mae Peer removed. Three of the six beneficiaries want to have the real estate sold and the proceeds divided. The will gives the current Executrix discretion as to when to sell the real estate.

**RECOMMENDED MOTION:** Approve the wills to probate in solemn form and allow the estates to be probated. On the Lenis Martin petition, the probate office defers to the ruling from the county commission.

**ARE DOCUMENTS ATTACHED:** Yes

**IS A PROJECTOR NEEDED?:** NO

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



NOTICE OF HEARING

Please take notice that a hearing will be held on **Thursday, February 16<sup>th</sup>, 2017 at 11:00 am**, in the Charles Town Library meeting room located at 200 East Washington Street at the side entrance on Samuel Street in the city of Charles Town, by the Jefferson County Commission to hear the **PETITION TO PROBATE IN SOLEMN FORM THE ESTATES OF MICHAEL C ELLIOTT, deceased, AND ANN P. FITZGERALD, deceased.**

All persons having an interest in said hearing or estate are invited to attend this meeting. For further information, please contact the Jefferson County Clerk's Office, Probate Office at 100 East Washington Street, Charles Town, WV 25414, or you may call at (304) 728-3210.

Spirit of Jefferson Advocate  
February 1<sup>st</sup>, 2017

# West Virginia Code 41-5-5 – Procedure for probate in solemn form

Current as of: 2015 | *Check for updates* | *Other versions*

The county court, sitting in a regular or special session, shall hear and determine all proceedings to admit a will to probate in solemn form. Upon or at any time after the production of a will, any person may offer the will for probate in solemn form by filing in the county court having jurisdiction a petition duly verified by affidavit, stating when and where the testator died, his last place of residence, the nature of his estate, the relationship to decedent and place of residence of each of his heirs at law and distributees, surviving wife or husband, and each of the beneficiaries of the will. Process shall issue against and be served upon all persons interested in the probate of the will to appear at a day named, and show cause why the will should not be admitted to probate. A guardian ad litem for any person under disability shall be appointed, upon whom such process may be served, and such process shall be served upon parties resident in the state, and proceedings by order of publication or service in person without the state shall be had against all nonresidents and against all persons to the petitioner unknown, in the same manner as process is served and such proceeding had in suits in equity. At any time after the petition is filed and before final order is made admitting or refusing to admit the will to probate any person desiring to contest the will may appear and file a notice of contest in the proceeding, stating concisely the grounds of such contest. Thereupon, process shall issue on such notice and be served upon any person whose interest will be adversely affected by a refusal to admit the will to probate to appear and defend his interest. Any person sui juris may waive service of process upon the petition or notice, and the guardian ad litem of any person under disability may waive service of any such process, upon such person and upon himself. Process upon the petition or notice shall be served at least ten days before the return day thereof. Any petition or notice of contest hereunder may be filed in the office of, process be issued, served and returned, and a guardian ad litem appointed by, the clerk of the court in the vacation of the court, and the proceeding may be matured and set down for hearing.

**Solemn form petition**

**BEFORE THE COUNTY COUNCIL OF JEFFERSON COUNTY, WEST VIRGINIA**

**IN RE: WILL OF ANN P. FITZGERALD, DECEASED**

**PETITION TO PROBATE WILL IN SOLEMN FORM**

Comes now the Petitioner, Heather Dern Myers of the Law Office of Heather Dern Myers, PLLC, and petitions for the admission and probate in solemn form of the purported Last Will and Testament of Ann P. Fitzgerald, deceased, pursuant to the provision of *West Virginia Code 41-5-5*, and represents to the Council as follows:

That your Petitioner is a duly licensed attorney in the State of West Virginia, with an office located at 299 Rock Cliff Drive, Martinsburg, West Virginia 25401;

The Petitioner is the attorney for Ricardo Anderson and Tara Fitzgerald Neeld, the named executors of the will;

That said decedent died August 14, 2016 a resident of Jefferson County, West Virginia; her last place of residence and domicile being Shenandoah Center, 50 Mulberry Tree St, Charles Town, WV 25414;

That the decedent's estate as of the date of death is believed to consist of: a checking account in the amount of \$1,413.29 and a refund check from Shenandoah Center in the amount of \$2,271.90;

That upon death the decedent's marital status was Single;

The heirs at law as defined under *West Virginia Code Chapter 42 Article I* are Catherine Anderson, 233 Racine Dr #92, Wilmington NC 28403, Tara Fitzgerald Neeld 7900 Bonfire Dr, Wilmington NC 28412, and Brendan Fitzgerald 106 Silver Leaf Dr, Charles Town WV 25414, children of the deceased. The sole beneficiaries of the will are Catherine Anderson, Tara Fitzgerald Neeld and Brendan Fitzgerald;

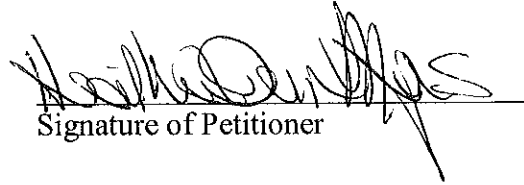
That following a thorough and diligent search the Petitioner has delivered to the Office of the Fiduciary Supervisor of Jefferson County a true signed copy of an original document entitled "Will of Ann P. Fitzgerald" bearing date the 23rd day of November, 2010;

That the named Executors in the Will of Ann P. Fitzgerald are Ricardo H. Anderson or Tara L. Neeld who have signed letters of declination to serve under the Will of Ann P. Fitzgerald in favor of the Law Office of Heather Dern Myers.

That venue lies within this Council pursuant to *West Virginia Code 41-5-4(a)* as said Petition involves the probate of a purported Will of a testator who at the time of her death had a known place of residence in Jefferson County, West Virginia.

WHEREFORE, the Petitioner respectfully petitions this Council to issue process and summons all those persons known as heirs at law of the decedent and those interested in the probate of the purported Will of the decedent, to appear at a day and time named to show cause why the copy of the purported Will of said decedent, dated the 23<sup>rd</sup> day of November, 2010 should not be admitted to probate pursuant to the provisions of *Article 5*

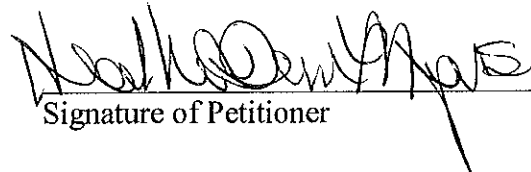
Chapter 41 of the West Virginia Code, and to take such further action as to this Council may seem fair and just.

  
Signature of Petitioner

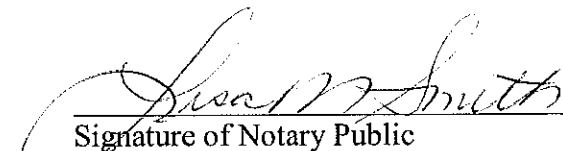
STATE OF WEST VIRGINIA

COUNTY OF BERKELEY, to-wit:

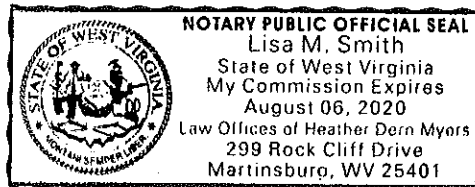
HEATHER DERN MYERS, the Petitioner in the foregoing Petition, being first duly sworn, says that the facts and allegations therein contained are true, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, your Petitioner believes them to be true.

  
Signature of Petitioner

Taken, subscribed and sworn/affirmed to before me this 17 day of December 2016.

  
Signature of Notary Public

My Commission expires: Aug. 6, 2020



STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

WILL OF  
**ANN P. FITZGERALD**

I, **ANN P. FITZGERALD**, of New Hanover County, North Carolina, declare this to be my Will and revoke all earlier Wills and Codicils.

ARTICLE I  
DISTRIBUTION OF ESTATE

A. Reference to Memorandum. Some of my tangible personal property has sentimental value, and I have made a memorandum, written in my handwriting and signed by me which will be found with this will, setting forth the articles of tangible personal property that I desire to be disposed of to the persons listed therein. I direct my Personal Representative to distribute the same in accordance with the provisions thereof. If for any reason said memorandum is not found with this will and properly identified as such by my Personal Representative, then it shall be conclusively presumed that no such memorandum exists. If my Will would otherwise qualify to be administered under a Summary Administration proceeding under N.C.G.S. § 28A-28-1, then this Paragraph A., Reference to Memorandum, shall be void. However, although I realize this is only precatory, I do request that my spouse distribute any such property referenced in such memorandum as directed in the memorandum.

B. Tangible Personal Property. Unless disposed of under the foregoing paragraph A., all my tangible personal property which, in the opinion of my Personal Representative, was not held by me solely for investment purposes, including, but not limited to, my automobiles, household furniture and furnishings, clothing, jewelry, collectibles and personal effects, I direct my Personal Representative to distribute to my heirs as they may decide.

C. Residuary Estate. My residuary estate, being all my real and personal property, wherever located, not otherwise effectively disposed of, but excluding any property over which I may have a power of appointment, I leave to my son, **BRENDAN D. FITZGERALD**, per stirpes.

D. Expenses of Delivery. The costs of safeguarding, insuring, packing, storing, and delivering my tangible personal property to any beneficiary under this Article I shall be the responsibility of the recipient beneficiary.

E. Property Insurance Policies. All of my insurance policies which provide indemnity for the loss of any of my personal or real property by fire, windstorm, or other casualty (including any claim for such loss of any such property which I might have at the time of my death against any insurance company) I give respectively to those persons or corporations, as the case may be, who shall become or would become owners of such properties by reason of my death; whether such ownership be acquired under the provisions of this will, by survivorship or by other means.

ARTICLE II  
PAYMENT OF DEBTS, EXPENSES AND DEATH TAXES

A. Payment of Debts and Expenses. All my debts, health care expenses, funeral or cremation expenses, and the administration expenses of my estate, shall be paid out of my residuary estate.

B. Payment of Death Taxes. All death taxes shall be paid out of my residuary estate as an administration expense and shall not be charged against or recovered from any recipient or beneficiary of the property taxed.

ARTICLE III  
THE FIDUCIARIES

A. Appointment of Personal Representative. I appoint **RICARDO H. ANDERSON**, to be my Personal Representative. If **RICARDO H. ANDERSON**, does not wish to serve or wishes to have assistance in so serving, I hereby grant him the power to appoint a successor of his choice or one or more Co-Personal Representatives. If **RICARDO H. ANDERSON** should predecease me, or is unwilling or unable to serve, and does not appoint a successor, I appoint my daughter, **TARA L. NEELD**, to be my Personal Representative. If my daughter does not wish to serve or wishes to have assistance in so serving, I hereby grant her the power to appoint a successor of her choice or one or more Co-Personal Representatives. If it becomes necessary for a representative of my estate to qualify in any jurisdiction other than the State of North Carolina in which my Personal Representative(s) shall be unable or unwilling to qualify as Personal Representative(s), then my Personal Representative(s) shall have the right to appoint an individual or corporate representative of my estate in such jurisdiction.

B. Appointment of Trustee. I appoint **RICARDO H. ANDERSON** to be Trustee of any trust established under this will. If **RICARDO H. ANDERSON** should predecease me, or is unwilling or unable to serve, and does not appoint a successor, I appoint my daughter, **TARA L. NEELD**, to be successor Trustee. The Trustee shall have the right to resign without court order at any time in writing signed by the Trustee, such resignation to be effective upon the acceptance of the trusteeship by a successor Trustee. The Trustee shall also have the right to appoint without court order a successor individual or corporate Trustee in a writing signed by the Trustee which states the event or events upon which the successor Trustee shall act.

C. Waiver of Bond and Court Supervision. No bond or other security shall be required from any Fiduciary. Any Fiduciary may act without qualifying before any court or filing with any court any inventory, accounting or other report relating to the administration of my estate unless otherwise required by law to do so.

D. Compensation of Fiduciaries. A corporate Fiduciary may receive compensation for its services in accordance with its published schedule of fees in effect at the time the services under this will are rendered. An individual Fiduciary may receive that compensation for such Fiduciary's services which is allowed by law at the time the services under this will or any Trust established under this will are rendered.

ARTICLE IV  
ADMINISTRATIVE POWERS OF FIDUCIARIES

It is my intention that in addition to all other powers conferred by law or elsewhere in this will (i) my Personal Representative shall have all the powers and authority conferred upon personal representatives by Article 13 of Chapter 28A of the General Statutes of North Carolina and (ii) the Trustee shall have all the powers and authority conferred upon the Trustee by North Carolina Uniform Trust Code, Chapter 36C of the General Statutes of North Carolina, including, without limitation, the authority to invest subject to the prudent investor rule. To the extent they may not be conferred by law, I grant to my Personal Representative and the Trustee the discretionary powers set forth below to be exercised without court order for any purpose that my Personal Representative or the Trustee may deem advisable.

A. Powers Incorporated by Reference. With respect to my Personal Representative, subject to Section 32-26 of the General Statutes of North Carolina, all of the powers set forth in Section 32-27 of the General Statutes of North Carolina as they exist at the time that I sign this will, and such powers are incorporated by reference with the same effect as though set out verbatim in it.

B. Possession and Disposition of Real Property. With respect to my Personal Representative, the power to take possession, custody and control of real property owned by me at the time of my death even though title to such real property is not devised to my Personal Representative, and to sell, exchange, give options upon, partition, lease, mortgage or otherwise dispose of any such real property.

C. Distributions to or for the Benefit of a Beneficiary. Whenever authorized or directed to distribute property to a beneficiary, whether or not under a legal disability, my Personal Representative and Trustee shall have the power to distribute such property, unless otherwise directed, (i) directly to such beneficiary, including the transfer of property into such beneficiary's name as by depositing cash or registering securities in his or her name, (ii) to a custodian or custodial trustee for such beneficiary under a uniform gifts or transfers to minors act or uniform custodial trust act, including a custodian or custodial trustee designated by a fiduciary, which may be the fiduciary, (iii) to the guardian or conservator of such beneficiary's estate or (iv) to any other person, firm or institution for the benefit of such beneficiary, and the receipt of any of the foregoing shall constitute a full acquittance of the fiduciary to the extent of the distribution so made.

D. Retention and Acquisition of Bank Securities. The power (i) to retain for any period or periods of time securities which are securities of any corporate fiduciary acting under this will or of any corporation owning stock of the corporate fiduciary or of any subsidiary or affiliate of or successor to such corporation and (ii) to acquire such securities by purchase, exchange or otherwise.

ARTICLE V  
PRESUMPTION OF SURVIVORSHIP

If any beneficiary under this will and I should die under such circumstances that there is uncertainty as to which person predeceased the other, it shall be conclusively presumed for the purposes of this will that such beneficiary predeceased me.

## ARTICLE VI DEFINITIONS

For purposes of this will,

A. “Personal Representative,” and “Trustee,” and “Fiduciary.” The term “Personal Representative” or “Personal Representatives” includes any personal representative or representatives of my estate acting under this will such as a successor Personal Representative or Personal Representatives and any Administrator with the will annexed. The term “Trustee” or “Trustees” includes any Trustee or Trustees acting under a trust to which property passes pursuant to this will, and the term “Fiduciary” or “Fiduciaries” includes both a Personal Representative and a Trustee.

B. “Per Stirpes”. Whenever a distribution is to be made to a designated person or class of persons, “per stirpes,” such distribution shall be made by first determining the generation nearest to such person or class of persons (including the named person or people in the class) which has a person(s) who represents that generation and who is/are living at the designated time. The property to be distributed shall be divided into as many equal shares as may be necessary to allocate one share to each then living person(s) of that generation and one share to each deceased person(s) of that generation who left issue who is/are then living. Each living person of that generation shall receive one share, and the share of each deceased person of that generation shall be divided among his or her then living issue in the same manner.

C. “Death Taxes.” The term “death taxes” means inheritance, estate, supplemental estate, generation-skipping, transfer and succession taxes, and any interest and penalties on these taxes, imposed by reason of my death by any jurisdiction with respect to property passing under or in my estate for the purpose of determining such tax, including, but not limited to, any tax on property includable under Section 2042 (relating to life insurance proceeds), Section 2041 (relating to powers of appointment) of the Internal Revenue Code of 1986, as amended, or any comparable provision of state law, but excluding, however, any tax imposed by Section 2032A(c) (relating to qualified real property) or Chapter 13 (relating to generation-skipping transfers) of the Code, or any comparable provision of state law, for which my estate is not liable.

D. “Incapacitated” or “Not Competent.” An individual shall be deemed “incapacitated” or “not competent” under any one or more of the following circumstances: (i) during any period that the individual is legally incompetent as determined by a court of competent jurisdiction; (ii) during any period beginning when two physicians licensed to practice medicine certify in writing that, in their opinion, the individual, as a result of illness, age or other cause, no longer has the capacity to act prudently or effectively in financial affairs and continuing until two such physicians (whether or not those making the initial determination) certify in writing that, in their opinion, the individual’s capacity is restored; or (iii) during any period that a person (other than such individual) or an institution who is a Trustee, or, if none, who is

designated as successor Trustee, or, if none, who can appoint a successor Trustee, has evidence that the individual is absent without explanation or is being detained against his will under circumstances in which he does not have the capacity to act prudently or effectively in financial affairs. Any such determination, if made in good faith, shall be binding and conclusive upon all interested persons, including me and the Personal Representative of my estate, and shall relieve my Trustee of any and all liabilities resulting from its reliance on such determination.

I, **ANN P. FITZGERALD**, the Testatrix, sign my name to this instrument this 23 day of November, 2010 and being first duly sworn, do hereby declare to the undersigned authority that I sign and execute this instrument as my Last Will and that I sign it willingly (or willingly direct another to sign it for me), that I execute it as my free and voluntary act for the purposes therein expressed, and that I am eighteen years of age or older, of sound mind, and under no constraint or undue influence.

Ann P. Fitzgerald (SEAL)  
**ANN P. FITZGERALD**

We, Elise Lowery and Ryan Cobb, the witnesses, sign our names to this instrument, being first duly sworn, and do hereby declare to the undersigned authority that the Testatrix signs and executes this instrument as her last will and that she signs it willingly, and that each of us, in the presence and hearing of the Testatrix, hereby signs this will as witness to the Testatrix's signing, and that to the best of our knowledge the Testatrix is eighteen years of age or older, of sound mind, and under no constraint or undue influence.

Elise Lowery  
Witness

Wilmington, NC  
City, State

Ryan Cobb  
Witness

Wilmington, NC  
City, State

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

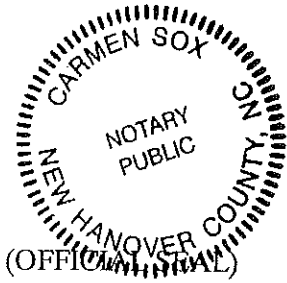
Subscribed, sworn to and acknowledged before me by **ANN P. FITZGERALD**, the testatrix, and subscribed and sworn to before me by Elyse Lowery and Ryan Cobb, witnesses, this 23<sup>rd</sup> day of November, 2010.

Carmen Sox

Notary Public

Carmen Sox

Notary's Printed Name

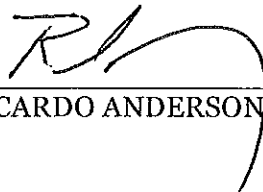


My commission expires: 8/22/12.

DECLINATION AND APPOINTMENT OF PERSONAL REPRESENTATIVE

I, RICARDO ANDERSON, hereby do decline to serve as the Executrix of the Estate of Ann P. Fitzgerald, and do hereby request you appoint THE LAW OFFICE OF HEATHER DERN MYERS, PLLC, 299 Rock Cliff Drive, Martinsburg, West Virginia, 25401, to serve as personal representative of said estate.

Dated this 9<sup>TH</sup> day of November, 2016.

  
\_\_\_\_\_  
RICARDO ANDERSON

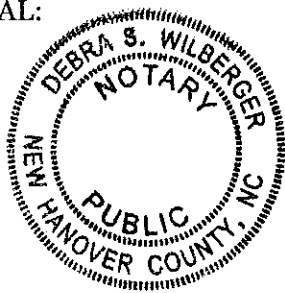
STATE OF North Carolina ) ss.

COUNTY OF New Hanover )

I, Debra S Wilberger, a Notary Public in and for said state, do hereby certify that RICARDO ANDERSON, whose name is signed to the writing above, have this day acknowledged the same before me.

Given under my hand this 9 day of NOVEMBER, 2016.

SEAL:



  
\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: Sept. 13, 2020

DECLINATION AND APPOINTMENT OF PERSONAL REPRESENTATIVE

I, TARA FITZGERALD NEELD, hereby do decline to serve as the Executrix of the Estate of Ann P. Fitzgerald, and do hereby request you appoint THE LAW OFFICE OF HEATHER DERN MYERS, PLLC, 299 Rock Cliff Drive, Martinsburg, West Virginia, 25401, to serve as personal representative of said estate.

Dated this 25 day of November, 2016.

*Tara F. Neeld*  
TARA FITZGERALD NEELD

STATE OF Maryland ) ss.

COUNTY OF Calvert )

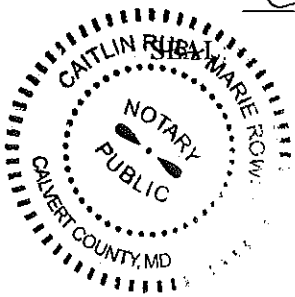
I, Caitlin Rowley, a Notary Public in and for said state, do hereby certify that TARA FITZGERALD NEELD, whose name is signed to the writing above, have this day acknowledged the same before me.

Given under my hand this 25 day of NOVEMBER, 2016.

CAITLIN RUBY MARIE ROWLEY  
NOTARY PUBLIC - MARYLAND  
CALVERT COUNTY  
MY COMMISSION EXPIRES  
02/21/2020

*Caitlin Rowley*  
NOTARY PUBLIC

My commission expires: 02/21/2020



WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
 BUREAU FOR PUBLIC HEALTH - VITAL REGISTRATION  
 PHYSICIAN'S/MEDICAL EXAMINER'S CERTIFICATE OF DEATH  
 350 CAPITOL STREET, ROOM 165, CHARLESTON, WV 25301

013506

STATE FILE NUMBER

TYPE/PRINT  
 IN  
 PERMANENT  
 BLACK INK

NAME OF DECEDENT  
 For use by physician or institution

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                                                                                                 |                                                                                                                                                 |                                                                                                                                 |                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1. DECEDENT'S NAME (First, Middle, Last)<br>Ann Plummer Fitzgerald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                 |                                                                                                                                                 | 2. SEX<br>F                                                                                                                     | 3. DATE OF DEATH (Month, Day, Year)<br>August 14, 2016           |
| 4. SOCIAL SECURITY NUMBER<br>019-26-3951                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5a. AGE-Last Birthday (Years)<br>82 | 5b. UNDER 1 YEAR<br>Months: Days:                                                               | 5c. UNDER 1 DAY<br>Hours: Minutes:                                                                                                              | 6. DATE OF BIRTH (Month, Day, Year)<br>10/16/1933                                                                               | 7. BIRTHPLACE (City and State or Foreign Country)<br>Medford, MA |
| 8. WAS DECEDENT EVER IN U.S. ARMED FORCES? (Yes or No) No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                                                                                 |                                                                                                                                                 |                                                                                                                                 |                                                                  |
| 9a. PLACE OF DEATH (Check only one; see instructions on other side)<br><input type="checkbox"/> HOSPITAL <input type="checkbox"/> Inpatient <input type="checkbox"/> ERY/Outpatient <input type="checkbox"/> DCA <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> Nursing Home <input type="checkbox"/> Residence <input type="checkbox"/> Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                                                                                                 |                                                                                                                                                 |                                                                                                                                 |                                                                  |
| 9b. FACILITY NAME (If not institution, give street and number)<br>Shenandoah Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     | 9c. CITY, TOWN, OR LOCATION OF DEATH<br>Charles Town                                            |                                                                                                                                                 | 9d. COUNTY OF DEATH<br>Jefferson                                                                                                |                                                                  |
| 10. MARITAL STATUS - Married, Never Married, Widowed, Divorced (Specify)<br>Divorced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     | 11. SURVIVING SPOUSE (If wife, give maiden name)                                                |                                                                                                                                                 | 12a. DECEDENT'S USUAL OCCUPATION (Give kind of work done during most of working life. Do not use retired.)<br>Inventory Manager |                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                                                                                                 |                                                                                                                                                 | 12b. KIND OF BUSINESS/INDUSTRY<br>United States Senate                                                                          |                                                                  |
| 13a. RESIDENCE - STATE<br>WV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     | 13b. COUNTY<br>Jefferson                                                                        |                                                                                                                                                 | 13c. CITY, TOWN, OR LOCATION<br>Charles Town                                                                                    |                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                                                                                                 |                                                                                                                                                 | 13d. STREET AND NUMBER<br>106 Silver Leaf Drive                                                                                 |                                                                  |
| 13e. INSIDE CITY LIMITS (Yes or No)<br>No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     | 13f. ZIP CODE<br>25414                                                                          |                                                                                                                                                 | 14. WAS DECEDENT OF HISPANIC ORIGIN? (Specify No or Yes - If yes, specify Cuban, Mexican, Puerto Rican, etc.) No                |                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                                                                                                 |                                                                                                                                                 | 15. RACE - American Indian, Black, White, etc. (Specify)<br>White                                                               |                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                                                                                                 |                                                                                                                                                 | 16. DECEDENT'S EDUCATION (Specify only highest grade completed)<br>Elementary School (0-12) 16A 12 College (1-4 or 5-16B) 16B   |                                                                  |
| 17. FATHER'S NAME (First, Middle, Last)<br>Edwin Plummer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                                                                                                 | 18. MOTHER'S NAME (First, Middle, Maiden Surname)<br>Catherine Loretta Iyng                                                                     |                                                                                                                                 |                                                                  |
| 19a. INFORMANT'S NAME (Type/Print)<br>Ricardo Anderson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |                                                                                                 | 19b. MAILING ADDRESS (Street and Number or Rural Route Number, City or Town, State, Zip Code)<br>233 Racine Drive Unit 92, Wilmington, NC 28403 |                                                                                                                                 |                                                                  |
| 20a. METHOD OF DISPOSITION<br><input type="checkbox"/> Burial <input checked="" type="checkbox"/> Cremation <input checked="" type="checkbox"/> Removal from State<br><input type="checkbox"/> Donation <input type="checkbox"/> Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     | 20b. PLACE OF DISPOSITION (Name of cemetery, crematory, or other place)<br>Smithsburg Crematory |                                                                                                                                                 | 20c. LOCATION - City or Town, State<br>Smithsburg, MD                                                                           |                                                                  |
| 21. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH<br>Robert C. Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |                                                                                                 | 22. NAME AND ADDRESS OF FACILITY<br>Jefferson Chapel Funeral Home<br>PO Box 838, Charles Town, WV 25414                                         |                                                                                                                                 |                                                                  |
| 23a. To the best of my knowledge, death occurred at the time, date, and place stated.<br>Signature and Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     | 23b. DATE SIGNED (Month, Day, Year)                                                             |                                                                                                                                                 |                                                                                                                                 |                                                                  |
| 24. TIME OF DEATH<br>10:45 P.M.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     | 25. DATE PRONOUNCED DEAD (Month, Day, Year)<br>August 14, 2016                                  |                                                                                                                                                 | 26. WAS CASE REFERRED TO MEDICAL EXAMINER/CORONER? (Yes or No)<br>No                                                            |                                                                  |
| 27. PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line.<br>IMMEDIATE CAUSE (Final disease or condition resulting in death) → a. Ischemic heart disease<br>DUE TO (OR AS A CONSEQUENCE OF):<br>b. Acute heart failure<br>DUE TO (OR AS A CONSEQUENCE OF):<br>c.<br>DUE TO (OR AS A CONSEQUENCE OF):<br>d.<br>Approximately Interval Between Onset and Death                                                                                                                                                                                                                                                 |                                     |                                                                                                 |                                                                                                                                                 |                                                                                                                                 |                                                                  |
| PART II. Other significant conditions contributing to death but not resulting in the underlying cause given in Part I.<br>Dementia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                 |                                                                                                                                                 | 28a. WAS AN AUTOPSY PERFORMED? (Yes or No)<br>No                                                                                |                                                                  |
| 29. MANNER OF DEATH<br><input checked="" type="checkbox"/> Natural <input type="checkbox"/> Pending Investigation<br><input type="checkbox"/> Accident <input type="checkbox"/> Could not be determined<br><input type="checkbox"/> Suicide <input type="checkbox"/> Homicide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     | 30a. DATE OF INJURY (Month, Day, Year)                                                          |                                                                                                                                                 | 30b. TIME OF INJURY<br>M                                                                                                        |                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     | 30c. INJURY AT WORK? (Yes or No)                                                                |                                                                                                                                                 | 30d. DESCRIBE HOW INJURY OCCURRED                                                                                               |                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     | 30e. PLACE OF INJURY - At home, farm, street, factory, office building, etc. (Specify)          |                                                                                                                                                 | 30f. LOCATION (Street and Number or Rural Route Number, City or Town, State)                                                    |                                                                  |
| 31a. CERTIFIER (Check only one)<br><input type="checkbox"/> CERTIFYING PHYSICIAN (Physician certifying cause of death when another physician has pronounced death and completed Item 23) To the best of my knowledge, death occurred due to the cause(s) and manner as stated.<br><input checked="" type="checkbox"/> PRONOUNCING AND CERTIFYING PHYSICIAN (Physician both pronouncing death and certifying cause of death) To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner as stated.<br><input type="checkbox"/> MEDICAL EXAMINER/CORONER (On the basis of examination and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner as stated.) |                                     |                                                                                                 |                                                                                                                                                 |                                                                                                                                 |                                                                  |
| 31b. SIGNATURE AND TITLE OF CERTIFIER<br>Wm S Miller William S. MILLER D.O.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                                                                                 |                                                                                                                                                 | 31c. DATE SIGNED (Month, Day, Year)<br>8-15-16                                                                                  |                                                                  |
| 32. NAME AND ADDRESS OF PERSON WHO COMPLETED CAUSE OF DEATH (ITEM 27) (Type/Print)<br>Wm S Miller Shenandoah Center Charles Town WV 25414                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                                                                                 |                                                                                                                                                 |                                                                                                                                 |                                                                  |
| 33. REGISTRAR'S SIGNATURE<br>H. Beale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                                                                                                 |                                                                                                                                                 | 34. DATE FILED (Month, Day, Year)<br>AUG 25 2016                                                                                |                                                                  |

COUNTY

**LAST WILL AND TESTAMENT  
OF  
MICHAEL C ELLIOTT**

I, Michael C Elliott, of Harpers Ferry, West Virginia, revoke my former Wills and Codicils and declare this to be my Last Will and Testament.

**ARTICLE I  
PAYMENT OF DEBTS AND EXPENSES**

I direct that my just debts, funeral expenses and expenses of last illness be first paid from my estate.

**ARTICLE II  
DISPOSITION OF PROPERTY**

*A. Specific Bequests.* I direct that the following specific bequests be made from my estate.

1. Primary residence in Harpers Ferry, WV shall be distributed to Barbara E. Bennett. If this beneficiary does not survive me, this bequest shall be added to my residuary estate.
2. One half of life insurance proceeds shall be distributed to Benjamin J. Elliott, Son. If this beneficiary does not survive me, this bequest shall be added to my residuary estate.
3. One half of life insurance proceeds shall be distributed to Mariah J. Elliott, Daughter. If this beneficiary does not survive me, this bequest shall be added to my residuary estate.
4. U.S. Savings Bonds shall be distributed to Mariah J. Elliott. If this beneficiary does not survive me, this bequest shall be added to my residuary estate.
5. 1972 MG Midget shall be distributed to Benjamin J. Elliott. If this beneficiary does not survive me, this bequest shall be added to my residuary estate.

*B. Residuary Estate.* I direct that my residuary estate be distributed to Barbara E. Bennett, RR3 Box 718, Harpers Ferry, West Virginia 25425. If such beneficiary does not survive me, my residuary estate shall be distributed to my heirs-at-law, their identities and respective shares to be determined under the laws of the State of West Virginia then in effect relating to the succession of

separate property that is not attributable to a predeceased spouse.

**ARTICLE III  
NOMINATION OF EXECUTOR**

I nominate Julie Bennett Buchanan, of Middletown, Maryland, as the Executor, without bond. If such person or entity does not serve for any reason, I nominate Ruby N. Elliott, of Parsons, Kansas, to be the Executor, without bond.

**ARTICLE IV  
NOMINATION OF GUARDIAN**

I nominate Barbara E. Bennett, of Harpers Ferry, West Virginia, to serve as the Guardian of my surviving children who are minors at the time of my death. If such person is unable to serve as Guardian, I nominate Ruby N. Elliott, of Parsons, Kansas, to serve as the Guardian.

**ARTICLE V  
EXECUTOR POWERS**

My EXECUTOR, in addition to other powers and authority granted by law or necessary or appropriate for proper administration, shall have the right and power to lease, sell, mortgage, or otherwise encumber any real or personal property that may be included in my estate, without order of court and without notice to anyone.

**ARTICLE VI  
MISCELLANEOUS PROVISIONS**

*A. Paragraph Titles and Gender.* The titles given to the paragraphs of this Will are inserted for reference purposes only and are not to be considered as forming a part of this Will in interpreting its provisions. All words used in this Will in any gender shall extend to and include all genders and in numbers when the context or facts so require, and any pronouns shall be taken to refer to the person or persons intended regardless of gender or number.

*B. Thirty Day Survival Requirement.* For the purposes of determining the appropriate distributions under this Will, no person or organization shall be deemed to have survived me, unless such person or entity is also surviving on the thirtieth day after the date of my death.

*C. Spouse.* I am not currently married to anyone.

D. *Children.* The names of my children are:

Benjamin J. Elliott, Son  
Mariah J. Elliott, Daughter

All references in this Will to "my child" or "my children" include the above child (or children) and any other children born to or adopted by me after the signing of this Will.

E. *Intentional Exclusion.* The failure of this Will to provide for any distribution to the following person(s) or organization(s) is intentional:

Janet M. Johnson

F. *Beneficiary Disputes.* If any bequest requires that the bequest be distributed between or among two or more beneficiaries, the specific items of property comprising the respective shares shall be determined by such beneficiaries if they can agree, and if not, by my EXECUTOR.

IN WITNESS WHEREOF, I have subscribed my name below, this 22<sup>nd</sup> day of January, 1996.

Michael C Elliott

Michael C Elliott

We, the undersigned, hereby certify that the above instrument, which consists of 7 pages, including the page(s) which contain the witness signatures, was signed in our sight and presence by Michael C Elliott (the "Testator"), who declared this instrument to be his/her Last Will and Testament and we, at the Testator's request and in the Testator's sight and presence, and in the sight and presence of each other, do hereby subscribe our names and addresses as witnesses on the date shown above.

Witness Signature: Teresa R. Cooper

Witness Name: Teresa R. Cooper

Witness Address: P.O. Box 837  
Inwood, WV 25428

Witness Signature: Kaye L Thompson

Witness Name: Kaye L Thompson

Witness Address: 107 Cooke St.  
Ranson, WV 25438

AFFIDAVIT

STATE OF West Virginia  
COUNTY OF Jefferson

Before me, the undersigned, on this day personally appeared Michael C Elliott,  
Teresa R Cooper, and  
Kaye L Thompson, known to me to be the Testator and the  
witnesses, respectively, whose names are signed to the foregoing instrument. All of these persons  
were first duly sworn by me. Michael C Elliott, the Testator, declared to me and to the witnesses,  
in my presence, that the foregoing instrument is the Testator's Will and that the Testator willingly  
signed and executed such instrument (or expressly directed another person to sign the instrument  
for the Testator in the Testator's presence) in the presence of the witnesses, as the Testator's free  
and voluntary act for the purposes expressed in the instrument. Each of the witnesses declared in  
the presence and hearing of the Testator that the foregoing instrument was executed and  
acknowledged by the Testator as the Testator's Will in their presence and that they, in the  
Testator's presence, hearing and sight and at the Testator's request, and in the presence of each  
other, did subscribe their names to the instrument as attesting witnesses on the date of the  
instrument. The Testator, at the time of the execution of such instrument, was of full age, of  
sound mind, and the witnesses were sixteen years of age or older and otherwise competent to be  
witnesses.

Michael C Elliott  
Michael C Elliott, Testator

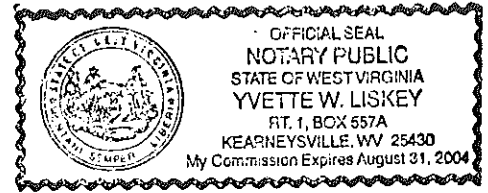
Teresa R. Cooper  
Teresa R. Cooper, Witness

Kaye L Thompson  
Kaye L Thompson, Witness

Subscribed, sworn to and acknowledged before me by Michael C Elliott, the Testator; and  
subscribed and sworn before me by Teresa R. Cooper and  
Kaye L Thompson,

witnesses, this 22<sup>nd</sup> day of January, 1996.

Yvette W. Liskey  
Notary Public, or other officer authorized to take and  
certify acknowledgements and administer oaths



Date: December 9, 2016

To: Jefferson County Commission, WV: Probate

I, Tena L Johnston, would like to replace Linda M Peer as the executor of the estate of Lenis M Martin. Although I believe Linda has respected everyone's interest since my grandmother's passing on November 8, 2014, it has been over 2 years and the family needs closure. My grandmother's wishes were to sell her property and contents, finalize all expenses, and distribute the remaining sum to her children. Linda's daughter, Virilissa Breeden, moved into the home immediately with the intent of purchasing the home. She has lived there rent free without paying rent to the estate and has not been able to secure the funds to purchase the property. The benefactors were under the understanding the house would be sold post haste and the estate finalized. I would like to assist in the execution of my grandmother's wishes and sell the home with whatever means necessary. I have attached a letter from her daughter, Cathy M Grissom, in support of selling the home immediately.

Tena L Johnston  
12/9/16

Monday  
Dec. 12, 2016

I Susan E. Flannery as one of  
the beneficiaries for the estate  
of Lenis M. Martin (MOTHER) at  
611 E. Hunter St. Charles Town, W.Va. 25414  
Would like the estate to be settled  
A.S.A.P

Thank You,  
Sincerely  
Susan E. Flannery - daughter

11/30/2016

It has been over 2 years since my Mother has passed. Her final wishes were for her house to be sold and after all her final expenses were paid the remaining balance was to be divided among her surviving children. However, this seems to be taking too long and therefore I want the house to be sold immediately and for the estate to be settled. If a new executor needs to be appointed, so be it!!

Cathy M. Grissom  
Cathy M. Grissom  
16 Waterfront Lane  
Columbia, Va. 23038

Jennifer S Mashan  
JEFFERSON County 02:54:23 PM  
Instrument No 2014017159  
Date Recorded 11/21/2014  
Document Type WILL  
Pages Recorded 2  
Book-Page 24-405  
Recording Fee \$5.00  
Additional \$6.00

**LAST WILL AND TESTAMENT**

**OF**

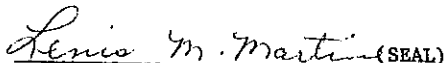
**LEWIS M. MARTIN**

I, **LEWIS M. MARTIN**, a resident of Jefferson County, West Virginia, being over the age of eighteen (18) years, and of sound and disposing mind and memory, and not acting under duress, menace, fraud or undue influence of any person whomsoever, do make, publish and declare this my Last Will and Testament, and I do expressly revoke all other and former Wills and codicils to Wills made by me.

**FIRST:** I direct that all of my debts, including my funeral expenses, expenses of my last illness, and the expenses of the administration of my estate, be paid by my fiduciary out of the first monies coming into my fiduciary's hands available therefor and I direct that a suitable monument be placed at my grave.

**SECOND:** I give, devise and bequeath all my property, real, personal and mixed, of whatever kind and wherever situate, unto my Executrix, and I direct her to sell the same upon such terms and conditions as she in her sole discretion shall determine, and I direct that no purchaser shall be required to look to the application of the proceeds of sale, and I direct my Executrix to divide the proceeds of sale, after payment of my debts and the expenses of administration and sale, equally among my seven (7) children, namely Linda Mae Peer of Harpers Ferry, West Virginia, Patricia Ann Coons of Summit Point, West Virginia, Robert Lewis Hardy of Charles Town, West Virginia, Susan Elaine Bennett of Charles Town, West Virginia, Paula Diane Combs of Kearneysville, West Virginia, Terry Allen Hardy of Deil City, Oklahoma, and Cathy Marie Hardy of Charles Town, West Virginia.

**THIRD:** I nominate my daughter Linda Mae Peer Executrix of this Will and I direct that she serve without giving security on her official bond.

  
Lewis M. Martin (SEAL)

IN WITNESS WHEREOF, I, **LENIS M. MARTIN**, have to this my Last Will and Testament, contained on two (2) sheets of paper and to each sheet hereof subscribed my name this 15th day of August, 1983.

Lenis M. Martin (SEAL)

Lenis M. Martin

The foregoing signature of the Testatrix was made and the foregoing Will was acknowledged to be her Last Will and Testament, by the said Testatrix in the presence of us, two competent witnesses, present at the same time, and we, the said witnesses, hereunto subscribed the said Will on the last day above mentioned at her request as attesting witnesses in the presence of the said Testatrix and of each other and we certify that she was of sound mind and over the age of eighteen (18) years.

Robert W. Blair of Charles Town, West Virginia

Dorcas M. Coulter of Charles Town, West Virginia

APPRAISEMENT OF THE ESTATE  
FOR DECEDENTS DYING ON OR AFTER JULY 13, 2001

PART 1: GENERAL INFORMATION QUESTIONNAIRE

|                                                                                                                                                         |                                        |                                                                                                                  |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| A. Decedent's Name<br><b>LENIS Marie Martin</b> AKA <b>Lenis Marie Hardy</b>                                                                            |                                        | B. Social Security Number<br><b>229-58-0723</b>                                                                  | C. Date of Death<br><b>Nov. 8 2014</b> |
| D. Decedent's Residence at Death<br><b>HC 71 Box 150 F Hoy Rd. Augusta WV 26704</b>                                                                     |                                        | E. State<br><b>WV</b>                                                                                            | F. County<br><b>Hampshire</b>          |
| G. Marital Status at Death<br>Single <input checked="" type="radio"/> Married <input type="radio"/> or Divorced <input type="radio"/>                   | Name of Surviving Spouse<br><b>NIA</b> | H. West Virginia Counties Where Decedent Held Real Estate.<br><b>JEFFERSON</b>                                   |                                        |
| I. Will this estate be required to file a Federal Estate Tax Return FORM 706 (see instructions on page 2)?                                              |                                        | YES <input type="radio"/> NO <input checked="" type="radio"/>                                                    |                                        |
| J. Will this estate be required to file the Nonprobate Inventory Form ET 6.02 (see instructions on page 3)?                                             |                                        | YES <input checked="" type="radio"/> NO <input type="radio"/>                                                    |                                        |
| K. Did the Decedent leave a WILL?                                                                                                                       |                                        | YES <input checked="" type="radio"/> NO <input type="radio"/>                                                    |                                        |
| L. Fiduciary's Name and Mailing Address (include zip code)<br><b>LINDA Mae PEER - Fxx</b><br><b>HC 71 Box 150 F Hoy Rd.</b><br><b>AUGUSTA, WV 26704</b> |                                        | M. Preparer's Name and Address<br>CPA <input type="radio"/> Attorney <input type="radio"/><br><b>SAME AS "L"</b> |                                        |
| Fiduciary's Phone Number: <b>304-671-3280</b>                                                                                                           |                                        | Preparer's Phone Number:                                                                                         |                                        |

PART 2: QUESTIONNAIRE OF NONPROBATE REAL ESTATE

Answer each of the following questions concerning the decedent's interest in NONPROBATE REAL ESTATE. If you answer "YES" to any question below, you must complete the attached Inventory of Nonprobate Real Estate provided with this form which shows:

- a the type of transfer(s) with reference to the question number below,
- b name(s) of the person(s) with an interest in the real estate as joint tenant or transferee;
- c relationship to the decedent of ALL above named persons;
- d market value at the date of death; and
- e description of the real estate including assessed value.

|                                                                                                                                                                                                                                          | MARKET VALUE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1 Did the decedent own an interest in any real estate as joint tenant with right of survivorship? YES <input type="radio"/> NO <input checked="" type="radio"/>                                                                          | 1            |
| 2 Did the decedent transfer an interest in any real estate without adequate consideration within three years prior to date of death? YES <input type="radio"/> NO <input checked="" type="radio"/>                                       | 2            |
| 3 Did the decedent own an interest in any real estate in an inter vivos trust (living trust) arrangement or in which the decedent retained the right of use and enjoyment? YES <input type="radio"/> NO <input checked="" type="radio"/> | 3            |
| 4 Did the decedent own an interest in any real estate in which the decedent retained a power of appointment, whether special or general? YES <input type="radio"/> NO <input checked="" type="radio"/>                                   | 4            |
| 5 Did the decedent own an interest in any real estate as a life estate including a dower interest? YES <input type="radio"/> NO <input checked="" type="radio"/>                                                                         | 5            |
| 6 TOTAL VALUE OF NONPROBATE REAL ESTATE (add lines 1 through 5 above).....                                                                                                                                                               | 6 - 0 -      |

PART 3: SUMMARY OF PROBATE ASSETS

Complete PART 4 first. Enter the total from each schedule of PART 4 on the appropriate line below.

|                                                                    | MARKET VALUE |
|--------------------------------------------------------------------|--------------|
| 1 Schedule A. Real estate or any interest therein                  | 1 84,677.00  |
| 2 Schedule B. Tangible personal property of every kind             | 2 850.00     |
| 3 Schedule C. Government bonds and securities of every kind        | 3 0          |
| 4 Schedule D. Shares of corporate stock of every kind              | 4 0          |
| 5 Schedule E. Money certificates of deposit, notes, accounts, etc. | 5 500.00     |
| 6 Schedule F. All other assets not hereinbefore mentioned          | 6 0          |
| 7 TOTAL VALUE OF PROBATE ASSETS (add lines 1 through 6 above)..... | 7 85,517.00  |

**PART 4: INVENTORY OF PROBATE ASSETS – TRANSFERS BY WILL OR INTESTACY**  
 After completing PART 4, enter the total from each schedule on the appropriate line in PART 3.

| SCHEDULE A: Describe any real estate or any interest in real estate. Include description and appraised value of out of state property, but do not include this amount in the total. See page 3 of the instructions                                    | ASSESSED VALUE | APPRAISED VALUE       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|
| LT #1 BLK 4 Brookhaven<br>Jefferson Co. 03 Charles Town Corp.<br>Fronting<br>100 ft on Fourth ST. by a depth of<br>125 ft. along South side and 130 ft. along<br>north side, Hunter ST.<br>Purchased December 29, 1966<br>MAP/Parcel 3 0187 0000 0000 | 50,500         | 84,167. <sup>00</sup> |
| TOTAL (enter the total appraised value on line 1 of PART 3)                                                                                                                                                                                           |                | 84,167. <sup>00</sup> |

| SCHEDULE B: Tangible personal property of every kind See page 3 of the instructions | APPRAISED VALUE |
|-------------------------------------------------------------------------------------|-----------------|
| Washer/dryer set _____                                                              | \$500.00        |
| refridgerator _____                                                                 | 50.00           |
| stove _____                                                                         | 50.00           |
| misc. furniture _____                                                               | 150.00          |
| clothing _____                                                                      | 100.00          |
| TOTAL (enter the total appraised value on line 2 of PART 3)                         | \$850.00        |

| SCHEDULE C: Bonds and securities of every kind See page 3 of the instructions | APPRAISED VALUE |
|-------------------------------------------------------------------------------|-----------------|
| None                                                                          | - 0 -           |
| TOTAL (enter the total appraised value on line 3 of PART 3)                   | - 0 -           |

PART 4 (continued)

**SCHEDULE D: Corporate stock of any kind. See page 3 of the instructions.**

| NAME OF THE COMPANY                                      | CLOSELY HELD | NUMBER OF SHARES | MARKET VALUE PER SHARE | TOTAL MARKET VALUE |
|----------------------------------------------------------|--------------|------------------|------------------------|--------------------|
| None                                                     |              |                  |                        | - 0 -              |
| TOTAL (enter the total market value on line 4 of PART 3) |              |                  |                        |                    |

**SCHEDULE E: Money, bank accounts, certificates of deposits, notes, accounts receivable, etc. Show dates of notes. See page 3 of instructions.**

|                                                             | APPRAISED VALUE |
|-------------------------------------------------------------|-----------------|
| Checking account Bank of Charles Town.                      | \$ 500.00       |
| TOTAL (enter the total appraised value on line 5 of PART 3) | \$ 500.00       |

**SCHEDULE F: All other assets, not hereinbefore mentioned, including insurance payable to the estate. See page 3 of the instructions.**

|                                                             | APPRAISED VALUE |
|-------------------------------------------------------------|-----------------|
| None                                                        | - 0 -           |
| TOTAL (enter the total appraised value on line 3 of PART 3) | - 0 -           |

**PART 5: BENEFICIARIES.** List the names and relationships of all beneficiaries or heirs of the estate. Show the age of any life tenant after their name. See page 3 of the instructions.

| BENEFICIARY OR HEIR   | RELATIONSHIP | BENEFICIARY OR HEIR | RELATIONSHIP |
|-----------------------|--------------|---------------------|--------------|
| LINDA MAE PEER        | daughter     | heir                |              |
| Patticia Ann Grey     | daughter     |                     |              |
| Susan Elaine Flannery | daughter     |                     |              |
| Paula Diane Locke     | daughter     |                     |              |
| Terry Allen Hardyse   | son          |                     |              |
| Cathy Marie Grissom   | daughter     |                     |              |


**PART 6: OATH OF FIDUCIARY**

State of West Virginia County of Hampshire, To-wit:  
 I, Linda M. Peer, fiduciary for the estate of Lenis M. Martin  
 after diligent effort to ascertain the taxable property of this estate, have made answers to each of the questions and have completed, in detail, the schedules for each category of property and believe each item thereof to be correct. I thereby believe the foregoing to be the true and lawful appraisal of ALL real estate and probate property of the estate of the above named decedent.

Linda M. Peer  
Fiduciary

Subscribed and sworn to before me this 18<sup>th</sup> day of December, 2014

Brittany D. Parker  
Notary Public  
My Commission expires May 30, 2024



**PART 7: APPROVAL OF FIDUCIARY COMMISSIONER/FIDUCIARY SUPERVISOR**

I, \_\_\_\_\_, Fiduciary Commissioner/Fiduciary Supervisor of \_\_\_\_\_ County, West Virginia, to whom the estate of the above named decedent was referred, do hereby approve the foregoing appraisal of such estate.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Fiduciary Commissioner/Fiduciary Supervisor

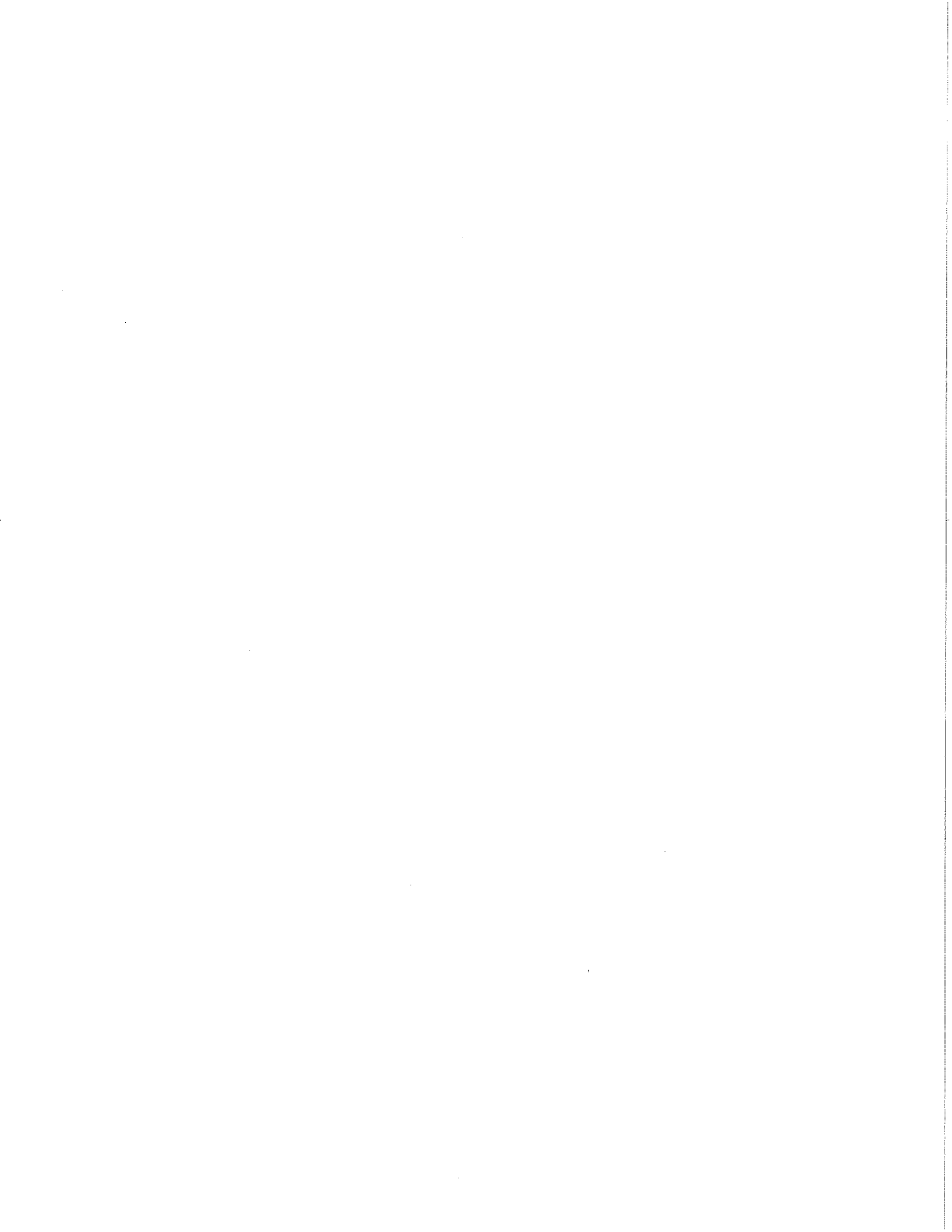
By \_\_\_\_\_  
Deputy

**PART 8: CLERK OF THE COUNTY COMMISSION**

STATE OF WEST VIRGINIA  
 COUNTY OF Jefferson, To-wit:  
 In the Clerk's office of Jefferson County on the 16<sup>th</sup> day of January, 2015  
 the forgoing appraisal of the above named decedent was presented and upon motion admitted to record.

Attest Jennifer S. Maghan, Clerk  
 By Karen C. Allen, Deputy

Jennifer S. Maghan  
 JEFFERSON COUNTY 03:12:58 PM  
 Instrument No 2015000269  
 Date Recorded 01/06/2015  
 Document Type Appr  
 Pages Recorded 4  
 Book-Page 25-560  
 Recording Fee \$5.00  
 Additional \$6.00



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



Name: **Bill Polk, Maintenance Director**  
**Adam Krason, ZMM Architects & Engineers**

Department or Organization: **Maintenance Department**

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

Date Requested – 1<sup>st</sup> Choice: **February 16, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Update on Renovation of 3<sup>rd</sup> Floor of St. Margaret's Judicial Center – Discussion/Possible Action**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**We will be providing an update on the progress of the renovation of the 3<sup>rd</sup> floor of the St. Margaret's Judicial Center.**

Is this a funding request?      No

If so, how much?                \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

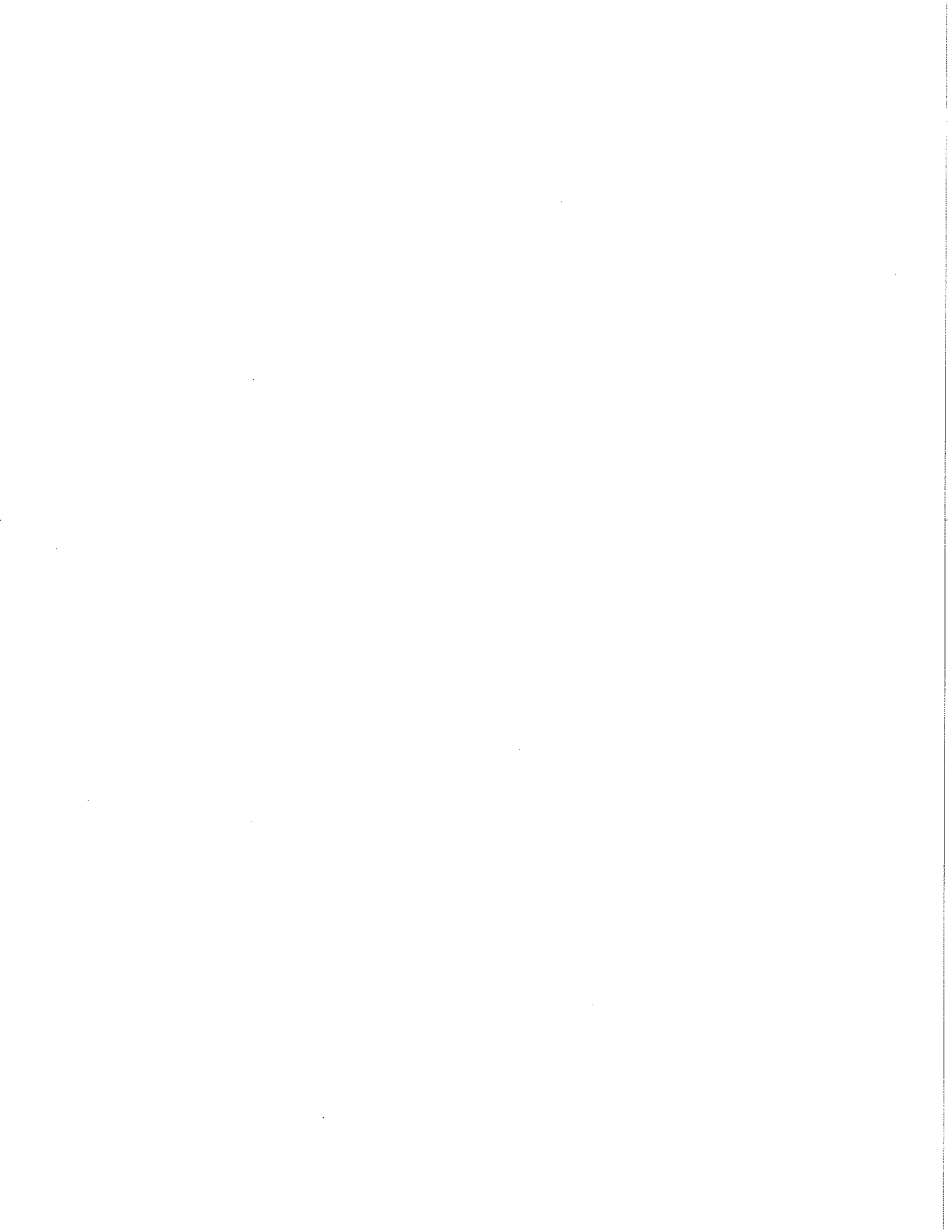
Contact information: Bill Polk

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

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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



Name: Nathan Cochran, Assistant Prosecuting Attorney

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

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **February 16, 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*):

- MOU with Mt. Weather regarding fire assistance/mutual aid – Discussion/Action
- Discussion of issues related to consolidation and infrastructure of the PSD and interaction with Charles Town and Ranson – Discussion/Action – Possible Executive Session

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

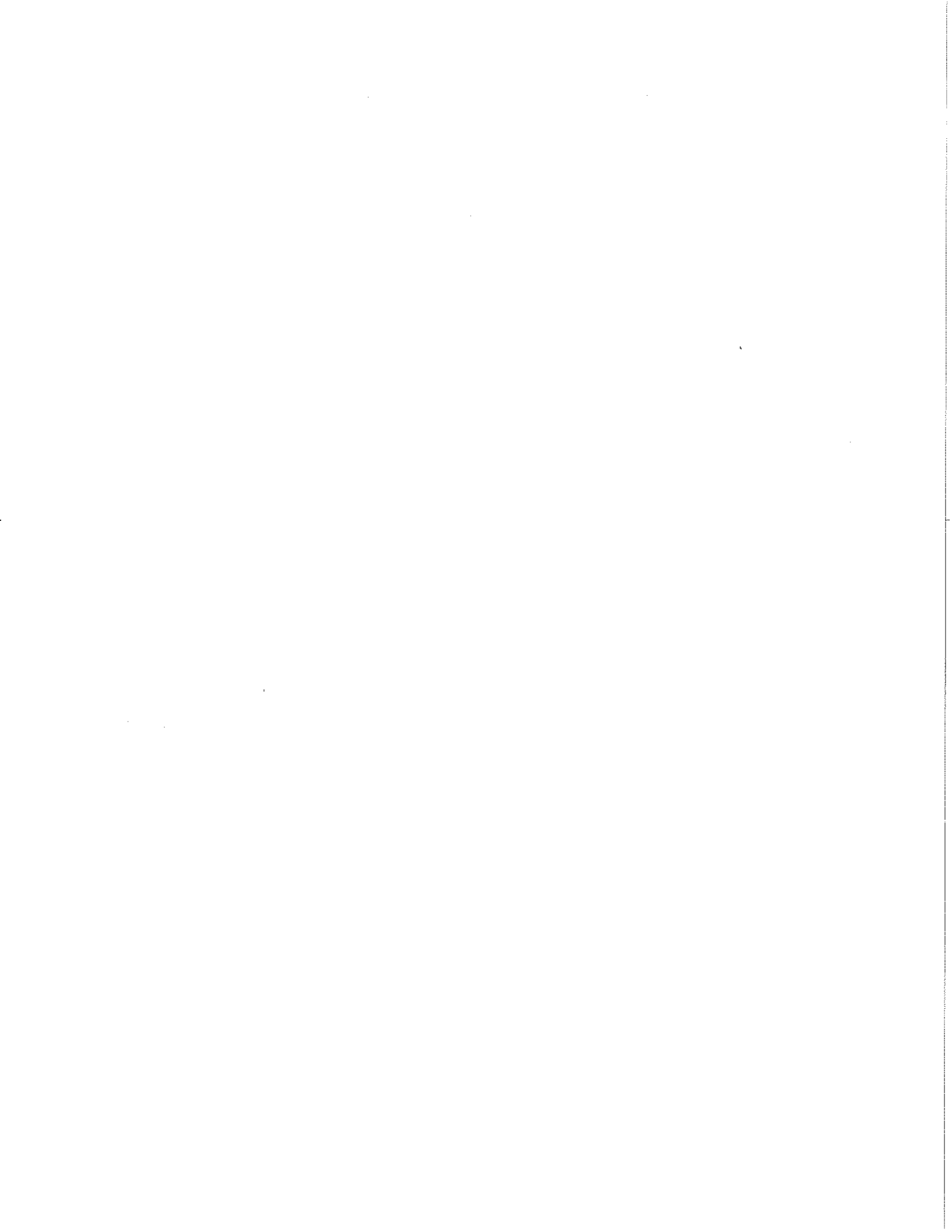
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



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~~ Feb. 16, 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)

*Stephanie -  
Agenda Item*



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: Feb. <sup>16</sup> 2017

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

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

Subject (Wording to be placed on agenda):

**Homeless, Vagrancy issues & safety concerns of citizens of Patrick Henry Estates.**

Please provide the County Commission with a description of your request or presentation, including any background information: **Recent death of homeless person behind Wal-Mart has caused safety concerns for citizens of Patrick Henry Estates. Input needed from legal counsel and Sheriff.**

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

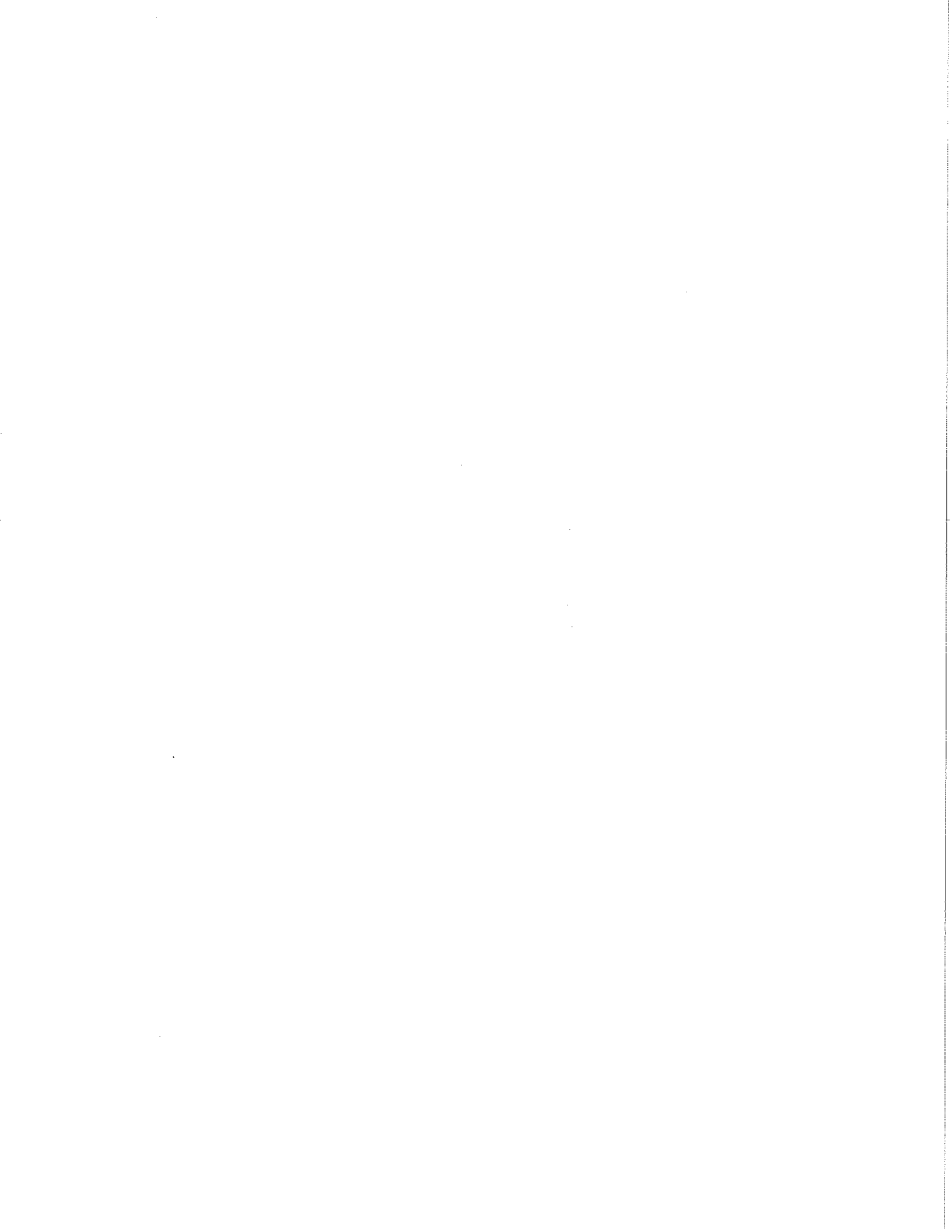
Are documents attachments? Yes      No    
If not, explain:

Is a projector needed? Yes      No

Contact information:

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_





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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 16, 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*):

- Discuss Charles Town Women’s Center - Discussion/Action
- Data Content Management Initiative Update - 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 [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

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

[Click here to enter text.](#)

HAMSTEAD & ASSOCIATES, L.C.  
BRAUN A. HAMSTEAD (WV) ATTORNEYS AT LAW ANDREW FAULKNER PAHL (WV)  
507 S FAIRFAX BOULEVARD  
CHARLES TOWN, WEST VIRGINIA 25414  
PHONE: (304) 725-1468 FAX: (304) 725-1321  
E-MAIL: [apahl@hamsteadandassociates.com](mailto:apahl@hamsteadandassociates.com)

FEBRUARY 3, 2017

Jefferson County Commission  
Attn: President Peter Onoszko  
124 E Washington St  
PO Box 250  
Charles Town WV 25414

VIA US MAIL

City of Ranson,  
Attn: Mayor Keith D. Pierson  
312 S Mildred St  
Ranson WV 25438

Received

FEB 07 2017

RE: Charles Town Women's Center

Jefferson County Commission

Dear Jefferson County Commission and City of Ranson:

As you may know, for a number of years the City of Charles Town has struggled to resolve the status of the vacant structure on South George Street sometimes known as the "Women's Center." During this period of time, the City of Charles Town has undertaken exterior maintenance of the structure and the grounds. The real estate was vested in a trust by virtue of the Last Will and Testament of Mary Esta Burton Hilleary, which is recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Will Book H, at page 344. The beneficial holders of this real estate are the City of Charles Town, The Jefferson County Commission, and the City of Ranson. However, certain non-governmental entities were given possessory rights to the real estate. Of those possessory interests, the only known surviving entity is the Daughters of the American Revolution, Bee Line Chapter. An agreement has finally been reached with Bee Line whereby, with the participation of the Jefferson County Commission and the City of Ranson, the status of this structure can be resolved by dissolving the trust and liquidating its sole asset, consisting of the real estate.

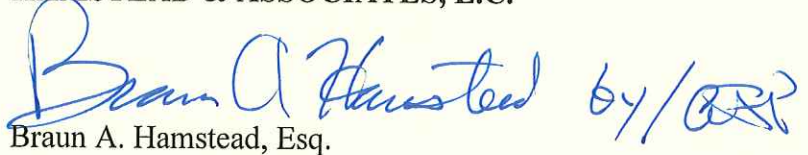
The City has agreed to donate the sum of \$2,500 to Bee Line's scholarship fund in exchange for a release of Bee Line's interest. Bee Line has agreed to accept \$2,500 in exchange for a full release of its interest. This will enable us to file an action to dissolve the trust since the trust purposes can no longer be fulfilled.

As a first step in this process, the City of Charles Town hereby respectfully inquires as to whether or not the Jefferson County Commission and The City of Ranson will contribute to the payment of the \$2,500 in order to secure a release of Bee Line's interest.

Thank you for your consideration.

*Very truly yours,*

**HAMSTEAD & ASSOCIATES, L.C.**

A handwritten signature in blue ink that reads "Braun A Hamstead" followed by a date "6/1/02" and a set of initials "BAH".

Braun A. Hamstead, Esq.

BAH/jes

cc: Stephanie Grove, Administrator  
Andrew Blake, City Manager  
Honorable Peggy Smith, Mayor  
David Mills, City Manager  
Chris Bontoft, Assistant City Manager – Finance Director



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.



**JEFFERSON COUNTY  
COMMISSION OFFICES  
WILL BE CLOSED ON  
MONDAY FEBRUARY 20<sup>TH</sup>,  
2017 IN OBSERVANCE OF  
PRESIDENTS' DAY**



State of West Virginia  
John B. McCuskey

State Auditor

Office of the State Auditor  
Local Government Services  
153 West Main Street, Suite C  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 627-2417  
[www.wvsao.gov](http://www.wvsao.gov)

January 27, 2017

TO: ALL COUNTY COMMISSIONS AND COUNTY CLERKS  
STATE OF WEST VIRGINIA

RE: LEVY ESTIMATE (BUDGET) 2017-2018

In accordance with W. Va. Code § 11-8-10, as amended, each county commission is required to submit an estimate of revenues and expenditures to the State Auditor for approval. We have posted on our web-site the official Levy Estimate-Budget Document prescribed by our office.

We have continued to refine and improve our procedures, which will further automate the budget process. If this format is completed correctly, it will perform several checks and alert you of some potential errors or omissions. The instructions in the budget will give you more details concerning the format. We have also posted on our web-site step-by-step instructions for completing and filing out the forms. These procedures will also be covered in our "County Budget Workshops."

If the entity uses the electronic format, the budget may be submitted to our office for approval via email. **The budget must be submitted by the county clerk or his/her designated employee and so stated in the email.** Submitting the budget via email will facilitate the approval process and allow us to respond to you more quickly. **There is a certification statement and recap sheet included in the budget that must be completed, signed and forwarded to our Clarksburg office by the county clerk.**

Submitting the budget via email is only an option. **The entity may continue to submit a hard copy of the approved budget to the Clarksburg office.** However, we recommend that this file be completed and submitted to the WWSAO electronically via e-mail. **Please do not submit both electronically and by mail.**

If incorrect and/or outdated forms are submitted to our office your levy estimate-budget may be returned for correction and will not be considered received until the correct forms are submitted.

We have enclosed a "Sequence of Events" that will assist you in understanding and meeting the timeframes involved in the budget process.

The Property Valuation Training and Procedures Commission met on January 19, 2017 for the purpose of reviewing and subsequently approving the FY 2017-2018 assessor's valuation fund budget for each of the 55 counties. Enclosed in this mailing are the percentages approved for funding the assessor's valuation fund.


A manual titled "County Government Guideline to the Budget Process" has been prepared to assist counties in preparing their budgets. We have made them available to county officials that have attended our budget workshops. It is also available and can be downloaded from our website, [www.wvsao.gov](http://www.wvsao.gov). To access this information, select the following links:

Local Government  
County Government  
County Guideline to the Budget Process

Please feel free to contact this office at any time if we may be of further assistance. The telephone numbers and extensions are:

| Telephone Numbers      |              | Extension        |      |
|------------------------|--------------|------------------|------|
| Clarksburg Local       | 304-627-2415 | Ora Ash          | 5114 |
| Toll Free:             | 877-982-9148 | Shellie Humphrey | 5119 |
| Charleston Switchboard | 304-558-2261 | Tiffany Hess     | 5118 |
|                        |              | Karen Drain      | 5101 |

Sincerely,



Ora L. Ash, Deputy State Auditor  
Local Government Services Division

Enclosures: Budget Sequence of Events  
Assessor Valuation Percentages

**WEST VIRGINIA  
COUNTY LEVY ESTIMATE  
OFFICIAL BUDGET SEQUENCE OF EVENTS**



**Prescribed and furnished by  
West Virginia State Auditor  
John B. McCuskey**

West Virginia State Auditor's Office  
Local Government Services  
153 West Main Street, Suite C, Clarksburg, West Virginia 26301  
Phone: 304-627-2415 / Toll Free 1-877-982-9148

## Sequence of Events

A THOROUGH STUDY OF THE FORMS AND CAREFUL PREPARATION OF THE BUDGET DOCUMENT WILL SAVE TIME, LABOR, AND INCONVENIENCE TO ALL CONCERNED. YOUR ATTENTION TO THE FOLLOWING SUGGESTIONS WILL PROVE HELPFUL.

### **BUDGET MEETINGS:**

Between March 7 and March 28 of each year the County Commission must meet to construct the budget for the next fiscal year. During this period every elected official, governmental agency, and organization seeking financial support, must appear before the County Commission to list the projected requirements for the coming year.

### **SUBMITTING BUDGET:**

If the entity uses the electronic format, the budget may be submitted to our office for approval via email. **The budget must be submitted by the county clerk or his/her designated employee and so stated in the email.** Submitting the budget via email will facilitate the approval process and allow us to respond to you more quickly. **There is a certification statement and recap sheet included in the budget that still must be completed and mailed to our Clarksburg office by the county clerk.**

Submitting the budget via email is only an option. **The entity may still continue to submit a hard copy of the approved budget to the Clarksburg office.** However, we recommend that this file be completed and submitted to the WWSAO electronically via e-mail. **Please do not submit both electronically and by mail.**

If you choose to file electronically, please use the following e-mail address:

[lgs@wvsao.gov](mailto:lgs@wvsao.gov)

Any budget documents being mailed to us must be mailed to the Clarksburg office at:

West Virginia State Auditor's Office  
Local Government Services  
153 West Main Street, Suite C  
Clarksburg, WV 26301

The Levy Estimate-Budget must be submitted to our **Clarksburg office** between **March 7** and **March 28**. The meeting at which the governing body adopts the budget will stand adjourned until the third Tuesday in April (April 18).

#### **PUBLICATION OF BUDGET DOCUMENT:**

After County Commission adopts the Budget, the entity must begin publication. The Budget Document must be published once a week for two consecutive weeks in TWO (2) newspapers of general circulation and of opposite politics published in the area. If the area has only one such newspaper, publish in only that newspaper for two weeks. Immediately after the commission adopts the Budget, each elected official should receive a copy of their detailed request for appropriation outlining the amount the county commission has approved for the operation of their respective office.

#### **AUDIT AND REVIEW BY THE STATE AUDITOR:**

The State Auditor's Office will audit and review the Budget Document. Prior to the third Tuesday in April, the Auditor's Office will notify the entity by letter of the results of this audit and review. **If the auditor's office requires any changes, these changes must be made immediately and the auditor's office notified of the changes.**

#### **LAYING THE LEVY:**

Each entity **MUST MEET** on the **THIRD TUESDAY IN APRIL**, to officially lay the levy. This entails the hearing of objections and the adoption of the levy rates to be used during the next fiscal year. An original certified copy of the Levy Order and Rate Sheet must be mailed to the State Auditor's Local Government Services Division within three (3) days after the third Tuesday in April.

| County     | 2017-18<br>Approved |
|------------|---------------------|
| Barbour    | 2%                  |
| Berkeley   | 2%                  |
| Boone      | 2%                  |
| Braxton    | 2%                  |
| Brooke     | 1.75%               |
| Cabell     | 1.85%               |
| Calhoun    | 2%                  |
| Clay       | 2%                  |
| Doddridge  | 1.00%               |
| Fayette    | 2%                  |
| Gilmer     | 2%                  |
| Grant      | 1.85%               |
| Greenbrier | 2%                  |
| Hampshire  | 2%                  |
| Hancock    | 1.00%               |
| Hardy      | 1.55%               |
| Harrison   | 2%                  |
| Jackson    | 2%                  |
| Jefferson  | 1.85%               |
| Kanawha    | 2%                  |
| Lewis      | 2%                  |
| Lincoln    | 2%                  |
| Logan      | 2%                  |
| Marion     | 1.37%               |
| Marshall   | 1.75%               |
| Mason      | 1.47%               |
| McDowell   | 2%                  |
| Mercer     | 2%                  |
| Mineral    | 2%                  |
| Mingo      | 2%                  |
| Monongalia | 2%                  |
| Monroe     | 2%                  |
| Morgan     | 2%                  |
| Nicholas   | 2%                  |
| Ohio       | 2%                  |
| Pendleton  | 2%                  |
| Pleasants  | 2%                  |
| Pocahontas | 2%                  |
| Preston    | 2%                  |
| Putnam     | 2%                  |
| Raleigh    | 2%                  |
| Randolph   | 2%                  |
| Ritchie    | 2%                  |
| Roane      | 2%                  |
| Summers    | 2%                  |
| Taylor     | 2%                  |
| Tucker     | 1.50%               |
| Tyler      | 2%                  |
| Upshur     | 2%                  |
| Wayne      | 2%                  |
| Webster    | 2%                  |
| Wetzel     | 2%                  |
| Wirt       | 2%                  |
| Wood       | 2%                  |
| Wyoming    | 2%                  |

## Sandra McDonald

---

**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Saturday, January 21, 2017 12:00 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 01/21/2017 11:59 AM  
**Response #:** 285  
**Submitter ID:** 2678  
**IP address:** 172.77.244.26  
**Time to complete:** 4 min. , 34 sec.

---

### Survey Details

#### Page 1

**1. Name**

John Sherwood

**2. Email**

jmsctwv@frontiernet.net

**3. Questions or Concerns**

It is my understanding that it has been suggested that the Ambulance Fee be eliminated. As a 16 year resident of Jefferson County I need to speak against this suggested elimination. My profession was Healthcare administration. I have always had a strong interest in the development of EMS resources and served on numerous Emergency Management organizations and committees. Currently I serve as a volunteer on the Jefferson County Local Emergency Planning Council (LEPC) and the Steering Committee for the Office of Homeland Security and Emergency Management. (Please note I am sending this message as an individual resident of Jefferson County).

Prior to moving to West Virginia in 2000, I had served in Pennsylvania as a volunteer EMT for close to 15 years, while having a full time job. I know from this first-hand experience the difficulty of having sufficient trained individuals available to staff the ambulances. Unlike Jefferson County most of our EMS was provided by individuals who lived and worked in the same county. Still we experienced great difficulty in adequately staffing our units, particularly during the day shift. That difficulty is compounded here in Jefferson County because so many of our volunteers have paid jobs outside of the county that limits the hours that they can volunteer. Those individuals, who volunteer regularly, often volunteer with more than one organization. This can further reduce their availability during times of emergencies. The shortage of an adequate number of volunteers results in asking those, who do volunteer, to take on additional shifts. This can result in serious stress on family lives. Another negative outcome is the burnout that may occur, resulting in the potential loss of volunteers.

As a former CPR Instructor-Trainer I am well aware of the adage that "Minutes equals Muscle". Basically every minute of delay in treating a heart patient increases the damage to the all-important muscle--the HEART. Please do not take actions that might increase the response time of ambulances because of inadequate staffing.

The introduction of the Ambulance Fee was a good step to help address the shortage of volunteers. Please do not take any actions that would reduce or eliminate this support.

Thank you for the opportunity to express my concern.

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
**Jefferson County Commission, WV**

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**This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.**

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

| <b>Week Ending Date</b>                          | <b>FY17<br/>January 28, 2017</b> |
|--------------------------------------------------|----------------------------------|
| <b>To be Deposited on:</b>                       | February 3, 2017                 |
| Amount Played                                    | \$ 55,969,637.92                 |
| Amount Won                                       | 50,735,687.02                    |
| Amount Promo                                     | 524,117.00                       |
| MWAP Contribution                                | <u>-</u>                         |
| <b>Adjusted Gross Terminal Revenue</b>           | <b><u>4,709,833.90</u></b>       |
| Administrative Costs @ 4%                        | -                                |
| Excess Lottery Fund @ 4%                         | <u>188,393.37</u>                |
| <b>Net Terminal Revenue</b>                      | <b><u>4,521,440.53</u></b>       |
| Surcharge @ 10%                                  | 452,144.06                       |
| State Share Excess @ 58% & 10% of 42%            | 281,233.61                       |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>170,910.45</u>                |
| <i>Track Share of Capital Reinvestment @ 96%</i> | 164,074.03                       |
| <i>Track Share of Capital Reinvestment @ 4%</i>  | 6,836.42                         |
| <b>Adjusted Net Terminal Revenue</b>             | <b><u>4,069,296.47</u></b>       |
| Racetrack @ 46.50% / 42%                         | 1,709,104.52                     |
| Lottery Fund @ 30% / 0%                          | -                                |
| Excess Lottery Fund @ 0% / 41%                   | 1,668,411.58                     |
| Excess Lottery Fund @ 12.85% / 9.55%             | 388,617.80                       |
| Race Track Purses @ 90% of 7% / 4%               | 146,494.67                       |
| Employee Pension Fund @ 1% / .5%                 | 20,346.48                        |
| Greyhound Development @ 90% of .75%              | 27,467.75                        |
| Thoroughbred Development @ 90% of .75%           | 27,467.75                        |
| County/Municipality @ 2%                         | <u>81,385.92</u>                 |
|                                                  | <b><u>\$ 4,069,296.47</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                   | 108,692.68                   | 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                    |
| 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                    |
| 01/28/17                   | 81,385.92                    | 40,692.96                 | 40,692.96            | 3,226.95         | 16,236.49                 | 883.04                    | 13,705.39        | 6,641.09                    |
| Subtotal                   | \$ 3,128,438.96              | \$ 2,020,251.22           | \$ 1,108,167.74      | \$ 87,879.27     | \$ 442,166.89             | \$ 24,047.69              | \$ 373,237.63    | \$ 180,856.26               |

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  | 1/28/2017  | 40,692.96  |
| 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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**2,020,251.22**

**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

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount              |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| 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> |

| Date                   | Amount              | Date                   | Amount              |
|------------------------|---------------------|------------------------|---------------------|
| 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/>February 4, 2017</b> |
|---------------------------------------------------------|----------------------------------|
| <b>To be Deposited on:</b>                              | February 10, 2017                |
| <b>Amount Played</b>                                    | \$ 55,310,239.03                 |
| <b>Amount Won</b>                                       | 49,731,127.31                    |
| <b>Amount Promo</b>                                     | 454,448.00                       |
| <b>MWAP Contribution</b>                                | <u>-</u>                         |
| <b>Adjusted Gross Terminal Revenue</b>                  | <u><u>5,124,663.72</u></u>       |
| <b>Administrative Costs @ 4%</b>                        | -                                |
| <b>Excess Lottery Fund @ 4%</b>                         | <u>204,986.54</u>                |
| <b>Net Terminal Revenue</b>                             | <u><u>4,919,677.18</u></u>       |
| <b>Surcharge @ 10%</b>                                  | 491,967.72                       |
| <b>State Share Excess @ 58% &amp; 10% of 42%</b>        | 306,003.92                       |
| <b>Track Share of Capital Reinvestment @ 90% of 42%</b> | <u>185,963.80</u>                |
| <i>Track Share of Capital Reinvestment @ 96%</i>        | 178,525.25                       |
| <i>Track Share of Capital Reinvestment @ 4%</i>         | 7,438.55                         |
| <b>Adjusted Net Terminal Revenue</b>                    | <u><u>4,427,709.46</u></u>       |
| <b>Racetrack @ 46.50% / 42%</b>                         | 1,859,637.97                     |
| <b>Lottery Fund @ 30% / 0%</b>                          | -                                |
| <b>Excess Lottery Fund @ 0% / 41%</b>                   | 1,815,360.85                     |
| <b>Excess Lottery Fund @ 12.85% / 9.55%</b>             | 422,846.27                       |
| <b>Race Track Purses @ 90% of 7% / 4%</b>               | 159,397.54                       |
| <b>Employee Pension Fund @ 1% / .5%</b>                 | 22,138.55                        |
| <b>Greyhound Development @ 90% of .75%</b>              | 29,887.04                        |
| <b>Thoroughbred Development @ 90% of .75%</b>           | 29,887.04                        |
| <b>County/Municipality @ 2%</b>                         | <u>88,554.20</u>                 |
|                                                         | <u><u>\$ 4,427,709.46</u></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        | 8,705.10                    |
| 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                    |
| 01/28/17                   | 81,385.92                    | 40,692.96                 | 40,692.96            | 3,226.95         | 16,236.49                 | 883.04                    | 13,705.39        | 6,641.09                    |
| 02/04/17                   | 88,554.20                    | 44,277.10                 | 44,277.10            | 3,511.18         | 17,666.56                 | 960.81                    | 14,912.53        | 7,226.02                    |
| Subtotal                   | \$ 3,216,993.16              | \$ 2,064,528.32           | \$ 1,152,464.84      | \$ 91,390.45     | \$ 459,833.45             | \$ 25,008.50              | \$ 388,150.16    | \$ 188,062.28               |

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  | 1/28/2017  | 40,692.96  |
| 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  | 2/4/2016   | 51,695.74  | 2/4/2017   | 44,277.10  |
| 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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**2,064,528.32**

## 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> |