

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017
THURSDAY, AUGUST 17, 2017
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- August 3, 2017

APPROVAL OF PURCHASE ORDERS

- August 17, 2017

APPROVAL OF ACCOUNTS PAYABLE

- August 10, 2017
- August 17, 2017

APPROVAL OF MANUAL CHECKS

- August 10, 2017
- August 17, 2017

APPROVAL OF PAYROLL

- August 10, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. 10:00 a.m. Bill Polk, Maintenance Director
 - Review and approval of the Bids received for the windows for the Courthouse, Jail Annex and Hunter House - Discussion/Action
 - Update on status of the fire escape behind the Reininger Building - Discussion/Action
3. 10:15 a.m. Roger Goodwin, Chief County Engineer
 - Partial Construction Bond Release for Roderick Planes, LLC - Aspen Green Phase (File #1A, 07-15) - Discussion/Action
4. 10:30 a.m. **BREAK**
5. 11:00 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues - Possible Executive Session - Discussion/Action
 - Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the heroin epidemic - Possible Executive Session - Discussion/Action
 - Discussion of school resource officer - Discussion/Action
6. 11:30 a.m. William F. Rohrbaugh, Esquire
 - Discussion of PSD Asset Acquisition - Discussion/Action

NEW BUSINESS

7. Inquiry/request for information on PSD sewer transmission project (JC)
8. Approval of Letter of Support for the Jefferson County Chamber of Commerce to hold the 42nd Annual Fall Mountain Heritage Arts and Crafts Festival on September 22-24, 2017 - Discussion/Action
9. Approval of 2017 Sheriff's Commission - Discussion/Action
10. Decision - Amendments to the Jefferson County Leash Law Ordinance - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Ethics/Open Meetings Training - Discussion/Action
- Report on Wage/Benefits Review Board - Discussion/Action
- Update on Decommissioning of Waste Water Treatment Plant and Lagoon - Possible Executive Session - Discussion/Action
- Recognition of Annette Gavin - Recently nominated and selected for the honor of WV Wonder Woman 2017

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from the State of West Virginia Department of Military Affairs and Public Safety regarding the EMPG Site Monitoring Visit - July 18, 2017.

Correspondence received from Jim Justice, Governor of West Virginia regarding approval of a Community Corrections program grant award.

Correspondence received from Jim Justice, Governor of West Virginia regarding approval of a Juvenile Justice and Delinquency Prevention Title II grant award.

Correspondence received from the U.S. Department of Homeland Security FEMA Region III regarding a watershed study for the Conococheague-Opequon Watershed under the Risk Mapping, Assessment, and Planning (Risk MAP) program was conducted.

Correspondence from John B. McCuskey, West Virginia State Auditor regarding a copy of the audit report of the Jefferson County Board of Health for the fiscal year ended June 30, 2016 was received.

Notice from Comcast regarding updates to the Comcast Agreement for Residential Services and providing a copy of the updated agreement with the August bill.

Reminder that Jefferson County Commission offices will be closed on Monday, September 4, 2017 in observance of Labor Day.

FY 2017 Annual Report received from the Jefferson County Planning Commission.

Impact Fee Status Report for July, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending July 29, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending August 5, 2017.

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

Minutes

Jefferson County Commission

Thursday, August 3, 2017

A meeting of the Jefferson County Commission was held on Thursday, August 3, 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, August 3, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Onoszko led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the July 20, 2017 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for August 3, 2017 in the amount of \$27,032.50 to include purchase order no.'s 52665 and 52809. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078723	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,398.68	\$ 4,398.68
078724	717	AUTOZONE		\$ -	\$ 58.36	\$ 58.36
078725	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 4,200.00	\$ 4,200.00

078726	424	NOEMI BRUN		\$ -	\$ 89.13	\$ 89.13
078727	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078728	425	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
078728	425	BOLAND SERVICES		\$ -	\$ 1,255.20	\$ 1,255.20
078728	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
078728	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
078728	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
078728	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
078729	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078730	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
078731	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078732	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078733	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
078733	425	CITY OF CHARLES TOWN		\$ -	\$ 40.00	\$ 40.00
078734	PAYROLL	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
078735	402	COMPILED TECHNOLOGIES LL		\$ -	\$ 970.00	\$ 970.00
078736	413	ESS ELECTION SYSTEMS &		\$ -	\$ 332.80	\$ 332.80
078737	712	EASTERN PANHANDLE INVEST		\$ -	\$ 705.00	\$ 705.00
078738	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
078739	717	GUTTMAN OIL CO		\$ -	\$ 2,517.91	\$ 2,517.91
078739	717	GUTTMAN OIL CO		\$ -	\$ 2,634.80	\$ 2,634.80
078739	717	GUTTMAN OIL CO		\$ -	\$ 3,122.45	\$ 3,122.45
078739	717	GUTTMAN OIL CO		\$ -	\$ 3,652.83	\$ 3,652.83
078740	405	SHERYL L. GASPARIK RPR		\$ -	\$ 400.40	\$ 400.40
078741	717	INTERSTATE ALL BATTERY		\$ -	\$ 489.60	\$ 489.60
078742	715	JEFFERSON CENTER		\$ -	\$ 166.50	\$ 166.50
078742	715	JEFFERSON CENTER		\$ -	\$ 408.00	\$ 408.00
078743	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
078744	424	SPIRIT OF JEFFERSON		\$ -	\$ 61.62	\$ 61.62
078745	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
078746	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,435.00	\$ 5,435.00
078747	404	JOYCE A. JOHNS		\$ -	\$ 4,200.00	\$ 4,200.00
078748	712	LANGUAGE LINE SERVICES		\$ -	\$ 78.87	\$ 78.87
078749	712	MOTOROLA INC		\$ -	\$ 458.00	\$ 458.00
078749	712	MOTOROLA INC		\$ -	\$ 458.00	\$ 458.00
078749	712	MOTOROLA INC		\$ -	\$ 530.00	\$ 530.00
078749	712	MOTOROLA INC		\$ -	\$ 530.00	\$ 530.00
078749	712	MOTOROLA INC		\$ -	\$ 57.50	\$ 57.50
078749	712	MOTOROLA INC		\$ -	\$ 57.50	\$ 57.50
078750	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86

078751	PAYROLL	DONNA MASON		\$ -	\$ 1,804.82	\$ 1,804.82
078752	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 550.00	\$ 550.00
078753	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
078754	428	OFFICE DEPOT		\$ -	\$ 183.00	\$ 183.00
078754	428	OFFICE DEPOT		\$ -	\$ 146.38	\$ 146.38
078754	428	OFFICE DEPOT		\$ -	\$ 300.12	\$ 300.12
078755	405	PAMELA PATTERSON		\$ -	\$ 74.25	\$ 74.25
078756	425	POTOMAC EDISON/OH		\$ -	\$ 35.07	\$ 35.07
078756	425	POTOMAC EDISON/OH		\$ -	\$ 844.37	\$ 844.37
078756	425	POTOMAC EDISON/OH		\$ -	\$ 94.89	\$ 94.89
078757	425	RCS SECURITY		\$ -	\$ 3,002.80	\$ 3,002.80
078758	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,770.74	\$ 10,770.74
078758	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,053.66	\$ 46,053.66
078758	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,571.87	\$ 42,571.87
078759	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 925.28	\$ 925.28
078759	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,650.17	\$ 33,650.17
078760	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,672.07	\$ 15,672.07
078760	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,101.02	\$ 11,101.02
078761	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078761	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00
078762	425	TML A XEROX CO.		\$ -	\$ 474.24	\$ 474.24
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,335.65	\$ 23,335.65
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 9,173.14	\$ 9,173.14
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5,003.49	\$ 5,003.49
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 57,042.45	\$ 57,042.45
078764	404	W.B. MASON CO. INC		\$ -	\$ 126.38	\$ 126.38
TOTAL					\$ 309,456.85	\$ 309,456.85

Motion by Ms. Noland to approve the Accounts Payable for July 27, 2017 in the amount of \$309,456.85. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078766	712	AT&T/GA		\$ -	\$ 62.22	\$ 62.22
078767	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,323.08	\$ 1,323.08
078768	PAYROLL	DIANN BROWN		\$ -	\$ 405.65	\$ 405.65
078769	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 277.01	\$ 277.01
078770	425	BOLAND SERVICES		\$ -	\$ 924.00	\$ 924.00
078771	403	CASTO & HARRIS INC		\$ -	\$ 179.92	\$ 179.92

078772	402	CSSI-COMplete SYSTEM SPR		\$ -	\$ 232.00	\$ 232.00
078773	PAYROLL	LYNN COSTELLO		\$ -	\$ 1,893.71	\$ 1,893.71
078774	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
078775	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,454.11	\$ 6,454.11
078776	405	EASTERN PANHANDLE BAR		\$ -	\$ 70.00	\$ 70.00
078777	717	FLEETPRIDE		\$ -	\$ 34.56	\$ 34.56
078777	717	FLEETPRIDE		\$ -	\$ 60.99	\$ 60.99
078778	711	FUTURITY IT, INC		\$ -	\$ 1,000.00	\$ 1,000.00
078779	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 590.00	\$ 590.00
078780	PAYROLL	THE HARTFORD		\$ -	\$ 4,041.42	\$ 4,041.42
078780	PAYROLL	THE HARTFORD		\$ -	\$ 2,330.45	\$ 2,330.45
078781	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,959.16	\$ 1,959.16
078782	PAYROLL	HIGHMARK WV		\$ -	\$ 180,092.68	\$ 180,092.68
078783	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
078784	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,786.48	\$ 1,786.48
078785	ALLOC	JEFF CO PARKS &		\$ -	\$ 29,794.86	\$ 29,794.86
078786	PAYROLL	WILLIAM POLK		\$ -	\$ 673.70	\$ 673.70
078787	700	DOUGLAS PITTINGER		\$ -	\$ 3.91	\$ 3.91
078788	405	WILLIAM POWELL		\$ -	\$ 250.00	\$ 250.00
078789	700	ROBERT L. PETERSON SR		\$ -	\$ 9.52	\$ 9.52
078790	425	RCS SECURITY		\$ -	\$ 170.00	\$ 170.00
078791	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
078792	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
078793	PAYROLL	WILLIAM F. ROHRBAUGH		\$ -	\$ 25,868.16	\$ 25,868.16
078793	PAYROLL	WILLIAM F. ROHRBAUGH		\$ -	\$ 6,700.00	\$ 6,700.00
078794	704	WV REGIONAL JAIL &		\$ -	\$ 122,892.75	\$ 122,892.75
078795	PAYROLL	WILLIAM SCHWEITZER		\$ -	\$ 2,994.50	\$ 2,994.50
078796	PAYROLL	EVELYN STEPHENSON		\$ -	\$ 934.69	\$ 934.69
078797	401	STEVE STOLIPHER		\$ -	\$ 4,617.98	\$ 4,617.98
078798	PAYROLL	ALLAN THOMAS		\$ -	\$ 4,500.00	\$ 4,500.00
078799	PAYROLL	MARY K. THOMPSON		\$ -	\$ 58.42	\$ 58.42
078800	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 33,077.11	\$ 33,077.11
078801	405	WV STATE BAR		\$ -	\$ 2,000.00	\$ 2,000.00
078802	425	WV DIVISION OF LABOR		\$ -	\$ 50.00	\$ 50.00
078803	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
078803	402	XEROX CORPORATION		\$ -	\$ 327.26	\$ 327.26
078803	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078803	402	XEROX CORPORATION		\$ -	\$ 452.06	\$ 452.06
078803	402	XEROX CORPORATION		\$ -	\$ 388.78	\$ 388.78
078803	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22

078803	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078803	405	XEROX CORPORATION		\$ -	\$ 260.14	\$ 260.14
078803	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078803	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078803	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
078803	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
078803	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
078803	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
078803	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL					\$ 450,071.78	\$ 450,071.78
PAYROLL		PAYROLL				\$ 245,609.97
TOTALS						\$ 450,071.78

Motion by Ms. Tabb to approve the Accounts Payable for August 3, 2017 in the amount of \$450,071.78. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
7/28/2017	634	MILLER'S SUPPLIES AT WORK	\$ 717.00
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
7/28/2017	1638	FLOYD CHAPMAN	\$ 1,187.00
7/28/2017	1639	ZMM ARCHITECTS & ENGINEERS	\$ 450.00
7/28/2017	1640	BERKELEY GLASS	\$ 240.00
TOTAL			\$ 2,594.00

Motion by Ms. Noland to approve the Manual Checks for July 27, 2017 in the amount of \$2,594.00. Motion seconded and unanimously approved.

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
8/4/2017	635	MONROW SYSTEM FOR BUSINESS	\$ 429.00
8/4/2017	636	PRINT O STAT	\$ 943.69
8/4/2017	637	UNITED BANK	\$ 295.44
HOME DETETION			
OO8			
Date	Check #	VENDOR	Amount
8/4/2017	574	UNITED BANK	\$ 55.25
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
8/4/2017	1641	RCS	\$ 42.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
8/4/2017	1100	SHERIFF JEFFERSON CO -SCHOOL	\$ 79,846.98
8/4/2017	1101	SHERIFF JEFFERSON CO - LAW	\$ 1,772.04
8/4/2017	1102	SHERIFF JEFFERSON CO - PARKS	\$ 6,135.65
8/4/2017	1103	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 672.53
TOTAL			\$ 90,192.58

Motion by Mr. Compton to approve the Manual Checks for August 3, 2017 in the amount of \$90,192.58. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for July 27, 2017 in the amount of \$ _____ . Motion seconded and unanimously approved.

PUBLIC COMMENT:

Nancy Lutz, resident – expressed interest in Jefferson County creating a fireworks discharge ordinance and offered her suggestions.

Jada Bennett, WVU Extension Service employee – introduced herself as the new 4-H Youth Development Agent and stated she was excited to work with the Commission, the Board of Education, and local businesses to support the youth of the County.

Glenn Maze, resident (via Commissioner Compton) – spoke against the Commission creating a “feel good, do nothing” fireworks discharge ordinance.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following split tickets and exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Lisa Staubs	PP	HF	308729	\$75.18
Timmy Staubs				\$124.52

- **Motion by Ms. Tabb to approve the Split Ticket for Ticket No. 308729 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Elayne Edel	RE	HF	15477	\$258.78

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 15477 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Edward & Ruth Brosh	PP	CTD	300847	\$51.68

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 300847 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Deborah Conner	PP	CTD	301236	\$65.78

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 301236 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Thomas & Charlene Gaither	PP	MD	311894	\$418.16

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 311894 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Dolores & John Hines	PP	SHEPHERDSTOWN	315739	\$82.22

- **Motion by Mr. Onoszko to approve the Exoneration for Ticket No. 315739 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Duane Thompson	PP	HF	308794	\$11.75

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 308794 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Patricia & Brently Knighten	PP	MD	312288	\$244.32

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 312288 as presented. Motion seconded and unanimously approved.**
2. Laura Storm, Circuit Clerk – requested the approval to fill a vacancy within her office.
 - **Motion by Ms. Tabb to hire Vicki Hiers as a full time Deputy Clerk in the Circuit Clerk’s Office, with all benefits afforded to County employees, at a starting salary of \$31,500 with an increase to \$32,000 upon successful completion of a 90 day probationary period, effective August 7, 2017. Motion seconded and unanimously approved.**
 3. John Reisenweber, Director, Jefferson County Development Authority
 - a. Approval of Project Shuttle
 - **Motion by Mr. Onoszko to approve the pilot agreement for Project Shuttle as presented by the Director of the Jefferson County Development Authority. Motion seconded and unanimously approved.**
 - b. Approval of making JCDA Business Coach position a county employee.
 - **Motion by Ms. Noland to approve the JCDA business coach as a county employee provided that additional costs are paid by the WWSBDC. Motion seconded and unanimously approved.**
 4. Nikki Painter, Elections – requested the approval of the poll worker and alternates for the October 7, 2017 road referendum.
 - **Motion by Ms. Noland to approve the list of poll workers and alternates as presented. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Hearing – request to appoint a Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased. For the record, Commissioner Onoszko recused himself from this matter.
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- **Motion Ms. Noland to appoint Mr. Dejarnett as the Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased. Motion dies for lack of a second.**
 - **Motion by Mr. Compton to appoint Mr. Dejarnett as the Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Interviews and Appointments to the Jefferson County Emergency Services Agency Board – one unexpired term ending June 30, 2018 – Citizen Representative position.
- Commissioner Compton nominated Elliot Simon for the citizen representative vacancy on the JCESA Board of Directors. Mr. Simon received three votes (Compton, Onoszko, and Hudson)
 - Commissioner Tabb nominated Jennifer Pownell for the citizen representative vacancy on the JCESA Board of Directors. Ms. Pownell received two votes (Noland, Tabb).
 - **After receiving the majority vote, Elliot Simon was appointed to the Jefferson County Emergency Services Agency Board of Directors as a Citizen Representative for one unexpired term ending June 30, 2018.**
8. Jeffrey Polczynski, Director of Communications
- a. Requested the approval of employment for Monique Mercado and Candace Wilson as Full Time Dispatcher II
 - **Motion by Ms. Tabb to approve the employment of Monique Mercado and Candace Wilson as Full Time Dispatchers at a Grade III Step A with an increase to Step B upon completion and release from training. Motion seconded and unanimously approved.**
 - b. the reappointment of members to the E-911 Advisory Board
 - **Motion by Mr. Compton to reappoint Dr. Henry Christie, Chief William H. Roper and Lt. Victor Lupis to the E911 Advisory Board each for an unexpired term ending September 1, 2019. 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 stated he had no updates regarding the PSD.
- Discussion of issues re: EEOC Complaint (Charge No. 533-2017-06)
- **Motion by Mr. Onoszko to enter into Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to choose the mediation option regarding EEOC Complaint Charge No. 533-2017-06. Motion seconded and unanimously approved.**
- Discussion of fireworks discharge restrictions
 - **Motion by Mr. Onoszko to direct staff to move forward with developing a firework discharge ordinance. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**

10. The Commission recessed for lunch at 12:30pm.

The Commission reconvened at 1:30 pm.

UNFINISHED BUSINESS

11. Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the community's heroin epidemic

- **Motion by Mr. Onoszko to enter into Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

12. Approval of proposal and letter of engagement for the PSD Audit – Ms. Grove stated she had not yet received a contract from Balestra, Harr, and Scherer despite attempting to contact the firm multiple times. Ms. Grove stated she contacted Perry & Associates, the second lowest bidder, to see if they were still interested in the audit, and she received a contract from them within two hours.

- **Motion by Mr. Compton to accept the contract from Perry & Associates for approximately \$19,900. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**

13. Discussion of PSD Audit

NEW BUSINESS

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

- **Motion by Ms. Noland to increase the ambulance fee credit convenience fee from \$2.00 to \$2.50 effective July 1, 2018. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Review and Approval of FY2017 State Budget Revision 10 for the General Fund
 - **Motion by Ms. Noland to approve FY17 State Budget Revision 10 for the General Fund as presented. Motion seconded and unanimously approved.**
- Review and Approval of FY2018 State Budget Revision 2 for the General Fund
 - **Motion by Ms. Noland to approve FY18 State Budget Revision 2 for the General Fund as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Diversity Training – Ms. Grove stated 150 county employees attended the diversity training hosted by WVCorp. She said she would provide a link to a webinar for those who were unable to attend in person, and she hopes to make the diversity training an annual requirement for county employees.
- Bench Upgrade Payment – Ms. Grove stated the County received the second payment for the bench upgrade in the Judicial Center from the Supreme Court in the amount of \$4834.68.
- Fire Department Allotments – Ms. Grove stated Blue Ridge Mountain Fire Company submitted an itemized receipt for the engine repair of their ambulance, and after

reviewing the receipt, she released the requested \$30,000 of the annual allotment to Blue Ridge to cover the cost of the repair. She also stated that Bakerton Fire Company submitted a request for an additional \$5,000 of their allotment to cover the cost of a utility bill.

- Ambulance Fee Update – Ms. Grove stated 8.97% of the ambulance fee has been collected for 2017 thus far, totaling \$69,455.00.

15. Public Hearing – Amendments to the Jefferson County Leash Law Ordinance – Mr. Cochran stated the amendments to the ordinance mainly concerned the penalties for violating the ordinance. Mr. Onoszko opened the floor for public comment, but no public comment was made. Mr. Onoszko stated they'd hold the record open for two weeks to allow time for written comment.

COUNTY COMMISSION REPORTS

Patsy Noland

- Participated in a NACO Conference Call to discuss the Stepping Up Program & the healthcare bill

Josh Compton

- Attended a Parks and Recreation meeting.
- Attended a Solid Waste Authority meeting.

Peter Onoszko

- Met with Todd Fagan and Jeff Polczynski to discuss the structure of the commercial ambulance fee.
- Also met with Denise Pouget, Director of the JCESA and Ed Hannon, Deputy Director, to discuss the billing of the ambulance fee

Caleb Hudson

- Exchanged e-mails with constituents
- Approved the county invoices

Jane Tabb

- Attended a Homeland Security Quarterly Partnership luncheon
- Attended a joint EMS/Fire Chiefs meeting.
- Attended Title IX training for 4H volunteers.
- Stated she would be unable to attend the August 17, 2017 County Commission meeting because she'd be at the WV State Fair.

16. There being no further business, motion by Mr. Noland to adjourn at 3:42 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

August 17, 2017

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF'S LAW	48575	\$61,978.00	Stephen's Auto	(2) 2017 Ford Inceptors
GRAND TOTAL		\$ 61,978.00		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 48575

VENDOR:

DELIVER TO:

Stephen's Auto
 PO Box 278
 Danville WV 25053

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
1	2017 Ford Interceptor 1FMSK8AR3HGD58400			30989.00
1	2017 Ford Interceptor 1FMSK8AR0HGD58399			30989.00
	Pay From Capital Outlay 700-04-459	Grand Total		61978.00

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.

Robert A. Dugandy

 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	\$ 390,478.20		\$ 390,478.20
6.2% Tax Payable OASDI	23,261.38		\$ 23,261.38
1.45% Tax Payable HI	5,440.22		\$ 5,440.22
Fed Withholding	43,629.34		\$ 43,629.34
WV State Withholding	16,986.96		\$ 16,986.96
PERS Retirement Deduct 4.5%	11,508.63		\$ 11,508.63
PERS Retirement Deduct 6%	2,598.60		\$ 2,598.60
Hosp. Pre-Tax	12,615.00		\$ 12,615.00
Cancer/ICU Pre-Taxed	1,058.69		\$ 1,058.69
Cancer/ICU Not Pre-Taxed	1,108.61		\$ 1,108.61
Optional Life Not Pre-Taxed	2,020.71		\$ 2,020.71
Christmas Club	5,360.00		\$ 5,360.00
Wage Attach #1	1,405.79		\$ 1,405.79
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,799.55		\$ 5,799.55
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	1,620.86		\$ 1,620.86
VA. State Tax	78.02		\$ 78.02
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 139,523.86	\$ -	\$ 139,523.86
Net Wages Total	\$ 250,954.34	\$ -	\$ 250,954.34
Payroll Date	10-Aug-2017		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 17, 2017**

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

Date Requested – 2nd Choice: Click here to enter text.

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

✚ Exonerations

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**
Department or Organization: **Maintenance Director**
Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **August 17, 2017**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):
Windows – Courthouse, Jail Annex, Hunter House – Discussion/Action
Fire Escape – Reininger Building – Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:
Windows – Courthouse, Jail Annex, Hunter House – Discussion/Action

- **Review and approval of the Bids received for the windows for the Courthouse, Jail Annex and Hunter House**

Fire Escape – Reininger Building – Discussion/Action
• **Update on status of fire escape behind the Reininger Building**

Is this a funding request? Y/N **NO**
If so, how much? \$
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Move to approve the bids for the Courthouse, Jail Annex, and Hunter House.

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

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

Contact information:
Email address: bpolk@jeffersoncountywv.org Phone Number: **304-728-3355**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**Request for Bids
Pre-Bid Walkthrough
Tuesday, June 27, 2017**

The County Commission of Jefferson County will be accepting sealed bids for repairs to the Historic Jefferson County Courthouse windows and doors. Sealed bids are also being accepted for the Jail annex and Hunter House windows. Due to the Courthouse project being partially funded by a grant, the Courthouse bid must be a separate bid from the Hunter House and Jail Annex. Sealed bids are due by Wednesday, July 12, 2017 at 10:00 a.m.

**Jefferson County Courthouse
Windows and Doors**

- Approximately 36 windows
- Windows scraped, repaired and repainted
- Removal of all external storm windows. Replace with internal magnetic storm windows on the inside.
- Repairs to front and side doors. Replace any deteriorated and damaged hardware on doors. Scrape and repaint doors.

Jail Annex House Windows

- Windows scraped, repaired and repainted

Hunter House Windows

- Approximately 29 windows
- Windows scraped, repair and repainted.
- Removal of all external storm windows. Replace with internal magnetic storm windows on the inside.

July 28, 2017

Jefferson County Commission
Maintenance Department
128 Industrial Boulevard
Kearneysville, WV 25430

Re: Jefferson County Courthouse Window and Door Repairs

Minghini's General Contractors, Inc. is submitting the following bid for the window and door repair work requested at the Jefferson County Courthouse. The bid is based on the pre-bid meeting and specifications provided by the Jefferson County Maintenance Department.

Jefferson County Courthouse Window and Door Repairs

\$146,000.00

See page 2 for a list of clarifications.

MINGHINI'S GENERAL CONTRACTORS, INC.



Jacob Collis, Project Manager



WV 000056

51 Trumpet Lane • Martinsburg, WV 25404-4889
P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

Bid Clarifications:

- B&O Taxes are included.
- Bonding is included.
- Bid is based on the scope of work provided at the Pre-Bid Walkthrough (see attached).
- No interior painting figured.
- A glass replacement allowance of \$5,000.00 has been figured into the bid.

Voluntary Alternate:

- Add \$5,000.00 to the bid to clean the windows on the exterior and interior.



WV 000056

51 Trumpet Lane • Martinsburg, WV 25404-4889
P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

July 28, 2017

Jefferson County Commission
Maintenance Department
128 Industrial Boulevard
Kearneysville, WV 25430

Re: Jail Annex & Hunter House Window Repairs

Minghini's General Contractors, Inc. is submitting the following bid for the window repair work requested at the Jefferson County Courthouse. The bid is based on the pre-bid meeting and specifications provided by the Jefferson County Maintenance Department.

Jail Annex Window Repairs \$30,500.00

Hunter House Window Repairs \$95,000.00

See page 2 for a list of clarifications.

MINGHINI'S GENERAL CONTRACTORS, INC.



Jacob Collis, Project Manager



WV 000056

51 Trumpet Lane • Martinsburg, WV 25404-4889
P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

Bid Clarifications:

- B&O Taxes are included.
- Bonding is included.
- Bid is based on the scope of work provided at the Pre-Bid Walkthrough (see attached).
- No interior painting figured.
- A glass replacement allowance of \$2,000.00 has been figured into the bid for the Jail Annex.
- A glass replacement allowance of \$3,000.00 has been figured into the bid for the Hunter House.

Voluntary Alternate:

- Add \$2,000.00 to the bid to clean the windows on the exterior of Jail Annex.
- Add \$3,000.00 to the bid to clean the windows on the exterior and interior of the Hunter House.



WV 000056

51 Trumpet Lane • Martinsburg, WV 25404-4889
P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

July 28, 2017

Jefferson County Commission
Maintenance Department
128 Industrial Boulevard
Kearneysville, WV 25430

Re: Jefferson County Courthouse Window and Door Repairs

REFERENCES OF HISTORIAL RESTORATIONS

Jefferson County Courthouse: Columns/Roof, Gutters and Soffits/Painting of the roof/Painting and Repair of the Clock Tower

Jefferson County Commission
Bill Polk (County Representative)
\$536,767.00

Charles Town City Hall Water Damage

City of Charles Town
Helbing Lipp Recny Architects
Katie See (City Representative)
\$303,635.00

MARC Layover Facility

CSX Transportation
Mike Hoey (CSX Representative)
\$1,333,707.00



WV 000056

51 Trumpet Lane • Martinsburg, WV 25404-4889
P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: August 17, 2017
If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

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

Subject (*Wording to be placed on agenda*): Partial Construction Bond Release for Roderick Planes, LLC– Aspen Green Phase (File #1A, 07-15)

Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of construction bond security for Roderick Planes, LLC. – Aspen Green Phase (File #1A, 07-15)– Performance Bond No. 1000956765 with United States Surety Company, Timonium, MD.

Is this a funding request? Y/NO
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*): I authorize a partial release of \$265,795 from the construction bond amount for Roderick Planes, LLC- Aspen Green Phase (File #1A, 07-15)

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

Construction Bond Reduction Letter
Bond Reduction Request Report
Site Map

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Peter Onoszko

August 17, 2017

VICE PRESIDENT

Jane Tabb

Mr. Jaime L. George, Trustee
United States Surety Company

COMMISSIONER

Josh Compton

P. O. Box 5605
Timonium, MD 21094-5605

COMMISSIONER

Caleb Hudson

RE: Performance Bond No. 1000956765 dated September 28, 2012, Construction Bond Surety for Roderick Planes, LLC – Aspen Greens Subdivision, Phase 1A (File #07-15).

COMMISSIONER

Patricia Noland

Dear Mr. George:

The Jefferson County Commission authorizes a partial release of \$265,795.00 from the construction bond for Roderick Planes, LLC – Aspen Greens Subdivision, Phase 1A (File #07-15). This project is located at the intersection of Country Club Road-Route 24 and Flowing Springs Road-Route 17. The work remaining includes but is not limited to the following:

1. Paving
2. Stormwater Management
3. Landscaping
4. Final Stabilization

In summary, you are hereby authorized to reduce the amount of the above referenced Performance Bond No. 1000956765 originally issued in the amount of \$2,418,557.00 to \$704,695.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President
Jefferson County Commission

JT:rfb

cc: Maurice Gladhill, Managing Member
Roderick Planes, LLC
5509 Mt. Zion Road
Box 777
Frederick, MD 21705
Department of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 05 / 11 / 2017 J.C.P.C. File No. 07 - 15

Consultant/Engineer/Firm Name: GATES ASSOCIATED INC.

Mailing Address: 153 VENICE WAY

City: SHEPHERDSTOWN State: WV Zip: 25443

Contact Person: FRED GATES Phone: 304 + 876-6129

Project/Subdivision Name: ASPEN GREENS

Section/Phase: PHASE 1A Lots: _____

Review Comments:

The bond release/reduction is Approved as ~~Submitted~~ Revised. The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: RECOMMEND REDUCTION OF BOND

Approved for:
BOND REDUCTION
By [Signature] 07/31/2017
County Engineer **Date**

Original Bond Amt. \$ 2,103,092.00 + 15% Cont. \$ 315,463.00 = Total Original Bond Amt. \$ 2,418,557.00

Total Current Bond Amount \$ 970,490.00

Cost of Work Remaining \$ 612,777.00 + Contingency Amount \$ 91,916.00

= Approved for Revised Bond Amount \$ 704,695.00

Reviewed By: JOSEPH W. KENT [Signature] Title: L.O.I.

Signature: [Signature] Date: 07 / 31 / 2017

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 17, 2017**

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

Date Requested – 2nd Choice:

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

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

- 1. Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action. Possible Executive Session.**
- 2. Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the heroin epidemic. Discussion/Action. Possible Executive Session.**
- 3. Discussion of school resource officer. Discussion/Action.**

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **William F. Rohrbaugh, Esquire**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 17, 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 PSD Asset Acquisition - 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



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 17, 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*): Inquiry/request for information on PSD sewer transmission project - **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



Name: Heather McIntyre

Department or Organization: **Jefferson County Chamber of Commerce, Inc.**

Estimation of amount of time needed for appointment: N/A

Date Requested – 1st Choice: **August 17, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Letter of support**

Please provide the County Commission with a description of your request or presentation, including any background information: The Chamber is applying to the ABC Administration and need a letter of support from the Jefferson County Commission. The Commission has provided this letter for many years.

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*):

The motion to write a letter of support to the Jefferson County Chamber of Commerce to hold the 42nd Annual Fall Mountain Heritage Arts and Crafts Festival in September 22-24, 2017.

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: Heather McIntyre

Email address: heather@jeffersoncountywvchamber.org

Phone Number: 304.725.2055

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Peter W. Onoszko

VICE PRESIDENT
Jane M. Tabb

COMMISSIONER
Patricia A. Noland

COMMISSIONER
Caleb Wayne Hudson

COMMISSIONER
Josh Compton

August 17, 2017

West Virginia Alcohol Beverage Control Administration
900 Pennsylvania Avenue
Charleston, WV 25302

To Whom It May Concern:

The County Commission of Jefferson County would like to express their support in allowing the Jefferson County Chamber of Commerce to hold the 42nd Annual Fall Mountain Heritage Arts and Crafts Festival at Sam Michael's Park beginning on Friday, September 22nd through Sunday, September 24th. The Commission hopes the WVABC will grant the Jefferson County Chamber of Commerce a Fairs and Festivals license to ensure the success of the 42nd Annual Fall Mountain Heritage Arts and Crafts Festival, a tradition for our local residents and a positive factor in encouraging tourism in the Eastern Panhandle.

Should you require any additional information regarding this request, please do not hesitate to contact our office.

Sincerely,

Peter Onoszko
President
Jefferson County Commission



Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

August 7, 2017

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

Re: Sheriff's Commission

Dear Commissioners:

Attached is a copy of the computation of the 2017 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,

Peter H. Dougherty
Sheriff and Treasurer
Jefferson County

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Total Sheet

Current Year Taxes	54,718,628.10
Additional Levies	<u>88,550.70</u>
A. Total Taxes Levied	54,807,178.80
Less: Exoneration without refund & Bankruptcy	-179,445.99
Exoneration with refund	<u>-1,132.23</u>
B. Total Net Levy	54,626,600.58
Less: Ending Accounts Receivable	<u>-2,961,404.46</u>
C. Net Current Year Taxes	51,665,196.12
Less: 85% of Net Levy	<u>-46,432,610.49</u>
D. Current Year Taxes over 85%	5,232,585.63
Less: 5% of Net Levy	<u>-2,731,330.03</u>
E. Collections over 90% Level	2,501,255.60
Less: 5% of Net Levy	<u>-2,731,330.03</u>
F. Collections over 95% Level	-230,074.43
2.5% of Collections over 85% Level	130,814.64
1.0% of Collections over 90% Level	25,012.56
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>155,827.20</u>
Total Sheriff's Commission (\$15,000 or less)	<u>15,000.00</u> =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-STATE

Current Year Taxes	223,061.33
Additional Levies	<u>360.80</u>
A. Total Taxes Levied	223,422.13
Less: Exoneration without refund & Bankruptcy	-654.36
Exoneration with refund	<u>-4.48</u>
B. Total Net Levy	222,763.29
Less: Ending Accounts Receivable	<u>-12,026.99</u>
C. Net Current Year Taxes	210,736.30
Less: 85% of Net Levy	<u>-189,348.80</u>
D. Current Year Taxes over 85%	21,387.50
Less: 5% of Net Levy	<u>-11,138.16</u>
E. Collections over 90% Level	10,249.34
Less: 5% of Net Levy	<u>-11,138.16</u>
F. Collections over 95% Level	-888.82
2.5% of Collections over 85% Level	534.69
1.0% of Collections over 90% Level	102.49
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>637.18</u>
Portion of Sheriff's Commission paid	<u>61.31</u> =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-COUNTY CURRENT

Current Year Taxes	12,437,905.29
Additional Levies	<u>20,119.63</u>
A. Total Taxes Levied	12,458,024.92
Less: Exoneration without refund & Bankruptcy	-36,489.43
Exoneration with refund	<u>-251.82</u>
B. Total Net Levy	12,421,283.67
Less: Ending Accounts Receivable	<u>-670,630.73</u>
C. Net Current Year Taxes	11,750,652.94
Less: 85% of Net Levy	<u>-10,558,091.12</u>
D. Current Year Taxes over 85%	1,192,561.82
Less: 5% of Net Levy	<u>-621,064.18</u>
E. Collections over 90% Level	571,497.64
Less: 5% of Net Levy	<u>-621,064.18</u>
F. Collections over 95% Level	-49,566.54
2.5% of Collections over 85% Level	29,814.05
1.0% of Collections over 90% Level	5,714.98
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>35,529.03</u>
Portion of Sheriff's Commission paid	<u>3,418.66</u> =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-SCHOOL CURRENT

Current Year Taxes	17,309,566.90
Additional Levies	<u>28,000.06</u>
A. Total Taxes Levied	17,337,566.96
Less: Exoneration without refund & Bankruptcy	-50,781.63
Exoneration with refund	<u>-350.46</u>
B. Total Net Levy	17,286,434.87
Less: Ending Accounts Receivable	<u>-933,302.56</u>
C. Net Current Year Taxes	16,353,132.31
Less: 85% of Net Levy	<u>-14,693,469.64</u>
D. Current Year Taxes over 85%	1,659,662.67
Less: 5% of Net Levy	<u>-864,321.74</u>
E. Collections over 90% Level	795,340.93
Less: 5% of Net Levy	<u>-864,321.74</u>
F. Collections over 95% Level	-68,980.81
2.5% of Collections over 85% Level	41,491.57
1.0% of Collections over 90% Level	7,953.41
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>49,444.98</u>
Portion of Sheriff's Commission paid	<u>4,757.68</u> =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-SCHOOL PER IMPROVE.

Current Year Taxes	1,811,258.71
Additional Levies	<u>2,929.89</u>
A. Total Taxes Levied	1,814,188.60
Less: Exoneration without refund & Bankruptcy	-5,313.68
Exoneration with refund	<u>-36.64</u>
B. Total Net Levy	1,808,838.28
Less: Ending Accounts Receivable	<u>-97,659.90</u>
C. Net Current Year Taxes	1,711,178.38
Less: 85% of Net Levy	<u>-1,537,512.54</u>
D. Current Year Taxes over 85%	173,665.84
Less: 5% of Net Levy	<u>-90,441.91</u>
E. Collections over 90% Level	83,223.93
Less: 5% of Net Levy	<u>-90,441.91</u>
F. Collections over 95% Level	-7,217.98
2.5% of Collections over 85% Level	4,341.65
1.0% of Collections over 90% Level	832.24
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>5,173.89</u>
Portion of Sheriff's Commission paid	<u>497.84</u> =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-Municipal-BOLIVAR CORP

Current Year Taxes	98,790.11
Additional Levies	<u>208.07</u>
A. Total Taxes Levied	98,998.18
Less: Exoneration without refund & Bankruptcy	-75.99
Exoneration with refund	<u>-74.09</u>
B. Total Net Levy	98,848.10
Less: Ending Accounts Receivable	<u>-5,040.89</u>
C. Net Current Year Taxes	93,807.21
Less: 85% of Net Levy	<u>-84,020.89</u>
D. Current Year Taxes over 85%	9,786.32
Less: 5% of Net Levy	<u>-4,942.41</u>
E. Collections over 90% Level	4,843.91
Less: 5% of Net Levy	<u>-4,942.41</u>
F. Collections over 95% Level	-98.50
2.5% of Collections over 85% Level	244.66
1.0% of Collections over 90% Level	48.44
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>293.10</u>
Portion of Sheriff's Commission paid	28.05 =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-Municipal-CHARLES TOWN CORP

Current Year Taxes	1,039,439.54
Additional Levies	<u>1,719.47</u>
A. Total Taxes Levied	1,041,159.01
Less: Exoneration without refund & Bankruptcy	-18,523.86
Exoneration with refund	<u>.00</u>
B. Total Net Levy	1,022,635.15
Less: Ending Accounts Receivable	<u>-63,457.38</u>
C. Net Current Year Taxes	959,177.77
Less: 85% of Net Levy	<u>-869,239.88</u>
D. Current Year Taxes over 85%	89,937.89
Less: 5% of Net Levy	<u>-51,131.76</u>
E. Collections over 90% Level	38,806.13
Less: 5% of Net Levy	<u>-51,131.76</u>
F. Collections over 95% Level	-12,325.63
2.5% of Collections over 85% Level	2,248.45
1.0% of Collections over 90% Level	388.06
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>2,636.51</u>
Portion of Sheriff's Commission paid	257.82
	=====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-Municipal-HARPERS FERRY CORP

Current Year Taxes	60,897.74
Additional Levies	<u>71.16</u>
A. Total Taxes Levied	60,968.90
Less: Exoneration without refund & Bankruptcy	-155.13
Exoneration with refund	<u>.00</u>
B. Total Net Levy	60,813.77
Less: Ending Accounts Receivable	<u>-4,946.18</u>
C. Net Current Year Taxes	55,867.59
Less: 85% of Net Levy	<u>-51,691.70</u>
D. Current Year Taxes over 85%	4,175.89
Less: 5% of Net Levy	<u>-3,040.69</u>
E. Collections over 90% Level	1,135.20
Less: 5% of Net Levy	<u>-3,040.69</u>
F. Collections over 95% Level	-1,905.49
2.5% of Collections over 85% Level	104.40
1.0% of Collections over 90% Level	11.35
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>115.75</u>
Portion of Sheriff's Commission paid	11.97 =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-Municipal-RANSON CORP

Current Year Taxes	1,093,067.27
Additional Levies	<u>1,967.27</u>
A. Total Taxes Levied	1,095,034.54
Less: Exoneration without refund & Bankruptcy	-7,365.92
Exoneration with refund	<u>.00</u>
B. Total Net Levy	1,087,668.62
Less: Ending Accounts Receivable	<u>-58,421.60</u>
C. Net Current Year Taxes	1,029,247.02
Less: 85% of Net Levy	<u>-924,518.33</u>
D. Current Year Taxes over 85%	104,728.69
Less: 5% of Net Levy	<u>-54,383.43</u>
E. Collections over 90% Level	50,345.26
Less: 5% of Net Levy	<u>-54,383.43</u>
F. Collections over 95% Level	-4,038.17
2.5% of Collections over 85% Level	2,618.22
1.0% of Collections over 90% Level	503.45
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>3,121.67</u>
Portion of Sheriff's Commission paid	<u>300.22</u> =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-Municipal-SHEPHERDSTOWN CORP

Current Year Taxes	167,601.41
Additional Levies	<u>50.56</u>
A. Total Taxes Levied	167,651.97
Less: Exoneration without refund & Bankruptcy	-11.43
Exoneration with refund	<u>.00</u>
B. Total Net Levy	167,640.54
Less: Ending Accounts Receivable	<u>-11,830.94</u>
C. Net Current Year Taxes	155,809.60
Less: 85% of Net Levy	<u>-142,494.46</u>
D. Current Year Taxes over 85%	13,315.14
Less: 5% of Net Levy	<u>-8,382.03</u>
E. Collections over 90% Level	4,933.11
Less: 5% of Net Levy	<u>-8,382.03</u>
F. Collections over 95% Level	-3,448.92
2.5% of Collections over 85% Level	332.88
1.0% of Collections over 90% Level	49.33
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>382.21</u>
Portion of Sheriff's Commission paid	<u>38.17</u> =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-SCHOOL EXCESS LEVY

Current Year Taxes	20,477,039.23
Additional Levies	<u>33,123.80</u>
A. Total Taxes Levied	20,510,163.03
Less: Exoneration without refund & Bankruptcy	-60,074.16
Exoneration with refund	<u>-414.59</u>
B. Total Net Levy	20,449,674.28
Less: Ending Accounts Receivable	<u>-1,104,087.29</u>
C. Net Current Year Taxes	19,345,586.99
Less: 85% of Net Levy	<u>-17,382,223.14</u>
D. Current Year Taxes over 85%	1,963,363.85
Less: 5% of Net Levy	<u>-1,022,483.71</u>
E. Collections over 90% Level	940,880.14
Less: 5% of Net Levy	<u>-1,022,483.71</u>
F. Collections over 95% Level	-81,603.57
2.5% of Collections over 85% Level	49,084.10
1.0% of Collections over 90% Level	9,408.80
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>58,492.90</u>
Portion of Sheriff's Commission paid	5,628.28 =====

08/04/2017
14.54.09

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2016-06/30/2017
Levying Body-Undistributed

Current Year Taxes	.57
Additional Levies	<u>-.01</u>
A. Total Taxes Levied	.56
Less: Exoneration without refund & Bankruptcy	-.40
Exoneration with refund	<u>-.15</u>
B. Total Net Levy	.01
Less: Ending Accounts Receivable	<u>.00</u>
C. Net Current Year Taxes	.01
Less: 85% of Net Levy	<u>-.01</u>
D. Current Year Taxes over 85%	.00
Less: 5% of Net Levy	<u>.00</u>
E. Collections over 90% Level	.00
Less: 5% of Net Levy	<u>.00</u>
F. Collections over 95% Level	.00
2.5% of Collections over 85% Level	.00
1.0% of Collections over 90% Level	.00
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>.00</u>
Portion of Sheriff's Commission paid	<u>.00</u> =====

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 17, 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*): **Decision – Amendments to the Jefferson County Leash Law Ordinance – Discussion/Action**

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

Public Hearing was held on August 3, 2017 at 1:30 p.m.

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.](#)

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

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

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

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

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

The public is invited to attend.

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

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 leased 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 leased 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



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 17, 2017**

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

Date Requested – 2nd Choice: Click here to enter text.

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

- **Ethics/Open Meetings Training - Discussion/Action**
- **Report on Wage/Benefits Review Board – Discussion/Action**
- **Update on Decommissioning of Waste Water Treatment Plant and Lagoon – Possible Executive Session – Discussion/Action**
- **Recognition of Annette Gavin - Recently nominated and selected for the honor of WV Wonder Woman 2017**

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.

WV Ethics Commission
210 Brooks Street, Ste. 300
Charleston WV 25301
304-558-0664 or 866-558-0664
Fax 304-558-2169

WV ETHICS COMMISSION TRAINING REQUEST FORM

Today's date: August 17, 2017

Name and title of contact: Sandy McDonald, Deputy County Ad

Organization requesting training: Jefferson County Commission

Mailing address: PO Box 250

124 E. Washington Street

CharlesTown, WV 25414

Phone: 301-728-3284g Alternate phone: _____

Email: sandy@jeffersoncountywv.org

Topics requested for training:

- Ethics Open Meetings Ethics & Open Meetings
 ALJ ALJ & Ethics
 Lobbyist (beginners) Lobbyist (advanced)

Training date requested: _____ Alternate date: _____

Preferred start time: 7:00 _____ a.m. or p.m.

Length of training: 30 minutes 60 minutes

Location of training (complete address and room number)

Old Charles Town Library

200 E. Washington Street

Charles Town, WV 25414

Parking location for presenter: Yes - County Parking Lot

Approximate number you expect to attend: 20-30

Is the public invited? Yes No

Audience make up: (select all that apply)

- elected officials
- appointed officials
- public employees
- ALJs
- primarily supervisors/managers
- commission/board members
- lobbyists
- others: _____

Equipment available at location:

	YES	NO
Laptop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Projector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Screen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microphone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Display Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flip Chart	<input type="checkbox"/>	<input type="checkbox"/>
White board	<input type="checkbox"/>	<input type="checkbox"/>

Specific questions you want presenter to address, or specific provision(s) of the Ethics Act you want presenter to focus on:

If you have spoken to anyone at the Commission about training, please indicate whom and when.
Jefferson County Commissioner Jane Tabb spoke with Ellen on August 7th, 2017

Please submit this completed form to the WV Ethics Commission, Attn: Ellen Briggs, 210 Brooks St., Ste. 300, Charleston, WV 25301 or fax it to 304-558-2169. A member of the Ethics Commission staff will contact you.

If you have any questions, please call Ellen Briggs at 304-558-0664, or toll-free 1-866-558-0664.

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
			8am – Department Head Meeting 10am Pcard training	9:30 am – JCC Mtg.		9-12 Library
6	7	8	9	10	11	12
		3pm – EO Mtg. 7pm – PC Mtg.	7pm – HLC		9:30 am – Board of Health	Nancy Bender
13	14	15	16	17	18	19
			3-5pm – WAC 6-9pm – Parent Ed.	9:30 am – JCC Mtg.		
20	21	22	23	24	25	26
		7pm – PC Mtg.		2pm – BZA 7:30pm – JC Dem. Assoc.	10-12pm – 2 nd BOH Mtg.	
27	28	29	30	31	1	2
	6pm – JC Dem. Exec Committee	3-5 pm – IT Squad		7:00 pm – JCC Mtg.		

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
					7-9pm – JC Museum Gift Shop Opening	
3	4	5	6	7	8	9
	Labor Day		8am – Dept. Head Mtg.	9:30 am – JCC Mtg.	9:30 am – BOH	Nancy Bender
10	11	12	13	14	15	16
		3pm – EO Mtg. 7pm – PC Mtg.	7pm – HLC			
17	18	19	20	21	22	23
		8:30am - State HSEM Realtor Training for Floodplain Info.	3-5pm – WAC 6-9pm – Parent Ed.	9:30am – JCC Mtg.	10-12pm – BOH	
24	25	26	27	28	29	30
	6pm – Dem Exec. Committee	3-5pm – IT Squad 7pm – PC Mtg.		2pm – BZA 7:30pm – JC Dem. Assoc.		

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 8am – Dept. Head Mtg.	5 9:30 am – JCC Mtg.	6	7
8	9 Columbus Day	10 3pm – EO Mtg. 7pm – PC Mtg.	11 7pm – HLC	12	13 9:30 am – BOH	14 Nancy Bender
15	16	17	18 3-5pm WAC 6-9pm – Parent Ed.	19 9:30 am – JCC Mtg.	20	21
22	23 6pm – JC Dem. Exec. Comm	24 7pm – PC Mtg.	25	26 2pm – BZA 7:30 pm – JC Dem Assoc.	27 10-12p – BOH	28
29	30	31 3-5pm – IT Squad	1	2	3	4

Open Meetings Checklist



Meetings

Most gatherings of a quorum of members of a public body to discuss and deliberate toward a decision on matters requiring official action are subject to the requirements set forth below:

Notice

For State Agencies *Only*

- Are notices of all regular and special meetings stating the date, time, place and purpose of the meeting filed electronically with the West Virginia Secretary of State's Office for publication on the Secretary of State's website at least five business days in advance of each meeting? W.Va. Code § 6-9A-3(e)
- Are notices of any emergency meetings stating the date, time, place and purpose of the meeting, as well as the facts and circumstances of the emergency, filed electronically with the Secretary of State's Office as soon as practicable prior to the meeting? W.Va. Code § 6-9A-3(h)

For *All* Governing Bodies of Public Agencies

- Has the governing body established rules for issuing notice of the date, time, place and agenda of all regular meetings, and the date, time, place and purpose of all special meetings? W.Va. Code § 6-9A-3. If not, the Ethics Commission's Committee on Open Governmental Meetings has concluded that a governing body may provide reasonable advance notice of the items to be acted upon as follows:

At regular meetings: by posting the meeting notice and making the meeting agenda available at least three business days in advance of each meeting. Public bodies that meet at least weekly need only two business days of advance notice. O.M.A.O. 2007-09. Once an agenda has been issued, the agenda may only be amended up to two business days in advance of the meeting.

At special meetings: by posting the meeting notice and making the meeting agenda available at least two business days in advance of each meeting.

At emergency meetings that require immediate official action: as soon as practicable. The emergency meeting notice must also state the purpose of the meeting and the facts and circumstances of the emergency. W.Va. Code § 6-9A-3(h).

- Are notices of all meetings posted in a public place, such as the agency's office, the County Courthouse and/or the local Post Office in advance of the meeting? W.Va. Code § 6-9A-3(d)
- In calculating the notice period, are the date of the meeting, legal holidays, Saturdays and Sundays excluded? Half-day holidays may be included in calculating the notice period.

Agendas

- Does the meeting agenda reasonably describe all matters requiring official action by the governing body that will be dealt with at the meeting or at a later meeting?

A governing body is not required to indicate whether a matter is anticipated to be taken up in executive session.

- Has the meeting agenda either been posted in a public place at the governing body's central office, or have copies of the agenda been made available to be picked up at the same location during regular working hours. O.M.A.O. 2006-15

Executive Sessions

- Before holding an executive session, has the matter been included on the agenda?

- Has the governing body:

(1) Determined by a majority vote to hold an executive session to consider one of the actions permitted under the Open Meetings Act, and

(2) Identified to the public and to the governing body the authorization in the Act which permits such executive session?
W.Va. Code § 6-9A-4(a) & (b)

The Committee on Open Governmental Meetings has concluded that governing bodies may comply with the requirement in (2) above by describing the subject matter for which an exemption in the Act authorizes an executive session rather than reciting the applicable numbered section in the W. Va. Code. Further, while certain privileged matters may be discussed in executive session, most matters requiring official action, excluding, for example, rulings on student disciplinary matters and developing security procedures, must be voted upon in public.

Voting

- Are all votes conducted by voice, show of hands or by rising, without use of a secret or written ballot? W.Va. Code § 6-9A-8(b)

Minutes

- Are meeting minutes prepared and made available to the public and media one business day after the next regular meeting?
- Do the minutes reflect the date, time and place of the meeting? W.Va. Code § 6-9A-5(1)
- Do the minutes reflect the name of each member of the governing body who was present and absent? W.Va. Code § 6-9A-5(2)
- Are all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing same, and their disposition, reflected in the minutes? W.Va. Code § 6-9A-5(3)
- If the meeting was an emergency meeting, are the facts and circumstances of the emergency explained in the minutes?
- Are the results of all votes reflected in the minutes? W.Va. Code § 6-9A-5(4)

- If a member requested a roll call vote on a particular matter, pursuant to applicable rules of the governing body, is the vote of each member by name reflected in the minutes? W.Va. Code § 6-9A-5(4)

Other

- If a public comment period is provided at any time during the meeting, are members of the public allowed to address the governing body without being required to register more than 15 minutes before the start of the meeting? W.Va. Code § 6-9A-3

The Open Meetings Act does not require governmental bodies to provide public comment periods.

- Are members of the public and media permitted to record or broadcast the open portion of a meeting so long as their filming or recording does not unduly interfere with the conduct of the meeting? W.Va. Code § 6-9A-9(a) & (b)
- If the governing body elects to convene with one or more members participating by telephone, are the members telephonically participating audible to all those personally present, including the public and media?

WEST VIRGINIA ETHICS COMMISSION
210 BROOKS STREET, SUITE 300
CHARLESTON WV 25301-1804
(304) 558-0664 - FAX (304) 558-2169
ethics@wv.gov www.ethics.wv.gov

Revised 12/2/2016



The Ethics Act

A Code of Conduct for Public Servants

West Virginia Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301
(304)558-0664 Fax (304)558-2169
Toll Free (866)558-0664
Email: ethics@wv.gov Website: www.ethics.wv.gov

What is the Ethics Act?

The West Virginia Governmental Ethics Act (W. Va. Code §§ 6B-1-1 through 6B-3-11) is a code of conduct to guide public officials and public employees in avoiding conflicts between their personal interests and their public responsibilities.

Who is covered by the Act?

The code of conduct established by the Act applies to all full-time and part-time public servants (public employees, elected and appointed public officials) who serve in the legislative, judicial and executive branches of state, county and municipal governments and their respective boards, commissions and agencies.

What is the Ethics Commission?

The West Virginia Ethics Commission was created to administer the Ethics Act. It is comprised of nine part-time citizen members appointed by the Governor and approved by the West Virginia Senate. The Commission is supported by a staff of five full-time and two part-time employees.

What does the Commission do?

The Ethics Commission is responsible for enforcing the Ethics Act and advising public servants regarding the Act.

Many questions from the public can be addressed by staff over the phone. Please call (304)558-0664 or contact staff by email at ethics@wv.gov.

Some questions require consideration by the full Commission at its regular monthly meeting through the issuance of a written Advisory Opinion.

The Commission's Committee on Open Governmental Meetings answers questions from governing bodies and their members, and provides Advisory Opinions on the meaning and application of the Open Meetings Act.

The Committee on Standards of Conduct for Administrative Law Judges answers questions from ALJs and provides Advisory Opinions to them which interpret the Code of Conduct for State Administrative Law Judges. It also rules on complaints filed against ALJs.

The Ethics Commission is also responsible for the registration and reporting of lobbyists and for the processing of Financial Disclosure Statements.

Minimal Ethical Standards* Established by the Act

**Agencies may impose stricter rules of conduct than those set forth in the Ethics Act.*

Private Gain

The basic principle underlying the code of conduct created by the Ethics Act is that those in public service must use their positions for the benefit of the public and not for their own private gain or for the private gain of another.

For example:

- Public servants may not use their agency's supplies or equipment for personal projects or activities.
- Public employees and full-time appointed officials may not work on personal projects or activities during work hours for which they are paid by their government employer.
- Public servants may not use subordinates to work on personal projects or activities during work hours or compel them to do so on their own time.

Nepotism

The Ethics Act prohibits "nepotism," which is favoritism shown or patronage granted in employment or working conditions by a public official or public employee to relatives or persons with whom the public official or public employee resides. "Public official" and "public employee" include all elected and appointed public officials and public employees, whether full- or part-time, in state, county, municipal governments and their respective boards, agencies, departments and commissions and in any other regional or local governmental agency, including county school boards.

"Relative" means spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law.

A public agency, including its officials and employees, must administer the employment and working conditions of a relative of a public employee or a public official or a person with whom the public official or employee resides in an impartial manner. To the extent possible, a public official or public employee may not participate in decisions affecting the employment and working conditions of his or her relative or a person with whom he or she resides. If he or she is one of several people with the authority to make these decisions, others with authority shall make the decisions.

A public official or public employee may not directly supervise a relative or a person with whom he or she resides. This prohibition includes reviewing, auditing or evaluating work or taking part in discussions or making recommendations concerning employment, assignments, compensation, bonuses, benefits, discipline or related matters. This prohibition does not extend to matters affecting a class of five or more similarly situated employees.

If a public official or public employee must participate in decisions affecting the employment, working conditions or supervision of the public official or public employee's relative or a person with whom the public official or public employee resides, then:

- An independent third party shall be involved in the process. A public official or public employee may not use a subordinate for the independent third party unless it is an elected public official who may not lawfully delegate the powers of his or her office, e.g., county assessor or county clerk, and
- The public official or employee shall exercise his or her best objective judgment in making the decision, and be prepared to justify his or her decision.

Gifts

The Ethics Act provides that public officials and public employees may not solicit a gift unless the solicitation is for a charitable purpose, and the charitable purpose must be one from which they and their immediate family members derive no direct personal benefit. (However, see the exceptions set forth below.)

Public officials and employees may not directly solicit a subordinate for any gift even if the gift is for a charitable purpose. The Ethics Act's prohibition against solicitation of gifts does not apply to solicitation of political contributions.

The Ethics Act prohibits public officials and public employees from accepting gifts from lobbyists, or any person whom the official or employee knows or has reason to know is doing or seeking to do business of

any kind with his or her agency; is engaged in activities which are regulated or controlled by his or her agency; or has financial interests which may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of his or her official duties.

Notwithstanding the general prohibitions set forth in the prior two sections against public officials and employees accepting gifts, the Ethics Act provides that the following types of gifts **may** be accepted by public employees or public officials from lobbyists or others:

- (A) Meals and beverages of any dollar value may be accepted if the person purchasing the meal is present. Otherwise, public officials and employees may accept meals and beverages totaling \$25;
- (B) Ceremonial gifts or awards which have insignificant monetary value;
- (C) Unsolicited gifts of nominal value or trivial items of informational value are permissible if the value of any one item, or a combination of items from the same source, given to a public official or employee does not total more than \$25 in one calendar year;
- (D) Reasonable expenses for food, travel and lodging of the official or employee for a meeting at which the official or employee participates in a panel or has a speaking engagement. A public official or employee **may not** accept expenses for amenities at the event such as free golf or spa treatments unless they are part of the room package for all guests staying at the hotel. Reasonable expenses for food, travel and lodging for one guest to attend may be accepted;
- (E) Gifts of tickets or free admission extended to a public official or public employee to attend charitable, cultural or political events if the purpose of such gift or admission is a courtesy or ceremony customarily extended to the office and the tickets are given by the sponsor of the event. Free tickets to sporting events may only be accepted if the ticket is \$25 or less and the ticket is given by a sponsor of the event. If the price of entrance is greater than \$25, an official may accept the ticket only if it is incidental to the conduct of official or ceremonial duties;
- (F) Gifts that are purely private and personal in nature, or
- (G) Gifts from relatives by blood or marriage or a member of the same household.

Selling to Subordinates

Although they may choose to buy from a supervisor, a public servant may not personally solicit (in person, by phone or by personal letter) private business from subordinates who the public servant directs, supervises or controls. Solicitations directed to the public at large for sale of property which the public servant is not regularly engaged in selling are permitted.

Voting*

A public official may not vote on a matter in which she, or an immediate family member, has a financial interest or matters involving a business with which she or an immediate family member is associated.

Legislative voting is governed by a separate provision in the Act which permits voting by Legislators after a ruling from the presiding officer in their chamber regarding a potential conflict is obtained.

**See Voting Provisions of the WV Ethics Act Guideline for detailed information.*

Private Interests in Public Contracts, Purchases & Sales

A public servant may not have a financial interest in any contract, purchase or sale over which her public position gives her control. The public servant's spouse, dependent parents or dependent children also may not have such an interest unless the total value of the contracts, purchases or sales is less than \$1,000 in a calendar year. The Commission has authority to grant an agency a hardship exemption from this provision.

This provision applies only to:

- (1) those contracts which one's job gives him authority to award or control, and
- (2) those purchases and sales he is authorized to make or direct others to make.

Part-time appointed officials (except those covered by W. Va. Code § 61-10-15) are not subject to this prohibition provided they recuse themselves from considering and acting on such matters consistent with the provision regarding voting.

Use of Name or Likeness Using Public Funds

This section of the Act is commonly referred to as the "trinkets statute" and provides that public officials, their agents, or anyone on the public payroll may not place the official's name or likeness on trinkets and other places paid for with public funds in violation of the section's limitations and prohibitions. This section is set forth in W. Va. Code § 6B-2B-1 through -6.

This section of the Act provides limitations and prohibitions on the use of public officials' names or likenesses on "trinkets," advertising, vehicles, table skirts, banners, educational materials, websites and social media if these items are paid for with public funds.

The statute does not prohibit a public official's name and likeness on any official record, official report, letterhead, or document, certificate or instructional material issued in the course of his/her duties as a public official. Other official documents, such as fax cover sheets, press release headers, office signs and envelopes may include the public official's name, but not his or her likeness.

Licensing & Rate-Making

A public servant may not take official action on a license or rate-making matter affecting an entity in which she, or the members of her immediate family, own or control an interest of 10% or greater. In addition, unless he files a prior written public disclosure with his agency, a public servant may not take official action on a license or rate-making matter affecting a person to whom the entity in which he has an interest has sold goods or services totaling more than \$1,000 during the preceding year.

Changing Jobs

Full-time public servants may not: (1) seek employment with, (2) be employed by or (3) seek to purchase from, or sell or lease real or personal property to, any person or business:

- (a) that has a matter before the agency on which they are taking, or a subordinate is known to be taking, regulatory action, or
- (b) that had, within the preceding 12 months, a matter on which they took, or a subordinate is known to have taken, regulatory action.

The Ethics Commission has authority to grant an exemption from this prohibition.

Conflicts of Interest: Employment

Full-time public servants may not take personal regulatory action on matters affecting a person:

- (a) by whom they are secondarily employed, or
- (b) with whom they are seeking employment or have an agreement concerning future employment.

Dual Compensation

No public servant may receive compensation from two sources in state, county or municipal government for working the same hours except under certain limited circumstances. Persons who are allowed to make up time missed with a governmental employer to perform the duties of another governmental position are required to maintain specific time records. Their employers are required to submit these records to the Ethics Commission on a quarterly basis.

Private Pay Prohibited

Full-time public servants may not accept private pay for providing information or services which are within the scope of their public duties. They cannot sell, even on their own time, services which their public position requires them to provide.

Limitations During and After Governmental Service

Confidential Information: Public servants may not, during or after governmental service, knowingly and improperly disclose confidential information acquired through their public positions or use it to further the personal interests of themselves or of another person.

Prohibited Representation: The Ethics Act requires a public servant to obtain her agency's consent before she represents a client in a matter in which she is or was substantially involved on behalf of the agency. This applies both during and after the person's governmental service.

The prohibition applies only to those matters in which the public servant was personally involved in a decision-making, advisory or staff support capacity. It does not apply to legislators or legislative staff.

Limitation on Practice: Certain public servants are prohibited from representing persons before the agency which they serve during their employment or service and for one year after the termination of their employment or service. This is referred to as the "revolving door prohibition."

This prohibition applies only to elected and appointed public officials and full-time staff attorneys and accountants in agencies authorized to hear contested cases or make regulations.

This prohibition applies to representation in contested cases, regulation filings, license or permit applications, rate-making proceedings and in efforts to influence the expenditure of public funds. It does not apply to legislators or legislative staff.

The Ethics Commission has authority to grant an exemption from this prohibition.

Lobbying: The following public officers or employees may not, during or for one year after the termination of their public employment or service, be allowed to register as lobbyists:

- (1) Members of the Legislature;

(2) Members of the Executive Department as referenced in article VII, section one of the Constitution of West Virginia (Governor, Secretary of State, Auditor, Treasurer, Commissioner of Agriculture and Attorney General);

(3) Will and pleasure professional employees of the Legislature under the direct supervision of a member of the Legislature;

(4) Will and pleasure professional employees of members of the Executive Department under the direct supervision of the Executive Department officer and who regularly, personally and substantially participates in a decision-making or advisory capacity regarding agency or department policy;

(5) Members of the Supreme Court of Appeals;

(6) Secretaries of the Departments of Administration, Education and the Arts, Environmental Protection, Health and Human Resources, Military Affairs and Public Safety, Revenue, Transportation, Commerce and Veterans' Assistance; and

(7) Heads of any state departments or agencies.

For County Public Servants Only

Certain county personnel are also subject to W. Va. Code § 61-10-15, which is a criminal statute containing a similar, but more comprehensive, prohibition regarding contracts. The Ethics Commission is responsible for advising public servants about this statute but has no role in its enforcement.

W. Va. Code § 61-10-15 applies to:

(1) elected county officials (including sheriffs, county commissioners and school board members),

(2) appointed county officials (those who serve on county boards, commissions, authorities and agencies), and

(3) public school superintendents, principals and teachers.

It does not apply to other county workers.

W.Va. Code §61-10-15 prohibits these county employees and officials from having personal financial interests, directly or indirectly, in a contract, purchase or sale over which their public position gives them "voice, influence or control." The prohibition extends to their spouses, those whom they support, and businesses in which they have an ownership interest or by which they are employed.

The Ethics Commission has authority to grant exemptions to a county agency based upon documented hardship.

W.Va. Code §61-10-15 imposes strict limitations on nepotism in employment. County officials may not hire their spouses or dependent family members.

There are certain very specific exceptions to this statute. Contact the Ethics Commission with questions.

Complaints

The Ethics Commission and its Probable Cause Review Board investigate and resolve violations of the Ethics Act. Any citizen who is aware of a violation of the Act may file a written complaint with the Commission. In addition, the Commission itself may initiate a complaint if it receives credible evidence of a material violation of the Act.

Complaints are first reviewed by the three-member Probable Cause Review Board to determine whether the allegations in the complaint would constitute a violation of the Ethics Act. The Review Board dismisses complaints which allege trivial or inconsequential violations without an investigation.

If a complaint is investigated, at the conclusion of the investigation the Review Board may either dismiss the complaint or issue an order finding that there is probable cause to believe that the person against whom the complaint was filed violated the Ethics Act. The matter will then proceed to a public hearing or be resolved through a settlement, or "conciliation," agreement.

Persons found guilty of a material violation of the Act may be publicly reprimanded and fined up to \$5,000 per violation. The Commission also may order restitution, reimbursement to the Ethics Commission for its costs, or recommend that the person be terminated from employment or removed from office.

It is a violation of the Act to give false and misleading information to the Commission or to procure or induce another to provide false information to the Commission. If the Commission finds by clear and convincing evidence that a complaint was made in bad faith it may issue sanctions against the person who filed the complaint.

West Virginia Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301
(304)558-0664 Fax (304)558-2169
Toll Free (866)558-0664
Email: ethics@wv.gov Website: www.ethics.wv.gov

Revised July 7, 2017

§7-1-3dd. Authority to establish county wage and benefits review board; duties and powers; membership.

In addition to all other powers and duties now conferred by law upon county commissions, such commissions are hereby authorized to establish employee wage and benefits review boards.

If a county commission elects to create such a board, the board shall establish uniform:

- (a) Employee salary scales with ranges of minimum and maximum figures for each type of position within the county. Compensation within and between each salary range shall be based on merit, commensurate with experience, education and demonstrated job performance;
- (b) Job descriptions for each type of position, including assistants, deputies and employees not covered by a civil service system;
- (c) Vacation policies to be consistently applied among different employees in the same type of work;
- (d) Policies governing sick leave and vacation leave, including accumulation of leave from year to year;
- (e) County-wide grievance policies, which shall be pursued to the fullest extent before any judicial remedy may be sought; and
- (f) Other personnel practices which reflect sound, modern administrative practice.

In addition to the above duties of an employee benefits review board, the board shall establish procedures for receiving and reviewing comments and suggestions of county employees and of any citizen of the county regarding job descriptions, salary schedules and personnel policies developed for county assistants, deputies and employees not covered by a civil service system.

The employee benefits review board shall consist of the following members:

- (1) One county commissioner selected by the county commission;
- (2) County clerk;
- (3) County sheriff;
- (4) County assessor;
- (5) Clerk of the circuit court in which the county is located;
- (6) Prosecuting attorney; and
- (7) Two county employees selected by the county commission, one of whom shall be a member of a county civil service system, in counties which have such systems, and one of whom shall not be covered by civil service. Each employee member shall be selected from a different county office. Neither employee member shall be an elected official.

The county commission shall appropriate sufficient funds for the board to accomplish in a reasonable and proper manner the duties specified herein.



STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
AND PUBLIC SAFETY
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT
Building 1, Room EB-80
1900 Kanawha Blvd., East
Charleston, West Virginia 25305-0360
Telephone: (304) 558-5380 Fax: (304) 344-4538

JIM JUSTICE
GOVERNOR

JEFF S. SANDY, CAMS, CFE
CABINET SECRETARY

JIMMY J. GIANATO
DIRECTOR

August 7, 2017

Jefferson County OES
Attn: Ms. Barbara Miller
28 Industrial Blvd, Suite 101
Kearneysville, WV 25430

Re: EMPG Site Monitoring Visit – July 18, 2017

Dear Barbara,

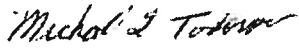
This letter is a follow up of the EMPG On-Site Monitoring Visit held at the Jefferson County OES on July 18, 2017. Thank you for your willingness to host FEMA representatives, Perry & Associates personnel, and me. I do think this was a great visit and I thank you and Mr. Allen for your outstanding efforts.

A copy of the WV DHSEM Grant Management Worksheet and a sign roster is attached for your files. As noted on the worksheet, there are no items requiring a Management Improvement Plan, nor are there any findings. However, I would like to highlight a few items that I made note to follow up.

- We talked about the timing and delays with EMPG and I committed to work on this issue and I committed to work on this area. Also, FEMA mentioned that we need to continue to press for improvements in this area. I am happy to report that we have made personnel changes, publishing schedules of critical points in the process. None of these are complete fixes, but we are on a journey. Thank you for your comments in this area.
- New Emergency Manager Training was also discussed. It seems as if on each visit I conduct this comes up. We do plan on this training later this Calendar Year, but not sure if it will be state wide. I am in favor of doing this by region, but our team will make the final decision.
- We talked about quarterly reports and I do think we will re-engage the quarterly reports, redesign the template and use them for feeder reports on our quarterly PPRs to FEMA. Again, thank you for bringing this to my attention.
- We talked about A-133 – External Audits – whether to have a hard copy or the URL for the State Data Base in the file. We will provide a formal policy on this not later than 1 September 2017.
- I asked if we could use your system as an example (due to the fact your files are excellent) when we do our formal training and you agreed.

Again, I want to note that your monitoring visit was without flaw and you and your staff are to be commended for your outstanding effort. Please share the details of this monitoring with your County Commission.

Sincerely,

A handwritten signature in black ink that reads "Michael L. Todorovich". The signature is written in a cursive style with a prominent initial "M".

Michael L. Todorovich



Jim Justice
Governor of West Virginia

August 2, 2017

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

Dear Commissioner Onoszko:

I am pleased to inform you that I have approved a Community Corrections (CC) program grant award, to the Jefferson County Commission in the amount of \$140,000. These funds will be utilized for the continued operation of a community corrections program in Jefferson County.

Please let me know if our Division of Justice and Community Services' staff or I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Justice".

Jim Justice
Governor

JJ/lbm

cc: Ronda Eddy



Jim Justice
Governor of West Virginia

August 2, 2017

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

Dear Commissioner Onoszko:

I am pleased to inform you that I have approved a Juvenile Justice and Delinquency Prevention (JJDP) Title II grant award to the Jefferson County Commission in the amount of \$20,000. These funds will be utilized to support the position of a Prevention Resource Officer (PRO) in Jefferson High School.

Please let me know if our Division of Justice and Community Services' staff or I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Justice".

Jim Justice
Governor

JJ/lbm

cc: Ms. Deborah Lowe



FEMA

July 31, 2017

Patsy Noland
County Commission President
124 East Washington Street
P.O. Box 250
Charles Town, West Virginia 25414

Community: Jefferson County, West Virginia
CID: 540065

Dear Ms. Noland:

The Federal Emergency Management Agency (FEMA) Region III has conducted a watershed study for the Conococheague-Opequon Watershed under the Risk Mapping, Assessment, and Planning (Risk MAP) program. Risk MAP is FEMA's holistic approach to floodplain management and risk assessment. The Risk MAP watershed project started with "Discovery" meetings in June of 2012, which your community was invited to. Since that time, FEMA Region III has developed non-regulatory Risk MAP Flood Risk Products for the watershed. Information about the Risk MAP program and the different types of Flood Risk Products is available at, <https://www.fema.gov/risk-mapping-assessment-and-planning-risk-map> and <https://www.fema.gov/risk-map-flood-risk-products>.

The purpose of this letter is to invite you to one of two Resilience Meeting and Reconnaissance Workshops to discuss the Flood Risk Products that have been developed, discuss how your community can use the products, and discuss potential flood risk mitigation actions your community can take. These very important meetings will be held on:

- **Tuesday, August 29th** from 9:00–11:30 PM at the Berkeley County Council Chambers, 400 West Stephen Street, 4th Floor, Martinsburg, WV 25401.
- **Tuesday, August 29th** from 1:30–4:00 PM at the Washington County Division of Emergency Management Services, 16232 Elliott Parkway, Williamsport, MD 21795.

At the meetings, we will review resilience priorities at the local and regional level, present the Flood Risk Products and discuss their use, promote mitigation actions, and discuss opportunities for functional partnerships to achieve action.

We recommend that, in addition to your community CEO and floodplain administrator, you consider sending your emergency managers, GIS staff, engineers, public outreach specialists, and/or planners as appropriate given your community's resources. (If some of these tasks are contracted out, you may wish to determine whether that contractor will be attending the meeting on behalf of other clients to maximize efficiency.) In addition, we recommend inviting others with a vested interest in your watershed's resources, floodplains, and flood risk. This meeting will involve representatives from FEMA, FEMA's Mapping Partners, representatives of your State, and officials and stakeholders throughout the watershed.

FEMA is committed to ensuring that the meeting and materials are accessible to all, and so in accordance with the Americans with Disabilities Act (ADA) (www.ada.gov), reasonable accommodations are available upon request. When requesting accommodations, please include a description of the accommodation you need and

include as much detail as possible, including how we may contact you if more information is needed. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may not be possible to fill. Please contact Philip Mattiacci at philip.mattiacci@fema.dhs.gov or 267-270-5804 with any questions or concerns regarding accommodations.

We thank you for supporting this effort. The partnership between FEMA and your community will be vital to our success in reducing flood risk and increasing resiliency. If you have any questions regarding this meeting, please do not hesitate to contact the Study Manager, Christine Estes, at Christine.Estes@aecom.com or 301-820-3282.

If you have any other questions, please contact me at Matthew.McCullough@fema.dhs.gov or 215-931-5587.

You are not required to RSVP for these meetings.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew McCullough", with a long horizontal line extending to the right.

Matthew McCullough
FEMA Region III



State of West Virginia

John B. McCuskey

**State Auditor and
Chief Inspector**

July 18, 2017

**Office of the State Auditor
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305**

**Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-6414
www.wvsao.gov**

Honorable Members of the Board
Jefferson County Board of Health
1948 Wiltshire Road, Suite 1
Kearneysville, West Virginia 25430

Dear Members of the Board:

Enclosed is a copy of the audit report of the Jefferson County Board of Health for the fiscal year ended June 30, 2016.

As the recipient, you are required to notify all members of the governing body of the receipt of this report and related correspondence and make the contents available for inspection by all such officers. You are also advised that this report, under the provisions of West Virginia Code §6-9-9a, is considered public information and must be made available for public inspection. Your audit is posted to the West Virginia State Auditor's website at <http://www.wvsao.gov/ChiefInspector/pdfAuditWebApp/Default.aspx>. You can also contact us if you would like to receive further copies of the report directly from us.

While we are pleased to note that the audit report does not contain instances of noncompliance or internal control weaknesses, it remains the responsibility of all members of the governing body to review the audit report and strive to maintain a high quality of service for the community.

If I can be of further assistance, please do not hesitate to contact this office.

Very truly yours,

A handwritten signature in black ink, appearing to read "Charles K. McKinney".

Charles K. McKinney
Assistant Chief Inspector
Chief Inspector Division

CKM/et

Enclosure

cc: Hon. Peter Onoszko, President
Jefferson County Commission

State of West Virginia DHHR BPH
Vicky Hunter, Central Finance

Division of Local Health
Amy Atkins, Director



State of West Virginia
John B. McCuskey

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State Auditor and
Chief Inspector

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July 18, 2017

Honorable Members of the
Jefferson County Board of Health
Kearneysville, West Virginia 25430

We have audited the financial statements of the Jefferson County Board of Health for the fiscal year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 17, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Jefferson County Board of Health are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2016. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The following describes the most sensitive accounting estimates reflected in the entity's financial statements:

Management's estimate of the allowance for uncollectible accounts is based on a review of historical levels of revenues and prior year uncollectible amounts. Management utilizes the straight-line depreciation method for capital assets. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 18, 2017.

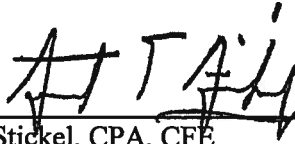
Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the Schedule of the Government's Proportionate Share of the Net Pension Liability and the Schedule of Government Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This information is intended solely for the use of Jefferson County Board of Health and management of Jefferson County Board of Health and is not intended to be, and should not be, used by anyone other than these specified parties.



Stuart T. Stickel, CPA, CFE

Deputy State Auditor

Chief Inspector Division

Office of the State Auditor



Tim Boyde
124 East Washington Street
Charlestown, WV 25414

Comcast
Government Affairs Department
7850 Walker drive, 2nd Floor
Greenbelt, MD 20770
(301) 836-9436

July 27, 2017

NOTICE FROM COMCAST

Dear Sir or Madam:

As part of our ongoing commitment to keep you updated on issues that concern our customers in your community, we would like to let you know that in the coming days we will be notifying customers of updates to our Comcast Agreement for Residential Services and providing a copy of the updated agreement with their August bill.

The Comcast Agreement for Residential Services provides the terms and conditions for our Xfinity TV, Internet and Voice services and can be viewed at:

www.xfinity.com/Corporate/Customers/Policies/SubscriberAgreement.html.

Key updates include the following.

- We've identified additional ways for us to notify customers of changes to our services, including by email and online on our website.
- We've moved some material related to our Internet and Voice services to our website.
- We require customers to notify us of changes to their telephone number and other contact information so we can ensure that we are contacting the correct person in accordance with applicable laws.
- We've updated portions of our arbitration provision to make its terms more clear.

A sample customer notification is attached for your reference.

If I can be of any further assistance, please contact me at (301) 836-9436.

Sincerely,

A handwritten signature in blue ink, appearing to read "K Broadhurst".

Kevin Broadhurst
VP Government & Regulatory Affairs

Attachment: Customer Notice



We've made updates to our Comcast Agreement for Residential Services

We want to let you know that we're updating our customer terms of service. You can view the agreement [here](#), and you also will receive a copy with your upcoming bill. You don't need to take any action.

You should review the agreement, but here are a few of the key updates:

- We've identified additional ways for us to notify you of changes to our services, including by email and online on our website.
- We've moved some material related to our Internet and Voice services to our website. They may be viewed [here](#).
- Under the new agreement we require you to notify us of changes to your telephone number and other contact information so we can ensure that we are contacting the correct person in accordance with applicable laws.
- We've updated portions of our arbitration provision to make its terms more clear.

Thank you for being an XFINITY customer.



All part of our commitment to you



This is a service-related email. Comcast will occasionally send you service-related emails to inform you of service upgrades or new benefits

Please do not reply to this email, it is not monitored. If you'd like to contact us, please visit our website [here](#).

Comcast respects your privacy. For a complete description of our privacy policy, [click here](#).

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Comcast Cable, One Comcast Center 1701 JFK Boulevard, Philadelphia, PA 19103
Attn: Email Communications

**LABOR
DAY**

Jefferson County Commission

offices will be closed

on

Monday, September 4, 2017

in observance of Labor Day.



Jefferson County, West Virginia

Office of Planning and Zoning
116 East Washington Street, 2nd Floor
Charles Town, WV 25414

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

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

MEMO

TO: County Commission
FROM: Planning Commission
DATE: August 9, 2017
RE: FY 2017 Annual Report

The West Virginia Code §8A-2-11, "Planning Commission's Powers and Duties" requires every Planning Commission to "make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction". To that end, the attached is an overview of the major activities undertaken over the past fiscal year by the Jefferson County Office of Planning and Zoning, Planning Commission, and Board of Zoning Appeals, prepared by the Office of Planning and Zoning and approved by the Planning Commission on August 8, 2017 to be forwarded to the County Commission of Jefferson County.

As a supplement to this report, the Planning Commission is also preparing a status report regarding the *Envision Jefferson 2035 Comprehensive Plan* (approved 1/4/15) for the County Commission's information and review. This report provides a review of the numerous Goals and Objectives in the Plan and reports which items have been completed, are in progress, or have not been initiated. This report will be forwarded to the County Commission later in the Fall 2017.

ANNUAL REPORT FOR PLANNING AND ZONING

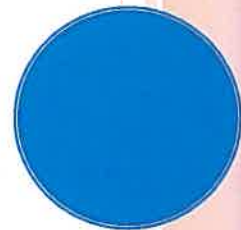
FY 2017 (July 1, 2016 – June 30, 2017)

West Virginia Code §8A-2-11, “Planning Commission's Powers and Duties” states that a planning commission is required to “make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction”.

To that end, the following is an overview of the major activities undertaken over the past fiscal year by the Jefferson County Office of Planning and Zoning, Planning Commission, and Board of Zoning Appeals, prepared by the Office of Planning and Zoning and approved to be forwarded to the County Commission of Jefferson County by the Planning Commission on August 8, 2017.

Additionally, a status report regarding the *Envision Jefferson 2035 Comprehensive Plan* (approved 1/ 4/15) will be provided at a later date and made a part of this Annual Report to provide the County Commission with information regarding completed and pending *Plan* recommendations.

8/8/2017



Annual Report for Planning and Zoning

FY 2017 (July 1, 2016 – June 30, 2017)

PROJECTS UNDERTAKEN/IN PROGRESS		Status
PLANNING COMMISSION ITEMS		
Planning Commission Meetings: 10 Total		
Subdivision Regulations Text Amendments 2 Total		Status
STA16-01	Staff worked 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
STA15-04	Replace Section 7.3 Campground Requirements with a new Division 8.0 regarding Campgrounds Regulations; add Definitions	Approved by CC 9/29/16
Zoning Ordinance Text Amendments 4 Total		Status
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
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance and increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	Approved 3/16/17
ZTA15-02	New Article 8, Section 8.17 Campgrounds; new Definitions; Amendments to Appendix C, Principal Permitted Uses	Approved by CC 9/29/16
ZTA14-02	Mass Event Regulations – on-going; PC held second Public Hearing on 12-08-15; CC postponed future Public Hearing until Summer 2016 at their 2/4/16 meeting.	Pending CC PH TBD
Long Range Planning:		Status
No long range projects this Fiscal Year		

Major Subdivision/ Concept Plan (Public Workshop before PC)		1 Total	Status
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
Site Plan/Concept Plan (Public Workshop before PC)		4 Total	Status
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 The 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
S17-01 (CP)	Genesis Center The proposed project, to be located on the Henry property south of Morgan Grove Park, consists of a mixed commercial/residential development in the Neighborhood Commercial zone.		Approved 3/28/17 PC Meeting
S16-06 (CP)	Harper's Ferry Outdoor Resort The proposed project, to be located on the western portion of a 410 +/- acre parcel, in the vicinity of the quarry lake, consists of a total of 160 sites including cabins, RV sites, yurts and tents; a pool, pavilion, boat rentals, water side areas, bath houses and a lodge.		Approved 1/10/17 PC Meeting
Waiver/Variance from Sub. Regulations (PC)		11 Total	Status
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	<p>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.</p>	<p>Public Hearing scheduled for the 7/11/17 PC meeting</p>
PCW#17-02	<p>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.</p>	<p>Approved 6/13/17 PC</p>
PCW#17-01	<p>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.</p>	<p>Approved 4/11/17 PC</p>
PCW#16-11	<p>CTSS, LLC. (Proposed new Waffle House) Waiver from Section 21.402.D that requires that no permanent encroachments, structures, fences, or landscaping within the existing WVDOH drainage easement; and a Waiver from Article 20, Section 20.201B and/or 24.110-24.117 to allow a subdivision of two (2) new commercial lots to advance to Final Plat Stage as a Minor Subdivision and to process as a Minor Site Plan.</p>	<p>Approved 1/10/17 PC</p>
PCW#16-10	<p>Asam Family Limited Partnership (Bavarian Inn) Waiver from Waiver Request from Article 20, Section 20.201B and/or 24.110-24.117 to allow a subdivision of two (2) new commercial lots to advance to Final Plat Stage as a Minor Subdivision, to be approved administratively.</p>	<p>Approved 11/1/16</p>
PCW#16-09	<p>The Conservation Fund Waiver from requirement for a riparian buffer of 50' from the channel edge of an ephemeral stream in order to construct an aquaculture tank facility to replace a smaller existing tank facility.</p>	<p>Approved 10/11/16</p>
PCW#16-08	<p>CTSS, LLC for Charles Town Self-Storage Expansion Waiver from Section 20.102(B) requiring approval of a Site Plan prior to commencement of land development.</p>	<p>Approve for early grading and utilities outside of the WVDOH PDE 9/13/16</p>

PCW#16-07	CTSS, LLC. Waiver from Section 21.402.D that requires that no permanent encroachments, structures, fences, or landscaping within the easement area.	Approved contingent upon receiving written WVDOH approval 7/26/16
PCW#16-06	Nina Lynch Waiver from Section 20.201(A)2 of the Subdivision Regulations which allows lots in the Rural District with a minimum road frontage of 200' to front on an existing road right of way having a width of 50' and from Appendix B, Section 2.3(A)1 which requires individual lots to be served by internal subdivision roads.	Approved 7/12/16
PCW#16-05	Jefferson County Convention & Visitors Bureau Waiver from Appendix B, Section 2.5(C) that requires all parking lots and parking bays to be physically separated from the street and confined by curbing, unless other suitable design is approved by the County Engineer.	Approved 7/12/16
Zoning Map Amendments/Rezoning Requests (PC) 2 Total		Status
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 consistent with Comp Plan on 06/13/17; CC Public Hearing on 06/29/17
Z17-01	Jefferson Realty, LLC / Antonio Colandrea, Property Owner 4843 Middlway Pike, Kearneysville, WV Request to rezone from Rural to General Commercial	CC Approval 04/06/17

BOARD OF ZONING APPEALS ITEMS		
Board of Zoning Appeals Meetings:		11 Total
Zoning Variance Requests (BZA)		30 Total
		Status
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
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
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
ZV17-09	Suzin & Laurence Wright Variance Request from Section 5.7 for a reduction to a side setback distance, from 15' to 3' to allow for the construction of a 20' x 32' storage shed.	Approved 05/25/17
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
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
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
ZV17-03	Richard Pauley, Property Owner Variance Request to reduce the side setback from 8' to 6" and the front setback from 20' to 12' to allow for the replacement of an existing mobile home with a new, larger mobile home.	Approved 03/23/17
ZV17-02	Beallair Homes, LLC, Property Owner Variance from Sec 4.18 to allow Townhouse Model Home/Sales Office on Lots 52 - 67, within Phase 2.	Approved 03/23/17

ZV17-01	Michael Witteried, Applicant Linda Conn & Marshall Campbell, Jr., Property Owners Variance Request to reduce building setbacks for a lot that is greater than 2 acres (40' Front; 15' Side, and 50' Rear) to the setbacks required for a lot that is 40,000 sq. ft. to 2 acres (25' Front; 12' Side; and 12' Rear).	Approved 02/23/17
ZV16-28	Christina Firaben and Alex Arneson Variance Request for a reduction of side setback from 12' to 10' for a 20' x 24'.	Approved 1/12/17
ZV16-27	CTSS, LLC, owner Variance to eliminate the required four (4) foot west side & rear property line parking setbacks and the 10 foot west side & rear property line landscape buffers; and to eliminate the required 50' landscape buffer when located within 1/3 mile of a controlled access highway.	Approved 1/12/17
ZV16-26	Jacob & Anna Binkley, owner Variance Request to allow the use of an existing barn for Rural Reception Events.	Approved 12/8/16
ZV16-25	Michael & Lori DeCelie, owner Variance Request for a reduction of the rear setback distance from 50' to 15' to allow for construction of a new home in an area that is not in the Flood Plain.	Approved 12/8/16
ZV16-24	William Rinkles, owner Variance Requests requirement that no accessory structures shall be erected within the required front yard and for a reduction of the front setback distance from 40' to 25' to allow for the construction of a 28' x 38' garage	Approved 11/10/16
ZV16-23	Asam Enterprises, Inc. (Bavarian Inn) 3 Variance Requests regarding: the elimination of the required 10' buffer between commercial lots; the reduction of the building setback from 50' to 25'; and the elimination of the access road and parking lot setbacks.	Approved 11/10/16
ZV16-22	Amy Secrist, owner Variance Request for a reduction of the front setback distance from 25' to 10' or 12' to continue allowing placement of an existing sign in the current installation area.	Approved 10/27/16
ZV16-21	Beallair Homes, LLC, owner Variance Request to allow Townhouse Model Home/Sales Office on Lot 51, within Phase 2 of development.	Approved 10/27/16
ZV16-20	Michael Coffman, owner Variance Request for a reduction of the side setback distance from 15' to 8' to allow for the construction of a 24' x 30' Pioneer Pole Building/Garage.	Approved 10/27/16
ZV16-19	David Leighton, owner Variance from Section 9.7 to reduce the rear setback from 12' to 6' to allow for the construction of a 36' x 14' deck.	Approved 9/22/16

ZV16-18	McGee Civil Construction, LLC, owner Variance from various sections and Appendix B related to landscaping and fencing requirements	Approved 9/22/16
ZV16-17	Bavarian Inn Variance from Section 4.6B.2 to reduce the side distance requirement for a commercial use adjacent to a residential use from 75' to 57' to allow for the construction of an addition to the existing Bavarian Inn	Approved 9/22/16
ZV16-16	Jefferson County Convention and Visitor's Bureau, applicant, on behalf of the Jefferson County Commission, owner Variance from Appendix B to reduce the front parking setback from 15' to 0'; and Section 11.1A to allow on-street parking	Approved 7/28/16
ZV16-15	Jefferson County Convention and Visitor's Bureau, applicant, on behalf of the Jefferson County Commission, owner Variance from Appendix B to reduce the front setbacks from 40' to 19.97'	Approved 7/28/16
ZV16-14	Jefferson County Development Authority, owner for lots in Burr/Bardane still in the ownership of JCDA Variance from various sections and Appendix B related to the required front, side and rear building setbacks to 25' for all lots and to reduce the required side and rear landscape buffer to 10' and to allow a modified planting standard; and to allow existing vegetation in lieu of the aforementioned modified planting standard.	Approved 7/28/16
ZV16-13	Beallair Homes, LLC, owner Variance from Section 4.18 to allow a staffed model home on Lot 111, which is located within the interior of the subdivision	Approved 7/28/16
ZV16-12	Beallair Homes, LLC, owner Variance from Section 5.4B1 to reduce the rear setback from 20' to 12' for any residential structures on Lots 112, 127, and 128	Approved 7/28/16
Conditional Use Permit (CUP) Applications (BZA) 4 Total		Status
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

CP16-01	Wheatlands Property Management / Jesse Morgan, owner Micro-Brewery with "Tasting Room"; Pub-style Restaurant serving no more than 250 seats, including outside seating; Farm Market/Store; Country Inn or Bed & Breakfast; Professional Office Space; and two (2) Residential Units..	Failed LESA
Seasonal Use Permit (SU) Applications (BZA) 1 Total		Status
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
Zoning Appeal of Administrative Decision (BZA) 1 Total		Status
AP16-02	Runnymede Homeowners Association Variance Request for a reduction of the side setback distance from 15' to 8' to allow for the construction of a 24' x 30' Pioneer Pole Building/Garage.	Zoning Administrator's Determination Upheld 1/12/17

PLANNING & ZONING STAFF ITEMS		
Pre-Proposal Conference (PPC) Meetings: 73 Total (33 Minor Subdivision, 3 Major Subdivision & 37 Site Plan)		
Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 259 Total		
Zoning and Land Development Fees Collected: \$29,460.60		
Zoning Certificates (Staff) 44 Total		Status
See page 15 for detailed list of Zoning Certificates.		39 Approved 3 Pending 2 denied
Minor Site Plans (Staff) 14 Total		Status
S17-09	Burr Industrial Park - Lot 23 (Steeley Way); owner: JCDA 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	Under review

S17-08	Popeye's Restaurant; Owner: Sharp, Best & 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	Under review
S17-07	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	Under review
S17-06	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	Under review
S17-05 (CP)	H&G Catrow Contracting, Inc 7174 Martinsburg Pike (Route 45) To be divided into two commercial lots. Proposed project consists of an approximate 10,000 sq. ft. general retail store on a proposed Lot 1 to be served by well and septic. Submitted: Concept Plan 03/24/17; Site Plan not yet submitted	Concept Plan Public Workshop held 4/11/17
S17-04	River Riders/Cliffside Inn Connector Road 408 Allstadts Hill Rd, Harpers Ferry Design and construction of toad connecting River Riders and the Clarion Harpers Ferry Hotel and redesign of Allstadts Hill Road to access Clarion Harpers Ferry Hotel parking lot. Submitted: 02/16/17	Under review with related waiver request; awaiting resubmittal
S17-03	Grace Baptist Church Concept Plan 3160 Charles Town Road, Kearneysville Proposed two Phase Church Project: Phase I: 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
S17-01 (CP)	Genesis Center Route 480, Kearneysville Pike (adj. to Morgan's Grove Park) Proposed 3 commercial lots including potential restaurant, general commercial/retail and health care facility and 12 detached single family Villa Units Submitted: 01/23/17	Concept Plan Public Workshop 3/28/17

S16-07	Harpers Ferry Visitor's Center 37 Washington Ct, Harpers Ferry Two-story 1,020 sf visitor center, a 18' x 26' roofed area w/ concrete courtyard & walkways and required Submitted: 12/06/16	withdrawn
S16-06 (CP)	Harper's Ferry Outdoor Resort East Side of Millville Road (Route 27) south of US 340. Re: The proposed project consists of RV spaces, outdoor camping, cabins, a Lodge and outdoor recreational amenities. Submitted: 11/21/16	Concept Plan Public Workshop 1/10/17
S16-05	Whale of a Wash Laundromat Addition 04 Maddex Square Dr., Shepherdstown. 1,690 sq. ft. laundromat addition to an existing car wash Submitted: 10/19/16	Approved 11/28/16
S16-04	David Waddell Construction of a new 7,200 square foot warehouse building on Lot 6, Kramer Subdivision Submitted 8/10/16	Approved 10/17/16
S16-03	The Conservation Fund/Freshwater Institute New 5,478 s.f. Aquaculture Tank Building to replace existing 3068 Sq. ft. hoop structure Submitted 08/04/16	Approved 10/17/16
Minor Subdivisions (Staff)		21 Total
		Status
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
17-07	Gorman MSD - Lot 1 & Lot 2 (Residue)	Approved 03/17/17
17-05	Lickteig MSD - Lot 1, 2 & 3 (Residue)	Approved 03/15/17
17-04	Everhart MSD - Lot 1 & Lot 2 (Residue)	Under review – awaiting resubmittal
17-03	Bavarian Inn MSD - Lot 1 & Lot 2 (Residue)	Approved 03/27/17
17-02	Lands of CTTS, LLC MSD - Lot A & Lot B	Approved 05/24/17
17-01	Prilliman MSD - Lots 1, 2, 3 & 1A (Residue)	Approved 02/03/17
16-14	Laycock MSD – Lot 3 & 5	Approved 01/09/17

16-13	Zappe MSD – Lot1 & Residue	Approved 01/09/17
16-12	Mellott MSD -- Lot 1 & 2 Residue	Approved 10/17/16
16-11	Shea MSD -- Lot 1 & 2 Residue	Approved 04/10/17
16-10	Guay MSD -- Lot 1 & 2	Under review -- awaiting resubmittal
16-09	Lynch MSD/Resubdivision of Lot #1 Merryfield Farm Estates -- Lot 1A & 1B Residue	Approved 09/20/16
16-08	Biller MSD -- Lot 1 & 2 Residue and Merger	Approved 9/27/16
16-07	Eisner MSD -- Lots 1-4 Residue	Approved 01/20/17
16-06	Dodson MSD -- Lot 1 & 2 and Lot 3 Residue	Approved 01/05/17
16-05	Van Camp MSD -- Lot 1 & Lot 2 Residue	Approved 08/17/16
16-04	Boyd MSD -- Lot 1 & Lot 2 Residue	Approved 08/01/16
16-03	D'Angelo MSD -- Lot 1 & Lot 2 (Residue)	Approved 07/06/16
Boundary Line Adjustments (Staff)		34 Total
		Status
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	Approved 04/06/17

M17-06	Abelow Merger	Approved 03/23/17
M17-05	Caseco, LLC Merger	Approved 02/27/17
M17-04	Stuckey Merger	Approved 02/07/17
M17-03	Sheehan – Shipley (Riverside Acres)	Approved 03/13/17
M17-02	James & Lisa Boyer	Approved 02/01/17
M17-01	Borden Farm, LLC – John B. Hammond	Approved 01/04/17
	Quynn Merger	Approved 12/21/16
	Walls Merger	Approved 12/9/16
	Reiter Merger	Approved 1/30/17
	O'Sullivan Farms Merger	Approved 12/15/16
	Liskey Merger	Approved 12/22/16
09-26-16	Wilson-Trout Merger	Approved 10/06/16
	Biller Merger	Approved 10/06/16
09-19-16	Richardson – May Merger	Approved 09/28/16
09-02-16	Gordon – Marino Merger	Approved 09/28/16
09-01-16	Abelow Merger	Approved 09/14/16
08-23-16	Miller – Walls Merger	Approved 08/26/16
08-17-16	Jackson Woods Consolidation Plat	Approved 08/25/16
08-09-16	Seven Springs, Inc – Lot J Tulip Hill	Recorded without approval of P&Z 08-31-16
08-03-16	Oak Meadow, LLC (Lake Parcel)	Approved 08/11/16
07-25-16	Donley Merger	Approved 09/07/16

07-13-16	Nick Sr. to Nick Jr. Merger	Approved 08/02/16
07-06-16	Osprey Holdings, LLC	Approved 07/28/16
05-23-16	Charles Town Self Storage Merger	Approved 07/21/16
05-11-16	D'Angelo Merger	Approved 07/06/16

ITEMS REQUIRING COMMISSION ATTENTION		Status
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
PROPOSED PROJECTS		Status
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	<i>Envision Jefferson 2035</i> recommends a Small Area Plan for 340S once DOH publishes the Record of Decision

PLANNING COMMISSION MEMBERS – FY 2017

1. Donnie Fisher, President (term expires 03/31/20)
 2. Wade Louthan, Vice President (term expires 03/31/19)
 3. Clifford (Gene) Taylor, Secretary (term expires 03/31/18)
 4. Ron Thomas (term expires 03/31/20)
 5. Ray Bruning (term expires 03/31/20)
 6. Steve Stolipher (term expires 03/31/18)
 7. Gary Phalen (resigned 5/22/17)
 8. J Ware (term expires 03/31/19)
 9. Peter Onoszko, County Commission Liaison
-
- Mike Chapman (term expired 03/31/17)
 - Richard (Dick) Childs (term expired 03/31/17)

BOARD OF ZONING APPEALS MEMBERS – FY 2017

1. J. Tyler Quynn, Chair (term expires 01/01/20)
2. Jeffrey C. Bannon, Vice Chair (term expires 01/01/19, reappointed)
3. Jeffrey Bresee (term expires 01/01/18)
4. Matt Knott (term expires 01/01/20)
5. Ted Schiltz (term expires 01/01/18)
6. Deirdre Catterton, Alternate (term expires 01/01/18)

DEPARTMENTS OF PLANNING AND ZONING STAFF – FY 2017

1. Jennifer M. Brockman, AICP, County Planner
2. Alexandra Beaulieu, Zoning Administrator
3. Jennilee Hartman, Zoning Clerk
4. Rhonda Greenholtz, Planning Clerk
5. Christine Chalmers, Office Clerk

Zoning Certificates Issued		42 Total	Approval Date
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

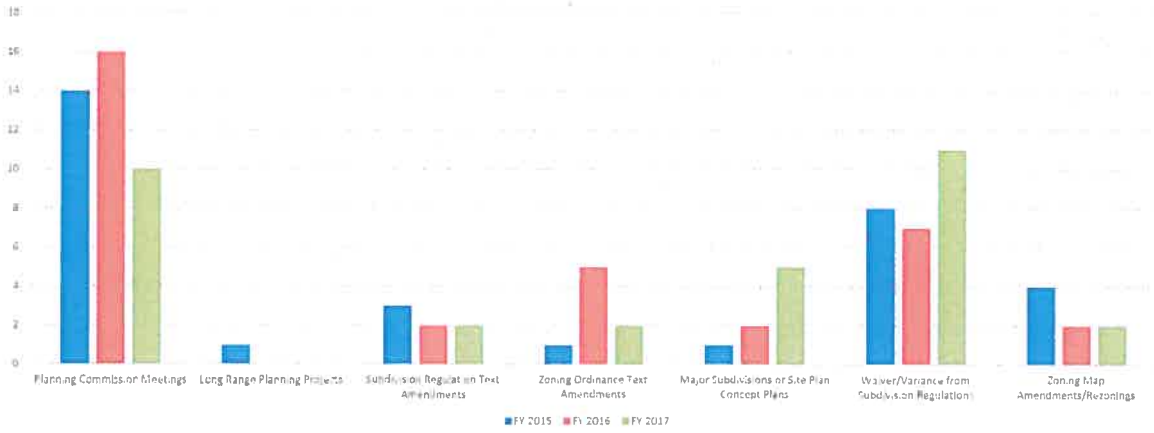
ZC17-14	American Promotional Events / TNT Fireworks, Applicant Permelynn of Westchester, Inc., Property Owner Temporary sale of legal fireworks Walmart Parking Lot; 96 Patrick Henry Way Zone: Residential-Light Industrial-Commercial	Approved 04/12/17
ZC17-13	Lutman Mobile Homes / David Lutman, Applicant Replace four mobile home units destroyed by fire. 33, 37, 45, & 49 5 th 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
ZC17-09	Fireworks Now, Applicant Temporary sale of legal fireworks from an 8' x 45' sea-container sales stand. 186 Flowing Springs Road, Charles Town, WV Zone: Residential-Light Industrial-Commercial	Approved 03/28/17
ZC17-08	American Promotional Events / TNT Fireworks, Applicant Temporary sale of legal fireworks in a 20' x 40' tent and storage container. Dates of Operation: 06/18/17 – 07/06/17 154 Wolfcraft Way, Charles Town, WV (Gypsy Flea Market) Zone: Residential-Light Industrial-Commercial	Approved 03/27/17
ZC17-07	River Riders, Inc. / Matt Knott, Property Owner Recreational and Commercial Tourism Operation comprised of various indoor and outdoor recreation areas 408 Alstadts Hill Road, Harpers Ferry, WV Zone: Residential – Light Industrial – Commercial	Approved 02/28/17
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

ZC17-04	Second Impressions Boutique, LLC, Applicant Change in Tenant. Consignment Shop. 43 Ruland Road, Suite F, Kearneysville, WV Zone: Industrial-Commercial	Approved 02/17/17
ZC17-03	River Riders, Inc. / Matt Knott, Property Owner Helipad as Commercial Use 408 Alstadts Hill Road, Harpers Ferry, WV Zone: Residential-Light Industrial-Commercial	Approved 02/28/17
ZC17-02	Jay Cameron Clemens & Carolyn De Seen, Property Owner Receptions, Ceremonies, Benefits, Dances/Proms and similar type functions at Wild Goose Farm 2935 Shepherd Grade Road, Shepherdstown, WV Zone: Rural	Approved 01/13/17
ZC16-47	Drive Pros, Applicant Auto Sales and Service 25 Troy Drive, Unit 100, Charles Town Zone: Residential-Light Industrial-Commercial	Approved 1/13/17
ZC16-46	Cornerstone Lawn Services, Applicant Lawn Services / Storage and Light Retail 25 Troy Drive, Unit 101, Charles Town Zone: Residential-Light Industrial-Commercial	Approved 1/12/17
ZC16-45	Andy Colandrea, Applicant Limo Service Business Operation/Home Office 60 Monte Carlo Way, Charles Town Zone: Residential-Light Industrial-Commercial	Determined that no ZC is required 12/14/16
ZC16-44	Spectrum / Seth and Ray Miller, Applicant Expansion of existing Karate class facility to include Unit C 59 Ruland Road, Suites A,B & C, Kearneysville Zone: Industrial-Commercial	Approved: 12/5/16
ZC16-43	AT&T Wireless, Applicant Replacement of 3 antennas on an existing 198' self-support Telecommunications Tower, with related support equipment 237 Tel Farm Lane; Kearneysville Zone: Rural	Approved 12/19/16
ZC16-42	Interstate Sign Co. Inc., Applicant Replace existing Shell signage with BP Sign Face including ROCS/FRESH TO GO/ATM and replace all Canopy signage 78 Somerset Boulevard, Charles Town Zone: Residential-Light Industrial-Commercial	Exempt from ZC requirement 12/21/16
ZC16-40	Jesse Morgan, Applicant Use of Mill Building as a Farm-Brewery; Use of the house as a two- family dwelling unit. 2153 Berryville Pike, Rippon Zone: Village	Approved: 12/5/16

ZC16-39	Shenandoah Personal Communications, LLC ("Shentel"), Applicant Install new antennas and related equipment on existing 120' (+/-) self-support Telecommunications Tower 512 Sandpiper Lane, Shepherdstown Zone: Residential Growth	Incomplete Application
ZC16-38	Kelley & Jennifer Rankin, Applicant Outpatient Physical Therapy, approx. 1,100 square feet 101 Maddex Square Drive, Shepherdstown Zone: Residential-Light Industrial-Commercial	Approved 11/7/16
ZC16-37	James & Lisa Boyer, Applicant Dog Kennel/Cottage Industry 404 Kabletown Road, Charles Town Zone: Rural	Approved 11/1/16
ZC16-36	Jolene Carroll, Applicant Expansion of existing Bakery including additional seating 43 Ruland Rd; Suite J Kearneysville Zone: Industrial-Commercial	Approved 10/13/16
ZC16-35	Linda Lyons, Owner / Sargenti Architects, Applicant Change in Tenant. Retail Pet Supply Store. Jefferson Crossing Shopping Center 91-A Saratoga Dr.; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	Approved 8/30/16
ZC16-34	SUSO 2 Alabama LP, Owner; Mattress Firm Inc., Applicant Change in Tenant. Retail Store specializing in Mattress Sales. 108 Patrick Henry Way; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	Approved 8/30/16
ZC16-33	John Darnell, et al Trustees, c/o T. Neil & Kenna Banks, Owners; Shenandoah Personal Communications, LLC, Applicant Property contains existing 195.0' (+/-) self-support Telecommunications Tower. Shentel to install antennas and equipment inside Existing compound, per plans per code. 3343 Shepherdstown Pike; Shepherdstown, West Virginia 25443 Zone: Rural	Approved 9/15/16
ZC16-32	340 RAINBOW, LLC, Owner / OUR 3 SONS, LLC, Applicant Change in Tenant. Restaurant & Bar. 3511 Berryville Pike; Charles Town, WV 25414 Zone: Industrial-Commercial	Approved 8/10/16
ZC16-31	WV 340, LLC c/o UNIWEST Commercial Realty, Linda Lyons, Owner; Ted Rosner, Applicant Change in Tenant. Seasonal Halloween Retail Shop (August to November 2016) 186 Flowing Springs Road; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	Approved 7/27/16

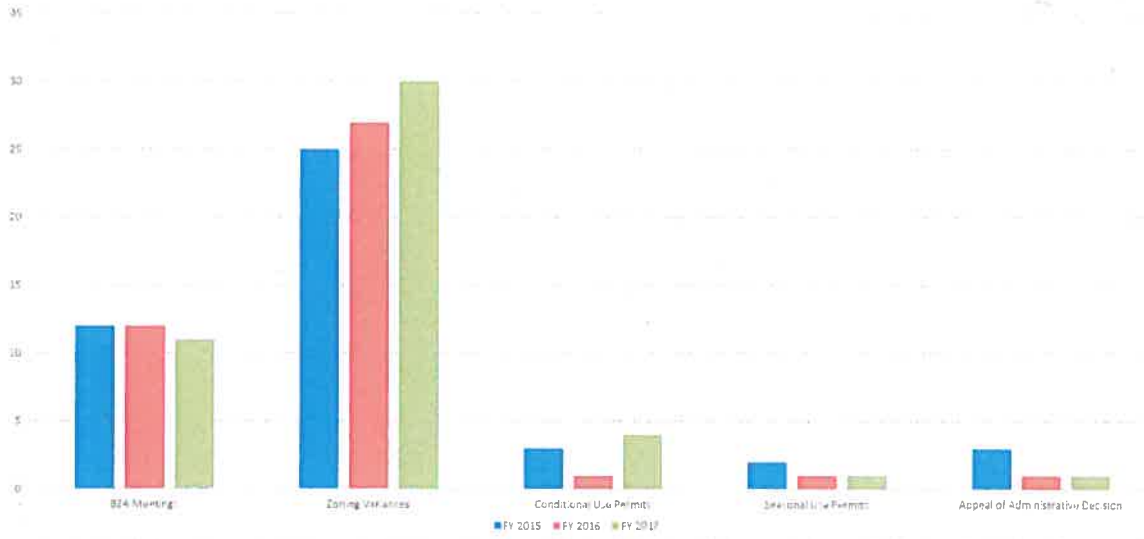
ZC16-30	LAURIE SCOTT - OWNER / APPLICANT A 40' x 8' shipping container for storage of tools and equipment associated with agricultural related activity. 424 Molers Trace; Harpers Ferry, West Virginia 25425 Zone: Rural	Approved 7/26/16
ZC16-29	CC CHARLES TOWN, LLC / OWNER; LARRY KEMPLER / APPLICANT Auto Repair, Sales and Service. Jefferson Business Park; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	Approved 7/8/16
ZC16-23	Hot Spot CT Real Estate LLC, Contact / Brent Jackson, Owner/Applicant Pawn Shop (1 st floor); One bedroom/bathroom apartment (2 nd floor). 1012 East Washington Street; Charles Town, WV 25442 Zone: Residential-Light Industrial-Commercial	Approved 7/26/16
Denied Zoning Certificates		2 Total
		Denial Date
ZC17-01	Timothy Johnson, Applicant Antique Shop & Information Center 7279 Queen Street, Kearneysville, WV Zone: Village	Denied 01/05/17
ZC16-41	Donald M. Fisher, III, Applicant Outside storage of resident's Landscape Business equipment 79 Hillcrest Drive, Kearneysville Zone: Rural	Use is found to be a "Contractor with Outdoor Storage" Denied 11/29/16

PLANNING COMMISSION ITEMS



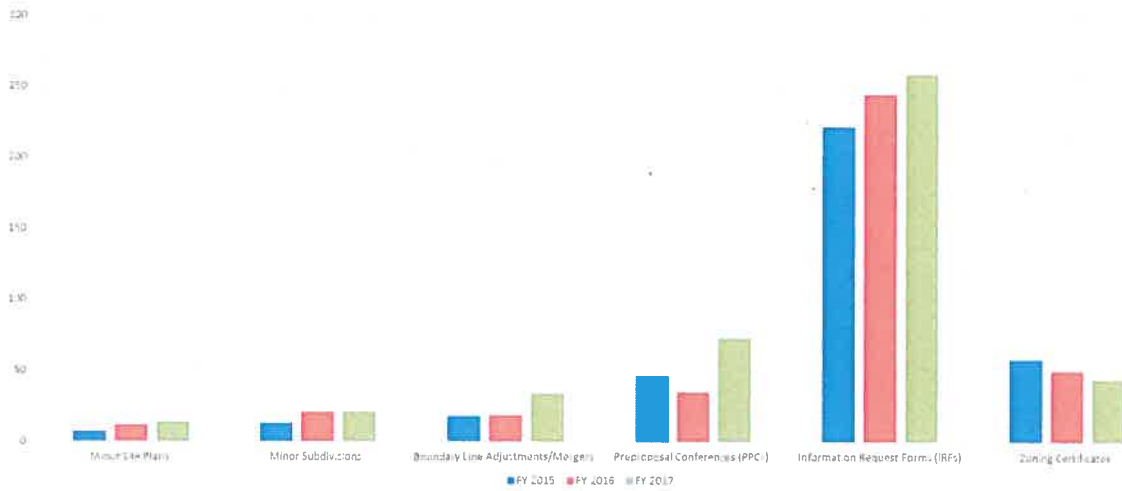
	FY 2015	FY 2016	FY 2017
Planning Commission Meetings	14	16	10
Long Range Planning Projects	1	0	0
Subdivision Regulation Text Amendments	3	2	2
Zoning Ordinance Text Amendments	1	5	2
Major Subdivisions or Site Plan Concept Plans	1	2	5
Waiver/Variance from Subdivision Regulation	8	7	11
Zoning Map Amendments/Rezoning	4	2	2

BOARD OF ZONING APPEALS ITEMS



	FY 2015	FY 2016	FY 2017
BZA Meetings	12	12	11
Zoning Variances	25	27	30
Conditional Use Permits	3	1	4
Seasonal Use Permits	2	1	1
Appeal of Administrative Decision	3	1	1

PLANNING & ZONING STAFF ITEMS



PLANNING & ZONING STAFF ITEMS	FY 2015	FY 2016	FY 2017
Minor Site Plans	7	12	14
Minor Subdivisions	13	21	21
Boundary Line Adjustments/Mergers	18	19	34
Preproposal Conferences (PPCs)	46	35	73
Information Request Forms (IRFs)	222	245	259
Zoning Certificates	58	50	44
Fees Collected	\$48,190.07	\$20,298.61	\$ 29,460.60

Impact Fee Status Report

July 2017

Office of Impact Fees

Summary

Date Range: Saturday 1 through Monday 31 July 2017

Report Date: 1 August 2017

Process Number Range: 1700146-1700159

Total Applications: 14

Total Non-Exempt: 14

Of which:

Commercial: 0

Residential: 14

Of which:

County: 11

Municipal: 3

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 July 2017	0	0	14	14
Fees collected		\$0.00	\$88,375.00	\$88,375.00
<i>Of which</i>				
School Impact Fee			\$79,800.00	\$79,800.00
Law Enforcement Fee		\$0.00	\$1,771.00	\$1,771.00
Parks & Recreation Fee			\$6,132.00	\$6,132.00
EMS Fee		\$0.00	\$672.00	\$672.00

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

Description	Amount
Opening Statement Balance (1 July 2017)	\$130,243.39
June Deposits (1 – 31 July 2017)	\$88,375.00
School June Transactions (withdraws via transfer on 17 July 2017)	(\$118,268.40)
Law June Transactions (withdraws via transfer on 17 July 2017)	(\$1,890.55)
Parks & Rec June Transactions (withdraws via transfer on 17 July 2017)	(\$9,087.89)
EMS June Transactions (withdraws via transfer on 17 July 2017)	(\$996.55)
Interest Earned (31 July 2017)	\$52.20
Ending Statement Balance (31 July 2017)	\$88,427.20
<i>Outstanding Credits (deposits through 1 August 2017)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 July 2017)	\$3,486,824.00
June Transactions (deposits via transfer on 17 July 2017)	\$118,268.40
Interest Earned (31 July 2017)	\$1,505.01
Ending Balance (31 July 2017)	\$3,606,597.41

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

Description	Amount
Opening Balance (1 July 2017)	\$96,960.63
June Transactions (deposits via transfer on 17 July 2017)	\$1,890.55
Interest Earned (31 July 2017)	\$41.56
Ending Balance (31 July 2017)	\$98,892.74

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

Description	Amount
Opening Balance (1 July 2017)	\$149,377.82
June Transactions (deposits via transfer on 17 July 2017)	\$9,087.89
Interest Earned (31 July 2017)	\$65.30
Ending Balance (31 July 2017)	\$158,531.01

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

Description	Amount
Opening Balance (1 July 2017)	\$20,003.21
Requisition 17R0120 - JCESA Mortgage (14 July 2017)	(\$20,000.00)
June Transactions (deposits via transfer on 17 July 2017)	\$996.55
Interest Earned (31 July 2017)	\$4.87
Ending Balance (31 July 2017)	\$1,004.63

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

Description	Amount
Office of Impact Fees General Account	\$88,427.20
School Impact Fee Account	\$3,606,597.41
Law Enforcement Fee Account	\$98,892.74
Parks & Recreation Impact Fee Account	\$158,531.01
EMS Impact Fee Account	\$1,004.63
Total Impact Fees	\$3,953,452.99

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

Table 8. Pending August 2017 Fee Transfers /1

Account	31 July 2017 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$3,606,597.41	\$79,846.98	\$3,686,444.39
Law Enforcement Fee Account	\$98,892.74	\$1,772.04	\$100,664.78
Parks & Recreation Impact Fee Account	\$158,531.01	\$6,135.65	\$164,666.66
EMS Impact Fee Account	\$1,004.63	\$672.53	\$1,677.16
Total Impact Fees	\$3,865,025.79	\$88,427.20	\$3,953,452.99

/1 This table represents each of the impact fee category account totals as of 31 July 2017 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in July 2017 are listed in table 1 of the General Account (3111776); these transactions will be processed in August 2017. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Saturday 1 through Monday 31 July 2017

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

Category Count: 0

Category Total

\$0.00

Non-Exempt Applications

1700146	07/05/2017	Rinker	Donald	06 Kabletown	1173	352	6C	148	\$6,347.00	07/05/2017	N/A
1700147	07/05/2017	Lutman		02 Charles Town	1176	691	929	3	\$6,347.00	07/05/2017	N/A
1700148	07/05/2017	Lutman		02 Charles Town	1176	691	1	5	\$6,347.00	07/05/2017	N/A
1700149	07/05/2017	Lutman		06 Kabletown	1186	564	15	19	\$6,347.00	07/05/2017	N/A
1700150	07/05/2017	Lutman		06 Kabletown	1186	564	15	20	\$6,347.00	07/05/2017	N/A
1700151	07/06/2017	Tim	Southern Home	02 Charles Town	1190	570	16	141	\$6,347.00	07/06/2017	N/A
1700152	07/11/2017	JC 2017		09 Shepherdstown	1186	617	8D	555	\$6,347.00	07/11/2017	N/A
1700153	07/12/2017	J H Real Estate,		09 Shepherdstown	1026	200	17	3.1	\$6,347.00	07/12/2017	N/A
1700154	07/12/2017	JC 2017		09 Shepherdstown	1141	71	13	1.7	\$6,347.00	07/12/2017	N/A
1700155	07/13/2017	Arcadia		03 Charles Town	23	67	12B	224	\$6,186.00	07/13/2017	N/A
1700156	07/13/2017	Arcadia		03 Charles Town	23	67	12B	195	\$6,186.00	07/13/2017	N/A
1700157	07/13/2017	Gabbert	Joe	02 Charles Town	1166	737	22	2.13	\$6,347.00	07/13/2017	N/A
1700158	07/18/2017	JC 2017		09 Shepherdstown	1190	469	13	10	\$6,347.00	07/18/2017	N/A
1700159	07/26/2017	ThomasSandr	Thomas	03 Charles Town			6	30	\$6,186.00	07/26/2017	N/A

Category Count: 14

Category Total

\$88,375.00

TOTAL APPLICATIONS: 14

Grand Total

\$88,375.00

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

Week Ending Date	FY18 July 29, 2017
To Be Deposited On	August 4, 2017
Amount Played	\$ 59,984,135.26
Amount Won	53,894,290.44
Amount Promo	456,432.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>\$ 5,633,412.82</u>
Administrative Costs @ 4%	225,336.52
Excess Lottery Fund @ 4%	<u> -</u>
Net Terminal Revenue	<u>\$ 5,408,076.30</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 @ 88%	-
Track Share of Capital Reinvestment @ 4%	-
Adjusted Net Terminal Revenue	<u>\$ 5,408,076.30</u>
Racetrack @ 46.50% / 42%	2,514,755.48
Lottery Fund @ 30% / 0%	1,622,422.91
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	694,937.78
Racetrack Purses @ 90% of 7% / 4%	340,708.81
Employee Pension @ 1% / 0.5%	54,080.76
Greyhound Development @ 90% of 0.75%	36,504.52
Thoroughbred Development @ 90% of 0.75%	36,504.52
County / Municipality @ 2%	<u>108,161.52</u>
	<u>\$ 5,408,076.30</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	-	-	-	-	-	-
7/29/2017	108,161.52	108,161.52	-	-	-	-	-	-
Sub Total	\$ 455,552.60	\$ 455,552.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal \$ 912,063.48
 Remainder until split \$ 456,510.88

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	7/29/2017	108,161.52
8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32		
8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56		
8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28		
8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52		
9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12		
9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04		
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64		
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68		
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34		
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18		
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88		
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90		
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22		
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84		
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18		
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90		
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94		
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86		
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14		
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54		
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46		
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90		
1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50		
1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18		
1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58		
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96		
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10		
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28		
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80		
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02		
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24		
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58		
3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78		
3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62		
4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

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

3,261,565.02

3,148,372.80

3,167,478.80

3,047,532.94

455,552.60

Table Game Revenue

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
December, 2014	76,797.24	December, 2015	73,055.05	December, 2016	59,508.00
January, 2015	73,346.66	January, 2016	67,545.11	January, 2017	63,836.29
February, 2015	66,262.78	February, 2016	65,518.59	February, 2017	51,478.72
March, 2015	73,747.70	March, 2016	72,986.23	March, 2017	
April, 2015	76,343.68	April, 2016	68,149.38	April, 2017	54,086.05
May, 2015	78,424.23	May, 2016	76,415.84	May, 2017	55,545.56
June, 2015	81,569.83	June, 2016	62,572.11	June, 2017	53,609.09
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	670,638.86

Table Game Revenue Distribution - Jefferson County School Board

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15	December, 2016	178,524.00
January, 2016	202,635.33	January, 2017	191,508.87
February, 2016	196,555.77	February, 2017	154,436.16
March, 2016	218,958.69	March, 2017	
April, 2016	204,448.14	April, 2017	162,258.15
May, 2016	229,247.52	May, 2017	166,636.68
June, 2016	187,716.33	June, 2017	160,827.27
Total 2015-2016	2,498,270.34	Total 2016-2017	2,011,916.58

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

Week Ending Date	FY18 August 5, 2017
To Be Deposited On	August 11, 2017
Amount Played	\$ 59,377,529.58
Amount Won	53,431,470.98
Amount Promo	478,384.00
MWAP Contribution	-
Adjusted Gross Terminal Revenue	<u>\$ 5,467,674.60</u>
Administrative Costs @ 4%	218,706.99
Excess Lottery Fund @ 4%	-
Net Terminal Revenue	<u>\$ 5,248,967.61</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	-
Track Share of Capital Reinvestment @ 98%	-
Track Share of Capital Reinvestment @ 4%	-
Adjusted Net Terminal Revenue	<u>\$ 5,248,967.61</u>
Racetrack @ 46.50% / 42%	2,440,769.94
Lottery Fund @ 30% / 0%	1,574,690.27
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	674,492.34
Racetrack Purses @ 90% of 7% / 4%	330,684.96
Employee Pension @ 1% / 0.5%	52,489.68
Greyhound Development @ 90% of 0.75%	35,430.53
Thoroughbred Development @ 90% of 0.75%	35,430.53
County / Municipality @ 2%	<u>104,979.36</u>
	<u>\$ 5,248,967.61</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	-	-	-	-	-	-
7/29/2017	108,161.52	108,161.52	-	-	-	-	-	-
8/5/2017	104,979.36	104,979.36	-	-	-	-	-	-
Sub Total	\$ 560,531.96	\$ 560,531.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal \$ 912,063.48
 Remainder until split \$ 351,531.52

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	7/29/2017	108,161.52
8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32	8/5/2017	104,979.36
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	51,413.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

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

3,261,565.02

3,148,372.80

3,167,478.80

3,047,532.94

560,531.96

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72
Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20		
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62		
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42		
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97		
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94		
December, 2014	76,797.24	December, 2015	73,055.05	December, 2016	59,508.00		
January, 2015	73,346.66	January, 2016	67,545.11	January, 2017	63,836.29		
February, 2015	66,262.78	February, 2016	65,518.59	February, 2017	51,478.72		
March, 2015	73,747.70	March, 2016	72,986.23	March, 2017			
April, 2015	76,343.68	April, 2016	68,149.38	April, 2017	54,086.05		
May, 2015	78,424.23	May, 2016	76,415.84	May, 2017	55,545.56		
June, 2015	81,569.83	June, 2016	62,572.11	June, 2017	53,609.09		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	670,638.86	Total 2017-2018	0.00

Table Game Revenue Distribution - Jefferson County School Board

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<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		
Total 2015-2016	2,498,270.34	Total 2016-2017	2,011,916.58	Total 2017-2018	0.00