

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2017**  
**THURSDAY, APRIL 20, 2017**  
**9:30 A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- April 6, 2017 Regular Meeting
- April 12, 2017 Special Session

**APPROVAL OF ACCOUNTS PAYABLE**

- April 13, 2017
- April 20, 2017

**APPROVAL OF MANUAL CHECKS**

- April 14, 2017
- April 21, 2017

**APPROVAL OF PAYROLL**

- April 6, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## **PRESENTATIONS**

- 1. 9:45 a.m. Angela Banks, Assessor  
- Exonerations - Discussion/Action**
- 2. 10:00 a.m. Peter Dougherty, Sheriff  
- Grant Application Presentation - Discussion/Action  
- New Hire - Discussion/Action  
- Employee Transfer - Discussion/Action  
- Reclassification - Discussion/Action**
- 3. 10:15 a.m. Earl Cogle, Blue Ridge Mountain Volunteer Fire Dept.  
- Request to waive all fees required by the Department of Engineering, Planning, and Zoning associated with the processing of the renovation and upgrades to existing structure for the purpose of installing a commercial kitchen and dining area - Discussion/Action**
- 4. 10:30 a.m. Interviews and Appointments to the Jefferson County Development Authority Board of Directors - five 3-year terms ending April 5, 2020 - Discussion/Action**
- 5. 10:45 a.m. BREAK**
- 6. 11:00 a.m. Lynn Fields, Probate Office  
- Quarterly Probate Review - Discussion/Action**
- 7. 11:15 a.m. Commissioner Onoszko  
- Harpers Ferry National Historical Park Deferred Maintenance Needs - Discussion/Action**
- 8. 11:30 a.m. Roger Goodwin, Chief County Engineer  
- Overview of Impact Fees Web Page Information - Discussion/Action**
- 9. 11:45 a.m. Denise Pouget, Director, Jefferson County Emergency Services Agency  
- Staffing Summary Presentation - Discussion/Action**
- 10. 12:00 p.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications  
- Appointment Request - Full-time Public Safety Dispatcher - Discussion/Action**
- 11. 12:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Review/Update Ambulance Service Fee Ordinance - Discussion/Action  
- Continuing discussion of PSD Dissolution and letter dated April 11, 2017, received from Counsel for PSD - Discussion/Action (JC)**

## **NEW BUSINESS**

### **12. Legislative Issues**

## **FINANCIAL DIRECTOR REPORTS**

- Approval of FY17 Budget Revisions - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Renewal of DHHR Lease - Discussion/Action

## **COUNTY COMMISSION REPORTS**

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

13. 1:30 p.m. County Clerk  
Election demonstration

### **14. ADJOURN**

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

- Offices of Engineering, Building Permits & Inspections and Ordinance Compliance & Floodplain Management
- Offices of Planning and Zoning
- Office of GIS/Addressing
- Jefferson County Historic Landmarks Commission

## **CORRESPONDENCE/INFORMATION**

Notice of Public Hearing on Thursday, May 4, 2017 at 7:00 p.m. regarding the proposed dissolution of the Jefferson County Public Service District.

Review of FY2017 Budget Actual as of 02/28/2017 presented at the April 6, 2017 Commission meeting.

Jefferson County Public Service District Minutes - March 24, 2017 Special Board Meeting.

Jefferson County Public Service District Minutes - March 6, 2017 Regular Board Meeting.

**Letter from Mike and Diane Stoneberger, residents, re: City of Charles Town's Application for Annexation by Urban Growth Boundary Adjustment.**

**Letter from John Kuska, resident, regarding complaints toward the Sheriff's Animal Control department.**

**WV Lottery Weekly Settlement for Charles Town - week ending April 1, 2017.**

**WV Lottery Weekly Settlement for Charles Town - week ending April 8, 2017.**

## Minutes

### Jefferson County Commission

Thursday, April 6, 2017

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A meeting of the Jefferson County Commission was held on Thursday, April 6, 2017 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, March 16, 2017 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the March 23, 2017 Special Session Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the March 30, 2017 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

#### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve the Purchase Orders for April 6, 2017 to include Purchase Order No. 52663 in the amount of \$9,000.00. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078117	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 912.88	\$ 912.88

078118	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
078119	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078120	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078121	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
078122	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078123	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078124	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
078124	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
078125	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,197.62	\$ 6,197.62
078126	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
078127	PAYROLL	ROGER GOODWIN		\$ -	\$ 205.66	\$ 205.66
078128	717	GUTTMAN OIL CO		\$ -	\$ 2,791.27	\$ 2,791.27
078128	717	GUTTMAN OIL CO		\$ -	\$ 2,371.19	\$ 2,371.19
078128	717	GUTTMAN OIL CO		\$ -	\$ 3,072.11	\$ 3,072.11
078129	425	G & TRIPLE T. LLC		\$ -	\$ 45.00	\$ 45.00
078129	425	G & TRIPLE T. LLC		\$ -	\$ 450.00	\$ 450.00
078130	405	TRACY P. HERRON-RICE CCR		\$ -	\$ 983.75	\$ 983.75
078131	PAYROLL	THE HARTFORD		\$ -	\$ 4,153.68	\$ 4,153.68
078131	PAYROLL	THE HARTFORD		\$ -	\$ 2,292.35	\$ 2,292.35
078132	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
078132	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
078132	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
078132	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
078132	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
078132	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
078132	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
078132	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
078132	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
078132	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
078133	717	INTERSTATE ALL BATTERY		\$ -	\$ 453.90	\$ 453.90
078134	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 27,582.00	\$ 27,582.00
078135	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 369,668.50	\$ 369,668.50
078136	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
078137	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,351.75	\$ 1,351.75
078138	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 22.22	\$ 22.22
078138	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 25.90	\$ 25.90
078138	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 150.18	\$ 150.18
078139	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
078139	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 776.10	\$ 776.10
078140	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,620.00	\$ 5,620.00

078141	425	KONE INC.		\$ -	\$ 344.77	\$ 344.77
078142	PAYROLL	LYNDSEY W. MATSCHAT		\$ -	\$ 185.06	\$ 185.06
078143	PAYROLL	HIGHMARK WV		\$ -	\$ 167,439.94	\$ 167,439.94
078144	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
078145	PAYROLL	MILLENIUUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
078146	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
078147	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,731.38	\$ 1,731.38
078148	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
078149	ALLOC	JEFF CO PARKS &		\$ -	\$ 20,557.38	\$ 20,557.38
078150	717	RICE TIRES CO		\$ -	\$ 413.12	\$ 413.12
078150	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
078151	PAYROLL	RANDALL RODRIGUEZ		\$ -	\$ 321.49	\$ 321.49
078152	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
078153	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
078154	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,097.30	\$ 44,097.30
078154	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,313.00	\$ 10,313.00
078154	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,926.69	\$ 40,926.69
078155	425	SHERWIN-WILLIAMS		\$ -	\$ 40.73	\$ 40.73
078155	425	SHERWIN-WILLIAMS		\$ -	\$ 25.98	\$ 25.98
078156	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 229.50	\$ 229.50
078157	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078157	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,035.00	\$ 3,035.00
078158	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 22,822.01	\$ 22,822.01
078159	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
078160	402	XEROX CORPORATION		\$ -	\$ 375.53	\$ 375.53
078160	402	XEROX CORPORATION		\$ -	\$ 505.01	\$ 505.01
078160	402	XEROX CORPORATION		\$ -	\$ 334.43	\$ 334.43
078160	440	XEROX CORPORATION		\$ -	\$ 536.43	\$ 536.43
078161	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 416.48	\$ 416.48
<b>TOTAL</b>					<b>\$ 926,712.42</b>	<b>\$ 926,712.42</b>

**Motion by Ms. Noland to approve the Accounts Payable for April 6, 2017 in the amount of \$926,712.42 Motion seconded and unanimously approved.**

**MANUAL CHECKS**

HOME DETETION			
OO8			

Date	Check #	VENDOR	Amount
4/7/2017	562	3M ELECTRONIC MONITORING	\$ 3,145.00
4/7/2017	563	CDA	\$ 511.50
<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
Date	Check #	VENDOR	Amount
4/7/2017	617	AWVA	\$ 700.00
4/7/2017	618	UNITED BANK	\$ 297.48
<b>SHERIFF CAPITOL/O</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
4/7/2017	1583	HOPEWILL SHEET METAL	\$ 2,704.00
4/7/2017	1584	SHERWIN WILLIAMS	\$ 21.98
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
4/7/2017	1084	SHERIFF JEFFERSON CO -SCHOOL	\$ 148,247.29
4/7/2017	1085	SHERIFF JEFFERSON CO - LAW	\$ 2,899.05
4/7/2017	1086	SHERIFF JEFFERSON CO - PARKS	\$ 11,391.68
4/7/2017	1087	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 1,248.53
<b>TOTAL</b>			<b>\$ 171,166.51</b>

**Motion by Ms. Tabb to approve the Manual Checks for April 7, 2017 in the amount of \$171,166.51. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – provided updates to the Commission regarding his various lawsuits and thanked them for coming to a resolution regarding the deceased body issue.

**PRESENTATIONS**

1. Angela Banks, Assessor – requested the approval of the following Exoneration and Split Ticket:

Name	Type	District	Ticket No.	Amount
James Dixon	PP	KD	309512	\$128.85

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

Name	Type	District	Ticket No.	Amount
Robin Armstrong	PP	HF	306671	\$46.86
David Armstrong				\$23.42

- **Motion by Ms. Noland to approve Split Ticket No. 306671 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Matthew Harvey, Prosecuting Attorney – requested the approval of a new hire for assistant in the Civil Division.

- **Motion by Ms. Tabb to approve the hire of Charlotte Ainsworth for the legal assistant position within the Prosecuting Attorney’s Civil Division, to begin**

**work on Monday, April 24, 2017. Motion seconded and unanimously approved.**

3. Cecelia Nichols, Alzheimer's Association, WV Chapter – provided the Commission and audience with a presentation on the Alzheimer's Organization and requested the Commission approve a Resolution recognizing June, 2017 as Alzheimer's and Brain Awareness Month.
  - **Motion by Ms. Tabb to approve the Resolution declaring June, 2017 as Alzheimer's and Brain Awareness Month. Motion seconded and unanimously approved.**
4. Interviews and Appointments to the Jefferson County Planning Commission – three three-year terms ending March 31, 2020.
  - Donnie Fisher was nominated by Commissioner Onoszko.
  - Ronnie Thomas was nominated by Commissioner Noland.
  - Raymond Bruning was nominated by Commissioner Onoszko.
  - **Motion by Ms. Noland to reappoint Donnie Fisher and appoint Ronnie Thomas and Raymond Bruning to the Jefferson County Planning Commission each for a three-year term ending March 31, 2020. Motion seconded and unanimously approved.**
5. Tammy Biser, WV Division of Highways – submitted a request to acquire property owned by the Jefferson County Commission.
  - **Motion by Ms. Tabb to approve the WV DOH offer of \$4,000.00 to acquire 5098 square feet for a non-controlled access right of way in order to replace the existing bridge on Rt. 27. Motion seconded and unanimously approved.**
6. The Commission reconvened at 11:00 am.
7. John Reisenweber, Director, Jefferson County Development Authority – requested a discussion on Project Shuttle.
  - **Motion by Ms. Noland enter into Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to direct Mr. Reisenweber to proceed as discussed during Executive Session. Motion seconded and unanimously approved.**
8. Interviews and Appointments to the Jefferson County Historic Landmarks Commission – one three-year term ending March 6, 2020.
    - **Motion by Ms. Noland to reappoint Sara Lambert to the Jefferson County Historic Landmarks Commission for one three-year term ending March 6, 2020. Motion seconded and unanimously approved.**
  9. **Roger Goodwin, Chief County Engineer – Pleasant Hill Subdivision (JCPC File No. 05-28) – Contractor’s Site Work Proposal**
    - **Motion by Ms. Tabb to accept the proposal of Kable Excavating, LLC. in the amount of \$10,150.00, as presented and approve allowing staff to proceed with completing the site work; and authorize the invoicing of charges for staff’s time against the Pleasant Hill Subdivision (JCPC File No. 05-28) project and the acceptance of partial reimbursement and then close the bank escrow account. Motion seconded and unanimously approved.**
  10. Peter Dougherty, Sheriff – Presentation of Donation to Animal Control

The West Virginia Thoroughbred Breeder’s Association presented the Sheriff’s Animal Control Department with a donation of \$2,300.00
  11. The Commission recessed for lunch at 12:00 pm.  
The Commission reconvened at 1:30 pm.

**NEW BUSINESS**

12. Legislative Issues – the Commission discussed various House and Senate bills that could potentially impact the County.
13. Request staff to create opportunities for citizen donations to the ambulance fee on the billing invoice and online payment portal.
  - It was the consensus of the Commission to authorize staff to research the possibility of collecting citizen donations to the ambulance fee.
14. Recommendation from the Sheriff that the pledged securities with BB&T be increased to \$800,000.

- **Motion by Ms. Noland to approve the increase in the pledged securities amount with BB&T to \$800,000 as recommended by the Sheriff. Motion seconded and unanimously approved.**

15. Decision on the proposed Policy on Vested Property Rights including the following language:

- The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same period.

- The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that required the performance of any action within a certain time period for any subdivision for land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action.

- Any plat affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval.

- **Motion by Ms. Tabb to approve the Resolution related to vested property rights in Jefferson County. Motion seconded and unanimously approved.**

#### **FINANCIAL DIRECTOR REPORTS**

- Review of Budget to Actual as of 02/28/2017

#### **COUNTY ADMINISTRATOR REPORTS**

- Approval of Revised Meeting Session Policy and accompanying Resolution
  - **Motion by Ms. Noland to approve the revised Meeting Session Policy as presented. Motion seconded and unanimously approved.**
- Approval of revised Agenda Policy
  - **Motion by Ms. Tabb to approve the revised Agenda Policy as presented. Motion seconded and unanimously approved.**

16. Public Hearing – Zoning Map Amendment for property designated as Tax District Middleway, Map 19A, Parcels 13, 14, and 14.1 – Jefferson Reality, LLC.

- **Motion by Ms. Noland to approve the zoning map amendment for property designated as Tax District Middleway, Map 19A, Parcels 13, 14, and 14.1 for Jefferson Reality, LLC. from Rural to General Commercial. Motion seconded and unanimously approved.**

17. Peggy Smith, Mayor, City of Charles Town – Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment

- **Motion by Ms. Tabb to enter into Executive Session to receive legal counsel. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to consider the application of the City of Charles Town for annexations by Urban Growth Boundary Adjustment. Motion seconded.**
- **Motion by Mr. Onoszko to amend his initial motion and deny Charles Town’s application for annexations by Urban Growth Boundary Adjustment as it does not meet the threshold requirements under W.Va. Code § 8-6-5. Motion seconded and unanimously approved.**

18. Nathan Cochran, Assistant Prosecuting Attorney

- Renewal of police agreement between Bolivar and the Jefferson County Sheriff’s Department
  - **Motion by Ms. Noland to approve the Intergovernmental agreement for Public Safety Services between Bolivar and the Jefferson County Sheriff’s Department. Motion seconded and unanimously approved.**
- Discussion of insurance and other legal issues concerning deceased persons – Mr. Cochran stated he was currently working on drafts of memoranda of understanding between the County Commission, the Emergency Services Agency, and Blue Ridge Mountain Volunteer Fire Department regarding use and ownership of the transport van.
- Legal discussion of new lawsuit 17-C-63 – Possible Executive Session
  - **Motion by Ms. Tabb to enter into Executive Session to receive legal counsel. Motion seconded and unanimously approved.**

- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to hire Will Rohrbaugh, Esq., as the attorney to represent the Jefferson County Commission and various parties in lawsuit 17-C-63. Motion seconded and unanimously approved.**
- Continued discussion regarding a dissolution of PSD & assets – Possible Executive Session
  - **Motion by Mr. Onoszko to adopt Order in re: Dissolution of the Jefferson County Public Service District. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**
- Inform Commission of lawsuit against Planning Department – 17-C-53 – Possible Executive Session.

19. There being no further business, motion Ms. Noland to adjourn at 3:37 pm. Motion was seconded and unanimously approved.

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PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, April 12, 2017, beginning at 1:30 o'clock p.m.

**PRESENT:** Peter Onoszko, President  
Jane Tabb, Vice President  
Caleb Hudson, Commissioner  
Patricia Noland, Commissioner  
Stephanie Grove, County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Administrative Assistant

**In re: Continued review of the Application from the City of Charles Town for Annexation by Urban Growth Boundary Adjustment.**

The meeting was called to order at 1:31 p.m. by President Onoszko, and he then led the Pledge of Allegiance. President Onoszko stated the purpose of the meeting was to continue the discussion regarding the Application from the City of Charles Town for Annexation by Urban Growth Boundary.

- **Motion by Ms. Noland to enter into Executive Session to receive legal counsel. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to amend the decision taken by the Jefferson County Commission during the April 6, 2017 regularly scheduled meeting to reject the City of Charles Town's Application for Annexation by Urban Growth Boundary Adjustment because the City did not follow WV Code §8-6-4 and §8-6-5 pursuant to the provisions of WV Code §8-6-4a (c)(2) and did not meet the threshold requirements for annexation as a minor boundary adjustment and to enter into the minutes the Order rejecting the application for annexation as proposed by the City of Charles Town. Motion seconded and unanimously approved.**

## **COUNTY COMMISSION OF JEFFERSON COUNTY WEST VIRGINIA**

**IN RE: APPLICATION FOR ANNEXATION BY THE CITY OF CHARLES TOWN**

### **ORDER REJECTING APPLICATION FOR ANNEXATION**

**Procedural Facts:**

1. The City of Charles Town (herein the “City”) filed a document titled “Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment” (herein “Application”) and accompanying documents.

2. The application for annexation contained no evidence that the City had complied with West Virginia Code 8–6–4 at any time with regards to the annexation procedure.

3. The City requested an appearance at the Jefferson County Commission meeting on April 6, 2017 to present the application to the Commission.

4. The City appeared at the April 6, 2017 meeting to present the application.

5. At the Jefferson County Commission meeting on April 6, 2017, the City presented evidence that the territory to be annexed consisted of approximately 2,601.83 acres containing 922 properties with 2,174 residents and parts or all of 63 streets.

6. At the Jefferson County Commission meeting on April 6, 2017, the City alleged that the 2,601.83 acre territory was a “minor” boundary adjustment pursuant to West Virginia Code 8–6–4a(c)(2) and West Virginia Code 8–6–5.

7. At the Jefferson County Commission meeting on April 6, 2017, the City presented no evidence that it had passed an ordinance providing for the annexation of additional territory as required by West Virginia Code 8–6–4.

8. At the Jefferson County Commission meeting on April 6, 2017, the City presented no evidence that it had obtained a petition of a majority of qualified voters of the additional territory as required by West Virginia Code 8–6–4.

9. At the Jefferson County Commission meeting on April 6, 2017, the City presented no evidence that it had obtained a petition of a majority of all freeholders of the additional territory as required by West Virginia Code 8–6–4.

10. The City of Charles Town has manifested no belief at any time that it was required to comply with West Virginia Code 8-6-4 in any manner with regards to the application, and presented no evidence at any time that it has complied with West Virginia Code 8-6-4.

11. At the Jefferson County Commission meeting on April 6, 2017, the members of the Commission determined that West Virginia Code 8-6-4a(c)(2) required compliance with both West Virginia Code 8-6-4 and West Virginia Code 8-6-5 for the City to proceed with annexation of property by minor boundary adjustment within an urban growth boundary.

12. At the Jefferson County Commission meeting on April 6, 2017, the members of the Commission determined that the annexation of 2,601.83 acres was not "minor" within the meaning of West Virginia Code 8-6-5 and the provisions of West Virginia Code 8-6-4a(c)(2).

13. At the Jefferson County Commission meeting on April 6, 2017, the members of the Commission unanimously rejected the City's Application because the City did not follow both West Virginia Code 8-6-4 and West Virginia Code 8-6-5 pursuant to the provisions of West Virginia Code 8-6-4a(c)(2) and did not meet the threshold requirements for annexation as a minor boundary adjustment.

### **Statutory Requirements**

14. West Virginia Code 8-6-4a(c) states:

*(c) Procedure for a municipality to annex property within an urban growth boundary.*

(1) If the proposed property to be annexed by a municipality is entirely within the municipality's designated urban growth boundary, then the municipality may annex without an election the proposed property pursuant to the provisions of section four of this article. Agreement with the county commission is not required.

(2) If the proposed property to be annexed by minor boundary adjustment by a municipality is entirely within the municipality's designated urban growth boundary, then the municipality may annex without an election the proposed property pursuant to the provisions of section four of this article if the provisions of section five of this article are followed, except that agreement with the county commission is not required.

W. Va. Code § 8-6-4a(c)

15. The Jefferson County Commission FINDS that, to meet the requirements of W. Va. Code § 8-6-4a(c)(2), the City of Charles Town must follow both W. Va. Code § 8-6-4 and W. Va. Code § 8-6-5 to proceed with the annexation.

**Requirements Pursuant to W. Va. Code § 8-6-4**

16. W. Va. Code § 8-6-4 requires that a majority of the qualified voters and freeholders in the affected area must petition Charles town to be annexed into the city.

(a) The governing body of a municipality may, by ordinance, provide for the annexation of additional territory without ordering a vote on the question if: (1) A majority of the qualified voters of the additional territory file with the governing body a petition to be annexed; and (2) a majority of all freeholders of the additional territory, whether they reside or have a place of business therein or not, file with the governing body a petition to be annexed.

W. Va. Code § 8-6-4 (portions omitted)

17. The City presented no evidence either in the application or the April 6, 2017 meeting that the City complied with West Virginia Code 8-6-4 at any time with regards to the annexation procedure. There was no evidence that the City passed an ordinance for annexation pursuant to West Virginia Code 8-6-4. There was no evidence that the City had obtained a petition to be annexed of a majority of all qualified voters and freeholders of the additional territory. The Commission therefore FINDS that the Application fails on that basis alone for lack of compliance with the facial requirements of W. Va. Code § 8-6-4a(c)(2).

**Gatekeeping Requirements Pursuant to W. Va. Code § 8-6-5**

18. The Jefferson County Commission acknowledges that W. Va. Code § 8-6-4a(c)(2) states that ... “agreement of the county commission is not required” under W. Va. Code § 8-6-5.

19. The Commission FINDS that the statement “agreement of the county commission is not required” in W. Va. Code § 8-6-4a(c)(2) refers to the Commission’s decision to grant or deny a petition for annexation on the merits based on the seven factors stated in the test contained in W. Va. Code § 8-6-5(f). If W. Va. Code § 8-6-4a(c)(2) did not apply, those seven factors, at a minimum, are the matters that the Commission would have to consider to determine whether to grant or deny an application for minor boundary adjustment. If the annexation lies within an Urban Growth Boundary, W. Va. Code § 8-6-4a(c)(2) abrogates the Commission’s capacity to deny the application on its merits based on the seven factors in W. Va. Code § 8-6-5(f).

20. However, the Commission FINDS that, W. Va. Code § 8-6-5(d) creates a duty on the part of the Commission to exercise a gatekeeping function to determine if an application for annexation meets the threshold statutory requirements to proceed as an application. The Commission’s gatekeeping function must occur before the Commission engages in an analysis of an application on the merits under W. Va. Code § 8-6-5(f) and is a separate and distinct duty from a decision on the merits. The Commission is mandated by W. Va. Code § 8-6-5(d) to engage in this duty before the application for annexation may be accepted and before the application can proceed. <sup>1</sup>

---

<sup>1</sup> It is only after the Commission has performed its gatekeeping function and determined that the application has met the threshold requirements that the Application moves forward to notice, publication and hearing. W. Va. Code § 8-6-5(e) states:

(e) If the application meets the threshold requirements, the county commission shall order publication of a notice of the proposed annexation to the corporate limits and of the date and time set by the commission for a hearing on the proposal. Publication shall be as in the case of an order calling for an election, as set forth in section two of this article. A like notice shall be prominently posted at not less than five public places within the area proposed to be annexed.

W. Va. Code § 8-6-5(e)

21. W. Va. Code § 8-6-5(d) states in relevant part:

(d) Upon receipt of a complete application for annexation by minor boundary adjustment, the county commission shall determine whether the application meets the threshold requirements for consideration as a minor boundary adjustment including whether the annexation could be efficiently and cost effectively accomplished under section two or four of this article.

22. The Commission FINDS that this § 8-6-5(d) gatekeeping function is not abrogated by the statement that “agreement with the County Commission is not required” contained in W. Va. Code § 8-6-4a(c)(2).

23. Under the facts of this application, the intertwining with the requirements of W. Va. Code § 8-6-4a(c)(2) due to the location of the territory in an urban growth boundary, and its gatekeeping function, the County Commission FINDS that the threshold requirements for consideration as a minor boundary adjustment include determining whether the City complied with W. Va. Code § 8-6-4a(c)(2). Those threshold requirements are:

- (1) Compliance with W. Va. Code § 8-6-4, which includes an ordinance by the city based a petition of a majority of qualified voters of the additional territory and a petition of a majority of all freeholders of the additional territory filed pursuant W. Va. Code § 8-6-4 and
- (2) Compliance with the definition of “minor” boundary adjustment W. Va. Code § 8-6-5
- (3) The efficiency and cost effectiveness of the annexation under W. Va. Code §§ 8-6-2 and 4

24. With regard to compliance with W. Va. Code § 8-6-4, the City presented no evidence either in the application or the April 6, 2017 meeting that the City complied with West Virginia Code 8-6-4 at any time with regards to the annexation procedure. The Commission therefore FINDS that the Application fails on that basis alone for lack of compliance with the facial requirements of W. Va. Code § 8-6-4a(c)(2)

25. With regard to the definition of “minor” boundary adjustment, the County Commission has been given broad latitude as a legislative function to determine the definition of “minor.” The Courts have stated “In general, a county commission enjoys a broad discretion in

exercising its legislative powers in determining the geographic extent of a minor boundary adjustment sought by a municipality under W.Va.Code 8-6-5 (1989), so long as a portion of the area to be annexed is contiguous to the municipality.” *Pet. of City of Beckley to Annex, by Minor Boundary Adjustment*, 460 S.E.2d 669, 677 (W. Va. 1995). Although the Court’s analysis in the *Beckley* case was not undertaken with regards to an Urban Growth Boundary, the ability of a county commission to determine the application of the term “minor” has been consistently affirmed as a legislative function. *See Coffman v. Nicholas County Commn.*, 796 S.E.2d 591, 599 (W. Va. 2017) “It is well-settled that the determination as to geographic boundaries is essentially a legislative function into which the courts generally should not intrude unless the process is unconstitutional or invalid.” *See also Jenkins v. City of Oak Hill*, 2016 WL 6819052, (W. Va. Nov. 18, 2016) (memorandum opinion).

26. Under the facts of this case, and the circumstances unique to Jefferson County, the Commission FINDS that the territory to be annexed, consisting of approximately 2,601.83 acres containing 922 properties with 2,174 residents and parts or all of 63 streets, is not “minor” and therefore does not meet the threshold requirements for a “minor” boundary adjustment pursuant to W. Va. Code § 8-6-5(d) and W. Va. Code § 8-6-4a(c)(2).

27. With regard to the efficiency and cost effectiveness of the annexation under W. Va. Code §§ 8-6-2 and 4, the Commission FINDS that the failure of the City to present evidence that a petition was filed renders the analysis moot.

28. The Commission therefore FINDS that the Application fails because it does not meet the threshold requirements for a petition for minor boundary adjustment pursuant to W. Va. Code § 8-6-5(d) and W. Va. Code § 8-6-4a(c)(2)

IT IS HEREBY ORDERED that the Jefferson County Commission, MEMORIALIZES and AFFIRMS its unanimous decision of April 6, 2017 rejecting the Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment, and ADOPTS, CLARIFIES AND AMENDS said decision for the reasons set forth herein.

The Jefferson County Commission notes that the decision of April 6, 2017 was approved by a unanimous vote of its Commissioners, with all Commissioners voting to reject the application as not meeting the threshold requirements for consideration as a minor boundary adjustment pursuant to W. Va. Code § 8-6-5(d), and W. Va. Code § 8-6-4a(c)(2), which require the City of Charles Town to follow both W. Va. Code § 8-6-4 and W. Va. Code § 8-6-5, as more fully stated herein, with no Commissioners voting to accept the application.

SO ORDERED this 12<sup>th</sup> day of April 2017 by the undersigned on behalf of a majority vote of the Jefferson County Commission at a duly called meeting of the Commission.

JEFFERSON COUNTY COMMISSION

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Peter Onoszko, President

There being no further business, the meeting was adjourned at 1:52 pm.

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PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 369,195.30	\$ -	\$ 369,195.30
6.2% Tax Payable OASDI	22,048.65	\$ -	\$ 22,048.65
1.45% Tax Payable HI	5,156.50	\$ -	\$ 5,156.50
Fed Withholding	40,926.69	\$ -	\$ 40,926.69
WV State Withholding	15,839.26	\$ -	\$ 15,839.26
PERS Retirement Deduct 4.5%	11,548.31	\$ -	\$ 11,548.31
PERS Retirement Deduct 6%	1,726.68		\$ 1,726.68
Hosp. Pre-Tax	11,089.50		\$ 11,089.50
Cancer/ICU Pre-Taxed	1,018.35		\$ 1,018.35
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	2,072.84		\$ 2,072.84
Christmas Club	5,620.00		\$ 5,620.00
Wage Attach #1	1,276.93		\$ 1,276.93
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,512.21		\$ 5,512.21
457 - Nationwide	749.00		\$ 749.00
457I - Empower	3,035.00		\$ 3,035.00
457R - Roth	315.00		\$ 315.00
MD State Tax	467.95		\$ 467.95
D/VF	1,463.76		\$ 1,463.76
VA. State Tax	97.77		\$ 97.77
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 131,089.07	\$ -	\$ 131,089.07
Net Wages Total	\$ 238,106.23	\$ -	\$ 238,106.23
Payroll Date	6-Apr-2017		

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



Name: Angela Banks, Assessor

Department or Organization: Jefferson County Assessor's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: April 20, 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*): 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 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





Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1<sup>st</sup> Choice: 4/20/2017

*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*):

- 1) Grant Application Presentations
- 2) New Hire
- 3) Employee Transfer
- 4) Reclassification

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

- 1) Application for the Juvenile Justice and Delinquency Prevention – Title II Grant to place a Prevention Resource Officer in Jefferson High School. This is a reimbursement grant with a required 10% match (\$5,980).
- 2) Cpl Haynes has resigned his position effective April 12<sup>th</sup>. We have selected William Wilhelm to fill his position. He is a WV Certified officer and has successfully passed a thorough background investigation.
- 3) DiAnn Brown (Administrative Assistant/Data Entry Specialist) is being transferred to the Tax Office to fill a vacant position.
- 4) Reclassify Deborah Lowe, Executive Assistant. She has been under the wrong classification for her job title; therefore I am requesting that she be reclassified from a Grade II to a Grade IV. The money to do so has already been placed in the budget.

Is this a funding request? Y/N  
If so, how much? \$

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

- 1) I move to approve applying for the Juvenile Justice and Delinquency Prevention Title II grant.
- 2) I move to approve the hire of William Wilhelm to the position of Deputy.
- 3) I move to approve the transfer of DiAnn Brown to the Tax Office.
- 4) I move to approve the reclassification of Deborah Lowe, Executive Assistant, from a Grade II to a Grade IV.

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

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

Contact information:  
Email address: pdougherty@jcsdvw.com Phone Number: 304-728-3205



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



Name: Earl Cogle

Department or Organization: Blue Ridge Mountain Fire Co.

Estimation of amount of time needed for appointment: 15 Minutes

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

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

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

Subject (*Wording to be placed on agenda*): Request to waive all fees required by the Department of Engineering, Planning, and Zoning associated with the processing of the renovation and upgrades to existing structure for the purpose of installing a commercial kitchen and dining area.

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

Is this a funding request? Y/N

If so, how much? \$

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

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: Earl Cogle

Email address: None      Phone Number: 304-616-8557

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

Click here to enter text.



**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: **April 20, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Development Authority – five 3-year terms ending April 5, 2020**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 20, 2017, or as soon thereafter as the Commission may decide:

**Jefferson County Development Authority Board - five (5) three-year terms ending April 5, 2020.**

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

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**April 5<sup>th</sup> and April 12<sup>th</sup>**

**THANKS - JEFFERSON COUNTY COMMISSION**



# Jefferson County Development Authority Board | 2017

## Members currently serving

<u>Name</u>	<u>Expiration</u>	<u>Intention</u>	<u>Position</u>
ANNETTE GAVIN	April 5, 2017	Requesting reappointment	Citizen Representative
MICHAEL SHEPP	April 5, 2017	Requesting reappointment	Citizen Representative
HOWARD MILLS	April 5, 2017	Requesting reappointment	Shepherdstown Representative
ANDREW BLAKE	April 5, 2017	No response	Ranson Representative
DAVID MILLS	April 5, 2017	No response	Charles Town Representative
ANDREW SKINNER	April 5, 2017	No response	Citizen Representative
DAVID MANTHOS	April 5, 2017	No response	Citizen Representative

## New Applicants

<u>Name</u>	<u>Contacted</u>	<u>Attending</u>
Michelle Barnes Russell	Yes	
Daniel Casto	Yes	



**Annette Gavin**

80 Heritage Drive Shepherdstown, WV 25443  
[annette.gavin@jccvb.com](mailto:annette.gavin@jccvb.com) 304-279-3637

February 6, 2017

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

Re: Re-Appointment to serve on the Board of the Jefferson County Development Authority

Dear Commissioners:

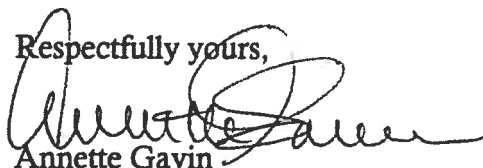
Please accept this letter as my formal request to be considered for re-appointment to the board of the Jefferson County Development Authority. I have also attached my resume for review.

As you know, I am currently the CEO of the Jefferson County Convention & Visitors Bureau (JCCVB). I have over 23 years in the hospitality industry in hotels and restaurants. I believe the crucial industry for our county and state is tourism and it is the one industry that has a clear return on investment. I have positive relationships with stakeholders in the community and important partners in the state that lend to the ongoing communication and development of the business climate and this vital industry. I am currently Vice-President of the WV Association of CVB's where I represent the interests of all CVB's and continuously advocate for the best interests of tourism throughout the entire state.

I can substantiate the economic impact of tourism in our county and the state by simply stating Jefferson County had over 756 million dollars in tourism spend the year of 2014 and 11 million went directly back to local government. This is identified in a study by Dean Runyan that is available at [www.gotowv.com](http://www.gotowv.com) and identifies Jefferson County as having the largest county impact of all counties in the state. Furthermore, the marketing of the JCCVB and fellow partners has directly resulted in an increase of 20% in county hotel motel tax collections for year 2016 which is ultimately helping to fund multiple organizations.

I appreciate your support of tourism and hope to continue serving on the Jefferson County Development Authority board.

Respectfully yours,

  
Annette Gavin

**Annette Gavin**  
80 Heritage Drive, Shepherdstown WV 25443  
[annette.gavin@jccvb.com](mailto:annette.gavin@jccvb.com) 304-279-3637

**Chief Executive Officer**

*Jefferson County Convention & Visitors Bureau*

*Jul 2013 – present*

- Manage tourism ambassadors at Harpers Ferry & Charles Town Visitors Centers, greeting over 34,000 visitors annually, and coordinating with Shepherdstown Visitor Center and its volunteers.
- Developed a new, comprehensive budget, and in 2015 delivered a sound profit and loss report of 53% marketing, 34% payroll, and 13% operations.
- Manage accounts payable, accounts receivables, and payroll.
- Develop annual marketing strategies. Involved in the design, execution, and delivery of media spend.
- Coordinating with architects, engineers, local and state government to build an expansion of an overdue Welcome Center.
- A devoted advocate for tourism and development in Jefferson County and the state of West Virginia.

**Hotel Sales Manager**

*Hollywood Casino at Charles Town Races, Charles Town WV*

*Mar 2008 – Jul 2013*

- Acting Director of Hotel Operations in the absence of the DHO at The Inn at Charles Town in all aspects of hotel operations boasting an 86% annual occupancy with 60 employees.
- Directly responsible for managing client relationships, increasing guestroom sales of 400% from 2009 to 2012, and exceeding forecasts year after year.
- Official PR staff of HCCTR for the successful campaign to lobby for table games. Very active in many HCCTR events on property and in the community.
- Committee and Board member of various organizations including United Way, Chair of Jefferson County Convention and Visitor's Bureau, and Jefferson County Development Authority.
- One of only three Master Trainers for the Red Carpet Customer Service program (a Penn National corporate initiative), focused on creating an exclusive, "celebrity" customer service experience.
- Create, coordinate, and implement multiple sales collateral and hotel marketing packages including F&B and amenities.

**Marketing and Sales Director/Hotel Manager**

*Historic Hilltop House Hotel, Harpers Ferry, WV*

*Feb 2003 – Feb 2008*

- Implemented sales lead program with emphasis on retaining repeat and former clients.
- Increased hotel occupancy by 15% Sun–Thur with a continual campaign of discounts and packages at minimal cost.

- Responsible for the coordination and implementation of all special events including the most attended event – Murder Mystery Parties.
- Collaborated with Chef and F&B Director to create cost effective banquet, dining, and wine menus.

**General Manager**

*Cliffside Inn, Harpers Ferry, WV*

*Sept 1999 – Oct 2002*

- Supervised up to 95 hotel and restaurant employees producing annual revenue of over \$2 million in conferences, local clients, and tourists.
- Oversaw all sales and marketing with emphasis on group packages.
- Designed and implemented annual budget and directly involved in all financial statements.

**Hotel Manager**

*Cliffside Inn, Harpers Ferry, WV*

*Jun 1991 – Sep 1999*

- Initiated a reservation and cancellation system producing 70% occupancy for a 100 room hotel.
- Trained and managed hotel staff on policies and procedures with emphasis on the highest level of customer service.
- Accounts receivables and payables, payroll, disbursements, operating expenses, and accounting duties.

*Active local partner and/or board member of: Harpers Ferry National Historical Park, Jefferson County Development Authority, Charles Town Creative Arts Council, Harpers Ferry Merchants Association, Charles Town Now, C & O Canal Towns Partnerships, Shenandoah Horse Park, Jefferson Arts Council, Washington Heritage Trail, WVACVB, WVHTA, and STS.*



R. Michael Shepp  
PO Box 1162  
Shepherdstown, WV 25443

March 29, 2017

Peter Onoszko, President  
Jefferson County Commission  
P. O. Box 250  
Charles Town, WV 25414

Dear Mr. Onoszko:

I am writing to express my interest in continuing to serve on the Jefferson County Development Authority Board of Directors.

The letter I received from Ms. Carroll, stated that the Commission will be making appointment on April 20<sup>th</sup>. I will plan to attend that meeting.

I believe that my professional experience, community involvement, and ties to the Jefferson County community would be an asset to the work done by the Jefferson County Development Authority.

Attached is my resume for your review.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at 304-433-5000.

Sincerely,



R. Michael Shepp

**R. Michael Shepp**  
PO Box 1162  
Shepherdstown, WV 25443  
304.433.5000

**Education:** A.B. Applied Mathematics, Brown University, Providence, RI, 1972

**Employment History:** 2014-Present, Employed by Allegheny Surveys, Inc. as the Director of Business Development

**Experience:** Michael has more than 45 years of broad and varied experience in project management, site development, and surveying.

**Active Registration:** Professional Land Surveyor - West Virginia

**Professional Associations:**

West Virginia Society of Professional Surveyors  
National Society of Professional Surveyors  
Surveyor's Historical Society  
West Virginia Surveyor's Historical Society

**Offices Held:**

Member West Virginia Board of Professional Surveyors 2010-Present  
President - West Virginia Society of Professional Surveyors 1995-1996  
Board of Directors - West Virginia Society of Professional Surveyors 1996-1999  
President - Eastern Panhandle Chapter West Virginia Society of Professional Surveyors  
Board of Governors - National Society of Professional Surveyors 1999-2001  
Jefferson County Surveyor

**Honors and Civic Activities:**

Charles Town Rotary (1989-2010), Charter Member, President 1994-1995; Winner of Paul Harris Award  
Jefferson County Chamber of Commerce: President Board of Directors  
West Virginia Surveyor of the Year 1996 and 2012  
Charles Town Rotarian of the Year 1994-1995  
Jefferson County Council on Aging, President, Board of Directors (2011-Present)  
Old Opera House, Board of Directors (2003- 2006 and 2013-2017) Current President  
Friends of the NCTC, Board of Directors (2015-Present); Chair (2016)  
Jefferson County Development Authority Board of Directors (2014-2017)

Mike lives with his wife Dr. Janet Olcott, a practicing veterinarian, just outside of Shepherdstown.

**HOWARD MILLS  
P.O. BOX T  
SHEPHERDSTOWN  
WEST VIRGINIA 25443  
hgmills@citlink.net  
304-876-6860**



Received

APR 03 2017

Jefferson County Commission

To: The Jefferson County Commission

I would be interested in serving another term on the Jefferson County Development Authority as a member from the Shepherdstown Area. I have served JCDA as Vice President, a member of the Executive Committee, and Chair of the Agricultural Committee.

Thank you for your consideration.

Sincerely:

A handwritten signature in black ink that reads "Howard Mills". The signature is written in a cursive, flowing style.

Howard Mills



Received

APR 03 2017

Jefferson County Commission

## CORPORATION OF SHEPHERDSTOWN

104 NORTH KING STREET  
P.O. Box 248  
SHEPHERDSTOWN, WEST VIRGINIA 25443-0248  
TEL: (304)876-2312  
FAX: (304) 876-1473

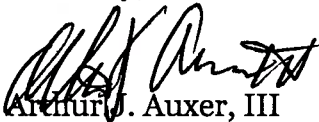
March 28, 2017

Jefferson County Commission  
Attn: Jessica Carroll  
P.O. Box 250  
Charles Town, WV 25414

Dear Ms. Carroll:

I would like to recommend Howard Mills to be reappointed to the Jefferson County Development Authority as a representative of the Shepherdstown area. Mr. Mills has served the JCDA as a former Vice President and is Chair of Agriculture. He served four terms on the Shepherdstown Town Council, at times, Chairing the Finance Committee and the Parks and Recreation Committee.

Sincerely,

  
Arthur J. Auxer, III  
Mayor

Daniel M. Casto  
703.745.1820 Phone (O)  
202.400.4430 Phone (M)  
dcasto@offitkurman.com

March 31, 2017

VIA USPS

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

Re: Jefferson County Development Authority Board

Dear Jefferson County Commissioners:

Please accept this letter of interest and resume as my request for consideration to be appointed to one of the five (5) vacancies on the Jefferson County Development Authority Board ("JCDB").

I have been a resident of Jefferson County since 2013 and am looking for new opportunities to be involved in the community. I am currently a partner in a regional law firm's Tyson's Corner, Virginia office where I focus on corporate and tax law. Previously, I served as Associate General Counsel at American Public Education, as an associate with two large international law firms, and as Legislative Director for then Congresswoman Shelley Moore Capito. I am a graduate of West Virginia University's College of Law and also hold a CPA license.

I believe that my experience in the private sector and in government provide me with valuable skills that will help me make unique contributions to the JCDB. I believe that Jefferson County has a lot to offer due to its geographic location, low cost of doing business, and strong workforce. I would love the opportunity to help Jefferson County take advantage of its uniquely positioned resources.

Very truly yours,

A handwritten signature in black ink that reads "Daniel M. Casto". The signature is fluid and cursive, with a long horizontal line extending to the right.

Daniel M. Casto, Esq.

# DANIEL M. CASTO

187 Colonial Drive Charles Town, WV  
(202) 400-4430  
dancastocpa@gmail.com

## PROFESSIONAL EXPERIENCE

- Offit Kurman, P.C.** **Tyson's Corner, VA** **2016 – Present**  
*Principal, Business Law and Transactions Group*
- Represent closely-held businesses in mergers and acquisitions
  - Provide tax advice to closely-held businesses and their owners
  - Negotiate contractual relationships on behalf of clients
  - Provide strategic advice to small and medium sized businesses
  - Represent banks and businesses in lending transactions
- American Public Education, Inc.** **Charles Town, WV** **2013 – 2016**  
*Vice President, Associate General Counsel & SEC Reporting 2016*  
*Associate Vice President, Legal Affairs & SEC Reporting 2015 - 2016*  
*Director, Legal Affairs 2013 - 2014*
- Reviewed, drafted and negotiated contracts, including vendor agreements, non-disclosure agreements, Software as a Service, licensing agreements, commercial leases and other commercial documents
  - Implemented enterprise-wide contract database and assisted with corporate secretary function
  - Negotiated, performed due diligence, and prepared documents for various investments
  - Advised publicly traded NASDAQ-listed company on general corporate legal issues
  - Prepared and reviewed 1934 Act filings, including 10-Q's and 10-K's
  - Drafted responses to regulatory and congressional correspondence, including from the SEC
  - Prepared financial statement footnotes and accounting memoranda and acted as technical accountant for Chief Financial Officer
  - Advised on accounting and disclosure issues based upon pertinent guidance, including GAAP, Regulation S-X and Regulation S-K
  - Provided advice on higher education laws and regulations
  - Managed litigation filed in state and federal courts, including class actions
  - Advised on employment and benefits issues and served as Secretary of 401(k) Committee
  - Substantially revised enterprise risk assessment for Board of Directors and advised on risk mitigation strategies
- Wilmer Cutler Pickering Hale and Dorr LLP** **Washington, DC** **2012 – 2013**  
*Regulatory and Government Affairs Financial Institutions Practice*  
*Senior Associate 2013*  
*Associate 2012*
- Negotiated and drafted agreements for financial services clients
  - Advised financial institutions on a variety of financial regulatory issues
  - Led teams advising on proposed mergers and acquisitions by financial institutions
  - Served as firm's subject matter expert on virtual currencies and emerging payments
  - Designed and taught firm's CLE on legal issues related to Virtual Currency
  - Advised on Regulation E, Regulation Z, NACHA Operating Rules, and Card Association Rules
  - Served as bank regulatory counsel on securities issuances by financial institutions
  - Assisted major financial institutions with reviews of operations and procedures
  - Coordinated productions and responses to civil investigative demands from the CFPB
  - Assisted with responses to various enforcement matters and negotiation of consent orders
- United States House of Representatives** **Washington, DC** **2011 – 2012**  
*Legislative Director for Congresswoman Shelley Moore Capito (WV-2), 112<sup>th</sup> Congress*
- Served in a senior policy role with responsibility for managing and supervising legislative staff
  - Acted as primary legal advisor to the Congresswoman
  - Led efforts to formulate positions on legislative issues and strategies

**Sullivan & Cromwell LLP**  
*General Practice/Corporate Group*  
Associate

**Washington, DC**

**2009 – 2011**

- Represented lenders in traditional and structured lending transactions and prepared underlying agreements
- Advised financial institutions on a variety of financial regulatory issues
- Advised on the preparation of a registration statement related to an initial public offering
- Analyzed securities filings for compliance with SEC disclosure requirements
- Advised underwriters on securities issuances by multilateral development banks
- Represented underwriters in a securities issuance by a major insurance company
- Drafted board committee charters for publicly traded companies

**U.S. Court of Appeals for the Third Circuit**      **Pittsburgh, PA**      **2008**  
*Full-time Judicial Extern for the Honorable D. Michael Fisher from August to December 2008*

- Researched and drafted bench memoranda and Non-Precedential Opinions
- Assisted in preparation for oral arguments

**U.S. Treasury – Bureau of the Public Debt**      **Parkersburg, WV**      **2004 – 2006**  
*Accountant/Assistant to the Managing Director of the Treasury Franchise Fund*

- Coordinated development of the \$900+ million Treasury Franchise Fund budget
- Monitored and analyzed financial results, performance metrics, and internal controls
- Developed and reviewed accounting and financial management policies
- Prepared pro-forma financial estimates for various proposals
- Authored business cases utilized by executive board in strategic decision-making

## **EDUCATION**

**Doctor of Jurisprudence (2009)**      **West Virginia University**      **Morgantown, WV**  
*Ranked #1 out of 152 with a 4.07 GPA*

- Order of the Coif
- Executive Articles Editor, West Virginia Law Review, Volume 111
- Associate Editor, West Virginia Law Review, Volume 110
- C. Howard Hardesty Research Fellow for Dean John W. Fisher in the area of real property law
- Teaching Assistant in the Legal Research and Writing program
- CALI Awards (highest grade) in Constitutional Law, Corporate Taxation, Estate Planning, Evidence, Health Care Torts, Partnership Taxation, Professional Responsibility, Torts, and Trade Regulation
- Recipient of the West Virginia Tax Institute's Thomas N. Chambers Award for Tax Scholarship
- Recipient of the Patrick Duffy Koontz Leadership Award

**B.S. Accounting (2005)**      **Ohio Valley University**      **Vienna, WV**  
*Summa Cum Laude (4.0 GPA) and selected as Business Honor Graduate*

- Member of the Alpha Chi National College Honor Society
- Winner of the National Society of Accountants Scholarship
- Completed the International Studies Program in Italy and Switzerland
- Young Alumnus of the Year (2011)

## **PROFESSIONAL QUALIFICATIONS**

### **Bar Admissions**

- District of Columbia
- Virginia
- West Virginia

### **Certified Public Accountant (CPA)**

- West Virginia (Inactive)

Michelle Barnes Russell  
8 Backing Circle  
Martinsburg, WV 25401  
304-725-1520 office  
301-233-0749 cell

March 20, 2017

Jefferson County Commission  
P.O Box 250  
Jefferson County, WV

**Re: APPOINTMENT TO THE JEFFERSON COUNTY DEVELOPMENT  
AUTHORITY**

As an Operation Manager with over 20 years' experience, I understand the importance of growth opportunities, managing cost, and securing long-term partnerships. This area is not only where I excel as a manager, but it is also the area I most enjoy. Results oriented, I believe in utilizing employees to better an organization. My track record clearly shows success in the following areas: improving efficiency, reducing cost both in production and materials, as well as, carefully solving internal and external customer complaints.

As a professional, I have the ability to plan, organize, and establish priorities while meeting multiple deadlines; providing day to day advice and guidance to organization leaders. I would love an opportunity to help Jefferson County to continue to grow.

I welcome the opportunity to work with the Jefferson County Development Board. Thank you in advance for your consideration. I have included a copy of my resume. I look forward to hearing from you. M

***“Success on any major scale requires you to accept responsibility...in the final analysis, the one quality that all successful people have...is the ability to take on responsibility.”-Michael Korda***

Sincerely,

Michelle Barnes-Russell

**Michelle Barnes-Russell**  
8 Backing Circle  
Martinsburg, WV 25401  
304-725-1520  
301-233-0749  
Michele.Barnes@FTR.com

## **SUMMARY**

Experienced Operations Manager with a proven performance record in Organizational Leadership, Cost Control/Budgets, Safety, Labor Relations and Customer service. Corporate and Nonprofit organization experience

## **EDUCATION / TRAINING**

- **Master of Science** – Strategic Leadership / Organizational Development / Human Resources Management – Mountain State University (2005)
- **Bachelor of Science** – Public Administration(Energy and Environmental Law/Administration, Land Use Law/Policy) minor- Public Policy Virginia State University (1993)
- **Associate of Science** – Paralegal (Admin Law,Contracts, Legal Research, Business Law) – Mountain State University 2009
- **Business Management Certificate** - Simmons College, Simmons School of Management (2008)
- **Workplace / Safety Orientation Training Certification** - Blue Ridge Community and Technical College (2007)
- **2008 Leadership Berkeley -Berkeley County Chamber of Commerce** -Leadership Program for Berkeley County
- **2008 Verizon Diversity Leadership Institute**-Emerging Leaders Program with focus on leadership communication, leading change, diversity trainer, vendor and contract management, project management, FLSA, FMLA, ADA, EEO, HIPPA
- **Computer Software proficiency:** MS Word, Excel, Lotus Notes, Outlook
- **General Mediation Certification (1/2011)** - Full Supreme Court of Virginia certification and eligibility to mediate cases referred by Virginia general courts.
- **Juvenile & Domestic Relations Mediation Certification (3/2011)** - Full Supreme Court of Virginia certification and eligibility to mediate cases referred by Virginia general courts.
- **RESA 8 Substitute Teaching Certification(June 2011)**- Certified to substitute teach
- **OSHA Construction Hazard Recognition 10 Hour Certificate**- (West Virginia University August 2011)
- **First AID/CPR/AED- Completed 03/06/2012, Defensive Driving** – Completed April 7, 2012
- **First Line Supervision Certification -Shenandoah University- Completed April 12, 2013**
- **First Line Supervision Midwest Police Consultants (36 Hours)-Completed April 12, 2013**
- **2013 Leadership West Virginia- West Virginia State Chamber of Commerce- Completed November 21, 2013**
- **Simulated Workplace Inspector-West Virginia Department of Education April 2014**
- **Chronic Disease Self-Management Leader Training-** Stanford University Completed June 24

## **EXPERIENCE –**

**Seasonal Human Resource Manager** – Macy's Seasonal- August 2016- December 2016

**Berkeley county Board of Education Elected Member Term 2016-2020-**, responsible for developing policy to ensure the proper care, management and control of district affairs, and supporting the mission of educating our students to reach their full potential. Berkeley County Schools serve a student population of over 18,600 with four high schools, six middle schools, six intermediate schools and sixteen elementary schools. Working closely with administration and unionized teachers.

**Verizon/ Frontier-Operation Local Manager- Installation/ Maintenance/ Construction (Martinsburg, WV) 02/09 - present**

Successfully leading 45 field technicians/ Clerks /Store Keepers in a Union environment in the areas of installation, repair, preventative maintenance, central office and special services (911 emergencies and T1) for residential, business, and Government customers.

- Central Office and Fiber Trained Technicians
- Special Projects( Former) Vartac Employee move and VBT regional device)
- Meets or Exceeds Performance Objectives
- Exceeding customer service levels by 10% while delivering financial, productivity (10% increase above obj), quality (15% increase above obj) and safety results.
- Maintain record, work orders, change orders, construction schedules, test results, permits, safety inspections
- Damage Compliance Investigating all damages within a specific area, help to facilitate repairs as necessary, coordinating repairs and data gathering to complete claims per set guidelines, and within a reasonable amount of time, determining billing party for reimbursement and educating the public, contractors, and locators for damage prevention.
- Safety Site inspections( construction/installation/maintenance)
- Ensuring schedules meet productivity requirements decrease overtime by 15%.
- Work with cross functional teams including Construction, Engineering, Central Office, Labor Relations, Human Resources and others to deliver on core results.

- Verizon TEDS trained in Defensive Driving, Pole Climbing & Ladders, Tool Inspections, Rubber Insulated Gloves/blankets, 188A tester, CPR, Bucket Truck, Serious Safety Violation, 7 Step accident procedures, Employee Responsibility reporting for Environmental Waste, Aerial Lifts, DOT COV, Manholes, CEV,
- Manage an existing General Agreement within both the CWA and IBEW
- Strong project management skills and proven ability to interact with all levels of the organization.

**Verizon- Escalation Call Center Manager (State MD/DC) - Potomac Region**

**08/08 - 02/09**

Managed 30 maintenance administrators: responsible for the Potomac Region Copper/ FIOS customer care escalation department. Provided guidance, investigated, and resolved DRC, HSI, FIOS, COT and Copper operation and customer issues. Facilitated resolution to outsource vendor issues as needed.

- Helped to prioritize issues and provide an interface with customer and Operation's team to reduce the turnaround time for resolving customer issues by 13%.
- Assisted Customers and Employee's with operation issues.
- Successfully trained DRC and Field Operation personnel improving customer response time.
- Analyzed and prepared root cause reports for Senior Leadership and the Potomac Management Team

**Norm Thompson Outfitters Inc- New Hire Safety Trainer (Part time evenings) (Kearneysville, WV) 07/06 - 03/09**

Mandatory New Hire training (10 hour course) designed for new hire entry level employees that are responsible for working with equipment in a warehouse setting. This course provided a variety of training on General Industry safety and health with training emphasis on hazard identification, avoidance, control and prevention. Updated Safety Employee Records.

**Verizon- Field Operation Local Manager- Installation/ Maintenance MD West Area**

**06/06 - 08/08**

Successfully lead 5 management 40 field technicians in a Union environment in the areas of installation, repair, and preventative maintenance for residential and business. Ensured schedules meet productivity requirements. Worked closely with cross functional teams: Construction, Engineering, Central Office, Labor Relations, Human Resources and others to deliver on core results.

- 2006 4<sup>th</sup> quarter Top Team Award, 2006 Emerging Leaders Program
- Diversity Training for BMET district
- Safety SPOC for MD West Team( Emergency Preparedness Plans, Safety Rodeos, Safety District Reports)
- Special Project - Absence Administrator for March and April 2008 for BMET District -Absence Decrease Absence by 6%.
- Award recipient for exceeding customer service levels while delivering financial, productivity, quality and safety results.

**Verizon-District Operation Support Management (field operations/ call center) (DC District Staff)**

**09/03 - 06/06**

Responsible for full support/coordination of the District of Columbia office (300 management/ associates) which included Human Resource, Labor Relations, and Public Affairs representative. Represented DCMD District College Hire Recruitment Program - interviewed potential college hires/ management hires. Responsible for the VCS Transfer and Hiring Process into DC/MD District (management exempt employees). Coordinated the Construction Associate Transfers into District. Work. Responsible for full support of Working Retiree's District Program. Supported and coordinated all internal transfers.

- Interacted with other departments (Repair, business Office, Construction and Field Operation) to gather and interpret needed information for district vice president to ensure Verizon compliance was met.
- Assisted in the development and review of departmental budgets
- Absence Administrator Reduced absence by 29% DC/MD District
- Safety SPOC for DC/ MD( Emergency Preparedness Plans, Safety Rodeos, Safety District Reports)- Risk management principles with respect to Safety, Health, Environmental, DOT, and Fleet Driver Training for operations team, Accident Investigation/ reviews with Senior leadership; Worker Comp reviews( absence tracking/disability). Reporting; recordkeeping, and field auditing. Strong written and oral communication skills
- Successfully reopened the DC Performance/Safety Training Lab. Sent Verizon trainers and hire outside vendors to work in DC Lab allowing our district to meet training requirement which allowed DC/MD district to successful meet performance targets.
- Successfully trained DC/MD district on "New Hire Database". HR Database was created as a tool to track first 6 months of new employee progress.
- Created and implemented the District New Hire Process. The process guided the employee from Day1 of corporate orientation to transition into district.
- Support the development of the annual capital budget. Track project approvals and costs to insure compliance of budget targets and goals. Support the development of the annual operating budget. Develop and implement plans to support sales, marketing and regulatory efforts. Coordinate activities with other departments to ensure customer requests are completed by desired due dates.

## **Verizon-Local Manager EVRC/DRC Customer Care/ Analysis Call Center**

**01/00 - 08/03**

Responsible for all analysis research on Customer Care Index reports. Provided root cause analysis to district concerning CCI results. Conducted customer care training to DRC associates and managers. Interacted daily with the Verizon Presidential Appeal office concerning customer service escalations. Supported escalation process by implementing an escalation team within the district.

- Managed 10 management 60 maintenance Administrator, 10 customer service escalation specialist
- The process created a 5% decrease in presidential appeals.
- Created partnerships to improve results such as the VRRC to partnership with to create the "Repeat Customer Process".
- Conducted internal job satisfaction surveys for employees.
- Created "Talk Point Team." Each month a representative from Management and the Associate Team would meet to discuss challenge and present solutions for district improvement. This greatly improved associate and management relationships.

## **Bell Atlantic (Verizon) Local Manager Training Development**

**01/996 - 12/99**

Successfully supported 200 management/associates in the district. I was responsible for the strategic planning, training development programs, and HR including compensation, benefits, employee relations, labor relations and talent development and recruiting. Responsible for leadership for the collective bargaining process including contract administration: seniority, layoff and recall, overtime, grievance procedures, mediation and arbitration. Developed/designed effective strategies and action plans to adapt the workforce to corporate goals. Evaluated, designed, and implement methods to enhance HR support service delivery for call center.

Created a custom course curriculum, helped develop a Call Center Training Manual, and aided in the development of a Center Manager's Tool Kit to assist Supervisor's in Training New Hires.

- Led corporate training/development/ facilitated courses to managers in the district.
- Successfully facilitated Leadership and Diversity training for all management/ associates.
- Supported the development of multiple Leadership courses such as "Coaching" and "Introduction to Sales Management."
- Improved processes/performance interventions using various problem solving methods, such Customer Service CCI's and Force Field Analysis.

## **FrontierVerizon Committees**

**2012/2013 WV Callout Process Team-** Support the development/review of the Callout Process budget for the state of West Virginia. Track callout process and costs to insure compliance of budget requirements and goals. Develop and implement plans to support large business (VZ/Sprint) and regulatory efforts. Coordinate activities with other departments to ensure customer requests are completed by desired due dates. Improve processes to drive increased callout acceptance levels for all customers resulting in lower MTTR for carrier customers

### **2012- I Choose Frontier (Trainer/Facilitator)**

**2011 – Present Frontier Training Advisory Board Executive Council** The TABEC is responsible for researching, developing, evaluating, funding, monitoring, deploying, and communicating programs and initiatives in the following areas Employment security training such as continuing education programs including home study (ATLAS), and after hours programs (PM education)

### **2008-2010 West Virginia Damage Prevention Committees**

- Committee members include utility owners and operators, representatives of Miss Utility of WV, excavators, contractors, government agencies and other interested individuals. As a committee member I am responsible for reviewing:
  - Employee and Public Safety
  - Reduce Injuries and Possible Fatalities
  - Reduce Environmental Damages
  - Increase Productivity
  - Decrease lost time delays with jobs or projects caused by damages to utilities
  - Reduce Damages
  - Reducing repair costs, liabilities, legal actions, and possible fines

## **Verizon & CWA Advisory Council and Family Care - Mid-Atlantic Committee Member 2003-2009**

- Joint CWA and Verizon committee bargained for especially to meet family and daily-life needs of the CWA membership in the Mid Atlantic Region. responsible for researching, developing, evaluating, funding, monitoring, drafting contracts and communicating programs and initiatives in the following areas:
  - Child and elder care resources and referral services (vendor services)
  - Community development programs to increase and expand family care services and educational programs in the communities where employees reside or work
  - Family Care education programs for employees and their families
  - Surveys, studies, and reports involving the needs of employees and the changing of family care.
  - Programs which will be available to employees outside of work time, to assist them dealing with stress

## Community Service

### **WV MOM Dental Initiative - Co-Chairperson- Logistics Team 2008**

Mission is to assist individuals (primarily the working poor, the elderly, the disabled, or the uninsured) are often left without any dental care. In response to lack of access to care and the results poor oral presents, Healthy Smiles Partners will launch the WV mission of mercy. This is the first and largest two-day FREE dental clinic in West Virginia.

**Delta Sigma Theta Sorority Inc. *Appointed to National Social Action Commission January 2012*** To increase knowledge of current local and national issues, so that the community will be informed and effective citizens and advocates; To encourage political awareness and participation; To influence the enactment of legislation, national and locally, of particular interest to African Americans and women;

### **Eastern Panhandle Alumnae Chapter Delta Sigma Theta Sorority - Chairperson- Social Action Committee 2004-present**

As Social Action Chairperson I have knowledge and awareness of the problems, opportunities and issues facing Berkeley County. I maintain contacts and communications networks, including face-to-face meeting with State Legislators and other Government leaders. I serve as representative for Delta Days in the Nation's Capital, an annual legislative conference.

**2008 Political Forums Panel Member with John McVey (The Martinsburg Journal) and David Welch of WEPM-Maria Lorensen, Editor the Martinsburg Journal**

### **WV Healthy Lifestyle Commission Appointed 2008-2009**

#### **Berkeley County Boys and Girls Club - Advisory Board Chairperson 2007-2008 & Corporate Board member 2006-2008-**

Reviewed annual budget, hiring of new personnel, and any policies that affected the club. Supervised all subcommittees that were responsible for various activities such as finance, resource, membership, security, food & beverage, and staff.

**Destiny Baptist Church Destiny Baptist Church, Martinsburg, WV- President Women ministry 2014** serves on Executive committee formulating best practices to help guide the Woman Ministry to better overall performance through administration, corporate worship and membership development.

• Appointed to serve on the Regional Congregation Association to develop a corporate wide rewards program with various incentive levels designed to encourage member participation in church programs/ administrative function and corporate worship.

**Destiny Baptist Church, Martinsburg, WV-(Member 1995 – 2010) 2008 – Elected Clerk of Church term ended 2010.** Support the development of the church annual capital budget. Track project approvals for building expansion projects and costs to insure compliance of budget targets and goals. Support the development of the annual operating budget. Develop and implement plans to support administrative and ministry efforts. Coordinate activities with other ministry department heads to ensure member/vendor requests are completed by desired due dates.

**South Middle School, Martinsburg, WV Vice President Parent/Student Association 2010-2012.** Assistant to the PTA president and performs duties of the president in his/her absence or inability to serve performs all duties specified by the bylaws and standing rules of the PTA.

**Berkeley County Parent/ Teacher Association, Martinsburg WV, Vice President (2010- 2013)** assistant to the PTA president and performs duties of the president in his/her absence or inability to serve performs all duties specified by the bylaws and standing rules of the PTA. **Responsible for the BC School Shoe Voucher Program. Received LIFETIME PTA Membership Award 2012**

**Thriving Children Council, United Way (Berkeley, Jefferson, Morgan) WV(current)-** Assist the United Way in ensuring resources will be invested in strategies to meet defined goals, evaluate and provide feedback as to the success of funded strategies.

**James Rumsey Technical Institute Partnership (Frontier Representative-Berkeley, Morgan, Jefferson County) –** Encourage students/teachers at the James Rumsey Training Institute through educational support, awards, recognition and program assistance. Serve as a mentor and resource person for instructors and students. Improve attendance, Safety performance and achievement rate for students.

**West Virginia PTA –Board of Managers Resource Coordinator (2012- 2013).**

**Martin Luther King Scholarship Committee- Appointed January 2012 Elected Secretary August 2012**

**Elected Berkeley County Democratic Delegate to the West Virginia Democratic Convention June 8-9, 2012**

**Bonnie's Bus Mobile Mammography Program 2012 -**State Partners Committee member and our Task Force to recruit special populations (currently Women of Color and Older Women) to get mammograms on Bonnie's Bus.

**Sunrise Rotary Club Martinsburg Member- 2013**

**Berkeley County Democratic Executive Committee- Appointed 2013**

**Berkeley County Roundhouse Authority – Appointed by Berkeley County Council July 2013**

**Our Children, Our Future WV Advocacy: 02/2013**

**Appointed Steering Committee WV Healthy Kids and Families Coalition 2014-2016**

**Appointed to United Way Board of the Eastern Panhandle 2014**

**Appointed to West Virginia Women's Commission March 2016**

**Elected Berkeley County School Board – May 10, 2016**



AGENDA REQUEST FORM

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

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

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

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** April 20<sup>th</sup>, 2017

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

**SUBJECT:** Quarterly Probate Review

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

Quarterly Probate Review to approve estates opened since last quarterly review, AND approve accounts and waivers to close estates that have met all requirements.

**ARE DOCUMENTS ATTACHED:** To follow

**IS A PROJECTOR NEEDED?:** NO

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



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



Name: **PETER ONOSZKO**

Department or Organization: **JCL**

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

Date Requested - 1<sup>st</sup> Choice: **20 APRIL**  
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): **DEFERRED MAINTENANCE NEEDS**

Please provide the County Commission with a description of your request or presentation, including any background information: **THIS IS A RESOLUTION ENCOURAGING CONGRESS TO CREATE A RELIABLE, PREDICTABLE STREAM OF RESOURCES TO ADDRESS DEFERRED MAINTENANCE NEEDS IN THE HANCOCK RIVER NATIONAL HISTORICAL PARK**

Is this a funding request? **Y/N** NO

If so, how much?  
Provide exact financial impact/request:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):  
**ADOPTION OF THE ENCLOSED RESOLUTION**

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

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

Contact information:  
Email address: \_\_\_\_\_      Phone Number: \_\_\_\_\_

<b>FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION</b>
not applicable

**COUNTY COMMISSION  
OF THE  
COUNTY OF JEFFERSON  
STATE OF WEST VIRGINIA**

**A RESOLUTION ENCOURAGING CONGRESS TO CREATE A RELIABLE, PREDICTABLE  
STREAM OF RESOURCES TO ADDRESS DEFERRED MAINTENANCE NEEDS IN  
AMERICA'S NATIONAL PARK SYSTEM.**

**WHEREAS**, America's National Park System is a living testament to our citizens valor, our nation's hardships, our victories, and our traditions as Americans, and has been called "America's Best Idea;" and

**WHEREAS**, the National Park System preserves the diversity, culture, and heritage of all Americans, and serves as a living classroom for future generations; and

**WHEREAS**, in 2016, the National Park Service is celebrating its centennial and currently manages more than 400 nationally significant sites and an invaluable collection of more than 75,000 natural and cultural assets that span 84 million acres across all 50 states, the District of Columbia, and several U.S. territories and insular areas; and

**WHEREAS**, West Virginia is home to 9 national park units, including the New River Gorge National River, Bluestone National Scenic River, and Harpers Ferry National Historical Park.

**WHEREAS**, Jefferson County is a gateway community to Harpers Ferry National Historical Park and benefits greatly from the tourism associated with visitors to the park; and

**WHEREAS**, the National Park Service's mission is to "to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations;" and

**WHEREAS**, in 2015, the National Park System had more than 307 million visits, with over 1.6

million in national parks in West Virginia, and over 280,000 to Harpers Ferry National Historical Park;  
and

**WHEREAS**, in 2015, National Park Service estimates indicate that park visitors spent \$70 million in West Virginia in communities adjacent to national parks, including \$13.6 million in the communities surrounding Harpers Ferry National Historical Park; and

**WHEREAS**, the National Park Service has the obligation to preserve our nation's history; promote access to national parks for all citizens; stimulate revenue to sustain itself and nearby communities; educate the public about America's natural, cultural and historical resources, and provide safe facilities and environs to enjoy these resources; and

**WHEREAS**, in 2016, the National Park Service estimated a deferred maintenance backlog of nearly \$12 billion, over \$36 million in West Virginia, and \$4.8 million at Harpers Ferry National Historical Park, which includes repairs to aging historical structures, trails, sewers, drainage, thousands of miles of roads, bridges, tunnels, and other vital infrastructure; and

**WHEREAS**, it is the responsibility of Congress to maintain America's national parks to ensure our natural places and our history is preserved and documented for future generations, and for the adjacent communities that rely on the direct and indirect economic benefits generated by visits to national park sites.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE COUNTY OF JEFFERSON**, that the County of Jefferson urges Congress to create a reliable, predictable stream of resources to address deferred maintenance needs in America's National Park System.

**BE IT FURTHER RESOLVED** that the County Administrator is directed to forward a copy of this resolution to the West Virginia congressional delegation.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.



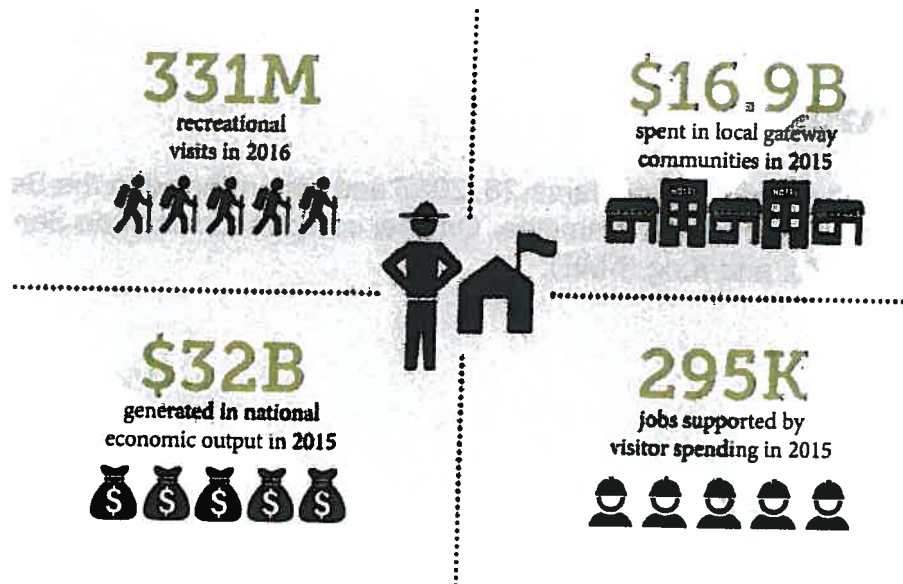
## National Park Service Legacy Act S. 751

### ISSUE OVERVIEW

The National Park Service (NPS), which turned 100 years old last year, manages more than 400 national park units—iconic landscapes, historic and cultural sites, trails, military battlegrounds, monuments, and memorials—throughout the country.

As a result of aging facilities, strain on resources caused by increased visitation and unreliable funding, NPS has been unable to keep pace with park infrastructure repairs. Based on 2015 data, the agency estimates it would cost nearly \$12 billion if it were to fix all of the items on its deferred maintenance list.

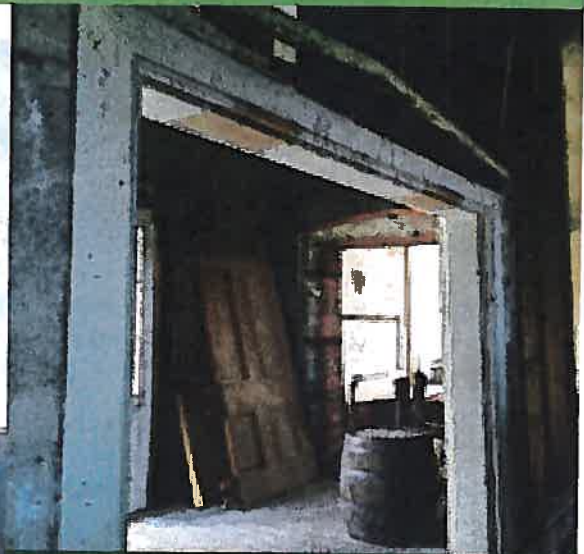
Senator Warner (D-VA) has introduced bipartisan legislation, the National Park Service Legacy Act, that would provide dedicated annual federal funding to national park deferred maintenance needs, ensuring that parks continue to preserve our nation's heritage and recreation opportunities, and that local communities who depend on park visitors for revenue will continue to flourish.



Sources: NPS Visitor Use Statistics, Annual Summary Report 2016;  
2015 National Park Visitor Spending Effects: Economic Contributions to Local Communities, States, and the Nation.  
Natural Resource Report NPS/NRSS/EQD/NRR-2016/1200



The Pew Charitable Trusts



The Pew Charitable Trusts

Historic Lockwood House, headquarters to two Civil War Union generals, is part of a more than \$5.2M deferred maintenance backlog in the park

## Harpers Ferry National Historical Park

Maryland, Virginia, and West Virginia

### Overview

Harpers Ferry National Historical Park is located at the confluence of the Potomac and Shenandoah rivers in the states of West Virginia, Virginia, and Maryland. There are a number of prominent, historical individuals who left their mark in the area, including George Washington, Thomas Jefferson, Meriwether Lewis, John Brown, "Stonewall" Jackson, and Frederick Douglass. In writing about the area that is now the park, Thomas Jefferson said, "The passage of the Patowmac through the Blue Ridge is perhaps one of the most stupendous scenes in Nature."

Harpers Ferry is much more than a single event on one day in history. Instead it tells the story of a number of people and events that shaped the course of our nation's history. Harpers Ferry was the location for the first successful application of interchangeable manufacturing, the arrival of the first American railroad, John Brown's attack on slavery, the largest surrender of Federal troops during the Civil War, and the education of former slaves in one of the earliest integrated schools in the United States.

Harpers Ferry is a quaint, historic community that can make people feel like they're stepping into the past. Once there, however, they will understand that the park has more than \$5 million in deferred maintenance.

## Maintenance challenges

In addition to hiking, rafting, and wildlife viewing, people stroll the picturesque streets, visit exhibits and museums, and explore the battlefields of Harpers Ferry National Historical Park. Given its complex cultural record, it's understandable that 51 of the 88 buildings the park operates and maintains are historic. Of the estimated \$5.2 million in deferred maintenance needs, \$2 million is earmarked to repair these structures, including \$620,000 for the Lockwood House. This former residence has a unique story as it served many roles during the Civil War, including as a hospital that treated Union soldiers during the Battle of Harpers Ferry in September 1862. Brig. Gen. Henry Lockwood—for whom the house is named—and Maj. Gen. Philip H. Sheridan used the building as their headquarters. Shortly after the war, the building served as the core for the newly established Storer College, a historically black college that taught newly freed slaves. The building currently is closed to the public and it will not open without the necessary repair, including stabilizing staircases and preserving historic educational and military artifacts, such as an original chalkboard from the Reconstruction Era and messages inscribed on the walls from Civil War soldiers garrisoned in the building.

The Lower Town Grounds is the welcome point for thousands of hikers and visitors to the park and is home to momentous events like John Brown's raid on the armory. Today the location is used to host school children, families, and other visitors for interpretive living history programs to learn about the park's Civil War connections. These grounds need more than \$360,000 in repairs.

The Shenandoah Riverfront also has deferred maintenance needs of \$398,000. Its namesake street, which is a main artery for automobiles entering the park, is in need of \$270,000 in road repairs. Other thoroughfares, including Potomac Street, Shoreline Drive, and other public ways need repairs totaling thousands of dollars.



Harpers Ferry National Historical Park brings hundreds of thousands of visitors to Jefferson County, West Virginia every year. Tourists spend millions of dollars locally and represent an important economic engine for the area, the state, and the region. As more people visit America's parks, it becomes even more imperative that we dedicate the necessary resources to maintain, promote, and preserve our cultural history for future generations."

John Reisenweber, Executive Director, Jefferson County Development Authority, West Virginia

## Recommendations

To address the infrastructure repairs at Harpers Ferry and other NPS sites in Maryland, Virginia, and West Virginia, Congress should:

- Ensure that infrastructure initiatives include provisions to address park maintenance.
- Provide dedicated annual federal funding for park infrastructure needs.
- Enact innovative policy reforms to ensure that deferred maintenance does not escalate.
- Direct more highway funding to the maintenance of park roads, bridges, and tunnels.
- Create more opportunities for public-private collaboration and donations to support the parks.

Table 1

# Harpers Ferry Is Among the Nation's Most Popular National Parks

Park facts, fiscal year 2015

<b>Visits in 2015</b>	282,893
<b>Visitor spending</b>	\$13.7 million
<b>Jobs created by visitor spending</b>	212
<b>Economic output</b>	\$19.9 Million
<b>Labor income</b>	\$12.5 million
<b>Deferred maintenance</b>	\$5.2 million

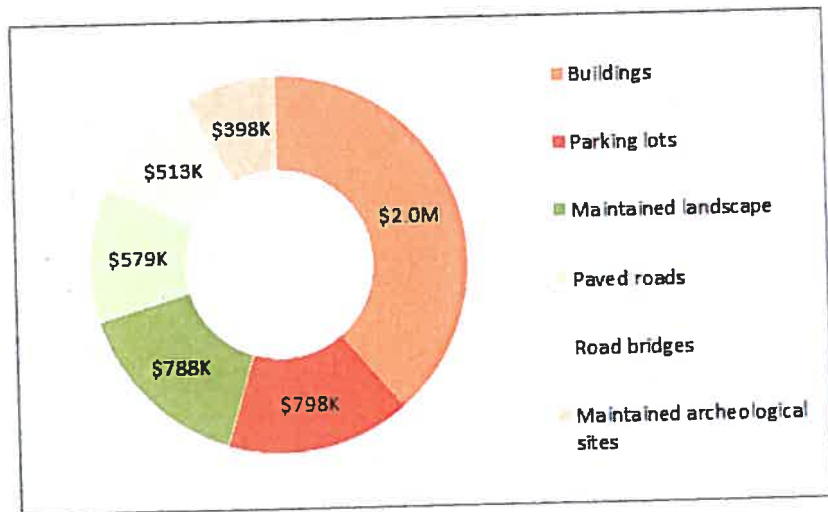
Sources: National Park Service, "National Park Service Visitor Use Statistics," accessed Aug. 25, 2016, [https://irma.nps.gov/Stats/SSRSReports/National%20Reports/Annual%20Visitation%20By%20Park%20\(1979%20-%20Last%20Calendar%20Year\)](https://irma.nps.gov/Stats/SSRSReports/National%20Reports/Annual%20Visitation%20By%20Park%20(1979%20-%20Last%20Calendar%20Year)); National Park Service, "Visitor Spending Effects," accessed Aug. 22, 2016, <https://www.nps.gov/subjects/socialscience/vse.htm>; National Park Service, "NPS Deferred Maintenance Reports," accessed Aug. 19, 2016, <https://www.nps.gov/subjects/plandesignconstruct/defermain.htm>. Pew converted National Park Service data from this webpage and other NPS sources into a searchable database.

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Figure 1

## Harpers Ferry National Historical Park Needs Millions of Dollars in Infrastructure Repairs

Key deferred maintenance



Source: Pew analysis of National Park Service data

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The Pew Charitable Trusts works alongside the National Parks Conservation Association, the National Trust for Historic Preservation, and other national and local groups to ensure that our national park resources are maintained and protected for future generations to enjoy.

## Endnotes

<sup>1</sup> Thomas Jefferson, "Notes on the State of Virginia: ch. 4," accessed November 4, 2016, <http://xroads.virginia.edu/~hyper/jefferson/ch04.html>

<sup>2</sup> National Park Service, "Lockwood House," accessed Dec. 16, 2016, <https://www.nps.gov/hafe/learn/historyculture/lockwood-house.htm>

<sup>3</sup> Ibid

**For further information, please visit:**

[pewtrusts.org/nationalparks](http://pewtrusts.org/nationalparks)

**Contact:** Geoff Brown, director, Government Relations  
**Email:** [gbrown@pewtrusts.org](mailto:gbrown@pewtrusts.org)

**Contact:** Marcia Argust, director, restore America's parks  
**Email:** [margust@pewtrusts.org](mailto:margust@pewtrusts.org)

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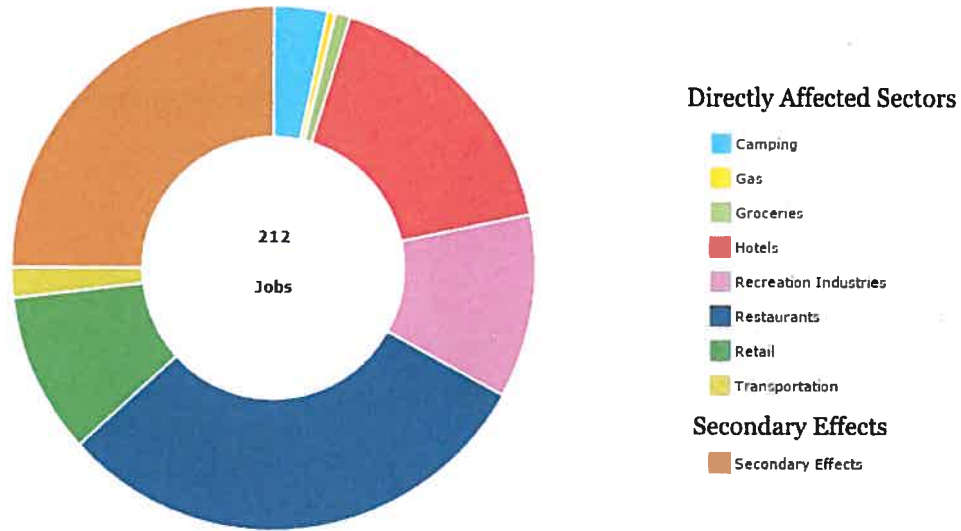
The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public, and invigorate civic life.

# Harpers Ferry National Historical Park

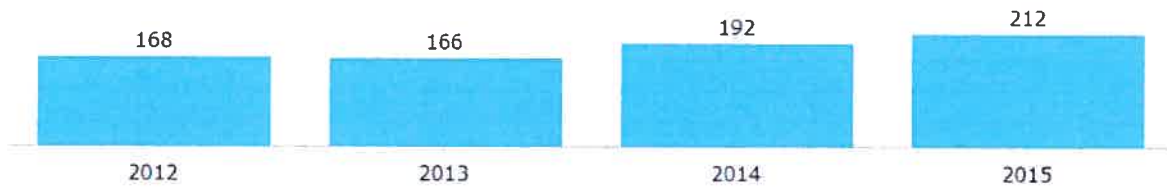
In 2015, park visitors spent an estimated \$13.7 Million in local gateway regions while visiting Harpers Ferry National Historical Park. These expenditures supported a total of 212 jobs, \$8 Million in labor income, \$12.5 Million in value added, and \$19.9 Million in economic output in local gateway economies surrounding Harpers Ferry National Historical Park.

Visitor Spending 
  **Jobs**
 Labor Income 
  Value Added 
  Economic Output

Click on a Park for more information or select a Park:



## Total Jobs Contributed to Harpers Ferry National Historical Park Gateway Economies



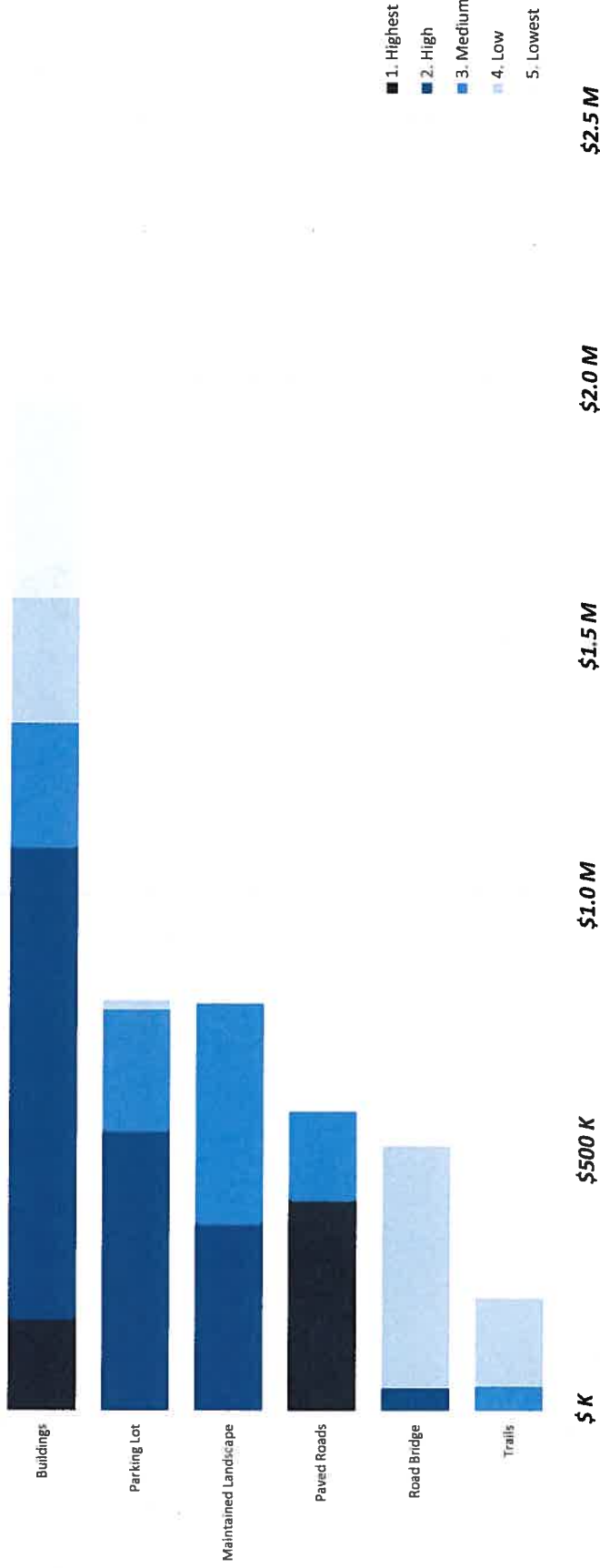
Source: [2015 NPS Visitor Spending Effects Report](#)



# Total Deferred Maintenance

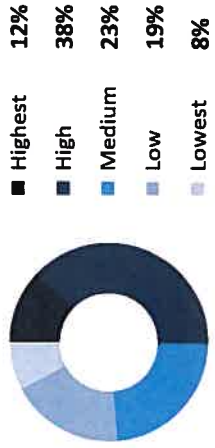
## \$4,849,617

Deferred Maintenance by Asset Category



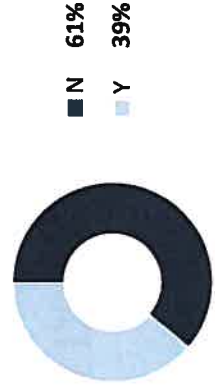
Priority for Operational Funding

by \$ Value



Transportation Asset Breakdown

by \$ Value



Historic Asset Breakdown

by \$ Value



**Maryland, Virginia, West Virginia | National Capital | Harpers Ferry National Historical Park  
Multiple Asset Types**

**Comstock - VA 10, Delaney - MD 6, Mooney - WV 2**

**Grand Total**

**\$4.8M**

**\$209.7M**



## **Dedicated National Park System Funding Community Resolutions of Support**

1. Boulder City, Nevada
2. City of Atlanta, Georgia
3. City of Cortez, Colorado
4. City of Cottonwood, Arizona
5. City of Covington, Washington
6. City of Ely, Nevada
7. City of Gatlinburg, Tennessee
8. City of Henderson, Nevada
9. City of Leesville, Louisiana
10. City of Los Alamos, New Mexico
11. City of Maryville, Tennessee
12. City of Natchez, Mississippi
13. City of Natchitoches, Louisiana
14. City of New Orleans, Louisiana
15. City of Petaluma, California
16. City of Pigeon Forge, Tennessee
17. City of Ridgeland, Mississippi
18. City of Santa Fe, New Mexico
19. City of Sevierville, Tennessee
20. City of Tucson, Arizona
21. City of Tupelo, Mississippi
22. City of Vicksburg, Mississippi
23. Grand County, Colorado
24. Pima County, Arizona
25. Town of Eastham, Massachusetts
26. Town of Grand Lake, Colorado
27. City of Savannah, Tennessee
28. City of Reno, Nevada
29. Town of Fairfax, California
30. St. Bernard Parish, Louisiana
31. Town of Estes Park, Colorado
32. City of Shoreline, Washington
33. City of Montrose, Colorado
34. Town of Ross, California
35. City of Lowell, Massachusetts
36. City of Monroe, Louisiana
37. Town of Dandridge, Tennessee
38. City of Corinth, Mississippi
39. Town of Greeneville, Tennessee
40. Edmonson County, Kentucky
41. Park City, Kentucky
42. Barren County, Kentucky
43. Cave City, Kentucky
44. Warren County, Kentucky
45. City of Novato, California
46. City of Brownsville, Kentucky
47. City of Munfordville, Kentucky
48. City of Horse Cave, Kentucky
49. City of Homer, Alaska
50. Kenai Borough Assembly, Alaska
51. City of Charles Town, West Virginia

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



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

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

Date Requested – 1<sup>st</sup> Choice: **April 20, 2017**

Date Requested – 2<sup>nd</sup> Choice: **May 4, 2017**

Subject (*Wording to be placed on agenda*): **Overview of Impact Fees Web Page Information**

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

**The County Commission previously directed that additional information about impact fees be provided on the Department of Engineering, Planning & Zoning's web page. This request is in response to citizen's questions regarding impact fees. Additional information is added to the web page and a brief overview will be provided so commissioners will know what information is presented and where to direct citizens for answers to their questions.**

Is this a funding request?    No            If so, how much?

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

Motion Requested: **None.**

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

<http://www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees>

If not attached, explain:

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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

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



Name: Denise Pouget, Director

Department or Organization: **Jefferson County Emergency Services Agency**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **April 20, 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*): **Presentation of Staffing Summary**

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

Commissioner's packet for next meeting:

1. Explanation of current Staffing model.

A. Utilize Todd's GIS Map

B. Will pull together a current daytime M-F schedule, weekend and night time to show staffing levels at all times.

C. Explain what I call "Station 11 sling shot staffing".

#### Executive Summary

**Overview of Fire Board and Ambulance Authority.** "We are unique in WV".

As a system we agree on many things, however on occasion we have discussions about different staffing deployments and we don't always agree. If we had a minimum Crew in the stations 24 hours a day, there would be no disagreements. Our biggest concerns are the smaller companies wanting all of the staffing deployed out of station 11. The problem is if we do that we will have more units respond driver only because the BLS 11 24 hour EMT positions drive for the two busiest ambulances in the County on a regular basis. In addition, they assist other units everywhere in the County. This is the best use of that resource. We don't have enough bodies to place Ambulance 2 and 4 in service 24/7 with JCESA staff. However, after July 1, 2017 with the additional positions you gave us, we will place 2 and 4 in services with JCESA staffing 7 days a week until 6pm. Part of the plan is to utilize the EMT from 11 as one of those staffers. When the M-F day work staffing goes home, the EMT will return to station 11 and operationally fill what I call the "sling shot position". When calls are dispatched and we have stations going "driver only", instead of combining 2 ALS resources to run one call, we can send the EMT from 11 to make up that staffing.

We have EMS Supervisor 7 days a week. These individuals main functions are EMS resource allocation and a 24/7 point of contact for the employees as well as the Chiefs. They run calls, preceptor new Medics and EMTs, and act as a backup ALS resource as well. An example of their necessary functions is as follows:

A. EMS resource allocation

B. Safety oversight for all employees (including scheduling of physicals)

C. Injury and Collision investigation (JCESA. also available for the Volunteer departments if needed).

D. Logistical support (Radios, EMS supplies, training supplies, administrative supplies).

E. Narcotic oversight and DEA compliance.

F. Maintenance of Chase cars

G. Turnout gear oversight and inspection

H. Building and grounds liaison with Jefferson County Maintenance

I. Training center oversight

J. Training and Certification verification for all employees.

K. Scheduling of all career personnel including coordination of leave.

L. Community Engagement and Education programs.

M. Liaison with volunteer corporations

We do not have administrative help at the moment. The EMT and the Officer assist Deputy Director Hannon and myself on a daily basis. But primarily there is significant operational benefit in having them stationed in a position where they can benefit all stations and areas within Jefferson County. Ultimately we hope to deploy everyone to stations when we can be certain we have appropriate coverage to ensure the EMS units can get out with 2 people and not meet scratch time (5 minutes and after dispatch).

Statistics for January through March:

- Overview of call load.
- Discussion of scratch time
- Discussion of new GIS Map for next month
- Focusing in on response times for our County
- Mention of Major concerns: snow day, fata fire, fatal on Rt 340, frequently running out of ALS resources. Operational overview of January, February and March.



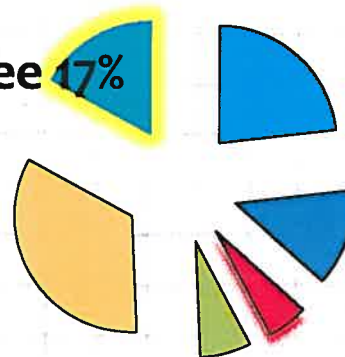
# **STAFFING FIRE AND EMS IN JEFFERSON COUNTY WV**

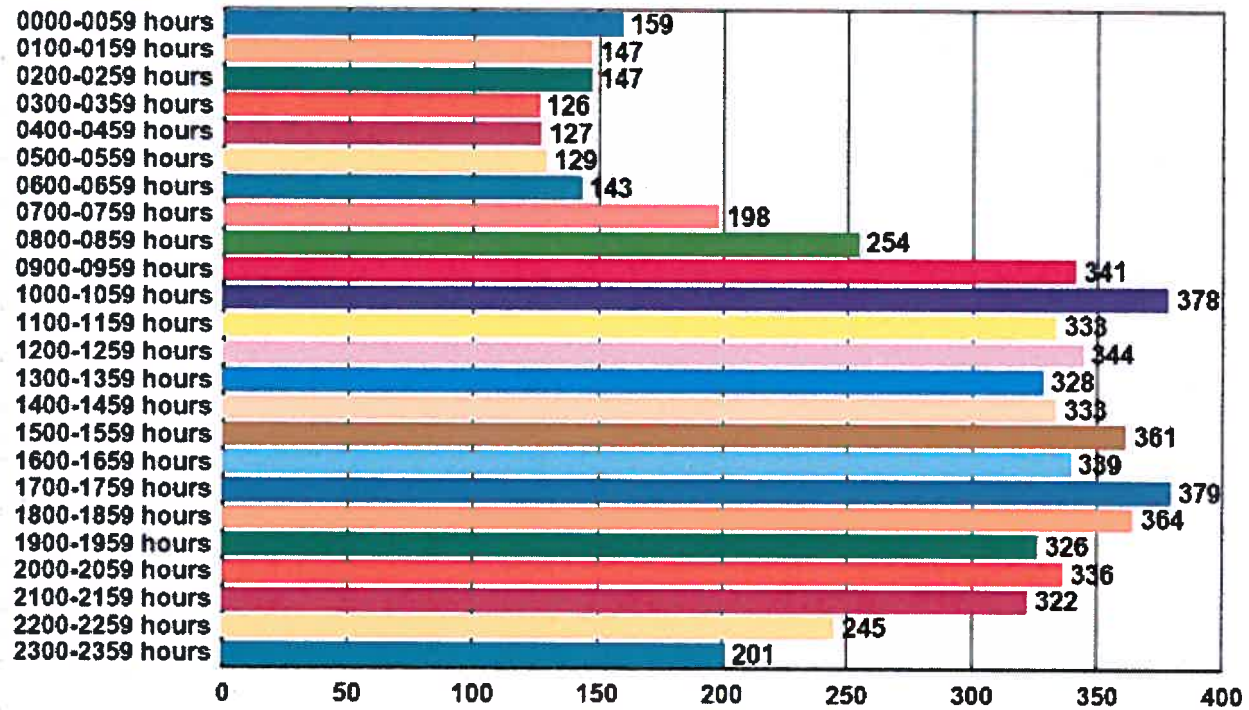
Denise Pouget

4/20/2017

# We are one system

- Volunteer Ambulance Billing 23%
- Volunteer Commission General Fund 13.4%
- Volunteer Deficit 6%
- WV State Funding 7%
- JCESA Commission General Fund 33.4%
- **JCESA Ambulance Fee 17%**





# Addresses within 1 minute from a Rescue Station in Jefferson County, WV

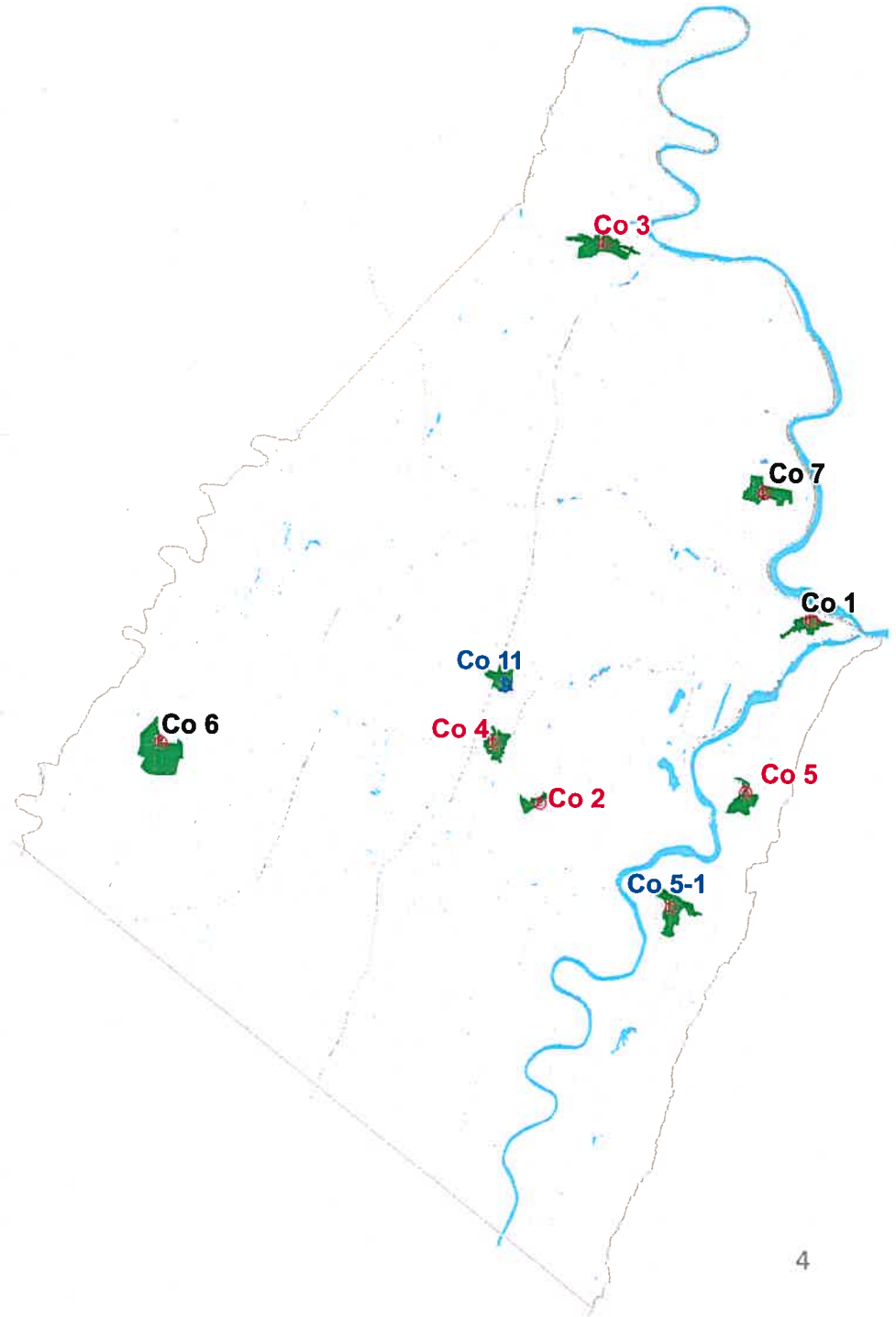
## Legend

- Ⓢ County Fire Stations
- Ⓜ ALS Station

## Response Time from Station

- Addresses Within 1 Minute or Less

Addresses within:	Per Cent	
1 minute or less	1,583	6.1%
Total Addresses in County	26,136	



EMS Service Areas typically reflecting the area within which a specific paramedic emergency response is expected in order of quickest routing and fastest response by any given station.

Jefferson County's 9-1-1 Center uses Computer Aided Dispatch (CAD) and Geographic Information Systems (GIS) technology to analyze road networks when dispatching emergency calls for service. The GIS develops time-interval service areas based on the CAD Quickest Route feature to illustrate territories along lines determined by equal travel time, not equal distance, between existing ALS stations. Travel time is determined "on the fly" by variables (distance, speed limits, one-way directionality, etc.) which are built into the road network data. The road network intends to model current and existing field conditions, therefore boundaries depicted in CAD and on this map are fluid and subject to change as road conditions or configurations change.

# Addresses within 1 to 5 minutes from a Rescue Station in Jefferson County, WV

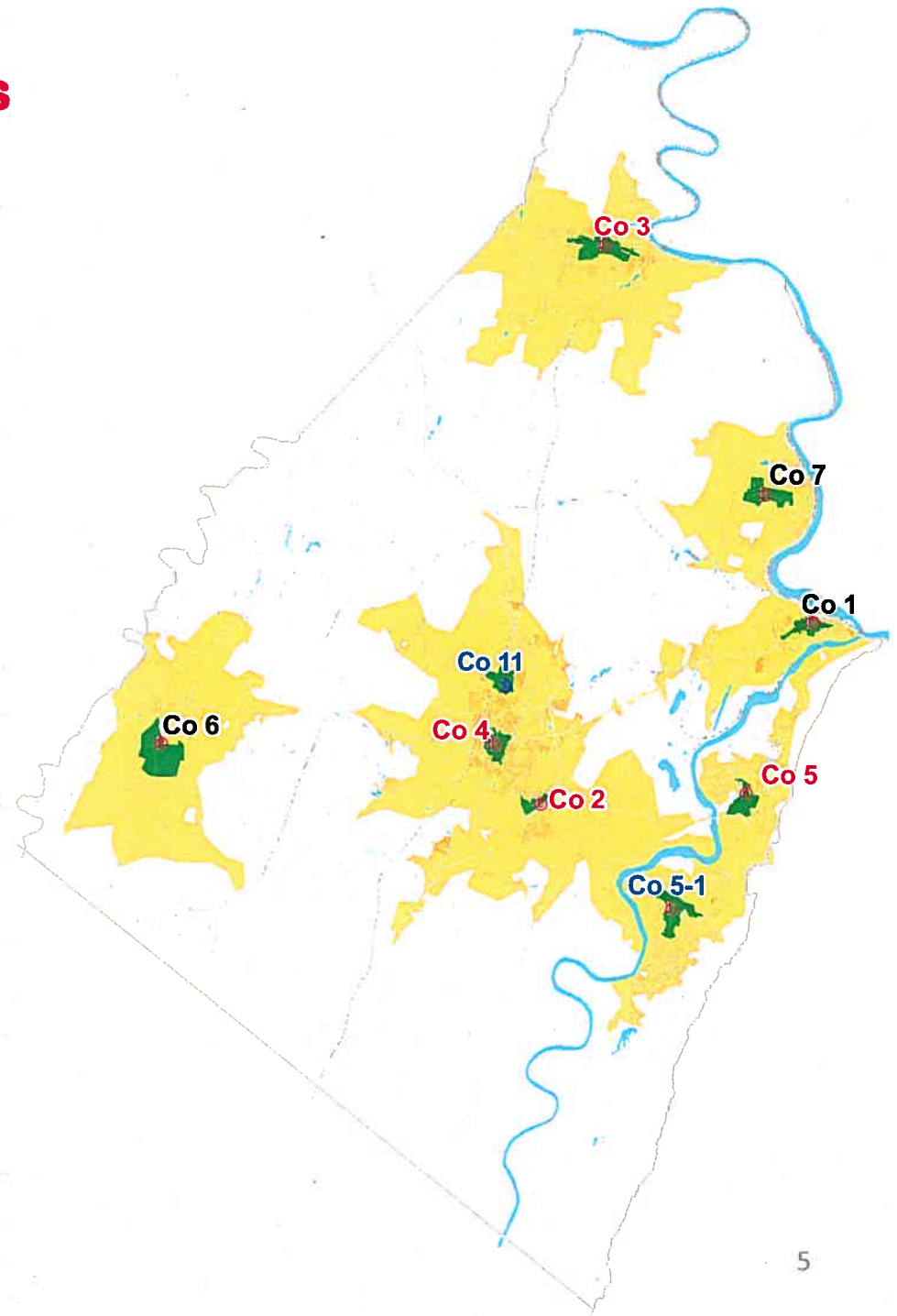
## Legend

- Ⓢ County Fire Stations
- Ⓜ ALS Station

## Response Time from Station

- Addresses Within 1 Minute or Less
- Addresses Within 1 to 5 Minutes

Addresses within:	Per Cent	
1 minute or less	1,583	6.1%
1 to 5 minutes	13,461	51.5%
<b>Total Addresses in County</b>	<b>26,136</b>	<b>57.6%</b>





EMS Service Areas typically reflecting the area within which a specific paramedic emergency response is expected in order of quickest routing and fastest response by any given station.




Jefferson County's 9-1-1 Center uses Computer Aided Dispatch (CAD) and Geographic Information Systems (GIS) technology to analyze road networks when dispatching emergency calls for service. The GIS develops time-interval service areas based on the CAD Quickest Route feature to illustrate territories along lines determined by equal travel time, not equal distance, between existing ALS stations. Travel time is determined "on the fly" by variables (distance, speed limits, one-way directionality, etc.) which are built into the road network data. The road network intends to model current and existing field conditions, therefore boundaries depicted in CAD and on this map are fluid and subject to change as road conditions or configurations change.

# Addresses within 5 to 7 minutes from a Rescue Station in Jefferson County, WV

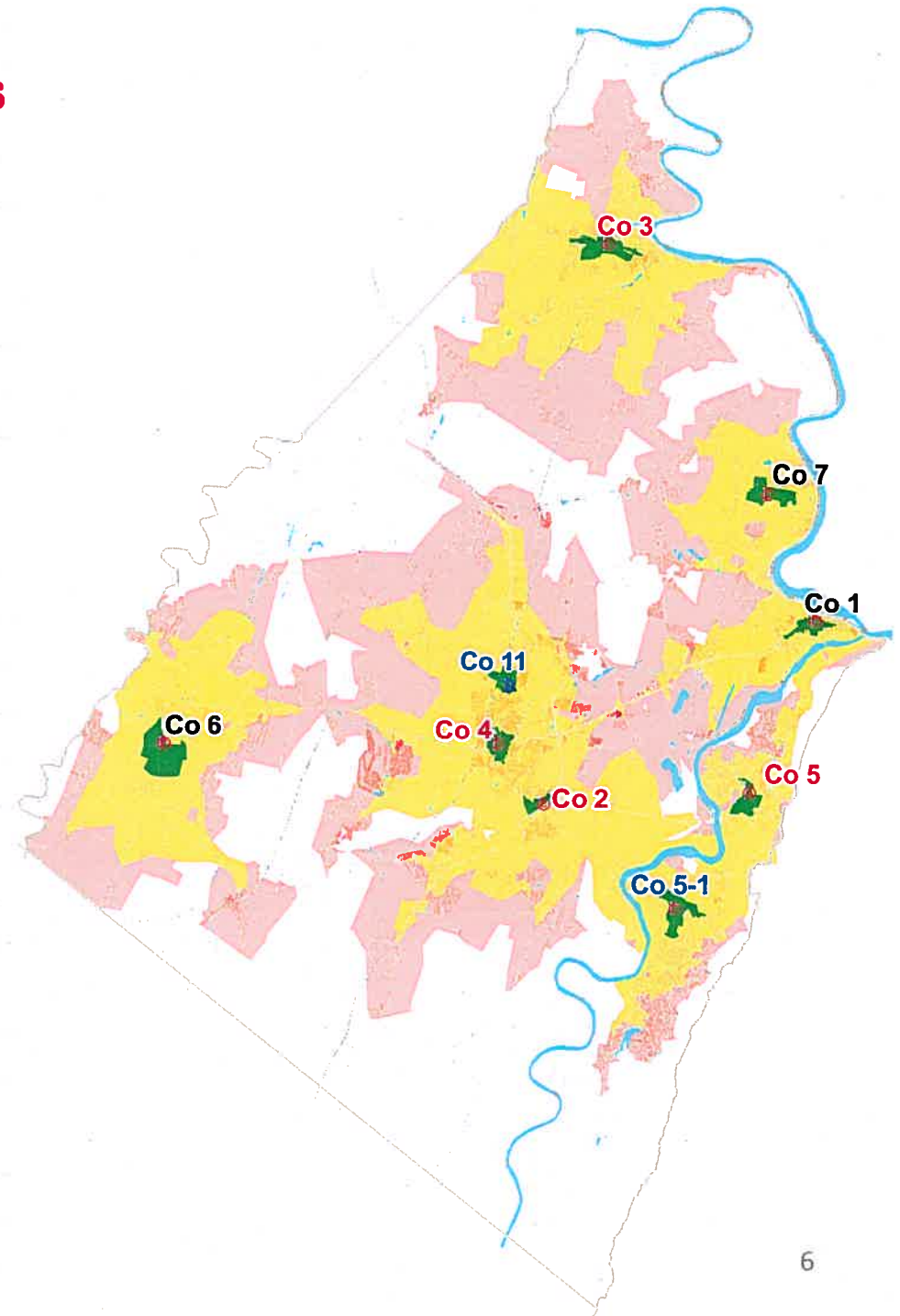
## Legend

-  County Fire Stations
-  ALS Station

## Response Time from Station

-  Addresses Within 1 Minute or Less
-  Addresses Within 1 to 5 Minutes
-  Addresses Within 5 to 7 Minutes

Addresses within:	Per Cent	
1 minute or less	1,583	6.1%
1 to 5 minutes	13,461	51.5%
5 to 7 minutes	6,291	24.1%
<b>Total Addresses in County</b>	<b>26,136</b>	<b>81.7%</b>



EMS Service Areas typically reflecting the area within which a specific paramedic emergency response is expected in order of quickest routing and fastest response by any given station.

Jefferson County's 9-1-1 Center uses Computer Aided Dispatch (CAD) and Geographic Information Systems (GIS) technology to analyze road networks when dispatching emergency calls for service. The GIS develops time-interval service areas based on the CAD Quickest Route feature to illustrate territories along lines determined by equal travel time, not equal distance, between existing ALS stations. Travel time is determined "on the fly" by variables (distance, speed limits, one-way directionality, etc.) which are built into the road network data. The road network intends to model current and existing field conditions, therefore boundaries depicted in CAD and on this map are fluid and subject to change as road conditions or configurations change.

# Rescue Response Areas by Time Interval in Jefferson County, WV

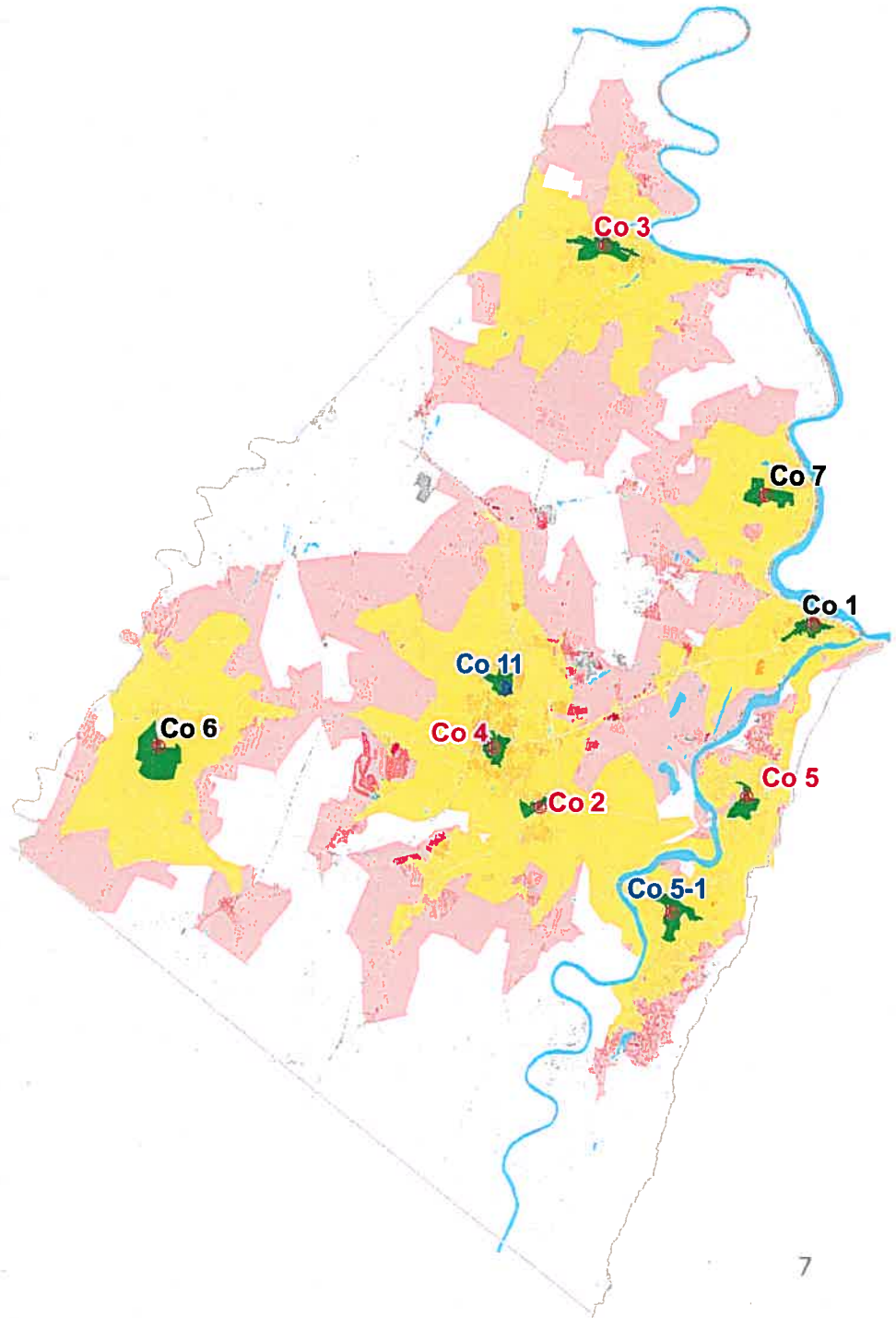
## Legend

- ⊙ County Fire Stations
- Ⓐ ALS Station

## Response Time from Station

- Addresses Within 1 Minute or Less
- Addresses Within 1 to 5 Minutes
- Addresses Within 5 to 7 Minutes
- Addresses over 7 Minutes

Addresses within:		Per Cent
1 minute or less	1,583	6.1%
1 to 5 minutes	13,461	51.5%
5 to 7 minutes	6,291	24.1%
over 7 minutes	4,801	18.4%
<b>Total Addresses in County</b>	<b>26,136</b>	<b>100.0%</b>



EMS Service Areas typically reflecting the area within which a specific paramedic emergency response is expected in order of quickest routing and fastest response by any given station.

Jefferson County's 9-1-1 Center uses Computer Aided Dispatch (CAD) and Geographic Information Systems (GIS) technology to analyze road networks when dispatching emergency calls for service. The GIS develops time-interval service areas based on the CAD Quickest Route feature to illustrate territories along lines determined by equal travel time, not equal distance, between existing ALS stations. Travel time is determined "on the fly" by variables (distance, speed limits, one-way directionality, etc.) which are built into the road network data. The road network intends to model current and existing field conditions, therefore boundaries depicted in CAD and on this map are fluid and subject to change as road conditions or configurations change.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM

*Jeffrey Polczynski, Director of Communications*

Name: Christopher Cross – Deputy Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1<sup>st</sup> Choice: ~~4/13/2016~~ 4/20/2017

If a specific date is needed, please provide reason for specific date: **Timing in regards to filling vacancies in the schedule**

Subject: **Appointment Request – Full-Time Public Safety Dispatcher**

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

**The purpose of this memorandum is to fill the current vacancy of authorized full-time positions.**

**The ECC has current part-time staff in training desiring full-time employment. There are currently two vacant full-time positions due to the loss of staff in November and December of 2016. This request is to fill one of two vacancies.**

**Mr. Christopher Engle is currently a part-time public safety dispatcher with a completed background and is finishing his call-taking training. He has been an appointed part-time dispatcher since October 2016 and comes to Jefferson County with ten years of public safety dispatching experience.**

**The candidate will begin at Grade III Step A with an increase to Step B after completion of full training and release from the training academy.**

Respectfully Submitted,

**Christopher Cross for  
Jeffrey Polczynski, ENP  
Director of Communications**

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

**Motion to approve the employment of Christopher Engle as a full-time Public Safety Dispatcher.**

Attachments:



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



Name: **Nathan Cochran**

Department or Organization: **Jefferson County Commission-Ambulance Fee**

Estimation of amount of time needed for appointment:

Date Requested—1<sup>st</sup> Choice: **4/20/17**

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

Date Requested—2<sup>nd</sup> Choice: **5/4/17**

Subject (Wording to be placed on agenda.

**Review/Update Ambulance Service Fee Ordinance -- Action required.**

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:

Recommend 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.

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

Contact information:

Email address:**cswiger@jeffersoncountywv.org**

Phone Number: **304-728-5606**

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

<b>FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION</b>

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



Name: Josh Compton

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 20, 2017**

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

Date Requested – 2<sup>nd</sup> Choice: April 20, 2017

Subject (*Wording to be placed on agenda*): Continuing Discussion of PSD Dissolution and letter dated April 11, 2017, received from counsel for PSD

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



1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301  
Mailing Address: P.O. Box 2031 • Charleston, WV 25327  
Telephone (304) 345-8900 • Fax (304) 345-8909  
[www.kaycasto.com](http://www.kaycasto.com)  
E-Mail: [rrodecker@kaycasto.com](mailto:rrodecker@kaycasto.com)  
Direct: 304/391-8838

April 11, 2017

Received

APR 14 2017

Ms. Ingrid Ferrell  
Executive Director  
Public Service Commission  
of West Virginia  
201 Brooks Street  
Charleston, WV 25301

Tim Keegan  
Executive Director Jefferson County Commission  
WV Infrastructure & Jobs  
Development Council  
1009 Bullitt Street  
Charleston, WV 25301

Katheryn Emery, P.E.  
Program Manager  
Clean Water SRF Program  
Division of Water and  
Waste Management  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

Susan Newcomer  
Acting State Director  
USDA Rural Development  
Rural Utilities Service  
1550 Earl Core Road – Suite 101  
Morgantown, WV 26505

RE: JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Ladies and Gentlemen:

I am in receipt of a letter addressed to you dated April 4, 2017, from the Jefferson County Commission. In that letter the County Commission references its opposition to the March 23, 2017 decision of the Public Service Commission in Case No. 16-0616-PSD-PC-CN. Further, the County Commission informs each of you of the action taken by the County Commission to attempt to dissolve the Jefferson County PSD and sell its assets to the City of Charles Town.

Please be advised that notwithstanding the position of the County Commission, representatives of the Jefferson County Public Service District, the City of Ranson, the City of Charles Town, and the Jefferson County Commission, have been meeting with one another, as recently as April 6, 2017, to address the possibility of an alternative form of consolidation, merger of sewer utilities in Jefferson County which may well not involve the dissolution of the Jefferson County Public Service District and the sale of its assets to the City of Charles Town.

C H A R L E S T O N • M O R G A N T O W N • F A Y E T T E V I L L E



Page Two  
April 11, 2017

Accordingly, it is respectfully submitted that the County Commission's action and notice to each of you is premature and prejudices the results which may be achieved by the groups that are currently working to consider alternatives for service in Jefferson County.

Sincerely,

A handwritten signature in black ink that reads "Robert R. Rodecker". The signature is written in a cursive, flowing style.

Robert R. Rodecker

RRR/bg

cc: Jefferson County Commission  
William F. Rohrbaugh, Esquire  
Hoy G. Shingleton, Jr., Esquire  
Timothy P. Stranko, Esquire  
Sue Lawton, JCPSD



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

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 20, 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*): **Legislative Updates**

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: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 20, 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*):

- **Renewal of DHHR Lease – 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.



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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 20, 2017**

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

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

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

- Review and Approval of FY2017 State Budget Revision 2 for the Coal Severance Fund
- Review and Approval of FY2017 State Budget Revision 6 for the General Fund
- Review and Approval of FY2017 State Budget Revision 7 for the General Fund
- Review and Approval of FY2017 Internal Budget Revisions 1 & 2 for the General Fund

Please provide the County Commission with a description of your request or presentation, including any background information: Internal budget revisions relate to payroll calculations for FY16 year end and based on discussions with Department managers and elected officials regarding account overages or shortages.

Is this a funding request? Y/N **No**

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

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 accept State Budget Revision 2 for the Coal Severance Fund
- Motion to accept State Budget Revision 6 for the General Fund
- Motion to accept State Budget Revision 7 for the General Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission  
 GOVERNMENT ENTITY

CONTROL NUMBER

**2017**

FY

**002**

FUND

**2**

REV. NO.

**1 of 1**

PG. OF NO.

Person To Contact Regarding  
 Budget Revision: **Michelle Gordon**  
 Phone: **304-724-8425**  
 Fax: **304-725-7916**

P.O. Box 250  
 STREET OR PO BOX  
 Charles Town 25414  
 CITY ZIP CODE

COUNTY  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	177,437		17,000	160,437
715	Ambulance Authority		17,000		17,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of April, 2017, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #2 to the Coal Severance Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by \_\_\_\_\_,  
and duly seconded by \_\_\_\_\_ the vote was as follows:

Peter Onoszko	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Onoszko declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Peter Onoszko, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Peter Onoszko, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision Entry

Budget Revision #2 of Coal Severance Fund FY17

Description	GL acct	Increase	Decrease	
Amb Auth Tran to Entit	002-715-05-567-000-PS-000	17,000		3/30/2017 Approval for
Co Comm Prof Services	002-401-02-223-000-GG-000		17,000	funding operating exp related to Dead Body Issue

3/30/17 meeting minutes

JCESA Dead Body Oper  
Cost Issue.

recommended the extension deadline be moved from July 1, 2017 to July 1, 2020. Public comment was made by the following:

Mike Wiley, employee for Wormald, developer and owner of the community at Beallair – spoke in support of the extension due to the slight upturn in the housing economy and asked the Commission to consider adopting the extension.

There being no further comment, President Onoszko stated the Commission would hold the record open for one week to receive written public comment, and the item would be added to the April 6, 2017 regularly scheduled County Commission agenda for action.

**COUNTY ADMINISTRATOR REPORTS**

- o Approval of revised Meeting Session Policy and accompanying Resolution and Approval of the revised Agenda Policy – it was the consensus of the Commission to postpone action on these items until the April 6, 2017 regularly scheduled County Commission meeting.

**NEW BUSINESS**

2. Legislative Issues – the Commissioners discussed various House and Senate Bills which would potentially impact the county if passed.

3. Solutions to the unclaimed dead body issue

- Motion by Mr. Onoszko to approve the purchase of a vehicle for the purpose of transporting unclaimed decedents contingent upon review of liability and insurance issues, to be funded from the Contingency fund. Motion seconded and unanimously approved.

- Motion by Mr. Onoszko to provide Blue Ridge Mountain Volunteer Fire Company with \$17,000 in operational costs and reimburse the Company \$75 per non-Medical Examiner decedent, to be funded from the Coal Severance fund. Motion seconded and unanimously approved.

Coal  
Sev.  
SBR

4. Discuss City of Charles Town plan regarding Annexation of Properties in the Charles Town Urban Growth Boundary by Boundary Adjustment.

- o Nathan Cochran, Assistant Prosecuting Attorney, provided his interpretation of the West Virginia State Code in regard to whether the County Commission has any say in the matter of the annexation. President Onoszko informed the audience that the City of

**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: Jane Tabb

Department or Organization: County Commission

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

Date Requested – 1<sup>st</sup> Choice: March 30, 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):

**Unclaimed dead bodies**

Please provide the County Commission with a description of your request or presentation, including any background information: **Unclaimed dead bodies have become an issue in recent years. Proposed solutions will be presented for discussion, which may involve funding.**

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: **Documents will be forwarded as soon as available; ESA staff are researching solutions and costs.**

Is a projector needed? Yes      No

Contact information:

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

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



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail - jcesa@jcesa.org  
Telephone - 304-728-3287  
Fax - 304-728-6221

To: The Jefferson County Commissioners  
From: Director Denise S. Pouget *DSP*  
Subject: Transport of DOA's in Jefferson County West Virginia  
Date: March 27, 2017

In 2016 there were just fewer than 200 DOA's in Jefferson County. Of these 75 were Medical Examiner (ME) cases and the remainder initially were unclassified. This means there was no immediate plan for dealing with the deceased person. Funeral homes will not take the bodies unless someone accepts responsibility for the cost. The exception to this rule in Jefferson County has been Eckles, Spencer and Norton funeral home. This funeral home will deal with the State reference unclaimed bodies. The only issue we have is getting them to that facility. Occasionally we have to transport to Rosedale Cemetery as a backup facility (further distance). The State of West Virginia has not clearly defined who is responsible, or what needs to take place when a person dies and the death does not qualify as an ME case. Over the last year Blue Ridge Fire Department (BRMVFD) has stepped up and transported both the ME cases and Non ME cases to local funeral homes. When the deceased meets the qualifications for an ME case BRMVFD receives \$75.00 for transporting the body to a local funeral home. There are a lot of expenses incurred when transporting a DOA. These expenses include everything from a van to transport the DOA, to protective equipment worn when dealing with these DOA's. JCESA has a lot of these items and the list below outlines the additional items needed to complete this task. We are requesting \$35,720 to address the unclaimed DOA issue in Jefferson County for 2017.

1-Van (All wheel drive)	\$19,000.00
100 Body Bags (\$20.00 each)	\$ 2,000.00
15 Boxes Gloves Various sizes (\$15.00 each)	\$ 225.00
25 Tyvek Suits Various Sizes (\$6.00 each)	\$ 150.00
25 N95 masks (\$2.00 each)	\$ 25.00
4 cans of Deodorizer spray (\$10.00 each)	\$ 40.00
If BMVFD were to transport 100 bodies	\$7,500.00
Total for gas and maintenance	\$6,780.00
Total	\$ 35,720

*It's About Saving Lives...*



## **JEFFERSON COUNTY EMERGENCY SERVICES AGENCY**

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcasa@jcasa.org](mailto:jcasa@jcasa.org)  
Telephone – 304-728-3287  
Fax – 304-728-8221

In addition to the above items the following will also be needed:

- Insurance Policy to cover the transportation of the DOA's (unaware of the cost)

JCESA will be providing the following items:

- Power Cot with spare battery
- Mobile Radio
- Portable Radio with Charger
- Reeves Stretcher
- Power Cot mounting bracket
- Sheets

In the future, we will work the finance Director for Jefferson County to include these expenditures appropriately in future Jefferson County budgets. If the County Commission decides to fund this proposal and ultimately give this responsibility to JCESA, JCESA will author an MOU with BMVFD clearly assigning the various responsibilities associated with this task.

BMVFD has agreed to resume all transport of the DOA's with the support from the county. JCESA will provide back up support if needed. BMVFD simply could not cover the cost of this on their own any longer. We are very grateful to BMVFD for stepping up to this address this issue that nobody else in the county or state would properly address. Another instrumental partner in all of this has been Alan Norton of Eckles, Spencer, and Norton Funeral Home. The funeral home has taken on the responsibility of working with the state of West Virginia to transport bodies to the state when they are unclaimed.

*It's About Saving Lives...*

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

2017

FY

001

FUND

6

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
424	Courthouse	1,223,081		106,269	1,116,812
401	County Commission	1,765,011	106,269		1,871,280
699	Contingencies	5,115,763		45,000	5,070,763
440	Engineering	1,346,369	25,000		1,371,369
715	Ambulance Authority	2,203,366	20,000		2,223,366
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of April, 2017, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #6 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by \_\_\_\_\_,  
and duly seconded by \_\_\_\_\_ the vote was as follows:

Peter Onoszko	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Onoszko declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Peter Onoszko, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Peter Onoszko, President  
Jefferson County Commission

Jefferson County Commission  
 State Budget Revision JE

Budget Revision #6 of General Fund FY17

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	
Cthse-Salary Wages	001.424.01.103.000.GG.000		28,708	10/2016 Approval to transfer employee
Cthse-FICA	001.424.01.104.000.GG.000		1,780	from 424 to 401
Cthse-Medicare	001.424.01.104.001.GG.000		417	
Cthse-Retirement	001.424.01.106.000.GG.000		3,445	
Cthse-Group Ins	001.424.01.105.000.GG.000		5,691	
Cthse-Postage	001.424.02.218.000.GG.000		66,228	106,269
Co Comm-Salary Wages	001.401.01.103.000.GG.000	28,708		106,269
Co Comm-FICA	001.401.01.104.000.GG.000	1,780		
Co Comm-Medicare	001.401.01.104.001.GG.000	417		
Co Comm-Retirement	001.401.01.106.000.GG.000	3,445		
Co Comm-Group Ins	001.401.01.105.000.GG.000	5,691		
Co Comm-Postage	001.401.02.218.000.GG.000	66,228		
Conting-Fund Bal Reserv	001.699.06.675.001.GG.000		25,000	03/2017 Approval for Sinkhole Repairs
Eng-Professional Services	001.440.02.223.000.GG.000	25,000		from Conting-for Emerg
Conting-Fund Bal Reserv	001.699.06.675.001.GG.000		20,000	03/30/2017 Approval for JCESA Funding
Amb Auth Trans to Ent	001.715.05.567.000.PS.000	20,000		for Dead Body removal
<b>Total</b>		<b>151,269</b>	<b>151,269</b>	

11/3/2016 meeting minutes  
Trfr ee from CtHse 424  
to Co Comm 401

### FINANCE DIRECTOR REPORTS

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

### COUNTY ADMINISTRATOR REPORTS

- **Agenda Deadline for the November 17, 2016 County Commission Meeting – Ms. Grove notified the Commission she'd be shortening the agenda deadline for the November 17, 2016 County Commission to Wednesday, November 9 at 12:00 pm since Friday, November 11 is Veterans Day and staff would be spending all day at the canvass on Monday, November 14.**

- **Discuss Status & Decision on County Employee – General Laborer**
- **Approval of Job Description for General Laborer**
- **Approval to transfer funds from Courthouse and Other Buildings to County Commission Budget**

- **Motion by Ms. Noland to enter into Executive Session to discuss personnel matters. Motions seconded and unanimously approved.**
- **Motion by Ms. Tabb to move the General Laborer position from the Maintenance Department to the County Commission Department, approve the General Laborer job description as amended with the employee assistance plan, and transfer funds from Courthouse and Other Buildings Budget to the County Commission Budget. Motion seconded and unanimously approved.**

### AFTERNOON SESSION

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

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

SBR #6

Jefferson County Commission  
Budget Revision

<u>Period</u>	<u>Gross Pay</u>	<u>FICA</u>	<u>Medicare</u>	<u>Retirement</u>	<u>Health Ins</u>	<u>Total</u>
10/31/16-4/1/2017	16,877.35	1,046.40	244.72	2,025.28	3,876.05	24,069.80
4/2/17-6/30/2017	11,829.98	733.46	171.53	1,419.60	5,814.08	19,968.65
Total Wage Revision	<u>28,707.33</u>	<u>1,779.86</u>	<u>416.25</u>	<u>3,444.88</u>	<u>9,690.13</u>	<u>44,038.45</u>

Type choices, press Enter.

B=Budget Trans History    E=Encumbrance Trans History    F=Fiscal Balance  
G=G/L Trans History        P=Period Balances            D=Trans Detail

Account Number...: 00142402218000GG000

CTHSE POSTAGE

Choice.....: G

Post Period...: \_\_\_\_\_

Opt	Transaction No.	Vendor	Description	Date	Amount
	JV 7055 -015		REVERSE FY16 PPD EXP	07/01/2016	21803.53
-	VR USPS7/16-001	30017	POSTAGE	07/06/2016	20000.00
-	VR MAAR9335-001	23015	TAPES/CARTRIDGE	07/21/2016	438.94
-	VR MAAR9624-001	23015	INK CARTRIDGE	09/08/2016	366.58
-	VR USPS9/16-001	30017	POSTAGE	09/15/2016	20000.00
-	VR 54037747-001	23134	POSTAGE QRTLY MAINT	09/30/2016	331.30
-	VR 53803319-001	23134	METER RENTAL/MAINT	06/30/2016	331.30
-	VR USP12/16-001	30017	POSTAGE	12/13/2016	20000.00
-	VR 54267335-001	23134	METER RENTAL	12/31/2016	331.30
-	VR 15031596-001	23134	INK/LABELS	01/10/2017	206.99
-	VR 15076350-001	23134	INK	03/07/2017	166.99

End of file has been reached

Transaction Total =

83976.93

HELP

F3=Exit

F8=Clear

F12=Previous

ROLL

need JE to  
① Reclass to 401. \$20,705.28

Need Bud Revision

② 63,271.65 + 500. = \$63,771.65 <sup>(A)</sup> } FY 17  
tot Bud 424

Per phone call w/ Bill, he will need approx \$500 to finish FY 17.

Orig Bud \$130,000 424.02.218

Rev. Bud 63,771.65 (A) above.

Transfer 66,228 trfr to 401.02.218.

3/2/2017 meeting  
Minutes

## Sinkhole mitigation

- **Motion by Ms. Noland to authorize a partial release of \$132,040.00 from the construction bond amount for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01). Motion seconded and unanimously approved.**
- b. **Complete Construction Bond Release for RAI Group, 44; LLC – Burr Industrial Park, Lot 44, Buildings A & B (File #S06-06)**
- **Motion by Ms. Tabb to authorize a complete release of the remaining \$140,000.00 from the construction bond amount for RAI Group 44, LLC – Burr Industrial Park, Lot 44, Buildings A & B (File #S06-06). Motion seconded and unanimously approved.**
- c. **Sinkhole Investigation Proposal – Bardane Industrial Park**
- **Motion by Mr. Onoszko to take a decision on this item instead of directing the Engineering Director to obtain a third quote regarding the sinkhole investigation. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**
- **Motion by Ms. Tabb to accept the proposals from GeoConcepts Engineering, Inc. in the amount of \$12,600.00, and the proposal from Kable Excavating, Inc. in that amount of \$900.00 and the proposal from Allegheny Surveys, Inc. in the amount of \$7,700.00 and to budget \$25,000.00 for the project. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**
- d. **Presentation of Calendar Year 2016 Annual Report for the Office of Impact Fees**
- **Motion by Mr. Onoszko to accept the 2016 Annual Report for the Office of Impact Fees, as presented. Motion seconded and unanimously approved.**
  - **Motion by Mr. Onoszko to stay the annual inflationary adjustments to the impact fees. Motion seconded and unanimously approved.**
- e. **Presentation of the FY18 Capital Improvement Plan for the Office of Impact Fees.**
- **Motion by Mr. Onoszko to approve the FY18 Capital Improvement Plan for the Office of Impact Fees as presented with the exception of the new Sheriff's Office until more information has been provided. Motion seconded and unanimously approved.**
8. **Jennifer Myers, Director, Jefferson County Parks and Recreation - requested a letter of support and a Resolution to allow the Jefferson County Parks and Recreation**

SBR #6

MEMORANDUM

OF

Jefferson County, West Virginia  
Engineering, Planning & Zoning Department

TO: Stephanie Grove, County Administrator  
FROM: Roger Goodwin, P.E. *RIG*  
Director & Chief County Engineer  
DATE: March 7, 2017  
SUBJECT: Burr Industrial Park – Sinkhole Investigation Project

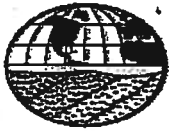
At the March 2, 2017 County Commission meeting, the County Commission approved a budget amount of \$25,000 for this project and accepted the following proposals to investigate the sinkhole at the Burr Industrial Park:

GeoConcepts Engineering, Inc. (change order no. 1)	\$12,660.00
Kable Excavating, LLC	\$ 900.00
Allegheny Surveys, Inc.	<u>\$ 7,700.00</u>
Total Cost =	\$21,260.00

Please have Commission President, Peter Onoszko, sign & date each proposal where indicated and return them to me. I will then forward them to the consultants so they can schedule the work.

Thanks!

C: John Reisenweber, Development Authority Director  
Michelle Gordon, Finance Director  
Joe Kent, Land Development Inspector



# GeoConcepts Engineering, Inc.

19955 Highland Vista Dr., Suite 170  
Ashburn, Virginia 20147  
(703) 726-8030  
www.geoconcepts-eng.com

August 30, 2016

Mr. Joseph W. Kent  
Jefferson County Commission  
124 E. Washington Street  
Charles Town, West Virginia 25414

**Subject: Change Order No. 1, Sinkhole Investigation and Mitigation Services, Burr Industrial Park, 338 Industrial Boulevard, Kearneysville, Jefferson County, West Virginia (Our 16099)**

Dear Mr. Kent:

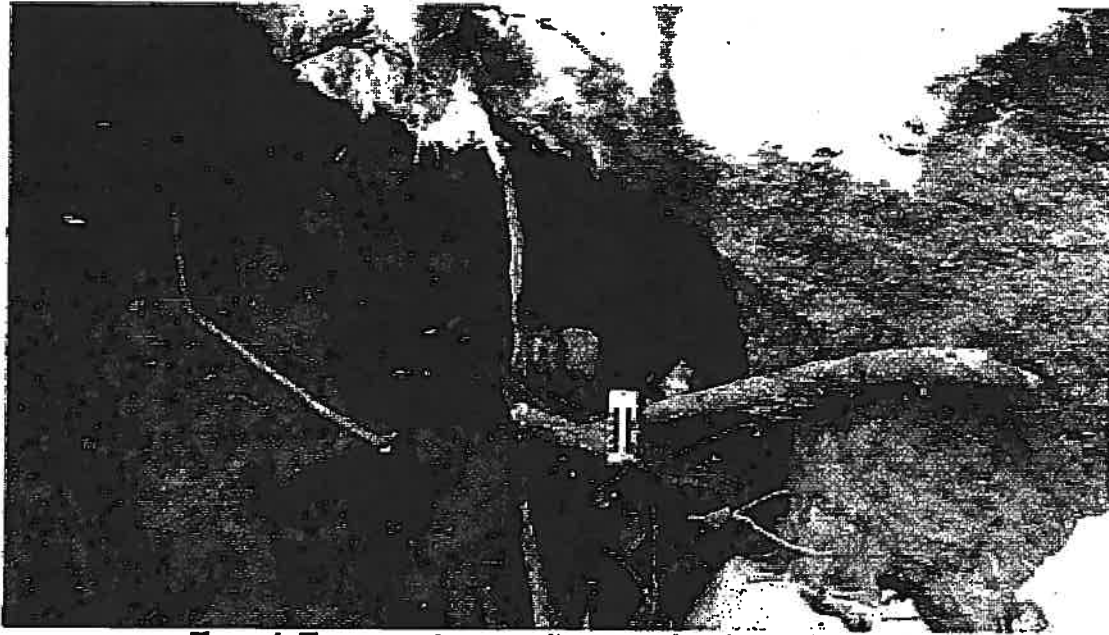
GeoConcepts Engineering, Inc. ("GeoConcepts") is pleased to submit this Agreement to you (the "Client") to provide professional engineering geology services for the subject project. This proposal has been prepared in accordance with the request for proposal and information provided to us.

## Project Description

A relatively large cover-collapse sinkhole was observed by an employee of the Jefferson County Public Service District (JCPD), which had developed along a drainage ditch alignment located approximately 100 feet north of a force-main sanitary sewer pump station at 338 Industrial Boulevard, Kearneysville, West Virginia. The sinkhole was subsequently reported to the Jefferson County Engineering Department. The client met with GeoConcepts at the sinkhole location to observe the structure and to assist GeoConcepts in developing a mitigation plan. The sinkhole was mitigated using the reverse graded filter method in compliance with the State of West Virginia Sinkhole Remediation Guidance Document on August 4, 2016. As a follow-up, the filled and graded sinkhole site was inspected by a representative of GeoConcepts on August 8, 2016 and also by the Jefferson County Engineering Department on the early afternoon of August 15, 2016, to ensure that the repair to the sinkhole was stable. Subsequent to that visit, a recording station close to Burr Industrial Park recorded a thunderstorm associated rainfall event of 1.77 inches, with a maximum precipitation rate of 3.75 inches per hour. The next day (August 16) a second thunderstorm produced 0.76 inches of rain in less than 15 minutes at a maximum rate of 3.5 inches per hour. A third and final thunderstorm occurred on August 17, resulting in 0.57 inches of rain which fell at a maximum 0.90 inches. Thus a total of 3.1 inches of rainfall fell over a 72 hour period.

The Jefferson County Engineering Department returned to the site on Friday, August 19 to see if the mitigated sinkhole had been seeded and mulched. It was then that a new sinkhole was observed (Figure 1) and subsequently reported to GeoConcepts. A representative of GeoConcepts visited the site on Monday, August 22, and verified that a new sinkhole had opened up. The opening was an oblong vertical shaft with exposed bedrock along its walls, approximately 4 feet in length x 2 feet wide, and of an unknown depth, located several feet to the northwest of the original sinkhole repair. The opening was large enough to allow the easy entry of a human being, so by strict definition it qualifies as a cave entrance.

Much of the soil which had been placed in lifts above the permeable geotextile fabric had been swept into the opening; however the fabric and stone which had been used to fill the original sinkhole and throat were completely intact. It was also apparent that the drainage ditch where the original sinkhole was located was channeling water in the opposite direction from which it had been originally intended to flow (i.e. from the northwest to the southeast), and was now carrying its entire flow from the direction of Industrial Boulevard towards the sinkhole and cave entrance along the drainage ditch to the northwest.



**Figure 1. The cave entrance as it appeared on August 22, 2016.**

The water flowing down the drainage ditch had cut a path through the soil lifts that had been placed above the geotextile fabric, and appeared to have been flowing across the top of the graded filter and fabric. The GeoConcepts Investigator also observed a flow of cold air coming out of the sinkhole throat, suggesting that it may be the entrance to a fairly extensive system of open, air-filled cavern passages or solution conduits.

Based on the initial remediation efforts, and the observations after the storm events, it appears that the sinkhole may be significantly larger than initially thought, and it may be connected to an underground cave. Accordingly, it is necessary to better evaluate the extent of the underground voids present, and their impact on the sinkhole on the industrial park. This will allow the development of a more comprehensive remediation option to limit the risk of future sinkholes developing in this area.

## Scope of Services

In order to develop mitigation and repair options for the newly opened cave entrance, GeoConcepts is proposing the additional services as follows.

- We will observe and document excavation of the cave entrance in order to safely and more accurately assess the size and depth of the structure, and help formulate the best way in which to mitigate it. This will entail the removal of all loose soil from the area of the original repair, as well as from around the circumference of the cave entrance.
- We will examine any existing site grading plans, LIDAR data, and any other readily available survey data, to determine the surface flow characteristics of the drainage channel and to assess if the water can be directed to an acceptable outlet, diverting it away from the previously mitigated sinkhole throat and the existing cave entrance.
- We will conduct an electrical resistivity investigation (ERI) of the site area to better characterize the subsurface conditions, and attempt to determine if any other near surface soil voids, buried cave entrances, or near-surface bedrock conduits are located near the current opening and within the area that could be impacted by surface ponding or flooding originating from the drainage ditch during flash flood events and/or periods of heavy rain or rapid snowmelt. We have assumed one full day in the field to conduct this survey.

- We will observe and document the drilling of air track borings to verify any subsurface anomalies observed during the ERI. We have assumed one full day of air track drilling to conduct the field investigation.
- We will prepare a summary report detailing the findings of our investigation, with recommendations for specific mitigation/repair options based on those findings.

Services not specifically detailed herein are excluded from the Scope of Services of this Agreement.

## Project Fees

We will complete the above Scope of Services for an estimated fee of \$12,620. The estimated fees are as follows:

### Task 1 – Project Planning and Coordination

Principal	1 Hour @ \$225/hr	\$225
Senior Geologist	6 Hours @ \$125/hr	\$750
Senior Staff Geologist	4 Hours @ \$80/hr	\$3200
<b>Subtotal</b>		<b>\$1,295</b>

### Task 2 – Excavation and Observations of the Sinkhole/Cave Entrance

Senior Geologist	8 Hours @ \$125/hr	\$1,000
Senior Staff Geologist	8 Hours @ \$80/hr	\$640
<b>Subtotal</b>		<b>\$1,640</b>

### Task 3 – Topographic and Hydrology Analysis

Senior Geologist	8 Hours @ \$125/hr	\$1,000
<b>Subtotal</b>		<b>\$1,000</b>

### Task 4 – ERI Survey

ERI Equipment	full day	\$300
Senior Geologist (data analysis)	4 Hours @ \$125/hr	\$500
Senior Staff Geologist (field and data)	14 Hours @ \$80/hr	\$1,120
Staff Geologist (field)	10 Hours @ \$60/hr	\$600
<b>Subtotal</b>		<b>\$2,520</b>

### Task 5 – Air Track Probe

Track Drill	full day	\$2,070
Senior Staff Geologist	8 Hours @ \$80/hr	\$640
<b>Subtotal</b>		<b>\$2,710</b>

### Task 6 – Summary Report

Principal	3 Hours @ \$225/hr	\$675
Senior Geologist	20 Hours @ \$125/hr	\$2,500
Senior Staff Geologist	4 Hours @ \$80/hr	\$320
<b>Subtotal</b>		<b>\$3,495</b>

### GRAND TOTAL

**\$12,660**

A schedule of our current fees is attached to this Agreement and incorporated herein. The attached schedules of fees will be applicable until January 1, 2017. We will notify you if the estimated fee is exceeded by more than 10 percent. Time for engineering services will include both field and office time, and travel between the site and the originating office. Services will be billed for actual hours expended times the applicable hourly rate. Travel mileage will be billed at a rate of \$0.60 per mile. A charge of five percent



of the monthly invoice fee will be added to each invoice to offset the cost of office support including, but not limited to, typing, in-house reproduction, computer usage, and contract administrative services. Items obtained on the Client's behalf will be invoiced at cost plus 15 percent.

The attached Contract Terms and Conditions is incorporated herein by reference and made a part of this Agreement. This Agreement and the Contract Terms and Conditions and the attached fee schedules represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations or agreements, whether written or oral. The person signing this agreement warrants he/she has the authority to sign on behalf of the Client. If you direct us to perform services as set forth in this Agreement without signing the Agreement, such verbal direction constitutes acceptance by the Client of the terms of this Agreement including the attachments. However, please note that our stated liability insurance coverage is not in effect until we receive an executed contract for this project.

We appreciate the opportunity to be of service on this project. Please contact the undersigned if you have questions regarding this Agreement. If you direct us to perform services as set forth in this Agreement without signing the Agreement, such verbal direction constitutes acceptance by the Client of the terms of this Agreement including the attachments.

Sincerely,

**GEOCONCEPTS ENGINEERING, INC.**

Robert K. Denton Jr., CPG, LPSS  
Senior Geologist  
Licensed Professional Soil Scientist

Vivian H. Lewis  
President

Attachments: Schedule of Personnel Fees  
Contract Terms and Conditions

ACCEPTED: JEFFERSON COUNTY COMMISSION

SIGNATURE: \_\_\_\_\_

PRINTED NAME: Peter Onoszko

TITLE: President

DATE: \_\_\_\_\_

RKD/TWL/dm  
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## Schedule of Personnel Fees

<i>Labor Category</i>	<i>Unit Rate Per Hour</i>
Principal	\$225
Associate	\$175
Senior Engineer/Geologist/Scientist	\$125
Project Engineer/Geologist/Scientist	\$100
Senior Staff Engineer/Geologist/Scientist	\$80
Structural Steel/Fireproofing Inspector	\$85
Staff Engineer/Geologist/Scientist/Staff Technologist	\$65
VDOT Certified Technician	\$75
Senior Engineering Technician	\$60
Clerical	\$60

**Notes:**

1. Overtime rates for technician personnel will be charged at 1.5 times the standard hourly rate for work over 8 hours per day, 40 hours per week, weekend work, or holidays, and between the hours of 6:00 pm and 6:00 am.
2. When using the hourly rates presented above for technicians, a \$40 per day trip charge will apply for travel time, travel mileage, and equipment rental.
3. A fee of \$75.00 per pick up will apply for transportation of cylinders to the testing laboratory.

## CONTRACT TERMS AND CONDITIONS

### 1. STANDARD OF CARE

GEOCONCEPTS will strive to perform services under this Agreement in accordance with generally accepted principles of engineering practices and in a manner consistent with that level of care and skill ordinarily exercised by members of their profession, practicing under similar circumstances in the same or similar locality, in the same period of time. This warranty is in lieu of all other warranties, either express or implied.

### 2. OWNERSHIP OF DOCUMENTS

The documents prepared by GEOCONCEPTS for this Project are Instruments of Service for use solely with respect to this Project and GEOCONCEPTS is deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. Client will be permitted to retain copies, including reproducible copies, of the documents solely for Client's information, reference and use in connection with the Project as long as Client is not in default under this Agreement. Any termination of this Agreement prior to completion of the Project shall terminate this license. Use and reproduction of any Instrument of Service without the express written consent of GEOCONCEPTS is unauthorized and such use is at the sole risk of the user, and Client agrees to indemnify, defend, and hold GEOCONCEPTS harmless from all claims, damages and expenses, including attorney's fees, arising out of such unauthorized use. Client agrees that all reports and other work furnished to Client or its agents, which are not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. The technical and pricing information contained in any document submitted by GEOCONCEPTS to Client is confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of GEOCONCEPTS.

### 3. COST ESTIMATES

Any estimate of cost in the Agreement shall not be considered as a fixed price, but only an estimate unless otherwise specifically stated in the Agreement. Client acknowledges that estimates of construction and development costs provided by GEOCONCEPTS are subject to influences outside of GEOCONCEPTS' control. The Client further acknowledges that actual construction or development costs may vary substantially from estimates provided by GEOCONCEPTS. GEOCONCEPTS does not warrant or guarantee the accuracy of cost estimates provided during the course of their work.

If the client requires the incorporation of changes in the construction documents to accommodate value engineering, the client agrees, to the fullest extent permitted by law, to waive all claims against consultant and to indemnify and hold harmless the consultant from any damages, liabilities or costs, including reasonable attorneys' fees and cost of defense, which arise in connection with or as a result of the incorporation of such design changes required by the client. In addition, the consultant shall be compensated for services necessary to incorporate recommended value engineering changes into reports, drawings, specifications, bidding or other documents.

### 4. PAYMENTS

Invoices will be submitted by GEOCONCEPTS on a monthly basis as work proceeds. Invoices will be due and payable in full upon receipt of an invoice by Client without retainage, and will not be contingent upon receipt of funds from third parties. In the event that Client objects to all or any portion of any invoice, Client shall notify GEOCONCEPTS of the reasons for the objection within fifteen (15) days from date of the invoice, and pay that portion of the invoice not in dispute. If fees are not paid in full within thirty (30) days of the invoice date, GEOCONCEPTS reserves the right to suspend or terminate services and the right to pursue all appropriate remedies, including withdrawing certifications, stopping work on three (3) days prior written notice, and retaining all documents without recourse. In the event of such suspension or termination of services, GEOCONCEPTS shall have no

liability to Client for delay or damages caused by such suspension or termination. If at any time, an invoice remains unpaid for a period in excess of thirty (30) days, a service charge of one and one-half percent (1.5%) per month from the invoice date will be charged. In the event GEOCONCEPTS employs the services of any attorney or agency to collect any sums due hereunder or to enforce any terms contained herein Client agrees to pay litigation costs, reasonable attorney's fees and court costs (prior to and through any trial and/or subsequent proceeding) incurred by GEOCONCEPTS. Invoices will be submitted electronically to your designated representative with no hard copies provided.

### 5. CLIENT RESPONSIBILITIES

Client shall notify GEOCONCEPTS of known or suspected underground utilities and underground structures in the area of the work. GEOCONCEPTS is not responsible for damage to below grade utilities, structures or other features not brought to its attention, or incorrectly marked in the field by others or incorrectly shown on plans provided.

Client, for its own benefit, may, from time to time, on its own or retain others to perform certain tests, inspections and analyses or other information and materials for use by GEOCONCEPTS. GEOCONCEPTS may and is expected to rely on such tests, inspections, analyses, opinions, data, reports, materials and other information without the need for independent evaluation and/or verification. Moreover, Client agrees to indemnify, defend, and hold GEOCONCEPTS harmless from any and all losses, damages and claims of any nature which may in any way arise out of or in connection with the use by GEOCONCEPTS of the tests, inspections, analyses, opinions, data, reports, materials, and other information issued and/or prepared by Client or others and furnished to GEOCONCEPTS in connection with this project.

In the event Client or Client's personnel, contractors, or subcontractors become aware of a suspected error or omission by GEOCONCEPTS, or a change in the conditions reported by GEOCONCEPTS is suspected, GEOCONCEPTS shall receive prompt written notice of such suspected error, omission, or change in order that GEOCONCEPTS may have the opportunity to take prompt, effective measures which in GEOCONCEPTS' opinion will minimize the consequences of a defect in service. Failure to provide prompt notice or to provide GEOCONCEPTS the opportunity to remedy the situation shall relieve GEOCONCEPTS of any further liability.

### 6. CHANGED CONDITIONS

GEOCONCEPTS has established the Scope of Services based on known conditions and risks. If in GEOCONCEPTS' sole opinion these conditions change in light of occurrences or discoveries that were not originally contemplated by or known to GEOCONCEPTS at the time of Agreement, GEOCONCEPTS may request that the terms of the Agreement be renegotiated. GEOCONCEPTS shall identify the changed conditions and Client shall promptly and in good faith enter into renegotiations of this Agreement to help permit GEOCONCEPTS to continue to meet Client's needs. If renegotiated terms cannot be agreed to, Client agrees that GEOCONCEPTS has an absolute right to terminate this Agreement.

### 7. HAZARDOUS SUBSTANCES

Client shall notify GEOCONCEPTS of any information regarding known or suspected contaminated or hazardous materials related to their subsurface investigations or studies. The client recognizes that GEOCONCEPTS, by virtue of completing a subsurface investigation at the site, is not responsible for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. Client agrees to advise GEOCONCEPTS prior to beginning work of any hazardous substances on or near the site. In the event that test samples obtained during GEOCONCEPTS' work contain substances hazardous to health, safety or the environment, these

samples remain the property of Client. Likewise, any equipment contaminated during GEOCONCEPTS' services which cannot be reasonably decontaminated shall become the property and responsibility of Client. Such samples and/or equipment will be delivered to Client. Client agrees to pay transportation costs for samples and equipment and the fair market value of contaminated equipment.

#### **8. OBSERVATIONS SERVICES**

If set out in the Scope of Services, GEOCONCEPTS will provide personnel to observe and report on specific aspects or phases of construction in accordance with the agreed Scope of Services. Should Client not retain GEOCONCEPTS to monitor construction, or should Client unduly restrict GEOCONCEPTS' assignment to monitor construction, Client waives any claim against GEOCONCEPTS, and agrees to indemnify, defend, and hold GEOCONCEPTS harmless from any claim, liability, or loss arising from problems during construction that allegedly result from findings, conclusions, recommendations, plans, or specifications developed by GEOCONCEPTS.

GEOCONCEPTS' services do not include supervision or direction of the actual work of the contractor, its employees, agents or subcontractors or job site safety. Client agrees to notify the contractor accordingly. The contractor shall also be informed by Client that neither the presence of GEOCONCEPTS' field representative nor the observation and testing by GEOCONCEPTS shall excuse the contractor from defects in its work nor from potentially unsafe working conditions under no circumstances shall GEOCONCEPTS have any responsibility for safety at the project, other than for its own personnel. Safety at the project is the sole and exclusive responsibility of Client and its contractor(s).

#### **9. RIGHT OF ENTRY**

Client will provide rights of entry and access for GEOCONCEPTS and necessary permissions in order for GEOCONCEPTS to perform its services. While GEOCONCEPTS will take reasonable precautions to minimize damage to the property, it is understood that in the normal course of work, some damage may occur to surface features, the correction of which is not part of GEOCONCEPTS' Scope of Services.

#### **10. DISCLOSURE**

If during the course of this engagement, GEOCONCEPTS develops data or information that requires disclosure to an administrative agency or other authority with proper jurisdiction, Client agrees to such disclosure and agrees to defend, indemnify, and hold GEOCONCEPTS harmless from any claim or liability arising from such disclosure.

#### **11. FAILURE TO FOLLOW RECOMMENDATIONS**

Client recognizes and assumes the inherent risks connected with subsurface and earthwork construction, and agrees that it would be unfair to hold GEOCONCEPTS liable for problems that may occur if GEOCONCEPTS' recommendations are not followed. Accordingly, Client waives any claims against GEOCONCEPTS, and agrees to defend, indemnify, and hold GEOCONCEPTS harmless from any claim or liability for injury or loss that results from Client's failure to strictly implement GEOCONCEPTS' recommendations. Client also agrees to compensate GEOCONCEPTS for any time spent and expenses incurred by GEOCONCEPTS, including attorney's fees, in defense of any such claim, with such compensation to be based upon GEOCONCEPTS' then prevailing fee schedule and expense reimbursement policy.

#### **12. REJECTION OF WORK**

GEOCONCEPTS may recommend to Client rejection of contractor's work which, in GEOCONCEPTS' professional opinion, does not conform to design, specifications, or GEOCONCEPTS' recommendations. Client agrees to indemnify, defend and hold GEOCONCEPTS harmless from any and all losses, damages and claims of any nature, which may in any way arise out of GEOCONCEPTS' rendering of good faith advice to Client on this topic.

#### **13. DELAYS**

In the event that GEOCONCEPTS' field or technical work is interrupted

due to causes beyond GEOCONCEPTS' control, GEOCONCEPTS shall be compensated for the labor, equipment, and other costs GEOCONCEPTS incurs in order to maintain its workforce for Client's benefit during the interruption, or at Client's option, the various costs GEOCONCEPTS incurs for demobilization and subsequent remobilization. Compensation to GEOCONCEPTS shall be based upon GEOCONCEPTS' then prevailing fee schedule and expense reimbursement policy.

Client shall not hold GEOCONCEPTS responsible for damages or delays in performance caused by acts of God or other circumstances beyond the control of GEOCONCEPTS, and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, acts of God and other circumstances include, but are not necessarily limited to, unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations, unanticipated site conditions, or inability, despite reasonable diligence, to supply personnel, equipment, or material to the project. Should such acts occur, Client and GEOCONCEPTS shall utilize their best efforts to overcome the resulting difficulties and resume conduct of services called for in the Agreement as soon as reasonably possible. Delays within the scope of this provision that cumulatively exceed forty-five (45) calendar days shall entitle GEOCONCEPTS, at its option, to either renegotiate this Agreement based on GEOCONCEPTS' then prevailing fee schedule and expense reimbursement policy or to terminate the contract.

In the event services are interrupted, suspended or terminated for any of the causes listed above, GEOCONCEPTS shall have no liability to Client for such delay or damages caused by such interruption, suspension or termination of services by GEOCONCEPTS.

#### **14. DISPUTE RESOLUTION**

In addition to and as a condition precedent to litigation, the parties shall endeavor to settle disputes by non-binding mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association then in effect unless the parties mutually agree otherwise. In no event shall the demand for mediation be made after the date when such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Any mediation shall be conducted in Loudoun County, Virginia.

If mediation fails to resolve the claims or disputes, then all claims, disputes or other matters in question arising out of this Agreement shall be determined by the Circuit Court for Loudoun County, Virginia or the U.S. District Court for the Eastern District of Virginia (Alexandria, Virginia). Both parties consent to personal jurisdiction and venue in the courts referenced above.

Client and GEOCONCEPTS specifically waive their right to a jury trial to resolve any and all claims, including but not limited to those sounding in contract, tort or statute, against the other arising out of or connected in any way to the project or this Agreement because the parties hereto believe that the complex commercial and professional aspects of their dealings with one another make a jury determination neither desirable nor appropriate. Any and all claims and/or causes of action between the parties arising out of or relating to this Agreement shall be brought by either party within two (2) years of substantial completion of the Project or termination of this Agreement whichever is sooner.

#### **15. CERTIFICATE OF MERIT**

Client shall make no claim, either directly or in a third party claim, against GEOCONCEPTS unless Client has first provided GEOCONCEPTS with a written certification executed by an independent professional currently practicing in the discipline of the alleged defect or error and licensed in the state where the Project is located. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care in this Agreement; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation.

**16. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. Should any provision of this Agreement be or become legally invalid, the validity of the remainder of this Agreement shall not be affected.

**17. LIMITATION OF LIABILITY**

GEOCONCEPTS' liability for damages arising out of any theory of liability including torts such as negligence, strict or statutory liability, and breach of contract, shall be limited to an amount not to exceed the lesser of GEOCONCEPTS' fee or \$50,000.00. If Client prefers not to limit GEOCONCEPTS' professional liability to this sum, GEOCONCEPTS will waive this limitation upon Client's request, provided that Client agrees to pay an additional consideration for this waiver. Client further agrees to require the contractor and his subcontractors to agree to an identical limitation of GEOCONCEPTS' liability for damages suffered by the contractor or the subcontractors. To the extent damages are covered by property insurance, Client and GEOCONCEPTS waive all rights against each other.

GEOCONCEPTS will not be liable for consequential damages, including, without limitation, loss of use or loss of profits, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act by others. No director, officer, employee or agent of GEOCONCEPTS shall have any individual liability to Client. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any other person.

GEOCONCEPTS represents that its employees are protected by worker's compensation insurance, and that GEOCONCEPTS has insurance coverage for public and professional liability and property damage to protect itself from claims arising from the work it performs. Certificates of insurance can be provided to the client if requested.

**18. ASSIGNMENT**

Neither Client nor GEOCONCEPTS shall assign or transfer its interest or claim arising under or related to this Agreement, including interest in and claims for any moneys due or to become due, without the written consent of the other party. Any such assignment or transfer shall be deemed void and invalid, the assignee shall acquire no rights as a result of any such assignment and the non-assigning party shall not recognize any such assignment.

**19. TERMINATION**

This Agreement may be terminated by either party by seven (7) days written notice in the event of substantial failure to perform in accordance with the terms of the Agreement by the other party through no fault of the terminating party. If this Agreement is terminated, it is agreed that GEOCONCEPTS shall be paid for its total charges for services performed to the termination date, plus reimbursable charges and termination expenses. Termination expenses are defined as fifteen percent (15%) of GEOCONCEPTS' total charges for services accumulated to the date of termination to account for GEOCONCEPTS' costs of rescheduling adjustments, reassignment of personnel, and related costs incurred due to termination.

**20. BIOLOGICAL POLLUTANTS**

Consultant's scope of work does not include the investigation or detection of the presence of any Biological Pollutants in or around any structure. Client agrees that Consultant will have no liability for any claim regarding bodily injury or property damage alleged arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure. In addition, Client will defend, indemnify, and hold harmless Consultant from any third party claim for damages alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure, except for damages arising from or caused by Consultant's sole negligence. The term "Biological Pollutants" includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms.

**PROPOSAL**  
**KABLE EXCAVATING, LLC**  
**83 PROSPERITY LANE**  
**RANSON WV 25438**  
**WV032512**  
**VA2705 121818A**  
**OFFICE: 304-724-5477**  
**FAX: 304-724-5480**

September 15, 2016

**TO:** Robert K. Denton Jr., CPG, LPSS  
Senior Geologist  
GeoConcepts Engineering, Inc.  
19955 Highland Vista Drive, Suite 170  
Ashburn, Virginia 20147  
on behalf of the Jefferson County Commission

*VIA EMAIL*

**JOB NAME/LOCATION:** Burr Industrial Park

**SCOPE OF WORK:**

- Expose Sinkhole \$ 900.00  
(Remediation not included)

We thank you for the opportunity of allowing us to present our proposal and hope to have the pleasure of serving you.  
Please call with any questions you may have regarding the above proposal.

**AUTHORIZED SIGNATURE**

  
\_\_\_\_\_  
Mark H. Kable, President  
KABLE EXCAVATING, LLC

09/15/2016  
\_\_\_\_\_  
DATE

Acceptance of Proposal:

**AUTHORIZED SIGNATURE(s):** \_\_\_\_\_

\_\_\_\_\_  
Signature DATE  
  
Peter Onoszko, President  
Jefferson County Commission  
\_\_\_\_\_  
Printed Name & Title

**TERMS & CONDITIONS**

**DEFAULT: KABLE EXCAVATING LLC REMEDIES.** In the event that Owner or General Contractor shall not pay any draw, payment, fee or expense required to be paid to Kable Excavating LLC hereunder, then Kable Excavating LLC shall be entitled to recover from Owner or General Contractor interest at the rate of one and one-half percent (1.5%) per month on the outstanding amount due Kable Excavating LLC for each unpaid draw, payment, fee or expense from the due date of such unpaid draw, payment, fee or expense to the date of actual receipt of such draw, payment, fee or expense by Kable Excavating LLC. In the event that Kable Excavating LLC must retain counsel to enforce any provision of this Contract against Owner or General Contractor, whether suit is filed or demand for arbitration is made, or not, Kable Excavating LLC shall recover from Owner or General Contractor all of Kable Excavating LLC's attorneys fees and costs. Nothing contained herein shall be construed to mean that Kable Excavating LLC is financing any portion of the financing of the Work, and this Contract shall not be construed to be a consumer loan or consumer credit sale for any purpose as Kable Excavating LLC is not a lender or in the business of financing the Work. This Contract contemplates payment for the Work pursuant to the draw schedule or otherwise as provided herein, and interest accruing to Kable Excavating LLC under this provision is added only in the event of untimely payment by Owner or General Contractor, not as a benefit of the bargain to Kable Excavating LLC.

**DEMAND FOR ARBITRATION.** Each, every, and all controversies between Kable Excavating LLC and Owner or General Contractor, no matter who raises the same, shall be resolved by a demand for arbitration to the American Arbitration Association, according to its then prevailing Construction Rules. If the claim or counter-claim is for an amount in excess of \$50,000.00, then there shall be three (3) arbitrators selected; otherwise, only one (1) arbitrator shall be selected. Any award rendered by the arbitrator(s) shall be enforceable against the non-prevailing party in any court of competent jurisdiction. Nothing contained herein shall limit or restrict Kable Excavating LLC's ability to file a notice of mechanics lien or to file suit to enforce it pending an arbitration award. Each party expressly waives the right to a jury trial.

Owner's(s)/General Contractor's Initial: \_\_\_\_\_



November 18, 2016

Jefferson County Commission  
Attn: Roger Goodwin, P.E.  
117 E. Washington St.  
PO Box 716  
Charles Town, WV 25414  
Phone (V): 304-728-3257  
Email: [jvKent@jeffersoncountywv.org](mailto:jvKent@jeffersoncountywv.org)

Allegheny Surveys, Inc. hereby proposes to perform the following tasks for you.  
The scope of work is as follows:

**Task 1:** Preparation of a topographic map of an area located in both the Bardane and Burr Industrial Parks. This area is outlined in red on an aerial photograph attached hereto. This topographic map will be based on Lidar imaging done in 2012 and on field run topography in the vicinity of the sinkhole/cavern which is to be remedied by others.

**Task 2:** Identification and delineation of the drainage areas within the area outlined as described.

**Task 3:** Deliverables will be in the form of two sketches. One showing the immediate vicinity of the sinkhole. One showing the entire area outline in red with delineated drainage areas.

Our Fee for this (these) services: Lump Sum \$7,700.00

All fees will be billed monthly based on the services performed during the month. This contract is subject to the general terms and conditions attached hereto. Hourly services are based on the hourly rates attached hereto.

Sincerely,

Karen K. Brill, PS  
Allegheny Surveys, Inc.  
25 Lights Addition Drive  
Martinsburg, WV 25404

Signature lines are on the following page.

**BIRCH RIVER OFFICE**  
237 Birch River Road  
Birch River, WV 26610  
phone: 304-649-8606  
fax: 304-649-8608

**BRIDGEPORT OFFICE**  
172 Thompson Drive  
Bridgeport, WV 26330  
phone: 304-848-5035  
fax: 304-848-5037

**ALUM CREEK OFFICE**  
P.O. Box 108 • 1413 Childress Rd  
Alum Creek, WV 25003  
phone: 304-756-2949  
fax: 304-756-2948

**MARTINSBURG OFFICE**  
25 Lights Addition Drive  
Martinsburg, WV 25404  
phone: 304-901-2162  
fax: 304-901-2162



**ALLEGHENY SURVEYS, INC.**  
**GENERAL TERMS AND CONDITIONS**

1. **EXPIRATION OF PROPOSAL:** It is understood that this proposal is valid for a period of sixty (60) days from the date of the proposal. Upon the expiration of this period of time, Allegheny Surveys, Inc. (hereinafter, "Allegheny") reserves the right to review the proposed basis of payment and fees, to allow for changing costs, as well as to adjust the time of performance to conform to work loads.
2. **AUTHORIZATION TO PROCEED:** Upon receipt of the Client's authorization to proceed with the work, either in writing or verbal, Allegheny's proposal to the Client becomes a binding Agreement between the parties to include these General Terms and Conditions. This Agreement is not subject to the provision of any Uniform Commercial Code, nor to accept those terms and conditions offered by the Client in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or as expressly accepted in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of any such purchase order, requisition, or notice of authorization to proceed does not constitute acceptance of any terms or conditions contrary to those set forth herein.
3. **SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in the proposal or other cover document of which these Terms and Conditions are made a part. Separate "Agreement Amendments" signed by authorized representatives of the Client and Allegheny may, from time to time, describe and incorporate into this Agreement additional or different Services to be performed under this Agreement. The terms and conditions of this Agreement shall apply to the Agreement Amendments, except to the extent expressly modified therein. Allegheny's services with regard to the specific properties covered by this Agreement and subsequent Agreement Amendments, if any, shall hereinafter be referred to as the "Project" or "Projects".
4. **STANDARD OF CARE:** In providing services under this Agreement, Allegheny will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Allegheny makes no warranty of any kind, either express or implied.
5. **INVOICING AND PAYMENT:**
  - A. Invoices shall be submitted on a monthly basis, terms net upon receipt and shall be considered past due if payment is not received within thirty (30) calendar days of the date of the invoice. Past due balances shall be subject to interest at the rate of 1-1/2% per month (or the maximum rate allowable by law, whichever is more) assessed from the date of the invoice. Payments on delinquent accounts shall first be applied to accrued interest and then to the unpaid principal.
  - B. If the Client objects to all or any portion of any invoice, the Client shall notify Allegheny of the objection within fifteen (15) days from the date of Client's receipt of the invoice, give reasons for the objection, and timely pay that portion of the invoice not in dispute. Failure to so object shall be deemed acceptance of said services.
  - C. If the Client fails to make payments when due and Allegheny incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to Allegheny. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, and reasonable Allegheny staff costs at standard billing rates for Allegheny's time spent in efforts to collect. This obligation of the Client to pay Allegheny's collection costs shall survive the term of this Agreement or any earlier termination by either party.
  - D. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend or terminate performance of services upon notification of Client. Upon payment in full by the Client and at the Client's direction, Allegheny will resume services under this Agreement; however, depending upon the duration of the suspension of service, additional time and cost to complete the work may be required, and these shall be agreed to before resumption of services. Allegheny is not liable for any damages arising from such suspension/termination.
  - E. Expenses properly chargeable to the work which are reimbursable at cost shall include but are not limited to: travel and living expenses of personnel when away from the home and office on business connected with the project; identifiable communications, shipping, reproduction costs; and expendable materials and supplies used for the project.
6. **COSTS AND SCHEDULE CHANGES:** Costs and schedule commitments shall be subject to renegotiation for delays caused by the Client's failure to provide specified facilities or information, for delays caused by occurrences outside Allegheny's control or force majeure, such as fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdown, acts of God or of the public enemy, or acts of regulations of any governmental agency. Temporary work stoppage caused by any of the above may result in additional cost (reflecting a change in scope) beyond that outlined in this proposal. It is further understood that the response of third parties such as government agencies or equipment or material suppliers is germane to the completion of all projects requiring their review and approval or their providing of data, comments, material or equipment. Allegheny does not assume responsibility for project delays due to the untimely or unreasonable response of third parties. Any such changes to this Agreement will be covered by a duly executed Agreement Amendment as described in Paragraph 3, Scope of Services.

**7. TERMINATION OF AGREEMENT:** The Client may terminate this Agreement for Client's convenience and without cause upon giving Allegheny not less than seven (7) calendar days' written notice. Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

A. Substantial failure by the other party to perform in accordance with the terms and conditions of this Agreement and through no fault of the terminating party.

B. Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party.

C. Suspension of the Project or Allegheny's services by the Client for more than sixty (60) calendar days, consecutive or in the aggregate.

D. Material changes in the conditions under which this Agreement was entered into, the Scope of Services of the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of termination of this Agreement by either party, the Client shall, within thirty (30) calendar days of termination, pay Allegheny for all services rendered and all reimbursable costs incurred by Allegheny up to the date of termination, in accordance with the payment provisions of this Agreement. In the event of any termination that is not the fault of Allegheny, the Client shall pay Allegheny, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by Allegheny in connection with the orderly termination of this Agreement, including, but not limited to, demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

**8. INSURANCE:** Unless the Client requires otherwise, Allegheny will maintain insurance coverage in the following amounts:

General Liability - \$1,000,000 per occurrence; \$1,000,000 in the aggregate

Professional Liability - \$1,000,000 per claim; \$1,000,000 in the aggregate

Premiums for insurance in addition to the above stated normal coverage, shall be paid by the Client.

**9. PROJECT DOCUMENTS:** The Client agrees that all documents prepared for this Project are instruments of Allegheny's professional service and are exclusively for the use of this Project; they shall not be modified by others, used for other projects or used by others for additions to this Project without the expressed written consent of Allegheny. Further, all documents prepared by Allegheny on this Project are intended for the exclusive use of the Client. Should the Client intend to distribute the Project Documents to parties other than implied by the nature of the Project or to use the documents for advertising or other purposes, the Client agrees to obtain prior written approval from Allegheny. Notwithstanding any other provision of this Agreement, all reports, plans, specifications, electronic filing, field data, notes and other documents and instruments prepared by Allegheny in the performance of the Project shall remain the property of Allegheny, and Allegheny shall retain all common law, statutory and other reserved rights, including copyright(s) thereto. As provided for in the Agreement, the Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the review, construction, occupancy or other intended use of the Project, provided it has met all of its obligations under this agreement.

**10. ELECTRONIC FILES:** Because of the possibility that information and data delivered in electronic file format may be altered, whether inadvertently or otherwise, Allegheny reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of Allegheny in their preparation. Allegheny also reserves the right to retain hard copy originals of all project documentation delivered to the Client in electronic file format, which originals shall be referred to and shall govern in the event of any inconsistency between the two. Further, it is understood that the automated conversion of information and data from the system and format used by Allegheny to an alternate system or format may not be able to be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event project documentation provided to the Client in electronic format is so converted by the Client, the Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify Allegheny from and against all claims, liabilities, losses, damages, and costs, including, but not limited to, attorney's fees, arising therefrom or in connection therewith.

**11. CONFIDENTIALITY:** Allegheny agrees to keep confidential and not to disclose to any person or entity any data or information not previously known to and generated by Allegheny or furnished to Allegheny and marked CONFIDENTIAL by the Client, except to Allegheny's employees, subconsultants and the general contractor and subcontractors on a need to know basis in the performance of services for the Project. These provisions shall not apply to information in whatever form that is in the public domain, nor shall it restrict Allegheny from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other legitimate authority, or if in the opinion of Allegheny's legal counsel disclosure is reasonably necessary for Allegheny to defend itself from any legal action or claim.

**12. SUBCONSULTANTS:** To carry out the Scope of Services of this Agreement, Allegheny may engage the services of any subconsultants when, in Allegheny's sole opinion, it is appropriate to do so. Such subconsultants may include, but not necessarily be limited to: civil, electrical, mechanical, structural, or geotechnical engineers; testing laboratories; aerial photogrammetrists; and land surveyors.

13. **CONTRACTS/SUBCONTRACTS:** By doing business with Allegheny, the Client agrees with Executive Order 11246 which prohibits discrimination because of Race, Color, Religion, Sex or National Origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.
14. **CLIENT'S DUTY TO NOTIFY OF HAZARDS:** Client agrees to advise Allegheny promptly of any known hazardous substances or any known suspected condition existing in, on or near the site presenting a potential danger to human health or the environment. If Client fails to advise Allegheny, Client assumes full responsibility and liability and shall hold Allegheny harmless from any or all claims, demands, suits and liabilities for personal injury, disease, and/or death, medical expenses, including but not limited to, continued health monitoring, property damage, economic loss, including consequential damages.
15. **SITE SAFETY:** Allegheny's site responsibilities are limited solely to the activities of Allegheny and Allegheny's employees on site. These responsibilities shall not be inferred to any party to mean that Allegheny has responsibility for site safety. Safety in, on, or about the site is the sole and exclusive responsibility of the Client. Client also shall, to the fullest extent permitted by law, waive any claim against Allegheny, and indemnify, defend and hold Allegheny harmless from any claim or liability for injury or loss arising from Allegheny's alleged failure to exercise site safety responsibility. Client shall also compensate Allegheny for any time spent or expenses incurred by Allegheny in defense of any such claim. Such compensation shall be based upon Allegheny's prevailing fee schedule and expense reimbursement policy.
16. **LIABILITY:** To the fullest extent permitted by law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate, of Allegheny's and Allegheny's officers, directors, partners, employees and subconsultants, and any of them, to the Client and anyone claiming by or through the Client, for any and all claims, losses, costs or damages, including attorney's fees and costs and expert-witness fees and costs of any nature whatsoever, or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by Allegheny under this Agreement, or the total amount of Fifty Thousand Dollars (\$50,000), whichever is greater.
17. **AUTHORIZED REPRESENTATIVES AND NOTICES:** The Client's and Allegheny's authorized representatives are as designated in the Agreement, or if not so designated, are the addressee and signatory, respectively, of the proposal or transmittal letter. The authorized representatives are authorized to receive notices, transmit information and make decisions regarding the Project on behalf of their respective parties. Others may be subsequently designated by written notice.
18. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Allegheny.
19. **SEVERABILITY:** Any item or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.
20. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
21. **NON-WAIVER:** The failure by Allegheny to enforce any provision of this Agreement for any reason, shall not be deemed a waiver of such provision or of Allegheny's right to enforce each and every provision of this Agreement.
22. **TITLES:** The paragraph titles used in this Agreement are for general reference only and are not part of the Agreement.
23. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the State of West Virginia.
24. **DISPUTE RESOLUTION:** If a dispute arises out of or relates to this Agreement, or the breach thereof, and if the dispute cannot be settled through negotiation, it shall be subject to mediation/arbitration as a condition precedent to legal or other proceedings by either party; however, if the dispute is covered by or subject to a lien arising from the dispute, Allegheny may proceed to comply with the lien notice or filing deadlines in accordance with applicable law prior to the resolution of the dispute by mediation/arbitration. Either party may initiate mediation proceedings by written notice to the other party, and the notice date shall be the date the notice is postmarked, emailed or faxed. In no event shall the request for mediation be made after the date when institution of legal or equitable proceedings based on the dispute would be barred by the application statute of limitations. Unless mutually agreed, otherwise within thirty (30) days after the date of notice for mediation, mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association ("AAA") currently in effect. The parties shall share the mediator's fees and any applicable filing fees equally.



## RATE SCHEDULE

Surveying and Mapping Services

Effective Date: July 1, 2014

Junior Surveyor <sup>1</sup>	\$ 70.00	
Senior Surveyor <sup>2</sup>	\$ 100.00	
Professional Surveyor <sup>3</sup>	\$ 125.00	
Professional Engineer	\$ 145.00	
Project Designer	\$ 85.00	
3D Laser Scanner Daily Use Fee <sup>4</sup>	\$1500.00	
Expert Witness Testimony	\$ 170.00	
GPS Surveyor – Mapping Grade	\$ 85.00	
GPS Surveyor – Survey Grade	\$ 85.00	
GPS Surveyor – RTK GPS	\$ 120.00	
Robotic Surveyor	\$ 100.00	
UTV Daily Use Fee	\$ 55.00	
<u>Crews:</u>	<u>2-Man</u>	<u>3-Man</u>
Conventional	\$105.00	\$140.00
Construction & Underground	\$110.00	\$145.00
Robotic	\$135.00	
RTK GPS	\$155.00	

*Note:* Mileage will be charged at the federally mandated rate (see IRS.gov). Courthouse document copies, corner monuments (1"x30" rebar x/2 1/2" aluminum cap) and boundary paint (rust oleum oil-based, per gallon) will be charged at cost when used in the performance of boundary surveys.

<sup>1</sup>*Jr. Surveyor:* A junior level technician performing data processing activity, plotting, mapping, research, water sampling, and other duties not requiring advanced knowledge or specialized education.

<sup>2</sup>*Sr. Surveyor:* An educated and trained surveyor, licensed or unlicensed, performing high-level calculations, analysis, data management, or project management.

<sup>3</sup>*Professional Surveyor:* An educated and highly experienced licensed professional performing senior level analysis, project review and oversight, investigations, decision-making and client interaction.

<sup>4</sup>The company's Leica ScanStation 3-D laser scanner will require a crew or a Senior Surveyor or Professional Surveyor to operate. The daily use fee for the scanner is in addition to these regular personnel charges.

**BIRCH RIVER OFFICE**  
237 Birch River Road  
Birch River, WV 26610  
phone: 304-649-8606  
fax: 304-649-8608

**BRIDGEPORT OFFICE**  
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Bridgeport, WV 26330  
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**ALUM CREEK OFFICE**  
EQ Box 108 • 1413 Childress Rd  
Alum Creek, WV 25003  
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fax: 304-756-2948

**MARTINSBURG OFFICE**  
25 Light Addition Drive  
Martinsburg, WV 25404  
phone: 304-901-2162  
fax: 304-901-2182

ALLEGHENYSURVEYS.COM

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Offices of**

**Engineering / Building Permits & Inspections / Floodplain Management**

116 East Washington Street, Suite 100  
P.O. Box 716  
Charles Town, West Virginia 25414

Roger Goodwin, P.E., CFM  
Engineering Department  
Director & Chief County Engineer

Phone: (304) 728-3258  
Fax: (304) 728-3953  
rgoodwin@jeffersoncountywv.org

January 23, 2017

West Virginia Department of Environmental Protection  
Environmental Enforcement  
22288 Northwestern Pike  
Romney, WV 26757

Attn: Mr. Michael Kanehl

Re: Abandoned Sewer Plant & Sinkhole  
Bardane Industrial Park – Jefferson County

*Michelle,  
FYI, For  
Budget & Funding  
Purposes.  
Roger Goodwin  
01/25/2017*

Dear Mr. Kanehl,

This letter is in response to your January 11, 2017, information request related to a sinkhole and an abandoned waste water treatment plant on property owned by the Jefferson County Commission in the Bardane Industrial Park. The information is as follows:

1. With regard to the sinkhole that opened up in a natural drainage swale that runs through a wooded parcel owned by the Jefferson County Commission, the Jefferson County Engineering Department and the Jefferson County Development Authority are in the process of working toward remediating the sinkhole.

We are currently in the process of seeking proposals from several geotechnical firms to determine the best approach to conducting a geophysical and topographic survey and arriving at possible solutions to remediate the sinkhole. One of the solutions we want to look at is whether or not the drainage can be routed around the sinkhole.

We plan to have performed the survey and be able to recommend a solution for consideration of funding by the County Commission, by June 1, 2017.

2. With regard to the 24,000 gallon per day package waste water treatment plant (NPDES permit # WV0080268, issued Feb. 8, 1988). This WWTP is no longer in operation, the NPDES permit is expired, and the WWTP appears to have been abandoned for years (around the mid 1990's?).

The installation and subsequent abandonment of this plant occurred prior to the employment of the current engineering department staff. Also, Susanne Lawton, General Manager, JCPSD, informed us she also has no records of when this WWTP was taken off-line and the plant abandoned. Therefore, our office contacted Brain Bailey of the WVDEP's Division of Water & Waste Management, to inquire about any documentation on when and how the plant was abandoned and was told that there is very little information on this plant. However, he informed us that the plant was operated by the Jefferson County Public Service District (JCPSD).

Based on my site visit on January 19, 2017, it appears that the plant is not abandoned in accordance with West Virginia Division of Health Legislative Rule, Title 64, Series 9, "Sewer Systems, Sewage Treatment Systems, And Sewage Tank Cleaners", Section 3.6. Therefore, we have been in contact with state health department officials at the local district office and in Charleston regarding abandonment of this WWTP.

I will present this information to the County Commission and propose that they seek proposals for proper abandonment of the WWTP in accordance with the Legislative Rule, Title 64, Series 9; with anticipation of the work being completed by July 1, 2017.

Please let me know if you need any further information.

Sincerely,



Roger Goodwin, PE, CFM  
Director & Chief County Engineer

C: Don Criss, Geologist  
WVDEP  
Division of Water & Waste Management  
Box 170, Route 2  
Elizabeth, WV 26143

Stephanie Grove, County Administrator  
John Reisenweber, Director, JCDA  
Susanne Lawton, General Manager, JCPSD  
Joe Kent, Land Development Inspector

3/30/17 Meeting minutes  
JCESA Veh. Funding

recommended the extension deadline be moved from July 1, 2017 to July 1, 2020. Public comment was made by the following:

Mike Wiley, employee for Wormald, developer and owner of the community at Beallair – spoke in support of the extension due to the slight upturn in the housing economy and asked the Commission to consider adopting the extension.

Dead  
Body  
issue

There being no further comment, President Onoszko stated the Commission would hold the record open for one week to receive written public comment, and the item would be added to the April 6, 2017 regularly scheduled County Commission agenda for action.

### COUNTY ADMINISTRATOR REPORTS

- o Approval of revised Meeting Session Policy and accompanying Resolution and Approval of the revised Agenda Policy – it was the consensus of the Commission to postpone action on these items until the April 6, 2017 regularly scheduled County Commission meeting.

### NEW BUSINESS

2. Legislative Issues – the Commissioners discussed various House and Senate Bills which would potentially impact the county if passed.

3. Solutions to the unclaimed dead body issue

\$20,000 per discussions

- Motion by Mr. Onoszko to approve the purchase of a vehicle for the purpose of transporting unclaimed decedents contingent upon review of liability and insurance issues, to be funded from the Contingency fund. Motion seconded and unanimously approved.
- Motion by Mr. Onoszko to provide Blue Ridge Mountain Volunteer Fire Company with \$17,000 in operational costs and reimburse the Company \$75 per non-Medical Examiner decedent, to be funded from the Coal Severance fund. Motion seconded and unanimously approved.

4. Discuss City of Charles Town plan regarding Annexation of Properties in the Charles Town Urban Growth Boundary by Boundary Adjustment.

- o Nathan Cochran, Assistant Prosecuting Attorney, provided his interpretation of the West Virginia State Code in regard to whether the County Commission has any say in the matter of the annexation. President Onoszko informed the audience that the City of

**AGENDA REQUEST FORM**

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



Name: Jane Tabb

Department or Organization: County Commission

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

Date Requested – 1<sup>st</sup> Choice: March 30, 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):  
**Unclaimed dead bodies**

Please provide the County Commission with a description of your request or presentation, including any background information: **Unclaimed dead bodies have become an issue in recent years. Proposed solutions will be presented for discussion, which may involve funding.**

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: **Documents will be forwarded as soon as available; ESA staff are researching solutions and costs.**

Is a projector needed? Yes      No

Contact information:

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

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



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue

Ranson, WV 25438

E-mail - [jcesa@jcesa.org](mailto:jcesa@jcesa.org)

Telephone - 304-728-3287

Fax - 304-728-8221

To: The Jefferson County Commissioners  
From: Director Denise S. Pouget *DSP*  
Subject: Transport of DOA's in Jefferson County West Virginia  
Date: March 27, 2017

In 2016 there were just fewer than 200 DOA's in Jefferson County. Of these 75 were Medical Examiner (ME) cases and the remainder initially were unclassified. This means there was no immediate plan for dealing with the deceased person. Funeral homes will not take the bodies unless someone accepts responsibility for the cost. The exception to this rule in Jefferson County has been Eckles, Spencer and Norton funeral home. This funeral home will deal with the State reference unclaimed bodies. The only issue we have is getting them to that facility. Occasionally we have to transport to Rosedale Cemetery as a backup facility (further distance). The State of West Virginia has not clearly defined who is responsible, or what needs to take place when a person dies and the death does not qualify as an ME case. Over the last year Blue Ridge Fire Department (BRMVPD) has stepped up and transported both the ME cases and Non ME cases to local funeral homes. When the deceased meets the qualifications for an ME case BRMVPD receives \$75.00 for transporting the body to a local funeral home. There are a lot of expenses incurred when transporting a DOA. These expenses include everything from a van to transport the DOA, to protective equipment worn when dealing with these DOA's. JCESA has a lot of these items and the list below outlines the additional items needed to complete this task. We are requesting \$35,720 to address the unclaimed DOA issue in Jefferson County for 2017.

1-Van (All wheel drive)	\$19,000.00
100 Body Bags (\$20.00 each)	\$ 2,000.00
15 Boxes Gloves Various sizes (\$15.00 each)	\$ 225.00
25 Tyvek Suits Various Sizes (\$6.00 each)	\$ 150.00
25 N95 masks (\$2.00 each)	\$ 25.00
4 cans of Deodorizer spray (\$10.00 each)	\$ 40.00
If BMVFD were to transport 100 bodies	\$7,500.00
Total for gas and maintenance	\$6,780.00
Total	\$ 35,720

*It's About Saving Lives...*



## **JEFFERSON COUNTY EMERGENCY SERVICES AGENCY**

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail - [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone - 304-728-3287  
Fax - 304-728-6221

In addition to the above items the following will also be needed:

- Insurance Policy to cover the transportation of the DOA's (unaware of the cost)

JCESA will be providing the following items:

- Power Cot with spare battery
- Mobile Radio
- Portable Radio with Charger
- Reeves Stretcher
- Power Cot mounting bracket
- Sheets

In the future, we will work the finance Director for Jefferson County to include these expenditures appropriately in future Jefferson County budgets. If the County Commission decides to fund this proposal and ultimately give this responsibility to JCESA, JCESA will author an MOU with BMVFD clearly assigning the various responsibilities associated with this task.

BMVFD has agreed to resume all transport of the DOA's with the support from the county. JCESA will provide back up support if needed. BMVFD simply could not cover the cost of this on their own any longer. We are very grateful to BMVFD for stepping up to this address this issue that nobody else in the county or state would properly address. Another instrumental partner in all of this has been Alan Norton of Eckles, Spencer, and Norton Funeral Home. The funeral home has taken on the responsibility of working with the state of West Virginia to transport bodies to the state when they are unclaimed.

*It's About Saving Lives...*

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission  
 GOVERNMENT ENTITY

CONTROL NUMBER

2017

FY

001

FUND

7

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding  
 Budget Revision: **Michelle Gordon**  
 Phone: **304-724-8425**  
 Fax: **304-725-7916**

P.O. Box 250  
 STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
330	Sheriff's Earnings	103,727	60,000		163,727
331	County Clerk's Earnings	180,375	12,000		192,375
332	Circuit Clerk's Earnings	54,380	6,620		61,000
334	Accident Reports	3,500	1,400		4,900
344	Ambulance Fees	725,000	155,000		880,000
346	Emergency 911 Fee	1,900,000		102,800	1,797,200
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>284,125</b>		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,871,280		90,047	1,781,233
425	Other Buildings	523,000	8,000		531,000
440	Engineering	1,371,369	42,676		1,414,045
698	Transfers/Reim. (Audit Findings)	1,347,000	6,000		1,353,000
712	Communication Center	1,970,152		61,901	1,908,251
717	Central Garage	262,396		8,000	254,396
900	Parks & Recreation	498,280	97,022		595,302
903	Arts & Humanities	10,440	4,309		14,749
909	Historical Commission	16,584	6,380		22,964
911	Visitor's Bureau	274,750	107,707		382,457
699	Contingencies	5,070,763		2,108,647	2,962,116
696	Transfer to Financial Stabilization Fund		2,280,626		2,280,626
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>284,125</b>		

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date \_\_\_\_\_

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

REVENUES (CONT)

Jefferson County Commission

LGSD: BR

Jefferson County Commission CONTROL NUMBER

2017 001

7

BUDGET REVISION REQUEST-SUPPLEMENT-REVENUES

FY

FUND

REV #

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REVISED AMOUNT
348	Franchise Agreement	491,000	5,000		496,000
350	IRP Fees	9,867	1,833		11,700
362	Regional Jail Operations Partial Reim.	98,000		28,700	69,300
365	Interest Earned	20,200	13,537		33,737
318	Building Permits	250,000		10,000	240,000
371	Recycling Programs		2,083		2,083
372	Filing Fees		10,800		10,800
382	Refunds/Reimbursements (External Sources)	346,800		44,280	302,520
304	Property Transfer Tax	788,109		2,881	785,228
306	Gas & Oil Severance Tax	83,732		24,932	58,800
307	Horse & Dog Racing Tax	8,973	2,027		11,000
308	Wine & Liquor Tax	32,000	11,000		43,000
309	Hotel Occupancy Tax	549,500	215,418		764,918
302	Tax Penalties & Interest	295,000	1,000		296,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (THIS PAGE)					151,905

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of April, 2017, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #7 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by \_\_\_\_\_,  
and duly seconded by \_\_\_\_\_ the vote was as follows:

Peter Onoszko	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Onoszko declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Peter Onoszko, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Peter Onoszko, President  
Jefferson County Commission

Jefferson County Commission  
 State Budget Revision JE

Budget Revision #7 of General Fund FY17

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>			
SHERIFF EARN-SECURITY SVC	001-330-CS-004	60,000				
COUNTY CLERK'S EARNINGS	001-331-CS-000	12,000				
CIRCUIT CLERK'S EARNINGS	001-332-CS-000	6,620				
ACCIDENT REPORTS	001-334-CS-000	1,400				
AMBULANCE FEES	001-344-CS-000	155,000				
EMG COMM - 911 FEE	001-346-CS-000		102,800			
FRANCHISE AGREEMENTS	001-348-CS-000	5,000				
IRP FEES-INTNATL REG PGM	001-350-CS-000	1,833				
JAIL FEES	001-362-CS-000		28,700			
INTEREST EARNED	001-365-II-000	9,247				
INTEREST EARNED-VIDEO LOT	001-365-II-006	4,030				
Interest Earned	001-365-II-007	260				
BUILDING PERMIT FEES	001-318-LP-000		10,000			
RECYCLING/SCRAP REVENUE	001-371-MM-000	2,083				
FILING FEES	001-372-MM-000	10,800				
REIM:SHERIFF'S T/COUNTY	001-382-MM-002		60,000			
REIM:PCARD & CC REBATES	001-382-MM-003	10,320				
REIM:COMM CTR	001-382-MM-004	5,400				
PROPERTY TRANSFER TAX	001-304-OT-000		2,881			
GAS/OIL SEVERANCE TAX	001-306-OT-000		24,932			
HORSE RACING TAX	001-307-OT-000	2,027				
WINE AND LIQUOR TAX	001-308-OT-000	11,000				
HOTEL OCCUPANCY TAX	001-309-OT-000	215,418				
TAX PENALTIES&INT/PUB FEE	001-302-TT-000	1,000		513,438	229,313	284,125
CO COMM OFFICIAL SALARY	001-401-01-101-000-GG-000		5,500			
CO COMM SALARY/WAGES	001-401-01-103-000-GG-000	11,500				
CO COMM FICA EXPENSE	001-401-01-104-000-GG-000		248			
CO COMM MEDICARE EXPENSE	001-401-01-104-001-GG-000		58			
CO COMM GROUP INSURANCE	001-401-01-105-000-GG-000		2,000			
CO COMM RETIREMENT	001-401-01-106-000-GG-000		4,500			
CO COMM POSTAGE	001-401-02-218-000-GG-000		10,828			
CO COMM BRIEL BLDG RENT	001-401-02-219-001-GG-000		77,111			
CO COMM PROF SERVICES	001-401-02-223-000-GG-000		11,750			
CO.COMM PROF SRVS - HRA	001-401-02-223-001-GG-000	34,390				
CO COMM INSURANCE BONDS	001-401-02-226-000-GG-000		13,958			
CO COMM COURT COSTS	001-401-02-229-000-GG-000		500			
CO COMM INSUR PREM RET	001-401-02-239-000-GG-000		9,484			
OTH BLDGS ELECTRICITY	001-425-02-213-001-GG-000	41,000				
OTH BLDGS FUEL OIL	001-425-02-213-002-GG-000		12,200			
OTH BLDGS MAINT/REP-BLDG	001-425-02-215-000-GG-000		8,800			
OTH BLDG PROFESSIONAL SVC	001-425-02-223-000-GG-000		10,000			
OTH BLDGS CONTRACTED SVC	001-425-02-230-000-GG-000		2,000			
ENGINEER SALARY & WAGES	001-440-01-103-000-GG-000	44,680				
ENGINEER FICA EXPENSE	001-440-01-104-000-GG-000	1,292				
ENGINEER MEDICARE EXPENSE	001-440-01-104-001-GG-000	302				
ENGINEER GROUP INSURANCE	001-440-01-105-000-GG-000	2,298				
ENGINEER RETIREMENT	001-440-01-106-000-GG-000	4,155				
ENGINEER OVERTIME	001-440-01-108-001-GG-000		2,000			

Jefferson County Commission  
 State Budget Revision JE

Budget Revision #7 of General Fund FY17

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>			
ENGINEER PT/EXTRA HELP	001-440-01-108-002-GG-000		7,500			
ENGINEER TELEPHONE	001-440-02-211-000-GG-000	270				
ENGINEER PRINTING	001-440-02-212-000-GG-000	20				
ENGINEER TRAVEL	001-440-02-214-000-GG-000		2,568			
ENGINEER MAIN/REP EQUIPMT	001-440-02-216-000-GG-000		5,990			
ENGINEER ADS/LEGAL PUBS	001-440-02-220-000-GG-000		500			
ENGINEER TRAIN/EDUCATION	001-440-02-221-000-GG-000		785			
ENGINEER DUES/SUBSCRIPTNS	001-440-02-222-000-GG-000		352			
ENGINEER CONTRACTED SVCS	001-440-02-230-000-GG-000		2,495			
ENGINEER CONTRACTED-GIS	001-440-02-230-001-GG-000	3,327				
ENGINEER CONTRACTED-PLN	001-440-02-230-002-GG-000	6,900				
ENGINEER REFUND ERROR PYT	001-440-02-236-000-GG-000	650				
ENGINEER MATERIAL/SUPPLY	001-440-03-341-000-GG-000		5,652			
ENGINEER MATERIAL/SPL GIS	001-440-03-341-001-GG-000	5,624				
ENGINEER MATERIAL/SPL PLNG	001-440-03-341-002-GG-000	1,000				
TRANSFR TO BARDANE FUND	001-698-05-566-006-GG-000	6,000				
COMM CTR SALARY AND WAGES	001-712-01-103-000-PS-911		99,097			
COMM CTR FICA EXPENSE	001-712-01-104-000-PS-911		2,000			
COMM CTR MEDICARE EXPENSE	001-712-01-104-001-PS-911		500			
COMM CTR GROUP INSURANCE	001-712-01-105-000-PS-911		10,000			
COMM CTR RETIREMENT	001-712-01-106-000-PS-911		6,096			
COMM CTR OVERTIME	001-712-01-108-001-PS-911	23,400				
COMM CTR PARTTIME	001-712-01-108-002-PS-911	45,400				
COMM CTR MAIN/REP EQUIP	001-712-02-216-000-PS-911		11,508			
COMM CTR CONTRCTD SERVICE	001-712-02-230-000-PS-911	1,000				
COMM CTR IT SUPPORT	001-712-03-355-000-PS-911		2,500			
CENTRAL GARAGE FUEL ONLY	001-717-03-343-001-GG-000		8,000			
P/REC HOTEL/MOTEL CONTRIB	001-900-05-567-000-CR-000	97,022				
ART/HMNTS HTL/MTL CONTRIB	001-903-05-567-000-CR-000	4,309				
HIS COM CONT OTH GOV UNIT	001-909-05-567-000-CR-000	6,380				
VIS CTR CONT OTH GOV UNIT	001-911-05-567-000-CR-000	107,707		448,626	336,480	112,146
Transf to Stabilization Fund	001-696-05-566-000-GG-000	2,280,626				
Conting- Fund Bal Reserv	001-699-06-675-000-GG-000		2,108,647			
<b>Total</b>		<b>3,242,690</b>	<b>2,674,440</b>			



Jefferson County Commission  
 FY17 State Budget Revisions

Rev (Dec)/Inc    Exp Inc/(Dec)    (Use) of FB  
 284,125            112,146            171,979

ACCOUNT DESCRIPTION	ACCOUNT DESCRIPTION	FY17 BUDGET	FY17 YTD	FY17 Rev Bud	Budget Revision	Projected	Variance	
TRANSFR TO BARDANE FUND	001-698-05-566-006-GG-000			6,400	6,000	-	6,000	6,000
COMM CTR SALARY AND WAGES	001-712-01-103-000-PS-911	1,119,584	660,992	1,020,487	(99,097)	991,487	29,000	
COMM CTR FICA EXPENSE	001-712-01-104-000-PS-911	74,685	44,951	72,685	(2,000)	67,427	5,258	
COMM CTR MEDICARE EXPENSE	001-712-01-104-001-PS-911	17,467	10,513	16,967	(500)	15,769	1,198	
COMM CTR GROUP INSURANCE	001-712-01-105-000-PS-911	289,895	173,526	279,895	(10,000)	260,289	19,606	
COMM CTR RETIREMENT	001-712-01-106-000-PS-911	140,951	84,570	134,855	(6,096)	126,855	8,000	
COMM CTR OVERTIME	001-712-01-108-001-PS-911	55,000	51,932	78,400	23,400	77,898	502	
COMM CTR PARTTIME	001-712-01-108-002-PS-911	30,000	50,499	75,400	45,400	75,748	(348)	
COMM CTR MAIN/REP EQUIP	001-712-02-216-000-PS-911	113,508	46,590	102,000	(11,508)	69,885	32,115	
COMM CTR CONTRCTD SERVICE	001-712-02-230-000-PS-911	9,000	7,797	10,000	1,000	11,696	(1,696)	
COMM CTR IT SUPPORT	001-712-03-355-000-PS-911	3,000		500	(2,500)	-	500	(61,901)
CENTRAL GARAGE FUEL ONLY	001-717-03-343-001-GG-000	140,000	81,006	132,000	(8,000)	121,508	10,492	(8,000)
P/REC HOTEL/MOTEL CONTRIB	001-900-05-567-000-CR-000	252,000	227,714	349,022	97,022	341,570	7,452	97,022
ART/HMNTS HTL/MTL CONTRIB	001-903-05-567-000-CR-000	10,440	10,112	14,749	4,309	15,168	(419)	4,309
HIS COM CONT OTH GOV UNIT	001-909-05-567-000-CR-000	16,584	14,973	22,964	6,380	22,460	504	6,380
VIS CTR CONT OTH GOV UNIT	001-911-05-567-000-CR-000	274,750	252,799	382,457	107,707	379,198	3,259	107,707
<b>TOTALS FOR EXPENDITURES</b>		<b>5,708,055</b>	<b>3,845,479</b>	<b>5,820,801</b>	<b>112,146</b>	<b>5,571,843</b>	<b>248,358</b>	

Jefferson County Commission  
 Engineering & Planning  
 001-318-LP-000 Building Permit Fees

FY16			
Month	Planning	Engineering	Total
07/31/2015			-
08/31/2015	4,529.00	-	4,529.00
09/30/2015	1,979.18	-	1,979.18
10/31/2015	1,755.18	-	1,755.18
11/30/2015	4,408.08		4,408.08
12/31/2015	870.29	97,201.82	98,072.11
01/31/2016	746.18	8,486.19	9,232.37
02/29/2016	850.04	14,088.67	14,938.71
03/31/2016	600.07	5,964.87	6,564.94
04/30/2016	909.01	28,360.42	29,269.43
05/31/2016	-	-	-
06/30/2016	2,777.38	67,857.52	70,634.90
FY2016	<u>19,424.41</u>	<u>221,959.49</u>	<u>241,383.90</u>
	8.0%	92.0%	

FY17			
Month	Planning	Engineering	Amount
07/31/2016			-
08/31/2016	2,068.60		2,068.60
09/30/2016	2,773.00	35,910.01	38,683.01
10/31/2016	4,405.45		4,405.45
11/30/2016	500.17	23,265.11	23,765.28
12/31/2016	1,950.00	16,035.50	17,985.50
01/31/2017	1,005.14		1,005.14
02/28/2017	2,420.11		2,420.11
03/31/2017	5,588.29		5,588.29
04/30/2017	1,978.52	55,319.44	57,297.96
05/31/2017			-
06/30/2017			-
FY2017	<u>22,689.28</u>	<u>130,530.06</u>	<u>153,219.34</u>
	14.8%	85.2%	
	Estimate April, May & June		<u>90,000.00</u>
	FY17 Projection		<u>243,219.34</u>

## Michelle Gordon

---

**From:** Michelle Gordon  
**Sent:** Thursday, April 13, 2017 2:32 PM  
**To:** Vivian Fields  
**Subject:** RE: Bardane

OK. I'll transfer 6000 for FY17 and that will give us some wiggle room for FY18.

*Michelle Gordon*  
**Finance Director**  
Jefferson County Commission  
O: 304.724.8425

**From:** Vivian Fields  
**Sent:** Thursday, April 13, 2017 2:30 PM  
**To:** Michelle Gordon  
**Subject:** RE: Bardane

Right now there is \$5992.71 in bard. So that will cover May's expenses and June I'm not sure??

viv

**From:** Michelle Gordon  
**Sent:** Thursday, April 13, 2017 2:28 PM  
**To:** Vivian Fields  
**Cc:** Bill Polk  
**Subject:** RE: Bardane

We can revisit it for FY18, but for the remainder of FY17 I think it should be consistently paid from the same GL accounts.

*Michelle Gordon*  
**Finance Director**  
Jefferson County Commission  
O: 304.724.8425

**From:** Vivian Fields  
**Sent:** Thursday, April 13, 2017 2:27 PM  
**To:** Michelle Gordon  
**Subject:** RE: Bardane

OK if you think that is best they get 1559.00 x 12 from the state and 306.00 from the red cross a month so they are short of about 45k starting july first (figures crossed)

viv

**From:** Michelle Gordon  
**Sent:** Thursday, April 13, 2017 2:18 PM

---

**To:** Bill Polk; Vivian Fields

**Subject:** Bardane

All/

I think it would make more sense for me to transfer funds from the General Fund to the Bardane Fund and continue to pay those bills out of that fund.

*Michelle Gordon*

**Finance Director**

Jefferson County Commission

124 East Washington Street

PO Box 250

Charles Town, WV 25414

O: 304.724.8425

F: 304.725.7916

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

IBR# 1

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2017  
 Internal Budget Revision  
 IRB # 408

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
408/212	Asst Printing	8,100		200	4,800
408/341	Materials and Supplies	3,920	200		4,120
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
<b>Totals</b>		<b>8,020</b>	<b>200</b>	<b>200</b>	<b>8,020</b>

IBR Prepared by: Amelia A Banks

Approved by: (department head/elected): Amelia A Banks  
 Date: 3/29/2017

Reviewed by: Erica Cullerton Date: 4-12-17

Date Submitted to County Commission: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Authorizing Signature: \_\_\_\_\_

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2017  
 Internal Budget Revision  
 IBR # 2

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001.431.05.568.000.GG.000	Econ Dev Oth Contribution	118,000		1,918	116,082
001.431.01.103.000.GG.000	Econ Dev Sal & Wages	209,832	1,601		211,433
001.431.01.104.000.GG.000	Econ Dev FICA	13,010	100		13,110
001.431.01.104.001.GG.000	Econ Dev Medicare	3,043	24		3,067
001.431.01.106.000.GG.000	Econ Dev Retirement	25,181	193		25,374
Transfer budget from Other Contrib to Wages & Benefits to cover employee reclassification from 35-40 hours per week for remainder of FY17					
001.402.02.223.000.GG.000	Co Clk Prof Services	2,000		1,500	500
001.402.02.214.000.GG.000	Co Clk Travel	1,250	1,500		2,750
Per Email, transfer needed to cover upcoming travel needs.					
001-405-02-223-000-GG-000	PROS ATTY PROF SERVICES	10,000		100	9,900
001-405-02-229-000-GG-000	PROS ATTY COURT COSTS		100		100
001-412-01-103-000-GG-000	AG AGT SALARY AND WAGES	62,193	1,000		63,193
001-412-01-104-000-GG-000	AG AGT FICA EXPENSE	3,882	75		3,957
001-412-01-104-001-GG-000	AG AGT MEDICARE EXPENSE	909	20		929
001-412-01-105-000-GG-000	AG AGT GROUP INSURANCE	19,508		1,095	18,413
001-424-02-219-000-GG-000	CTHSE BLDG/EQUIP RENT	500		200	300
001-424-02-220-000-GG-000	CTHSE ADS/LEGAL PUBS	700	200		900
001-424-02-222-000-GG-000	CTHSE DUES/SUBSCRIPTIONS	500	1,500		2,000
001-424-02-223-000-GG-000	CTHSE PROFESSIONAL SVCS	5,000		1,600	3,400
001-424-03-345-000-GG-000	CTHSE - UNIFORMS	1,500	100		1,600
001-700-01-103-000-PS-000	LAW ENF SALARY AND WAGES	1,948,951		48,000	1,900,951
001-700-01-103-005-PS-000	LAW ENF BOLIVAR CONTRACT	20,650		20,650	0
001-700-01-105-001-PS-000	LAW ENF GROUP INSURANCE	476,280		28,000	448,280
001-700-01-108-001-PS-000	LAW ENF OVERTIME	179,000	50,650		229,650
001-700-01-108-003-PS-000	LAW ENF CIR CT BAILIFFS	292,751	28,000		320,751
001-700-02-229-000-PS-000	LAW ENF COURT COST/DAMAGE		15,000		15,000
001-700-03-343-000-PS-000	LAW ENF AUTO SUPPLIES	5,000	4,000		9,000
001-700-04-459-001-CP-000	LAW ENF CAP OUTLAY-GRANTS	70,000		1,000	69,000
Internal budget revisions needed to cover FY17 projected Year End expenditures.					
<b>Totals</b>		<b>3,469,640</b>	<b>104,063</b>	<b>104,063</b>	<b>3,469,640</b>

Requested by: Michelle Gordon/ Finance Director

Approved by:(department head/elected): \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Michelle Gordon/ Finance Director

Date Submitted to County Commission: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

## Michelle Gordon

---

**From:** John Reisenweber <john@jcda.net>  
**Sent:** Thursday, March 16, 2017 11:50 AM  
**To:** Michelle Gordon  
**Cc:** Jane Jones  
**Subject:** Re: Re-classification

Appreciate it

Sent from my iPhone

> On Mar 16, 2017, at 11:49 AM, Michelle Gordon <mgordon@jeffersoncountywv.org> wrote:  
>  
> No Problem. I'll work on this tomorrow.  
>  
> Michelle Gordon  
> Finance Director  
> Jefferson County Commission  
> O: 304.724.8425  
>  
> —Original Message—  
> From: John Reisenweber [mailto:john@jcda.net]  
> Sent: Thursday, March 16, 2017 11:49 AM  
> To: Michelle Gordon  
> Cc: Jane Jones  
> Subject: Re-classification  
>  
> Michelle,  
> The CC just approved the reclassification of Jane from 35 to 40 hours per week, effective immediately with the provision that the JCDA pay for this for the remainder of the this fiscal year.  
> Can you please calculate what that cost would be for the remainder of the fiscal year ?  
> We can either reimburse the County or you can reduce our quarterly allotment accordingly if that works.  
> Thanks  
> John  
>  
> Sent from my iPhone

**Michelle Gordon**

---

**From:** Michelle Gordon  
**Sent:** Friday, March 17, 2017 3:51 PM  
**To:** John Reisenweber  
**Cc:** Sally Gran  
**Subject:** Re-Classification

Hi John,

The amount needed through the end of FY17 to cover the reclassification for Jane from a 70 to 80 hour employee is \$1,918.00. I'll email Vivian to deduct this from your final quarterly contribution and I'll prepare the Budget entry.

<b>Jane Jones</b>			
<b>Old Rate</b>	<b>1,318.45</b>	<b>70</b>	<b>Hours</b>
<b>New Rate</b>	<b>1,506.80</b>	<b>80</b>	<b>Hours</b>
		<b>8.5</b>	<b>Pay Periods</b>
<b>Difference</b>	<b>188.35</b>	<b>1,601.00</b>	
<b>FICA</b>	<b>11.68</b>	<b>100.00</b>	
<b>Medicare</b>	<b>2.73</b>	<b>24.00</b>	
<b>Retirement</b>	<b>22.60</b>	<b>193.00</b>	
	<b>225.36</b>	<b>1,918.00</b>	
<b>PPE Date</b>	<b>Hours</b>	<b>Amount</b>	
<b>03/18/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>04/01/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>04/15/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>04/29/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>05/13/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>05/27/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>06/10/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>06/24/2017</b>	<b>80.00</b>	<b>225.36</b>	
<b>07/08/2017</b>	<b>40.00</b>	<b>112.68</b>	
<b>Totals</b>	<b>680.00</b>	<b>1,915.57</b>	
	<b>8.50</b>	<b>Pay Periods</b>	

Michelle Gordon  
**Finance Director**  
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O: 304.724.8425  
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## Michelle Gordon

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**From:** John Reisenweber <john@jcda.net>  
**Sent:** Friday, March 17, 2017 3:58 PM  
**To:** Michelle Gordon; Vivian Fields  
**Subject:** RE: Adjustment

Thanks Michelle. Thanks Vivian.

I appreciate it.

**John Reisenweber, Executive Director**  
**Jefferson County Development Authority**  
P. O. Box 237  
Charles Town, WV 25414  
304-728-3255 | 304-676-9204 (cell)



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**From:** Michelle Gordon [mailto:mgordon@jeffersoncountywv.org]  
**Sent:** Friday, March 17, 2017 3:54 PM  
**To:** Vivian Fields <vfields@jeffersoncountywv.org>  
**Cc:** John Reisenweber <john@jcda.net>  
**Subject:** Adjustment

Hi Vivian,

John has an internal budget revision that needs to be funded through a reduction in his final quarterly contribution. His normal quarterly amount from GL 001.431.05.568.000.GG.000 has been \$29,500. Please pay \$27,582 in the 4<sup>th</sup> quarter. I'll prepare an internal budget revision to reduce his approved budget from \$118,000 to \$116,082 for FY17.

Michelle

*Michelle Gordon*  
**Finance Director**  
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## Michelle Gordon

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**From:** Jacki Shadle  
**Sent:** Friday, April 14, 2017 8:55 AM  
**To:** Michelle Gordon  
**Subject:** RE: Budget revision

Good morning, Michelle.

I'm ok with this revision. Thank you for checking with me and please continue to do so.

**Jacki Shadle**  
Jefferson County Clerk

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304-728-3347  
100 E Washington St  
PO Box 208  
Charles Town, WV 25414

Visit us on the web at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

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**From:** Michelle Gordon  
**Sent:** Wednesday, April 12, 2017 4:39 PM  
**To:** Jacki Shadle <jshadle@jeffersoncountywv.org>  
**Subject:** FW: Budget revision

Just making sure you're ok with this revision before I put it on the agenda for next week.

*Michelle Gordon*  
**Finance Director**  
Jefferson County Commission  
O: 304.724.8425

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**From:** Gail Magaha  
**Sent:** Wednesday, March 01, 2017 12:19 PM  
**To:** Michelle Gordon  
**Subject:** Budget revision

Michelle, I need to have a budget revision done for this year. I need to have \$1,500.00 moved from 402-223, Professional services to 402-214, travel. Please let me know if there's a form I need to fill out or if this email will be sufficient. Thanks, Gail

***Gail Magaha***  
*Senior Chief Deputy Clerk*  
*Jefferson County Clerk's Office*  
*Phone: 304-728-3216*

Jefferson County Commission  
 FY17 State Budget Revisions

ACCOUNT DESCRIPTION	ACCOUNT DESCRIPTION	FY17 BUDGET	FY17 YTD	FY17 Rev Bud	Budget Revision	Projected	Variance
PROS ATTY PROF SERVICES	001-405-02-223-000-GG-000	10,000	6,419	9,900	(100)	9,629	271
pros atty court costs	001.405.02.229.000.GG.000			100	100	-	100
AG AGT SALARY AND WAGES	001-412-01-103-000-GG-000	62,193	42,743	63,193	1,000	64,114	(921)
AG AGT FICA EXPENSE	001-412-01-104-000-GG-000	3,882	2,597	3,957	75	3,896	61
AG AGT MEDICARE EXPENSE	001-412-01-104-001-GG-000	909	607	929	20	911	18
AG AGT GROUP INSURANCE	001-412-01-105-000-GG-000	19,508	11,624	18,413	(1,095)	17,436	977
CTHSE BLDG/EQUIP RENT	001-424-02-219-000-GG-000	500		300	(200)	-	300
CTHSE ADS/LEGAL PUBS	001-424-02-220-000-GG-000	700	837	900	200	1,255	(355)
CTHSE DUES/SUBSCRIPTIONS	001-424-02-222-000-GG-000	500	2,063	2,000	1,500	3,094	(1,094)
CTHSE PROFESSIONAL SVCS	001-424-02-223-000-GG-000	5,000		3,400	(1,600)	-	3,400
CTHSE - UNIFORMS	001-424-03-345-000-GG-000	1,500	1,575	1,600	100	2,363	(763)
LAW ENF SALARY AND WAGES	001-700-01-103-000-PS-000	1,948,951	1,220,201	1,900,951	(48,000)	1,830,301	70,650
LAW ENF BOLIVAR CONTRACT	001-700-01-103-005-PS-000	20,650		0	(20,650)	-	0
LAW ENF GROUP INSURANCE	001-700-01-105-001-PS-000	476,280	282,567	448,280	(28,000)	423,851	24,429
LAW ENF OVERTIME	001-700-01-108-001-PS-000	179,000	147,721	229,650	50,650	221,582	8,068
LAW ENF CIR CT BAILIFFS	001-700-01-108-003-PS-000	292,751	208,933	320,751	28,000	313,399	7,352
LAW ENF COURT COST/DAMAGE	001-700-02-229-000-PS-000		15,000	15,000	15,000	22,500	(7,500)
LAW ENF AUTO SUPPLIES	001-700-03-343-000-PS-000	5,000	4,066	9,000	4,000	6,098	2,902
LAW ENF CAP OUTLAY-GRANTS	001-700-04-459-001-CP-000	70,000	63,225	69,000	(1,000)	94,838	(25,838)

0

**Michelle Gordon**

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**From:** Deborah Lowe  
**Sent:** Friday, April 14, 2017 9:21 AM  
**To:** Michelle Gordon  
**Subject:** RE: FY17 Internal Budget Revision

So for Auto Supplies (343), we are getting ready to charge 2,529.95 to that line item, so we are going to need to have more money placed in there.

**From:** Michelle Gordon  
**Sent:** Thursday, April 13, 2017 2:08 PM  
**To:** Deborah Lowe <dlowe@jeffersoncountywv.org>  
**Subject:** RE: FY17 Internal Budget Revision

<b>Sher Earn-Bolivar Agreement</b>	<b>001.330.CS.005</b>	<b>80,000</b>
<b>Law Enf Wages-Bolivar Contract</b>	<b>001.700.01.103.005.PS.000</b>	<b>20,650</b>
<b>Law Enf FICA Exp</b>	<b>001.700.01.104.000.PS.000</b>	<b>2,580</b>
<b>Law Enf Medicare</b>	<b>001.700.01.104.001.PS.000</b>	<b>600</b>
<b>Law Enf Retirement</b>	<b>001.700.01.106.000.PS.000</b>	<b>2,478</b>
<b>Law Enf Life Ins</b>	<b>001.700.01.105.000.PS.000</b>	<b>76</b>
<b>Law Enf Group Insurance</b>	<b>001.700.01.105.001.PS.000</b>	<b>4,566</b>
<b>Law Enf Overtime</b>	<b>001.700.01.108.001.PS.000</b>	<b>21,000</b>
<b>Law Enf Training</b>	<b>001.700.02.221.000.PS.000</b>	<b>1,500</b>
<b>Law Enf Materials &amp; Supplies</b>	<b>001.700.03.341.000.PS.000</b>	<b>2,500</b>
<b>Law Enf Capital Outlay</b>	<b>001.700.04.459.000.CP.000</b>	<b>24,050</b>

Michelle Gordon  
**Finance Director**  
Jefferson County Commission  
O: 304.724.8425

**From:** Deborah Lowe  
**Sent:** Thursday, April 13, 2017 1:25 PM  
**To:** Michelle Gordon  
**Subject:** RE: FY17 Internal Budget Revision

We have a few questions about this. Could you please give me a call?

Thanks,  
Debbie

**From:** Michelle Gordon  
**Sent:** Thursday, April 13, 2017 12:05 PM  
**To:** Pete Dougherty <[pdougherty@jcsdwv.com](mailto:pdougherty@jcsdwv.com)>  
**Cc:** Deborah Lowe <[dlowe@jeffersoncountywv.org](mailto:dlowe@jeffersoncountywv.org)>  
**Subject:** FY17 Internal Budget Revision

Hi Pete,

I'm working on FY17 internal budget revisions for next week's agenda. Based on history and spending to date, I think the following revisions (netting to 0) are needed. Please let me know if you have any changes to what I am proposing.

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY17 BUDGET</b>	<b>FY Y'</b>
<b>LAW ENF SALARY AND WAGES</b>	<b>001-700-01-103-000-PS-000</b>	<b>1,948,951</b>	<b>1,220,2</b>
<b>LAW ENF INCREMENTAL PAY</b>	<b>001-700-01-103-001-PS-000</b>	<b>17,500</b>	<b>6,1</b>
<b>LAW ENF DUI GRANT</b>	<b>001-700-01-103-003-PS-000</b>	<b>25,000</b>	<b>13,9</b>
<b>LAW ENF OTHER GRANTS</b>	<b>001-700-01-103-004-PS-000</b>	<b>17,196</b>	<b>6,1</b>
<b>LAW ENF BOLIVAR CONTRACT</b>	<b>001-700-01-103-005-PS-000</b>	<b>20,650</b>	
<b>LAW ENF FICA EXPENSE</b>	<b>001-700-01-104-000-PS-000</b>	<b>161,253</b>	<b>96,3</b>
<b>LAW ENF MEDICARE EXPENSE</b>	<b>001-700-01-104-001-PS-000</b>	<b>37,710</b>	<b>22,5</b>
<b>LAW ENF LIFE INS BENEFIT</b>	<b>001-700-01-105-000-PS-000</b>	<b>76</b>	
<b>LAW ENF GROUP INSURANCE</b>	<b>001-700-01-105-001-PS-000</b>	<b>476,280</b>	<b>282,5</b>
<b>LAW ENF RETIREMENT WWDTRS</b>	<b>001-700-01-106-000-PS-000</b>	<b>263,490</b>	<b>171,8</b>
<b>LAW ENF OVERTIME</b>	<b>001-700-01-108-001-PS-000</b>	<b>179,000</b>	<b>147,7</b>
<b>LAW ENF P-TIME/EXTRA HELP</b>	<b>001-700-01-108-002-PS-000</b>	<b>6,000</b>	<b>3,0</b>
<b>LAW ENF CIR CT BALIFFS</b>	<b>001-700-01-108-003-PS-000</b>	<b>292,781</b>	<b>208,9</b>
<b>LAW ENF TRIP GUARDS</b>	<b>001-700-01-108-004-PS-000</b>	<b>18,000</b>	<b>5,6</b>
<b>LAW ENF TELEPHONE</b>	<b>001-700-02-211-000-PS-000</b>	<b>20,000</b>	<b>10,1</b>
<b>LAW ENF PRINTING</b>	<b>001-700-02-212-000-PS-000</b>	<b>750</b>	<b>3</b>
<b>LAW ENF TRAVEL</b>	<b>001-700-02-214-000-PS-000</b>	<b>7,000</b>	<b>2,3</b>
<b>LAW ENF MAIN/REP EQUIPMNT</b>	<b>001-700-02-216-000-PS-000</b>	<b>2,000</b>	
<b>LAW ENF POSTAGE</b>	<b>001-700-02-218-000-PS-000</b>	<b>250</b>	<b>1</b>
<b>LAW ENF ADS/LEGAL PUBS</b>	<b>001-700-02-220-000-PS-000</b>	<b>1,500</b>	<b>4</b>
<b>LAW ENF TRAIN/EDUCATION</b>	<b>001-700-02-221-000-PS-000</b>	<b>19,500</b>	<b>7,6</b>
<b>LAW ENF DUES/SUBSCRIPTION</b>	<b>001-700-02-222-000-PS-000</b>	<b>4,000</b>	<b>1,9</b>
<b>LAW ENF PROFESSIONAL SVCS</b>	<b>001-700-02-223-000-PS-000</b>	<b>5,000</b>	<b>1,4</b>
<b>LAW ENF COURT COST/DAMAGE</b>	<b>001-700-02-229-000-PS-000</b>		<b>15,0</b>
<b>LAW ENF CONTRACTED SVCS</b>	<b>001-700-02-230-000-PS-000</b>	<b>18,000</b>	<b>9,5</b>
<b>LAW ENF MATERIAL/SUPPLY</b>	<b>001-700-03-341-000-PS-000</b>	<b>42,500</b>	<b>27,3</b>
<b>LAW ENF AUTO SUPPLIES</b>	<b>001-700-03-343-000-PS-000</b>	<b>5,000</b>	<b>4,0</b>
<b>LAW ENF UNIFORMS</b>	<b>001-700-03-348-000-PS-000</b>	<b>5,000</b>	<b>5,0</b>
<b>LAW ENF CAPITAL OUTLAY</b>	<b>001-700-04-459-000-CP-000</b>	<b>120,000</b>	
<b>LAW ENF CAP OUTLAY-GRANTS</b>	<b>001-700-04-459-001-CP-000</b>	<b>70,000</b>	<b>63,2</b>

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

**Michelle Gordon**

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**From:** Michelle Gordon  
**Sent:** Thursday, April 13, 2017 11:42 AM  
**To:** Bill Polk  
**Subject:** Budget Revisions

Hey Bill,

I'm working on internal budget revisions for next week's session. I included 6,400 in other buildings for the anticipated Bardane telephone expenses ☹. Please let me know if you have an issue with any of the proposed revisions:

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY17</b>	<b>FY</b>
		<b>BUDGET</b>	<b>Y'</b>
<b>CTHSE BLDG/EQUIP RENT</b>	<b>001-424-02-219-000-GG-000</b>	<b>500</b>	
<b>CTHSE ADS/LEGAL PUBS</b>	<b>001-424-02-220-000-GG-000</b>	<b>700</b>	<b>8</b>
<b>CTHSE DUES/SUBSCRIPTIONS</b>	<b>001-424-02-222-000-GG-000</b>	<b>500</b>	<b>2,0</b>
<b>CTHSE PROFESSIONAL SVCS</b>	<b>001-424-02-223-000-GG-000</b>	<b>5,000</b>	
<b>CTHSE - UNIFORMS</b>	<b>001-424-03-345-000-GG-000</b>	<b>1,500</b>	<b>1,5</b>
<b>OTH BLDGS ELECTRICITY</b>	<b>001-425-02-213-001-GG-000</b>	<b>195,000</b>	<b>139,7</b>
<b>OTH BLDGS FUEL OIL</b>	<b>001-425-02-213-002-GG-000</b>	<b>20,000</b>	<b>2,7</b>
<b>OTH BLDGS MAINT/REP-BLDG</b>	<b>001-425-02-215-000-GG-000</b>	<b>50,000</b>	<b>11,5</b>
<b>OTH BLDGS TELEPHONE</b>	<b>001-425-02-211-000-GG-000</b>	<b>-</b>	
<b>OTH BLDG PROFESSIONAL SVC</b>	<b>001-425-02-223-000-GG-000</b>	<b>15,000</b>	<b>1,5</b>
<b>OTH BLDGS CONTRACTED SVC</b>	<b>001-425-02-230-000-GG-000</b>	<b>69,000</b>	<b>40,9</b>
<b>OTH BLDGS MATERIAL/SUPPLY</b>	<b>001-425-03-341-000-GG-000</b>	<b>90,000</b>	<b>47,0</b>
<b>CENTRAL GARAGE FUEL ONLY</b>	<b>001-717-03-343-001-GG-000</b>	<b>140,000</b>	<b>81,0</b>

Michelle Gordon

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## MEMORANDUM

Jefferson County, West Virginia  
Offices of Engineering, Building Permits & Inspections  
and  
Ordinance Compliance & Floodplain Management

TO: Jefferson County Commission  
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM  
Chief County Engineer

DATE: April 10, 2017

SUBJECT: **Engineering Offices Quarterly Update Report – 1st Quarter 2017**

1. Projects Undertaken/Underway:

A. Bonding:

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

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

- iii) Pleasant Hills Subdivision (05-28) - The developer defaulted on their obligation to complete all the required site improvements for the subdivision. The engineering staff completed a scope of work, estimated quantities and cost estimates. We obtained proposals for completing the site improvements. Kable Excavating, Inc. was hired to complete the work. Bond funds in the amount of \$13,002.70 are being held in a bank escrow account to use toward completing the site work. **Item on County Commission Agenda to award the contract so work may proceed.**

B. Property Safety Ordinance:

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

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

**This property is now owned by the Middleway Conservancy and they are in the process of bringing the property into compliance.**

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

In response to a complaint, the Property Safety board issued a notice of violation on an abandoned and dilapidated dwelling at a property located in the Shannondale Subdivision. **The property owner brought the property into compliance and the violation was dismissed.**

C. Ordinance Compliance:

- i) Mason Carter, Ordinance Compliance Officer, is handling approximately 41 active citizen complaints and violations of various ordinances.

**Mason Carter and I are also working with Nathan Cochran, Assistant Prosecuting Attorney, on a response to defendant's request for discovery and preparing for the hearing on an injunction filed in circuit court to halt the creation of a salvage yard, which is a violation of the Salvage Yard Ordinance. The property is located along WV Route 115 (old route 9) on the east side of Kearneysville.**

D. Floodplain Management:

- i) **Mason Carter, CFM, finished providing all the floodplain management information and data requested under the 2016 FEMA audit of our compliance with the Community Rating System program. Qualifying as a CRS community results in citizens getting a discount on their flood insurance premiums; and it is my understanding that Jefferson County now has the biggest discount on flood insurance of all the counties in the state.**
- ii) **Mason Carter is working with the GIS Office to scan all FEMA floodplain Letters of Map Amendment (LOMA) and Letters of Map Revision (LOMR) into the GIS mapping system so the information can be more efficiently obtained by staff and citizens for building permits and flood insurance rate purposes.**

E. Impact Fees:

- i) **The Impact Fees Program Specialist wrote a manual on "Processing Impact Fees for Data Entry Staff". The manual has been reviewed and is now complete. It is being utilized in our efforts to cross-train the zoning clerk on how to process impact fee applications and payments, as part of the department**

restructuring project.

- ii) **At the request of the County Commission, the Impact Fees Program Specialist and I drafted additional information to be placed on the county's web page for the purpose making ordinances, reports, studies, plans, etc. more accessible for citizens. Jessica Gormont, GIS Analyst, is assisting us with getting the information posted on the web page. This is being done in conjunction with reconfiguring the web page information to align with the recent department restructuring implementation plan.**

**The web page was given a final review and revisions made and is now complete. I plan to provide the County Commission with an overview of the impact fee information now available on the web page, by the end of April, 2017.**

- iii) **Completed and presented the 2016 Impact Fees Annual Report and the FY 2018 Impact Fees Capital Improvement Plan.**

F. **Building Code:**

- i) **Building permit activity is increasing now that spring weather has arrived.**

G. **Other:**

- i) **Attended meetings and provided information at the request of the John Reisenweber for the Development Authority's Shuttle project. Also led effort to revise/clarify zoning regulations so property zoned commercial/industrial can be utilized for future projects which are similar in nature to the Shuttle project, without having to obtain a conditional use permit. This will streamline the process for future industrial/commercial development projects.**

- ii) **Sink Hole at the Bardane Industrial Park – engineering staff and John Reisenweber, JCDA Director, are working together to remediate a sinkhole on a parcel of land owned by the Jefferson County Commission.**

**GeoConcepts, Inc., Kable Excavating, Inc., and Allegheny Surveys, Inc. will be conducting a geophysical investigation and topographic survey to determine the magnitude of the sinkhole problem and to arrive at possible solutions to remediating the sinkhole.**

- iii) **Continuing to work on economical solution to the decommissioning of the Bardane Industrial Park Waste Water Treatment Plant owned by the Jefferson County Commission.**
- iv) **Resolved a storm drainage related notice of violation issued to the Emergency Services Agency (ESA), for their facility at 419 16<sup>th</sup> Avenue in the City of Ranson, by the West Virginia Department of Environmental Protection (WVDEP). We convinced the WVDEP that this site does not produce industrial storm water discharge and therefore, no industrial discharge permit is required. Thus removing the violation and preventing the ESA from incurring ongoing reporting requirements and annual permit fees.**
- v) **Department Restructuring – Implementation Plan:**  
**Continuing to work on a few remaining implementation plan tasks in order to complete the implementation plan.**

2. Projects/Training Completed:

- **On January 26<sup>th</sup>, attended the Jefferson County Homeland Security quarterly partnership meeting.**

3. Projects Proposed:

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

4. Items Requiring Commission Attention:

None at this time.

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



# Quarterly Report for Office of Planning and Zoning

3<sup>rd</sup> Quarter – FY 2017 (January 1, 2017 – March 31, 2017)

<b><u>PROJECTS UNDERTAKEN/IN PROGRESS</u></b>		<b><u>Status</u></b>
<b>PLANNING COMMISSION ITEMS</b>		
Planning Commission Meetings: 2 Meetings 3 <sup>rd</sup> Quarter		
<b>Subdivision Regulations Text Amendments</b>		<b>1 Total</b>
<b>Status</b>		
STA16-01	Staff initiating amendments related to sections requiring frequent interpretations and issues, including but not limited to processing mergers/lot line adjustments; contents of minor subdivisions, etc.	Staff working on draft to take to PC in late Spring 2017
<b>Zoning Ordinance Text Amendments</b>		<b>1 Total</b>
<b>Status</b>		
ZTA16-02	Staff is collaborating with the Jefferson County Historic Landmarks Commission to develop language for the Zoning Ordinance to implement the recommendations of the Envision Jefferson 2035 Comp Plan regarding Historic Resource Demolition and Adaptive Reuse	Staff meeting with JCHLC regarding their proposed amendment language
<b>Waiver/Variance from Sub. Regulations (PC)</b>		<b>2 Total</b>
<b>Status</b>		
PCW#17-01	H & G Catrow Contracting, Inc. Waiver from Section 20.201B to allow a two (2) lot commercial Minor Nonresidential Subdivision to advance to Final Plat and to process as a Minor Subdivision, to create an approximate 1.5 acre parcel and a 2.25 acre Residue parcel to market and sell to a commercial entity.	Public Hearing scheduled for the 4/11/17 PC meeting
PCW#16-11	CTSS, LLC. (Proposed new Waffle House) Waiver from Section 21.402.D that requires that no permanent encroachments, structures, fences, or landscaping within the existing WVDOH drainage easement; and a Waiver from Article 20, Section 20.201B and/or 24.110-24.117 to allow a subdivision of two (2) new commercial lots to advance to Final Plat Stage as a Minor Subdivision and to process as a Minor Site Plan.	Approved 1/10/17 PC
<b>Major Site Plans or Subdivisions (PC)</b>		<b>0 Total</b>
<b>Status</b>		
17-06 (CP)	Colonial Hills Phase 3A (Major Subdivision) Concept Plan Submitted: 2/7/17	Concept Plan Public Workshop 4/11/17

<b>Concept Plan (Public Workshop before PC)</b>		<b>4 Total</b>	<b>Status</b>
17-06 (CP)	Colonial Hills Phase 3A (Major Subdivision) The proposed project is proposing 61 Townhouse Units, open space and storm water management areas and the construction of associated roads and utilities on a 7.92 acre portion of a 27.15 acre parcel.		Public Workshop scheduled for 4/11/17 PC Meeting
S17-03 (CP)	Grace Baptist Church The proposed project is a two Phase Church Project: Phase I is to consist of a 6000 SF Church building on well and septic with a proposed gravel surface parking lot. Phase II will consist of the replacement of the western most parking area with a second 6000 SF Church building and the construction of an additional parking lot		Public Workshop scheduled for 4/11/17 PC Meeting
S17-01 (CP)	Genesis Center The proposed project, to be located on the Henry property south of Morgan Grove Park, consists of a mixed commercial/residential development in the Neighborhood Commercial zone.		Approved 3/28/17 PC Mtg
S16-06 (CP)	Harper's Ferry Outdoor Resort The proposed project, to be located on the western portion of a 410 +/- acre parcel, in the vicinity of the quarry lake, consists of a total of 160 sites including cabins, RV sites, yurts and tents; a pool, pavilion, boat rentals, water side areas, bath houses and a lodge.		Approved 1/10/17 PC Mtg
<b>Zoning Map Amendments/Rezoning Requests (PC)</b>		<b>1 Total</b>	<b>Status</b>
Z17-01	Jefferson Realty, LLC / Antonio Colandrea, Property Owner 4843 Middlway Pike, Kearneysville, WV Request to rezone from Rural to General Commercial		PC found request consistent with Comp Plan on 03/28/17; CC Public Hearing on 04/06/17
<b>Long Range Planning:</b>			<b>Status</b>
No long range projects this Quarter			
<b><u>PROJECTS COMPLETED</u></b>			<b><u>Status</u></b>
<b>Zoning Ordinance Text Amendments</b>		<b>1 Total</b>	
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance and increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance		Approved 3/16/17

<b>BOARD OF ZONING APPEALS ITEMS</b>		
Board of Zoning Appeals Meetings: 3 meetings 3 <sup>rd</sup> Quarter		
<b>Zoning Variance Requests (BZA)</b>		<b>7 Total</b>
		<b>Status</b>
ZV#17-01	Michael Witteried, Applicant Linda Conn & Marshall Campbell, Jr., Property Owners Variance Request to reduce building setbacks for a lot that is greater than 2 acres ( 40' Front; 15' Side, and 50' Rear) to the setbacks required for a lot that is 40,000 sq. ft. to 2 acres (25' Front; 12' Side; and 12' Rear).	Approved 02/23/17
ZV#17-02	Beallair Homes, LLC, Property Owner Variance from Sec 4.18 to allow Townhouse Model Home/Sales Office on Lots 52 - 67, within Phase 2.	Approved 03/23/17
ZV#17-03	Richard Pauley, Property Owner Variance Request to reduce the side setback from 8' to 6' and the front setback from 20' to 12' to allow for the replacement of an existing mobile home with a new, larger mobile home.	Approved 03/23/17
ZV#17-04	David Young, Property Owner Variance Request for a reduction of the rear setback distance from 8' to 6' to allow for construction of a 28' x 20' garage.	Scheduled for 04/27/17 BZA Meeting
ZV#17-05	David Lutman, Property Owner Zoning Administrator determined that a variance was not required.	Withdrawn.
ZV#17-06	Suzin and Laurance Wright, Property Owners Variance Request for a reduction of the rear setback distance from 50' to 4' to allow for the construction of a 22' x 24' storage shed.	Scheduled for 04/27/17 BZA Meeting
ZV#17-07	Kathleen Holsinger Variance Request for a reduction of the rear setback distance from 20' to 6' to allow for the installation of a 7' tall fence at the rear of the property.	Scheduled for 04/27/17 BZA Meeting
<b>Conditional Use Permit (CUP) Applications (BZA)</b>		<b>1 Total</b>
		<b>Status</b>
CP17-01	Jonathan Friedlander (applicant) / Sharp Best & Brown, LLC (property owner); Popeye's Restaurant with Drive-Thru.	Scheduled for 04/27/17 BZA Meeting
<b>Zoning Appeal of Administrative Decision (BZA)</b>		<b>0 Total</b>
		<b>Status</b>
No appeals this quarter.		

<b>PLANNING &amp; ZONING STAFF ITEMS</b>		
Pre-Proposal Conference (PPC) Meetings: 19 Total (6 Minor Subdivision, 1 Major Subdivision, and 12 Site Plan)		
Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 58 Total		
Zoning and Land Development Fees Collected: \$ 9,986.70		
<b>Zoning Certificates (Staff)</b>		<b>14</b>
<b>Total</b>		<b>Status</b>
ZC17-01	Timothy Johnson, Applicant Antique Shop & Information Center 7279 Queen Street, Kearneysville, WV Zone: Village	Denied 01/05/17
ZC17-02	Jay Cameron Clemens & Carolyn De Seen, Property Owner Receptions, Ceremonies, Benefits, Dances/Proms and similar type functions at Wild Goose Farm 2935 Shepherd Grade Road, Shepherdstown, WV Zone: Rural	Issued 01/13/17
ZC17-03	River Riders, Inc. / Matt Knott, Property Owner Helipad as Commercial Use 408 Alstadts Hill Road, Harpers Ferry, WV Zone: Residential-Light Industrial-Commercial	Issued 02/28/17
ZC17-04	Second Impressions Boutique, LLC, Applicant Change in Tenant. Consignment Shop. 43 Ruland Road, Suite F, Kearneysville, WV Zone: Industrial-Commercial	Issued 02/17/17
ZC17-05	Blaze Pizza (BPizza of West Virginia), Applicant Change in Tenant. Pizza Restaurant. 91 Saratoga Drive, Charles Town, WV Zone: Residential – Light Industrial - Commercial	Pending (requires site plan)
ZC17-06	Core Mortgage Services, LLC, Applicant Mortgage Services Office 3988 Kearneyville Pike, Shepherdstown, WV Zone: Neighborhood Commercial	Pending
ZC17-07	River Riders, Inc. / Matt Knott, Property Owner Recreational and Commercial Tourism Operation comprised of various indoor and outdoor recreation areas 408 Alstadts Hill Road, Harpers Ferry, WV Zone: Residential – Light Industrial – Commercial	Issued 02/28/17

ZC17-08	American Promotional Events / TNT Fireworks, Applicant Temporary sale of legal fireworks in a 20' x 40' tent and storage container. Dates of Operation: 06/18/17 – 07/06/17 154 Wolfcraft Way, Charles Town, WV (Gypsy Flea Market) Zone: Residential-Light Industrial-Commercial	Issued 03/27/17
ZC17-09	Fireworks Now, Applicant Temporary sale of legal fireworks from an 8' x 45' sea-container sales stand. 186 Flowing Springs Road, Charles Town, WV Zone: Residential-Light Industrial-Commercial	Issued 03/28/17
ZC17-10	Michael Wingard, Applicant Sunnyside Limited Partnership / B. Huyett, Property Owner Installation of one backup generator and propane tank. 844 Wheatland Road, Charles Town, WV Zone: Residential-Light Industrial-Commercial	Pending (incomplete application)
ZC17-11	T-Mobile, Applicant Tomas LeFevre, Property Owner Install 3 new antennas; one 6201 ode cabinet; a PTS 8003 battery support cabinet; 6 coax cables; relocate one existing antenna & TMA; and remove one existing 2106 cabinet. No height increase to tower; no ground disturbance. 237 Tel Farm Lane, Kearneysville, WV Zone: Rural	Pending
ZC17-12	Ronal & Alice Smoot, Applicant Accessory Agricultural Dwelling Unit 822 Box Factory Road, Summit Point, WV Zone: Rural	Pending
ZC17-13	Lutman Mobile Homes / David Lutman, Applicant Replace four mobile home units that were destroyed by fire. 33, 37, 45, & 49 5 <sup>th</sup> Street, Shenandoah Junction, WV Zone: Village	Pending.
ZC17-14	American Promotional Events / TNT Fireworks, Applicant Permelynn of Westchester, Inc., Property Owner Temporary sale of legal fireworks in a 20' x 40' tent and storage container. Dates of operation: 06/18/17 – 07/06/17 96 Patrick Henry Way; Charles Town (Walmart Parking Lot) Zone: Residential-Light Industrial-Commercial	Pending

<b>Minor Site Plans (Staff)</b>		<b>5 Total</b>	<b>Status</b>
S17-05 (CP)	H&G Catrow Contracting, Inc 7174 Martinsburg Pike (Route 45) To be divided into two commercial lots. Proposed project consists of an approximate 10,000 sq. ft. general retail store on a proposed Lot 1 to be served by well and septic. Submitted: 03/24/17		Concept Plan Public Workshop scheduled for 4/11/17
S17-04	River Riders/Cliffside Inn Connector Road 408 Allstadts Hill Rd, Harpers Ferry Design and construction of toad connecting River Riders and the Clarion Harpers Ferry Hotel and redesign of Allstadts Hill Road to access Clarion Harpers Ferry Hotel parking lot. Submitted: 02/16/17		Under review
S17-03(CP)	Grace Baptist Church Concept Plan 3160 Charles Town Road, Kearneysville Proposed two Phase Church Project: Phase 1: 6000 SF Church building on well and septic with a proposed gravel surface parking lot. Phase II: second 6000 SF Church building and the additional parking lot Submitted: 02/17/17		Concept Plan Public Workshop scheduled for 4/11/17
S17-02	Charles Town Waffle House 107 Keyes Ferry Road, Charles Town 2,376 square foot restaurant with 24 parking spaces Submitted: 02/02/17		Under review
S17-01 (CP)	Genesis Center Route 480, Kearneysville Pike (adj. to Morgan's Grove Park) Proposed 3 commercial lots including potential restaurant, general commercial/retail and health care facility and 12 detached single family Villa Units Submitted: 01/23/17		Concept Plan Public Workshop 3/28/17
<b>Minor Subdivisions (Staff)</b>		<b>8 Total</b>	<b>Status</b>
17-07	Gorman MSD - Lot 1 & Lot 2 (Residue)		Approved 03/17/17 to be recorded
17-05	Lickteig MSD - Lot 1, 2 & 3 (Residue)		Approved 03/15/17 Recorded 03/15/17
17-04	Everhart MSD - Lot 1 & Lot 2 (Residue)		Under review – awaiting resubmittal
17-03	Bavarian Inn MSD - Lot 1 & Lot 2 (Residue)		Approved 03/27/17 to be recorded
17-02	Lands of CTTS, LLC MSD - Lot A & Lot B		Under review – awaiting resubmittal

4/5/2017

17-01	Prilliman MSD - Lots 1, 2, 3 & 1A (Residue)	Approved 02/03/17 Recorded 03/30/17
16-14	Laycock MSD – Lot 3 & 5	Approved 01/09/17 Recorded 02/09/17
16-13	Zappe MSD – Lot1 & Residue	Approved 01/09/17 to be recorded
16-11	Shea MSD -- Lot 1 & 2 Residue	Under review – awaiting resubmittal
16-07	Eisner MSD -- Lots 1-4 Residue	Approved 01/20/17 Recorded 02/01/17
16-06	Dodson MSD -- Lot 1 & 2 and Lot 3 Residue	Approved 01/05/17 Recorded 01/09/17
<b>Boundary Line Adjustments/Mergers (Staff) 8 Total</b>		<b>Status</b>
M17-01	Borden Farm, LLC – John B. Hammond	Approved 01/04/17
M17-02	James & Lisa Boyer	Approved 02/01/17
M17-03	Sheehan – Shipley (Riverside Acres)	Approved 03/13/17
M17-04	Stuckey Merger	Approved 02/07/17
M17-05	Caseco, LLC Merger	Approved 02/27/17
M17-06	Abelow Merger	Approved 03/23/17
M17-07	Mellott – Dugan	Pending
M17-08	Nickell Merger	Pending
<b>Minor Plat Change (Staff) 7 Total</b>		<b>Status</b>
Lot 5, RML LLC (Wade and Julie Salvadge)		Approved 01/03/17
Lot 5, The Crofts		Approved 01/11/17
Lot 4, Shirley Estates		Approved 01/12/17
Lot 12, Shirley Estates		Approved 01/12/17
Lot 9, Fieldstone Estates		Approved 01/13/17
Lot 18, Summit View Estates		Approved 03/30/17

4/5/2017

Lot 21, Summit View Estates		Approved 03/30/17
<b><u>ITEMS REQUIRING COMMISSION ATTENTION</u></b>		<b><u>Status</u></b>
ZTA14-02	Mass Event Regulations (Zoning Ordinance Text Amendment) PC held second Public Hearing on 12-08-15 and forwarded to CC for action	CC postponed future PH until Summer 2016 (2/4/16)
<b><u>PROPOSED PROJECTS</u></b>		<b><u>Status</u></b>
ZTA17-___	Planning Commission's #1 priority text amendment: Revise landscape regulations in Zoning Ordinance.	TBD
ZTA17-___	Planning Commission's proposed text amendment: Revise signage regulations in Zoning Ordinance.	TBD
US 340 South Small Area Plan	WV DOH held an Informational Workshop/Public Hearing on August 30, 2016 regarding the Preferred Alternative (4A) and the Supplemental Draft Environmental Impact Statement for proposed 5 mile project, constructing a 4-lane divided highway to complete the 2 lane gap section	Envision Jefferson 2035 recommends a Small Area Plan for this area once DOH publishes the Record of Decision

# Jefferson County GIS/Addressing Office

## DEPARTMENTAL MEMORANDUM

**TO:** Roger Goodwin, Director and Chief County Engineer  
**FROM:** Todd Fagan, GIS Manager  
**DATE:** April 3<sup>rd</sup>, 2017  
**SUBJECT:** GIS Office Quarterly Update Report- 2017, 1<sup>st</sup> Quarter



### 1. PROJECTS COMPLETED

#### a. General Staff Support

Agency	Request for service
JC Emergency Communications	Updated CAD mapping data each month, Troubleshoot CAD/Mapping issues, Closed 20 CAD Mapping Support Tickets. Added to CAD map: 5 new CTUB hydrants on Jefferson Ave., Harpers Ferry NPS building floorplans, Zone IDs extended to regional jurisdictions, reconciled helo landing zones designations with WVUH Medical Command (MEDCOM)
JC IT	Attended monthly IT squad meetings, cleaned up files on network drive. Assisted with Alfresco CMS contract
JC PZ&E	Attended various Pre-Proposal meetings, conducted staff reviews of land development projects that impact 911 addressing. Attended department merger meetings, standardized department/office web pages. Recorded 2016 Zoning Map; published PDF and other Impact Fee documents to Department website.
JC HSEM	Participated in Region 3, Table Top Exercise, Shaky Ground 2017, held in Moorefield on 3/27/17
JC ESA	Created Rescue Response Area by Drive Time map
JC EDA	Updated marketing maps to show Zoning info, drafted potential development of certain Bardane lots, estimated platted lots or future development within reasonable reach of proposed sewer line to Tackley Mill
JC BOE	Assisted with redistricting and provided topo data for properties of interest.
JC HLC	Database updates
Public	Addressing Ordinance interpretation re: re-addressing, appeals, data requests, re-named confusingly similar roads, etc. Road sign maintenance: (11 repairs, 1 replacement). Fulfilled map and data requests for CASA River Century Bike Event route map.
Charles Town	Resolved various addressing issues. Verified City streets for DoH report. Collaborated with City Planner on complex road naming/addressing issue on Belvedere Farm Ct. Sent GIS data to city contractor.
Ranson	Various re-addressing issues. Began Address Compliance Program.
Shepherdstown	Staff Review of Shepherd Village, community subdivision plan, resolved road naming issues.
Harpers Ferry NHP	Reconciled addresses with Park law enforcement; awaiting posting of numbers for field review.
US Census Bureau	County GIS staff reviewed Census road and boundary data for all incorporated and unincorporated areas and submitted changes to USCB.
WV DoH	Reconciled DOH route numbers and local names in State data with County GIS data
US Postal Service	Answered addressing inquiries. Provided zip code route planning map to Ranson Postmaster.
Frontier Comm.	Address range verification, local updates to Master Street Address Guide (MSAG) via web-based program, which directs 911 calls to the proper Public Safety Answering Point (JC ECC)

## PROJECTS IN PROGRESS

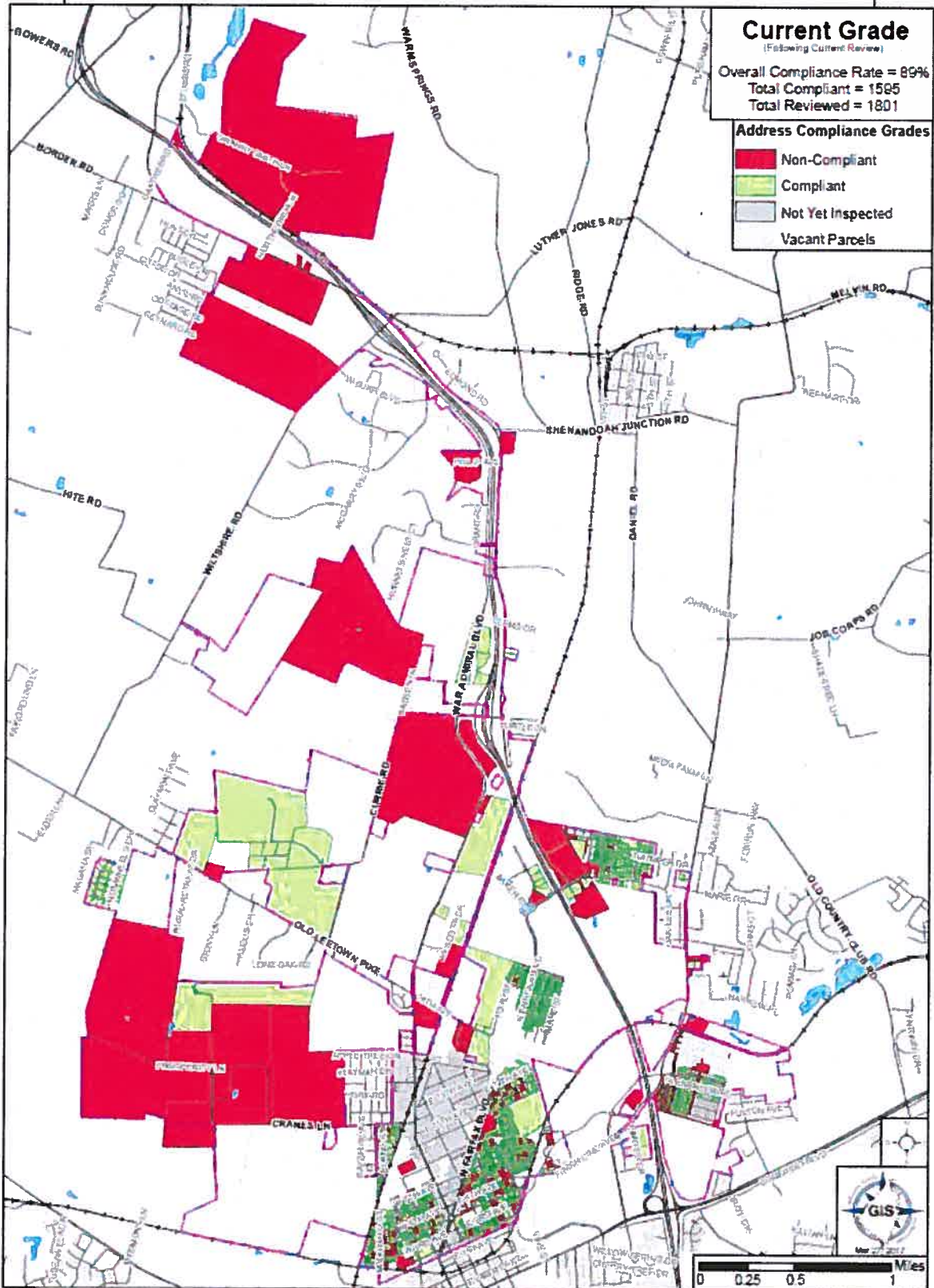
- b. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.
  - i. Preparation for Spillman GeoValidation software upgrade: We sent our data to a 3<sup>rd</sup> party vendor for 2<sup>nd</sup> round QA report. Staff is currently analyzing results and preparing for compatibility with new mapping and data model for 911 CAD.
  - ii. Preparation for Next Generation 911: Compared Frontier data with County authoritative address data. Staff resolved over 1332 of 1500 errors in the Automatic Location Identifier or auto display of a caller's phone number and physical address.
  - iii. Working with 911 Deputy Director on "CAD Down" paper backup procedures.
- c. Content Management Systems
  - i. Commission approved exploration of Alfresco services contract with ClearCadence, Tampa, FL.
  - ii. Staff are simultaneously researching a promising alternative approach via intergovernmental agreement and collaboration with Charles Town and Ranson.
- d. Floodplain Manager
  - i. Hyperlinking FEMA Letters of Map Revision or Amendments (LOMR/LOMA) to staff GIS map
- e. Ranson Address Compliance Program
  - i. Collaborative agreement with Town officials.
    - 1. Finished inspection of 1801 property addresses; overall compliance rate to date is 89%. **See attached map for details.**
    - 2. 206 non-compliant properties have been turned over to Ranson compliance officer for resolution.
    - 3. Many Common Place Names added to reflect current businesses.
- f. GIS Data Maintenance
  - i. 43 new addresses added due to new construction permits, minor subdivision reviews, road renaming or newly discovered during address compliance. Individual Apartment and Suite address points relocated to more accurately reflect exact location within structure.
- g. Historic Landmarks Commission
  - i. Working with HLC intern to hyperlink scanned survey records to GIS features.

## 2. COMMISSION SHOULD BE AWARE OF:

### a. Annexation of State ROWs in Cities

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

# Jefferson County Address Compliance Program City of Ranson



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

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

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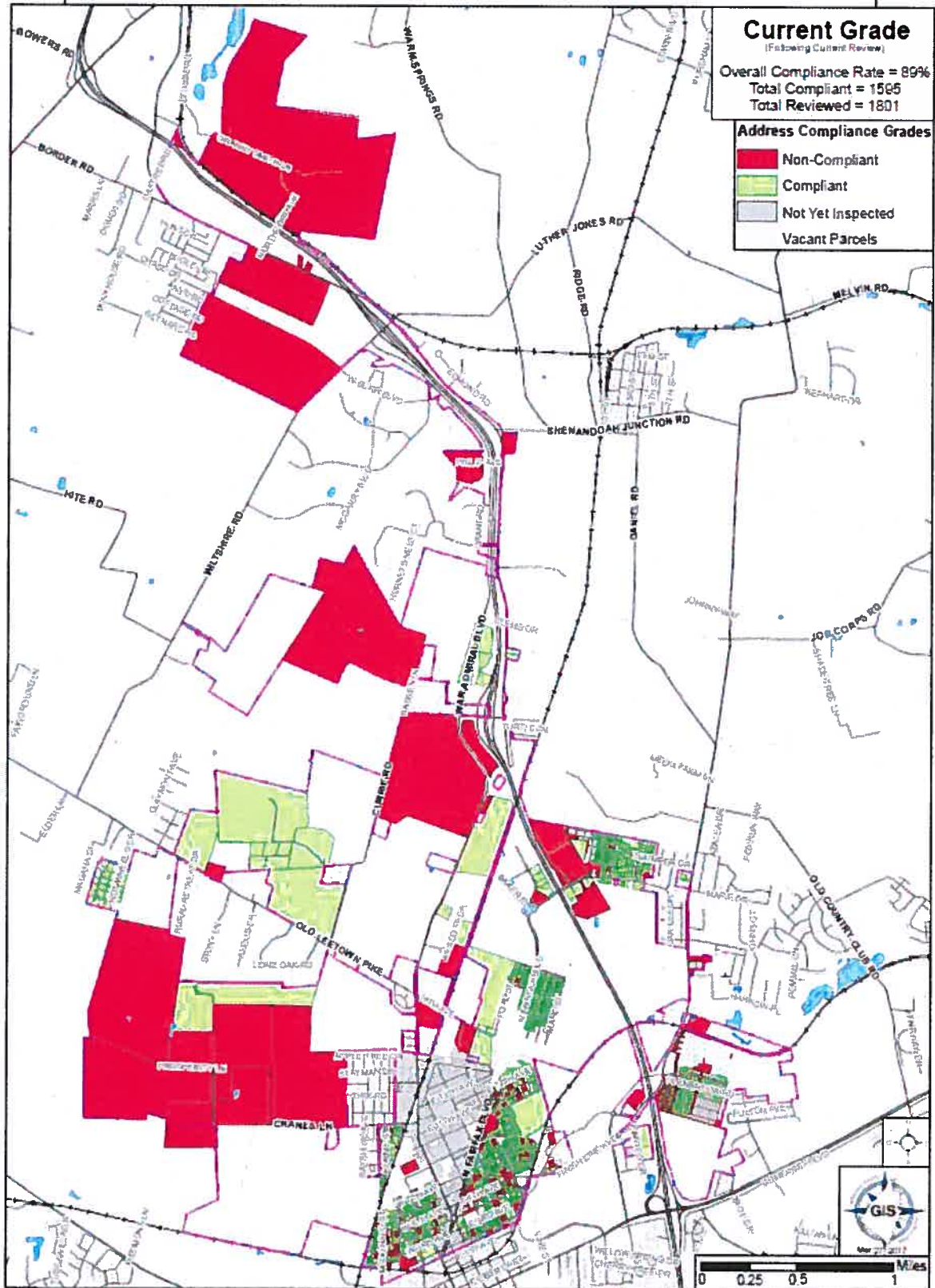
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**Quarterly Report**  
January 1, 2017 – March 31, 2017  
April 2017

**1. Projects Undertaken**

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
  - i. Shepherdstown Battlefield properties acquisition and management - ongoing
  - ii. Lobbying US Congress to expand Antietam National Battlefield Park –ongoing
- b. Peter Burr Farm improvements and programming - ongoing
- c. Snow Hill/Poor House Improvements – ongoing
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- f. Verification of JCHLC inventory data - ongoing
- g. Hosting an AmeriCorps Member – ongoing
- h. Designation of NR Landmark – Wild Goose
- i. Designation of NR Landmark – The Rocks
- j. Morgan’s Grove Historic District – branding and installation of signage
- k. Design standards for Middleway Historic District
- l. Design and production of heritage tourism materials - ongoing

**2. Projects Completed**

- a. AmeriCorps Member – Rob Aitcheson completed his year service January 27, 2017
- b. Farmland preservation on Civil War battlefields project in conjunction with JC Farmland Protection Board and Land Trust for the Eastern Panhandle – booklet printed and four public workshops completed
- c. Feagan’s Mill – Listed on the National Register of Historic Places - January 23, 2017
- d. JC Parks and Rec agreed to provide maintenance & programming for Peter Burr Farm during summer 2017

**3. Projects Proposed**

- a. Documentation of significant barns and farmsteads
- b. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

**4. Items Requiring Jefferson County Commission Attention**

- a. None at this time

Submitted by  
Martin Burke, Chair, JCHLC

**COUNTY COMMISSION OF JEFFERSON COUNTY  
NOTICE OF PUBLIC HEARING**

Please take notice that the Jefferson County Commission shall hold a hearing and take evidence on the proposed dissolution of the Jefferson County Public Service District on Thursday, May 4, 2017, beginning at 7:00p.m. in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia, 25414.

The proposed dissolution is contingent upon a plan for the acquisition of the District's assets and customers being presented to the County Commission by the Charles Town City Council and/or its Utility Board, for ratification by the County Commission, and subject to the consent and approval of the Public Service Commission of West Virginia.

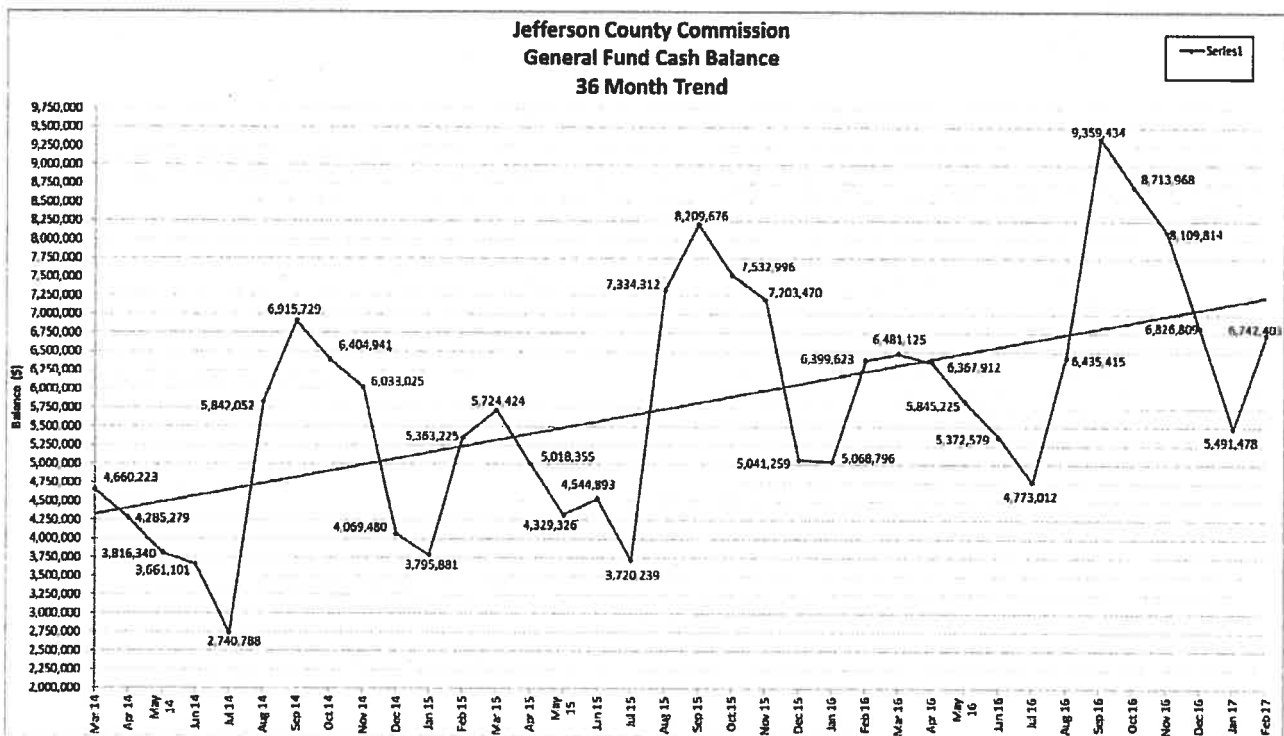
All persons residing in or owning or having any interest in property in the territory of the Jefferson County Public Service District or the City of Charles Town may be heard for or against the proposed dissolution. A copy of the Order proposing dissolution of the Jefferson County Public Service District is available from the Office of the Clerk of the County Commission of Jefferson County, West Virginia, located at 100 E. Washington Street, Charles Town, West Virginia 25414.

Anyone wishing to provide oral or written comment may do so at this meeting or you may send your comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org)

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

Jefferson County Commission  
 Cash Balances by Fund  
 As of 02-28-2017

Fund	Discription	02/28/2017 Balance
001	General Operating	\$ 6,742,403
002	Coal Severance	163,922
003	Dog & Kennel	38,498
004	General School	-
005	Magistrate Court	24,185
006	Worthless Check	32,314
008	Home Confinement	19,704
009	Federal Grants	-
010	State Grant	3,690
023	Flood Mitigation	34,959
039	Waste Coal	8,422
056	Assessor Valuation	749,684
057	Farmland Protection	1
059	Concealed Weapons	78,144
063	Voter Registration	704
074	Drug Forfeiture	17,772
075	Sub Division Bond Forfeiture	172
077	Teen Court	-
244	Bardane Public Health Center	18,022
246	Capital Outlay	3,373,247
247	Parks Land Fund	-
249	Impact Fees	3,172,048
315	State Police	60
369	Deputy Sheriff Retire	1
Total Cash all Funds		<u>\$ 14,477,952</u>



Jefferson County Commission  
 FY17 General Fund Revenues and Expenditures  
 Compiled March 31, 2017  
 Expenditures by Department

	FY17 Budget	Budget		% Rec'd /Exp'd	FY16 YTD Actual as of 02/28/16	YTD Actual		
		FY17 YTD Actual as of 02/28/17	Variance Favorable / (Unfavorable)			FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd	
<b>REVENUE</b>								
AD VALOREM TAXES	13,025,919	10,191,734	(2,834,185)	78.24 %	9,950,116	241,618	2.43 %	
TAX PENALTIES	295,000	218,313	(76,687)	74.00 %	220,393	(2,080)	(0.94) %	
PROPERTY TRANSFER TAX	788,109	504,391	(283,718)	64.00 %	428,344	76,047	17.75 %	
GAS & OIL SEVERANCE TAX	83,732	58,840	(24,892)	70.27 %	95,320	(36,480)	(38.27) %	
HORSE & DOG RACING TAX	8,973	7,284	(1,689)	81.17 %	8,052	(768)	(9.54) %	
WINE & LIQUOR TAX	32,000	34,248	2,248	107.02 %	28,007	6,241	22.28 %	
HOTEL OCCUPANCY TAX	549,500	541,274	(8,226)	98.50 %	431,721	109,553	25.38 %	
LICENSE/DECALS	61	32	(29)	52.46 %	38	(6)	(15.79) %	
BUILDING PERMIT FEES	250,000	90,333	(159,667)	36.13 %	213,843	(123,510)	(57.76) %	
MISC. RENTS	120	144	24	120.00 %	136	8	5.88 %	
FEDERAL GOV GRANTS	240,000	(3,944)	(243,944)	(1.64) %	43,957	(47,901)	(108.97) %	
FED PYMNT IN LIEU OF TAXS	11,676	-	(11,676)	-	516	(516)	(100.00) %	
SHERIFF'S SRVC OF PROCESS	19,512	13,275	(6,237)	68.04 %	14,205	(930)	(6.55) %	
SHERIFF EARNINGS	103,727	128,975	25,248	124.34 %	13,765	115,210	836.98 %	
COUNTY CLERK'S EARNING	180,375	130,486	(49,889)	72.34 %	135,429	(4,943)	(3.65) %	
CIRCUIT CLERK'S EARNING	54,380	41,839	(12,541)	76.94 %	36,477	5,362	14.70 %	
PROSECUTING ATTY EARNINGS	1,134	1,029	(105)	90.76 %	502	527	105.03 %	
ACCIDENT REPORTS	3,500	3,410	(90)	97.43 %	2,600	810	31.15 %	
MAP SALES	3,697	962	(2,736)	26.01 %	1,653	(692)	(41.83) %	
RENT - CONCESSIONS	44,679	800	(43,879)	1.79 %	20,325	(19,525)	(96.06) %	
AMBULANCE FEES	725,000	350,000	(375,000)	48.28 %	650,460	(300,460)	(46.19) %	
EMG COMM - 911 FEE	1,900,000	963,750	(936,250)	50.72 %	1,116,968	(153,218)	(13.72) %	
FRANCHISE FEES	491,000	252,542	(238,458)	51.43 %	340,381	(87,839)	(25.81) %	
IRP FEES-INTNATL REG PGM	9,867	7,874	(1,993)	79.80 %	11,579	(3,705)	(32.00) %	
JAIL FEES	98,000	69,244	(28,756)	-	97,813	(28,569)	(29.21) %	
INTEREST EARNED	20,200	22,231	2,031	110.05 %	20,127	2,104	10.45 %	
MISCELLANEOUS REVENUE	500	4,056	3,556	811.13 %	23	4,033	17,533.17 %	
SHERIFF'S COMMISSION	11,498	11,536	38	100.33 %	11,563	(27)	(0.23) %	
REIMBURSEMENTS	346,800	293,623	(53,177)	84.67 %	323,524	(29,901)	(9.24) %	
GAIN/LOSS SALE-FIX ASSETS	-	-	-	-	10,950	(10,950)	(100.00) %	
GEN SCHOOL FUND REIMB	264,000	111,328	(152,672)	42.17 %	130,343	(19,015)	(14.59) %	
TRANS/ASSR VAL FUND	441,008	6,675	(434,333)	1.51 %	-	6,675	-	
<b>TOTAL REVENUES</b>	<b>20,003,967</b>	<b>14,056,281</b>	<b>(5,947,686)</b>	<b>70.27 %</b>	<b>14,359,130</b>	<b>(302,849)</b>	<b>(2.11) %</b>	
<b>EXPENDITURES</b>								
COUNTY COMMISSION	1,765,011	1,216,402	548,609	68.92 %	1,245,611	29,209	2.34 %	
COUNTY CLERK	743,881	447,323	296,558	60.13 %	477,117	29,794	6.24 %	
CIRCUIT CLERK	596,187	367,807	228,380	61.69 %	388,938	21,131	5.43 %	
SHERIFF AND TREASURER	576,969	354,128	222,841	61.38 %	367,667	13,539	3.68 %	
PROSECUTING ATTORNEY	1,782,394	1,138,498	643,896	63.87 %	1,151,390	12,892	1.12 %	
ASSESSOR	527,389	352,492	174,897	66.84 %	345,912	(6,580)	(1.90) %	
ASSESSOR'S VALUATION FUND	441,008	285,782	155,226	64.80 %	282,027	(3,755)	(1.33) %	
STATEWIDE COMPUTER NET	58,077	14,445	43,632	24.87 %	13,547	(898)	(6.63) %	
AGRICULTURAL AGENT	128,704	81,034	47,670	62.96 %	75,786	(5,248)	(6.92) %	
ELECTIONS COUNTY CLERK	309,742	242,671	67,071	78.35 %	160,714	(81,957)	(51.00) %	
MAGISTRATE COURT	1,700	1,244	456	73.21 %	1,266	22	1.70 %	
COURTHOUSE (MAINTENANCE)	1,223,081	752,912	470,169	61.56 %	763,379	10,467	1.37 %	
OTHER BUILDINGS	523,000	294,236	228,764	56.26 %	329,222	34,986	10.63 %	
IT DATA PROCESSING	412,980	252,642	160,338	61.18 %	148,282	(104,360)	(70.38) %	
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	(0)	(0.00) %	
ECONOMIC DEVELOPMENT	423,249	283,346	139,903	66.95 %	282,491	(855)	(0.30) %	
ENGINEERING	1,346,369	898,363	448,006	66.72 %	946,280	47,917	5.06 %	

Jefferson County Commission  
 FY17 General Fund Revenues and Expenditures  
 Compiled March 31, 2017  
 Expenditures by Department

	FY17 Budget	FY17 YTD	Budget	% Rec'd /Exp'd	FY16 YTD	YTD Actual	% Rec'd /Exp'd
		Actual as of 02/28/17	Variance Favorable / (Unfavorable)		Actual as of 02/28/16	FY17-FY16 Var Favorable / (Unfavorable)	
CONTINGENCIES	130,000	-	130,000	-	-	-	-
SHERIFF LAW ENFORCEMENT	3,781,357	2,333,621	1,447,736	61.71 %	2,405,000	71,379	2.97 %
SHERIFF SVC OF PROCESS	19,512	5,643	13,869	28.92 %	17,206	11,563	67.21 %
REGIONAL JAIL	1,375,000	840,901	534,099	61.16 %	752,025	(88,876)	(11.82) %
HOMELAND SECURITY	273,360	146,238	127,122	53.50 %	152,121	5,883	3.87 %
COMMUNICATIONS CENTER	1,970,152	1,191,200	778,952	60.46 %	1,190,110	(1,090)	(0.09) %
FIRE DEPARTMENTS	595,000	370,000	225,000	62.18 %	260,000	(110,000)	(42.31) %
AMBULANCE AUTHORITY	2,203,366	1,534,853	668,514	69.66 %	1,736,422	201,570	11.61 %
ANIMAL CONTROL	328,947	186,828	142,119	56.80 %	198,105	11,277	5.69 %
CENTRAL GARAGE	262,396	152,796	109,600	58.23 %	155,870	3,074	1.97 %
SOLID WASTE AUTHORITY	15,600	-	15,600	-	-	-	-
PARKS AND RECREATION	498,280	413,049	85,231	82.89 %	352,911	(60,138)	(17.04) %
ARTS AND HUMANITIES	10,440	10,112	328	96.86 %	7,775	(2,337)	(30.06) %
HISTORICAL COMMISSION	16,584	14,973	1,611	90.29 %	11,513	(3,460)	(30.06) %
VISITOR'S BUREAU	274,750	252,799	21,951	92.01 %	194,379	(58,420)	(30.05) %
LIBRARIES	330,000	247,500	82,500	75.00 %	187,500	(60,000)	(32.00) %
PUBLIC TRANSPORTATION	20,000	15,000	5,000	75.00 %	7,706	(7,294)	(94.65) %
<b>TOTAL EXPENDITURES</b>	<b>22,984,280</b>	<b>14,718,630</b>	<b>8,265,650</b>	<b>64.04 %</b>	<b>14,628,066</b>	<b>(90,564)</b>	<b>(0.62) %</b>
NET PRIOR TO GAMING REVENUE	(2,980,313)	(662,349)	(2,317,964)		(268,936)	(393,413)	146.29 %
TABLE GAMES	740,000	519,172	(220,828)	70.16 %	569,571	(50,399)	(8.85) %
VIDEO LOTTERY	3,140,000	2,293,506	(846,494)	73.04 %	2,364,787	(71,281)	(3.01) %
NET REVENUE LESS EXPENDITURES	899,687	2,150,329	1,250,642		2,665,422	(515,093)	(19.33) %
<b>TRANSFERS TO OTHER FUNDS</b>							
TRANSFER TO CAPITAL OUTLAY FUND	1,347,000	556,019	(790,981)	41.28 %	-	(556,019)	-
<b>TOTAL TRANSFERS</b>	<b>1,347,000</b>	<b>556,019</b>	<b>(790,981)</b>	<b>41.28 %</b>	<b>-</b>	<b>(556,019)</b>	<b>-</b>
NET USE OF FUNDS - SURPLUS/(DEFICIT)	(447,313)	1,594,310	2,041,623		2,665,422	1,071,112	
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985		
NET CHANGE INFUND BALANCE	(447,313)	1,594,310			2,665,422		
ENDING FUND BALANCE	5,005,763	7,047,386			6,617,407		
FUND BALANCE AS A % OF OPERATING EXP	21.78%	47.88%			45.24%		

Jefferson County Commission  
 FY17 General Fund Revenues and Expenditures  
 Compiled March 31, 2017  
 General Fund Expenditures by Object Code

	FY17 Budget	FY17 YTD Actual as of 02/28/17	Budget Variance Favorable / (Unfavorable)	% Rec'd /Exp'd	FY16 YTD Actual as of 02/28/16	YTD Actual FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
<b>REVENUES</b>							
CHARGES FOR SERVICES	3,634,871	1,964,186	(1,670,685)	54.04 %	2,442,157	(477,971)	(19.57) %
INTERGOVERNMENTAL	251,676	(3,944)	(255,620)	(1.57) %	44,474	(48,418)	(108.87) %
INTEREST EARNED	20,200	22,230	2,030	110.05 %	20,127	2,103	10.45 %
LICENSES & PERMITS	250,181	90,509	(159,672)	36.18 %	214,017	(123,508)	(57.71) %
MISCELLANEOUS REVENUE	358,798	309,214	(49,584)	86.18 %	346,060	(36,846)	(10.65) %
OTHER TAXES	5,342,314	3,958,714	(1,383,600)	74.10 %	3,925,802	32,912	0.84 %
TRANSFERS	705,008	118,003	(587,005)	16.74 %	130,343	(12,340)	(9.47) %
TAXES	13,320,919	10,410,047	(2,910,872)	78.15 %	10,170,508	239,539	2.36 %
<b>TOTAL REVENUES</b>	<b>23,883,967</b>	<b>16,868,959</b>	<b>(7,015,008)</b>	<b>70.63 %</b>	<b>17,293,488</b>	<b>(424,529)</b>	<b>(2.11) %</b>
<b>EXPENDITURES</b>							
SALARIES	9,898,388	6,363,762	3,534,626	64.29 %	6,285,023	(78,739)	(1.25) %
FICA	766,636	465,772	300,864	60.76 %	492,221	26,449	5.37 %
HEALTH INSURANCE	2,000,215	1,251,464	748,751	62.57 %	1,236,205	(15,259)	(1.23) %
RETIREMENT	1,127,536	710,278	417,258	62.99 %	833,659	123,381	14.80 %
TELEPHONE	227,175	137,420	89,755	60.49 %	141,840	4,420	3.12 %
PRINTING	21,950	8,591	13,359	39.14 %	5,565	(3,026)	(54.38) %
UTILITIES	287,200	188,861	98,339	65.76 %	182,037	(6,824)	(3.75) %
TRAVEL	56,093	22,808	33,285	40.66 %	32,773	9,965	30.41 %
MAINT/REP BLDG & GRNDS	60,000	11,580	48,420	19.30 %	35,489	23,909	67.37 %
MAINT/REP EQUIPMENT	173,373	69,155	104,218	39.89 %	97,010	27,855	28.71 %
MAINT/REP AUTO	7,000	3,174	3,826	45.35 %	1,255	(1,919)	(152.93) %
POSTAGE	131,425	84,566	46,859	64.35 %	81,354	(3,212)	(3.95) %
BLDG/EQUIP RENTAL	143,067	54,447	88,620	38.06 %	91,241	36,794	40.33 %
ADVERTISING/LEGAL PUBS	39,470	17,445	22,025	44.20 %	18,021	576	3.19 %
TRAINING AND EDUCATION	45,885	16,253	29,632	35.42 %	12,108	(4,145)	(34.23) %
DUES AND SUBSCRIPTIONS	68,276	48,619	19,657	71.21 %	47,605	(1,014)	(2.13) %
PROFESSIONAL SERVICES	300,260	210,277	89,983	70.03 %	134,589	(75,688)	(56.24) %
AUDIT COSTS	35,000	-	35,000	-	34,600	34,600	100.00 %
INSURANCE AND BONDS	492,958	428,230	64,728	86.87 %	424,316	(3,914)	(0.92) %
COURT COSTS AND DAMAGES	1,500	15,000	(13,500)	1,000.00 %	200	(14,800)	(7,400.00) %
CONTRACTED SERVICES	222,665	130,278	92,387	58.51 %	162,046	31,768	19.60 %
BANK CHARGES	250	190	60	76.04 %	38	(152)	(400.24) %
REMITTANCE FEES COLLECTED	724,692	350,000	374,692	48.30 %	650,000	300,000	46.15 %
REFUNDING ERRONEOUS PMTS	-	600	(600)	-	79	(521)	(659.49) %
INSURANCE PREMIUM RETIREE	89,484	49,816	39,668	(100.00) %	57,448	7,632	13.29 %
MATERIALS AND SUPPLIES	362,527	224,455	138,072	61.91 %	171,840	(52,615)	(30.62) %
RECORD BOOKS	5,150	957	4,193	(100.00) %	1,876	919	49.00 %
AUTO SUPPLIES	146,000	85,087	60,913	58.28 %	83,802	(1,285)	(1.53) %
C/F PRISONRS REG JAIL FEE	1,375,000	840,901	534,099	61.16 %	752,025	(88,876)	(11.82) %
UNIFORMS	27,887	13,943	13,944	50.00 %	22,904	8,961	39.12 %
CHARGES BY OTHR GOV UNITS	58,077	14,444	43,633	24.87 %	13,547	(897)	(6.62) %
COMPUTER SOFTWARE	45,075	1,411	43,664	3.13 %	3,165	1,754	55.43 %
COMPUTER HARDWARE	69,671	77,805	(8,134)	111.68 %	13,346	(64,459)	(482.99) %
IT SUPPORT	100,790	34,732	66,059	34.46 %	54,611	19,880	36.40 %
LICENSE AND ANNUAL FEES	51,382	41,453	9,929	80.68 %	29,471	(11,982)	(40.66) %
CAPITAL OUTLAY-EQUIPMENT	190,000	63,225	126,775	33.28 %	119,754	56,529	47.20 %
CONTR/TRSFR OTHR GOV UNIT	3,278,723	2,543,133	735,590	77.56 %	2,155,075	(388,058)	(18.01) %
CONTR/TRSFR OTHER	223,500	138,500	85,000	61.97 %	149,928	11,428	7.62 %
CONTINGENCY FOR EMERGENCIES	130,000	-	130,000	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>22,984,280</b>	<b>14,718,630</b>	<b>8,265,650</b>	<b>64.04 %</b>	<b>14,628,066</b>	<b>(101,992)</b>	<b>(0.62) %</b>
<b>NET REVENUE LESS EXPENDITURES</b>	<b>899,687</b>	<b>2,150,329</b>	<b>1,250,642</b>		<b>2,665,422</b>	<b>(515,093)</b>	<b>(19.33) %</b>
<b>TRANSFERS TO OTHER FUNDS</b>							
TRANSFER TO CAPITAL OUTLAY FUND	1,347,000	556,019	790,981	41.28 %	-	(556,019)	-
<b>TOTAL TRANSFERS</b>	<b>1,347,000</b>	<b>556,019</b>	<b>790,981</b>	<b>41.28 %</b>	<b>-</b>	<b>(556,019)</b>	<b>-</b>
<b>NET USE OF FUNDS - SURPLUS/(DEFICIT)</b>	<b>(447,313)</b>	<b>1,594,310</b>	<b>2,041,623</b>		<b>2,665,422</b>	<b>1,071,112</b>	
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985		
NET CHANGE INFUND BALANCE	(447,313)	1,594,310			2,665,422		
ENDING FUND BALANCE	5,005,763	7,047,386			6,617,407		
FUND BALANCE AS A % OF OPERATING EXP	21.78%	47.88%			45.24%		

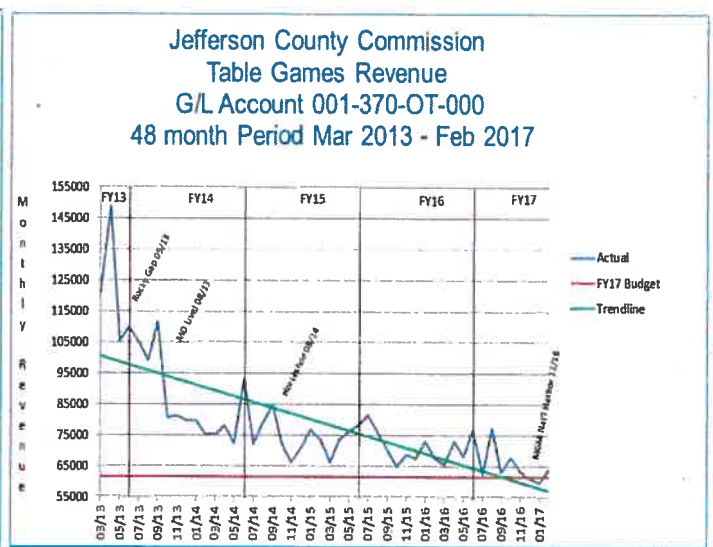
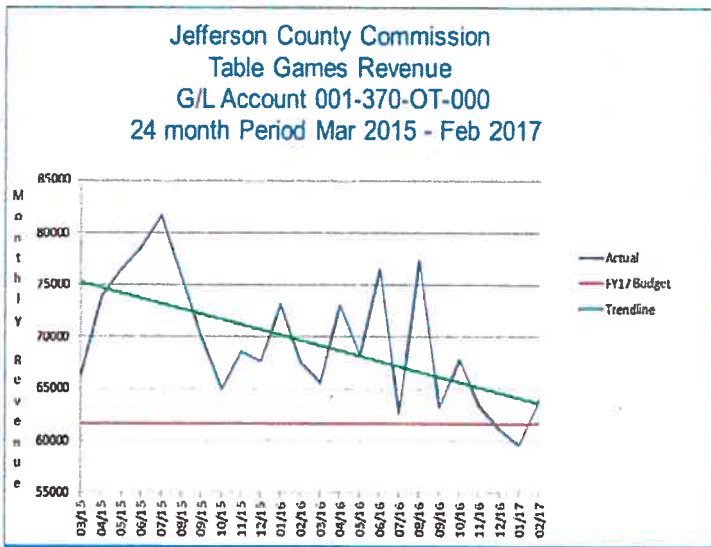
Jefferson County Commission  
Table Games Revenue

0013700T000

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	519,171	777,532	740,000	-13.2%	61,667	-50.0%	(1,077,345)
FY18			617,700	-16.5%			
			<b>Avg Dec FY13-16</b>	<b>-13.5%</b>			<b>(3,130,523)</b>
			<b>Act Dec FY16-17</b>	<b>-8.8%</b>			

Table Games Revenue  
FY17 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance	Decrease Over PY
07/16	62,652						-23.3%
08/16	77,286						2.0%
09/16	63,258						-9.8%
10/16	67,809						4.3%
11/16	63,493						-7.5%
12/16	61,114						-9.7%
01/17	59,638						-18.4%
02/17	63,921						-5.5%
03/17	-	-3.7%	61,545				
04/17	-	12.6%	69,306				
05/17	-	-14.4%	59,339				
06/17	-	14.9%	68,171				
<b>Totals</b>	<b>519,171</b>		<b>258,361</b>	<b>777,532</b>	<b>740,000</b>	<b>37,532</b>	



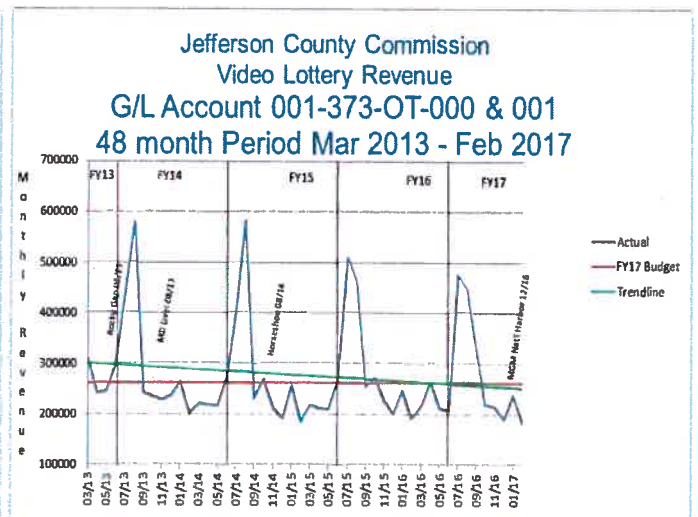
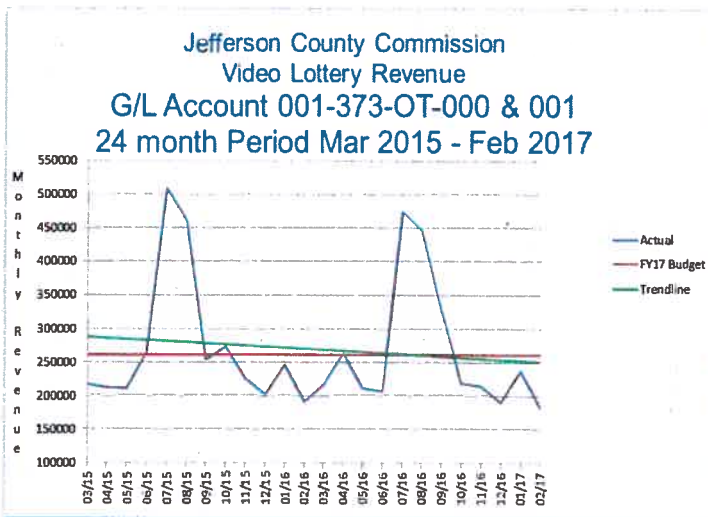
Jefferson County Commission  
Video Lottery Revenue

001373OT000 001373OT001

	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	2,293,206	3,179,229	3,140,000	-2.6%	261,667	-26.5%	(1,090,657)
FY18			3,020,000	-5.0%			
		Avg Dec FY13-16		-6.3%	(0.038)		(4,671,598)

Video Lottery Revenue  
FY17 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance	Decrease Over PY
07/16	474,513						-7.0%
08/16	446,950						-3.0%
09/16	327,598						28.6%
10/16	219,196						-19.5%
11/16	214,983						-5.3%
12/16	190,029						-5.9%
01/17	236,486						-4.1%
02/17	183,451						-4.2%
03/17	-	19.5%	219,179				
04/17	-	-0.8%	217,350				
05/17	-	-4.8%	207,017				
06/17	-	17.1%	242,477				
<b>Totals</b>	<b>2,293,206</b>		<b>886,023</b>	<b>3,179,229</b>	<b>3,140,000</b>	<b>39,229</b>	



# Jefferson County Public Service District

Received

APR 11 2017

## Jefferson County Public Service District Special Board Meeting March 24, 2017

Jefferson County Commission

The special meeting of the Jefferson County Public Service District was held at 11:00AM on Monday, March 24, 2017 at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese; Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; from Kay Casto, Attorney, Robert Rodecker (speakerphone); and from the County Commission, Commissioner Caleb Hudson.

Chairman Peter Appignani called the meeting to order at 11:00AM.

Discus consolidation models and direction for attorney when talking to other lawyers about consolidation

The Board discussed various consolidation alternatives that are available for the District to consider. The Board did not decide on a preferred option at this time, but will wait for the lawyers of all the involved entities to meet and come back with options.

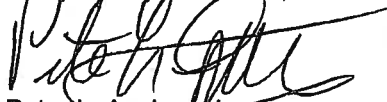
**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to authorize Mr. Rodecker to meet with the counsel for the Cities of Charles Town and Ranson, the Jefferson County Commission, and the Charles Town Utility Board to formulate the ground rules to form a larger working group and develop options and recommendations for sewer consolidation/merger/and/or asset purchase in an effort to make sewer and water service in Jefferson County more efficient and cost effective. Unanimously approved.

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

There being no further business at this time, the meeting was adjourned at 11:55AM.

The next regular meeting is scheduled for April 3, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer

# Jefferson County Public Service District

Received

APR 11 2017

## Jefferson County Public Service District Regular Board Meeting March 6, 2017

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, March 6, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese (speakerphone); Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; from Bowles Rice, Attorney, Tyler Mayhew; and liaison for the County Commission, Commissioner Josh Compton.

### CALL TO ORDER

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

### Approval of agenda

By unanimous consent, the Board approved the agenda as presented.

### OLD BUSINESS

#### Review Minutes of February 6 regular board meeting

The minutes of the February 6, 2017 regular board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to accept the February 6, 2017 regular board meeting minutes as presented. Unanimously approved.

#### Discuss sewer collection and transmission project

- Consider for approval the resolution #9 to pay Crawford Law Group for easement services relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds

Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission. Ms. Lawton requested the Board approve resolution number nine (9) to pay Crawford Law Group \$1,991.00 out of the \$660,000 loan for easement services for the project. Mr. Strider read resolution #9 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ENGINEERING AND OTHER SERVICES FOR THE SEWER TRANSMISSION IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF IN THE AMOUNT OF \$1,991.00.

**Action:** Motion by Mr. Strider and seconded by Mr. Weese to approve the resolution as read totaling \$1,991.00. Approved 2-0. Mr. Appignani recused himself.

#### Update on request from Jefferson Utilities, Inc. regarding the Districts Westridge Hills well

Treasurer Bill Strider made the comment that he fully supported the position of the Westridge Hills HOA opposing the sale of the well for \$5,000, but since it is a viable well he doesn't want to see the well sit unused since the District does not have the water rights to provide service and utilize the well. Mr. Strider proposed the District deny Jefferson Utilities, Inc.'s (JUI) offer and suggested a possible long-term lease agreement for the well with JUI. Mr. Appignani is in agreement with Mr. Strider's suggestion and added to ask JUI to present the agreement to the County Commission with participation from the District and the Westridge Hills HOA.

**Action:** Motion by Mr. Strider and seconded by Mr. Weese to request JUI draft a lease agreement for the Westridge Hills well and present to the County Commission with the participation from the District and the Westridge Hills HOA. Unanimously approved.

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

The District will need to collect an estimated \$15,400 in payments to cover the disbursements for water.

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

**NEW BUSINESS**

Consider approval of an amendment to Aspen Greens Alternate Mainline Extension Agreement for Phase II

Mr. Kelsh prepared an amendment to the Aspen Greens Alternate Mainline Extension Agreement for Phase II which the District can also use for future phases.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the amendment to the Alternate Mainline Extension Agreement with Aspen Greens for Phase II. Unanimously approved.

Discussions with County Commission on consolidation of utilities in Jefferson County

- Consider hiring Robert Rodecker to represent District on this issue
- Review and reconsider motion from July 6, 2015 on consolidation discussions

The County Commission scheduled a meeting on March 15<sup>th</sup> with the City of Charles Town and Ranson to discuss consolidation options among the three sewer utilities. The District was invited to attend.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to rescind the July 6, 2015 motion which states the District will "not consider any formal agreements to sell, acquire or consolidate sewer utility assets to or with another publicly owned sewer utility provider until the Districts sewer transmission project is constructed" and to now allow the District to enter into discussions on consolidation or purchase efforts with the Jefferson County Commission and the cities of Charles Town and Ranson. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to hire Robert Rodecker to represent the District in consolidation discussions with the Cities of Charles Town and Ranson. Unanimously approved.

Update on Status of Current Public Service Commission Cases

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

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

Certificate of Convenience and Necessity case, 16-0616-PSD-PC-CN –The final order is due by March 23<sup>rd</sup>.

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

Discussion of any Expenses over Budget

There were no items over budget.

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

Disbursements

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for Public Service District water expenses in the amount of \$6,565.44. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District sewer expenses in the amount of \$226,268.43. Unanimously approved.

Approve transfer of \$4,278.66 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$922.94 from the Water Renewal & Replacement account to the Water Operating account for new transducer

Approve transfer of \$91.13 from the Water Security Deposit account to the Water Operating account for security deposit refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve transfer of \$4,278.66 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$922.94 from the Water Renewal & Replacement account to the Water Operating account for new transducer; approve transfer of \$91.13 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

None discussed.

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

Other staff reports

None discussed.

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

Correspondence

None discussed.

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

Public Comment

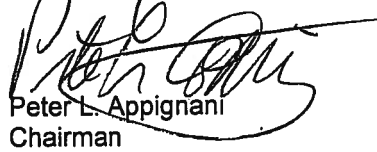
None.

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

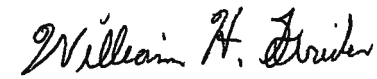
There being no further business at this time, the meeting was adjourned at 7:21PM.

The next regular meeting is scheduled for Monday, April 3, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer

## MEMORANDUM

**TO:** Mayor Peggy Smith, City of Charles Town, WV 25414  
Charles Town City Council  
City Manager David Mills  
Todd Wilt, Director of Public Work and Maintenance  
All other City Department Heads  
City of Charles Town Legal Department

Received

APR 11 2017

Jefferson County Commission

**FROM:** Mike and Diane Stoneberger  
475 Marlow Road  
Charles Town WV 25414

**SUBJECT:** Charles Town New Horizons Initiative  
Urban Growth Boundary Annexation Plan

**DATE:** April 10, 2017

This memorandum responds to your plan to annex properties in your UGB (Urban Growth Boundary). My wife, Diane and I, own the property (1.67 acres) known as 475 Marlow Road, Charles Town WV 25414. According to your "Charles Town New Horizon Briefing Sheet (2200: New Horizon Annexation Initiative) page 6.6.a, Packet Page 80, 81, 82, 83, 84, 85 and 86, and your UGB Annexation Map, our property is included in your plans.

Please be advised immediately that we **DO NOT** wish to be included in your Annexation Plan, **DO NOT** want to be annexed into the City of Charles Town, and request that you delete us from any future involvement with your annexation plan.

We have never expressed any interest in being a part of your annexation plans and find it somewhat offensive that you can change our lives "without our permission".

Should you wish to, please respond to us in writing or by phone at 304-725-8995.

We thank you in advance for your attention to this matter

*Mike Stoneberger Diane Stoneberger*

Mike Stoneberger and Diane Stoneberger  
475 Marlow Road  
Charles Town WV 25414

CC: Jefferson County Commission ✓

**JOHN J. KUSKA, JR.**

**CERTIFIED PUBLIC ACCOUNTANT  
AND CONSULTANT**

**56 HACKBERRY CIRCLE  
SHEPHERDSTOWN, WEST VIRGINIA 25443**

Received

MAR 07 2017

Jefferson County Commission

TELEPHONE  
304-876-1819

EMAIL  
JOHN@KUSKACPA.COM

March 31, 2017

Bill Hinkley, President  
FUOA  
420 Fernbank Drive  
Shepherdstown, West Virginia 25443

Re: Dog Incident of March 29, 2017

On the afternoon of March 29, 2017 three very large dogs, approximating 150 pounds each, were observed in the cul-de-sac of Hackberry Circle and the yards of Streeter and Leekley. The dogs were very intimidating and threatening. As a very experienced cyclist I had pepper spray on my person. The dogs were "loose" and under NO control continuing to bark and mill about in the area for some 15-20 minutes.

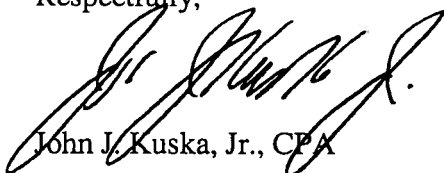
It is also my observation that these are the same dogs from the Schramm Farm that bark ALL hours of the day and night. I repeat ALL. I find the irresponsibility of the Schramms in these regards reprehensible.

I remain available to testify or sign any affidavit to give further weight to the above statements. I understand that Animal Control has taken no ownership of numerous reports filed, another incident of irresponsibility. I suggest this complaint be filed with the Jefferson County Commission and a copy to the Martinsburg Journal.

I also go on record in stating that if these dogs enter my property threatening my person or guests, there will be serious consequences.

By copy of this letter to the Jefferson County Commission, I am specifically requesting their response as to the appalling behavior and irresponsibility of Animal Control.

Respectfully,



John J. Kuska, Jr., CPA

Cc: Jefferson County Commission

MEMBER  
AMERICAN INSTITUTE AND MARYLAND ASSOCIATION OF  
CERTIFIED PUBLIC ACCOUNTANTS

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

<b>Week Ending Date</b>	<b>FY17 April 1, 2017</b>
<b>To be Deposited on:</b>	<b>April 7, 2017</b>
<b>Amount Played</b>	<b>\$ 58,283,041.65</b>
<b>Amount Won</b>	<b>52,283,117.95</b>
<b>Amount Promo</b>	<b>429,932.00</b>
<b>MWAP Contribution</b>	<b>-</b>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>5,569,991.70</u></b>
<b>Administrative Costs @ 4%</b>	<b>-</b>
<b>Excess Lottery Fund @ 4%</b>	<b><u>222,799.67</u></b>
<b>Net Terminal Revenue</b>	<b><u>5,347,192.03</u></b>
<b>Surcharge @ 10%</b>	<b>534,719.21</b>
<b>State Share Excess @ 58% &amp; 10% of 42%</b>	<b>332,595.35</b>
<b>Track Share of Capital Reinvestment @ 90% of 42%</b>	<b><u>202,123.86</u></b>
<i>Track Share of Capital Reinvestment @ 98%</i>	<i>194,038.91</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,084.95</i>
<b>Adjusted Net Terminal Revenue</b>	<b><u>4,812,472.82</u></b>
<b>Racetrack @ 46.50% / 42%</b>	<b>2,021,238.58</b>
<b>Lottery Fund @ 30% / 0%</b>	<b>-</b>
<b>Excess Lottery Fund @ 0% / 41%</b>	<b>1,973,113.90</b>
<b>Excess Lottery Fund @ 12.85% / 9.55%</b>	<b>459,591.14</b>
<b>Race Track Purses @ 90% of 7% / 4%</b>	<b>173,249.02</b>
<b>Employee Pension Fund @ 1% / .5%</b>	<b>24,062.36</b>
<b>Greyhound Development @ 90% of .75%</b>	<b>32,484.19</b>
<b>Thoroughbred Development @ 90% of .75%</b>	<b>32,484.19</b>
<b>County/Municipality @ 2%</b>	<b><u>96,249.44</u></b>
	<b><u>\$ 4,812,472.82</u></b>

WEST VIRGINIA LOTTERY

First Benchmark  
Charles Town  
County / City Split  
Fiscal Year 2017

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	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	2,684.68	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
02/11/17	85,028.56	42,514.28	42,514.28	3,371.38	16,963.20	922.56	14,318.81	6,938.33
02/18/17	96,173.60	48,086.80	48,086.80	3,813.28	19,186.63	1,043.49	16,195.63	7,847.77
02/25/17	110,730.04	55,365.02	55,365.02	4,390.45	22,090.64	1,201.42	18,646.94	9,035.57
03/04/17	95,762.48	47,881.24	47,881.24	3,796.98	19,104.62	1,039.02	16,126.40	7,814.22
03/11/17	92,549.16	46,274.58	46,274.58	3,669.57	18,463.56	1,004.16	15,585.28	7,552.01
03/18/17	87,919.56	43,959.78	43,959.78	3,486.01	17,539.95	953.93	14,805.65	7,174.24
03/25/17	98,261.24	49,130.62	49,130.62	3,896.06	19,603.12	1,066.13	16,547.19	8,018.12
04/01/17	96,249.44	48,124.72	48,124.72	3,816.29	19,201.76	1,044.31	16,208.41	7,853.95
Subtotal	\$ 3,979,667.24	\$ 2,445,865.36	\$ 1,533,801.88	\$ 121,630.47	\$ 611,986.93	\$ 33,283.52	\$ 516,584.47	\$ 250,316.49

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	2/11/2017	42,514.28
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72
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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**2,445,865.36**

**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	January, 2017	63,836.29
February, 2015	66,262.78	February, 2016	65,518.59	February, 2017	51,478.72
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>507,398.16</b>

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

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
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>

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
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	January, 2017	191,508.87
February, 2016	196,555.77	February, 2017	154,436.16
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>1,522,194.48</b>

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

<b>Week Ending Date</b>	<b>FY17 April 8, 2017</b>
<b>To be Deposited on:</b>	<b>April 14, 2017</b>
<b>Amount Played</b>	<b>\$ 59,234,557.08</b>
<b>Amount Won</b>	<b>53,418,082.49</b>
<b>Amount Promo</b>	<b>462,006.00</b>
<b>MWAP Contribution</b>	<b>-</b>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>5,354,468.59</u></b>
<b>Administrative Costs @ 4%</b>	<b>-</b>
<b>Excess Lottery Fund @ 4%</b>	<b><u>214,178.75</u></b>
<b>Net Terminal Revenue</b>	<b><u>5,140,289.84</u></b>
<b>Surcharge @ 10%</b>	<b>514,028.99</b>
<b>State Share Excess @ 58% &amp; 10% of 42%</b>	<b>319,726.03</b>
<b>Track Share of Capital Reinvestment @ 90% of 42%</b>	<b><u>194,302.96</u></b>
<i>Track Share of Capital Reinvestment @ 98%</i>	<i>188,530.84</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>7,772.12</i>
<b>Adjusted Net Terminal Revenue</b>	<b><u>4,626,260.85</u></b>
<b>Racetrack @ 46.50% / 42%</b>	<b>1,943,029.56</b>
<b>Lottery Fund @ 30% / 0%</b>	<b>-</b>
<b>Excess Lottery Fund @ 0% / 41%</b>	<b>1,896,766.99</b>
<b>Excess Lottery Fund @ 12.85% / 9.55%</b>	<b>441,807.89</b>
<b>Race Track Purses @ 90% of 7% / 4%</b>	<b>166,545.39</b>
<b>Employee Pension Fund @ 1% / .5%</b>	<b>23,131.30</b>
<b>Greyhound Development @ 90% of .75%</b>	<b>31,227.26</b>
<b>Thoroughbred Development @ 90% of .75%</b>	<b>31,227.26</b>
<b>County/Municipality @ 2%</b>	<b><u>92,525.20</u></b>
	<b><u>\$ 4,626,260.85</u></b>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	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
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
02/11/17	85,028.56	42,514.28	42,514.28	3,371.38	16,963.20	922.56	14,318.81	6,938.33
02/18/17	96,173.60	48,086.80	48,086.80	3,813.28	19,186.63	1,043.49	16,195.63	7,847.77
02/25/17	110,730.04	55,365.02	55,365.02	4,390.45	22,090.84	1,201.42	18,646.94	9,035.57
03/04/17	95,762.48	47,881.24	47,881.24	3,796.98	19,104.62	1,039.02	16,126.40	7,814.22
03/11/17	92,549.16	46,274.58	46,274.58	3,669.57	18,463.56	1,004.16	15,585.28	7,552.01
03/18/17	87,919.56	43,959.78	43,959.78	3,485.01	17,539.95	953.93	14,805.65	7,174.24
03/25/17	98,261.24	49,130.62	49,130.62	3,896.06	19,603.12	1,066.13	16,547.19	8,018.12
04/01/17	96,249.44	48,124.72	48,124.72	3,816.29	19,201.76	1,044.31	16,208.41	7,853.95
04/08/17	92,525.20	46,262.60	46,262.60	3,668.62	18,458.78	1,003.90	15,581.24	7,550.06
Subtotal	\$ 4,072,192.44	\$ 2,492,127.96	\$ 1,580,064.48	\$ 125,299.09	\$ 630,445.71	\$ 34,287.42	\$ 532,165.71	\$ 257,866.55

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	2/11/2017	42,514.28
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60
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

<b>3,580,645.18</b>		<b>3,261,565.02</b>		<b>3,148,372.80</b>		<b>3,167,478.80</b>		<b>2,492,127.96</b>	
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**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	January, 2017	63,836.29
February, 2015	66,262.78	February, 2016	65,518.59	February, 2017	51,478.72
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>507,398.16</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	January, 2017	191,508.87
February, 2016	196,555.77	February, 2017	154,436.16
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>1,522,194.48</b>