

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017
THURSDAY, JULY 20, 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

- July 6, 2017 - Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- July 13, 2017
- July 20, 2017

APPROVAL OF MANUAL CHECKS

- July 13, 2017
- July 20, 2017

APPROVAL OF PAYROLL

- July 13, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. C. Mark Hofe, Probation
- Preservation and repair of rear steps of Probation Office - Discussion/Action
3. 10:15 a.m. Bill Polk, Maintenance Department
- Approval of Proposal for Courthouse windows/door repairs (Courthouse Facilities Improvement Authority Grant) - Discussion/Action
- Approval of the Hunter House and Jail windows proposal - Discussion/Action
4. 10:30 a.m. Mayor Auxer, Corporation of Shepherdstown
- Request for a Memorandum of Understanding regarding the Shepherdstown Gateway - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review to Approve/Close Estates - Discussion/Action
- Motion to rescind appointment of a Fiduciary Commissioner and dismiss lack of standing and alternative motion for re-hearing on the Lenis Martin Estate - Discussion/Action
7. 11:15 a.m. Appointments and interviews to the Jefferson County Community Justice Board - Discussion/Action
8. 11:30 a.m. Barbara J. Miller, Director of Jefferson County Homeland Security and Emergency Management
- Approval of Contract with J.H. Consulting to update certain annexes of the Jefferson County EOP - Discussion/Action

9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues - Possible Executive Session - Discussion/Action
- Discussion of United States Supreme Court case #16A913 - Possible Executive Session - Discussion/Action
- Discuss issues related to the County cable franchise agreement - Possible Executive Session - Discussion/Action

NEW BUSINESS

10. WV Division of Highways - Installation of two Traffic Signal Poles of Jefferson County property - Discussion/Action
11. Discuss fireworks discharge restrictions - Discussion/Action (PO)

FINANCIAL DIRECTOR REPORTS

- Review and Approval of FY2018 State Budget Revision 1 for the Coal Severance Tax Fund - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 1 for General Fund - Discussion/Action
- Review and Approval of FY2017 Internal Budget Revision 6 for the General Fund - Discussion/Action
- Review and Approval of FY2017 Internal Budget Revision 7 for the General Fund - Discussion/Action
- Review of 2017 Ambulance Fee Billing Reconciliation - Discussion/Action
- Review of 2016-2018 Expenditures by Funding Source - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Approval of the contract for the PSD Audit - Discussion/Action

COUNTY COMMISSION REPORTS

12. **ADJOURN**

QUARTERLY REPORTS

- Jefferson County Historic Landmarks Commission - April - June, 2017

CORRESPONDENCE/INFORMATION

Notice of Public Hearing on August 3, 2017 at 1:30 p.m. regarding Amendments to the Jefferson County Leash Law Ordinance.

Impact Fee Status Report for June, 2017.

Pre-Proposal Conference Memorandum from the Jefferson County Department of Engineering, Planning, and Zoning re: a Non-Residential Minor Site Development for Sam Michael's Park.

JCPSD Meeting Minutes - June 5 ,2017 Regular Board Meeting.

WV Lottery Weekly Settlement for Charles Town - week ending June 25-30, 2017.

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

Minutes

Jefferson County Commission

Thursday, July 6, 2017

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

Motion by Mr. Onoszko to ratify the vote taken June 29, 2017 to approve June 29, 2017 Purchase Order No. 52490 in the amount of \$6,080.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the payroll for June 29, 2017 in the amount of \$250,790.35. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078598	712	AT&T/GA		\$ -	\$ 119.42	\$ 119.42
078599	700	APTEAN SOFTWARE LLC		\$ -	\$ 595.00	\$ 595.00
078600	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
078601	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
078601	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
078602	PAYROLL	JESSICA CARROLL		\$ -	\$ 2,250.00	\$ 2,250.00
078603	440	DODSON'S SEPTIC	52808	\$ 3,000.00	\$ -	\$ 3,000.00
078603	440	DODSON'S SEPTIC	52808	\$ 6,750.00	\$ -	\$ 6,750.00
078604	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,477.57	\$ 6,477.57
078605	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
078606	405	STEPHEN V GROH		\$ -	\$ 532.13	\$ 532.13
078607	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
078608	405	TRACY P. HERRON-RICE CCR		\$ -	\$ 242.50	\$ 242.50
078609	PAYROLL	THE HARTFORD		\$ -	\$ 4,046.94	\$ 4,046.94
078609	PAYROLL	THE HARTFORD		\$ -	\$ 2,330.45	\$ 2,330.45
078610	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
078611	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 488,558.50	\$ 488,558.50
078612	402	SPIRIT OF JEFFERSON		\$ -	\$ 160.02	\$ 160.02
078613	424	THE JOURNAL		\$ -	\$ 83.76	\$ 83.76
078614	700	JEFFERSON URGENT CARE LL		\$ -	\$ 300.00	\$ 300.00
078615	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
078615	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 11,058.20	\$ 11,058.20
078616	403	MATTHEW BENDER & CO		\$ -	\$ 1,005.36	\$ 1,005.36
078617	700	MPH INDUSTRIES INC		\$ -	\$ 256.95	\$ 256.95
078618	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
078619	PAYROLL	HIGHMARK WV		\$ -	\$ 180,092.69	\$ 180,092.69
078620	405	MAXIM REPORTING LLC		\$ -	\$ 696.10	\$ 696.10
078620	405	MAXIM REPORTING LLC		\$ -	\$ 696.65	\$ 696.65
078621	717	MILLER'S CHRYSLER JEEP	52664	\$ 5,270.17	\$ -	\$ 5,270.17
078621	717	MILLER'S CHRYSLER JEEP	52664	\$ 25.62	\$ -	\$ 25.62
078622	700	ROBIN MAHONY		\$ -	\$ 47.70	\$ 47.70
078623	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
078624	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 151.24	\$ 151.24
078625	405	ELIZABETH MOONEY		\$ -	\$ 32.62	\$ 32.62
078626	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,793.42	\$ 1,793.42
078627	428	OFFICE DEPQT		\$ -	\$ 73.19	\$ 73.19
078627	428	OFFICE DEPOT		\$ -	\$ 83.56	\$ 83.56

078627	428	OFFICE DEPOT		\$ -	\$ 107.58	\$ 107.58
078627	428	OFFICE DEPOT		\$ -	\$ 434.65	\$ 434.65
078627	428	OFFICE DEPOT		\$ -	\$ 300.11	\$ 300.11
078628	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
078629	PAYROLL	BRYAN PERKINS		\$ -	\$ 1,364.27	\$ 1,364.27
078630	425	RCS SECURITY		\$ -	\$ 250.00	\$ 250.00
078631	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
078632	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
078633	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 29.95	\$ 29.95
078633	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 59.98	\$ 59.98
078634	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
078635	401	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
078636	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 6,500.00	\$ 6,500.00
078637	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
078638	711	WV EMER MANAGMENT COUNCI		\$ -	\$ 125.00	\$ 125.00
078639	425	STATE FIRE MARSHAL'S OFF		\$ -	\$ 75.00	\$ 75.00
078640	PAYROLL	WV COUNTIES GROUP		\$ -	\$ 156,811.50	\$ 156,811.50
078641	PAYROLL	WVCORP		\$ -	\$ 38,358.00	\$ 38,358.00
078642	700	WV STATE POLICE		\$ -	\$ 111.00	\$ 111.00
078643	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
078643	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078643	402	XEROX CORPORATION		\$ -	\$ 402.04	\$ 402.04
078643	402	XEROX CORPORATION		\$ -	\$ 419.66	\$ 419.66
078643	402	XEROX CORPORATION		\$ -	\$ 311.46	\$ 311.46
078643	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
078643	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078643	405	XEROX CORPORATION		\$ -	\$ 260.14	\$ 260.14
078643	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078643	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078643	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
078643	440	XEROX CORPORATION		\$ -	\$ 537.08	\$ 537.08
078643	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
078643	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
078643	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
078643	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL						\$ 1,164,790.82
TOTAL				\$ 15,045.79	\$ 1,149,745.03	\$ 1,164,790.82

Motion by Mr. Compton to approve the Accounts Payable for July 6, 2017 in the amount of \$1,164,790.82. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
7/7/2017	444	EASTRIDGE HEALTH SYSTEM	\$ 1,600.00
HOME DETETION			
008			
Date	Check #	VENDOR	Amount
07/07/17	571	3M ELECTRONIC MONITORING	\$ 2,400.00
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
7/7/2017	629	UNITED BANK	\$ 1,687.96
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
7/7/2017	1632	BERKELEY GLASS	\$ 697.00
TOTAL			\$ 6,384.96

Motion by Ms. Noland to approve the Manual Checks for July 6, 2017 in the amount of \$6,384.96. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Nancy Lutz, resident – complained about the lack of an ordinance regarding non-commercial use of fireworks in residential areas.

Robert Fluharty, resident – spoke against the City of Charles Town’s annexation plan and asked the Commission to continue to keep an eye on this project.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Approval of Promotions
 - **Motion by Ms. Noland to approve the promotion of Deputy Robert Rjasko, effective July 22, 2017 and Douglas Fletcher, effective July 23, 2017, to the rank of Corporal. Motion seconded and unanimously approved.**
 - b. Appointment to Bailiff/Special Deputy List
 - **Motion by Ms. Tabb to approve the hire of Forrest Feagans for Bailiff/Special Deputy. Motion seconded and unanimously approved.**
 - c. Donation of Vehicle
 - **Motion by Mr. Compton to approve the donation of a 2008 Dodge Durango, title no. GC34772, to the Jefferson County Emergency Services Agency. Motion seconded and unanimously approved.**
2. Paul Lowe, Resident – requested a discussion with the Commission regarding speeding, aggressive driving, and general disregard of traffic laws in the Summit Point community.
3. Nikki Painter, Elections – requested approval of polling place location changes for Road Bond Referendum
 - **Motion by Ms. Noland to approve the following polling place location changes for the 2017 Special Election on the Road Bond Referendum: Precinct 22 – South Jefferson Public Library (temporary); Precinct 35 A & B – Cress Creek County Club (temporary); Precinct 20 – Citizen’s Fire Company (permanent). Motion seconded and unanimously approved.**
4. Interview and Appointment to the Jefferson County Planning Commission – one unexpired term ending March 30, 2019.

- **Motion by Mr. Onoszko to appoint F. Jack Hefestay to the Jefferson County Planning Commission for one unexpired term ending March 30, 2019. Motion seconded and unanimously approved.**
- 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
- 6. Interviews and Appointments to the Jefferson County Emergency Services Agency – one unexpired term ending June 30, 2018
 - It was the consensus of the Commission to postpone action on this item until the July 20, 2017 regular County Commission meeting.
- 7. Elizabeth Wheeler, Administrator – Jefferson County Farmland Protection Board – requested the approval of the purchase of one Agricultural Conservation Easement.
 - **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program and the Natural Resources Conservation Service of one conservation easement on the property in Jefferson County owned by Susannah Mayo Buckles. Motion seconded and unanimously approved.**
- 8. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues
 - **Motion by Mr. Onoszko to go into executive session to discuss PSD related issues. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - Review and/or amend the Leash Law Ordinance
 - **Motion by Ms. Noland to hold a public hearing on the amendments to the Leash Law Ordinance during the August 3, 2017 regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**
- 9. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.
- 10. Appointment of Jefferson County Municipal Representative to HEPMPO Council

- **Motion by Ms. Noland to appoint Keith “Duke” Pierson (represented by Andrew Blake) to the HEPMPO Council as an interim representative as requested by the City of Charles Town. Motion seconded and passes on a vote of 4-1 with Mr. Compton opposing.**

UNFINISHED BUSINESS

11. Approval of Employment – Administrative Assistant/Ambulance Fee Collector
 - **Motion by Ms. Tabb to approve the employment of Susan Dawn Weimer as an administrative assistant/fee collector for the Commission office, effective July 17, 2017 with other options to be examined during budget. Motion seconded and passes on a vote of 4-1 with Mr. Compton opposing.**
12. Decision – Zoning Map Amendment for property designated as Tax District Harpers Ferry, Map 9, Parcel 58.1 – Harpers Ferry Holdings, LLC
 - **Motion by Ms. Tabb to approve the Zoning Map Amendment for property designated as Tax District Harpers Ferry, Map 9, Parcel 58.1 – Harpers Ferry Holdings, LLC and find the amendment consistent with the Comprehensive Plan. Motion seconded and unanimously approved.**
13. Discuss replacement and options for Administrative Assistant/Ambulance Fee Collector position
 - It was the consensus of the Commission to request the Finance Director to research the cost analysis of outsourcing the ambulance fee collector position.
14. Appointment to the Jefferson County Development Authority Board of Directors
 - **Motion by Ms. Tabb to appoint Ann Paonessa to the Jefferson County Development Authority Board of Directors as the interim representative for the City of Charles Town. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Ms. Gordon presented the information on Budget to Actual as of May 13, 2017.

COUNTY ADMINISTRATOR REPORTS

- Movement of Traffic Signals – Ms. Grove informed the Commission the WVDOH would be moving some traffic signals near the downtown campus which would mean some of the posts would be on County property.
 - Wireless Fee Increase – Ms. Grove informed the Commission the state wireless fee had increased from \$3.00 per line to \$3.34.
 - NACO National Annual Conference – Ms. Grove informed the Commission about the NACO National Annual Conference. Ms. Noland stated she would like to attend; however, she didn't think the costs for travel and registration could be justified.
 - CCAWV Membership – Ms. Grove asked the Commission whether they'd be interested in becoming members of the County Commissioner's Association of West Virginia, but they declined as a consensus.
15. Stephen Groh, Assistant Prosecuting Attorney – discuss reimbursement of legal fees for Planning Commissioner Steve Stolipher
- **Motion by Ms. Tabb to find that the attorney fees and expenses incurred by Mr. Stolipher are reasonable, that Mr. Stolipher acted in good faith, and to authorize a reimbursement to Mr. Stolipher in the amount of \$4,617.98. Motion seconded and unanimously approved.**
16. Matt Harvey, Prosecuting Attorney – discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the community's heroine epidemic.
- It was the consensus of the Commission to delay action on this item until the July 20, 2017 regularly scheduled Commission meeting pending legal review.
17. Public Hearing – Dissolution of the Jefferson County Public Service District

Commissioner Compton led the Pledge of Allegiance and Commissioner Onoszko opened the public hearing at 7:03 pm.

Hoy Shingleton, counsel for the City of Charles Town, provided the Commission and the audience with the changes made to the City of Charles Town's Proposal for the Acquisition of Assets of the Jefferson County Public Service District since the last public hearing. William Rohrbaugh, counsel for the Jefferson County Commission, provided the Commission and the audience with the necessary steps that need to be taken if the

Commission approves the City's proposal for asset acquisition. Commissioner Onoszko then opened the floor for public comment, which was made by the following:

Martha Zimmerman, resident – spoke in favor of the dissolution of the PSD, stating the current rates are too high.

William Maze, resident – also spoke in favor of the dissolution of the PSD.

Jacqueline Milliron, resident – spoke in support of Charles Town's proposal for asset acquisition.

Kate Akin, resident – stated the water and sewer rates in Jefferson County were too high and cost prohibitive for younger generations to relocate to the county, and as a result, would lessen the growth of the county in the future.

Suzanne Malesic, resident – stated that while she was serving on the Envision Jefferson 2035 Comprehensive Plan board, multiple members of the community spoke to her about the need for the consolidation of utilities in the County.

Susan Dillow, resident – spoke in favor of the dissolution of the PSD, stating she hoped it would mean a reduction in water and sewer rates for customers living outside of the municipalities.

- **There being no further comments, motion by Mr. Onoszko to go into Executive Session. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to adopt the Order of Dissolution of the Jefferson County Public Service District. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**
- **Motion by Mr. Compton to rescind his motion made on June 29, 2017 regarding the residency requirements for Jefferson County Public Service District board members. Motion seconded and unanimously approved.**

There being no further business, motion by Ms. Noland to adjourn at 8:17 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	\$ 388,000.02		\$ 388,000.02
6.2% Tax Payable OASDI	23,097.60		\$ 23,097.60
1.45% Tax Payable HI	5,401.94		\$ 5,401.94
Fed Withholding	43,107.39		\$ 43,107.39
WV State Withholding	16,896.26		\$ 16,896.26
PERS Retirement Deduct 4.5%	11,740.88		\$ 11,740.88
PERS Retirement Deduct 6%	2,462.76		\$ 2,462.76
Hosp. Pre-Tax	12,764.00		\$ 12,764.00
Cancer/ICU Pre-Taxed	1,075.43		\$ 1,075.43
Cancer/ICU Not Pre-Taxed	1,123.91		\$ 1,123.91
Optional Life Not Pre-Taxed	2,023.47		\$ 2,023.47
Christmas Club	5,435.00		\$ 5,435.00
Wage Attach #1	1,405.79		\$ 1,405.79
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,620.65		\$ 5,620.65
457 - Nationwide	849.00		\$ 849.00
457I - Empower	3,090.00		\$ 3,090.00
457R - Roth	315.00		\$ 315.00
MD State Tax	462.64		\$ 462.64
D/VF	1,618.39		\$ 1,618.39
VA. State Tax	56.17		\$ 56.17
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 138,861.14	\$ -	\$ 138,861.14
Net Wages Total	\$ 249,138.88	\$ -	\$ 249,138.88
Payroll Date	13-Jul-2017		

File

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 20, 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*):

✚ Exonerations

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: C. Mark Hofe

Department or Organization: Probation

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **July 20, 2017**

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

Date Requested – 2nd Choice: July 27, 2017

Subject (*Wording to be placed on agenda*): **Preservation and repair of rear steps to Probation Office**

Please provide the County Commission with a description of your request or presentation, including any background information:
Stairs are targeted for destruction but are the only avenue of escape for some of the staff

Is this a funding request? Y/N Yes

If so, how much? \$ Unknown

Provide exact financial impact/request: Uniknown

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

Preservation/repair of rear steps to Probation Office at 110 East Washington St.

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: C. Mark Hofe, Chief Probation Officer

Email address: mark.hofe@courtsww.gov

Phone Number: 304-264-1969

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

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

Date Requested – 1st Choice: **July 20, 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:
Approval of Proposal for Courthouse Windows/Door Repairs (Courthouse Facilities Improvement Authority Grant) & Approval of the Hunter House and Jail Annex Windows Proposal

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*):

Motion to approve the proposal for the repairs to the Courthouse Windows and Doors and also the proposals for the Hunter House Windows and the Jail Annex Windows as presented.

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

If not attached, explain:

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

Contact information: **Bill Polk**

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

Phone Number: **304-728-3355**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Mayor Auxer

Department or Organization: **Corporation of Shepherdstown**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 20, 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 on an MOU regarding Shepherdstown's gateway – 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



CORPORATION OF SHEPHERDSTOWN

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

Donnie Fisher, President
Jefferson County Planning Commission
P.O. Box 716
Charles Town, WV 25414

June 26, 2017

Dear Mr. Fisher,

On May 23, 2017, the Jefferson County Planning Commission (JCPC) approved development of a Dollar General store to be located at 7174 Martinsburg Pike near Shepherdstown (file #S17-05). The Shepherdstown Planning Commission (SPC) is deeply concerned with the outcome and the process that led to this decision. In this letter, I offer comments on behalf of the Shepherdstown Planning Commission (SPC), as approved on June 19, 2017.

First, Highway 45, which borders the site to the North, constitutes a gateway to Shepherdstown and was included as a Special Design Area (SDA) in the Jefferson County Comprehensive Plan, Envision 2035. At the May 23 meeting, the JCPC argued that since no standards have been developed for the SDA, there could be no consideration of the SDA. Unfortunately, this decision by the JCPC undermines the intent of the Comprehensive Plan and breaks the trust with County residents who participated in the planning process and expected it to be implemented. **We therefore request the County develop SDA standards before additional projects are approved in this area.**

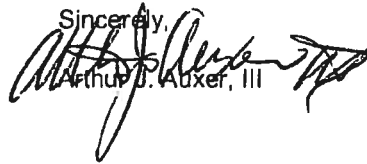
Second, the re-zoning process for this parcel was problematic. A presentation on the Shepherdstown Preferred Growth Area was made to the Shepherdstown Planning Commission during the Envision 2035 development process and this area was subsequently expanded without informing the Town. In our view, the approved development is incompatible with the adjacent residential zone. Indeed, many County residents expressed their concern about this development at the May 23 meeting. Critical issues were raised regarding traffic safety, future development, noise and light pollution.

Third, the parcel is within the Shepherdstown Growth Management Boundary (GMB). This boundary was designed to allow the Corporation some level of management (in cooperation with the County) as to future growth within that boundary. The Corporation was directed by the County in 2012/2013 to establish such a boundary in accordance with state code. The Corporation obliged, established a boundary that was believed to be appropriate and, on May 15, 2014, the County approved it. However, there was no communication from the County to the

Corporation when this parcel(s) was included in the Preferred Growth Area and subsequently rezoned from residential to commercial. Again, this action by the County clearly undermines what the Corporation was lead to believe was one intent of a municipal GMB (or Urban Growth Boundary). Thus, the Corporation sent a request for a Memorandum of Understanding (MOU) to the County in September of 2015 and received a letter of denial in June of 2016. **Once again, the Corporation of Shepherdstown requests that an MOU be established between the County and the Town (the specifics of which can be negotiated).**

It is our understanding that our request for the development of a MOU will be added to the Jefferson County Commission agenda in July by Caleb Hudson. The importance of our request is underscored by the recent decision by the JCPC to approve commercial development on Route 45 without SDA standards. The MOU would be an opportunity to jointly address SDA standards for all gateways to Shepherdstown, and would improve our working relationship with the County.

Thank you for considering my comments. We look forward to your response on the requests we detail above. Please feel free to contact me for additional information or clarification.

Sincerely,

Arthur J. Adzer, III

Mayor

cc. Chazz Printz, Bowles Rice
Jane Tabb, County Commission Vice President
Patsy Noland, County Commissioner
Josh Compton, County Commissioner
Caleb Hudson, County Commissioner
Peter Onoszko, County Commission President
Jennifer Brockman, County Planner
Andrew Temple, Shepherdstown Chronicle
Michael Chalmers, The Observer
Tim Cook, Martinsburg Journal



CORPORATION OF SHEPHERDSTOWN

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

Jennifer Brockman
Director of Planning & Zoning
County of Jefferson, WV
116 E. Washington Street, Suite 200
Charles Town, WV 25414

September 24, 2015

Re: Request for a Memorandum of Understanding

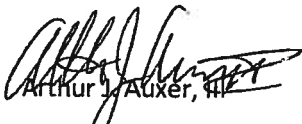
Dear Ms. Brockman:

The Corporation of Shepherdstown requests that a Memorandum of Understanding be drafted between the Town and the County of Jefferson, WV. The primary purpose of which is to ensure that the Town will be notified timely in writing of any requests for or proposals to amend the county zoning and/or land use maps as it relates to parcels located within Shepherdstown's Growth Management Boundary. In addition, the MOU should require that any requests for or proposals to amend Shepherdstown's Preferred Growth Area will be forwarded to the Town in writing as well.

The Town requests that it be notified within seven (7) business days upon the County's receiving requests for rezoning, land use changes or changes to the Preferred Growth Area. The Town should be notified prior to any actions taken by the Planning Commission and the County Commission independent of any public notice requirements. Upon notification, the Town will have thirty (30) days to respond, in writing, to the change requests and will be allowed to voice any concerns.

As was discussed in the early stages of the UGB/GMB designation process, the desire is to keep an open line of dialogue between the County and the Town and for the Corporation to have a voice as to how land within the Growth Management Boundary is developed. We look forward to reviewing the proposed MOU.

Respectfully,


Arthur J. Auxer, III
Mayor of Shepherdstown



Jefferson County, West Virginia

Departments of Planning and Zoning

116 East Washington Street, 2nd Floor
Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

June 13, 2016

Andy Beall
Planning and Zoning Commission
Corporation of Shepherdstown
104 North King Street
Shepherdstown, WV 25443

Re: Proposed Shepherdstown MOU

Dear Andy:

After discussion with the County's legal department, it has been determined that the requested MOU places added requirements on the County Planning and Zoning staff that are not found in the enabling legislation. Further, there could not be any enforcement mechanism because such a provision would conflict with WV Code 8A. For this reason, the County Commission is not able to enter into an MOU addressing Shepherdstown's concerns in the letter dated September 24, 2015.

Decisions about land use changes in the unincorporated areas of Jefferson County are made public in advance of the changes, often with public hearings, etc., and all such actions follow the public notice requirements of state law and locally adopted ordinances and are always noticed on the County website as well. A representative of the Corporation can receive notice of pending County actions by signing up for the web alerts on the County website. Additionally, the time frames mentioned in the Corporation's letter exceed the review and action time detailed in the County's Ordinances and WV Code.

According to §8-6-4a of the West Virginia Code, Urban Growth Boundaries are..."an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area." In essence, in West Virginia, Urban Growth Boundaries are used to acknowledge the extent to which a municipality can expand and do not expand the authority of the Corporation for land use review outside the Corporation limits.

It is possible to complete an agenda request to be on the County Commission agenda if you would like to discuss this with them further. I hope that this information is helpful to you.

Sincerely,

Jennifer M. Brockman, AICP
Director, Planning and Zoning



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5-10 minutes

DATE REQUESTED: 1ST CHOICE July 20th, 2017

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

SUBJECT:

- Quarterly Review to Approve/Close estates
- MOTION TO RESCIND APPOINTMENT OF A FIDUCIARY COMMISSIONER AND DISMISS LACK OF STANDING AND ALTERNATIVE MOTION FOR RE-HEARING ON THE LENIS MARTIN ESTATE.

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

Approval to close estates that have met the requirements and deadlines of the probate office, and to approve estates that have been opened since the last quarterly review.

ARE DOCUMENTS ATTACHED: Yes – To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

Regular Term

JULY 2017

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

At a Regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, July 20th, 2017 beginning at 11:05 a.m.

**PRESENT: Peter Onoszko, President
Jane Tabb, Patsy Noland,
Caleb Wayne Hudson, and Joshua Compton, Commissioners
A list of Wills Probated, Executors qualified, Guardians, Administrators, &c**

appointed since the last Regular Term of this Commission, to-wit: The July 2017 Term, thereof was this day presented to the Commission by the Clerk thereof, examined by it, and ordered filed:

Estate of Vernon Lester Binstock, deceased, First and Final Accounting, Brian Fox, Administrator

Estate of Alden Boyd, deceased, First and Final Accounting, Patricia L. Bowers, Executrix

Estate of Charles M. Carter, deceased, First and Final Accounting, Barbara J. Eyler, Executrix

Estate of Barton C. Conchar, deceased, First and Final Accounting, Teresa L. Conchar, Executrix

Estate of Daniel Walter Edwards, deceased, Second and Final Accounting, Betty Lou Burke, Executrix

Estate of Terry Lee Edwards, deceased, First and Final Accounting, Ellen Edwards, Administratrix

Estate of Martha H. Gallo, deceased, First and Final Accounting, John K. Dorsey, Ancillary Administrator cta

Estate of Timmie Ray Hall, deceased, First and Final Accounting, Ciara Hall and Amy Anderson, Co-Administrators

Estate of Mark Junior Hardy, deceased, First and Final Accounting, Angela C. Moran, Administratrix

Estate of Louise Hutter Hobson, deceased, Interim Accounting, BB&T by Martin Keesecker, Executor

Estate of Jesse N. Lawson, deceased, First and Final Accounting, Holly S. McCall, Executrix

Estate of John B. McDonald, deceased, First and Final Accounting, John K. Dorsey, Ancillary Administrator cta

Estate of Carolyn Shiben, deceased, First and Final Accounting, Thomas Shiben, Administrator

The following Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Estate of Louise Frances Albertson, deceased, Waiver of Final Settlement, William Albertson, Executor

Estate of William Allen, Jr., deceased, Waiver of Final Settlement, Cheryl C. Allen, Administratrix

Estate of Steven Allman, deceased, Waiver of Final Settlement, Sandra Shepherd, Executrix

Estate of Else Gudrun Andersen, deceased, Waiver of Final Settlement, Ellen M. Andersen, Executrix

Estate of James Lewis Bean, Sr., deceased, Waiver of Final Settlement, James L. Bean, Jr., Administrator

Estate of Jerry Allen Bentley, deceased, Waiver of Final Settlement, JoAnn Turpin, Executrix

Estate of Diane Bogert, deceased, Waiver of Final Settlement, James B. Crawford, III, Executor

Estate of Carolyn Ann Bryant, deceased, Waiver of Final Settlement, David E. Bryant, Executor

Estate of Helen Louise Burch, deceased, Waiver of Final Settlement, Gregory M. Burch, Executor

Estate of Barbara Ann Cape, deceased, Waiver of Final Settlement, Edward J. Cape, III and Barbara A. Smith, Co-Executors

Estate of Steven Lee Carpenter, deceased, Waiver of Final Settlement, Mark Carpenter, Administrator

Estate of Gilbert Wayne Cook, deceased, Waiver of Final Settlement, Marjorie A. Cook, Administratrix

Estate of John Furman Dopson, deceased, Waiver of Final Settlement, Stacy Dopson, Executrix

Estate of Richard E. Gregg, deceased, Waiver of Final Settlement, Benjamin R. Fisher, Executor

Estate of Kathryn Pauline Haddad, deceased, Waiver of Final Settlement, S. Maia Abramson, Executrix

Estate of Curtis E. Herrington, deceased, Waiver of Final Settlement, Joanne Herrington, Executrix

Estate of Russell G. Higgs, deceased, Waiver of Final Settlement, Kimberly D. Carey, Executrix

Estate of Craig Lee Huff, deceased, Waiver of Final Settlement, Traci Shellito, Administratrix

Estate of Sylvia Mae Hartman, deceased, Waiver of Final Settlement, David H. Hartman, Executor

Estate of Mary E. Jones, deceased, Waiver of Final Settlement, Paxton M. Jones, Executor

Estate of Cynthia Gaye Kitchen, deceased, Waiver of Final Settlement, Deborah Whitmore, Administratrix

Estate of Donald Wayne Lemon, Sr., deceased, Waiver of Final Settlement, Donald W. Lemon, II, Executor

Estate of Hezekiah Marshall, deceased, Waiver of Final Settlement, Meghan Marshall, Executrix

Estate of Genevieve Monroe, deceased, Waiver of Final Settlement, Robert A. Holmes, Executor

Estate of Margaret Diane Plata, deceased, Waiver of Final Settlement, Daniel Seal, Administratrix

Estate of Evelyn Virginia Pyles, deceased, Waiver of Final Settlement, Darlene Koontz, Administratrix

Estate of Mary T. Rutherford, deceased, Waiver of Final Settlement, William Rutherford, Executor

Estate of John Russell Shirley, deceased, Waiver of Final Settlement, Theresa E. Shirley, Executrix

Estate of Crystale Pope Tennant, deceased, Waiver of Final Settlement, Stephanie Bonar, Administratrix

Estate of Raymond C. Whalen, deceased, Waiver of Final Settlement, Karen Whalen, Executrix

Estate of Ruth Whitlock, deceased, Waiver of Final Settlement, Jennifer L. Bean, Executrix

Estate of Connie Jean Whitmer, deceased, Waiver of Final Settlement, Whitney Ferro Barrett, Executrix

Estate of James Zehfuss, deceased, Waiver of Final Settlement, Irene Zehfuss, Executrix

Accountings and Waivers of Final Settlement submitted from the Fiduciary

Commissioners: June K. Jovanelly, S. Andrew Arnold, Frank D. Hill, III and

David A. Dejarnett:

Estate of Hazel Hendricks, deceased, Ninth and Final Accounting, Denver L. Hipp and Dennis L. Barron, Co-Executors

**Estate of Lorraine Lively Rose, deceased, First Accounting, Laura Ritzenthaler,
Executrix**

**Estate of Gilbert Page Wright, Jr., deceased, Seventh and Final Accounting, Dennis
Barron, Executor**

President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **July 20, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Community Criminal Justice Board – seven three-year terms ending July 03, 2020 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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

Jefferson County Community Criminal Justice Board - seven three-year terms ending July 03, 2020

The following board member positions are vacant:

- One member with a background in mental health care and services.
- One member with a background in substance abuse treatment and services.
- One member who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence.
- Three at-large members who are familiar with the community and have an interest in advancing access to substance abuse treatment
- One member who is a public defender or an attorney who practices in the area of criminal defense.

All appointees must be residents of Jefferson County.

“The Criminal Justice Board evaluates and monitors community corrections programs, services, and facilities to determine their impact on offenders and develop and apply for approval of community corrections programs operated by the Jefferson Day Report Center, a non-profit organization.”

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

Please direct any questions regarding the background needed to apply for these positions to Ronda Eddy, Executive Director, Jefferson Day Report Center at (304) 728-3527.

Additional information regarding appointments to County boards, commissions, and committees may be obtained by calling the Commission Office at (304) 728-3284.

JEFFERSON COUNTY COMMUNITY
CORRECTIONS BOARD

2017

Members currently serving

<u>Name</u>	<u>Represents</u>	<u>Intention</u>
Sherri Hoff	Substance Abuse Treatment, etc.	Wishes to be reappointed
Gilbert Heiman	At-Large	Wishes to be reappointed
Dale Manuel	At-Large	Wishes to be reappointed
Chris Stroech	Criminal Defense	Wishes to be reappointed
Catherine Oliver	Victim Advocate	Unknown
VACANCY	Mental Health Care Services	NA
VACANCY	At-Large	NA

Jessica Carroll

From: Sheryl Hoff <shoff@k12.wv.us>
Sent: Monday, July 10, 2017 1:57 PM
To: Jessica Carroll
Subject: Criminal Justice Board

Jessica -

I would like to continue on the Jefferson County Community Criminal Justice Board.

Thank you,

Sheri L. Hoff, Ed. D.
Director of Attendance
Jefferson County Schools

Jefferson County Commission
P.O. Box 250
124 E. Washington Street
Charles Town, WV 25414

25 June 2017

Ladies and Gentlemen,

I hereby re-apply for an At-Large position on the Community Criminal Justice Board for a three year term ending July 3, 2020, as suggested by Ronda Eddy and Dale Manuel of the DRC.

During 2017 I was privileged to fill an unexpired term on this Board and continued my regular volunteer counseling and Transition Assistance services for Catholic Charities at the ADC in Leesburg, Virginia, while also meeting with Christ House in Alexandria and the Rescue Mission in Winchester. I also continued to minister with the Hope in the Darkness Project (HNDP) at the JDC in Augusta.

My goals beyond 2017 are to continue the development of HNDP in the Eastern Panhandle by meeting with interested and qualified partners, including Mike Lacey, Director of Probation services, and Cindy Largent-Hill, Director of the Juvenile Justice Commission. I have also contacted the JDC in Martinsburg about bringing the HNDP ministry to their facility.

I stand ready to meet with you at your convenience to discuss these activities and my attached resume.

Yours truly,



Gilbert L. Heiman
80 Santmyer Way
Charles Town, WV 25414-1293

(m) 703-967-0694

Attached: resume

Resume: Gilbert Lewis Heiman

Father, George F. Heiman, born 1912 and raised in Preston County, WV.

Born in 1944 and Raised in Niagara Falls, NY.

Ordained R.C. Priest in December 1970.

Married in 1974 (43 years!) and moved to Virginia

Raised four children and five grandchildren

Employed by several federal contractors since 1984

Retired in December 2011 from Northrop Grumman Corp.

Moved to Charles Town, WV in January 2015

Education: B.A. in Philosophy and M.Div. in Theology

M.A. in Political Science & Government from Marquette University in 1972

Certified Professional Contract Manager (CPCM) since 2001

Licensed Marriage Officiant in Loudoun County, VA since 1994

Appointed to the Jefferson County, WV Criminal Justice Board in December 2016

Since retirement: regular authorized volunteer for Prison Ministry and Transition Assistance services for Catholic Charities at the ADC in Leesburg, Virginia. Also co-founded the *Hope in the Darkness Project* (HNDP), a 501(c)3 non-profit organization registered in West Virginia, which provides counseling services at the JDC in Augusta.

Inspired by the words and deeds of: **Dorothy Day & ML King**

Joan Chittister & Richard Rohr

Ilia Delio and Teilhard de Chardin

Thomas Merton and Pope Francis

Dear Commissioners,

Please, consider me for reappointment to the Jefferson County Community Criminal Justice Board. It has been my honor to serve there since its creation. I am currently the President of the Board. The Justice Board and the Center provide a critical service to the citizens of our County. I would appreciate your support in allowing me to continue my service in this capacity.

Thanks,



Dale Manuel

Jessica Carroll

From: Christopher Stroech <cstroech@arnoldandbailey.com>
Sent: Tuesday, July 11, 2017 9:56 AM
To: Jessica Carroll
Cc: Christopher Stroech
Subject: Re: JCCCJB

I am interested in serving another term. thanks,

Christopher P. Stroech, Esq.
Arnold & Bailey, PLLC
208 N. George Street
Charles Town, WV 25414
304-725-2002
304-725-0282 (Fax)
cstroech@arnoldandbailey.com

THIS MESSAGE IS PRIVILEGED AND CONFIDENTIAL AND FOR THE INTENDED RECIPIENT ONLY. IF THIS MESSAGE WAS SENT IN ERROR, PLEASE CONTACT THE SENDER IMMEDIATELY.

DEBT COLLECTION NOTICE: THE PURPOSE OF THIS COMMUNICATION AND OTHERS FROM ME MAY BE TO COLLECT AN ALLEGED DEBT OWED, AND ANY INFORMATION OBTAINED IN RESPONSE MAY BE USED FOR THAT PURPOSE. WE WILL ASSUME THE DEBT TO BE VALID UNLESS YOU DISPUTE THE VALIDITY OF ALL OR ANY PART OF THE DEBT WITHIN THIRTY (30) DAYS OF RECEIPT OF THIS NOTICE. IF YOU NOTIFY US IN WRITING THAT YOU DISPUTE ANY OR ALL OF THE DEBT, WE WILL OBTAIN AND SEND VERIFICATION OF THE DEBT AND PROVIDE YOU CONTACT INFORMATION FOR THE ORIGINAL CREDITOR, IF APPLICABLE.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Barbara J. Miller, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 20, 2017

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

1. *Approval of Contract with J.H. Consulting to update certain annexes of the Jefferson County EOP*

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

1. *All jurisdictions are required to have an All Hazards Risk Assessment and Mitigation Plan. Jefferson County had the first Multi-Jurisdictional All Hazards Mitigation Plan in FEMA Region III back in 2003. The plan is required to be revised every five years. We accomplished that in 2008 and 20013. It is time again for us to start to develop our 2018 plan! I am presenting to you today, a grant proposal in the amount of \$60,000 to fund this plan from FEMA through the WVDHSEM. This grant is a 75%/25% grant. FEMA funds the 75% and in this case, the state is funding the 25%. The grant will pay for the contractor for the project, as well as expenses that are required for advertising.*

Is this a funding request? This is a grant proposal

If so, how much?

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

1. I move to approve for Director Miller to submit the grant proposal in the amount of \$60,000 and authorize the County Commission President to sign it.

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

If not attached, explain:

Attachment:

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

Contact information:

Email address: bmiller@jeffersoncountywv.org. **Phone Number:** 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



**State of West Virginia
Hazard Mitigation Planning Grant Application
** Local Mitigation Plans ****

**West Virginia Division of Homeland Security
& Emergency Management (WV DHSEM)**

County Name	Jefferson		
Contact Name	Barbara J. Miller, CEM, CFM Position JCHSEM Director		
Communities Covered by This Application	Jefferson County and the Municipalities of Charles Town, Ranson, Shepherdstown, Harpers Ferry, and Bolivar.		
Address	28 Industrial Blvd, Suite 101, Kearneysville, WV 25430		
Phone Number	304-728-3290	Email:	bmiller@jeffersoncountywv.org
National Flood Insurance Program CID Number	540065		
Applicant DUNS Number	074-741-4548	FIPS Code	037
WV House District #	65, 66, 67	WV Senate District #	16
U.S. Congressional District	2		

INSTRUCTIONS: **Complete Sections 1 through 5.** Please answer each question as fully as you can. Print or type your responses clearly. If you have questions about this application, please contact Brian Penix, State Hazard Mitigation Officer at (304) 558-5380. Attach additional pages if necessary. Please mail your application to:

WV Department of Military Affairs and Public Safety
Division of Homeland Security and Emergency Management
1900 Kanawha Blvd East, Bldg 1, Room EB-80
Charleston, WV 25305-0360

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Section 1: Applicant Assurances

*If the project is funded, the applicant must adopt an ordinance or other policy that demonstrates the community shall comply with the following (applicant, not applicant preparer, **MUST** initial each item).*

_____ *The applicant **MUST** designate an Authorized Agent for the Project.*

_____ *The applicant **MUST** comply with **ALL** stipulations outlined in Title 44 of the Code of Federal Regulation and the current HMA Guidance.*

_____ *A public meeting **MUST** be conducted to explain project policy and procedures.*

_____ *The community **WILL** submit to WVDHSEM copies of their Single Audit Act Report for the year in which the grant was received, and for each subsequent year that the community receives funding under this grant.*

_____ *In the event that applicant fails to expend or is over advanced Federal and / or State disaster funds in accordance with Federal or State disaster assistance laws or programs, the Governor's Authorized Representative reserves the right to recapture funds in accordance with Federal or State laws and requirements.*

_____ *The applicant will not enter into a contract with a contractor who is on the debarred contractors list.*

_____ *The applicant will prohibit any employee, governing body, contractor, subcontractor or organization from participating in or presenting the appearance of a conflict of interest or kickbacks.*

_____ *Budgeted line items **MUST NOT** be exceeded without prior written approval of the State **AND** FEMA. Any over-runs of budgeted items without authorization becomes the responsibility of the applicant. Failure to submit written requests for over-runs constitutes grounds for recapture of grant funds for non-performance.*

_____ *Both the State and FEMA reserves the right to recapture funds for non-performance of the stipulations of the grant.*

_____ *Any changes to the scope of this grant **MUST** have the written approval of both FEMA **AND** the State. This includes changes to the budget, the participant list and timeline. Failure to submit written requests for changes in scope constitutes grounds for recapture of funds for non-performance.*

Authorized Agent Agreement

Should our community be awarded FEMA funds to implement a mitigation project, we agree to the stipulations outlined above as conditions of receiving funds and implementing said project.

Should our community be awarded FEMA funds to implement a mitigation project, we agree to the stipulations outlined above as conditions of receiving funds and implementing said project.	
Authorized Agent's Signature	Date
Peter Onoszko, Jefferson County Commission President	
Name (Printed or typed)	Title

Section 2: Scope of Work

Instructions: **Black Text:** Fixed text must remain part of application
 Blue Text: Text customized by applicant
 Yellow Highlighted Text: Inserted text or bulleted lists customized by applicant

<p>2.1 Identify the scope of your 5-year Multi-Hazard Mitigation Plan.</p> <p>2.1.1 Overview and Extent</p> <p>This application is for the required five-year update of the Jefferson County, Multi-Jurisdictional All-Hazard Risk Assessment and Mitigation Plan (MHMP). In 2003, 2008, and 2013, Jefferson County completed a FEMA-approved multi-hazard mitigation plan (MHMP) at the request of the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM). Our next required update is due on or before September 9, 2018. The MHMP will consist of Introduction, Community Profile, Planning Process, Asset Inventory Overview, Hazard Identification, Risk Assessment, Vulnerability Analysis (Natural Hazards/Manmade Hazards, Capability Assessment, Mitigation Strategy, Coordination with local and state hazard mitigation efforts, Plan Monitoring, Maintenance, and Revision, Appendix: Flood Risk Analysis Report from the State, Appendix: Documentation-Meetings/Minutes, Appendix: Local Mitigation Plan Review Tool, Appendix: Local CRS Crosswalk, Appendix: 2013 FEMA Recommendation for Improvements, Others that may be recommended by final selected contractor or identified by the Workgroup.</p> <p>The State will coordinate with the county to create a building inventory for use for all hazards identification and risk assessment. In addition, the State will provide the applicant with a Flood Risk Analysis Report based on a Hazus Level 2 flood loss to be included as an addendum in the Mitigation Plan.</p> <p>2.1.2 Responsibilities of Applicants</p> <p>Applicants are responsible for writing the full mitigation plan along with providing and validating local Geographic Information Systems (GIS) data to support the mitigation plan. Counties will need to provide digital surface tax parcels to the State to generate building inventories. If the applicant hires an MHMP contractor to assist with the plan, then the contractor must work with the State on GIS data collection and validation efforts of the building inventory and critical facilities.</p> <ul style="list-style-type: none"> • Develop and write entire Mitigation Plan • Meet all the regulatory requirements of MHMP: Planning process, hazard identification and risk assessment, mitigation strategy, and plan review, evaluation, and implementation. See FEMA Local Plan Checklist in Section 7. • Provide local GIS data to support building inventory and support plan • Ensure hired contractors do not duplicate deliverables provided by the State WVDHSEM (see 2.1.3 and Section 8)

2.1.3 Responsibilities of State WV DHSEM - Building Inventory and Flood Risk Analysis Report

While the applicant or their contractor will be responsible for a comprehensive, multi-hazard risk assessment, a specific Flood Risk Analysis will be performed by the State in conjunction with the building inventory update. This analysis will generate the number and cost (exposure) of buildings in the 1% annual floodplain and includes a GIS point overlay data analysis as well as Hazus-MH aggregate flood loss estimates. The Flood Risk Analysis Report is envisioned as an appendix to the MHMP.

The State will provide a Flood Risk Analysis Report which will consist of the following:

- A building inventory with replacement costs.
- Coordinating critical facilities, essential facilities, community assets, and other data sets of interest.
- A complete Flood Risk Analysis Report based on a Hazus Level 2 flood loss which includes more accurate local inventories of buildings, essential facilities and other infrastructure for each jurisdiction. The report will be provided before the plan due date and will be included as an addendum in the Mitigation Plan. Refer to Section 8 for the technical support services and more detailed information of deliverables and products associated with the building inventory and Flood Analysis Report. A sample report will be provided to applicants to better understand the content of Flood Risk Analysis study (Section 9).
- The regional flood risk analyses and data will be vertically integrated into the State Hazard Mitigation Plan due October 2018.

2.1.4 Budget

Applicants will complete an estimated budget in Section 3.

2.1.5 Work Schedule, Timelines, Progress Reports

Applicants will complete the Work Schedule in Section 4. The schedule must adhere to the performance period set forth in the application. Applicants should follow the recommended timelines and descriptive milestones discussed in the meetings (Section 2.4) and major work tasks (Section 6) sections. Applicants are responsible to provide quarterly progress reports to the State.

Jefferson County will complete its five-year update commencing upon award of the grant and hiring their contractor. The plan will be completed prior to the September 9, 2018 expiration of the current plan.

2.2 Describe the MHMP Content and Process.

2.2.1 Regulations Checklist

The plan shall meet the minimum FEMA regulation guidelines set forth in Section 7.

- Local Mitigation Plan Review Crosswalk Comparison Tool
<https://www.fema.gov/media-library/assets/documents/24118>

2.2.2 Contents

Identify and list the main elements of the plan.

- Introduction
- Community Profile
- Planning Process
- Asset Inventory Overview
- Hazard Identification, Risk Assessment, Vulnerability Analysis (Natural Hazards/Manmade Hazards)
- Capability Assessment
- Mitigation Strategy
- Coordination with local and state hazard mitigation efforts
- Plan Monitoring, Maintenance, and Revision
- Appendix: Flood Risk Analysis Report from the State
- Appendix: Documentation-Meetings/Minutes
- Appendix: Local Mitigation Plan Review Tool
- Appendix: Local CRS Activity #510 Floodplain Management Planning Checklist
- Appendix: 2013 FEMA Recommendation for Improvements
- Others that may be recommended by final selected contractor or identified by the Workgroup

2.2.3 MHMP Development Guidelines

Refer to Section 6 for major work tasks and activities required to develop the plan, including public involvement, identification of hazards, development of a comprehensive risk/vulnerability assessment, identification of mitigation goals, and plan adoption. These major tasks should consist of the scheduled milestones submitted in the Work Schedule (Section 4) by the applicant. Ensure the hazard mitigation plan meets all the FEMA regulations in Section 7 including the (1) planning process, (2) hazards identification and risk assessment, (3) mitigation strategy, and (4) plan review, evaluation, and implementation.

2.2.3.A Planning Process

Describe the planning process and who will be involved in the process. List the local stakeholders (businesses, non-profit organizations, academic institutions, GIS specialists) that will be invited to participate on the Committee that will develop the updated plan.

- Jefferson County Government Offices and Officials
- To Include: Planning, Zoning and Engineering, GIS, IT, Emergency Management, Emergency Communications, and Floodplain Manager
- Bolivar Town Officials & Floodplain Manager
- Charles Town City Officials & Floodplain Manager

- Harpers Ferry City Officials & Floodplain Manager
- Ranson City Officials & Floodplain Manager
- Shepherdstown Officials & Floodplain Manager
- Jefferson County Emergency Responder Agencies
- Jefferson County LEPC
- Frontier Communications (Utility)
- First Energy/Potomac Edison Power Company
- Water Providers/owners of Source Water Protection Plans
- Sewage Plant Operators
- Jefferson County Department of Health
- WVU Extension Service
- Jefferson County Chamber of Commerce
- Jefferson County Community Organizations Active in Disasters
- Jefferson County Development Authority
- Jefferson County Parks and Recreation
- Kent Cartridge
- Region 9 Planning and Development Council Executive
- The National Weather Service-Sterling, VA
- CSX Railroad
- Norfolk Southern Railroad
- U.S. Customs and Border Protection-Advanced Training Center
- National Park Service-Antietam National Battlefield
- Berkeley County Emergency Management
- Loudoun County, VA Emergency Management
- Clarke County, VA Emergency Management
- Frederick County, VA Emergency Management
- Washington County, MD Emergency Management
- Frederick County, MD Emergency Management
- Interested Citizen Residents
- Media Representatives
- WV GIS Technical Center
- WVDHSEM WVHLSR3 Liaison and NFIP/Mitigation Divisions
- Eastern Panhandle Soil and Water Conservation District

In addition to those groups listed on the previous page, Jefferson County will send letters to the following major employers inviting them to participate in the process.

- PNCI Charles Town Gaming, LLC
- Wal-Mart Associates, Inc.
- Royal Vendors, Inc.
- National Park Service-Harpers Ferry National and Historic Park
- Jefferson County Board of Education
- Shepherd University
- American Public University System
- WVU Medicine-Jefferson Medical Center

- U.S. Fish and Wildlife Center/National Conservation Training Center
- Ox Paperboard, LLC
- Summit Point Motorsports
- Harpers Ferry Job Corps

Describe how the public will be involved in the planning process during the drafting stage.

Jefferson County Homeland Security and Emergency Management wants and encourages public participation from a variety of stakeholders throughout the update process! Stakeholders will be encouraged to attend a public kick off meeting, as well as other workgroup meetings throughout the process. At the public kick off meeting, there will be a presentation of the update process, including changes to the MHMP process from the FEMA release of updated MHMP Guidance. Additionally, the public will be kept informed in accordance with the West Virginia sunshine laws, and will have opportunities to comment at the kick off meeting. The public will also have an opportunity before the kick off even begins to fill out a survey at the JCHSEM booth at the Jefferson County Fair in August, 2017.

Our current approved plan is posted on our website at <http://www.jeffersoncountywv.org/home/showdocument?id=727>

As part of the update process, the workgroup will hold a public meeting in which the Contractor and County staff will present the draft plan including risk assessment and mitigation strategies. This meeting will allow time for public Q&A at the end. All public input will be documented in the meeting minutes.

Once the MHMP update is completed, approved, and adopted, Jefferson County/Contractor will continue to engage the public in the maintenance of the plan. The updated plan will replace the current 2013 version of the plan on the County's website.

2.2.3.B Hazards Identification and Risk Assessment (HIRA)

- The plan will address the following points:
 - How the community(ies) will continue public participation in the plan maintenance process.
 - Once the MHMP update is completed, approved, and adopted, the County/Contractor will continue to engage the public in the maintenance of the plan. The public will be notified of periodic planning meetings through notices in the local newspaper, and copies of the updated plan will be maintained in the on the County's website and in the JCHSEM and County Commission offices.

- Describe the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)
 - Include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)?
 - Include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction.
 - Describe each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction.
- In 2013, Jefferson County identified the following hazards in its previous plan.
 - Flooding
 - Fires (Structural and Wildland)
 - Drought
 - Earthquake
 - Hazardous Material Release
 - Landslide
 - Thunderstorm/Hail
 - Straight line Winds/Tornado
 - Severe Winter Storm
 - For the updated plan Jefferson County will identify the following hazards:

Same as above and any others that are identified by the workgroup and/or the contractor.
 - Describe the process for reviewing and incorporating existing plans, studies, reports, and technical information. Note: Previous plans and resources are available on the WVDHSEM website: <http://www.dhsem.wv.gov/MitigationRecovery/Pages/Hazard-Mitigation-Planning.aspx>
 - Describe mitigation plan implementation efforts since the approval of the last plan.
 - To monitor all of our projects and strategies, Jefferson County Homeland Security and Emergency Management holds an annual meeting with stakeholders from the Work Group that has been in existence since 2002 to annually review our strategies and projects to monitor progress. Annual meetings were held each year since the last plan was completed. Copies of the annual meeting minutes are distributed to the County Commission, the local press, WVDHSEM, and FEMA, as required.
 - Jefferson County has yearly mails out letters to all property owners in or near a floodplain, including properties that are repetitive loss properties, that gives them information about flood insurance, mitigation techniques, and contact information for floodplain permit information and ordinance information. This is a part of the CRS requirements.
 - To initiate storm water management projects that tie into the Chesapeake Bay Watershed Initiatives, regulations now have been strengthened for a 1

- inch capture to slow runoff down. Additionally, Jefferson County participates in the C-trees program with Region 9 Planning and Development Council and the Cacapon Institute.
- Jefferson County has moved up at a Class 6 CRS Community.
 - A River gauge has been installed on the Potomac River near Shepherdstown. This has been an on-going strategy since the old gauge was damaged several years ago. The new gauge was installed and implementing by the USGS/City of Shepherdstown in 2016.
 - Jefferson County HSEM has improved flood information for residents with the addition of a Flood Information Page on their website. It includes the history of flooding, real time forecasting of local rivers and streams, the WV Flood Tool, links to FEMA flooding information, the local Hazard Mitigation Plan and other interesting facts about flooding. It can be found at <http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management/floodplain-information> or can be accessed directly from the Jefferson County Commission's front page of their website. This is also a CRS Requirement.
 - The Town of Bolivar increased their storm water capabilities in and around the town by creating new sidewalks and rain gardens to assist with storm water runoff as a part of the Chesapeake Bay Watershed Initiative. The Rain Garden was installed in the community park to capture runoff from the pavilion.
 - The City of Charles Town has reduced the overall flooding potential in the City by targeting areas for recreation that is interconnected with trails and parkland, beyond the required floodplain and wetland areas, and laid out a strategy for green space protection. The West End plan was developed in the fall of 2014.
 - Harpers Ferry reported that they are ensuring a public drinking water supply following flooding events by rerouting an 8" water main near Elk Run (the town's main water source). In October, 2016, it was reported that this project is part of the projected \$6.2 million upgrade with funding from USDA. Harpers Ferry also uses the Potomac River as a back up water source.
 - The City of Ranson reduced the potential for environmental issues resulting from hazardous waste by cleaning up sites where hazardous waste was currently present. This was accomplished at the Brownfield site at the former Kidde Plant site in Ranson.
 - The City of Shepherdstown, constructed additional water tanks to increase water storage capabilities to reduce the effects of drought in their city.
 - To increase the stability of the public drinking water supply and provide for an emergency backup power supply at all water treatment facilities in the County, Prime Power Surveys have been completed for most of the water and waste water treatment facilities and generators have been installed. In some instances, additional propane has been stored for use on the more remote sites.

- Several additional projects were completed over the past 5 years, but this is a good representation of projects that the County and the municipalities successfully completed.
- A Flood Risk Analysis Report will be provided by the State for the flood hazard. All other hazards are the responsibility of the applicant. Refer to Section 8.

2.2.3.C Mitigation Strategy

- The plan will address the following points:
 - Document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs.
 - Address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate.
 - Include goals to reduce/avoid long-term vulnerabilities to the identified hazards.
 - Identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure.
 - Contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction.
 - Describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate.

2.2.3.D Plan Review, Evaluation, and Implementation

- The plan will address the following points:
 - Include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval.
 - For multi-jurisdictional plans, each jurisdiction requesting approval of the plan documented formal plan adoption.
- Adoption Process:
 - The plan adoption process must ensure sufficient time to complete the plan, as well as time for State (30 days) and FEMA (45 days) plan review. The plan adoption will allow time for the jurisdiction(s) to make any modifications required as part of the plan review process and allow sufficient time for jurisdictions to formally adopt the plan.
 - Throughout the planning process, the jurisdictions in Jefferson County will have multiple opportunities to review draft portions of the plan. Upon completion of the MHMP update, Jefferson County and the contractor will

present the plan to the Workgroup for final revisions. The Workgroup (which will include at least one member of each participating jurisdiction) will review the plan in detail and notify Jefferson County and the contractor of any and all revisions desired with the understanding that upon completion of these revisions, the communities of County will feel comfortable adopting the plan.

- Upon conditional approval from FEMA, each incorporated jurisdiction in the region and county will officially adopt the plan.

2.3 MHMP Contractor. Will the applicant hire a contractor to help develop your local hazard mitigation plan update? Note: Refer to Sections 2.1.2 (Responsibilities of State) to avoid duplication of efforts.

Will you hire a contractor to help develop your local hazard mitigation plan update?

Yes

Upon award of this grant, Jefferson County will put out a RFP (Request for Proposal) to hire a contractor to

perform such as hazard identification and risk assessment, write the plan, facilitate meetings, coordinate community input, GIS services, etc.).

- Develop and write entire Mitigation Plan

- Meet all regulatory requirements of MHMP, including but not limited to coordinate and facilitate all local meetings to be held in person in Jefferson County; Coordinate all community input; research and integrate other known plans (comprehensive plans, building codes, zoning ordinances, floodplain ordinances, storm water management plans, source water protection plans, THIRA (Threat Hazard Identification Risk Assessment), sub-division and land use/land development plans, Hospital and Health Department All Hazards Plans, National Flood Insurance Rate Maps, Community Rating System information, Program for Public Information (CRS); Emergency Management Plans, Repetitive Loss Areas, and other County and Municipal plans; Planning Process; Hazard Identification, Risk Assessment, Mitigation Strategies/Project Identification; Integration of maximizing CRS points using this as the Activity #510 Plan and integrate the CRS Crosswalk for maximization of accumulating CRS points; and plan review, evaluation, and implementation (See also FEMA Local Plan Checklist in Section 7); provide GIS data to support the building inventory and support plan, ensuring that the contractor is not duplicating deliverables provided by the WV GIS, WVDSEM, or Jefferson County GIS (see 2.1.3 and Section 8)

Meet all the regulatory requirements of MHMP: Planning process, hazard identification and risk assessment, mitigation strategy, and plan review, evaluation, and implementation.

The State will provide coordination with building inventories based on input GIS data provided by your jurisdictions and a Flood Risk Analysis Report addendum. See Section 8 for State technical support services provided.

2.4 MHMP Meetings.

The Applicant will discuss in detail the type of meetings and how the meetings align with the performance objectives, timeline, and work schedule.

Meeting 1 [Initial Meeting]: In the kickoff meeting, the applicant will meet with the planning team to describe the rationale behind the MHMP program and answer questions from county and municipal participants. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies. The Jefferson County Contractor will present the municipalities with a Memorandum of Understanding (MOU) for sharing data and information. At this meeting, the contractor will present (a) county map(s) with the Hazus-MH critical facilities plotted. This map will be used to elicit better local information from the work group. The workgroup will also prioritize the hazards it feels most affects the county and profile the hazards to model with Hazus-MH including earthquakes, floods, tornadoes, and hazardous materials spills.

Jurisdictional Meetings: Here the applicant will meet with each individual jurisdiction covered by the plan to discuss mitigation strategies. The group will review the strategies developed in the previous version of the MHMP, and will discuss the following: 1) completed, successful strategies, 2) strategies that were not implemented and reasons for incompleteness, 3) new strategies needed. At the end of the meeting, the group will prioritize its new strategies and develop goals and objectives to implement them.

State Coordination: During the initial meetings WV DHSEM or its designee will meet with the various stakeholders to provide information about coordination of the (1) building inventory and (2) Flood Risk Analysis report.

Meeting 2 [Present Draft Plan]: Meeting 2 is a public meeting. The applicant/contractor will present the draft plan with the results of the modeling and risk assessment analyses and the mitigation strategies developed by the jurisdictions. The Workgroup and the public will have the opportunity to ask questions.

Meeting 3 [Final Review and Revisions of Draft Plan]: The Workgroup meets to review and revise the draft plan before submitting it to the State and FEMA.

2.5 Community Signed Statements. FEMA application development guidance requires that each community that intends to participate in a multi-jurisdictional plan provide an individually signed statement on how the overall planning effort will be coordinated. The letter should also indicate if there will be additional costs associated with a particular community's participation in the planning process. A sample letter of intent is included on the next page. The letter can and should be modified to describe how your multi-jurisdictional planning effort will be coordinated. Refer to Section 5 for a template for the signed letters of intent to this application. Please also list the communities that will participate in the planning effort in the space below.

All six communities, listed below, will be invited to participate in this multi-jurisdictional plan.
 Jefferson County (NFIP Community #540065)

Bolivar (NFIP Community #540030)

Charles Town (NFIP Community #540066)

Harpers Ferry (NFIP Community #540067)

Ranson (NFIP Community #540068)

Shepherdstown (NFIP Community #540069)

Section 3: Estimated Budget					
Special care needs to be taken when estimating the project budget to ensure that the community doesn't under-estimate. An under-estimated budget can lead to a cost over-run which could result in delays and even cancellation of the grant due to non-performance. If in doubt, estimate high.					
Professional Services:					
	A. Accounting and Auditing Fees				\$0.00
	B. Advertising and Public Information Fees				\$3000.00
	C. Data Collection Fees				\$0.00
	D.				\$0.00
	E.				\$0.00
	F.				\$0.00
	U. Travel Fees				\$0.00
	V. Office Supplies / Equipment Fees				\$0.00
	W. Phone Fees				\$0.00
	X. Project Manager Fees				\$0.00
	Y. Time and Attendance Fees				\$0.00
	Z. Other Project Management Fees (Give Details)				\$0.00
	Sub-total				\$3,000.00
Other Project Expenses (Give Details):					
	AA. Contractor Fees				\$57,000
	BB.				
	CC.				
	DD.				
	Sub-total				\$57,000
	GRAND TOTAL				\$60,000.00
Projected Source Funds:					
Federal Share	\$45,000.00	75 Percent		Source	FEMA
Non-federal Share	\$15,000.00	25 Percent		Source	Non-Federal Share (State)
In Kind Service	\$0.00	Percent		Source	
Other Source	\$0.00	Percent		Source	

Section 5: Community Signed Statement

Statement of Interest in Multi-Hazard Mitigation Planning

As a potential participant in the Hazard Mitigation Assistance Program, Jefferson County, West Virginia hereby states their interest in participating in the multi-jurisdictional Jefferson County Natural Hazard Mitigation Plan.

After Federal Emergency Management Agency approval and during the implementation, Jefferson County agrees to actively participate in the hazard mitigation planning process.

As signed, we understand this is a voluntary program and our participation may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards.

Signature of Authorized Community Representative

Date

Jefferson County Commission President

Title

Section 6: MHMP Major Work Tasks Template

Task 1. Organize Resources, Profile Hazards, Determine GIS Analyses

The applicant and MHMP contractor (if applicable) will work with participating stakeholders to review FEMA's regulation checklist (Section 7). The planning team will address comments and suggestions from the crosswalk in the updated plan. The [Region/County] will identify and organize a planning team to act as point of contact for the various interested groups and provide support in the mitigation planning process. The plan update will incorporate individual community MHMPs into the larger county MHMP for a more comprehensive picture of the county's risks.

The planning team will consist of at least one representative from each of the county's incorporated jurisdictions. Members may include local first responders and emergency personnel, as well as academic institutions and local businesses. The MHMP contractor will attend an organizational meeting with the team to collect and organize the GIS resources that the county will provide towards its match. To ensure that the best available data is used and available for an improved GIS risk assessments, the applicant should develop a Memorandum of Understanding (MOU) with the county(ies) for sharing of data for the mitigation plan.

The applicant and planning team will coordinate with the WV DHSEM or designee regarding the building inventory and Flood Risk Analysis report. It is important that applicant coordinates closely with the State to minimize duplicative efforts and to fully integrate regional plans into the State Mitigation Plan.

The applicant will identify hazards to include in its plan including additional hazards not listed in its previous plans.

Rank hazards by overall risk

In this step, the applicant will present the hazard rankings that the county developed in its first plan and lead the planning team through an exercise to determine if the rankings have changed. The exercise will consider significant hazard events that have occurred since [YYYY], changes in land use that may impact the county's vulnerability to certain hazards, and additional relevant information from state and local experts.

Profile hazard events

The applicant will create new hazard event profiles using the best available GIS resources and historical information. The profiles will answer the question: What are the possible magnitudes and severities of each hazard event? The information gathered in this step will help determine the assets in the hazard areas that will be inventoried in the next task.

- Obtain and create a base map.

The applicant will identify and collect the best available base map information to show the areas that are subject to various hazards. The GIS basemap data from the community will be used in conjunction with regional and statewide data. *All GIS data collection efforts will be coordinated with the State to ensure consistent and comprehensive hazard databases are compiled in a consistent and efficient manner.*

- Obtain hazard event profile information.
Using the information obtained in the previous tasks, the applicant will determine the return frequency for each hazard. The hazard frequency will be based on the most commonly available information for a particular hazard. A more comprehensive hazard profile that considers all possible events, such as floods with different probabilities, may still be needed at some future date, but this simplified version will be adequate to help identify each community's risks and narrow the focus for planning efforts. The State will provide a Flood Risk Analysis report of each county to be an addendum for the MHMP.
- Record hazard event profile information.
The applicant will record the research information for each hazard profile. The task will include documenting the source of the various maps such as the Flood Insurance Rate Maps (FIRMs) or other hazard event data.

Task 2. Kick-off Meeting (meeting #1)

In the kickoff meeting, the applicant will meet with the planning team to describe the rationale behind the MHMP program and answer questions from county participants. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies. The applicant will present the county with a Memorandum of Understanding (MOU) for sharing data and information. At this meeting, the applicant with coordination with the State will present regional and county maps with the Hazus-MH critical facilities plotted. This map will be used to elicit better local information from the planning team. The team will also prioritize the hazards it feels most affects the county and profile the hazards to model with Hazus-MH including floods, tornadoes, earthquakes, and hazardous materials spills.

Task 3. Risk Analysis

Inventory assets

The inventory subtask effort identifies the assets in the community that will be affected by the hazard event. The task includes conducting an inventory of the vulnerable assets. The updated MHMP will begin with a Hazus-MH inventory but will refine it using local available data. The effort includes incorporating critical facilities identified by the planning team, existing local GIS data, and available community property assessment information including property ownership and building replacement costs. The effort includes developing and mapping a general inventory of assets in the community. Using the basemap developed in the previous task, the applicant will identify the assets inside hazard areas, for example, using available floodplain maps to identify assets within the 100-year floodplain boundary. This subtask includes the following activities:

- The plan will run GIS risk analyses for flood, landslides, severe weather, tornado, etc.
- Using local resources including the community assessor's data, aerial photography, local planning documents, census data, and Hazus-MH data, the applicant with support from the State will determine the total number and value of

buildings. The information will be grouped by occupancy class, such as residential, commercial, or industrial. Hazus-MH, current census data, or local population figures will be used to estimate the current population.

- The applicant and State will use GIS techniques to estimate the total number of buildings, total value of buildings, and number of people in flood hazards while the applicant is responsible for other hazards. Throughout this process, applicant will engage community officials to identify areas of recent and future growth and note whether these areas lie within hazard boundaries.
- *All GIS data collection efforts will be coordinated with the State to ensure consistent and comprehensive hazard databases are compiled in a consistent and efficient manner*

Estimate Losses

The next step in the loss estimation process determines how the community's assets will be affected by the hazard event. Hazus-MH software and GIS tools will be used to estimate these losses. Some buildings, infrastructure, or functions will be damaged more than others in the same hazard event because they are more vulnerable due to their location or construction. The State will use Hazus-MH structure loss estimation tables to determine the estimated percent of damage from the various hazard events for flood hazards while the applicant is responsible for other hazards. The analysis reports will include estimated structure losses (use and function), content losses and human losses.

The applicant will prepare a draft risk assessment and present the report to the planning team, elected officials, and general public at an open meeting which will include the State Flood Risk Analysis report. In the presentation, the applicant will highlight significant changes in analysis results from the [YYYY] plan. This meeting will significantly inform the development of the mitigation section of the plan.

Task 4. Update and Create New Mitigation Strategies

The applicant will update the mitigation section of its MHMP, developing a strategy to address the priorities including costs and timeframes. The goal of this task is to review the goals and objectives and mitigation strategies listed in the [YYYY] MHMP, assess which strategies were successful and how, discuss why certain strategies were not completed, and reprioritize/develop new strategies based on the results of the hazard profiles and loss estimation.

Task 5. Prioritize Mitigation Actions

The applicant will meet with each individual jurisdiction to discuss mitigation strategies. The group will review the strategies developed in the previous version of the MHMP, and will discuss the following: (1) completed, successful strategies, (2) strategies that were not implemented and reasons for incompleteness, (3) new strategies needed. At the end of the meeting, the group will prioritize its new strategies and develop goals and objectives to implement them.

Task 6. Public Involvement

Advertise and develop materials for public MHMP meeting.

Task 7. Public MHMP Meeting (meeting #2)

Meeting 2 is a public meeting. Prior to the meeting, the applicant will publish the date, location, and time of the meeting in a local newspaper. At the meeting, the applicant will present the draft plan with the results of the modeling and risk assessment analyses and the mitigation strategies developed by the jurisdictions. The planning team and the public will have the opportunity to ask questions.

Task 8. MHMP Development

The applicant will develop the final MHMP by compiling the results of each section of the planning process. This step is the culmination of a process that begins with Task 1 and continues throughout.

Task 9. Distribute Draft Plan for Comment

Draft copies of the MHMP will be distributed to all jurisdictions ahead of the final review meeting.

Task 10. Final MHMP Review (meeting #3)

The planning team will review the final product and have opportunity to revise it.

Task 11. Finalize and Publish MHMP

After the planning team has approved the plan, the applicant will deliver it to WV DHSEM and FEMA for review and conditional approval. Upon FEMA's conditional approval, each jurisdiction in the county will adopt the plan and send signed resolutions to FEMA for official approval.

Section 7: FEMA Local Mitigation Plan Checklist**PLANNING PROCESS**

- Does the Plan document the planning process, including how it was prepared and who was involved in the process
- Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process?
- Does the Plan document how the public was involved in the planning process during the drafting stage?

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

- Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information?
- Is there discussion of how the community(ies) will continue public participation in the plan maintenance process?
- Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)?
- Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)?
- Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction?
- Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction?
- Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods?

MITIGATION STRATEGY

- Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs?
- Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate?
- Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards?
- Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure?
- Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction?
- Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate?

PLAN REVIEW, EVALUATION, AND IMPLEMENTATION

- Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval?
- For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption?

Source: The Local Plan Review Crosswalk Comparison Tool provides a comparative analysis between the Local Mitigation Plan Review Crosswalk and Local Mitigation Plan Review Tool Regulation Checklist. See website: <https://www.fema.gov/media-library/assets/documents/2>

Section 8: State Technical Support Services: Building Inventory & Flood Risk Analysis Report

The WV Regional Planning and Development Councils (PDC) will be allowed *flexibility* to construct their own mitigation plans unique to hazards identified by each PDC. However, all regional councils will implement a more *systematic approach* for the data collection, aggregation, and analysis of hazards. *Geospatial technologies* will be a major instrument to accomplish this new approach. In addition, building inventories and flood hazard models developed at the local and regional levels will be integrated and stored in *comprehensive* statewide hazard databases to *improve efficiencies* and to model hazards *seamlessly* across political boundaries. A *shared workflow* for the analysis of specific hazards will be implemented by the State and the PDCs to ensure *credible hazard studies* are produced. As a result, this *systematic approach* employed at the local and regional levels will in turn improve the State Mitigation Plan by allowing all the regional hazard identifications and risk assessments in West Virginia to be evaluated and ranked in a more coherent and suitable manner.

The WV State Hazard Mitigation Officer (Brian Penix) will provide technical support services for coordination with the building inventory and Flood Risk Analysis Report. A schedule will be provided to the applicant regarding the estimated dates for completing the Flood Risk Analysis Report, although dependent on the applicant providing the necessary GIS data layers.

Principal reasons for the State providing technical support services:

- Coordinate critical facilities, essential facilities, community assets, and other data sets required for hazard risk plans in a consistent and effective manner.
- Generate a statewide building inventory with replacement costs determined from county assessment data. The building inventory must be generated by a customized Building Inventory Tool for West Virginia funded by FEMA and developed in collaboration with the WV GIS Technical Center, West Virginia University.
- Develop county Flood Risk Analysis Reports based on a Hazus Level 2 flood loss which includes more accurate local inventories of buildings, essential facilities and other infrastructure for each jurisdiction.
- Improve the integration of the county and regional flood risk analyses and data to the State Hazard Mitigation Plan due October 2018.
- Provide longevity and continuity measures for sustaining GIS data and risk analysis products that supports the local plans.
- Transfer knowledge, completed reports and data to regions and counties so they can use in future projects.
- Build capacity within regions and counties so they can depend less on outside contractors to complete local hazard mitigation plans.
- Incorporate results of county and regional into statewide flood risk planning tools such as the WV Flood Tool.

The following tables describe work that will be done by the State in support of PDC regions completing FEMA Hazard Mitigation Plans. This work targets all 55 counties and 11 PDC

regions with a goal of completion in time for inclusion in the State Hazard Mitigation Plan which expires in October of 2018.

- Table 1: Tasks associated with compiling building inventory and completing Flood Risk Analysis Report.
- Table 2: Matrix of inputs and outputs intended to relate them to their respective tasks and processes.
- Table 3: Flood Risk Analysis Deliverables, by County/Community
- Table 4: Structure of Flood Risk Analysis Report

Table 1. Major tasks associated with building inventory and Flood Risk Analysis Report

Task 1. DATA ACQUISITION: Outreach to region, counties, and communities to acquire needed data for Flood Risk Analysis Report. **Per- County Hours**
16

1.1 Review previous plans, determine needed data sets, and sources with MHMP plan team

1.2 Acquire *building inventory* data sets from state, region, county and local entities

	Data Set	Federal / State Source	Local Source
1.2.1	Surface Parcels		Assessor
1.2.2	CAMA / Assessment tables	WV Tax Dept.	Assessor
1.2.3	E-911 Address Points	WV DHSEM	County OEM
1.2.4	Building Footprints		County GIS
1.2.5	Critical Facilities ¹	WV DHSEM	County GIS
1.2.6	Essential Facilities ² (Hospitals, police stations, fire stations, schools, EOCs) ³	WV DHSEM	County GIS
1.2.7	State government facilities	WV Admin.	County GIS
1.3	Acquire <i>other</i> data sets of interest from available sources		
1.3.1	Elevation / Lidar	State web service	County sources
1.3.2	Aerial Imagery	State web service	County flights
1.3.3	Dams	USACE, NRCS, state agencies	County GIS
1.3.4	Bridges (public and private; local and state)	Multiple sources	County GIS
1.3.5	Buy-out properties	WV DHSEM	Flood Mgrs.

¹ Critical facilities or assets are buildings deemed economically or socially vital to the community. Regional and county GIS coordinators will provide community asset data (in kind cost share). Spatial locations will be validated (centroid on buildings) by local GIS coordinators. Attribute information (building names; etc.) verification is the responsibility of the local GIS Coordinators.

² Essential Facilities are a Hazus priority subset of critical facilities and considered vital to the community during and following hazard events. Region and counties will provide technical staff to collect essential facilities and potentially eligible as part of the in kind match.

³ Schools consist of public and private K-12 schools and colleges. Hospitals consist of public and private hospitals. Care facilities defined by WV DHSEM criteria.

<p>Task 2. DATA ASSESSMENT AND FEEDBACK: Stakeholders meetings to review data development plan to include building inventory, data quality assessment, data recommendations, etc. Review timeline and deliverables to complete Flood Risk Analysis Report.</p> <p>2.1 Present critical maps and essential facilities</p> <p>2.2 Present county building inventories if data available and processed</p> <p>2.3 Provide data quality assessment and feedback</p> <p>2.4 Review Flood Risk Analysis report timeline and deliverables</p> <p>2.5 Community feedback and data changes submitted within two weeks by local data stewards</p>	<p>4</p>
<p>Task 3. FLOOD RISK ANALYSIS REPORT. Assess risks; GIS data collection and analysis</p> <p>3.1 Pre-process data, parcels, CAMA, etc., for FME Building Inventory Tool</p> <p>3.2 Run FME Tool to create updated Building Inventory (BI)</p> <p>3.3 Compile dam locations, buyout properties, bridges affected by 1% flood and related overlay data in consultation with the SHMO</p> <p>3.4 Analyze flood vulnerability - GIS overlay analysis</p> <p>3.4.1 Number of buildings damaged by 1% flood</p> <p>3.4.2 Cost of buildings damaged by 1% flood</p> <p>3.4.3 Critical facilities in floodplain</p> <p>3.4.4 Essential facilities in floodplain</p> <p>3.5 Update Hazus-MH databases with BI, UDF</p> <p>3.6 Run Hazus-MH for flood hazard, level 2, with updated BI, to generate loss estimates</p> <p>3.7 Knowledge and data transfer</p> <p>3.7.1 Prepare final Risk Analysis Report</p> <p>3.7.2 Submit Risk Analysis Report to PDC Region, counties and OEM directors, as appropriate along with technical guide to aid in interpretation of results</p> <p>3.7.3 Package GIS overlay data for transfer to county/region</p> <p>3.7.4 Prepare formal metadata for submission with GIS data</p> <p>3.8 Publish Loss Estimates on WV Flood Tool</p>	<p>80</p>

Total Time Billable Per County: 100

Table 2. Flood Risk Analysis Input-Output Matrix

	Inputs	Outputs
Updated Building Inventory	CAMA/IAS Parcels Footprints Address points	Building Inventory (BI) - countywide General Building Stock (GBS - Hazus-MH update) User Defined Facilities (UDF - Hazus-MH update)
Enhanced Building Inventory	Critical facilities Essential facilities Govt. facilities	Maps Tables Hazus-MH database updates
Hazus / GIS Flood Risk Analysis	GBS UDF DEM DFIRM	Buildings in floodplain Critical/Essential facilities in floodplain Exposure maps, tables Depth grids Debris estimate grid Shelter estimate grid

Table 3. Flood Risk Analysis Deliverables, by County/Community

County Deliverable Item	
Task 1.	1.1 Plan for data set acquisition
	1.2 Data sets acquired
Task 2.	2.1 Maps of critical, essential facilities for review
	2.2 Flood risk analysis process overview
	2.3 Community feedback
Task 3.	3.1 FME Tool-ready data
	3.2 Updated building inventory
	3.3 Flood vulnerability analysis
	3.3.1 Table: Number of buildings in 1% floodplain
	3.3.2 Table: Cost of buildings damaged by 1% flood
	3.3.3 Map: Critical facilities in 1% floodplain
	3.3.4 Map: Essential facilities in 1% floodplain
	3.4 Updated BI, UDF in Hazus-MH
	3.5 Updated Hazus-MH Loss Estimates
	3.6 Dam vulnerability analysis
	3.7 Knowledge and data transfer
3.7.1 Risk analysis report	
3.7.2 Technical guide for interpreting report, data	
3.7.3 GIS overlay data	
3.7.4 Metadata	
3.8 WV Flood Tool updated with new loss estimates	

Table 4. County Risk Analysis Report Structure

- Overview
- Flood hazard definition & vulnerability analysis
- Table: critical facilities
- Table: essential facilities
- facility replacement costs
- Table: buildings affected by 1% flood
- Table: building exposure
- Map: 1% riverine flood
- Table: 1% riverine flood building losses
- Map: loss ratio percentage (optional)
- Map: buildings in 1% floodplain
- Map: unincorporated buildings in 1% floodplain
- Map(s): Community buildings in 1% floodplain
- Essential facility 1% riverine flood losses
- Map: essential facilities in 1% floodplain
- Critical facilities analysis
- Map: Critical facilities in 1% floodplain
- Map(s): Community critical facilities in 1% flood
- Mitigated Buyout Properties
- Map: County mitigated buyout properties
- Riverine 1% flood shelter requirements
- Map: riverine 1% flood shelter requirements
- Riverine 1% flood debris
- Map: riverine 1% flood debris
- Table: County Dam Location Inventory
- Map: County Dams

Section 9: Sample Flood Risk Analysis Report – Berkeley County

Sample report is in progress and made available upon completion.

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: **July 20, 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. Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues. Possible Executive Session – Discussion/Action.**
- 2. Discussion of United States Supreme Court case #16A913. Discussion/Action. Possible Executive Session.**
- 3. Discuss issues related to the County cable franchise agreement. 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: WV Division of Highways

Department or Organization: Traffic Engineering

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:

if a specific date is needed, please provide reason for specific date: Signal Modification for Charles Town is underway and exact location of Traffic Signal poles are needed to order Signal Pole Uprights and Mast Arms that take 10-12 weeks for the Manufacturer to make.

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Installation of two (2) Traffic Signal Poles on Jefferson County Property

Please provide the County Commission with a description of your request or presentation, including any background information: Installation of two (2) Traffic Signal Poles on Jefferson County Property at Intersections of Congress St. & George St. and Liberty St. & George St. in Charles Town. (See attachment of Preliminary Agreement between WVDOH and Jefferson County)

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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: Chris Williams

Email address: Chris.k.Williams@wv.gov

Phone Number: 304-558-9719

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

**1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505**

**Jim Justice
Governor**

**Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways**

July 13, 2017

LETTER AGREEMENT

**Peter Onoszko
Jefferson County Commission, President
Post Office Box 250
Charles Town, West Virginia 25414**

PRELIMINARY

Dear Mr. Onoszko:

Please be advised that the West Virginia Division of Highways (WVDOH) is proposing to renovate existing signals at the intersections of Congress Street and George Street (WV 115), and Liberty Street and George Street (WV 115) in Charles Town, Jefferson County. Two (2) signal poles and a length of conduit are proposed to be installed on your property. By placing these signal appurtenances on your property, the signal poles are less likely to be hit by an errant vehicle, and improves ADA for sidewalk width. Also, it will help to maintain existing signal operations during construction.

If you agree with the placement of these signal poles, and conduit on your property, please sign this Letter Agreement, as indicated below, and return it to the WVDOH, Traffic Engineering Division, Building 5, Room A-550, 1900 Kanawha Boulevard East, Charleston, West Virginia 25305.

Thank you for your assistance with this matter. Should you have any questions, please contact Mr. Chris Williams of our Traffic Engineering Division at 304-558-9719.

Very truly yours,

**Aaron Gillispie, P. E.
State Highway Engineer**

GLB:Wm

Enclosure

**Mr. Peter Onoszko
Letter Agreement
July 13, 2017
Page Two**

PRELIMINARY

I, Peter Onoszko, President, on behalf of Jefferson County Commission hereby grant the right and privilege to enter upon those portions of the property located on Northwest Corner of Congress Street and George Street and the Southeast corner of Liberty Street and George Street for the purpose of construction and maintenance of two traffic signals and appurtenances as found on the Plan Sheets accompanying this letter. The appurtenances are more fully described as signal poles, and conduit as shown on Exhibit "A" and Exhibit "B".

**Peter Onoszko, President
Jefferson County Commission**

Date

NOTES:

1. MOUNT RADAR SENSOR ON UPRIGHT ON MAST ARM AS PER MANUFACTURER'S RECOMMENDATION FOR BEST POSSIBLE TRAFFIC DETECTION. SEE SIGNAL DETAIL SHEET 4 DETAILS G3 & G4.
2. EXISTING JUNCTION BOXES (2) AND EXISTING CONDUIT (1-175') TO BE REUSED. IF JUNCTION BOXES/CONDUIT IS COLLAPSED OR DAMAGED INSTALL NEW JB 10" x 20" (4) AS NOTED WITH NEW CONDUIT 1" OR 2" AS NOTED ON PLANS. IF EX. JUNCTION BOXES ARE DAMAGED AND NOT REUSED THEY SHALL BE REMOVED AND REPLACED WITH SUITABLE MATCHING MATERIAL. BID REMOVAL INCIDENTAL TO 65005-DW.
3. 3" CONDUIT POSTS TO BE ON LEVEL GROUND, NOT ON RAMP SLOPE. BUTTONS SHALL BE ACCESSIBLE FROM SIDEWALK. BUTTONS SHALL BE 10" OR LESS FROM DETECTABLE WARNING SURFACES. USE THREADED COUPLINGS TO ATTACH PVC TO 3" CONDUIT POSTS.
4. OFFSET PEDESTRIAN BUTTONS/ SIGNS ON CONDUIT POST ON CORNER OF P18A BY 3.5 TO 4 FT. SEE DETAIL "B" ON SHEET 4.
5. NEW SIGNAL POLE FOUNDATION SHALL BE EXTENDED OUT OF GROUND TO BE FLUSH WITH SIDEWALK ELEVATION.
6. LOCATE TWO (2) EX. 2" R FROM EX. P17 AND EX. P19. CUT INTO, ATTACH NEW 2" PVC CORN. W/ THREADED COUPLING, EXTEND TWO (2) NEW 2" PVC CORN. TO NEW JUNCTION BOX.

PRELIMINARY

EXHIBIT "A"

CHARLESTOWN CBD TRAFFIC SIGNAL FACILITY PLACEMENT CONGRESS STREET AND GEORGE STREET

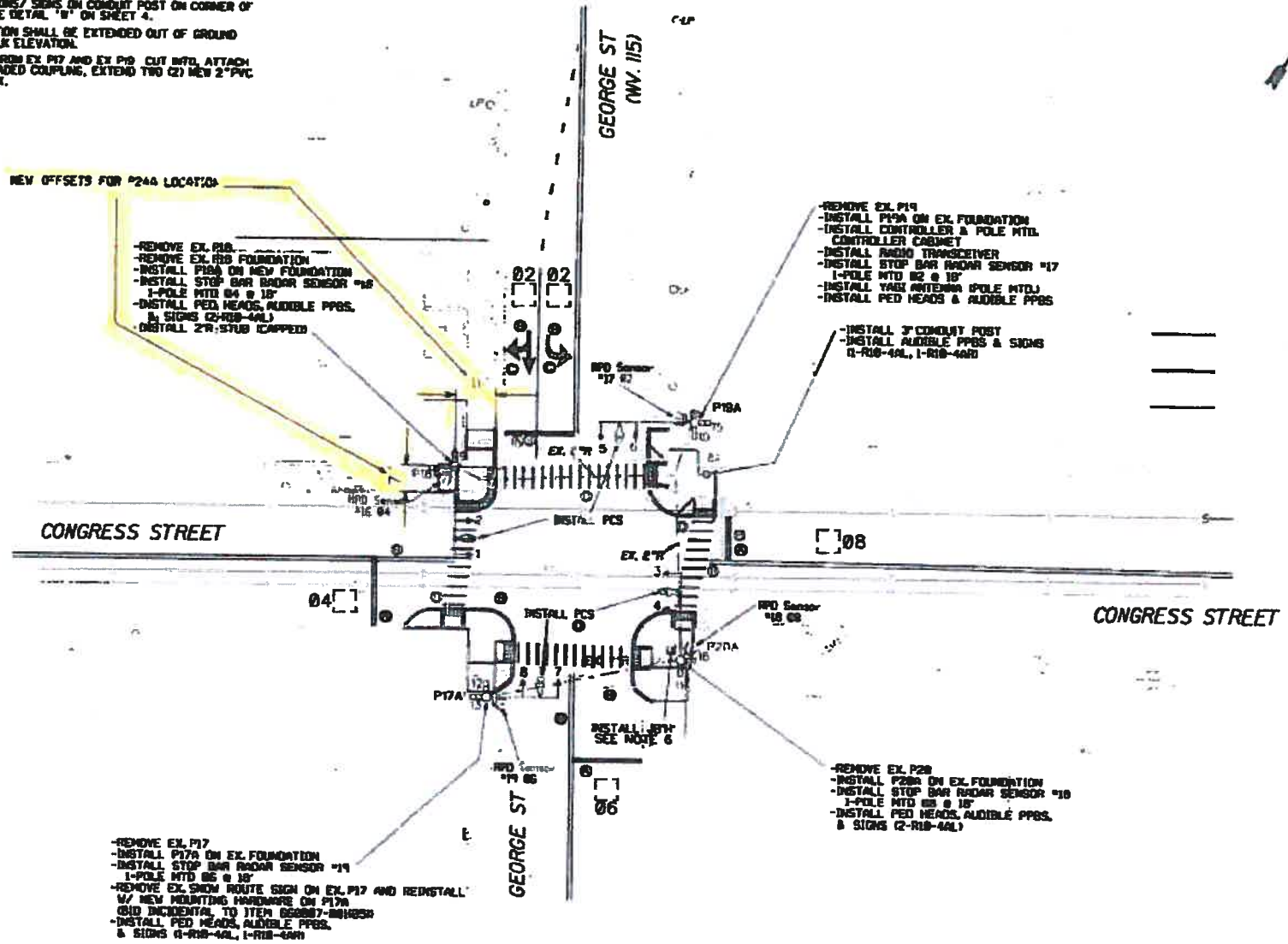
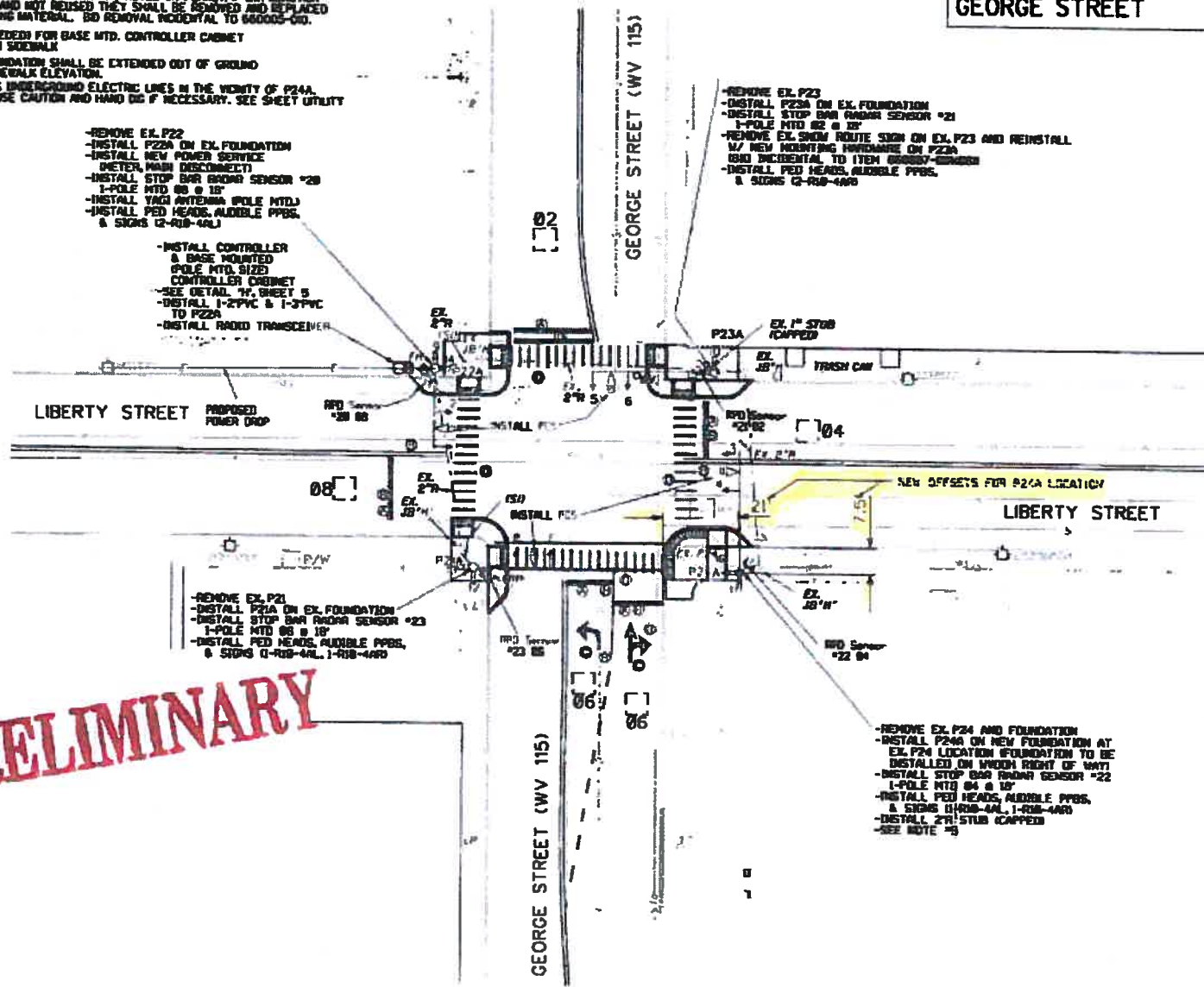


EXHIBIT "B"

**CHARLESTOWN CBD TRAFFIC SIGNAL FACILITY PLACEMENT
LIBERTY STREET AND
GEORGE STREET**

NOTES:

1. MOUNT RADAR SENSOR ON UPRIGHT OR MAST ARM AS PER MANUFACTURER'S RECOMMENDATION FOR BEST POSSIBLE TRAFFIC DETECTION. SEE SIGNAL DETAIL SHEET 4 DETAILS G3 & G4.
2. EXISTING JUNCTION BOXES (4) AND EXISTING CONDUIT (-/- 200') TO BE REUSED. IF JUNCTION BOXES/CONDUIT IS COLLAPSED OR DAMAGED INSTALL NEW JB 10" x 10" (4) AS NOTED WITH NEW CONDUIT 6" OR 2" AS NOTED ON PLANS). IF EX. JUNCTION BOXES ARE DAMAGED AND NOT REUSED THEY SHALL BE REMOVED AND REPLACED WITH SUITABLE MATCHING MATERIAL. SD REMOVAL INCIDENTAL TO 640005-00.
3. CONCRETE PAD OF NEEDS FOR BASE MTD. CONTROLLER CABINET SHALL BE FLUSH WITH SIDEWALK.
4. NEW SIGNAL POLE FOUNDATION SHALL BE EXTENDED OUT OF GROUND TO BE FLUSH WITH SIDEWALK ELEVATION.
5. THERE ARE NUMEROUS UNDERGROUND ELECTRIC LINES IN THE VICINITY OF P24A. CONTRACTOR SHALL USE CAUTION AND HAND DIG IF NECESSARY. SEE SHEET UTILITY NOTE SHEET 3.



- REMOVE EX. P22
- INSTALL P22A ON EX. FOUNDATION
- INSTALL NEW POWER SERVICE (METER, MAIN DISCONNECT)
- INSTALL STOP BAR RADAR SENSOR *20
- 1-POLE MTD 08 @ 10'
- INSTALL YAGI ANTENNA (POLE MTD)
- INSTALL PED HEADS, AUDIBLE PPHS, & SIGNS Q-R10-44J

- INSTALL CONTROLLER & BASE MOUNTED (POLE MTD SIZE) CONTROLLER CABINET
- SEE DETAIL "A", SHEET 5
- INSTALL 1-2" PVC & 1-3" PVC TO P22A
- INSTALL RADIO TRANSMITTER

- REMOVE EX. P23
- INSTALL P23A ON EX. FOUNDATION
- INSTALL STOP BAR RADAR SENSOR *21
- 1-POLE MTD 08 @ 10'
- REMOVE EX. SHOW ROUTE SIGN ON EX. P23 AND REINSTALL W/ NEW MOUNTING HARDWARE ON P23A (SD INCIDENTAL TO ITEM DISSEY-00000)
- INSTALL PED HEADS, AUDIBLE PPHS, & SIGNS Q-R10-44B

- REMOVE EX. P21
- INSTALL P21A ON EX. FOUNDATION
- INSTALL STOP BAR RADAR SENSOR *23
- 1-POLE MTD 08 @ 10'
- INSTALL PED HEADS, AUDIBLE PPHS, & SIGNS Q-R10-44L, 1-R10-44D

- REMOVE EX. P24 AND FOUNDATION
- INSTALL P24A ON NEW FOUNDATION AT EX. P24 LOCATION FOUNDATION TO BE INSTALLED ON WIDTH RIGHT OF WAY
- INSTALL STOP BAR RADAR SENSOR *22
- 1-POLE MTD 04 @ 10'
- INSTALL PED HEADS, AUDIBLE PPHS, & SIGNS H-R10-44L, 1-R10-44B
- INSTALL 2" STUB CAPPED
- SEE NOTE #3

PRELIMINARY

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: July 20, 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 Fireworks Discharge Restrictions – 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



22350

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

IN RE: FIREWORKS DISCHARGE RESTRICTION

This Council hereby finds that the discharge of fireworks devices without restriction as to time of day or to proximity to residential and other venues of rest, relaxation, and sleep is a public nuisance. Accordingly, pursuant to West Virginia Code § 7-1-3kk, the following Ordinance is adopted and shall be in full force and effect on and after July 9, 2017.

- (a) No person, firm, or legal entity of any kind shall use or discharge fireworks within the confines of Berkeley County, not including any incorporated municipality, except that such fireworks which are permitted by West Virginia Legislative Statute may be discharged on New Year's Eve, during the hours of 9:00 o'clock p.m. and 11:59 o'clock p.m. and on New Year's Day, during the hours of 12:00 o'clock a.m. and 12:30 o'clock a.m.; and, on July 3 between the hours of 9:00 o'clock p.m. and 11:59 o'clock p.m. and on July 4 from 12:00 o'clock a.m. until 12:30 o'clock a.m., and, again from 9:00 o'clock p.m. until 11:59 p.m., only. Discharge of approved fireworks as aforesaid may also be accomplished on the Friday and Saturday preceding and following New Year's Eve and on July 4, during the hours above referenced. In addition, such fireworks may be discharged between the hours of 5 o'clock p.m. and 10:00 o'clock p.m. on any other day of the year.
- (b) Discharge of such permitted fireworks during any of the times herein referenced is not permitted within 500 feet of any residence, motel, hotel, bed and breakfast, hospital, nursing home or other facility in which people live, sleep and rest.
- (c) **Firework or fireworks** means any composition or device designed for the purpose of producing a visible or audible effect by combustion, deflagration or detonation. Fireworks include consumer fireworks, display fireworks and special effects. Fireworks does not include sparkling devices, novelties, top caps or model rockets. **Consumer fireworks** means small fireworks devices that are designed to produce visible effects by combustion that are required to comply with the construction, chemical composition and labeling regulations promulgated by the United States Consumer Product Safety Commission pursuant to 16 C.F.R. Parts 1500 and 1507 (2014), and that are listed in APA Standard 87-1. **Display fireworks** means large fireworks to be used solely by professional pyro-technicians licensed by the State Fire Marshal and designed primarily

to produce visible or audible effects by combustion, deflagration or detonation and includes, but is not limited to, salutes containing more than two grains (one hundred thirty milligrams) of explosive materials, aerial shells containing more than forty grams of pyrotechnic compositions and other display pieces that exceed the limits of explosive materials for classification as consumer fireworks and are classified as fireworks UN0333, UN0334, or UN0335 pursuant to 49 C.F.R. § 172.101 (2014). **Special effects** means a combination of chemical elements or chemical compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect as an integral part of a motion picture, radio, television, theatrical or opera production or live entertainment. (Definitions pursuant to West Virginia Code § 29-3E-2).

- (d) Violation of the provisions of this Ordinance is a misdemeanor punishable, upon conviction thereof, by fine of \$1,000.00. Each discharge of a fireworks device in violation of this Ordinance shall be a separate offense.

This Ordinance shall become effective on July 9, 2017.

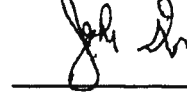
All of the above is ORDERED, ADJUDGED and DECREED.

Entered this the 29th day of June, 2017.

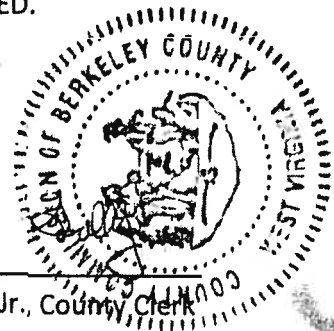


Douglas E. Copenhaver, Jr., President

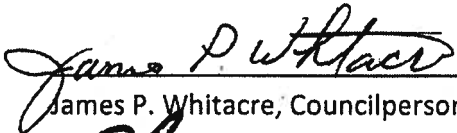
Attested:



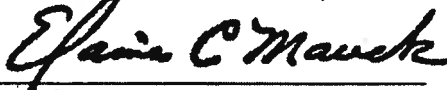
John W. Small, Jr., County Clerk



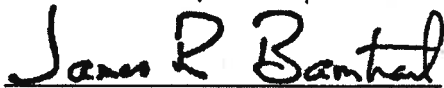
Dan Dulyea, Vice President



James P. Whitacre, Councilperson



Elaine C. Mauck, Councilperson



James R. Barnhart

John W Small Jr
BERKELEY County 02:00:30 PM
Instrument No 20170022350
Date Recorded 07/05/2017
Document Type AFFAD
Pages Recorded 2
Book-Page 1180-319

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20-30 minutes

Date Requested – 1st Choice: **July 20, 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 FY2018 State Budget Revision 1 for the Coal Severance Tax Fund
- Review and Approval of FY2018 State Budget Revision 1 for the General Fund
- Review and Approval of FY2017 Internal Budget Revision 6 for the General Fund
- Review and Approval of FY2017 Internal Budget Revision 7 for the General Fund
- Review of FY2017 Ambulance Fee Billing Reconciliation
- Review of FY2016-2018 Expenditures by Funding Source

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 FY18 State Budget Revision 1 for the Coal Severance Tax Fund
- Motion to accept FY18 State Budget Revision 1 for the General Fund
- Motion to approve FY17 Internal Budget Revisions 6 & 7 for the General Fund

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



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

2018

FY

002

FUND

1

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	179,677	5,787		185,464
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

5,787

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	251,407		11,213	240,194
715	Ambulance Authority		17,000		17,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

5,787

APPROVED BY THE STATE AUDITOR

BY:

Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of July, 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 Fiscal Year 2018 budget revision number #1 to the Coal Severance Tax Fund, a copy of which is entered as part of this record.

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

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

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

Peter Onoszko, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision Entry

Budget Revision #1 of Coal Severance Fund FY18

Description	GL acct	Increase	Decrease
Assigned Fund Balance	002-298-00-002	5,787	Adj year end fund balance
Co Comm Prof Services	002-401-02-223-000-GG-000	5,787	Adj year end fund balance
Co Comm Prof Services	002-401-02-223-000-GG-000		17000 3/30/2017 Approval for
Amb Auth Tran to Entit	002.715.05.567.000.PS.000	17000	funding operating exp related to Dead Body Issue
Totals		28,574	17,000

REPORT DATE 07/11/2017
 SYSTEM DATE 07/11/2017
 FILES ID A

JEFFERSON COUNTY COMMISSION
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

PAGE 1
 TIME 10:44:46
 USER MGORDON

AS OF 06/2017

ACCOUNT DESCRIPTION	----- C U R R E N T M O N T H -----			----- Y E A R - T O - D A T E -----		
	BUDGET	ACTUAL	ACTUAL OVER/ UNDER BUDGET	BUDGET	ACTUAL	ACTUAL OVER/ UNDER BUDGET
REVENUES						
002-298-00-002 ASSIGNED FUND BALANCE				106187.00		-106187.00
002-305-TT-000 COAL SEVERANCE TAX				86000.00	92799.25	6799.25
002-365-II-000 CS INTEREST EARNED		78.37	78.37	250.00	785.58	535.58
TOTALS FOR COAL SEVERANCE		78.37	78.37	192437.00	93584.83	-98852.17
TOTALS FOR REVENUES		78.37	78.37	192437.00	93584.83	-98852.17
EXPENDITURES						
002-401-02-223-000-GG-000 CO COMM PROF SERVICES				160437.00		160437.00
TOTALS FOR COUNTY COMMISSION				160437.00		160437.00
002-715-05-567-000-PS-000 AMB AUTH TRAN TO ENTITIE				17000.00		17000.00
TOTALS FOR AMBULANCE AUTHORITY				17000.00		17000.00
002-801-05-567-000-HS-000 MTL HLTH TRANS TO ENTITIE		325.76	-325.76	15000.00	14307.83	692.17
TOTALS FOR MENTAL HEALTH		325.76	-325.76	15000.00	14307.83	692.17
TOTALS FOR COAL SEVERANCE		325.76	-325.76	192437.00	14307.83	178129.17
TOTALS FOR EXPENDITURES		325.76	-325.76	192437.00	14307.83	178129.17
EXCESS OF REVENUE OVER EXPENDITURES FOR COAL SEVERANCE		-247.39	-247.39		79277.00	79277.00
OTHER ADJUSTMENTS TO FUND BALANCE					0.00	
FUND BALANCES - JULY 1					106186.65	
FUND BALANCES - JUNE 30					185463.65	

3/30/17 meeting minutes

JCESA Dead Body Oper Cost Issue.

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

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

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

COUNTY ADMINISTRATOR REPORTS

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

NEW BUSINESS

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

3. Solutions to the unclaimed dead body issue

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

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

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

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

Coal Sev SBR

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: March 30, 2017

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):
Unclaimed dead bodies

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

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

Are documents attachments? Yes No

If not, explain: **Documents will be forwarded as soon as available; ESA staff are researching solutions and costs.**

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

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

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

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

It's About Saving Lives...



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcasa@jcasa.org
Telephone – 304-726-3287
Fax – 304-728-8221

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

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

JCESA will be providing the following items:

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

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

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

It's About Saving Lives...

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER

2018
 FY
001
 FUND
1
 REV. NO.
1 of 1
 PG. OF NO.

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

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

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
399	Transfers Assessor's Valuation Fund	456,273	67,203		523,476
	#N/A				
	#N/A				
	#N/A				#VALUE!
	#N/A				#VALUE!

NET INCREASE/(DECREASE) Revenues (ALL PAGES) **67,203**

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
406	Assessor	534,954		6,897	528,057
696	Transfer to Financial Stabilization Fund	2,445,401	6,897		2,452,298
407	Assessor's Valuation Fund	456,273	67,203		523,476
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures **67,203**

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

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of July, 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 Fiscal Year 2018 budget revision number #1 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 #1 of General Fund FY18

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	
Assr VF-PT Wages	001.407.01.108.002.GG.000	8,000		Per Angie's Email-Increase PT Wages for FY18
Assr VF-FICA	001.407.01.104.000.GG.000	496		
Assr VF-Medicare	001.407.01.104.001.GG.000	116		
Trans/Assr Val Fund	001.399.TR.000	8,612		
Assr VF-Wages	001.407.01.103.000.GG.000	1,794		Per Angie's Email-Increase for Vmyers Wages
Assr VF-FICA	001.407.01.104.000.GG.000	112		
Assr VF-Medicare	001.407.01.104.001.GG.000	27		
Assr VF-Retirement	001.407.01.106.000.GG.000	198		
Trans/Assr Val Fund	001.399.TR.000	2,131		
Assr -Group Insurance	001.406.01.105.000.GG.000		6,897	Correct Formula Error on Spreadsheet
Transfer to Stabilization Fund	001.696.05.566.000.GG.000	6,897		
Assr VF-Wages	001.407.01.103.000.GG.000	40,000		Per Angie's Email-Increase for an additional
Assr VF-FICA	001.407.01.104.000.GG.000	2,480		position needed for Appraiser/Data Collector
Assr VF-Medicare	001.407.01.104.001.GG.000	580		Funded by the Assessors Valuation Fund
Assr VF-Retirement	001.407.01.106.000.GG.000	4,400		
Assr VF-Group Insurance	001.407.01.105.000.GG.000	9,000		
Trans/Assr Val Fund	001.399.TR.000	56,460		

Elected Official Approving Signature _____ Date _____

Total 141,303 6,897

Michelle Gordon

From: Angela Banks
Sent: Wednesday, May 31, 2017 12:23 PM
To: Michelle Gordon
Subject: RE: budget revision

As far as the part-time for the summer, I need around 8,000 plus fica, medicare for parttime will need adjusted.

Angie

From: Michelle Gordon
Sent: Wednesday, May 31, 2017 9:10 AM
To: Angela Banks <abanks@jeffersoncountywv.org>
Subject: RE: budget revision

Hi Angie,

The account is set up. It's 001.407.01.108.002.GG.000 Assr VF P/Time/Extra Help. I also included \$4,100 in the FY17 budget revision for approval in tomorrow's session. How much will you need for FY18?

Description	GL acct	Increase	Decrease
Assr VF-Wages	001.407.01.108.000.GG.000	700	
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	8,308	
Assr VF-Retirement	001.407.01.108.000.GG.000		1,368
Assr VF-Overtime	001.407.01.108.001.GG.000		1,810
Assr VF-PT Wages	001.407.01.108.002.GG.000	3,600	
Assr VF-FICA PT	001.407.01.104.000.GG.000	287	
Assr VF-Medicare PT	001.407.01.104.001.GG.000	64	
Trans Assr Val Fund	001.399.TF.000	8,649	

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

From: Angela Banks
Sent: Wednesday, May 31, 2017 8:35 AM
To: Michelle Gordon
Subject: budget revision

Michelle,

Can you add a part – time line to budget 407? I need it in the current budget and for the new budget year.

I need to make a budget revision on 407. Gearl Raynes will start part-time on Monday. He has been approved by the PVC.

Angela Banks
Assessor of Jefferson County
104 E. Washington St.

Michelle Gordon

From: Angela Banks
Sent: Wednesday, May 31, 2017 12:37 PM
To: Michelle Gordon
Subject: sorry

I keep forgetting to give you everything. I did all of my employees with the 1.2 % raise except Victoria Myers (She is in budget 407) I gave her a 4% raise.

I am submitting the salary sheets to Sally today.

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

Wages 66,600.56-64,807.51	=	1,794
FICA		112
MEdicare		27
Retirement		198
Total		2,131

Michelle Gordon

From: Angela Banks
Sent: Wednesday, May 31, 2017 12:07 PM
To: Michelle Gordon
Subject: RE: budget revision
Attachments: New Position 407.xlsx

I will be advertising for a full time position for appraiser/data collector.

See attached form. I put \$40,000 on the form but it will probably be \$35,000 tops if they bring experience from another assessor's office.

I will need FICA, Medicare, Retirement, and insurance all adjusted for the budget in July. I haven't advertised this position but I will do this sometime in June.

Angie

From: Michelle Gordon
Sent: Wednesday, May 31, 2017 9:10 AM
To: Angela Banks <abanks@jeffersoncountywv.org>
Subject: RE: budget revision

Hi Angie,

The account is set up. It's 001.407.01.108.002.GG.000 Assr VF P/Time/Extra Help. I also included \$4,100 in the FY17 budget revision for approval in tomorrow's session. How much will you need for FY18?

Description	GL acct	Increase	Decrease	
Assr VF-Wages	001.407.01.103.000.GG.000	700		Per Payroll end of year estimate
Assr VF-FICA	001.407.01.104.000.GG.000		1,288	
Assr VF-Medicare	001.407.01.104.001.GG.000		501	
Assr VF-Group Ins	001.407.01.105.000.GG.000	8,308		
Assr VF-Retirement	001.407.01.108.000.GG.000		1,389	
Assr VF-Overtime	001.407.01.108.001.GG.000		1,610	
Assr VF-PT Wages	001.407.01.108.002.GG.000	3,608		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	64		
Trans/Assr Val Fund	001.388.TR.000	8,643		

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

From: Angela Banks
Sent: Wednesday, May 31, 2017 8:35 AM
To: Michelle Gordon
Subject: budget revision

Michelle,





Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2017
 Internal Budget Revision
 IBR # 7

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001.405.02.229.000.GG.000	Pros Atty Court Costs/Dam	200	5,400		5,600
001.405.03.341.000.GG.000	Pros Atty Material/Supply	6,000	998		6,998
001.405.02.223.000.GG.000	Pros Atty Prof Services	9,800	400		10,200
001.405.02.222.000.GG.000	Pros Atty Dues/Subscriptions	47,975		2,000	45,975
001.405.01.105.000.GG.000	Pros Atty Group Insurance	215,232		4,798	210,434
To correct overages that resulted from unexpected WVCorp Deductible for 2015 Claim Settlement and the purchase of furniture					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
Totals		278,207	6,798	6,798	279,207

Requested by: Michelle Gordon/ Finance Director

Approved by: (department head/elected): _____

Date: _____

Reviewed by: *Michelle Gordon* Date: *7-11-2017*
 Michelle Gordon/ Finance Director

Date Submitted to County Commission: _____

Date Approved: _____

Authorizing Signature: _____

Denise Rideoutt

From: Michelle Gordon
Sent: Tuesday, July 11, 2017 12:24 PM
To: Denise Rideoutt
Subject: RE: Budget Revision
Attachments: Gen #7 IBR.pdf

Hi Denise,

Attached is the budget revision for this and to correct a shortage that resulted from the WVCorp invoice paid for a deductible. Please have Matt sign it and send it back to me via email is fine. Thanks!

Michelle

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

From: Denise Rideoutt
Sent: Thursday, July 06, 2017 10:01 AM
To: Michelle Gordon
Cc: Denise Rideoutt
Subject: Budget Revision

Good Morning Michelle,

As per our conversation, Matt is requesting a budget revision for the amount of \$997.95 for purchase of furniture from Schewel's. He was thinking it could come out of the Salary line item.

Thank you

Lector D. Rideoutt
Paralegal
Jefferson County Prosecutor's Office
304.724.6274
P. O. Box 729
Charles Town, WV 25414

REPORT DATE 07/11/2017
 SYSTEM DATE 07/11/2017
 FILES ID A

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 GENERAL FUND
 AS OF 06/2017

1BR7

PAGE 1
 TIME 11:30:07
 USER MGORDON

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-405-01-101-000-GG-000 PROS ATTY OFFICIAL SALARY	108192.00	12483.69	108191.98		.02	99.99
001-405-01-103-000-GG-000 PROS ATTY SALARY/WAGES	1146287.00	133868.07	1095804.39		50482.61	95.59
001-405-01-104-000-GG-000 PROS ATTY FICA EXPENSE	76819.00	8901.58	72943.37		3875.63	94.95
001-405-01-104-001-GG-000 PROS ATTY MEDICARE EXPENS	17965.00	2081.81	17059.17		905.83	94.95
001-405-01-105-000-GG-000 PROS ATTY GROUP INSURANCE	215232.00	17353.60	206202.80		→ 9029.20	95.80
001-405-01-106-000-GG-000 PROS ATTY RETIREMENT	149395.00	17562.24	142530.15		6864.85	95.40
001-405-01-108-002-GG-000 PR ATTY P/TIME/EXTRA HLP	3879.00		3878.55		.45	99.98
001-405-02-212-000-GG-000 PROS ATTY PRINTING						
001-405-02-214-000-GG-000 PROS ATTY TRAVEL	9500.00	905.13	9308.38		191.62	97.98
001-405-02-216-000-GG-000 PROS ATTY MAIN/REP EQUIPM						
001-405-02-218-000-GG-000 PROS ATTY POSTAGE	475.00	15.33	467.01		7.99	98.31
001-405-02-219-000-GG-000 PROS ATTY BLDG EQUIP RENT						
001-405-02-220-000-GG-000 PROS ATTY ADS/LEGAL PUBS	950.00		290.10		659.90	30.53
001-405-02-221-000-GG-000 PROS ATTY TRAIN/EDUCATION	4025.00	275.00	3223.26		801.74	80.08
001-405-02-222-000-GG-000 PROS ATTY DUES/SUBSCRIPTI	47975.00	1678.50	42306.23		→ 5668.77	88.18
001-405-02-223-000-GG-000 PROS ATTY PROF SERVICES	9800.00	2710.65	10167.44		-367.44	103.74
001-405-02-229-000-GG-000 PROS ATTY COURT COSTS/DAM	200.00	5384.65	5584.65		-5384.65	2792.32
001-405-02-230-000-GG-VOC VOCA GRT VICTIM ADVOCATE						
001-405-02-230-000-GG-000 PROS ATTY CONTRCID SERVIC	5700.00	520.28	5709.76		-9.76	100.17
001-405-02-233-000-GG-000 P/A INVESTIGATION EXPENSE						
001-405-03-341-000-GG-000 PROS ATTY MATERIAL/SUPPLY	6000.00	311.95	5443.41		556.59	90.72
001-405-03-353-000-GG-000 PROS ATTY COMPUTER SOFTWR						
001-405-03-354-000-GG-000 PROS ATTY COMPUTER HRDWRE						
001-405-03-355-000-GG-000 PROS ATTY IT SUPPORT						
001-405-03-356-000-GG-000 PROS ATTY LIC & ANNL FEES						
001-405-04-459-000-CP-000 PROS ATTY CAP/OUTLAY EQUIP						
TOTALS FOR PROSECUTING ATTORNEY	1802394.00	204052.48	1729110.65		73283.35	95.93

Michelle Gordon

FY17

From: Denise Rideoutt
Sent: Thursday, July 06, 2017 10:01 AM
To: Michelle Gordon
Cc: Denise Rideoutt
Subject: Budget Revision

Good Morning Michelle,

As per our conversation, Matt is requesting a budget revision for the amount of \$997.95 for purchase of furniture from Schewel's. He was thinking it could come out of the Salary line item.

Thank you

Sal to Supp 03.341
Talked to Vivian.

Lector D. Rideoutt
Paralegal
Jefferson County Prosecutor's Office
304.724.6274
P. O. Box 729
Charles Town, WV 25414

need BR.

WVCORP 1315 Franklin Rd. SW Roanoke, VA 24016	Invoice Date: 5/30/17
Name of Insured: Jefferson County Commission	Please remit to: WVCORP 1315 Franklin Rd., SW Roanoke, VA 24016
Public Officials Liability Invoice	Policy Number WV-JE-019-15-POL Effective Date 7/1/14 Expiration Date 7/1/15

Claim Number	Transaction / Date of Loss	Amount
WV0192015004670	2/2/15	\$5,000.00
	WV Corp defended Ralph Lorenzetti in wrongful Arrest case. 001.405.02.229. 000.66.000 OK to Pay M Gordon	
Mike Papiomatas	Total Amount Due Upon Receipt	\$5,000.00

Fund w/
Wages -
Vac. Savings

Premiums are due as of the Transaction Effective Date or upon receipt of this invoice. THANK YOU FOR YOUR CONTINUED SUPPORT



Received

Jefferson County Commission
Attn: Sally Gran
P.O. Box 250
Charles Town, WV 25414

JUN 04 2017

Jefferson County Commission

May 30, 2017

West Virginia Counties Self-Insurance Risk Pool
Participant: Jefferson County Commission
Claim Number: WV0192015004670
Date of Loss: 2/2/15
Claimant: Jeremiah Goodwin

Dear Sally:

The handling of this claim is now complete. This claim was defended under your Public Officials Coverage. This coverage has a \$5,000.00 deductible. The total amount spent on this claim was \$16,078.45. Please remit your deductible amount under the terms of your insurance agreement.

Sincerely,

Mike Paplomatas, Claims Specialist

Wrongful Arrest
misconduct Ralph Lorenzetti
WVcorp Defended Ralph & won.



**Jefferson County Commission
Ambulance Fee Billing Reconciliation
As of 6/30/2017**

PB: Mgordon

<u>Description</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
JCESA Annual Costs				
JCESA Fire	-	373,625	420,000	595,000
JCESA Ambulance	2,178,353	1,997,562	2,248,312	2,248,674
JCESA Totals	<u>2,178,353</u>	<u>2,371,187</u>	<u>2,668,312</u>	<u>2,843,674</u>
Expenditures				
Wages & Benefits				
Wages	3,379.20	29,977.12	29,786.38	30,959.47
FICA	209.51	1,858.58	1,846.76	1,919.49
Med	49.00	434.67	431.90	448.91
Retire	152.07	1,335.51	1,340.30	8,464.14
Vision	7.53	90.36	90.36	83.28
Life	6.80	81.60	81.60	152.40
Total Wages & Benefits	<u>3,804.11</u>	<u>33,777.84</u>	<u>33,577.30</u>	<u>42,027.69</u>
Materials & Supplies		1,861.58	1,200.03	1,200.46
Contracted Services		-	408.00	2,244.83
Postage		8,902.50	11,343.20	11,883.99
Software Annual Fee		1,800.00	1,800.00	1,800.00
Bad Debt Expense		-	-	33,779.00
Merchant Services Fees		1,015.94	3,038.12	4,275.66
Customer Refunds		8,263.00	485.00	290.00
NSF Checks		1,220.00	630.00	895.00
NSF Checks Paid		(1,180.00)	(500.00)	(223.00)
Total Expenses	<u>3,804.11</u>	<u>55,660.86</u>	<u>51,981.65</u>	<u>98,173.63</u>
Revenues - CASH BASIS				
Deposits		818,896.00	871,618.15	883,759.32
NSF Fee		217.00	171.00	115.00
Merchant Conven Fee Rev		1,229.00	3,676.00	4,282.00
Interest Earned		176.27	268.31	432.34
Total Revenues	<u>-</u>	<u>820,518.27</u>	<u>875,733.46</u>	<u>888,588.66</u>
Net Income	(3,804.11)	764,857.41	823,751.81	790,415.03
Less: Disbursements to JCESA		675,000.00	800,000.00	750,000.00
Income	<u>(3,804.11)</u>	<u>89,857.41</u>	<u>23,751.81</u>	<u>40,415.03</u>
Bill Information as of 7/1/2017 - ACCRUAL BASIS				
Base Fees		849,200.00	887,095.30	888,640.10
Base Collected		786,570.00	757,370.30	762,345.10
CY Base Outstanding		62,630.00	129,725.00	126,295.00
PY Base Outstanding			62,630.00	137,320.00
Total Base Outstanding at YE		<u>62,630.00</u>	<u>192,355.00</u>	<u>263,615.00</u>
Less: Allow for D/A		-	-	(33,779.00)
Net A/R at YE		<u>62,630.00</u>	<u>192,355.00</u>	<u>229,836.00</u>
Late Fees Collected <i>per Report</i>		72,563.00	60,402.00	53,384.00
PY Late Fees Collected per Report				21,800.56
Total Late Fees Collected		<u>72,563.00</u>	<u>60,402.00</u>	<u>75,184.56</u>
Count		18,609	19,806	20,041
Fees Paid in Advance (Deferred Revenue 001.239.00.000)				23,670.00
Due to General Fund			97,054.23	59,386.97

Jefferson County Commission
Ambulance Fee Billing
As of 6/30/2017

PB: Michelle Gordon

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	
Cash held by General Fund	\$ -	\$ 133,097.31	\$ 199,971.85	\$ 235,966.85	001.115.00.000
Due to General Fund	(3,804.11)	(58,703.39)	(97,054.23)	(59,386.97)	001.115.00.000
A/R		62,630.00	192,355.00	263,615.00	001.116.00.000
Allowance for Doubtful Accounts				(33,779.00)	001.116.00.999
Net AR				<u>229,836.00</u>	001.116.00.NET
Total Assets	<u>(3,804.11)</u>	<u>137,023.92</u>	<u>295,272.62</u>	<u>406,415.88</u>	
A/P			225.51	421.90	001.201.00.000
Due to Amb Auth		137,023.92	267,766.11	382,323.98	001.210.00.000
Def Rev		-	27,281.00	23,670.00	001.239.00.000
Fund Bal	(3,804.11)	0.00	0.00	0.00	001.299.00.000
Total Liab & OE	<u>(3,804.11)</u>	<u>137,023.92</u>	<u>295,272.62</u>	<u>406,415.88</u>	
Revenues					
Cash Basis		820,518.27	875,733.46	888,588.66	001.344.CS.000
Accrual Basis	-	62,278.00	116,468.15	80,065.34	001.344.CS.000
Total Revenue	<u>-</u>	<u>882,796.27</u>	<u>992,201.61</u>	<u>968,654.00</u>	
Expenditures					
Exp Gen Fund Cash Basis	3,804.11	55,660.86	51,981.65	98,173.63	001.715.02.235.001.PS.000
Exp Cash Basis		675,000.00	800,000.00	750,000.00	001.715.02.235.000.PS.000
Amb Auth Exp Accrual Basis		148,331.30	140,219.96	120,480.37	001.715.02.235.000.PS.000
Total Expenditures	<u>3,804.11</u>	<u>878,992.16</u>	<u>992,201.61</u>	<u>968,654.00</u>	
Net Inc (Loss)	<u>(3,804.11)</u>	<u>3,804.11</u>	<u>-</u>	<u>-</u>	

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 Expenditures by Funding Source

	FY16 Actual	FY17 Budget	FY18 Budget
TAX REVENUE & RELATED EXPENDITURES			
Tax Revenue			
AD VALOREM TAXES	12,273,866	13,025,919	13,744,400
Statutory Expenditures			
COUNTY COMMISSION	1,687,540	1,781,233	1,835,790
COUNTY CLERK	720,816	739,881	719,326
CIRCUIT CLERK	596,132	596,187	604,626
SHERIFF AND TREASURER	560,242	576,969	571,366
PROSECUTING ATTORNEY	1,776,094	1,802,394	1,810,599
ASSESSOR	511,554	527,389	534,954
STATEWIDE COMPUTER NET	53,302	58,077	51,356
ELECTIONS COUNTY CLERK	379,574	313,742	280,489
MAGISTRATE COURT	2,257	1,700	2,000
COURTHOUSE (MAINTENANCE)	1,171,924	1,116,812	1,033,314
REGIONAL DEVELOPMENT AUTH	19,795	19,795	19,795
SHERIFF LAW ENFORCEMENT	3,637,393	3,781,357	3,960,896
REGIONAL JAIL	1,195,973	1,537,800	1,320,000
HOMELAND SECURITY	229,555	273,360	291,825
Total Statutory Expenditures	12,542,151	13,126,696	13,036,336
Subtotal Net Tax Surplus/(Deficit)	(268,285)	(100,777)	708,064
DEDICATED REVENUE & RELATED EXPENDITURES			
911 Fee Revenue			
EMG COMM - 911 FEE	1,852,675	1,797,200	2,003,900
911 Fee Expenditures			
COMMUNICATIONS CENTER	1,831,615	1,908,251	1,977,650
Subtotal Net 911 Surplus/(Deficit)	21,060	(111,051)	26,250
Ambulance Fee Revenue			
AMBULANCE FEES	992,393	880,000	790,000
Ambulance Fee Expenditures			
FIRE DEPARTMENTS	420,000	595,000	665,000
AMBULANCE AUTHORITY	2,439,972	2,223,366	2,662,402
Total Expenditures	2,859,972	2,818,366	3,327,402
Subtotal Net Ambulance Surplus/(Deficit)	(1,867,579)	(1,938,366)	(2,537,402)
Hotel Tax Revenue			
HOTEL OCCUPANCY TAX	652,945	764,918	695,787
Hotel Tax Expenditures			
PARKS AND RECREATION	536,892	595,302	561,759
ARTS AND HUMANITIES	12,827	14,749	13,916
HISTORICAL COMMISSION	18,994	22,964	20,606
VISITOR'S BUREAU	320,676	382,457	347,894
Total Hotel Expenditures	889,389	1,015,472	944,175
Subtotal Net Hotel Surplus/(Deficit)	(236,444)	(250,554)	(248,388)

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 Expenditures by Funding Source

	FY16 Actual	FY17 Budget	FY18 Budget
DEDICATED REVENUE & RELATED EXPENDITURES (continued)			
Permit Fee Revenue			
BUILDING PERMIT FEES	241,384	240,000	245,000
Permit Fee Expenditures			
ENGINEERING	1,441,885	1,414,045	1,421,458
Subtotal Net Permit Surplus/(Deficit)	(1,200,501)	(1,174,045)	(1,176,458)
Service of Process Revenue			
SHERIFF'S SRVC OF PROCESS	19,255	19,512	18,700
Service of Process Expenditures			
SHERIFF SVC OF PROCESS	17,564	19,512	18,700
Subtotal Net Process Surplus/(Deficit)	1,691	-	-
Assessor Valuation Fund Revenue			
TRANS/ASSR VAL FUND	436,534	447,551	456,273
Assessor Valuation Fund Expenditures			
ASSESSOR'S VALUATION FUND	436,534	441,008	456,273
Subtotal Net ASV Surplus/(Deficit)	-	6,543	-
Net Surplus/(Deficit) Before Other	(3,550,058)	(3,568,250)	(3,227,934)
NON-DEDICATED REVENUE & EXPENDITURES			
Other Revenue			
TABLE GAMES	853,011	740,000	617,700
VIDEO LOTTERY	3,263,262	3,140,000	3,020,000
TAX PENALTIES	285,246	296,000	295,000
PROPERTY TRANSFER TAX	664,414	785,228	773,000
GAS & OIL SEVERANCE TAX	95,320	58,800	99,000
HORSE & DOG RACING TAX	12,545	11,000	8,068
WINE & LIQUOR TAX	36,831	43,000	37,000
SHERIFF EARNINGS	21,155	163,727	143,000
SHERIFF'S COMMISSION	11,563	11,498	11,200
JAIL FEES	97,813	69,300	98,000
COUNTY CLERK'S EARNING	201,959	192,375	199,900
CIRCUIT CLERK'S EARNING	64,933	61,000	62,900
PROSECUTING ATTY EARNINGS	1,081	1,134	1,400
LICENSE/DECALS	78	61	65
MISC. RENTS	142	120	130
FEDERAL GOV GRANTS	177,112	240,000	220,000
FED PYMNT IN LIEU OF TAXS	18,698	11,676	16,000
ACCIDENT REPORTS	4,060	4,900	4,300
MAP SALES	2,685	3,697	3,200
RENT - CONCESSIONS	46,975	44,679	44,200
FRANCHISE FEES	470,701	496,000	533,300
IRP FEES-INTNATL REG PGM	15,496	11,700	15,100
INTEREST EARNED	30,916	33,737	31,770
MISCELLANEOUS REVENUE	15,986	2,583	17,800

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 Expenditures by Funding Source

	<u>FY16 Actual</u>	<u>FY17 Budget</u>	<u>FY18 Budget</u>
Other Revenue (continued)			
FILING FEES	-	10,800	-
GAIN/LOSS SALE-FIX ASSETS	33,750	-	-
REIMBURSEMENT/OTHER REVENUE	406,969	302,520	279,200
GEN SCHOOL FUND REIMB	219,218	264,000	264,000
Total Non-Dedicated Revenues	<u>7,051,919</u>	<u>6,999,535</u>	<u>6,795,233</u>
Other Expenditures			
AGRICULTURAL AGENT	115,880	128,704	127,568
OTHER BUILDINGS	556,735	531,000	534,300
IT DATA PROCESSING	274,039	412,980	403,645
ECONOMIC DEVELOPMENT	413,552	423,249	412,176
CONTINGENCIES		85,000	200,000
ANIMAL CONTROL	319,140	328,947	299,805
CENTRAL GARAGE	239,280	254,396	261,862
SOLID WASTE AUTHORITY	-	15,600	15,600
LIBRARIES	250,000	330,000	330,000
TRANSFER TO CAPITAL OUTLAY FUND	43,781	1,353,000	747,200
PUBLIC TRANSPORTATION	10,275	20,000	20,000
Total Non-Dedicated Expenditures	<u>2,222,682</u>	<u>3,882,876</u>	<u>3,352,156</u>
Net Surplus/(Deficit) of Revenues over Expenditures	<u>1,279,179</u>	<u>(451,591)</u>	<u>215,143</u>
<hr/>			
GRAND TOTAL REVENUES	23,520,971	24,174,635	24,749,293
GRAND TOTAL EXPENDITURES	<u>22,241,792</u>	<u>24,626,226</u>	<u>24,534,150</u>
Net Surplus/(Deficit) of Revenues over Expenditures	<u>1,279,179</u>	<u>(451,591)</u>	<u>215,143</u>
BEGINNING FUND BALANCE	4,173,897	5,453,076	5,005,763
NET CHANGE INFUND BALANCE	1,279,179	(451,591)	215,143
ENDING FUND BALANCE	<u>5,453,076</u>	<u>5,001,485</u>	<u>5,220,906</u>
FUND BALANCE AS A % OF OPERATING EXP	24.52%	20.31%	21.28%





Quarterly Report
April 1, 2017 – June 30, 2017
July 8, 2017

1. Projects Undertaken

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management - ongoing
 - ii. Lobbying US Congress to expand Antietam National Battlefield Park –ongoing
- b. Peter Burr Farm improvements and programing - ongoing
- c. *Our History, Our Community* Endowment Campaign
- d. Snow Hill/Poor House Improvements – ongoing
- e. WV GeoExplorer project – sponsor and coordinate - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC inventory data - ongoing
- h. Hosting an AmeriCorps Member Lauren Kelly – ongoing
- i. Hosting Shepherd University Intern – Kara Riley
- j. Designation of NR Landmark – *Wild Goose*
- k. Designation of NR Landmark – *The Rocks*
- l. Morgan’s Grove Historic District – branding and installation of signage
- m. Design Review Standards for Middleway Historic District

2. Projects Completed

- a. Park Day, Clean up at Shepherdstown Battlefield, April 1, 2017
- b. Printing and distribution of *John Brown’s Trail* a driving tour booklet. A grant of \$500 was received from the JCCVB to help defray printing expenses.
- c. Received notification of a grant for \$1,000 Coyle Cemetery to restack stone walls
- d. MOU between JCHLC & JCPRC, May 23, 2017
- e. Received notification of a \$1,100 grant for printing of two brochures from WV Humanities Council
- f. Received a gift of 26 acres of Shepherdstown Battlefield property from the Civil War Trust.

3. Projects Proposed

- a. Documentation of significant barns and farmsteads
- b. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

4. Items Requiring Jefferson County Commission Attention

- a. None at this time

Submitted by
Martin Burke, Chair, JCHLC

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENTS TO THE JEFFERSON COUNTY LEASH LAW ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning Amendments to the draft Leash Law Ordinance on Thursday, August 3, 2017 at 1:30 p.m. in the County Commission meeting room located at the Old Charles Town Library meeting room 200 East Washington Street, Charles Town, West Virginia.

At this hearing, the Commission will receive public comment concerning the amendments to the Leash Law Ordinance.

Anyone wishing to provide written or oral comment may do so at this meeting or you may send comments to info@jeffersoncountywv.org.

A copy of the proposed ordinance may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: www.jeffersoncountywv.org

The public is invited to attend.

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

Impact Fee Status Report

June 2017

Office of Impact Fees

Summary

Date Range: Thursday 1 through Friday 30 June 2017

Report Date: 5 July 2017

Process Number Range: 1700122-1700145

Total Applications: 24

Total Non-Exempt: 22

Of which:

Commercial: 0

Residential: 22

Of which:

County: 13

Municipal: 9

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for June 2017. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 June 2017	2	0	22	24
Fees collected		\$0.00	\$130,188.00	\$130,188.00
<i>Of which</i>				
School Impact Fee			\$118,218.00	\$118,218.00
Law Enforcement Fee		\$0.00	\$1,890.00	\$1,890.00
Parks & Recreation Fee			\$9,084.00	\$9,084.00
EMS Fee		\$0.00	\$996.00	\$996.00

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

Description	Amount
Opening Statement Balance (1 June 2017)	\$193,652.98
May Deposits (1 – 30 June 2017)	\$130,188.00
School May Transactions (withdraws via transfer on 12 June 2017)	(\$175,298.78)
Law May Transactions (withdraws via transfer on 12 June 2017)	(\$3,563.04)
Parks & Rec May Transactions (withdraws via transfer on 12 June 2017)	(\$13,338.64)
EMS May Transactions (withdraws via transfer on 12 June 2017)	(\$1,452.52)
Interest Earned (30 June 2017)	\$55.39
Ending Statement Balance (30 June 2017)	\$130,243.39
<i>Outstanding Credits (deposits through 1 July 2017)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 June 2017)	\$3,310,119.27
May Transactions (deposits via transfer on 12 June 2017)	\$175,298.78
Interest Earned (30 June 2017)	\$1,405.95
Ending Balance (30 June 2017)	\$3,486,824.00

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

Description	Amount
Opening Balance (1 June 2017)	\$93,358.29
May Transactions (deposits via transfer on 12 June 2017)	\$3,563.04
Interest Earned (30 June 2017)	\$39.30
Ending Balance (30 June 2017)	\$96,960.63

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

Description	Amount
Opening Balance (1 June 2017)	\$135,979.83
May Transactions (deposits via transfer on 12 June 2017)	\$13,338.64
Interest Earned (30 June 2017)	\$59.35
Ending Balance (30 June 2017)	\$149,377.82

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

Description	Amount
Opening Balance (1 June 2017)	\$18,542.70
May Transactions (deposits via transfer on 12 June 2017)	\$1,452.52
Interest Earned (30 June 2017)	\$7.99
Ending Balance (30 June 2017)	\$20,003.21

Table 7. Total Impact Fees as of 1 July 2017/1

Description	Amount
Office of Impact Fees General Account	\$130,243.39
School Impact Fee Account	\$3,486,824.00
Law Enforcement Fee Account	\$96,960.63
Parks & Recreation Impact Fee Account	\$149,377.82
EMS Impact Fee Account	\$20,003.21
Total Impact Fees	\$3,883,409.05

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

Table 8. Pending July 2017 Fee Transfers /1

Account	30 June 2017 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$3,486,824.00	\$118,268.40	\$3,605,092.40
Law Enforcement Fee Account	\$96,960.63	\$1,890.55	\$98,851.18
Parks & Recreation Impact Fee Account	\$149,377.82	\$9,087.89	\$158,465.71
EMS Impact Fee Account	\$20,003.21	\$996.55	\$20,999.76
Total Impact Fees	\$3,753,165.66	\$130,243.39	\$3,883,409.05

/1 This table represents each of the impact fee category account totals as of 30 June 2017 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in June 2017 are listed in table 1 of the General Account (3111776); these transactions will be processed in July 2017. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

610

Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Thursday 1 through Friday 30 June 2017

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Exempt Applications

1700123	06/01/2017	Joshbeen	ILA Properties,	03 Charles Town	970	154	11B	309	\$0.00	06/01/2017	Form 200
1700142	06/28/2017	Bowman	Elex	07 Middleway	1108	367	21	5.20	\$0.00	06/28/2017	Form 200

Category Count: 2

Category Total **\$0.00**

Non-Exempt Applications

1700122	06/01/2017	Eddy	Neal	02 Charles Town	1057	356	21E	71	\$6,347.00	06/01/2017	N/A
1700124	06/02/2017	Milcetic	Sarah	09 Shepherdstown	1180	671	10	8	\$6,347.00	06/02/2017	N/A
1700125	06/02/2017	Dan Ryan		04 Harpers Ferry	914	521	9	10	\$6,347.00	06/02/2017	N/A
1700126	06/05/2017	Payton	William	06 Kabletown	313	533	19A	3.1	\$889.00	06/05/2017	N/A
1700127	06/05/2017	Snyder II	Herbert	02 Charles Town	1050	478	24	2.1	\$6,347.00	06/05/2017	N/A
1700128	06/05/2017	Shendandoah		08 Ranson Corp	1133	476	8D	6E	\$6,186.00	06/05/2017	N/A
1700129	06/05/2017	Miller	Randel and	09 Shepherdstown	1176	101	13	1.12	\$6,347.00	06/05/2017	N/A
1700130	06/06/2017	Koski	Elizabeth	09 Shepherdstown	1137	162	15	10	\$6,347.00	06/06/2017	N/A
1700131	06/07/2017	Ware III	Joseph	07 Middleway	1032	136	16	3	\$6,347.00	06/07/2017	N/A
1700132	06/09/2017	Abelow	Eugene & Sarah	02 Charles Town	1190	291	23B	10157	\$6,347.00	06/09/2017	N/A
1700133	06/12/2017	Dean	George	04 Harpers Ferry	1183	442	12C	153	\$3,808.00	06/12/2017	N/A
1700134	06/16/2017	Arcadia		03 Charles Town	23	67	12B	196	\$6,186.00	06/16/2017	N/A
1700135	06/16/2017	Arcadia		03 Charles Town	23	67	12B	243	\$6,186.00	06/16/2017	N/A
1700136	06/22/2017	Carey	Donald	08 Ranson Corp	424	671	10	20.1	\$6,186.00	06/22/2017	N/A
1700137	06/22/2017	Shenandoah		08 Ranson Corp	21	91	8D	7E	\$6,186.00	06/22/2017	N/A
1700138	06/22/2017	DR Acquisitions,		04 Harpers Ferry	919	660	9	3	\$6,347.00	06/22/2017	N/A
1700139	06/23/2017	Stimmel-	Gregory &	07 Middleway	719	124	14	6.10	\$6,347.00	06/23/2017	N/A
1700140	06/23/2017	Dan Ryan		04 Harpers Ferry	1112	131	2B	64	\$6,347.00	06/23/2017	N/A
1700141	06/27/2017	Jamie Davis	AMD	01 Bolivar Corp	1149	298	1	15.16	\$6,186.00	06/27/2017	N/A
1700143	06/28/2017	Bittinger	Steve	01 Bolivar Corp	.	.	4	24.1	\$6,186.00	06/28/2017	N/A
1700144	06/28/2017	Bittinger	Steve	01 Bolivar Corp	.	.	4	24.1	\$6,186.00	06/28/2017	N/A
1700145	06/28/2017	Bittinger	Steve	01 Bolivar Corp	.	.	4	24.1	\$6,186.00	06/28/2017	N/A

5 July 2017

Office of Impact Fees

Page 4 of 5

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Non-Exempt Applications											
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Category Count: 22					Category Total		\$130,188.00				
TOTAL APPLICATIONS: 24					Grand Total		\$130,188.00				

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Wednesday, 5 July 2017
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2017.

This transfer consists of two components:

- Impact Fee Process Numbers 1700122 through 1700145, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$118,218.00**.
- Interest earned by the Office of Impact Fees General Account in June 2017 amounts to **\$55.39**, of which **\$50.40** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is ~~\$118,268.40~~.

~~Check # 1096~~



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1096

Trace 20170705:42019.29

Date 7/5/2017

Series 1

Recipient Sheriff of Jefferson County
Amount \$118,218.00

Account 3107582
Signature 1 Peter Onoszko
Signature 2 Sheriff Peter Dougherty
Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in June 2017.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/2/2017	1700122	2003-3	11/24/2005	\$5,700.00
6/5/2017	1700124	2003-3	11/24/2005	\$5,700.00
6/5/2017	1700125	2003-3	11/24/2005	\$5,700.00
6/6/2017	1700126	2003-3	11/24/2005	\$798.00
6/6/2017	1700127	2003-3	11/24/2005	\$5,700.00
6/6/2017	1700128	2003-3	11/24/2005	\$5,700.00
6/6/2017	1700129	2003-3	11/24/2005	\$5,700.00
6/7/2017	1700130	2003-3	11/24/2005	\$5,700.00
6/8/2017	1700131	2003-3	11/24/2005	\$5,700.00
6/12/2017	1700132	2003-3	11/24/2005	\$5,700.00
6/13/2017	1700133	2003-3	11/24/2005	\$3,420.00
6/19/2017	1700134	2003-3	11/24/2005	\$5,700.00
6/19/2017	1700135	2003-3	11/24/2005	\$5,700.00
6/23/2017	1700136	2003-3	11/24/2005	\$5,700.00
6/23/2017	1700137	2003-3	11/24/2005	\$5,700.00
6/23/2017	1700138	2003-3	11/24/2005	\$5,700.00
6/26/2017	1700139	2003-3	11/24/2005	\$5,700.00
6/26/2017	1700140	2003-3	11/24/2005	\$5,700.00
6/28/2017	1700141	2003-3	11/24/2005	\$5,700.00
6/29/2017	1700143	2003-3	11/24/2005	\$5,700.00
6/29/2017	1700144	2003-3	11/24/2005	\$5,700.00
6/29/2017	1700145	2003-3	11/24/2005	\$5,700.00

Total amount for this withdraw \$118,218.00

Total amount for this account \$118,218.00

Total amount all accounts \$118,218.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 17025
Date: 7/5/2017

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of June 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$118,218.00
Interest earned by the Office of Impact Fees General Account June 2017.	\$50.40
Impact Fee Process Numbers 1700122 through 1700145, inclusive. Within this range, there were 22 non-exempt impact fee payments.	
	Total: \$118,268.40

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

Check Number: 1096

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Wednesday, 5 July 2017
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2017.

This transfer consists of two components:

- Impact Fee Process Numbers **1700122** through **1700145**, inclusive. Within this range there were 13 non-exempt impact fee payments. This amounts to **\$1,890.00**.
- Interest earned by the Office of Impact Fees General Account in June 2017 amounts to **\$55.39**, of which **\$0.55** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is **~~\$1,890.55~~**.

Check# 1097



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1097

Trace 20170705:41441.16

Date 7/5/2017 **Series** 2

Recipient Sheriff of Jefferson County
Amount \$1,890.00

Account 3120120
Signature 1 Peter Onoszko
Signature 2 Sheriff Peter Dougherty
Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in June 2017.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/2/2017	1700122	2005-1	3/22/2005	\$161.00
6/5/2017	1700124	2005-1	3/22/2005	\$161.00
6/5/2017	1700125	2005-1	3/22/2005	\$161.00
6/6/2017	1700126	2005-1	3/22/2005	\$23.00
6/6/2017	1700127	2005-1	3/22/2005	\$161.00
6/6/2017	1700128	2005-1	3/22/2005	\$0.00
6/6/2017	1700129	2005-1	3/22/2005	\$161.00
6/7/2017	1700130	2005-1	3/22/2005	\$161.00
6/8/2017	1700131	2005-1	3/22/2005	\$161.00
6/12/2017	1700132	2005-1	3/22/2005	\$161.00
6/13/2017	1700133	2005-1	3/22/2005	\$96.00
6/19/2017	1700134	2005-1	3/22/2005	\$0.00
6/19/2017	1700135	2005-1	3/22/2005	\$0.00
6/23/2017	1700136	2005-1	3/22/2005	\$0.00
6/23/2017	1700137	2005-1	3/22/2005	\$0.00
6/23/2017	1700138	2005-1	3/22/2005	\$161.00
6/26/2017	1700139	2005-1	3/22/2005	\$161.00
6/26/2017	1700140	2005-1	3/22/2005	\$161.00
6/28/2017	1700141	2005-1	3/22/2005	\$0.00
6/29/2017	1700143	2005-1	3/22/2005	\$0.00
6/29/2017	1700144	2005-1	3/22/2005	\$0.00
6/29/2017	1700145	2005-1	3/22/2005	\$0.00
Total amount for this withdraw				\$1,890.00
Total amount for this account				\$1,890.00
Total amount all accounts				\$1,890.00

Jefferson County CommissionP.O. Box 250
Charles Town, WV 25414**Invoice**

Number: 17026

Date: 7/5/2017

Bill To:Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414**Pay To:**Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414**P.O. Number****Vendor Number****Description****Amount**

Impact Fee payments collected for month of June 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$1,890.00

Interest earned by the Office of Impact Fees General Account June 2017. \$0.55

Impact Fee Process Numbers 1700122 through 1700145, inclusive. Within this range, there were 13 non-exempt impact fee payments.

Total: \$1,890.55**Notes/Comments** Transfer of funds into Law Enforcement Impact Fee Account (3120120).**Check Number:** 1097

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Wednesday, 5 July 2017
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2017.

This transfer consists of two components:

- Impact Fee Process Numbers **1700122** through **1700145**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$9,084.00**.
- Interest earned by the Office of Impact Fees General Account in June 2017 amounts to **\$55.39**, of which **\$3.89** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is **\$9,087.89**.

~~Check # 1098~~



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1098

Trace 20170705:41531.78

Date 7/5/2017 **Series** 3

Recipient Sheriff of Jefferson County
Amount \$9,084.00

Account 3122808
Signature 1 Peter Onoszko
Signature 2 Sheriff Peter Dougherty
Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in June 2017.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/2/2017	1700122	2005-2	5/12/2005	\$438.00
6/5/2017	1700124	2005-2	5/12/2005	\$438.00
6/5/2017	1700125	2005-2	5/12/2005	\$438.00
6/6/2017	1700126	2005-2	5/12/2005	\$61.00
6/6/2017	1700127	2005-2	5/12/2005	\$438.00
6/6/2017	1700128	2005-2	5/12/2005	\$438.00
6/6/2017	1700129	2005-2	5/12/2005	\$438.00
6/7/2017	1700130	2005-2	5/12/2005	\$438.00
6/8/2017	1700131	2005-2	5/12/2005	\$438.00
6/12/2017	1700132	2005-2	5/12/2005	\$438.00
6/13/2017	1700133	2005-2	5/12/2005	\$263.00
6/19/2017	1700134	2005-2	5/12/2005	\$438.00
6/19/2017	1700135	2005-2	5/12/2005	\$438.00
6/23/2017	1700136	2005-2	5/12/2005	\$438.00
6/23/2017	1700137	2005-2	5/12/2005	\$438.00
6/23/2017	1700138	2005-2	5/12/2005	\$438.00
6/26/2017	1700139	2005-2	5/12/2005	\$438.00
6/26/2017	1700140	2005-2	5/12/2005	\$438.00
6/28/2017	1700141	2005-2	5/12/2005	\$438.00
6/29/2017	1700143	2005-2	5/12/2005	\$438.00
6/29/2017	1700144	2005-2	5/12/2005	\$438.00
6/29/2017	1700145	2005-2	5/12/2005	\$438.00

Total amount for this withdraw \$9,084.00

Total amount for this account \$9,084.00

Total amount all accounts \$9,084.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 17027

Date: 7/5/2017

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of June 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$9,084.00

Interest earned by the Office of Impact Fees General Account June 2017. \$3.89

Impact Fee Process Numbers 1700122 through 1700145, inclusive. Within this range, there were 22 non-exempt impact fee payments.

Total: \$9,087.89

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

Check Number: 1098

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

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Wednesday, 5 July 2017
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **1700122** through **1700145**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$996.00**.
- Interest earned by the Office of Impact Fees General Account in June 2017 amounts to **\$55.39**, of which **\$0.55** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is **\$996.55**.

Check # 1099



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1099

Trace 20170705:41570.83

Date 7/5/2017

Series 4

Recipient Sheriff of Jefferson County

Amount \$996.00

Account 3122816

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in June 2017.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/2/2017	1700122	2005-3	5/12/2005	\$48.00
6/5/2017	1700124	2005-3	5/12/2005	\$48.00
6/5/2017	1700125	2005-3	5/12/2005	\$48.00
6/6/2017	1700126	2005-3	5/12/2005	\$7.00
6/6/2017	1700127	2005-3	5/12/2005	\$48.00
6/6/2017	1700128	2005-3	5/12/2005	\$48.00
6/6/2017	1700129	2005-3	5/12/2005	\$48.00
6/7/2017	1700130	2005-3	5/12/2005	\$48.00
6/8/2017	1700131	2005-3	5/12/2005	\$48.00
6/12/2017	1700132	2005-3	5/12/2005	\$48.00
6/13/2017	1700133	2005-3	5/12/2005	\$29.00
6/19/2017	1700134	2005-3	5/12/2005	\$48.00
6/19/2017	1700135	2005-3	5/12/2005	\$48.00
6/23/2017	1700136	2005-3	5/12/2005	\$48.00
6/23/2017	1700137	2005-3	5/12/2005	\$48.00
6/23/2017	1700138	2005-3	5/12/2005	\$48.00
6/26/2017	1700139	2005-3	5/12/2005	\$48.00
6/26/2017	1700140	2005-3	5/12/2005	\$48.00
6/28/2017	1700141	2005-3	5/12/2005	\$48.00
6/29/2017	1700143	2005-3	5/12/2005	\$48.00
6/29/2017	1700144	2005-3	5/12/2005	\$48.00
6/29/2017	1700145	2005-3	5/12/2005	\$48.00
Total amount for this withdraw				\$996.00
Total amount for this account				\$996.00
Total amount all accounts				\$996.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 17028
Date: 7/5/2017

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of June 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$996.00

Interest earned by the Office of Impact Fees General Account June 2017. \$0.55

Impact Fee Process Numbers 1700122 through 1700145, inclusive. Within this range, there were 22 non-exempt impact fee payments.

Total: \$996.55

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

Check Number: 1099



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning, and Zoning
Office of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

PRE-PROPOSAL CONFERENCE MEMORANDUM

Date: July 12, 2017
To: Jefferson County Parks and Recreation Commission
Attention: Jennifer Myers, Applicant
Address: 235 Sam Michael's Lane; Shenandoah Junction, West Virginia 25442
From: Alexandra Beaulieu, Zoning Administrator
Subject: Non-Residential Minor Site Development

PPC Meeting Date: Wednesday, June 28, 2017 @ 2:00 p.m.

Meeting Attendees: Alexandra Beaulieu, Zoning Administrator; Jennilee Hartman, Zoning Clerk; Jonathan Saunders, County Engineer; Mike Monaghan, County Inspector; and the following applicants: Jennifer Myers, Director of Parks and Recreation; Ann Mountz, Vice President of the Parks and Recreation Board of Directors; Harsha Hatti; and Jodi (?)

Proposed Use: The proposed project consists of a public/private partnership to install a 50M Swimming Pool in an undetermined location at Sam Michael's Park.

Location: 235 Sam Michael's Lane; Shenandoah Junction, West Virginia 25442

Parcel Information: District: Charles Town (02); Map: 3; Parcel: 12; Size: 136.6 acres; Zone: Rural (R)
Deed Book: 494; Page: 157; Plat Book: 6; Page: 19

Relevant Information:

- See Pre-Proposal Conference Memorandums dated September 23, 2016 and March 16, 2017 regarding the proposed amphitheater.
- A registered West Virginia Engineer is required for design of the Site Plan.
- A registered West Virginia Architect is required for architectural plans. Jefferson County is currently using the 2015 IBC for architectural drawings.
- Bonding of the Site Plan improvements may be required.
- Fees are required upon submission of a Site Plan and Building Permit, per the Department's fee schedule.
- Contact information for government agencies who may require additional processing:
 - West Virginia Division of Highways (entrance permit): 304-725-5821
 - Jefferson County Health Department (well & septic): 304-728-8416
 - Office of Building Permits & Inspections: 304-725-2998
 - Office of Impact Fees, Contact Michelle Mason: 304-728-3331
 - State Fire Marshal: 304-558-2191

Meeting Summary:

Zoning - Land Use

The Zoning Administrator determined that proposed land use is designated as a Publicly Owned Facility, which is defined in Article 2 as follows, "Use of a site for government operations or activities, and not otherwise defined as a public safety facility; school, elementary or secondary; school, university or college; school, vocational or professional; hospital; cultural facility; or essential utility equipment."

Discussion of proposed uses included:

- Phase I - an 80' x 200' (~22' height) structure to consist of an indoor swimming pool.
- Phase II - an outdoor swimming pool. Proposed square footage unknown at this time
- Phase III - an outdoor "kiddie splash park". Proposed square footage unknown at this time.
- A structure for a gym and accessory offices. Proposed phasing & square footage unknown at this time.

Per Section 4.10 of the Zoning Ordinance, a Site Plan is required. Submission requirements outlined below under the "Subdivision Regulations – Process" header.

- Appendix B: Non-Residential Site Development Standards
 - Maximum Building Height: 45'
 - Building Setbacks: Front: 25'; Side & Rear: 50'. Note: setbacks are measured from the edge of any concrete surrounding the outdoor pool and kiddie splash park or other outdoor amenities (excluding the parking lot & drive aisle)
 - Parking & Drive Aisle Setbacks: Front: 15'; Side & Rear: 10'
 - Per Article 11, Parking Requirements are as follows
 - Recreational Establishment (other than theaters, swimming pools, and bowling lanes):
1 parking space per 80 square feet of floor space and/or as determined by extent of outdoor use
 - Swimming Pools: 1 parking space for every 7 persons permitted at any one time
 - Landscape Buffer: Front: Street trees per Sec. 4.11I; Side and Rear: Standard Detail M53 (attached)
 - Distance Requirements: 75' from any lot with a dwelling, school, church, or institution for human care not located on the same lot as said use or building or any parcel, historic structure, or designated historic district listed on the WV or National Register of Historic Places (Section 4.6).

If any of the standards as required in the Zoning Ordinance cannot be met, a variance request may be submitted for consideration before the Board of Zoning Appeal, subject to a Public Hearing.

Subdivision Regulations - Process

Proposed project meets the Minor Site Development criteria. Submission of a Full Site Plan is required in accordance with Section 20.203 of the Subdivision Regulations.

- A Concept Plan will be required for any project which exceed 5,000 square feet. A Concept Plan is not required to be an engineered document. It may reflect the project in phases. Each phase will require a site plan.
- Concept Plans are subject to a Public Workshop before the Planning Commission. There is no fee associated with a Concept Plan.
- The applicant may process a Concept Plan and the Full Site Plan concurrently; however, the applicant assumes any risk (financial or otherwise) should the Planning Commission request changes to or place conditions of approval on the Concept Plan that necessitate changes to the Site Plan.

Note: The PPC Memo dated March 16, 2017 regarding the proposed amphitheater, Staff determined that the request to replace an existing 16' x 40' stage with a 3,800 sq. ft. concrete stage can be accomplished through a redline revision to the originally approved site plan which includes phases which have not yet been constructed. Documentation verifying that the existing stormwater facilities and parking facilities meet the requirements of the proposed use is required.

- Once the approved future build-out is completed, additional development will require a new site plan and shall comply with the current Subdivision Regulations and Stormwater Management Ordinance.
- Applicant was advised that the best course of action would be to process a single Concept Plan that included all phases of the proposed swimming pool and recreational facilities, and the full build out of the amphitheater

If any of the development standards as required in the Subdivision Regulations cannot be met, a Waiver request may be submitted for consideration by the Planning Commission, subject to a Public Hearing.

Conclusion: Per Section 4.10 of the Zoning Ordinance, the ILP Ordinance, and the Subdivision Regulations, the proposal requires the submission of a Full Site Plan and may comply with the Minor Site Development process. Building permits must be obtained prior to construction and any appropriate approvals from all Local, State, and Federal Agencies are necessary prior to the issuance of a Zoning Certificate.

Be advised that the purpose of this memo is informational and is only intended to provide general guidance.

Sincerely,


Alexandra Beaulieu
Zoning Administrator

cc:
Office of Engineering
Jefferson County Commission
jmyers@jcprc.org

Harsha Hatti
289 Eastland Drive
Charles Town, WV 25414
Harsha.hatti@corelinq.com



Jefferson County Public Service District

Received

JUL 11 2017

Jefferson County Public Service District Regular Board Meeting June 5, 2017

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 5, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, William Strider; Secretary, Richard Weese (speakerphone); new board member, Roger Forshee; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; Finance Manager, April Shultz; from Bowles Rice, Tyler Mayhew; from Thrasher Engineering, Wayne Morgan, and liaison for the County Commission, Commissioner Josh Compton.

CALL TO ORDER

Chairman Bill Strider called the meeting to order at 7:00PM.

Welcome new board member, Roger Forshee

Mr. Strider welcomed Mr. Roger Forshee to the Board.

Appoint Treasurer

Action: Motion made by Mr. Strider and seconded by Mr. Weese to nominate Mr. Forshee as Treasurer. Unanimously approved.

Approval of agenda

Action: Motion made by Mr. Weese and seconded by Mr. Strider to approve the agenda as presented. Unanimously approved.

OLD BUSINESS

Review Minutes of May 1 regular board meeting

The minutes of the May 1, 2017 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the May 1, 2017 regular board meeting minutes as presented. Unanimously approved.

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

The District will need to collect an estimated \$16,000 in payments to cover the disbursements for water. Mr. Forshee questioned how the District pays disbursements if the money is not available. Ms. Lawton stated that vendors are paid first then bonds and employees, but since the District must pay employees to keep them from leaving money is used from the sewer account to pay for employee labor at water systems and is reimbursed once money becomes available.

Action: No action required by the Board.

Discuss sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN

- Consider approval of Addendum I to the August 3, 2016 Terms of Representation Agreement between the District and Kay Casto & Chaney for the sewer collection project
- Consider approval of summary of additional billings associated with the District sewer collection project which were previously approved by the Board for reimbursement from final bond closing
- Consider for approval the resolution #11 to pay expenses relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds

Ms. Lawton requested the Board approve Addendum I to the representation agreement with Mr. Rodecker for services related to the sewer transmission project. She stated that since Mr. Rodecker is representing the District in the Supreme Court case, he had to raise his fee not to exceed \$10,000 for representation. Ms. Lawton also requested the Board approve the summary of billings for Cox Hollida &

Professionals. Both of these documents reflect the budgeted amounts for the project needed as part as the pre-bid checklist with DEP.

Ms. Lawton requested the Board approve resolution number eleven (11) to pay \$1,250.00 out of the \$660,000 loan for expenses related to the project. Mr. Strider read resolution #11 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE
JEFFERSON COUNTY PUBLIC SERVICE DISTRICT
APPROVING INVOICES RELATING TO ENGINEERING AND
OTHER SERVICES FOR THE SEWER TRANSMISSION
IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT
THEREOF IN THE AMOUNT OF \$1,250.00.

Action: Motion by Mr. Strider and seconded by Mr. Weese to approve the resolution as read totaling \$1,250.00 and to approve Addendum #1 with Mr. Rodecker and approve the summary of costs from CoxHollida & Professionals to reflect the budgeted amounts for the project. Unanimously approved.

NEW BUSINESS

Discuss Resolution 2017-012 from Charles Town regarding asset acquisition

Ms. Lawton stated that the County Commission met to discuss the resolution proposed by Charles Town and did not take any action.

Action: No action required by the Board.

Discuss the Jefferson County Commission decision on June 1, 2017 to perform an independent audit of the PSD books and records

The District was invited to attend the County Commission meeting on June 15th to discuss the Senate Bill 234 account and any other financial questions the Commissioners may have regarding financials. Ms. Lawton discussed that the SB234 account was created to build a "cushion" for the District's operations and maintenance. She stated that some months the District may have additional money left after disbursements are paid to fund the account when other months there is not. This account is to be used for operation and maintenance expenses and is not fully funded yet as it has been drawn down for such expenses. Ms. Lawton stated the account has approximately \$200,000. Ms. Lawton will attend the Commission's next meeting with the District's legal counsel, Jim Kelsh and Chuck Young from Cox Hollida & Professionals to discuss this further.

Action: No action required by the Board.

Discuss the Commission request that the PSD (and support staff such as current financial auditors) attend the next Jefferson County Commission meeting on June 15th

This item was discussed in the above agenda item.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. CCA Jefferson 17A – There are no updates on this case.
- Milliron vs. WV PSC & Jefferson County Public Service District – The Supreme Court granted the District's motion for expedited treatment of the case and Ms. Milliron's motion to stay the project was denied.

Action: No action required by the Board.

Request from Royal Vendors for wastewater treatment waiver

Ms. Lawton explained that Royal Vendors is an industrial user on the District's NPDES permit and has been out of compliance for almost a year on its Silver limit requirement. The permit limits for this location for Silver are 0.008 average monthly with max daily of 0.012. Royal Vendors results are just above this limit and they have been working on fixing the issue with limited success. Ms. Lawton sent them a letter

informing them if the problem is not fixed by July 1st the water will be terminated to the facility in order for the District to stay in compliance with its NPDES permit. Kevin Wilt, Dennis Shawyer, and Don Korrell from Royal Vendors were in the audience for questions.

Royal Vendors had requested a waiver from the District to allow them to keep the water on and they would pay to have the portion of the waste stream from the final wash to be hauled away and disposed by a licensed hauler rather than allowing that flow to run into the District's sewer system. Mr. Korrell informed the Board that they have talked with DEP after they submitted their waiver request to the District and DEP is willing to adjust the limit for Silver from 0.08 to 0.24 in the District's permit once a modification is initiated. Since the pump and haul is an expensive alternative, he asked if the Board would consider not shutting the water off and not have them do the pump and haul while the District requests the permit modification. The Board had reservations about allowing the noncompliance to continue while the modification was being processed.

Mr. Korrell also stated that Royal Vendors has hired Thrasher Engineers to update their system in this portion of the plant as well as continue the quest for the higher than normal Silver results from the past year. Staff will inform Charles Town of the permit modification request and all parties will continue towards a solution. Royal Vendors will attend the District's August meeting to provide an update.

Action: Motion made by Mr. Strider and seconded by Mr. Forshee to allow Royal Vendors to continue to send sewage to the District's sewer system for a period not to exceed August 31, 2017, if DEP grants the authority to do so without a violation being assessed against the District while the permit modification is being processed. If DEP does not allow this, Royal Vendors will proceed with a pump and haul until it is in compliance. Water will not be terminated during this time and the District's General Manager will notify Charles Town of the situation. Unanimously approved.

Discussion of any Expenses over Budget

There were no items over budget for the year. Mr. Forshee had a couple of questions regarding the budget. He asked if the District could piggy back off of the County Commissions independent audit they proposed at their last meeting instead of using Cox Hollida & Professionals to do the District's 2017 audit. Mr. Strider would like to continue to use Cox Hollida & Professionals for the final year of the 3-year audit contract. He also asked about an auto accident at a pump station and Ms. Lawton stated that this issue is in court.

Action: No action required by the Board.

Disbursements

Mr. Forshee had a couple of questions regarding the disbursements and how they are paid when there is a deficit. Mrs. Shultz stated that there were unexpected repairs for a well pump, generator, and the mowing had started back up at Glen Haven which made the water system bills higher than normal this month. Some of the vendors are contacted to prolong payment until money is collected. Employee labor is paid from the sewer account to pay for employees time spent at water systems and is reimbursed once money becomes available in the water account. Mr. Forshee also questioned the Robinsons mowing line item and if there would be any cost savings to look into other companies.

Action: Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for Public Service District water expenses in the amount of \$10,558.95. Unanimously approved.

Action: Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for the Public Service District sewer expenses in the amount of \$227,311.22. Unanimously approved.

Approve transfer of \$5,579.03 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$5579.03 from the New Sewer Security Deposit account to the

Sewer Operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$1,576.80 from the Renewal and Replacement account to the Sewer Operating account for repairs at Spruce Hill North pump station

Action: Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$1,576.80 from Renewal and Replacement account to the Sewer Operating account for repairs at Spruce Hill North pump station. Unanimously approved.

General Manager's Report

None discussed.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

The Board discussed a letter sent to Commissioner Patsy Noland regarding the service area of Chairman Bill Strider and his eligibility of being a PSD board member. Mr. Mayhew stated that Mr. Strider is living in a location within the District's boundaries as of today and at the time he was appointed. Mr. Strider also stated that the lots have not been platted as inaccurately stated by Commissioner Compton. Mr. Forshee questioned if this was a requirement and Ms. Lawton responded that it is not and the District has had board members living in all areas of the County. Commissioner Compton added that the Commission has asked the City of Ranson for verification after there were discrepancies with the municipality boundaries and to verify that laws are being properly followed regarding appointments.

Action: No action required by the Board.

Public Comment

Jacquelyn Milliron, PSD ratepayer, commented on SB234 and stated that about 80% of the recent District rate increase was intended to fund the SB234 account according to documents she had.

Action: Motion made by Mr. Forshee and seconded by Mr. Strider to convene in executive session for the purpose of discussing personnel matters and contract negotiations. Unanimously approved.

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

Action: Motion made by Mr. Strider and seconded by Mr. Weese to hire April Shultz as the Jefferson County Public Service District's General Manager effective September 1, 2017 including a salary of \$78, 250 with all benefits offered to all other District employees and no further advertising for potential candidates.

Mr. Forshee amended the motion to not fill the position at this time and advertise the General Manager position out both internally and externally at a salary of \$78, 250.00 starting September 1, 2017. The motion failed due to a lack of a second.

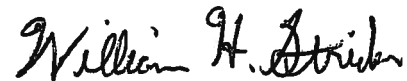
The original motion passed 2-1. Mr. Forshee opposed.

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

There being no further business at this time, the meeting was adjourned at 10:10PM.

The next regular meeting is scheduled for Monday, July 3, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



William H. Strider
Chairman



Richard WM Weese
Secretary

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	96,130.52	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	111,917.88	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
05/27/17	99,861.88	49,930.94	49,930.94	3,959.52	19,922.45	1,083.50	16,816.74	8,148.73
06/03/17	105,006.24	52,503.12	52,503.12	4,163.50	20,948.74	1,139.32	17,683.05	8,568.51
06/10/17	85,126.16	42,563.08	42,563.08	3,375.25	16,982.67	923.62	14,335.25	6,946.29
06/17/17	95,307.36	47,653.68	47,653.68	3,778.94	19,013.82	1,034.08	16,049.76	7,777.08
06/24/17	93,257.24	46,628.62	46,628.62	3,697.65	18,604.82	1,011.84	15,704.52	7,609.79
06/30/17	74,002.52	37,001.26	37,001.26	2,934.20	14,763.50	802.93	12,462.02	6,038.61
Subtotal	\$ 5,183,001.88	\$ 3,047,532.68	\$ 2,135,469.20	\$ 169,342.68	\$ 852,052.19	\$ 46,339.71	\$ 719,226.02	\$ 348,508.60

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

WEST VIRGINIA LOTTERY
Charles Town
County / Municipality Split
Fiscal Year 2018

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

Date	2% of Adj. Net Revenue	Jefferson County	Five Municipalities	Bolivar 7.93%	Charles Town 39.90%	Harpers Ferry 2.17%	Ranson 33.68%	Shepherdstown 16.32%
1 day ending: 7/1/2017	\$ 23,688.48	\$ 23,688.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 7/8/2017	-	-	-	-	-	-	-	-
Sub Total	\$ 23,688.48	\$ 23,688.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal \$ 912,063.48

Remainder until split \$ 888,375.00

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	5/27/2017	49,930.94
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50	6/3/2017	52,503.12
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42	6/10/2017	42,563.08
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18	6/17/2017	47,653.68
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00	6/24/2017	46,628.62
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00	6/30/2017	37,001.52

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

3,047,532.94

VIDEO LOTTERY REPORT

FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/1/2017	23,688.48
7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24		
7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48		
7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20		
8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28		
8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32		
8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56		
8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28		
8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52		
9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12		
9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04		
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64		
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68		
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34		
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18		
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88		
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90		
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22		
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84		
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18		
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90		
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94		
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86		
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14		
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54		
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46		
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90		
1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50		
1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18		
1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58		
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96		
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10		
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28		
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80		
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02		
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24		
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58		
3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78		
3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62		
4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

Table Game Revenue

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
December, 2014	76,797.24	December, 2015	73,055.05	December, 2016	59,508.00
January, 2015	73,346.66	January, 2016	67,545.11	January, 2017	63,836.29
February, 2015	66,262.78	February, 2016	65,518.59	February, 2017	51,478.72
March, 2015	73,747.70	March, 2016	72,986.23	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	May, 2017	55,545.56
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	617,029.77

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	May, 2017	166,636.68
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	1,851,089.31

	FY18
Week Ending Date	July 8, 2017
To Be Deposited On	July 14, 2017
Amount Played	\$ 69,696,388.52
Amount Won	62,617,583.79
Amount Promo	537,713.00
MWAP Contribution	<u> </u> -
Adjusted Gross Terminal Revenue	\$ <u>6,341,091.73</u>
Administrative Costs @ 4%	261,643.68
Excess Lottery Fund @ 4%	<u> </u> -
Net Terminal Revenue	\$ <u>6,279,448.05</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u> </u> -
Track Share of Capital Reinvestment @ 96%	-
Track Share of Capital Reinvestment @ 4%	-
Adjusted Net Terminal Revenue	\$ <u>6,279,448.05</u>
Racetrack @ 46.50% / 42%	2,919,943.34
Lottery Fund @ 30% / 0%	1,883,834.42
Excess Lottery Fund @ 0% / 41%	-
Racetrack Purses @ 90% of 7% / 4%	395,605.23
Employee Pension @ 1% / 0.5%	62,794.48
Greyhound Development @ 90% of 0.75%	42,386.27
Thoroughbred Development @ 90% of 0.75%	42,386.27
County / Municipality @ 2%	125,588.96
Excess Lottery Fund @ 12.85% / 9.55%	<u>806,909.08</u>
	\$ <u>6,279,448.05</u>

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

Week Ending Date

To Be Deposited On

Amount Played

Amount Won

Amount Promo

MWAP Contribution

Adjusted Gross Terminal Revenue

Administrative Costs @ 4%

Excess Lottery Fund @ 4%

Net Terminal Revenue

Surcharge @ 10%

State Share Excess @ 58% & 10% of 42%

Track Share of Capital Reinvestment @ 90% of 42%

Track Share of Capital Reinvestment @ 96%

Track Share of Capital Reinvestment @ 4%

Adjusted Net Terminal Revenue

Racetrack @ 46.50% / 42%

Lottery Fund @ 30% / 0%

Excess Lottery Fund @ 0% / 41%

Racetrack Purses @ 90% of 7% / 4%

Employee Pension @ 1% / 0.5%

Greyhound Development @ 90% of 0.75%

Thoroughbred Development @ 90% of 0.75%

County / Municipality @ 2%

Excess Lottery Fund @ 12.85% / 9.55%

WEST VIRGINIA LOTTERY
 Charles Town
 County / Municipality Split
 Fiscal Year 2018

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

Date	2% of Adj. Net Revenue	Jefferson County	Five Municipalities	Bolivar 7.93%	Charles Town 39.90%	Harpers Ferry 2.17%	Ranson 33.68%	Shepherdstown 16.32%
1 day ending: 7/1/2017	\$ 23,688.48	\$ 23,688.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 7/8/2017	125,588.96	125,588.96	-	-	-	-	-	-
Sub Total	\$ 149,277.44	\$ 149,277.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal \$ 912,063.48

Remainder until split \$ 762,786.04

VIDEO LOTTERY REPORT

FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/1/2017	23,688.48
7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24	7/8/2017	125,588.96
7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48		
7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20		
8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28		
8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32		
8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56		
8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28		
8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52		
9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12		
9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04		
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64		
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68		
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34		
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18		
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88		
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90		
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22		
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84		
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18		
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90		
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94		
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86		
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14		
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54		
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46		
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90		
1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50		
1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18		
1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58		
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96		
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10		
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28		
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80		
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02		
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24		
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58		
3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78		
3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62		
4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46	4/29/2017	48,204.34
5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22	5/8/2017	46,890.30
5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84	5/13/2017	47,648.16
5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48	5/20/2017	43,998.24
5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84	5/27/2017	49,930.94
6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50	6/3/2017	52,503.12
6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42	6/10/2017	42,563.08
6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18	6/17/2017	47,653.68
6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00	6/24/2017	46,628.62
6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00	6/30/2017	37,001.52

3,261,565.02

3,148,372.80

3,167,478.80

3,047,532.94

149,277.44