

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017**  
**THURSDAY, AUGUST 3, 2017**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- July 20, 2017

**APPROVAL OF PURCHASE ORDERS**

- August 3, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- July 27, 2017
- August 3, 2017

**APPROVAL OF MANUAL CHECKS**

- July 27, 2017
- August 3, 2017

**APPROVAL OF PAYROLL**

- July 27, 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
  - Split Tickets - Discussion/Action

2. 10:00 a.m. Laura Storm, Circuit Clerk  
- Approval of Employment - Vicki Hiers - Full-time Deputy Circuit Clerk - Discussion/Action
3. 10:15 a.m. John Reisenweber, Jefferson County Development Authority  
- Approval of Project Shuttle - Discussion/Action  
- Approval of making JCDA Business Coach position a county employee - Discussion/Action
4. 10:30 a.m. Nikki Painter, Elections County Clerk  
- Approval of Poll Workers and Alternates - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Hearing  
- Request to appoint a Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased - Discussion/Action
7. 11:30 a.m. Interviews and appointments to the Jefferson County Emergency Services Agency Board - Discussion/Action
8. 11:45 a.m. Jeffrey A. Polczynski, ENP - Director of Communications  
- Approval of employment - Monique Mercado and Candace Wilson - Full-Time Safety Dispatcher II - Discussion/Action  
- Approval of reappointment of Dr. Henry B. Christie, Chief William H. Roper and Lt. Victor Lupis to the E911 Advisory Board - Discussion/Action
9. 12:00 p.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 issues re: EEOC Complaint (Charge No. 533-2017-0076) - Possible Executive Session - Discussion/Action  
- Discuss fireworks discharge restrictions - Discussion/Action
10. 12:30 p.m. **Break for Lunch**

## **UNFINISHED BUSINESS**

11. Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the community's heroin epidemic - Possible Executive Session - Discussion/Action
12. Approval of proposal and letter of engagement for the PSD Audit - Discussion/Action
13. Discussion of PSD Audit - Discussion/Action (JC)

## **NEW BUSINESS**

14. Request approval to raise the ambulance fee credit convenience charge from \$2.00 to \$2.50 to cover credit card increase - Discussion/Action

## **FINANCIAL DIRECTOR REPORTS**

- Review and Approval of FY2017 State Budget Revision 10 for the General Fund - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 2 for the General Fund - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

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

15. 1:30 p.m. Public Hearing  
- Amendments to the Jefferson County Leash Law Ordinance
16. **ADJOURN**

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

- Engineering Offices Quarterly Update Report - 2<sup>nd</sup> Quarter 2017
- Quarterly Report for the Office of Planning and Zoning
- GIS Office Quarterly Update Report - 2<sup>nd</sup> Quarter 2017

## **CORRESPONDENCE/INFORMATION**

Letter from Debbie Royalty, President of the League of Women Voters, re: diversity training.

Letter from George Stebbins, Jr., re: Asplundh

WV Lottery Weekly Settlement for Charles Town - week ending July 15, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending July 22, 2017.



## Minutes

### Jefferson County Commission

Thursday, July 20, 2017

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A meeting of the Jefferson County Commission was held on Thursday, July 20, 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 20, 2017 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Hudson to approve the July 6, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### APPROVAL OF PAYROLL

**Motion by Ms. Noland to approve the payroll for July 13, 2017 in the amount of \$249,138.88. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078646	402	BANK OF CHARLES TOWN		\$ -	\$ 94.55	\$ 94.55
078647	ALLOC	BLUE RIDGE FIRE CO.		\$ -	\$ 30,000.00	\$ 30,000.00
078648	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078649	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078650	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31

078651	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078652	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078653	405	CATIE WILKES DELLIGATTI		\$ -	\$ 34.24	\$ 34.24
078654	406	GLOBAL SCIENCE & TECH		\$ -	\$ 730.00	\$ 730.00
078655	404	SPIRIT OF JEFFERSON		\$ -	\$ 55.60	\$ 55.60
078656	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 736.30	\$ 736.30
078656	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 450.00	\$ 450.00
078657	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,435.00	\$ 5,435.00
078658	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
078658	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
078659	405	JOSEPH KINSER		\$ -	\$ 51.36	\$ 51.36
078660	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
078661	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 68.60	\$ 68.60
078662	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
078663	424	POTOMAC EDISON/OH		\$ -	\$ 2,305.45	\$ 2,305.45
078663	425	POTOMAC EDISON/OH		\$ -	\$ 19,059.79	\$ 19,059.79
078663	425	POTOMAC EDISON/OH		\$ -	\$ 2,848.18	\$ 2,848.18
078663	425	POTOMAC EDISON/OH		\$ -	\$ 62.89	\$ 62.89
078664	700	DOUGLAS PITTINGER		\$ -	\$ 31.39	\$ 31.39
078664	700	DOUGLAS PITTINGER		\$ -	\$ 10.74	\$ 10.74
078665	715	PANHANDLE PRINTING&DESIG		\$ -	\$ 195.70	\$ 195.70
078665	715	PANHANDLE PRINTING&DESIG		\$ -	\$ 1,687.91	\$ 1,687.91
078666	ALLOC	EASTERN PANHANDLE REGION		\$ -	\$ 19,794.26	\$ 19,794.26
078667	405	RCS SECURITY		\$ -	\$ 564.00	\$ 564.00
078667	425	RCS SECURITY		\$ -	\$ 548.10	\$ 548.10
078668	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
078668	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,015.49	\$ 1,015.49
078668	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
078668	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
078669	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,195.20	\$ 46,195.20
078669	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,803.88	\$ 10,803.88
078669	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,107.39	\$ 43,107.39
078670	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
078671	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078671	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00
078672	425	CAPITAL TRISTATE		\$ -	\$ 42.47	\$ 42.47
078672	425	CAPITAL TRISTATE		\$ -	\$ 131.77	\$ 131.77
078672	425	CAPITAL TRISTATE		\$ -	\$ 422.38	\$ 422.38
078672	425	CAPITAL TRISTATE		\$ -	\$ 140.55	\$ 140.55
078672	425	CAPITAL TRISTATE		\$ -	\$ 111.52	\$ 111.52

078672	425	CAPITAL TRISTATE		\$ -	\$ 1,515.44	\$ 1,515.44
078672	425	CAPITAL TRISTATE		\$ -	\$ 2.98	\$ 2.98
078673	405	THOMSON REUTER - WEST		\$ -	\$ 1,255.50	\$ 1,255.50
078673	405	THOMSON REUTER - WEST		\$ -	\$ 423.00	\$ 423.00
078674	406	AWVA-ASSOC OF WV ASSESSR		\$ -	\$ 100.00	\$ 100.00
078675	424	WV DIVISION OF LABOR		\$ -	\$ 50.00	\$ 50.00
078675	425	WV DIVISION OF LABOR		\$ -	\$ 150.00	\$ 150.00
078676	405	KEVIN WATSON		\$ -	\$ 68.48	\$ 68.48
078677	405	DEBRA A. YOUNG		\$ -	\$ 501.78	\$ 501.78
<b>TOTAL</b>					<b>\$ 198,482.74</b>	<b>\$ 198,482.74</b>

**Motion by Mr. Compton to approve the Accounts Payable for July 13, 2017 in the amount of \$198,482.74 pending an itemized receipt from the Blue Ridge Fire Department for ambulance repair. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078679	PAYROLL	STEPHEN S ALLEN		\$ -	\$ 1,105.87	\$ 1,105.87
078680	406	BERKELEY PRINTING&DESIGN		\$ -	\$ 89.50	\$ 89.50
078681	401	BEST BEST & KRIEGER LLP		\$ -	\$ 497.00	\$ 497.00
078682	PAYROLL	KIMBERLY BURKE		\$ -	\$ 416.86	\$ 416.86
078683	ALLOC	BAKERTON FIRE DEPT		\$ -	\$ 5,000.00	\$ 5,000.00
078683	ALLOC	BAKERTON FIRE DEPT		\$ -	\$ 10,000.00	\$ 10,000.00
078684	ALLOC	CITIZENS FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
078685	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
078685	425	J.C.EHRLICH		\$ -	\$ 622.00	\$ 622.00
078686	PAYROLL	ALEXANDRA BEAULIEU		\$ -	\$ 24.93	\$ 24.93
078687	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
078688	PAYROLL	JOSEPH FORMAN		\$ -	\$ 256.22	\$ 256.22
078689	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 5,961.20	\$ 5,961.20
078690	PAYROLL	TAMMY MOBLEY		\$ -	\$ 240.08	\$ 240.08
078691	711	HIRERIGHT		\$ -	\$ 45.03	\$ 45.03
078692	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
078693	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 20,000.00	\$ 20,000.00
078694	401	SPIRIT OF JEFFERSON		\$ -	\$ 61.62	\$ 61.62
078694	401	SPIRIT OF JEFFERSON		\$ -	\$ 69.82	\$ 69.82
078694	401	SPIRIT OF JEFFERSON		\$ -	\$ 33.74	\$ 33.74
078694	401	SPIRIT OF JEFFERSON		\$ -	\$ 41.94	\$ 41.94
078694	402	SPIRIT OF JEFFERSON		\$ -	\$ 222.34	\$ 222.34
078695	PAYROLL	JESSE W JONES		\$ -	\$ 690.94	\$ 690.94

078696	PAYROLL	LAURA L. KUHN		\$ -	\$ 2,250.00	\$ 2,250.00
078697	PAYROLL	PATSY KIDWELL		\$ -	\$ 69.90	\$ 69.90
078698	711	BARBARA J. MILLER		\$ -	\$ 51.00	\$ 51.00
078699	PAYROLL	ELIZABETH MALONEY		\$ -	\$ 102.58	\$ 102.58
078700	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
078701	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 177.36	\$ 177.36
078702	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 0.06	\$ 0.06
078703	401	NEOPOST USA INC.		\$ -	\$ 329.99	\$ 329.99
078703	401	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
078704	424	WILLIAM POLK		\$ -	\$ 101.65	\$ 101.65
078705	PAYROLL	WILLIAM POWELL		\$ -	\$ 4,500.00	\$ 4,500.00
078706	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
078707	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
078708	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
078709	PAYROLL	JANE M. TABB		\$ -	\$ 2,250.00	\$ 2,250.00
078714	401	NEOPOST MID ATLANTIC		\$ -	\$ 203.99	\$ 203.99
078714	401	SPRINT		\$ -	\$ 54.90	\$ 54.90
078714	401	THE STAMP MAKER		\$ -	\$ 47.70	\$ 47.70
078714	402	MARRIOTT		\$ -	\$ 321.00	\$ 321.00
078714	402	MARRIOTT		\$ -	\$ 642.00	\$ 642.00
078714	402	STAPLES		\$ -	\$ 664.95	\$ 664.95
078714	402	USPS US POSTAL SERVICE		\$ -	\$ 112.00	\$ 112.00
078714	402	W.B. MASON		\$ -	\$ 25.13	\$ 25.13
078714	403	SHOPLET		\$ -	\$ 114.69	\$ 114.69
078714	403	STONEWALL RESORT		\$ -	\$ 237.90	\$ 237.90
078714	403	WAL-MART		\$ -	\$ 45.82	\$ 45.82
078714	405	ADOBE		\$ -	\$ 2,887.07	\$ 2,887.07
078714	405	AMAZON		\$ -	\$ 71.80	\$ 71.80
078714	405	FAIRFIELD INN & SUITES		\$ -	\$ 91.00	\$ 91.00
078714	405	GALLS		\$ -	\$ 775.35	\$ 775.35
078714	405	PENGAD, INC		\$ -	\$ 30.50	\$ 30.50
078714	405	SCHEWEL FURNITURE		\$ -	\$ 997.95	\$ 997.95
078714	405	SPRINT		\$ -	\$ 519.99	\$ 519.99
078714	405	WV CORRECTIONAL INDUSTRS		\$ -	\$ 789.00	\$ 789.00
078714	406	SHERATON		\$ -	\$ 123.42	\$ 123.42
078714	406	THE OBSERVER		\$ -	\$ 410.00	\$ 410.00
078714	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
078714	412	NATIONAL PEN CO., LLC		\$ -	\$ 340.90	\$ 340.90
078714	412	STAPLES		\$ -	\$ 197.56	\$ 197.56
078714	412	WAL-MART		\$ -	\$ 86.71	\$ 86.71

078714	412	WORD PROCESSING SERVICE	\$ -	\$ 150.00	\$ 150.00
078714	412	WVU EXTENSION SERIVCE	\$ -	\$ 334.31	\$ 334.31
078714	415	FRONTIER	\$ -	\$ 85.66	\$ 85.66
078714	415	SPRINT	\$ -	\$ 108.78	\$ 108.78
078714	424	CHARLES TOWN UTILITIES	\$ -	\$ 95.84	\$ 95.84
078714	424	FRONTIER	\$ -	\$ 10,080.47	\$ 10,080.47
078714	424	SPRINT	\$ -	\$ 54.90	\$ 54.90
078714	424	THE HOME DEPOT	\$ -	\$ 60.71	\$ 60.71
078714	424	THE HOME DEPOT	\$ -	\$ 99.24	\$ 99.24
078714	425	AMAZON	\$ -	\$ 820.61	\$ 820.61
078714	425	CHARLES TOWN UTILITIES	\$ -	\$ 1,182.00	\$ 1,182.00
078714	425	COMCAST	\$ -	\$ 1,024.31	\$ 1,024.31
078714	425	CRYSTAL SPRINGS	\$ -	\$ 1,402.80	\$ 1,402.80
078714	425	GRAINGER	\$ -	\$ 104.20	\$ 104.20
078714	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 419.25	\$ 419.25
078714	425	JEFFERSON RENTALS	\$ -	\$ 63.24	\$ 63.24
078714	425	JEFFERSON UTILITIES, INC	\$ -	\$ 860.77	\$ 860.77
078714	425	MILLERS OFFICE PRODUCTS	\$ -	\$ 1,378.36	\$ 1,378.36
078714	425	OLLIES BARGAIN OUTLET	\$ -	\$ 16.75	\$ 16.75
078714	425	ROACH ENERGY	\$ -	\$ 2,260.45	\$ 2,260.45
078714	425	SSC-SOUTHERN STATES	\$ -	\$ 63.98	\$ 63.98
078714	425	THE HOME DEPOT	\$ -	\$ 128.96	\$ 128.96
078714	425	THE HOME DEPOT	\$ -	\$ 9.97	\$ 9.97
078714	425	THE HOME DEPOT	\$ -	\$ 89.97	\$ 89.97
078714	425	THE HOME DEPOT	\$ -	\$ 16.97	\$ 16.97
078714	425	THE HOME DEPOT	\$ -	\$ 33.72	\$ 33.72
078714	425	WAL-MART	\$ -	\$ 51.27	\$ 51.27
078714	425	WEISS BROS OF HAGERSTOWN	\$ -	\$ 172.10	\$ 172.10
078714	425	WM WASTE MGNT	\$ -	\$ 734.49	\$ 734.49
078714	428	ADVANTAGE TECH	\$ -	\$ 4,200.00	\$ 4,200.00
078714	428	AMAZON	\$ -	\$ 640.01	\$ 640.01
078714	428	AMAZON	\$ -	\$ 36.17	\$ 36.17
078714	428	AMAZON	\$ -	\$ 54.99	\$ 54.99
078714	428	AMAZON	\$ -	\$ 409.88	\$ 409.88
078714	428	AMAZON	\$ -	\$ 464.57	\$ 464.57
078714	428	BATTERY MART	\$ -	\$ 188.80	\$ 188.80
078714	428	BLUEBEAM SOFTWARE	\$ -	\$ 3,104.00	\$ 3,104.00
078714	428	CRUCIAL	\$ -	\$ 72.98	\$ 72.98
078714	428	DELL	\$ -	\$ 2,870.24	\$ 2,870.24
078714	428	DELL	\$ -	\$ 288.59	\$ 288.59

078714	428	DELL		\$ -	\$ 1,217.54	\$ 1,217.54
078714	428	PRINTER SUPPLIES		\$ -	\$ 242.00	\$ 242.00
078714	428	PRINTER SUPPLIES		\$ -	\$ 267.00	\$ 267.00
078714	428	PROFOUND LOGIC SOFT		\$ -	\$ 734.40	\$ 734.40
078714	428	SPRINT		\$ -	\$ 143.11	\$ 143.11
078714	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 349.03	\$ 349.03
078714	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 218.83	\$ 218.83
078714	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 2,637.57	\$ 2,637.57
078714	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 2,974.71	\$ 2,974.71
078714	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 3,933.68	\$ 3,933.68
078714	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 2,148.23	\$ 2,148.23
078714	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
078714	428	VISTA PRINT		\$ -	\$ 52.80	\$ 52.80
078714	428	WWW.NEWEGG.COM		\$ -	\$ 1,166.38	\$ 1,166.38
078714	440	AMAZON		\$ -	\$ 24.95	\$ 24.95
078714	440	AMAZON		\$ -	\$ 24.95	\$ 24.95
078714	440	BLACKWATER FALLS STATE P		\$ -	\$ 232.80	\$ 232.80
078714	440	BLACKWATER FALLS STATE P		\$ -	\$ 145.88	\$ 145.88
078714	440	HACH CO		\$ -	\$ 188.43	\$ 188.43
078714	440	INTL CODE COUNCIL INC		\$ -	\$ 199.00	\$ 199.00
078714	440	INTL CODE COUNCIL INC		\$ -	\$ 79.00	\$ 79.00
078714	440	LYLE SIGNS		\$ -	\$ 235.89	\$ 235.89
078714	440	SPIRIT OF JEFFERSON		\$ -	\$ 236.08	\$ 236.08
078714	440	SPRINT		\$ -	\$ 90.62	\$ 90.62
078714	440	SPRINT		\$ -	\$ 319.99	\$ 319.99
078714	440	SPRINT		\$ -	\$ 164.70	\$ 164.70
078714	440	THE HOME DEPOT		\$ -	\$ 64.74	\$ 64.74
078714	440	VITAL SIGNS PLUS		\$ -	\$ 518.00	\$ 518.00
078714	440	WAL-MART		\$ -	\$ 8.37	\$ 8.37
078714	440	WAL-MART		\$ -	\$ 7.71	\$ 7.71
078714	700	AMAZON		\$ -	\$ 51.76	\$ 51.76
078714	700	ANIMAL EMERGENCY CRITICA		\$ -	\$ 3,311.95	\$ 3,311.95
078714	700	AUTOZONE		\$ -	\$ 80.99	\$ 80.99
078714	700	BREWS CUSTOM DISPLAYS		\$ -	\$ 56.00	\$ 56.00
078714	700	CHEIF SUPPLY		\$ -	\$ 78.40	\$ 78.40
078714	700	CVS		\$ -	\$ 23.99	\$ 23.99
078714	700	GALLS		\$ -	\$ 652.00	\$ 652.00
078714	700	GALLS		\$ -	\$ 569.00	\$ 569.00
078714	700	GOWERS FEED INC		\$ -	\$ 110.97	\$ 110.97
078714	700	GUARDIAN TRACKING LLC		\$ -	\$ 1,767.00	\$ 1,767.00

078714	700	JEFFERSON MEDICAL CENTER	\$ -	\$ 100.00	\$ 100.00
078714	700	LOVE S TRAVEL	\$ -	\$ 8.73	\$ 8.73
078714	700	MARKL SUPPLY CO.	\$ -	\$ 399.00	\$ 399.00
078714	700	MCDONALDS	\$ -	\$ 7.52	\$ 7.52
078714	700	MPH INDUSTRIES, INC	\$ -	\$ 315.30	\$ 315.30
078714	700	PETCO	\$ -	\$ 249.99	\$ 249.99
078714	700	R & S ARMY-NAVY STORE	\$ -	\$ 32.87	\$ 32.87
078714	700	ROCIC	\$ -	\$ 300.00	\$ 300.00
078714	700	SAFE KIDS WORLDWIDE	\$ -	\$ 85.00	\$ 85.00
078714	700	SPIRIT OF JEFFERSON	\$ -	\$ 600.56	\$ 600.56
078714	700	SPRINT	\$ -	\$ 1,795.24	\$ 1,795.24
078714	700	STONEWALL RESORT	\$ -	\$ 222.00	\$ 222.00
078714	700	SUPERIOR AUTOBODY	\$ -	\$ 176.00	\$ 176.00
078714	700	TRACTOR SUPPLY CO	\$ -	\$ 97.98	\$ 97.98
078714	700	TRACTOR SUPPLY CO	\$ -	\$ 84.78	\$ 84.78
078714	700	USPS US POSTAL SERVICE	\$ -	\$ 13.70	\$ 13.70
078714	700	USPS US POSTAL SERVICE	\$ -	\$ 112.00	\$ 112.00
078714	700	WV SIGNAL & LIGHT	\$ -	\$ 665.00	\$ 665.00
078714	701	GALLS	\$ -	\$ 1,318.75	\$ 1,318.75
078714	701	GALLS	\$ -	\$ 2,669.50	\$ 2,669.50
078714	701	HUNTZMAN ENTERPRISE	\$ -	\$ 460.00	\$ 460.00
078714	701	TRAPUZZANOS UNIFORMS	\$ -	\$ 961.97	\$ 961.97
078714	711	BLACKWATER FALLS STATE P	\$ -	\$ 232.80	\$ 232.80
078714	711	BOOK A MILLION	\$ -	\$ 32.39	\$ 32.39
078714	711	OFFICE MAX	\$ -	\$ 263.70	\$ 263.70
078714	711	SPRINT	\$ -	\$ 187.09	\$ 187.09
078714	711	WAL-MART	\$ -	\$ 159.48	\$ 159.48
078714	711	WAL-MART	\$ -	\$ 78.97	\$ 78.97
078714	711	WVIPAY.COM - SIRN	\$ -	\$ 150.00	\$ 150.00
078714	712	AMAZON	\$ -	\$ 121.08	\$ 121.08
078714	712	APCO INTERNATIONAL INC.	\$ -	\$ 476.15	\$ 476.15
078714	712	FRONTIER	\$ -	\$ 5,099.85	\$ 5,099.85
078714	712	HOLIDAY INN	\$ -	\$ 107.00	\$ 107.00
078714	712	HOLIDAY INN	\$ -	\$ 107.00	\$ 107.00
078714	712	MEDICAL PRIORITY CONSULT	\$ -	\$ 700.00	\$ 700.00
078714	712	NATIONAL ACADEMY OF EMD	\$ -	\$ 150.00	\$ 150.00
078714	712	SPRINT	\$ -	\$ 1,311.76	\$ 1,311.76
078714	716	AMAZON	\$ -	\$ 91.21	\$ 91.21
078714	716	AMAZON	\$ -	\$ 59.99	\$ 59.99
078714	716	DELL	\$ -	\$ 1,899.60	\$ 1,899.60

078714	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 102.00	\$ 102.00
078714	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 34.00	\$ 34.00
078714	716	HILTON		\$ -	\$ 246.34	\$ 246.34
078714	716	JEFFERSON CO HEALTH DEPT		\$ -	\$ 456.00	\$ 456.00
078714	716	LAMBERT VET SUPPLY		\$ -	\$ 56.95	\$ 56.95
078714	716	PETCO		\$ -	\$ 25.97	\$ 25.97
078714	716	SPIRIT OF JEFFERSON		\$ -	\$ 27.18	\$ 27.18
078714	716	SPRINT		\$ -	\$ 54.90	\$ 54.90
078714	716	VALLEY EQUINE ASSOC.		\$ -	\$ 117.50	\$ 117.50
078714	716	ZOETIS		\$ -	\$ 125.00	\$ 125.00
078714	716	ZOETIS		\$ -	\$ 131.88	\$ 131.88
078714	717	FISHER AUTO PARTS		\$ -	\$ 148.11	\$ 148.11
078714	717	S&S MOTORS - NAPA PARTS		\$ -	\$ 912.83	\$ 912.83
078714	717	SHEETZ		\$ -	\$ 30.25	\$ 30.25
078714	717	SHEETZ		\$ -	\$ 26.50	\$ 26.50
078714	717	SNAP ON TOOLS		\$ -	\$ 66.95	\$ 66.95
078714	717	SPEEDWAY		\$ -	\$ 34.40	\$ 34.40
078715	415	WV STATE AUDITOR**		\$ -	\$ 11,220.00	\$ 11,220.00
078716	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 2,869.32	\$ 2,869.32
078717	700	WILLIAM WALTERS		\$ -	\$ 15.01	\$ 15.01
078718	404	W.B. MASON CO. INC		\$ -	\$ 75.05	\$ 75.05
078719	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 565.41	\$ 565.41
078720	PAYROLL	JUANITA ZALESKI		\$ -	\$ 1,151.82	\$ 1,151.82
<b>TOTAL</b>					<b>\$ 221,613.10</b>	<b>\$ 221,613.10</b>

**Motion by Ms. Tabb to approve the Accounts Payable for July 20, 2017 in the amount of \$221,613.10. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>HOME DETETION</b>			
<b>008</b>			
Date	Check #	VENDOR	Amount
07/14/17	572	CDA	\$ 495.00
07/14/17	573	UNITED BANK	\$ 54.84
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
Date	Check #	VENDOR	Amount
7/14/2017	630	SPIRIT OF JEFFERSON	\$ 180.70
7/14/2017	631	GLOBAL SCIENCE & TECH	\$ 1,645.00
7/14/2017	632	GLOBAL SCIENCE & TECH	\$ 148.79
7/14/2017	633	MILLER'S SUPPLIES AT WORK	\$ 2,725.86
<b>FARMLAND PROTECTION BOARD</b>			
<b>057</b>			
Date	Check #	VENDOR	Amount
7/14/2017	290	JEFFERSON CO FARMLAND PROT.	\$ 168,552.37
<b>BARDANE</b>			
<b>244</b>			
Date	Check #	VENDOR	Amount
7/7/2017	620	SHERIFF OF JEFFERSON CO	\$ 7,729.16

<b>CAPITAL OUTLAY</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
7/14/2017	1633	<b>CAPITAL TRISTATE</b>	\$ 533.76
7/14/2017	1634	<b>UNITED BANKCARD CENTER</b>	\$ 1,572.27
7/14/2017	1635	<b>RCS SECURITY</b>	\$ 534.38
7/14/2017	1636	<b>UNITED BANKCARD CENTER</b>	\$ 915.59
7/14/2017	1637	<b>JCESA</b>	\$ 61,000.00
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
7/14/2017	1096	<b>SHERIFF JEFFERSON CO -SCHOOL</b>	\$ 118,268.40
7/14/2017	1097	<b>SHERIFF JEFFERSON CO - LAW</b>	\$ 1,890.55
7/14/2017	1098	<b>SHERIFF JEFFERSON CO - PARKS</b>	\$ 9,087.89
7/14/2017	1099	<b>SHERIFF JEFFERSON CO - FIRE/EMS</b>	\$ 996.55
7/14/2017	135	<b>JEFFERSON CO EMERGENCY SERVICE AG</b>	\$ 20,000.00
<b>TOTAL</b>			<b>\$ 396,331.11</b>

**Motion by Mr. Onoszko to approve the Manual Checks for July 13, 2017 in the amount of \$396,331.11. Motion seconded and unanimously approved.**

<b>COAL SEVERANCE</b>			
<b>OO2</b>			
Date	Check #	VENDOR	Amount
7/21/2017	446	<b>EASTRIDGE HEALTH SYSTEM</b>	\$ 1,250.00
7/21/2017	445	<b>JCESA</b>	\$ 17,000.00

<b>MAGISTRATE COURT</b>			
<b>OO5</b>			
Date	Check #	VENDOR	Amount
07/21/17	336	<b>MARY PAUL RISSLER</b>	\$ 298.02

<b>HOME DETETION</b>			
<b>008</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
07/21/17	573	UNITED BANK	\$ 54.90
<b>TOTAL</b>			<b>\$ 18,602.92</b>

**Motion by Ms. Tabb to approve the Manual Checks for July 20, 2017 in the amount of \$18,602.92. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Eleanor Finn, resident and member of the League of Women Voters – read a letter on behalf of the League of Women Voters thanking the Commission for holding county wide diversity training and asked the Commission to consider scheduling training on ethics, the Open Meetings Act, and Robert’s Rules of Order.

**PRESENTATIONS**

1. Angela Banks, Assessor – requested the approval of the following exonerations:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Tonya D’Angelo	PP	Bolivar Corp.	300087	\$61.24

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Elfreda Slack	PP	Charles Town District	304222	\$108.06

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Anthony Smith	RE	Charles Town Corp.	7597	\$1,357.51

- **Motion by Mr. Onoszko to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**
2. C. Mark Hofe, Probation – requested a discussion on the preservation and repair of rear steps to the Probation Office.
    - It was the consensus of the Commission to request Mr. Polk, director of Maintenance, to develop cost analysis for the request presented by the Probation department to be discussed at the August 3, 2017 County Commission meeting.
  3. Bill Polk, Director of Maintenance – requested the approval of proposal for the Courthouse Windows/Door Repairs (Courthouse Facilities Improvement Authority Grant) and approval of the Hunter House and Jail Annex Windows proposal.
    - This item was postponed to a future County Commission meeting.
  4. Mayor Jim Auxer, Corporation of Shepherdstown – requested a discussion on a Memorandum of Understanding regarding Shepherdstown’s Gateway.
    - **Motion by Mr. Onoszko to request the Planning Commission reprioritize the development of standards for the special design area for the Shepherdstown Gateway (45 Corridor) such that it will be addressed sometime this year. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Compton opposing.**
  5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  6. Lynn Fields, Probate Office
    - a. Requested the Quarterly Review to Approve/Close Estates
      - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- **Motion by Mr. Onoszko to approve to close the estates that have met the requirements and deadlines of the Probate Office, and to approve the estates that have been opened since the last quarterly review. Motion seconded and unanimously approved.**
- b. Motion to rescind appointment of a Fiduciary Commissioner and dismiss lack of standing and alternative motion for re-hearing on the Lenis Martin Estate.
- Commissioner Onoszko chose to recuse himself from this matter as Mr. John Dorsey served as the attorney for Mr. Onoszko's mother's estate.
  - Attendees for this hearing were as follows: David Dejarnett, Fiduciary Commissioner; John Dorsey, Esq., representing the Estate of Lenis M. Martin; Linda Peer, Executrix of the Estate of Lenis M. Martin; Paula Locke; Patricia Gray; Susan Flannery; and Kathy Grissom.
    - **Motion by Ms. Noland to deny the motion to rescind the appointment of a Fiduciary Commissioner and dismiss the lack of standing. Motion seconded and unanimously approved.**
    - **Motion by Ms. Tabb to re-notice the hearing of the appointment of a fiduciary commissioner in the Estate of Lenis M. Martin. Motion seconded and passes on a vote of 3-1 with Ms. Noland opposing.**
    - **Motion by Ms. Tabb to set a hearing for the appointment of a fiduciary commission in the Estate of Lenis M. Martin for Thursday, August 3, 2017 prior to 12:00 pm. Motion seconded and passes on a vote of 3-1 with Ms. Noland opposing.**
    - **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Interviews and Appointments to the Jefferson County Community Criminal Justice Board – seven three-year terms ending July 3, 2020.
- **Motion by Ms. Tabb to reappoint Gilbert Heiman, Dale Manuel, Chris Stroeck, and Sherri Hoff to the Jefferson County Community Criminal Justice Board each for a term of three years ending July 3, 2020. Motion seconded and unanimously approved.**
8. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of a grant application for the Hazard Mitigation Plan.

- **Motion by Ms. Noland to approve the grant application for the Hazard Mitigation Plan and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**

9. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues – Mr. Cochran reported that he did not have any updates in the matter of the consolidation of the PSD.
- Discussion of United States Supreme Court case #16-A-913
- **Motion by Mr. Compton to enter into Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to direct counsel to file a waiver with the Supreme Court for Case No. 16-A-913. Motion seconded and unanimously approved.**
- Discuss issues related to the County cable franchise agreement – no updates were provided for this item.

**NEW BUSINESS**

10. WV Division of Highways – Installation of two Traffic Signal Poles on Jefferson County property

- **Motion by Ms. Tabb to approve the relocation and renovation by the WVDOH of two existing traffic signals on County property and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**

11. Discuss fireworks discharge restrictions – it was the consensus of the Commission to discuss this item during the August 3, 2017 County Commission meeting.

## **FINANCIAL DIRECTOR REPORTS**

- Review and Approval of FY2018 State Budget Revision 1 for the Coal Severance Tax Fund
  - **Motion by Ms. Noland to approve FY18 State Budget Revision 1 for the Coal Severance Tax Fund as presented by the Finance Director. Motion seconded and unanimously approved.**
- Review and Approval of FY2018 State Budget Revision 1 for the General Fund
  - **Motion by Ms. Tabb to approve FY18 State Budget Revision 1 for the General Fund as presented by the Finance Director. Motion seconded and unanimously approved.**
- 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
  - **Motion by Ms. Noland to approve FY17 Internal Budget Revisions 6 & 7 for the General Fund as presented by the Finance Director. Motion seconded and unanimously approved.**
- Review of 2017 Ambulance Fee Billing Reconciliation
- Review of 2016-2018 Expenditures by Funding Source

## **COUNTY ADMINISTRATOR REPORTS**

- Approval of the Contract for the PSD Audit – Ms. Grove informed the Commission she had yet to receive a contract from Balestra, Harr & Scherer for the PSD audit.

## **COUNTY COMMISSION REPORTS**

Patricia Noland

- Traveled to Battle Creek, Michigan, to watch her granddaughter participate in the National Fast Pitch Softball Tournament
- Participated in a CVB conference call.
- Attended “Everything is Wonderful” – a play produced by the Contemporary American Theater Festival
- Attended a Region 9 meeting.

Josh Compton

- Attended a Solid Waste Authority meeting.
- Attended a Public Service District meeting.
- Attended a Parks and Recreation meeting.

Peter Onoszko

- Attended a Planning Commission meeting.
- Attended the Development Authority Strategic Planning Conference.

Caleb Hudson

- Attended a Shepherdstown Town Hall meeting.
- Attended a Board of Health meeting.

Jane Tabb

- Attended the Fire & EMS Chief’s Meeting
- Attended an ESA meeting which was cancelled due for lack of quorum.
- Attended an E911 Advisory Board meeting.
- Spent time with her grandchildren

12. There being no further business, motion by Mr. Compton to adjourn at 1:20 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



# PURCHASE ORDERS TO BE APPROVED

August 3, 2017

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
MAINTENANCE	52665	\$20,295.00	Hagerstown Ford	2017 Ford Transit Connect Van
ENGINEERING	52809	\$ 6,737.50	Allegheny Surveys, Inc.	Topographic Survey/Map
<b>GRAND TOTAL</b>		<b>\$ 27,032.50</b>		





# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town West Virginia 25414

## REQUISITION

No. **52809**

### VENDOR

Allegheny Surveys, Inc.  
237 Birch River Road  
Birch River, WV 26610

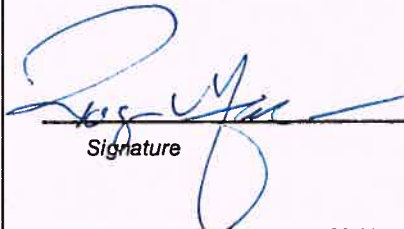
### DELIVER TO

Jefferson County Commission  
Dept. of Engineering, Planning & Zoning  
P. O. Box 716  
116 East Washington Street  
Charles Town, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	LINE ITEM #001-440-02-223-000-GG-000			
	6/19/17 Preparation of Topographic Map of an area located in both the Bardane and Burr Industrial Parks; Identification and Delineation of the Drainage Areas (100% Complete) Topo Survey ASI#7217 KB Invoice #01-9406			\$6,737 50
	GRAND TOTAL			\$6,737 50

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

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



Signature

Date

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

Signature

Date



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

## No. 52665

VENDOR:

Hagerstown Ford

DELIVER TO:

Maintenance Dept

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	2017 Ford Transit Connect Van - Small cargo van for use by Maintenance Department cleaning staff. Approved budget item.			20295 00

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

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

*Laura L. Kuhn* 7/27/17  
Signature Date

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

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 386,820.60		\$ 386,820.60
6.2% Tax Payable OASDI	23,026.83		\$ 23,026.83
1.45% Tax Payable HI	5,385.37		\$ 5,385.37
Fed Withholding	42,571.87		\$ 42,571.87
WV State Withholding	16,753.91		\$ 16,753.91
PERS Retirement Deduct 4.5%	11,594.77		\$ 11,594.77
PERS Retirement Deduct 6%	2,540.73		\$ 2,540.73
Hosp. Pre-Tax	12,726.00		\$ 12,726.00
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%	5,480.37		\$ 5,480.37
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	49.52		\$ 49.52
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 137,842.86	\$ -	\$ 137,842.86
Net Wages Total	\$ 248,977.74	\$ -	\$ 248,977.74
Payroll Date	27-Jul-2017		



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 3, 2017**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

- Exonerations
- Split Ticket

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.



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Laura Storm

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice August 3, 2017

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

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

Subject:

Request to fill a vacancy in the Circuit Clerks office.

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

Due to the recent resignation of a full- time employee, I am requesting the commission to approve the hiring of Vicki Hiers as a full-time Deputy Clerk within my office effective August 7, 2017. Her salary will be \$31,500 with full benefits afforded to Jefferson County Commission employees and with successful completion of the 90 day probationary period she will be increased to \$32,000. This position is an already approved position and I have the money within my budget and I am not requesting any additional funds from the Commission.

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

Approve the hiring of Vicki Heirs as full time Deputy Clerk in the Circuit Clerks office, with all benefits afforded to County Commission employees. At the starting salary of \$31,500, and upon successful completion of the 90 day probationary period she will be raised up to \$32,000, with an effective starting date of August 7, 2017.



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



Name: **John Reisenweber**

Department or Organization: **Jefferson County Development Authority**

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

Date Requested – 1<sup>st</sup> Choice: **August 3, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Project Shuttle.**

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

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 Pilot Agreement for Project Shuttle.**

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: **John Reisenweber/Jane Jones**

Email address: **john@jcda.net/janejones@jcda.net**

Phone Number: **304-728-3255**

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

not applicable



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



Name: **John Reisenweber**

Department or Organization: **Jefferson County Development Authority**

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

Date Requested – 1<sup>st</sup> Choice: **August 3, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Approval of making JCDA Business Coach position a county employee.**

Please provide the County Commission with a description of your request or presentation, including any background information: **Based on a recommendation from the United States Small Business Administration, the WWSBDC is working to provide benefits to business coaches statewide. To accomplish this, WWSBDC requests that the Jefferson County Commission make the business coach an employee of the county. The WWSBDC has agreed to pay any additional costs associated with this. In addition, the employment contract will reflect permanency dependent on funding from the State of West Virginia.**

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 JCDA Business Coach as a county employee provided additional costs are paid by the WWSBDC.**

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: John Reisenweber/Jane Jones

Email address: [john@jcda.net](mailto:john@jcda.net)/[janejones@jcda.net](mailto:janejones@jcda.net)

Phone Number: 304-728-3255

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

not applicable



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



Name: **Nikki Painter**

Department or Organization: **Elections – County Clerk**

Estimation of amount of time needed for appointment: **10 mins**

Date Requested – 1<sup>st</sup> Choice: **August 3, 2017**

*If a specific date is needed, please provide reason for specific date:* **Poll Workers must be approved by August 19, 2017**

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

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

**Poll Worker & Alternate Approval**

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

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

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

Provide exact financial impact/request:

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

**To approve the poll workers and alternates as presented**

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**

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Democrat Poll Workers  
2016 Primary

Name	Phone #	Address	Notes	Party
<b>Charles Town District</b>				
<i>Precinct #2 Wright Denny Elementary</i>				
<b><u>Poll Commissioner</u></b>				
Antoinette Ringgold	304-218-4629	105 Limited Dr Ranson		Dem
<b><u>Supply Clerk</u></b>				
Jean Roberts	725-7435	404 S Charles St Charles Town		Dem
<b><u>Poll Clerk</u></b>				
Ruth McDaniel	725-2128	546 Eagle Ave Charles Town		Dem
<i>Precinct #3 Charles Town Baptist Church</i>				
<b><u>Poll Commissioner</u></b>				
Devona Snyder	725-7874	110 Cooke St Ranson		Dem
<b><u>Poll Clerk</u></b>				
Orville Thompson	728-6734	540 Brooke St Charles Town		Dem
<i>Precinct #4A Fellowship Bible Church</i>				
<b><u>Poll Commissioner</u></b>				
Janet Jeffries	725-4094	432 S Lawrence St Charles Town		Dem
<b><u>Supply Clerk</u></b>				
Vivian Henry	725-0614	302 S George St Ranson		Dem
<b><u>Poll Clerk</u></b>				
Karla Eister	283-0368	PO Box 577 Charles Town		Dem
<i>Precinct #4B Fellowship Bible Church</i>				
<b><u>Poll Commissioner</u></b>				
Mary Ella Cogle	304-886-1192	857 Mt Hammond Ln Charles Town		Dem
<b><u>Poll Clerk</u></b>				
Dottie Ott	886-0431	1510 Flowing Springs Rd Charles Town		Dem

Democrat Poll Workers  
2016 Primary

<i>Precinct #6 Senior Center</i>				
<b><u>Poll Commissioner</u></b>				
Dorothy Myers	725-5487	804 Morison St	Charles Town	Dem
<b><u>Supply Clerk</u></b>				
Gary Henry	304-725-0614	302 S George St	Ranson	Dem
<b><u>Poll Clerk</u></b>				
David White	304-725-5822	102 Lindsey Dr	Charles Town	Dem
<i>Precinct #7 Ranson Elementary School</i>				
<b><u>Poll Commissioner</u></b>				
Susie Nicodemus	725-0097	131 Grace St	Kearneysville	Dem
<b><u>Poll Clerk</u></b>				
Shirley Henry	725-8631	PO Box 263	Charles Town	Dem
<i>Precinct #12 Jefferson High School</i>				
<b><u>Poll Commissioner</u></b>				
Janice Blackford	725-1293	155 Riparian Ln	Ranson	Dem
<b><u>Supply Clerk</u></b>				
Teresa Forsyth	304-725-5326	28 Mopsy Ct	Ranson	Dem
<b><u>Poll Clerk</u></b>				
Renee Smith	304-279-5549	143 Ranson Estates Cir	Ranson	Dem

Democrat Poll Workers  
2016 Primary

<b>Harpers Ferry District</b>			
<i>Precinct #13 CW Shipley Elementary</i>			
<b><u>Poll Commissioner</u></b>			
Mike Jenkins	304-876-0797	4290 Chestnut Hill Rd Harpers Ferry	Dem
<b><u>Poll Clerk</u></b>			
Linda Housden	535-2478	57 Fort Hill Rd Harpers Ferry	Dem
<i>Precinct #14 Camp Hill Wesley Church</i>			
<b><u>Poll Commissioner</u></b>			
Susanne Koenig	725-2927	329 Greenwood Rd Harpers Ferry	Dem
<b><u>Supply Clerk</u></b>			
Jim Eddy	535-8282	263 Mara Rose Ln Harpers Ferry	Dem
<b><u>Poll Clerk</u></b>			
Pat Humphreys	885-0192	377 Pointfield Dr Harpers Ferry	Dem
<i>Precinct #15 Harpers Ferry Middle School</i>			
<b><u>Poll Commissioner</u></b>			
Judy Carroll	725-1963	214 Veronica Ct Charles Town	Dem
<b><u>Supply Clerk</u></b>			
Paul Wilt	283-3474	103 N Reymann St Ranson	Dem
<b><u>Poll Clerk</u></b>			
Patricia Morse	304-535-2714	PO Box 1038 Harpers Ferry	Dem
<i>Precinct #16 Oakland Methodist Church</i>			
<b><u>Poll Commissioner</u></b>			
Shirley Painter	304-728-4383	520 S George St Apt D9 Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Debbie Gravatt	876-6212	505 Engle Moler Rd Harpers Ferry	Dem
<i>Precinct #17 Blue Ridge Mountain Fire Hall</i>			
<b><u>Poll Commissioner</u></b>			
Sunshine Drummond	304-839-3232	408 E 6th Ave Ranson	Dem
<b><u>Poll Clerk</u></b>			
Bobbi Blok	725-2488	341 Wren Ln Harpers Ferry	Dem

Democrat Poll Workers  
2016 Primary

*Precinct #21A Blue Ridge Elementary School*

**Poll Commissioner**

Barbara Smith            725-6307            PO Box 165 Ranson            Dem

**Supply Clerk**

Jenniffer Baltzell            304-728-9543            127 Old Mill Rd Harpers Ferry            Dem

**Poll Clerk**

Judy Ott            676-5617            89 Cottontail Dr Ranson            Dem

*Precinct #21B Blue Ridge Elementary School*

**Poll Commissioner**

Nancy Schaffer            304-410-5907            PO Box 1130 Charles Town            Dem

**Poll Clerk**

Patricia Blevins            725-2234            920 General Rogers Rd Charles Town            Dem

Democrat Poll Workers  
2016 Primary

<b>Kabletown District</b>			
<i>Precinct #19 Charles Town Middle School</i>			
<b><u>Poll Commissioner</u></b>			
Wanda Hughes	725-3243	23 Georgia Ave Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Loretta Jones	304-279-3736	333 Pembroke Way Charles Town	Dem
<hr style="border: 2px solid blue;"/>			
<i>Precinct #20 Kabletown Methodist Church</i>			
<b><u>Poll Commissioner</u></b>			
James Griffith	725-2536	PO Box 482 Charles Town	Dem
<b><u>Supply Clerk</u></b>			
Robert Graf	728-2829	2054 Kabletown Rd Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Carolyn Wright	725-7999	276 Hawthornedale Rd Charles Town	Dem
<hr style="border: 2px solid blue;"/>			
<i>Precinct #22 Summit Point Baptist Church</i>			
<b><u>Poll Commissioner</u></b>			
Elizabeth Stagner	725-7777	1453 Shirley Rd Summit Point	Dem
<b><u>Poll Clerk</u></b>			
Misty Davidson	304-279-5685	100 Northwinds Dr Charles Town	Dem
<hr style="border: 2px solid blue;"/>			
<i>Precinct #23A Country Day School</i>			
<b><u>Poll Commissioner</u></b>			
Darla Treat Courtney	304-725-1645	503 W Washington St Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Derba Durst	725-6794	6546 Middleway Pike Kearneysville	Dem
<hr style="border: 2px solid blue;"/>			
<i>Precinct #23B Country Day School</i>			
<b><u>Poll Commissioner</u></b>			
Dorothy Sager	304-725-4439	38 Brookline Cir Charles Town	Dem
<b><u>Supply Clerk</u></b>			
Nora Drish	725-5256	3190 Summit Point Rd Summit Point	Dem
<b><u>Poll Clerk</u></b>			
Peter Fricke	728-6400	154 East St Kearneysville	Dem

Democrat Poll Workers  
2016 Primary

<b><i>Precinct #24 Washington High School</i></b>				
<b><u>Poll Commissioner</u></b>				
Louis Brunswick	725-7892	66 Pigtail Ln	Kearneysville	Dem
<b><u>Supply Clerk</u></b>				
Jennifer Cogle	433-1067	47 Jefferson Village Dr	Ranson	Dem
<b><u>Poll Clerk</u></b>				
Roger Dailey	724-7901	863 Pheasant Hill Rd	Summit Point	Dem

Democrat Poll Workers  
2016 Primary

<b>Middleway District</b>			
<i>Precinct #25A South Jefferson Elementary</i>			
<b><u>Poll Commissioner</u></b>			
Nancy Jo Upwright	725-9229	12260 Leetown Rd Kearneysville	Dem
<b><u>Supply Clerk</u></b>			
Mary (Rosie) Ring	725-8045	277 King St Kearneysville	Dem
<b><u>Poll Clerk</u></b>			
Gwendolyn Twyman	724-2044	2507 Lewisville Rd Summit Point	Dem
<i>Precinct #25B South Jefferson Elementary</i>			
<b><u>Poll Commissioner</u></b>			
Charles Henry	725-8631	PO Box 263 Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Joyce Pifer	725-3678	7417 Queen St Kearneysville	Dem
<i>Precinct #26 Leetown Methodist Church</i>			
<b><u>Poll Commissioner</u></b>			
William Carroll Jr	725-1963	214 Veronica Ct Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Deborah Longo	283-3411	146 Paddock Pl Charles Town	Dem
<i>Precinct #27 North Jefferson Elementary School</i>			
<b><u>Poll Commissioner</u></b>			
Barbara Branson	876-2903	PO Box 907 Shepherdstown	Dem
<b><u>Poll Clerk</u></b>			
Kathy Walls	304-279-3618	519 Van Clevesville Rd Kearneysville	Dem
<i>Precinct #28 First Baptist Church</i>			
<b><u>Poll Commissioner</u></b>			
Juliane Ford	725-6135	293 Westwoods Ln Charles Town	Dem
<b><u>Supply Clerk</u></b>			
Sharon Hall	725-9318	221 Northwinds Dr Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Leslie Newman	304-261-3337	250 Barksdale Dr Charles Town	Dem

Democrat Poll Workers  
2016 Primary

*Precinct #29 TA Lowery Elementary School*

**Poll Commissioner**

Judi Brunswick	725-7892	66 Pigtail Ln Kearneysville	Dem
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**Poll Clerk**

Rebecca Stokes	725-4098	180 Dianne Ct Charles Town	Dem
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Democrat Poll Workers  
2016 Primary

<b>Shepherdstown District</b>			
<i>Precinct #31 Covenant Baptist Church</i>			
<b><u>Poll Commissioner</u></b>			
Lorena Nathan	760-443-9220	105 Limited Dr Ranson	Dem
<b><u>Supply Clerk</u></b>			
Anita Fleshman	876-1865	5388 Shepherdstown Pike Shen Jct	Dem
<b><u>Poll Clerk</u></b>			
Sandra Moffett	301-351-3359	153 Casorsa Dr Charles Town	Dem
<i>Precinct #32 Bethel United Methodist Church</i>			
<b><u>Poll Commissioner</u></b>			
Velma Greene	304-270-6726	15 Wheat Field Terrace Harpers Ferry	Dem
<b><u>Poll Clerk</u></b>			
Kimberly Hamilton	304-671-2498	PO Box 35 Bakerton	Dem
<i>Precinct #33 Trinity Episcopal Church</i>			
<b><u>Poll Commissioner</u></b>			
John Thompson	728-8278	492 Thumper Dr Ranson	Dem
<b><u>Supply Clerk</u></b>			
Amy Silver	304-283-7807	PO Box 285 Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Delores Allen	724-6072	PO Box 141 Kearneysville	Dem
<i>Precinct #34 Shepherdstown Elementary School</i>			
<b><u>Poll Commissioner</u></b>			
Rick Moffett	304-283-6505	153 Casorsa Dr Charles Town	Dem
<b><u>Supply Clerk</u></b>			
Locke Wysong	671-2341	PO Box 772 Charles Town	Dem
<b><u>Poll Clerk</u></b>			
Lora Moffett	304-886-2776	153 Casorsa Dr Charles Town	Dem

Democrat Poll Workers  
2016 Primary

*Precinct #35A Shepherdstown Fire Hall*

**Poll Commissioner**

Harold Stewart      725-7164      9029 Charles Town Rd Charles Town      Dem

**Poll Clerk**

Margaret Housden      876-0686      466 Ridge Rd Shenandoah Jct      Dem

*Precinct #35B Shepherdstown Fire Hall*

**Poll Commissioner**

Patrick Coyle      728-7365      1208 Wide Horizon Blvd Kearneysville      Dem

**Supply Clerk**

Elizabeth Coyle      728-7365      1208 Wide Horizon Blvd Kearneysville      Dem

**Poll Clerk**

Pedro Gonzalez      304-941-8169      63 Monumental Dr Charles Town      Dem

**Democrat Alternates- 2017 Special**

<b>Name</b>	<b>Phone</b>	<b>Address</b>	<b>Comments</b>
Shirley Painter	304-728-4383	520 S George St Apt D9 Charles Town	Commissioner only: worked before
Catherine Dinges	304-728-7607	194 Euclid Ave Charles Town	Never Worked
Dorothy Dyke	304-289-8031	PO Box 38 Ranson	Supply Clerk Experience
Jennifer Schultz	304-268-0495	185 McGuire Circle Harpers Ferry	Supply Clerk Experience
Kenneth Fanelli	304-839-7114	1316 Destrier St Ranson	
Devon Engle	304-886-2588	79 Mountaineer Ct Charles Town	Supply Clerk Experience
David Engle	304-886-2588	79 Mountaineer Ct Charles Town	Commissioner only: worked before
Kelli Tiong	304-995-6338	22 Colonial Dr Charles Town	Supply Clerk Experience
Julie Schnatterly	304-707-2343	131 Wrens View Ln Harpers Ferry	Poll Clerk Experience
Vicki Drummond	304-283-8239	408 E 6th Ave, Ranson	Commissioner only: worked before
David Painter	304-283-2122	PO Box 704 Kearneysville	Supply Clerk Experience
Christopher Goodell	304-820-5657	164 Berridge Dr Shepherdstown	Poll Clerk Experience
Jill Plotner	304-676-0720	PO Box 163 Ranson	
Linda Whittington	304-725-5085	120 S Mildred St Charles Town	
Deborah Royalty	304-728-0191	199 Brannon Ln Charles Town	Supply Clerk Experience
Reed Flinn (Ind)	304-719-5828	PO Box 164 Charles Town	Worked in Berkeley County
JoAnn Bailey	304-724-8889	200 Hackney Ln Charles Town	
Wendy Murphy (IND)	571-420-2832	PO Box 189 Shenandoah Jct	
Jennifer Newsome (Ind)	703-963-1835	2485 Charles Town Rd Kearneysville	
Grissel Anderson	910-320-3260	281 Maddex Farm Dr Shepherdstown	
Keila Blandin Franco		136 Weirick St Charles Town	
Caroline Hayden (Ind)	540-535-6564	108 Marie Dr Charles Town	
Glynis R. Wilson	304-283-7916	44 Barbary Ct Charles Town, WV 25414	
Joannette Jenkins	304-279-7059	150 W Academy St Apt 4 Charles Town	
Tina Spriggs	304-620-5708	150 W Academy St Apt 4 Charles Town	
Jeri Stitt	301-367-2069	208 Colonial Dr Charles Town	

Republican Poll Workers  
2017 Special  
Election

Name	Telephone #'s	Address	Notes	Party
<b>Charles Town District</b>				
<i>Precinct #2 Wright Denny Elementary</i>				
<b>Poll Commissioner #1</b>				
Stella Robinson	725-6363	15 New Plum Tree Ct #202 Charles Town		Rep
<b>Poll Clerk #2</b>				
Andrea Compton	540-686-5888	206 Pheasant Hill Rd Summit Point		Rep
<i>Precinct #3 Charles Town Baptist Church</i>				
<b>Poll Commissioner #1</b>				
Sharon Sather	304-728-4831	66 Cypress Point Dr Charles Town		Rep
<b>Supply Commissioner</b>				
Mark Wilgenbusch	304-283-2946	774 Crosswinds Court Charles Town		Rep
<b>Poll Clerk #2</b>				
Dee Wilgenbusch	304-283-2944	774 Crosswinds Court Charles Town		Rep
<i>Precinct #4A Fellowship Bible Church</i>				
<b>Poll Commissioner #1</b>				
Frank Stanley	725-7505	181 Nansefield Dr Harpers Ferry		Rep
<b>Poll Clerk #2</b>				
Mike Donnelly	304-707-1955	274 Duncan Field Ln Charles Town		Rep
<i>Precinct #4B Fellowship Bible Church</i>				
<b>Poll Commissioner #1</b>				
Brian Higgs	304-582-0578	53 Beekman Place Charles Town		Rep
<b>Supply Commissioner</b>				
Matthew Donnelly	304-707-1955	274 Duncan Field Ln Charles Town		Rep
<b>Poll Clerk #2</b>				
Jessica Ashley	304-820-3175	PO Box 45 Shenandoah Jct		Rep
<i>Precinct #6 Senior Center</i>				
<b>Poll Commissioner #1</b>				
Joshua Waggoner	304-886-1069	PO Box 489 Kearneysville		Rep
<b>Poll Clerk #2</b>				
Angela Hoffman	304-725-2295	4 Bedford Dr Charles Town		Rep

Republican Poll Workers  
2017 Special  
Election

Precinct #7 Ranson Elementary School				
<b>Poll Commissioner #1</b>				
Phyllis Fludine	301-514-6858	137 Barrel Horse Dr	Charles Town	Rep
<b>Supply Commissioner</b>				
Todd Baldau	202-577-8854	182 Coventry Ln	Harpers Ferry	Ind
<b>Poll Clerk #2</b>				
Cynthia Waggoner	304-725-2893	Po Box 489	Kearneysville	Rep
Precinct #12 Jefferson High School				
<b>Poll Commissioner #1</b>				
Tim Waggoner	304-886-0776	PO Box 489	Kearneysville	Rep
<b>Poll Clerk #2</b>				
Megan Terris	304-596-3754	78 Flopsy Ct	Ranson	Rep

Republican Poll Workers  
2017 Special  
Election

<b>Harpers Ferry District</b>			
<i>Precinct #13 CW Shipley Elementary</i>			
<b><u>Poll Commissioner #1</u></b>			
Jack Williams	725-7152	143 Potomac Crossing St Charles Town	Rep
<b><u>Supply Commissioner</u></b>			
Cheryl Huff	725-4989	743 Chickamauga Dr Charles Town	Rep
<b><u>Poll Clerk #2</u></b>			
Melodie Williams	725-7152	143 Potomac Crossing St Charles Town	Rep
<i>Precinct #14 Camp Hill Wesley Church</i>			
<b><u>Poll Commissioner #1</u></b>			
Catherine Rucker	724-6161	2432 Chestnut Hill Rd Harpers Ferry	Rep
<b><u>Poll Clerk #2</u></b>			
Michael Buscher	304-582-8725	PO Box 1081 Harpers Ferry	Rep
<i>Precinct #15 Harpers Ferry Middle School</i>			
<b><u>Poll Commissioner #1</u></b>			
Patricia Hannin	843-706-7053	86 Teakwood Ct Harpers Ferry	Rep
<b><u>Poll Clerk #2</u></b>			
Helen Campanella	535-1515	15 Spruce Street Harpers Ferry	Rep
<i>Precinct #16 Oakland Methodist Church</i>			
<b><u>Poll Commissioner #1</u></b>			
William Poe	304-261-8351	434 Gap View Blvd Harpers Ferry	Rep
<b><u>Supply Commissioner</u></b>			
Curt Compton	725-6462	206 Pheasant Hill Rd Summit Point	Rep
<b><u>Poll Clerk #2</u></b>			
Stephanie Poe	304-261-8352	434 Gap View Blvd Harpers Ferry	Rep
<i>Precinct #17 Blue Ridge Mountain Fire Hall</i>			
<b><u>Poll Commissioner #1</u></b>			
Ramona Thompson	728-8039	272 Woodcutters Ln Harpers Ferry	Rep
<b><u>Supply Commissioner</u></b>			
Elliot Simon	304-283-7071	21 Chestnut Pl Harpers Ferry	Rep
<b><u>Poll Clerk #2</u></b>			
Charles Hoffman	304-725-2295	4 Bedford Dr Charles Town	Rep

Republican Poll Workers  
2017 Special  
Election

Precinct #21A Blue Ridge Elementary School			
<b>Poll Commissioner #1</b>			
Joe Gallop	725-1895	59 Derby Pl Charles Town	Rep
<b>Poll Clerk #2</b>			
Sharon Segretti	304-886-1354	263 Eagles Nest Ln Harpers Ferry	Rep
Precinct #21B Blue Ridge Elementary School			
<b>Poll Commissioner #1</b>			
Linda Gallop	725-1895	59 Derby Pl Charles Town	Rep
<b>Supply Commissioner</b>			
Lori Cascio	571-218-7887	28 Newington Ct N Charles Town	Rep
<b>Poll Clerk #2</b>			
Ryan Cascio	540-955-7077	28 Newington Ct N Charles Town	Rep

Republican Poll Workers  
2017 Special  
Election

Kabletown District				
<i>Precinct #19 Charles Town Middle School</i>				
<b><u>Poll Commissioner #1</u></b>				
Judith Cromwell	304-728-8827	254 Turnberry Dr	Charles Town	Rep
<b><u>Supply Commissioner</u></b>				
Marty Freeman	725-0470	PO Box 945	Charles Town	Rep
<b><u>Poll Clerk #2</u></b>				
Lou Percy	304-728-8827	254 Turnberry Dr	Charles Town	Rep
<i>Precinct #20 Kabletown Methodist Church</i>				
<b><u>Poll Commissioner #1</u></b>				
Ginny Hoffman	725-2295	4 Bedford Dr	Charles Town	Rep
<b><u>Poll Clerk #2</u></b>				
Katie Hoffman	725-2295	4 Bedford Dr	Charles Town	Rep
<i>Precinct #22 Summit Point Baptist Church</i>				
<b><u>Poll Commissioner #1</u></b>				
Doug Parsons	703-728-4091	PO Box 55	Rippon	Rep
<b><u>Supply Commissioner</u></b>				
Bruce Terris, Sr	304-279-5752	630 New Meadow Dr	Kearneysville	Rep
<b><u>Poll Clerk #2</u></b>				
Emma Espinosa	304-707-6921	107 Hancock Court	Charles Town	
<i>Precinct #23A Country Day School</i>				
<b><u>Poll Commissioner #1</u></b>				
Jerry Sather	304-728-4832	66 Cypress Point Dr	Charles Town	Ind
<b><u>Supply Commissioner</u></b>				
Deirdre Catterton	703-431-1940	159 Eastland Dr	Charles Town	Rep
<b><u>Poll Clerk #2</u></b>				
Karen Phillips	571-283-1063	76 Cirrus Way	Kearneysville	Rep
<i>Precinct #23B Country Day School</i>				
<b><u>Poll Commissioner #1</u></b>				
Tim Dye	304-460-8058	4843 Middleway Pike	Kearneysville	Rep
<b><u>Poll Clerk #2</u></b>				
Martin Durst	725-6794	6546 Middleway Pike	Kearneysville	Rep

Republican Poll Workers  
2017 Special  
Election

<i>Precinct #24 Washington High School</i>			
<b><u>Poll Commissioner #1</u></b>			
Trixie Carter	304-676-1471	19459 Charles Town Road Harpers Ferry	Rep
<b><u>Poll Clerk #2</u></b>			
Mason Carter	304-676-1471	19459 Charles Town Road Harpers Ferry	Rep

Republican Poll Workers  
2017 Special  
Election

<b>Middleway District</b>			
<i>Precinct #25A South Jefferson Elementary</i>			
<b><u>Poll Commissioner #1</u></b>			
Joan L. Hough	725-5025	12771 Leetown Road Kearneysville	Rep
<b><u>Poll Clerk #2</u></b>			
Marsha Gardner	725-1586	259 King St Kearneysville	Rep
<i>Precinct #25B South Jefferson Elementary</i>			
<b><u>Poll Commissioner #1</u></b>			
Sarah Shadle	728-5196	405 Paulas Circle Kearneysville	Rep
<b><u>Supply Commissioner</u></b>			
Scott Shadle	728-5196	405 Paulas Circle Kearneysville	Rep
<b><u>Poll Clerk #2</u></b>			
Barbara Sullivan	876-6774	3658 Bakerton Road Harpers Ferry	
<i>Precinct #26 Leetown Methodist Church</i>			
<b><u>Poll Commissioner #1</u></b>			
Charlotte Davis	304-728-8507	48 Cornell Drive Kearneysville	Rep
<b><u>Supply Commissioner</u></b>			
Pamela Carroll	304-579-5033	53 Beekman Place Charles Town	Rep
<b><u>Poll Clerk #2</u></b>			
Jean Garretson	876-7114	69 Ashley Dr Shepherdstown	Rep
<i>Precinct #27 North Jefferson Elementary School</i>			
<b><u>Poll Commissioner #1</u></b>			
Robin Carper	725-4522	185 Jefferson Terrace Rd Charles Town	Rep
<b><u>Supply Commissioner</u></b>			
Tim Collins	304-535-2626	52 Spring St Harpers Ferry	Rep
<b><u>Poll Clerk #2</u></b>			
Robyn Painter	728-8210	PO Box 4 Kearneysville	Rep
<i>Precinct #28 First Baptist Church</i>			
<b><u>Poll Commissioner #1</u></b>			
Carol Gibson	876-6926	243 Rabbits Rest Lane Shepherdstown	Rep
<b><u>Poll Clerk #2</u></b>			
Jack Hefestay	304-728-0269	46 Sundance Ln Kearneysville	Rep

Republican Poll Workers  
2017 Special  
Election

<i>Precinct #29 TA Lowery Elementary School</i>			
<b>Poll Commissioner #1</b>			
Beverly Raines	304-283-6290	125 E View Ct, Charles Town	Rep
<b>Supply Commissioner</b>			
William Lukenbill	304-433-7656	16221 Charles Town Rd, Charles Town	Rep
<b>Poll Clerk #2</b>			
Giordana Baker	728-2091	94 Tiffany Court Harpers Ferry	Rep

Republican Poll Workers  
2017 Special  
Election

Shepherdstown District			
<i>Precinct #31 Covenant Baptist Church</i>			
<b><u>Poll Commissioner #1</u></b>			
Bruce Fleshman	304-876-1865	5388 Shepherdstown Pike Shenandoah Jct	Ind
<b><u>Poll Clerk #2</u></b>			
Ernest Hannin	843-706-7053	86 Teakwood Ct Harpers Ferry	Rep
<i>Precinct #32 Bethel United Methodist Church</i>			
<b><u>Poll Commissioner #1</u></b>			
Richard Gibson	876-6926	243 Rabbits Rest Lane Shepherdstown	Rep
<b><u>Supply Commissioner</u></b>			
John Shoedel	910-797-5700	303 Carriage Dr Harpers Ferry	Rep
<b><u>Poll Clerk #2</u></b>			
Tiffany Hamilton	304-671-8223	PO Box 35 Bakerton	Rep
<i>Precinct #33 Trinity Episcopal Church</i>			
<b><u>Poll Commissioner #1</u></b>			
Courtney Knill	304-724-2721	516 Morison St Charles Town	Rep
<b><u>Poll Clerk #2</u></b>			
Regina Smith	304-268-0720	1000 Harry Shirley Road Kearneysville	Rep
<i>Precinct #34 Shepherdstown Elementary School</i>			
<b><u>Poll Commissioner #1</u></b>			
Yeunshin Kim	304-283-5369	PO Box 515 Charles Town	Rep
<b><u>Poll Clerk #2</u></b>			
Tom Newcomer	304-886-6048	PO Box 515 Charles Town	Rep
<i>Precinct #35A Shepherdstown Fire Hall</i>			
<b><u>Poll Commissioner #1</u></b>			
Trevor Craker	703-999-4073	1435 Engle Moler Road Harpers Ferry	Rep
<b><u>Supply Commissioner</u></b>			
George Moxley	725-6857	56 Starlight Lane Harpers Ferry	Rep
<b><u>Poll Clerk #2</u></b>			
Tyler Hamilton		PO Box 35 Bakerton	Rep

Republican Poll Workers  
2017 Special  
Election

<i>Precinct #35B Shepherdstown Fire Hall</i>			
<b>Poll Commissioner #1</b>			
Dawn Timberlake	703-574-3279	77 Fosters Cir Shenandoah Junction	Rep
<b>Poll Clerk #2</b>			
Barbara Yano	724-5338	468 Ira Way Kearneysville	Rep

2017 Bond Issue Special Election  
Republican Alternates

Order	Name	Phone	Address	Party
1	Steven Davis	304-728-8507	48 Cornell Drive Kearneysville	R
2	John Fludine	301-514-6858	137 Barrel Horse Dr Charles Town	U
3	Spencer Howard	304-725-1838	108 Foxhall Rd Charles Town	R
4	Bruce Terris, Jr	304-596-3754	78 Flopsy Ct Ranson	R
5	Alicia Rickard	703-220-8048	93 Clems Drive Ranson	R
6	Connor Newlon	725-7683	315 South Church Street Charles Town	R
7	Mike Cenate	728-6120	138 Scottie Drive Charles Town	R
8	Tracey Cenate	728-6120	138 Scottie Drive Charles Town	R
9	Leann Adsit	304-283-4100	22 Aubrey Ct Charles Town	
10	Karen Kressin	304-724-2721	87 Appaloosa Way Charles Town	U
11	Mike Kressin (Bruce)	304-724-2721	87 Appaloosa Way Charles Town	U
12	Daphne Andrews		120 Eldon Dr Charles Town	U
13	Anna Baker	728-2091	94 Tiffany Court Harpers Ferry	R
14	Charlene Gaither	676-4644	5274 Paynes Ford Rd Kearneysville	R
15	Tyler Gibson	304-876-6926	243 Rabbits Rest Ln Shepherdstown	R
16	Justin Leaton	304-283-1099	PO Box 147 Shenandoah Junction	R
17	Shauna Leaton	304-283-7682	PO Box 147 Shenandoah Junction	R
18	William McMahon	283-5570	160 Zachary Taylor St Harpers Ferry	R
19	Eva Boccia	304-820-6724	PO Box 456 Charles Town	R
20	Angela Breeden	304-725-5551	1233 Tuscawilla Dr Charles Town	R
21	Gail Cordero	703-398-8383	64 Bullskin St Charles Town	R
22	Keila Blandin Franco	304-725-5075	136 Weirick St Charles Town	U
23	Susan Keisler	717-688-2692	68 Surrey Dr Harpers Ferry	R
24	Melinda Maye	304-279-8566	83 Tall Oak Dr Apt 1, Charles Town	R
25	Russell Patrick		85 Buckskin Ct Charles Town	R
26	Lisa White	304-995-5133	194 Beauregard Blvd Charles Town	R
27	Shannon Demir	757-768-4541	27 Holmes Dr Charles Town	R
28	Shirley Harris	804-413-1460	77 Colston Rd Charles Town	R
29	Richard Crossley	540-335-5416	72 Alla Willa Dr Charles Town	R
30	Roxanne Augustin	443-766-0074	600 W Liberty St Charles Town	U
31	Chris Kipp	886-4251	PO Box 45 Shenandoah Junction	R
32	Edward Clay	304-724-1958	PO Box 312 Charles Town	R

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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: August 3, 2017

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

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

Subject (*Wording to be placed on agenda*): Re-hearing of request to appoint a Fiduciary Commission in the Estate of Lenis M. Martin, deceased – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: August 3, 2017

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

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Emergency Services Agency – one unexpired term for Citizen Representative, ending June 30, 2018 – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 6, 2017 or as soon thereafter as the Commission may decide:

**Jefferson County Emergency Services Agency Board - one unexpired term for Citizen Representative, ending June 30, 2018.**

**Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board**

*(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.*

*(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.*

*(h) Employees of the Agency are not eligible to serve as members of the Board.*

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

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**June 21 and June 28**

Received

JUN 22 2017

Jefferson County Commission

June 16, 2017

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

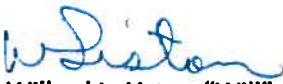
Commissioners,

You will find my resume for consideration for an appointment to serve as the Citizen Representative on the Jefferson County Emergency Services Agency Board. I have an extensive background in law enforcement and security with county and federal government agencies. My experience includes working level, supervisory and senior management positions with these agencies. In addition, during my law enforcement career, I have served in emergency communications positions ranging from a 9-1-1 call taker to developing and administrating a public safety answering point, commonly known as a police and fire emergency operations center.

In addition, as required by Jefferson County Ordinance Section 3, Joint Service Board, (f), (g) and (h), I am not an employee of the agency, and have never provided fire or emergency ambulance service in Jefferson County. Also, I nor any member of my immediate family has any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities in or outside Jefferson County.

If you have additional questions or would like additional information, please contact me at 301-529-0887 (Cell) or 304-725-0078 (Home), or email me at BSAT220WILL@aol.com.

Regards,



Willard L. Liston "Will"  
282 Rose Hill Drive  
Kearneysville, WV 25430  
P.O. Box 818  
Charles Town, WV 25414 (mail)

**Attachments**

1. Resume
2. Synopsis of Experience

Willard L. Liston  
282 Rose Hill Drive  
Kearneysville, WV 25430  
PO BOX 818  
Charles Town, WV 25414 (mail)  
Cell: 301-529-0887  
Home: 304-725-0078  
BSAT220WILL@GMAIL.COM

04/05 to 07/2010 (Retired) - Chief, Corporate Liaison Branch, Program Security Division, Office of Security (SIS), National Geospatial Intelligence Agency (NGA). I was responsible for managing both government and contract Security Officers located at several NGA mission critical sites in the United States and in foreign countries (CONUS/OCONUS), including a staff member assigned to the Executive Office of the President of the United States, as well as a CIA government Security Officer. I frequently meet with high-level managers in the intelligence, law enforcement and security communities to develop long-range plans and projections, including intelligence officers from other countries. I represented SIS as Chairman on joint inter-agency working groups with mission partners to address security issues at several mission critical sites. I also represented Security and Installation Operations Directorate (SI) on working groups with NGA's mission partners. I oversaw all aspects of NGA security at several non-core sites. I acted as a Subject Matter Expert on all facets of security and law enforcement, advising both SIS staff members and management officials at these sites. I oversaw the establishment and development of all aspects of NGA security operations at new host sites. I served on the NGA Law Enforcement Advisory Panel with input on all aspects of police operations, including policy development. I evaluated the performance of subordinate government and contract employees and served as a monitor for contract performance. I developed, negotiated and oversaw the implementation of Memorandums of Understandings, Standard Operating Procedures and business processes/procedures with our customers and mission partners for security operations at these sites. I was appointed as Acting Director, Program Security Division in the absence of the Director. In addition, I built a strong, hardworking team that focused on customer service, with the NGA mission as first priority.

07/02 to 04/05 - Health and Human Services (HHS); Office of the Secretary, Division of Real Property Policy and Management Programs, Washington, D.C. - As Departmental Physical Security Program Manager, I managed the Department's Physical security program and provided expert advice to the Assistant Secretary for Management, Deputy Assistant Secretary and HHS Operational Divisions (OPDIVS) security directors, on all facets of security policy and law enforcement issues. I conducted law enforcement business process management reviews, physical security audits and vulnerability assessments of HHS-owned, leased and delegated buildings, including Critical Infrastructure Protections Sites. I also monitored HHS compliance with the Department of Homeland Security, GSA and HHS security policies and procedures. I Co-chaired the Departmental Security Council and coordinated monthly meetings with the members. I reviewed and analyzed HHS OPDIV's security procedures. I planned, developed, administered and evaluated Department-wide physical security programs, including departmental access control, contract security, emergency preparedness and loss prevention. I developed physical security program documents, including policies, directives, manuals, and budget proposals. I represented HHS on interagency work groups, committees and task forces, including the Interagency Security Committee and the Federal Identity Credentialing Committee. I addressed all security related issues and concerns that came to the attention of the Office of the Secretary.

01/00 to 07/02 - National Institutes of Health (NIH); Division of Public Safety (DPS); Bethesda, MD - Chief, Crime Prevention Branch, I served as a recognized expert in the field of crime prevention, access control, law enforcement and physical security. I implemented and managed security systems to protect 23,000 federal employees, patients and visitors in over 100 buildings. I managed over 200 employees in the Security Section, Employee Transportation Services Office, Emergency 9-1-1 Communications Section and Locksmith Section. I directed and had approval authority for crime prevention programs for all components of NIH. I coordinated the Disaster Recovery Continuity of Operation Plan (COOP). I assisted with the development of plans to build a Sensitive Compartmented Information Facility (SCIF) at NIH. I managed security infraction investigations and recommended corrective procedures. I authored and implemented numerous physical security policies and procedures. I managed employees responsible for handling and distributing classified materials. I was responsible for directing annual inspections of high security biomedical

research areas on and off the Bethesda campus. I analyzed complex security processes and procedures and implemented findings. I gave oral presentations at briefings and seminars to staff and senior officials. I assisted with the development and Presentation of the Division's annual budget request to approving authorities. I implemented the 1995 Department of Justice (DoJ) Vulnerability Assessment of Federal Facilities Standards, and HHS Security directives, policies and procedures. I analyzed and interpreted security policies, including federal and state law, HHS, DoJ, and NIH security procedures, and Presidential Directives. I served as a major communications link between DPS and the NIH Research Community.

06/95 to 01/2000 - NIH; Division of Public Safety (DPS); Bethesda, MD - Acting Chief, Police Branch, Police Captain, Police Lieutenant, Management Analyst for the Director, DPS, I participated in the development and direction of all law enforcement, security and fire safety programs within the Division. I directed and/or managed all criminal investigations, including law enforcement misconduct cases that occurred while I served in this position. I commanded seventy government employees, including police officers, emergency service dispatchers and non-sworn staff members. I advised the Director, DPS regarding the vital functions of the Division. I acted as representative and advisor for the Director, DPS on committees and task groups. I managed and coordinated special projects assigned by the Director, DPS. I was the chief negotiator for the government on binding labor agreements, labor arbitrations and security contracts while in this position.

1/67 to 1/95 - Montgomery County Department of Police; Rockville, MD; Retired after 28 years of law enforcement service. Supervisory/management duties: My assignments included: Staff Officer to Chief, Investigation Services Bureau, Communications Division, SWAT Supervisor, Uniform Patrol Shift Commander, Vice and Intelligence Commander, Narcotics Commander, Traffic and Special Assignment Team Commander.

I was born in Preston County, WV.

Graduated - Montgomery Blair High School, Silver Spring, MD

08/63 to 08/66 United States Navy - Honorable discharge - Vietnam Service

- **Twenty-eight years with Montgomery County Department of Police; Rockville, Maryland, with various supervisory and management assignments:**
  - **Commanded patrol units**
  - **Vice and Intelligence**
  - **Narcotics Section**
  - **Traffic Section**
  - **Special Assignment Team**
  - **Assistance to the Chief, Investigation Services Bureau**
  - **Communications Section**
  
- **Eighteen years as a Federal Employee, which included senior management positions:**
  - **Federal Law Enforcement**
  - **Intelligence Community Service**
  - **Senior management positions with the National Institutes of Health, Police Branch**
  - **Senior Management positions with National Institutes of Health, Division of Public Safety**
  - **Senior Management position with the Department of Health and Human Services where I coordinated security functions nationwide**
  - **Senior Management positions with National Geospatial Intelligence Agency where I managed security officers and security programs. These responsibilities included security officers assigned to the Office of the President of the United States, employees in the United States and in foreign countries**
  
- **Armed Services Veteran - Vietnam Service**

Received

JUL 13 2017

93 Maddex Farm Drive  
Shepherdstown, WV 25443  
304-283-4403

Jefferson County Commission

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414  
RE: Jefferson County Emergency Services Agency Board—Citizen Representative

July 9, 2017

To Whom It May Concern,

I am writing to you today to express my interest in serving on the Jefferson County Emergency Services Agency as the Citizen Representative.

As a life-long resident of Jefferson County, I have seen the value, effort, and time the Emergency Services has given to the county. I believe it is important to show the people who provide the services that their dedication is appreciated by the county.

I have been an educator in both Berkeley and Jefferson Counties for twenty years. I have a good repertoire with families and local businesses in the county. I am interested in representing all citizens of Jefferson County.

Thank you in advance for considering me for this position.

*Jennifer Osbourn Pownell*

Jennifer Pownell

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## ▶ Jennifer Osbourn Pownell

93 Maddex Farm Drive, Shepherdstown, WV 25443

Phone: 304-283-4403

E-mail: jpownell2000@yahoo.com

### **Summary**

Accomplished local educator and life-long resident of Jefferson County seeking to receive the appointment to the Jefferson County Emergency Services Agency Board as Citizen Representative.

### **Core Qualifications**

- Valid Mathematics teaching license in West Virginia and Maryland
- Standardized testing techniques
- Creative Lesson planning
- Positive and encouraging learning environment
- Adept classroom manager
- Self-motivated
- Strong collaborator
- Microsoft Office and Outlook proficiency
- Proficient in SEMS
- Well versed in Teacher Evaluation in WOW
- SMART Board familiarity
- Data driven curriculum expertise
- Organized and scheduled PTC for a school of 350
- Effective time management
- Highly structured learning environment
- Detail oriented

### **Professional Experience**

Mathematics Instructor—Berkeley County Schools

Martinsburg, WV

July 2017-Present

**Mathematics Instructor/Curriculum Chair/Team Leader-Jefferson County Schools**  
Charles Town, WV  
August 2004-June 2017

**Adjunct Professor—University of Charleston**  
Charleston, WV  
August 2015-August 2016

**Adjunct Professor—Shepherd University**  
Shepherdstown, WV  
June 2011-December 2012

**Mathematics Instructor/Team Leader—Berkeley County Schools**  
Martinsburg, WV  
August 1997-June 2004

**Education**

**Salem International University, Salem , WV**  
**Educational Leadership and Administration Certificate**  
2/16-10/16  
4.0 GPA

**Mountain State University, Beckley, WV**  
**Masters of Science in Strategic Leadership**  
8/05-1/07  
4.0 GPA

**West Virginia University, Morgantown, WV**  
**Communication & Professional Development Classes**  
6/97-6/00  
4.0 GPA

**Shepherd University, Shepherdstown, WV**  
**Bachelor of Arts-Secondary Education Mathematics**  
8/91-12/95  
3.85 GPA

**Achievements**

- Recognized as McMurrin Scholar for Shepherd University
- Recognized as Outstanding Student of Mathematics at Shepherd University
- Recognized as Faculty member of WV Exemplary School 2006-2010
- Recognized as Shepherdstown Middle School Teacher of the Year 2010 and 2012
- Selected to participate in WV Academic Spotlight focusing on Common Core
- Developed STEM curriculum for WV RESA VII
- Completed Professional Development Training on Coaching for School Improvement

#### **Community Involvement**

- Raised \$3500 for low SES students at Shepherdstown Middle School in 2016
- Collected school supplies and backpacks for flood victims at Summersville Middle School in Summersville Middle School
- Former Vice President of Jefferson County Little League
- Former Co-Chair of McMurrin Scholar Association
- Member of WV Council of Teachers of Mathematics

#### **References**

Rebecca Horn, Principal Shepherdstown Middle, Shepherdstown, WV 304-876-6120

Debra Arvon—Middle School Coordinator, Jefferson County Schools, Charles Town, WV—304-725-9741

Henry M. Kayes Jr.- President, United Bank WV- Martinsburg, WV 304-262-4980

AR “Rob” Hoxton, United Capital, Shepherdstown, WV 304-283-0017

Jacqueline Lewis-Owner & Broker, Greentree Realty, Shepherdstown, WV 304-876-3737

Lana Shultz—State Farm Insurance, Charles Town, WV 304-728-7416

David C. Tabb  
107 Tabb Lane  
Harpers Ferry, WV 25425  
(304)676-5976  
ssi27@yahoo.com

Received

JUL 20 2017

Jefferson County Commission

The Jefferson County Commission  
124 East Washington Street  
P O Box 250  
Charles Town, WV 25414

Dear Commissioners;

I recently became aware of an upcoming need for a Citizen Representative for the Jefferson County Emergency Service Agency Board. I am very interested in this position. As a lifelong resident, tax payer, farmer, local business owner and self-proclaimed overseer of the affairs of Jefferson County I believe this position is a perfect match for both my skills and my experiences.

I have included my resume which contains additional information on my experience and skills. I would appreciate the opportunity to serve on the Jefferson County Emergency Services Agency Board and upon request, can provide further information on my candidacy. I can be reached anytime at the above provided address, telephone, and email.

Thank you for your time and consideration. I look forward to hearing from you about this opportunity.

Sincerely,



David C. Tabb

**David C. Tabb**  
107 Tabb Lane  
Harpers Ferry, WV 25425  
(304)676-5976  
[sssi27@yahoo.com](mailto:sssi27@yahoo.com)

### **Summary:**

I am the Vice-President of a local Corporation with extensive professional experience and significant leadership accomplishments in business. I have strong diplomatic skills and the natural ability to strategically analyze a situation and create a solution for the best interest of all concerned. I apply the qualities of integrity, credibility and a passion for progress, while maintaining the best interest of all concerned.

### **Skill Areas**

- Monitoring and evaluating
- Financial planning & management
- Information technology
- Business
- Communication
- Organizational strategy
- Strategic planning
- Procedural improvement
- Extensive knowledge of law

### **Experience**

- Created and formed Shenandoah Sales & Service, Inc., since 1982; acting as current Vice-President
- Created and formed Shenandoah Sales & Service, Ag. Division, since 2010
- Licensed CDL driver
- West Virginia State Inspector
- DOT Inspector
- Licensed Contractor
- Numerous Licenses in the Auto/Truck repair field
- Served on the Jefferson County Planning Committee for the Route 340 Corridor project for two years
- Served as member of the Jefferson County School of Agriculture Department Advisory Board
- Served as State Vice-President for the Eastern Panhandle FFA from 1973-1974
- Served as member of Jefferson County Young Farmers

- Served as member of Berryville Virginia Young Farmers
- Served as member of the Farm Bureau Board
- Served as member of VICA
- Served as member of 4-H

**Key Accomplishments:**

- Numerous awards of accomplishment in FFA; including the American Farmers Award/Degree
- Numerous nonmember Certificates of Appreciation for Service from several Jefferson County Volunteer Fire Departments
- Many Certificates of Appreciation from local charities
- The daily "Thanks" form people who my wife and I help every day (these are the best)

**Education:**

- Graduate of Jefferson High School in Shenandoah Junction West Virginia
- Graduate of James Rumsey Technical Institute (VICA) Agricultural Mechanics Degree
- Graduate of the Nashville Auto/Diesel and Welding College
- Certificates of Education in numerous specialized automotive and equipment educational classes

**Résumé**  
**Elliot Simon**  
21 Chestnut Place  
Harpers Ferry, WV 25425  
(304) 725-9446  
Esimon779@gmail.com

**July 30, 2017**

### **Introduction**

I am 62 years old and have been married to my wife Isabel for 20 years. We moved to Jefferson County from Gaithersburg, Maryland in January of 2002. My background includes 25 years as an executive and business consultant in the transportation, travel and information technology industries. I have served in senior management and have consulted for Fortune 500 companies, retiring in 2008.

I serve on the Board of the following organizations:

- **Treasurer**, Blue Ridge Acres Civic Association (BRACA), 2003 - Present
- **Jefferson County Republican Executive Committee (JCREC)**

I am a member of the following organizations:

- **Jefferson County Farm Bureau**
- **Eastern Panhandle Business Association**
- **Founding Member of the Eastern Panhandle Organization of Homeowners Associations (EPOHOA)**

### **Summary of Experience**

- **President Vital Transportation**, a transportation cooperative
- **General Manager Executive Transportation Group**, a transportation company
- **Chief Operating Officer Cabcharge North America**, a financial services company
- **Senior Project Manager for Aleph Computer Systems**, an IT company
- **Executive Vice President SummitQwest**, a business and technology consulting firm
- **Managing Director Extra USA**, a global corporate travel and event planning company

### **Education**

University of Chicago, BA Liberal Arts 1976

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: August 3, 2017

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

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

Subject: **Monique Mercado and Candace Wilson – Full-Time Public Safety Dispatcher II**

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

**The purpose of this memorandum is to fill two current vacancies of an authorized full-time position. The ECC currently has two vacancies in its authorized staff strength due to the resignations of Angelina Perry and Leah Daffron. This request is to fill two vacancies.**

**Ms. Monique Mercado has passed all initial phases of the hiring process and is recommended for hire as a Public Safety Dispatcher. The candidate will begin at Grade III Step A with an increase to Step B after completion of full training and release from the training academy.**

**Ms. Candace Wilson has passed all initial phases of the hiring process and is recommended for hire as a Public Safety Dispatcher. The candidate will begin at Grade III Step A with an increase to Step B after completion of full training and release from the training academy.**

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

**Motion to approve the full-time employment of Monique Mercado and Candace Wilson as Full-Time Public Safety Dispatcher at Grade III Step A with increase to Step B after completion and release from training**

Attachments:



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: August 3, 2017

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

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

Subject: **Re-appointment of Dr. Henry B. Christie, Chief William H. Roper and Lt. Victor Lupis.**

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

**The purpose of this memorandum is to approve the reappoint Dr. Henry B. Christie representing EMS, Chief William H. Roper representing municipal police, and Lt. Victor Lupis representing Sheriff's Office to serve a term of 3 years on the E911 Advisory Board, ending on 09/01/19.**

**Members are required to attend quarterly meetings on the 3<sup>rd</sup> Wednesday of the quarter.**

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

**Motion to approve the 3 year reappointment of Dr. Henry B. Christie, Chief William H. Roper and Lt. Victor Lupis to the E911 Advisory Board with their term expiring on 09/01/2019.**

Attachments:

system, if the county's emergency dispatch center establishes policies and procedures which require the agency to whom the call is transferred to remain on the call until a first responder arrives. (g) Each county or municipality shall appoint for each answering point an enhanced emergency telephone system advisory board consisting of at least six members to monitor the operation of the system. The board shall be appointed by the county or municipality and shall include at least one member from affected:

- (1) Fire service providers;
- (2) Law-enforcement providers;
- (3) Emergency medical providers;
- (4) Emergency services providers participating in the system; and,
- (5) Counties or municipalities.

The director of the county or municipal enhanced telephone system shall serve as an ex officio member of the advisory board. (h) The initial advisory board shall serve staggered terms of one, two and three years. The initial terms of these appointees shall commence on July 1, 1994. All future appointments shall be for terms of three years, except that an appointment to fill a vacancy shall be for the unexpired term. All members shall serve without compensation. The board shall adopt such policies, rules and regulations as are necessary for its own guidance. The board shall meet monthly, or quarterly. The board may make recommendations to the county or municipality concerning the operation of the system.

(i) Nothing herein contained shall be construed to prohibit or discourage in any way the establishment of multijurisdictional or regional systems, or multijurisdictional or regional agreements for the establishment of enhanced emergency telephone systems, and any system established pursuant to this article may include the territory of more than one public agency, or may include only a portion of the territory of a public agency.

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



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 3, 2017**

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

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

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

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 issues re: EEOC Complaint (Charge No. 533-2017-00706). Possible Executive Session – Discussion/Action.**
- 3. DISCUSS fireworks discharge restrictions- 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



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

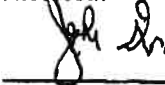
to produce visible or audible effects by combustion, deflagration or detonation and includes, but is not limited to, salutes containing more than two grains (one hundred thirty milligrams) of explosive materials, aerial shells containing more than forty grams of pyrotechnic compositions and other display 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).

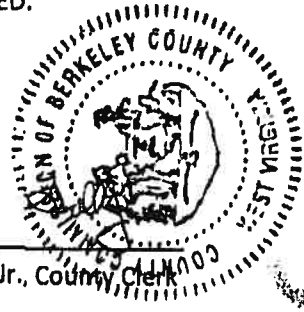
- (d) Violation of the provisions of this Ordinance is a misdemeanor punishable, upon conviction thereof, by fine of \$1,000.00. Each discharge of a fireworks device in violation of this Ordinance shall be a separate offense.

This Ordinance shall become effective on July 9, 2017.  
All of the above is ORDERED, ADJUDGED and DECREED.  
Entered this the 29<sup>th</sup> day of June, 2017.

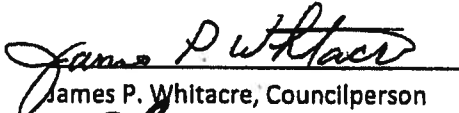
  
\_\_\_\_\_  
Douglas E. Copenhaver, Jr., President

Attasted:

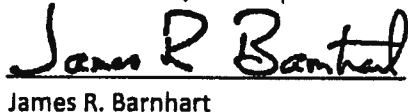
  
\_\_\_\_\_  
John W. Small, Jr., County Clerk



\_\_\_\_\_  
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 1180-519

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



Name: ~~Matt Harvey, Prosecutor~~ *Unfinished Business*

Department or Organization:

Estimation of amount of time needed for appointment:  
Date Requested – 1<sup>st</sup> Choice: ~~July 20, 2017~~ *August 3, 2017*

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

**Subject (*Wording to be placed on agenda*): Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the community's heroin epidemic - Discussion/Action**

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

Is this a funding request? Y/N Click here to enter text.  
If so, how much? \$Click here to enter text.

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

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

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

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

Contact information:

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

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

Click here to enter text.



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



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 3, 2017**

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

Subject (*Wording to be placed on agenda*): **Discussion of the PSD Audit - Discussion/Action**

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

Is this a funding request?  Y/N [Click here to enter text.](#)

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)

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



Name: Dawn Weimer

Department or Organization: Jefferson County Commission-Ambulance Fee

Estimation of amount of time needed for appointment:

Date Requested—1<sup>st</sup> Choice: 8/3/17

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

Date Requested—2<sup>nd</sup> Choice: 8/17/17

Subject (Wording to be placed on agenda.

Raise convenience charge from \$2.00 to \$2.50 to cover credit card increase -- Action required.

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

The monthly services charge has increased which has caused the convenience fee not to cover all of the monthly charges.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

**To approve/disapprove increase of the convenience charge for the ambulance fee credit card payments to \$2.50 to cover credit card charges.**

Attach supporting documents for request or request may be denied.

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

Contact information:

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

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **August 3, 2017**

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

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

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

- Review and Approval of FY2017 State Budget Revision 10 for the General Fund
- Review and Approval of FY2018 State Budget Revision 2 for the General Fund

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

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

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

- Motion to accept FY17 State Budget Revision 10 for the General Fund
- Motion to accept FY18 State Budget Revision 2 for the General Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER

**2017**

FY

**001**

FUND

**10**

REV. NO.

**1 of 1**

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

P.O. Box 250

Budget Revision: **Michelle Gordon**

STREET OR PO BOX

Phone: **304-724-8425**

Fax: **304-725-7916**

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
330	Sheriff's Earnings	163,727	16,000		179,727
344	Ambulance Fees	880,000	79,600		959,600
365	Interest Earned	33,737	173		33,910
	#N/A				
	#N/A				
	#N/A				

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

95,773

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
699	Contingencies	2,962,116		175,094	2,787,022
401	County Commission	1,781,233		57,486	1,723,747
700	Sheriff-Law Enforcement	3,781,357	16,000		3,797,357
715	Ambulance Authority	2,223,366	303,187		2,526,553
428	Data Processing	412,980		9,000	403,980
415	Magistrate Court	1,700	513		2,213
424	Courthouse	1,116,812	6,725		1,123,537
425	Other Buildings	531,000	7,500		538,500
717	Central Garage	262,396	3,428		265,824
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

95,773

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 3rd day of August, 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 FY2017 budget revision number #10 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 #10 of General Fund FY17**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	<u>Dr/Cr</u>
Conting for Emergencies	001.699.06.675.001.GG.000		4,650	(4,650)
Co Comm Court Costs	001.401.02.229.000.GG.000	4,650		4,650
Sher Earnings-Security Svc	001.330.CS.004	16,000		(16,000)
Law Enf Wages	001.700.01.103.000.GG.000	11,600		11,600
Law Enf Retirement	001.700.01.106.000.GG.000	4,300		4,300
Law Enf Ct Bailiffs	001.700.01.108.003.GG.000	2,500		2,500
Law Enf Insurance	001.700.01.105.001.GG.000		2,400	(2,400)
Amb Fees - Late Fees	001.344.CS.001	75,200		(75,200)
Amb Fees - Mcht Conv Fees	001.344.CS.002	4,285		(4,285)
Amb Fees - Misc Revenue	001.344.CS.003	115		(115)
Int Earned-Amb Fee	001.365.II.007	173		(173)
Amb Fee Sal & Wages	001.715.01.103.000.PS.000	30,960		30,960
Co Comm Sal & Wages	001.401.01.103.000.GG.000		30,960	(30,960)
Amb Fee FICA	001.715.01.104.000.PS.000	1,920		1,920
Co Comm FICA	001.401.01.104.000.GG.000		1,920	(1,920)
Amb Fee Medicare	001.715.01.104.001.PS.000	450		450
Co Comm Medicare	001.401.01.104.001.GG.000		450	(450)
Amb Fee Group Ins	001.715.01.105.000.PS.000	236		236
Co Comm Group Ins	001.401.01.105.000.GG.000		236	(236)
Amb Fee Retirement	001.715.01.106.000.PS.000	8,465		8,465
Co Comm Retirement	001.401.01.106.000.GG.000		8,465	(8,465)
Amb Fee Postage	001.715.02.218.000.PS.000	11,884		11,884
Co Comm Postage	001.401.02.218.000.GG.000		11,884	(11,884)
Amb Fee Contracted Svcs	001.715.02.230.000.PS.000	2,245		2,245
Amb Fee Bank Charges	001.715.02.232.000.PS.000	4,276		4,276
Amb Fees Remit of Fees Cld Cash	001.715.02.235.000.PS.000	25,000		25,000
Amb Fees Remit of Fees Cld Accrual	001.715.02.235.001.PS.000	180,009		180,009
Amb Fee Bad Debt	001.715.02.235.999.PS.000	33,779		33,779
Amb Fee Refund Error Pmt	001.715.02.236.000.PS.000	962		962
Amb Fee Material/Supplies	001.715.03.341.000.PS.000	1,201		1,201
Amb Fee Lic & Annual Fees	001.715.03.356.000.PS.000	1,800		1,800
Co Comm Material/Supplies	001.401.03.341.000.GG.000		1,201	(1,201)
IT Lic & Annual Fees	001.428.03.356.000.GG.000		1,800	(1,800)
Conting-Fund Bal Reserv	001.699.06.675.000.GG.000		166,498	(166,498)
Mag Ct Telephone	001.415.02.211.000.GG.000	513		513
Cthse Telephone	001.424.02.211.000.GG.000	10,220		10,220
Cthse Electricity	001.424.02.213.001.GG.000	3,125		3,125
Cthse Maint/Repair Bldgs	001.424.02.215.000.GG.000	4,900		4,900
Cthse Travel	001.424.02.214.000.GG.000		890	(890)
Cthse Fuel Oil	001.424.02.213.002.GG.000		1,230	(1,230)
Cthse Bldg Equip Maint	001.424.02.216.000.GG.000		4,100	(4,100)
Cthse Postage	001.424.02.218.000.GG.000		500	(500)
Cthse Bldg Equip Rental	001.424.02.219.000.GG.000		300	(300)
Cthse Training	001.424.02.221.000.GG.000		500	(500)
Cthse Professional Svcs	001.424.02.223.000.GG.000		3,000	(3,000)
Cthse Material/Supplies	001.424.03.341.000.GG.000		1,000	(1,000)
Oth Bldgs Electricity	001.425.02.213.001.GG.000	25,000		25,000
Oth Bldgs Fuel Oil	001.425.02.213.002.GG.000	3,200		3,200
Oth Bldgs Water/Sewer	001.425.02.213.003.GG.000	3,700		3,700
Oth Bldgs Utilities	001.425.02.213.004.GG.000	4,600		4,600
Oth Bldgs Maint Rep Building	001.425.02.215.000.GG.000		20,000	(20,000)
Oth Bldg Maint Rep Equip	001.425.02.216.000.GG.000		4,500	(4,500)
Oth Bldg Main Rep Sec Sys	001.425.02.216.001.GG.000		2,000	(2,000)
Oth Bldgs Prof Svcs	001.425.02.223.000.GG.000	3,500		3,500
Oth Bldgs Cont Svcs	001.425.02.230.000.GG.000		5,500	(5,500)

Increase or decrease expenditures based on needs for the current fiscal year

**Jefferson County Commission  
State Budget Revision JE**

**Budget Revision #10 of General Fund FY17**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	<u>Dr/Cr</u>
Oth Bldgs Mat/Supplies	001.425.03.341.000.GG.000		500	(500)
Central Gar Sal Wages	001.717.01.103.000.GG.000	177		177
Central Gar FICA	001.717.01.104.000.GG.000	12		12
Central Gar Overtime	001.717.01.108.001.GG.000	389		389
central Gar Travel	001.717.02.214.000.GG.000		250	(250)
Central Gar Mnt Rep Auto	001.717.02.217.000.GG.000		3,000	(3,000)
Central Gar Prof Svcs	001.717.02.223.000.GG.000		2,000	(2,000)
Central Gar Mat/Supplies	001.717.03.341.000.GG.000	2,000		2,000
Central Gar Fuel	001.717.03.343.001.GG000	6,100		6,100
IT Support	001.428.03.355.000.GG.000		19,000	(19,000)
IT Computer Hardware	001.428.03.354.000.GG.000	6,600		6,600
IT Group Insurance	001.428.01.105.000.GG.000	4,400		4,400
IT Mat/Supplies	001.428.03.341.000.GG000		500	(500)
IT Computer Software	001.428.03.353.000.GG000	1,300		1,300
Co Comm Group Ins	001.401.01.105.000.GG000		8,000	(8,000)
Co Comm Retirement	001.401.01.106.000.GG000		2,650	(2,650)
Co Comm Offical Salary	001.401.01.101.000.GG.000	3,750		3,750
Co Comm Sal/Wages	001.401.01.103.000.GG.000		3,750	(3,750)
Co Comm Overtime	001.401.01.108.001.GG.000		1,000	(1,000)
Co Comm Postage	001.401.02.218.000.GG.000		14,000	(14,000)
Co Comm Ads/Legal Pub	001.401.02.220.000.GG.000		1,500	(1,500)
Co Comm Prof Svs HRA	001.401.02.223.001.GG.000	20,000		20,000
Co Comm Unemp	001.401.02.226.002.GG000		5,000	(5,000)
Co Comm Insur-Retiree	001.401.02.239.000.GG000	6,130		6,130
Co Comm Mat Supplies	001.401.03.341.000.GG.000		1,000	(1,000)
Conting-Fund Bal Reserv	001.699.06.675.000.GG.000		3,946	(3,946)
Total		531,626	340,080	-

**Michelle Gordon**

---

**From:** Stephanie Grove  
**Sent:** Wednesday, July 26, 2017 11:28 AM  
**To:** Michelle Gordon  
**Subject:** Reimbursement to Planning Commissioner for Legal Fees

Michelle,

At the July 6, 2017 meeting the County Commission approved the payment of legal fees and mileage in the amount of \$4617.48 to Steve Stolipher. This represents the amount that he expended defending himself against charges before the Ethics Commission, which charges were initiated by a citizen and arose from his official duties as a Planning Commissioner. Mr. Stolipher was exonerated of any wrong doing by the Ethics Commission. I have the itemized invoices from his attorney as well as the minutes where the payment was approved by the commission. My thoughts were that this payment would be appropriate to be paid out of the contingency fund since it was an unexpected expense, but wanted to check with you to see if you think there is a more appropriate funding source. I haven't submitted the request for payment to Vivian yet. Let me know what you think.

Thanks,

Stephanie

**Stephanie F. Grove**  
**County Administrator**  
County Commission of Jefferson County, WV  
Post Office Box 250  
124 East Washington Street  
Charles Town, WV 25414  
Office: (304) 728-3284  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Conting 699.06.675.001  
CoComm Court 401.02.229

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JEFFERSON COUNTY COMMISSION  
 STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
 GENERAL FUND  
 AS OF 06/2017

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	ACTUAL MTD REVENUE	ACTUAL YTD REVENUE	UNREALIZED REVENUE	PERCENT RECEIVED
001-322-IG-006	AED EQUIPMENT - AMB AUTH					
001-322-IG-007	REIM:PROJ IMPACT-FEMA GRT					
001-322-IG-008	PUB ED:WAL-MART GRANT					
TOTALS FOR FEDERAL GOV GRANTS		240000.00	205626.01	230176.66	9823.34	95.90
001-323-IG-000	STATE GOVERNMENT GRANTS					
TOTALS FOR STATE GOVERNMENT GRANTS						
001-324-IG-000	OTHER GRANTS					
001-324-IG-001	QUAD ST PREP GRANT					
TOTALS FOR OTHER GRANTS						
001-325-IG-000	FEDERAL PAYMENT IN LIEU	11676.00	19877.00	19877.00	-8201.00	170.23
TOTALS FOR FED PYMNT IN LIEU OF TAXS		11676.00	19877.00	19877.00	-8201.00	170.23
001-327-CS-000	CHARGES FOR SERVICES					
TOTALS FOR CHARGES FOR SERVICES						
001-329-CS-000	SHERIFF'S SERVICE PROCESS	19512.00	900.00	17915.00	1597.00	91.81
TOTALS FOR SHERIFF'S SRVC OF PROCESS		19512.00	900.00	17915.00	1597.00	91.81
001-330-CS-000	SHERIFF'S EARNING	10727.00	796.19	7536.84	3190.16	70.26
001-330-CS-001	SHERIFF EARN - ARREST M/C	13000.00	1474.75	12349.75	650.25	94.99
001-330-CS-002	SHERIFF EARN - CIRC CT		1075.00	7200.00	-7200.00	
001-330-CS-003	SHERIFF EARN - WORTH CK					
001-330-CS-004	SHERIFF EARN-SECURITY SVC	60000.00	3925.00	75927.95	-15927.95	126.54
001-330-CS-005	SHERIFF EARN-BOLIVAR AGRM	80000.00		80000.00		100.00
TOTALS FOR SHERIFF EARNINGS		163727.00	7270.94	183014.54	-19287.54	111.78
001-331-CS-000	COUNTY CLERK'S EARNINGS	191000.00	19096.00	194178.05	-3178.05	101.66
001-331-CS-001	CO CLK-VOTER REGISTR FEES					
001-331-CS-002	CO CLK PRESERVATION FUND	1375.00	128.80	1441.70	-66.70	104.85
TOTALS FOR COUNTY CLERK'S EARNING		192375.00	19224.80	195619.75	-3244.75	101.68
001-332-CS-000	CIRCUIT CLERK'S EARNINGS	61000.00	5409.49	62736.83	-1736.83	102.84
TOTALS FOR CIRCUIT CLERK'S EARNING		61000.00	5409.49	62736.83	-1736.83	102.84
001-333-CS-000	PROSECUTING ATTY EARNINGS	1134.00	30.00	1681.13	-547.13	148.24
TOTALS FOR PROSECUTING ATTY EARNINGS		1134.00	30.00	1681.13	-547.13	148.24
001-334-CS-000	ACCIDENT REPORTS	4900.00	410.00	4860.00	40.00	99.18
TOTALS FOR ACCIDENT REPORTS		4900.00	410.00	4860.00	40.00	99.18
001-335-CS-000	MOTOR VEHICLE LICENSE FEE					
TOTALS FOR MOTOR VEHICLE LICENSE FEE						
001-336-CS-000	MAP SALES	3697.00	167.00	1763.50	1933.50	47.70
TOTALS FOR MAP SALES		3697.00	167.00	1763.50	1933.50	47.70
001-340-CS-000	RENT - MAGISTRATE COURT	42479.00			42479.00	
001-340-CS-001	RENT - COUNTY FARM HOUSE	1200.00		1200.00		100.00
001-340-CS-002	RENT - COUNTY FARM LAND	1000.00		775.00	225.00	77.50
001-340-CS-003	RENT - FAMILY COURT					
001-340-CS-004	RENT:MASON BLDG-ALLSTATE					
001-340-CS-005	RENT:MASON BLDG-CORR OPFC					
001-340-CS-006	SHERIFF EARN - BPHC RENT		1865.00	1865.00	-1865.00	
TOTALS FOR RENT - CONCESSIONS		44679.00	1865.00	3840.00	40839.00	8.59
001-344-CS-000	AMBULANCE FEES	880000.00	363640.10	888640.10	-8640.10	100.98

*offset  
 700  
 Wage  
 Shortage*

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

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED \$
TOTALS FOR FINANCIAL STABILIZATION	2117826.00				2117826.00	
001-698-05-566-000-GG-000 TRNSFR-CAPITAL OUTLAY FD	1347000.00	296981.00	1390981.00		-43981.00	103.26
001-698-05-566-004-GG-000 TRNSFR TO GEN SCHOOL FUND			-22100.00		22100.00	
001-698-05-566-005-GG-000 TRNSFR TO MAGIST CT FUND			-15880.70		15880.70	
001-698-05-566-006-GG-000 TRNSFR TO BARDANE FUND	6000.00				6000.00	
TOTALS FOR TRANS/REIMS	1353000.00	296981.00	1353000.30		- .30	100.00
001-699-06-675-000-GG-000 CONTING -FUND BAL RESERV	2877116.00				2877116.00	
001-699-06-675-001-GG-000 CONTING -EMERGENCIES	85000.00				85000.00	
TOTALS FOR CONTINGENCIES	2962116.00				2962116.00	
001-700-01-103-000-PS-000 LAW ENF SALARY AND WAGES	1900951.00	251423.84	1912495.57		-11544.57	100.60
001-700-01-103-001-PS-000 LAW ENF INCREMENTAL PAY	17500.00	480.00	13860.00		3640.00	79.20
001-700-01-103-003-PS-000 LAW ENF DUI GRANT	25000.00	98.38	17855.35		7144.65	71.42
001-700-01-103-004-PS-000 LAW ENF OTHER GRANTS	17195.00	1019.19	10380.20		6815.80	60.36
001-700-01-104-000-PS-000 LAW ENF FICA EXPENSE	161253.00	19650.41	150825.76		10427.24	93.53
001-700-01-104-001-PS-000 LAW ENF MEDICARE EXPENSE	37710.00	4595.65	35273.36		2436.64	93.53
001-700-01-105-000-PS-000 LAW ENF LIFE INS BENEFIT	76.00				76.00	
001-700-01-105-001-PS-000 LAW ENF GROUP INSURANCE	448280.00	37250.01	420260.84		28019.16	93.74
001-700-01-106-000-PS-000 LAW ENF RETIREMENT WVDTRS	263490.00	35078.46	267720.08		-4230.08	101.60
001-700-01-108-001-PS-000 LAW ENF OVERTIME	229650.00	26586.93	220868.47		8781.53	96.17
001-700-01-108-002-PS-000 LAW ENF P-TIME/EXTRA HELP	6000.00	105.00	4688.95		1311.05	
001-700-01-108-003-PS-000 LAW ENF CIR CT BAILIFFS	320751.00	41895.36	323218.03		-2467.03	100.76
001-700-01-108-004-PS-000 LAW ENF TRIP GUARDS	15000.00	2527.25	14062.00		938.00	93.74
001-700-02-211-000-PS-000 LAW ENF TELEPHONE	20000.00	4910.94	15915.50		4084.50	79.57
001-700-02-212-000-PS-000 LAW ENF PRINTING	750.00		750.00			100.00
001-700-02-214-000-PS-000 LAW ENF TRAVEL	7000.00	992.40	4246.64		2753.36	60.66
001-700-02-216-000-PS-000 LAW ENF MAIN/REP EQUIPMNT	2000.00	2000.00	2000.00			100.00
001-700-02-218-000-PS-000 LAW ENF POSTAGE	250.00	36.17	250.14		- .14	100.05
001-700-02-220-000-PS-000 LAW ENF ADS/LEGAL PUBS	1500.00	600.56	1287.28		212.72	85.81
001-700-02-221-000-PS-000 LAW ENF TRAIN/EDUCATION	19500.00	3442.00	17354.07		2145.93	88.99
001-700-02-222-000-PS-000 LAW ENF DUES/SUBSCRIPTION	4000.00	300.00	2219.95		1780.05	55.49
001-700-02-223-000-PS-000 LAW ENF PROFESSIONAL SVCS	5000.00	1250.00	5020.21		-20.21	100.40
001-700-02-229-000-PS-000 LAW ENF COURT COST/DAMAGE	15000.00		15000.00			100.00
001-700-02-230-000-PS-000 LAW ENF CONTRACTED SVCS	18000.00	4990.89	18450.99		-450.99	102.50
001-700-03-341-000-PS-000 LAW ENF MATERIAL/SUPPLY	42500.00	3421.93	42335.30		164.70	99.61
001-700-03-343-000-PS-000 LAW ENF AUTO SUPPLIES	9000.00	1199.30	8783.20		216.80	97.59

offset  
 BY INC  
 IN Sec. SVC  
 Billings  
 161K  
 001.330.05  
 004

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
 GENERAL FUND  
 AS OF 06/2017

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	ACTUAL MTD REVENUE	ACTUAL YTD REVENUE	UNREALIZED REVENUE	PERCENT RECEIVED
001-344-CS-001	AMB FEES-LATE FEES		75184.56	75184.56	-75184.56	
001-344-CS-002	AMB FEE-MCHT CONV FEES		4282.00	4282.00	-4282.00	
001-344-CS-003	AMB FEE-MISC REVENUE		115.00	115.00	-115.00	
TOTALS FOR AMBULANCE FEES		880000.00	443221.66	968221.66	-88221.66	110.02
001-345-CS-000	EMERGENCY SERVICE FEES					
TOTALS FOR EMERGENCY SERVICE FEES						
001-346-CS-000	EMG COMM - 911 FEE	1796000.00	275557.70	1787819.25	8180.75	99.54
001-346-CS-001	EMG COMMUNICATIONS- SIGNS	1200.00			1200.00	
TOTALS FOR EMG COMM - 911 FEE		1797200.00	275557.70	1787819.25	9380.75	99.47
001-348-CS-000	FRANCHISE AGREEMENTS	496000.00		386498.40	109501.60	77.92
TOTALS FOR FRANCHISE FEES		496000.00		386498.40	109501.60	77.92
001-350-CS-000	IRP FEES-INTNATL REG PGM	11700.00	1644.67	12069.02	-369.02	103.15
TOTALS FOR IRP FEES-INTNATL REG PGM		11700.00	1644.67	12069.02	-369.02	103.15
001-351-CS-000	JAIL FEES					
TOTALS FOR JAIL FEES						
001-361-FF-000	FINES, FEES & COURT COSTS					
TOTALS FOR FINES, FEES & COURTS COSTS						
001-362-CS-000	JAIL FEES	69300.00		69244.43	55.57	99.91
TOTALS FOR JAIL FEES		69300.00		69244.43	55.57	99.91
001-365-II-000	INTEREST EARNED	23247.00	1783.91	24081.10	-834.10	103.58
001-365-II-001	INTEREST EARNED-CO CLERK	550.00	59.01	775.56	-225.56	141.01
001-365-II-002	INTEREST EARNED-CIR CLERK	1100.00		446.93	653.07	40.63
001-365-II-003	INTEREST EARNED-TAX DMV					
001-365-II-004	INT EARNED TAX OFF-ST FEE	700.00	26.91	802.37	-102.37	114.62
001-365-II-005	INTEREST EARNED-RACING TAX	50.00	6.34	71.68	-21.68	143.36
001-365-II-006	INTEREST EARNED-VIDEO LOT	7830.00	401.31	6884.88	945.12	87.92
001-365-II-007	INT EARNED-AMB FEES	260.00	432.34	432.34	-172.34	166.28
TOTALS FOR INTEREST EARNED		33737.00	2709.82	33494.86	242.14	99.28
001-366-MM-000	MISCELLANEOUS REVENUE	500.00	2.97	1984.90	-1484.90	396.98
TOTALS FOR MISCELLANEOUS REVENUE		500.00	2.97	1984.90	-1484.90	396.98
001-367-MM-000	SHERIFF'S COMMISSION	11498.00		11535.97	-37.97	100.33
TOTALS FOR SHERIFF'S COMMISSION		11498.00		11535.97	-37.97	100.33
001-368-MM-000	CONFISCATED PROPERTY					
TOTALS FOR CONFISCATED PROPERTY						
001-369-MM-000	COMMISSIONS/VEND MACHINE					
TOTALS FOR COMMISSION						
001-370-OT-000	TABLE GAMES	740000.00	55637.44	736573.28	3426.72	99.53
TOTALS FOR TABLE GAMES		740000.00	55637.44	736573.28	3426.72	99.53
001-371-MM-000	RECYCLING/SCRAP REVENUE	2083.00	63.00	2830.05	-747.05	135.86
TOTALS FOR MISCELLANEOUS REVENUE		2083.00	63.00	2830.05	-747.05	135.86
001-372-MM-000	FILING FEES	10800.00		10752.28	47.72	99.55

*Amb Fee Adj needed now that we have History*

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

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-712-02-214-000-PS-911 COMM CTR TRAVEL	7000.00	341.68	6186.65		813.35	88.38
001-712-02-216-000-PS-911 COMM CTR MAIN/REP EQUIP	102000.00	5958.32	55205.30		46794.70	54.12
001-712-02-220-000-PS-911 COMM CTR ADS/LEGAL PUBS			33.84		-33.84	
001-712-02-221-000-PS-911 COMM CTR TRAIN/EDUCATION	6500.00	850.00	5874.92		625.08	90.38
001-712-02-222-000-PS-911 COMM CTR DUES/SUBSCRIPTINS	1160.00		634.24		525.76	54.67
001-712-02-223-000-PS-911 COMM CTR PROF SERVICES	12000.00	1000.00	12000.00			100.00
001-712-02-230-000-PS-911 COMM CTR CONTRCTD SERVICE	10000.00	940.00	8737.45		1262.55	87.37
001-712-03-341-000-PS-911 COMM CTR MAT/SUPPLIES	6500.00	1513.56	3831.18		2668.82	58.94
001-712-03-353-000-PS-911 COMM CTR COMPUTER SOFTWARE	7500.00	7500.00	7500.00			100.00
001-712-03-355-000-PS-911 COMM CTR IT SUPPORT	500.00		3000.00		-2500.00	600.00
TOTALS FOR COMMUNICATIONS CENTER	1908251.00	242239.84	1841558.91		66692.09	96.50
001-713-05-567-000-PS-000 FIRE/RESCUE CONTRIBUTION	595000.00	150000.00	595000.00			100.00
TOTALS FOR FIRE DEPARTMENTS	595000.00	150000.00	595000.00			100.00
001-715-01-103-000-PS-000 AMB FEE SALARY/WAGES		30959.47	30959.47		-30959.47	
001-715-01-104-000-PS-000 AMB FEE FICA EXPENSE		1919.49	1919.49		-1919.49	
001-715-01-104-001-PS-000 AMB FEE MEDICARE EXPENSE		448.91	448.91		-448.91	
001-715-01-105-000-PS-000 AMB FEE GROUP INSURANCE		235.68	235.68		-235.68	
001-715-01-106-000-PS-000 AMB FEE RETIREMENT		8464.14	8464.14		-8464.14	
001-715-02-218-000-PS-000 AMB FEE POSTAGE		11883.09	11883.09		-11883.09	
001-715-02-230-000-PS-000 AMB FEE CONTRCTD SERVICES		2244.83	2244.83		-2244.83	
001-715-02-232-000-PS-000 AMB FEE BANK CHARGES		4275.66	4275.66		-4275.66	
001-715-02-235-000-PS-000 AMB FEE REMIT OF FEES CLD	724692.00	329700.84	929700.84		-205008.84	128.28
001-715-02-235-999-PS-000 AMB FEE BAD DEBT EXPENSE		33779.00	33779.00		-33779.00	
001-715-02-236-000-PS-000 AMB FEE REFUND ERROR PYT		732.00	962.00		-962.00	
001-715-03-341-000-PS-000 AMB FEE MATERIAL/SUPPLIES		353.46	1200.46		-1200.46	
001-715-03-356-000-PS-000 AMB FEE LIC & ANNL FEES		1800.00	1800.00		-1800.00	
001-715-05-567-000-PS-000 AMB AUTH TRANS TO ENTITIE	1498674.00		1478674.00		20000.00	98.66
TOTALS FOR AMBULANCE AUTHORITY	2223366.00	426796.57	2506547.57		-283181.57	112.73
001-716-01-103-000-PS-000 ANML CTL SALARY/WAGES	190853.00	25810.24	191818.81		-965.81	100.50
001-716-01-104-000-PS-000 ANML CTL FICA EXPENSE	13074.00	1846.23	13228.53		-154.53	101.18
001-716-01-104-001-PS-000 ANML CTL MEDICARE EXP	3058.00	431.76	3093.78		-35.78	101.17
001-716-01-105-000-PS-000 ANML CTL GROUP INSURANCE	48933.00	1594.92	22950.24		25982.76	46.90
001-716-01-106-000-PS-000 ANML CTL RETIREMENT	25304.00	3544.18	25665.84		-361.84	101.42
001-716-01-108-006-PS-000 ANML CTL OVERTIME	20000.00	4096.42	22435.32		-2435.32	112.17
001-716-02-211-000-PS-000 ANML CTL TELEPHONE	1400.00	164.70	1021.44		378.56	72.96

*Need to record FY17 Bud now that we have History*

**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
<b>Total Assets</b>	<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
<b>Total Liab &amp; OE</b>	<u>(3,804.11)</u>	<u>137,023.92</u>	<u>295,272.62</u>	<u>406,415.88</u>	
<b>Revenues</b>					
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
<b>Total Revenue</b>	-	<u>882,796.27</u>	<u>992,201.61</u>	<u>968,654.00</u>	
<b>Expenditures</b>					
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
<b>Total Expenditures</b>	<u>3,804.11</u>	<u>878,992.16</u>	<u>992,201.61</u>	<u>968,654.00</u>	
<b>Net Inc (Loss)</b>	<u>(3,804.11)</u>	<u>3,804.11</u>	-	-	

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

PB: Mjordon

Description	GL Account	FY16	FY17	FY18	FY19	TOTALS
<b>Expenditures</b>						
Wages & Benefits						
Wages	001.401.01.103.000.GG.000	29,786.38	30,959.47			94,102.17
FICA	001.401.01.104.000.GG.000	1,846.76	1,919.49			5,834.34
Med	001.401.01.104.001.GG.000	431.90	448.91			1,364.48
Retire	001.401.01.105.000.GG.000	1,340.30	8,464.14			11,292.02
Vision	001.401.01.105.000.GG.000	90.36	83.28			271.53
Life	001.401.01.105.000.GG.000	81.60	152.40			322.40
Total Wages & Benefits		33,577.30	42,027.69			113,186.94
Materials & Supplies	001.401.03.341.000.GG.000	1,200.03	1,200.46			4,262.07
Contracted Services	001.401.02.230.000.GG.000	408.00	2,244.83			4,944.44
Postage	001.401.02.218.000.GG.000	11,343.20	11,883.99	2,291.61		41,529.69
Software Annual Fee	001.428.03.356.000.GG.000	1,800.00	1,800.00	9,400.00		5,400.00
Merchant Services Fees	001.715.02.232.000.PS.000	3,038.12	4,275.66			8,329.72
Customer Refunds	001.715.02.236.000.PS.000	485.00	290.00			9,038.00
NSF Checks	001.715.02.236.000.PS.000	630.00	895.00			2,745.00
NSF Checks Paid	001.715.02.236.000.PS.000	(500.00)	(223.00)			(1,903.00)
Doubtful Accounts Exp	001.715.02.235.999.PS.000		33,779.00			33,779.00
Total Expenses		61,981.65	98,173.63			221,311.86
<b>Revenues - CASH BASIS</b>						
Deposits		871,618.15	883,759.52			2,574,273.47
NSF Fee	001.344.CS.003	171.00	115.00			503.00
Merchant Conven Fee Rev	001.344.CS.002	3,676.00	4,282.00			9,187.00
Interest Earned	001.365.II.007	286.31	432.34			876.92
Total Revenues		875,733.46	888,588.66			2,584,840.39
Net Income		823,751.81	790,415.03			2,375,220.14
Less: Disbursements to JCESA	001.715.02.235.000.PS.000	800,000.00	750,000.00			2,225,000.00
Income		23,751.81	40,415.03			150,220.14
<b>Bill Information as of 7/1/2017 - ACCRUAL BASIS</b>						
See "Ambulance Fee Billings & Revenue by FY Report"						
Base Fees	001.344.CS.000	887,095.30	888,640.10	810,960.00	808,565.00	4,244,480.40
Base Collected		757,370.30	762,345.10	23,630.00	40.00	2,329,955.40
CY Base Outstanding		129,725.00	126,295.00	787,330.00	808,545.00	1,914,525.00
FY16 Base Outstanding			87,270.00			87,270.00
FY15 Base Outstanding			50,050.00			50,050.00
Total Base Outstanding			263,615.00			1,859,490.00
Allowance for Doubtful Accounts			(33,779.00)			
Late Fees Collected per Report	001.344.CS.001	60,402.00	53,384.00			186,349.00
PY Late Fees Collected			21,800.56			21,800.56
Total Late Fees Collected			75,184.56			75,184.56
Estimate of Late Fees Collected in each Fiscal Year						
Count		19,806	20,041	20,224	20,181	
Fees Paid in Advance (Deferred Revenue 001.239.00.000)		225.51	421.90			23,670.00
Accounts Payable for Merchant Fees 001.201.00.000		97,054.23	55,386.97	23,630.00	40.00	142,111.20
Due to General Fund						
Cash Balance At FYE		\$ 199,971.85	\$ 235,986.85			Deferred Revenue

E -Paid from Checking: 1420.33  
FY16: 658.75 + FY15: 74,84+37.32=849.82

Global Science & Tech

23,670.00 K -001.239.00000  
Deferred Revenue

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

APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-401-01-101-000-GG-000 CO COMM OFFICIAL SALARY	197203.00	23369.90	200948.24	-3745.24	101.89
001-401-01-103-000-GG-000 CO COMM SALARY/WAGES	363582.00	17322.71	317990.40	14,500 — 45591.60	87.46
001-401-01-104-000-GG-000 CO COMM FICA EXPENSE	33806.00	2458.31	31330.91	555 — 2475.09	92.67
001-401-01-104-001-GG-000 CO COMM MEDICARE EXPENSE	7908.00	574.98	7327.60	0 — 580.40	92.66
001-401-01-105-000-GG-000 CO COMM GROUP INSURANCE	98303.00	6799.27	89953.33	8000 — 8349.67	91.50
001-401-01-106-000-GG-000 CO COMM RETIREMENT	51458.00	-2215.84	40343.02	2650 — 11114.98	78.39
001-401-01-108-001-GG-000 CO COMM OVERTIME	2000.00	119.89	903.99	1096.01	45.19
001-401-02-211-000-GG-000 COMMISSION TELEPHONE	1082.00	376.69	1047.92	34.08	96.85
001-401-02-212-000-GG-000 CO COMM PRINTING	120.00			120.00	
001-401-02-214-000-GG-000 CO COMM TRAVEL	6000.00		4920.50	1079.50	82.00
001-401-02-218-000-GG-000 CO COMM POSTAGE	56000.00	-10930.30	29997.76	14118 — 26002.24	53.56
001-401-02-219-001-GG-000 CO COMM BRIEL BLDG RENT	38556.00		38555.68	.32	99.99
001-401-02-220-000-GG-000 CO COMM ADS/LEGAL PUBS	7700.00	447.98	5476.44	2223.56	71.12
001-401-02-221-000-GG-000 CO COMM TRAIN/EDUCATION	3000.00		450.00	2550.00	15.00
001-401-02-222-000-GG-000 CO COMM DUES/SUBSCRIPTION	8515.00	-482.50	8310.00	205.00	97.59
001-401-02-223-000-GG-000 CO COMM PROF SERVICES	22300.00	1318.00	21805.67	494.33	97.78
001-401-02-223-001-GG-000 CO COMM PROF SRVS - HRA	183906.00	39829.49	207306.73	-23400.73	112.72
001-401-02-223-002-GG-000 CO COMM EMPLOYEE AST PRGRM	3900.00		3744.00	156.00	96.00
001-401-02-224-000-GG-000 CO COMM AUDIT COSTS	35000.00	35000.00	35000.00		100.00
001-401-02-226-000-GG-000 CO COMM INSURANCE BONDS	309000.00		308188.50	811.50	99.73
001-401-02-226-001-GG-000 CO COMM INSUR WRKS COMP	150000.00		148611.00	1389.00	99.07
001-401-02-226-002-GG-000 CO COMM UNEMPLOYMENT	20000.00	2869.32	13157.16	6842.84	65.78
001-401-02-230-000-GG-000 CO COMM CONTRACTD SERVICES	4300.00	922.64	4149.54	150.46	96.50
001-401-02-239-000-GG-000 CO COMM INSUR PREM RET	68194.00	6126.00	74320.00	-6126.00	108.98
001-401-03-341-000-GG-000 CO COMM MATERIAL/SUPPLIES	4100.00	-2317.76	1413.20	1450 — 2686.80	34.46
001-401-05-567-000-GG-000 CO COMM CONTR OTH GOV UNT	4800.00		4800.00		100.00
001-401-05-568-000-GG-000 CO COMM OTHR CONTRIBUTION	100000.00	25000.00	100000.00		100.00
001-401-05-568-000-GG-001 CO COMM CONTRIBTN - OZONE	500.00			500.00	
<b>TOTALS FOR COUNTY COMMISSION</b>	<b>1781233.00</b>	<b>146588.78</b>	<b>1700051.59</b>	<b>81181.41</b>	<b>95.44</b>
001-402-01-101-000-GG-000 CO CLK OFFICIAL SALARY	58767.00	7164.57	58766.50	.50	99.99
001-402-01-103-000-GG-000 CO CLK SALARY AND WAGES	418325.00	56642.33	407323.13	11001.87	97.37
001-402-01-104-000-GG-000 CO CLK FICA EXPENSE	29767.00	3888.35	28146.68	1620.32	94.55
001-402-01-104-001-GG-000 CO CLK MEDICARE EXPENSE	6962.00	909.35	6582.53	379.47	94.54
001-402-01-105-000-GG-000 CO CLK GROUP INSURANCE	98966.00	5572.08	79957.30	19008.70	80.79
001-402-01-106-000-GG-000 CO CLK RETIREMENT	58092.00	7494.30	55923.14	2168.86	96.26
001-402-01-108-001-GG-000 CO CLK OVERTIME	3306.00		2177.70	1128.30	65.87

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

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED †
001-412-05-567-000-GG-000 AG AGT TRANS TO ENTITIES	14800.00		14800.00			100.00
TOTALS FOR AGRICULTURAL AGENT	128704.00	14311.26	122614.77		6089.23	95.26
001-413-01-103-000-GG-000 ELEC CO CLK SALARY/WAGES	78933.00	11285.93	78861.12		71.88	99.90
001-413-01-104-000-GG-000 ELEC CO CLK FICA EXPENSE	9607.00	669.75	5976.78		3630.22	62.21
001-413-01-104-001-GG-000 ELEC CO CLK MEDICARE EXP	2248.00	156.63	1397.77		850.23	62.17
001-413-01-105-000-GG-000 ELECTION CO CLK GROUP INS	19961.00	1585.80	19029.60		931.40	95.33
001-413-01-106-000-GG-000 ELEC CO CLK RETIREMENT	10793.00	1338.04	11218.29		-425.29	103.94
001-413-01-108-001-GG-000 ELEC CO CLK OVERTIME	14186.00		14185.92		.08	99.99
001-413-01-108-002-GG-000 ELEC COCLK P/TIME EX HELP	61814.00		58865.00		2949.00	95.22
001-413-02-212-000-GG-000 ELEC CO CLK PRINTING	900.00		525.95		374.05	58.43
001-413-02-214-000-GG-000 ELEC CO CLK TRAVEL	1600.00		934.62		665.38	58.41
001-413-02-216-000-GG-000 ELEC CO CLK MAIN/REP EQUI	11000.00		8555.54		2444.46	77.77
001-413-02-219-000-GG-000 ELEC CO CLK BLD/EQUIP RNT	3727.00		3726.89		.11	99.99
001-413-02-220-000-GG-000 ELEC CO CLK ADS/LEGAL PUB	3295.00		3294.18		.82	99.97
001-413-02-223-000-GG-000 ELEC CO CLK PROF SERVICES	1575.00		1575.00			100.00
001-413-03-341-000-GG-000 ELEC CO CLK MAT/SUPPLIES	88400.00	2946.60	85558.89		2841.11	96.78
TOTALS FOR ELECTIONS COUNTY CLERK	308039.00	17982.75	293705.55		14333.45	95.34
001-415-02-211-000-GG-000 MAG CT TELEPHONE	1700.00	497.66	2212.68		-512.68	130.15
TOTALS FOR MAGISTRATE COURT	1700.00	497.66	2212.68		-512.68	130.15
001-424-01-103-000-GG-000 CTHSE SALARY/WAGES	567854.00	74343.35	568080.65		-226.65	100.03
001-424-01-104-000-GG-000 CTHSE FICA EXPENSE	36448.00	4616.98	34883.87		1564.13	95.70
001-424-01-104-001-GG-000 CTHSE MEDICARE EXPENSE	8523.00	1079.76	8158.24		364.76	95.72
001-424-01-105-000-GG-000 CTHSE GROUP INSURANCE	157771.00	12428.65	157010.76		760.24	99.51
001-424-01-106-000-GG-000 CTHSE RETIREMENT	70544.00	9093.26	69772.24		771.76	98.90
001-424-01-108-001-GG-000 CTHSE OVERTIME	20000.00	2399.82	20372.94		-372.94	101.86
001-424-02-211-000-GG-000 CTHSE TELEPHONE	120000.00	20221.16	130213.46		-10213.46	108.51
001-424-02-213-001-GG-000 CTHSE ELECTRICITY	22000.00	4523.58	25124.59		-3124.59	114.20
001-424-02-213-002-GG-000 CTHSE FUEL OIL	8000.00	461.15	6768.44		1231.56	84.60
001-424-02-213-003-GG-000 CTHSE WATER/SEWER	1200.00	244.85	1342.29		-142.29	111.85
001-424-02-214-000-GG-000 CTHSE TRAVEL	1000.00	101.65	101.65		898.35	10.16
001-424-02-215-000-GG-000 CTHSE MAINT/REPAIR-BLDG	10000.00	14900.00	14900.00		-4900.00	149.00
001-424-02-216-000-GG-000 CTHSE MAINT/REPAIR EQUIP	8000.00	170.00	3815.00		4185.00	47.68
001-424-02-218-000-GG-000 CTHSE POSTAGE	63772.00	-331.30	63271.65		500.35	99.21
001-424-02-219-000-GG-000 CTHSE BLDG/EQUIP RENT	300.00				300.00	
001-424-02-220-000-GG-000 CTHSE ADS/LEGAL PUBS	900.00	145.38	982.14		-82.14	109.12

JEFFERSON COUNTY COMMISSION  
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 AS OF 06/2017

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-424-02-221-000-GG-000 CTHSE TRAINING & EDUCAT	500.00				500.00	
001-424-02-222-000-GG-000 CTHSE DUES/SUBSCRIPTIONS	2000.00	-203.34	2126.76		-126.76	106.33
001-424-02-223-000-GG-000 CTHSE PROFESSIONAL SVCS	3400.00	357.50	357.50		3042.50	10.51
001-424-02-230-000-GG-000 CTHSE CONTRACTED SERVICES	7000.00	334.00	6540.83		459.17	93.44
001-424-03-341-000-GG-000 CTHSE MATERIAL/SUPPLIES	6000.00	159.95	3384.63		2615.37	56.41
001-424-03-345-000-GG-000 CTHSE - UNIFORMS	1600.00	187.61	1997.20		-397.20	124.82
TOTALS FOR COURTHOUSE (MAINTENANCE)	1116812.00	145234.01	1119204.84		-2392.84	100.21
001-425-02-213-001-GG-000 OTH BLDGS ELECTRICITY	236000.00	45030.31	260841.52		-24841.52	110.52
001-425-02-213-002-GG-000 OTH BLDGS FUEL OIL	7800.00	2687.23	10976.77		-3176.77	140.72
001-425-02-213-003-GG-000 OTH BLDGS WATER/SEWER	21000.00	4538.66	24648.43		-3648.43	117.37
001-425-02-213-004-GG-000 OTH BLDGS OTHER UTILITIES	20000.00	2966.00	24546.25		-4546.25	122.73
001-425-02-215-000-GG-000 OTH BLDGS MAINT/REP-BLDG	41200.00	7891.36	20083.36		21116.64	48.74
001-425-02-216-000-GG-000 OTH BLDG MAIN/REP EQUIP	15000.00	471.88	9870.74		5129.26	65.80
001-425-02-216-001-GG-000 OTH BLDG MAIN/REP SEC SYS	9000.00	517.49	6356.37		2643.63	70.62
001-425-02-219-001-GG-000 OTHR BLDG EQUIP RENT	1000.00	333.75	1063.56		-63.56	106.35
001-425-02-219-005-GG-000 CHARLES TOWN LIBRARY RENT	18000.00	1500.00	18000.00			100.00
001-425-02-223-000-GG-000 OTH BLDG PROFESSIONAL SVC	5000.00	1855.75	8456.35		-3456.35	169.12
001-425-02-230-000-GG-000 OTH BLDGS CONTRACTED SVC	67000.00	3293.08	60948.55		6051.45	90.96
001-425-03-341-000-GG-000 OTH BLDGS MATERIAL/SUPPLY	90000.00	12980.74	88708.96		1291.04	98.56
001-425-03-345-000-GG-000 OTH BLDG UNIFORMS		-69.92				
TOTALS FOR OTHER BUILDINGS	531000.00	83996.33	534500.86		-3500.86	100.65
001-428-01-103-000-GG-000 DATA PROC SALARY & WAGES	87378.00	12257.88	87942.80		-564.80	100.64
001-428-01-104-000-GG-000 DATA PROC FICA	5418.00	738.21	5225.20		192.80	96.44
001-428-01-104-001-GG-000 DATA PROC MEDICARE	1268.00	172.64	1221.93		46.07	96.36
001-428-01-105-000-GG-000 DATA PROC GROUP INSURANCE	19512.00	2072.70	23826.76		-4314.76	122.11
001-428-01-106-000-GG-000 DATA PROC RETIREMENT	10486.00	1449.19	10531.40		-45.40	100.43
001-428-02-211-000-GG-000 DATA PROC TELEPHONE	1500.00	429.33	1407.96		92.04	93.86
001-428-02-223-000-GG-000 DATA PROC PROFESSIONL SVC	8900.00		9312.02		-412.02	104.62
001-428-03-341-000-GG-000 DATA PROC MATERIAL/SUPPLY	27000.00	2921.36	26265.13		734.87	97.27
001-428-03-353-000-GG-000 DATA PROC COMPUTER SOFTWR	40075.00	20500.26	41371.87		-1296.87	103.23
001-428-03-354-000-GG-000 DATA PROC COMPUTER HARD	78771.00	10808.33	85369.25		-6598.25	108.37
001-428-03-355-000-GG-000 DATA PROC IT SUPPORT	72290.00	4466.00	52196.50		20093.50	72.20
001-428-03-356-000-GG-000 DATA PROC LIC & ANN FEES	60382.00	-3481.06	55478.66		4903.34	91.87
TOTALS FOR IT DATA PROCESSING	412980.00	52334.84	400149.48		12830.52	96.89
001-429-05-567-000-GG-000 RDA CONTRIB OTH GOV UNITS	19795.00		19794.26		.74	99.99

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

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED ‡
001-716-02-212-000-PS-000 ANML CTL PRINTING	500.00		491.57		8.43	98.31
001-716-02-214-000-PS-000 ANML CTL TRAVEL	2000.00	286.02	895.21		1104.79	44.76
001-716-02-216-000-PS-000 ANML CTL MAIN/REF EQUIP		1899.60	1899.60		-1899.60	
001-716-02-220-000-PS-000 ANML CTL ADS/LEGAL PUBS	500.00				500.00	
001-716-02-221-000-PS-000 ANML CTL TRAIN/EDUCATION	1000.00	20.00	910.00		90.00	91.00
001-716-02-222-000-PS-000 ANML CTL DUES/SUBSCRIPTNS	450.00		300.00		150.00	66.66
001-716-02-223-000-PS-000 ANML CTL PROF SERVICES	12000.00	2049.83	9912.46		2087.54	82.60
001-716-02-230-000-PS-000 ANML CTL CONTRCTD SERVICE	2000.00	268.32	-1828.05		3828.05	-91.40
001-716-03-341-000-PS-000 ANML CTL MAT/SUPPLIES	5000.00	530.00	3774.09		1225.91	75.48
001-716-03-343-000-PS-000 ANML CTL AUTO SUPPLIES	1000.00		15.89		984.11	1.58
001-716-03-345-000-PS-000 ANML CTL UNIFORMS	1875.00		1725.17		149.83	92.00
<b>TOTALS FOR ANIMAL CONTROL</b>	<b>328947.00</b>	<b>42542.22</b>	<b>298309.90</b>		<b>30637.10</b>	<b>90.68</b>
001-717-01-103-000-GG-000 Salary/Wages	43452.00	5859.27	43628.62		-176.62	100.40
001-717-01-104-000-GG-000 Central Garage FICA	2741.00	360.93	2753.12		-12.12	100.44
001-717-01-104-001-GG-000 Central Garage Medicare	642.00	84.41	643.91		-1.91	100.29
001-717-01-105-000-GG-000 Central Garage Group Ins	9756.00	774.94	9299.28		456.72	95.31
001-717-01-106-000-GG-000 Retirement, Central Garg	5305.00	694.67	5352.37		-47.37	100.89
001-717-01-108-001-GG-000 Overtime, Central Garage	750.00		1138.67		-388.67	151.82
001-717-02-214-000-GG-000 CENTRAL GARAGE TRAVEL	250.00				250.00	
001-717-02-216-000-GG-000 CENTRAL GARAGE MAINT/RPRS	1000.00		391.19		608.81	39.11
001-717-02-217-000-GG-000 CNTRL GARAGE MNT/RFR AUTO	7000.00		3174.26		3825.74	45.34
001-717-02-219-000-GG-000 CNTRL GRG BLDG/EQUIP RNTL	500.00				500.00	
001-717-02-223-000-GG-000 CENTRAL GARAGE PROF SRVCS	2500.00		272.03		2227.97	10.88
001-717-03-341-000-GG-000 CNTRL GRG MATERIALS & SUP	48000.00	7988.77	49887.82		-1887.82	103.93
001-717-03-342-000-GG-000 CNTRL GRG RECORD BOOKS	500.00		375.00		125.00	75.00
001-717-03-343-001-GG-000 CENTRAL GARAGE FUEL ONLY	132000.00	17524.15	138075.51		-6075.51	104.60
<b>TOTALS FOR CENTRAL GARAGE</b>	<b>254396.00</b>	<b>33287.14</b>	<b>254991.78</b>		<b>-595.78</b>	<b>100.23</b>
001-808-05-567-000-HS-000 SWA CONTRIB OTH GOV UNITS	15600.00				15600.00	
<b>TOTALS FOR SOLID WASTE AUTHORITY</b>	<b>15600.00</b>				<b>15600.00</b>	
001-900-05-567-000-CR-000 P/REC HOTEL/MOTEL CONTRIB	349022.00	58437.98	354501.28		-5479.28	101.56
001-900-05-567-003-CR-000 P/REC PERSONNEL CONTRIB	243780.00		243780.00			100.00
001-900-05-567-005-CR-000 P/REC SCHOLARSHIP FUND	2500.00		2500.00			100.00
<b>TOTALS FOR PARKS AND RECREATION</b>	<b>595302.00</b>	<b>58437.98</b>	<b>600781.28</b>		<b>-5479.28</b>	<b>100.92</b>
001-903-05-567-000-CR-000 ART/HMNTS HTL/MTL CONTRIB	14749.00	2595.02	15742.14		-993.14	106.73

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)

CONTROL NUMBER

**2018**

FY

**001**

FUND

**2**

REV. NO.

**1 of 1**

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

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
344	Ambulance Fees	790,000	64,415		854,415
365	Interest Earned	31,770	175		31,945
	#N/A				
	#N/A				
	#N/A				
	#N/A				

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

**64,590**

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
715	Ambulance Authority	2,662,402	186,406		2,848,808
401	County Commission	1,835,790		55,131	1,780,659
428	Data Processing	403,645		1,800	401,845
699	Contingencies	2,975,505		64,885	2,910,620
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

**64,590**

**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 3<sup>rd</sup> day of August, 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 #2 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 #2 of General Fund FY18**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>	
Amb Fees - Late Fees	001.344.CS.001	60,000		Record FY18 Budget for Ambulance Fee Billings
Amb Fees - Mcht Conv Fees	001.344.CS.002	4,300		
Amb Fees - Misc Revenue	001.344.CS.003	115		
Int Earned-Amb Fee	001.365.II.007	175		64,590
Amb Fee Sal & Wages	001.715.01.103.000.PS.000	30,960		
Co Comm Sal & Wages	001.401.01.103.000.GG.000		30,960	
Amb Fee FICA	001.715.01.104.000.PS.000	1,920		
Co Comm FICA	001.401.01.104.000.GG.000		1,920	
Amb Fee Medicare	001.715.01.104.001.PS.000	450		
Co Comm Medicare	001.401.01.104.001.GG.000		450	
Amb Fee Group Ins	001.715.01.105.000.PS.000	236		
Co Comm Group Ins	001.401.01.105.000.GG.000		236	
Amb Fee Retirement	001.715.01.106.000.PS.000	8,465		
Co Comm Retirement	001.401.01.106.000.GG000		8,465	
Amb Fee Postage	001.715.02.218.000.PS.000	11,900		
Co Comm Postage	001.401.02.218.000.GG.000		11,900	
Amb Fee Contracted Svcs	001.715.02.230.000.PS.000	2,245		
Amb Fee Bank Charges	001.715.02.232.000.PS.000	4,280		
Amb Fees Remit of Fees Cld Cash	001.715.02.235.000.PS.000	25,000		
Amb Fees Remit of Fees Cld Accru	001.715.02.235.001.PS.000	180,000		
Amb Fee Bad Debt	001.715.02.235.999.PS.000	20,000		
Amb Fee Refund Error Pmt	001.715.02.236.000.PS.000	950		
Amb Fee Material/Supplies	001.715.03.341.000.PS.000	1,200		
Amb Fee Lic & Annual Fees	001.715.03.356.000.PS.000	1,800		
Co Comm Material/Supplies	001.401.03.341.000.GG.000		1,200	
IT Lic & Annual Fees	001.428.03.356.000.GG.000		1,800	
Conting-Fund Bal Reserv	001.699.06.675.000.GG.000		167,885	
<b>Total</b>		<b>353,996</b>	<b>224,816</b>	

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

<u>Description</u>	<u>GL Account</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18 Budget</u>
<b>Expenditures</b>				
<b>Wages &amp; Benefits</b>				
Wages	001.401.01.103.000.GG.000 001.715.01.103.000.PS.000	29,786.38	30,959.47	30,960.00
FICA	001.401.01.104.000.GG.000 001.715.01.104.000.PS.000	1,846.76	1,919.49	1,920.00
Med	001.401.01.104.001.GG.000 001.715.01.104.001.PS.000	431.90	448.91	450.00
Retire	001.401.01.106.000.GG.000 001.715.01.106.000.PS.000	1,340.30	8,464.14	8,465.00
Vision	001.401.01.105.000.GG.000 001.715.01.105.000.PS.000	90.36	83.28	83.00
Life	001.401.01.105.000.GG.000 001.715.01.105.000.PS.000	81.60	152.40	153.00
<b>Total Wages &amp; Benefits</b>		<b>33,577.30</b>	<b>42,027.69</b>	<b>42,031.00</b>
<b>Materials &amp; Supplies</b>	001.401.03.341.000.GG.000 001.715.03.341.000.PS.000	1,200.03	1,200.46	1,200.46
<b>Contracted Services</b>	001.401.02.230.000.GG.000 001.715.02.230.000.PS.000	408.00	2,244.83	2,245.00
Postage	001.401.02.218.000.GG.000 001.715.02.218.000.PS.000	11,343.20	11,883.99	11,900.00
Software Annual Fee	001.428.03.356.000.GG.000 001.715.03.356.000.PS.000	1,800.00	1,800.00	1,800.00
Merchant Services Fees	001.715.02.232.000.PS.000	3,038.12	4,275.66	4,280.00
Customer Refunds	001.715.02.236.000.PS.000	485.00	290.00	950.00
NSF Checks	001.715.02.236.000.PS.000	630.00	895.00	
NSF Checks Paid	001.715.02.236.000.PS.000	(500.00)	(223.00)	
Doubtful Accounts Exp	001.715.02.235.999.PS.000		33,779.00	20,000.00
<b>Total Expenses</b>		<b>51,981.65</b>	<b>98,173.63</b>	<b>84,406.46</b>
<b>Revenues - CASH BASIS</b>				
Deposits (Base + Late Fees)		871,618.15	883,759.32	850,000.00
NSF Fee	001.344.CS.003	171.00	115.00	115.00
Merchant Conven Fee Rev	001.344.CS.002	3,676.00	4,282.00	4,300.00
Interest Earned	001.365.II.007	268.31	432.34	432.00
<b>Total Revenues</b>		<b>875,733.46</b>	<b>888,588.66</b>	<b>854,847.00</b>
Net Income		823,751.81	790,415.03	
Less: Disbursements to JCESA	001.715.02.235.000.PS.000	800,000.00	750,000.00	810,168.00
Income		<b>23,751.81</b>	<b>40,415.03</b>	<b>(810,168.00)</b>
<b>Bill Information as of 7/1/2017 - ACCRUAL BASIS</b>				
<b>See "Ambulance Fee Billings &amp; Revenue by FY Report"</b>				
Base Fees	001.344.CS.000	887,095.30	888,640.10	790,000.00
Base Collected		757,370.30	762,345.10	
CY Base Outstanding		129,725.00	126,295.00	
FY16 Base Outstanding			87,270.00	
FY15 Base Outstanding			50,050.00	
<b>Total Base Outstanding</b>			<b>263,615.00</b>	
<b>Allowance for Doubtful Accounts</b>			<b>(33,779.00)</b>	
Late Fees Collected <i>per Report</i>	001.344.CS.001	60,402.00	53,384.00	60,000.00
PY Late Fees Collected			21,800.56	
<b>Total Late Fees Collected</b>			<b>75,184.56</b>	<b>60,000.00</b>
Estimate of Late Fees Collected <i>in each Fiscal Year</i>		100,991.00		
Count		19,806	20,041	20,041
Fees Paid in Advance (Deferred Revenue 001.239.00.000)		225.51	421.90	
Accounts Payable for Merchant Fees 001.201.00.000				
Due to General Fund		97,054.23	59,386.97	
Cash Balance At FYE		<b>\$ 199,971.85</b>	<b>\$ 235,966.85</b>	

**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](mailto: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](http://www.jeffersoncountywv.org)

The public is invited to attend.

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

## **LEASH LAW ORDINANCE**

AN ORDINANCE OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, CONCERNING THE MANAGEMENT AND CONTROL OF DOGS IN THE COUNTY OF JEFFERSON, STATE OF WEST VIRGINIA, AND IS ADOPTED UNDER THE AUTHORITY OF THE STATE CODE OF WEST VIRGINIA, AS AMENDED, CHAPTER 19, ARTICLES 20 AND 20A, INCLUDING WITHOUT LIMITATIONS, 19-20-6, 19-20-8, 19-20A-6 AND 19-20A-8 AND RELATED STATUTES.

### **1. PURPOSE**

This ordinance is enacted for the purpose of controlling and managing the population of dogs in Jefferson County, West Virginia, outside of its incorporated municipalities and territories; to constrain dogs within the boundaries of the County from attacking, wounding or killing persons, livestock, and other domestic and wild animals; to prevent dogs from forming packs roaming wild in rural areas and posing a threat to the health and safety of the citizens and their property; to enable better control and prevent female dogs from producing unwanted litters; to ensure that safe, clean and humane conditions exist for all dogs captured by the County Dog Ward/Animal Control Officer or Humane Officer; to enhance the placement of such captured dogs with responsible owners; to prevent the transmission of disease and to place the responsibility for the proper care, safe maintenance and proper registration of dogs with their respective owners or keepers.

### **2. INTERRELATIONSHIP BETWEEN ORDINANCE AND STATE CODE**

The following provision contained in the State Code of West Virginia, as amended, do not appear in this Ordinance, but are part of the statutory authority for this Ordinance.

Chapter 19, Article 20, State Code of West Virginia entitled "Dogs and Cats." Chapter 19, Article 20A, State Code of West Virginia entitled "Vaccination of Dogs and Cats for Rabies." Chapter 7, Article 10, State Code of West Virginia entitled "Humane Officers." Chapter 61, Article 8, Sections 19-23, State Code of West Virginia, relating to animals.

### **3. DOGS RUNNING AT LARGE - CONTROL OF DOGS BY OWNERS**

All dogs in the unincorporated areas of Jefferson County Shall be kept under control by the owner or supervisor of the dog. The county license and rabies vaccination tags shall be attached to the collars of all dogs.

The Jefferson County Dog Warden/Animal Control Officer, Humane Officer or any duly sworn officer having jurisdiction in Jefferson County, are hereby authorized to seize dogs not under

control or that do not have current county license and rabies vaccination tags attached to the collars of the dogs, and are to hold such dogs at the county Dog Pound/Animal Control Office for a period of five (5) days or until the owner of such dogs pays the pound fees and costs due under section 4 of this ordinance, whichever is shorter. Dogs not picked up by the owner within five (5) days shall become the property of the county and shall be adopted/sold or destroyed by the dog warden/animal control officer if no responsible new owner is found.

Dogs engaged in legal hunting activities, lawful training activities, lawful herding or other farm related activities not in residential areas shall not be subject to this section of the Ordinance. All dogs must have a current tag indicating that the applicable county taxes or fees have been paid and/or any dog which does not have a tag indicating that having a rabies vaccination, shall be considered uncontrolled and subject to seizure.

#### **4. IMPOUNDMENT OF DOGS AND FEES FOR IMPOUNDMENT OR DISPOSITION**

All dogs seized and impounded as provided for in this ordinance shall be housed and cared for in the Jefferson County Dog Pound, Animal Control Office for a period of five (5) days after notice of seizure and impounding shall have been given or posted as required by Chapter 19, Article 20, Section 6 of the State Code of West Virginia. The fees for such impoundment shall be as follows:

Seizing dog and delivery to pound \$50.00

Housing and care of dog per day \$5.00

Any necessary or required veterinary care shall be assessed at cost of care

Adoption / Sale Fee (to be paid by adoptive owner/purchaser) \$20.00

All persons paying fees and costs shall be given a signed and dated receipt for the total sum collected. If any person shall fail to pay the fees and costs assessed within 20 days of the assessment, the County Commission of Jefferson County may institute legal proceedings for collection of the same, including all fees and costs expended in the collection effort.

#### **5. DEFINITIONS**

##### **Control:**

- A Dog shall be considered under control in the unincorporated areas of Jefferson County if it is secured by a leash.
- Dogs are considered under control if they are restrained by a fence on property owned

or leashed by the dog owner or supervisor, or if they are properly tethered or confined within the meaning of the Jefferson County Dog Tethering and Confinement Ordinance.

- Dogs shall also be considered under control if they are under the direct supervision of the owner or appointed supervisor on property owned or leashed by the dog owner or supervisor, or within the perimeter of a county approved dog park.

**Legal Hunting Activities:**

The following provisions must apply for a dog to be considered engaged in a legal hunting activity:

- The property on which the hunting occurs must not be posted to prohibit hunting.
- The game being hunted must be in season.
- The persons hunting must be licensed to do so.

**6. PENALTIES**

Any person violating the terms of this ordinance is guilty of a misdemeanor, and upon conviction, may be fined in an amount not to exceed \$100 (one hundred dollars) for each violation. For the purposes of this ordinance, every day in which the ordinance is violated is a separate violation. Magistrate and Circuit Courts have concurrent jurisdiction over said misdemeanors.

**7. SEVERABILITY**

If a court of competent jurisdiction declares any provision of this ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be involved or ineffective, and all other provisions of the Ordinance shall continue to be separately and fully effective.

**8. EFFECTIVE DATE**

Passed and adopted by the County Commission of Jefferson County by majority vote at a duly called meeting of the County Commission on this \_\_\_ day of \_\_\_\_\_, 2017. This Ordinance shall supersede all prior Jefferson County leash law ordinances. Ordinance effective on \_\_\_\_\_, 2017

JEFFERSON COUNTY COMMISSION

BY: \_\_\_\_\_  
PRESIDENT OF THE JEFFERSON COUNTY COMMISSION

## MEMORANDUM

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

TO: Jefferson County Commission  
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM  
Chief County Engineer

DATE: July 15, 2017

SUBJECT: **Engineering Offices Quarterly Update Report – 2nd Quarter 2017**

1. Projects Undertaken/Underway:

A. Bonding:

- i) Chapel View Subdivision (03-11) – The developer defaulted on their obligation to complete all the required site improvements for the subdivision. Bond funds in the amount of \$225,638.00 are being held in a bank escrow account for the completion of the required site improvements.
- ii) Smith Mountain Estates Subdivision (02-06) - The developer defaulted on their obligation to complete all the required site improvements for the subdivision. The engineering staff completed a scope of work and quantities, and cost estimates for completing the site improvements. Working on obtaining all the lot owners' contact information so we can inform them of the proposed work. Also drafting the scope of work and the bid/contract documents in order to advertise the project for bids. Bond funds in the amount of \$38,120.00 are being held in a bank escrow account to use toward completing the remaining site work.
- iii) Pleasant Hills Subdivision (05-28) - The developer defaulted on their obligation to complete all the required site improvements for the subdivision. Bond funds in the amount of \$13,002.70 are being held in a bank escrow account to use toward completing the site work. **The site improvements are 95% complete.**

B. Property Safety Ordinance:

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

The property has since then been sold for failure to pay the taxes and the property is now owned by the Middleway Conservancy and they are in the process of bringing the property into compliance.

- ii) **The Property Safety Board investigated complaints filed in April against two properties located in the Harpers Ferry Campground subdivision. Both properties were both found to not be in violation at the time of the site inspection.**

C. Ordinance Compliance:

- i) Mason Carter, Ordinance Compliance Officer, is handling approximately 38 active citizen complaints and violations of various ordinances.
- ii) Mason Carter and I are also working with Nathan Cochran, Assistant Prosecuting Attorney, on a response to defendant's request for discovery and preparing for the hearing on an injunction filed in circuit court to halt the creation of a salvage yard, which is a violation of the Salvage Yard Ordinance. The property is located along WV Route 115 (old route 9) on the east side of Kearneysville.

D. Floodplain Management:

- i) **Mason Carter is working with the GIS Office to scan all FEMA floodplain Letters of Map Amendment (LOMA) and Letters of Map Revision (LOMR) into the GIS mapping system so the information can be more efficiently obtained by staff and citizens for building permits and flood insurance rate purposes.**

- ii) **Mason Carter attended the 2017 West Virginia Floodplain Manager's Association training conference, in June, to obtain state code required CEU's.**

**E. Impact Fees:**

- i) **Processing impact fee applications for new construction.**

**F. Building Code:**

- i) **Ron Garza, building inspector, passed the Plumbing Inspector and Mechanical Inspector tests in June and is now fully certified in accordance with state code to perform residential building inspections.**
- ii) **We are cross-training the administrative assistant from the GIS office on how to do the building permits front desk job - taking in building permit applications and scheduling inspections.**

**G. Other:**

- i) **Sink Hole at the Bardane Industrial Park – engineering staff is working with the West Virginia Department of Environmental Protection (WVDEP) on a solution to the sinkhole and waste water treatment plant/lagoon violations. Both are on a parcel of land owned by the Jefferson County Commission.**

**The county engineer sent a letter to the WVDEP requesting that they come visit the site and meet with us to discuss the situation so we all can come to an agreement on the remedy to the violations.**

- ii) **Continuing to work on the decommissioning of the Bardane Industrial Park Waste Water Treatment Plant, which is owned by the Jefferson County Commission. The Maintenance Department is helping do some of the work in-house.**
- iii) **I am working with Nathan Cochran, assistant prosecuting attorney, on an appeal of the WVDEP order issued to the Emergency Services Agency (ESA), for their facility at 419 16<sup>th</sup> Avenue in the City of Ranson, by the West Virginia Department**

of Environmental Protection (WVDEP). The order requires that the ESA bring the site into compliance by applying for an industrial discharge permit for their stormwater runoff from their site. The appeal hearing before the Environmental Quality Board is scheduled for July 27<sup>th</sup>.

- iv) **Engineering staff is working with GIS & the IT staff on the flow-charting of the work flow processes for the content management system.**
- v) **I reviewed with staff, the proposed amendments to the subdivision regulations that they will be submitting to the planning commission.**
- vi) **Department Restructuring Implementation Plan - continuing to work on a few remaining implementation plan tasks in order to complete the implementation plan.**

2. Projects/Training Completed:

- **Attended the West Virginia - Local Technical Assistance Training Program's Pedestrian & Bicycle Path design class to obtain state code required CEU's.**
- **Attended the Federal Highway Administration's Manual of Uniform Traffic Control Devices signal warrants training class to obtain state code required CEU's.**
- **Attended the Homeland Security quarterly partnership meeting in April.**
- **Participated in the Homeland Security – Virtual Tabletop Exercise to prepare for a flood disaster to obtain state code required CEU's.**
- **I attended the 2017 West Virginia Floodplain Manager's Association training conference, in June, to obtain state code required CEU's.**
- **Completed the ASCE – Project Team and People Management on-line course to obtain state code required CEU's**

3. Projects Proposed:

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

4. Items Requiring Commission Attention:

None at this time.

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

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# Quarterly Report for Office of Planning and Zoning

4<sup>th</sup> Quarter – FY 2017 (April 1, 2017 – June 30, 2017)

<b>PROJECTS UNDERTAKEN/IN PROGRESS</b>		<b>Status</b>
<b>PLANNING COMMISSION ITEMS</b>		
Planning Commission Meetings:		3 Meetings 4 <sup>th</sup> Quarter
<b>Subdivision Regulations Text Amendments</b>		<b>1 Total</b>
STA16-01	Staff continued working on amendments related to sections requiring frequent interpretations and issues, including but not limited to processing mergers/lot line adjustments; contents of minor subdivisions, etc.	Stakeholder Roundtable scheduled for 7/25/17
<b>Zoning Ordinance Text Amendments</b>		<b>1 Total</b>
ZTA16-02	Staff, in conjunction with the Jefferson County Historic Landmarks Commission, finalized a draft amendment to the Zoning Ordinance to implement the recommendations of the <i>Envision Jefferson 2035 Comp Plan</i> regarding Historic Resource Demolition and Adaptive Reuse	Planning Commission Public Hearing scheduled for 7/11/17
<b>Waiver/Variance from Sub. Regulations (PC)</b>		<b>4 Total</b>
PCV#17-01	Roderick Planes, LLC / Aspen Greens S/D Variance from Article 6, Section 6.3 of the 1979 Jefferson County Subdivision Ordinance which requires a public hearing within 24 months of the previous phase; requesting a 36-month extension from June 9, 2017 to June 10, 2020, to advance through the Final Plat public hearing for this development	Public Hearing scheduled for the 7/11/17 PC meeting
PCW#17-03	Family Adventure Resort Waiver from Appendix B, Table 2.2-1, Roadway Design Standards requiring a 9% maximum road grade for Non-Residential/Industrial & Commercial Streets to allow an increased slope from Alstadts Hill Road to the Clarion Hotel and a waiver from Appendix B, Section 2.5.I, Off-Street Parking Standards requiring parking area access driveways and entrances leading from the public road or subdivision street, and also the parking area internal access drives connecting physically separated parking bays, to not exceed an 8% grade.	Public Hearing scheduled for the 7/11/17 PC meeting
PCW#17-02	Trustees of Grace Baptist Church Waiver from Section 21.401 to allow existing parking to remain within the 50' access easement along the eastern boundary line of the property.	Approved 6/13/17 PC

PCW#17-01	H & G Catrow Contracting, Inc. Waiver from Section 20.201B to allow a two (2) lot commercial Minor Nonresidential Subdivision to advance to Final Plat and to process as a Minor Subdivision, to create an approximate 1.5 acre parcel and a 2.25 acre Residue parcel to market and sell to a commercial entity.	Approved 4/11/17 PC
<b>Major Subdivision/ Concept Plan (PC) 1 Total</b>		<b>Status</b>
17-06 (CP)	Colonial Hills Phase 3A (Major Subdivision) Concept Plan: Proposed project is 61 Townhouse Units, open space and storm water management areas and the construction of associated utilities on a 7.92 acre portion of a 27.15 acre parcel.	Approved 4/11/17 PC Meeting
<b>Site Plan/ Concept Plan (Public Workshop before PC) 2 Total</b>		<b>Status</b>
S17-05 (CP)	H & G Contracting, LLC Property Concept Plan: Proposed project is a 10,640 sq. ft. retail building (proposed Dollar General) with associated parking on a total proposed 2.4 acre +/- lot.	Approved 5/23/17 PC Meeting
S17-03 (CP)	Grace Baptist Church Proposed project is a two Phase Church Project: Phase 1 is to consist of a 6000 SF Church building on well and septic with a proposed gravel surface parking lot. Phase II will consist of the replacement of the western most parking area with a second 6000 SF Church building and the construction of an additional parking lot	Approved 4/11/17 PC Meeting
<b>Zoning Map Amendments/Rezoning Requests (PC) 1 Total</b>		<b>Status</b>
Z17-02	Harpers Ferry Holdings, LLC, Property Owner 126 Alstadts Hill Road, Harpers Ferry, WV Request to rezone from Residential Growth (RG) to Residential-Light Industrial-Commercial (RLIC)	PC found request consistent with Comp Plan on 06/13/17; CC Public Hearing on 06/29/17
<b>Long Range Planning:</b>		<b>Status</b>
No long range projects this Quarter		

<b>BOARD OF ZONING APPEALS ITEMS</b>		
Board of Zoning Appeals Meetings:		3 meetings 4 <sup>th</sup> Quarter
<b>Zoning Variance Requests (BZA)</b>		<b>10 Total</b>
		<b>Status</b>
#ZV17-13	Bernard A. DeMartini Variance Request for a reduction of the side and rear setback distances from 20' to 12' to allow for the construction of a 7' front porch.	Pending Scheduled 07/27/17 BZA Meeting
#ZV17-12	Patricia Dunn Variance Request for a reduction of the rear setback distance from 50' to 30' ' to allow for the construction of a 30'x45' garage.	Approved 06/22/17 BZA Meeting
#ZV17-11	Collis Holdings, LLC / Attn. Joseph Collis Variance Request for a reduction of the rear setback distance from 20' to 12' to allow for the construction of a 12'x12' deck.	Approved 06/22/17 BZA Meeting
#ZV17-10	Trustees of Grace Baptist Church Variance Request to allow existing parking and an access drive to remain within the 50' unscreened green space buffer yard along the eastern boundary and to allow a reduction of the side setback building restriction line from 50' to 15'.	Approved 06/22/17 BZA Meeting
#ZV17-09	Suzin & Laurence Wright Variance Request from Section 5.7 for a reduction to a side set-back distance, from 15' to 3' to allow for the construction of a 20' x 32' storage shed.	Approved 05/25/17 BZA Meeting
#ZV17-08	WVA 340 LLC (BPizza of West Virginia) Variance Request to allow for the reduction of seven (7) additional parking spaces required by change of use, from a Bank to a Restaurant. Existing Drive-Thru will be converted to patio seating.	Expired
#ZV17-07	Timothy Johnson Variance Request from Section 4.10 to waive the requirement of a Site Plan due to the need for a paved parking lot. Applicant requested to utilize existing gravel parking lot as part of Conditional Use Permit.	Approved 05/25/17 BZA Meeting
#ZV17-06	Kathleen Holsinger Variance Request for a reduction of the rear setback distance from 6' to 1' to allow for the installation of a 7' tall fence at the rear of the property.	Approved 05/25/17 BZA Meeting
#ZV17-05	Suzin and Laurance Wright, Property Owners Variance Request for a reduction of the rear setback distance from 50' to 4' to allow for the construction of a 22' x 24' storage shed.	Withdrawn

#ZV17-04	David Young, Property Owner Variance Request for a reduction of the rear setback distance from 8' to 6" to allow for construction of a 28' x 20' garage.	Approved 04/27/17 BZA Meeting
<b>Conditional Use Permit (CUP) Applications (BZA)      3 Total</b>		<b>Status</b>
CUP17-03	Alisha's Child Care Center (James Shimp, Jr.) Proposed 12-children child care facility within an existing home.	Approved 05/25/17 BZA Meeting
CUP17-02	Middleway Antique Shop & Info Center (Timothy Johnson) Proposed antique shop and information center to be located in an existing building.	Approved 05/25/17 BZA Meeting
CUP17-01	Jonathan Friedlander/ Sharp Best & Brown, LLC Proposed 3,400 square foot, 60-seat, drive through restaurant (Popeye's) with associated parking and signage. The existing site is to be demolished.	Approved 04/27/17 BZA Meeting
<b>Seasonal Use Permit (SU) Applications (BZA)      1 Total</b>		<b>Status</b>
SU17-01(A-I)	The Middleway Conservancy Association Inc. Proposed Seasonal Use Permit for "Reenactment of the Battle of Smithfield Crossing" to operate from September 8-10, 2017. The event is to consist of a reenactment of civil war camp life, drills, educational activities and public parking	Approved 06/22/17 BZA Meeting
<b>Zoning Appeal of Administrative Decision (BZA)      0 Total</b>		<b>Status</b>
No appeals this quarter.		

<b>PLANNING &amp; ZONING STAFF ITEMS</b>		
Pre-Proposal Conference (PPC) Meetings: 26 Total (12 Minor Subdivision, 2 Major Subdivision, and 12 Site Plan) Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 88 Total Zoning and Land Development Fees Collected: \$ 6,765.50		
<b>Zoning Certificates (Staff)</b>		<b>17 Total</b>
		<b>Status</b>
ZC17-24	James Gibson Accessory Agricultural Dwelling Unit 201 Needwood Farm Lane, Harpers Ferry, Zone: Rural	Pending
ZC17-23	Behind the Vintage Door, LLC; Contact: Jill Smith & Sharlene Harris Vintage Antique Furniture & Home Décor Shop 35 Halltown Road, Harpers Ferry Zone: Residential-Light Industrial-Commercial	Pending
ZC17-22	Custom Home Solutions; Contact: Todd Lewis Commercial Use / Outdoor Retail Sales 99 Cary Lu Circle; Harpers Ferry, WV 25425 Zone: Residential-Light Industrial-Commercial	Pending
ZC17-21	Wholesale Fireworks Enterprises, LLC Temporary Sale of Fireworks Walmart Parking Lot, 96 Patrick Henry Way Zone: Residential-Light Industrial-Commercial	Approved 06/14/17
ZC17-20	Vincent Petti Childcare Facility (maximum 12 children) 73 Edmond Road, Unit 4, Kearneysville Zone: Industrial-Commercial	Approved 05/08/17
ZC17-19	Blue Ridge Fire Unit, Inc.; Contact: Earl Cogle Restaurant 181 Keys Gap Road, Harpers Ferry Zone: Rural	Approved 04/27/17
ZC17-18	Super Novelty, LLC; Contact: Greg Throckmorton Temporary Sale of Fireworks 155 Berryville Pike; Charles Town Zone: Industrial-Commercial	Approved 05/19/17
ZC17-17	Jittisak Phakam BBQ Stand 36 Bakerton Road, Harpers Ferry Zone: Residential-Light Industrial-Commercial	Pending

ZC17-16	Hagerstown Goodwill Industries, Inc. Relocate existing Store & Donation Center dba Horizon Goodwill Industries at same Shopping Center Charles Town Plaza; 60 Patrick Henry Way, Suite 1 Zone: Residential-Light Industrial-Commercial	Approved 04/26/17
ZC17-15	University of Home Health Change in Tenant. Office Space 130 East Burr Boulevard, Kearneysville Zone: Industrial Commercial	Approved 04/12/17
ZC17-14	American Promotional Events / TNT Fireworks, Applicant Permelynn of Westchester, Inc., Property Owner Temporary sale of legal fireworks Walmart Parking Lot; 96 Patrick Henry Way Zone: Residential-Light Industrial-Commercial	Approved 04/12/17
ZC17-13	Lutman Mobile Homes / David Lutman, Applicant Replace four mobile home units destroyed by fire. 33, 37, 45, & 49 5 <sup>th</sup> Street, Shenandoah Junction, WV Zone: Village	Approved 04/12/17
ZC17-12	Ronal & Alice Smoot, Applicant Accessory Agricultural Dwelling Unit 822 Box Factory Road, Summit Point, WV Zone: Rural	Approved 04/10/17
ZC17-11	T-Mobile, Applicant Tomas LeFevre, Property Owner Cell Tower Co-location (new and relocated antennas and related equipment; no height increase to tower; no ground disturbance). 237 Tel Farm Lane, Kearneysville, WV Zone: Rural	Approved 04/26/17
ZC17-10	Michael Wingard, Applicant Sunnyside Limited PTR / B. Huyett, Property Owner Installation of one backup generator and propane tank. 844 Wheatland Road, Charles Town, WV Zone: Residential-Light Industrial-Commercial	Approved 04/25/17
ZC17-06	Core Mortgage Services, LLC, Applicant Mortgage Services Office 3988 Kearneyville Pike, Shepherdstown, WV Zone: Neighborhood Commercial	Approved 6/22/17
ZC17-05	Blaze Pizza (BPizza of West Virginia), Applicant Change in Tenant. Pizza Restaurant. 91 Saratoga Drive, Charles Town, WV Zone: Residential – Light Industrial - Commercial	Expired/ Incomplete application

Minor Site Plans (Staff)	8 Total	Status
S17-09	<p>Burr Industrial Park - Lot 23 (Steeley Way); owner: Jefferson County Development Authority  Proposed project consists of the construction of a new 4,800 sq.ft. one-level structure containing 480 sq. ft. of finished space and 4,320 sq. ft. of unfinished space, to be used as an Automobile Repair/Showroom with drive aisles, parking areas and associated structures.  Submitted: 05/31/17</p>	Under review
S17-08	<p>Popeye's Restaurant; Owner: Sharp, Best &amp; Brown, LLC, 805 East Washington Street, Charles Town  Proposed project consists of the construction of a Popeye's Restaurant with drive-thru and supporting infrastructure, to include parking, lighting, water and sewer services, stormwater management and landscaping  Submitted: 05/16/17</p>	Under review
S17-07	<p>Bavarian Inn Brew Pub Addition; Asam Family Limited Partnership, Contact: Christian Asam  164 Shepherd Grade Road Shepherdstown  Proposed project: The addition of a Brew Pub to the rear of the building  Submitted: 04/28/17</p>	Under review
S17-06	<p>Fellowship Bible Church, Phase 1B; Contact: Rich Beddow  4160 Daniels Road, Shenandoah Junction  Proposed project: 4,400 sf pole building for storage/maintenance  Submitted: 04/14/17</p>	Under review
S17-05	<p>H&amp;G Catrow Contracting, Inc  7174 Martinsburg Pike (Route 45)  To be divided into two commercial lots.  Proposed project consists of an approximate 10,000 sq. ft. general retail store on a proposed Lot 1 to be served by well and septic.  Submitted: Concept Plan 03/24/17; Site Plan not yet submitted</p>	Concept Plan Public Workshop held 4/11/17
S17-04	<p>River Riders/Cliffside Inn Connector Road  408 Allstadts Hill Rd, Harpers Ferry  Design and construction of road connecting River Riders and the Clarion Harpers Ferry Hotel and redesign of Allstadts Hill Road to access Clarion Harpers Ferry Hotel parking lot.  Submitted: 02/16/17</p>	Under review with related waiver request; awaiting resubmittal

S17-03(CP)	Grace Baptist Church Concept Plan 3160 Charles Town Road, Kearneysville Proposed two Phase Church Project: Phase 1: 6000 SF Church building on well and septic with a proposed gravel surface parking lot. Phase II: second 6000 SF building & additional parking Submitted: Concept Plan 02/17/17; Site Plan 4/12/17	Concept Plan Public Workshop held 4/11/17; Site Plan under review
S17-02	Charles Town Waffle House 107 Keyes Ferry Road, Charles Town 2,376 square foot restaurant with 24 parking spaces Submitted: 02/02/17	Approved 5/24/17
<b>Minor Subdivisions (Staff)</b>		<b>6 Total</b>
		<b>Status</b>
17-10	Quynn MSD – Lot 3 (Residue) & 4 & 5	Under review – awaiting resubmittal
17-09	Kable MSD – Lot 1 & Residue	Under review – awaiting resubmittal
17-08	Wolfe MSD - Lot 1, 2 & 3 (Residue)	Approved 06-21-17 Recorded
17-04	Everhart MSD - Lot 1 & Lot 2 (Residue)	Under review – awaiting resubmittal
17-02	Lands of CTTS, LLC MSD - Lot A & Lot B	Approved 05-24-17 Recorded
16-11	Shea MSD -- Lot 1 & 2 Residue	Approved 04-10-17 Recorded
<b>Boundary Line Adjustments/Mergers (Staff)</b>		<b>9 Total</b>
		<b>Status</b>
M17-16	Sarah W. Shevda/Andrew P. & Sarah C. Fleming Merger	Pending
M17-14	Lots 23 + 24, Hidden River Farm James S. Henry/Danny W. & Sue E. Daniels Merger	Approved 07-13-17
M17-13	James E. Peckham & Loretta A. Peckham Merger	Approved 07-18-17
M17-12	Howard R. Quynn II & Patricia A. Quynn Merger and Minor Plat Change (Septic Reserve Relocation)	Pending
M17-11	Martha J. Wilt/Daniel L. Gilly, Sr. & Sadie Gilly Merger	Approved 05-26-17
M17-10	Lawrence J. Goodwin & Catherine Halvey Goodwin Merger	Approved 04-18-17
M17-09	Harold S. Barlow, Sr./Larry Fritts, Jr. Merger	Approved 04-27-17
M17-08	Nickell Merger	Approved 04/06/17
M17-07	Mellott – Dugan Merger and Minor Plat Change (Septic Reserve Relocation)	Approved 04/06/17

<b>Minor Plat Change (Staff)</b>		<b>5 Total</b>	<b>Status</b>
Lot 5 Shirley Estates - Septic Reserve Relocation			Approved 05-09-17
Lot 19 Summit View Estates - Septic Reserve Relocation			Approved 05-15-17
Lot 20 Summit View Estates - Septic Reserve Relocation			Approved 05-31-17
Lot 3 Shirley Estates - Septic Reserve Relocation			Approved 06-02-17
Lot 3 Shveda			Approved 06-02-17
<b>ITEMS REQUIRING COMMISSION ATTENTION</b>			<b>Status</b>
ZTA14-02	Mass Event Regulations (Zoning Ordinance Text Amendment) PC held second Public Hearing on 12-08-15 and forwarded to CC for action		CC postponed future PH
ZTA16-02	Staff, in conjunction with the Jefferson County Historic Landmarks Commission, finalized a draft amendment to the Zoning Ordinance to implement the recommendations of the <i>Envision Jefferson 2035 Comp Plan</i> regarding Historic Resource Demolition and Adaptive Reuse		Planning Commission to refer to County Commission Fall 2017
STA16-01	Staff continued working on amendments related to sections requiring frequent interpretations and issues, including but not limited to processing mergers/lot line adjustments; contents of minor subdivisions, etc.		Planning Commission to refer to County Commission Fall 2017
<b>PROPOSED PROJECTS</b>			<b>Status</b>
ZTA17-___	Planning Commission's #1 priority text amendment: Revise landscape regulations in Zoning Ordinance.		TBD
ZTA17-___	Planning Commission's proposed text amendment: Revise signage regulations in Zoning Ordinance.		TBD
STA17-___	Planning Commission's proposed text amendment regarding Subdivision Regulation reorganization and streamlining processes.		TBD
US 340 South Small Area Plan	WV DOH held an Informational Workshop/Public Hearing on August 30, 2016 regarding the Preferred Alternative (4A) and the Supplemental Draft Environmental Impact Statement for proposed 5 mile project, constructing a 4-lane divided highway to complete the 2 lane gap section		Envision Jefferson 2035 recommends a Small Area Plan for this area once DOH publishes the Record of Decision



# Jefferson County GIS/Addressing Office

## DEPARTMENTAL MEMORANDUM

**TO:** Roger Goodwin, Director and Chief County Engineer  
**FROM:** Todd Fagan, GIS Manager  
**DATE:** June 30<sup>th</sup>, 2017  
**SUBJECT:** GIS Office Quarterly Update Report- 2017, 2<sup>nd</sup> Quarter



### 1. PROJECTS COMPLETED

- a. Training: GIS Analyst attended WV Association of Geospatial Professionals Conference, Roanoke, WV, 6/1/17  
GIS/Addressing Admin Asst cross-trained to learn building permit application review and receipt reconciliation.
- b. General Staff Support

Agency	Request for service
JC Emergency Communications	Updated CAD mapping data each month, Troubleshoot CAD/Mapping issues, Closed 13 CAD Mapping Support Tickets. Updated to CAD map: Several Common Place Names and Points of Interest (POI), Gate/Barrier on Granny Smith Ln, removed out of service hydrants. Updated procedures to eliminate recurring system error (bug). QA'd zip code values in road layer.
JC IT	Attended monthly IT squad meetings. Assisted with MyGovernmentOnline CMS/Permitting software services contract.
JC PZ&E	Conducted staff reviews of 21 Pre-Proposal Conferences and 10 land development projects that impact 911 addressing. Reviewed 55 building permit applications for completion and accuracy. Assisted Office Manager with reconciliation of fee collection receipts. Added FEMA Letters of Map Revision/Amendments to Floodplain Manager's mapping application. Mapping support for Burr Wastewater Treatment Plant study.
JC HSEM	Participated in Workshop to update JC Emergency Operations Plan Drought Annex, 4/21/17, Quarterly Partnership Luncheon at NCTC, 4/28/17, USFWS Virtual Table Top Exercise – Focus on Flood at NCTC, 5/23/17, and Region 3, Functional Exercise, Shaky Ground 2017, held in Augusta on 6/22/17. Researched repetitive loss property.
Voter Registration	Provided online polling place mapping application, assisted with citizen address verification.
JC EDA	Individual map and research on Burr Business Park, Lot 23.
JC Parks & Recreation	Created Proposed Dog Park map and Fireworks Event Traffic Safety map.
JC FPB	Easement Map and Database updates.
JC HLC	Historic Resource Map and Database updates, field map for intern.
Fire Departments	Updated Co.6 Response Territory map, provided water resource (stream/ponds) stats for Co.7
Public	Addressing Ordinance interpretation re: re-addressing, appeals, data requests, re-named confusingly similar roads, etc. Road sign maintenance: (15 repairs, 4 replacements, 2 new installations). Sold/distributed GIS data (# layers) to Wetlands.com (17), Apple (12), TomTom (6), Here.com (6), and (1 each) to Conservation Fund, Baker Intl., and WVGISTC. Created proposed Handicapped Parking Map.
Charles Town	Updated City Proposed Historic Overlay District Expansion Map, provided list of affected properties.
Ranson	Various re-addressing issues, completed Address Compliance Program, mapped Cranes Lane Park.
Shepherdstown	QA'd hydrant data provided by Town Water Department, updated CAD mapping.
Harpers Ferry/Bolivar	Reconciled addresses in question with Town Water Department.
US Postal Service	Answered addressing inquiries.
Frontier Comm.	Address range verification, local updates to Master Street Address Guide (MSAG) via web-based program, which directs 911 calls to the proper Public Safety Answering Point (JC ECC)

## 2. PROJECTS IN PROGRESS

- a. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.
  - i. Preparation for Spillman GeoValidation software upgrade in August.
  - ii. Working with 911 Deputy Director to analyze frequency and distribution of ambulance calls to Commercial properties.
  - iii. Working with 911 Deputy Director on "CAD Down" paper backup procedures.
- b. GIS Data Maintenance
  - i. 46 new addresses and 1 new road added due to new construction permits, minor subdivision reviews, road renaming or newly discovered during address compliance. QA'd hydrant layer per Shepherdstown Water Dept. report and updated data layer in 911 CAD
- c. MyGovernmentOnline Permitting Software and Content Management System
  - i. In order to reduce paper, create efficiencies, improve staff review workflows, go digital, and engage the citizen and development community in modern technology solutions, the Engineering, Planning, Zoning and GIS Department has partnered with IT and the South Central Planning and Development Commission (Houma, LA) to implement an online permitting software and land development application review toolset. The software is proven successful and made by government for government. Additional benefits include reduction of file storage, less risk for error, redundancy, or loss to flood or fire, increased government transparency and easier FOIA requests.
  - ii. County Commission approved the project and services contract on 5/18/17
  - iii. Staff has held preliminary internal staff meetings, vendor demonstrations, and coordination meetings with Ranson and Charles Town on permitting procedures. The Project Manager has interviewed permitting staff on tasks and procedures in order to diagram workflow charts. 19 County staff have user accounts set up.
- d. Voter Registration
  - i. Creating a Road Address Range Directory for poll workers to handle "out of precinct" voter issues.
- e. Ranson Address Compliance Program - COMPLETED
  - i. Collaborative agreement with Town officials.
    - a) Finished inspection of 2494 property addresses; overall compliance rate to date is 87%. **See attached map for details.**
    - b) 326 non-compliant properties have been turned over to Ranson compliance officer for resolution.
- f. 11<sup>th</sup> Annual Eastern Panhandle GIS Users Forum (EPan) 2017
  - i. County staff chairs the organizing committee for an annual forum where local GIS users meet, present, and learn about participant projects and industry trends. This year's event will be held at Shepherd University in September 2017, and the agenda will focus on practical applications of GIS and highlight SU's new Environmental Geomatics program concentration.

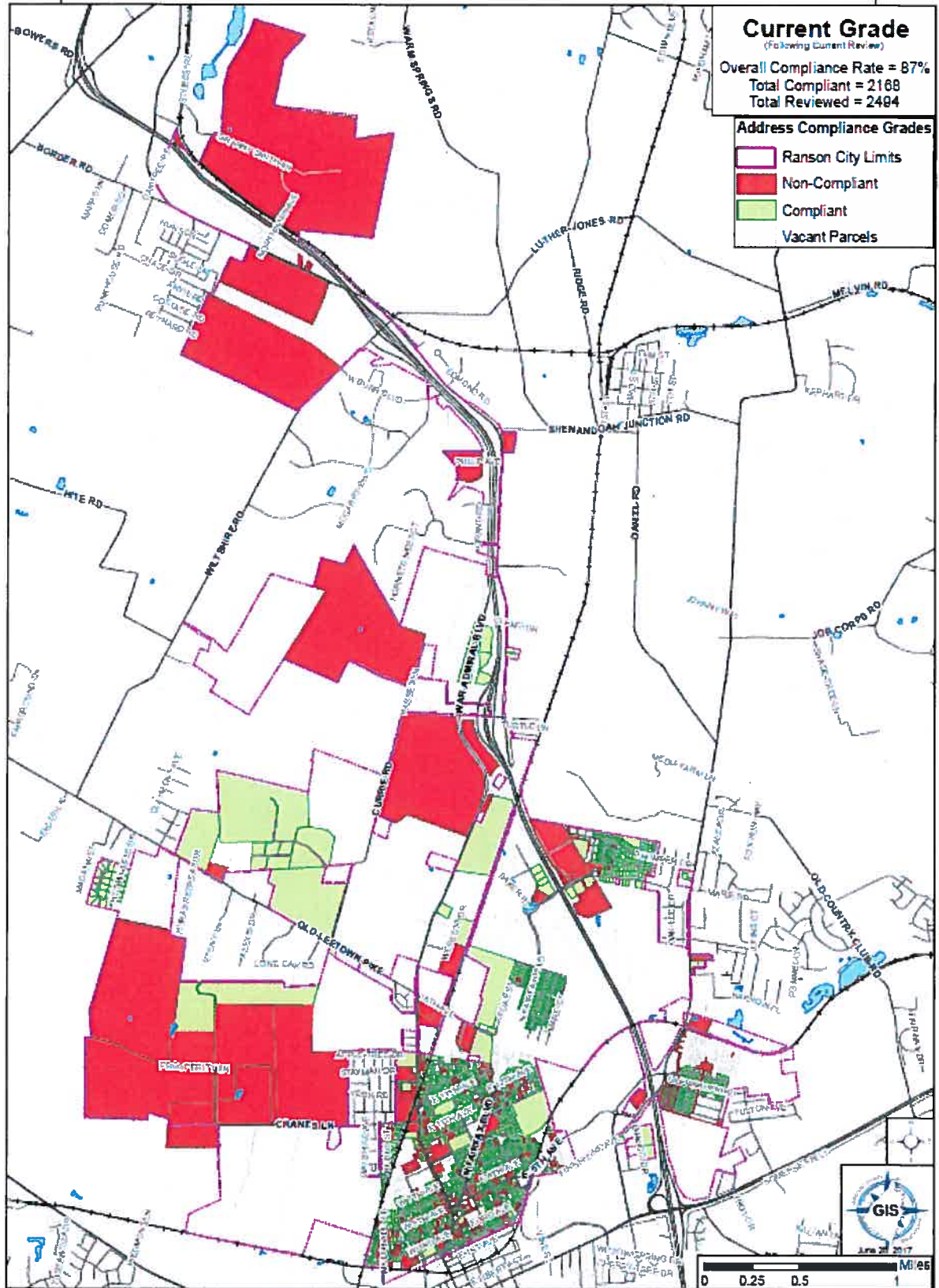
## 3. COMMISSION SHOULD BE AWARE OF:

- a. US Census Bureau's Local Update of Census Addressing (LUCA)

Similar to Jefferson County GIS' participation in 2010, we again have the opportunity to partner with the Census to review and improve address data that will be used in the 2020 decennial census. Governments that participate in the LUCA operation help ensure an accurate decennial census count for their communities. An accurate count helps the federal government annually allocate more than \$400 billion across 26 federal agencies for tribal, state, and local government programs and services. WV State legislative boundaries and representation are dependent on 2020 census data. The State and County rely on Census count and demographic data to help our community plan for future needs.

GIS staff will be attending training workshops in October 2017 and reviewing federal data against local, authoritative address and road data in February 2018.

# Jefferson County Address Compliance Program City of Ranson



In coordination with the City of Ranson, The Jefferson County GIS Addressing Office is currently conducting a town-wide address compliance program. This program is designed to raise public awareness of the importance of having the proper display of addresses on all structures to avoid delays in emergency response.

All addressable structures within the town, including residences, businesses, and public buildings are being reviewed for their compliance with the Jefferson County ES-1-1 Addressing Ordinance. Please note, fines may be incurred for lack of compliance, but our main objective is to make it easier for emergency personnel

to find people in their time of need, not to fine people. Owners found non-compliant will receive notification and there will be a reasonable amount of time given to correct their address display before final warning notice and possible fines.



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# LEAGUE OF WOMEN VOTERS of Jefferson County WV

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July 17, 2017

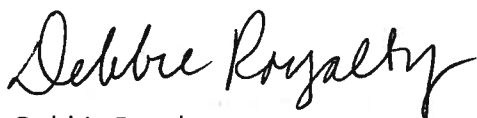
Peter Onoszko, President  
Jefferson County Commission  
124 E. Washington Street  
Charles Town, WV 25414

Dear Commissioner Onoszko ,

The League of Women Voters of Jefferson County commends the commission for requiring all employees to attend mandatory training on the topic of Workplace Diversity. We share the concern of the Jefferson County NAACP that insensitive discriminatory comments were made by a county manager to an employee.

We hope the training will help prevent such unacceptable situations from occurring again.

Sincerely,



Debbie Royalty

Cc: George Rutherford, Jefferson County NAACP

P. O. Box 99

Bakerton WV 25410-0099

Tuesday, July 25, 2017

Jefferson County Commissioners:

Dear Commissioners:


You like *uglification*?

Take a look at Asplundh's ravages. On Carter Avenue, between Ambassador Smith's drive at 1005 and Mahoney Drive, sits a tree stump over two feet in diameter. Around it are several trunk-size sections, apparently abandoned with no signs of removal attempts.

You can find more examples of "tree-trimming" followed by abandoned debris.

Take a look for yourselves.

Sincerely,

  
George B. Stebbins, Jr.

# WEST VIRGINIA LOTTERY WEEKLY SETTLEMENT FOR CHARLES TOWN

Week Ending Date	FY18 July 15, 2017
To Be Deposited On	July 21, 2017
Amount Played	\$ 55,650,468.82
Amount Won	50,011,071.45
Amount Promo	475,417.00
MWAP Contribution	<u>                  -</u>
Adjusted Gross Terminal Revenue	<u>\$ 5,163,980.37</u>
Administrative Costs @ 4%	206,559.21
Excess Lottery Fund @ 4%	<u>                  -</u>
Net Terminal Revenue	<u>\$ 4,957,421.16</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>\$ 4,957,421.16</u>
Racetrack @ 46.50% / 42%	2,305,200.84
Lottery Fund @ 30% / 0%	1,487,226.30
Excess Lottery Fund @ 0% / 41%	-
Racetrack Purses @ 90% of 7% / 4%	312,317.53
Employee Pension @ 1% / 0.5%	49,574.22
Greyhound Development @ 90% of 0.75%	33,462.59
Thoroughbred Development @ 90% of 0.75%	33,462.59
County / Municipality @ 2%	99,148.44
Excess Lottery Fund @ 12.85% / 9.55%	<u>637,028.65</u>
	<u>\$ 4,957,421.16</u>

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 7/15/2017	125,588.96 99,148.44	125,588.96 99,148.44	- -	- -	- -	- -	- -	- -
<b>Sub Total</b>	<b>\$ 248,425.88</b>	<b>\$ 248,425.88</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Benchmark Goal \$ 912,063.48

Remainder until split \$ 663,637.60

**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	7/15/2017	99,148.44
7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20		
8/3/2013	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

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**3,047,532.94**

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**248,425.88**



*West Virginia State  
Treasurer's Office*

John D. Perdue  
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	918.88
Hurricane	918.88
Huttonsville	918.88
laeger	918.88
Jackson County	3,657.49
Jane Lew	918.88
Jefferson County	53,609.09
Jefferson County School Board	160,827.27
Junior	918.88
Kanawha County	22,421.96
Kenova	918.88
Kermit	918.88
Keyser	918.88
Keystone	918.88
Kimball	918.88
Kingwood	918.88
Leon	918.88
Lester	918.88
Lewis County	3,657.49

## Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97
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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	June, 2017	53,609.09
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>670,638.86</b>

**Table Game Revenue Distribution - Jefferson County School Board**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
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March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
<b>Total 2011-2012</b>	<b>4,808,702.50</b>	<b>Total 2012-2013</b>	<b>4,608,334.13</b>	<b>Total 2013-2014</b>	<b>2,995,460.18</b>	<b>Total 2014-2015</b>	<b>2,697,386.67</b>

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15	December, 2016	178,524.00
January, 2016	202,635.33	January, 2017	191,508.87
February, 2016	196,555.77	February, 2017	154,436.16
March, 2016	218,958.69	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	June, 2017	160,827.27
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>2,011,916.58</b>

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

Week Ending Date	FY18 July 22, 2017
To Be Deposited On	July 28, 2017
Amount Played	\$ 55,363,762.16
Amount Won	49,753,795.25
Amount Promo	455,530.00
MWAP Contribution	<u>                  -</u>
Adjusted Gross Terminal Revenue	<u>\$ 5,154,436.91</u>
Administrative Costs @ 4%	206,177.48
Excess Lottery Fund @ 4%	<u>                  -</u>
Net Terminal Revenue	<u>\$ 4,948,259.43</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 @ 98%	-
Track Share of Capital Reinvestment @ 4%	-
Adjusted Net Terminal Revenue	<u>\$ 4,948,259.43</u>
Racetrack @ 46.50% / 42%	2,300,940.63
Lottery Fund @ 30% / 0%	1,484,477.80
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	635,851.36
Racetrack Purses @ 90% of 7% / 4%	311,740.34
Employee Pension @ 1% / 0.5%	49,482.60
Greyhound Development @ 90% of 0.75%	33,400.75
Thoroughbred Development @ 90% of 0.75%	33,400.75
County / Municipality @ 2%	<u>98,965.20</u>
	<u>\$ 4,948,259.43</u>

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	-	-	-	-	-	-
7/15/2017	99,148.44	99,148.44	-	-	-	-	-	-
7/22/2017	98,965.20	98,965.20	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 347,391.08</b>	<b>\$ 347,391.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Benchmark Goal \$ 912,063.48

Remainder until split \$ 564,672.40

**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	7/15/2017	99,148.44
7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20	7/22/2017	98,965.20
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
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<b>3,261,565.02</b>		<b>3,148,372.80</b>		<b>3,167,478.80</b>		<b>3,047,532.94</b>	
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June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
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<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>670,638.86</b>

**Table Game Revenue Distribution - Jefferson County School Board**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
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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
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June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
<b>Total 2011-2012</b>	<b>4,808,702.50</b>	<b>Total 2012-2013</b>	<b>4,608,334.13</b>	<b>Total 2013-2014</b>	<b>2,995,460.18</b>	<b>Total 2014-2015</b>	<b>2,697,386.67</b>

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15	December, 2016	178,524.00
January, 2016	202,635.33	January, 2017	191,508.87
February, 2016	196,555.77	February, 2017	154,436.16
March, 2016	218,958.69	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	June, 2017	160,827.27
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>2,011,916.58</b>