

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017**  
**THURSDAY, AUGUST 31, 2017**  
**7:00 P.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- August 17, 2017

**APPROVAL OF PURCHASE ORDERS**

- August 31, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- August 24, 2017
- August 31, 2017

**APPROVAL OF MANUAL CHECKS**

- August 24, 2017
- August 31, 2017

**APPROVAL OF PAYROLL**

- August 24, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 7:15 p.m. Angie Banks, Assessor

## Exonerations - Discussion/Action

2. 7:25 p.m. Peter Dougherty, Sheriff  
- Approval of New Hire - Discussion/Action
3. 7:30 p.m. Barbara Miller, Director, Jefferson County Homeland Security and  
Emergency Management  
- Approval of the 2017 Emergency Operations Plan - Discussion/Action  
- Resident Participation in JCHSEM's 2017 Preparedness Survey -  
Discussion/Action  
- Presentation of Emergency Manager Certifications for Barbara Miller,  
Steve Allen and Brandon Vallee - Discussion/Action
4. 7:45 p.m. Interviews and Appointments to the Jefferson County Board of Health -  
One three-year term ending June 30, 2020 - Discussion/Action
5. 7:50 p.m. Interviews and Appointments to the Jefferson County Community  
Criminal Justice Board - Three three-year terms ending July 3, 2020 -  
Discussion/Action
6. 8:00 p.m. **BREAK**
7. 8:15 p.m. Interviews and Appointments to the Harpers Ferry-Bolivar Public Library  
Board - one unexpired term ending June 30, 2019 - Discussion/Action
8. 8:25 p.m. Interviews and Appointments to the Local Infrastructure Planning Team  
for the WV Division of Highways Rt. 340 Improvements Project -  
Discussion/Action
9. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of PSD Dissolution Appeal for the PSC decision, acquisition of  
PSD assets, and related issues - Discussion/Action - Possible Executive  
Session  
- Discussion of proposed Fireworks Ordinance - Discussion/Action -  
Possible Executive Session

## UNFINISHED BUSINESS

10. Review and approval of window renovation project for the Courthouse, Jail Annex, and the  
Hunter House - Discussion/Action

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## **NEW BUSINESS**

11. Ratification of the approval of the WV Community Corrections Grant - Discussion/Action
12. Re-Appointment - Brandon Potts - Full-time Public Safety Dispatcher - Discussion/Action
13. Approval of the State Audit Engagement Letter - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Update on Ethics Training - Discussion/Action
- Legislative Update - Regional Jails - Discussion/Action

## **COUNTY COMMISSION REPORTS**

14. **ADJOURN**

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

### **CORRESPONDENCE/INFORMATION**

Notice of Office Closure for Labor Day - Monday, September 4<sup>th</sup>, 2017.

Notice of Intent to Appoint - Jefferson County Parks and Recreation Commission.

Notice of Intent to Appoint - Sheriff's Civil Service Commission.

Letter from Mayor Auxer of the Corporation of Shepherdstown thanking the Commission for considering their input regarding Shepherdstown's Special Design Area along the Rt. 45 corridor.

JCPSD Regular Board Meeting Minutes from July 3, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending August 12, 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 17, 2017**

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A meeting of the Jefferson County Commission was held on Thursday, August 17, 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, and Peter Onoszko. Commissioner Tabb was absent with prior notice. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 17, 2017 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Noland led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the August 3, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

**APPROVAL OF PURCHASE ORDERS**

**Motion by Mr. Onoszko to approve the August 17, 2017 Purchase Order in the amount of \$61,978.00 to include Purchase Order No. 48575. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the payroll for August 10, 2017 in the amount of \$250,954.34. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078806	440	ALLEGHENY SURVEYS, INC.	52809	\$ 6,737.50	\$ -	\$ 6,737.50
078807	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078808	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078809	412	APRIL BLAKER		\$ -	\$ 32.74	\$ 32.74
078810	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
078811	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078812	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078813	405	MARCIA L. CHANDLER		\$ -	\$ 100.00	\$ 100.00
078814	712	CPI COMPUTR PROJECT F/IL		\$ -	\$ 1,716.00	\$ 1,716.00
078815	GRANT	FLOYD CHAPMAN		\$ -	\$ 1,440.00	\$ 1,440.00
078816	711	EVERBRIDGE		\$ -	\$ 3,605.00	\$ 3,605.00
078817	424	MYRON GREGORY		\$ -	\$ 171.19	\$ 171.19
078818	406	THE JOURNAL		\$ -	\$ 546.00	\$ 546.00
078819	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 4,624.96	\$ 4,624.96
078820	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,360.00	\$ 5,360.00
078821	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
078822	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
078823	401	NEOPOST USA INC.		\$ -	\$ 43.99	\$ 43.99
078824	PAYROLL	KAREN OLDEN		\$ -	\$ 386.92	\$ 386.92
078825	PAYROLL	WILLIAM POLK		\$ -	\$ 997.28	\$ 997.28
078826	424	POTOMAC EDISON/OH		\$ -	\$ 2,876.48	\$ 2,876.48
078826	425	POTOMAC EDISON/OH		\$ -	\$ 63.14	\$ 63.14
078826	425	POTOMAC EDISON/OH		\$ -	\$ 20,811.37	\$ 20,811.37
078827	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
078827	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
078827	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
078827	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
078828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,522.76	\$ 46,522.76
078828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,880.44	\$ 10,880.44
078828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,629.34	\$ 43,629.34
078829	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
078830	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00
078830	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078831	700	BENJAMIN S. WILLIAMS		\$ -	\$ 64.59	\$ 64.59
078832	PAYROLL	JUANITA ZALESKI		\$ -	\$ 647.03	\$ 647.03
<b>TOTAL</b>				<b>\$ 6,737.50</b>	<b>\$ 151,468.58</b>	<b>\$ 158,206.08</b>

**Motion by Mr. Compton to approve the Accounts Payable for August 10, 2017 in the amount of \$158,206.08. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONU M	POAM T	NOAMT	CHECK AMOUNT
078834	717	AUTOZONE		\$ -	\$ 312.15	\$ 312.15
078835	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 4,200.00	\$ 4,200.00
078836	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
078836	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
078836	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
078836	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
078836	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
078837	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
078838	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
078838	425	J.C.EHRLICH		\$ -	\$ 633.00	\$ 633.00
078839	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 17,791.85	\$ 17,791.85
078840	413	GENEVIEVE HUGHES		\$ -	\$ 73.00	\$ 73.00
078841	406	SPIRIT OF JEFFERSON		\$ -	\$ 500.40	\$ 500.40
078842	440	JEFFERSON RENTAL		\$ -	\$ 450.98	\$ 450.98
078842	440	JEFFERSON RENTAL		\$ -	\$ 651.58	\$ 651.58
078842	440	JEFFERSON RENTAL		\$ -	\$ 535.82	\$ 535.82
078843	440	KUBIC CONSTRUCTION		\$ -	\$ 3,276.00	\$ 3,276.00
078844	401	NEOPOST USA INC.		\$ -	\$ 329.99	\$ 329.99
078845	428	OFFICE DEPOT		\$ -	\$ 108.88	\$ 108.88
078845	428	OFFICE DEPOT		\$ -	\$ 362.72	\$ 362.72
078846	413	ALICE N. PAINTER		\$ -	\$ 73.00	\$ 73.00
078847	425	POTOMAC EDISON/OH		\$ -	\$ 3,031.70	\$ 3,031.70
078848	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
078849	698	SHERIFF OF JEFFERSON CO		\$ -	\$ 500,000.00	\$ 500,000.00

078850	408	STATE TAX DEPARTMENT	\$ -	\$ 12,446.78	\$ 12,446.78
078851	413	JACQUELINE SHADLE	\$ -	\$ 73.00	\$ 73.00
078852	425	CAPITAL TRISTATE	\$ -	\$ 171.38	\$ 171.38
078852	425	CAPITAL TRISTATE	\$ -	\$ 501.43	\$ 501.43
078853	424	TRENARY SERVICE CO	\$ -	\$ 401.00	\$ 401.00
078854	700	LARRY THOMPSON	\$ -	\$ 14.38	\$ 14.38
078857	401	AMAZON	\$ -	\$ 54.30	\$ 54.30
078857	401	SPRINT	\$ -	\$ 55.25	\$ 55.25
078857	401	USPS US POSTAL SERVICE	\$ -	\$ 198.00	\$ 198.00
078857	401	WV TREASURY	\$ -	\$ 99.00	\$ 99.00
078857	402	W.B. MASON	\$ -	\$ 229.22	\$ 229.22
078857	403	ADOBE	\$ -	\$ 176.43	\$ 176.43
078857	403	KEURIG	\$ -	\$ 209.60	\$ 209.60
078857	403	SHOPLET	\$ -	\$ 197.57	\$ 197.57
078857	403	STAPLES	\$ -	\$ 111.99	\$ 111.99
078857	403	WAL-MART	\$ -	\$ 59.00	\$ 59.00
078857	405	NATIONAL DISTRICT ATTORN	\$ -	\$ 250.00	\$ 250.00
078857	405	SPRINT	\$ -	\$ 146.50	\$ 146.50
078857	412	COMCAST	\$ -	\$ 105.75	\$ 105.75
078857	412	WORD PROCESSING SERVICE	\$ -	\$ 518.00	\$ 518.00
078857	413	PANHANDLE PRINTING AND D	\$ -	\$ 192.08	\$ 192.08
078857	413	W.B. MASON	\$ -	\$ 2.21	\$ 2.21
078857	415	FRONTIER	\$ -	\$ 85.60	\$ 85.60
078857	415	SPRINT	\$ -	\$ 109.83	\$ 109.83
078857	424	CHARLES TOWN UTILITIES	\$ -	\$ 99.94	\$ 99.94
078857	424	FRONTIER	\$ -	\$ 10,428.64	\$ 10,428.64
078857	424	SPRINT	\$ -	\$ 55.25	\$ 55.25
078857	425	AMAZON	\$ -	\$ 170.81	\$ 170.81

078857	425	CHARLES TOWN UTILITIES	\$ -	\$ 2,226.91	\$ 2,226.91
078857	425	COMCAST	\$ -	\$ 1,024.33	\$ 1,024.33
078857	425	CRYSTAL SPRINGS	\$ -	\$ 445.88	\$ 445.88
078857	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 401.25	\$ 401.25
078857	425	JEFFERSON UTILITIES, INC	\$ -	\$ 860.77	\$ 860.77
078857	425	LIGHTING SUPPLY	\$ -	\$ 248.45	\$ 248.45
078857	425	MILLERS OFFICE PRODUCTS	\$ -	\$ 1,815.89	\$ 1,815.89
078857	425	OTTERBOX/LIFE PROOF	\$ -	\$ 4.99	\$ 4.99
078857	425	THE HOME DEPOT	\$ -	\$ 326.43	\$ 326.43
078857	425	THE HOME DEPOT	\$ -	\$ 36.65	\$ 36.65
078857	425	THE HOME DEPOT	\$ -	\$ 157.44	\$ 157.44
078857	425	THE HOME DEPOT	\$ -	\$ 21.72	\$ 21.72
078857	425	THOS SOMERVILLE	\$ -	\$ 355.84	\$ 355.84
078857	425	WEISS BROS OF HAGERSTOWN	\$ -	\$ 1,480.07	\$ 1,480.07
078857	425	WM WASTE MGNT	\$ -	\$ 734.49	\$ 734.49
078857	425	84 LUMBER	\$ -	\$ 42.96	\$ 42.96
078857	428	ADOBE	\$ -	\$ 172.49	\$ 172.49
078857	428	AMAZON	\$ -	\$ 183.58	\$ 183.58
078857	428	AMAZON	\$ -	\$ 198.30	\$ 198.30
078857	428	CLEVERBRIDGE INC	\$ -	\$ 64.15	\$ 64.15
078857	428	DELL	\$ -	\$ (1,266.40)	\$ (1,266.40)
078857	428	SOLARWINDS	\$ -	\$ 100.00	\$ 100.00
078857	428	SPRINT	\$ -	\$ 132.89	\$ 132.89
078857	428	TEXTEDLY COM	\$ -	\$ 20.00	\$ 20.00
078857	428	THE HOME DEPOT	\$ -	\$ 10.67	\$ 10.67
078857	440	SPIRIT OF JEFFERSON	\$ -	\$ 222.92	\$ 222.92
078857	440	SPRINT	\$ -	\$ 165.75	\$ 165.75
078857	440	SSC-SOUTHERN STATES	\$ -	\$ 48.99	\$ 48.99

078857	440	THE HOME DEPOT	\$	\$	\$
			-	8.20	8.20
078857	440	USPS US POSTAL SERVICE	\$	\$	\$
			-	7.15	7.15
078857	440	WAL-MART	\$	\$	\$
			-	979.28	979.28
078857	700	AMAZON	\$	\$	\$
			-	182.00	182.00
078857	700	CROSSBREED HOLSTERS	\$	\$	\$
			-	76.70	76.70
078857	700	DICK'S CLOTHING/SPORTING	\$	\$	\$
			-	74.95	74.95
078857	700	GOWERS FEED INC	\$	\$	\$
			-	86.38	86.38
078857	700	HOLIDAY INN	\$	\$	\$
			-	107.00	107.00
078857	700	JEFF.CO CHAMBER OF COMME	\$	\$	\$
			-	825.00	825.00
078857	700	R & S ARMY-NAVY STORE	\$	\$	\$
			-	4.50	4.50
078857	700	SOUTH WEST	\$	\$	\$
			-	381.96	381.96
078857	700	SPRINT	\$	\$	\$
			-	1,598.45	1,598.45
078857	700	SYX - TIGER DIRECT, INC.	\$	\$	\$
			-	1,759.80	1,759.80
078857	700	TRACTOR SUPPLY CO	\$	\$	\$
			-	31.29	31.29
078857	700	USPS US POSTAL SERVICE	\$	\$	\$
			-	36.45	36.45
078857	700	WV PARKWAYS AU	\$	\$	\$
			-	100.00	100.00
078857	711	CPD INDUSTRIES	\$	\$	\$
			-	795.76	795.76
078857	711	SKILLPATH	\$	\$	\$
			-	99.00	99.00
078857	711	SOUTH BRANCH INN	\$	\$	\$
			-	91.00	91.00
078857	711	SPRINT	\$	\$	\$
			-	188.14	188.14
078857	711	WAL-MART	\$	\$	\$
			-	26.52	26.52
078857	712	BEST BUY	\$	\$	\$
			-	1,719.96	1,719.96
078857	712	DELL	\$	\$	\$
			-	1,904.61	1,904.61
078857	712	FRONTIER	\$	\$	\$
			-	5,099.85	5,099.85
078857	712	HARBOR FREIGHT TOOL	\$	\$	\$
			-	92.18	92.18
078857	712	MILLERS OFFICE PRODUCTS	\$	\$	\$
			-	316.25	316.25
078857	712	NATIONAL ACADEMY OF EMD	\$	\$	\$
			-	150.00	150.00
078857	712	SPRINT	\$	\$	\$
			-	399.99	399.99

078857	712	SPRINT	\$ -	\$ 1,004.17	\$ 1,004.17
078857	712	WAL-MART	\$ -	\$ 21.02	\$ 21.02
078857	716	AMAZON	\$ -	\$ 52.80	\$ 52.80
078857	716	SPIRIT OF JEFFERSON	\$ -	\$ 194.60	\$ 194.60
078857	716	SPRINT	\$ -	\$ 255.24	\$ 255.24
078857	716	WAL-MART	\$ -	\$ 40.93	\$ 40.93
078857	716	WAL-MART	\$ -	\$ 111.44	\$ 111.44
078857	717	FISHER AUTO PARTS	\$ -	\$ 329.32	\$ 329.32
078857	717	S&S MOTORS - NAPA PARTS	\$ -	\$ 1,491.04	\$ 1,491.04
078857	717	SNAP ON TOOLS	\$ -	\$ 226.00	\$ 226.00
078858	440	XEROX CORPORATION	\$ -	\$ 522.88	\$ 522.88
<b>TOTAL</b>				<b>\$ 593,175.23</b>	<b>\$ 593,175.23</b>

**Motion by Mr. Onoszko to approve the Accounts Payable for August 17, 2017 in the amount of \$593,175.23. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>HOME DETETION</b>			
<b>008</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
8/11/2017	575	CDA	\$ 511.50
8/11/2017	576	3M ELECTRONIC MONITORING	\$ 2,600.00
<b>SHERIFF CAPITOL O/L</b>			
<b>246</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
8/11/2017	1642	UNITED BANKCARD	\$ 4,292.11
8/11/2017	1643	HAGERSTOWN FORD	\$ 20,295.00
<b>TOTAL</b>			
			<b>\$ 27,698.61</b>

**Motion by Mr. Onoszko to approve the Manual Checks for August 10, 2017 in the amount of \$27,698.61. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – provided the Commission with an update on his various cases against them and stated he inspires the residents of the County.

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Jodi Welty-Robinson	PP	HF	308930	\$37.60

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 308930 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Sandra Dopson	PP	HF	307272	\$25.84

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 307272 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Nancy Cronin	PP	Shepherdstown	315253	\$82.22

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 315253 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
James Dillon & Native Havens	PP	Middleway	312579	\$493.33

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 312579 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Nancy Cook	PP	Ranson Corp.	313631	\$182.36

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 313631 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Elizabeth Jones	RE	Ranson	24481	\$220.99

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 24481 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Elizabeth Jones	RE	Ranson	24585	\$219.39

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 24585 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Bill Polk, Director of Maintenance

- a. Requested the approval of bids for the replacement of windows in the Courthouse, Jail Annex, and Hunter House.
  - It was the consensus of the Commission to direct Mr. Polk to rebid the windows project for the Courthouse, Jail Annex, and the Hunter House and request a grant extension from the Courthouse Facilities Improvement Authority to allow time to receive additional bids.
- b. Update on the status of the fire escape behind the Reininger Building (Probation)

- Mr. Polk stated he consulted a structural engineer about the fire escape and would continue to research repairs and bring the issue back before the Commission at a later date. It was the consensus of the Commission that in its current condition the fire escape should only be used in emergencies and that the doors to the fire escape should be unbolted and caution tape should be placed on the doors while pricing is being researched.
3. Roger Goodwin, Chief County Engineer – requested the 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.
- **Motion by Ms. Noland to authorize a partial release of \$265,795 from the construction bond amount for Roderick Planes, LLC – Aspen Green Phase (File #1A, 07-15). Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.
5. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues.
    - **Motion by Mr. Compton to enter into Executive Session to discuss matters concerning the PSD asset acquisition with William F. Rohrbaugh, Esq, and also discuss Ms. Grove’s item regarding the decommissioning of the waste water treatment plant and lagoon. Motion seconded and unanimously approved.**
    - **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**
  - Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the heroin epidemic
    - **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 accept the contingent fee contract with Skinner Law Firm to include an amendment on page 17 which designates**

**the Prosecuting Attorney and/or his designee to receive correspondence and discuss the litigation status, strategy, and resolution, and authorize a member of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**

- Discussion of school resource officer

- **Motion by Mr. Onoszko to approve the agreement between the Jefferson County Board of Education, the Jefferson County Sheriff's Department, and the Jefferson County Commission for the 2018 Prevention School Resource Officer for school year 2017-2018. Motion seconded and unanimously approved.**

6. William F. Rohrbaugh, Esquire – Discussion of PSD Asset Acquisition (conducted in Executive Session under item #5)

#### **NEW BUSINESS**

7. Inquiry/inquest for information on PSD sewer transmission project

- **Motion by Mr. Compton to instruct the County to request information from the Jefferson County Public Service District for correspondence and status updates regarding the sewer transmission project financials, bidding process, debt issuance, and easements and subsequently inquire about a backup generator for the Breckenridge Subdivision. Motion seconded and unanimously approved.**

8. Approval of Letter of Support for the Jefferson County Chamber of Commerce to hold the 42<sup>nd</sup> Annual Fall Mountain Heritage Arts and Crafts Festival on September 22-24, 2017.

- **Motion by Ms. Noland to write a letter of support to the WVABCA for the Jefferson County Chamber of Commerce to obtain a Fairs and Festivals license to allow the sale of craft beer and wine during the 42<sup>nd</sup> annual Fall Mountain Heritage Arts and Crafts Festival on September 22-24, 2017. Motion seconded and unanimously approved.**

9. Approval of the 2017 Sheriff's Commission

- **Motion by Ms. Noland to approve the 2017 Sheriff's Commission in the amount of \$15,000. Motion seconded and unanimously approved.**

10. Decision – Amendments to the Jefferson County Lease Law Ordinance

- **Motion by Mr. Onoszko to approve the amendments to the leash law ordinance as presented by the Prosecuting Attorney. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

- Ethics/Open Meetings Training - Ms. Grove stated she was hoping to coordinate ethics/open meetings training through the State for county employees, county appointed board/commission/committee members, municipal employees, and the general public in the coming months. Ms. Grove also stated she would reach out to the League of Women Voters to see if they'd be interested in co-sponsoring the training. It was the consensus of the Commission to schedule the training during the evening, potentially on a Wednesday or Thursday.
- Report on Wage/Benefits Review Board – Ms. Grove provided the Commission with an update on the creation of a Wage/Benefits Review Board, stating she'd be sending a memorandum to the Commissioners regarding the make-up of the board, the selection of appointees to the board, and the duties of the board. Ms. Grove stated she did not need action on the part of the Commission at this time, but wanted to notify the Commission that she'd like to move forward with the establishment of the board.
- Update on Decommissioning of Waste Water Treatment Plant and Lagoon – Possible Executive Session – discussion was conducted in Executive Session in conjunction with a discussion regarding the PSD asset acquisition.
- Recognition of Annette Gavin, recently nominated and selected for the honor of WV Wonder Woman 2017 – Ms. Grove stated Ms. Gavin was awarded the WV Wonder Woman Award for 2017 from WV Living Magazine. Ms. Gavin will receive her award in person at an upcoming awards banquet hosted by WV Living Magazine.

There being no further business, motion by Mr. Onoszko to adjourn at 1:15 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully Submitted  
Jessica D. Carroll  
Administrative Assistant

# PURCHASE ORDERS TO BE APPROVED

August 31, 2017

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
MAINTENANCE	52666	\$ 5,395.25	McCall Handling Company	Repair - Genie Lift
PROSECUTING ATTORNEY	52691	\$ 8,075.00	Advantage Technology	Program Update
ENGINEERING, PLANNING, ETC.	52810	\$ 11,597.30	GeoConcepts, Inc.	Bardane Sinkhole Remediation
<b>GRAND TOTAL</b>		<b>\$ 25,067.55</b>		





# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. **52666**

VENDOR:

*McCall Handling Company*

DELIVER TO:

*Maintenance  
Other Bldgs*

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	<p><i>Repair Genie Lift</i></p> <p><i>Remove &amp; replace 12 boom hydraulic <del>connections</del> hoses with new hoses.</i></p> <p><i>Refill hydraulic oil to capacity.</i></p> <p><i>Parts - \$4232.45</i></p> <p><i>Labor - \$1162.80</i></p> <p><i>425-216</i></p>			<i>5395 25</i>

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

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

*Laura L. Kuhn* *8/24/17*  
Signature Date

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

Signature

Date



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 52691

VENDOR:

DELIVER TO:

Advantage Technology, LLC  
950 Kanawha Blvd E, Suite 100  
Charleston, WV 25301

JCPAO  
P.O. Box 729  
Charles Town, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	Program Upgrade (please see attached)			\$8,075 00
	405-223	Total		8,075 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 ITEM(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

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

  
Signature

8/25/17  
Date

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

Signature

Date



**THE COUNTY COMMISSION OF JEFFERSON COUNTY**  
Charles Town West Virginia 25414

**REQUISITION**

No. **52810**

**VENDOR**

**DELIVER TO**

GeoConcepts, Inc..  
19955 Highland Vista Drive, Suite 170  
Ashburn, VA 20147  
S.T.P. No. 19-0203-01

Jefferson County  
Department of Engineering, Planning & Zoning  
P. O. Box 716  
Charles Town, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	LINE ITEM #001-440-02-223-000-GG-000			
	Bardane Industrial Park WWTP/Lagoon Site – Sinkhole Remediation Project			
	Sinkhole #2			
	Invoice 8340 1/31/17			\$ 299 02
	Invoice 8728 5/30/17			700 18
	Invoice 8939 7/31/17			\$10,598 10
	<b>GRAND TOTAL</b>			
			\$11,597 30	

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

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

August 24, 2017

*Roger Y. [Signature]*  
\_\_\_\_\_  
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	\$ 402,319.55	\$ 1,372.30	\$ 403,691.85
6.2% Tax Payable OASDI	23,999.44	\$ 84.57	\$ 24,084.01
1.45% Tax Payable HI	5,612.80	\$ 19.78	\$ 5,632.58
Fed Withholding	47,086.81	\$ 150.03	\$ 47,236.84
WV State Withholding	17,706.44	\$ 71.79	\$ 17,778.23
PERS Retirement Deduct 4.5%	11,996.71	\$ 61.75	\$ 12,058.46
PERS Retirement Deduct 6%	2,676.82		\$ 2,676.82
Hosp. Pre-Tax	12,595.00		\$ 12,595.00
Cancer/ICU Pre-Taxed	2,167.30		\$ 2,167.30
Cancer/ICU Not Pre-Taxed	102.55		\$ 102.55
Optional Life Not Pre-Taxed	2,017.70		\$ 2,017.70
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%	5,650.16		\$ 5,650.16
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	1,586.61		\$ 1,586.61
VA. State Tax	91.70		\$ 91.70
COLONIAL(PLUS)			\$ -
Total Deductions	\$ 144,984.78	\$ 387.92	\$ 145,372.70
Net Wages Total	\$ 257,334.77	\$ 984.38	\$ 258,319.15
Payroll Date	24-Aug-2017		



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 31, 2017**

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

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

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

⌵ Exonerations

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

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

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

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

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

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

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

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

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

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

[Click here to enter text.](#)



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



Name: Peter Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: **Next Meeting**  
*If a specific date is needed, please provide reason for specific date:*

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

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

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

I would you to approve the hire of Kraig Chandler to fill an existing vacancy. He has successfully passed the pre-employment process and has been deemed eligible for consideration by the civil service commission. Tentative start date would be September 18, 2017.

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

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

I move to approve the hire of Kraig Chandler for the position of Deputy.

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

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

Contact Information:  
Email address: pdougherty@jcsdwv.com. Phone Number: 304-728-3205

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

Click here to enter text.



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



**Name:** Barbara J. Miller, Director.

**Department or Organization:** Jefferson County Homeland Security and Emergency Management

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

**Date Requested – 1<sup>st</sup> Choice:** August 31, 2017

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

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

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

1. Approval of the 2017 EOP (Emergency Operations Plan)
2. Opportunity for all residents to participate in JCHSEM's 2017 Preparedness Survey.

**Background Information:**

1. Each year, we are required to update at least 4 annexes within our Emergency Operations Plan. This year, the annexes were: Emergency Support Function 7-Logistics Management and Resource Support; Emergency Support Function 15- External Affairs; Support Function 7: Volunteer Management, and Support Function 8: Donations Management. Additionally, all "annexes" were changed to "emergency support functions" titles to match the State Emergency Operations Plan.
2. We are inviting all residents of Jefferson County to fill out our preparedness survey. This will help us to understand where and how we need to target our preparedness training and activities, understand our community's perception of risk, and understand how residents prefer to receive their emergency public information. It is 14 questions and takes only about 3 minutes to complete! We value your input and hope that you will participate. The survey kicked off at the Jefferson County Fair and will remain available throughout National Preparedness Month (September) You will find it at <https://www.surveymonkey.com/r/JCHSEM2017>

**Is this a funding request? No**

**If so, how much?**

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

1. I move to approve the 2017 Emergency Operations Plan.

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

**If not attached, explain:** The entire 2017 EOP is in the Deputy County Administrator's Office for the County Commissioners to review. This document is "For Official Use Only" and is not a public document.

**Attachment:**

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

**Contact information:**

**Email address:** [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) **Phone Number:** 304-728-3290

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



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



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **August 31, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson Board of Health – one three-year term ending June 30, 2020 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

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

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

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

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

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

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

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

**SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:**

**May 31, 2017 & June 7, 2017**

**THANKS - JEFFERSON COUNTY COMMISSION**

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Received

MAY 16 2017

Jefferson County Commission

May 10, 2017

Jefferson County Commission  
124 East Washington Street  
PO Box 250, Charles Town, WV 25414-7916

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Attention: Jessica Carroll

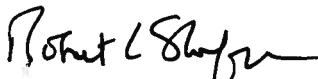
Thank you for your letter reminding me of the expiration of my term on the Board of Health.

Per your request, I wish to state that I wish not to be considered for another term. As I mentioned during the public budget presentation some months back, this has been a significant learning experience for me and I greatly appreciate the opportunity to serve my neighbors in a somewhat different way than my work with Community Ministries.

In many ways, the work has been difficult as the board worked to move beyond some significant organizational issues, make necessary upgrades to the staff and be open to important and very current public health needs. This staff is, indeed, equipped and prepared to address a whole host of public health & safety concerns in the county that we serve and love.

Again, I am grateful for this opportunity to serve and I wish you much success as you select a replacement. I will, of course, continue to serve until that new appointment has been made.

Sincerely,

  
Robert L. Shefner  
Executive Director

238 W. Washington Street . Charles Town, WV . 25414  
304-725-3186P . 304-724-6380F . [info@jccm.us](mailto:info@jccm.us) . CFC # 62436

Received

AUG 22 2017

August 21, 2017

Jefferson County Commission Office  
Charles Town, West Virginia

Jefferson County Commission

RE: Jefferson County Board of Health

County Commission;

My name is Laura Gatto. I am the Risk Manager and Compliance Officer at Hollywood Casino at Charles Town Races. I want to express my interest in serving on the Jefferson County Board of Health.

I began my career with Hollywood Casino at Charles Town Races over 13 years ago in our Human Resources Department, specifically in Employee Benefits and Workers' Compensation. I quickly moved to the Legal Department taking Workers' Compensation with me and adding all other property risks as well.

I have nurtured this position at Hollywood Casino developing, gaining approval and having successful implementation of many programs throughout my career. I work closely with all departments regarding safety and health related topics.

Throughout my career I have developed many protocols for tasks performed on property, but I have also developed several protocols for potential outbreaks regarding health issues such as, Swine and Pandemic Flu, Ebola, Cholera and TB. Working closely with the Jefferson County Health Department during one in particular, ensuring we were following all necessary procedures to protect our employees, guests and our community.

With over 12 restaurants, public water feature, The Inn, Employee Health Center and thoroughbred horses on property with our 1,200 employees and millions of guests, I feel my career at Hollywood Casino has prepared me to be an asset on the Jefferson County Board of Health.

I live in Virginia, but my Father and Husband are from West Virginia, I work in Jefferson County, my physicians are in Jefferson County, I patronize West Virginia businesses and I volunteer in West Virginia. So while I may not live here, a good portion of my life is in West Virginia.

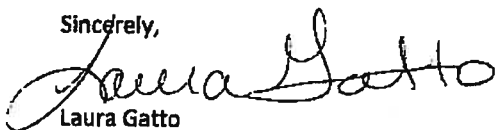
I have been fortunate enough to volunteer with the United Way of the Eastern Panhandle, serving on the Hollywood Casino committee for 8 years. I have enjoyed serving as project leader for 5 years during the Day of Caring at the Shepherdstown Day Care Center.

Serving Easter and Thanksgiving dinner at the Anna Mae Reedy Senior Center are two of my favorite events throughout the year.

I have also been the Hollywood Casino representative for the Jefferson County Homeland Security and Emergency Management for over 10 years. Through this position, I have aided in obtaining MOUs to assist the community of Jefferson County in the event of an emergency. One of which is with the Jefferson County Health Department.

In closing, I want to express my personal motivate for having interest in serving on the Jefferson County Board of Health. I feel this position is the next opportunity for me to use the skills and knowledge I have cultivated throughout my life to better serve a community I care for very much.

Sincerely,



Laura Gatto  
304-724-4342

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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: August 31, 2017

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

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Community Criminal Justice Board – three 3-year terms ending July 3, 2020

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

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The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees:

**Jefferson County Community Criminal Justice Board - three (3)  
three-year terms ending July 03, 2020**

The following board member positions are vacant:

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

**All appointees must be residents of Jefferson County.**

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

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414.

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

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



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Dear Commissioners,

I am Ryan Hutcherson, a resident of Jefferson County and current member of the Charles Town Planning Commission. I am writing to express interest in an appointment to the Jefferson County Criminal Justice Board to fill the vacancy in one of the At-Large positions.

For many years I have studied issues related to criminal justice reform and substance abuse and worked to assist individuals in our community and others to facilitate ideal outcomes in the face of these challenges.

From my time working in politics and traveling the country, I have also developed relationships with various individuals and organizations that are focused on these areas. I hope to be a resource in building connections between our community and professionals with expertise in these matters.

In particular, much of my work has been on the issue of increasing access to safe and legal medical cannabis.

Given the State of West Virginia's recent changes to the law to allow for medical cannabis, and the trends nationwide, my hope is to bring my experience in this area to the ongoing discussions and planning that Jefferson is undertaking through its leadership on criminal justice and substance abuse issues.

Thank you for your consideration,

Ryan S. Hutcherson

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**RYAN S. HUTCHERSON** Twitter-Facebook-LinkedIn: **@RyHut**  
Washington, DC | Charles Town, WV Contact: 276-323-0880 RY@ryhut.us

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## **Education**

### **The George Washington University** **School of Media and Public Affairs — 2000 - 2004**

- Awarded a *Presidential Academic Scholarship*; Accepted into the selective *Political Communication* program in SMPA; Bachelor's Degree anticipated 2017
- Studied Media and Public Affairs, Political Communication, Political Advertising, Communication and Rhetoric, Film Scriptwriting, Presidential Politics, Gay Cultural Studies, Spanish Language, Business Administration, and Personal Health and Wellness
- Acquired practical media and public affairs experience through *DC-based internships* at:
  - Dean for America**
    - Trained grassroots volunteers to organize fundraising house parties nationwide
  - Cable News Network**
    - Supported producers and talent for the *CNN* political talk show *The Capital Gang*
  - United States Senate**
    - Assisted staff with administrative projects for the office of *U.S. Senator Harry Reid*
  - SciWords LLC**
    - Served as an Assistant Account Executive for a *boutique communications firm*

### **Jala Yoga** **Advanced Yoga School — 2014 - Present**

- Pursuing a RYT-200 Certification; Enrolled in Jala Yoga Teacher Training — February 2016
- Managed operations, housekeeping, inventory, social media, and work-study volunteers for two studio locations in Jefferson County, West Virginia from January - June 2015
- Served in the selective Karma Yoga work-study program from July 2014 - January 2016, building on prerequisite studio work-study experience and several years of yoga practice

## **Expertise**

### **Communications and Marketing**

- Expert in press logistics, political campaigns, media and public relations, talent and VIP management, client communications, social media, and experiential marketing campaigns

### **Planning and Management**

- Expert in scheduling and advance, event planning, sales management, volunteer training, recruitment and interviewing, customer service, budget negotiation, and vendor relations
-

## **Experience**

### **RYHUT - Media and Public Affairs Consulting**

#### ***Representative and Team Leader — March 2009 - Present***

- Appointed by the City Council of Charles Town, WV in June 2016 to serve on the municipal *Planning Commission* and the *Citizens Advisory Committee* for the development of the city's 2040 Comprehensive Plan
- Consulted for the 2016 presidential campaign of *Senator Bernie Sanders*, representing the candidate, leading event teams, managing local relations, training staff and recruiting volunteers for trips to several states around the country from July - September 2015
- Produced a yoga video series, coordinated studio operations, managed staff, and served in the Karma Yoga work-study program for *Jala Yoga*, a community of yoga teachers in the Shenandoah Valley, from July 2014 - January 2016
- Managed field marketing campaigns for *Awestruck Marketing Group*, an experiential agency that produces events for brands seeking engagement with consumers, leading teams for clients like BlackBerry, Fox Animation, and BET from March 2011 - January 2014
- Served *The White House* as an *Advance Associate* from March 2009 - September 2010, managing media logistics, interviews, travel planning, and local relations for major events including *the George Washington University Commencement* and the launch of the *Let's Move!* initiative as well as trips to Canada, Mexico, Ghana, Turkey, Denmark and the UK

### **Presidential Inaugural Committee**

#### ***Associate Director of Media Logistics — December 2008 - January 2009***

- Directed media logistics for service projects by the Obama and Biden families on the *MLK National Day of Service* including visits to a youth home, Habitat for Humanity site, school luncheon for DC students, and project at RFK Stadium benefiting troops overseas

### **Obama for America**

#### ***Senior Press Advance Representative — March 2007 - November 2008***

- Coordinated event planning for the campaign, press interviews for the candidate, logistics for the press corps, and volunteer training at over *100 events in 30 states* including primary election night events, an international tour, debate prep, and the DNC convention

### **Jim Webb for U.S. Senate**

#### ***Deputy Director of Scheduling and Advance — April 2006 - November 2006***

- Managed the candidate's tight and demanding schedule, briefed local leaders, dispatched surrogates, and coordinated events including meetings and appearances with elected officials, activists, staff, and the press

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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: August 31, 2017

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

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Harpers Ferry-Bolivar Public Library Board – one unexpired term ending June 30, 2019 - Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 31, 2017 or as soon thereafter as the Commission may decide:

**Harpers Ferry - Bolivar Public Library Board: one unexpired term ending June 30, 2019.**

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

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

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Jodi M. Welty-Robinson  
12 Welty Hill, Harpers Ferry, WV 25425  
(304) 283-4634  
jweltyrobinson@yahoo.com

**AUGUST 24, 2017**

Harpers Ferry – Bolivar Public Library Board Members,

I would like this letter to serve as my intent to serve on the Harpers Ferry – Bolivar Public Library board. I have been a lifelong resident of Jefferson County, WV and have been a patron of the library since I was in elementary school. Also, as a parent I have taken advantage of the multiple programs offered by the library with my children and incorporated the library into their lives. As a result, my children now utilize everything the library has to offer. I have attended many functions at the library to include my active role in my local book club and volunteering for various community activities.

I am a firm believer that a public library is the heart and soul of the community, serving as a social focal point to bring the town's people together. I believe that the activities sponsored by a community's library helps to strengthen young children's ties to their community and give them the added skills to become young readers. I also believe in allowing our library to thrive and giving it and its employees the best opportunities to be successful.

Thank you for your time and attention,

**Jodi M. Welty Robinson**

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Amanda Stroud  
501 Samuel Street  
Ranson, WV 25438  
August 25, 2017

Jefferson County Commission  
Post Office Box 250  
Charles Town, WV 25414

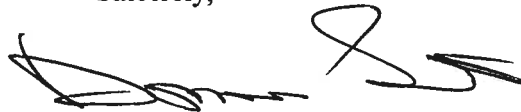
Dear County Commissioners,

This letter serves as an expression of interest to be appointed to the Bolivar-Harpers Ferry Public Library Board. I have been a fan of the library since moving to the area in early 2001. As a matter of fact one of the first thing I did after settling in was sign up for one of their library cards. Over the years I have become familiar with the many and varied programs they offer to the community as well the great library staff. On my day off from working in an academic library you can quite often find me at the Bolivar-Harpers Ferry Public Library taking advantage of their internet access, browsing the collection or chatting with staff about issues related to the library world.

I have over 30 years of experience in the library profession performing a wide variety of duties ranging from shelving books, answering reference questions to ordering children's literature. While working at Montgomery College I served as the Interim Access Services Supervisor for the Germantown Library. That position provided me with a working knowledge of budgeting, contracts and as well as a greater understanding of the hiring process in a quasi-governmental institution. Also at Montgomery College I have served on governance councils as well as many library and college-wide committees so I understand how to work with a diverse group for a common goal. I believe the knowledge, skills, and abilities I possess will be an asset to the Bolivar-Harpers Ferry Public Library.

Thank for your consideration in this matter. If you have any questions please do not hesitate to contact me at 304.725.7149 or via email at [astroud1962@gmail.com](mailto:astroud1962@gmail.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Amanda Stroud', written in a cursive style.

Amanda Stroud

Amanda Stroud  
501 Samuel Street  
Ranson, WV 25438  
304.725.7149 (home)  
240.567.7846 (office)

## **EXPERIENCE**

**Library Assistant**  
Montgomery College

March 2001 – Present  
Germantown, MD

Provide circulation services to students and the community, including creating and updating patron records, answering library policy questions, and referring patrons to other appropriate personnel or material. Process and follow through on Inter-Campus and Inter-Library loan requests to and from other Montgomery College campuses. Proofread MARC catalog records of new books and videos and am responsible for ordering children's literature for the Education Department as well as the Early Learning Center. Train and supervise student assistants.

**Library Coordinator, DC Metro Area**  
KPMG

August 1999 - March 2001  
Washington, DC

Served as a technical services librarian for six area KPMG offices, handling requests for books, reports and other in-house and external materials along with transitioning all journal requests and renewals to a subscription agency. Consulted with Business Unit Partners in Charge regarding implementation of an approval process for all technical library services requests. Responsible for coordinating bulk orders for assurance and tax literature with Distribution Center in the most cost effective manner possible.

**Technical Librarian**  
DIVX

July 1998 – July 1999  
Herndon, VA

Systemized all aspects of the cataloging and circulation of production media elements. Contributed input for the creation of and maintenance for an asset management system for tracking a variety of media, including DVDs and artwork. Maintained archival collection of DIVX DVDs, discs and related artwork. Worked in conjunction with production managers and research and development staff to resolve issues affecting the production schedule.

**Information Center Assistant**  
American Society for Training  
and Development

August 1992 – July 1998  
Alexandria, VA

Handled extensive telephone reference service for members and the general public. Provided the public with information about ASTD and referred members and non-members to relevant organizations and societies using a variety of sources including the Internet. Served as member of the Web Review Team and provided content to website. Responsible for updating a serials database along with creating and maintaining numerous in-house databases.

**Temporary**  
Cobble Personnel

December 1991 – May 1992  
Knoxville, TN

Performed various long-term assignments including catalog sales/customer service and clerking for a mental health organization. Involved in a three-month assignment for a law firm during trial. Duties included filing, designating testimony, document production, preparing exhibits for trial and searching an in-house database for relevant documents.

**Library Assistant**  
Cook, Yancey, King & Galloway

September 1991 – December 1991  
Shreveport, LA

Responsible for checking in and routing journals and newspaper articles. Obtained court opinions in response to attorney's requests. Performed Lexis and Westlaw searches and answered basic legal reference questions. Also created and maintained a quantum personal injury database along with daily updating of a large open/closed file system.

## **EDUCATION**

University of Tennessee, Knoxville TN  
3 hours toward Master of Library Science, 1992

Louisiana State University, Shreveport, LA  
Bachelor of Arts in History, 1984

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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: August 31, 2017

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

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Local Infrastructure Planning Team for the WV Division of Highways Rt. 340 Improvements 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 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**

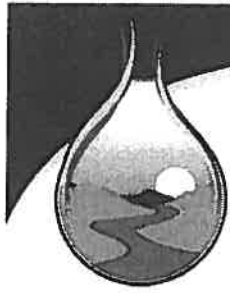
not applicable

## NOTICE OF INTENT TO APPOINT

The Jefferson County Commission is seeking a citizen of Jefferson County to serve on a Local Infrastructure Planning Team - WV Division of Highways Project - US 340 Improvements that extends from the VA line to approximately 3/4 mile northeast of Wheatland, Jefferson County. The Commission will make the appointment on Thursday, August 31, 2017. The citizen must reside in the area where this new road project is being built.

Persons who may be interested should submit a letter of interest, including name, address, telephone number, and email address to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or by email at [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

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



## WEST VIRGINIA

Infrastructure & Jobs Development Council

August 7, 2014

Jefferson County Commission (*via email*)  
P.O. Box 250, 124 E Washington St.  
Charles Town, WV 25414

Re: Local Infrastructure Planning Team  
WV Division of Highways Project – US 340 Improvements, Jefferson County

Dear County Commissioners:

The West Virginia Infrastructure and Jobs Development Council (IJDC) has been requested by the West Virginia Division of Highways (DOH) to establish a local infrastructure planning team (Planning Team) related to the above-referenced proposed highway. The DOH request is made pursuant to provisions set forth in the Infrastructure and Jobs Development Act, West Virginia Code §31-15A-7(b), a copy of which is enclosed for your review. The legislation provides that numerous individuals, including a representative from your entity, may serve on the Planning Team.

As the County Commission, you have the right to the following:

- 1) Designate a citizen of the County to serve on the Planning Team. The citizen must reside in the area where this new road project is being built;
- 2) Designate a person to serve as Chair of the Planning Team;

Please indicate, no later than August 21, 2017, the name, address, telephone number, and email address of any representatives you wish to place on the Planning Team. If you have any questions please do not hesitate to contact me at the address/number below, or email at [tkeegan@wvwdc.org](mailto:tkeegan@wvwdc.org).

Sincerely,

Timothy P. Keegan  
Executive Director

Enclosure – Copy of West Virginia Code §31-15A-7(b)

**§31-15A-7. Current and prospective planning; roads and highways; report to division of highways.**

(a) The council shall take into account the current and prospective infrastructure needs in relation to plans of the division of highways for the development and building of new roads. Upon completion of an environmental impact study, the commissioner of highways shall provide the council with plans for any and all new roads. In a timely manner, the council shall advise the commissioner of the division of highways on the feasibility of the expansion of new or existing water and sewer lines concomitant to the construction of the new roads.

(b) The council has the authority to appoint local infrastructure planning teams. The local infrastructure planning teams may consist of the following: A designee of the division of highways from the region where the new road is being built; a designee of the division of highways from the central state office; a designee from the environmental engineers division of the department of health and human resources; a designee from the local developmental authority where the new road is being built; a designee from the regional developmental authority in the area where the new road is being built; a designee from the public service commission; a designee from the division of environmental protection; a designee from the county commission where the new road is being built who shall serve as chairperson of the planning team; a citizen of the county where the new road is being built to be chosen by the county commission; and the elected state delegates and senators from the area where the new road is being built. In order to avoid delay of any highway project, immediately upon appointment of a local infrastructure planning team, the director of the division of highways shall submit to the council a time frame within which the planning team must act and within which the planning team must submit any plans, maps, recommendations or reports developed pursuant to this subsection. The local infrastructure planning team shall meet prior to the development and building of a new road. Members of the local infrastructure planning team shall only receive payment for actual expenses incurred. The local infrastructure planning team shall advise the commissioner of the division of highways on the feasibility of an infrastructure plan. The local infrastructure planning team shall meet to develop an infrastructure plan that includes an assessment study of existing water and sewer lines and a feasibility study on future development and laying of water and sewer lines. After these studies are completed, a developmental map shall be drawn of the proposed road route with overlays of the proposed water and sewer lines. These studies and the map shall be presented to the commissioner of the division of highways and shall be used by the commissioner in the planning, developing and building of the road.

(c) The water development authority shall establish a restricted account within the infrastructure fund to be expended for the construction of water and sewage lines as may be recommended by the council in accordance with this article and specifically, in accordance with the plan developed under subsection (b) of this section. The reserve account shall be known as the "infrastructure road improvement reserve account". The council and the division of highways may enter into agreements to share the cost of financing projects approved in accordance with this section from moneys available in the infrastructure road reserve account and moneys available from the state road fund. Annually, the council may direct the water development authority to transfer funds from the

infrastructure fund in an amount not to exceed one million dollars to the restricted account:*Provided*, That at no time may the balance of the restricted account exceed one million dollars.

(d) For the purposes of this section the term "new" means a road right-of-way being built for the first time.

(e) After the construction of water and sewer lines adjacent to the new road, these new lines shall be turned over to existing utilities by expansion of boundaries of public service districts or shall be main extensions from the municipality.

1505 Berryville Pike  
PO Box 184  
Rippon, WV 25441  
August 28, 2017

Jefferson County Commission  
124 East Washington Street  
Charles Town, WV 25414

Dear President Onoszko & the Jefferson County Commission:

I write to request appointment to the US 340 Local Infrastructure Planning Team. I currently reside in Rippon at 1505 Berryville Pike and will be directly affected by this project. I support the US 340 Expansion, and hope that the project will move forward soon so it can provide certainty to the future of both my family and the other residents affected by this proposed project.

I've spent a considerable amount of time in service to our community. I currently serve as the Vice President of the Jefferson County Development Authority and previously served as its Treasurer. I've also served as a member of the Jefferson County Planning Commission, including one year of service as the commission's president. I also serve on the board of Directors for the Jefferson County Farm Bureau.

The Envision Jefferson 2035 Comprehensive Plan states that the lack of road improvements into and out of Jefferson County is a major restraint on our economic growth. We are bypassed by the interstate highway system; yet our geographic location still makes us a strong candidate as a point of distribution for several metropolitan areas located within a 300 mile radius. Better access to the interstate highway system could make Jefferson County even more attractive to businesses and industry and the expanded road system can make it safer for motorists and residents who use this highway as a point of entry to our county and state. I have dedicated much of my time toward improving the environment for economic development in our county, while balancing the quality of life and the natural resources that make our county a great place to live. In this position, I will serve our county to the best of my ability and to ensure that this critical piece of infrastructure is implemented.

On a more personal level, the DOH has been planning routes and holding public workshops since the 1990's. Rippon has been my home (save for my years away at college) since the early 1970s. These workshops create a lot of anger, angst and uncertainty in my community – I know how this feels firsthand. This uncertainty reduces our ability to make long term decisions about the use of and investment into our own homes and land. Proceeding with the project will provide us that surety so we can move forward with our lives and livelihoods. Many of the people I have spoken with are weary of the process and want this project to happen so they can end the uncertainty.

Thank you for taking the time to consider my application. I am available for any follow up questions you may have regarding my application for this position. I can be reached at (304) 279-6297. My email is pmchapman@aol.com.

Sincerely,



Mike Chapman

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



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 31, 2017**

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

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

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

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

- 1. Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action. Possible Executive Session.**
- 2. Discussion of proposed Fireworks Ordinance. Discussion/Action. Possible Executive Session.**

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: Stephanie Grove for Bill Polk

Department or Organization: **Jefferson County Maintenance**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **August 31, 2017**

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

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

Subject (*Wording to be placed on agenda*): Review and approval of window renovation project for the Courthouse, Jail Annex, and Hunter House

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

Is this a funding request? Y/N Yes, additional funding will need to be approved from the capital account once a formal contract is submitted for approval

If so, how much? \$ 51,500.00 if the Commission elects to move forward with all three buildings

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 accept the bid submitted by Minghini's General Contractors, Inc. and develop a formal contract to be approved by legal and the County Commission before work on the project commences.

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

**Request for Bids**  
**County Commission of Jefferson County**  
**Jefferson County Courthouse**

The County Commission of Jefferson County, West Virginia will be accepting sealed bids for repairs to the Historic Jefferson County Courthouse windows and doors. The scope of this work will include repair, scraping and painting of windows. External storm windows will be replaced with new internal magnetic storm windows. Deteriorated and damage hardware on doors will be replaced. Doors will be scraped and repainted.

A separate sealed bid is also a being accepted for the Hunter House and Old Jail Annex for replacement/repairs to windows.

A mandatory pre-bid meeting and walkthrough will be held on Tuesday, June 27, 2017, at 10:00 a.m. Please meet at the front entrance of the Courthouse at 100 East Washington Street, Charles Town, WV 25414 for this meeting/walkthrough. Detailed specifications and information will be provided at this meeting.

Sealed bids must be received by Wednesday, July 12, at 10:00 a.m. Bids can be mailed or hand-delivered to the Jefferson County Maintenance Department, 128 Industrial Blvd, Kearneysville, WV 25430. Please mark clearly on the outside of you bid, "Sealed Courthouse Bid and/or Sealed Hunter-Jail Bid."

All bidders must provide references. The successful bidder must provide proof of insurance, bonding and be in good standing with the State of West Virginia.

Please direct all questions and comments to the Jefferson County Maintenance Department at 128 Industrial Blvd. Kearneysville, WV 25430 or by calling 304-728-3355.

The County Commission of Jefferson County reserves the right to reject any and all bids in whole or part.

## Jessica Carroll

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**From:** Stephanie Grove  
**Sent:** Friday, August 25, 2017 2:42 PM  
**To:** Jessica Carroll  
**Subject:** FW: Project Information Request, Historic Jefferson County Courthouse Windows and Doors Repair  
**Attachments:** Proof.pdf

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

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**From:** Bill Polk  
**Sent:** Friday, August 25, 2017 11:15 AM  
**To:** Peter Onoszko <ponoszko@jeffersoncountywv.org>; Patricia Noland <patsynol@gmail.com>; 'Jane Tabb (vinemont@frontiernet.net)' <vinemont@frontiernet.net>; Caleb Hudson <chudson@jeffersoncountywv.org>; 'Josh Compton' <jjcompton05@gmail.com>  
**Cc:** Stephanie Grove <sgrove@jeffersoncountywv.org>  
**Subject:** FW: Project Information Request, Historic Jefferson County Courthouse Windows and Doors Repair

This is the response received from the construction Journal on the Courthouse window bid.

**Bill Polk**  
**Director of Maintenance**  
**Jefferson County Commission**  
**128 Industrial Blvd.**  
**Kearneysville, WV 25430**  
**304-728-3355**

**From:** Laura Kuhn  
**Sent:** Friday, August 25, 2017 11:10 AM  
**To:** Bill Polk <[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)>  
**Subject:** FW: Project Information Request, Historic Jefferson County Courthouse Windows and Doors Repair

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**From:** Ted Blaicher [<mailto:T.Blaicher@constructionjournal.com>]  
**Sent:** Friday, August 25, 2017 11:08 AM  
**To:** Laura Kuhn  
**Subject:** RE: Project Information Request, Historic Jefferson County Courthouse Windows and Doors Repair

Laura,

Yes, once we find a project out to bid, we do publish it on our website. Our coverage area for the area this bid was published is our DC, VA, WV area. This area includes Washington DC, the bulk of Virginia and several counties in West Virginia (including Jefferson). Access to view this project on our website is for subscribers to our service. I can tell you that we only had one customer view this project during the bidding period, and that I have heard from several agencies that they are having issues obtaining bids from contractors due to the abundance of projects in the region. I have attached the listing of this project, so that you may see what it looks like.

Please let me know if you need any more information.

Ted

**From:** Laura Kuhn [<mailto:lkuhn@jeffersoncountywv.org>]  
**Sent:** Friday, August 25, 2017 10:34 AM  
**To:** Ted Blaicher <[T.Blaicher@constructionjournal.com](mailto:T.Blaicher@constructionjournal.com)>  
**Subject:** FW: Project Information Request, Historic Jefferson County Courthouse Windows and Doors Repair

Good morning. Bill asked me to contact you concerning this project. The bid has not been awarded yet. We only had one contractor submit a bid and that was Minghini's General Contractor. The County Commission is asking for information on our advertising process before approving the bid to make sure we have exhausted all possibilities. There seems to be a boom in this area right now and it doesn't look like contractors are interested in a project like this.

With the status of this project, we were just curious about how the Construction Journal works. When you see that there is a project and a bid request available, is that published in the Construction Journal? We were wondering how this works and if this puts our bids available to a larger group of contractors. For example, for this Courthouse windows project, was our request for bids posted in the Construction Journal? If so, how large is the circulation area and who has access to this information? We are trying to gauge approximately how many contractors and the areas that this project may have reached.

Thanks so much for any information you can provide.

Laura Kuhn

---

**Laura L. Kuhn**  
**Administrative Assistant**  
**Jefferson County Commission**  
**Maintenance Department**  
**128 Industrial Blvd.**  
**Kearneysville, WV 25430**  
**304-728-3355 x2400**  
[lkuhn@jeffersoncountywv.org](mailto:lkuhn@jeffersoncountywv.org)

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**From:** Bill Polk  
**Sent:** Friday, August 25, 2017 10:17 AM  
**To:** Laura Kuhn  
**Subject:** FW: Project Information Request, Historic Jefferson County Courthouse Windows and Doors Repair

**Bill Polk**  
**Director of Maintenance**  
**Jefferson County Commission**  
**128 Industrial Blvd.**  
**Kearneysville, WV 25430**  
**304-728-3355**

**From:** Ted Blaicher [<mailto:T.Blaicher@constructionjournal.com>]  
**Sent:** Friday, August 25, 2017 7:47 AM  
**To:** Bill Polk <[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)>  
**Subject:** Project Information Request, Historic Jefferson County Courthouse Windows and Doors Repair

Bill,

Are you able to tell me if this bid was awarded at the 8-17-2017 meeting, and if so, what firm was awarded? I do not see the 8-17 meeting minutes on the website yet.

Thank You,

Ted Blaicher  
Data Specialist  
Construction Journal  
(440) 826-4700 Phone x 717  
(440) 826-0047 Fax  
[T.Blaicher@constructionjournal.com](mailto:T.Blaicher@constructionjournal.com)

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Bidding

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**Bidding > Bidding**  **Project #: 1457504**

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Reported: 6/22/17                      Reviewed: 8/25/17

Title:                      **Historic Jefferson County Courthouse Windows and Doors Repair**

Project Type:                      Renovation

Physical Address:                      100 West Washington Street 

City/County:                      Kearneysville, WV 25429 (Jefferson County)

Category(s):                      Single Trades

Sub-Category(s):                      Windows/Doors

Contracting Method                      Competitive Bids.

Status                      Bidding.

Bids Due                      7/12/17 at 10:00 AM to Agency's Affiliate

Pre-Bid Meeting:                      Mandatory - Pre-Bid Meeting on 6/27/2017 at 10:00 AM at Site

Plans Available From:                      Agency's Affiliate

County Agency                      [Jefferson County Commission](#) [Analysis](#) [Track](#)  
*Mailing Address:*  
 PO Box 250  
 Charles Town, WV 25414  
*Physical Address:*  
 124 East Washington Street  
 Jefferson, WV 25414  
 (304) 728-3284 fax: (304) 725-7916

Agency's Affiliate                      [Jefferson County Commission Maintenance Department](#)  
[Analysis](#) [Track](#)  
 128 Industrial Boulevard  
 Kearneysville, WV 25430  
 (304) 728-3355  
[Contact - Bill Polk](#)

Description:                      Repair, scraping and painting of windows. External storm windows will be replaced with new internal magnetic storm windows. Deteriorated and damaged hardware on doors will be replaced. Doors will be scraped and painted. Separate bid for the Hunter House and Old Jail Annex for replacement/repairs to windows.

Details:                      Division 08 - Openings, Doors and Frames, Windows.  
 Division 09 - Finishes, Painting.

Bidder's List:                      [Add your company to Construction Journal's bid list for this project.](#)

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**Bid Documents** Click to Download

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Name	Size	Date
 <a href="#">Mandatory Pre-Bid Meeting Sign-In Sheet</a>	64 KB	7/5/17 11:37 AM

Acrobat PDF Documents Require the [Adobe Acrobat Reader](#)  
 Search documents using CTRL+F

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**Mandatory Pre-Bid Meeting Attendees**



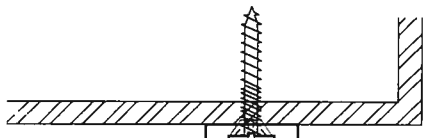
[Minghini's General Contractors Inc](#)  [Analysis](#) [Track](#)  
 51 Trumpet Lane

(304) 263-9988  
 fax: (304) 263-0109



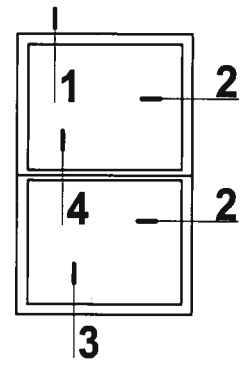






**1 HEAD DETAIL**  
SCALE: FULL

DEEP GUIDE  
ALUMINUM EXTRUSION  
MAGNETIC ONE LITE • MOL

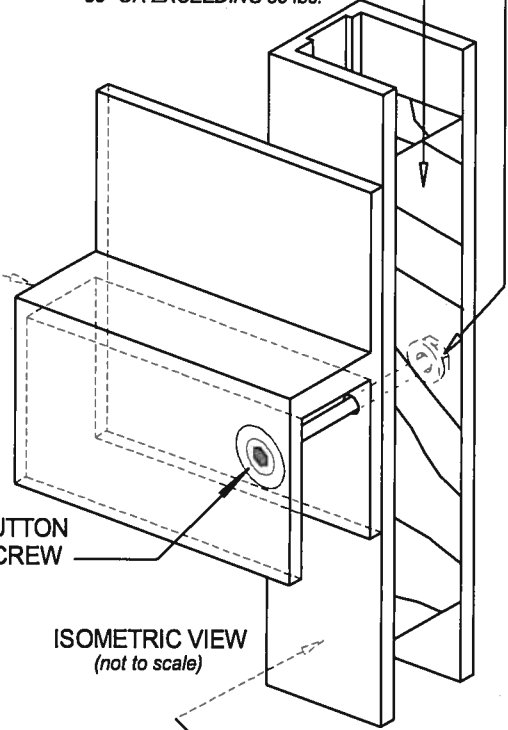


MACHINE BOLT AND LOCKNUT  
OPTIONAL SOLID BLOCKING  
REQUIRED IN PANELS OVER  
50" OR EXCEEDING 35 lbs.

D-44 HANDLE FRAME  
#8 x 3/4" PHILLIPS HEAD  
SCREW - *Required*  
H-MULLION (MODIFIED)

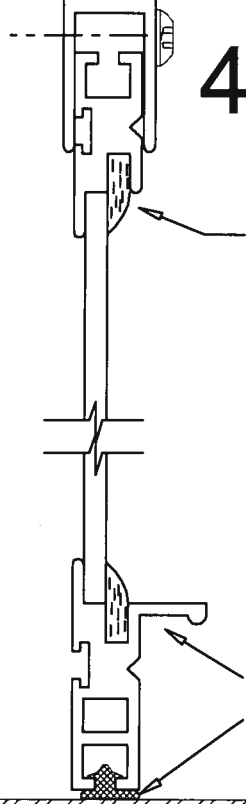
**4 MEETING  
RAIL DETAIL**  
SCALE: FULL

ALUMINUM EXTRUSION  
MAGNETIC ONE LITE • MOL



3/16 BUTTON  
CAP SCREW

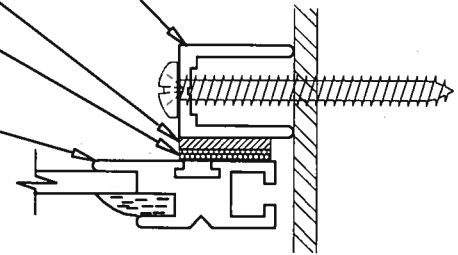
ISOMETRIC VIEW  
(not to scale)



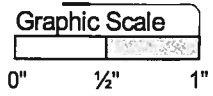
STEEL TAPE  
MAGNETIC SEAL TAPE  
ALUMINUM EXTRUSION  
MAGNETIC ONE LITE • MOL

D-46 HANDLE FRAME  
SILL SEAL  
WEATHERSTRIPPING

**2 JAMB DETAIL**  
SCALE: FULL

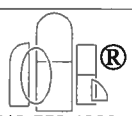


**3 SILL DETAIL**  
SCALE: FULL



PRODUCT  
MAGNETIC ONE LITE, STACKED • MOL-ST  
PERMANENT MULLION

DWG. NO.  
**M-3**



**Allied Window  
Performance Panels®**

11111 CANAL ROAD • CINCINNATI, OH 45241 • PH: 800-445-5411, 513-559-1212 • FAX: 513-559-1883 • www.alliedwindow.com • info@alliedwindow.com

# SPECIFICATIONS

## “MOL”

### MAGNETIC ONE LITE

**APPLICATION: INTERIOR INSTALLATION: LIFT OUT SASH**

#### **PART 1 – GENERAL**

**1.1 SCOPE.** All aluminum windows of the types and sizes shown in the plans and/or as called for in this specification shall be furnished with all necessary hardware, fasteners and miscellaneous equipment as herein specified and shall be manufactured by Allied Window, Inc. Quality standards shall be as described within these specifications.

#### **PART 2 – MATERIALS**

**2.1 ALLOYS.** Aluminum shall be of commercial quality and of proper alloy for window construction free from defects impairing strength and durability. All straight extruded sections shall be of 6063-T5 alloy and temper and shall have a minimum ultimate tensile strength of 22,000 P.S.I. and a yield of 16,000 P.S.I.

**2.2 WINDOW MEMBERS.** All sash members shall be of extruded aluminum with a 3/8" x 1" dimension. All extrusions shall be of sufficient strength to perform as designed. Window members shall have a nominal wall thickness of not less than .062". All corner keys shall be of extruded aluminum. High-energy foam-backed magnetic tape shall be applied to jamb rails of removable panel/assembly.

**2.3 FASTENERS.** All screws and other miscellaneous fastening devices incorporated shall be zinc plated, cadmium plated or other non-corrosive metals compatible with aluminum.

**2.4 HARDWARE/MAGNETIC SEAL.** Head receptor to be extruded aluminum U-channel with dimensions of 1/2" x 5/8" and with nominal wall thickness of not less than .046". The magnetic seal is accomplished by the use of one (1) of these jamb stop alternatives:

- 2.4.1** Foam-backed steel tape applied to U-channel noted above
- 2.4.2** Foam-backed steel tape applied directly to prime window frame system
- 2.4.3** Foam-backed steel tape applied to aluminum angle
- 2.4.4** Steel angle or channel

**2.5 WEATHERSTRIPPING.** Bottom rail of panel/assembly shall incorporate flexible "sill-seal" weatherstripping.

#### **PART 3 – CONSTRUCTION**

**3.1 ASSEMBLY.** All windows shall be assembled in a secure and workmanlike manner. The master frame and insert frame(s) shall be of mitered head and sill. Frame rails and stiles shall be neatly joined together using extruded aluminum corner keys staked in place.

**3.2 SASH(S).** Sash(s) shall be removable and be equipped with a full bottom rail lift handle.

**3.3 STACKING.** Optional stacking feature utilizes horizontal stacking mullion(s) mounted to wood-reinforced jamb channels with machine bolts and locking nuts.

#### **PART 4 – FINISH**

The exposed surfaces of all aluminum members shall be clean and free from serious surface blemishes. Standard finishes shall be mill finish or electrostatically applied baked acrylic enamel in white, colonial white, beige, black or bronze. Painted finish shall meet AAMA 603.6. Optional custom color finish to be two-part polyurethane paint (air dried). Clear anodized, bronze anodized and Kynar finishes are available under appropriate circumstances.

#### **PART 5 – SCREEN(S) (Optional)**

Extruded screen insert frame(s) (3/8" x 1 1/16") with extruded aluminum corner keys shall be provided. Standard screen cloth is charcoal aluminum 18 x 16 mesh securely held in frame with vinyl spline (fiberglass, black aluminum, bright aluminum, or bronze screen wire optional).

#### **PART 6 – GLASS AND GLAZING**

**6.1 GLASS.** Glass shall be not less than "B" quality. Standard factory glazing shall be "DSB" (1/8"). Optional use of 5/32", 3/16", or tempered glass shall be dictated by size of panels, code requirements, or project specifications.

**6.2 GLAZING MATERIAL.** Glass shall be held in place with removable and reusable vinyl glazing splines. Vinyl shall be manufactured from virgin polyvinyl chloride. All corners shall be neatly mitered.

#### **PART 7 – INSTALLATION**

The installer shall securely fasten windows in place to a straight, plumb and level condition, without distortion of the windows and shall make final adjustments for proper operation in accordance with the manufacturer's instructions.

#### **PART 8 – WARRANTY**

Manufacturer shall provide a five (5) year warranty against faulty materials, paint and workmanship.

*SPECIFICATIONS SUBJECT TO CHANGE WITHOUT NOTICE.*

*For More Information Contact:*

**ALLIED WINDOW, INC.**

**11111 Canal Road  
Cincinnati, Ohio 45241  
(800) 445-5411  
(513) 559-1212  
(513) 559-1883 (Fax)**


**WEBSITE**

**[www.alliedwindow.com](http://www.alliedwindow.com)  
[www.invisiblestorms.com](http://www.invisiblestorms.com)**

**E-MAIL ADDRESS**

**[info@alliedwindow.com](mailto:info@alliedwindow.com)**

MOL-09/08



**1.800.445.5411**

SEARCH CATALOG

By Keyword

» Request Quote » Email

# ALLIED WINDOW

Manufacturer of "Invisible" Custom Storm Windows ®

[Home](#) | [Contact Us](#) | [What We Can Do](#) | [Company Info](#) | [News](#) | [Project Gallery/Markets Served](#) | [Customer Service](#)

Product Catalog and CAD Drawings

Aluminum Storm Window Advantages

Interior Storm Windows

Exterior/Inside Removable Storm Windows

Exterior/Outside Removable Storm Windows

Design Options

How to Order, Measure and Install

ARCAT Spec Wizard

Section 8520 Secondary Glazing System

**Green is Gold**

11111 Canal Road - Cincinnati, OH 45241  
[info@alliedwindow.com](mailto:info@alliedwindow.com)

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Click Here for

**Payback Analysis**

## Colors (standard & custom)

[Home](#) » [Design Options](#) » Colors

**Standard Colors - (15 Year Warranty)**

Colors shown are an approximation and will vary with monitor and printer settings. Samples of standard colors are available upon request. [Click Here for samples](#) (Commercial Customers). [Click Here for samples](#) (Residential Customers).

Our extruder provides material in our standard colors as well as Class 1 clear anodize. The paint is baked on after the extrusion process. When we need to match our standard colors, we rely on PPG. Our local PPG is able to provide matching colors.

**Custom Color - (5 Year Warranty)**

Allied Window does its own custom color painting.

- Paint used is PPG Spectracron 380 Poly-Iothans HS Exterior Polyurethane. It is a high performing, two component high solids exterior durable polyester polyurethane enamel. It is designed to provide excellent surface protection and exterior color and gloss retention.
- Typically, we receive a sample of the desired color, which is computer-matched by PPG. They provide color plate samples, which are forwarded to the Customer for approval.

**Custom Color - Large Projects - (15 year Warranty)**

Our extruder provides material in a custom color.

- Paint is the same baked enamel finish as our standard colors.
- The paint supplier matches a color sample provided and color plates are provided for Customer approval.

**Allied Window Standard Colors**

**White**

Bright White

**Colonial White**

Off-White

**Beige**

Putty color - darker than Almond

**Bronze**

Dark Bronze - close to Durondic Bronze

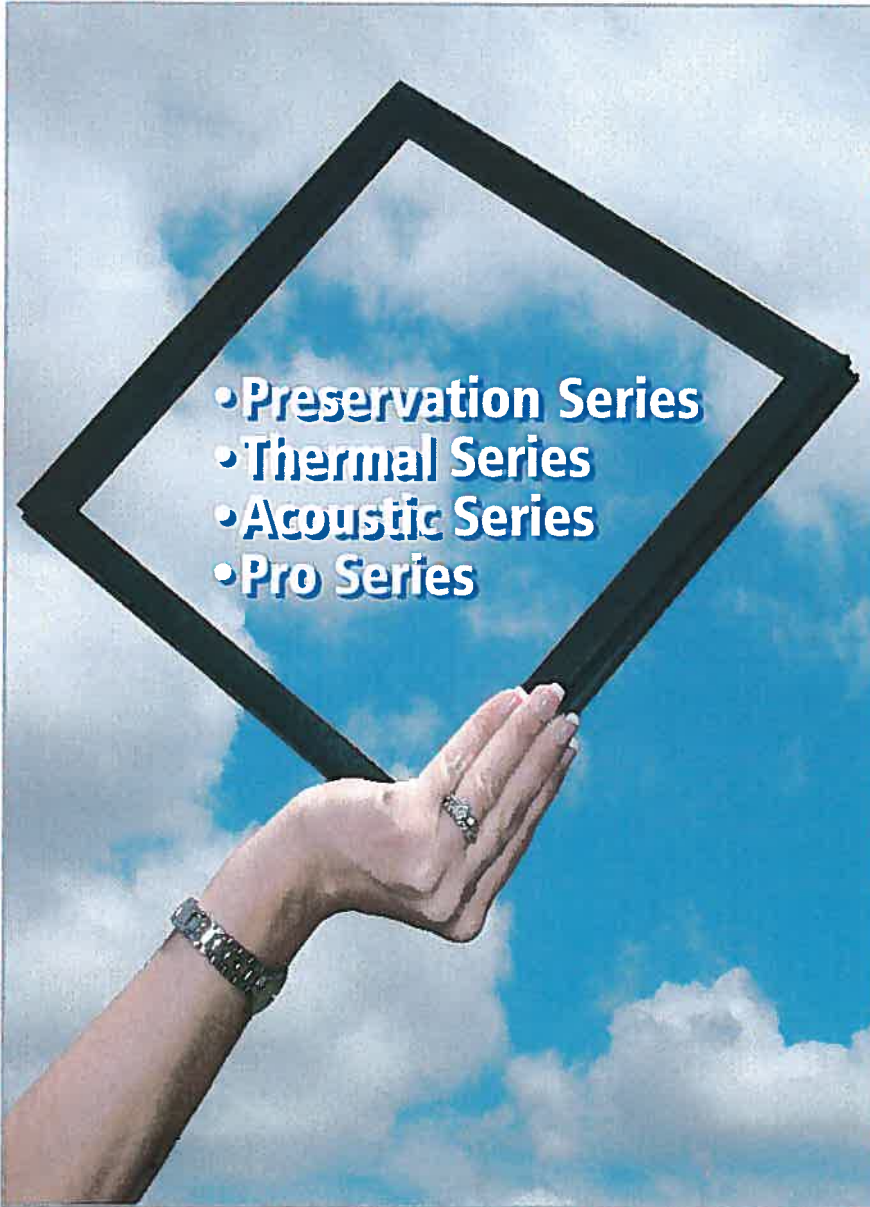
**Black**

Semi-gloss Black



# Climate SEAL™

The World's Best Thermal, Acoustic, Preservation Window Inserts!



**WINDOW INSERTS....THE BETTER  
ALTERNATIVE TO REPLACEMENT WINDOWS!**



# Climate Seal™ Overview

Outrageous fuel prices. Bone-chilling drafts. Irritating noises. Harmful ultra-violet rays. These are just some of the problematic conditions home and building owners face on a daily basis. And, they're happening right through your windows! "And that's why the Climate Seal Retrofit Window System was created—to address *all of these problems in one single product.*"

The Climate Seal window insert, more commonly known as an "interior storm window", is a magnetically applied insulating retrofit system. It is virtually invisible once applied and is easily removed or opened for cleaning or storage. A metal strip is adhered or fastened to the perimeter of your window opening and actual placement of the system is up to you (for types of install, see page 3). Be wary of imitation products though. They are abundant, but none have the proven performance and reliability of the Climate Seal and our custom design options further separate us from the competition. ***There simply is no comparison!***

Windows, doors, skylights and dormant fireplaces are just a few examples of the many applications perfect for the Climate Seal window insert system. All of the problematic conditions described above have been addressed in our Climate Seal 'Series' family of products, which include: Thermal, Acoustic, Preservation and Pro. Whether you are a Homeowner, Architect, Interior Designer or Home Improvement Contractor, there is an ideal Climate Seal series system for you or your client.

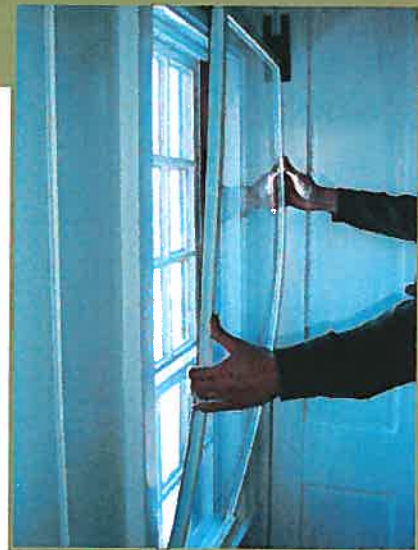
*With home and building heating/cooling costs so high, what is the payback?*

*What if my windows are out-of-square or I have custom shapes and sizes?*

*How will the Climate Seal look once installed?*

*What are the advantages of retrofit over replacement?*

This brochure will address all of these questions and more. We will educate and hopefully motivate you to solve the various problems affecting us every day. So, let's get started. Those problematic windows aren't fixing themselves!



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Preservation Series .....	Page 5
Pro Series .....	Page 6
Custom Options .....	Page 7
Highlights .....	Page 8

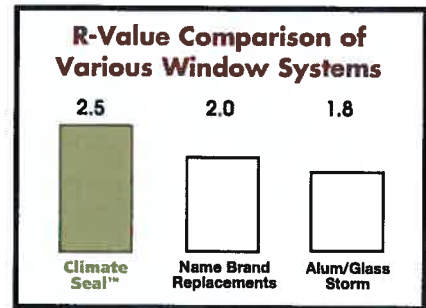
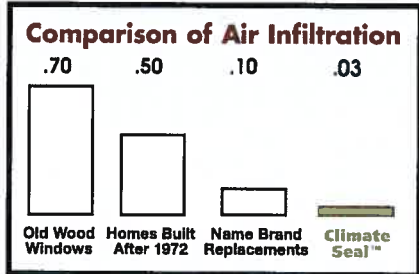
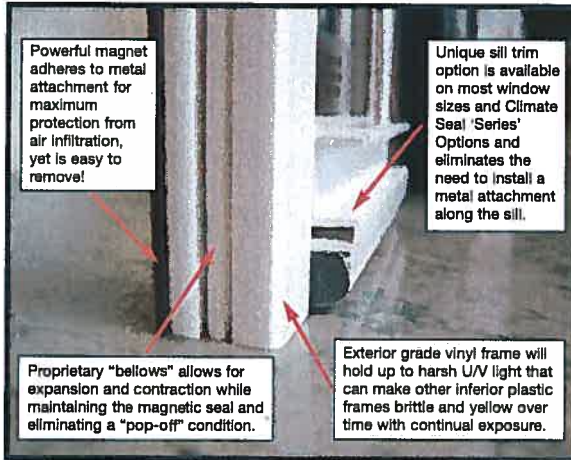


# Thermal Series

Relief from high fuel prices is here...just in the nick of time! Actually, the Climate Seal™ Thermal Series window insert has been slashing heating and cooling costs for its customers for over 30 years. Our Thermal Series offers immediate payback and a swift overall return on your new interior storm window investment. The secret is in our magnetic and proprietary bellowed design (see diagram) and superior insulating materials such as exterior-grade vinyl instead of aluminum and domestic acrylic glazing instead of single-paned glass. These unique and essential frame features create virtual elimination of air infiltration while adding additional insulating performance from the harsh elements just on the other side of your primary windows.



The Above Thermal Camera Image Shows the #1 Source of Heat Loss...  
**YOUR WINDOWS!**



## Climate Seal™ Window Insert vs. Replacement Windows: Which is the BETTER Choice?

When considering a window improvement project there is a lot to consider. Locations vary and existing conditions fluctuate. *Every building is different.* An ideal solution for one residence may not be for another. Appearance, condition, function and performance must be considered when determining the next step. The Climate Seal™ Thermal Series™ will unquestionably outperform any comparably priced replacement window in terms of performance and payback. That is certainly a bold statement, but very true for these simple reasons:

### RETROFIT:

When you retrofit with our Climate Seal™ Thermal Series window insert, you are improving your existing windows performance by upwards of 40-60%<sup>1</sup>. This combination (primary + Climate Seal) is more effective and cost-friendly than typical replacement options<sup>2</sup>.

### REPLACEMENT:

Replacing your windows introduces an improved product over your primary window, but when compared to our retrofit option, you are taking whatever performance you were currently experiencing and reducing it to "0" and are left with only the improved benefits of the replacement option instead of both the existing primary and a secondary layer.

1. Actual performance improvement is determined by the type, age, condition and size of the primary window when retrofitted with our Climate Seal window insert.
2. Most, if not all comparable replacement window options, have been shown to cost 2 or 3 times more than a same-sized Climate Seal window insert.

### TYPES OF INSTALL



In Jamb



Flush Mount

# Acoustic Series

**B**orn from our original Climate Seal™ Thermal Series, the Climate Seal™ Acoustic Series window Insert specifically focuses on sound abatement across all frequency levels with exceptional performance while maintaining its discreet look and superior thermal properties. While the Climate Seal™ Thermal Series abates sound by up to 60% from pre-existing levels, the Acoustic Series boasts up to 80% sound reduction with an STC rating as high as 49, which rivals or exceeds the performance of many other competitive products and does so at a significantly reduced cost and aesthetic impact.

The Climate Seal™ Acoustic Series model is an ideal choice for many residential, commercial and historical applications. Whether you live on a busy street, airplane flight path or wish to maintain the comfort level of your hotel guests, the Climate Seal™ Acoustic Series window insert will perform extremely well, regardless of the application. Other acoustical window products have you call for a secondary and permanent window layer, which we feel is excessive, bulky and unattractive without an appreciable improvement above and beyond our Climate Seal™ Acoustic Series system. The Climate Seal™ Acoustic Series window insert is easily removed in seconds for access to the primary window for cleaning or maintenance and is just as easily re-applied to protect you from irritating and excessive decibel levels.

Below is a comprehensive breakdown of our performance ratings and results. We've also included a "before & after" scenario on (3) different primary window applications to illustrate how effective the Climate Seal™ Acoustic Series can be when applied over your primary window.

## FEATURES:

- 3/4" Wide x 1" Deep window frame. Acoustic Series can also receive up to 5/16" acrylic for maximum performance, durability and strength.
- High performance "closed cell" acoustical weather strip foam to further dampen sound vibrations between the primary window frame and the Climate Seal's™ attachment system.
- Only 1/2 the weight of glass competitors, which can make removal very dangerous with their system.

## CLIMATE SEAL™ SOUND REDUCTION CHART:

	125Hz	250Hz	500Hz	1KHz	2KHz	4KHz	STC
Primary Window	23	19	20	30	37	41	27
Climate Seal Test #1	28	36	41	48	48	59	44
Climate Seal Test #2	23	35	43	52	54	62	44
	Low Frequency Impact/ Construction Noise Subwoofers/Music		Mid-frequency Human Voices Traffic Noise		High Frequency Horns/Whistles Fan Noise		Up to 63% STC Rating Improvement Over Primary Windows

\*For a full acoustical test report visit [www.climate seal.com](http://www.climate seal.com) and click on "Acoustic"



MSU Riley Center-Meridian, Mississippi



Triple Double Hung Acoustic Series Inserts



Haywood Park Hotel-Asheville, North Carolina



Thermal/Acoustic Inserts for  
Maine State Offices

# Preservation Series

An interior storm window system created specifically for the historical community. In fact, many local, state and federal historical agencies, including the National Park Service have granted use of our storm window product because the Climate Seal™ is exclusively an interior mounted product and the aesthetic impact to the exterior is eliminated. All agree that the Climate Seal's™ slim 3/4" wide vinyl frame and discreet attachment system options make for a perfect fit and look.

A variety of custom trim colors, real wood veneers and the upgrade to **Museum Quality** UV filtering acrylic creates a clean and invisible finish with outstanding protection from the heat and/or cold and a 98% filtration from the sun's harmful UV rays (a significant increase over our standard acrylic's 85% UV filtration properties). Because of our Climate Seal's™ unique magnetic attachment method to the steel sub frame, removal and placement for cleaning or storage are quick and easy.

In addition to our standard white and dark brown Climate Seal™ trim colors; there are also many custom options available for your project.

Please see page 7 to review the numerous options available to create that "invisible look".

## THE PROJECT LIST

- James Blake House-Dorchester, Massachusetts Circa-1648  
*2nd oldest house in America!*
- Dwight Derby House-Medfield, Massachusetts Circa-1651  
*One of the ten oldest homes in America!*
- Riley Education Center MSU-Meridan, Mississippi
- Historic Deerfield-Deerfield, Massachusetts
- The Sargent House Museum-Gloucester, Massachusetts Circa-1782
- The Spalding House Museum-Lowell, Massachusetts Circa-1760
- Colonial Williamsburg-Williamsburg, Virginia
- Brooks Chase House-Saco, Maine Circa-1747
- The Preservation Society of Newport County  
*The Marble House, Kingscote, The Elms, Hunter House*
- City of Newport Town Hall-Rhode Island
- Fairfield Historical Society-Fairfield, Connecticut
- Nolde Forest Environmental Education Center Reading, Pennsylvania
- U.S. Customs House-Portland, Maine



English Tudor with Steel Casement Windows



Historic Schoolhouse 2nd Floor Sound Studios



Custom Painted Inserts for Historic Home



Historic firehouse Converted Into Office Spaces

# Pro Series

The "Pro" Series Climate Seal window insert says it all in the name...the best. For the most discerning client who must have a superior quality storm window product and is willing to pay for it, the Pro Series Climate Seal model is a must.

What separates the Pro Series model from all of the other quality Climate Seal window insert options is in the crystal clear glazing we use during construction. We use abrasion-resistant quality acrylic (available in 1-sided or 2-sided, 1/8" or 1/4" thick) to give you the superior thermal, acoustic, UV light filtration and optical clarity of acrylic, but with the hard coat properties of glass to make it extremely durable and long-lasting. This amazing tandem does come with an increased cost, but so do most building products made from the finest quality.

Ask your authorized representative to go "Pro" with your Climate Seal window insert system and have the confidence and peace of mind to know you've just made a smart investment that will look great for generations to come.



*Inferior Brand "X"*



*Superior Climate Seal*

## PROJECT OVERVIEW

A historic 4-star hotel in Asheville, North Carolina had a major problem: Street noises and music was blasting their historic wooden windows to the discomfort of their hotel guests and the frustrated management staff on site. Something had to be done, but what was allowed given their budget and the local Historical Society's renovation guidelines? **The answer:** The Climate Seal Acoustic "Pro" Series. But first, they wanted to test our bold performance claims before making such an investment. Above are photos from both test subjects: our superior Climate Seal system and an inferior Brand "X". Both products were tested side-by-side in adjacent hotel room suites and upon the installation, the winner was clearly the Climate Seal system for its thin profile, high performance and easy removal for cleaning or maintenance (Brand "X" was permanent).



*Brooks-Chase House-Saco, ME  
Circa 1747*



*Hoyt Institute of Fine Arts-New Castle, PA*



*City of Boston, MA-West Roxbury Library*



*Happy Customers:  
Pam & Mark Beckner-Charlotte, NC*

# Climate Seal™ Options

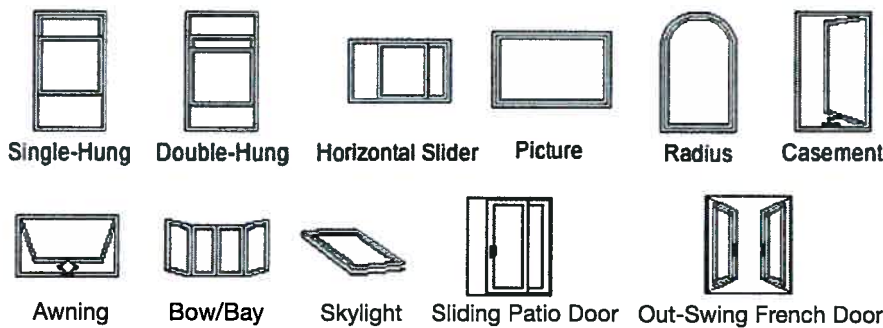
## STANDARD COLORS:



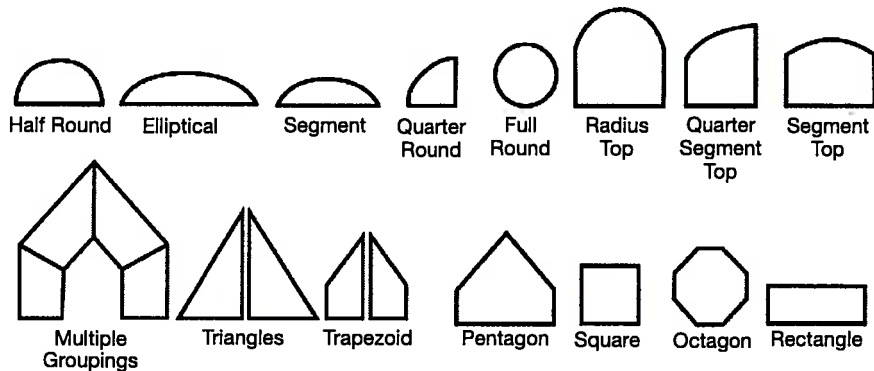
## REAL WOOD VENEER OPTIONS:



## WINDOW & DOOR STYLES:



## WINDOW SHAPES:



**OPTIONS:**

- Names
- Numbers
- 5 Chips
- 1 Chip

*We use a commercial grade Benjamin Moore paint that has excellent adhesion to vinyl, steel and wood.*

## OPTIONS HIGHLIGHTS:

- Quality 3M® wood veneer pressure sensitive adhesive for lasting durability.
- Real wood veneer can be lacquered, shellacked, sanded and/or painted.
- Patented flexible trim allows most shapes to be perfectly contoured.



# Climate Seal™ Highlights

## CLIMATE SEAL CAN:

- Reduce heating and cooling cost up to 60% in energy savings.
- Reduce noise infiltration by up to 80%.
- Stop damaging condensation and ice build-up.
- Maintain the integrity of your historic building.
- Save you thousands over prime replacement windows.

## CLIMATE SEAL IS:

- A custom manufactured *insulating interior storm window* that installs within or...  
over the existing window cavity and becomes virtually invisible once in place.
- Maintains the integrity, but greatly enhances the efficiency of the original window; no tearing-out, no disruption.

## CLIMATE SEAL IS NOT:

- An exterior storm window.
- A prime replacement window.

## A PROVEN PRODUCT:

Thousands manufactured and in service for **over 30 years**.



## FEATURES & HIGHLIGHTS

- Eliminate the cost and mess of removing existing windows.
- Immediate payback through fuel savings.
- Virtually eliminate drafts and condensation.
- Slash irritating exterior noises.
- Custom made to your window frame measurements.
- Our vinyl magnetic frames will not deteriorate from the sun's harmful U/V rays.
- Proprietary "bellows" feature within the frame prevents excessive bowing or "pop-off" conditions.
- Lightweight-easy to install & remove.
- Easy to maintain and clean.
- Endorsed by various Historic Preservation Commissions.
- Nearly invisible once in place.
- **Lifetime Warranty** against any structural defects.
- Proven performance and in service for over 30 years.
- Expanding national dealer/installer network.
- Do-It-Yourself options available.

## TESTIMONIAL

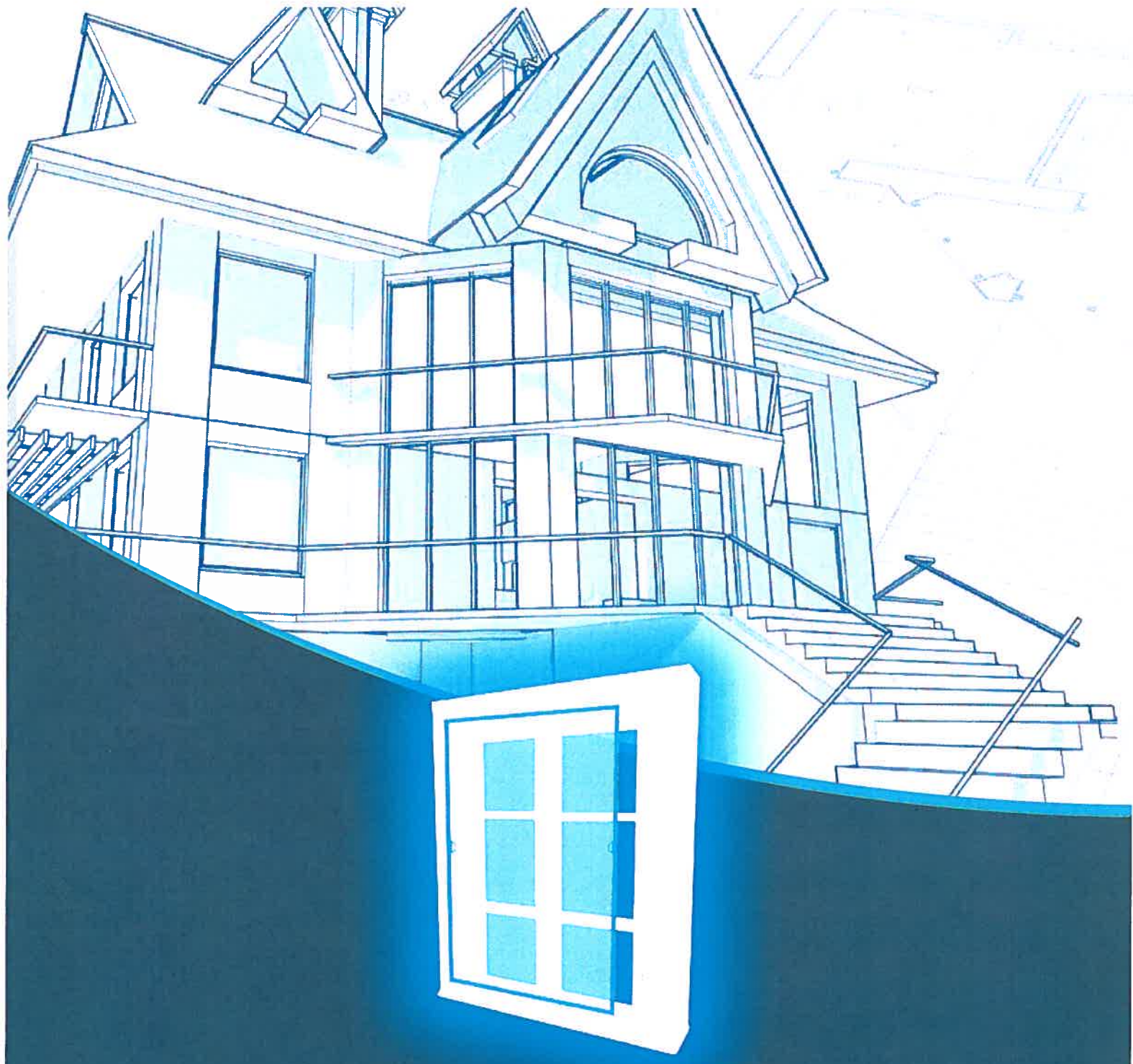
“I purchased Climate Seal window Inserts for a condo that I planned to sell at a later date. I had no idea how to deaden the noise that came in through the large windows in this older, downtown property. I searched the Net and found Climate Seal. Not only did they educate me about the product, but they made it simple to buy something I knew so little about, the panels arrived quickly with all necessary parts included (too often not the case!) and then talked my carpenter through the installation process via the phone. The panels worked better than I would have ever expected, and made it cheaper to heat and cool the room as well. Did I mention that they were practically invisible once installed, so they changed nothing about the original character of the windows? Everybody who saw the panels was incredibly impressed with the whole thing. *A truly fantastic transaction.*”

B. Rose  
Springfield, Massachusetts



The World's Best Thermal, Acoustic, Preservation Window Inserts!

SALES REPRESENTATIVE



*IT'S NOT A WINDOW...IT'S*  
**Magnetite**

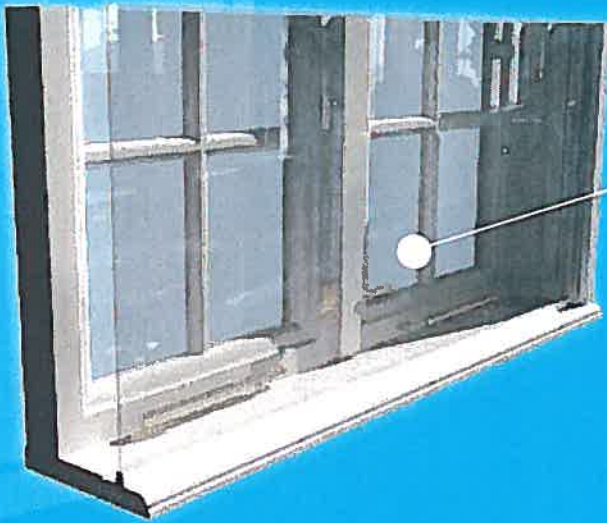
Phone: 1.888.433.2686

Web: [www.Magnetite.com](http://www.Magnetite.com)

Email: [info@magnetite.com](mailto:info@magnetite.com)

# What is Magnetite?

Your existing window is retrofitted with our patented Magnetite framing system. This system allows any of our series of custom Magnetite panels to magnetically fit into place with an airtight seal, thus providing you with unparalleled sound control, thermal comfort and overall energy efficiency.



## Air Space

Dead air is an insulator. A bigger "dead air space" between a Magnetite panel and an existing window equals a better result.

**Air Space R-Value =**  
*R-1 per Inch of dead Air Space*

## Magnetite Window Panel

Made from 100% virgin, optical-grade acrylic, guaranteed not to yellow. The flexible magnet is molded into the edging, sealing out dust and keeping the acrylic panel firmly in place. Magnetite's patented edging is made with exterior grade window vinyl. Available in thermal, soundproofing, or IR rejecting.

**Total R-Value =**  
*Existing Window + Air Space + Magnetite Panel*  
(Magnetite R-Value = 0.69 up to 1.39)

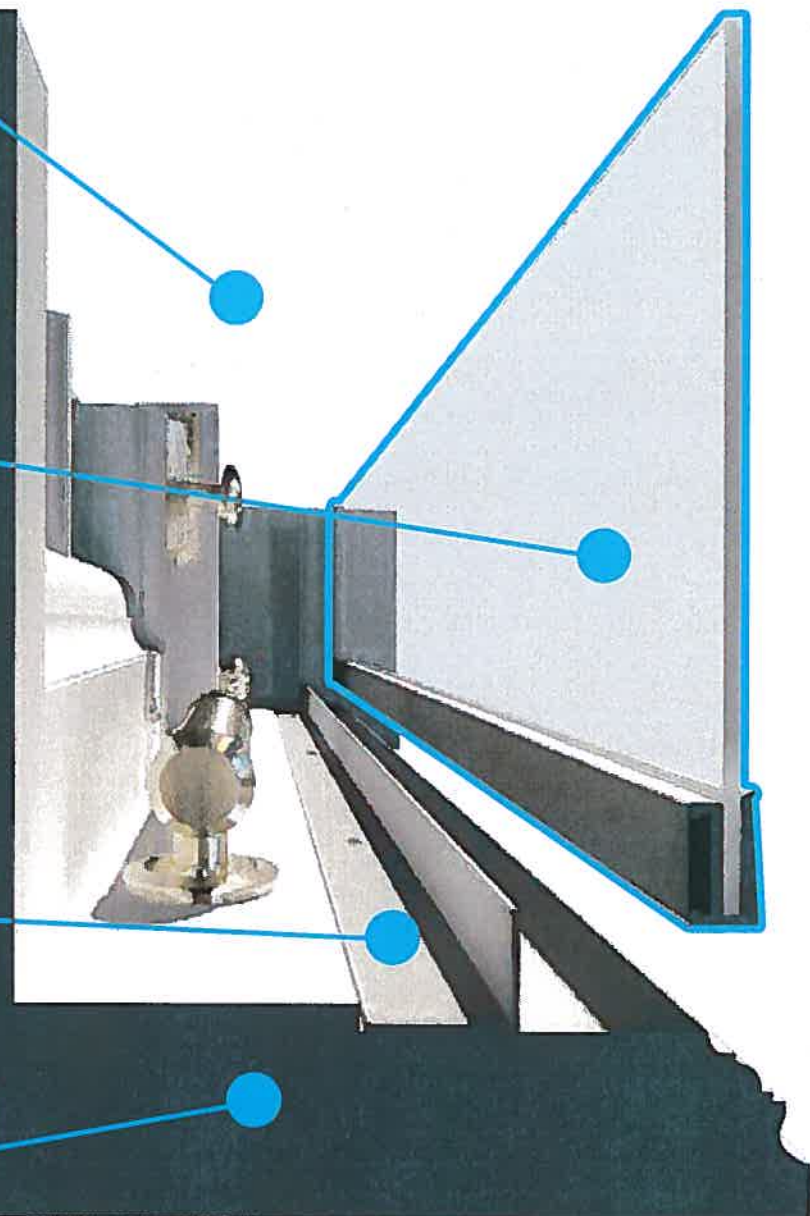
\*The final R-value of your window system may vary. These figures are based on a professionally installed Magnetite panel for a single-hung window in a 2"x4" wall cavity.

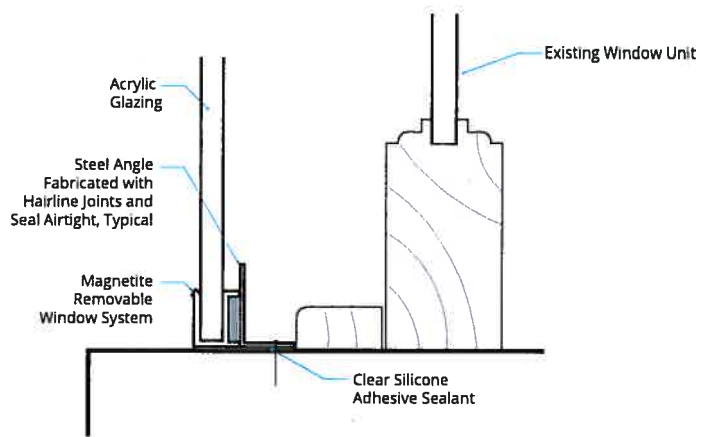
## Frame

This lightweight steel provides a strong, durable framework for the Magnetite panel while remaining out of sight.

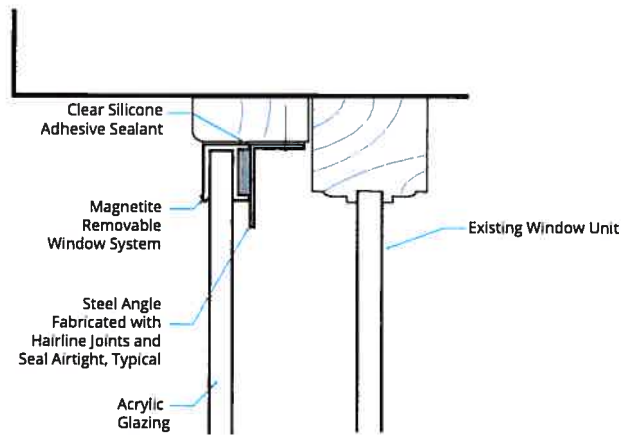
## Existing Window

Magnetite is designed to fit any shape or style of window.

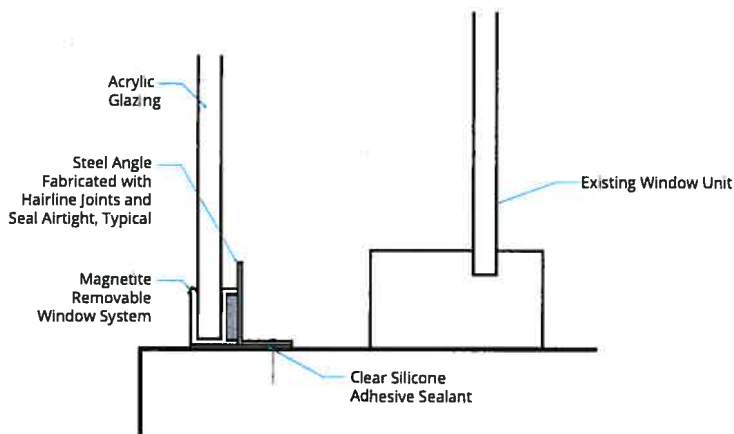




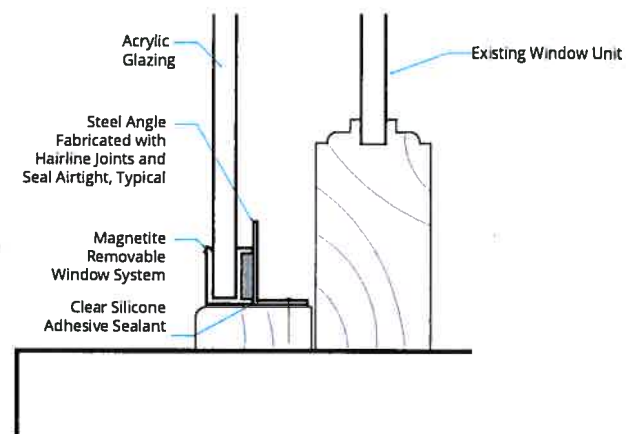
WINDOW DETAIL - SILL



WINDOW DETAIL - SILL (Stop Mount)



WINDOW DETAIL - SILL



WINDOW DETAIL - SILL (Stop Mount)

Magnetite Window Systems are able to be Mounted with a Variety of Configurations.

# Facts About Acrylic

## Density

Acrylic is less dense than standard glass, meaning it is cheaper to produce, it weighs less, it is easier to move around, and it costs less to transport. Acrylic is only half as dense as glass and has a greater ability to bend. Its flexibility allows acrylic to distort its shape without harm, making it resistant to impact: A sudden blunt pressure does not break acrylic, whereas it would shatter glass in an instant. Cutting acrylic is easier than cutting glass, too; you can either score it or break it, the same techniques used for cutting glass, or by using a suitable hacksaw or power saw. Also, a soldering iron can melt through acrylic quite efficiently.

## Strength

Acrylic is 17 times stronger than glass, requiring greater force to break it. This gives acrylic an obvious edge in situations where damage to a window due to impact could cause a fatal loss, such as on in a submersible vehicle like a boat or submarine. Acrylic's impact strength is higher than glass, so it cracks instead of shattering. In the automobile industry, where controlled shattering is desired for safety glass, tempering is required before standard glass will shatter in any sort of predictable manner.

## Surface and Applications

The surface of acrylic is softer than that of glass, which is why it is not scratch resistant--although scratches and blemishes in acrylic buff away easier. The same scratches on mineral glass would require replacement of the entire pane. Another advantage of acrylic is that you can bond several panes together, joining the seams to create one piece—you could create a solid container of acrylic, for instance. It's an ideal application for a fish tank.

## Transparency

Acrylic is as clear as optical glass but it allows more light while also filtering ultraviolet. Glass allows 80 percent to 90 percent of visible light to pass while acrylic transmits 92 percent. And acrylic does not yellow with age or appear milky, as thicker panes of glass can.

## Insulation

When it comes to insulation, acrylic is seven times more efficient than glass in reducing temperature flux, which means cool or warm air outside penetrates less easily than it would through standard glass. That can save you money on your heating bill.

## **NOTE: UV Rays Are Damaging**

Magnetite also carries a UV Inhibiting Acrylic, so it blocks 99.9% of all harmful UV rays.

# Our Products



## Heritage Series

Magnetite specializes in addressing window needs without breaking the bank. The patented acrylic window panels preserve the look, structure, and character of your existing windows. At the same time, Magnetite's interior panels give your windows additional thermal efficiency, better sound control, and they virtually seal all air leaks. If you are seriously considering replacing your windows, contact Magnetite and preserve the integrity and style of your home, business or historic property.



## Heatshield HP/IR Series

Magnetite's Heatshield High-Performance Infrared Rejecting Series is a MUST for any sun-struck window! Imagine the benefits of combining 35 years of proven results from Magnetite's patented engineered insulating system with the tremendous heat rejection of this modern technology! Comfort and savings without question! High (VLT) Visible Light Transfer that allows for continued natural daylighting. Unbelievable (TSER) Total Solar Energy Rejection for relief from solar heat gain.



## Sound Control Series

Magnetite's Sound Control Series is able to provide a window solution that reduces the noise coming through your current window by up to 70% and offers an STC rating of 48+ (depending on the install) for a fraction of the cost of soundproofing windows. Say hello to peace and quiet, and more savings in your wallet with Magnetite acrylic sound control window panels.



## Energy Efficiency Series

One component of every home or business that hasn't really improved over the last thirty years is the window. Windows are still offered in single or dual pane with a wood, vinyl, or aluminum frame. Even after a low-e coating is applied, the average efficiency of installed windows is still only an R-1. Magnetite offers home and business owners a way to make their entire window system up to 115% more thermally efficient.

# Our Products (continued)



## **Museum/UV Series**

Damaging UV rays can destroy anything they touch. Have you ever seen washed out posters in a storefront window while shopping? The same damage is being done in your home and business to your furniture, drapes and other valuables through your existing windows. Magnetite's Museum/UV Series Panels provide the same heat blocking, raised comfort levels and energy saving performance of low-e replacement windows with the added benefit of protecting your home or business from 99% of the damaging UV rays.



## **Eclipse Series**

Our Eclipse Series Panels allow you to enjoy all of the same benefits of other Magnetite Panels along with an added bonus of blocking out all visible light transmission (VLT). These panels are great for bedrooms, offices, meeting rooms, recording studios, home theater rooms and more. When you want to let the light in again you just remove the panels from the Magnetite aluminum frame to reveal the original windows. A great addition to any Magnetite System.



## **Privacy Series**

Our Privacy Series Panels are able to diffuse light transmission while blocking out any visible details or defining shadows. A great addition to any bathroom, meeting room or any window that needs added privacy. Create a custom privacy room in no time. Keep important visual information private. Have split window panels? No problem, Magnetite will fit any style or size of window.



## **Screen Series**

Turn your home or office into a comfortable, breezy, bug free zone in no time with our Screen Series Panels. These specially designed screened panels allow you to create the feel of an enclosed patio while blocking out blistering UV rays from the comfort of any room in your home or office. The continuous seal keeps insects out as well as blocking out entering sun glare while providing airflow. Durable and lightweight material made to last. Also works as sun screening for existing patio rooms!

# Magnetite for Historic Properties

Owners of historic buildings know that when it comes to the windows of any structure, they really are the heart and soul of the building. Windows, like the architecture are period specific, but unlike the architecture, they are much easier to remove and replace. This fact alone places every historic building on a path to struggle to retain its historical look, feel, and significance.

This struggle is alive and well in every historic district across the country. Owners of a historic building know when someone in their district changes out windows or does any "upgrade" that diminishes the original historical facade of a building. Magnetite has been working closely with historic districts, private owners, and government organizations to preserve the original beauty and historic significance of windows. If you are looking for increased energy efficiency and improved sound control while preserving the National Registrar's recognition of your home or business, then Magnetite can help...without the significant cost of rebuilding or replacing your windows. warmer you are. The same is true for a building; the better a wall, ceiling, or window is at resisting temperature change, the higher its R-value will be.



# Magnetite for Residential Properties

Magnetite Window Panels are designed to provide superior insulating abilities without the high costs associated with replacement windows. These insulating marvels are a unique approach to insulated windows. Magnetite Panels are installed on the interior of your existing windows. There is no messy construction and they cost up to 40-60% less than replacement windows!

Magnetite specializes in providing a premium window solution product at a price that is much lower than replacement windows. Not only does Magnetite beat the competition in pricing, but your window system will have better sealing, insulation, efficiency, and soundproofing than the alternatives.

Magnetite Window Panels are able to fit any size and shape of your existing windows. Have blinds or other window treatments? Magnetite allows you to keep them without interference.



# Magnetite for Commercial Properties

The Department of Energy estimates that nearly 40% of all energy consumed by businesses goes to offsetting the inefficiency of the windows in the business. When business deals are won based on fractions of a penny, how can you afford to only get sixty cents on the dollar for the electricity and natural gas that your business buys. Business is a fine balance between immediate needs, long-term investments, and the seemingly immovable bottom line.

If you are looking for a way to lower your cost of doing business while making a smart investment in the long-term vitality of your company, Magnetite can give you a few options. Magnetite addresses building inefficiency starting with the biggest culprit, your windows. The patented acrylic panels effectively reduce incoming noise, they increase window efficiency, and they do so without changing the look of your business. The best part about it is that all of this is done for 40-60% less than the cost of replacement windows, it involves no messy install, and requires no downtime for your operations.



# Case Studies



## **Desert View Grand Canyon**

The structure, built in 1930, was originally used as a hiker's way-point at the very edge of the canyon rim. As one of the premier options for historic window preservation, Magnetite was contracted to address the thermal and acoustic inefficiencies of the windows in the caretaker's residence. Because the removal and replacement of the original single-pane, wooden, sash windows was out of budget, a more cost-effective option was needed. Preserving the building's historical designation while making the windows more efficient and staying within budget made Magnetite the obvious choice.



## **The Octagon House**

The Octagon House located in Washington, DC, just blocks from the White House. It was built in 1799 and is the oldest residential structure in the city. It served as the White House in the early 1800's and is the place where the Treaty of Ghent was signed ending the War of 1812. This historic building is now the home of the American Institute of Architects Legacy. The windows in this building were large and very leaky. Magnetite window panels stopped the air infiltration without changing the appearance of the existing windows.



## **Rosedown Plantation**

Rosedown Plantation was built in 1835 and may be the most recognized plantation in Louisiana. The caretakers were concerned about UV rays destroying the draperies and furniture so they wanted something that would stop the UV without changing the original look and style of the building. Magnetite solved the problem using a "museum class" acrylic that blocks more than 99% of the harmful UV rays. Since the Magnetite panels are easily removable by the staff, the windows can be cleaned and still operate just like they did nearly 200 years ago.

# Case Studies (continued)



## **Clinton Courthouse**

In the 1800's no one thought about the noise that would one day come from the trail that ran along the side of the courthouse. That trail is now Highway 10 and the noise from the cars and trucks made it uncomfortably loud in the courtroom. Magnetite soundproofing window panels were installed and the problem is now solved. Since they are nearly invisible, the beautiful windows can be seen, but the noise is blocked.



## **The Lancaster Hotel**

The Historic Lancaster Hotel in Downtown Houston has Elegance and Style, but like many hotels in the area, they had a traffic noise problem. They solved it by contracting with Magnetite and the guests are loving it!! No more traffic noise and no more energy loss coming through their beautiful windows. Magnetite Window Systems are a fraction of the cost of laminated glass.



## **Gretna City Hall**

Gretna City Hall recognized long ago that it was wasting money trying to keep the building's offices comfortable. Mayor Ronnie Harris had previously installed Magnetite windows in his historic home just a few blocks away. Because of his experience with Magnetite's custom window panels in his home he petitioned city council to invest in a complete window overhaul with Magnetite. The investment has paid for itself with amazing energy savings and a very comfortable staff.



A Partnership  
To Take Your  
Hat Off To...

## A Great Opportunity

We are looking for dealers across the nation who want to be part of an extraordinary team that prides itself on providing great alternatives to replacement windows. By adding Magnetite to your list of products or services, you offer customers a great product at a great price over replacement windows, **up to 40-60% over replacement windows!** Magnetite has installed over 5-million panels across the globe and has a proven track record of satisfaction and return customers.

If you think you have the drive to be part of our amazing dealer network, contact Magnetite directly for more information on our dealership program and speak to a company representative.

Phone: 1.888.433.2686

Web: [www.Magnetite.com](http://www.Magnetite.com)

Email: [info@magnetite.com](mailto:info@magnetite.com)



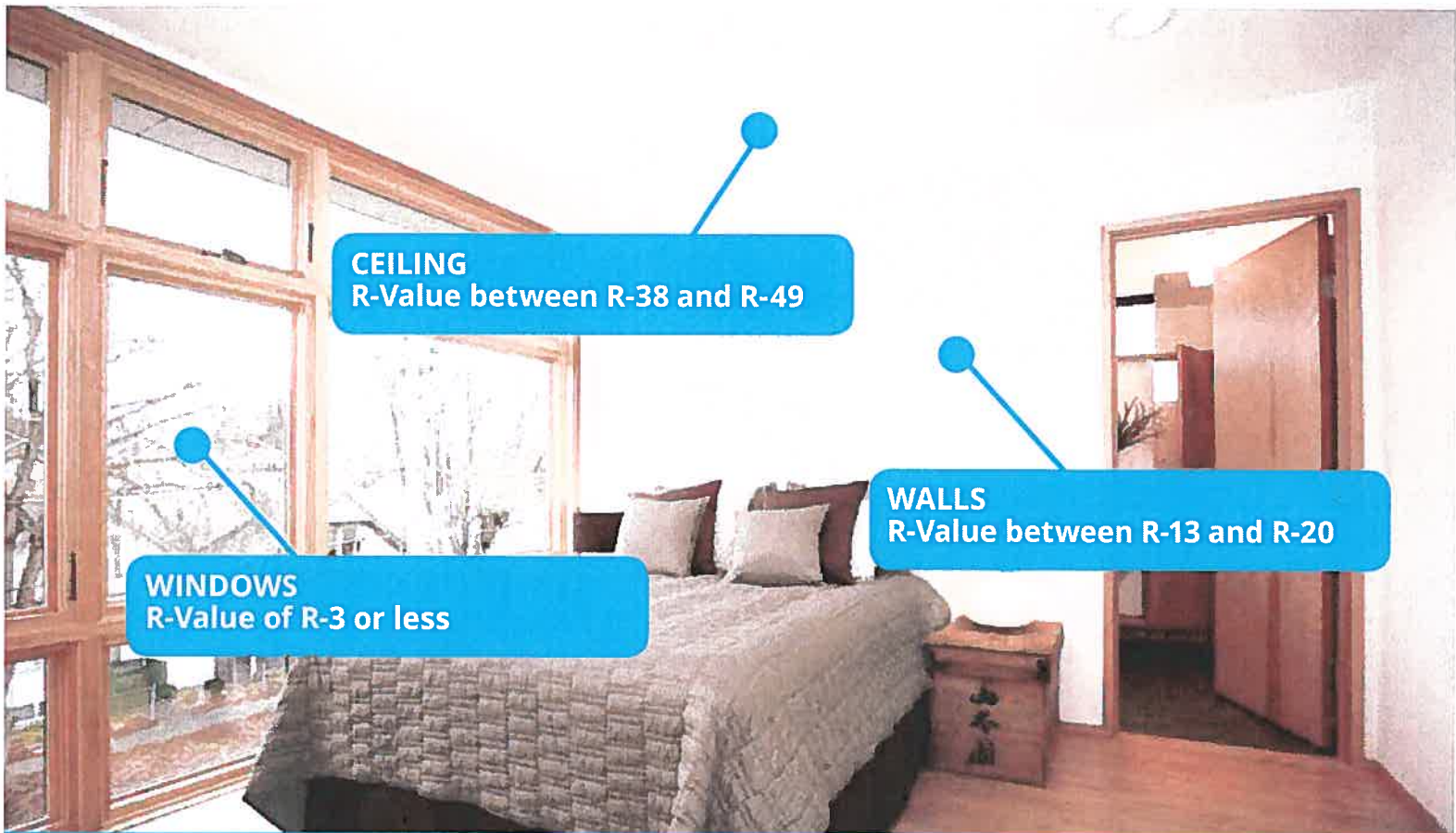
# What is R-Value?

The concept of R-Value is one of those terms that many people are familiar with, but most may not fully know what it means. The short of it is this: R-value is all about insulating against, or resisting, temperature change. When it comes to your home or business, Magnetite Southwest believes that R-value is a REALLY big thing. R-value affects the soundproofing of a building, the comfort of a building, and the energy costs of a building.

When you grab a blanket to protect against the cold evening chill you don't grab a blanket full of holes; you grab a good one. The better the blanket, the warmer you are. The same is true for a building; the better a wall, ceiling, or window is at resisting temperature change, the higher its R-value will be.



Sadly, our homes or businesses all battle having a blanket that is full of holes.



**CEILING**  
R-Value between R-38 and R-49

**WINDOWS**  
R-Value of R-3 or less

**WALLS**  
R-Value between R-13 and R-20

## Putting it all Together

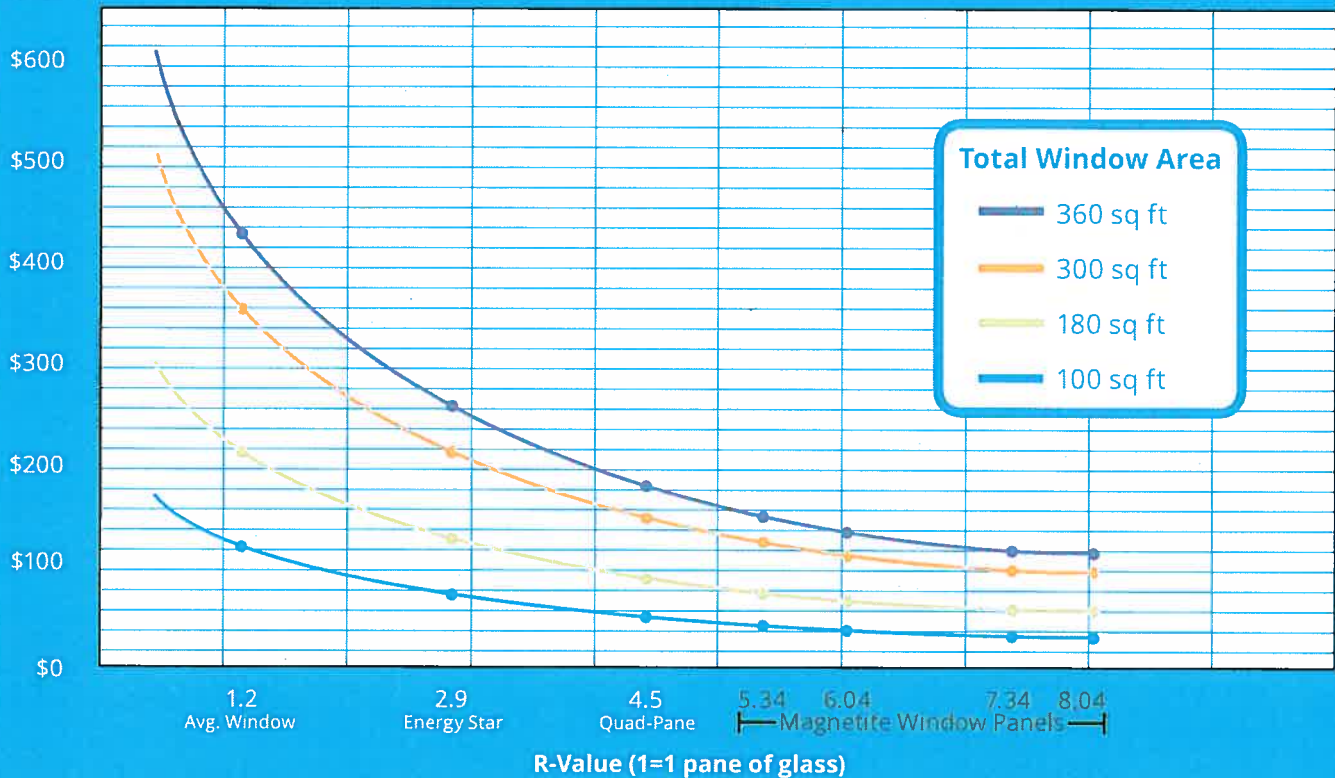
In certain areas United States, the building code calls for walls to have an R-value between R-13 and R-20 and ceilings should have R-values between R-38 and R-49. New windows on the other hand only have to have an R-value of less than R-3 (many older windows have an R-value of around R-1). This means that, **at their very best**, your windows are still 4X less efficient at stopping heat than the walls surrounding them and 12X less efficient than the ceiling above.

With Magnetite's acrylic insulating window panels installed as a part of your window system, you can upgrade your windows to be nearly as quiet as your walls, quite a bit more comfortable during hot summers and cold winters, and nearly as efficient as your walls (up to R-8\*) resulting in a reduced energy bill. No replacement window on the market today can match what Magnetite can do for you.

\*The final R-value of your window system may vary. These figures are based on a professionally installed Magnetite panel for a single-hung window in a 2"x4" wall cavity.

Cost\*\*  
(\$/yr.)

Cost of Window Heat Loss vs. R-Value



Window Type with Magnetite

R-Value = 1/U-Value

U-Value

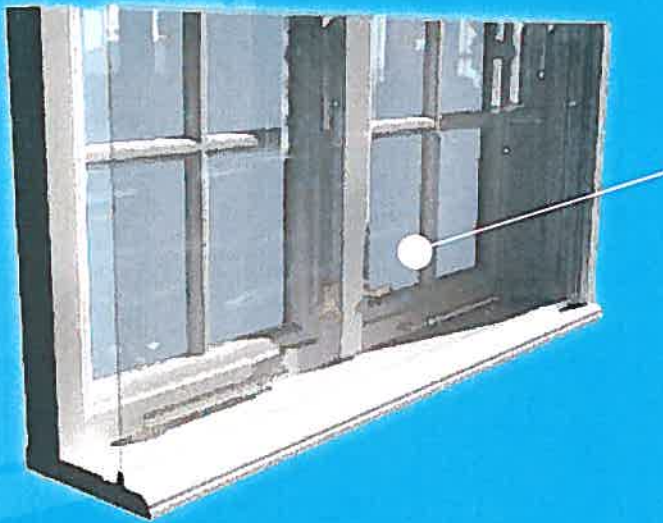
Single-Pane/Aluminum Frame, with Thermal Magnetite*	5.34	0.19
Single-Pane/Aluminum Frame, with Acoustic Magnetite*	6.04	0.17
Dual-Pane/Vinyl Frame, with Low-E Argon and Thermal Magnetite*	7.34	0.14
Dual-Pane/Vinyl Frame, with Low-E Argon and Acoustic Magnetite*	8.04	0.12

\*The final R-value of your window system may vary. These figures are based on a professionally installed Magnetite panel for a single-hung window in a 2"x4" wall cavity.

\*\*Cost per year is dependant upon personal consumption habits and overall structural efficiency. Your actual cost per year may vary from the example given.

# Performance Matters

Magnetite window panels are a unique interior mounted insulating panel that attaches and seals magnetically around the entire perimeter of a window, no matter it's size or shape. These interior insulating window panels provide far better noise insulation than single glazed windows. They also provide increased energy savings than standard single glazed windows by doubling the resistance to conductive heat loss and virtually eliminating air infiltration.



# Better than Replacement

Magnetite offers a superior solution for all of your existing windows. Magnetite seals out windows of air leaks, keeps our homes and businesses quiet, and makes our indoor environments significantly more thermally efficient. **Save Up to 40-60% Over Replacement Windows.** Eliminate unwanted noise, enjoy thermal comfort, and become more energy efficient.

## — Magnetite Window Panels —

	Magnetite Thermal	Magnetite Acoustic	Magnetite Infrared	Solar Screens	Window Film	ENERGY STAR Windows
Increases window R-Value	✓	✓	✓	-	-	✓
Reduces incoming noise	✓	✓	✓	-	-	✓
- Acoustic Grade Soundproofing	-	✓	-	-	-	-
Preserves existing window	✓	✓	✓	-	-	-
Approved for historic applications	✓	✓	✓	-	?	?
Retains window aesthetics	✓	✓	✓	-	?	-
Blocks harmful UV rays	✓	✓	✓	✓	✓	✓
Increases window TSER*	-	-	✓	✓	✓	✓
Made with optical-grade acrylic	✓	✓	✓	-	-	-
Retains 100% of window clarity	✓	✓	-	-	-	-
Panels are removeable	✓	✓	✓	✓	-	-
Can have multiple panels per window	✓	✓	✓	✓	✓	✓
Windows can still be opened while installed**	✓	✓	✓	✓	✓	✓
Can be installed on sliding doors	✓	✓	✓	-	✓	✓
Reduces window draftiness	✓	✓	✓	-	-	✓
No messy install	✓	✓	✓	✓	✓	-
Comes with a 10yr warranty	✓	✓	✓	?	?	?
Easily installed by homeowner	✓	✓	✓	✓	-	-
Can cost as much as a car	-	-	-	-	-	✓

\* Magnetite Infrared increases a window's Total Solar Energy Rejection (TSER) by blocking the intense heat of the Infrared spectrum.

\*\* Requires that a window be made of two or more Magnetite panels.

Window Type	R-Value =1/U-Value	U-Value
Single-Pane, Aluminum Frame	0.9	1.08
Single-Pane, Wood	1.0	0.98
Glass Block, 6 Inch	1.1	0.88
Double-Pane/Aluminum Frame, No Thermal Break	1.2	0.81
Average Installed Window in the United States	1.2	0.81
Double-Pane/Aluminum Frame, with Thermal Break	1.7	0.6
Double-Pane/Wood or Vinyl Frame	2.0	0.51
Single-Pane + Interior Film	2.0	0.5
Single-Pane + Ext. Storm	2.0	0.49
Double-Pane/Wood, Argon Gas	2.2	0.46
Double-Pane/Fiberglass or Insulated Vinyl	2.3	0.44
Double-Pane/Med Solar Low-E	2.5	0.4
Triple-Pane/Wood	2.6	0.39
Single-Pane + Low-E storm	2.6	0.38
Triple-Pane/One Low-E	2.9	0.35
Double-Pane Wood/Vinyl Low Solar Low-E Argon	2.9	0.34
Average ENERGY STAR Window	2.9	0.34
Single-Pane + Storm + Film	3.1	0.32
Double-Pane Wood + Exterior Storm	3.1	0.32
Triple-Pane/Two Low-E	3.2	0.31
Double-Pane Wood Low-E + Storm	3.4	0.29
Quad-Pane/Good Spacer, Two Low-E, Krypton Gas	4.5	0.22
Rated "R-5"	5.0	0.21
<b>*Single-Pane/Aluminum Frame, with Thermal Magnetite</b>	<b>5.34</b>	<b>0.19</b>
<b>*Single-Pane/Aluminum Frame, with Acoustic Magnetite</b>	<b>6.04</b>	<b>0.17</b>
<b>*Dual-Pane/Vinyl Frame, with Low-E Argon and Thermal Magnetite</b>	<b>7.34</b>	<b>0.14</b>
<b>*Dual-Pane/Vinyl Frame, with Low-E Argon and Acoustic Magnetite</b>	<b>8.04</b>	<b>0.12</b>

\*The final R-value of your window system may vary. These figures are based on a professionally installed Magnetite panel for a single-hung window in a 2"x4" wall cavity.

# No Comparison

Magnetite was specifically designed to address the inefficiencies of windows in high-rise offices and apartments. However, it was soon found that ANY existing window could be made more thermally efficient, more acoustically insulating, and more tightly air sealed when paired with one of Magnetite's interior acrylic panels. The end result is a window that is drastically more efficient in a multitude of ways.



# Let's Get Techy

Magnetite was purposely built and designed to improve on centuries-old window technology. Magnetite incorporates the construction of your current window to then maximize its efficiency. Magnetite utilizes a magnet to create a dead-air seal which in turn increases the R-value of a window system. Magnetite uses optical-grade virgin acrylic (in either thermal, sound control, or IR blocking) that is 18 times stronger and seven times more thermally efficient than glass.

## Thermal Insulation

The addition of our **Magnetite Optical Grade Acrylic Windows** can provide up to **115% better thermal resistance** than a window with a single pane of glass.

**Glass:** 5 to 6 btu/hr/sq ft/°F (According to CRC Handbook of Chemistry)

**Acrylic** 0.7 to 1.7 btu/hr/sq ft/°F (According to Handbook of Plastics indicates that acrylic is up to 8 times more thermally insulating than glass)

**U-Value of .48** in combination with single pane window, as determined by John M. Yellott Laboratories, Arizona, in tests performed.

**Heat loss reduction** of 412.5 btu/hr/ft sq (from 687.0 to 274.5) when applied to single pane window. As determined by Architectural Testing Inc., York, PA, in tests performed.

## Shatter Resistance

Our Magnetite Optical Grade Acrylic Windows are 17 times stronger than a single pane of glass. Which means that they are virtually shatterproof.

## Sound Control

Our Magnetite retrofit double glazing can reduce noise by 70% through your existing window. Sound Transmission Class (STC rating) is used to measure the resistance to noise that will pass through a partition. The STC Rating can improve from 28 (Dual 1/8" glass panes with 3/8" air space) to 41 when Magnetite is added. The effective **sound transmission reduction is over 70%** (Particularly effective in 250-4000 Hz range) As determined by Acoustical Systems, Austin, TX NVLAP Lab Code# 100286-0, ASTM-E90 Test AS-TL2739.

## UV control

**Ultraviolet light waves between 300 and 355 reduced by 99.1%** when passing through acrylic sheet...and UV light waves between 360 and 375 reduced by 66.2%. As determined by DSET Laboratories, Inc., Phoenix, in tests performed.

## Air Infiltration

Virtually all air infiltration is eliminated. A Magnetite window air infiltration is rated at less than .01 cfm/lineal foot crack space, compared to DOE standard for storm windows of 2.0. Tested with 25 mph wind equivalent at The Associated Laboratories, Dallas, using ASTM E-283 test method. Similar results at the John M. Yellott Laboratories.

# What are STC Ratings?

**Sound Transmission Class** (or **STC**) is an integer rating of how well a building partition attenuates airborne sound. In the United States, it is widely used to rate interior partitions, ceilings/floors, doors, windows, and exterior wall configurations.


That's a bunch of fancy jargon that pretty much means that the STC Rating lets you know how well something stops noise. There are STC Ratings for all kinds of things. One nice thing about STC Ratings is that they are fairly easy to understand in a general sense... **BIGGER = BETTER**.

Another easy rule of thumb when it comes to STC Ratings is that they function in multiples of ten. For every increase of ten points in an STC Rating the perceived noise level is cut in half.

*For example:* If an average conversation with a decibel level of 50dB is taking place outside of the average window with an STC Rating of 24, the person inside will be able to hear the conversation without any problem. If however, the STC Rating of the window is increased by ten points to 34, then to the person inside it would seem like the noisy conversation outside was half as loud as it was previously.

As a window solutions expert, Magnetite addresses noise control issues for flat glass, historic casement windows, modern dual-pane windows, and many other applications and we run into these queries all the time. With Magnetite's acrylic insulating window panels installed, your window system can have STC Ratings up to 54. If you are looking for a "soundproofing" option for your home or business, it's time to consider Magnetite.

STC Rating	Speech Audibility	Effectiveness
15 to 25	Normal Speech Understood	Poor
25 to 35	Loud Speech Understood	Marginal
35 to 45	Normal Speech Heard but not Understood	Good
45 to 55	Loud Speech Faintly Heard but not Understood	Very Good
55 and Higher	Loud Speech Usually not Heard	Excellent

Typical Sound Pressure Levels	Type	Decibel Rating
	Whisper	20 dB
	Avg. Conversation	50 dB
	Noisy Office	80 dB
	Subway Train	100 dB
	Thunder	115 dB
	Pain Threshold	120 dB

# STC Ratings Chart

A common acoustic issue in virtually any space is sound transmission. Sound transmission can be both airborne and/or structure borne vibration. Airborne sound travels through the air and can transmit through a material, assembly or partition. Sound can also pass under doorways, through ventilation, over, under, around, and through obstructions. When sound reaches a room where it is unwanted, it becomes noise. Noise such as that from automobiles, trains and airplanes can transmit through the exterior structure of a building.

Sound transmission can cause noise control, confidentiality, and privacy issues. Sound from a noisy environment such as a mechanical equipment room or an area with loud activities or music can transmit through a partition into a quieter space. This will cause unwanted noise within the quieter space. This is not only an annoyance; in several cases it can cause the quieter space to become unusable for its intended purpose. Several spaces require confidentiality. Offices of counselors, lawyers, or human resource departments cannot function in a space where sound will transmit through the surrounding walls and into an adjacent space. In most other office situations if confidentiality is not an issue, privacy is. If sound transmission is not properly controlled, the space or environment will not provide privacy for its users.

## STC Ratings Comparisons

Magnetite offers superior soundproofing over the added cost of specialized soundproofing window replacements. Note: In the list below, the higher the number, the better sound control you will have in your home or business.

Insulation Type	STC Rating
Uninsulated Wall	33 - 35
Insulated Wall	34 - 39
Brick Wall	47
Block Wall	48
Single-Pane Window	26 - 28
Dual-Pane Window	26 - 33
Soundproofing Window + Single-Pane Window	43 - 49
Soundproofing Window + Dual-Pane Window	45 - 54
Magnetite Acoustic + Single-Pane Window	41 - 47
Magnetite Acoustic + Dual-Pane Window	48 - 54

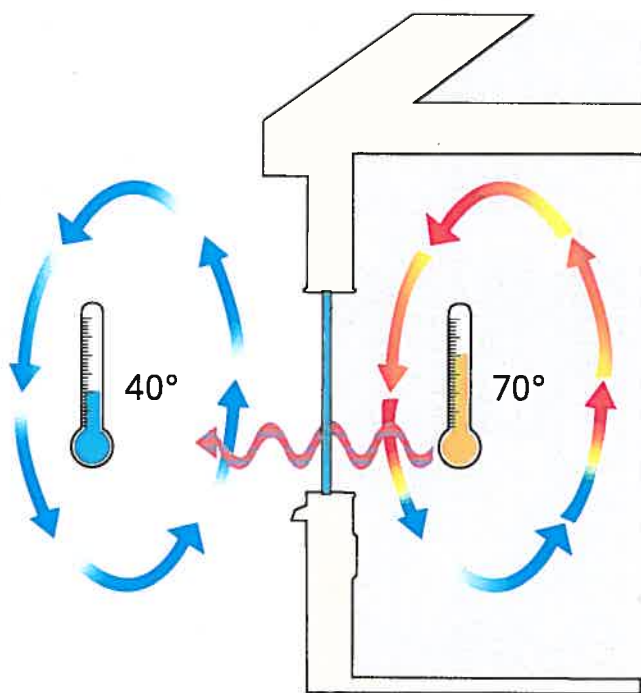
\*The final R-value of your window system may vary. These figures are based on a professionally installed Magnetite panel for a single-hung window in a 2"x4" wall cavity.

# Why Inefficient Windows Feel Leaky

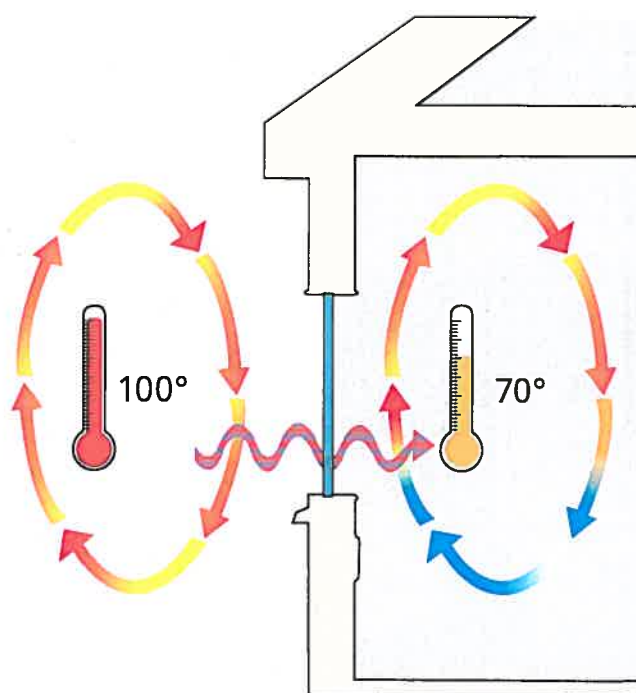
Homeowners often approach us in their search for energy efficient windows because they are trying to address their current “leaky” windows. While Magnetite’s acrylic insulating window panels are amazingly energy efficient and also stop the leaks in a window better than the competitors. Often times these perceived leaks are something else entirely. What is thought of as a leaky window may really just be a convective loop caused by an inefficient window.

## Convective Looping

If it's Cooler Outside



If it's Hotter Outside



## The Convective Loop

This phenomena makes it feel like air is moving through a leak in your window when in fact the air is just moving because you window is inefficient. The greater the temperature difference between inside and outside and the less efficient your window is, the faster the convective loop moves. This convective loop not only makes your window feel leaky, but it also does a great job of making your rooms hotter during the summer and colder during the winter.

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



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 31, 2017**

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

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

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

**Ratify the approval of the WV Community Corrections Grant**

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

Click here to enter text.

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*):

**Motion to Ratify the approval of the WV Community Corrections Grant Program Application and authorize the President of the County Commission to affix his signature to the appropriate documents**

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.



Department of Military Affairs & Public Safety

August 7, 2017

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

RE: **Grant Number: 18-CC-08**  
**Amount: \$140,000.00**

Received

AUG 14 2017

Jefferson County Commission

Dear Commissioner Onoszko:

Congratulations on your recently awarded West Virginia Community Corrections grant. To formalize your acceptance of this grant, the attached documents must be signed by the authorized official and the originals returned to my office by **Monday, August 21, 2017**.

Documents required for signature include:

1. Contract Agreement
2. Standard and Special Terms and Conditions
3. Resolution (signed by County Clerk)
4. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements
5. EEOP Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Justice and Community Services

**Please be advised you will be required to revise your grant budget (pages 3 through 5) to reflect your new grant award amount and appropriate matching contribution and resubmit those revised budget pages with your signed grant contract agreement via email to Marty.A.Hatfield@wv.gov Please note, your revised budget **MUST** be typed, and list each individual line item in each category. Furthermore, all positions funded in the Personnel/Contractual Category must list the employee's name (if it is a currently funded position), their individual salary, and a breakdown of all benefits for each funded position. No lump sums in any category will be accepted. Additionally, please note that contract agreements will not be processed at DJCS without the revised budget pages.**

Programs should also be advised the Governor's Community Corrections Subcommittee has agreed the West Virginia Community Corrections grant program will not fund six (6) specific types of positions. **Therefore, if you have requested in your original application one of the following staff positions, please remove those positions from your revised grant budget pages you are resubmitting to DJCS:**



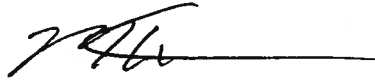
The Honorable Peter Onoszko  
August 7, 2017  
Page 2 of 2

1. Community Service Officer/Supervisor
2. Sex Offender Supervision (or related position)
3. Home Confinement Officer/Supervisor
4. Lab Technician (or related position)
5. Drug Screeners
6. Security Officers

Additionally, be advised that building renovations and improvements are not a priority of funding for the Community Corrections Subcommittee. Therefore, please consider this condition when making revisions to your budget.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated grant Project Director in the near future. In the interim, if you have any questions concerning the contract or other enclosures, please contact me at (304)558-8814, extension 53349 or Marty.A.Hatfield@wv.gov. I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely,



Marty A. Hatfield  
Justice Programs Specialist

MAH/lbm

cc: Ronda Eddy  
Grant File

Enclosures

**GRANT CONTRACT AGREEMENT**

**BETWEEN THE**

**DIVISION OF JUSTICE AND COMMUNITY SERVICES**

**AND**

**Jefferson County Commission**

**18-CC-08**

This **AGREEMENT**, entered into this **2<sup>nd</sup> day of August, 2017** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", for and on behalf of the State of West Virginia, and **Jefferson County Commission**, hereinafter referred to as "Grantee."

**WHEREAS**, DJCS is the recipient of Community Corrections Funds from the State of West Virginia, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds for: **These funds will be utilized for the continued operation of a community corrections program in Jefferson County.**

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.

4. The Grantee will commence its duties under the Agreement on July 1, 2017 and shall continue those services/activities until June 30, 2018. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Grantee, the sum of up to \$140,000.00 shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds no more frequently than once a month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.
13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties agree that "notice" described in this document may be by personal service, or by certified mail, return receipt requested, and evidence of such certified mail shall be postage prepaid, return receipt requested. Notice shall be given at the following addresses:
  - a. Division of Justice and Community Services  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301-1323
  - b. **Grantee Mailing Address:**  
**Jefferson County Commission**  
**Post Office Box 250**  
**Charles Town, West Virginia 25414**
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

---

**Peter Onoszko, President**  
**Jefferson County Commission**

---

**W. Richard Staton, Director**  
**Division of Justice and Community Services**

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: August 24, 2017 August 31, 2017

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

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

Subject: **Re-Appointment – Brandon Potts – Full-Time Public Safety Dispatcher II**

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

**Mr. Potts resigned from his full-time Public Safety Dispatcher position in November 2016 after over five years of employment moving out of the area. On July 6, 2017 The County Commission approved his return as a part-time public safety dispatcher. At that time, I mentioned that he may return for full-time status and I would then appear once again.**

**The Emergency Communications Center allows former employees to return to their original seniority (minus length of absence) if they return within one year of resignation and has practiced this in the past. Mr. Potts is well within his one year and is eligible for re-hire by the Department.**

**With the resignation of PSD Angelina Perry and just recently the resignation of Heather Turner (moving to part-time status), the ECC currently has two vacancies to fill and has committed to Mr. Potts the position that is currently open. Mr. Potts being a fully trained public safety dispatcher will impact the schedule offering immediate relief of open shifts and overtime of the staff.**

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

**Motion to approve the full-time employment of Brandon Potts as a Public Safety Dispatcher II at Grade III Step C.**

Attachments:



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



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **August 31, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Audit Engagement Letter from the State – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable





**State of West Virginia**  
**John B. McCuskey**

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

**State Auditor and  
Chief Inspector**

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

August 16, 2017

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

We are pleased to confirm our understanding of the services we are to provide the Jefferson County Commission for the fiscal year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the Jefferson County Commission's basic financial statements as of and for the fiscal year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Jefferson County Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Jefferson County Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis (if applicable).
2. GASB required supplementary pension information (if applicable).
3. Schedule of funding progress – OPEB (if applicable).

We have also been engaged to report on supplementary information other than RSI that accompanies Jefferson County Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Rate covenant compliance (if applicable).
2. Combining statements and supplementary schedules (if applicable).

## **Auditor Responsibilities**

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Jefferson County Commission and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Jefferson County Commission's financial statements. Our report will be addressed to the governing board of the Jefferson County Commission. We will make reference to Perry and Associates, CPAs' audits of the Jefferson County Economic Development Authority, Jefferson County Parks and Recreation Commission and Jefferson County Farmland Protection Board as well as David L. Howell, CPA's audit of the Jefferson County Emergency Services Agency in our report on your financial statements. Our audit will also include performing procedures, or requesting other auditors to perform procedures, on the financial information of the Jefferson County Board of Health and Jefferson County Historic Landmarks Commission to enable us to express such an opinion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Jefferson County Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance

may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Jefferson County Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

If necessary, we may also assist in preparing the financial statements and related notes of the Jefferson County Commission in conformity with U.S. generally accepted accounting principles based on information provided by you. If performed, these non-audit services would not constitute an audit under *Government Auditing Standards* and such services would not be conducted in accordance with *Government Auditing Standards*. We would perform the services in accordance with applicable professional standards. The other services would be limited to the financial statements previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported.

Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (a) management, (b) employees who have significant roles in internal control and, (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we may provide. If non-audit services are provided, you will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee any non-audit services that may be provided by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Jefferson County Commission. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the West Virginia State Auditor's Office and constitutes confidential information. However, subject to applicable laws or regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the West Virginia State Auditor's Office personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. *Government Auditing Standards* require we provide our most recent external peer review report and any subsequent peer review reports to the party contracting for the audit. A copy of our most recent external peer review report is available at our website (<http://www.wvsao.gov/ChiefInspector/AdvisoryMemos.aspx>) or can be obtained by contacting our office.

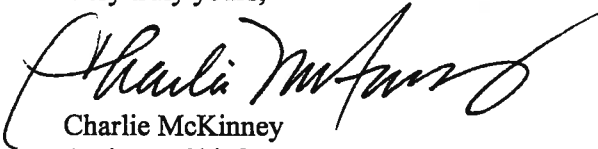
The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our auditors, Salli Martin and Kris Wilson, have been assigned to conduct your audit and expects to begin the engagement on approximately August 28, 2017. To enable the auditors to work more efficiently, we would appreciate it if you would provide them with suitable office space that is quiet and has access to a telephone and the internet. Our fee for these services will be \$34,610 for the audit. Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new contract price before we incur the additional costs.

Jefferson County Commission  
August 16, 2017  
Page Six

We appreciate the opportunity to be of service to the Jefferson County Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and provide it to the auditor. If the auditor is not available, please return it to us to the attention of Cathy Pierce.

Very truly yours,



Charlie McKinney  
Assistant Chief Inspector  
Chief Inspector Division  
West Virginia State Auditor's Office

**RESPONSE:**

This letter correctly sets forth the understanding of the Jefferson County Commission.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

No.102



LABOR  
DAY

Jefferson County Commission

offices will be closed

on

Monday, September 4, 2017

in observance of Labor Day.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 21, 2017, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2019**

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

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 21, 2017 or as soon thereafter as the Commission may decide:

**Sheriff's Civil Service Commission - one four-year term ending September 29, 2021.**

*W. Va. Code, §7-14-13. Civil Service Commission: "The persons appointed commissioners shall be qualified voters of the county for which they are appointed, and at least two of the commissioners shall be persons in full sympathy with the purposes of this article. Not more than two of the commissioners, at any one time, shall be members of the same political party."*

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

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



## **CORPORATION OF SHEPHERDSTOWN**

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

Jefferson County WV Planning Commission  
c/o Rhonda Greenholtz, Planning Clerk  
116 East Washington Street, Suite 200  
P. O. Box 716  
Charles Town, WV 25414

August 10, 2017

Dear Commissioners,

On behalf of the Shepherdstown Planning Commission (PC), I would like to thank you for considering the Corporation of Shepherdstown's request for the development of Special Design Area (SDA) guidelines along the Route 45 corridor west of town. At the August 8, 2017 Jefferson County PC meeting, the Commission agreed to recognize the need for SDA guidelines in this area and urged the Jefferson County planning staff to work with the Corporation of Shepherdstown's planning staff to develop such guidelines.

We look forward to this opportunity to work with the County in planning for future growth within the town's Growth Management Boundary and subsequently protecting the gateways to our community.

Sincerely,

Arthur J. Auxer, III  
Mayor

Corporation of Shepherdstown WV  
304-876-2605

cc. Charles F. Printz, Jr., Bowles Rice Attorneys  
Jennifer M. Brockman, Jefferson County Planner  
✓ Jane M. Tabb, Vice President – County Commission  
Patsy Noland, County Commissioner  
Josh Compton, County Commissioner  
Caleb Wayne Hudson, County Commissioner  
Peter Onoszko, President – County Commission

# **Jefferson County**

## **Public Service District**

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### **Jefferson County Public Service District Regular Board Meeting July 3, 2017**

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, July 3, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, William Strider; Secretary, Richard Weese; Treasurer, Roger Forshee (speakerphone); General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; Finance Manager, April Shultz; from Bowles Rice, Tyler Mayhew; from Thrasher Engineering, Wayne Morgan, and liaison for the County Commission, Commissioner Josh Compton (speakerphone).

#### **CALL TO ORDER**

Chairman Bill Strider called the meeting to order at 7:05PM.

#### **Approval of agenda**

**Action:** Motion made by Mr. Weese and seconded by Mr. Strider to approve the agenda as presented. Approve 2-0.

#### **OLD BUSINESS**

##### **Review Minutes of June 5 regular board meeting**

The minutes of the June 5, 2017 regular board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to accept the June 5, 2017 regular board meeting minutes as presented. Approve 2-0.

Treasurer Roger Forshee called in late to the meeting.

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

The District will need to collect an estimated \$12,000 in payments to cover the disbursements for water.

**Action:** No action required by the Board.

##### **Request from Royal Vendors for wastewater treatment waiver**

Ms. Lawton informed the Board of the letter she had received from the Charles Town's Utility Board (CTUB) supporting the modification to the silver requirements in the District's NPDES permit contingent on the flow from Royal Vendors being limited to an average of 3,700 gallons per day for any given month. Ms. Lawton will work with Thrasher and Royal Vendors to determine if the criteria requested by the CTUB is acceptable and if so, will file the permit modification for the NPDES permit.

**Action:** No action required by the Board.

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

Ms. Lawton stated that staff and professionals are continuing to work on the administrative duties for the project. The District also received the binding commitment letter from the WV Department of Environmental Protection for the project.

**Action:** No action required by the Board.

##### **Discuss Resolution 2017-012 from Charles Town regarding asset acquisition**

Ms. Lawton stated her opinion that this is not a good deal for District customers and the County in general. She believed there are other options to consider.

**Action:** Motion made by Mr. Forshee to place all major projects on hold until City of Charles Town and Jefferson County Commission finish what they are trying to do. The motion died from lack of second.

Mr. Strider stated that was not on the agenda for consideration. Mr. Mayhew concurred with Mr. Strider informing Mr. Forshee that he cannot make a motion on something not on the agenda but could propose a special meeting to discuss. Mr. Forshee felt the item was on the agenda, but Mr. Strider believed it was not an item on the agenda. Mr. Forshee stated that he requested multiple items on the agenda including this motion, but the items were not added. Mr. Mayhew stated that it is the Chairman's role to set the agenda for meetings and if there are interests in amending the agenda or adding an agenda item to another meeting board members can make motions to do that.

**Action:** Motion made by Mr. Forshee to have a special meeting for the purpose of discussing the dissolution of the District and the Charles Town resolution. The motion died from a lack of a second.

### NEW BUSINESS

#### Presentation by West Virginia American Water

Dan Bickerton from West Virginia American Water made a presentation to the Board about a possible public/private partnership option with the County in control of what projects are completed by American Water in Jefferson County.

**Action:** Motion made by Mr. Forshee to put all projects on hold until City of Charles Town and Jefferson County Commission finish what they are trying to do. The motion died from lack of second.

#### Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. CCA Jefferson 17A – The 2<sup>nd</sup> public hearing on the dissolution of the District will be held on July 6<sup>th</sup>.
- Milliron vs. WV PSC & Jefferson County Public Service District – The Supreme Court reaffirmed the decision of the PSC's order on the project and Mrs. Milliron has requested that they reassess their answer.

**Action:** No action required by the Board.

#### Discussion of any expenses over budget for the year

There were no items over budget for the year.

**Action:** No action required by the Board.

#### Disbursements

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for Public Service District water expenses in the amount of \$7,243.09. Unanimously approved.

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for the Public Service District sewer expenses in the amount of \$220,549.37. Unanimously approved.

#### Approve transfer of \$5,091.89 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$5,091.89 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds. Unanimously approved.

#### General Manager's Report

Ms. Lawton informed the Board that the operations manager's vehicle is at the dealership being evaluated for repairs. She will notify the Board when she gets more information about the costs to repair.

Mr. Forshee questioned where staff was on the SB 234 request from the Jefferson County Commission. He would like to get more clarity and definition on "unusual/unexpected" expenses and require staff to define these terms and make sure those funds are only being used for those items as defined and be

approved by the Board not just a staff member. Mr. Mayhew stated this language is not defined in the code rather than just language pulled from various PSC orders. He explained the PSC has said the SB 234 is money that can be used by the Board for operations at the District which have been approved by the Board. Mr. Forshee requested more clarity on what the money can be used for and for District staff to provide an itemized summary of the Districts SB 234 account. Mr. Mayhew stated that the PSC has detailed the use of funds in statutory provision 24.1.1.k. and District staff have already provided the itemized summary to the Jefferson County Commission. The Commission requested a separate audit by an outside auditor to investigate the District's books and that should provide clarity on Mr. Forshee's concerns.

**Action: Motion made by Mr. Forshee for the District staff to define in writing within 30 days extraordinary and nonrecurring expenses. The motion died from lack of a second.**

Mr. Mayhew stated that this item is not on the agenda or related to the agenda item being discussed. Mr. Strider agreed with Mr. Mayhew.

#### Other staff reports

Mr. Forshee had questions on the Kelsh report to which Ms. Lawton responded to him that this is not to be discussed in public session due to attorney-client privileges.

**Action: No action required by the Board.**

#### Correspondence

None discussed.

**Action: No action required by the Board.**

#### Public Comment

Todd Milliron, PSD ratepayer, commented on the SB234 account and his interpretation of what the account is.

Jacquelyn Milliron, PSD ratepayer, made the comment that she has heard many times over the years about the costs that rate payers have put on the District so she listed numerous studies that were approved by the Board for the District's engineers to do that never amounted to a completed project.

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

A brief discussion was held. Mr. Forshee amended the motion to have the item relating to the contract with independent contractor for management consulting services be discussed in the public forum since it is a contract position. Mr. Mayhew stated that contract negotiations are to be discussed in executive session. Mr. Forshee replied that given the concerns of the person being considered and using the current position for a contract position, he believed the public should be able to hear the discussions. Mr. Weese asked Mr. Mayhew to explain that matters of executive session are supposed to stay in executive session and not be leaked to the public and what is the remedy if that does happen. Mr. Mayhew informed the Board that until there is an actual contract to debate and take action on in a public meeting, the terms, conditions and negotiations of the contract, if there ever is one, are confidential. He stated that confidential information of the Public Service District, like any other public entity, are not to be disclosed by public officials to the public. Mr. Mayhew also informed the Board that the matters need to remain in executive session and be discussed there. He cautioned the Board to not reveal those matters publicly until there is an action item taken that can be discussed in public because it is a misdemeanor according to the code. Mr. Forshee asked Mr. Mayhew if he agreed with WV Code § 6B-2-5(b) that states "A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person." Mr. Mayhew again cautioned Mr. Forshee that it's a misdemeanor to reveal publically information that is confidential to the public agency and if he wanted to discuss this further in executive session he could do so. Mr. Forshee felt that it is ethically wrong to discuss this matter in executive session and he will not participate in the executive session. Mr. Mayhew stated that is his decision and if he wanted to continue with his motion he can or if

he wanted to go into executive session he needed to state that basis.

**Action:** Motion made by Mr. Forshee to discuss the contract with independent contractor for management consulting services in the public forum. The motion died from lack of a second.

Mr. Forshee stated that if the District is going to contract out for services then the public needs to know about those services. Mr. Forshee then hung up the phone and exited the meeting.

**Action:** The original motion to go into executive session for the purpose of discussing personnel matters and contract negotiations was approved 2-0.

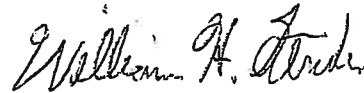
**Action:** Motion made by Mr. Weese and seconded by Mr. Strider to return to public session. Approved 2-0.

**Action:** Motion made by Mr. Weese and seconded by Mr. Strider to adjourn. Approved 2-0.

There being no further business at this time, the meeting was adjourned at 9:00PM.

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

Respectfully Submitted,



William H. Strider  
Chairman



Richard WM Weese  
Secretary

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

Week Ending Date	FY18 August 12, 2017
To Be Deposited On	August 18, 2017
Amount Played	\$ 58,149,675.03
Amount Won	52,480,827.75
Amount Promo	450,922.00
MWAP Contribution	-
<b>Adjusted Gross Terminal Revenue</b>	<b><u>\$ 5,217,925.28</u></b>
Administrative Costs @ 4%	208,717.01
Excess Lottery Fund @ 4%	-
<b>Net Terminal Revenue</b>	<b><u>\$ 5,009,208.27</u></b>
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%	-
<b>Adjusted Net Terminal Revenue</b>	<b><u>\$ 5,009,208.27</u></b>
Racetrack @ 46.50% / 42%	2,329,281.85
Lottery Fund @ 30% / 0%	1,502,762.49
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	643,683.25
Racetrack Purses @ 90% of 7% / 4%	315,580.12
Employee Pension @ 1% / 0.5%	50,092.08
Greyhound Development @ 90% of 0.75%	33,812.16
Thoroughbred Development @ 90% of 0.75%	33,812.16
County / Municipality @ 2%	<u>100,184.16</u>
	<b><u>\$ 5,009,208.27</u></b>

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	-	-	-	-	-	-
8/12/2017	100,184.16	100,184.16	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 660,716.12</b>	<b>\$ 660,716.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Benchmark Goal \$ 912,063.48  
 Remainder until split \$ 251,347.36

**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	8/12/2017	100,184.16
8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28		
8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52		
9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12		
9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04		
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64		
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68		
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34		
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18		
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88		
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90		
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22		
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84		
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18		
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90		
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94		
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86		
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14		
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54		
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46		
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90		
1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50		
1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18		
1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58		
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96		
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10		
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28		
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80		
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02		
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24		
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58		
3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78		
3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62		
4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

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

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**3,047,532.94**

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**660,716.12**



*West Virginia State  
Treasurer's Office*

John D. Perdue  
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,000.66
Hurricane	1,000.66
Huttonsville	1,000.66
laeger	1,000.66
Jackson County	3,983.02
Jane Lew	1,000.66
Jefferson County	59,809.62
Jefferson County School Board	179,428.86
Junior	1,000.66
Kanawha County	26,644.62
Kenova	1,000.66
Kermit	1,000.66
Keyser	1,000.66
Keystone	1,000.66
Kimball	1,000.66
Kingwood	1,000.66
Leon	1,000.66
Lester	1,000.66
Lewis County	3,983.02

## Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20	July, 2017	59,809.62
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		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>670,638.86</b>	<b>Total 2017-2018</b>	<b>59,809.62</b>

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

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60	July, 2017	179,428.86
August, 2015	210,194.19	August, 2016	189,475.86		
September, 2015	194,536.32	September, 2016	203,104.26		
October, 2015	205,322.91	October, 2016	190,178.91		
November, 2015	202,465.62	November, 2016	183,263.82		
December, 2015	219,165.15	December, 2016	178,524.00		
January, 2016	202,635.33	January, 2017	191,508.87		
February, 2016	196,555.77	February, 2017	154,436.16		
March, 2016	218,958.69	March, 2017			
April, 2016	204,448.14	April, 2017	162,258.15		
May, 2016	229,247.52	May, 2017	166,636.68		
June, 2016	187,716.33	June, 2017	160,827.27		
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>2,011,916.58</b>	<b>Total 2017-2018</b>	<b>179,428.86</b>