

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 30, 2014
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 16, 2014 Regular Meeting
- January 23, 2014 Regular Meeting
- January 23, 2014 Public Hearing

APPROVAL OF PURCHASE ORDERS

- January 30, 2014

APPROVAL OF ACCOUNTS PAYABLE

- January 30, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Pete Dougherty, Sheriff
 - Approval of employment of Arthur Cridler, Charles Pickett and Kerry Scott as Bailiffs - Discussion/Action
 - Approval of employment of Richard Hahn, Jody Pearrell and Richard Powell as Trip Guards - Discussion/Action

2. 10:00 a.m. Laura Storm, Circuit Clerk
 - Update on costs for Adult Drug Court

3. 10:15 a.m. Ronda Eddy, Executive Director of the Berkeley/Jefferson Day Report Center
- Status update and discussion on upcoming grant application for Community Corrections funding for FY15 and information on current Criminal Justice Board Membership requirements - Discussion/Action
4. 10:30 a.m. **BREAK**
5. 10:45 a.m. Lynn Fields, Probate Office
- Schedule hearing dates/times for the following probate matters:
Discussion/Action
 - Estate of Blanche V. Nelson; Re-examine the Petition to Remove Executor Larry Slaughter
 - Estate of Gayle Botts Duncan; Verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor, Daniel D. Duncan
 - Estate of Charles Francis Printz, and Estate of Bethel H. Printz; Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator
6. 11:00 a.m. Tom Reilly, IT Consultant, Accurate Systems
- Presentation and discuss the County's current and future IT needs and speak about the accomplishment/improvements that have been made within the County IT Department since September
- Opinion regarding the IT requirements for the implementation/collection of the fire fees
7. 12:00 p.m. Stephanie Grove, Assistant Prosecuting Attorney
- Executive Session §6-9A-4 - Litigation update

UNFINISHED BUSINESS:

8. Discussion to determine the most cost-effective method to provide IT Support to County Government - Discussion/Action (PN)

NEW BUSINESS:

9. Request lobbyist to defend against Governor Tomblin's "Haircut Bill" (SB385) which would cut 15% of the County's Lottery appropriations for the next two years and discuss the involvement of the municipalities in this request - Discussion/Action (DM)
10. Request approval of the use of the Commission Meeting Room at the Old Charles Town Library for two League of Women Voters events taking place on the evenings of March 3 and March 24, 2014 - Discussion/Action

11. Legislative Updates

12. 12:15 p.m. **Break for Lunch**

FINANCIAL DIRECTOR REPORTS

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

13. 1:30 p.m. Board of Review and Equalization
Location: Jefferson County Courthouse
100 East Washington Street, Charles Town, WV

14. 2:00 p.m. Roundtable Discussion - Brainstorming/Suggestions for Budget Cuts - Will include the Elected Officials, Department Managers and Contingencies

15. **ADJOURN**

~~~~~ EVENING ~~~~~

16. 5:00 p.m. - 7:00 p.m. - Meet and Converse with your Commissioners
Location: Blue Ridge Mountain Fire Volunteer Fire Company

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Water Advisory Committee

CORRESPONDENCE:

Notice of the Jefferson County Commission Board of Review and Equalization Dates.

Notice of the Jefferson County Commission Board of Review and Equalization Date Addition.

Notice of the Jefferson County Commission Board of Review and Equalization Date Cancellation.

“Meet Your Commissioners” Notice.

Jefferson County Commission Notice of Intent to Appoint to the Board of Zoning Appeals.

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Emergency Services Agency Board.

Jefferson County Commission Notice of Intent to Appoint to the Eastern Panhandle Transit Authority.

Jefferson County Commission Notice of Intent to Appoint to the Water Advisory Committee.

Notice of Envision Jefferson 2035 Future Land Use Map Public Participation Open House.

Memorandum from the West Virginia Development Office regarding Fiscal Year 2014 CDBG-Small Cities Block Grant Application and Guidelines.

West Virginia FY 2015 Community Corrections Fund Grant Program Grant Application Information.

E-mail from James Coughlin, resident, regarding Commissioner pay raise.

E-mail from Lori Simmons, resident, regarding "Free Day" at the Transfer Station.

E-mail from Wayne Bennet, resident, regarding "Free Day" at the Transfer Station.

E-mail from Nathan Gageby, resident, regarding through traffic in the Briar Run subdivision.

West Virginia Lottery Weekly Settlement for Charles Town week ending January 18, 2014.

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, January 16, 2014

A meeting of the Jefferson County Commission was held on Thursday, January 16, 2014 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 Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Steve Ruble, Bailiff. (An audio tape of the Thursday, January 16, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

COUNTY COMMISSION ORGANIZATION

Assignment to Boards, Commissions & Organizations Calendar Year 2014	
<i>Organization</i>	<i>Commissioner 2014</i>
Affordable Housing	Manuel
Air Quality Control Board (Region 9)	Pellish
Approval of Bills	Tabb
Board of Health	Widmyer
Building Repair/Courthouse Committee	Manuel/Widmyer
Community Corrections Committee - Day Report Center	Manuel/Widmyer
Development Authority	Pellish
E-911 Council	Manuel
Eastern Panhandle Transportation Board	Manuel
Extension Service	Tabb
Farmland Protection Board	Tabb
Jefferson County Convention & Visitors Bureau	Noland/Pellish

Jefferson County Emergency Services Agency / Fire & Rescue	Tabb
Historic Landmarks Commission	Widmyer
Homeland Security	Tabb/Manuel
Legislative Liaison	Noland/Manuel
Local Emergency Planning Committee	Tabb
Mental Health Center	Pros Atty/Pelish
MPO Interstate Council	Widmyer
Pan Tran	Widmyer
Parks and Recreation	Manuel/Widmyer
Planning Commission	Manuel
Public Service District Liaison	Tabb/Noland
Region 9	Noland
Roundtable/Council of Government	
Solid Waste Authority	Pelish
Telamon Board	Widmyer
Water Advisory Committee	Manuel/Widmyer
Workforce Investment Act Liaison	Widmyer

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Budget Work Session Minutes of January 9, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$111,624.50 to include P.O. Nos. 51925, 51927, 51928, 51929, 51463, 51817, 52269, 50244, 51827, 51547, 51528, 51549, 51550, and 52124. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071441	424	AT&T/IL		\$ -	\$ 0.33	\$ 0.33
071442	700	AUTOZONE		\$ -	\$ 77.71	\$ 77.71
071442	717	AUTOZONE		\$ -	\$ 284.08	\$ 284.08
071443	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,516.89	\$ 1,516.89

071444	406	ANGELA L BANKS		\$ -	\$ 83.80	\$ 83.80
071445	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
071445	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
071446	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071447	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071448	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
071449	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071450	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071451	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071452	424	CHARLES TOWN UTILITIES		\$ -	\$ 55.94	\$ 55.94
071452	425	CHARLES TOWN UTILITIES		\$ -	\$ 844.90	\$ 844.90
071453	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071454	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 24.80	\$ 24.80
071455	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071456	428	DOUBLE RADIUS	52229	\$ 684.40	\$ -	\$ 684.40
071457	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071457	425	J.C.EHRLICH		\$ -	\$ 601.76	\$ 601.76
071458	717	FISHER AUTO PARTS		\$ -	\$ 867.09	\$ 867.09
071459	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 16,692.25	\$ 16,692.25
071460	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 1,899.36	\$ 1,899.36
071460	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 3,358.31	\$ 3,358.31
071461	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071462	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 186.20	\$ 186.20
071463	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,516.89	\$ 1,516.89
071464	402	JEFFERSON PUBLISH CO INC	51816	\$ 174.08	\$ -	\$ 174.08
071465	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
071466	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071466	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071467	700	GLENDON KINCAID		\$ -	\$ 23.53	\$ 23.53
071468	712	LANGUAGE LINE SERVICES		\$ -	\$ 145.98	\$ 145.98
071469	716	MP&B MORGANTOWN PRINTING	51926	\$ 96.00	\$ -	\$ 96.00
071470	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071471	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071472	405	NATIONAL MEDICAL SERVICE	51835	\$ 875.00	\$ -	\$ 875.00
071473	405	NDAA-NATL DIST ATTYS ASS	51836	\$ 75.00	\$ -	\$ 75.00
071474	405	NDAA-NATL DIST ATTYS ASS	51834	\$ 595.00	\$ -	\$ 595.00
071475	424	NEOPOST USA INC.	51762	\$ 330.00	\$ -	\$ 330.00
071476	ALLOC	JEFF CO PARKS &		\$ -	\$ 15,927.35	\$ 15,927.35
071477	402	PIFER OFFICE SUPPLY, INC	51818	\$ 4.77	\$ -	\$ 4.77
071478	403	POSTMASTER CHARLES TOWN	51462	\$ 88.00	\$ -	\$ 88.00

071479	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071480	717	RICE TIRES CO	52198	\$ 413.12	\$ -	\$ 413.12
071481	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 658.00	\$ 658.00
071481	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
071481	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 834.05	\$ 834.05
071481	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071481	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,200.00	\$ 1,200.00
071482	405	SPECIALTY BUS SUPPLIES	51639	\$ 912.12	\$ -	\$ 912.12
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7.02	\$ 7.02
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.64	\$ 1.64
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,466.48	\$ 10,466.48
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,753.08	\$ 44,753.08
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 19.48	\$ 19.48
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 83.32	\$ 83.32
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.69	\$ 4.69
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 95.37	\$ 95.37
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,792.36	\$ 42,792.36
071484	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071485	425	SHENANDOAH VALLEY WATER		\$ -	\$ 388.00	\$ 388.00
071486	ALLOC	SAFE HAVEN CHILD ADVOCAC		\$ -	\$ 3,000.00	\$ 3,000.00
071487	425	CAPITAL TRISTATE		\$ -	\$ 1,242.59	\$ 1,242.59
071488	425	TML COPIERS & DIGITAL	51765	\$ 313.75	\$ -	\$ 313.75
071489	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
071489	403	UNITED BANKCARD CENTER		\$ -	\$ 28.34	\$ 28.34
071489	405	UNITED BANKCARD CENTER		\$ -	\$ 438.00	\$ 438.00
071489	405	UNITED BANKCARD CENTER		\$ -	\$ 515.39	\$ 515.39
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 188.22	\$ 188.22
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 27.46	\$ 27.46
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 5,502.56	\$ 5,502.56
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 109.86	\$ 109.86
071489	425	UNITED BANKCARD CENTER		\$ -	\$ 215.30	\$ 215.30
071489	425	UNITED BANKCARD CENTER		\$ -	\$ 15.77	\$ 15.77
071489	425	UNITED BANKCARD CENTER		\$ -	\$ 400.49	\$ 400.49
071489	428	UNITED BANKCARD CENTER		\$ -	\$ 13.98	\$ 13.98
071489	428	UNITED BANKCARD CENTER		\$ -	\$ 548.00	\$ 548.00
071489	433	UNITED BANKCARD CENTER		\$ -	\$ 932.78	\$ 932.78
071489	433	UNITED BANKCARD CENTER		\$ -	\$ 418.47	\$ 418.47
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 36.00	\$ 36.00
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 74.53	\$ 74.53
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 13.45	\$ 13.45

071489	439	UNITED BANKCARD CENTER		\$ -	\$ 43.58	\$ 43.58
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 15.00	\$ 15.00
071489	440	UNITED BANKCARD CENTER		\$ -	\$ 160.20	\$ 160.20
071489	451	UNITED BANKCARD CENTER		\$ -	\$ 76.69	\$ 76.69
071489	451	UNITED BANKCARD CENTER		\$ -	\$ 151.30	\$ 151.30
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 283.83	\$ 283.83
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 465.75	\$ 465.75
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 40.00	\$ 40.00
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 319.35	\$ 319.35
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 450.00	\$ 450.00
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 105.27	\$ 105.27
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 101.74	\$ 101.74
071489	711	UNITED BANKCARD CENTER		\$ -	\$ 120.00	\$ 120.00
071489	711	UNITED BANKCARD CENTER		\$ -	\$ 336.48	\$ 336.48
071489	712	UNITED BANKCARD CENTER		\$ -	\$ 149.27	\$ 149.27
071489	712	UNITED BANKCARD CENTER		\$ -	\$ 2,485.78	\$ 2,485.78
071489	716	UNITED BANKCARD CENTER		\$ -	\$ 64.60	\$ 64.60
071489	716	UNITED BANKCARD CENTER		\$ -	\$ 428.64	\$ 428.64
071490	425	VALLEY HARDWARE COMPANY		\$ -	\$ 6.78	\$ 6.78
071491	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 18,961.13	\$ 18,961.13
071492	403	VITAL SIGNS	51458	\$ 450.00	\$ -	\$ 450.00
071493	424	VERIZON BUSINESS/TX		\$ -	\$ 1,138.90	\$ 1,138.90
071494	405	THOMSON REUTER - WEST	51638	\$ 2,266.47	\$ -	\$ 2,266.47
071495	717	NAPA AUTO PARTS		\$ -	\$ 65.60	\$ 65.60
071496	712	WV ENHANCED 911 COUNCIL	49840	\$ 50.00	\$ -	\$ 50.00
071497	716	WV BOARD VETERINARY MED	51930	\$ 62.50	\$ -	\$ 62.50
071498	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 401.00	\$ 401.00
071499	402	XEROX CORPORATION	51632	\$ 525.75	\$ -	\$ 525.75
TOTAL						\$ 206,475.78
TOTAL				\$ 9,356.97	\$ 197,118.81	\$ 206,475.78

Motion by Ms. Tabb to approve the accounts payable for January 16, 2014 in the amount of \$206,475.78. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Paul Rosa, resident – requested the Commission take no precipitous action to create and enforce a mass gathering ordinance for Jefferson County.

Martin Burke, resident – expressed his concerns and frustrations regarding the current sound ordinance.

Sheriff Pete Dougherty – informed the Commission the funding for the East Ridge Health Services facility in Berkeley County has been discontinued, and as a result, publically intoxicated citizens would now be taken to the area jails. Sheriff Dougherty also informed the Commission he has been appointed as the Sheriff’s Association representative for the State Mental Health task force.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of one erroneous assessment, two apportionments of tax tickets, and one exoneration.

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Westcott, LLC.	Ranson Corporation	Commercial Real Estate	25551	\$34,524.66

- **Motion by Ms. Noland to approve the Correction of Erroneous Assessment for Westcott, LLC. in the amount of \$34,524.66 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Julie Polczynski	Charles Town	Personal Property	303748	91.12
Jeffery Polczynski				51.40

- **Motion by Ms. Tabb to approve the Split Ticket for Julie Polczynski and Jeffery Polczynski as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Robin See	Middleway	Personal Property	312707	73.95
Richard See				143.27

- **Motion by Ms. Widmyer to approve the Split Ticket for Robin See and Richard See as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Williams A. Pineda	Ranson Municipality	Personal Property	314224	\$64.66

- **Motion by Ms. Tabb to approve the Exoneration for Williams A. Pineda as presented by the Assessor. Motion seconded and unanimously approved.**
2. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested the approval of the Land and Water Conservation Fund Grant Application and Resolution.
- **Motion by Mr. Manuel to approve the Land and Water Conservation Fund Grant Application and Resolution. Motion seconded and unanimously approved.**
3. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
4. Patricia McMillian, City of Martinsburg HOME Administrator – participated in a Public Hearing on the FY2014 HOME Program to assess the specific housing needs for Jefferson County. Ms. McMillian also requested the approval of Resolution renewing the Commission’s participation in the Eastern Panhandle HOME Consortium of West Virginia for FY2014.
- After Ms. McMillian gave an overview of the services and activities offered through the Eastern Panhandle HOME Consortium of West Virginia, Commissioner Pellish opened the floor for anyone wishing to speak. The following gave public comment:

Marie Gallazi, Director of the Partnership for Affordable Housing – discussed the services offered through the Partnership for Affordable Housing, including credit counseling and assistance for non-English speaking citizens.

Rosella Kern, Vice President of the Partnership for Affordable Housing – stated the Partnership is working to develop a community network of resources to research and build affordable housing within the County. Ms. Kern also stated the Partnership provides rental assistance for those in need.

Rick Schuman – contractor/developer in Ranson – stated how difficult it is to build and provide affordable housing in Ranson due to the high costs of flood insurance, the cost of building, and the sharp contrast of locality pay and low wages within the County.

Ms. Keyser also distributed a letter to the Commission from Annette van Hilst regarding her position on affordable housing in Jefferson County.

- **Motion by Ms. Noland to approve the Resolution to renew the Commission's participation in the Eastern Panhandle HOME Consortium of West Virginia for FY2014. Motion seconded and unanimously approved.**
5. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Program Specialist - requested the modification of the FY14 Capital Improvement Plan Generator Project for the Middleway Volunteer Fire Company from the previously approved amount of \$50,000 to \$68,420 to compensate for a larger generator to handle the additional operational needs of future sprinkler system and bids as received.
- **Motion by Mr. Manuel to approve the modification of the Middleway Volunteer Fire Company Generator project from \$50,000 to \$68,420 to handle the additional operational capacity requirements for the current FY14 Capital Improvement Plan. Motion seconded and unanimously approved.**
6. Jennifer Brockman, Director of Planning and Zoning - requested the approval of the Proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including changed to the following sections of the Zoning and Land Development Ordinance: 4.4, 4.6, 4.10, 4.11, 5.1, 5.4, 5.6, 5.7, 5.8, 5.10, 6.3, 6.5, 8.1, 8.9, 8.12, 12.2, 12.3; Appendices A, B, and C; and the addition of the new Sections 5.11, 5.12, 5.12, 5.14, 5.15, 5.16, and 5.17.
- **Motion by Mr. Pellish to approve the Proposed Zoning Ordinance Text Amendment to establish additional commercial and industrial zoning district categories. Motion seconded for discussion.**
 - **Motion by Mr. Manuel to postpone action on this item until 7:00 pm on Thursday, January 23, 2014. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Dale Manuel, County Commissioner – requested a discussion of fire fees, including the method and location of collection.
- Marty Freeman, Business Manager for the Jefferson County Emergency Services Agency Board, presented the Commission with a timeline and breakdown of costs for the implementation of the fire fees. It was the consensus of the Commission to schedule a joint work session between the County Commission, the Finance Director, the Assessor, and the Sheriff's Tax office to further discuss the method of implementation and location of collection of the fire fees.
8. Stacy Dugan, Morgan County Commissioner – requested a letter of support from the Jefferson County Commission for funding from excess Lottery revenue for bonds to fund improvements to Cacapon State Park and Beech Fork State Park.

- **Motion by Ms. Noland to send a letter of support to Governor Tomblin for funding from the excess Lottery Revenue for bonds to fund improvements to Cacapon State Park and Beech Fort Park. Motion seconded and unanimously approved.**

9. Jane Tabb, County Commissioner – requested a discussion on the possibility of renovating the 3rd floor of the Judicial Building to create enough space to move the Prosecuting Attorney’s offices from the rented Briel building back to the Judicial Building.
 - Bill Polk, Director of Maintenance, spoke with the Commissioners and advised them the renovation would not be possible without removing the courtroom from the 3rd floor of the judicial building. Mr. Polk also stated the Commission would most likely need to invest in a building for County employees in the future as space needs continue to grow.

10. Legislative Updates

- Mr. Manuel notified the Commission there were no legislative updates for the week.

FINANCIAL DIRECTOR REPORTS

- Budget Update – Mr. Stanton gave a cash update to the Commission, stating there was currently \$3.1 million dollars in the General Fund. Mr. Stanton also stated the State has approved \$1,085,000 in budget reductions to date with \$1,081,830 still pending approval from the State for a total of \$2,167,667 in total budget reductions. Mr. Stanton noted the County is still looking to eliminate another \$1.2 million dollars from the current County budget, and provided the Commission with another \$610,000 dollars in reductions pending approval from the elected officials.
- 7 Year Expenditure/Revenue Trend – Mr. Stanton provided the Commission with 7 Year Expenditure/Revenue Trend graphs for each department as requested during a prior Commission meeting, and stated he would do additional research on the figures in effort to assist the Commission in making informed decisions with regards to the FY2015 budget.
- Budget Charge for FY2015 – Mr. Stanton provided the Commission with a spreadsheet showing each department’s approved 2013 budgets, the dollar amount of the revisions submitted by each department, and the percentage of reduction made, and answered the Commissioners’ questions regarding further reductions to be made per department according to the FY2015 Budget Charge.

COUNTY ADMINISTRATOR REPORTS

- Discussion of Current Website – Ms. Keyser updated the Commission on the current status of the County website, stating \$20,000 had been budgeted to develop a new website for the County and a vendor has been selected. The Commission gave their consent to allow Ms. Keyser to give a presentation to the Commission demonstrating the current website versus a new website.
- Upcoming Agenda Presentation- Ms. Keyser stated Laura Storm, Circuit Clerk, would be on the agenda for the January 30, 2014 Commission meeting to discuss her research on Adult Drug Court and the associated costs for budgeting.
- Ms. Keyser notified the Commission a bill needs to be paid from the Capital Outlay fund for Mr. Polczynski's CAD project. She stated she would ask Mr. Polczynski for a schedule of payments needed for the remainder of the CAD project.
- Meet Your Commissioners – Ms. Keyser reminded the Commissioners about the upcoming “Meet Your Commissioners” event to be held January 30, 2014 at 5:00 pm at the Blue Ridge Mountain Volunteer Fire Company.
- Board of Review and Equalization – Ms. Keyser reminded the Commission of the upcoming dates for the Board of Review and Equalization to be held at the Courthouse.
- Updated Agenda Request Form - Ms. Keyser stated the Agenda Request Forms have been updated and improved and were currently available on the County website.

COUNTY COMMISSIONERS' REPORTS

Lyn Widmyer

- Attended a Workforce Investment Board meeting.
- Attended a Board of Health meeting.
- Participated in a march and event in honor of Dr. Martin Luther King Jr.
- Attended a HEPMO meeting where Matt Mullenax was appointed as director.
- Attended the Storer College breakfast regarding the acquisition of land by the Civil War Trust and the National Parks Conservation Association.

Dale Manuel

- Attended a Teen Court meeting and stated things were progressing smoothly.
- Attended a Planning Commission meeting with Commissioner Pellish.
- Attended a 9-1-1 Advisory meeting.
- Attended a Parks and Recreation meeting.

Patsy Noland

- Spoke at a Storer College breakfast regarding the acquisition of land by the Civil War Trust and the National Park Conservation Association.
- Attended a CBB meeting where Matt Knott gave a presentation on the proposed expansion of his property and business.

Walt Pellish

- Updated the Commission on his health status, noting he is on a “chemo holiday,” and would be undergoing another PET scan in two months to decide how to proceed.
- Attended a Children of Uganda performance at the Frank Center in Shepherdstown.
- Announced an important meeting of the Development Authority taking place on Friday, January 18th regarding the possibility of natural gas in Jefferson County.

Jane Tabb

- Attended an Easement Committee meeting for the Farmland Protection Board.
- Attended a Farmland Protection Board meeting.
- Attended a Homeland Security meeting and announced the Homeland Security Department would be holding a “Media Day” on February 4, 2014.

11. Karen Olden, Probate Office – presented the Probate quarterly review and requested the Commission close/approve Estates.

- **Motion by Ms. Noland to approve closure of the open Estates for the quarter. Motion seconded and unanimously approved.**

The Commission meeting was adjourned at 1:00 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, January 23, 2014

A meeting of the Jefferson County Commission was held on Thursday, January 23, 2014 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 Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Terry Palmer, Bailiff. (An audio tape of the Thursday, January 23, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$3,270.15 to include Purchase Order Nos. 51461, 51819, 52138, 52200, 52201, 51838, and 51839. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071501	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
071502	700	ASR-APPAREL SEWN RIGHT	51547	\$ 816.89	\$ -	\$ 816.89
071503	428	CDW-GOVERNMENT LLC	52219	\$ 479.14	\$ -	\$ 479.14
071504	405	FEDEX		\$ -	\$ 46.98	\$ 46.98
071504	700	FEDEX		\$ -	\$ 53.63	\$ 53.63
071505	700	GALLS,LLC/QUATERMASTER L	51548	\$ 502.00	\$ -	\$ 502.00
071506	717	GUTTMAN OIL CO		\$ -	\$ 14,088.22	\$ 14,088.22
071507	440	INTERNAT'L CODE COUNCIL	50244	\$ 125.00	\$ -	\$ 125.00
071508	428	IPSWITCH, INC	52231	\$ 2,366.45	\$ -	\$ 2,366.45
071509	700	JEFFERSON CO HEALTH DEPT	51550	\$ 210.00	\$ -	\$ 210.00
071510	404	JEFFERSON PUBLISH CO INC	52124	\$ 1,134.86	\$ -	\$ 1,134.86
071510	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 64.14	\$ 64.14

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071511	403	MATTHEW BENDER & CO	51463	\$ 127.43	\$ -	\$ 127.43
071512	405	NDAA-NATL DIST ATTYS ASS	51837	\$ 125.00	\$ -	\$ 125.00
071513	700	SIRCHIE	51551	\$ 71.61	\$ -	\$ 71.61
071514	716	SPECIALTY BUS SUPPLIES	51925	\$ 138.00	\$ -	\$ 138.00
071515	704	ST/WV REGIONAL JAIL &	52269	\$ 97,320.25	\$ -	\$ 97,320.25
071516	700	TPS TOWN POLICE SUPPLY	51549	\$ 8,682.75	\$ -	\$ 8,682.75
071517	716	TREASURER OF VIRGINIA	51927	\$ 125.00	\$ -	\$ 125.00
071518	716	TEVA/TOTAL EQUINE VET AS	51928	\$ 323.50	\$ -	\$ 323.50
071519	716	VALLEY PET CEMETERY	51929	\$ 565.00	\$ -	\$ 565.00
TOTAL						\$ 133,365.85
TOTAL				\$ 113,112.88	\$ 20,252.97	\$ 133,365.85

Motion by Ms. Tabb to approve the Accounts Payable for January 23, 2014 in the amount of \$133,365.85. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No one addressed the Commission during the Public Comment portion of the meeting.

PRESENTATIONS

1. Angie Banks, Assessor – provided the Commission with an explanation of the Assessment increase, noting the Assessor’s Office issued over 4,000 letters to land and home owners within the County this year. Ms. Banks stated the main reason for the 3% overall increase in property value was due to an increase in sales.
2. Peter Fricke, Middleway Conservancy Associations, Inc. – requested Commission support for an application for an EPA Green Infrastructure Technical Assistance Grant.
 - **Motion by Ms. Tabb to provide a letter to the Middleway Conservancy Association, Inc. in support of the application for an EPA Green Infrastructure Technical Assistance Grant.**
 - **Motion by Mr. Manuel to amend Ms. Tabb’s original motion by stating if the grant application is successful, Ms. Tabb shall be appointed as a representative to the Middleway Conservancy’s team of residents and stakeholders. Motion seconded and unanimously approved.**
3. Barb Miller, Director of Homeland Security and Emergency Management
 - A. Requested the approval of the State Homeland Security Grant Proposal to replace 20 laptop computers in the Jefferson County Emergency Operations Center.

- **Motion by Ms. Tabb to approve the State Homeland Security Grant proposal in the amount of \$50,000 as presented. Motion seconded and unanimously approved.**
- B. Requested the approval of the recommended appointments/reappointments to the Jefferson County Homeland Security and Emergency Management Steering Committee.
- **Motion by Ms. Noland to approve the recommended appointments/reappointments to the Jefferson County Homeland Security and Emergency Management Steering Committee as presented. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30 am.
The Commission reconvened at 10:45 am.

BUDGET WORK SESSION

5. Todd Fagan, Director of GIS/Addressing – requested Commission approval and funding of two related projects: Enterprise Content Management System (CMS) and Document Imaging (Scan) for multiple departments in partnership with the local Board of Health.
- **Motion by Ms. Widmyer to approve the projects as presented and commit Capital Outlay funding of \$120,000 to support digital archive and e-Government access to County land development and other public records. Motion dies for lack of a second.**
6. Tim Stanton, Finance Director
- Budget Discussion – Mr. Stanton gave a summary of the County’s current cash balance, stating there is approximately \$3 million dollars in the General Fund and approximately \$5 million dollars in the Capital Fund. Mr. Stanton also gave a recap of the \$2 million dollars in budget cuts that have been made over the last two months, leaving a goal to reduce the budget in the amount of \$1,148,062.
 - **Motion by Ms. Widmyer to approve Internal Budget Revision #6 in the amount of \$4,500 to fund the purchase of desktop computers in the Homeland Security department. Motion seconded and unanimously approved.**
 - General County Budget Reductions

- **Motion by Ms. Tabb to approve Budget Revision #20 in the amount of \$72,623 from an adjustment in the health insurance budget based on actual enrollment. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Budget Reduction #21 in the amount of \$126,652 from the County Clerk’s budget and the Elections budget. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Budget Reduction #22 in the amount of \$10,434 from the Assessor’s Office. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to direct staff arrange a joint meeting between the County Commission, Finance Director, department heads, elected officials, and component unit directors to discuss the remaining reductions to be made in effort to balance the FY14 budget. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Patsy Noland, County Commissioner – requested a discussion to determine the most cost-effective method to provide IT support to County Government.
 - It was the consensus of the Commission to wait until Tom Reilly, IT Consultant, provided the Commission with his report on the current and future IT support needs of the County before making any final decisions regarding in-house IT services.
8. Legislative Updates
 - Governor Tomblin’s “Haircut Bill,” which would decrease the County’s Lottery appropriations by 15% over the next two years. Commissioner Manuel proposed the idea of hiring a lobbyist to protect against this Bill.
 - Senator Snyder’s Gasoline Bill – hasn’t moved, attempting to find out about differential in gas prices in West Virginia. Commissioner Manuel stated he would research further to find out if there would be any increase in cost to the County as the County does not pay taxes on gasoline for County vehicles.
 - Juror Information Bill – is moving, with Circuit Clerks’ support.
 - Small Business Emergency Act – created to help protect and assist small businesses affected by the chemical spill in Kanawah County, but does not specify funding sources at this time.

- Proposed Bill which would raise minimum wage to \$7.85 per hour with the possibility of increasing to \$8.25 per hour – currently under consideration, but has yet to come before the Committee.

COUNTY ADMINISTRATOR REPORTS

- Payment for CAD Project – Ms. Keyser notified the Commission of a letter to the Bank of Charles Town authorizing Teresa Hendricks, Chief Deputy Tax Officer, to receive \$700,000 from the Sheriff’s Capital Outlay account for payment for the CAD Project.
 - **Motion by Mr. Manuel to authorize the President of the Commission to sign the letter to the bank of Charles Town approving the withdrawal of \$700,00 from the Sheriff’s Capital Outlay account. Motion seconded and unanimously approved.**
- East Ridge Health Facility Update – Ms. Keyser stated she had spoken with Sheriff Dougherty regarding the closure of East Ridge Health Facility in Berkeley County and noted he is still researching local options for those suffering from substance abuse and mental health issues. Ms. Keyser stated there would be meetings involving the local mayors and police staff to discuss this issue, and she would update the Commissioners as the details were confirmed.
- Public Hearing/Workshop – Ms. Keyser reminded the Commissioners of the 6:00 pm Public Hearing on a rezoning request for the Hunter family property and the workshop to immediately follow regarding the new proposed zoning categories.

COUNTY COMMISSIONER’S REPORTS

Jane Tabb

- Volunteered at the “Maintain, Don’t Gain” Weigh-Out Party.

Walt Pellish

- Attended a Development Authority meeting regarding the possibility of bringing natural gas to Jefferson County.

Patsy Noland

- Attended a Development Authority meeting regarding the possibility of bringing natural gas to Jefferson County.

Lyn Widmyer

- Played Pickball at Sam Michael’s Park, an event sponsored by the Jefferson County Parks and Recreation Commission.

Dale Manuel

- Participated in the weekly Legislative Conference Call.

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The Commission meeting was called to recess at 11:54 am by President Pellish. The evening session was to reconvene at 6 pm.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on January 23, 2014 at 6 pm (An audio tape of the January 23, 2014 meeting is available through the Jefferson County Commission Office.)

PRESENT: Walt Pellish, President
 Jane Tabb, Vice President
 Dale Manuel, Commissioner
 Patsy Noland, Commissioner
 Lyn Widmyer, Commissioner
 Jennifer Brockman, Director of Planning and Zoning
 Seth Rivard, County Planner
 Debbie Keyser, County Administrator
 Jessica Carroll, Administrative Assistant

RE: **Public Hearing on the Proposed Zoning Map Amendment from Rural to Residential-Light Industrial-Commercial for a 107 acre property owned by Anne, James, and Earnest Hunter, designated as Tax District: Middleway (07), Map: 1, Parcel: 2 located on the north side of Route 115 (Old Route 9/Charles Town Road), approximately 700 feet southeast of the Berkeley/Jefferson County line.**

Commissioner Pellish called the meeting to order at 6 pm.

Jennifer Brockman, Director of Planning and Zoning, gave a brief overview and timeline of the proposed Zoning Map Amendment Request, noting on November 11, 2013, the Planning Commission voted unanimously to forward the petition to the County Commission with a finding that the application was consistent with the Comprehensive Plan. Annette van Hilst spoke on behalf of the Hunter family, providing the Commission with a thorough Power Point presentation which established the reasons why the rezoning request for the Hunter property should be granted. After Ms. van Hilst concluded her presentation, President Pellish opened the floor for public comment.

There being no comments from the public, President Pellish stated the record would remain open for two weeks for written comment. The public hearing was adjourned at 6:12 pm on a motion by the Commission. Motion seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

January 30, 2014

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK	51820	\$ 325.90	The Spirit of Jefferson	Notices of Administration
COURTHOUSE		\$ 1,614.33	Boland	Technical Services to Replace Dampers
	52205	\$ 1,054.00	Trenary Service Co.	Service Call + Materials and Labor
ENGINEERING	50245	\$ 328.56	Hewett & Associates	Service of Order/Affidavit of Service - Bierer
HOMELAND SECURITY	50003	\$ 6,300.00	Dell	Desktop Computers & Monitors
	52011	\$ 799.98	Staples	Epson Projector & Screen
	52012	\$ 660.00	Amazon	External Hard Drive/Microphone System
	52013	\$ 1,228.89	Amazon	Microphone Bundle/Charger/Memory Card
	52014	\$ 299.94	Staples	Targus Chill Mats for Laptops
OTHER BUILDINGS	52202	\$ 260.00	Dodson Septic Tank Cleaning, Inc.	Tank Pumped at Sheriff's Sub Station
	52203	\$ 991.40	BK Office Supply	Copy Paper/Chair Mats
	52206	\$ 314.60	Grainger	Belts & Filters
GRAND TOTAL		\$ 13,851.70		

AGENDA REQUEST FORM

www.jeffersoncountyvva.org



Name: Pete Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: ~~1/26/2014~~

1/30/14

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

Date Requested – 2nd Choice: 2/2/2014

Subject (Wording to be placed on agenda): Bailiffs

Please provide the County Commission with a description of your request or presentation, including any background information: I am requesting favorable consideration in appointing additional bailiffs to be able to reduce or eliminate the possibility of overtime being paid to the existing bailiffs.

Is this a funding request? Y N

If so, how much?

Provide exact financial impact/request: None. The increase in headcount will reduce or possibly eliminate overtime and associated benefits.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I move to approve the list of Bailiffs as presented.

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

If not attached, explain:

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

Contact information:

Email address: pdougherty@jcsdvv.com Phone Number: 304-728-3205



Office of Sheriff and Treasurer of Jefferson County

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

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

January 23, 2014

To: Jefferson County Commission

From: Sheriff Dougherty

Re: Bailiffs

I would like to add the following individuals to the list of approved Bailiffs:

Arthur Cridler
Charles Pickett
Kerry Scott

By approving these additions, it will reduce or possibly eliminate the need to pay part time Bailiffs overtime and reduce the risk of them being eligible for benefits due to the hours they are working.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: ~~1/26/2014~~ 1/30/14
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: 2/2/2014

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

Please provide the County Commission with a description of your request or presentation, including any background information: I am requesting permission to appoint additional Trip Guards. These would be individuals added to a pool of names that are approved to be called upon when transports are needed.

Is this a funding request? Y/N

If so, how much?

Provide exact financial impact/request: This is an as needed pool of individuals.

The increase will simply give us more people to call upon to find an available person to go on transports.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the list of Trip Guards as presented.

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

If not attached, explain:

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

Contact information:

Email address: pdougherty@jcsdvw.com Phone Number: 304-728-3205



Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
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304-728-3205
Fax: 304-728-3299

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

January 23, 2014

To: Jefferson County Commission

From: Sheriff Dougherty

Re: Trip Guards

I would like to add the following individuals to the list of approved Trip Guards:

Richard Hahn
Jody Pearrell
Richard Powell

By approving these additions, it will broaden the individuals we are able to call upon when performing transports, therefor possibly reducing the chances of having to pay a regular, salary employee overtime to go on the trip.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: **Laura Storm, Circuit Clerk**

Department or Organization: **Circuit Clerk**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1st Choice: **January 30, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Update on the Commission costs for Adult Drug Court**

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.](#)

Provide exact financial impact/request: [Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): [Click here to enter text.](#)

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.](#)

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Ronda Eddy, Executive Director

Department or Entity: Berkeley/Jefferson Day Report Center

Estimation of amount of time needed for appointment: 15-30 minutes

Date Requested – 1st Choice: January 30, 2014

Date Requested – 2nd Choice: February 13, 2014

If a specific date is needed, please provide reason for specific date: **January 30th is the first date I will be available to address the Jefferson County Commission. Scheduled to attend the Second Chance Act Task Force meeting January 8-10, and will be on vacation January 13-24.**

Subject: **Berkeley/Jefferson County Day Report status update and discussion on upcoming grant application for Community Corrections funding for FY15 and information on current Criminal Justice Board Membership requirements.**

Please provide the County Commission with a description of your request or presentation, including any background information: **See attached document for presentation outline.**

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

Attachments:



Berkeley/Jefferson DRC

- The West Virginia Community Corrections Act
- Chapter 62 Article 11C of the WV Code
- Special revenue account in the state treasury
 - *WV Community Corrections Fund*



Client Overview Berkeley County

- Clients – 17
- Bond Supervision – 5
- Risk/Need Level
 - Low (1)
 - Medium (7)
 - High (7)
 - Very High (2)



Client Overview Jefferson County

- Clients – 22
- Bond Supervision – 5
- Risk/Need Level
 - Medium (3)
 - High (11)
 - Very High (6)
 - Pre-Trial Diversion (2)



Program Standards

- All community corrections programs must include the four following CORE elements:
 - Intake and Risk and Needs Assessment
 - Treatment/Supervision Services
 - Re-entry and Aftercare – (Parole)
 - Program Evaluation by WVDJCS



Projected Funding – FY 15

- FY 14 – 6.5 M in CC Funds
- FY 14 – 2% Reduction
- BJDRC – received same funding in FY 13 and FY 14 (\$175,955)
- Projected 7.5% reduction for FY 15



Community Corrections Grant Application Process

- Applications are scheduled for release on January 21, 2014
- Due on March 5, 2014 - 4:00 pm (If not received on time – will be funded at 50%)
- In-Person Presentation – June 3-4, 2014 – Charleston Civic Center
- Subcommittee has requested historical review of unobligated funding



Local Community Criminal Justice Boards

- Current membership is submitted with Grant Application to Community Corrections Subcommittee
- Membership in accordance with SB 371 62-11C-6
- Request current list of membership by February 14



Grant Application Assessment

- Compliance with the program guidelines
- Probability that the grant will achieve its objective(s).
- Adequate fiscal responsibility
- Organization of Project

Award



- The WV Community Corrections Subcommittee makes funding recommendations to the Governor.
- Governor has final approval on funding
- Community Corrections projects begin on July 1 each year.



Allowability of Cost

- Personnel Costs
- Skills Training for Staff
- Training Materials
- Training Related Travel
- Equipment and Furniture
- Purchasing or Leasing Vehicles



Allowability of Cost Cont.

- Advanced Technologies
- Contracts for Professional Services
- Operating Costs (RENT)
- Supervision of Direct Service Providers
- Repair and/or Replacement of Essential Items
- Public Presentations



Fiscal and Administrative Requirements

- Budget Deviations
- Written Approval of Changes
- Budget Adjustments can be made up to June 15 of FY year



Budget Review

- Projected expenditures for FY 14 reviewed by WVDJCS
- Current funds available to rent space
- Estimate \$6-8 per square ft. for DRC centers in Berkeley and Jefferson County



DRC Space Requirements

- Director
- Administrative Assistant
- DRO
- Group Treatment Room (10-12 people)
- Individual Treatment Room
- Handicap Accessible Drug Screen Area/Restroom
- 1500 – 2000 sq. ft.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1ST CHOICE January 30th, 2014

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

SUBJECT: Schedule hearing dates/times for the following probate issues:

- (1) Estate of Blanche V. Nelson; Re-Examine the Petition to Remove Executor Larry Slaughter
- (2) Estate of Gayle Botts Duncan; Verified Petition to Compel Amended Appraisement; Accounting; And to Remove The Executor, Daniel D. Duncan
- (3) Estate of Charles Francis Printz, and Estate of Bethel H. Printz; Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator

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

- (1) Stephen Slaughter is requesting that the commission reconsider his previous petition to have his brother Larry Slaughter removed as Executor on the estate of Blanche Nelson. The commission ordered on January 2nd, 2013 that the estate be referred to a Fiduciary Commission for attempted mediation. A hearing was scheduled and held on August 13th, 2013. By recommendation of Fiduciary Commissioner Frank Hill, Larry Slaughter was given until November 2013 in order to secure financing to buy out his siblings on their mother's home. We have received no new information from the Executor on the estate regarding his ability to secure financing to buy out his siblings. Per the recommendation of Frank Hill, the matter is again put before the commission to reconsider the removal of the Executor and the appointment of Stephen Slaughter as an alternate Administrator.
- (2) Petitioner, David Duncan by counsel Michael L. Scales, Esq. is presenting his petition to compel the current Executor Daniel Duncan to submit an amended appraisement, a final accounting on the estate, and to remove Daniel Duncan as Executor.
- (3) On July 12th, 2012 the matter of the Estates of Bethel and Charles Printz came before the county commission. Petitioner, Mary Beth Printz filed a motion to have Charles Printz, Jr. removed as Executor. Mr. Printz filed a counter petition to request that Ms. Printz through counsel, amend her petition to contain more factual and specific information. The commission voted to compel an amended petition from Mary Beth Printz and counsel, and to reschedule the matter at a later date. Due to MANY scheduling conflicts and postponements, this matter is again before the commission.

RECOMMENDED MOTION: The probate office defers to the county commission regarding a decision on these three matters.

ARE DOCUMENTS ATTACHED: YES (Printz paperwork is already with the county commission)

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

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

STATE OF Maryland,

COUNTY OF Fredenick, to-wit:

AFFIDAVIT

Appeared before the undersigned authority Stephen F. Slaughter, and upon his oath did depose and say as follows:

1. That Blanche V. Nelson is his mother, and as such is conversant and familiar with the facts hereinafter set forth.

2. That he is named as a beneficiary in the Last Will and Testament of Blanch V. Nelson.

3. That despite numerous requests for a statement of receipts for the aforementioned Estate, the Executor, Larry G. Slaughter, has failed and/or refused to provide the same.

4. Upon information and belief, the accounting filed by the Executor contains various errors and omission.

5. That the beneficiaries named in the aforesaid Will met on February 12, 2011, and agreed upon the division of the Estate's personal property as is provided for in the subject Will.

6. That subsequent to the meeting referenced in Paragraph 5 above, the Executor informed the affiant that the Executor would not permit the affiant to receive what was agreed to.

7. That the said Executor has failed in his duty to faithfully carry out the express terms of the subject Will in these particulars.

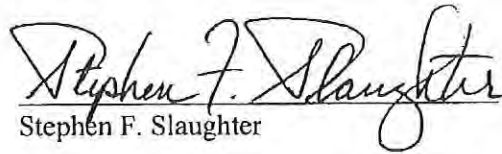
8. Upon information and belief, the Executor, Larry G. Slaughter, has improperly converted estate assets to his personal benefit.

9. Upon information and belief, the Executor, Larry G. Slaughter, is not fit to continue

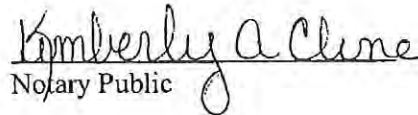
to act as Executor.

10. That the affiant is willing and able to act as the Executor of the Estate of Blanche V. Nelson.

And further affiant sayeth naught.


Stephen F. Slaughter

Taken, subscribed and sworn to before me this 12 day of October, 2011.


Notary Public

My Commission expires: 06-18-2012

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

RE: THE ESTATE OF BLANCHE V. NELSON, DECEASED

REPORT OF FIDUCIARY COMMISSIONER

This Report represents the Fiduciary Commissioner's (the "Commissioner") recommendations resulting from a mediation session held on August 13, 2013, regarding the status of the administration of this Estate by Larry G. Slaughter:

1. Blanche V. Nelson (the "Decedent") died testate a resident of Jefferson County, West Virginia, on August 7, 2010.

2. The Last Will And Testament (the "Will") of Blanche V. Nelson, executed on the 12th day of April, 2010, was recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, on September 14, 2010, in Will Book 19, page 301.

3. Within Article II of the Will the Decedent directed that her Executor allow her children to select those items of her personal belongings that each may wish to keep, and that in the event of any conflict between her children she directed that her Executor employ any other technique to distribute her personal property among her children which would ensure fairness to them.

4. Within Article II of the Will the Decedent then gave, devised and bequeathed the residue of her estate and property as follows:

(a) Fifty percent (50%) unto her son, Larry Garland Slaughter.

(b) Twelve and one-half percent (12.5%) unto her son, Stephen Slaughter.

(c) Twelve and one-half percent (12.5%) unto her daughter, Deborah Anne Mason-Rooney.

(d) Twelve and one-half percent (12.5%) unto her daughter, Linda Snider.

(e) Twelve and one-half percent (12.5%) unto the children of Gary Slaughter (her predeceased son), they being Michael Slaughter, Laura Slaughter and Mary Ellen Slaughter, in equal shares.

5. Within Article III of the Will the Decedent appointed her son, Larry Garland Slaughter, as the Executor of her Estate and requested that no security be required of him, and in paragraph C thereof, in addition to the powers granted by law, she granted to him the powers set forth in Code § 44-5A-3.

6. On August 31, 2010, Larry G. Slaughter, the Decedent's son, qualified before the County Clerk as Executor of the Estate.

7. On October 18, 2010, the Executor executed an Appraisement of the Estate reflecting probate assets of \$116,200.00 which Appraisement was recorded in the aforesaid Clerk's office on November 5, 2010, in Appraisement Book 20, page 740, said probate property included a single parcel of

improved real estate valued at \$115,000.00 and a 1998 Plymouth automobile valued at \$1,200.00.

8. It is your Commissioner's understanding that the real estate is subject to a Deed of Trust in favor of City National Bank, the balance due for which is believed to be approximately \$42,000.00.

9. In May 2011 your Commissioner received from the Executor a proposed First And Final Accounting (the "Accounting") which your Commissioner did not accept as being inconsistent with the administration of the Estate, and by letter to all beneficiaries dated May 9, 2011, addressed the administration of the Estate and further recommended that the Accounting not be approved.

10. In response to the aforementioned letter, your Commissioner received a letter from the Executor dated May 13, 2011, accompanied by copies of disbursements, etc., and a "revised copy" of his proposed Accounting.

11. On July 14, 2011, your Commissioner again wrote the Executor recommending that he retain the services of an attorney experienced in estate matters and again stated that the Accounting he submitted cannot be approved by the County Commission.

12. In August 2012 Stephen F. Slaughter (a residuary beneficiary of the Estate) submitted a letter dated August 29, 2012, to the County Clerk's probate office accompanied by an Affidavit requesting, in effect, that Larry G. Slaughter be

removed as the Executor of the Estate and stating that he (Stephen F. Slaughter) would be willing to act as such.

13. On January 2, 2013, the County Commission held a special session for the purpose of acting upon the letter (Petition) of Stephen F. Slaughter, at the conclusion of which the Commission directed that a mediation session be held with the undersigned and that a report to the Commission be made within 90 days.

14. On May 6, 2013, your Commissioner received the aforementioned directive from the Commission, and on May 10, 2013, issued a letter to all parties stating that a mediation session would be held on Tuesday, August 13, 2013, at 9:00 a.m.

15. Prior to the aforementioned scheduled hearing, your Commissioner received from Deputy Clerk Fields a letter from Linda D. Slaughter-Snider dated August 6, 2013, a copy of which is attached hereto, which speaks for itself.

16. On August 12, 2013, your Commissioner received word from Deputy Clerk Fields that Stephen Slaughter did not receive the Commissioner's letter to all parties dated May 10, 2013, and that he would not be able to attend the mediation session.

17. As scheduled, the mediation was held at your Commissioner's office on August 13, 2013, at which only Deborah A. Mason-Rooney and Larry G. Slaughter attended.

18. Several matters involving the administration of the Estate were discussed between the parties, and although the discussion between the siblings was cordial it was apparent to

your Commissioner that dissatisfaction as to Mr. Slaughter's administration of the Estate remains, with Ms. Mason-Rooney's desire being to "receive that to which she is entitled and be done with the matter."

19. Throughout the mediation session Mr. Slaughter (in his capacity as the major beneficiary of the Estate, and not as its Executor) made clear that it was his desire and intention to obtain full ownership of the real estate and that he would take whatever steps were necessary to do so.

20. Your Commissioner spoke at length as to the two (2) ways the Estate could be settled, they being:

A. The Executor effect a sale of the real estate and after payment of all debts, claims against the Estate, and administration expenses, the proceeds be distributed, in cash, to the beneficiaries in the shares set forth in paragraph 4 above.

B. As an alternative to the procedure described above, Mr. Slaughter, procedurally, could (and I emphasis could) undertake to "purchase" from each residuary beneficiary his/her residual interest in the Estate for an agreed upon amount, in exchange for which each beneficiary would release his/her interest in the Estate in favor of Mr. Slaughter and would execute a Waiver Of Final Settlement.

21. Upon being informed of these alternatives, Mr. Slaughter again affirmed his desire and intent to obtain full ownership of the real estate and that he would do what was necessary to accomplish the same. Whether or not this can be accomplished will depend, in large measure, upon the cooperation

of all beneficiaries of this Estate. In your Commissioner's opinion, given the circumstances of the administration of this Estate thus far, obtaining full cooperation of all parties will not be an easy undertaking.

22. Mr. Slaughter stated that during the pendency of the administration of this Estate he has made all payments on the City National Bank loan, maintained insurance on the real estate, paid all maintenance expenses, utilities and real estate taxes; it should also be noted that during this time Mr. Slaughter has been occupying this real estate, rent free, as his residence.

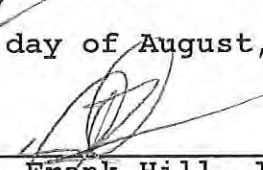
23. In view that the Estate does not possess any funds, your Commissioner has not issued any Statement to the Executor detailing services rendered. All parties should be aware that more than a minimal amount of time has been expended by your Commissioner for which services will be billed to the Estate for inclusion within any settlement (by Waiver or by Accounting) prior to submission to the County Commission.

RECOMMENDATION

Given that three (3) years has passed since the death of Blanche V. Nelson, the stated intention by Larry G. Slaughter that he desires to obtain full ownership of the real estate (which will require the unanimous cooperation and agreement of all beneficiaries), and that he has advanced to the Estate a significant amount of funds regarding the real estate, it is your Commissioner's recommendation that he be allowed an additional period of time, not beyond November 30, 2013, in which to effect

a resolution of the Estate administration in either of the procedures described in paragraph 20 above. If he is successful in either manner, no further action (other than approval) by the County Commission would be required; however, if he is not successful by November 30, 2013, it is your Commissioner's recommendation that the County Commission bring on for consideration the Affidavit/Petition filed by Stephen F. Slaughter seeking the removal of Larry G. Slaughter as Executor of the Estate of his mother, Blanche V. Nelson.

Given under my hand this 19th day of August, 2013.



D. Frank Hill, III
Fiduciary Commissioner
P.O. Box A
Shepherdstown, WV 25443
(304) 876-9333
West Virginia Bar No. 1725

CERTIFICATE OF SERVICE

I hereby certify that true copies of the foregoing Report
Of Fiduciary Commissioner were deposited in the United States
mail, first class postage prepaid, this 19th day of August,
2013, addressed as follows:

Laura Slaughter
Bjerregards Gate 28-A
0172 Oslo NORWAY

Michael Slaughter
9923-C Pinetree Road
Woodsboro, MD 21798

Linda D. Slaughter-Snider
3 Hanover Street
New Oxford, PA 17350-1603

Stephen F. Slaughter
1517 Marker Road
Middletown, MD 21769

Larry G. Slaughter
33 Standish Court
Charles Town, WV 25414

Mary Ellen Slaughter
1314 Wightman Street
Pittsburgh, PA 15217

Deborah A. Mason-Rooney
310 W. College Terrace
Frederick, MD 21701-4846



D. Frank Hill, III
Fiduciary Commissioner

August 6, 2013

I'm writing this letter to the mediator since I am unable to attend this meeting. I request that my input be considered in mediating this dispute between the siblings. I believe that my mother's desire was for Larry to have this house and I base this on a conversation she had with all of us children, including my precious brother Gary who is now with her in heaven.

If it is not possible for everyone to agree to let Larry have the house, I suggest that we allow him to live there and pay mortgage, taxes, and other expenses until we can come to an agreement at a later time. I believe it would be a hardship for Larry to be forced to move at this time; our mother would not want this for any of her children. Something should be put in writing so that Larry does not have to guess about his standing concerning this matter.

I will agree to either of the above as long as it does not put Larry out of a home. He already holds the majority interest in the house and has been paying the mortgage, taxes, and other expenses since Mom died. To my knowledge Larry has seen to it that everything Mom wished to give "personally" to each of us has been done.

If you desire to speak to me concerning anything in this letter, I can be reached at 717-624-3728.

Thank you for considering my wishes.

Linda D Slaughter-Snider
3 Hanover Street
New Oxford, PA 17350

Jennifer S Mathan
JEFFERSON County 02:46:06 PM
Instrument No 2010018433
Date Recorded 09/14/2010
Document Type WILL
Book-Page 19-301
Recording Fee \$5.00
Additional \$6.00

LAST WILL AND TESTAMENT

OF

BLANCHE NELSON

I, **BLANCHE NELSON**, of Jefferson County, West Virginia, make this my Last Will and Testament. I revoke all my prior Wills and Codicils.

At the time of the execution of this, my Last Will and Testament, I am widowed and have five children, to-wit: Larry Garland Slaughter, Stephen Slaughter, Deborah Anne Mason-Rooney, Linda Snider and Gary Slaughter.

Article I. Debts, Taxes and Other Charges

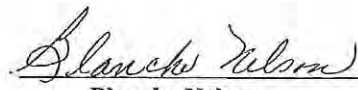
A. **Debts and Funeral Expenses.** My Executor shall pay or provide for the payment of my debts and the expenses of my funeral and burial (including the cost of a headstone or marker).

B. **Taxes.** My Executor shall pay or provide for the payment of all estate, inheritance and similar taxes payable by reason of my death, including taxes on assets not passing under this Will and interest on taxes. The taxes and interest shall be paid as a cost of administering my estate and without apportionment.

Article II. Distribution of My Estate

Personal Property. I direct that my Executor allow my children to select those of my personal belongings that they wish to keep. In case of an item wanted by more than one child, I direct my Executor to flip a coin to determine ownership or to use such other technique that ensures fairness to all my children.

Residue of Estate. I give, devise and bequeath the residue of my estate, real, personal and mixed, of whatsoever kind and character and wheresoever situate, as follows:

 (SEAL)
Blanche Nelson

(a) Fifty (50%) per cent to my son, Larry Garland Slaughter.

(b) Twelve and one-half (12.5%) per cent to my son, Stephen Slaughter, if he survives me. In the event he does not survive me, then I give, devise and bequeath the share to which he would have been entitled had he survived me unto his children, equally, share and share alike.

(c) Twelve and one-half (12.5%) per cent to my daughter, Deborah Anne Mason-Rooney, if she survives me. In the event she does not survive me, then I give, devise and bequeath the share to which she would have been entitled had she survived me unto her children, equally, share and share alike.

(d) Twelve and one-half (12.5%) per cent to my daughter, Linda Snider, if she survives me. In the event she does not survive me, then I give, devise and bequeath the share to which she would have been entitled had she survived me unto her children, equally, share and share alike.

(e) Twelve and one-half (12.5%) per cent to my son, Gary Slaughter, if he survives me. In the event he does not survive me, then I give, devise and bequeath the share to which he would have been entitled had he survived me unto his children, equally, share and share alike.

Article III. Fiduciaries

A. Executor. I name my son, Larry Garland Slaughter, to be the Executor of this, my Last Will and Testament. I request that no security be required of my fiduciary.

B. Compensation. Any individual serving as Executor shall be entitled to receive reasonable compensation for fiduciary services.

C. Fiduciary Powers. In addition to the powers granted by law, I grant my fiduciary the powers set forth in Section 44-5A-3 of the West Virginia Code, and I incorporate that Code Section in my Will by these reference.

 (SEAL)
Blanche Nelson

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this, my Last Will and Testament, written upon three (3) sheets of paper, upon each of which I have signed my name at Charles Town, Jefferson County, West Virginia, this 12th day of April, 2010.

Blanche V. Nelson (SEAL)
Blanche Nelson

This instrument, consisting of three (3) sheets of paper, each bearing the signature of the above **BLANCHE NELSON**, was, by **BLANCHE NELSON**, on the day hereof signed, sealed, published and declared to be the Last Will and Testament of **BLANCHE NELSON**, in our presence; and we, believing **BLANCHE NELSON** to be of sound and disposing mind and memory, at the request of **BLANCHE NELSON**, and in the presence of **BLANCHE NELSON**, and in the presence of each other, have hereunto subscribed our names as witnesses at Charles Town, Jefferson County, West Virginia, this 12th day of April, 2010.

Becky H. Mason
Katrina Powell
Ad [Signature]

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

The undersigned affiants, being severally first duly sworn, at the request of the Testatrix hereinafter named, and, in accordance with Chapter 41, Article 5, Section 15, of the official Code of West Virginia, on oath depose and say that they are of lawful age and that they are the attesting witnesses whose names as such are signed to the annexed writing; that on the date of said annexed writing, **BLANCHE NELSON**, being of lawful age, in the joint presence of the affiants, signed, sealed, published and declared the same to be the Last Will and Testament of **BLANCHE NELSON**, and they, then believing the said **BLANCHE NELSON** to be of sound and disposing mind and memory, at the request of **BLANCHE NELSON**, in the presence of **BLANCHE NELSON**, and in the presence of each other, subscribed their names as such attesting witnesses on said date.

Becky H. Mercer
Katie A. Penwell
Andrew C. Skinner

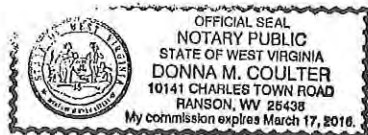
Taken, subscribed and sworn to before me by Becky H. Mercer,
Katie A. Penwell and Andrew C. Skinner

this 12th day of April, 2010.

My commission expires: March 17, 2016

AFFIX NOTARIAL SEAL

Donna M. Coulter
Notary Public



BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: Estate of Gayle Botts Duncan, deceased

**VERIFIED PETITION TO COMPEL AMENDED APPRAISEMENT;
ACCOUNTING; AND TO REMOVE THE EXECUTOR, DANIEL D.
DUNCAN, FOR BREACHES OF FIDUCIARY DUTY AND
FAILURE TO ACCOUNT**

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

DAVID D. DUNCAN, Petitioner herein, by me being first duly sworn upon his oath, deposes and states as follows:

NOW COMES Petitioner, David D. Duncan, by counsel, Michael L. Scales, Esq. and the law firm of Michael L. Scales, PLLC, and for his Verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor, Daniel D. Duncan, Respondent, for Breaches of Fiduciary Duty and Failure to Account, respectfully states as follows:

1. That Petitioner is a resident of Purcellville, Loudon County, Commonwealth of Virginia.
2. That Petitioner believes upon information that Respondent, Daniel D. Duncan, resides at 479 MacBeth Drive, Charles Town, Jefferson County, West Virginia.
3. That Petitioner and Respondent are brothers.
4. That Petitioner and the Respondent's father, Gayle Botts Duncan, died domiciled and residing in Jefferson County, West Virginia, on November 3, 2011. Gayle Botts Duncan is sometimes hereafter referred to as "the Decedent".

5. That attached hereto as Exhibit 1 is a true and accurate copy of the Last Will and Testament of Gayle Botts Duncan, which was duly admitted to probate before the Clerk of the County Commission of Jefferson County, West Virginia on June 27, 2012.

6. That Petitioner believes upon information that Respondent, Daniel D. Duncan, duly qualified to be the Executor of the Estate of the Decedent.

7. That attached hereto as Exhibit 2 is a true and accurate copy of the Appraisal of the Decedent, which Petitioner believes upon information was prepared and submitted by the Defendant to the Clerk of the County Commission of Jefferson County, West Virginia for recordation.

8. That Respondent, Daniel D. Duncan, as Executor and prior to the death of the decedent, as attorney in fact for the decedent, owed certain fiduciary duties to the Decedent as well as to the Petitioner, including the duty to account for the funds and property of the Decedent, and not to commingle Respondent's funds and property with the Decedent's property, or otherwise to act with good faith and fair dealing, which has been breached by virtue of the acts and conduct of Respondent, as hereinafter set forth.

9. That Respondent has failed to have appraised and inventoried as required by law (see Ex. 2), at least the following of the personal property of the Decedent which was not included in the Appraisal: (a) furniture and antiques; (b) antique lures, fishing equipment two boats and two motors; (c) personal effects of the Decedent; (d) a used Chrysler minivan which was acquired by the Petitioner and given to the Decedent prior to his death; (e) tools and equipment; and, (f) personal property and assets of which Petitioner is unaware because the Respondent has secreted and concealed the assets of the Decedent and has failed to list those as

part of the personal property of the Decedent on the Decedent's Appraisalment of the Estate (Ex. 2).

10. Petitioner believes upon information that Respondent has commingled the funds of the estate and the Decedent with those of Respondent's personal funds in breach of his fiduciary duties to the Petitioner as well as the estate and the decedent.

11. That Petitioner believes upon information that Respondent has been renting the real estate of the decedent at 67 MacBeth Drive, Charles Town, Jefferson County, West Virginia, for his own benefit, and has not accounted for the funds from those leases and renting, and has commingled those funds with his own.

12. That Respondent has misrepresented to the Petitioner the amount of rents he was receiving from the house, and that there is a deed of trust encumbering the Decedent's real estate at 479 MacBeth Drive, Charles Town, Jefferson County, West Virginia, in favor of the Bank of Charles Town, and Petitioner has repeatedly requested to know whether or not the payments on the promissory note secured by that deed of trust are current, and whether Respondent is making the payments on the Decedent's deed of trust loan. Respondent has refused to provide that information.

13. That under the Last Will and Testament of the decedent (Ex. 1), Respondent as Executor, has authority to sell the Decedent's real estate at 67 MacBeth Drive, Charles Town, Jefferson County, West Virginia, but he has not sold said real estate even though it has been listed for sale from time to time, and Respondent has made no provision for the specific pecuniary bequests required to be made under the Will in Sections 3.5 and 3.6 of the Last Will and Testament, for a period in excess of almost two years since the date of death of the

Decedent, even though Respondent's Appraisalment (Ex. 2) lists no personal estate of the Decedent.

14. That Defendant has refused to provide any annual accountings or any other interim accountings for the monies of the Decedent and those of the estate since qualifying to be the Executor of the estate on or about June 27, 2012, notwithstanding Petitioner's repeated requests for information about the disposition of the assets of the estate.

15. That Petitioner believes upon information that the house at 67 MacBeth Drive, Charles Town, Jefferson County, West Virginia, is in great disrepair and in need of repairs as follows: (a) crack in the front basement wall; (b) the radon level is extremely high in the basement; (c) the carpeting is in disrepair; and (d) the entire house needs repainting and maintenance.

16. That Petitioner believes upon information that the Respondent has not filed any federal income tax returns for the estate, and that the income taxes and filing requirements for income tax returns for the Internal Revenue Service and the West Virginia State Tax Department are seriously delinquent.

17. That the bank account at City National Bank of West Virginia, Charles Town branch for the Decedent, was a convenience type account, which should have been accounted for as an estate asset, and was not to be paid to the survivor, being the Respondent, as same was to be used to pay the Decedent's bills, and Respondent did not make any deposits to that account prior to the Decedent's death.

18. That all of the above transactions, and possibly others of which the Respondent has concealed from the Petitioner are gross breaches of fiduciary duty by the Respondent for which the Respondent must account, and be discharged as executor.

WHEREFORE, Petitioner, David D. Duncan, demands that this Honorable County Commission:

- a. That Respondent be required to file an amended appraisal for the estate with all the personal property assets of the Decedent listed;
- b. That the Respondent be compelled to account for each and every asset of the Decedent, and all rents, cash, bank accounts and all other personal property received from the Decedent; and,
- c. That Respondent, Daniel D. Duncan be removed as Executor, and replace Petitioner as Administrator CTA of the estate of the Decedent.

AND FURTHER SAITH THE AFFIANT NAUGHT.


David D. Duncan, Petitioner

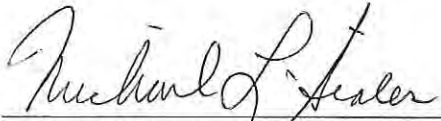
Taken, subscribed and sworn to before me the undersigned authority, this 21st day of October, 2013.




Notary Public

Nov. 5, 2013

David D. Duncan, Petitioner
By Counsel


Michael L. Scales, Attorney at Law
Counsel for Petitioner
Michael L. Scales, PLLC
314 W. John Street; P.O. Box 6097
Martinsburg, WV 25402-6097
(304) 263-0000
WV Bar No. 3277

1480 1 of 1
Jennifer S Maahan
JEFFERSON County 02:50:25 PM
Instrument No 2012013533
Date Recorded 06/27/2012
Document Type WILL
Pages Recorded 6
Book-Page 21-267
Recording Fee \$6.00
Additional \$6.00

LAST WILL AND TESTAMENT
OF
GAYLE BOTTS DUNCAN

I, Gayle Botts Duncan, of 67 Macbeth Drive, Charles Town, County of Jefferson, State of West Virginia, do hereby make, publish and declare this to be my last will and testament, hereby revoking all former wills and testamentary dispositions made by me.

ARTICLE 1. RECITALS

Section 1.1: Family Status. I am divorced and have two (2) children, namely: a son, Daniel Duncan and a son, David Duncan.

ARTICLE 2. DEBTS, ESTATE EXPENSES AND TAXES

Section 2.1: Payment. I direct that all my legally enforceable debts, funeral expenses, expenses of administration of my estate, and all inheritance, estate, transfer and other succession taxes or death duties that may be imposed by any taxing authority, State or Federal, or other, upon my estate, or any part thereof, arising directly or indirectly by reason of my death, upon any property which passes to my beneficiaries hereunder, or to any persons as beneficiaries of life insurance policies on my life, or by survivorship, or otherwise by reason of my death, be paid as soon as practicable by my executor hereinafter named, from my gross estate.

ARTICLE 3. DISPOSITION OF ESTATE

Section 3.1: I will, devise, and bequeath all my property, real and personal, tangible and intangible, unto my sons, Daniel Duncan and David Duncan, in equal shares, with the exception of special bequests mentioned in Section 3.5.

1

Gayle Botts Duncan

EXHIBIT #

Section 3.2: In the event that my son, David Duncan, does not survive me by more than thirty (30) days, then, in that event, the deceased David Duncan's share is to go to my surviving son, Daniel Duncan, with the exception of special bequests mentioned in Section 3.5.

Section 3.3: In the event that my son, Daniel Duncan, does not survive me by more than thirty (30) days, then, in that event, the deceased Daniel Duncan's share is to go to my surviving son, David Duncan, with the exception of special bequests mentioned in Section 3.5.

Section 3.4: In the event that neither of my sons, David Duncan or Daniel Duncan, do not survive me by more than thirty (30) days, then, in that event, the entirety of my estate to my my grandsons, Christopher Duncan and Adam Duncan, equally, with the exception of special bequests mentioned in Section 3.5.

Section 3.5: I will, devise, and bequeath as special bequests the items listed below:

1. The sum of Five Thousand Dollars (\$5,000) to my sister, Rachael Reynolds.
2. The sum of Five Thousand Dollars (\$5,000) to my sister, Alice Barna.
3. The sum of Five Thousand Dollars (\$5,000) to my grandson, Christopher Duncan.
4. The sum of Five Thousand Dollars (\$5,000) to my grandson, Adam Duncan.

Section 3.6: In the event that my sister, Rachel Reynolds, does not survive me by more than thirty (30) days, then, in that event, the deceased Rachael Reynolds' bequest of Five Thousand Dollars (\$5,000) is to go to my nephew, Larry Reynolds.

Larry Reynolds

Section 3.7: In the event that my sister, Alice Barna, does not survive me by more than thirty (30) days, then, in that event, the deceased Alice Barna's bequest of Five Thousand Dollars (\$5,000) is to go to my nephew, Brian Barna.

Section 3.8: Notwithstanding the foregoing, I will, devise, and bequeath the sum of one dollar (\$1.00) to any and all persons who contest this, my last will and testament, and said bequests above shall be revoked to such persons.

ARTICLE 4. APPOINTMENT AND POWERS OF EXECUTOR

Section 4.1: Appointment. I appoint my son, Daniel Duncan, as executor of this my last will and testament and direct that he serve without bond.

Section 4.2: Specific Powers. In addition to all powers granted him by law, I authorize and empower my executor, Daniel Duncan, in his sole discretion:

(a) To borrow money in such amounts and for such terms and conditions as he, in his sole discretion, may consider to be in the best interests of my estate, using any part of my estate as security for any sums so borrowed.

(b) To sell at private sale, so much or all of my real estate as he may, in his sole discretion, consider for the best interests of my estate.

(c) To encumber, mortgage, pledge, contract, option, sell, transfer, assign and convey any real estate, and to make, execute, acknowledge, and deliver all writings of any nature necessary or convenient to execute any sale or sales so made, or consummate any loan so made.

Daniel B. Duncan

ARTICLE 5. BURIAL

Section 5.1: I hereby direct that I be buried, with my ceremony being a simple affair in accordance with my religious beliefs and that I be returned to the Earth.

IN WITNESS WHEREOF, I hereunto subscribe my name and affix my seal to this, my last will and testament, which is written without any interlineations on six (6) sheets of legal cap paper with my signature on each sheet at Charles Town, State of West Virginia, this the 20th day of February, 2007.

Gayle Botts Duncan
Gayle Botts Duncan
TESTATOR

The foregoing will was signed, sealed, acknowledged, published and declared by Gayle Botts Duncan, the above named testator, as and for his last will testament, in the presence of us, the undersigned three (3) competent witnesses, and we, at his request, in his presence, and in the presence of each other, all present at the same time, have hereunto subscribed our names as attesting witnesses to said will on this 20th day of February, 2007.

[Handwritten signature]

Residing at: 6005 Scenic St
Charlton W. Va

4

Gayle Botts Duncan

Nicole Comegna

Residing at: 534 Dickerson Drive
Inwood WV 26038

Carol A. Hitcho

Residing at: 112 Sleepy Hollow Cir
Charles Town, WV

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

This day personally appeared before me the undersigned authority, a Notary Public in and for the state and county aforesaid, James T. Kratovil, Nicole Comegna, and Carol Hitcho , who, being first duly sworn, say that they are all adults residing at the addresses set forth above, and that they are the subscribing witnesses to the last will and testament of Gayle Botts Duncan resident of Charles Town, County of Jefferson, State of West Virginia, which will is dated this 20th day of February, 2007, and that on said date the said Gayle Botts Duncan, testator in said will, signed, sealed, acknowledged, published and declared the same as and for his last will and testament, in the presence of all of these affiants; and that these affiants, at the request of the testator, in the presence of each other, and in the presence of said testator, all present at the same time, signed their names as attesting witnesses to said will.

5

Gayle Botts Duncan

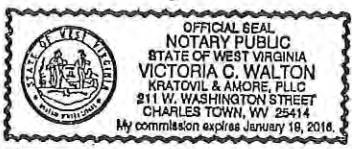
Affiants further say that this affidavit is made at the request of the said Gayle Botts Duncan, testator, and in his presence, and that the said Gayle Botts Duncan, at the time said will was executed, was, in the opinion of affiants, of sound and disposing mind and memory and over the age of twenty-one (21) years.

J. T. Walton
Nicole Comegna
Carol E. Hitcho

Taken, sworn to and subscribed before me by the James T. Kratovil, Nicole Comegna, and Carol Hitcho, this the 20th day of February, 2007.

Given under my hand and official notarial seal.

My commission expires: January 19, 2016.



Victoria C. Walton
Notary Public

This instrument prepared by:

J. T. Walton
James T. Kratovil, Esquire
Kratovil & Amore, PLLC
211 W. Washington
Charles Town, West Virginia 25414
(304) 728-7718

Gayle Botts Duncan

**APPRAISEMENT OF THE ESTATE
FOR DECEDENTS DYING ON OR AFTER JULY 13, 2001**

ET 6.01
Rev. 03/02

PART 1: GENERAL INFORMATION QUESTIONNAIRE

TAX DEPARTMENT
USE ONLY

A. Decedent's Name GAYLE BOHS DUNCAN		B. Social Security Number 405-14-1279	C. Date of Death 3-11-03
D. Decedent's Residence at Death 479 MACBETH DRIVE CHARLESTOWN		E. State WV	F. County Jefferson
G. Marital Status at Death Married <input type="checkbox"/> Single, Widow(er) or Divorced <input checked="" type="checkbox"/>	Name of Surviving Spouse N/A	H. West Virginia Counties Where Decedent Held Real Estate Jefferson	
I. Will this estate be required to file a Federal Estate Tax Return FORM 706 (see the instructions on page 2)?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
J. Will this estate be required to file the Nonprobate Inventory Form ET 6.02 (see the instructions on page 3)?		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
K. Did the Decedent leave a WILL?		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
L. Fiduciary's Name and Mailing Address (include zip code) MANUEL SAMMON - Executor 479 MACBETH DR. CHARLESTOWN WV 25314		M. Preparer's Name and Address MANUE	
Fiduciary's Phone Number 304-725-3100		Preparer's Phone Number	

PART 2: QUESTIONNAIRE OF NONPROBATE REAL ESTATE

Answer each of the following questions concerning the decedent's interest in NONPROBATE REAL ESTATE. If you answer "YES" to any question below, you must complete the attached Inventory of Nonprobate Real Estate provided with this form which shows:

- the type of transfer(s) with reference to the question number below;
- name(s) of the person(s) with an interest in the real estate as joint tenant or transferee;
- relationship to the decedent of ALL above named persons;
- market value at the date of death; and
- description of the real estate including assessed value.

	MARKET VALUE
1. Did the decedent own an interest in any real estate as joint tenant with right of survivorship? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	1
2. Did the decedent transfer an interest in any real estate without adequate consideration within three years prior to date of death? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	2
3. Did the decedent own an interest in any real estate in an inter vivos trust (living trust) arrangement or in which the decedent retained the right of use and enjoyment? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	3
4. Did the decedent own an interest in any real estate in which the decedent retained a power of appointment, whether special or general? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	4
5. Did the decedent own an interest in any real estate as a life estate including a dower interest? ... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	5
6. TOTAL VALUE OF NONPROBATE REAL ESTATE (add lines 1 through 5 above)	6 — 0 —

PART 3: SUMMARY OF PROBATE ASSETS

Complete PART 4 first. Enter the total from each schedule of PART 4 on the appropriate line below.

	MARKET VALUE
1. Schedule A: Real estate or any interest therein	1 237,100.00ⁿ
2. Schedule B: Tangible personal property of every kind	2 —
3. Schedule C: Government bonds and securities of every kind	3 —
4. Schedule D: Shares of corporate stock of every kind	4 —
5. Schedule E: Money, certificates of deposit, notes, accounts, etc	5 —
6. Schedule F: All other assets not hereinbefore mentioned	6 —
7. TOTAL VALUE OF PROBATE ASSETS (add lines 1 through 6 above)	7 237,100.00ⁿ

EXHIBIT #

2

PART 4: INVENTORY OF PROBATE ASSETS - TRANSFERS BY WILL OR INTESTACY

After completing PART 4, enter the total from each schedule on the appropriate line in PART 3.

SCHEDULE A: Describe any real estate or any interest in real estate. Include description and appraised value of out of state property, but do not include this amount in the total. See page 3 of the instructions.	ASSESSED VALUE	APPRAISED VALUE
<p>lot B. (96 AC) Ann Bend MAP 9 parcel 0026 0000 0000 book 751 page 327</p>		
TOTAL (enter the total appraised value on line 1 of PART 3)	142,300	237,166

SCHEDULE B: Tangible personal property of every kind. See page 3 of the instructions.	APPRAISED VALUE
NONE	
TOTAL (enter the total appraised value on line 2 of PART 3)	0

SCHEDULE C: Bonds and securities of every kind. See page 3 of the instructions.	APPRAISED VALUE
NONE	
TOTAL (enter the total appraised value on line 3 of PART 3)	0

Jennifer S. Hasbun
 JEFFERSON County 10:36:51 AM
 Instrument No. 2012017775
 Date Recorded 08/29/2012
 Document Type HR
 Pages Recorded 4
 Book Page 22-692
 Recording Fee \$5.00
 Additional \$6.00

PART 4 (continued)

SCHEDULE D: Corporate stock of any kind. See page 3 of the instructions.

NAME OF THE COMPANY	CLOSELY HELD	NUMBER OF SHARES	MARKET VALUE PER SHARE	TOTAL MARKET VALUE
NONE				
TOTAL (enter the total market value on line 4 of PART 3)				0

SCHEDULE E: Money, bank accounts, certificates of deposits, notes, accounts receivable, etc. Show dates of notes. See page 3 of the instructions.

	APPRAISED VALUE
NONE	
TOTAL (enter the total appraised value on line 5 of PART 3)	0

SCHEDULE F: All other assets, not hereinbefore mentioned, including insurance payable to the estate. See page 3 of the instructions.

	APPRAISED VALUE
NONE	
TOTAL (enter the total appraised value on line 6 of PART 3)	0

PART 5: BENEFICIARIES. List the names and relationships of all beneficiaries or heirs of the estate. Show the age of any life tenant after their name. See page 3 of the Instructions.

BENEFICIARY OR HEIR	RELATIONSHIP	BENEFICIARY OR HEIR	RELATIONSHIP
David Samson	Son		
Brenda Reynolds	Sister		
Shirley Samson	Sister		
Christopher Samson	Grandson		
William Samson	Grandson		

PART 6: OATH OF FIDUCIARY

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

I, David S. Samson fiduciary for the estate of Gayle B. Samson after diligent effort to ascertain the taxable property of this estate, have made answers to each of the questions and have completed, in detail, the schedules for each category of property and believe each item thereof to be correct. I thereby believe the foregoing to be the true and lawful appraisal of ALL real estate and probate property of the estate of the above named decedent.

D. S. Samson
Fiduciary

day of August, 2012

[Signature]
Notary Public

My Commission expires 8/23, 2015

PART 7: APPROVAL OF FIDUCIARY COMMISSIONER/FIDUCIARY SUPERVISOR

I, _____, Fiduciary Commissioner/Fiduciary Supervisor of _____ County, West Virginia, to whom the estate of the above named decedent was referred, do hereby approve the foregoing appraisal of such estate.

Given under my hand this _____ day of _____, 20____

Fiduciary Commissioner/Fiduciary Supervisor

By _____
Deputy

PART 8: CLERK OF THE COUNTY COMMISSION

STATE OF WEST VIRGINIA

COUNTY OF Jefferson, To-wit:

In the Clerk's office of Jefferson County on the 29 day of August, 2012 the foregoing appraisal of the above named decedent was presented and upon motion admitted to record.

Attest [Signature] Clerk

By [Signature] Deputy

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Walt Pellish

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 – 30 minutes

Date Requested – 1st Choice: January 30, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request a presentation from Tom Reilly, IT consultant, to discuss the County's current and future IT needs and speak about the accomplishments/improvements that have been made within the County IT department since September. Mr. Pellish would also like to know Mr. Reilly's opinion regarding the IT requirements for the implementation/collection of the fire fees.

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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:

Technology Costs

I was asked to provide historical costs on Information Technology spending. Historically the technology budget has been decentralized with the individual departments determining how to expend technology funds and the departments then coding the invoices to office supplies, contracted services, and professional services. Because of the decentralized method of spending and coding of invoices related to technology these expenditures are comingled with unrelated charges resulting in a system where technology expenditures can't easily be obtained. There was an attempt to start to consolidate technology expenditures within the budget in FY14 however it was a hybrid model with most of the technology expenditures still decentralized. It remains a decentralized model because there is not a system in place where a Technology Coordinator or consultant is being consulted prior to a department incurring the cost of technology consulting or a technology purchase. When offices code technology invoices instead of the technology staff there is no consistency of recording invoices related to technology. In order to manage and control technology costs you must be able to see them, understand them, and predict them. If a Technology Coordinator or consultant is left out of that process then there is limited cost control and reporting available.

Based on the above I looked at vendor queries of known technology companies as well as salary information and have obtained the following information.

	FY11	FY12	FY13	FY14 (1)	Total
Consultants					
SSI	89,716	81,241	220,162	31,924	423,043
Global Data	8,365	320	5,477	46,151	60,313
Accurate			21,472	65,387	86,859
CSSI	17,810	21,007	19,532	6,442	64,791
ACS	13,049	13,035	17,356	13,612	57,052
CDW	986	2,575	49,735	160	53,456
Core Bits	6,221	10,975	6,044		23,240
Subtotal	136,147	129,153	339,778	163,676	768,754
Personnel					
IT Director Salary	23,916	20,573		6,465	50,954
IT Director Benefits	7,446	6,460		973	14,879
Techs Salaries	44,019	47,546	46,796	71,651	210,012
Techs Benefits	16,751	18,145	19,009	21,643	75,548
Subtotal	92,132	92,724	65,805	100,732	351,393
Personnel cost per hour	44.29	44.57	31.63	48.42	
Total	228,279	221,877	405,583	264,408	1,120,147

(1) Consultant data as of 7/1/13- 1/3/14. Payroll data is annualized for full year

The Technology Director salary is calculated based on estimated time spent on technology with Mr. Schaivone spending an estimated 1/3 of his time in FY11 and FY12 on technology and Ms. McDonald spending an estimated 10% of her time on technology in FY14.

The internal personnel cost per hour ranges from \$31 per hour to \$48 per hour and is currently \$48 per hour. The cost per hour of SSI is \$150, Global Data \$110, and Accurate Systems is \$80. As long as the internal staff is productive and uses good utilization of their time it is much more cost effective to do technology functions with internal staff.

The much larger cost of the technology expenditures appears to be the cost paid to technology consultants. However, because of the method that the invoices were coded it is not possible to determine how much of the cost paid to technology consultants was true consulting costs or if servers, computers, other hardware, computer supplies, and software was purchased from the consulting companies which are then included in consulting costs in the above chart.

To resolve the above issue of not being able to identify specific technology costs additional object codes should be established on the chart of accounts that will breakout out technology expenditures into the appropriate categories.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Tim Stanton', written over a horizontal line.

Tim Stanton

Information Technology Commission Update

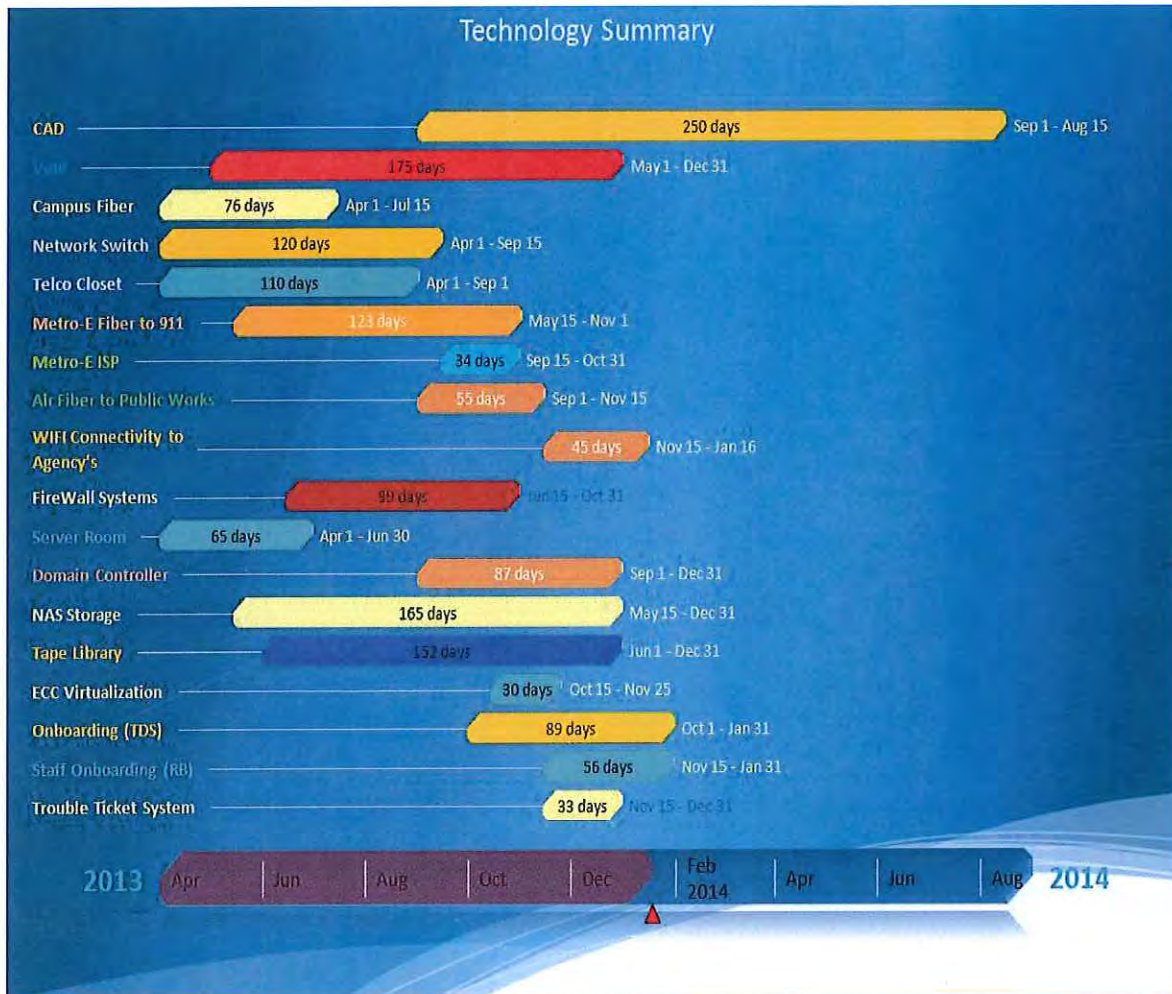
January 30, 2014

Presentation

- 2013 Information Technology Accomplishments
- 2014 Information Technology Direction
- IT Financial Review
- Commission Questions & Answers
- Vision

Technology Summary

- Technology Summary-Time Line to show activities and length of time to complete task.



IT Update - Past Six Months

- CAD – Computer Aided Dispatch System
 - County wide system-Every Fire Department Emergency Service vehicle and every Police Department will have access to mobile data and a robust Records Management Systems. *Notes: This system will allow for much better policing keeping force on the streets.*
 - Communications Center will be able to process calls quicker, collect data more effectively, and have information at their finger tips.
 - Technology infrastructure expansion, more reliant on IT 24/7 operation.

What does this mean: Faster services to the tax payer, saving lives and giving information to first responders. *Notes: Records Management System will help Police query databases to complete task quicker. Submit Documentation to PA Office electronically.*

IT Update - Past Six Months

- VoIP – Telephone and presence system
 - Deployed over 300 new IP phones and related equipment. Created a method of communication presence so that employees can:
 - View if other users are on the phone, send calls to proper department and or VMs and chat.
 - County wide four digit dial to all staff members.
 - Voice mail, caller ID and auto attendant for all.
 - Employee can move office to office without third party line moves.
 - Conference bridges and conference phones.

What does this mean: Faster services to the tax payer and more efficient call flow for employees.

IT Update - Past Six Months

- Network Environment – New infrastructure for many areas of the County
 - Engineered new a fiber network between all downtown campus buildings. *Notes: The fiber cabling allows building to building access without bandwidth limits and power surge concerns.*
 - Completed wiring certification for the downtown campus. *Notes: As the County acquired buildings in downtown the campus network needs kept changing.*
 - Installed new lifetime warranty network switches that require no annual maintenance fees.
 - Increased the entire network speed from 10/100mbs to 1GB = 10 time's faster network.

What does this mean: Users have a robust network and resilient system for expansion.

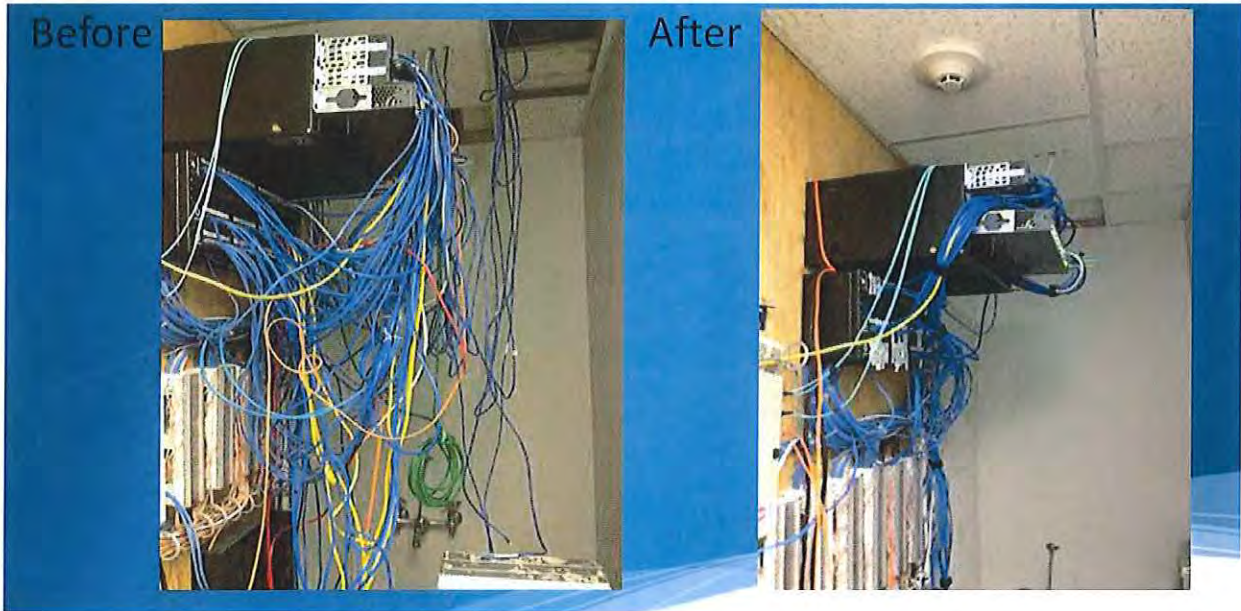
IT Update - Past Six Months

- Network Environment – New infrastructure for many areas of the County. (Continued)
 - Utilized new data network to provide the backbone of the new IP camera systems. *Notes: New switches and fiber connections allow for many systems to operate together. HVAC, Security and more.*
 - Data cabling combined phones and computers. *Notes: No need to run multiple cables to end user, one will do saving money and time.*
 - Implemented VLAN technology to build a more robust, secure network.
 - VLAN technology allows IT to create network environments that can be isolated by departments and secure outward facing servers. While using the same switches and wiring.

What does this mean: Cost savings of cabling, very scalable and a robust network. Environment isolation!

IT Update - Past Six Months

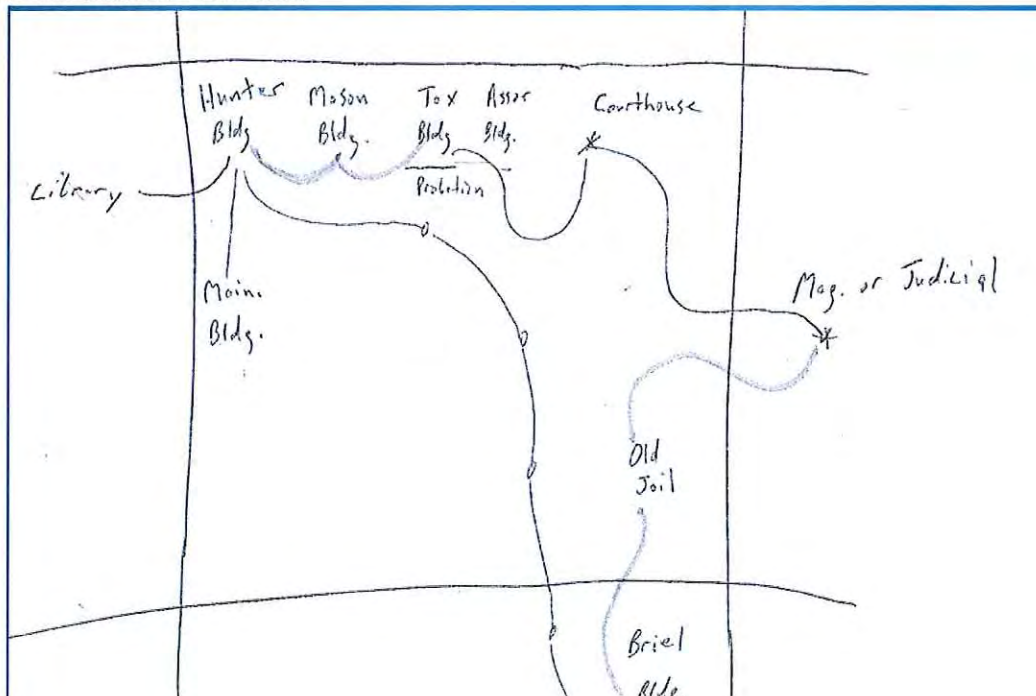
- 🌟 Network Environment – Telecommunication Closets. County's campus has 25 telco closets.



What does this mean: Staff can quickly troubleshoot IT issues.

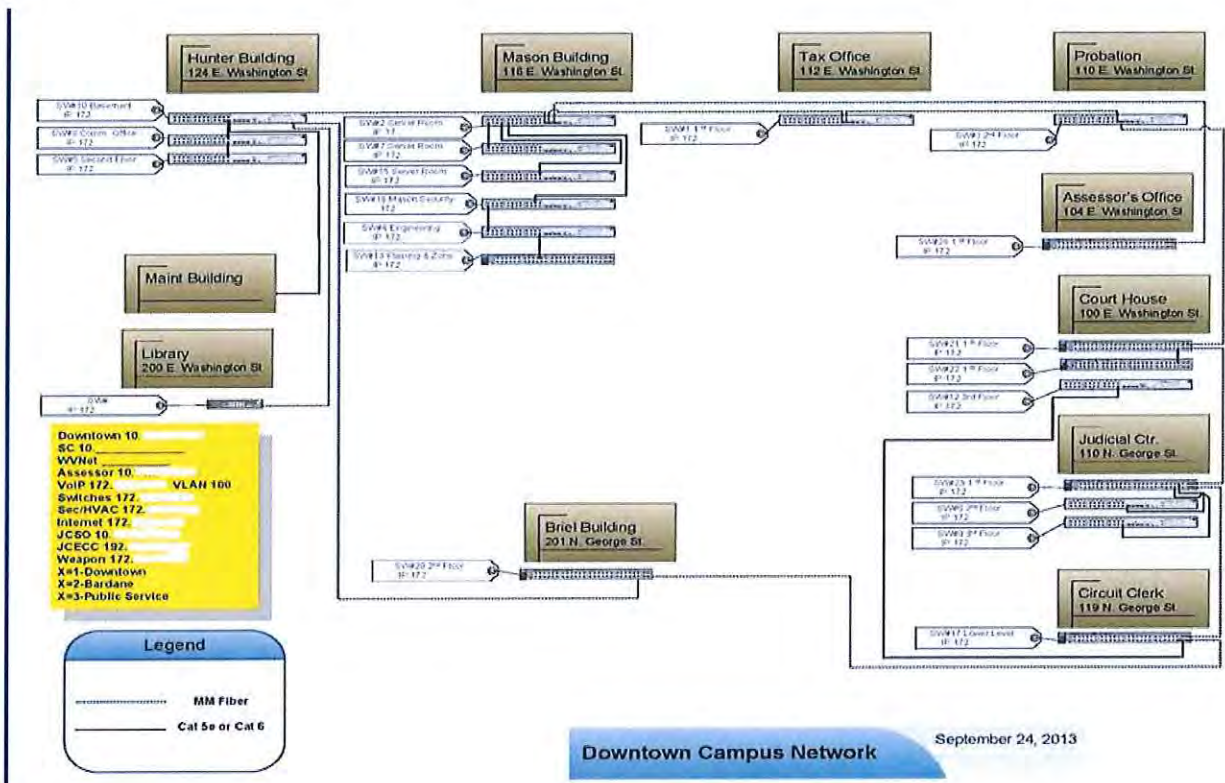
IT Update - Past Six Months

Network Environment- From this!



IT Update - Past Six Months

Network Environment- To this!



IT Update - Past Six Months

- Network Environment – New connectivity infrastructure
 - Metro-E – Fiber connecting two campuses together Downtown and Bardane.
 - Allows a method of communication for all data systems.
 - Telephones
 - Security, HVAC & Cameras
 - Data and more
 - Metro-E Internet Service Provider – Allows for 10x times the speed of the previous system. *Notes: Creates redundancy with the existing Comcast service. Ability to increase bandwidth with just a phone call no circuit reengineering.*

What does this mean: Cost efficiency & users have a robust network and resilient system for expansion.

IT Update - Past Six Months

- Network Environment – New connectivity infrastructure (Continued)
 - Public Service – Air-Fiber connecting two campuses together Bardane and Public Service.
 - Parks, Animal Control, & ESA – WIFI will connect these facilities as well. Project underway!
 - Allows a method for Communication for all data systems.
 - Telephones
 - Security, HVAC & Cameras

- Data and more

What does this mean: Cost efficiency & users have a robust network and resilient system for expansion.

IT Update - Past Six Months

- Network Security – Firewall Systems infrastructure
 - Installed a new firewall system in downtown campus helping secure servers and data behind a modern firewall system.
 - Manages ISP services for backup and load balancing.
 - Content filter and policy based security.
 - Utilized a Cisco 3900 (State Grant) for a new core router at the Bardane Center. *Notes: Initializing the Cisco 3900 allowed IT to retain the old system for a backup.*
 - Completed a Campus wide WIFI system at the 911 and Sheriff Center.

What does this mean: Ability to increase network security, leverage toolset that helps keep the network up.

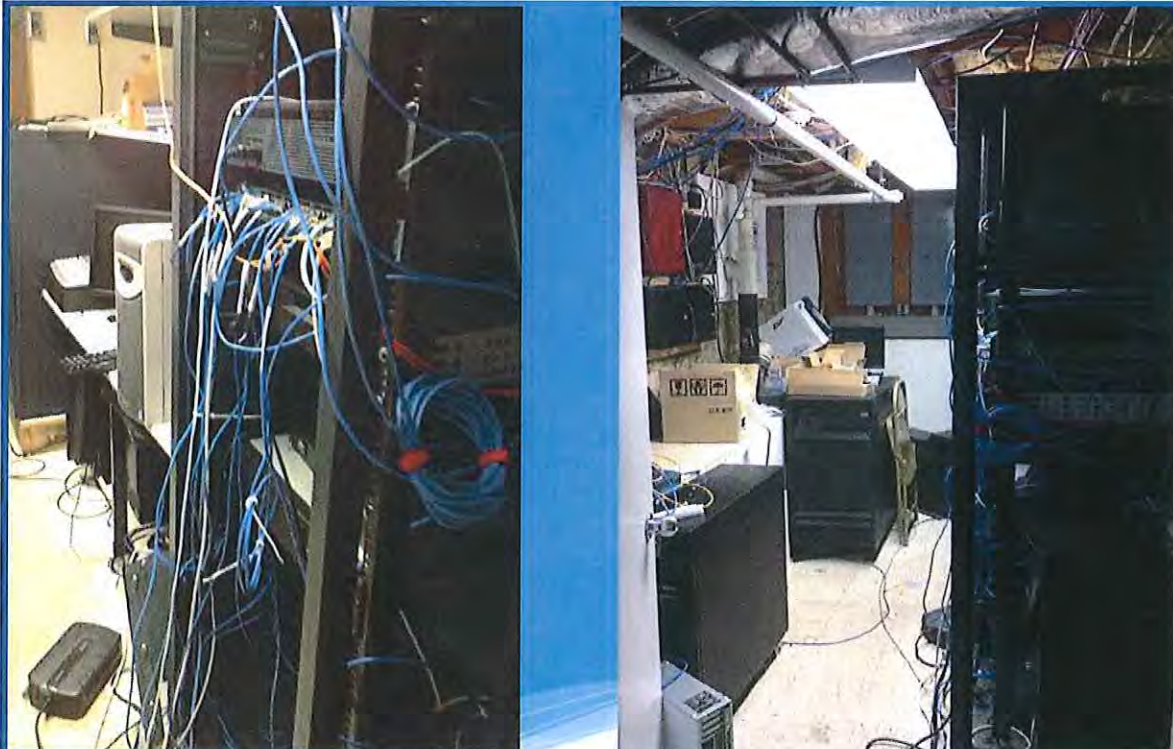
IT Update - Past Six Months

- Server Room – New server room in Mason Building
 - New Server room with cable management and server racks.
 - Power system and UPS systems.
 - Climate and security controlled environment for new server room.
 - IT Department renovation.

What does this mean: Physical security with lower failure rate due to equipment operating at proper temperatures. Trouble shooting is assisted by good lighting and organized systems.

IT Update - Past Six Months

Server Room- From this!



IT Update - Past Six Months

Server Room- To this!



IT Update - Past Six Months

- Servers – New Domain Controller System
 - New server allows for user security and ability to control windows authentication.
 - Granular control over user access to data.
 - Controls the access to the new IBM NAS system.
 - Will allow to push security updates and policies.
 - Password policy enforcement.
 - Allows user password reset and system security.
 - Drive sharing and mapping of data.

What does this mean: Policy based security over work stations and network systems.

IT Update - Past Six Months

- Storage – Network Attached Storage & Tape Library System
 - NAS – The new more reliable storage system has tripled capacity and built in redundancy.
 - Tape Library- Allows IT staff to create backups of data and design retention policies.
 - Created a robust retention program for accounting system data & windows systems.

What does this mean: More capacity and redundancy for cross platform systems. Users have more storage and know that data will be backed up.

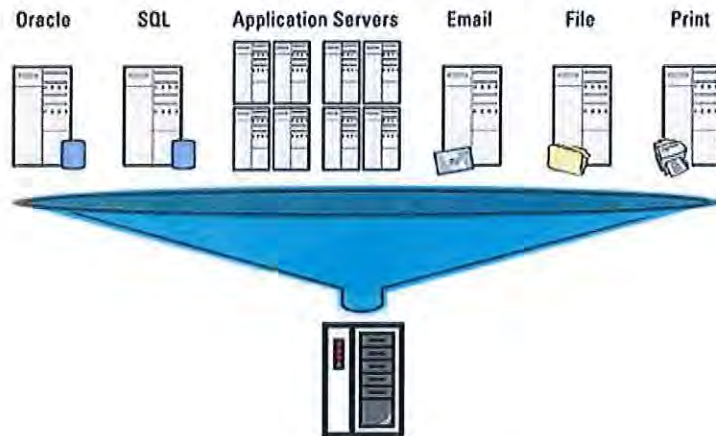
IT Update - Past Six Months

- Virtualization – Emergency Communication and Sheriff’s Department
 - SAN – Storage Area Network is installed and currently operating the day to day activities of said offices. *Notes: EMC SAN with 13TB of fast storage and VMWare.*
 - Servers- Three redundant servers are part of the virtualization package. If one server goes down the others automatically take over.
 - We can have dozens of VM servers operating on this system.

What does this mean: More capacity and redundancy for cross platform systems. Many servers can be added without additional hardware cost.

IT Update - Past Six Months

- Virtualization – Concepts and scalability



What does this mean: More capacity and redundancy for cross platform systems. Many servers can be added without additional hardware cost.

IT Update - Past Six Months

- IT Staffing and Team Building
 - Working with Department Heads and Elected Officials. *Notes: Developing an understanding of needs from each official and in particular the Assessor’s Office and Sheriff.*
 - On boarded new staff member TinaDawn Straton first week of October.
 - 15 Years as Information Technology Specialist.
 - WVU, Charles Town Races & BWVU technology guru.
 - On boarded new staff member Russell Burgess second week of November.
 - 20+ years as Information Technology Director
 - Worked in Virtualization environment and multi-office complex.
 - Bachelors of Science and many Microsoft certifications.
- Ticketing System-Installed new system that allows for time tracking and management reporting.

IT Update – Moving Forward

- SAN for Downtown Campus
 - Cornerstone for core data infrastructure. This begins the build of a secure, resilient & expandable server virtualization platform. *Notes: Server systems will*

stay operational 24/7 and would allow consolidation of physical servers reducing hardware cost.

- Web Site- Jefferson County Multi Departmental Site. *Notes: Creates the communication fabric to the tax payers, a core method of disseminating information. The new site will allow participating departments to make changes within their site parameters and not require admin or IT to perform basic updates.*
- Inventoried work stations and servers
 - 281 Work Stations
 - 25 Windows servers and 1 AS/400 server
- Windows XP ending April 8th 2014
 - Approximately 90 computers will need replacement *Notes: Service packs and security updates will stop by Microsoft and hackers will be looking to create new vulnerabilities on these un-patched machines.*
- Campus wide WIFI system *Notes: Would allow for employees and guest too safely and security access WIFI systems. Currently we have many unapproved access point on the network.*
- Server Room system generator *Notes: Keep core systems operational and essential employees functional.*

IT Update – Moving Forward

- Network Security – Start a basic review of the network security.
 - Multi Campus – Antivirus review and needed upgrades.
 - Patch Management – Develop an automated system that pushes Microsoft Update to the work stations. *Notes: Create automation to assist with reducing manual updates.*
 - Third party patch management. I.e. Adobe, flash etc. *Notes: Create automation to assist with reducing manual updates.*
 - Create policies with approvals.
 - Security Assessments. *Notes: Develop a core report and discuss with administration.*
- Ambulance Fee advisement.
- IT operations with organizations this size require multiple technology vendors.

IT Update – Moving Forward

- Server Review – Review server physical location and related systems.
 - Some downtown campus servers are located in hot unsecure closets. Consider moving to new server room.
- Utilize new fiber and network switches to take advantage of the multi stranded fiber network.
- Use VLAN to build in security.
- Documentation & Procedures
 - Started discussion with IT staff about documentation and complexity of the network.

IT Update – Moving Forward

- Equipment– Find ways to manage IT equipment and create an attrition program.

Computer Equipment	Quantity
Work Stations	281
Servers	26
Printers & All-in-ones	60*
Network Devices	85*
Smart Phones	30
Tablets / IPads	12
VoIP Phones	325
TOTAL Devices	819

IT Update – Financial Summary

- Core Values:
 - Create high user impact with low cost technical solutions.
 - Start looking at IT as an investment VS a cost.
 - Take advantage of technology in the work place to streamline staff workload.
 - Utilize IT to coordinate County technical solutions across solution providers.
- Leverage IT to create best FIT solutions for technical needs throughout the County.

IT Update – Financial Summary

- Project Costing:
 - Computer Aided Dispatch – Negotiated Pre / Post bid. Net savings of \$273,133.00 to the County. *Notes: Use IT Department to work through different software solutions, co-locate equipment and network systems to achieve cost savings.*
 - Jefferson County Agencies - Pre / Post savings to tax payers in the municipalities \$668,178.50.
 - Allowed all Police, Fire, & EMS to participate!
 - Total savings to Jefferson County Tax Payers \$941,311.50.
 - VoIP System – Integrated Telephony across all departments and facilities. Estimated savings in this physical year alone of over \$100,000.00. We will have savings to the tax payers forever!

IT Update – Financial Summary

- Find technologies to reduce reoccurring expenses
 - Air Fiber – Connectivity to Public Service
 - Using the latest technology to connect Public Service to the Bardane Campus at no monthly cost. Project cost was under \$4,000.00. SAVINGS of \$950.00 a month and annually \$11,400.00.
 - WIFI-Connectivity to Parks & Rec, Animal Control, & Emergency Services
 - Using new technology to connect agencies to Bardane campus. Allows us to deliver VoIP, internet service and remote access. Project cost approximately \$8,000.00. SAVINGS of \$2,850.00 a month and annually \$34,200.00.
 - Metro-E ISP- Provides 10X the speed for \$350.00 a month less than the old T1 Technology.

IT Update – Financial Summary

- Find technologies to reduce reoccurring expenses (Continued):
 - Network Switches with Life time warranty saving \$6,300.00 a year.
 - I Prism Internet proxy – Eliminated the need for the appliance, saving \$11,000.00 annually. *Notes: Combined usage of firewall / routers.*
 - Windows XP-The County we will need a PC replacement program that will require financial resources. *Notes: Cost can exceed 75,000.00*
 - Web Site-RFP status is pending administration direction.
 - CMS-Received approval from BOH, and grant extension.
 - Move video server to new server room saving cost of network services. *Notes: Cost savings of circuit turn down of about \$1,000.00 a month.*

IT Update – Financial Summary

	Work Load	Average	Projects	Contracted	JC IT Dept
Monthly IT Services	92 Tickets	138 Hours	125 Hours	\$29,324.50*	\$13,750.00
Details					53% Savings
Annual IT Services	1,104 Tickets	1,656 Hours	1,500 Hours	\$351,894.00*	\$165,000.00
Annual Savings					\$186,894.00

*Contracted rate was calculated on County's average hourly Vendor cost @ \$111.50 per hour.

IT Update – Financial Summary

- Tim Stanton – Financial Review

Questions & Answers

- Jefferson County Commission

Vision Statement

- **Vision:** Provide citizens, businesses and County employees with timely, convenient access to appropriate information and services through the use of technology.
- **Mission Statement:** Provide strategic IT vision, leadership and enterprise solutions to meet the County's goals to better serve the public through service and integration of data at the employee, local, state, and federal levels.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Stephanie Grove

Department or Organization: Jefferson County Commission – Assistant Prosecuting Attorney

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: January 30, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Executive Session §6-9A-4 – Litigation Update

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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: .

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Patsy Noland

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: January 23rd, 2014

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

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

Subject (*Wording to be placed on agenda*): Discussion to determine the most cost-effective method to provide IT support to County Government.

Please provide the County Commission with a description of your request or presentation, including any background information: Due to the growing costs associated with providing in-house IT services, the County Commission should discuss and develop an RFP to determine the cost effectiveness of contracting that service.

Is this a funding request? Y N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move that the County Commission develop an RFP to contract out the County's IT needs.

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: patsynol@gmail.com Phone Number:

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Dale Manuel

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: January 30, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request lobbyist to defend against Governor Tomblin's "Haircut Bill" (SB385) which would cut 15% of the County's Lottery appropriations for the next two years and discuss the involvement of the municipalities in this request.

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

Is this a funding request? Y/N

If so, how much? Unknown

Provide exact financial impact/request: to be determined

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the hiring of a lobbyist for Jefferson County to defend against Senate Bill 385.

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:

West Virginia Legislation would cut Lottery appropriations



Legislation would cut Lottery appropriations

West Virginia Gazette

By Phil Kabler

January 21, 2014

CHARLESTON, W.Va. -- Gov. Earl Ray Tomblin has introduced legislation to cut Lottery appropriations by about \$39.12 million a year for the next two years, moving that money to the state General Revenue fund, as one of several steps to close a \$146 million funding gap in the 2014-15 budget.

Biggest cuts would be to the state Infrastructure Fund, thoroughbred and greyhound racing purses, and payments to cities and counties with racetrack casinos.

Revenue Secretary Bob Kiss said that, at a time when many state agencies are being asked to make back-to-back 7.5 percent budget cuts, it makes sense to look at rolling back these appropriations, which are set in state code as percentages of Lottery profits.

"Some of the logic here is everyone else is being asked to tighten their belts in excess of 15 percent," Kiss said.

As drafted, the bill (SB385) would reduce an annual \$40 million appropriation of Lottery funds to the state Infrastructure Fund to \$20 million for the next two years. It also would cut a number of annual Lottery payments that are spelled out in state code by 15 percent each year, freeing up another \$19.12 million.

"They've got a gap they've got to fill, and they're looking at all their resources," Lottery Director John Musgrave said of the governor's bill.

"The governor's thinking is that everyone shares a little bit of the pain as we try to balance the (fiscal) 2015 budget and the 2016 budget," said Jason Pizatella, Tomblin's chief counsel.

The Lottery Commission illustrates the statutory appropriations as 20 buckets of Lottery funds.

As drafted, the bill exempts several buckets from the 15 percent cut, including a fund to pay down old Workers' Compensation Fund liabilities, and to pay off bonds for construction of the Capitol complex parking garage and for restoration of Capitol dome, as well as a matching fund that allows racetrack casinos to upgrade gaming areas.

The largest buckets, which would take the largest funding cuts, are: thoroughbred racing purses and development funds, which would be cut by about \$6 million, payments to racetrack counties and municipalities, about \$4 million; state Debt Reduction fund, about \$3.2 million; and greyhound racing purses and development funds, about \$2.5 million.

Kiss said the funding cuts were also recommended by Wall Street bond rating agencies, which raised concerns about declining Lottery profits, since the state has a number of outstanding bond issues that are funded through Lottery revenue.

Freeing up the funds should help debt ratios for the Lottery, and avoid hurting the state's bond ratings, he said.

"The hope is this provides some additional cushion," Kiss said. "We're preserving and protecting the very positive bond rating we have."

With increased competition from casinos in Pennsylvania, Ohio and Maryland, the state Budget Office projects that overall Lottery revenues will drop 8.9 percent in the current budget year, and another 4.7 percent in the 2014-15 budget year.

Musgrave said about \$473 million of state Lottery funds, which are appropriated by the Legislature, are not affected by the proposed 15 percent cuts.

That means Lottery funding for Promise scholarships, School Building Authority, Economic Development Authority, public schools, and Senior Services, among other programs, will not be cut under the governor's proposal.

The bill will go to Senate Judiciary Committee and Senate Finance Committee for further consideration.

Senate Bill No. 385

(By Senators Kessler (Mr. President) and M. Hall,
By Request of the Executive)

[Introduced January 20, 2014; referred to the Committee on the
Judiciary; and then to the Committee on Finance.]

**FISCAL
NOTE**

A BILL to amend and reenact §29-22-18d of the Code of West
Virginia, 1931, as amended; to amend said code by adding
thereto two new sections, designated §29-22A-10d and
§29-22A-10e; to amend said code by adding thereto a new
section, designated §29-22B-1409; to amend said code by adding
thereto a new section, designated §29-22C-27a; and to amend
said code by adding thereto a new section, designated
§29-25-22b, all relating to the redirection of certain lottery
revenues to the State Excess Lottery Revenue Fund; changing
the distribution to the West Virginia Infrastructure Fund to
\$20 million for three years beginning in fiscal year 2014;
reducing certain racetrack video lottery and limited video
lottery net terminal income distributions by fifteen percent;

1 reducing certain table games adjusted gross receipts
2 distributions by fifteen percent; and reducing certain
3 distributions from adjusted gross receipts and net terminal
4 income from the historic resort hotel by fifteen percent.

5 *Be it enacted by the Legislature of West Virginia:*

6 That §29-22-18d of the Code of West Virginia, 1931, as
7 amended, be amended and reenacted; that said code be amended by
8 adding thereto two new sections, designated §29-22A-10d and
9 §29-22A-10e; that said code be amended by adding thereto a new
10 section, designated §29-22B-1409; that said code be amended by
11 adding thereto a new section, designated §29-22C-27a; and that said
12 code be amended by adding thereto a new section, designated
13 §29-25-22b, all to read as follows:

14 **ARTICLE 22. STATE LOTTERY ACT.**

15 **§29-22-18d. Increase in allocation to West Virginia**
16 **Infrastructure Fund from State Excess Lottery**
17 **Revenue Fund.**

18 Notwithstanding any provision of subsection (d), section
19 eighteen-a of this article to the contrary, the deposit of \$40
20 million into the West Virginia Infrastructure Fund set forth above
21 is for the fiscal year beginning July 1, 2010, only. For the fiscal
22 year beginning July 1, 2011, and each fiscal year thereafter, in

1 lieu of the deposits required under subdivision (5), subsection
2 (d), section eighteen-a of this article, the commission shall,
3 first, deposit \$6 million into the West Virginia Infrastructure
4 Lottery Revenue Debt Service Fund created in subsection (h),
5 section nine, article fifteen-a, chapter thirty-one of this code,
6 to be spent in accordance with the provisions of that subsection,
7 and, second deposit \$40 million into the West Virginia
8 Infrastructure Fund created in subsection (a), section nine,
9 article fifteen-a, chapter thirty-one of this code, to be spent in
10 accordance with the provisions of that article: Provided, That for
11 the fiscal year beginning July 1, 2014, and for two additional
12 fiscal years thereafter, the deposit to the West Virginia
13 Infrastructure Fund shall be \$20 million.

14 **ARTICLE 22A. RACETRACK VIDEO LOTTERY ACT.**

15 **§29-22A-10d. Changes in distribution of net terminal income.**

16 (1) Notwithstanding any provision of subsection (c), section
17 ten of this article to the contrary, for the fiscal year beginning
18 July 1, 2014, and each year thereafter, each distribution expressed
19 as a percentage of net terminal income, except those distributions
20 to be made pursuant to subdivisions (1), (7), paragraph (A) of
21 subdivision (9), and subparagraphs (I) and (ii), paragraph (B) of
22 subdivision (10), subsection (c), section 10 of this article, shall

1 be reduced by fifteen percent. All distributions expressed as a
2 dollar amount shall not be reduced.

3 (2) The total amount of reductions resulting from subsection
4 (1) of this section shall be paid into the State Excess Lottery
5 Revenue Fund, created by section eighteen-a, article twenty-two of
6 this chapter.

7 **§29-22A-10e. Changes in distribution of excess net terminal**
8 **income.**

9 (1) Notwithstanding any provision of subsection (a), section
10 ten-b of this article to the contrary, for the fiscal year
11 beginning July 1, 2014, and each year thereafter, each distribution
12 expressed as a percentage of net terminal income, except those
13 distributions to be made pursuant to subdivisions (1), (7),
14 paragraph (A) of subdivision (9), and paragraph (B) of subdivision
15 (10), subsection (a), section 10-b of this article, shall be
16 reduced by fifteen percent. All distributions expressed as a
17 dollar amount shall not be reduced.

18 (2) The total amount of reductions resulting from subsection
19 (1) of this section shall be paid into the State Excess Lottery
20 Revenue Fund created in section eighteen-a, article twenty-two of
21 this chapter.

22 **ARTICLE 22B. THE LIMITED VIDEO LOTTERY ACT.**

1 §29-22b-1409. Changes in distribution of net terminal income.

2 For the fiscal year beginning July 1, 2014, and each year
3 thereafter, the distribution made pursuant to section 1408(b)(1)(A)
4 shall be reduced by fifteen percent. The total amount of
5 reductions shall be paid into the State Excess Lottery Revenue Fund
6 created in section eighteen-a, article twenty-two of this chapter.

7 ARTICLE 22C. WEST VIRGINIA LOTTERY RACETRACK TABLE GAMES ACT.

8 §29-22C-27a. Changes in distribution of adjusted gross receipts.

9 (1) Notwithstanding any provision of section twenty-seven of
10 this article to the contrary, for the fiscal year beginning July 1,
11 2014, and each year thereafter, each distribution expressed as a
12 percentage of adjusted gross receipts found in subsection (c),
13 except subdivisions (1) and (7) of that subsection, and subsection
14 (d), except subdivision (1) of that subsection, section
15 twenty-seven of this article, shall be reduced by fifteen percent.

16 (2) The total amount of reductions resulting from subsection
17 (1) of this section shall be paid into the State Excess Lottery
18 Revenue Fund created in section eighteen-a, article twenty-two of
19 this chapter.

20 ARTICLE 25. AUTHORIZED GAMING FACILITY.

21 §29-25-22b. Changes in distribution of adjusted gross receipts and
22 net terminal income.

1 (1) Notwithstanding any provision of section twenty-two of
2 this article to the contrary, for the fiscal year beginning July 1,
3 2014, and each year thereafter, after payment of the commission's
4 expenses pursuant to subsection (b), section twenty-two of this
5 article, each distribution made in subsection (d) of section
6 twenty-two from the balance of the Historic Resort Hotel Fund,
7 except subdivisions (1) and (2) of that subsection, shall be
8 reduced by fifteen percent.

9 (2) For the fiscal year beginning July 1, 2014, and each year
10 thereafter, distributions made pursuant to subsection (a), section
11 twenty-two-a of this article shall be reduced by fifteen percent.

12 (3) The total amount of reductions resulting from subsections
13 (1) and (2) of this section shall be paid into the State Excess
14 Lottery Revenue Fund created in section eighteen-a, article
15 twenty-two of this chapter.

NOTE: The purpose of this bill is to effect a fifteen percent reduction in all statutory transfers that are made outside of the budget process and redirect those funds to the State Excess Lottery Revenue Fund.

Strike-throughs indicate language that would be stricken from the present law, and underscoring indicates new language that would be added.

§29-22A-10d, §29-22A-10e, §29-22B-1409, §29-22C-27a and §29-25-22b are new; therefore, strike-throughs and underscoring have been omitted.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Dannie Wall

Department or Organization: League of Women Voters

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: January 30, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Requesting approval of the use of the Commission Meeting Room at the Old Charles Town Library for two League of Women Voters events taking place on the evenings of March 3 and March 24, 2014.

Please provide the County Commission with a description of your request or presentation, including any background information: please see attached Meeting Room Request forms

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move approval of the use of the Commission Meeting Room for the League of Women Voters on March 3 and March 24.

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: 304-728-7181

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: March 3, 2014
Meeting Time: 6:00pm to 9:00pm
Organization Name: League of Women Voters
Purpose of Meeting: Public Forum: Affordable Health Care

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
 Is a not-for-profit organization
 Can provide a certificate of insurance Should be on file
 Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Dannie Wall

Signature of Person Making Request: _____ Date: 1/15/14

Contact Person: Dannie Wall

(If other than the representative signing above)

Representative's Address: _____

PO Box 394, Kearneysville, WV 25430

Telephone: 304-728-7181 Fax: None

E-mail:

dwall01@frontiernet.net

With the March 31, 2014, deadline looming, the League of Women Voters will present a public forum on current status of the ACA in WV as well as education on what individuals need to do to apply for insurance coverage.

ACA coordinator, would talk about the ACA, what is covered under ACA, etc. and collaborative efforts to enroll in the Eastern Panhandle (SCHC, 2 hospitals, DHHR, BCHD, EPFC)

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: March 24, 2014
Meeting Time: 6:00pm to 9:00pm
Organization Name: League of Women Voters
Purpose of Meeting: Lyn Widmyer presentation to League members

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance Should be on file
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Dannie Wall

Signature of Person Making Request: _____ Date: 1/15/14

Contact Person: Dannie Wall

(If other than the representative signing above)

Representative's Address: _____

PO Box 394, Kearneysville, WV 25430

Telephone: 304-728-7181 Fax: None

E-mail:

dwall01@frontiernet.net

Lyn Widmyer will present her thoughts on why the county commission term should be 4 years instead of 6, why 5 commissioners are better than three and other ideas on how to make the county commission form of government better.

Jefferson County Water Advisory Committee
4th Quarter Report - October 1 – December 31, 2013

1. **Water Quality Monitoring of streams, seeps and springs**

In Process: *The WAC is continuing to gather information on water quality monitoring activity in Jefferson County to assess if there are gaps that could be filled by volunteer watersheds.*

Planned: WAC continues outreach on a multitude of entities' conducting water quality monitoring activity in Jefferson County to assess data gathering and results that are approved/accepted by the WVDEP and EPA as data points that could be utilized in determining the TMDL for Jefferson County.

2. **Watershed Management and Protection**

In Process: Educate county residents about the importance of watersheds and provide technical expertise assistance such as reviewing proposals and planning for Watershed Groups and for the formation thereof.

- a. **Know your Watershed program:** Development of a template for six separate watersheds brochures (Town Run, Bullskin, Evitts, Elks Run, Turkey Run and Flowing Springs) which will include a high quality map of each watershed (developed by Todd Fagan and Jessica Gorman of the County's GIS Office), and information about the characteristics unique to each watershed (size, topography, etc.) The brochures will encourage voluntary practices by including baseline information that explains why and how to improve local water quality through good water management.

Brochures are to be shared with EPHOA and at Earth Day, County Fair and in outreach to local organizations and homeowners and utilize as a resource.

Brochures are designed to translate to a template for a possible future wayside signage in each of the respective watersheds.

- b. Completed: Stream Partners Grant awarded to JCCC/Water Advisory Committee and Craftworks at Cool Springs for seed money to solicit interest in a volunteer watershed group "Friends of the Bullskin"

In Process: Implementation, management and reporting of the Stream Partners Grant Work Plan for "Friends of the Bullskin" report due to WVDEP June 30, 2014.

- c. Continue to research grant opportunities and opportunities to partner with watershed groups.

3. **Monitor the Existing County Water-Related Studies**

- a. In Process: Maintain communication with WVDEP during the Rocky Marsh Run Watershed study to learn about processes and outcomes of testing and monitoring.
- b. Planned: Align WAC's outreach with County's Stormwater Ordinance and Region 9 efforts in its Chesapeake Bay Program to promote awareness and encourage voluntary efforts to capture 1 inch of rain runoff.

NOTICE
Board of Review and
Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on **Thursday, January 30, 2014, at 1:30 p.m.**, for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2014.

The Commission will continue to sit as a Board of Review and Equalization on Tuesday, February 4, 2014, at 1:30 p.m., Thursday, February 6, 2014, at 1:30 p.m., Thursday, February 13, 2014, at 1:30 p.m., and thereafter as deemed necessary.

Persons wishing to appear before the Commission should apply to the Assessor no later than Thursday, February 20, 2014, at noon, in order to complete the proper forms and to schedule a hearing date prior to the planned final date of Tuesday, February 25, 2014.

Given under my hand this 19th day of December, 2013.

JENNIFER MAGHAN, COUNTY CLERK

NOTICE
Board of Review and Equalization

The County Commission of Jefferson County will sit as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County on Thursday, February 13th, 2014, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2014.

Given under my hand this 9th day of January, 2014.

By Order of the County
Commission of
Jefferson County
Walt Pellish, President

NOTICE

On Thursday, January 16, 2014, the County Commission of Jefferson County agreed to cancel the February 11, 2014 1:30 p.m. Board of Review and Equalization meeting due to a conflict with another meeting previously scheduled.

Given under my hand this 13th day of January, 2014.

**Walt Pellish, President
Jefferson County Commission**



Meet and Converse with your Jefferson County Commissioners

Where: Blue Ridge Mountain Volunteer
Fire Company
181 Keyes Gap Road
Harpers Ferry, WV 25425

When: Thursday, January 30th, 2014

Time: 5:00 p.m.—7:00 p.m.

*Questions regarding the event should be directed to
the Jefferson County Commission: 304-728-3284*

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 6, 2014 or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - two alternate positions ending January 1st, 2015 and 2016 respectively

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

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

January 15, 22, 29 - 2014

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 6, 2014 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency - (1) Unexpired term ending November 2, 2015 as follows:

One Citizen representative

§7-17A-4

(c) Only residents of the county in which the board is formed are eligible to serve on the joint emergency services board. At all times, the board shall consist of at least two representatives from the emergency medical services community, at least two representatives from the fire protection services community, and at least two citizen representatives from the county at-large. The citizen members may not be employed with the emergency medical services community, fire protection services community or the county commission and not more than one citizen member may be appointed from the same magisterial district in the county.

Following Magisterial Districts Available for the Citizen Positions:

Harpers Ferry 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, 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:

January 15, 22, and 29 - 2014

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, Thursday, February 6, 2014 , or as soon thereafter as the Commission may decide:

Eastern Panhandle Transit Authority - two (2) unexpired terms ending January 31, 2015

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, 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:

January 1, 8, 15, 22, 29

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on **Thursday, February 6, 2014**, or as soon thereafter as the Commission may decide:

Water Advisory Committee - four (4) three-year terms ending January 31, 2017

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, 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:

January 15th, 22nd, 29th 2014
February 5th 2014

THANKS - JEFFERSON COUNTY COMMISSION

Jessica Carroll

From: jeffersoncountycommissionalerts-owner@jeffersoncountywv.org on behalf of Jefferson County Alerts [alerts@jeffersoncountywv.org]
Sent: Friday, January 24, 2014 12:08 PM
To: jeffersoncountycommissionalerts@jeffersoncountywv.org
Subject: Future Land Use Map Public Participation Open House

Envision Jefferson 2035 Future Land Use Map Public Participation Open House to be held on February 10

A public participation open house for Envision Jefferson 2035 (the update to the Jefferson County Comprehensive Plan) will be held at the following time and location:

Monday, February 10 from 6:30 to 8:30 PM

Page Jackson Elementary School

370 Page Jackson Road, Charles Town, WV

The primary focus of this open house will be to present the recommended future land uses for seven identified preferred growth areas in Jefferson County. These growth areas were generated based on input from the public at Public Participation Workshops in July and October. Attendees will be able to view the proposed future land use maps of these areas and make comments on each. There will be no formal presentation, so residents will be able to come and go at their leisure.

For more information about Envision Jefferson 2035, please go to the project's website (www.envisionjefferson2035.com) or feel free to contact the project staff either by e-mail at envisionjefferson2035@jeffersoncountywv.org or by calling the Jefferson County Planning and Zoning Department office at (304) 728-3228. We look forward to your assistance in helping to envision a better Jefferson County.

*****Please do not reply to this email. If you have questions or need assistance, please email info@jeffersoncountywv.org or call the County Commission office at 304-728-3284.*****



MEMORANDUM

TO: Regional Planning and Development Councils
Mayors, County Commissioners

FROM: Kelly Workman, Manager, Project Development
West Virginia Development Office, Community Development Division

DATE: January 15, 2014

RE: **Fiscal Year 2014 CDBG-Small Cities Block Grant Application and Guidelines**

Application forms for the CDBG-Small Cities Block Grant program have been posted to the wvcommerce.org website and distributed to the State's 11 Regional Planning and Development Councils. Applications must be postmarked by **May 21, 2014**. Please use the new application form, which is also available at www.wvdo.org/downloads, or by calling our office at 304-558-4010.

Each project must meet one of the following National Objectives, specified by the U.S. Department of Housing and Urban Development (HUD), as follows: (1) Benefit low- and moderate-income persons; (2) Eliminate slums or blight; or (3) Address urgent community development needs. The development of reliable water and sewer infrastructure projects will remain a priority for this program.

IJDC Technical Review

All water and sewer infrastructure projects must be reviewed by the West Virginia Infrastructure and Jobs Development Council (IJDC), and be found technically feasible to be eligible for SCBG funding. All IJDC applications must be submitted to the Infrastructure Council by **March 10, 2014**. Please note the following dates:

- Projects submitted to IJDC prior to March 10 will have a complete review. The IJDC determination letter must be submitted with your application. WVDO strongly advises that projects be submitted to IJDC prior to March 10 for a complete review.
- Projects submitted to IJDC prior to April 10 will not have a complete review. Any projects submitted to IJDC prior to April 10 will be reviewed at the May 28 IJDC Funding Committee meeting. These applications will be accepted, but will not be eligible for SCBG funding unless and until the IJDC determination letter is submitted to WVDO. The determination letter must be submitted to WVDO by June 15, 2014.
- **Projects submitted to IJDC after April 10 will not be considered for FY 2014 CDBG-Small Cities funding.**

Engineering Cost Estimates

Cost estimates must be dated within 12 months of the application date and be certified by the project engineer. Applications accompanied by cost estimates more than 12 months old will not be considered for funding. Estimates can be updated by submitting a typed memo to the WVDO and to IJDC, accompanied by current cost estimates, as certified by the project engineer. The memo should address any material changes in cost and scope, and be included in the application submitted to the WVDO. Substantial changes in either cost or scope will require a new IJDC application.

Area-Wide Benefit to Low and Moderate Income Individuals

The Area-Wide Benefit to Low and Moderate Income Individuals category is the most commonly used National Objective for activities that benefit a residential neighborhood. As defined, this means the activity benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons. For this purpose, LMI determination is based upon the income of a family, household, or individual living in the CDBG-Small Cities project area whose household income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger households or families (HUD generated LMI data).

In order to demonstrate that proposed projects meet the National Objective of benefitting low- to moderate-income (LMI) individuals, the West Virginia Development Office, Community Development Division, will continue to evaluate household incomes documented through:

1. Census blocks/areas that align closely with the service area that have a 51% or greater LMI population according to HUD generated census data (Low and Moderate – Income Summary Data/LMISD). To check census based eligibility visit www.hud.gov/offices/cpd/systems/census/wv/index.cfm#lowmod and if the beneficiary area is a census tract(s), locate it in the Excel document by clicking on ALL BLOCK GROUPS, if the beneficiary area is a whole town or county then locate it in the Excel document by clicking on NON-ENTITLED LOCAL GOVERNMENT SUMMARIES. Visit www.hud.gov/offices/cpd/systems/census/lowmod/dictionary.cfm for help with terminology.
2. Certified income surveys of the project service area showing 51% or greater LMI population. To qualify a 2014 project through an income survey: Use the current HUD Income Limits for income surveys, which are available at www.huduser.org/portal/datasets/il/il14/index.html. The 2014 income limits are effective as of December 18, 2013. Choose West Virginia and then identify the proper County or Metropolitan Statistical Area. A revised Income Survey Guide will be posted to www.wvcommerce.org, and is also available by calling our office.

Due to changes in the income related questions in the 2010 Census, 2013 marked a transition of the primary data source used by HUD to determine income levels on a household basis. The **American Community Survey (ACS)**, which involves smaller sample sizes but is completed on an annual basis, will now be the HUD utilized source for Census information. Please note the following:

1. Demographic data for the applicant and the service area provided in the beneficiary analysis on Page 9 of the 2014 SCBG application should be provided by using the ACS Five-Year Estimates (2008-2012) which were released in December 2013. The Five-Year Estimates encompass the smallest county, place or block groups and can be retrieved on an annual basis by accessing the U.S. Census Bureau main page (www.census.gov) and/or by opening the U.S. Census Bureau's American Factfinder (factfinder2.census.gov). For assistance in using American Factfinder or accessing the ACS data, please contact your local West Virginia State Data Center affiliate at your Regional Planning and Development Council.

If you have any questions, or need additional information, please contact me, Kevin Meadows, Luke Peters or Todd Goddard at 304-558-4010. As always, we appreciate your assistance in the administration of the CDBG-Small Cities Block Grant program in the State of West Virginia.

SEND FOR A PAPER APPLICATION

Please send a Grant Application Kit to:

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Email: _____

Return this form to:

Nick Leftwich

Community Corrections Specialist

Division of Justice and Community Services

1204 Kanawha Boulevard, East

Charleston, West Virginia 25301

Fax: (304) 558-0391



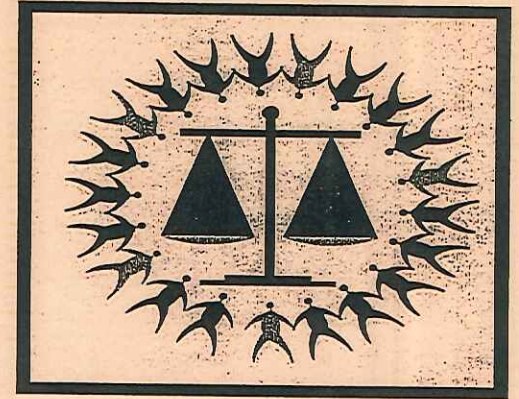
Division of Justice and Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

7755-17

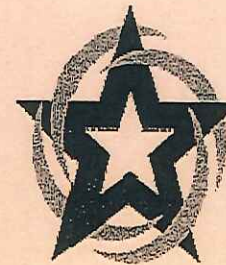
Jefferson County Commission
Dale Manuel
Post Office Box 250
Charles Town, WV 25414-0250



West Virginia
FY 2015
**COMMUNITY
CORRECTIONS FUND**
Grant Program



Grant Application
Information



Division of
**Justice &
Community**
Services

FY 2015 WV COMMUNITY CORRECTIONS FUND

The WV Community Corrections Act is intended to provide a means for communities to develop, establish and maintain community based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional custody. Examples include Probation Supervision, Day Fines, Community Service Restitution, Home Incarceration, Substance Abuse Treatment, Sex Offender Containment, Licensed Domestic Violence Offender Treatment, Day Reporting Centers, Educational or counseling and drug courts.

A county commission shall serve as an applicant for a community corrections program. In those instances where the county commission is unable to serve as the applicant, the WV Supreme Court of Appeals may serve as the applicant representing chief circuit judges and chief probation officers.

The WV Community Corrections Act (§62-11c) and Legislative Rule Title 149 Series 4 develop and set standards for this program. The Community Corrections Subcommittee of the Governor's Committee on Crime, Delinquency and Correction oversees this program, reviews applications, and makes funding recommendations.

★ **Completed applications** ★
★ **are due at DJCS** ★
★ **no later than** ★
★ **4:00 p.m.** ★
★ **Wednesday, March 5,** ★
★ **2014** ★

★ ***Faxed and late applications will*** ★
★ ***not be accepted.*** ★

Should you need further information, clarification or assistance, please contact Nick Leftwich at (304) 558-8814, extension 53334, or Nicholas.W.Leftwich@wv.gov

FISCAL YEAR 2015

NOTICE: Applications will only be accepted and reviewed if a Community Criminal Justice Board has been established and is active as outlined in Chapter 62, Article 11c, Section 6 of the West Virginia Code, as amended. If a Community Criminal Justice Board has not been established, but the applicant can clearly demonstrate how the local community and local criminal justice system are currently involved with the program development and implementation then the application will be reviewed.

To access an electronic version of the grant application please visit :

<http://www.djcs.wv.gov/Current%20Funding%20Opportunities/Pages/default.aspx>



Jessica Carroll

From: James Coughlin [wvjimc@gmail.com]
Sent: Thursday, January 23, 2014 11:44 AM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Commissioner Pay Raise

Your submission:

Your Name: James Coughlin

Your Email Address: wvjimc@gmail.com

Subject: Commissioner Pay Raise

Message: I understand that you feel you deserve a 12% pay increase because of the number of meetings you attend and the work you do. NOW IS NOT THE TIME. Residents throughout the county are not only not getting annual raises, many, like me, are taking significant cuts. I have lost over 30% of my compensation in the last three years, with no raises to offset the loss, and am working more hours and harder than ever. I can guarantee that if the commission grants themselves ANY raise I will personally lead a drive to have every member that votes for the raise thrown out during their next election cycle. To compound the wrongness of the raise question is the fact that the Jefferson County currently faces a \$3.9M deficit. How can you even consider a raise in 2014 or 2015 with the current budget situation.

Jessica Carroll

From: Lori Simmons [MAPMAKER3@COMCAST.NET]
Sent: Monday, January 20, 2014 5:34 PM
To: info@jeffersoncountywv.org
Subject: To County Commission -- Re: support for Free Day at county solid waste transfer station

County Commissioners,

I just read that your budget cut the funding for free trash day at the transfer station.

To me that translates to free litter day for some people.

I think this was not thought out well.

Lori Simmons
citizen of Jefferson County

no response needed

Jessica Carroll

From: Wayne Bennett [expresseers@aol.com]
Sent: Friday, January 17, 2014 6:31 PM
To: info@jeffersoncountywv.org
Subject: Free day

We can't control the litter, so let's give up.....

Government at its finest.

Jessica Carroll

From: Nathan Gageby [ngageby@gmail.com]
Sent: Wednesday, January 15, 2014 2:06 PM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Briar Run thru traffic

Your submission:

Your Name: Nathan Gageby

Your Email Address: ngageby@gmail.com

Subject: Briar Run thru traffic

Message: I am reaching out to several agencies to get more details about the apparent road closure (\$500 fine for thru traffic) in Briar Run. This appears to have dramatically increased traffic on alternate routes and I am trying to find out whom I can contact to have changes on these alternate routes investigated. I also feel this will have an impact on local dollars spent at the shopping center off route 9 as I and others will now just travel to Martinsburg since the new travel time will be of little difference. I appreciate your time investigating this matter.

Thanks!

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

Week Ending Date	Week Ending January 18, 2014 FY14 January 27, 2014
To be Deposited on:	
Amount Played	57,797,977.05
Amount Won	51,890,870.15
Amount Promo	184,735.00
MWAP Contribution	<u>2,620.79</u>
Adjusted Gross Terminal Revenue	<u>5,719,751.11</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>228,790.05</u>
Net Terminal Revenue	<u>5,490,961.06</u>
Surcharge @ 10%	549,096.11
State Share Excess @ 58%	318,475.74
Track Share of Capital Reinvestment @ 42%	230,620.37
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	221395.56
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	9224.81
Adjusted Net Terminal Revenue	<u>4,941,864.95</u>
Racetrack @ 46.50% / 42%	2,075,583.28
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,026,164.67
Race Track Purses @ 7% / 14% / 8%	395,349.20
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	24,709.32
Greyhound Development @ .75%	37,063.99
Thoroughbred Development @ .75%	37,063.99
Racing Commission @ 1%	49,418.64
County/Municipality @ 2%	98,837.28
3% Funds:	
Tourism Promotion Fund @ 1.375%	67,950.64
Development Office Promotion Fund @ .375%	18,531.99
Research Challenge Fund @ .5%	24,709.32
Capitol Renovation and Improvement Fund @ .6875%	33,975.32
2004 Capitol Complex Parking Garage Fund @ .0625%	3,088.67
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	24,709.32
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>24,709.32</u>
	<u>4,941,864.95</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2014

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,508.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 108,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,662.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
Subtotal	\$ 3,220,283.96	\$ 2,066,173.72	\$ 1,154,110.24	\$ 91,520.93	\$ 460,490.01	\$ 25,044.19	\$ 388,704.31	\$ 188,350.80

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
07/04/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92	07/06/2013	123,196.88
07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04	07/13/2013	128,060.40
07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00	07/20/2013	115,128.84
07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44	07/27/2013	123,049.56
08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16	08/03/2013	116,180.80
08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88	08/10/2013	120,078.64
08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90	08/17/2013	124,888.56
08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90	08/24/2013	89,882.12
08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42	08/31/2013	58,913.18
09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40	09/07/2013	67,758.74
09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04	09/14/2013	53,374.22
09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90	09/21/2013	54,277.94
09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40	09/28/2013	54,881.50
10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20	10/05/2013	55,950.74
10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92
10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20
10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06
10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30	11/02/2013	57,543.54
11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96	11/09/2013	54,666.76
11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96
11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62
11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34	11/30/2013	59,645.66
12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96	12/07/2013	47,306.24
12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02
12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02
12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14
01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52	01/04/2014	62,963.88
01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30	01/11/2014	37,935.94
01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88	01/18/2014	49,418.64
01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26		
01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92		
02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20		
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52		
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70		
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74		
03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26		

03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62	03/16/2013	62,366.36
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36	03/30/2013	57,567.98
04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22	04/06/2013	63,108.84
04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08	04/27/2013	58,612.74
05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66	05/04/2013	61,102.92
05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30	05/11/2013	57,428.70
05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92	05/18/2013	61,172.80
05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36	05/25/2013	57,131.24
05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24	06/01/2013	65,920.66
06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44	06/08/2013	55,233.74
06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86	06/15/2013	54,067.52
06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12	06/22/2013	54,690.28
06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30	06/29/2013	55,991.38
06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40	06/30/2013	11,509.54

TOTALS	4041141.56	4016541.01	4124906.8	3580645.18	2,066,173.72
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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		
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	532097.19

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>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93
January, 2012	413,438.04	January, 2013	397,951.05		
February, 2012	428,310.03	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	1,596,291.57