

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2017
THURSDAY, JUNE 1, 2017
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 18, 2017

APPROVAL OF ACCOUNTS PAYABLE

- May 25, 2017
- June 1, 2017

APPROVAL OF MANUAL CHECKS

- May 25, 2017
- June 1, 2017

APPROVAL OF PAYROLL

- May 18, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Jacki Shadle, County Clerk
- Approval of employment - Connie Weis, County Clerk's office -
Discussion/Action

2. 10:00 a.m. Matt Mullenax, Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO)
 - Appointment of the Jefferson County Municipal Representative to HEPMPO Council - Discussion/Action
3. 10:15 a.m. Steven Rawlings, Director of Operations - WVCoRP
 - Update on insurance
4. 10:30 a.m. Harpers Ferry Holding, LLC
 - Schedule date and time for Public Hearing on Map Amendment/Rezoning for 1 acre parcel owned by Harpers Ferry Holding, LLC, and described as Parcel 58.1 on Tax Map 9 in the Harpers Ferry District - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
 - Petition for Removal of Executor of the estate of Blanche V. Nelson, deceased and reopening of the estate of William E, Walker, deceased - Discussion/Action
7. 11:15 a.m. Jeffrey A. Polczynski, Director of Communications
 - Approval of Employment - Full-Time Public Safety Dispatcher - Discussion/Action
8. 11:30 a.m. William Rohrbaugh, Esq.
 - Discussion of the City of Charles Town's Resolution/Proposal for Acquisition of Assets of the Jefferson County Public Service District - Discussion/Action
9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discuss issues related to the County cable franchise agreement - Possible Executive Session - Discussion/Action
 - Discussion of PSD Dissolution & Pending Appeal of the PSC decision - Possible Executive Session - Discussion/Action
 - Report on issues relating to Civil Action #17-C-63 - Possible Executive Session - Discussion/Action
 - Report on issues relating to Civil Action #17-C-122 (collection of unpaid impact fees lawsuit). - Possible Executive Session - Discussion/Action

NEW BUSINESS

10. Request independent audit of Jefferson County Public Service District financials - Discussion/Action (PO)
11. Discuss qualifications of Public Service District Board appointees - Discussion/Action (JC)
12. Renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County - Discussion/Action
13. Letter of Support for a \$25,000 grant for a Dog Park for the Parks and Recreation Commission - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Review and Approval of WVCORP Insurance Renewal for FY2018 - Discussion/Action
- Review and Approval of Employee Increase effective 7/1/2017 (FY2018) - Discussion/Action
- Review and Approval of Equal Employment Opportunity Plan (EEOP) - Discussion/Action
- Review and Approval of EEOP Utilization Analysis as of 5/15/17 - Discussion/Action
- Review of FY2017 Budget to Actual as of 04/30/2017
- Review and Approval of FY2017 State Budget Revision 8 for the General Fund - Discussion/Action
- Review and Approval of FY2017 Internal Budget Revisions 3 & 4 for the General Fund - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Discuss IT centralization and security matters - Possible Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

14. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from Kevin D. Mills, Esquire regarding space issues.

Construction bond agreement for the Fellowship Bible Church (File #S14-03), which is secured by Letter of Credit #519042 with Jefferson Security Bank, located in Shepherdstown, WV in the amount of \$137,331.00.

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

**Jefferson County Commission Notice of Intent to Appoint to the Summit Point Library Committee.
Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Parks and
Recreation Commission.**

WV Lottery Weekly Settlement for Charles Town - week ending May 13, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending May 20, 2017.

***At all times the County Commission reserves the right to rearrange agenda times because
of time constraints and to accommodate the Commission schedule or the public.***

Minutes

Jefferson County Commission

Thursday, May 18, 2017

A meeting of the Jefferson County Commission was held on Thursday, May 18, 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, May 18, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the May 4, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078303	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,176.90	\$ 1,176.90
078304	PAYROLL	NOEMI BRUN		\$ -	\$ 2,250.00	\$ 2,250.00
078305	440	JESSICA GORMONT		\$ -	\$ 39.00	\$ 39.00
078306	PAYROLL	TAMMY MOBLEY		\$ -	\$ 980.08	\$ 980.08
078307	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,742.69	\$ 1,742.69
078308	402	SPIRIT OF JEFFERSON		\$ -	\$ 214.14	\$ 214.14
078309	402	GAIL MAGAHA		\$ -	\$ 94.00	\$ 94.00
078310	402	OFFICE SERVICES		\$ -	\$ 120.00	\$ 120.00

078310	402	OFFICE SERVICES		\$ -	\$ 131.95	\$ 131.95
078311	700	OPTAC INTERNATIONAL INC.		\$ -	\$ 1,598.00	\$ 1,598.00
078312	ALLOC	JEFF CO PARKS &		\$ -	\$ 26,502.83	\$ 26,502.83
078313	402	ALICE N. PAINTER		\$ -	\$ 94.00	\$ 94.00
078314	424	POTOMAC EDISON/OH		\$ -	\$ 2,026.54	\$ 2,026.54
078314	425	POTOMAC EDISON/OH		\$ -	\$ 18,667.47	\$ 18,667.47
078315	403	LAURA STORM		\$ -	\$ 282.48	\$ 282.48
078316	425	RCS SECURITY		\$ -	\$ 564.00	\$ 564.00
078317	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
078317	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
078318	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 74.00	\$ 74.00
078319	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
078319	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
078319	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
078319	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
078320	704	WV REGIONAL JAIL &		\$ -	\$ 148,079.25	\$ 148,079.25
078321	402	JACQUELINE SHADLE		\$ -	\$ 94.00	\$ 94.00
078322	700	DAVID SAYAMPANATHAN		\$ -	\$ 53.48	\$ 53.48
078323	425	CAPITAL TRISTATE		\$ -	\$ 14.33	\$ 14.33
078323	425	CAPITAL TRISTATE		\$ -	\$ 132.79	\$ 132.79
078323	425	CAPITAL TRISTATE		\$ -	\$ 71.96	\$ 71.96
078323	425	CAPITAL TRISTATE		\$ -	\$ 150.42	\$ 150.42
078323	425	CAPITAL TRISTATE		\$ -	\$ 194.38	\$ 194.38
078323	425	CAPITAL TRISTATE		\$ -	\$ 266.19	\$ 266.19
078323	425	CAPITAL TRISTATE		\$ -	\$ 232.03	\$ 232.03
078324	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 29,422.42	\$ 29,422.42
078325	700	WILLIAM WALTERS		\$ -	\$ 71.94	\$ 71.94
078326	402	W.B. MASON CO. INC		\$ -	\$ 34.45	\$ 34.45
078327	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 1,203.34	\$ 1,203.34
078328	424	JUANITA ZALESKI		\$ -	\$ 144.40	\$ 144.40
TOTAL					\$ 237,791.46	\$ 237,791.46

Motion by Ms. Tabb to approve the Accounts Payable for May 11, 2017 in the amount of \$237,791.46. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078331	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,626.88	\$ 3,626.88
078332	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 70.67	\$ 70.67

078333	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 4,200.00	\$ 4,200.00
078334	406	ANGELA L BANKS		\$ -	\$ 144.00	\$ 144.00
078335	406	ANGELA L BANKS		\$ -	\$ 60.80	\$ 60.80
078336	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078337	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
078337	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
078337	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
078337	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
078337	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
078338	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078339	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
078340	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078341	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078342	402	WV ASSOC OF COUNTY CLERK		\$ -	\$ 650.00	\$ 650.00
078343	PAYROLL	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
078344	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
078344	425	J.C.EHRLICH		\$ -	\$ 616.00	\$ 616.00
078345	406	RHONDA WILLINGHAM		\$ -	\$ 106.20	\$ 106.20
078346	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 6,290.55	\$ 6,290.55
078347	405	CRYSTAL GUMBEL-SHADE		\$ -	\$ 475.41	\$ 475.41
078348	406	PAULA J. HARDY		\$ -	\$ 106.20	\$ 106.20
078349	425	INTERSTATE ALL BATTERY		\$ -	\$ 712.42	\$ 712.42
078350	401	SPIRIT OF JEFFERSON		\$ -	\$ 35.38	\$ 35.38
078350	401	SPIRIT OF JEFFERSON		\$ -	\$ 834.06	\$ 834.06
078351	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,485.00	\$ 5,485.00
078352	406	VICTORIA MYERS		\$ -	\$ 106.20	\$ 106.20
078353	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
078354	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 80.12	\$ 80.12
078354	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 70.77	\$ 70.77
078355	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
078356	428	OFFICEMAX		\$ -	\$ 675.70	\$ 675.70
078357	428	OFFICE DEPOT		\$ -	\$ 854.46	\$ 854.46
078358	425	POTOMAC EDISON/OH		\$ -	\$ 96.22	\$ 96.22
078358	425	POTOMAC EDISON/OH		\$ -	\$ 4,197.46	\$ 4,197.46
078358	425	POTOMAC EDISON/OH		\$ -	\$ 45.09	\$ 45.09
078358	425	POTOMAC EDISON/OH		\$ -	\$ 802.40	\$ 802.40
078358	425	POTOMAC EDISON/OH		\$ -	\$ 137.22	\$ 137.22
078359	425	RCS SECURITY		\$ -	\$ 522.00	\$ 522.00
078359	425	RCS SECURITY		\$ -	\$ 62.50	\$ 62.50
078359	425	RCS SECURITY		\$ -	\$ 127.50	\$ 127.50

078359	425	RCS SECURITY		\$ -	\$ 970.00	\$ 970.00
078360	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
078361	425	REIC RESEARCH ENVIROMENT		\$ -	\$ 170.32	\$ 170.32
078362	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,509.10	\$ 43,509.10
078362	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,175.60	\$ 10,175.60
078362	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.76	\$ 3.76
078362	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.88	\$ 0.88
078362	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.64	\$ 2.64
078362	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,782.56	\$ 39,782.56
078363	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,259.53	\$ 31,259.53
078363	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 935.90	\$ 935.90
078363	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.40	\$ 1.40
078364	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 13,613.04	\$ 13,613.04
078364	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,642.55	\$ 9,642.55
078365	700	STEPHENS AUTO CENTER	48574	\$ 27,699.00	\$ -	\$ 27,699.00
078365	700	STEPHENS AUTO CENTER	48574	\$ 24,300.00	\$ -	\$ 24,300.00
078365	700	STEPHENS AUTO CENTER	48574	\$ 27,699.00	\$ -	\$ 27,699.00
078366	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,115.00	\$ 3,115.00
078366	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078370	401	GOF GOVERNMENT FINANCE		\$ -	\$ 239.00	\$ 239.00
078370	401	PIZZA CITY		\$ -	\$ 61.00	\$ 61.00
078370	401	SPRINT		\$ -	\$ 65.86	\$ 65.86
078370	401	THE STAMP MAKER		\$ -	\$ 51.70	\$ 51.70
078370	401	WAL-MART		\$ -	\$ 106.50	\$ 106.50
078370	402	PFC PRODUCTS		\$ -	\$ 395.00	\$ 395.00
078370	402	THE JOURNAL PUBLISH		\$ -	\$ 166.40	\$ 166.40
078370	402	WV TREASURY		\$ -	\$ 705.00	\$ 705.00
078370	403	SHOPLET		\$ -	\$ 123.10	\$ 123.10
078370	403	WATERFRONT PLACE HOTEL		\$ -	\$ 312.78	\$ 312.78
078370	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
078370	412	MILLERS OFFICE PRODUCTS		\$ -	\$ 297.00	\$ 297.00
078370	412	SPIRIT OF JEFFERSON		\$ -	\$ 33.84	\$ 33.84
078370	412	WORD PROCESSING SERVICE		\$ -	\$ 450.00	\$ 450.00
078370	413	ELECTION SOURCE		\$ -	\$ 1,501.45	\$ 1,501.45
078370	413	THE HOME DEPOT		\$ -	\$ 2,478.36	\$ 2,478.36
078370	415	FRONTIER		\$ -	\$ 84.49	\$ 84.49
078370	415	SPRINT		\$ -	\$ 108.66	\$ 108.66
078370	424	CHARLES TOWN UTILITIES		\$ -	\$ 159.24	\$ 159.24
078370	424	CRYSTAL SPRINGS		\$ -	\$ 665.66	\$ 665.66
078370	424	FRONTIER		\$ -	\$ 10,378.54	\$ 10,378.54

078370	424	ROACH ENERGY	\$ -	\$ 785.66	\$ 785.66
078370	424	SPRINT	\$ -	\$ 65.86	\$ 65.86
078370	424	STICKELLS GENERAL STORES	\$ -	\$ 90.00	\$ 90.00
078370	424	THE HOME DEPOT	\$ -	\$ 294.78	\$ 294.78
078370	424	THE HOME DEPOT	\$ -	\$ 14.12	\$ 14.12
078370	425	AMAZON	\$ -	\$ 144.72	\$ 144.72
078370	425	AMAZON	\$ -	\$ 371.74	\$ 371.74
078370	425	CHARLES TOWN UTILITIES	\$ -	\$ 1,158.72	\$ 1,158.72
078370	425	COMCAST	\$ -	\$ 1,084.26	\$ 1,084.26
078370	425	GRAINGER	\$ -	\$ 353.88	\$ 353.88
078370	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 275.94	\$ 275.94
078370	425	JEFFERSON UTILITIES, INC	\$ -	\$ 559.76	\$ 559.76
078370	425	ROACH ENERGY	\$ -	\$ 1,050.96	\$ 1,050.96
078370	425	SSC-SOUTHERN STATES	\$ -	\$ 646.24	\$ 646.24
078370	425	THE HOME DEPOT	\$ -	\$ 41.87	\$ 41.87
078370	425	WAL-MART	\$ -	\$ 69.92	\$ 69.92
078370	425	WEISS BROS OF HAGERSTOWN	\$ -	\$ 1,903.25	\$ 1,903.25
078370	425	WM WASTE MGNT	\$ -	\$ 1,708.60	\$ 1,708.60
078370	428	AMAZON	\$ -	\$ 497.00	\$ 497.00
078370	428	AMAZON	\$ -	\$ 32.68	\$ 32.68
078370	428	AMAZON	\$ -	\$ 69.15	\$ 69.15
078370	428	CONNECT A CELL & PC	\$ -	\$ 190.79	\$ 190.79
078370	428	CRST STI INC	\$ -	\$ 100.00	\$ 100.00
078370	428	DELL	\$ -	\$ 2,228.73	\$ 2,228.73
078370	428	ISTORAGE NETWORK	\$ -	\$ 9,565.00	\$ 9,565.00
078370	428	MYTECH PARTNERS INC	\$ -	\$ 1,824.54	\$ 1,824.54
078370	428	SOLARWINDS	\$ -	\$ 696.00	\$ 696.00
078370	428	SPRINT	\$ -	\$ 143.11	\$ 143.11
078370	440	APA - MEMBERSHIP	\$ -	\$ 520.00	\$ 520.00
078370	440	ASFPM	\$ -	\$ 150.00	\$ 150.00
078370	440	INTL CODE COUNCIL INC	\$ -	\$ 79.00	\$ 79.00
078370	440	MD TRANSPORTAION TECH T2	\$ -	\$ 220.00	\$ 220.00
078370	440	SPIRIT OF JEFFERSON	\$ -	\$ 77.56	\$ 77.56
078370	440	SPRINT	\$ -	\$ 175.58	\$ 175.58
078370	440	WV TREASURY	\$ -	\$ 95.00	\$ 95.00
078370	440	WVAGP-WV ASSOC GEOSPATIA	\$ -	\$ 90.00	\$ 90.00
078370	440	WVAGP-WV ASSOC GEOSPATIA	\$ -	\$ 90.00	\$ 90.00
078370	440	WVFMA	\$ -	\$ 175.00	\$ 175.00
078370	440	WVFMA	\$ -	\$ 175.00	\$ 175.00
078370	700	AT&T	\$ -	\$ 375.00	\$ 375.00

078370	700	AUTOZONE		\$ -	\$ 53.95	\$ 53.95
078370	700	FOOD LION		\$ -	\$ 76.30	\$ 76.30
078370	700	HOLIDAY INN		\$ -	\$ 107.00	\$ 107.00
078370	700	KTS LAW ENFORCEMENT TRNG		\$ -	\$ 150.00	\$ 150.00
078370	700	KUSTOM SIGNALS		\$ -	\$ 2,716.00	\$ 2,716.00
078370	700	MICROTEL INN SUITES		\$ -	\$ 268.00	\$ 268.00
078370	700	SHEETZ		\$ -	\$ 44.69	\$ 44.69
078370	700	SPRINT		\$ -	\$ 1,612.26	\$ 1,612.26
078370	700	SUPERIOR AUTOBODY		\$ -	\$ 1,158.00	\$ 1,158.00
078370	700	THOMASSEN FORD MERCURY		\$ -	\$ 85.95	\$ 85.95
078370	700	TRACTOR SUPPLY CO		\$ -	\$ 97.98	\$ 97.98
078370	700	WENDY'S		\$ -	\$ 15.13	\$ 15.13
078370	700	WV SIGNAL & LIGHT		\$ -	\$ 1,286.00	\$ 1,286.00
078370	701	GALLS		\$ -	\$ 4,284.50	\$ 4,284.50
078370	701	MES LAWMEN SUPPLY CO.		\$ -	\$ 230.13	\$ 230.13
078370	711	AMAZON		\$ -	\$ 268.19	\$ 268.19
078370	711	KEEPER SECURITY		\$ -	\$ 29.99	\$ 29.99
078370	711	NTL HAZARD MITIGATION AS		\$ -	\$ 50.00	\$ 50.00
078370	711	SOUTH BRANCH INN		\$ -	\$ 91.00	\$ 91.00
078370	711	SPRINT		\$ -	\$ 219.97	\$ 219.97
078370	711	STAPLES		\$ -	\$ 198.92	\$ 198.92
078370	711	TRACTOR SUPPLY CO		\$ -	\$ 39.99	\$ 39.99
078370	711	WAL-MART		\$ -	\$ 39.00	\$ 39.00
078370	711	WVFMA		\$ -	\$ 175.00	\$ 175.00
078370	712	BREWS CUSTOM DISPLAYS		\$ -	\$ 404.50	\$ 404.50
078370	712	BWI PARKING		\$ -	\$ 38.00	\$ 38.00
078370	712	DULLES PAY AND GO		\$ -	\$ 50.00	\$ 50.00
078370	712	EXPEDIA		\$ -	\$ 88.00	\$ 88.00
078370	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
078370	712	HAMPTON INNS		\$ -	\$ 536.75	\$ 536.75
078370	712	HAMPTON INNS		\$ -	\$ 214.70	\$ 214.70
078370	712	PSTC 911 CARES		\$ -	\$ 49.12	\$ 49.12
078370	712	SPRINT		\$ -	\$ 319.49	\$ 319.49
078370	712	STAPLES		\$ -	\$ 207.85	\$ 207.85
078370	712	THE HOME DEPOT		\$ -	\$ 44.35	\$ 44.35
078370	712	UNITED AIRLINES		\$ -	\$ 100.00	\$ 100.00
078370	716	BUCKEYSTOWN VETERINARY		\$ -	\$ 185.25	\$ 185.25
078370	716	GINO'S PIZZA		\$ -	\$ 20.92	\$ 20.92
078370	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 106.00	\$ 106.00
078370	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 443.97	\$ 443.97

078370	716	NATIONAL BAND & TAG		\$ -	\$ 53.21	\$ 53.21
078370	716	PANHANDLE PRINTING AND D		\$ -	\$ 350.00	\$ 350.00
078370	716	RED ROBIN		\$ -	\$ 25.19	\$ 25.19
078370	716	SHEETZ		\$ -	\$ 6.00	\$ 6.00
078370	716	SPRINT		\$ -	\$ 65.86	\$ 65.86
078370	716	STONEWALL RESORT		\$ -	\$ 189.10	\$ 189.10
078370	716	STONEWALL RESORT		\$ -	\$ 186.46	\$ 186.46
078370	716	STONEWALL RESORT		\$ -	\$ 181.52	\$ 181.52
078370	716	STONEWALL RESORT		\$ -	\$ 270.00	\$ 270.00
078370	716	THE HOME DEPOT		\$ -	\$ 19.98	\$ 19.98
078370	717	APOLLO OIL LLC		\$ -	\$ 521.05	\$ 521.05
078370	717	FISHER AUTO PARTS		\$ -	\$ 379.47	\$ 379.47
078370	717	HAGERSTOWN FORD		\$ -	\$ 110.42	\$ 110.42
078370	717	RAMEY'S USED AUTO GROUP		\$ -	\$ 80.00	\$ 80.00
078370	717	S&S MOTORS - NAPA PARTS		\$ -	\$ 1,060.88	\$ 1,060.88
078371	405	THOMSON REUTER - WEST		\$ -	\$ 1,260.50	\$ 1,260.50
078372	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 22,906.79	\$ 22,906.79
078372	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.67	\$ 3.67
078372	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.38	\$ 1.38
078372	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 61,084.62	\$ 61,084.62
078373	415	WV STATE AUDITOR**		\$ -	\$ 11,220.00	\$ 11,220.00
078374	PAYROLL	BENJAMIN S. WILLIAMS		\$ -	\$ 237.41	\$ 237.41
078375	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3,985.07	\$ 3,985.07
078375	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 7,970.10	\$ 7,970.10
078376	428	XEROX CORPORATION		\$ -	\$ 242.96	\$ 242.96
TOTAL						\$ 449,337.84
TOTAL				\$ 79,698.00	\$ 369,639.84	\$ 449,337.84

Motion by Mr. Compton to approve the Accounts Payable for May 18, 2017 in the amount of \$449,337.84. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION -008			
Date	Check #	VENDOR	Amount
05/05/17	564	UNITED BANK	\$ 65.86

ASSESSOR VALUATION - O56			
Date	Check #	VENDOR	Amount
5/5/2017	620	STEPHENS AUTO CENTER	\$ 52,425.00
5/5/2017	621	WVAGP	\$ 90.00
DRUG FORFEITURE - O74			
Date	Check #	VENDOR	Amount
5/5/2017	349	UNITED BANK	\$ 2,340.00
BARDANE - 244			
Date	Check #	VENDOR	Amount
5/5/2017	616	UNITED BANK	\$ 470.40
SHERIFF C/O - 246			
Date	Check #	VENDOR	Amount
5/5/2017	1595	MILLER'S SUPPLIES AT WORK	\$ 40,055.91
5/5/2017	1596	LTBP DRYWALL	\$ 525.00
5/5/2017	1967	LEIDYS CUSTOM WOODWORKING	\$ 7,346.70
5/5/2017	1598	MOUNTAIN AIR HEATING&COOLING	\$ 1,917.26
5/5/2017	1599	WINCHESTER FLOORING INC	\$ 12,000.00
5/5/2017	1600	RCS SECURITY	\$ 4,108.50
5/5/2017	1601	G & TRIPLE T LLC	\$ 3,330.00
5/5/2017	1602	ZMM ARCHITECTS & ENGINEERS	\$ 1,350.00
5/5/2017	1603	TRENARY	\$ 5,782.50
5/5/2017	1604	SHERWIN WILLIAMS	\$ 309.45
IMPACT FEES - 249			
Date	Check #	VENDOR	Amount
5/5/2017	1088	SHERIFF JEFFERSON CO -SCHOOL	\$ 106,481.16
5/5/2017	1089	SHERIFF JEFFERSON CO - LAW	\$ 1,799.71
5/5/2017	1090	SHERIFF JEFFERSON CO - PARKS	\$ 7,960.50
5/5/2017	1091	SHERIFF JEFFERSON CO - EMS	\$ 885.36
TOTAL			\$ 249,243.31

Motion by Ms. Noland to approve the Manual Checks for May 5, 2017 in the amount of \$249,243.31. Motion seconded and unanimously approved.

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
05/12/17	442	EASTRIDGE HEALTH SYSTEM	\$ 1,700.00
HOME DETENTION -008			
Date	Check #	VENDOR	Amount
05/12/17	565	CDA	\$ 495.00
05/12/17	566	3M ELECTRONIC MONITORING	\$ 2,625.00
ASSESSOR VALUATION - O56			
Date	Check #	VENDOR	Amount
05/12/17	622	GLOBAL SCIENCE & TECH INC	\$ 683.28
05/12/17	623	ESRI	\$ 7,000.00
05/12/17	624	OFFICE SERVICES	\$ 127.50
05/12/17	625	UNITED BANKCARD	\$ 80.00
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
05/12/17	288	JEFFERSON CO FARMLAND PROT.	\$ 56,389.74
BARDANE			
244			
Date	Check #	VENDOR	Amount
05/12/17	617	POTOMAC EDISON	\$ 4,776.25
SHERIFF C/O - 246			
Date	Check #	VENDOR	Amount
05/12/17	1605	UNITED BANKCARD	\$ 837.58
05/12/17	1606	CAPITAL TRISTATE	\$ 1,172.07
05/12/17	1607	STANDARD ACOUSTICAL	\$ 20,000.00
05/12/17	1608	SPECTRUM	\$ 9,778.00

05/12/17	1609	ZMM ARCHITECTS	\$ 1,350.00
05/12/17	1610	MILLER'S SUPPLIES AT WORK	\$ 195.00
05/12/17	1611	84 LUMBER	\$ 547.51
TOTAL			\$ 107,756.93

Motion by Ms. Tabb to approve the Manual Checks for May 11, 2017 in the amount of \$107,756.93. Motion seconded and unanimously approved.

HOME DETENTION - 008			
Date	Check #	VENDOR	Amount
05/19/17	567	STEPHEN'S AUTO CENTER	\$ 7,089.00
ASSESSOR VALUATION - 056			
Date	Check #	VENDOR	Amount
05/19/17	626	MILLER'S SUPPLIES AT WORK	\$ 292.94
PROS ATTY - 074			
Date	Check #	VENDOR	Amount
05/12/17	350	CUYAHOGA CO SHERIFF'S DEPT	\$ 100.00
SHERIFF C/O - 246			
Date	Check #	VENDOR	Amount
05/12/17	1612	UNITED BANKCARD	\$ 23,799.16
05/19/17	1613	TRENARY SERIVCE CO	\$ 810.00
05/19/17	1614	G & TRIPLE T LLC	\$ 2,925.00
TOTAL			\$ 35,016.10

Motion by Ms. Tabb to approve the Manual Checks for May 18, 2017 in the amount of \$35,016.10. Motion seconded and unanimously approved.

PUBLIC COMMENT:

George Rutherford and James Tolbert, President and Board Member of the Jefferson County NAACP, questioned if the Commission had taken measures against an employee who has been accused of making discriminating remarks towards other employees. Mr. Rutherford and Mr. Tolbert also stated that if the Commission were to remain indifferent to these accusations, they would be seen as complicit.

David Tabb, resident – complained to the Commission about the sanctions placed against him, requesting that they “end this now.”

PRESENTATIONS

1. Angela Banks, Assessor – requested signatures needed on the Certificates for the Land and Personal Property Books, to which the Commission obliged.
2. Magistrates Gail Boober, Mary Paul Rissler, and Bill Senseney – requested a discussion regarding additional court room space needed for the magistrates.
 - **Motion by Mr. Onoszko to direct the County Administrator to arrange a meeting between the magistrates, the Department of Engineering, and the Maintenance department to develop a plan for the best utilization of space on the 2nd floor of the St. Margaret’s building. Motion seconded and unanimously approved.**
3. Jesse Jones, Sheriff’s Department
 - a. Requested approval to fill a vacant position in the Sheriff’s Office
 - **Motion by Ms. Tabb to hire Emma Brown as the full-time Administrative Assistant/Data Entry Specialist position within the Sheriff’s Office at a salary of \$27,231.00. Motion seconded and unanimously approved.**
 - b. Requested approval to hire new trip guards/bailiffs

- **Motion by Ms. Noland to hire Robert Petersen Sr. and Anthony Herbert III for the position of Trip Guard/Bailiff. Motion seconded and unanimously approved.**
4. Donnie Fisher, resident – requested approval of Proclamation declaring May as Neurofibromatosis Awareness month.
 - **Motion by Ms. Tabb to approve the Proclamation declaring May as Neurofibromatosis Awareness month, display information for NF Awareness Month on county property, and display a blue light in honor of NF Awareness. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Russell Burgess, IT Specialist – provided the Commission with an update on the content Management and Permitting software project.
 - **Motion by Ms. Tabb to approve intergovernmental agreement with the South Central Planning and Development Council to procure permitting, planning, and zoning review, building inspection, ordinance compliance, and GIS integration software for an approximate cost of \$15,000. Motion seconded and unanimously approved.**
 7. Roger Goodwin, Chief County Engineer – requested the complete construction bond release for Panhandle Builder & Excavating, Inc. – Kent Cartridge Facility Expansion (File #S15-02).
 - **Motion by Ms. Noland to authorize a complete release of the remaining \$87,842.00 from the construction bond for Panhandle Builders & Excavating, Inc. – Kent Cartridge Facility Expansion (File#S15-02). Motion seconded and unanimously approved.**
 8. Dr. David Didden, Health Officer, Jefferson County Health Department – provided the Commission with an update on the Jefferson County Board of Health and discussed the opioid epidemic in Jefferson County.
 9. Nathan Cochran, Assistant Prosecuting Attorney
 - Discuss issues over collection of unpaid and overdue impact fees.
 - **Motion by Ms. Noland to enter into Executive Session. 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 authorize legal counsel to proceed with Case No. 17-C-22 as directed during Executive Session. Motion seconded and unanimously approved.**
- Discussion of PSD dissolution & pending legal appeal of the PSC decision
 - **Motion by Ms. Noland to enter into Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Legislative Issues

- Ms. Noland informed the Commission that the House had taken no action on Senate Joint Resolution 8 and it was unlikely there would be a special session to discuss it any further.

COUNTY ADMINISTRATOR REPORTS

- Motion to rescind decision made on April 6, 2017 regarding the WV Division of Highways' request to acquire property owned by the Jefferson County Commission.
 - **Motion by Ms. Noland to rescind the decision made on April 6, 2017 regarding the WV Division of Highways' request to acquire property owned by the Jefferson County Commission and place a note in the April 6, 2017 minutes stating the motion had been rescinded. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patricia Noland

- Attended a HEPMPO Council meeting.
- Attended a reception for outgoing Mayor Peggy Smith

Josh Compton

- Attended a PSD meeting.
- Attending a Parks and Rec. meeting.
- Spoke with volunteer firefighters regarding E911 issues.

Peter Onoszko

- Attended a Development Authority meeting.
- Met with the Finance Director and the County Administrator to discuss the budgeting process for the next fiscal year.

Caleb Hudson

- Attended a HOME Consortium Council meeting.
- Attended a Board of Health meeting.

Jane Tabb

- Attended a Fire Chief's meeting.
- Attended an ESA meeting.
- Reviewed resumes & applications for the 4-H agent position
- Attended a Fire and Rescue meeting
- Attended the reception for outgoing Mayor Peggy Smith

11. The Commission recessed at 12:36 pm.

The Commission reconvened at 7:00 pm.

12. Public Hearing – Amendments to the Emergency Ambulance Service Fee Ordinance – Discussion/Action

Commissioner Onoszko led the pledge of Allegiance and began the meeting by explaining that the purpose of the hearing was to receive comments regarding the amendments to the Jefferson County Emergency Ambulance Service Fee Ordinance, namely the proposed five dollar reduction to the \$40 residential ambulance service fee. Comments were made by the following:

- Claudia Orr, resident – requested the Commission restore the \$40 ambulance fee.
- Eleanor Finn, resident – also spoke in support of keeping the ambulance fee at \$40 and stated she was interested in a reexamination of the commercial ambulance fees, particularly for large businesses.
- Chris Conroy (as read by Commissioner Tabb), President of the Jefferson County Emergency Services Agency Board – stated he would be resigning from the JCESA Board effective July 1, 2017 because he “no longer has confidence” in the Commission due to the majority’s decision to reduce the ambulance fee.

- Gary Kable, resident – spoke in support of retaining the ambulance fee at \$40 and stated the fire departments need the fee to remain stable because volunteerism is low throughout the nation.
- Jeff Plautz, resident – spoke in favor of keeping the residential ambulance fee at \$40, stating that it would be “short sighted and foolish” to relinquish a protected source of revenue for emergency services.
- Ross Morgan, resident and Fire Chief, SVFD – also spoke in favor of keeping the residential ambulance fee at \$40.
- Craig Simpson, resident and President of SVFD – stated the volunteer fire companies depend on the personnel assistance the ambulance fee provides due to high call volume and low volunteerism rates.
- David Tabb, resident – spoke in favor of eliminating the ambulance fee.
- Ramona Wesling, resident – stated she believes the ambulance fee is “subsidizing tourism and punishing property owner” and insinuated the County could use ambulance fee revenue for purposes other than the hiring and training of paid paramedic personnel due to the use of the words “initial” and “initially” in Section 11 of the Ambulance Service Fee Ordinance.
- Denise Pouget, Director, JCESA – stated she has safety and personnel concerns due to the reduction of the fee but would do anything to help the Commission and the residents of the County to reduce the possible impact the \$5 reduction of the residential ambulance service fee may have.

There being no further comment, each Commissioner provided his or her viewpoint regarding the \$5 reduction of the ambulance fee, with Commissioners Compton, Onoszko, and Hudson stating that the Jefferson County Emergency Services Agency should be funded from General Revenue, and Commissioners Noland and Tabb stating that the residential ambulance fee should be retained at its current rate of \$40 per household.

- **Motion by Mr. Onoszko to adopt the amended Jefferson County Ambulance Service Fee Ordinance as presented, effective July 1, 2017. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**

There being no further comment, motion by Mr. Compton to adjourn at 8:07 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully Submitted
Jessica D. Carroll
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 364,322.11	\$ 30.60	\$ 364,352.71
6.2% Tax Payable OASDI	21,754.55	\$ 1.88	\$ 21,756.43
1.45% Tax Payable HI	5,087.80	\$ 0.44	\$ 5,088.24
Fed Withholding	39,782.56	\$ 2.64	\$ 39,785.20
WV State Withholding	15,726.10	\$ 1.40	\$ 15,727.50
PERS Retirement Deduct 4.5%	11,410.13	\$ 1.38	\$ 11,411.51
PERS Retirement Deduct 6%	2,172.28		\$ 2,172.28
Hosp. Pre-Tax	11,264.00		\$ 11,264.00
Cancer/ICU Pre-Taxed	1,003.63		\$ 1,003.63
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	2,098.60		\$ 2,098.60
Christmas Club	5,485.00		\$ 5,485.00
Wage Attach #1	1,276.93		\$ 1,276.93
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	4,755.42		\$ 4,755.42
457 - Nationwide	749.00		\$ 749.00
457I - Empower	3,115.00		\$ 3,115.00
457R - Roth	315.00		\$ 315.00
MD State Tax	467.95		\$ 467.95
D/VF	1,478.97		\$ 1,478.97
VA. State Tax	70.50		\$ 70.50
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 129,138.09	\$ 7.74	\$ 129,145.83
Net Wages Total	\$ 235,184.02	\$ 22.86	\$ 235,206.88
Payroll Date	18-May-2017		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jacki Shadle**

Department or Organization: **County Clerk**

Estimation of amount of time needed for appointment: **5 mins**

Date Requested – 1st Choice: **June 1, 2017**

*If a specific date is needed, please provide reason for specific date: **I would like to have this on the agenda as soon as possible to fill the vacancy.***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of employment for Connie Weiss**

Please provide the County Commission with a description of your request or presentation, including any background information:
I am requesting that Connie Weiss be approved at a starting salary of \$29,690.42, Grade II, Step E. This is a budget neutral request to fill the vacancy within the Clerk's office.

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

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

Provide exact financial impact/request:

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

To approve the hiring of Connie Weiss by the County Clerk at a starting salary of \$29,690.42.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Matt Mullenax**

Department or Organization: **Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO)**

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

Date Requested – 1st Choice: **June 1**

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

Date Requested – 2nd Choice: **June 8**

Subject (*Wording to be placed on agenda*): **Appointment of Jefferson County Municipal Representative to HEPMPO Council**

Please provide the County Commission with a description of your request or presentation, including any background information: **The HEPMPO Interstate Council currently has a vacant position on its Board to be filled by a representative of Jefferson County municipalities. HEPMPO's Bylaws state this representative shall be appointed by the Jefferson County Commission. In 2005, the County Commission appointed then-Mayor Hamill of the City of Ranson for this position, who in turn was represented by then-City Manager David Mills. Now that the position is vacant, HEPMPO is requesting the County Commission appoint a new representative.**

Is this a funding request? **No**

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

Provide exact financial impact/request:

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

HEPMPO recommends City of Ranson Mayor Keith "Duke" Pierson for appointment to the Interstate Council as a representative of Jefferson County municipalities.

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

If not attached, explain:

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

Contact information: **400 W. Stephen Street, Suite 301 Martinsburg WV, 25401**

Email address: **mmullenax@hepmo.net**

Phone Number: **(304) 707-5166 - Mobile**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



THE COUNTY COMMISSION OF JEFFERSON COUNTY

P.O. Box 250
Charles Town, WV 25414



Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916

November 9, 2005

The Honorable A. David Hamill
Mayor
City of Ranson
312 South Mildred street
Ranson, WV 25438

Dear Mayor Hamill:

At a regular meeting of the County Commission of Jefferson County, Thursday, November 3, 2005, the Commission voted to appoint you as a representative to the Hagerstown Eastern Panhandle Metropolitan Planning Organization Regional Council.

If you need anything additional, please feel free to contact us.

For the Commission,

Leslie D. Smith
County Administrator

LDS/ssm

cc: Hagerstown/Eastern Panhandle MPO

**HAGERSTOWN / EASTERN PANHANDLE (HEP)
METROPOLITAN PLANNING ORGANIZATION**

BY-LAWS AND ORGANIZATION

ARTICLE 1 – MISSION AND AUTHORITY

Section A: Mission Statement/Goals/Objectives

The primary mission of the Hagerstown/Eastern Panhandle MPO is to perform transportation planning and coordination within the region. In that role, the MPO shall prepare a long range transportation plan for the region in accordance with prevailing Federal transportation guidelines and establish regional consensus on the Transportation Improvement Program. In addition, the MPO shall assure consistency of the TIP with the long range transportation plan.

The MPO shall coordinate its activities with the appropriate authorities and departments of all impacted state and local governments. It shall work to strengthen the continuing local transportation planning processes of the states, counties and municipalities. The MPO is an organization through which individual governmental units can work on regional problems and coordinate their efforts. It is not a substitute for local or State government.

The MPO region is defined as portions of Washington County, Maryland, Berkeley County, West Virginia, Jefferson County, West Virginia and Franklin County, Pennsylvania. It includes the cities of Hagerstown (MD), Martinsburg (WV), Ranson (WV), and Charles Town (WV) as well as smaller towns and municipalities in the region.

The major goals of the MPO are as follows:

- Move people and goods efficiently and safely
- Use existing facilities to the fullest extent practical
- Use limited financial resources to generate maximum benefit to the transportation system
- Limit impacts on air quality, the built environment, as well as historic, cultural and natural resources
- Ensure public involvement throughout the transportation planning and project development process

Section B: Authority

Authority for the State of Maryland, State of West Virginia and Commonwealth of Pennsylvania to participate in the HEP MPO is granted through the respective State Codes and through the executive power of the Governors. Powers of the MPO, its officers and member groups are derived from and are commensurate with the applicable sections of the respective state codes and applicable federal law.

ARTICLE II – MEMBERSHIP

Section A: Interstate Council

The Interstate Council shall consist of 17 members, of which 8 members will be from West Virginia, 7 members from Maryland and 2 members from Pennsylvania. Of these members, 15 shall be voting and two shall be non-voting.

The voting membership of the MPO Interstate Council shall consist of 15 members representing the following governments or agencies:

Number of Positions	Region/Agency	Appointed By:
1	West Virginia Department of Transportation	Secretary of Transportation of WV
1	Eastern Panhandle Regional Planning & Development Council (Region 9)	Region 9 Council
1	City of Martinsburg, WV	Martinsburg City Council
1	Cities and Towns of Jefferson County, WV	Jefferson County, WV Commissioners
2	Berkeley County, West Virginia	Berkeley County, WV Commissioners
1	Jefferson County, West Virginia	Jefferson County, WV Commissioners
1	Eastern Panhandle Transit Authority	Transit Authority Board
1	Maryland Department of Transportation	Secretary of Transportation of MD
1	Washington County Transit (County Commuter)	Washington County, MD Commissioners
2	City of Hagerstown, Maryland	Hagerstown City Council
2	Washington County, Maryland	Washington County, MD Commissioners
1	Washington County at Large	Washington County, MD Commissioners

Voting membership and composition of the Interstate Council shall be reviewed in concurrence with the release of the US Census Bureau's most recent decennial census to ensure equitable representation among member governments and agencies.

The non-voting membership of the MPO Interstate Council shall consist of two (2) members representing each of the following governments or agencies:

1	Pennsylvania Department of Transportation	Secretary of Transportation of PA
1	Franklin County, Pennsylvania	Franklin County, PA Commissioners

The Interstate Council shall meet on an annual basis or as needed to act on items of regional significance and the TIP program.

Representation of the local governments shall be limited to elected officials appointed by the local governmental unit. The representatives of the Departments of Transportation for both States shall be the Secretary of Transportation or their designee. The representative of Eastern Panhandle Regional Planning & Development Council (Region 9) shall be appointed by the Council and shall be an elected official or the Executive Director from the Region 9 Council.

Each member shall be appointed for a term of two (2) years.

Section B: Council Alternates

Any Interstate Council member may request, in writing, to designate an alternate to attend Interstate Council meetings. The request must specify the reason for the designation and length of time for the appointment. An alternate must be either an elected official or senior staff member from the represented local government. An alternate must be approved in advance by a majority vote of the Interstate Council. The letter of request and the letter of approval shall be kept on file at the MPO offices. Designated alternates shall have the privilege of voting on any Council matters.

Section C: Officers

At the first meeting of each calendar year, the Interstate Council shall elect a Chairperson and Vice-Chairperson with one officer position being held by a member from Maryland and the other by a member from West Virginia. The term of office shall be for one (1) year or until the first meeting of the next calendar year. In the event the Chairperson or Vice-Chairperson is unable to fulfill their duties, the Interstate Council may conduct a special election to fill the position for the remainder of the term.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Steve Rawlings, Director of Operations

Department or Organization: **WVCorp**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

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

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Harpers Ferry Holding, LLC

Department or Organization:

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice: June 15, 2017

Subject (*Wording to be placed on agenda*): Schedule date for Public Hearing on Map Amendment/Rezoning for 1 acre parcel owned by Harpers Ferry Holding LLC, and described as Parcel 58.1 on Tax Map 9 in the Harpers Ferry Tax District.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

Move to schedule a Public Hearing for a Map Amendment for Parcel 58.1 on Tax Map 9 in the Harpers Ferry Tax District owned by Harpers Ferry Holding, LLC on (June 29) or (July 6), 2017 and refer the Petition to the Planning Commission for advice on the consistency of the request with the adopted Comprehensive Plan.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: _____
Staff Initials: _____
Application Fee: \$ _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property owner information

Name: Harpers Ferry Holdings, LLC
Mailing Address: 408 Alstadts Hill Road Harpers Ferry, WV 25425
Phone Number: 304.535.2663 Email: _____

Applicant contact information

Name: Same as above & below
Mailing Address: _____
Phone Number: _____ Email: _____

Applicant representative

Name: Paul J. Raco, P J. Raco Consulting, LLC
Mailing Address: PO Box 548, Charles Town WV 25414
Phone Number: 304/676-8256 Email: pjraco.consulting@gmail.com

Physical property details

Physical Address: Alstadts Hill Road
City: Harpers Ferry State: WV Zip Code: 25425
Tax District: HFD Map No: 9 Parcel No: 58.1
Parcel Size: 1ac Deed Book: 1183 Page No: 309

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential-Light Industrial-Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (O/C)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Received Date Stamp Here

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

SEE Attached

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

see Attached

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

See Attached

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

Yes, I request that the Planning and Zoning Staff present the petition N/A

No, I prefer to present the petition

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).



Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

MAP AMENDMENT REQUEST
Article 12, Jefferson County Zoning Ordinance
Harpers Ferry Holdings, LLC
April 15, 2017

Owner:

Harpers Ferry Holdings, LLC
408 Alstadts Hill Road
Harpers Ferry, WV 25425
304.535-2663

Applicant:

Same: Harpers Ferry Holdings, LLC C/O Matt Knott

Ordinance Citation:

Article 12 of the Jefferson County Zoning and Development Review Ordinance, as amended.

Map Amendment/Rezoning Request:

An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.

Substantiation for the Request:

1. The Envision 2035 Comprehensive Plan and Future Land Use Guide are the documents that were just adopted to guide growth. Both the Plan and Map/Guide support the Map Amendment/Rezoning. The properties are currently shown on the Future Land Use Guide as Commercial/Residential and the Owner is seeking a map amendment to the Residential/Light Industrial/Commercial District (commonly known as the Mixed-Use Zone). The property is already zoned Residential Growth, so the addition of the commercial possibility will make it much more consistent with the surrounding land already zoned Mixed Use. The Light Industrial aspect of the zone is not relevant as the property is only one acre, so that use would not be practical.

2. Many of the properties in this area were zoned as Mixed Use since 1989. However, in the last 5 years, the remaining property surrounding this property were rezoned to the Mixed-Use Zone (including the Old Standard Quarry Property most recently). As illustrated on the attached zoning map, the subject one acre parcel is totally engulfed by the Mixed-Use Zone.
3. The subject property is within the US 340 East Preferred Growth Area. As such, the Comprehensive Plan supports Urban Level Growth in and around this property.
4. Central Water and Sewer services are available in this neighborhood.
5. There have been significant changes in this area, since the Jefferson County Zoning Ordinance was adopted in 1988. The Ordinance requires a discussion on the Neighborhood Change from the original zoning ordinance adopted in 1988. These changes are addressed in this request; and,
6. There have been changes in the Transportation Characteristics since the Jefferson County Zoning Ordinance was adopted in 1988. The Ordinance requires a discussion on these changes in the transportation from when the original zoning ordinance was adopted in 1988. These changes are discussed in this application; and,

Tax District, Map and Parcel Number:

Harpers Ferry Tax District, Map 9, Parcel 58.1

Deed Book Reference:

Deed Book 1183, Page 309

Sketch Plat:

Attached

Tract Size:

1 +- Acre

Discussion on:

Comprehensive Plan compatibility of the proposed change: Included in this Application.

Any Change of transportation characteristics and neighborhood from when the original ordinance was adopted: Included in this Application.

A. Comprehensive Plan Compatibility

According to page 13 of the 2015 Comprehensive Plan, there are only 6 Preferred Growth Areas (PGAs) in Jefferson County that are targeted for urban scale growth. The subject parcel is within one of these PGAs. The attached map shows the US 340 East PGA. The Comprehensive Plan was recently adopted after several years of meetings in various neighborhoods of the County and after extensive work by the Staff, the Steering Committee, Planning Commission and County Commission. Accordingly, both text and map amendments to the ordinances are going to be common in the next several years to make the Ordinances and Zoning Map more consistent with the new Plan. These changes are based in part on the new Comprehensive Plan and its recommendations.

While the new Plan encourages the use of the newer zoning districts for map amendments, the Plan also encourages rezonings based on the following (found on Page 30 of the Plan):

“Urban Level Development Recommendations (Goal 1)

2. Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:
 - a. Economic Well-Being of the County; or
 - b. Error or Under Scrutinized Property on the Future Land Use Guide; or
 - c. Change in Neighborhood; or
 - d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or
 - e. Environmental impacts are considered.”

As explained in this Application, the map amendment for this one acre parcel totally fits within this Recommendation. The subject parcel is totally surrounded by the Mixed-Use Zone and was unfortunately left out of the Mixed-Use Zone as a result of the fact that either the County designated portions of the area as the Mixed-Use Zone, or the County Commission approved property owners petitions to rezone their property around this site. The County’s Mixed Use Designation included all of the area adjacent on the north side of the subject property. The County Commission approved property owners’ rezonings include the Capriotti Parcel adjacent on the east and south side of the subject property; the Gibson Property confronting this property on the west side; and, the large Old Standard

Property south of the Capriotti parcel. Now, the 1 acre parcel is a small island surrounded by Mixed Use Zoned property.

As previously described, the subject property is properly located on the Future Land Use map (Guide) as Commercial or Residential in the 2015 Comprehensive Plan. The property is now Residential and would like to expand the capabilities of the property to commercial opportunities. As shown on this guide, this requested change is consistent with the Future Land Use Guide.

The Comprehensive Plan's maps and guides show that this property continues to be slated for future development. The requested Mixed Use District would really be no more impacting than what is already located and permitted in the area. This type of use is what the Commission intended when it was added to the Preferred Growth Area and designated as Commercial or Residential on the Future Land Use Guide.

Page 17 of the Comprehensive Plan describes the various categories of land, including PGAs as follows:

"Land Use Activity Areas

This Plan details four broad types of land use activity within Jefferson County where development is to be targeted over the planning horizon of Envision Jefferson 2035.

Four Comprehensive Types of Land Use Activity within the Designated Areas

Urban Growth Boundaries
Preferred Growth Areas (PGAs)
Villages
Rural/Agricultural Areas

The first two area types addressed below, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) (including one residential growth area), are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of Envision Jefferson 2035." Emphasis Added.

A further explanation of PGAs is found on **Page 20** of the Plan:

"The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another. Each of the PGA Maps can be found in Appendix F – Maps" Emphasis Added.

Such description of the PGA, along with the previously cited section of the Plan that allows the Commission to approve map amendments that make sense from an economical perspective, proves that this Map Amendment Request is very consistent with the New Envision Jefferson 2035 Comprehensive Plan.

Furthermore, the following recommendation is found in the Urban Level Development Recommendations Table starting on **Page 30** of the Plan:

“5. Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.

The requested Map Amendment is also supported by the following Economic Development portions of the 2015 Comprehensive Plan:

“Focusing Economic Development in Municipalities, Urban Growth Boundaries, and Preferred Growth Areas

Envision Jefferson 2035 expects urban level commercial, office, and industrial activity to be located in the municipalities, within the Urban Growth Boundary and Preferred Growth Areas, where the infrastructure is expected to be available to support these uses.” (Page 69)

Recommendations:

“5. Create a business friendly environment in Jefferson County.

6. Develop methods to promote local business growth which include providing research, support, and marketing resources that would assist business start-ups in Jefferson County.” (Page 70)

Based on these portions of the Envision Jefferson 2035 Comprehensive Plan, the Future Land Use Guide, the Future Development Area Map, and the US 340 East PGA Map, this map amendment is consistent and compatible with the Plan. The Consistency and Compatibility to the existing Comprehensive Plan and the Future Land Use Guide are the two most important criteria that should be used for a Map Amendment.

B. Compatible with Surrounding Zoning Classification

As eluded to in the previous discussion on Comprehensive Plan Compatibility, the second compelling argument for rezoning of the 1 acre subject parcel is that it is the only remaining parcel in that entire area that is not zoned Mixed Use. It is left as a spot zoning of Residential Growth as a donut hole in the center of a Mixed-Use District. The size and existing structure limits the use from anything that would include heavy impacts. Anything that the Applicant could do

residentially will not change since the Mixed-Use designation would allow the same residential uses and currently permitted. Nothing really could be added of the industrial nature due to the size limitation and needed setbacks. So, the rezoning would only allow the addition of a commercial type use. Accordingly, this use would be compatible with the other uses that the Applicant already has in the surrounding area.

The Applicant, personally and with his corporations, owns all but three parcels from the top of Alstadts Hill down to this parcel. This includes the Fly Fishing Outfitters and Beauty Shop at the Clarion Inn (Former Cliffside/Quality Inn) entrance, the Clarion Inn, River Riders and the area at the bottom of the Alstadts Hill. His properties are approved for a large Commercial Recreational Master Plan that includes multiple vacation homes, campgrounds, cabins, large proposed commercial, recreational building, maintenance and storage areas for his buses and multiple recreational and tourism related items such and zip lines, adventure park, zorb course, amphitheater, etc. These uses have all gone through the proper planning and zoning procedures. All of these properties are already zoned as Mixed Use and even the three parcels not owned by the Applicant are already zoned for the same use. This is literally the only parcel remaining without the designation.

The requested rezoning will make this property compatible with all the properties in that entire area.

C. Preferred Growth Area in 2015 Envision 2035 Comprehensive Plan

This issue was also presented under the Comprehensive Plan Compatibility Section. The subject parcel is within this area's portion of the US 340 East Preferred Growth Area (PGA). As such, the property has already been determined to be an intensive growth area. This area was vetted by the Public, Staff, Planning Commission and County Commission as an area for Urban Level Growth. This is a small lot that needs to be included in the same zoning district that the County Commission has already approved for all the area surrounding the property.

D. Availability of Central Water and Sewer

This property, as the rest of the area, now has access to central water and sewer. Although the house on the property currently utilizes a septic system and well, the property can be easily served by these central utilities if either the well or septic fails. Although any use on the property will not need additional utilities, the Comprehensive Plan endorses a higher intensity of Urban Level Growth in areas that are or can easily be served by Central or Public Water and Sewer facilities. Based on the presence of these utilities, the Comprehensive Plan supports the rezoning.

Page 27 of the Comprehensive Plan explains the rationale for designating areas as PGAs:

“This Plan recommends that new development will take place in areas where infrastructure exists and the extension of services to growth in outlying areas will occur in accordance with the goals and objectives of this Plan. By encouraging higher densities within the Urban Growth Boundaries and Preferred Growth Areas and working closely with municipalities, the best result can be accomplished by providing opportunities for development within these areas with established infrastructure systems. It should be noted that these statements are not about reducing development; it is about growing in a fashion that more efficiently uses existing infrastructure and services.”

Statements like this are found throughout the Comprehensive Plan. The availability of these services support this requested map amendment.

E. Change of Neighborhood

Although it seems odd to discuss changes in the neighborhood since 1988, the Zoning Ordinance does require a discussion of these changes all the way back to the **original** adoption of the Zoning Ordinance. These changes are therefore relevant.

The most recent changes are probably most relevant and they include the purchase of all but three of the parcels by the same Applicant. These include the Clarion Inn (formerly known as Cliffside and Quality), the small businesses around the Clarion Inn, and most of the properties bounded by the quarry, Route 340, and the western section of Alstadts Hill Road that turns into Millville Road. This area now includes a Master Plan for development into a Tourism and Recreational Area and Adventure Resort. Many changes have already been completed in the Clarion and River Riders has expanded several times in the past 10 years. The Applicant is currently in the active design phase of internally connecting the Clarion Hotel with the River Riders and Adventure Park with two roads to make the area into a destination resort.

The other major recent change to the area includes the recent rezoning of the Old Standard Quarry to the Mixed-Use District (same district requested by the Applicant). This was approved by the County Commission in the last several years. The Developer of the Quarry has already submitted a Concept Plan to develop this property into a tourism based project.

Other significant changes to the neighborhood that would support the requested change from Residential Growth to the Mixed-Use Zone going back to 1988 include:

Availability of Central/Public Water and Wastewater Treatment Facilities:

Public utilities were not available in this neighborhood when the original zoning ordinance was adopted. These services are now available in the neighborhood. As stated earlier, a goal of the Comprehensive Plan is to encourage growth and development where sewer and water services are available.

Adjacent and Confronting Zoning, Commercial and Industrial Subdivision Approval and Intensity of Use has changed:

The zoning classification on the property directly across Route 340 (Shenandoah Professional Building) was changed from Residential Growth to the Mixed-Use district. As earlier stated, the zoning classification of nearly all the other adjacent and confronting properties to the subject property has been changed to the Mixed-Use District. These include, the Capriotti Property to the South and the Gibson Property to the West. These rezonings have engulfed the subject one acre parcel creating a donut hole that needs to be corrected to be compatible with the other properties.

Since the adoption of zoning, the intensity of use on nearby properties has also increased. River Riders has greatly expanded operations to the benefit of the region and the Shenandoah Professional Building is a converted residential structure.

In additions to those changes and expansions, the nearby Old Standard Quarry was rezoned and now has an approved Concept for a commercial tourism mixed use development. This is certainly a change in the neighborhood that should favorably justify this application.

Addition of the Park Service Parking Lot and Bus Transportation/Tourist Center:

The Park Service parking lot and transportation center was added since the adoption of the zoning ordinance. This parking and transportation has enhanced the transportation network in the area. It also converted open land into a paid parking lot.

Addition of Commercial and Residential Uses in the Neighborhood:

Besides the Shenandoah Professional Building, at least two other commercial enterprises have opened in the immediate neighborhood. These include Through the Garden Landscaping and Meadow's Nursery. These businesses were opened after the zoning ordinance was adopted and are adjacent to two residential developments that were developed after zoning was adopted. These additions

further demonstrate that the neighborhood has changed into a mixed-use neighborhood.

Most recently, the Customs and Border Patrol completed one of the largest nonresidential developments in the neighborhood. Regardless of who owns it, it is a massive complex that includes offices and training facilities, among other uses. It can't be ignored as a notable change in this particular neighborhood. Based on intensity of use, it is a significant quasi-commercial development in this area.

There have been multiple changes in the slightly expanded neighborhood that would support a change to the Residential/Light Industrial/Commercial District. These include the addition of Eckels-Spencer Funeral Home, the Sears Store along with the multi-unit commercial and warehousing complex in which it is located, the new Sheetz store, the Aldi Grocery Store, Gypsy Antique Store, the Farm and Tractor Supply Store, the WVU Urgent Care and Physical Therapy Offices, the zip-line operation along the Potomac River and the townhouse development at Windmill Crossing. All of these projects were developed after the zoning ordinance was adopted. Not only does this demonstrate that the neighborhood has changed to mixed-use, it also demonstrates that mixed-use must be consistent with the Comprehensive Plan, since all of these projects were approved in the past twelve or so years.

Finally, with regard to changes in the area since the zoning ordinance was adopted, no discussion would be complete without mentioning the addition of slot machines and table games at the Charles Town Race Track. These enhancements to the Race Track have increased incoming visitors to this area of Jefferson County. Accordingly, the Route 340 Corridor needs to continue to change in order to accommodate the additional commercial growth needed to serve these visitors.

F. Change of Transportation Characteristics:

Please note that this property is already been determined to be part of the Preferred Growth Area. This fact alone makes it evident that the property has adequate roads serving the area. The existing uses, the proposed and approved new uses in the area, as well as the other commercial and redeveloped commercial uses in the area, were also a factor in that PGA designation. As such, the change in Transportation Characteristics have already been taken into consideration for the PGA designation and associated Plan support for this commercial rezoning. The beneficial thing about the subject property is that most of the surrounding area is already used commercially, so any enhancements or additions to this small property should not produce a large volume of additional traffic.

Again, keeping in mind that the zoning ordinance dictates a discussion of changes in transportation characteristics going back to 1988, some of these changes may seem out of date. However, it is required.

The more recent changes include the addition of the signalized intersection at the Customs and Border Patrol facility. While some would argue that it may not be necessary, it was added to facilitate traffic in the area during peak hours of operation for that facility. However, the most recent change that does directly affect this property was the addition of the signal at the intersection of Route 340 and Millville and Bakerton Roads. This allows the effective and safe flow of traffic that serves this area.

A new change to the transportation characteristics in the area is currently proposed should be very favorable to the area. This is the proposed internal connections of the Clarion Hotel and the River Riders area along Alstadts Hill Road. Since most of these properties are now commonly owned, this interconnectivity of projects should reduce the amount of traffic in the area that now must enter onto Route 340 in order to access the other portions of the proposed tourism center. The Applicant is currently working with the Engineering Department and the Department of Highways on the design.

There have been other changes in the transportation characteristics in this area since the adoption of the zoning ordinance in 1988. These include: the reconstruction of the Route 340 Bridge over the Shenandoah River; a new traffic signal at the intersection of Route 230 and Route 340; a new traffic signal at the intersection of Route 24 (Country Club Road) and Route 340; the improvement of the Shipley School access to Route 340; and, the addition of the previously mentioned Harpers Ferry Parking Facility and Bus Transportation Center along Route 340 near Bolivar.

All of these improvements have had a positive effect on the transportation characteristics and traffic flow in this area. The opening of the new four lane Route 9 towards Leesburg has also had a positive effect on the traffic flow along Route 340.

Furthermore, the proposed map amendment from Residential Growth to Residential/Light Industrial/Commercial should have very little impact on traffic, since the property is only an acre and is already zoned for high density residential uses.

G. Practical and Common Sense Reason for Rezoning/Map Amendment:

This document lists all of the technical and Comprehensive Plan needed reasons for a Map Amendment; however, it is important to explain the most practical reason for this request. One glance at the Preferred Growth Area Map, the Future Land Use Guide and the Zoning Map will show that the one acre parcel is the only

parcel in the entire area not zoned RLIC. It just looks incorrect and should be fixed to make the zoning of the parcel consistent with the area.

H. Conclusion:

The Applicant respectfully requests that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Application cites many reasons why the map amendment should be approved. These reasons include: the consistency of the request to the 2015 Envision Jefferson Comprehensive Plan; the property is included in the 2015 Preferred Growth Area; the property is shown as Commercial or Residential on the Future Land Use Guide (Map); the positive changes in the transportation characteristics in the area and the changes in the neighborhood from when the original zoning ordinance was adopted; the fact that the Applicant (and his other corporations) own all but three of the properties in the described area; all of the properties surrounding the land are already zoned as RLIC; the property can be served by central water and sewer; and, the rezoning will have a negligent impact on the neighborhood, but a positive impact on economic development. This map amendment will change the zoning classification on the Applicant's property from the Residential Growth District to the Residential/Light Industrial/Commercial District.



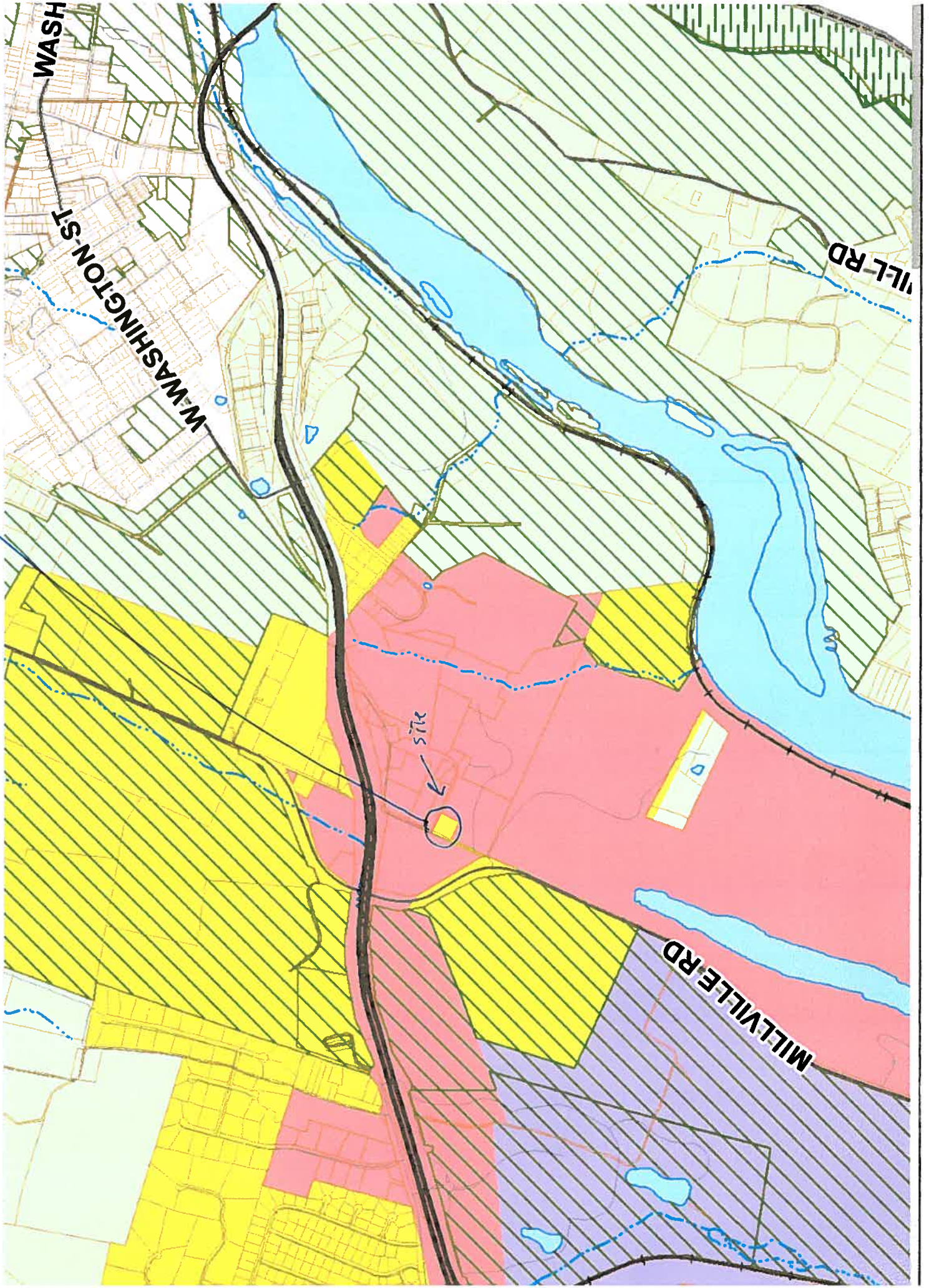
Matt Knott, Owner
Harpers Ferry Holdings, LLC



Date

RECEIPT		DATE	MAY 25, 2017		NO.	2079
RECEIVED FROM		River Rivers, Inc.				
ADDRESS		ONE THOUSAND FIFTY AND 09/100				
FOR		CHECK #	32200	DOLLARS \$	1050.00	
ACCOUNT		THANK YOU				
AMT OF ACCOUNT	CASH					
AMT PAID	CHECK #	1050	00			
BALANCE DUE	MONEY ORDER					
		BY <i>Cherie Chalmers</i>				

577c



PJR stash



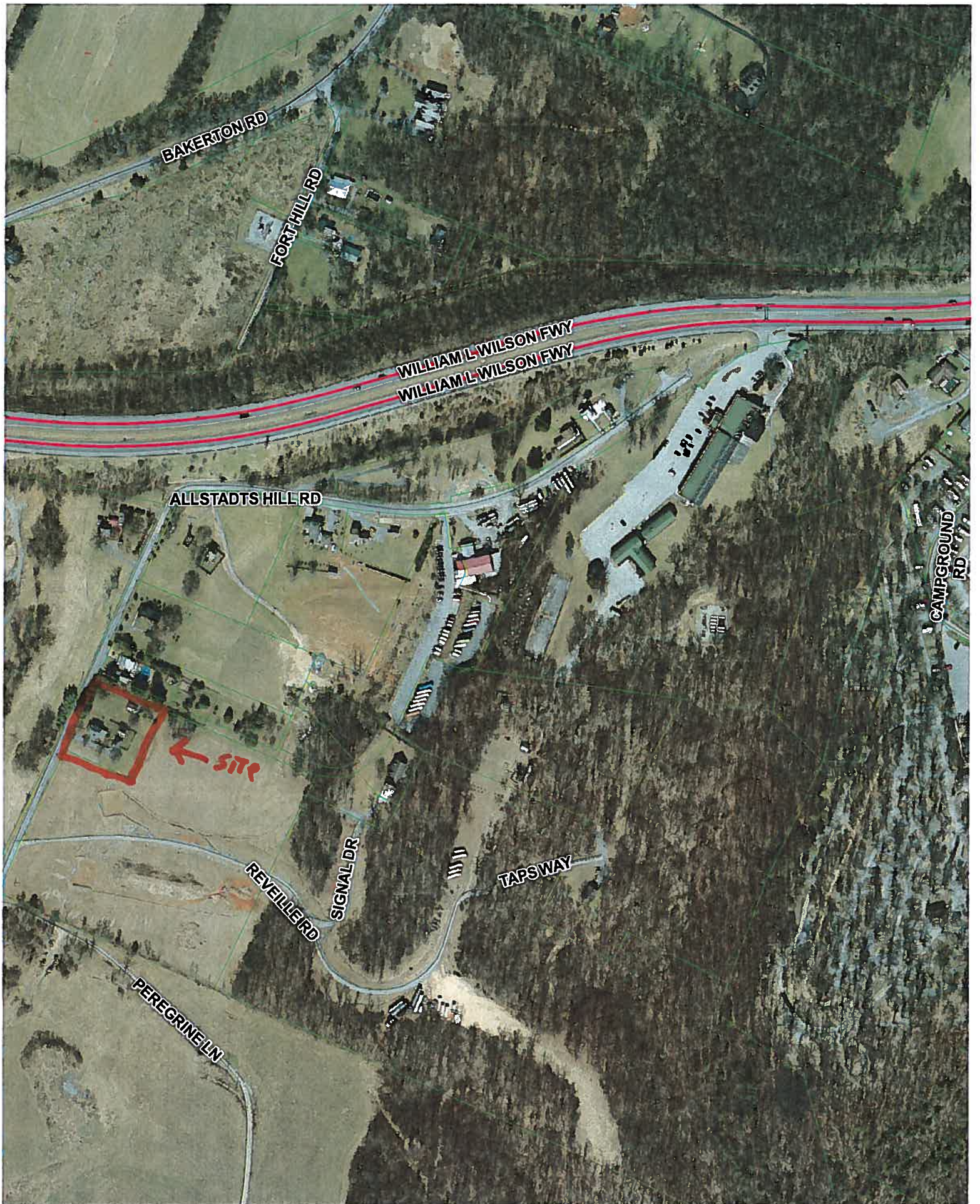
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ALLSTADT HILL RD

REVELLE RD

PEREGRINE LN

SIGNAL DR



BAKERTON RD

FORT HILL RD

WILLIAM L WILSON FWY
WILLIAM L WILSON FWY

ALLSTADTS HILL RD

CAMPGROUND RD

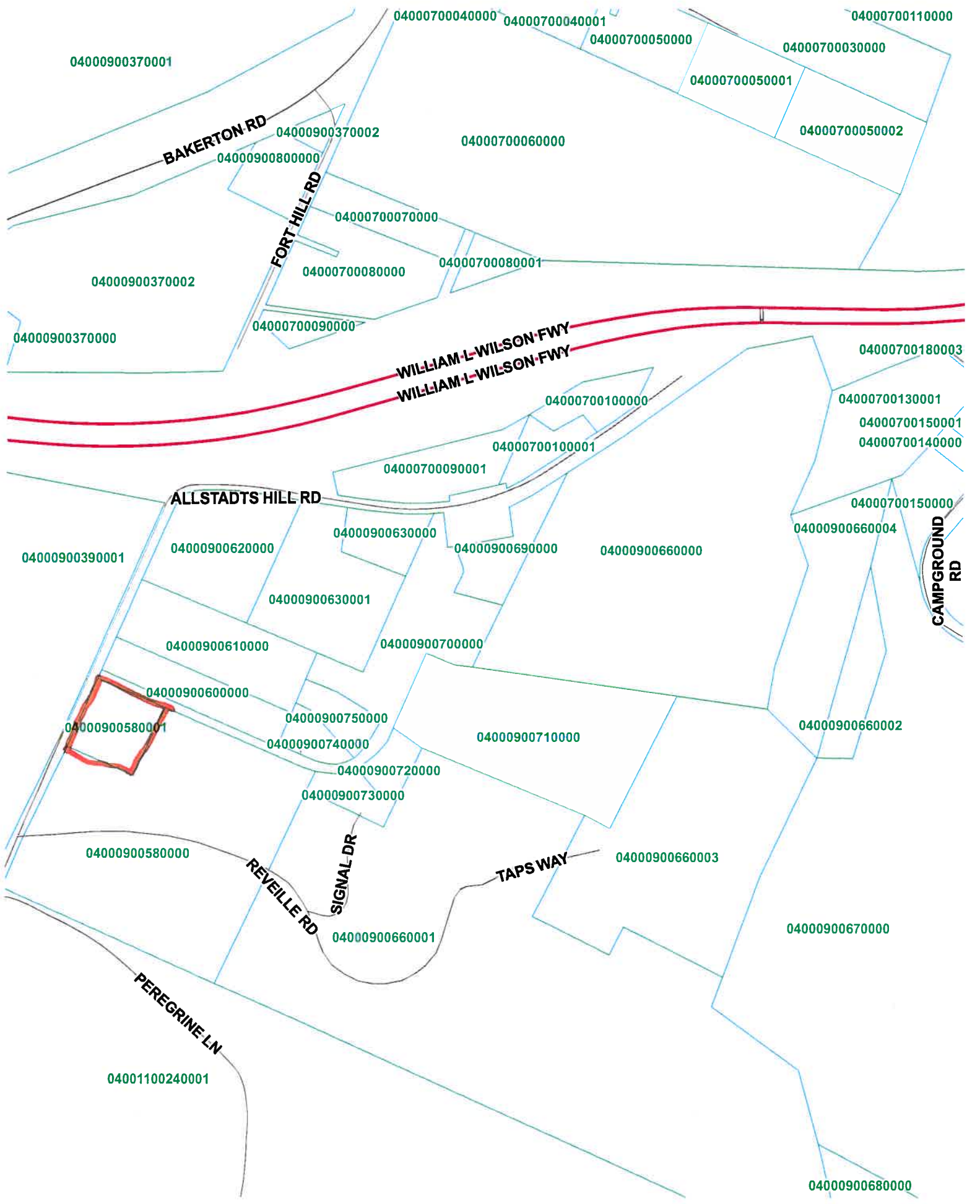
← SITE

REVELLER DR

SIGNAL DR

TAPSWAY

PEREGRINE LN



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BAKERTON RD

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WILLIAM L WILSON FWY
WILLIAM L WILSON FWY

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CAMPGROUND RD

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REVELLE RD

SIGNAL DR

TAPS WAY

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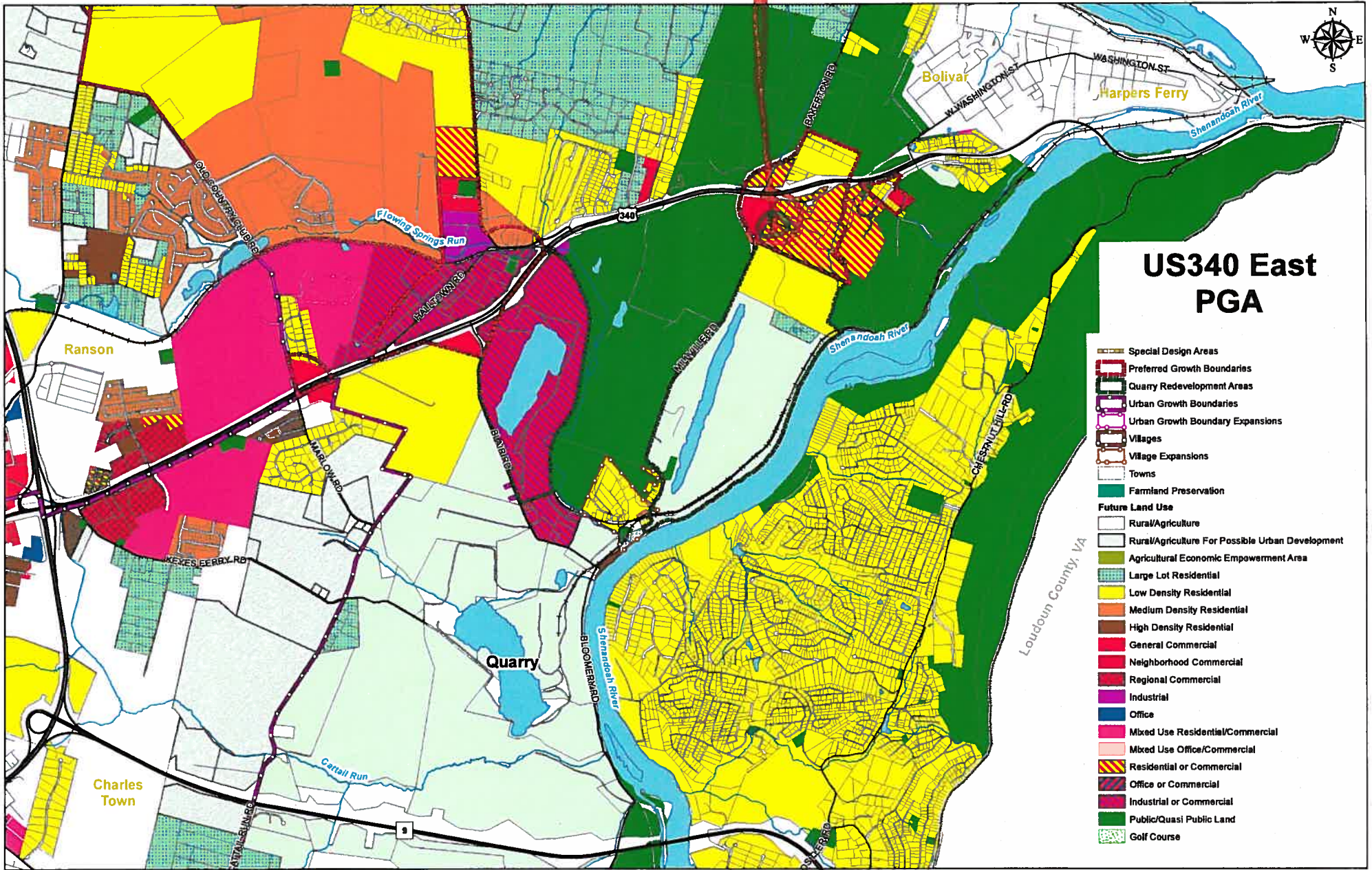
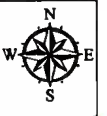
PEREGRINE LN

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Site

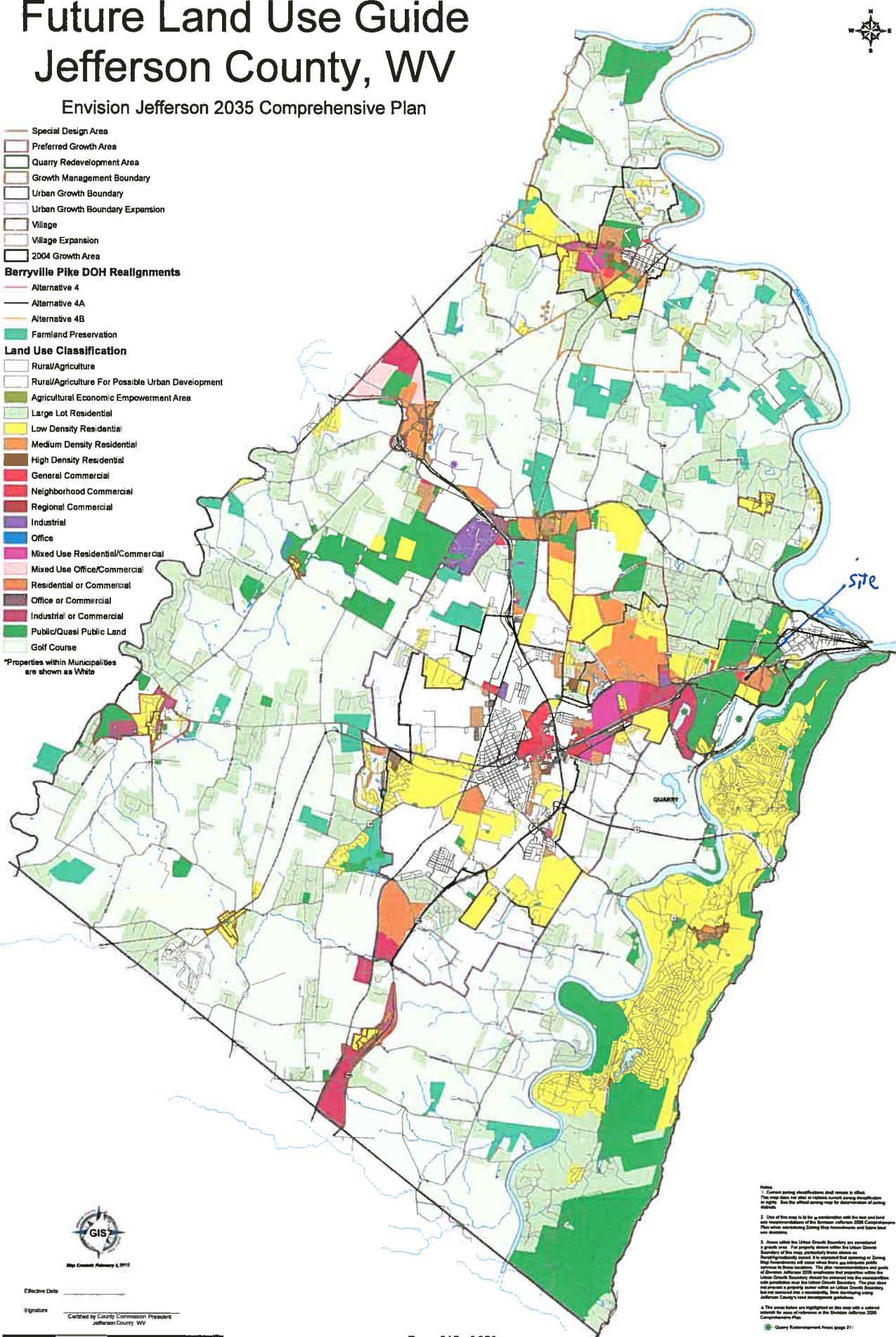


Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan



- Special Design Area
- Preferred Growth Area
- Quarry Redevelopment Area
- Growth Management Boundary
- Urban Growth Boundary
- Urban Growth Boundary Expansion
- Village
- Village Expansion
- 2004 Growth Area
- Berryville Pike DOH Realignments**
- Alternative 4
- Alternative 4A
- Alternative 4B
- Farmland Preservation
- Land Use Classification**
- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office
- Mixed Use Residential/Commercial
- Mixed Use Office/Commercial
- Residential or Commercial
- Office or Commercial
- Industrial or Commercial
- Public/Quasi Public Land
- Golf Course
- *Properties within Municipalities are shown as White



Effective Date _____
 Signature _____
 Certified by County Commission President
 Jefferson County, WV

Notes:

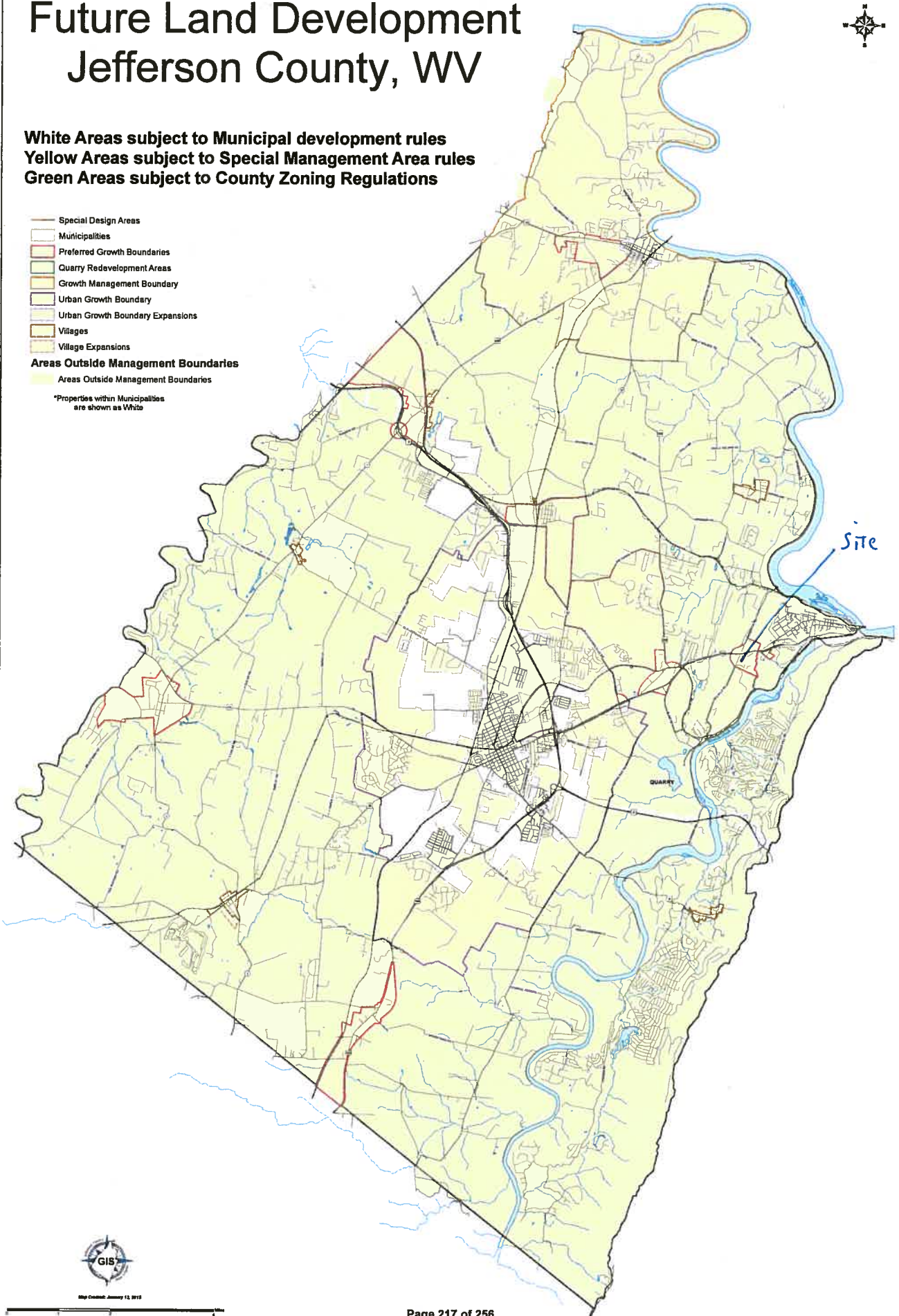
1. Current zoning specifications shall remain in effect. The user shall refer to the zoning ordinance for definitions of zoning. See the official zoning map for descriptions of zoning districts.
2. Use of this map is to be in accordance with the land use and land use recommendations of the Envision Jefferson 2035 Comprehensive Plan and the accompanying zoning ordinance and future land use recommendations.
3. Areas within the Urban Growth Boundary are considered a growth area. For property owners within the Urban Growth Boundary of this map, particularly those in zoning districts that are not currently zoned, it is expected that zoning or zoning amendments will occur when there are zoning amendments to these districts. The plan recommendations and goals of Envision Jefferson 2035 anticipate that properties within the Urban Growth Boundary should be rezoned to be consistent with the plan recommendations for the Urban Growth Boundary. The plan also anticipates that properties outside the Urban Growth Boundary but not zoned will be rezoned to be consistent with the plan recommendations for the Urban Growth Boundary.
4. The areas below are highlighted on this map with a white outline for ease of reference in the Envision Jefferson 2035 Comprehensive Plan.
 - Quarry Redevelopment Areas (page 21)
 - Heritage Station at Ashford (page 111)

Future Land Development Jefferson County, WV



White Areas subject to Municipal development rules
Yellow Areas subject to Special Management Area rules
Green Areas subject to County Zoning Regulations

- Special Design Areas
- Municipalities
- Preferred Growth Boundaries
- Quarry Redevelopment Areas
- Growth Management Boundary
- Urban Growth Boundary
- Urban Growth Boundary Expansions
- Villages
- Village Expansions
- Areas Outside Management Boundaries**
- Areas Outside Management Boundaries
- *Properties within Municipalities are shown as White

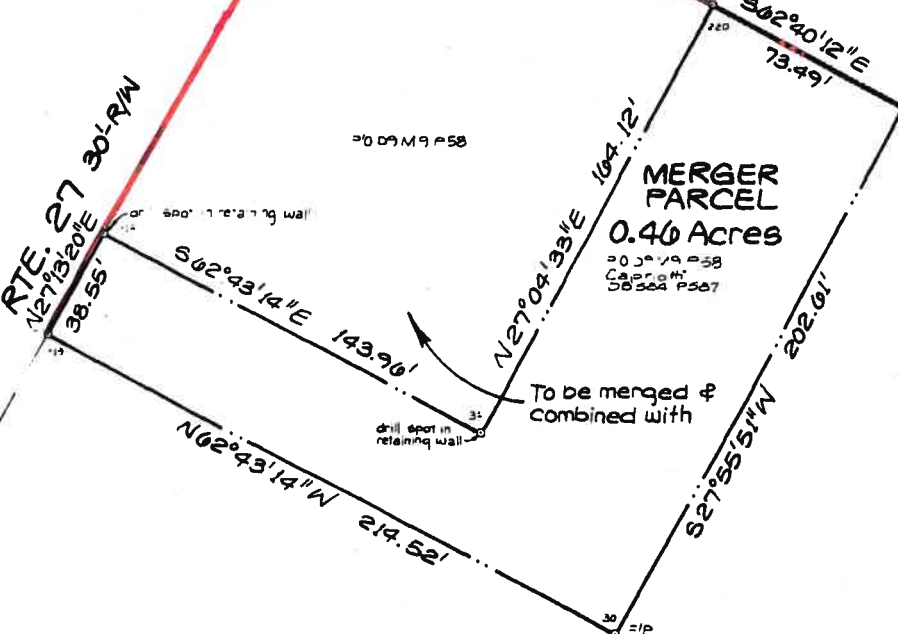


Map Created: January 13, 2011

Corners are to be set # 5 Rebars unless otherwise noted.

07 M 7 P 60
D'ANGELO
DB 184 P 225

RTE: 27 30-LRW
N27°13'20"E
38.55'



MERGER PARCEL
0.46 Acres
00 D 7 M 9 P 58
Copyright
DB 554 P 507

To be merged & combined with

RESIDUE
00 D 7 M 9 P 58
Copyright
DB 554 P 507

PLAT of SURVEY showing a MERGER PARCEL

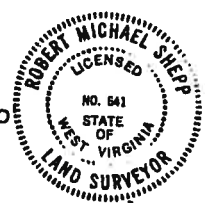
HARPERS FERRY DISTRICT
JEFFERSON COUNTY, W.V.
DATE: 19 May 1987

SCALE: 1" = 40'

R. Michael Shepp
R. Michael Shepp, LLS

APPALACHIAN SURVEYS, INC.

P.O. Box 35 CHARLES TOWN, W.V. 25414



MAGNETIC NORTH

41935

State of West Virginia, County of Jefferson, Sct.

IN THE CLERK'S OFFICE OF COUNTY COMMISSION:

On JAN 10 1989, at 4:52 P.M., the foregoing Deed of B. & S. was received in my said office and duly admitted to record.

pk
5/25/87

Test,

John E. Ott
Clerk of County Commission

AGENDA REQUEST FORM

www.jeffersoncountyvva.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1ST CHOICE June 1, 2017

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

SUBJECT: Petition for Removal of Executor of the estate of Blanche V. Nelson, deceased and Reopening of the estate of William E. Walker, deceased

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

Details are contained within the petitions.

ARE DOCUMENTS ATTACHED: Yes – To follow will be a recommendation from D. Frank Hill, III, fiduciary commissioner on the estate.

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountyvva.org (304) 728-3210

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

IN RE: THE ESTATE OF BLANCHE V. NELSON, deceased

PETITION FOR REMOVAL OF EXECUTOR

COMES NOW, Larry G. Slaughter, former personal representative of the Estate of Blanche V. Nelson and moves for the removal of Stephen F. Slaughter as Executor of the Estate of Blanche V. Nelson based upon the following:

1. Blanche V. Nelson died, testate, in Jefferson County, West Virginia on August 7, 2010.

2. The Will of the decedent was admitted to probate pursuant to which Larry G. Slaughter was appointed as the personal representative of the Estate by application fiduciaries recorded September 14, 2010.

3. The Appraisement of the Estate was filed on November 5, 2010.

4. Upon hearing had before the County Commission by Order of February 20, 2014, Larry G. Slaughter was removed as the Executor of the Estate, and Stephen F. Slaughter was appointed in his stead.

5. A proposed First and Final Settlement of the Estate of Blanche V. Nelson was filed by Stephen F. Slaughter, recorded on June 11, 2015.

6. By correspondence to the Fiduciary Office, questions were raised relating to the proposed First and Final Settlement and the

matter was re-referred to D. Frank Hill III as Fiduciary Commissioner.

7. That D. Frank Hill III scheduled the matter for hearing/meeting to be held on October 8, 2015 at 3:00 o'clock p.m., with notice to all beneficiaries of the Estate. Appearing at the hearing were Larry G. Slaughter and Patrick G. Henry III, his attorney, with no other persons appearing.

8. By instrument dated December 4, 2015, the initial Executor the Estate of Blanche V. Nelson filed a corrected supplemental accounting of his actions as the prior personal representative of the Estate.

9. That Stephen F. Slaughter has transmitted to the Fiduciary Office a document purporting to resign as personal representative of the Estate.

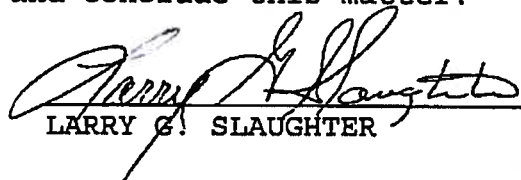
10. That the said Stephen F. Slaughter has failed and refused to provide an accounting relating to the \$38,333.80 proceeds from the sale of the real estate of the decedent, the settlement date of which was June 11, 2015.

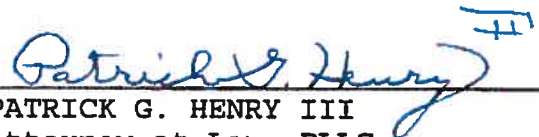
11. That no final accounting susceptible of approval by the Commission has been filed or tendered by the personal representative.

12. That upon information and belief, the personal representative has removed all assets of the Estate from the State of West Virginia and has relocated the same to the State of Maryland where the personal representative resides.

13. That the requirements for an interim accounting or final accounting are overdue by a period in excess of six months.


WHEREFORE the Petitioner, Larry G. Slaughter, prays that upon hearing had in this matter, the said Stephen F. Slaughter be removed as personal representative of the Estate of Blanche V. Nelson and that an appropriate person or entity be appointed to marshal the assets of the Estate and conclude this matter.


LARRY G. SLAUGHTER

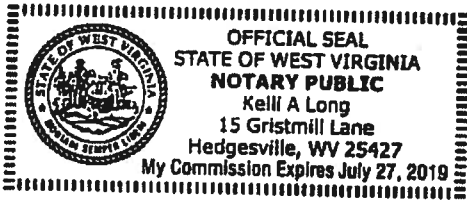

PATRICK G. HENRY III
Attorney at Law, PLLC
222 West John Street
Martinsburg, WV 25401
304-260-9592
WV Bar No. 1683


STATE OF WEST VIRGINIA,
COUNTY OF BERKELEY, to-wit:

LARRY G. SLAUGHTER, the Petitioner named in the foregoing and annexed Petition for Removal of Executor, being first duly sworn, deposes and says that the facts and allegations therein contained are true and correct, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, he believes them to be true.


LARRY G. SLAUGHTER

Taken, subscribed and sworn to before me this 7th day of November, 2016.




Notary Public

My commission expires: 7/27/2019

Law Office of
F. Samuel Byrer, PLLC

202 West Liberty Street
P.O. Box 597
Charles Town, WV 25414

Telephone: (304) 724-7228
Facsimile: (304) 724-7278

F. Samuel Byrer
Peter A. Pentony

Writer's email:
papentony@frontiernet.net

April 21, 2017

Ms. Karen Olden & Ms. Lynn Fields
Jefferson County Probate Clerks
Jefferson County Courthouse
100 East Washington Street
Charles Town, WV 25414

RE: Estate of William E. Walker

Dear Karen and Lynn:

Enclosed please find a copy of a Petition To Reopen Estate of William E. Walker for purposes of selling the real estate. As you can see, Mr. Walker's widow, Gloria M. Walker, had the right to reside in the home but has now decided to vacate the home. Please let me know if you need further information. Mr. Barron and I ask that this be placed on the Agenda as quickly as possible. Thank you.

Very truly yours,



F. Samuel Byrer

FSB:dld
Enclosure

cc: Mr. Dennis Barron

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN THE MATTER OF THE ESTATE OF
WILLIAM E. WALKER, DECEASED

Comes now, Dennis L. Barron, and respectfully petitions and moves the County Commission of Jefferson County, West Virginia to reopen the Estate of William E. Walker in order to allow the sale of the decedent's home in accordance with paragraph 4 of the Last Will and Testament.

1. William E. Walker died on October 17, 2013, and named Dennis L. Barron to serve as Executor of his Last Will and Testament.
2. Mr. Barron qualified, served and successfully completed the administration of Mr. Walker's estate. The Waiver of Final Settlement was recorded in Order Book 153 at page 150 dated July 17, 2014.
3. At the time of final settlement, Mr. Walker's widow, Gloria M. Walker, elected to remain in the residence which was her right pursuant to paragraph four of the Will allowing her a life estate in the property.
4. Mrs. Walker has recently decided that she desires to vacate the property and that it be sold.
5. The Will provides that the Executor is to sell the property.
6. In order to avoid any question regarding his authority to sell the property, Mr. Barron petitions and respectfully moves the County Commission to reopen the estate for purposes of listing and selling the real estate in accordance with the decedent's Will.

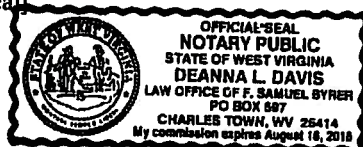
Wherefore, Petitioner, Dennis L. Barron, prays that the County Commission grant this petition and reopen the estate for the reasons set forth herein.



Dennis L. Barron

Taken, subscribed, and sworn to before me by Dennis L. Barron, this the 21st of April, 2017.

My commission expires: 8/18/2018

[Notary Seal]




Notary Public

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: **Jeffrey A. Polczynski – Director of Communications**

Department or Entity: **Emergency Communications**

Estimation of amount of time needed for appointment: **2 minutes**

Date Requested – 1st Choice: **6/1/2016**

If a specific date is needed, please provide reason for specific date: **Timing in order to fill vacancies at ECC**

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 an authorized full-time position.

The ECC currently has a vacancy in its authorized staff strength due to the loss of staff in November and December of 2016. This request is to fill one vacancy.

Ms. Heather Turner has passed all initial phases of the hiring process and is recommended for hire as a Public Safety Dispatcher. She currently works with Valley Medical Transport as an EMT / Dispatcher.

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,

**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 Heather Turner as a full-time Public Safety Dispatcher.

Attachments:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: William Rohrbaugh, Esq.

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion of the City of Charles Town's Resolution/Proposal for Acquisition of Assets of the Jefferson County Public Service District – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

RESOLUTION 2017-012

Proposal for Acquisition of Assets of Jefferson County Public Service District

Whereas, the City of Charles Town (the "City") is a municipal corporation and political subdivision of the State of West Virginia in Jefferson County of said state (the "State");

Whereas, in accordance with Chapter 8, Article 20 of the West Virginia Code of 1931, as amended (the "Utility Board Act"), and pursuant to an Ordinance enacted by the City on March 16, 1998 (the "Utility Board Ordinance"), the City created the Charles Town Utility Board (the "Utility Board") and vested in the Utility Board the responsibility for the supervision, management, control and operation of the potable water treatment, storage and distribution system and sanitary sewerage collection and treatment system of the City (collectively, the "Combined Utility System");

Whereas, the City has financed, and in certain instances, refinanced, the design, acquisition, construction and equipping of the Combined Utility System through the issuance of several series of Combined Waterworks and Sewerage System Revenue Bonds which are secured by the gross revenues of the Combined Utility System, several series of which Combined Waterworks and Sewerage System Revenue Bonds are currently outstanding (collectively, the "Charles Town Bonds");

Whereas, Jefferson County Public Service District (the "District") is a public service district, public corporation and political subdivision created by The County Commission of Jefferson County (the "County Commission") pursuant to the provisions of Chapter 16, Article 13A of the West Virginia Code of 1931, as amended (the "PSD Act"), to provide potable water service and sanitary sewerage service within its service territory in Jefferson County, West Virginia (the "County");

Whereas, the District currently owns and operates a potable water storage and distribution system (collectively, the "District Water System") which provides potable water service to approximately 113 customers, all residing in Jefferson County (collectively, the "District Water Customers");

Whereas, the District has financed, and in certain instances, refinanced, the design, acquisition, construction and equipping of the District Water System through the issuance of the following water revenue bonds secured by the net revenues of the District Water System as authorized by the PSD Act;

- (i) Water Revenue Bonds, Series 2014 A, dated April 17, 2014, issued in the original aggregate principal amount of \$985,350 and outstanding in the principal amount of \$947,175 (12.31.2016) (the "Series 2014 A Bonds"). The Series 2014 A Bonds mature September, 2045.

(The Series 2014 A Bonds are hereinafter referred to as the "District Water Bonds").

Whereas, the District currently owns and operates a sanitary sewerage collection and transmission system (collectively, the "District Sewer System") which provides sanitary sewerage service to approximately 2,565 customers, all residing in Jefferson County (collectively, the "District Sewer Customers");

Whereas, the District has financed, and in certain instances, refinanced, the design, acquisition, construction and equipping of the District Sewer System through the issuance of the following sewer revenue bonds secured by the net revenues of the District Sewer System as authorized by the PSD Act;

- (i) Sewer Revenue Bonds, Series 1988 B, dated May 5, 1988, issued in the original aggregate principal amount of \$425,767 and outstanding in the principal amount of \$131,008 (12.31.2016) (the "Series 1988 B Bonds"). The Series 1988 B Bonds mature October, 2028.
- (ii) Sewer Revenue Bonds, Series 1998 B (West Virginia SRF Program), dated June 25, 1998, issued in the original aggregate principal amount of \$599,089 and outstanding in the aggregate principal amount of \$74,880 (12.31.2016) (the "Series 1998 B Bonds"). The Series 1998 B Bonds mature June, 2019.
- (iii) Sewer Revenue Bonds, Series 1998 C (West Virginia Infrastructure Fund), dated June 25, 1998, issued in the original aggregate principal amount of \$662,039 and outstanding in the aggregate principal amount of \$662,039 (12.31.2016) (the "Series 1998 C Bonds"). The Series 1998 C Bonds mature June, 2038.
- (iv) Sewer Revenue Bonds, Series 1999 A (West Virginia SRF Program), dated December 8, 1999, issued in the original aggregate principal amount of \$378,363 and outstanding in the aggregate principal amount of \$167,109 (12.31.2016) (the "Series 1999 A Bonds"). The Series 1999 A Bonds mature March, 2030.
- (v) Sewer Revenue Bonds, Series 2000 A (West Virginia SRF Program), dated June 22, 2000, issued in the original aggregate principal amount of \$1,154,889 and outstanding in the aggregate principal amount of \$577,440 (12.31.2016) (the "Series 2000 A Bonds"). The Series 2000 A Bonds mature December, 2031.
- (vi) Sewer Revenue Bonds, Series 2008 A (West Virginia SRF Program), dated June 18, 2008, issued in the original aggregate principal amount of \$2,005,000 and outstanding in the aggregate principal amount of

\$1,470,312 (12.31.2016) (the "Series 2008 A Bonds"). The Series 2008 A Bonds mature December, 2038.

- (vii) Sewer Refunding Revenue Bonds, 2010 Series A, dated June 24, 2010, issued in the original principal amount of \$1,895,000 and outstanding in the aggregate principal amount of \$1,395,000 (12.31.2016) (the "Series 2010 A Bonds"). The Series 2010 A Bonds mature October, 2028.
- (viii) Sewer Revenue Bonds, 2013 Series A, dated June 14, 2013, issued in the original principal amount of \$1,660,000 and outstanding in the aggregate principal amount of \$1,385,000 (12.31.2016) (the "Series 2013 A Bonds"). The Series 2013 A Bonds mature June, 2028.

(Collectively the above described sewer revenue bonds, excluding the Series 2010 A Bonds and the Series 2013 A Bonds, are hereinafter referred to as the "District Sewer Revenue Bonds").

Whereas, the City, the Utility Board, the District, the City of Ranson ("Ranson") and the County Commission have been actively involved in discussions regarding the possible combination of the water service and/or sewer service provided by the City, the District and Ranson;

Whereas, the County Commission entered an order on April 6, 2017 proposing the dissolution of the District and scheduling a public hearing to determine whether dissolution of the District will be conducive to the preservation of public health, comfort and convenience for the customers served by the District;

Whereas, the County Commission held a public hearing on May 4, 2017 to consider public comments on whether the dissolution of the District will be conducive to the preservation of public health, comfort and convenience for the customers served by the District; and

Whereas, the City, pursuant to the recommendation of the Utility Board, has determined to offer this resolution to clarify the terms and conditions on which the City will consider acquiring the assets of the District Water System and the District Sewer System (collectively, the "District Assets").

Now Therefore be it Resolved, by the Council of the City of Charles Town:

1. The City will agree to acquire the District Assets subject to the terms and provisions contained in this Resolution and to be provided for in an Asset Purchase Agreement (the "Purchase Agreement") by and between the City and the District. The Purchase Agreement shall, at a minimum, contain the following provisions:

- a. The District Assets shall be conveyed to the City and shall become part of the Combined Utility System, managed by and through the Utility Board.
- b. As consideration for the acquisition of the District Assets, the City shall pay to the West Virginia Municipal Bond Commission, on behalf of the District, an amount sufficient to pay, on the next prepayment date, the entire outstanding principal of, and interest accrued on, the District's Sewer Revenue Bonds, Series 2010 A, and an amount sufficient to defease, to the first call date, the entire outstanding principal of, and accrued interest on, the District's Sewer Revenue Bonds, Series 2013 A.
- c. As further consideration for the acquisition of the District Water System, the City agrees, subject to the consent of the holders thereof, to assume the District's Water Revenue Bonds as "Combined Waterworks and Sewerage System Revenue Bonds" of the City.
- d. As further consideration for the acquisition of the District Sewer System, the City agrees, subject to the consent of the holders thereof, to assume the District's Sewer Revenue Bonds as "Combined Waterworks and Sewerage System Revenue Bonds" of the City.
- e. The City, through the Utility Board, will offer full-time employment to employees who are active employees of the District as of the date of acquisition of the District Assets for a period of two (2) years, provided, however, that each individual possesses a valid driver's license, a high school diploma or GED equivalent, and passes a routine pre-screening physical, including testing for illicit drugs, and other examinations and background tests required of all other individuals for employment with the Utility Board. The terms of employment for any such employee of the District subsequently hired by the Utility Board shall be at the sole discretion of the Utility Board, and employees may be terminated or disciplined for cause. The job descriptions and the duties of the employees of the District subsequently hired by the Utility Board shall be determined by the Utility Board and all such employees shall be subject to the terms and conditions of the Personnel Policies of the Utility Board.
- f. The City will provide in the Purchase Agreement that the Utility Board will continue, following the acquisition of the District

Assets, to be comprised of five (5) members, each of which shall be appointed by the City Council, and the City Manager of the City shall be the Chair of the Utility Board. The City will further provide that, with respect to one (1) member of the Utility Board, the City Council will consider the recommendation of the County Commission for the individual to serve on the Utility Board as follows:

- i. The County Commission shall have the right to nominate three (3) individuals who are residents of Jefferson County, who do not reside within the corporate boundaries of the City or Ranson, but do reside within the service territory of the City, to serve as a member of the Utility Board. The City Council may select one (1) of the individuals so nominated by the County Commission, or the City Council may ask the County Commission to nominate three (3) different residents of Jefferson County who have not previously been so nominated for consideration by City Council.
 - ii. If the City Council requests that the County Commission nominate three (3) additional residents of Jefferson County as provided above, the County Commission shall nominate three (3) residents of Jefferson County who have not previously been so nominated for consideration to serve on the governing board of the Utility Board.
 - iii. If the City Council, upon receiving the second nomination from the County Commission, determines that none of the individuals so nominated are appropriate to serve on the Utility Board, then the City shall have the right to appoint the person it chooses to serve on the Utility Board, provided that such individual shall be a resident of Jefferson County who does not reside within the corporate boundaries of the City or Ranson, but does reside within the service territory of the City.
- g. The Purchase Agreement shall be subject to a reasonable due diligence period as set forth in the Purchase Agreement.
 - h. The acquisition of the District Assets by the City, and the assumption of the District Water Bonds and the District Sewer Bonds, shall be subject to the City to obtaining (i) a certificate

from an independent certified public accountant that the rates being charged the customers of the Combined Utility System following the acquisition are sufficient to meet the rate covenants and parity tests applicable to the Charles Town Bonds; and/or (ii) the consent of the holders of the Charles Town Bonds, where required, to the issuance of bonds sufficient to pay the amounts required to pay in full the outstanding principal of, and interest on the District Series 2010 A Bonds and to defease to the first call date the District's Series 2013 A Bonds.

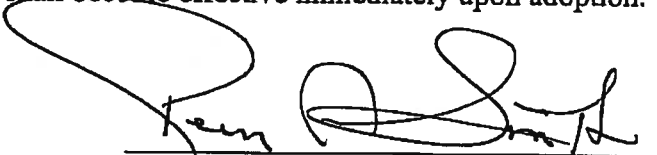
- i. The Purchase Agreement shall be subject to the review and approval of the Public Service Commission of West Virginia.
- j. The Purchase Agreement shall expressly provide that, upon the occurrence of certain specified events, specifically including, but not limited to, a determination by the Council of the City, in its sole discretion, that, as a result of information obtained during the due diligence process or from any other source, the acquisition of the District Assets is not in the best interests of the citizens of the City, the Council of the City may adopt a resolution rescinding this Resolution and invalidating and annulling the Purchase Agreement, and each party to the Purchase Agreement shall hold every other party thereto harmless as to any expenses incurred, or damages alleged, by such party related in any way to the matters set forth in this Resolution and the Purchase Agreement.

2. The City will, at all times in the future, continue to operate the Combined Utility System in a professional and businesslike manner and will provide potable water and sanitary sewer service to all areas of the County subject only to the limitations in the Utility Board Act, provided, however, that the City is only willing to extend water or sewer service when such extension of service is technically and economically feasible. The determination as to the technical and financial feasibility of an extension of water or sewer service will be in the sole discretion of the City.

3. The City will agree to enact, prior to the acquisition of the assets of the District Water System, an ordinance modifying the City's existing tariff for water service to provide that the customers served by the District Water System as of the date of the City's acquisition of the assets thereof, as well as future customers added thereon, shall be charged at the same tariff for water service from the District in existence as of the date of the City's acquisition of the District Water System. The City acknowledges and agrees that the rates and charges under the District's existing tariff for water service are higher than such rates and charges for water service from the City and the City agrees that it shall exercise its best efforts to equalize the rates and charges for water service of all water customers of the City within ten (10) years of the City's acquisition of the District Water System.

4. The City will agree to enact, prior to the acquisition of the assets of the District Sewer System, an ordinance modifying the City's existing tariff for sewer service to provide that the customers served by the District Sewer System as of the date of the City's acquisition of the assets thereof, as well as future customers added thereon, shall be charged at the same tariff for sewer service from the District in existence as of the date of the City's acquisition of the District Sewer System. The City acknowledges and agrees that the rates and charges under the District's existing tariff for sewer service are higher than such rates and charges for sewer service from the City and the City agrees that it shall exercise its best efforts to equalize the rates and charges for sewer service of all sewer customers of the City within ten (10) years of the City's acquisition of the District Sewer System.

5. This Resolution shall become effective immediately upon adoption.

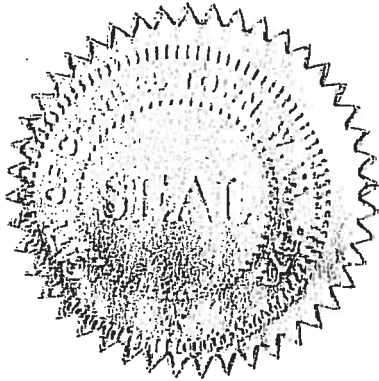


Peggy Smith
Mayor, City of Charles Town

ATTEST:



City Clerk



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

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

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

- 1. Discuss issues related to the County cable franchise agreement. Possible Executive Session – Discussion/Action.**
- 2. Discussion of PSD Dissolution & Pending Appeal of the PSC decision. Possible Executive Session – Discussion/Action.**
- 3. Report on issues relating to Civil Action #17-C-63. Possible Executive Session – Discussion/Action.**
- 4. Report on issues relating to Civil Action #17-C-122 (collection of unpaid impact fees lawsuit). Possible Executive Session – Discussion/Action.**

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Onoszko

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request independent audit of Jefferson County Public Service District financials – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Josh Compton

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discuss qualifications of Public Service District Board appointees – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

I move to direct the County Administrator to determine whether all current board members of the Jefferson County Public Service District meet the statutory requirements for appointment to the board.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2017**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

Renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County – 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.](#)

CITY OF MARTINSBURG FIRE DEPARTMENT

PAUL E. BRAGG
FIRE CHIEF



200 NORTH RALEIGH STREET
MARTINSBURG, WEST VIRGINIA 25401

PHONE NUMBERS
FIRE & EMERGENCY
911

OFFICIAL BUSINESS
FIRE INSPECTIONS
304-264-2111
FAX 304-264-2115

15 May 2017

Mr. Peter Onoszko, President
The Commission of Jefferson County
P.O. Box 250
Charles Town, West Virginia 25414

Dear Mr. Onoszko:

It is time to renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County. Enclosed is the Agreement adopted by the City Council on 11 May 2017 with an effective date of 1 July 2017.

If you desire any changes to the Agreement, please feel free to contact me at (304) 264-2111. Once the Commission has signed the Agreement, make yourself a copy, and return the signed original to me.

Sincerely,



Paul E. Bragg, Fire Chief
Martinsburg Fire Department

cc: Mark S. Baldwin, City Manager

MUTUAL AID AGREEMENT

FIRE, EMERGENCY MEDICAL SERVICES, SPECIALIZED RESCUES, AND DISASTERS

BETWEEN THE CITY OF MARTINSBURG
AND JEFFERSON COUNTY, WEST VIRGINIA

This AGREEMENT made and entered into this 1st day of July, 2017 by and between the CITY OF MARTINSBURG, WEST VIRGINIA AND JEFFERSON COUNTY, WEST VIRGINIA.

WITNESSETH:

WHEREAS, each of the parties hereto has an interest in the control of fires, emergency medical services, specialized rescues, disasters and/or other emergency support; and,

WHEREAS, in the event of a major fire, mass casualty event, specialized rescue, disaster or other emergency, either party may need the assistance of the other party to this Agreement, to provide supplemental fire suppression, emergency medical services equipment and personnel, specialized rescue personnel, and/or other emergency support; and,

WHEREAS, the CITY OF MARTINSBURG, and JEFFERSON COUNTY are desirous of providing more adequate protection within their respective territories in the event of a major fire, mass casualty event, specialized rescue, disaster and/or other emergency.

NOW THEREFORE, in consideration of the respective covenants and promises herein, the parties agree as follows:

1. DEFINITIONS: as used herein:

- (a) "Requesting Party" shall mean that party requesting aid; and,
- (b) "Responding Party" shall mean that party affording or responding to a call for aid.

2. AUTHORITY TO REQUEST AID:

- (a) Each party authorizes their respective fire chiefs, agency directors, or in their absence the senior officer or other member in charge to request and afford mutual aid from and to the other party upon request.

(b) Each party agrees that the request for mutual aid shall comply with the following guidelines:

- (1) The Requesting Party must have personnel on scene at the emergency incident at the time of the request; or,
- (2) The Requesting Party must have all their resources involved on another emergency incident at the time of the request; or,
- (3) The Requesting Party must be requesting a special piece of equipment or expertise the Requesting Party does not have; or,
- (4) The Requesting Party is responding to an emergency that from information received during the initial dispatch it is believed that the incident will overwhelm the resources of the Requesting Party.

3. LIABILITY:

- (a) Each party agrees that the Requesting Party shall assume liability for and hold the Responding Party harmless from all liabilities which arise out of command decisions and judgments.
- (b) Each party agrees to assume responsibility for liabilities arising out of the actions of its' own personnel and to hold the other party harmless as to the actions relating to performance.

4. INSURANCE:

- (a) Each party agrees to maintain adequate insurance coverage for its' own personnel and equipment.

5. COMPENSATION:

- (a) Each party agrees that it will not seek from the other party compensation for services rendered under this Agreement.
- (b) Each party shall at all times be responsible to its' own personnel for payment of wages and other compensation and for carrying worker's compensation upon said personnel.
- (c) Each party shall be responsible for its' own equipment and shall bear the risk of loss or damage.
- (d) However, if fire suppression chemicals are utilized by the Responding Party, the Requesting Party shall compensate the other party for the replacement cost of such chemicals.
- (e) Each party agrees that this agreement does not prevent either party from billing third parties for services when such billing is appropriate.

6. TRAINING:

- (a) Each party agrees that personnel of the Responding Party answering a request for mutual aid under this Agreement will meet all training requirements of the West Virginia State Fire Commission, the West Virginia Office of Emergency Medical Services, and/or any other state or federal requirements that may apply.

7. INCIDENT MANAGEMENT:

- (a) Each party agrees that the Requesting Party shall assume management of the emergency incident; unless, they specifically request the Responding Party to assume management responsibility. The Responding Party has the right to accept or reject this request.
- (b) Each party agrees that the management system to be used during the emergency incident shall be based on the National Incident Management System (NIMS), which is endorsed by the Department of Homeland Security.
- (c) Each party agrees that personnel of the Responding Party answering a request for mutual aid shall be trained in the use of the National Incident Management System (NIMS).
- (d) Each party agrees that personnel from the Responding Party shall work directly under a supervisor from their own department; but, that the supervisor shall be operating within the National Incident Management System (NIMS).

8. SAFETY:

- (a) Each party agrees that SAFETY is the number one priority at any incident.
- (b) Each party agrees that if members of the Responding Party feel an unsafe act is taking place or is about to take place they can withdraw from participation in the operation.

9. OBLIGATION TO RESPOND:

- (a) Each party agrees that provisions of this agreement shall not be construed to impose an obligation to respond to a request for mutual aid. At any time the Responding Party may, for any reason, deem it advisable not to respond and may so inform the Requesting Party.
- (b) Each party agrees that the Responding Party shall determine the amount of apparatus and personnel to send to a request for aid.

10) TERMINATION:

- (a) This agreement shall remain in full force and effect until the first day of July of each year. At which time, if desirable by both parties, the Agreement with any agreed upon changes can be renewed by the two parties.
- (b) A party desiring to terminate this Agreement prior to the first day of July shall serve in written notice upon the other party of its' intention to terminate this Agreement. Such notice shall be served not less than thirty calendar days prior to the termination date set forth in said written notice.

The Jefferson County Commission shall act as an agent for all Jefferson County Volunteer Fire Departments and Jefferson County Emergency Medical Services.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement the day and year first above written.

ATTEST: *Merna Hong*
CITY RECORDER

DATE: 5/11/17

BY: *George Karos*
MAYOR, GEORGE KAROS
CITY OF MARTINSBURG

BY: *Eric Paul E. Bragg*
FIRE CHIEF, PAUL E. BRAGG
CITY OF MARTINSBURG
FIRE DEPARTMENT

ATTEST: _____
COUNTY ADMINISTRATOR

DATE: _____

BY: _____
COUNTY COMMISSION
PRESIDENT, PETER ONOSZKO
JEFFERSON COUNTY

BY: _____
JEFFERSON COUNTY
EMERGENCY SERVICES
DIRECTOR

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2017**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Letter of support for a \$25,000 grant for a dog park for the Parks and Recreation**

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.](#)

[First Name Last Name]
[Address Line 1]
[City], [State] [Zip Code]
[Phone number (XXX) XXX-XXXX]

May 17, 2017

PetSafe® Bark for Your Park Committee
Radio Systems Corporation
10427 PetSafe Way
Knoxville, Tennessee 37932

Dear PetSafe Bark for Your Park Committee,

I am pleased to announce that if Jefferson County Parks and Recreation Commission is awarded a grant in the 2017 Bark for Your Park grant program, they will allocate property located at Sam Michael's Park, Shenandoah Junction, WV that consists of approximately two acres for use as a PetSafe dog park.

I am also pleased to announce my support for Jefferson County Parks and Recreation Commission participation in the 2017 Bark for Your Park grant program. I support my constituents' efforts to build, enhance, and maintain a dog park. If our community is awarded a grant, I will ensure that parks and recreation allocates resources to support the operation and maintenance of the park or help our citizens organize such efforts once the park is complete.

I acknowledge that I have read and agree to be bound by the 2017 Bark for Your Park Official Grant Rules.

Respectfully,

Peter Onosko
President, Jefferson County Commisison

AGENDA REQUEST FORM
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 – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

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

- Review and Approval of WVCORP Insurance Renewal for FY2018

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

Review and approval of WVCORP Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation coverage for July 1, 2017 to July 1, 2018.

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

If so, how much? \$N/A

Provide exact financial impact/request: N/A

Recommended motion (*Please type out the wording of the motion that you would like*)

- Motion to accept WVCORP Renewal Option for Liability and Workers' Compensation Coverage for FY2018.

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



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Peter Onoszko

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Patricia A. Noland

COMMISSIONER
Josh Compton

COMMISSIONER
Caleb Wayne Hudson

DATE: May 17, 2017
TO: Honorable Commissioners
Jefferson County, West Virginia
FROM: Michelle Gordon, Finance Director
RE: WVCorp Insurance Renewal FY2018

Attached is the renewal contract for the County's WVCORP Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation for fiscal year 2017-2018.

For the FY2018 budget, a 2.5% increase (\$7,687) was included for Liability insurance based on historical trends, and a (2%) decrease (-\$2,980) was included for Workers' Compensation (WC) insurance based on a decrease in the County's WC experience rating from 1.01 in FY17 to 0.96 in FY18. The renewal rate for Liability insurance is \$313,623 and is (0.5%) less than the projected budget for FY18 of \$315,163. This will result in \$1,540 in savings for FY2018. However, because the FY2018 budgeted annual payroll (\$30.5 million) increased by \$535,000 over FY17's actual payroll (\$29.4 million), a 3.2% increase was received for the County's WC premium renewal. The renewal rate for WC is \$153,432 and is \$7,801 more than the estimated FY2018 budget of \$145,631.

Net funding of \$6,261 (\$7,801-\$1,540) may be needed to cover this increase in FY2018. The County's WC premium normally changes each year when the insurance provider audits the County's annual covered payroll. Because the Budget includes 100% of payroll and does not allow for savings related to employee turnover, the County typically receives a refund of a portion of the premium paid. I estimate that the County will need to increase the FY2018 budget by \$2,000-\$3,000; and funding for this will be determined when I perform the Fiscal year end 2018 Revenue Estimates after the first of the year.

Description	FY17 Amount	FY18 Amount	Amount Inc/(Dec)	% Inc/(Dec)	FY18 Budget	Est %	Amount Over/(Under)	Over/(Under) Estimate
Business Auto	84,480	85,744	1,264	1.5%	86,592	2.5%	(848)	
Crime Exposure	950	950	-	0.0%	974	2.5%	(24)	
General Liability	125,248	128,700	3,452	2.8%	128,379	2.5%	321	
Increased Limits of Liability	19,342	19,793	451	2.3%	19,826	2.5%	(33)	
Inland Marine		2,789	2,789		-		2,789	
Public Officials Liability	40,365	40,115	(250)	-0.6%	41,374	2.5%	(1,259)	
PR-Boiler & Machinery	37,091	35,532	(1,559)	-4.2%	38,018	2.5%	(2,486)	
Estimated Increase 2.5%								
Subtotal Bond Ins 226.000	307,476	313,623	6,147	2.0%	315,163		(1,540)	-0.5%
Workers' Comp 226.001	148,611	153,432	4,821	3.2%	145,631		7,801	5.4%
Total WVCorp	456,087	467,055	10,968	2.4%	460,794		6,261	1.4%

Description	FY17 Deductible	FY18 Deductible
Business Auto		
Liability	None	None
Comprehensive	1,000	1,000
Collision	1,000	1,000
Crime Exposure	250	250
General Liability	None	None
Cyber Risk	None	None
Law Enforcement Liability	5,000	5,000
Increased Limits of Liability	None	None
Public Officials Liability	5,000	5,000
PR-Boiler & Machinery	1,000	1,000
Property	5,000	5,000
Computers	2,500	2,500
Inland Marine	2,500	2,500
Workers' Compensation	None	None

Description	FY17 Amount	FY18 Amount	Amount Inc/(Dec)	% Inc/(Dec)
W/C Experience Rating	1.01	0.96		-5.0%
Covered Payroll	9,684,000	10,219,000	535,000	5.5%
Total Building Values	29,438,100	30,538,100	1,100,000	3.7%
Total Contents Values	2,619,500	2,819,500	200,000	7.6%
Inland Marine Values	2,531,950	2,531,950		0.0%
Auto Count	88	87	(1)	-1.1%

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald



2017-18 Acceptance to Renew Coverage

After careful consideration of your proposal, we accept your coverage program subject to the following selections or changes:

YES	NO	RENEWAL ACCEPTANCE:
		ACCEPT - We accept all coverages as presented in this proposal
		MODIFY - We wish to request the following changes:
		REJECT - We do not accept your proposal
ELECTION/REJECTION OF OPTIONAL QUOTES PROVIDED HEREIN:		
If additional quote options are provided herein, please indicate below if electing. Otherwise, coverage will be renewed based upon current coverage as you do not wish to select proposed option(s).		
BILLING TERMS		
We wish to select the following billing terms shown below -		
Coverages (if applicable):		
Property & Casualty	<input type="checkbox"/>	Annual Payment - Due and payable in full within 30 days of receipt
	<input type="checkbox"/>	Two Equal Installments - Due by July 1 st and October 1st
Workers' Compensation	<input type="checkbox"/>	Annual Payment - Due and payable in full within 30 days of receipt
	<input type="checkbox"/>	Quarterly Installments
<i>Any additions or deletions made after the proposal and the initial billing effective up to and including July 1, 2017 will result in an endorsement and contribution adjustment.</i>		
<i>A late charge of 1% per month (12% per annum) will be assessed for contributions received 30 days after the due date.</i>		

PRINTED NAME

SIGNATURE

DATE



2017-2018 Self Insurance Proposal

Proposal to: Jefferson County Commission

For additional information, contact:
Steve Rawlings
1315 Franklin Road SW
Roanoke, VA 24016
Phone: (844) 986-2705

Presented on: May 8, 2017

West Virginia Counties Group Self Insurance Risk Pool

Package coverages, terms, conditions and exclusions are only briefly outlined. For complete provisions, please refer to the coverage contract.



We provide the most extensive coverage and service at stable and extremely competitive pricing.

Why Choose WVCoRP?

Member-Owned, Member Governed

West Virginia Counties Group Self-Insurance Risk Pool (WVCoRP) provides coverage and risk management expertise to local government entities throughout West Virginia. By pooling risks, members enjoy the benefits of cost savings, price stability and comprehensive coverages. Unlike a commercial carrier, WVCoRP is governed by a Supervisory Board that is comprised of pool members. As a member governed organization, WVCoRP knows and understands its members' needs and has a proven record of quickly responding to the changes in state laws and mandates.



Services and Resources Available

WVCoRP uses its expertise to custom design services to meet the specific needs of each member, including risk management consultations and on-site trainings.

- Online tools allow our members easy access to claim reporting, claims data, customized loss reports, Certificate of Insurance requests, and changes to Property, Inland Marine, and Auto schedules
- Cyber risk coverage provided at no charge
- Contract and lease review to ensure adequate coverage requirements and indemnification language
- Property valuations are completed on a rotating basis at no charge
- Live and recorded training webinars
- Case Management services provided by nursing professionals
- Medical Bill Review to ensure cost effective treatment for injured employees
- Nurse triage services available by trained professionals
- Defensive Driver Training with Enhanced On-Site Driving Simulator
- Onsite Law Enforcement Staff Training with continuing education credits





Contribution Summary Form

Coverage	Deductible	Contribution
Property: Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	\$5,000	\$34,336
Inland Marine: Replacement Cost if Reported, otherwise Actual Cash Value	\$2,500	Included
Computers/Electronic Data Processing (EDP)	\$2,500	Included
Equipment Breakdown	\$1,000	\$3,985
General Liability: \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate	None	\$128,700
Cyber Risk	None	Included
Law Enforcement Liability: \$1,000,000 Limit Each Wrongful Act	\$5,000	Included
Public Officials Liability: \$1,000,000 Limit Each Wrongful Act	\$5,000	\$40,115
Automobile: \$1,000,000 Liability for Owned Autos; Comprehensive/Collision on All Automobiles; Automatic Coverage for Additions;	\$1,000 Comp/Coll	\$85,744
Crime: Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$950
Excess Limits - \$1,000,000	None	\$19,793
Workers' Compensation	None	\$153,432
Total Annual Contribution		\$467,055

In order to be eligible for WVCoRP membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty coverage must be in effect with WVCoRP.

Quarterly installment payment terms available for Workers' Compensation coverage only.



Property

- WVCoRP provides members with the most extensive property coverage available.
- Property coverage is Special Form specifically drafted for public entities; all perils are covered except those specifically excluded.

Buildings and Contents

Total Building Values	\$30,538,100
Total Contents Values	\$2,669,500
Business Income/Extra Expense (\$100,000 Automatic or as scheduled)	\$100,000

Inland Marine

Blanket Inland Marine Values	\$1,649,600
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Additional Coverages: (no additional charge)*

- Architects' and Engineers' fees for plans, specifications and supervision included upon replacement
- Back-up of Sewers & Drains: \$1,000,000 Per Occurrence
- Debris Removal: \$20,000,000 Pool Limit
- Pollutant Clean-up and Removal: \$500,000 Pool Limit
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the member
- Newly Acquired Property: \$10,000,000 Limit (up to 120 Days)
 - When timely reported, covered until renewal at no additional charge if under \$500,000 in value; additional charge for new values above \$500,000)
- Property in Transit: \$5,000,000 Pool Limit
- Utility Services Time Element: \$2,000,000 Pool Limit
- Signs, fences, light poles & antenna incl. lead in wiring, masts and towers; retaining walls are covered within 1,000 feet of the premises provided their values are included in the schedule
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$20,000,000 Pool Limit
- Accounts Receivable: \$100,000 Limit
- Earthquake, Volcanic Eruption, Landslide, and Mine Subsidence: up to \$10,000,000 Pool Limit
- Flood (if outside the 100 year flood plain): up to \$10,000,000 Pool Limit

**Does not apply to properties valued at Actual Cash Value (ACV)*

Coverage Available: (additional charge)

Builders' Risk during building construction (optional - must be reported)

Perils Covered

- Special Form; specifically drafted for public entities, all perils are covered, except those specifically excluded.
- Flood (if outside the 100 year flood plain) and Earthquake are included.

Valuation

- Building & Contents - Replacement Cost, except vacant property at Actual Cash Value or stated otherwise
- Inland Marine –Replacement Cost if reported, otherwise Actual Cash Value
- Business Income – Actual Loss Sustained

Other Terms

- Blanket Limit
- No Coinsurance
- Vacant Buildings must be reported. *If vacant building becomes occupied, please notify WVCoRP to ensure proper coverage is in place.*

Deductibles (Per Occurrence)

- \$5,000 Building & Contents
- \$2,500 Inland Marine
- \$25,000 Flood
- \$25,000 Earthquake

Definitions

- **Replacement Cost:** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.
- **Vacant** means a building that does not contain adequate Covered Property to conduct customary business operations.



Computers

- This covers direct physical loss to member-owned computer equipment, 911 systems, telemetry equipment, phone systems, fax machines, printers, and copiers.

Basis of Contribution - (\$100,000 Automatic Coverage or as scheduled)

Hardware	\$882,350
Software	Included

Perils Covered

Special form of direct physical damage loss including electrical and mechanical breakdown

Valuation

Functional Replacement Cost, subject to reporting of 100% replacement values, otherwise Actual Cash Value

Deductible

\$2,500 Per Occurrence

Definitions

- **Replacement Cost:** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.

Equipment Breakdown

- Equipment Breakdown is comprehensive coverage for direct damage to covered equipment. Examples of covered equipment include: air conditioning and refrigeration equipment, boilers and pressure vessels (air tanks, hot water tanks, cookers, furnaces), communication systems, and electrical equipment (compressors, fans, system motors)
- Coverage includes the expense of inspections and certification of boilers and air compressors as required by the Department of Labor and Industry.

Limits

- \$50,000,000 Limit Per Breakdown; includes Property Damage, Utility Interruption
- \$1,000,000 Business Income and Extra Expense
- \$500,000 Expediting Expense
- \$500,000 Water Damage
- \$250,000 Hazardous Substance
- \$100,000 Ammonia Contamination
- \$250,000 Spoilage Damage
- \$25,000 Data or Media Damage

Covered Events

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels.

Deductibles

- \$1,000, except 24 Hours Business Income Loss



General Liability

- WVCoRP general liability coverage provides the broadest protection for public entities in West Virginia.
- WVCoRP coverage provides protection from claims or suits for personal injury or property damage.
- Excess limits available.

Basis of Contribution

Net Operating Expense

\$11,938,861

Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate

Additional Coverages

- Failure to Supply (No Sublimit)
- Sidetrack Agreements including Railroads
- Contractual Liability for Covered Contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice
- Limited Worldwide Liability
- Owned Watercraft under 51 Feet
- Products/Completed Operations
- Punitive Damages Covered in Most Cases
- Employee Benefits Liability

Sublimits

- \$100,000 Fire Legal Liability – Real Property
- \$100,000 Care, Custody, and Control of Others' Property

Deductible

None



Cyber Risk

- WVCoRP members are covered for online privacy issues (including identity theft), losses due to network security breaches (including hacking and viruses), copyright infringement, and online slander or libel, among other issues.

Limits

- \$1,000,000 Maximum Aggregate for all Cyber Risk losses under the contract, commencing with the inception date of this contract, regardless of the number of Members involved.
- \$250,000 Limit:
 - Network and Information Security Liability
 - Communications and Media Liability
 - Regulatory Defense Expenses
- \$25,000 Limit:
 - Crisis Management Expenses
 - Security Breach Remediation and Notification Expenses

Coverages

Network and Information Security Liability

- Liability for unauthorized access to personal identifying information such as social security numbers, credit card numbers, etc.
- Liability for transmission of a computer virus
- Includes regulatory defense, crisis management and security breach and notification expenses

Communications and Media Liability

- Copyright/trademark infringement, invasion of privacy, plagiarism, libel and slander through electronic mail and/or web
- Includes regulatory defense and crisis management expenses

Regulatory Defense Expenses

- Defense expenses for any claim by a state or federal agency resulting from Network and Information Security Liability or Communications and Media Liability

Crisis Management Event Expenses

- Expenses for public relations services recommended as a result of Network and Information Security Liability or Communications and Media Liability
- Subject to a \$25,000 sublimit

Security Breach Notification Expenses

- Expenses to determine scope of breach
- Notification expenses required by law, including mailings and monitoring
- Subject to a \$25,000 sublimit

Deductible

None



Law Enforcement Liability

- WVCoRP Law Enforcement Liability provides protection from allegations arising from law enforcement operations.

Limits

- \$1,000,000 Each Wrongful Act
- No Annual Aggregate

Coverages

Follows Coverage Contract for Liability Coverage

Additional Coverages

- Bodily Injury/Property Damage with respects to Law Enforcement operations
- Personal Injury Liability
- Broad Form Property Damage Liability
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Volunteers included as Covered Persons (volunteer fire & rescue are excluded)
- Contractual Liability for Covered Contracts

Deductible

\$5,000 Each Loss including Loss Adjustment Expense



Public Officials Liability

- Public Officials Liability provides protection against allegations of wrongful acts, such as sexual harassment and employment practices.
- Defense costs are provided for certain excluded coverages.

Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Annual Aggregate

Policy Form

Occurrence

Coverages

- Employment Practices
- Sexual Harassment
- Notary Public applicable for all current employees while acting within the course and scope of their notarial duties of the Member
- Defense cost in addition to coverage limits

Additional Provisions

- Claims handled when filed, not only if a lawsuit is filed

\$100,000 Defense Limit provided for the following excluded coverages:

- Employment Wrongful Acts, when no monetary damages requested
- Land Use/Eminent Domain (subject to \$25,000 Deductible)
- Suits for non-monetary relief brought to remove an elected official pursuant to WV Code §6-6-7 (subject to \$25,000 Deductible)

\$50,000 Defense Reimbursement Limit provided for the following excluded coverages:

- Criminal Acts (subject to a \$10,000 Deductible); see contract language for specific terms and conditions

Deductible

\$5,000 Each Loss including Loss Adjustment Expense

****Prior Acts Coverage included if prior coverage was written on claims-made basis.****



Automobile Liability and Physical Damage

- WVCoRP coverage includes hired and non-owned vehicles.
- Automatic coverage for newly acquired vehicles at no additional charge until renewal.
- Excess limits available

Basis of Contribution

Number of Vehicles

92

Liability

Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate
- \$2,000 Medical Payments (Per Person)
- \$1,000,000 Non-owned and Hired Auto Liability (excess over any other collectible insurance)
- \$1,000,000 Uninsured Motorist
- \$250,000 Underinsured Motorist

Additional Coverages

- Out of State No Fault Coverage provided at the basic minimum limits required by state law
- Newly acquired vehicles covered until renewal at no additional charge
- ***Replacement cost coverage can be provided on any vehicle with a replacement cost value in excess of \$50,000:**
 - Must be reported at 100% of replacement cost value
 - Additional charge will apply

Physical Damage

Deductibles

- \$1,000 Comprehensive (Actual Cash Value)
- \$1,000 Collision (Actual Cash Value)
- \$1,000 Physical Damage to Hired or Borrowed Automobiles – up to \$50,000

Definitions

- **Replacement Cost (RC):** The Fund will pay the lesser of: (a) the cost of repairing damaged property or replacing damaged or stolen property with the same kind or quality; (b) the cost to replace the damaged or stolen property with comparable new property as of the time of loss; or (c) the Limit of Coverage applicable to the lost, damaged or stolen Covered Auto.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.

*Please provide values for all vehicles you wish to have this coverage applied to effective 07/01/2017.



Crime Coverage

- Crime provides protection from loss of money and securities, as well as, forgery and fraud.
- State-required faithful performance bonds for covered persons are included.
- Coverage is for covered crimes committed by employees, board members, commission members and volunteers.

Limit

\$250,000 Per Occurrence

Coverage Forms

- Employee Theft
- Employee Dishonesty (Faithful Performance Form)
- Loss Inside and Outside the Premises
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery Coverage
- Computer Fraud
- Funds Transfer Fraud
- Telephone Toll Fraud subject to \$25,000 sublimit

Public Officials Required Bond

Meets maximum listed Bond value for all public officials as outlined by West VA Code §6-2-10:

- (1) \$200,000 per County Commissioner;
- (2) \$50,000 per Circuit Court Clerk;
- (3) Assessor - \$5,000;
- (4) County Clerk - \$50,000;
- (5) Surveyor of Lands - \$3,000;
- (6) Sheriff - the aggregate amount of all state, county, district, school, municipal and other moneys which will probably come into his hands during any one year of his term of office, up to \$250,000;
- (7) Deputy Sheriff - \$100,000

Deductible

\$250 Per Occurrence

Excess Liability

Limit

\$1,000,000

Coverages

- Applies to Automobile Liability, if WVCoRP coverage in place*
- Applies to General Liability, if WVCoRP coverage in place
- Applies to Public Officials, if WVCoRP coverage in place
- Applies to Law Enforcement Liability, if WVCoRP coverage in place

**Does not include Non-Owned Automobile Liability and Uninsured/Underinsured Motorists Coverage*

Deductible

None



Workers' Compensation

- WVCoRP provides the most responsive Workers' Compensation coverage available.
- WVCoRP provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.
- Online claim reporting capability through our WVCoRP member website.

Coverage

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

Employers' Liability

Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease (Per Person)	\$1,000,000
Bodily Injury by Disease (Per Accident)	\$1,000,000

Classification	Code	Payroll	Rate (Per \$100 Payroll)	Contribution	
Police Officers & Drivers	7720	\$2,498,521	3.50	\$87,448	
Auto Service or Repair	8380	\$45,473	2.67	\$1,214	
Clerical	8810	\$4,964,292	0.23	\$11,418	
Attorney-All Employees	8820	\$1,282,988	0.17	\$2,181	
Animal Control	8831	\$213,143	1.18	\$2,515	
Building Operated by Owner	9015	\$536,416	3.15	\$16,897	
Municipal Employees NOC	9410	\$678,312	3.10	\$21,028	
Total Payroll		\$10,219,145			
				Manual Contribution	\$142,701
				Experience Modification	0.96
				Modified Contribution	\$136,993
				Regulatory & Debt Reduction	1.12
				Total Estimated Contribution	\$153,432

Workers' Compensation Coverage is available only if Property & Casualty coverage is in place through WVCoRP.

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

Workers' Compensation Coverage Contribution is payable in equal quarterly installments or on an annual basis.

Subject to Audit and Annual Adjustment

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director
Bill Polk, Director of Maintenance

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

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

- Review and Approval of Employee Increase effective 7/1/2017 (FY2018)

Please provide the County Commission with a description of your request or presentation, including any background information:
Review and approve increase in pay for Dean Thomas from a grade/step 4-C at \$45,799.75 to a 4-H at \$52,837.22. The increase totals \$8,350 and will be funded by cuts within the department to contractual and professional services.

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

If so, how much? **\$8,350**

Provide exact financial impact/request: Funded by cuts within the department to contractual and professional services

Recommended motion (*Please type out the wording of the motion that you would like*)

- Motion to approve the pay increase for Dean Thomas effective 7/1/2017 from \$45,799.75 to \$52,837.22

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



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Peter Onoszko

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Patricia A. Noland

COMMISSIONER
Jash Compton

COMMISSIONER
Caleb Wayne Hudson

DATE: May 17, 2017

TO: Honorable Commissioners
Jefferson County, West Virginia

FROM: Michelle Gordon, Finance Director
Bill Polk, Director of Maintenance

RE: Dean Thomas Increase FY2018

Dean has taken on additional responsibilities within the Maintenance Department. He has been performing as a construction project manager to complete major building maintenance and renovation projects such as the Magistrate Court build out and the Prosecuting Attorney Office /Grey Building renovations.

As a result of Dean managing those construction projects, the Maintenance Department and the Other Buildings Department were able to realize savings in FY2017 in Professional and Contractual services of approximately \$14,000. The Maintenance Department will continue to utilize Dean's skills in this project management capacity to realize additional savings in FY2018. That savings will be used to fund this increase in pay.

The FY18 budget includes \$54,341 for Dean Thomas' wages and benefits. The Director of Maintenance is proposing to increase his base pay from a grade/step 4-C at \$45,799.75 to a 4-H at \$52,837.22. The total cost of this increase plus related employer provided benefits is \$8,350 and will be funded with a FY18 budget revision reducing the approved budgeted line items for Contractual and Professional services.

Please let either of us know if you have any questions.

AGENDA REQUEST FORM
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 – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

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

- Review and Approval of Equal Employment Opportunity Plan (EEOP)
- Review and Approval of EEOP Utilization Analysis as of 5/15/2017

Please provide the County Commission with a description of your request or presentation, including any background information: Review and approval of the County's Equal Employment Opportunity Plan and the EEOP Utilization Analysis for the period covering FY17 and FY18. Review is needed in order to maintain compliance with Grant requirements.

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 approve the EEOP and the EEOP Utilization Analysis.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY GOVERNMENT
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

Date and Duration of EEOP: FY2016-2017 and FY2017-2018
(July 1, 2016 - June 30, 2018)

Grantee: Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Contact Information: Michelle Gordon, Finance Director 304-724-8425
Stephanie Grove, County Administrator 304-728-3284

POLICY STATEMENT

It is the policy and responsibility of the County Commission Office of Jefferson County, West Virginia to provide equal employment opportunity which will affect all employment practices including, but not limited to recruitment, hiring, transfer, promotion, training, compensation, benefits, layoffs and terminations without regard to gender, race, color, religious creed, national origin, ancestry, disability, sexual orientation, gender identification or expression, military service, political affiliation, veteran status, genetic information, age or any characteristic protected under state or federal law not specifically listed. This policy applies to civil service as well as non civil service personnel. The County bases employment decisions on objective standards so much as possible in the furtherance of equal employment opportunity.

The Equal Employment Opportunity Plan (EEOP) is the method by which the County will ensure diversity through fair and equal opportunity and treatment to all employees and applicants for employment.

The County is committed to maintaining a work environment that is free of illegal discriminatory behavior, including without limitation, harassment because of or about an individual's protected characteristics (discriminatory harassment). These statements commit the personnel of the Jefferson County Commission to work to promote and achieve equal employment opportunity and a work environment free of discrimination or discriminatory harassment within each specific department, and becomes a part of all Personnel Policies within the County.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

The Equal Employment Opportunity Plan (EEOP) is issued in compliance with Federal Guidelines prescribing that agencies acceptance of Federal financial assistance must complete an EEOP. This Plan follows the Seven-Step Guide published by the Office of Civil Rights (OCR), Office of Justice Programs, United States Department of Justice. The authority and responsibility for ensuring the County's compliance with the Equal Employment Opportunity Plan lies with the County Administrator. The EEOP will be implemented, monitored and revised by the County Administrator or the Finance Director. The County Administrator and Finance Director will annually review the EEOP with respect to progress toward goals, and revisions will be proposed to continue to meet specific goals. This EEOP's effective duration is July 1, 2016 through June 30, 2018 (FY2017 and FY2018).

Following is the federal grant information pertinent to this EEOP:

Grant Number: 15-VA-092

VOCA GRANT PROGRAM

Grant Period 10/01/2016 – 09/30/2017

The project director is Debra Young and the fiscal officer the Finance Director.

Jefferson County Commission

Utilization Analysis

(Data as of 05/15/2017)

Data for the community labor statistics data was obtained from the website American FactFinder which contains data from the U.S. Census Bureau. This specific data which was obtained was gathered by the U.S. Census Bureau from the American Community Survey. As of May 15, 2017, the U.S. Census Bureau had not released estimated census and labor force data for 2016-2020; therefore, data was used from the survey that was conducted in 2010 and published in 2012. The community labor statistic (CLS) data used in the preparation of this report represents data solely for Jefferson County, WV. The Jefferson County employer data was obtained from the payroll system and is listed as "County" on the attached chart.

Overall totals on the attached chart do not show significant statistical variances. The final County totals show that the Commission's policy and commitment to equal opportunity employment practices are being followed by County hiring staff. Statistics showing significant under or over utilization may be evidence of employment discrimination.

For the purposes of this analysis, variances greater than 10% under or over utilization will be outlined:

- *Officials/Administrators*: No variances exceeded 10% over or under the available labor pool in Jefferson County.
- *Professionals*: No variances exceeded 10% over or under the available labor pool in Jefferson County.
- *Technicians*: Based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-19.81% under utilized). Doing so may correct the over utilization of white females in this category (22.69% over utilized).
- *Protective Services*: Workforce numbers indicated that improvements should be made to recruit more white females (-7.54% under utilized), and more Hispanic and Asian males, at -4.55% and -5.59% underutilized respectively. Improving recruitment in those categories will reduce the County's over utilization of white males (21.63%).
- *Administrative Services*: Similar to the *Technician* category, based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-16.31% under utilized). Doing so may correct the over utilization of white females in this category (23.29% over utilized).
- *Skilled / Semi-skilled Craft*: No variances exceeded 10% over or under the available workforce in Jefferson County. Lastly,
- *Service Maintenance*: Workforce numbers indicated that improvements should be made to recruit more white females (-16.42% under utilized), and less Hispanic females (29.46% over utilized).

To continue efforts to recruit, hire and retain a diverse base of employees at all levels, the County should continue to foster relationships with local associations, colleges and workforce groups to recruit candidates and ensure that diverse candidates are being fairly considered. The County will continue to look for new opportunities to support women and diverse employees interested in advancing to leadership positions. Lastly, the County will continue its commitment to maintaining a work environment free of illegal discriminatory behavior, including discriminatory harassment, and will take appropriate steps to eliminate such behavior.

Internal Dissemination:

- The EEOP plan and utilization report will be posted on the County's intranet site, an internal electronic communication network for all employees.
- A County-wide email with a link to the reports will be sent notifying employees that the reports are available on the intranet and that a physical copy is located in human resources.

- The reports will be distributed to all Department Heads and Elected Officials.
- All employees will be notified that the County is committed to providing equal employment opportunities and that the County is actively seeking to increase the diversity of its workforce.

External Dissemination:

- The Jefferson County Equal Employment Opportunity statement and Utilization Report are posted on the County's external website, and notice is provided that the report is located in the County Administrator's office on file.
- Language is included in all job postings and advertisements of the County's ongoing commitment to providing equal employment opportunities, and diversifying its' workforce.
- The County will make every effort to notify vendors and contractors through provisions in requests for quotes or requests for proposals that the EEOP Utilization report available for review.

Jefferson County WV Labor Statistics as of 5/15/2017 <small>(Source: US DOL Labor Statistics 2006-2010 Data)</small>		Male						Female					
		American						American					
		White	Hispanic	Black	Indian	Asian	Other	White	Hispanic	Black	Indian	Asian	Other
Totals													
Officials/Administrators													
County #	9	5	-	-	-	-	-	4	-	-	-	-	-
County %	4.5%	55.6%	0.0%	0.0%	0.0%	0.0%	0.0%	44.4%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	3,710	1,995	65	75	15	14	21	1,375	60	90	-	-	-
CLS %	15.3%	53.8%	1.8%	2.0%	0.4%	0.4%	0.6%	37.1%	1.6%	2.4%	0.0%	0.0%	0.0%
Utilization %	-10.8%	1.78%	-1.75%	-2.02%	-0.40%	-0.38%	-0.57%	7.38%	-1.62%	-2.43%	0.00%	0.00%	0.00%
Professionals													
County #	29	16	-	-	-	-	-	11	-	2	-	-	-
County %	14.5%	55.2%	0.0%	0.0%	0.0%	0.0%	0.0%	37.9%	0.0%	6.9%	0.0%	0.0%	0.0%
CLS #	5,010	2,310	214	44	-	19	8	2,225	20	125	-	45	-
CLS %	20.7%	46.1%	4.3%	0.9%	0.0%	0.4%	0.2%	44.4%	0.4%	2.5%	0.0%	0.9%	0.0%
Utilization %	-6.2%	9.06%	-4.27%	-0.88%	0.00%	-0.38%	-0.16%	-6.48%	-0.40%	4.40%	0.00%	-0.90%	0.00%
Technicians													
County #	24	7	1	-	-	-	-	16	-	-	-	-	-
County %	12.0%	29.2%	4.2%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	980	480	4	15	-	-	8	431	15	-	-	35	-
CLS %	4.0%	49.0%	0.4%	1.5%	0.0%	0.0%	0.0%	44.0%	1.5%	0.0%	0.0%	3.6%	0.0%
Utilization %	8.0%	-19.81%	3.76%	-1.53%	0.00%	0.00%	0.00%	22.69%	-1.53%	0.00%	0.00%	-3.57%	0.00%
Protective Services													
<i>Prot Svcs: Sworn</i>	26	24	1	-	-	1	-	-	-	-	-	-	-
<i>Prot Svcs: Non-Sworn</i>	35	23	1	2	-	-	-	9	-	-	-	-	-
County #	61	47	2	2	-	1	-	9	-	-	-	-	-
County %	30.5%	77.0%	3.3%	3.3%	0.0%	1.6%	0.0%	14.8%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	830	460	65	50	-	60	-	185	-	-	-	10	-
CLS %	3.4%	55.4%	7.8%	6.0%	0.0%	7.2%	0.0%	22.3%	0.0%	0.0%	0.0%	1.2%	0.0%
Utilization %	27.1%	21.63%	-4.55%	-2.75%	0.00%	-5.59%	0.00%	-7.54%	0.00%	0.00%	0.00%	-1.20%	0.00%
Administrative Support													
County #	64	3	1	-	-	-	-	55	1	4	-	-	-
County %	32.0%	4.7%	1.6%	0.0%	0.0%	0.0%	0.0%	85.9%	1.6%	6.3%	0.0%	0.0%	0.0%
CLS #	4,190	880	35	90	-	65	-	2,625	110	235	-	150	-
CLS %	17.3%	21.0%	0.8%	2.1%	0.0%	1.6%	0.0%	62.6%	2.6%	5.6%	0.0%	3.6%	0.0%
Utilization %	14.7%	-16.31%	0.73%	-2.15%	0.00%	-1.55%	0.00%	23.29%	-1.06%	0.64%	0.00%	-3.58%	0.00%
Skilled Craft													
County #	7	6	-	1	-	-	-	-	-	-	-	-	-
County %	3.5%	85.7%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	5,360	4,300	140	300	-	50	30	470	-	50	-	10	10
CLS %	22.1%	80.2%	2.6%	5.6%	0.0%	0.9%	0.6%	8.8%	0.0%	0.9%	0.0%	0.2%	0.2%
Utilization %	-18.6%	5.49%	-2.61%	8.69%	0.00%	-0.93%	-0.56%	-8.77%	0.00%	-0.93%	0.00%	-0.19%	-0.19%
Service Maintenance													
County #	6	2	-	-	-	-	-	2	2	-	-	-	-
County %	3.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	33.3%	0.0%	0.0%	0.0%	0.0%
CLS #	4,130	1,250	89	270	-	19	-	2,055	160	155	-	115	17
CLS %	17.1%	30.3%	2.2%	6.5%	0.0%	0.5%	0.0%	49.8%	3.9%	3.8%	0.0%	2.8%	0.4%
Utilization %	-14.1%	3.07%	-2.15%	-6.54%	0.00%	-0.46%	0.00%	-16.42%	29.46%	-3.75%	0.00%	-2.78%	-0.41%
County Totals													
Total County #	200	86	4	3	-	1	-	97	3	6	-	-	-
Total County %	100.0%	43.0%	2.0%	1.5%	0.0%	0.5%	0.0%	48.5%	1.5%	3.0%	0.0%	0.0%	0.0%
Total CLS #	24,210	11,675	612	844	15	227	59	9,366	365	655	-	365	27
Total CLS %	100.0%	48.2%	2.5%	3.5%	0.1%	0.9%	0.2%	38.7%	1.5%	2.7%	0.0%	1.5%	0.1%
Utilization %	0.0%	-5.22%	-0.53%	-1.99%	-0.06%	-0.44%	-0.24%	9.81%	-0.01%	0.29%	0.00%	-1.51%	-0.11%

CERTIFICATION

Grant Title: VOCA Grant Program - Victim Assistance
Grantee Name: Jefferson County Commission
Address: 124 E. Washington Street
 Charles Town, WV 25414
Contact Person: Michelle Gordon, Finance Director
 Stephanie Grove, County Administrator
Telephone #: 304-724-8425
Grant Number: 15-VA-092

CERTIFICATION of EEOP Report (EEOP on FILE)

Certification Statement:

I, Michelle Gordon, Finance Director, certify that the Jefferson County Commission has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file in the Office of the Jefferson County Commission, 124 East Washington Street, Charles Town, WV 25414, for review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.



Michelle Gordon, Finance Director
 Jefferson County Commission

05/15/2017

Date

AGENDA REQUEST FORM
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 – 1st Choice: **June 1, 2017**

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

Date Requested – 2nd Choice:

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

- Review of FY2017 Budget to Actual as of 04/30/2017
- Review and Approval of FY2017 State Budget Revision 8 for the General Fund
- Review and Approval of FY2017 Internal Budget Revisions 3 & 4 for the General Fund

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? \$ **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 8 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

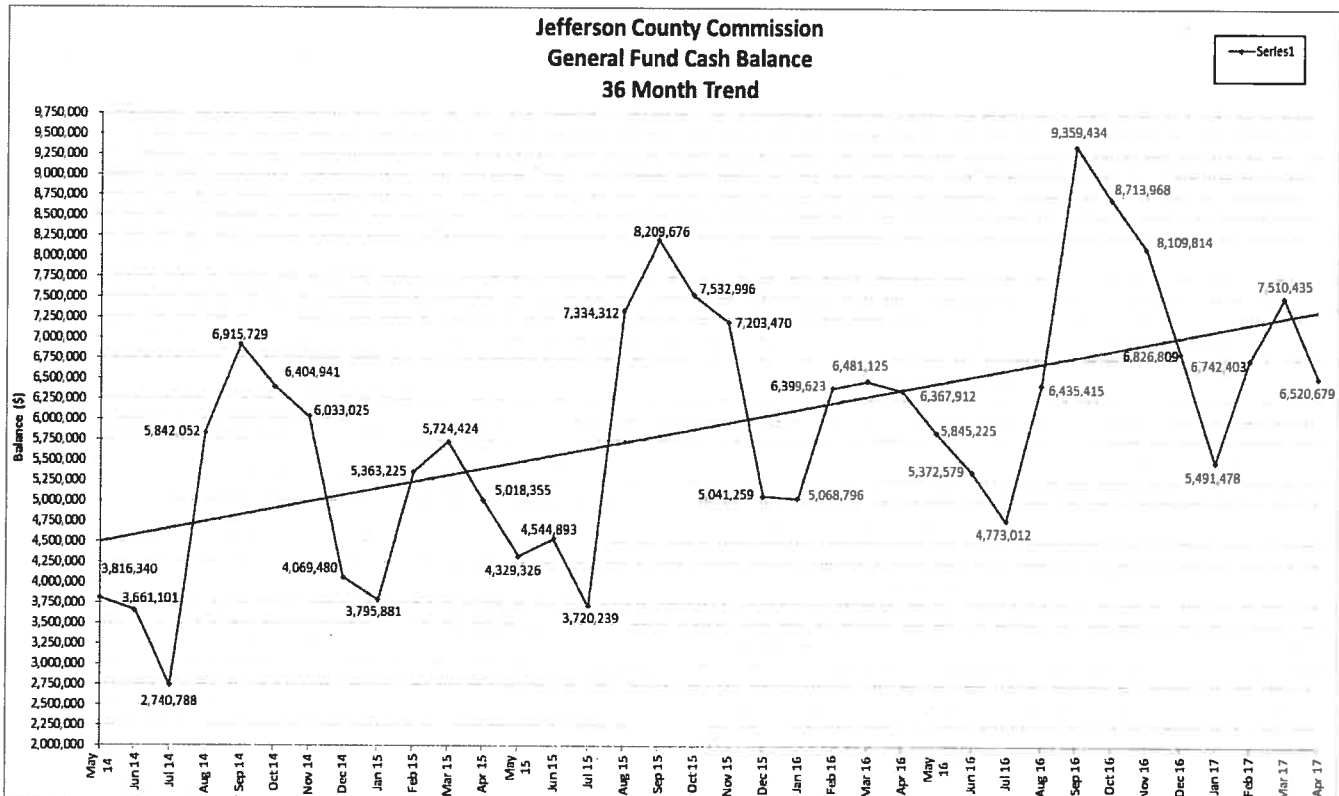
not applicable

Jefferson County Commission

Cash Balances by Fund

As of 04-30-2017

<u>Fund</u>	<u>Discription</u>	<u>03/31/2017</u> <u>Balance</u>	<u>06/30/2017</u> <u>Projection</u>	<u>07/31/2017</u> <u>Projection</u>
001	General Operating	\$ 6,520,679	\$ 5,200,000	\$ 4,000,000
002	Coal Severance	187,330		
003	Dog & Kennel	43,044		
004	General School	-		
005	Magistrate Court	31,588		
006	Worthless Check	32,417		
008	Home Confinement	23,269		
009	Federal Grants	-		
010	State Grant	(810)		
023	Flood Mitigation	34,959		
039	Waste Coal	8,429		
056	Assessor Valuation	856,417		
057	Farmland Protection	-		
059	Concealed Weapons	83,807		
063	Voter Registration	879		
074	Drug Forfeiture	19,534		
075	Sub Division Bond Forfeiture	172		
077	Teen Court	-		
244	Bardane Public Health Center	9,731		
246	Capital Outlay	3,601,533		
247	Parks Land Fund	-		
249	Impact Fees	3,439,378		
315	State Police	60		
369	Deputy Sheriff Retire	1		
Total Cash all Funds		\$ 14,892,417		



Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled May 26, 2017
 Expenditures by Department

	FY17 YTD		Budget Variance		% Rec'd /Exp'd	FY16 YTD		YTD Actual FY17-FY16 Var	
	FY17 Budget	Actual as of 04/30/17	Favorable / (Unfavorable)			Actual as of 04/30/16	Favorable / (Unfavorable)	% Rec'd /Exp'd	
REVENUE									
AD VALOREM TAXES	13,025,919	12,384,421	(641,498)	95.08 %	11,995,735	388,686	3.24 %		
TAX PENALTIES	296,000	238,689	(57,311)	80.64 %	241,660	(2,971)	(1.23) %		
PROPERTY TRANSFER TAX	785,228	589,718	(195,510)	75.10 %	516,481	73,237	14.18 %		
GAS & OIL SEVERANCE TAX	58,800	58,840	40	100.07 %	95,320	(36,480)	(38.27) %		
HORSE & DOG RACING TAX	11,000	9,703	(1,297)	88.21 %	10,536	(833)	(7.91) %		
WINE & LIQUOR TAX	43,000	43,784	784	101.82 %	28,007	15,777	56.33 %		
HOTEL OCCUPANCY TAX	764,918	645,762	(119,156)	84.42 %	523,754	122,008	23.29 %		
LICENSE/DECALS	61	40	(21)	65.57 %	64	(24)	(37.50) %		
BUILDING PERMIT FEES	240,000	97,900	(142,100)	40.79 %	249,678	(151,778)	(60.79) %		
MISC. RENTS	120	148	28	123.33 %	136	12	8.82 %		
FEDERAL GOV GRANTS	240,000	14,654	(225,346)	6.11 %	160,570	(145,916)	(90.87) %		
FED PYMNT IN LIEU OF TAXS	11,676	-	(11,676)	-	516	(516)	(100.00) %		
SHERIFF'S SRVC OF PROCESS	19,512	16,050	(3,462)	82.26 %	16,769	(719)	(4.29) %		
SHERIFF EARNINGS	163,727	167,480	3,753	102.29 %	17,527	149,953	855.57 %		
COUNTY CLERK'S EARNING	192,375	160,415	(31,960)	83.39 %	168,169	(7,754)	(4.61) %		
CIRCUIT CLERK'S EARNING	61,000	52,356	(8,644)	85.83 %	49,991	2,365	4.73 %		
PROSECUTING ATTY EARNINGS	1,134	1,552	418	136.85 %	987	565	57.21 %		
ACCIDENT REPORTS	4,900	4,030	(870)	82.24 %	3,370	660	19.58 %		
MAP SALES	3,697	1,354	(2,344)	36.61 %	2,157	(804)	(37.25) %		
RENT - CONCESSIONS	44,679	1,775	(42,904)	3.97 %	31,775	(30,000)	(94.41) %		
AMBULANCE FEES	880,000	525,000	(355,000)	59.66 %	800,460	(275,460)	(34.41) %		
EMG COMM - 911 FEE	1,797,200	1,429,966	(367,234)	79.57 %	1,489,132	(59,166)	(3.97) %		
FRANCHISE FEES	496,000	252,542	(243,458)	50.92 %	340,381	(87,839)	(25.81) %		
IRP FEES-INTNATL REG PGM	11,700	9,159	(2,541)	78.28 %	12,864	(3,705)	(28.80) %		
JAIL FEES	69,300	69,244	(56)	99.92 %	97,813	(28,569)	(29.21) %		
INTEREST EARNED	33,737	28,100	(5,637)	83.29 %	25,562	2,538	9.93 %		
MISCELLANEOUS REVENUE	2,583	4,172	1,589	161.53 %	29	4,143	14,267.87 %		
SHERIFF'S COMMISSION	11,498	11,536	38	100.33 %	11,563	(27)	(0.23) %		
FILING FEES	10,800	10,752	(48)	99.56 %	-	10,752	-		
GAIN/LOSS SALE-FIX ASSETS	-	-	-	-	10,950	(10,950)	(100.00) %		
REIMBURSEMENTS	302,520	333,772	31,252	110.33 %	352,866	(19,094)	(5.41) %		
GEN SCHOOL FUND REIMB	264,000	160,530	(103,470)	60.81 %	178,539	(18,009)	(10.09) %		
TRANS/ASSR VAL FUND	441,008	6,675	(434,333)	1.51 %	-	6,675	-		
TOTAL REVENUES	20,288,092	17,330,122	(2,957,970)	85.42 %	17,433,362	(103,240)	(0.59) %		
EXPENDITURES									
COUNTY COMMISSION	1,781,233	1,460,766	320,467	82.01 %	1,520,780	60,014	3.95 %		
COUNTY CLERK	739,881	547,446	192,435	73.99 %	586,211	38,766	6.61 %		
CIRCUIT CLERK	596,187	455,673	140,514	76.43 %	481,838	26,165	5.43 %		
SHERIFF AND TREASURER	576,969	432,353	144,616	74.94 %	447,817	15,463	3.45 %		
PROSECUTING ATTORNEY	1,802,394	1,391,113	411,281	77.18 %	1,420,737	29,624	2.09 %		
ASSESSOR	527,389	424,951	102,438	80.58 %	420,317	(4,634)	(1.10) %		
ASSESSOR'S VALUATION FUND	441,008	353,737	87,271	80.21 %	348,494	(5,243)	(1.50) %		
STATEWIDE COMPUTER NET	58,077	25,209	32,868	43.41 %	27,616	2,407	8.72 %		
AGRICULTURAL AGENT	128,704	100,290	28,414	77.92 %	94,144	(6,146)	(6.53) %		
ELECTIONS COUNTY CLERK	313,742	262,375	51,367	83.63 %	178,574	(83,800)	(46.93) %		
MAGISTRATE COURT	1,700	1,522	178	89.52 %	1,568	46	2.96 %		
COURTHOUSE (MAINTENANCE)	1,116,812	893,733	223,079	80.03 %	931,366	37,634	4.04 %		
OTHER BUILDINGS	531,000	407,200	123,801	76.69 %	434,903	27,704	6.37 %		
IT DATA PROCESSING	412,980	315,163	97,817	76.31 %	186,210	(128,954)	(69.25) %		
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	-	-		
ECONOMIC DEVELOPMENT	423,249	356,367	66,882	84.20 %	356,094	(273)	(0.08) %		

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled May 26, 2017
 Expenditures by Department

	FY17 YTD		Budget	% Rec'd /Exp'd	FY16 YTD	YTD Actual	
	FY17 Budget	Actual as of 04/30/17	Variance Favorable / (Unfavorable)		Actual as of 04/30/16	FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
ENGINEERING	1,414,045	1,098,458	315,587	77.68 %	1,155,586	57,128	4.94 %
CONTINGENCIES	85,000	-	85,000	-	-	-	-
SHERIFF LAW ENFORCEMENT	3,781,357	2,940,555	840,802	77.76 %	2,947,745	7,190	0.24 %
SHERIFF SVC OF PROCESS	19,512	7,232	12,280	37.06 %	17,564	10,332	58.83 %
REGIONAL JAIL	1,375,000	957,763	417,238	69.66 %	930,164	(27,599)	(2.97) %
HOMELAND SECURITY	273,360	180,174	93,186	65.91 %	177,700	(2,474)	(1.39) %
COMMUNICATIONS CENTER	1,908,251	1,465,227	443,024	76.78 %	1,446,884	(18,343)	(1.27) %
FIRE DEPARTMENTS	595,000	445,000	150,000	74.79 %	370,000	(75,000)	(20.27) %
AMBULANCE AUTHORITY	2,223,366	2,079,751	143,615	93.54 %	2,248,312	168,561	7.50 %
ANIMAL CONTROL	328,947	231,882	97,066	70.49 %	247,367	15,485	6.26 %
CENTRAL GARAGE	254,396	206,241	48,155	81.07 %	191,974	(14,267)	(7.43) %
SOLID WASTE AUTHORITY	15,600	-	15,600	-	-	-	-
PARKS AND RECREATION	595,302	515,840	79,462	86.65 %	453,803	(62,037)	(13.67) %
ARTS AND HUMANITIES	14,749	11,970	2,779	81.16 %	9,477	(2,493)	(26.31) %
HISTORICAL COMMISSION	22,964	17,725	5,239	77.19 %	14,033	(3,692)	(26.31) %
VISITOR'S BUREAU	382,457	299,256	83,201	78.25 %	236,922	(62,333)	(26.31) %
LIBRARIES	330,000	330,000	-	100.00 %	250,000	(80,000)	(32.00) %
PUBLIC TRANSPORTATION	20,000	20,000	-	100.00 %	10,275	(9,725)	(94.65) %
TOTAL EXPENDITURES	23,110,426	18,254,766	4,855,660	78.99 %	18,164,271	(90,495)	(0.50) %
NET PRIOR TO GAMING REVENUE	(2,822,334)	(924,644)	(1,897,690)		(730,909)	(193,736)	26.51 %
TABLE GAMES	740,000	626,806	(113,194)	84.70 %	708,257	(81,450)	(11.50) %
VIDEO LOTTERY	3,140,000	2,740,419	(399,581)	87.27 %	2,844,732	(104,313)	(3.67) %
NET REVENUE LESS EXPENDITURES	1,057,666	2,442,581	1,384,915		2,822,079	(379,498)	(13.45) %
TRANSFERS TO OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	1,353,000	1,056,019	(296,981)	78.05 %	-	(1,056,019)	-
TOTAL TRANSFERS	1,353,000	1,056,019	(296,981)	78.05 %	-	(1,056,019)	-
NET USE OF FUNDS - SURPLUS/(DEFICIT)	(295,334)	1,386,562	1,681,896		2,822,079	1,435,517	
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985		
NET CHANGE INFUND BALANCE	(295,334)	1,386,562			2,822,079		
ENDING FUND BALANCE	5,157,742	6,839,638			6,774,064		
FUND BALANCE AS A % OF OPERATING EXP	22.32%	37.47%			37.29%		

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled May 26, 2017
 General Fund Expenditures by Object Code

	FY17 YTD		Budget	% Rec'd /Exp'd	FY16 YTD	YTD Actual	
	FY17 Budget	Actual as of 04/30/17	Variance Favorable / (Unfavorable)		Actual as of 04/30/16	FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUES							
CHARGES FOR SERVICES	3,745,224	2,690,924	(1,054,300)	71.85 %	3,031,396	(340,472)	(11.23) %
INTERGOVERNMENTAL	251,676	14,654	(237,022)	5.82 %	161,086	(146,432)	(90.90) %
INTEREST EARNED	33,737	28,100	(5,637)	83.29 %	25,562	2,538	9.93 %
LICENSES & PERMITS	240,181	98,088	(142,093)	40.84 %	249,878	(151,790)	(60.75) %
MISCELLANEOUS REVENUE	327,401	360,233	32,832	110.03 %	375,408	(15,175)	(4.04) %
OTHER TAXES	5,542,946	4,715,033	(827,913)	85.06 %	4,727,086	(12,053)	(0.25) %
TRANSFERS	705,008	167,204	(537,804)	23.72 %	178,539	(11,335)	(6.35) %
TAXES	13,321,919	12,623,111	(698,808)	94.75 %	12,237,395	385,716	3.15 %
TOTAL REVENUES	24,168,092	20,697,347	(3,470,745)	85.64 %	20,986,350	(289,003)	(0.59) %
EXPENDITURES							
SALARIES	9,943,086	7,855,452	2,087,634	79.00 %	7,714,663	(140,789)	(1.82) %
FICA	763,245	575,758	187,487	75.44 %	597,319	21,562	3.61 %
HEALTH INSURANCE	1,965,167	1,549,571	415,596	78.85 %	1,543,767	(5,804)	(0.38) %
RETIREMENT	1,118,723	877,868	240,855	78.47 %	1,013,227	135,360	13.36 %
TELEPHONE	227,445	172,486	54,959	75.84 %	181,332	8,846	4.88 %
PRINTING	21,170	10,040	11,130	47.43 %	11,576	1,535	13.26 %
UTILITIES	316,000	260,998	55,002	82.59 %	250,190	(10,809)	(4.32) %
TRAVEL	55,025	27,852	27,173	50.62 %	37,189	9,337	25.11 %
MAINT/REP BLDG & GRNDS	51,200	12,192	39,008	23.81 %	39,329	27,137	69.00 %
MAINT/REP EQUIPMENT	155,875	74,819	81,056	48.00 %	104,509	29,689	28.41 %
MAINT/REP AUTO	7,000	3,174	3,826	45.35 %	1,608	(1,566)	(97.39) %
POSTAGE	120,597	85,065	35,532	70.54 %	81,686	(3,379)	(4.14) %
BLDG/EQUIP RENTAL	65,756	58,012	7,744	88.22 %	123,220	65,207	52.92 %
ADVERTISING/LEGAL PUBS	39,170	19,400	19,770	49.53 %	23,284	3,884	16.68 %
TRAINING AND EDUCATION	45,100	23,740	21,360	52.64 %	25,728	1,988	7.73 %
DUES AND SUBSCRIPTIONS	70,024	54,292	15,732	77.53 %	55,994	1,702	3.04 %
PROFESSIONAL SERVICES	334,700	251,691	83,009	75.20 %	178,438	(73,252)	(41.05) %
AUDIT COSTS	35,000	-	35,000	-	37,152	37,152	100.00 %
INSURANCE AND BONDS	479,000	467,087	11,913	97.51 %	468,695	1,607	0.34 %
COURT COSTS AND DAMAGES	16,100	15,200	900	94.41 %	200	(15,000)	(7,500.00) %
CONTRACTED SERVICES	229,397	157,385	72,012	68.61 %	194,924	37,539	19.26 %
BANK CHARGES	250	341	(91)	136.37 %	218	(123)	(56.50) %
REMITTANCE FEES COLLECTED	724,692	600,000	124,692	82.79 %	800,000	200,000	25.00 %
REFUNDING ERRONEOUS PMTS	650	930	(280)	143.08 %	79	(851)	(1,077.81) %
INSURANCE PREMIUM RETIREE	80,000	62,068	17,932	77.59 %	71,130	9,062	12.74 %
MATERIALS AND SUPPLIES	363,699	283,612	80,087	77.98 %	217,614	(65,998)	(30.33) %
RECORD BOOKS	5,150	957	4,193	18.58 %	1,876	919	48.99 %
AUTO SUPPLIES	142,000	117,825	24,175	82.98 %	105,756	(12,069)	(11.41) %
C/F PRISONRS REG JAIL FEE	1,375,000	957,763	417,238	69.66 %	930,164	(27,599)	(2.97) %
UNIFORMS	27,987	15,532	12,455	55.50 %	26,247	10,715	40.82 %
CHARGES BY OTHR GOV UNITS	58,077	25,209	32,868	43.41 %	27,616	2,407	8.72 %
COMPUTER SOFTWARE	45,075	20,176	24,899	44.76 %	3,165	(17,010)	(537.38) %
COMPUTER HARDWARE	69,671	62,270	7,401	89.38 %	18,917	(43,353)	(229.17) %
IT SUPPORT	98,290	46,398	51,893	47.20 %	64,995	18,597	28.61 %
LICENSE AND ANNUAL FEES	51,382	57,135	(5,753)	111.20 %	34,488	(22,647)	(65.67) %
CAPITAL OUTLAY-EQUIPMENT	189,000	103,527	85,473	54.78 %	130,450	26,923	20.64 %
CONTR/TRSFR OTHR GOV UNIT	3,514,141	3,157,859	356,282	89.86 %	2,843,100	(314,760)	(11.07) %
CONTR/TRSFR OTHER	221,582	191,082	30,500	86.24 %	204,428	13,346	6.53 %
CONTINGENCY FOR EMERGENCIES	85,000	-	85,000	-	-	-	-
TOTAL EXPENDITURES	23,110,426	18,254,766	4,855,660	78.99 %	18,164,271	(103,841)	(0.50) %
NET REVENUE LESS EXPENDITURES	1,057,666	2,442,581	1,384,915		2,822,079	(379,498)	(13.45) %
TRANSFERS TO OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	1,353,000	1,056,019	296,981	78.05 %	-	(1,056,019)	-
TOTAL TRANSFERS	1,353,000	1,056,019	296,981	78.05 %	-	(1,056,019)	-
NET USE OF FUNDS - SURPLUS/(DEFICIT)	(295,334)	1,386,562	1,681,896		2,822,079	1,435,517	
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985		
NET CHANGE INFUND BALANCE	(295,334)	1,386,562			2,822,079		
ENDING FUND BALANCE	5,157,742	6,839,638			6,774,064		
FUND BALANCE AS A % OF OPERATING EXP	22.32%	37.47%			37.29%		

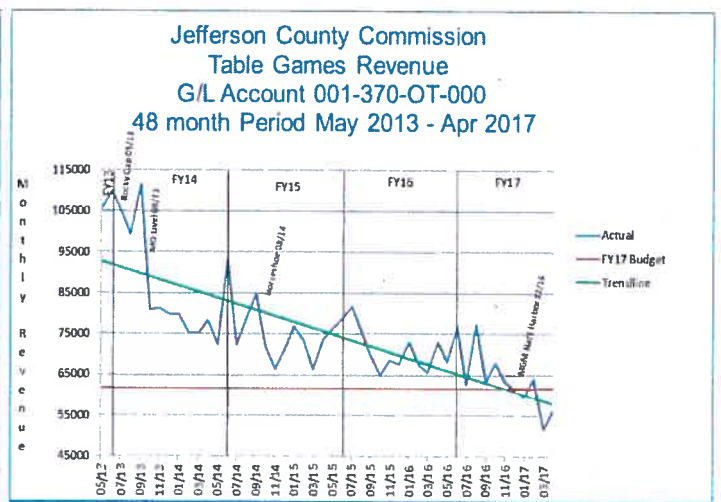
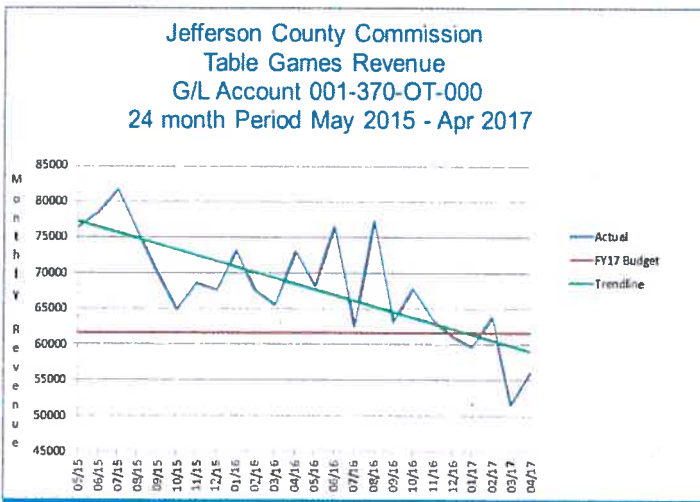
Jefferson County Commission
Table Games Revenue

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	626,805	729,944	740,000	-13.2%	61,667	-53.1%	(969,711)
FY18			617,700	-16.5%			
			Avg Dec FY13-16	-13.5%			(3,022,889)
			Act Dec FY16-17	-14.4%			

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	51,575						-21.4%
04/17	56,059						-23.3%
05/17	-	-14.4%	47,998				
06/17	-	14.9%	55,141				
Totals	626,805		103,139	729,944	740,000	(10,056)	



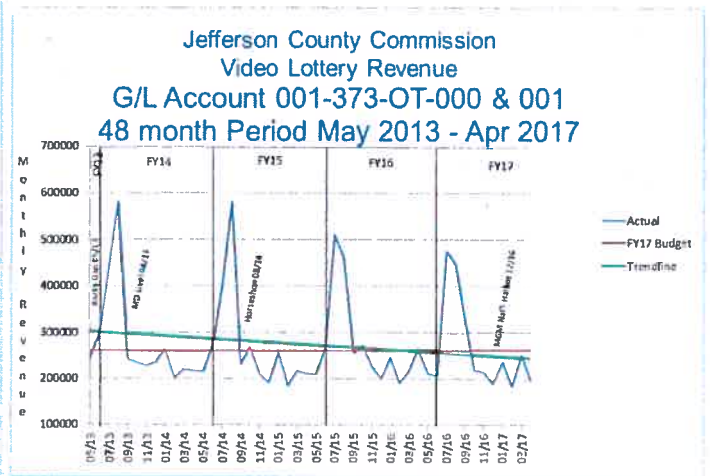
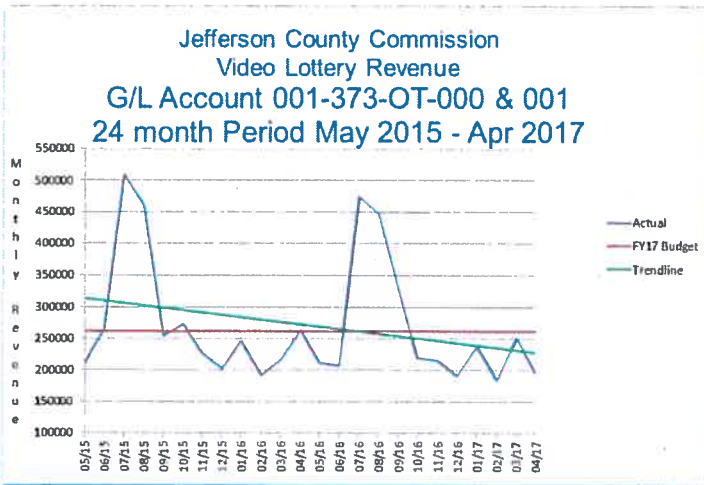
Jefferson County Commission
Video Lottery Revenue

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	2,740,119	3,146,109	3,140,000	-3.6%	261,667	-26.5%	(1,123,777)
FY18			3,020,000	-4.0%			
		Avg Dec FY13-16		-6.3%	(0.038)		(4,704,718)

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	250,599						16.0%
04/17	196,314						-25.6%
05/17	-	-4.8%	186,981				
06/17	-	17.1%	219,009				
Totals	2,740,119		405,990	3,146,109	3,140,000	6,109	



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

8

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
399	Transfers Assessor's Valuation Fund	441,008	6,543		447,551
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

6,543

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
407	Assessor's Valuation Fund	441,008	6,543		447,551
413	Elections-County Clerk	313,742		5,703	308,039
402	County Clerk	743,881	5,703		749,584
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

6,543

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 1st day of June, 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 #8 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 #8 of General Fund FY17

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	
Elections - Building Equip Rental	001.413.02.219.000.GG.000		3,673	Per email from Jacki Shadle
Elections - Ads/Legal Pub	001.413.02.220.000.GG.000		1,705	
Elections - Prof Services	001.413.02.223.000.GG.000		325	
Co Clerk-Materials/Supplies	001.402.03.341.000.GG.000	5,703		
Assr VF-Wages	001.407.01.103.000.GG.000	700		Per Payroll end of year estimates
Assr VF-FICA	001.407.01.104.000.GG.000		1,285	
Assr VF-Medicare	001.407.01.104.001.GG.000		301	
Assr VF-Group Ins	001.407.01.105.000.GG.000	6,308		
Assr VF-Retirement	001.407.01.106.000.GG.000		1,369	
Assr VF-Overtime	001.407.01.108.001.GG.000		1,610	
Assr VF-PT Wages	001.407.01.108.002.GG.000	3,809		Per Angie's email -Increase PT Wages
Assr VF-FICA PT	001.407.01.104.000.GG.000	237		
Assr VF-Medicare PT	001.407.01.104.001.GG.000	54		
Trans/Assr Val Fund	001.399.TR.000		6,543	
Total		16,811	16,811	

Michelle Gordon

From: Angela Banks
Sent: Monday, May 15, 2017 3:36 PM
To: Michelle Gordon
Subject: 407
Attachments: img-515151914.pdf

Michelle,

I attached a copy of a report Sallie did for me, so I could look at where I am in 407 as far as salaries and benefits. She also included 406. It looks fine.

She estimated 407 to the end of June and it looks like I will be (\$2,442.53) short. So I need to do a budget revision from Fund 056 (Assessor's Valuation to 407) correct? Also it needs to be more than \$2,442.53 because Gearl is starting in June part – time. I was thinking I will need more in salaries, FICA, and Medicare. I estimated around \$4,100 would cover Gearl plus the \$2,442.53 for the rest.

Let me know what I need to do.

Thanks,

Angie

Michelle Gordon

From: Angela Banks
Sent: Friday, May 12, 2017 11:29 AM
To: Michelle Gordon
Subject: RE: Grade Step Scale

I have hired Gearl Raynes to work for me temporary part-time starting in June. He has worked for me before and has already been approved by the PVC to be paid out of the Valuation Fund. I will need to do a budget revision for 407 for the current budget and new budget.

Angela Banks
Assessor of Jefferson County
104 E. Washington St.
Charles Town, WV 25414
304-728-3224 Phone
304-728-3383 Fax

From: Michelle Gordon
Sent: Friday, May 12, 2017 11:10 AM
To: Angela Banks <abanks@jeffersoncountywv.org>; Pete Dougherty <pdougherty@jcsdwv.com>; Laura Storm <Laura.Storm@courtswv.gov>; Jacki Shadle <jshadle@jeffersoncountywv.org>; Matt Harvey <mharvey@jeffersoncountywv.org>
Cc: Teresa Hendricks <jenkinsteresa@hotmail.com>; Deborah Lowe <dlowe@jeffersoncountywv.org>; Sally Gran <sgran@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>; Charlotte Ainsworth <cainsworth@jeffersoncountywv.org>; Renee Hudson <rhudson@jeffersoncountywv.org>; Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: Grade Step Scale

All/
Attached is the grade step scale. It has been adjusted to reflect the \$500 flat increase that was given in FY16, the 3% increase that was given in FY17 and now the 1.2% COLA that was given for FY18. Because multiple grade/step scales have been in circulation and some employees are between steps because they were given partial step increases due to the exorbitant dollar range between step A and step T, **most employees unfortunately do not fall exactly on a grade and step.**

We will focus on ensuring that we conform to the pay scale for future increases and new employees. I also anticipate proposing major revisions to the grade/step scale again next year to make it more affordable for employee step/merit increases.

Michelle

Michelle Gordon
Finance Director, Jefferson County
Jefferson County Commission
124 East Washington Street
PO Box 250
Charles Town, WV 25414
O: 304.724.8425

Michelle Gordon

From: Jacki Shadle
Sent: Tuesday, May 16, 2017 10:37 AM
To: Michelle Gordon
Cc: Nikki Painter; Gail Magaha
Subject: Budget revision request

Importance: High

Good Morning Michelle,

I would like to make the following revisions to my budget:

Move	From	To
\$3,673	219 (413)	341 (402)
\$1,705	220 (413)	341 (402)
\$325	223 (413)	341 (402)

These changes will be budget neutral.

I realize I will have to go before the County Commission to get this approved and submitted to the state.

Please let me know what I need to do from here.

Thank you,

Jacki Shadle
Jefferson County Clerk

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

Visit us on the web at www.jeffersoncountywv.org.

Michelle Gordon

From: Gail Magaha
Sent: Wednesday, May 17, 2017 2:23 PM
To: Michelle Gordon
Subject: Budget Revision
Attachments: Budget Revision Blank Template.xls

Michelle, Attached is a budget revision that Jacki wanted. Please let me know that you got it and when it will be revised.
Thanks so very much! Gail

Kevin D. Mills, Esq.
Trial Attorney

Shawn McDermott, Esq.*
Trial Attorney

Devon Unger
Associate Attorney



MILLS McDERMOTT
CRIMINAL LAW CENTER

Pamela Houpt
Lead Trial Legal Assistant
Jacob W. Mills
Law Student Intern
Licensed Private Investigator
Laura Mills
Director of Client Services
Legal Assistant

May 17, 2017

Peter Onoszko, President
Jane M. Tabb, Vice-President
Patsy Noland, Commissioner
Josh Compton, Commissioner
Caleb Hudson, Commissioner
124 E. Washington Street
Charles Town, WV 25414
VIA FAX: 304-725-7916

Dear Commissioners,

I am writing to express my concerns regarding the courthouse currently being utilized by Jefferson County for Magistrate Court. As the Commission is aware, whenever an individual is charged with a crime he is entitled to Pre-Trial hearings and a Trial. At these hearings Defendant's accused of crimes are entitled to a full public hearing or trial and the effective assistance of counsel. It has been my experience that the allocation of space for these purposes has been woefully inadequate. I have been practicing as a criminal defense lawyer in the Eastern Panhandle since the 1980's and for many years practiced in the Magistrate Court in the basement of the building adjacent to the Post Office. This space was certainly not adequate but it afforded a limited opportunity for defense attorneys and prosecutors to meet with defendant's-witnesses and each other outside the hearing room in relatively secure areas. The new courthouse has actually created less available space and the problems are particularly egregious when hearings are held in the "mini-magistrate" courtroom. I have never measured the space but I have often been required to navigate a single row of chairs often occupied by victim's families as well as the accused families as well as the accused. In so far as there are only about 10 chairs in this "courtroom" any other interested person or party to the case must stay outside the courtroom - making this barely qualify as a public hearing room as required by the Constitution. Even more importantly, the Sixth Amendment right to effective assistance of counsel is significantly restricted because of the proximity of witnesses, bailiffs, police officers and the accused to one another. This problem is only exacerbated when a Defendant is in custody. The proximity of all of the parties within a few square feet of each other makes it impossible for (Defense Attorneys) to have privileged communication with a client in such an environment. Of equal importance is the lack of security caused by the closed quarters the parties are forced into sharing. At greatest risk would be the Magistrates who sit only a few feet from the accused and a few feet more from witnesses and unknown members of the public. If the public is barred from these areas, a constitutional violation occurs. If the public is permitted, there is clearly not enough room for the parties and their attorneys. In short, the dilemma created by the lack of appropriate resources is of constitutional significance and affects the well being and safety of the Magistrates as well as the litigants and their attorneys. The spacing situation is only minimally better in the bigger

Jefferson County Commissioner
May 17, 2017
Page 2

courtrooms. I am writing the Commission to express my concerns for the safety and constitutionality of any case litigated under the circumstances outlined above.

I have been practicing criminal law for over 37 years and have practiced in the Eastern Panhandle since 1989. It is my opinion that the situation in the Magistrate Court is dire and must be addressed. I appreciate the County Commission taking my thoughts into account as this issue is examined and hopefully addressed in order to ensure the safety and constitutionality fitness of the criminal justice facilities in Jefferson County Magistrate Court.

Respectfully,



KEVIN D. MILLS, ESQUIRE

KDM:ph

JEFFERSON COUNTY, WEST VIRGINIA
Jefferson County Department of Engineering, Planning & Zoning
P. O. Box 716
116 East Washington Street, Suite 100
Charles Town, West Virginia 25414

Phone: 304-728-3257
Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: SANDY SLUSHER McDONALD, DEPUTY COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER
ENGINEERING DEPARTMENT

DATE: MAY 19, 2016

SUBJECT: FELLOWSHIP BIBLE CHURCH (FILE #S14-03)

Please find enclosed the construction bond agreement for the following project:

1. Fellowship Bible Church (File #S14-03), which is secured by Letter of Credit #519042 with Jefferson Security Bank, located in Shepherdstown, WV in the amount of \$137,331.00

The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:jwk

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 15, 2017 or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one three-year term ending June 30, 2020.

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

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

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

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

May 31, 2017 & June 7, 2017

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 15, 2017, or as soon thereafter as the Commission may decide:

Summit Point Library Committee: one five-year term ending June 30, 2022.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

May 31, 2017 and June 7, 2017

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 15, 2017, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three 3-year terms ending June 30, 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. on the Monday prior to the proposed date of appointment.

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

May 31, 2017 and June 7, 2017

THANKS - JEFFERSON COUNTY COMMISSION

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

Week Ending Date	FY17 May 13, 2017
To be Deposited on:	May 19, 2017
Amount Played	\$ 57,325,119.76
Amount Won	51,322,408.47
Amount Promo	487,877.00
MWAP Contribution	-
Adjusted Gross Terminal Revenue	<u>5,514,834.29</u>
Administrative Costs @ 4%	-
Excess Lottery Fund @ 4%	<u>220,593.37</u>
Net Terminal Revenue	<u>5,294,240.92</u>
Surcharge @ 10%	529,424.10
State Share Excess @ 58% & 10% of 42%	329,301.79
Track Share of Capital Reinvestment @ 90% of 42%	<u>200,122.31</u>
<i>Track Share of Capital Reinvestment @ 98%</i>	<i>192,117.42</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,004.89</i>
Adjusted Net Terminal Revenue	<u>4,764,816.82</u>
Racetrack @ 46.50% / 42%	2,001,223.06
Lottery Fund @ 30% / 0%	-
Excess Lottery Fund @ 0% / 41%	1,953,574.94
Excess Lottery Fund @ 12.85% / 9.55%	455,039.99
Race Track Purses @ 90% of 7% / 4%	171,533.41
Employee Pension Fund @ 1% / .5%	23,824.08
Greyhound Development @ 90% of .75%	32,162.51
Thoroughbred Development @ 90% of .75%	32,162.51
County/Municipality @ 2%	<u>95,296.32</u>
	<u>\$ 4,764,816.82</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2017

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

DATE	2% OF ADJ NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
10/08/16	101,792.36	50,896.18	50,896.18	4,036.07	20,307.57	1,104.45	17,141.83	8,306.26
10/15/16	103,115.76	51,557.88	51,557.88	4,088.54	20,571.59	1,118.81	17,364.69	8,414.25
10/22/16	107,651.80	53,825.90	53,825.90	4,268.39	21,476.53	1,168.02	18,128.56	8,784.40
10/29/16	101,706.44	50,853.22	50,853.22	4,032.66	20,290.43	1,103.51	17,127.37	8,299.25
11/05/16	111,917.68	55,958.84	55,958.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
12/24/16	80,444.92	40,222.46	40,222.46	3,189.64	16,048.76	872.83	13,546.92	6,564.31
12/31/16	121,307.80	60,653.90	60,653.90	4,809.85	24,200.91	1,316.19	20,428.23	9,898.72
01/07/17	85,269.00	42,634.50	42,634.50	3,380.92	17,011.16	925.17	14,359.30	6,957.95
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	17,668.56	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
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
04/15/17	93,537.96	46,768.98	46,768.98	3,708.78	18,660.82	1,014.89	15,751.79	7,632.70
04/22/17	91,228.00	45,614.00	45,614.00	3,617.19	18,199.99	989.82	15,362.80	7,444.20
04/29/17	96,408.68	48,204.34	48,204.34	3,822.60	19,233.53	1,046.04	16,235.22	7,866.95
05/06/17	93,780.60	46,890.30	46,890.30	3,718.40	18,709.23	1,017.52	15,792.65	7,652.50
05/13/17	95,296.32	47,648.16	47,648.16	3,778.50	19,011.61	1,033.97	16,047.90	7,776.18
Subtotal	\$ 4,542,444.00	\$ 2,727,253.74	\$ 1,815,190.26	\$ 143,944.56	\$ 724,260.89	\$ 39,389.66	\$ 611,356.07	\$ 296,239.08

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	4/15/2017	46,768.98
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46	4/29/2017	48,204.34
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22	5/8/2017	46,890.30
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84	5/13/2017	47,648.16
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48		
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84		
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50		
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42		
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18		
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00		
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00		

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

2,727,253.74



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	941.07
Hurricane	941.07
Huttonsville	941.07
laeger	941.07
Jackson County	3,745.85
Jane Lew	941.07
Jefferson County	54,086.05
Jefferson County School Board	162,258.15
Junior	941.07
Kanawha County	22,742.91
Kenova	941.07
Kermit	941.07
Keyser	941.07
Keystone	941.07
Kimball	941.07
Kingwood	941.07
Leon	941.07
Lester	941.07
Lewis County	3,745.85

Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	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	March, 2017	
April, 2015	76,343.68	April, 2016	68,149.38	April, 2017	54,086.05
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	561,484.21

Table Game Revenue Distribution - Jefferson County School Board

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	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	March, 2017	
April, 2016	204,448.14	April, 2017	162,258.15
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	1,684,452.63

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

Week Ending Date	FY17 May 20, 2017
To be Deposited on:	May 26, 2017
Amount Played	\$ 54,271,703.14
Amount Won	48,761,041.86
Amount Promo	418,272.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>5,092,389.28</u>
Administrative Costs @ 4%	-
Excess Lottery Fund @ 4%	<u>203,695.57</u>
Net Terminal Revenue	<u>4,888,693.71</u>
Surcharge @ 10%	488,869.36
State Share Excess @ 58% & 10% of 42%	304,076.74
Track Share of Capital Reinvestment @ 90% of 42%	<u>184,792.62</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	177,400.92
<i>Track Share of Capital Reinvestment @ 4%</i>	7,391.70
Adjusted Net Terminal Revenue	<u>4,399,824.35</u>
Racetrack @ 46.50% / 42%	1,847,926.23
Lottery Fund @ 30% / 0%	-
Excess Lottery Fund @ 0% / 41%	1,803,928.02
Excess Lottery Fund @ 12.85% / 9.55%	420,183.20
Race Track Purses @ 90% of 7% / 4%	158,393.68
Employee Pension Fund @ 1% / .5%	21,999.12
Greyhound Development @ 90% of .75%	29,698.81
Thoroughbred Development @ 90% of .75%	29,698.81
County/Municipality @ 2%	<u>87,996.48</u>
	<u>\$ 4,399,824.35</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2017

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
10/08/16	101,792.36	50,896.18	50,896.18	4,036.07	20,307.57	1,104.45	17,141.83	8,306.26
10/15/16	103,115.76	51,557.88	51,557.88	4,088.54	20,571.59	1,118.81	17,364.69	8,414.25
10/22/16	107,651.80	53,825.90	53,825.90	4,268.39	21,476.53	1,168.02	18,128.56	8,784.40
10/29/16	101,706.44	50,853.22	50,853.22	4,032.66	20,290.43	1,103.51	17,127.37	8,299.25
11/05/16	111,917.68	55,958.84	55,958.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
12/24/16	80,444.92	40,222.46	40,222.46	3,189.64	16,048.76	872.83	13,546.92	6,564.31
12/31/16	121,307.80	60,653.90	60,653.90	4,809.85	24,200.91	1,316.19	20,428.23	9,898.72
01/07/17	85,269.00	42,634.50	42,634.50	3,380.92	17,011.16	925.17	14,359.30	6,957.95
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
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
04/15/17	93,537.96	46,768.98	46,768.98	3,708.78	18,660.82	1,014.89	15,751.79	7,632.70
04/22/17	91,228.00	45,614.00	45,614.00	3,617.19	18,199.99	989.82	15,362.80	7,444.20
04/29/17	96,408.68	48,204.34	48,204.34	3,822.60	19,233.53	1,046.04	16,235.22	7,866.95
05/06/17	93,780.60	46,890.30	46,890.30	3,718.40	18,709.23	1,017.52	15,792.65	7,652.50
05/13/17	95,296.32	47,648.16	47,648.16	3,778.50	19,011.61	1,033.97	16,047.90	7,776.18
05/20/17	87,996.48	43,998.24	43,998.24	3,489.06	17,555.30	954.76	14,818.61	7,180.51
Subtotal	\$ 4,630,440.48	\$ 2,771,251.98	\$ 1,859,188.50	\$ 147,433.62	\$ 741,816.19	\$ 40,344.42	\$ 626,174.68	\$ 303,419.59

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	4/15/2017	46,768.98
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46	4/29/2017	48,204.34
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22	5/8/2017	46,890.30
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84	5/13/2017	47,648.16
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48	5/20/2017	43,998.24
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84		
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50		
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42		
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18		
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00		
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00		

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

2,771,251.98

Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	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	March, 2017	
April, 2015	76,343.68	April, 2016	68,149.38	April, 2017	54,086.05
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	561,484.21

Table Game Revenue Distribution - Jefferson County School Board

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	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	March, 2017	
April, 2016	204,448.14	April, 2017	162,258.15
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	1,684,452.63