

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, APRIL 17, 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

- March 27, 2014
- April 3, 2014

APPROVAL OF PURCHASE ORDERS

- April 17, 2014

APPROVAL OF ACCOUNTS PAYABLE

- April 17, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Thomas Trumble, Jefferson County Health Department
- Introduction of newly appointed Health Officer, Dr. David G. Didden
2. 9:50 a.m. Mayor Jim Auxer & Andy Beall, Zoning Officer - Corporation of
Shepherdstown
- Growth Management Boundary (UGB) Proposal - Discussion/Action
3. 10:10 a.m. Interviews and Appointments to the Jefferson County Economic Development
Authority for five 5-year terms ending April 5, 2017 - Discussion/Action
4. 10:30 a.m. **BREAK**

5. 10:45 a.m. Tom Reilly, IT Consultant
- IT Update
6. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review - Approval/Closure of Estates - Discussion/Action
- Hearing regarding Estate of Doreen Bir - Petition for Replacing Michael Bir as Executor - Discussion/Action
7. 11:20 a.m. Bill Polk, Maintenance Director
- Cleaning Services - Discussion/Action
- Approval of Jefferson County Health Department Renovation - Discussion/Action
- Jefferson County Courthouse Landscape Proposal - Discussion/Action

UNFINISHED BUSINESS

8. Ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency Board - Discussion/Action
9. Fire Department Allocation Distribution Methodology for 2014-2015 - Discussion/Action (JT)

NEW BUSINESS

10. Ratify the motion from April 10, 2014 meeting for the approval of the West Virginia Community Corrections Grant Program Application - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- FY15 Budget Narrative
- Presentation of User Friendly Budget for the Website

COUNTY ADMINISTRATOR REPORTS

- Contracts Policy

COUNTY COMMISSION REPORTS

11. 12:30 p.m. **Break for Lunch**

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

12. 1:30 p.m. **Public Hearing on the Proposed Text Amendment to Section 4.11 of the Zoning & Land Development Ordinance regarding landscaping between similar non-residential uses**

13. 1:45 p.m. **Debbie Keyser, County Administrator, Sally Gran, County Clerk Payroll Clerk, and Tim Stanton, Finance Director**  
- Health Insurance Presentation - Discussion/Action

14. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

Jefferson County Engineering Department Notice of Impact Fees Recalculation & Fee Schedule Update Project.

Letter from Senator Manchin regarding the Homeowner Flood Insurance Affordability Act.

Minutes from the Jefferson County Public Service District Emergency Special Board Meeting, March 19, 2014.

Minutes from the Jefferson County Public Service District Regular Board Meeting, March 3, 2014

Minutes from the Jefferson County Public Service District Special Board Meeting, February 17, 2014.

Minutes from the Jefferson County Public Service District Regular Board Meeting, February 3, 2014.

Letter from Team Integrity Cycling, Inc. regarding a bike race to be held on Saturday, June 28, 2014 from 9:00 am - 3:30 pm.

Notice of the National Animal Disaster Preparedness Day at the Ranson Petco hosted by the Department of Homeland Security and Emergency Management.

WV Lottery Weekly Settlement for Charles Town - week ending April 5, 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, March 27, 2014

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A meeting of the Jefferson County Commission was held on Thursday, March 27, 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 Jimmy Eddie, Bailiff. (An audio file of the Thursday, March 27, 2014 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Ms. Widmyer to approve the Special Session Minutes of March 7, 2014 with noted corrections. Motion seconded and unanimously approved.**

#### APPROVAL OF PURCHASE ORDERS

**Motion by Mr. Manuel to approve Purchase Orders in the amount of \$8,417.55 to include Purchase Order Numbers 51405, 52358, 50022, 52357, 52360, 52207, and 52209. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT       | NOAMT       | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------------|-------------|--------------|
| 071842 | PAYROLL | AMERICAN FAMILY LIFE ICU |       | \$ -        | \$ 4,301.28 | \$ 4,301.28  |
| 071843 | 413     | APPLE VALLEY OFF.PRODUCT | 51630 | \$ 86.18    | \$ -        | \$ 86.18     |
| 071844 | 424     | BOLAND SERVICES          | 52292 | \$ 2,854.50 | \$ -        | \$ 2,854.50  |
| 071845 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -        | \$ 49.85    | \$ 49.85     |
| 071846 | PAYROLL | BUREAU FOR CHILD SUPPORT |       | \$ -        | \$ 28.85    | \$ 28.85     |
| 071847 | PAYROLL | BUREAU F/CHILD SPRT ENF  |       | \$ -        | \$ 461.54   | \$ 461.54    |

|        |         |                          |       |              |             |              |
|--------|---------|--------------------------|-------|--------------|-------------|--------------|
| 071847 | PAYROLL | BUREAU F/CHILD SPRT ENF  |       | \$ -         | \$ 212.31   | \$ 212.31    |
| 071848 | 716     | BLUE RIDGE VETERINARY    | 51938 | \$ 300.00    | \$ -        | \$ 300.00    |
| 071848 | 716     | BLUE RIDGE VETERINARY    | 51940 | \$ 1,321.56  | \$ -        | \$ 1,321.56  |
| 071849 | 401     | 201 N. GEORGE ST LLC     |       | \$ -         | \$ 9,638.92 | \$ 9,638.92  |
| 071850 | 700     | BLUE GREANDE             | 51963 | \$ 350.00    | \$ -        | \$ 350.00    |
| 071851 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 119.54   | \$ 119.54    |
| 071852 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 530.77   | \$ 530.77    |
| 071853 | PAYROLL | VA DEPT OF TAXATION      |       | \$ -         | \$ 675.82   | \$ 675.82    |
| 071854 | 712     | FRONTIER WV, INC         |       | \$ -         | \$ 380.00   | \$ 380.00    |
| 071855 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ -         | \$ 27.69    | \$ 27.69     |
| 071856 | PAYROLL | COLONIAL LIFE            |       | \$ -         | \$ 487.46   | \$ 487.46    |
| 071857 | 425     | DODSON'S SEPTIC          | 52356 | \$ 260.00    | \$ -        | \$ 260.00    |
| 071858 | 425     | DAYCON                   | 52295 | \$ 1,285.88  | \$ -        | \$ 1,285.88  |
| 071859 | PAYROLL | DIVERSIFIED COLLECTION   |       | \$ -         | \$ 154.83   | \$ 154.83    |
| 071860 | 716     | JESSICA EBERSOLE         |       | \$ -         | \$ 23.00    | \$ 23.00     |
| 071861 | 700     | GALLS,LLC/QUATERMASTER L | 51965 | \$ 874.23    | \$ -        | \$ 874.23    |
| 071862 | 425     | GRAINGER, INC            | 52359 | \$ 63.99     | \$ -        | \$ 63.99     |
| 071863 | 711     | GUEST SERVICES           | 52019 | \$ 125.20    | \$ -        | \$ 125.20    |
| 071864 | PAYROLL | ING NATIONAL TRUST       |       | \$ -         | \$ 2,960.00 | \$ 2,960.00  |
| 071865 | 712     | ROBERT E. JONES III      |       | \$ -         | \$ 1,000.00 | \$ 1,000.00  |
| 071866 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -         | \$ 40.00    | \$ 40.00     |
| 071866 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -         | \$ 5,328.00 | \$ 5,328.00  |
| 071867 | 700     | K9 GUARDIAN, INC         | 51962 | \$ 3,340.00  | \$ -        | \$ 3,340.00  |
| 071868 | 716     | DENISE LAMBIOTTE         |       | \$ -         | \$ 23.00    | \$ 23.00     |
| 071869 | 402     | MR PRINT                 | 51825 | \$ 127.04    | \$ -        | \$ 127.04    |
| 071870 | PAYROLL | COMPROLLER OF MARYLAND   |       | \$ -         | \$ 539.24   | \$ 539.24    |
| 071871 | 412     | SHAY MCNEIL              |       | \$ -         | \$ 194.19   | \$ 194.19    |
| 071872 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -         | \$ 150.00   | \$ 150.00    |
| 071873 | 700     | ROBIN MAHONY             |       | \$ -         | \$ 90.09    | \$ 90.09     |
| 071874 | 716     | ELAINA MAZE              |       | \$ -         | \$ 133.00   | \$ 133.00    |
| 071875 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -         | \$ 749.00   | \$ 749.00    |
| 071876 | 716     | CHRISTINA POPE           |       | \$ -         | \$ 23.00    | \$ 23.00     |
| 071877 | 700     | CHARLES PICKETT          |       | \$ -         | \$ 140.59   | \$ 140.59    |
| 071878 | 700     | ROMULO QUEZADA           |       | \$ -         | \$ 36.53    | \$ 36.53     |
| 071879 | 425     | RCS SECURITY             | 52351 | \$ 1,733.75  | \$ -        | \$ 1,733.75  |
| 071879 | 425     | RCS SECURITY             |       | \$ -         | \$ 576.00   | \$ 576.00    |
| 071880 | 717     | RICE TIRES CO            | 52296 | \$ 416.32    | \$ -        | \$ 416.32    |
| 071881 | 403     | SOFTWARE SYSTEMS, INC    | 51465 | \$ 1,034.00  | \$ -        | \$ 1,034.00  |
| 071882 | 704     | ST/WV REGIONAL JAIL &    | 52428 | \$ 81,494.25 | \$ -        | \$ 81,494.25 |
| 071883 | 700     | SUPERIOR AUTO BODY       | 51961 | \$ 1,000.00  | \$ -        | \$ 1,000.00  |

|              |         |                          |       |                      |                      |                      |
|--------------|---------|--------------------------|-------|----------------------|----------------------|----------------------|
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 25.98             | \$ 25.98             |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 44,177.74         | \$ 44,177.74         |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 10,331.94         | \$ 10,331.94         |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 6.62              | \$ 6.62              |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 1.54              | \$ 1.54              |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 111.10            | \$ 111.10            |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 128.97            | \$ 128.97            |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 42,171.40         | \$ 42,171.40         |
| 071884       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 4.42              | \$ 4.42              |
| 071885       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 110.26            | \$ 110.26            |
| 071885       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 2.38              | \$ 2.38              |
| 071885       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                 | \$ 31,653.88         | \$ 31,653.88         |
| 071886       | 403     | WV ASSOC OF CIRCUIT CLER | 51467 | \$ 100.00            | \$ -                 | \$ 100.00            |
| 071887       | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ -                 | \$ 11,699.45         | \$ 11,699.45         |
| 071887       | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ -                 | \$ 17,893.32         | \$ 17,893.32         |
| 071888       | 716     | SELBY VETERINARY SERVICE | 51936 | \$ 285.00            | \$ -                 | \$ 285.00            |
| 071889       | 700     | TPS TOWN POLICE SUPPLY   | 51964 | \$ 1,982.82          | \$ -                 | \$ 1,982.82          |
| 071890       | 425     | TRENARY SERVICE CO       | 52294 | \$ 1,237.00          | \$ -                 | \$ 1,237.00          |
| 071891       | 716     | DOROTHY TURLEY           |       | \$ -                 | \$ 133.00            | \$ 133.00            |
| 071892       | 716     | VALLEY PET CEMETERY      | 51943 | \$ 472.65            | \$ -                 | \$ 472.65            |
| 071893       | 405     | THOMSON REUTER - WEST    | 51638 | \$ 782.25            | \$ -                 | \$ 782.25            |
| 071894       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -                 | \$ 7.83              | \$ 7.83              |
| 071894       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -                 | \$ 2.43              | \$ 2.43              |
| 071894       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -                 | \$ 83,361.15         | \$ 83,361.15         |
| 071894       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -                 | \$ 25,870.85         | \$ 25,870.85         |
| 071895       | 716     | WV BOARD VETERINARY MED  | 51932 | \$ 365.00            | \$ -                 | \$ 365.00            |
| 071896       | 716     | WV BOARD VETERINARY MED  | 51933 | \$ 365.00            | \$ -                 | \$ 365.00            |
| 071897       | PAYROLL | WV CPRB/LOAN DIVISION    |       | \$ -                 | \$ 166.50            | \$ 166.50            |
| 071898       | PAYROLL | WVCORP                   |       | \$ -                 | \$ 19,987.25         | \$ 19,987.25         |
| 071899       | 716     | ZOETIS                   | 51941 | \$ 1,080.26          | \$ -                 | \$ 1,080.26          |
|              |         |                          |       |                      |                      |                      |
| <b>TOTAL</b> |         |                          |       |                      |                      | <b>\$ 420,259.39</b> |
| <b>TOTAL</b> |         |                          |       | <b>\$ 103,336.88</b> | <b>\$ 316,922.51</b> | <b>\$ 420,259.39</b> |

**Motion by Ms. Tabb to approve the Accounts Payable for March 27, 2014 in the amount of \$420,259.39. Motion seconded and unanimously approved.**

## PUBLIC COMMENT:

Jennifer Maghan, County Clerk – notified the Commission of the loss of an employee in the Elections Department , and stated she hoped the Commission would approve the hiring of new full time employee in the Elections department to allow time for proper training.

Eleanor Finn, resident – expressed her concerns over the number of Executive Sessions that have recently been called concerning the Jefferson County Emergency Services Agency Board Reconstruction Ordinance and Ambulance Fee Ordinance.

## PRESENTATIONS

1. Interviews and Appointments to the Jefferson County Public Service District for one (1) unexpired term ending December 1, 2019.
  - Ms. Widmyer offered her nomination for Mr. Milliron.
  - Nomination of Mr. Milliron suspended by Ms. Widmyer pending outcome of procedural discussion regarding the Appointment to Boards, Commissions, and Committees Policy and the additional applicants for the vacancy on the Public Service District Board.
    - **Motion by Ms. Tabb to open the interviews and possible appointments to the Jefferson County Public Service District to the three applicants in attendance: Mr. Todd Milliron, Mr. Carroll Stottlemeyer, and Mr. Richard Weese. Motion seconded.**
    - **Subsidiary Motion by Mr. Manuel to postpone action on the appointment to the Public Service District Board pending further communication with Mr. James Kelch, counsel for the Public Service District, to determine if the appointment to the Public Service District Board could be delayed until the following week. Motion seconded and unanimously approved.**
  - Mr. Groh, Assistant Prosecuting Attorney, informed the Commission Mr. Kelch consented to the delay of the appointment to the Public Service District Board for one more week with a final decision to be reached on Thursday, April 3, 2014.
  - It was the consensus of the Commission to interview the applicants in attendance.
2. Steve Groh, Assistant Prosecuting Attorney – continued a discussion on the ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency Board and the Ambulance Fee Ordinance.

## ORDINANCE TO DISSOLVE AND RECONSTITUTE THE JEFFERSON COUNTY EMEGENCY SERVICES AGENCY

- It was the consensus of the Commission to change “Agency” to “Board” in the last sentence of Section 1, Part 1.
- It was the consensus of the Commission to strike the following sentence from Section 2, Part 1 (c): *“In the discharge of this duty, the Agency shall determine which services shall be funded and staffed internally and which services shall be provided by funding outside agencies.”*
- It was the consensus of the Commission to add the following to Section 3, Part 2 (i): *“The initial members will serve staggered terms. Two of the citizen members’ initial terms shall expire on June 30<sup>th</sup>, 2015. The third citizen member’s initial term shall expire on June 30<sup>th</sup>, 2016. The initial term of the County Commissioner shall expire on June 30, 2016. The initial terms of the appointee from the emergency medical services community and of the appointee from the fire protection services shall expire on June 30<sup>th</sup>, 2017.”*
- It was the consensus of the Commission to add the following to Section 7, (g): *“The Board shall only allocate funds to emergency ambulance service and fire protection providers based on their ability to serve demonstrated public need for emergency ambulance and fire protection services...”*
- It was the consensus of the Commission to separate *Ambulance* and *Fire Fee* in Section 7 (i).
  - Motion by Ms. Widmyer to accept the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency as amended for the purposes of conducting a public hearing. Motion seconded and unanimously approved.

#### JEFFERSON COUNTY EMERGENCY AMBULANCE FEE ORDINANCE

- It was the consensus of the Commission to add the following to Section 3 - Definitions under ‘Agricultural Buildings’: *“The warehousing, processing, drying, storage, distribution, and marketing of agricultural products for the wholesale marketplace when those activities are conducted in conjunction with, but are secondary to, husbandry or production conducted on the farm shall be exempt from the fee.”*
- It was the consensus of the Commission to change “JCESA” to “County Commission” under Section 4 – Rates.
- It was the consensus of the Commission to change “...all those residents **who qualify for a property tax Homestead Exemption...**” to “...all those residents **who have been granted a property tax Homestead Exemption by the Assessor in the tax year prior to July 1, 2014 ...**” under Section 4 – Rates.

- It was the consensus of the Commission to add “Fee” to the title of Section 7 to read: *Use and Management of Fee Proceeds*.
- It was the consensus of the Commission to add “*training and supplies*” after “personnel” in Section 7 – Use and Management of Fee Proceeds.
- It was the consensus of the Commission to add “*train, hire, and equip*” to Section 11 – Initial Use of Funds and Positions.

- **Motion by Ms. Widmyer to accept the Jefferson County Emergency Ambulance Service Fee Ordinance as amended for the purposes of conducting a public hearing. Motion seconded and unanimously approved.**

3. Jennifer Brockman, Director of Planning and Zoning – requested a continuance of a follow-up workshop on proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories and related changes to the ordinance; including changes 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 new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16, and 5.17.

- **Motion by Mr. Manuel to change “stream” to “waterway” in his original motion to set parameters for chemical storage tanks. Motion seconded and passes on a vote of 4-1 with Mr. Pellish opposing.**

- It was the consensus of the Commission to use the terms “Single Family Attached,” “Single Family Detached,” and “Multi-Family” as opposed to the density percentages outlined in item Section 5.16 E – Additional Requirements for the Planned Neighborhood Development District.

APPENDIX C: PERMITTED USED TABLE – Ms. Brockman and Mr. Rivard reviewed Appendix C with the Commission, speaking about the changes that have been made to Appendix C with regards to the Land Uses for the Office Commercial Zoning Category.

- Due to a time conflict with the impending Board of Zoning Appeals meeting, it was the consensus of the Commission to schedule a continuation of the discussion of the ZTA 12-01 at a later date.

### **COUNTY ADMINISTRATOR REPORTS**

- April Designated as Fair Housing Month – Ms. Keyser notified the Commission the Governor of West Virginia declared April as Housing Month. Ms. Keyser

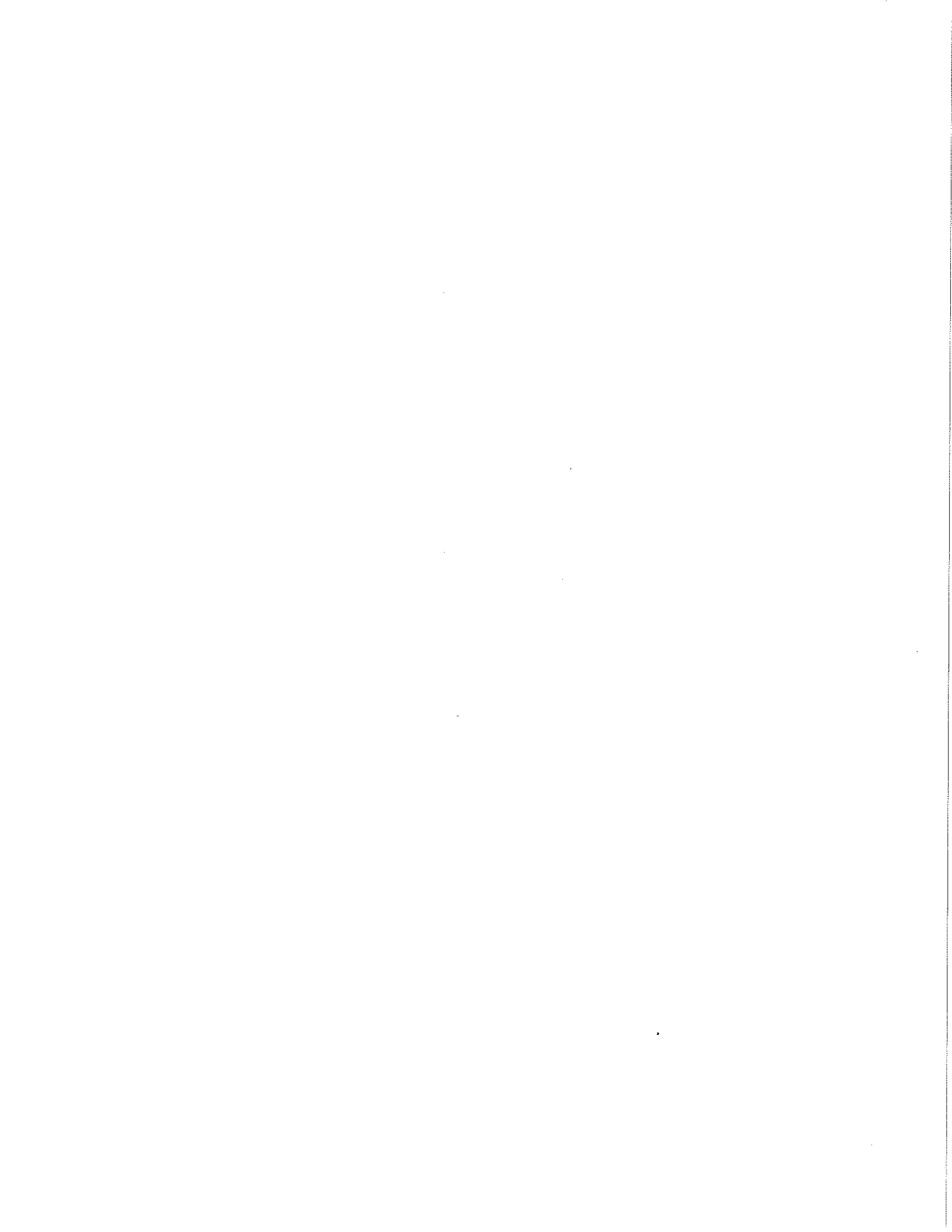
asked the Commission if they would like for staff to draft a Resolution declaring April as Fair Housing Month in Jefferson County. The Commission agreed, and Ms. Keyser stated the item would be on the agenda for the next Commission meeting.

4. The Commission meeting was adjourned at 12:56 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



## Minutes

### Jefferson County Commission

Thursday, April 3, 2014

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A meeting of the Jefferson County Commission was held on Thursday, April 3, 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 Jimmy Eddie, Bailiff. (An audio file of the Thursday, April 3, 2014 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Manuel to approve the Special Session Minutes of March 13, 2014 - Community Forum for FY15 Budget with noted correction. Motion seconded and unanimously approved.**

**Motion by Ms. Widmyer to approve the Regular Meeting Minutes of March 20, 2014. Motion seconded and unanimously approved.**

#### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Tabb to approve Purchase Orders in the amount of \$23,292.96 to include Purchase Order Numbers 52303, 53269, 51379, 51380, 52364, 52367, 52368, 52327, and 52210. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT  | VENDOR                   | PONUM | POAMT | NOAMT     | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-------|-----------|--------------|
| 071901 | 712   | AT&T/GA                  |       | \$ -  | \$ 68.41  | \$ 68.41     |
| 071902 | ALLOC | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 856.88 | \$ 856.88    |

|        |         |                          |       |             |               |               |
|--------|---------|--------------------------|-------|-------------|---------------|---------------|
| 071903 | ALLOC   | BOLIVAR/HARPERS FERRY    |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071904 | 425     | B-K OFFICE SUPPLY INC    | 52360 | \$ 1,455.87 | \$ -          | \$ 1,455.87   |
| 071905 | 425     | CITY OF CHARLES TOWN     | 52366 | \$ 20.00    | \$ -          | \$ 20.00      |
| 071906 | 717     | CREAMERS WRECKER SVC     | 52365 | \$ 85.00    | \$ -          | \$ 85.00      |
| 071907 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -        | \$ 1,500.00   | \$ 1,500.00   |
| 071907 | ALLOC   | OLD CHARLES TOWN LIBRARY |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071908 | 425     | COVENANT BUILDING MAINT  |       | \$ -        | \$ 11,827.43  | \$ 11,827.43  |
| 071909 | 425     | DAYCON                   | 52357 | \$ 2,010.31 | \$ -          | \$ 2,010.31   |
| 071910 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -        | \$ 5,848.95   | \$ 5,848.95   |
| 071911 | 415     | GENERAL COUNTY FUND-J FE |       | \$ -        | \$ 22,706.36  | \$ 22,706.36  |
| 071912 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -        | \$ 1,726.94   | \$ 1,726.94   |
| 071912 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -        | \$ 1,957.87   | \$ 1,957.87   |
| 071913 | 425     | GRAINGER, INC            | 52361 | \$ 92.88    | \$ -          | \$ 92.88      |
| 071914 | ALLOC   | JEFF CO DEVELOPMENT AUTH |       | \$ -        | \$ 24,293.25  | \$ 24,293.25  |
| 071915 | ALLOC   | JEFFERSON CO EMERGENCY   |       | \$ -        | \$ 103,063.25 | \$ 103,063.25 |
| 071916 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -        | \$ 856.88     | \$ 856.88     |
| 071917 | 402     | JEFFERSON PUBLISH CO INC | 52314 | \$ 236.88   | \$ -          | \$ 236.88     |
| 071917 | 401     | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 40.30      | \$ 40.30      |
| 071918 | 412     | JUDITH A MATLICK         |       | \$ -        | \$ 235.76     | \$ 235.76     |
| 071919 | PAYROLL | HIGHMARK WV              |       | \$ -        | \$ 186,394.32 | \$ 186,394.32 |
| 071920 | 717     | MILLER'S CHRYSLER JEEP   | 52362 | \$ 51.29    | \$ -          | \$ 51.29      |
| 071921 | 405     | NMS NATIONAL MEDICAL SRV | 52209 | \$ 2,494.46 | \$ -          | \$ 2,494.46   |
| 071922 | 712     | NENA                     | 52248 | \$ 137.00   | \$ -          | \$ 137.00     |
| 071923 | 402     | OFFICE SERVICES          | 52316 | \$ 174.80   | \$ -          | \$ 174.80     |
| 071924 | 412     | OFFICEMAX                | 50019 | \$ 58.12    | \$ -          | \$ 58.12      |
| 071925 | ALLOC   | JEFF CO PARKS &          |       | \$ -        | \$ 8,997.24   | \$ 8,997.24   |
| 071925 | ALLOC   | JEFF CO PARKS &          |       | \$ -        | \$ 63,155.50  | \$ 63,155.50  |
| 071926 | 404     | PIFER OFFICE SUPPLY, INC | 52400 | \$ 184.20   | \$ -          | \$ 184.20     |
| 071927 | 425     | WILLIAM POLK             |       | \$ -        | \$ 31.57      | \$ 31.57      |
| 071928 | 717     | RICE TIRES CO            | 52358 | \$ 372.88   | \$ -          | \$ 372.88     |
| 071929 | ALLOC   | SHEPHERDSTOWN PUB LIBRAR |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071930 | 403     | SOFTWARE SYSTEMS, INC    | 51439 | \$ 312.26   | \$ -          | \$ 312.26     |
| 071930 | 424     | SOFTWARE SYSTEMS, INC    | 51439 | \$ 450.00   | \$ -          | \$ 450.00     |
| 071930 | 403     | SOFTWARE SYSTEMS, INC    |       | \$ -        | \$ 619.00     | \$ 619.00     |
| 071930 | 403     | SOFTWARE SYSTEMS, INC    |       | \$ -        | \$ 2,361.57   | \$ 2,361.57   |
| 071931 | ALLOC   | SOUTH JEFFERSON PUBLIC   |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071932 | 405     | PSYCHOLOGICAL CONSULTING | 52207 | \$ 500.00   | \$ -          | \$ 500.00     |
| 071933 | 712     | TRI-STATE                |       | \$ -        | \$ 50.00      | \$ 50.00      |
| 071934 | 712     | UPS                      |       | \$ -        | \$ 7.17       | \$ 7.17       |
| 071935 | PAYROLL | UNICARE EAP              |       | \$ -        | \$ 322.20     | \$ 322.20     |

|              |       |                          |       |                     |                      |                      |
|--------------|-------|--------------------------|-------|---------------------|----------------------|----------------------|
| 071936       | ALLOC | JEFFERSON CO CONVENTION  |       | \$ -                | \$ 10,711.00         | \$ 10,711.00         |
| 071937       | 406   | AWVA-ASSOC OF WV ASSESSR | 51405 | \$ 600.00           | \$ -                 | \$ 600.00            |
| 071938       | ALLOC | WVU                      |       | \$ -                | \$ 5,500.00          | \$ 5,500.00          |
| 071939       | 412   | WPS,INC                  | 50021 | \$ 245.00           | \$ -                 | \$ 245.00            |
| 071940       | 402   | XEROX CORPORATION        | 51632 | \$ 1,271.18         | \$ -                 | \$ 1,271.18          |
| 071940       | 439   | XEROX CORPORATION        | 50339 | \$ 502.27           | \$ -                 | \$ 502.27            |
| <b>TOTAL</b> |       |                          |       |                     |                      | <b>\$ 521,586.25</b> |
| <b>TOTAL</b> |       |                          |       | <b>\$ 11,254.40</b> | <b>\$ 510,331.85</b> | <b>\$ 521,586.25</b> |

**Motion by Mr. Manuel to approve the Accounts Payable for April 3, 2014 in the amount of \$521,586.25. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Charles Cheezum, resident – spoke regarding his time as a Customer Liaison for the Jefferson County Public Service District and emphasized the importance of appointing a rate paying customer of the District who would represent the best interests of the people.

Craig Daniels, resident – spoke regarding the impending appointment to the Jefferson County Public Service District Board and stated the Board needed a rate paying member in order to be fair and balanced.

**PRESENTATIONS**

1. Nikki Painter, Election Clerk from the County Clerk’s Office – requested the approval to hire an employee in the Elections Department.
  - **Motion by Mr. Manuel to approve the hiring of a full time employee in the Elections Department at a Grade II, Step A-C to allow for proper training before and during the Primary Election in May. Motion seconded and unanimously approved.**
  
2. Doug Perks and Katie See, Charles Town Historic Landmarks Commission – requested the approval of the relocation of the Martin Delany highway marker to the 100 block of North George Street.
  - **Motion by Ms. Widmyer to endorse the relocation of the Martin Delany highway marker from East Washington Street to the 100 block of North George Street. Motion seconded and unanimously approved.**
  
3. Interviews and Appointments to the Jefferson County Public Service District for one unexpired term ending December 1, 2019.
  - Ms. Widmyer offered her nomination of Mr. Roger Forshee.
  - Ms. Tabb offered her nomination of Mr. Carroll Stottlemyer.

- Ms. Noland offered her nomination for Mr. Richard Weese.

After discussion, it came to light Mr. Stottlemeyer would be unavailable for three months of the year due to travel. As a result, Ms. Tabb withdrew her nomination of Mr. Stottlemeyer.

- **After receiving the majority vote, Mr. Weese was appointed to the Jefferson County Public Service District Board for one unexpired term ending December 1, 2019.**

4. The Commission recessed for break at 10:50  
The Commission reconvened at 11:05.

5. Interviews and Appointments to the Jefferson County Planning Commission for three (3) three-year terms ending March 31, 2017.

- **Motion by Ms. Widmyer to defer the appointments to the Jefferson County Planning Commission for two weeks to allow time for applicants from the Harpers Ferry magisterial district. Motion dies for lack of a second.**

- Mr. Manuel offered his nomination of Mr. McLeod.

- Ms. Tabb offered her nomination of Mr. Michael Chapman, Mr. Donnie Fisher, and Mr. Richard Childs.

- **After receiving the majority vote, Mr. Chapman, Mr. Fisher, and Mr. Childs were each appointed to the Jefferson County Planning Commission for one three-year term ending March 31, 2017.**

6. Robin Kees, State Director of the Telamon Corporation – provided the Commission with a presentation on the services offered to citizens through the Telamon Corporation, including transitional housing for veterans and substance abuse rehabilitation patients, credit and budget counseling, and first-time homebuyer classes.

7. Tom Reilly, IT Consultant, and Debbie Keyser, County Administrator.

- A. Provided the Commission with an update on the proposal for a new County website.

- **Motion by Ms. Widmyer to approve the steps needed to proceed with a new County website, as presented. Motion seconded and unanimously approved.**

- B. Provided the Commission with a discussion of IT Virtualization.

- **Motion by Ms. Widmyer to move forward with the actions recommended by staff to proceed with the IT Virtualization project. Motion seconded and unanimously approved.**
- C. Provided the Commission with a discussion on the replacement of Computers with Windows XP.
- **Motion by Ms. Widmyer to move approval of the actions recommended by staff to proceed with the replacement of computers with Windows XP. Motion seconded and unanimously approved.**
8. Ronda Eddy, Executive Director of the Day Report Center – requested the approval of the Community Corrections Grant application for FY15.
- Ralph Lorenzetti, Prosecuting Attorney and Steve Groh, Assistant Prosecuting Attorney - updated the Commission on the Community Corrections grant issue, and stated that because Berkeley County would no longer be a part of the Day Report Center, Jefferson County must be the fiscal agent of the Day Report Center. Additionally, there is possibility the Day Report Center may not be considered a separate legal entity. Ms. Eddy needs a legal ruling regarding whether or not the Day Report Center can be a separate legal entity before proceeding with her grant application. The Commission directed staff to look further into this issue and report back with their findings before making a decision.

### **NEW BUSINESS**

9. Jane Tabb, County Commissioner – requested a discussion of the Fire Department Allocation and Distribution Methodology for 2014-2015.
- It was the consensus of the Commission to table further discussion/action on this item until the following County Commission meeting to be held April 17, 2014.
10. Jane Tabb, County Commissioner – requested a discussion of the Ambulance Fee in reference to apartment buildings.
- **Motion by Ms. Tabb for apartment buildings to be considered “commercial” for Ambulance Fee Collection. Motion seconded.**
  - **Motion by Mr. Manuel to amend the main motion so it is only applicable to subsidized housing facilities. Motion seconded.**

- **Motion by Mr. Manuel to postpone further discussion/action on this item until Thursday, April 10, 2014. Motion seconded and unanimously approved.**

11. Set Date and Time to Lay the Levy

- **Motion by Ms. Noland to Lay the Levy on Tuesday, April 15, 2014 at 10 am. Motion seconded and unanimously approved.**

- 

12. Resolution to Declare April as Fair Housing Month in Jefferson County, West Virginia.

- **Motion by Mr. Manuel to approve the Resolution to declare April as Fair Housing Month in Jefferson County as presented. Motion seconded and unanimously approved.**

13. Jefferson County Health Department -- requested the approval of the use of the Jefferson County Commission meeting room on the evening of Friday, April 25, 2014.

- **Motion by Ms. Tabb to approve the Jefferson County Health Department's use of the County Commission meeting room on the evening of Friday, April 25, 2014. Motion seconded and unanimously approved.**

14. The Commission recessed for lunch at 1:00 pm.  
The Commission reconvened at 1:45 pm.

#### **FINANCE DIRECTOR REPORTS**

- **Motion by Mr. Manuel to approve Internal Budget Revision #9 to re-class computers from supplies to computer hardware for the Department of Homeland Security and Emergency Management. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Internal Budget Revision #10 to transfer funds within the Dog Warden Budget to fund a position that was overlooked when preparing the FY14 Budget. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve State Budget Revision #26 to transfer money from the Sheriff's budget to fund the Dog Warden position that was overlooked for FY14 and transfer money from Contingencies into the Elections-County Clerk department to fund the**

**impending Elections Department hire. Motion seconded and unanimously approved.**

- **Motion by Mr. Manuel to move \$25,000 from the General Fund to the Coal Severance Fund to cover VoIP overages, with the next payment to the Coal Severance fund being transferred back to the General Fund. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Fee Collector/Administrative Assistant Position – Ms. Keyser stated the job opening for the fee collector/administrative assistant has been advertised. Ms. Keyser also stated she and Sandy McDonald, Deputy County Administrator, had a conference call with SSI to discuss the details of the software and equipment needed for the collection of the ambulance fee.
- Ordinances for JCESA Board and Ambulance Fee – Ms. Keyser stated Mr. Groh was working to make the final changes to the ordinances for the JCESA Board and the Ambulance Fee and they would be back on the agenda for the April 17, 2014 Commission meeting.
- CAD Update.– Ms. Keyser stated Mr. Polczynski and his team are on track to go live with CAD during the week of September 8-12, 2014.
- Office Supplies Memo – Ms. Keyser stated she was working with Mr. Polk to draft a memo regarding office supply savings to be distributed to each County department upon completion.
- Riff Policy - Ms. Keyser stated she was working on a County Riff Policy and would be submitting it for approval at a later date.
- Wheelchair Ramp – Ms. Keyser notified the Commission of the new wheelchair ramp outside of the library and thanked the Maintenance department for their hard work.
- County Benefits – Ms. Keyser stated she was anticipating a full agenda for the April 17, 2014 Commission meeting, and she hoped to finalize the healthcare benefits on April 17<sup>th</sup> so she could proceed with open enrollment.
- Continuation of ZTA 12-01 – Ms. Keyser asked the Commission if they would like to meet on Thursday, April 10 in order to continue the discussion on the Zoning Text Amendment to establish new commercial zoning categories. It was the consensus of the Commission to meet on Thursday, April 10<sup>th</sup>.

- Cell Phone Justification – Ms. Keyser stated she has asked all department heads to write a justification of their need for a County cell phone. Ms. Keyser stated these justifications would come before the Commission for their review.

## COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a BAD Buildings Meeting.
- Attended the Development Authority Business Coach presentation.
- Attended the Middleway Pancake Supper to support Community Ministries.
- Monitored Farmland Protection Board properties.
- Attended the National Farm Bureau Radio Show Program when they used the Development Authority conference room for their show.

Walt Pellish

- Attended meetings with business representatives from the area to discuss the revival of the Shepherd University Business School.

Dale Manuel

- Attended the Independent Fire Company Gun Bash.
- Attended an Impact Fee meeting with Roger Goodwin.
- Attended an Affordable Housing meeting.

Lyn Widmyer

- Attended the Jefferson County Cultural Connection Group presentation on "Building Community Bridges."

15. Ginny Fite, President of the Arts and Humanities Alliance of Jefferson County – presented the Commission with AHA's annual report for the previous fiscal year, and stated that the Arts and Humanities Alliance of Jefferson County would now be known as JAC, or the Jefferson Arts Council. Ms. Fite described the new direction in which she hoped to steer the Jefferson Arts Council, outlining the Council's goals for the year.

16. Jennifer Brockman, Director of Planning and Zoning

- A. Requested the approval of the new lease agreement for the Xerox color copier for the Departments of Planning and Zoning.
  - **Motion by Mr. Manuel to approve the lease agreement for the acquisition of a new Xerox color copier for the Departments of Planning and Zoning. Motion seconded and unanimously approved.**
- B. Requested the approval to fill the vacant budgeted position of Project/Office Manager Possible Executive Session §6-9A-4 (2)(A): "Matters arising from the appointment,

employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee requests an open meeting.”

- **Motion by Ms. Widmyer to authorize the filling of the vacant budgeted position of Project/Office Manager. Motion seconded and unanimously approved.**

17. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested a waiver of all fees and bonding for the construction of the Veteran’s Memorial Pavilion being constructed at Sam Michael’s Park.

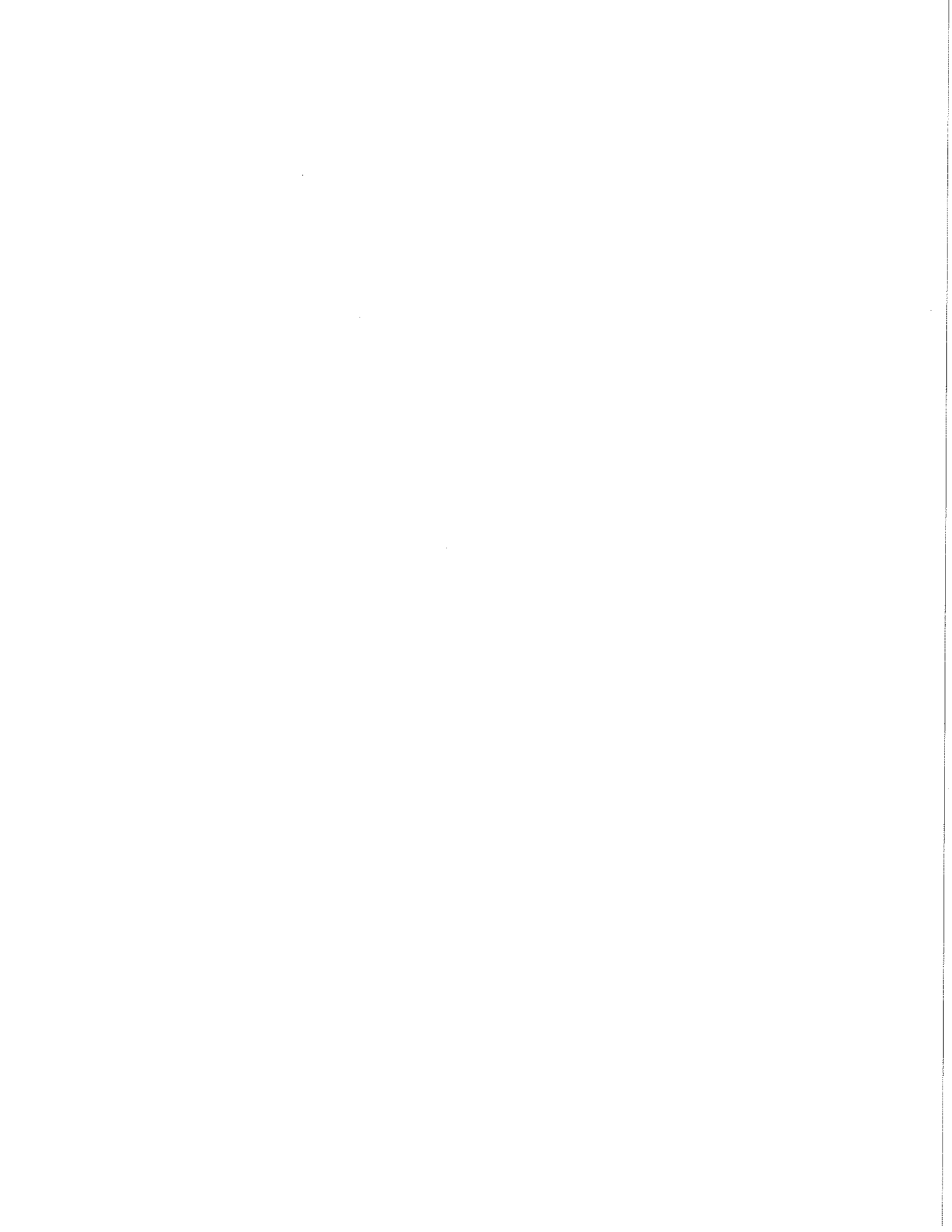
- **Motion by Mr. Manuel to waive all fees and bonding for the construction of the Veteran’s Memorial Pavilion being constructed at Sam Michael’s Park. Motion seconded and unanimously approved.**

18. The Commission meeting was adjourned at 3:05 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

---

WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**PURCHASE ORDERS TO BE APPROVED****April 17, 2014**

| DEPARTMENT         | PURCHASE ORDER | AMOUNT               | VENDOR                                   | DESCRIPTION                             |
|--------------------|----------------|----------------------|------------------------------------------|-----------------------------------------|
| CENTRAL GARAGE     | 52376          | \$ 481.04            | Rice Tires                               | Tires                                   |
|                    | 52378          | \$ 299.91            | Miller's                                 | Repairs to Dodge Durango                |
| COUNTY CLERK       | 52320          | \$ 650.00            | WV Association of County Clerks          | 2014 Dues                               |
| COUNTY COMMISSION  | 52498          | \$ 124,726.25        | WV Regional Jail & Correctional Facility | March 2014 Invoice                      |
| GIS/ADDRESSING     | 51381          | \$ 3,012.50          | D&S Construction                         | Posts for Street Signs, Rain Caps, etc. |
| <b>GRAND TOTAL</b> |                | <b>\$ 129,169.70</b> |                                          |                                         |

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



Name: Thomas Trumble

Department or Organization: Jefferson County Health Department

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: April 17, 2014

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

Date Requested – 2<sup>nd</sup> Choice: May 1, 2014

Subject (*Wording to be placed on agenda*): Introduction of the newly appointed Health Officer, Dr. David G. Didden

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

Is this a funding request? Y/N No

If so, how much? [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.](#)

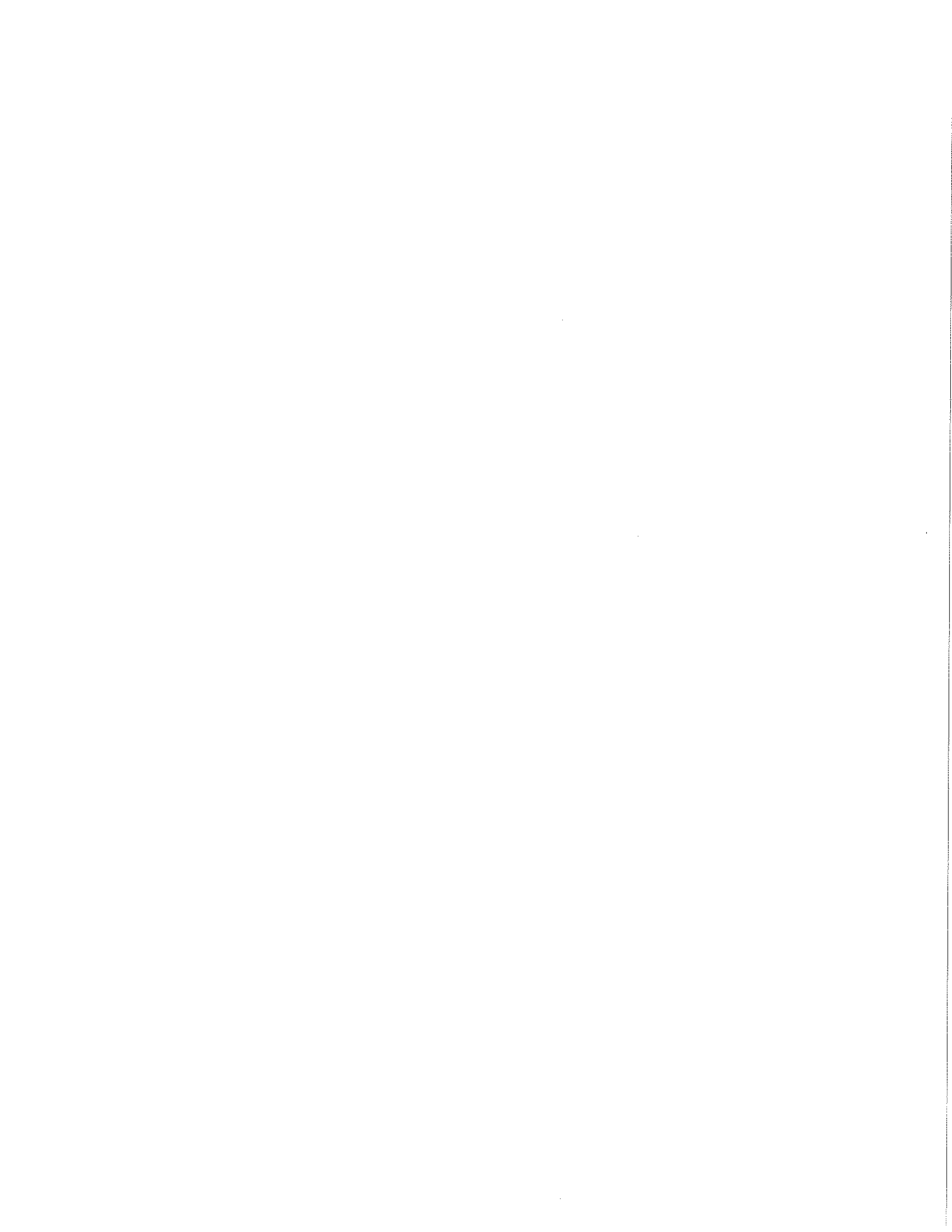
Is equipment needed? Projector Y/N No Internet/Wi Fi Y/N No Telephone for conference call Y/N No

Contact information:

Email address: [Sandy.d.hite@wv.gov](mailto:Sandy.d.hite@wv.gov) Phone Number: 304-728-8416

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

[Click here to enter text.](#)



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



Name: Mayor Jim Attker & Andy Beall, Zoning Officer

Department or Organization: Corporation of Shepherdstown

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: March 20, 2014

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

Date Requested – 2<sup>nd</sup> Choice: Next Commission Meeting 4-3-14

Subject (*Wording to be placed on agenda*): Growth Management Boundary (UGB) Proposal

Please provide the County Commission with a description of your request or presentation, including any background information:  
Submit the Town's proposal for a Growth Management Boundary to include map and justification.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Motion to approve the boundary established by the Corporation of Shepherdstown as the Growth Management Boundary (also known as Urban Growth Boundary).

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

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

Contact information:

Email address: abeall@shepherdstown.us Phone Number: 304-876-6858

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

Click here to enter text.



## Growth Management Boundary

- Goals:**
- 1. To provide a manageable area for the future growth of the Town within the framework of existing infrastructure necessary for the transition from rural to urban land use.**
  - 2. To preserve and maintain designated agricultural, forest and watershed areas by protecting them from urbanization.**

As Jefferson County continues to grow at a (50) year decennial average of nearly 19%, the areas surrounding the Corporation of Shepherdstown, like other areas of the County, face the challenges of negating the adverse impacts of urban growth on natural and agricultural resources.

As the encroachment of inevitable urbanization edges closer to the corporate limits, the need arises for the Corporation of Shepherdstown to create a Growth Management Boundary to necessitate urbanization in a fashion complementary to the character of the Town. In direct alignment with the Town's Comprehensive Plan, the Growth Management Boundary will protect the area within from generic development which threatens the historic, physical and aesthetic patterns already in place.

The boundary being proposed encompasses an area around the Town where the potential for future water and sewer services exist and the residents already consider themselves to be members of the community. In slight contrast to the traditional Urban Growth Boundary where the land within is designated for higher density development while the lands outside create the open space, the proposed Growth Management Boundary will establish an area of balance between growth and development and the need to preserve open space and critical environmental and natural resources.

While growth will be directed to those areas that have sufficient transportation and utility infrastructure capacity with denser zoning being established directly adjacent to corporate limits, the Town will establish Smart Growth zones within the GMB. At a decennial average growth of 19%, the projected population of Jefferson County will be 76,453 by 2030 compared to 53,498 in 2010.

For these reasons, it is necessary for the Corporation of Shepherdstown to prepare a plan today that will ensure that Shepherdstown's future will continue to embody the same characteristics that make the Town loved by its residents and greater Shepherdstown community.





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



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **April 17, 2014**

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

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

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Economic Development Authority for five (5) three-year terms ending April 5, 2017.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

## **NOTICE OF INTENT TO APPOINT**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on **Thursday, April 17, 2014**, or as soon thereafter as the Commission may decide:

**Jefferson County Development Authority - five (5) three-year terms ending April 5, 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:**

**March 12, 19, 26 - 2014**

**April 2, 9 - 2014**

**THANKS - JEFFERSON COUNTY COMMISSION**

# Jefferson County Development Authority Board | 2014

## Members currently serving

| <u><i>Name</i></u> | <u><i>Expiration</i></u> | <u><i>Intention</i></u>         |
|--------------------|--------------------------|---------------------------------|
| HOWARD MILLS       | 04/05/2014               | wishes to be reappointed        |
| C.C. HAMMANN       | 04/05/2014               | wishes to be reappointed        |
| ANNETTE GAVIN      | 04/05/2014               | wishes to be reappointed        |
| MARK DYCK          | 04/05/2014               | wishes to be reappointed        |
| JAMES TOLBERT      | 04/05/2014               | does not wish to be reappointed |

## INTERESTED APPLICANTS

| <u><i>NAME</i></u> | <u><i>ATTENDING</i></u> | <u><i>CONTACTED</i></u> |
|--------------------|-------------------------|-------------------------|
|                    |                         |                         |
|                    |                         |                         |
|                    |                         |                         |
|                    |                         |                         |

DEVELOPMENT AUTHORITY

updated 4/9/14

Howard Mills  
P.O. Box T  
Shepherdstown, WV 25443  
h: 876-6860  
hgmills@citlink.net  
3 years 4/5/2014  
***Represents: SHEPHERDSTOWN***

C.C. Hammann  
984 Morgan Grove Road  
Shepherdstown, WV 25443  
h: 876-2386  
oldfibre@frontiernet.net  
3 years 4/5/2014

Annette Gavin  
87 Swearingen Way  
Shepherdstown, WV 25443  
c: 304-279-3637  
Annette.gavin@pngaming.com  
3 years 4/5/2014

Mark Dyck  
301 N. Mildred Street, Suite 1  
Charles Town, WV 25414  
w: 725-8456  
mdyck@whga.com  
3 years 4/5/2014

James Tolbert  
P.O. Box 651  
Charles Town, WV 25414  
725-7852  
[jtolber@frontiernet.net](mailto:jtolber@frontiernet.net)  
3 years 4/5/2014

Joshua Householder  
P. O. Box 1411  
Charles Town, WV 25414  
office: BCT cell: 304-283-7664  
jhouseholder@mybct.com  
3 years 4/5/2015

Ann Paonessa  
536 Mildred Street  
Charles Town, WV 25414  
3 years 4/5/2015  
***Represents: CHARLES TOWN***

Eric Lewis  
P.O. Box J  
Shepherdstown, WV 25443  
h: 304-876-2124  
w: 304-728-6877  
c: 304-279-6574  
ejlewis@oll-cpas.com  
3 years 4/5/2015

Michael Chapman  
P.O. Box 184  
Rippon WV 25441  
c:304-279-6297  
p: 304-728-5804 [MCHAPMAN@royalvendors.com](mailto:MCHAPMAN@royalvendors.com)  
3Years 4/5/2015

Debra Hovatter  
309 Morning Calm Lane  
Harpers Ferry, WV 25425  
H: 304-876-6276  
c: 304-216-5835 [hovatter5104@comcast.net](mailto:hovatter5104@comcast.net)  
3 years 4/5/2015

Charles Ellison  
P.O. Box 837  
Ranson, WV 25438  
p: 304-728-2030  
e:Ellison\_4@yahoo.com  
3 years 4/5/2016 (Espinosa resigned 1/13)

Helen Dettmer  
52 Carter Lane  
Harpers Ferry, WV 25425  
3 years 4/5/2016  
***Represents: BOLIVAR***

P. David Mills  
312 S. Mildred Street  
Ranson, WV 25438  
w: 725-1010  
pdmills@aol.com  
3 years 4/5/2016  
*Represents: RANSON*

Shelli Dronsfield  
PO Box 3084  
Shepherdstown, WV 25443  
w: 304-876-5107  
m: 240-291-8799  
[michelledronsfield@yahoo.com](mailto:michelledronsfield@yahoo.com)  
3 years 4/5/2016

Harry T. Wilkins  
142 Sheriden Drive  
Charles Town, WV 25414  
w: 304-724-3722  
m: 410-746-5375  
[jwilkins@apus.edu](mailto:jwilkins@apus.edu)  
3 years 4/5/2016

David L. Marshall  
535 Burleson Lane  
Berryville, VA 22611  
w: 304-261-5984  
3 years 4/5/2016

Lyle C. Tabb, IV  
695 Old Leetown Pike  
Kearneysville, WV 25430  
c: 304-582-9396  
w: 304-725-4068  
[lyletabb@hotmail.com](mailto:lyletabb@hotmail.com)  
3 years 4/5/2016

Karan Townsend  
PO Box 1412  
Harpers Ferry, WV 25425  
3 years 4/5/2016  
*Represents: HARPERS FERRY*

Walt Pellish  
COUNTY COMMISSIONER

Scott Sudduth  
1052 N. Childs Road  
Kearneysville, WV 25430  
724-5141  
[scott.sudduth@ucdc.edu](mailto:scott.sudduth@ucdc.edu)  
Jefferson County Board of Education Liaison

Gary Kable  
133 Captain Kime Drive  
Charles Town, WV 25414  
725-5108  
[kfoto@frontiernet.net](mailto:kfoto@frontiernet.net)  
Jefferson County Board of Education Liaison - Alternate

DEVELOPMENT AUTHORITY

John Reisenweber  
Executive Director, Development Authority  
P.O. Box 237  
Charles Town, WV 25414  
28-3255 fax# 725-3133

§7-12-3

**HOWARD MILLS  
P.O. BOX T  
SHEPHERDSTOWN  
WEST VIRGINIA 25443  
hgmills@citlink.net  
304-876-6860**

March 10, 2014

To: Jefferson County Commission

This letter is to serve as notice that I am interested in continuing to serve as the Director of the Jefferson County Development Authority from Shepherdstown. I have served as Vice President of the the Authority and serve as the Chair of the Agricultural Committee and on the Executive Committee.

Sincerely:

A handwritten signature in cursive script that reads "Howard Mills".

Howard Mills

21 FEBRUARY 2014

LADIES & GENTLEMEN  
OF THE JEFFERSON Co. Comm<sup>o</sup>

If it be the will of the Members of the Jefferson County Commission I am willing to serve another term on the Jefferson County Development Commission. I continue to serve on the W.Va Manufacturing Assn Board of Directors as its Past Chairman, I continue membership on the W.Va Business Roundtable & several other memberships that encourage economic development in W.Va & Jefferson County. Thank you for your continued service to Jeff. County.

Sincerely,

Clayton C. Hammann Sr.

Received

FEB 21 2014

Jefferson County Commission

304-876-2386

oldfibre@frontiernet.net

Annette Gavin

87 Swearingen Way Shepherdstown WV 25443

304-279-3637 [annette.gavin@jccvb.com](mailto:annette.gavin@jccvb.com)

To: Walt Pellish  
President, Jefferson County Commission  
PO Box 250 Charles Town, WV 25414

Cc: John Reisenweber  
Director, JCDA

Dear Commissioner Pellish,

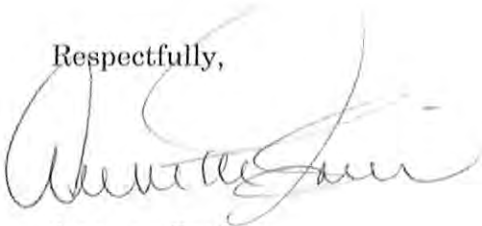
This letter is to inform you of my interest in serving again on the Jefferson County Development Authority Board of Directors for a three year term beginning April 2014.

As you know, during my time on the Board, I made a slight change in my professional environment from the hotel and casino industry at Hollywood Casino to a destination marketing organization as CEO of the Jefferson County CVB. While my environment has changed, the mission to bring more visitors to our beautiful county is still my focus, my role as CEO and frankly my passion.

To reinforce the economic impact of tourism to this county and state, I have attached the study provided by the WV Division of Tourism. In the year 2012, Jefferson County generated \$959 million dollars in revenue for the state and created 8100 jobs in the tourism industry. Simply put, one of three people are employed in the tourism industry in Jefferson County.

Therefore, I hope you will consider the importance of my role as a member of the JCDA Board. I strongly believe no one can understand and sell this county's enormous assets unless you are completely invested in Jefferson County. I am committed to the JCDA and believe my collaborative nature will serve me and the County well in future endeavors.

Respectfully,



Annette Gavin



April 3, 2014

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Members of Jefferson County Commission:

I request that the County Commission reappoint me to the Jefferson County Development Authority. I am the past President of the Development Authority and am finishing up my third term on the Board.

The Development Authority has made significant progress in the past three years. In 2011 the board was in a challenging position with a number of issues that needed resolution. These issues have been resolved and for the last two years the organization was able to strategically focus on economic growth in Jefferson County. On many different levels I have served this board and have developed a strong relationship with the Executive Director and staff. I strongly believe that my talents benefit the board and are needed in the future as we seek to address infrastructure issues in the County, specifically the extension of natural gas lines.

A brief background on myself is as follows:

1. My wife and I live in Charles Town, we have two boys in the Jefferson County School system and have lived here since 1994.
2. I am a registered landscape architect in the State of West Virginia.
3. I am a principal with Gordon, a consulting firm that provides professional services to public and private clients. We specialize in the programming, design and construction of projects, providing engineering, landscape architecture, planning, security and survey services.
4. I have been a member of the following boards and groups: Jefferson County Development Authority (3 terms), City of Charles Town Parks and Recreation Board, City of Charles Town Comprehensive Plan Committee, Berkeley County Subdivision Ordinance Committee, Eastern Panhandle Home Builders Association Legislative Committee, City of Charles Town Utility Board and the Jefferson County Comprehensive Plan Committee.

I will not be able to attend the April 17<sup>th</sup> County Commission meeting, it falls in the middle of my children's Spring Break and we will be out of town. I apologize for this and would be happy to interview at any other County Commission meeting, or be appointed in absence.

I hope to continue my work with the Development Authority and appreciate your support in my re-appointment to this board.

Sincerely,

  
Mark Dyck

Received

APR 08 2014

Jefferson County Commission

www.gordon.us.com  
DCJS License # Is 11-7158

PROGRAMMING AND PLANNING  
CIVIL ENGINEERING  
LANDSCAPE ARCHITECTURE  
SURVEY AND MAPPING  
SECURITY CONSULTING

## **WILLIAM W. MCLEOD**

PO BOX 3296 · SHEPHERDSTOWN · WEST VIRGINIA · 25443 · 240 - 678 - 9033

WM.MCLEOD@YMAIL.COM

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

April 10, 2014

Dear Respective Jefferson County Commissioner:

I am writing to you to ask you to be appointed to the Jefferson County Development Authority.

I have the desire, and ability to provide that such a time commitment requires.

Through numerous opportunities, including the Jefferson Planning Commission, community led workshops, and the Envision Jefferson 2035 Steering Committee, I have been able to gain both a breadth of the numerous planning and development issues facing Jefferson County. Likewise, I have also been actively a part of a myriad of dialogs with both fellow Commissioners and residents of the County. This I truly find exciting and worth my energies.

Once, thank you for the opportunity to continue to serve the Commissioners and the County residents.

Respectfully Yours,

William W. McLeod  
Shepherdstown, WV

# **WILLIAM W. MCLEOD**

PO Box 3296 · SHEPHERDSTOWN · WEST VIRGINIA · 25443 · 240 - 678 - 9033

WM.MCLEOD@YMAIL.COM

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Objective: To provide effective, result oriented leadership in the development, facilitation, and delivery of respective programming that both advances an awareness of an organizational mission, purpose, and role within a set community, but also addresses fundraising desires for increased philanthropic investment within the organization and respective programming

**Organizational Communications Executive  
Over 15 years combined nonprofit  
and  
profit experience**

**Community Affairs Specialist · Marketing Strategist · Planner ·  
Visionary · Designer**

## **QUALIFICATION SUMMRY**

- Expertise in the creation, direction, and implementation of diverse organizational communication strategies targeting select audiences
- Seasoned researcher and analyst of socioeconomic trends and markets
- Direct experience in producing, coordinating, and delivering organizational community outreach programming, including special events, on going speakers' bureau, and participation in trade shows
- Measureable success in organizational fundraising, including grant writing, and leveraging/nurturing of public- private partnerships
- Strong working relationships both internally with peers, members of committees, and Executive Boards, but also externally with community stakeholders, including politicians, media, and press
- Familiarity, and experience in product brand management from conception to incubation to launching to placement to refinement

## **PROFESSIONAL EXPERIENCE**

**PRINCIPAL · DESIGN GROUP AT KENTLANDS · SHEPHERDSTOWN, WEST VIRGINIA**

---

Designer of site - specific landscape design strategies, solutions, and installations.

**MARKETER - COSTCO WHOLESALE · EVERETT, MASSACHUSETTS**

---

Developer of organizational marketing, communications, and membership development to this national wholesaler

**PROJECT MANAGER - PEMBROKE AND SPEARS · SEATTLE, WASHINGTON**

---

Contractor responsible for investor relations - public affairs for Internet startups, membership based organizations, and grassroots crusades

**RELATIONSHIP OFFICER · BANK OF AMERICA · WASHINGTON MUTUAL BANK · KEYBANK ·  
SEATTLE, WASHINGTON**

---

Relationship builder, manager, and partner of diverse relationships comprised of high net worth individuals, business startups, and civic organizations

**MARKETING STRATEGIST · CLEVELAND, OHIO**

---

Researcher, author, and coordinator of business, marketing, and communication plans

**MARKETING COORDINATOR · TREMONT WEST DEVELOPMENT CORP · OHIO CITY DEVELOPMENT CORP · CLEVELAND,  
OHIO**

---

Collaborator and steward in the devising and implementation of marketing and communication plans, organizational long - range strategizing, and organizational fundraising campaigns

# **WILLIAM W. MCLEOD CONT**

---

**COMMUNITY AFFAIRS REPRESENTATIVE · NORTH COAST HARBOR INC · CLEVELAND, OHIO**

Researcher, designer, and strategist in the development of the organization's strategic marketing plan and overall communication plan for this quasi - public civic organization responsible for the redevelopment and transformation of Cleveland's industrial waterfront from commercial to accessible public open space

## **COMMUNITY INVOLVEMENT**

My interests revolve around community open space, the natural environment, equitable community planning, the Arts, and related community activism. I am a proactive, energized, community leader. My Civic involvements and volunteerism allows me to serve on Executive Boards, manage sub committees, recruit volunteers and assist organizations in their fundraising efforts. Furthermore, these appointments permit me the opportunity to utilize and exercise diverse communications, draft, author, and steward of written policy, make presentations, conduct hearings, perform problem identification-resolution, negotiation, and bring about consensus building - arbitration skills

**COMMISSIONER · JEFFERSON PLANNING COMMISSION · JEFFERSON COUNTY, WEST VIRGINIA**

**MEMBER · ENVISION JEFFERSON 2035 · JEFFERSON COUNTY, WEST VIRGINIA**

**TREASURER · MOUNTAIN LAUREL GARDEN CLUB · BERKELEY COUNTY, WEST VIRGINIA**

**1<sup>ST</sup> VICE PRESIDENT (PAST) · KNOX SCHOOL ALUMNI ASSOCIATION · SAINT JAMES, NEW YORK**

**CHAIRMAN (PAST) · WINCHESTER CONSERVATION COMMISSION · WINCHESTER, MASSACHUSETTS**

**MEMBER (PAST) · MASSACHUSETTS ASSOCIATION OF CONSERVATION COMMISSIONERS**

**MEMBER AT LARGE (PAST) · SEATTLE SOUND TRANSIT · SEATTLE, WASHINGTON**

**COMMUNITY ACTIVIST · LINCOLN PARK REVITALIZATION · CLEVELAND, OHIO**

**COMMUNITY ORGANIZER · CLEVELAND, SEATTLE, BOSTON, WASHINGTON DC**

## **FORMAL EDUCATION – PROFESSIONAL TRAINING**

**HARVARD GRADUATE SCHOOL OF DESIGN · CAMBRIDGE, MASSACHUSETTS · CERTIFICATE · (PLANNING, AND LANDSCAPE ARCHITECTURE)**

**CLEVELAND STATE UNIVERSITY · CLEVELAND, OHIO · B.B.A · (MARKETING AND FINANCE)**

**EDMONDS COMMUNITY COLLEGE · LYNNWOOD, WASHINGTON · A.T.A · (ORNAMENTAL HORTICULTURE · LANDSCAPE DESIGN)**

**FUNDRAISING: Donor and sponsorship solicitation**

**GRANT DEVELOPMENT: Identification, Petitioning, Writing, and Administrating**

**SPECIAL EVENT PLANNING: Creation, and Coordination**

**LEADERSHIP DEVELOPMENT: Team creation, Consensus building, and Group facilitation**

**BRAND MANAGEMENT: Product positioning, support, and servicing**

**MARKET RESEARCH: Surveying, Data collection, and Analysis**

**CONSUMER, COMMERCIAL AND PRIVATE BANKING: Credit Lending, Underwriting, and Cash Management**

**GEOGRAPHIC INFORMATION SYSTEMS**

**COMPUTER AIDED DESIGN: AUTOCAD 2012**

**MICROSOFT OFFICE: WORD, EXCEL, POWER POINT, AND ACCESS**

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



Name: **Tom Reilly, IT Consultant**

Department or Organization: Click here to enter text.

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1<sup>st</sup> Choice: **April 17, 2014**

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

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

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

Please provide the County Commission with a description of your request or presentation, including any background information:  
Click here to enter text.

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

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

**ESTIMATION OF TIME NEEDED FOR APPT.:** 5 to 10 minutes

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** April 17<sup>th</sup>, 2014

**IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:** 2<sup>nd</sup> commission meeting in April

**SUBJECT:** Quarterly Review-Approval/Closure of estates

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

Quarterly review to approve estates opened since last quarterly review, and to close estates that have met all statutory requirements.

**RECOMMENDED MOTION:** To approve newly opened estates, and to approve closure of estates.

**ARE DOCUMENTS ATTACHED:** To follow, closer to April 17th

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210

AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1<sup>ST</sup> CHOICE March 6<sup>th</sup>, 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) PETITION FOR REPLACING MICHAEL BIR AS EXECUTOR OF THE DOREEN BIR ESTATE

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

The beneficiaries are formally requesting the removal of Michael Bir as Executor of the estate of Doreen Bir, and to have Barbara J. Bir appointed Administrator cta. The current Executor does not wish to object to his removal.

**RECOMMENDED MOTION:** The probate office defers to the county commission regarding a decision on this matter. However, since the current executor does not wish to object, and all remaining beneficiaries are in agreement, we see no reason why Michael Bir should not be removed.

**ARE DOCUMENTS ATTACHED:** YES

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210

January 29, 2014

To: Jefferson County County Commission  
116 East Washington Street  
Charles Town, WV 25414

From: Robert A. Bir, Barbara J. Bir, John Bir  
832 Martin Luther King Jr. Blvd.  
Charles Town, WV 25414

PETITION FOR REPLACING MICHAEL BIR AS EXECUTOR OF THE DOREEN BIR ESTATE

We, as a beneficiaries, do formally ask for removal of Michael Bir as executor from the Estate of Doreen Bir. We wish for Barbara J. Bir to be appointed as executor. Michael Bir has done the following which has caused this action to be taken:


1. Failed to pay taxes on real property forcing redemption of properties resulting in additional expenses. Sufficient funds were available to pay taxes in a timely manner.
2. Repeated failure to inform on the status of Estate's financial situation. We have asked for an itemized list of all obligations owed and any monies to pay them. No copies of bank statements have been forwarded. No copies of tax filings or correspondence with IRS concerning tax liabilities have been made available.
3. Signed lease on Hyattsville property that exceeded the standard one year term. The lease does not expire until June 30, 2014. The Estate should be settled under the five year rule by April, 2014. This extended lease has restricted our ability to sell said property.
4. Extensive repairs and modifications to Hyattsville house were done without knowledge or consultation of others. Ten thousand dollars was spent with no documentation to support.
5. Failed to transfer real estate properties out of the estate name and put in all of our names equally.
6. No meetings to discuss estate matters when we all live within one hour. There have been no meetings or conference calls to discuss Estate matters. Basically, no communication
7. Failed to properly oversee rental properties. No inspections on Hyattsville house which would of showed failure of tenant to keep outside of house in proper condition. Vines growing on extensive parts of brick exterior, foam insulation protruding from basement windows, gutters not cleaned, yard not raked for multiple years, sidewalks in disrepair, etc. These are only a few of the problems with house.

We have been asking for current status of the estate since April, 2009. Michael has furnished very limited information. The continued delay in settling the Estate has caused a severe financial hardship. We would ask that Barbara J. Bir be appointed as executor of the Estate of Doreen Bir. Barbara J. Bir was originally to be a co-executor, but the revised will showing this could not be found in a timely manner. Barbara J. Bir is a property owner and a resident of Jefferson County. She is employed with the Federal Bureau of Investigations.

It is further requested that copies of all documentation pertaining to the Estate of Doreen Bir be forwarded to Barbara J. Bir if petition is granted.

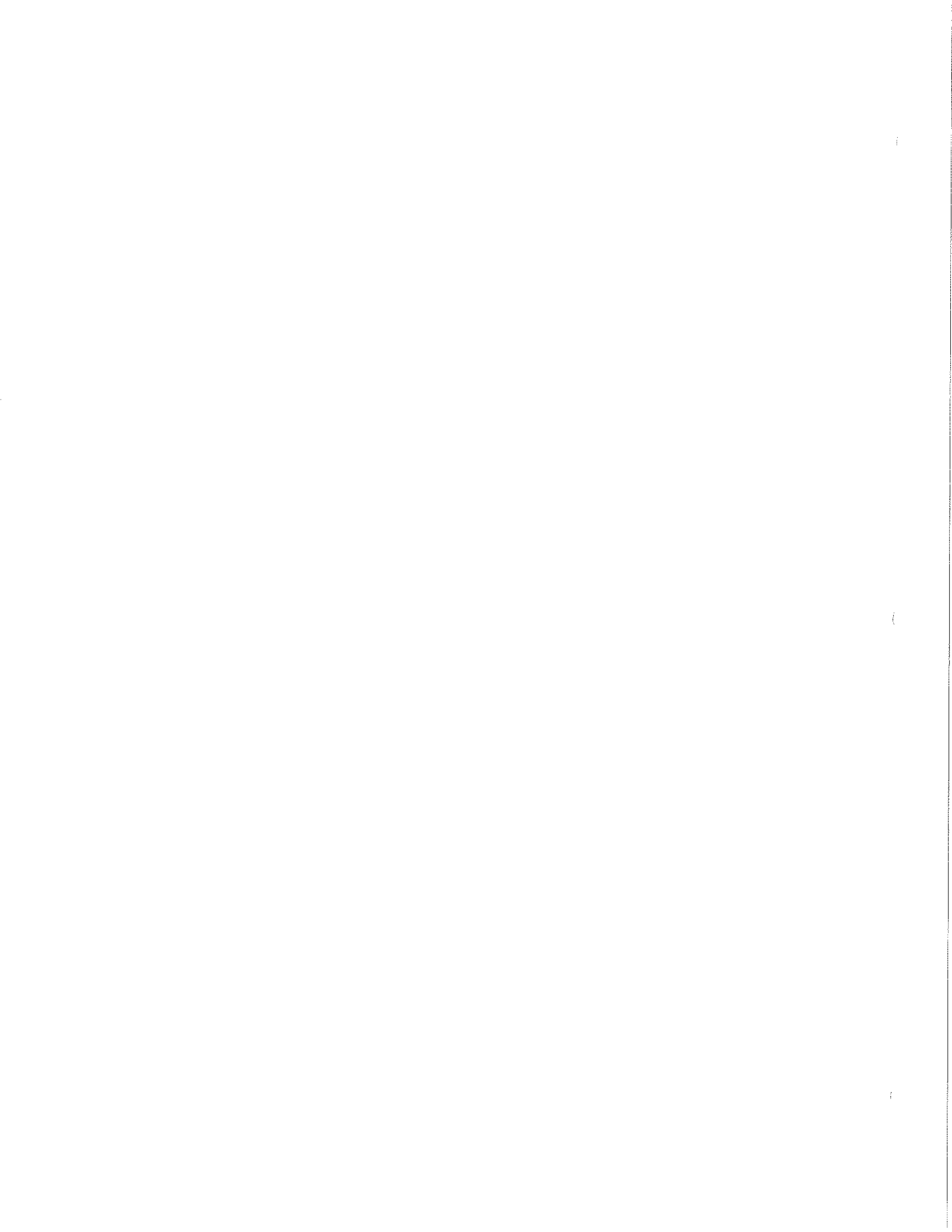
Thank you for your prompt attention to this matter.

Sincerely,

  
Robert A. Bir

  
John Bir

  
Barbara J. Bir



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



Name: Bill Polk

Department or Organization: **Maintenance Department**

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

Date Requested – 1<sup>st</sup> Choice: **April 17, 2014**

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

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

Subject (*Wording to be placed on agenda*): Cleaning Services Discussion and Decision

Please provide the County Commission with a description of your request or presentation, including any background information: Due to budget reductions in the FY2015 budget, direction is needed from the County Commission on the cleaning services provided for Jefferson County offices.

Is this a funding request?    NO  
If so, how much?            \$

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

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

If not attached, explain: I am requesting time on the agenda in order to discuss the future direction of cleaning services. At this time, there are no supporting documents.

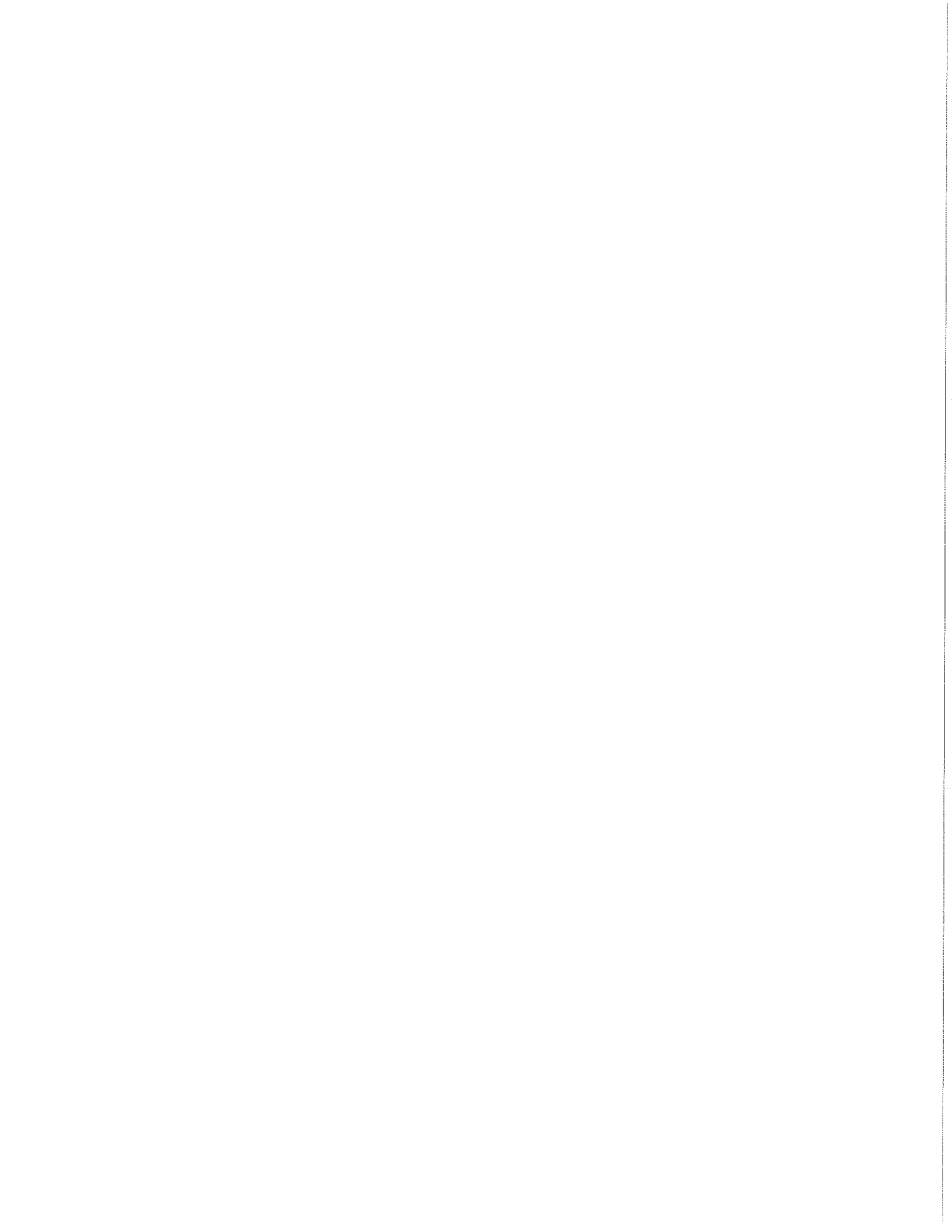
Is equipment needed?    NO

Contact information:

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

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

Click here to enter text.



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



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

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

Date Requested – 1<sup>st</sup> Choice: **April 17, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Jefferson County Health Department Renovation**

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

**The Jefferson County Health Department is requesting a renovation of their office space located in the Jefferson County Public Services Center. This project will ensure compliance with the requirements of HIPAA and ADA. The renovation will create a more efficient use of space and will facilitate expanded preventive health care services to the community. The Board of Directors of the Jefferson County Health Department voted to fund the complete project as well as some wage reimbursement for the maintenance staff.**

Is this a funding request? **NO**

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

**Move to approve the renovation project for the office space of the Jefferson County Health Department, as presented.**

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

If not attached, explain: **Documents are attached**

Is equipment needed? **NO**

Contact information:

Email address: [bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org) Phone Number: 304-728-3355

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

Click here to enter text.

## **Capital Project Evaluation and Cost Sheet Packet**

**Project Name:**     Jefferson County Health Department Renovation Project

### **Planning:**

This packet is intended to provide a basic format for the initial steps that need to be taken to plan and evaluate a potential Capital Project and provide information related to the cost and benefit of the proposed Capital Project.

### **Various Considerations:**

For each consideration list (4) brief topics to be considered in the Evaluation. If you need to change a topic to better fit the Evaluation of your proposed project, feel free to make changes.

### **Cost Sheet:**

Each project submitted for consideration must have a Cost Sheet attached. Please try to make the cost estimates as accurate as possible.

### **Narrative:**

The narrative should explain the various consideration you want the commission to make in their evaluation of the project. The narrative should also address the cost and benefits of the project if approved.

## Capital Project Narrative

**Project Name:** JEFFERSON COUNTY HEALTH DEPARTMENT RENOVATION PROJECT

### **Benefits of this project:**

Below are the primary benefits that will result from the successful completion of the project:

1. Changes are scheduled to bring the department in compliance with current Americans with Disabilities Act (ADA).
2. The lobby area is being modified to ensure client confidentiality as required by the Health Insurance Portability and Accountability Act (HIPAA).
3. Client areas are being arranged for a more efficient use of space.
4. Changes are expected to facilitate expanded preventive health care services to the community.

### **Cost verses Benefit of this Project:**

The benefits are expected to far out way costs by providing better services to our county's residents and visitors.

**Project Cost Sheet**  
Jefferson County, West Virginia

**Project Name: Jefferson County Health Department Renovation Project**

**SEE ATTACHED SPREADSHEET**

**Note: Use only this page if all costs can be presented on one page. Otherwise use the tabs at the bottom of the page to access a full page to list Planning Cost, In house labor cost, Contract Labor Cost, and Hardware and Material Cost. The cost from those pages will carry forward to this page. This worksheet has a total of (5) pages for listing various cost.**

**Planning Cost:**

|                                       | Activity: | Hourly rate | Hours req | Cost |
|---------------------------------------|-----------|-------------|-----------|------|
| 1                                     |           |             |           |      |
| 2                                     |           |             |           |      |
| 3                                     |           |             |           |      |
| 4                                     |           |             |           |      |
| 5                                     |           |             |           |      |
| 6                                     |           |             |           |      |
| <b>Total from Planning Cost Page:</b> |           |             |           | 0    |

**In house labor cost:**

|                                        | Position | Hourly rate | Hours req | Cost |
|----------------------------------------|----------|-------------|-----------|------|
| 1                                      |          |             |           |      |
| 2                                      |          |             |           |      |
| 3                                      |          |             |           |      |
| 4                                      |          |             |           |      |
| 5                                      |          |             |           |      |
| 6                                      |          |             |           |      |
| <b>Total from In House Labor Page:</b> |          |             |           | 0    |

**Contract Labor Cost:**

|                                        | Company Name: |  |  | Cost |
|----------------------------------------|---------------|--|--|------|
| 1                                      |               |  |  |      |
| 2                                      |               |  |  |      |
| 3                                      |               |  |  |      |
| 4                                      |               |  |  |      |
| 5                                      |               |  |  |      |
| 6                                      |               |  |  |      |
| <b>Total from Contract Labor Page:</b> |               |  |  | 0    |

**Hardware & Materials Cost:**

|                                        | Item description: | Item cost | Items Req'd | Cost |
|----------------------------------------|-------------------|-----------|-------------|------|
| 1                                      |                   |           |             |      |
| 2                                      |                   |           |             |      |
| 3                                      |                   |           |             |      |
| 4                                      |                   |           |             |      |
| 5                                      |                   |           |             |      |
| 6                                      |                   |           |             |      |
| <b>Total from Contract Labor Page:</b> |                   |           |             | 0    |

|                           |  |  |    |   |
|---------------------------|--|--|----|---|
| <b>Total Project Cost</b> |  |  | \$ | 0 |
|---------------------------|--|--|----|---|

## HEALTH DEPARTMENT REMODEL

### Public Restroom

Open floor with single person occupancy. Doors and any fixtures needed will be changed to bring it to ADA standards. Tile walls will be removed. Floors will be replaced with VCT tile. Labor is estimated to be 80 hours.

#### Cost Estimate

|                                                     |                |
|-----------------------------------------------------|----------------|
| Tile/Flooring                                       | \$450          |
| Fixtures                                            | \$1,000        |
| Miscellaneous (panel, drywall, lights, screw, etc.) | \$750          |
| Labor                                               | \$1,640        |
| Doors                                               | \$1,400        |
| <b>Total for Public Restroom</b>                    | <b>\$5,240</b> |

### Lobby Area

Divide conference room with permanent wall. Remove partial wall and relocate existing door. Remove wall to open up play area. Add a wall for a storage area with access from break room. Labor is estimated to be 60 hours.

#### Cost Estimate

|                             |                |
|-----------------------------|----------------|
| Material                    | \$600          |
| Labor                       | \$1,230        |
| <b>Total for Lobby Area</b> | <b>\$1,830</b> |

### Break Area

Change cabinets and counter top. Labor is estimated to be 32 hours.

#### Cost Estimate

|                             |                |
|-----------------------------|----------------|
| Materials                   | \$2,000        |
| Labor                       | \$650          |
| <b>Total for Break Area</b> | <b>\$2,650</b> |

### Reception Area

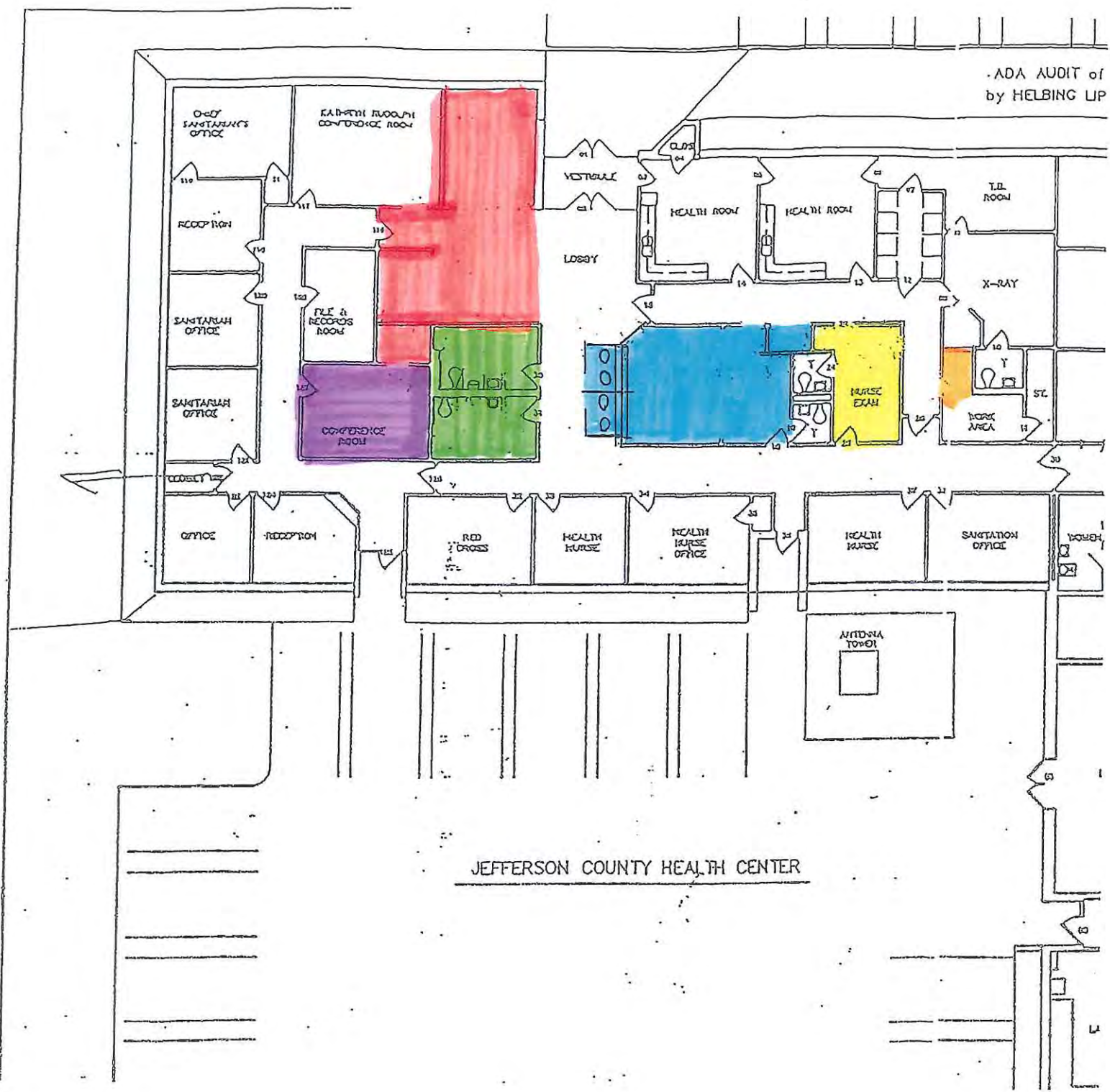
Move wall back approximately 4 feet. Remove the drinking fountains. Add a sign in window. Add two consult areas. Demo back area and rearrange the weigh-in area to accommodate both refrigerators. Labor is estimated to be 120 hours.

#### Cost Estimate

|                                 |                |
|---------------------------------|----------------|
| Materials                       | \$1,500        |
| Windows                         | \$850          |
| Labor                           | \$2,400        |
| Professional Services           | \$500          |
| <b>Total for Reception Area</b> | <b>\$5,250</b> |

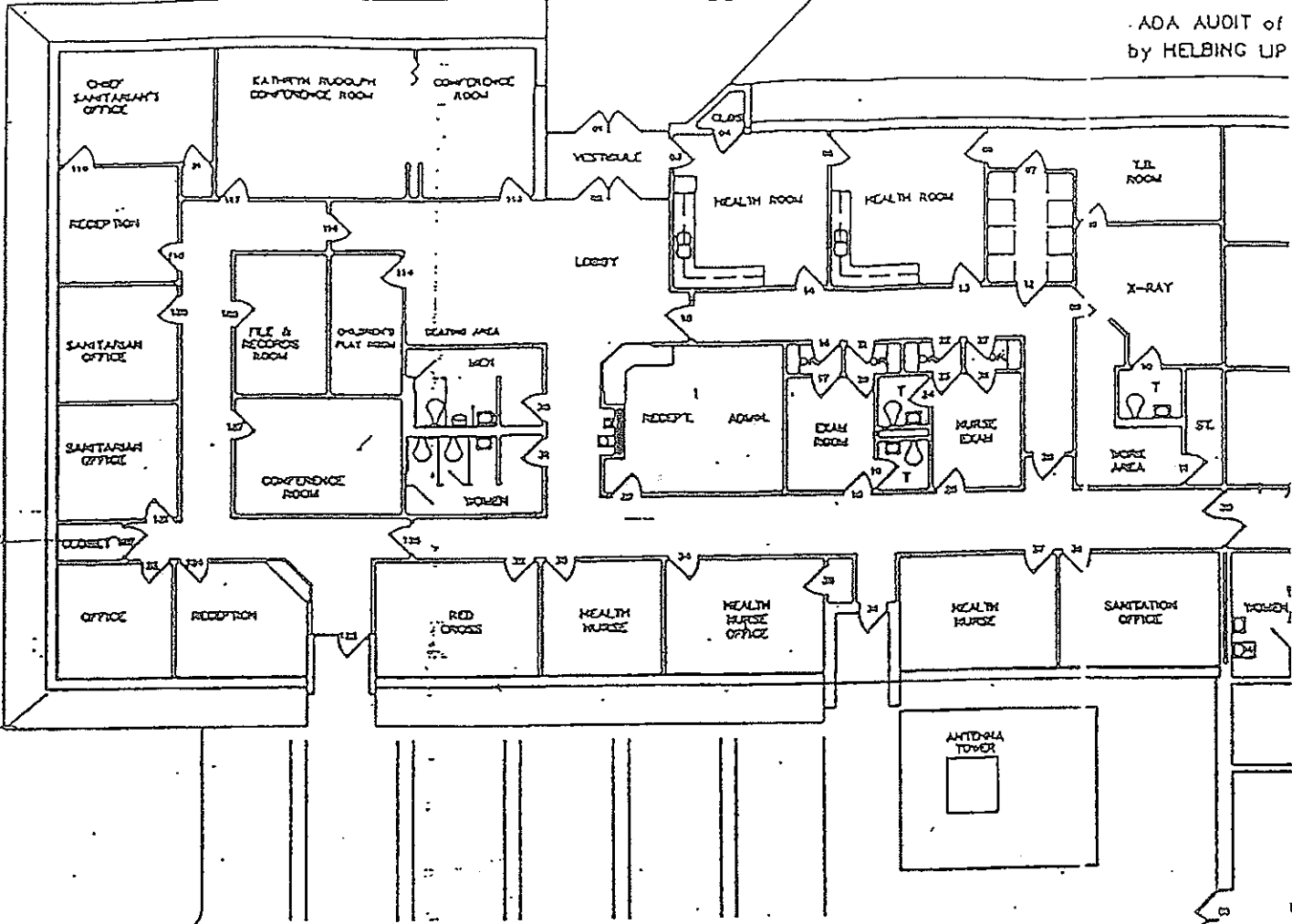
|                                                                  |                 |
|------------------------------------------------------------------|-----------------|
| <b>Family Planning Area</b>                                      |                 |
| Demo to better utilize space. Labor is estimated to be 24 hours. |                 |
| <b>Cost Estimate</b>                                             |                 |
| Materials                                                        | \$150           |
| Labor                                                            | \$492           |
| <b>Total for Family Planning Area</b>                            | <b>\$642</b>    |
| <b>Xray Area</b>                                                 |                 |
| Add wall and door. Labor is estimated to be 24 hours.            |                 |
| <b>Cost Estimate</b>                                             |                 |
| Materials                                                        | \$200           |
| Labor                                                            | \$492           |
| <b>Total for Xray Area</b>                                       | <b>\$692</b>    |
| <b>Additional Costs</b>                                          |                 |
| Electrician                                                      | \$3,600         |
| Dumpster                                                         | \$1,000         |
| Miscellaneous Materials                                          | \$1,500         |
| Professional Services (alarms, fire, etc.)                       | \$1,500         |
| <b>Total for Additional Costs</b>                                | <b>\$7,600</b>  |
| <b>TOTAL PROJECT COST</b>                                        |                 |
|                                                                  | <b>\$23,904</b> |

ADA AUDIT of  
by HELBING LP



JEFFERSON COUNTY HEALTH CENTER

ADA AUDIT of  
by HELBING UP



JEFFERSON COUNTY HEALTH CENTER

Capital Projects Evaluation Sheet

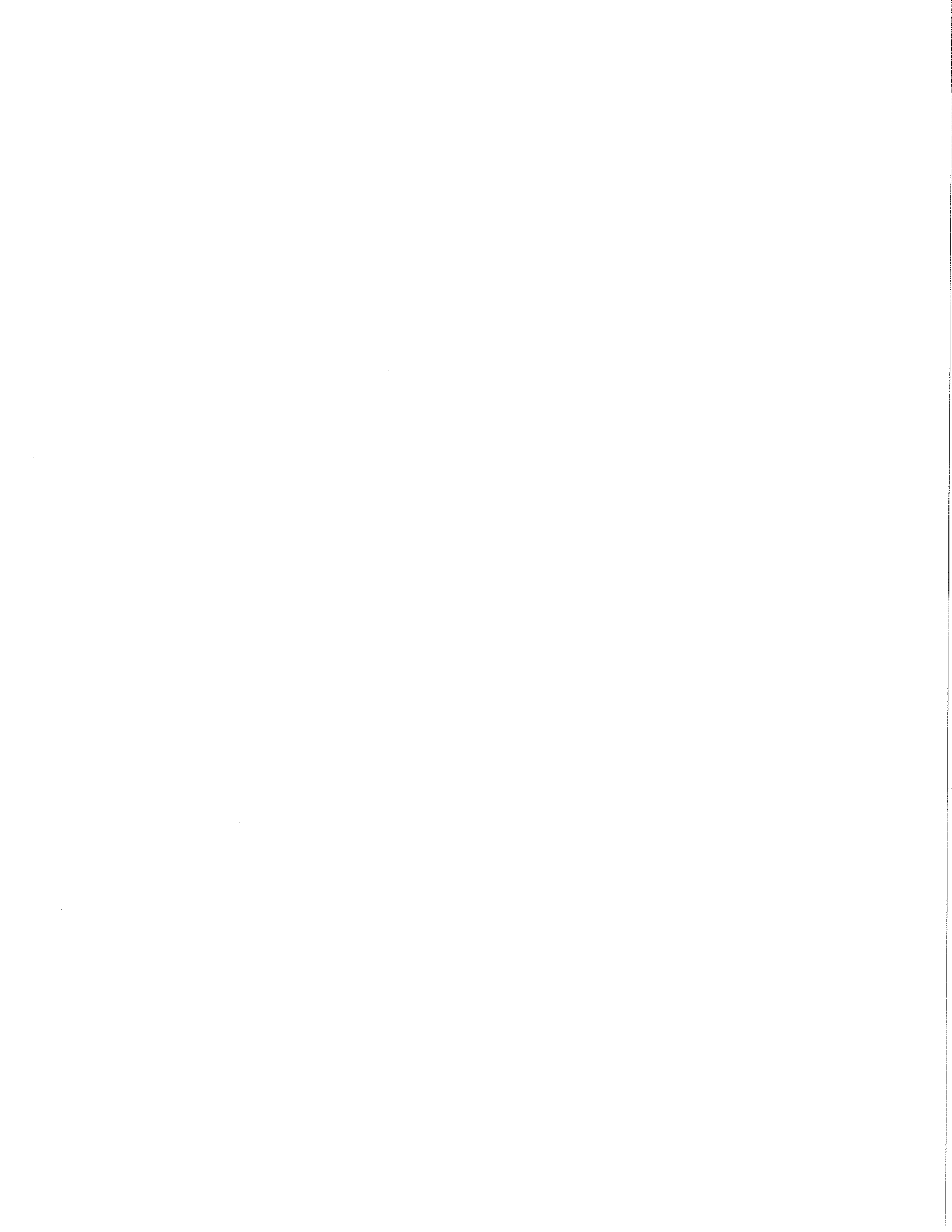
**Project Name: Jefferson County Health Department Renovation Project**

This worksheet list various considerations to be made in the process of approving expenditures from the Capital Outlay Fund. Any part of a consideration used to rate the capital project request submitted will be assigned a point value between (0) and (5) for rating the value of the project. The total value of the various consideration rated will be a consideration in the approval of all Capital Projects. Rating should be supported by the attached narrative. This form is formatted in Excel Software, if you need to change the wording in any cell of a Consideration to make a better point about your propose project, please free to change this form.

**Project Name: Jefferson County Health Department Renovation Project**

**Consideration #4: Capital Improvement Project-Office Space:**

|                                                                         |                                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                        |       |       |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| Additional office space is needed due to additional Staff requirements. | Changes are needed in current office space to provide for more service contact points with the public and to ensure client confidentiality as required by HIPAA. | Changes are needed in current office space to provide better traffic flow for the public "in" and "out" of the office service area and for ADA compliance. | Volume of work handled by the department has increased to the point additional space is needed to facilitate expanded preventive health care services. |       |       |
| Rating by submitter                                                     |                                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                        |       | Total |
|                                                                         | 5                                                                                                                                                                | 5                                                                                                                                                          | 5                                                                                                                                                      |       | 15    |
| Rating by Commission                                                    |                                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                        | Total |       |
|                                                                         |                                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                        | 0     |       |



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



Name: Bill Polk

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 17, 2014**

Subject (*Wording to be placed on agenda*): **Jefferson County Courthouse – Approval of Landscape Proposal**

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

**On October 31, 2013, the County Commission approved to proceed with Design Proposal A for the landscaping project of the courtyard of the Jefferson County Courthouse. Attached is the proposal breakdown and scope of work. The Maintenance Department will remove the boxwoods and pine tree, provide a man-lift for flagpole installation and purchase the benches. This will reduce the proposal by \$8,950, which brings the total of the proposal to \$61,700.**

**Also attached, is a concrete color sheet. The Historic Landmarks Commission reviewed the color sheet and recommends “Wheat Light”. The selection is circled on the attached color sheet.**

Is this a funding request? **YES**  
If so, how much? **\$61,700**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
**Move to approve the proposal for the landscaping of the courtyard of the Jefferson County Courthouse in the amount of \$61,700, as presented and to further approve the concrete color “wheat light” as recommended by the Historic Landmarks Commission.**

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

Is equipment needed? NO

Contact information:  
Email address: [bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org) Phone Number: 304-728-3355

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

Click here to enter text.

November 13, 2013

Jefferson County Commission  
Maintenance Department  
P.O. Box 250  
Charles Town, WV 25414

Attention: Bill Polk

**Re: Jefferson County Courthouse – Revised Landscape Proposal Breakdown**

Minghini's General Contractors, Inc. is providing the following breakdown of prices for the landscape designs and an add alternate for stamped concrete.

**Price Breakdown:**

- Landscaping Design A: \$16,800.00
  - Design A can be reduced to \$15,800.00 if the Maintenance Dept. removes the existing boxwoods along the yellow brick building.
- Concrete Work: \$40,000.00
  - No change. See add alternate below if you would like color pigments added to the mix.
- Pine Tree Removal: \$5,000.00
  - We can eliminate the pine tree removal from our scope if the Maintenance Dept. elects to remove it.
- Flag Poles: \$4,850.00
  - The flag pole price can be reduced to \$4,400.00 if we can use the Maintenance Dept. man lift.
- Benches: \$4,000.00
  - We can eliminate the bench price from our scope if the Maintenance Dept. elects to buy and install the benches. If the Maintenance Dept. wants to buy the benches we can install them for \$1,500.00.

**Add Alternate:**

- Color Pigments added to the concrete mix based on 4 color concentrations:
  - Light: \$1,500.00
  - Medium: \$2,000.00
  - Dark: \$3,000.00
  - Deep: \$4,000.00

Minghini's appreciates the opportunity to provide this cost proposal. Please contact our office if you have any questions.

**MINGHINI'S GENERAL CONTRACTORS, INC.**

*Jacob Collis*

Jacob Collis, Project Manager



WV 000056

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

September 20, 2013

Jefferson County Commission  
Maintenance Department  
P.O. Box 250  
Charles Town, WV 25414

Attention: Bill Polk

**Re: Jefferson County Courthouse – Landscape Proposal Design A**

Minghini's General Contractors, Inc. is submitting the following scope of work and cost proposal to provide labor, material and equipment to landscape the courtyard at the Jefferson County Courthouse as shown on the attached drawing of design "A".

**Design "A" Scope of Work:**

- Mobilize.
- Demo and remove existing concrete ramp and patio off site.
- Excavate and move time capsules as required.
- Relocate signs.
- Removal of pine tree and stump.
- Install flag poles provided by maintenance department.
- Install 4" thick concrete w/reinforcement at the patio and ramp.
- Replace the existing bollard when construction is complete.
- Furnish and install (2) 6' metal benches.
- Install landscaping as shown on the design "A" drawing.
  - Mulch bed with double shredded hardwood mulch.
  - Remove existing grass and install sod in the courtyard.
  - Remove existing boxwood along the side of the yellow brick building.
  - Furnish and install (7) English Yew, (22) Boxwood and (100) Annuals.

The price to complete the above scope of work would be **\$70,650.00**. Minghini's appreciates the opportunity to provide this cost proposal. Please contact our office if you have any questions.

**MINGHINI'S GENERAL CONTRACTORS, INC.**

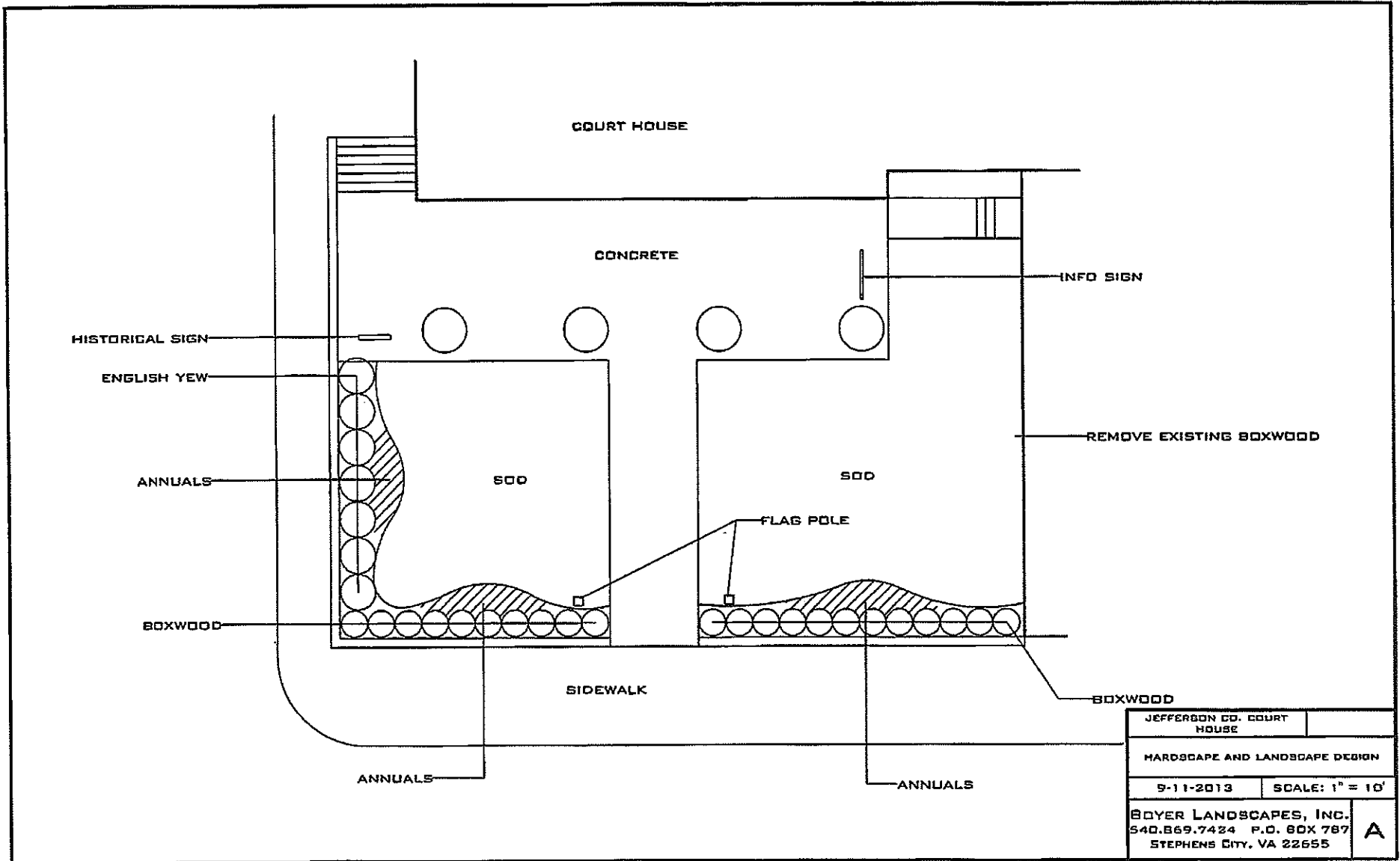
*Jacob Collis*

Jacob Collis, Project Manager



WV 000056

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



|                                                                                |                 |
|--------------------------------------------------------------------------------|-----------------|
| JEFFERSON CO. COURT HOUSE                                                      |                 |
| HARDSCAPE AND LANDSCAPE DESIGN                                                 |                 |
| 9-11-2013                                                                      | SCALE: 1" = 10' |
| BOYER LANDSCAPES, INC.<br>540.869.7424 P.O. BOX 787<br>STEPHENS CITY, VA 22655 |                 |
| <b>A</b>                                                                       |                 |

## Bill Polk

---

**From:** Martin Burke [martinburke@frontiernet.net]  
**Sent:** Sunday, February 23, 2014 11:16 AM  
**To:** Bill Polk  
**Cc:** Lyn Widmyer  
**Subject:** JC Courthouse Sidewalks Concrete Color

Bill,

The JC Historic Landmarks Commission reviewed the Prism Pigments concrete color sheet at its February meeting and believe the *Wheat Light* would be the best choice. An even lighter version of that color range would be even better. The Commission suggests a concrete color sample be provided by the contractor before the sidewalks are cast.

Our belief it that the light brown color we are attempting to replicate was due to a high percentage of river sand used in the Charles Town sidewalks.

Is the project actually scheduled for 2014 given the current County budget constraints?

I will return the Prism color chart to the County Commission office. Call or email if you have questions.

Martin Burke  
Chairman, JCHLC  
304-876-3883

---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3722/7252 - Release Date: 03/26/14

Prism Pigments

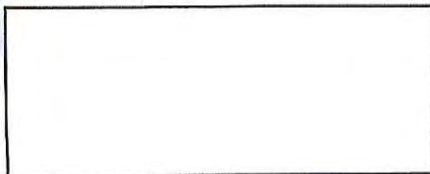
# FIVE FOR TWENTY

www.prismpigments.com

From five stock colors, ready mix producers can offer twenty colors! The following is an easy look-up guide on how to accomplish the five for twenty mix.

|                                                                                                                                                 |                                                                                                                                             |                                                                                                                                             |                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Terra Cotta Light</b></p>  <p>One Bag Per Two Yards</p>  | <p><b>Terra Cotta Medium</b></p>  <p>One Bag Per Yard</p>  | <p><b>Terra Cotta Dark</b></p>  <p>Two Bags Per Yard</p>  | <p><b>Terra Cotta Deep</b></p>  <p>Three Bags Per Yard</p>  |
| <p><b>Merlot Light</b></p>  <p>One Bag Per Two Yards</p>       | <p><b>Merlot Medium</b></p>  <p>One Bag Per Yard</p>       | <p><b>Merlot Dark</b></p>  <p>Two Bags Per Yard</p>       | <p><b>Merlot Deep</b></p>  <p>Three Bags Per Yard</p>       |
| <p><b>Wheat Light</b></p>  <p>One Bag Per Two Yards</p>        | <p><b>Wheat Medium</b></p>  <p>One Bag Per Yard</p>        | <p><b>Wheat Dark</b></p>  <p>Two Bags Per Yard</p>        | <p><b>Wheat Deep</b></p>  <p>Three Bags Per Yard</p>        |
| <p><b>Brownstone Light</b></p>  <p>One Bag Per Two Yards</p> | <p><b>Brownstone Medium</b></p>  <p>One Bag Per Yard</p> | <p><b>Brownstone Dark</b></p>  <p>Two Bags Per Yard</p> | <p><b>Brownstone Deep</b></p>  <p>Three Bags Per Yard</p> |
| <p><b>Coal Light</b></p>  <p>One Bag Per Two Yards</p>       | <p><b>Coal Medium</b></p>  <p>One Bag Per Yard</p>       | <p><b>Coal Dark</b></p>  <p>Two Bags Per Yard</p>       | <p><b>Coal Deep</b></p>  <p>Three Bags Per Yard</p>       |

Above colors do not represent finished results. See your dealer for actual samples



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 St. Paul, MN 55117  
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 Fax (651) 488-6091  
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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: County Commissioners

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 17**

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

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

Subject (*Wording to be placed on agenda*): **Ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency Board.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**DRAFT**

**AN ORDINANCE TO DISSOLVE AND RECONSTITUTE  
THE JEFFERSON COUNTY  
EMERGENCY SERVICES AGENCY**

WHEREAS, by Ordinance dated September 7, 1995 the Jefferson County Commission created the Jefferson County Emergency Ambulance Service Authority pursuant to Chapter Seven, Article Fifteen, Section One, et. seq. of the Code of West Virginia, as amended, which statute is also known as the “Emergency Ambulance Service Act of 1975”; and

WHEREAS, on March 27, 2008 the Commission adopted a technical correction amendment conforming the name of the agency to the Jefferson County Ambulance Authority (JCAA) to conform the name of the agency with common convention and usage; and

WHEREAS, this agency has operated successfully and continuously over the intervening years; and

WHEREAS, the Commission recognizes the need to augment the paid JCAA ambulance service with paid fire service to meet the current and future needs of the citizens of Jefferson County; and

WHEREAS, the West Virginia legislature has recognized those needs by adopting Senate Bill 224 during the 2008 legislative session authorizing the Commission to create a joint emergency services agency providing both ambulance and fire services;

WHEREAS, in 2008 the Jefferson County Commission created a joint Emergency Services Agency but did not enact an Ambulance Fee nor a Fire Fee as permitted by West Virginia Code, but funded both services out of general revenue of the County;

WHEREAS, in 2014, the Jefferson County budget cannot continue to support the Agency from general revenue;

WHEREAS, at this time budget considerations require the consideration of an Ambulance Fee upon users of emergency ambulance services;

WHEREAS, at this time, citizens are circulating a petition to authorized imposition of a Fire Fee;

WHEREAS the current Emergency Services Agency Board composition is cumbersome and less suitable to the changed economic conditions and needs to be reconstituted to handle the future needs of Jefferson County, especially in light of the potential need to handle separate ambulance and fire fees;

NOW THEREFORE, be it enacted and ordained by the Jefferson County Commission as follows:

**Section 1. Dissolution of the current Jefferson County Emergency Services Agency and Creation of a new Jefferson County Emergency Services Agency**

- 1) The current Jefferson County Emergency Services Agency (created in 2008) and its Board shall be dissolved and shall cease to exist and operate as of the date of creation of the successor Agency and the appointment of a new Board. Existing debt obligations, assets and property owned by the current Emergency Services Agency shall be transferred to the new Agency. All employees currently employed by the current Emergency Services Agency will become employees of the new Agency and shall receive the same or comparable salary and benefits until such time as the Board deems a modification in employment, salary, benefits, or job classification is warranted.
- 2) Effective upon the dissolution of the prior Agency and Board, Pursuant to S.B. 224, Ch. 234, Acts, Reg. Sess. (W.Va. 2008), the new Jefferson County Emergency Services Agency (hereinafter referred to as “the Agency”), a public corporation, is hereby created and reconstituted. The Agency shall be a joint emergency services agency authorized to provide ambulance services, fire protection services, and emergency medical services in the incorporated and unincorporated areas of Jefferson County.

**Section 2. Powers**

- 1) The Agency shall possess all the powers, rights and responsibilities conferred by the State of West Virginia upon emergency ambulance service authorities, county fire associations and county fire boards that are not otherwise inconsistent with state law or this ordinance, including, but not limited to:
  - (a) The management and control of the operations, business and affairs of the Agency, including hiring and firing employees of the Agency;
  - (b) Preparing Budgets and financial statements as required in Section 7 herein;
  - (c) Spending and distributing funds within its budget as the Agency determines best to provide for most effective and efficient provision of emergency ambulance and fire protection services to businesses and residents of Jefferson County, West Virginia.
  - (d) The Agency shall consult with existing fire departments, with the Jefferson County E911 Center, with the West Virginia Office of Emergency Medical Services and with other appropriate Agencies and Officials to establish regulations for the orderly dispatch of all

emergency ambulance and fire protections services in Jefferson County. In the event of a dispute between responders, the Agency shall control the dispatch and response;

- (e) In the event an Ambulance Fee and/or a Fire Fee is imposed by the County Commission, the County Commission shall have the sole authority to set the rate of said fee(s). The Agency shall submit any and all information required by the County Commission for that body to periodically review the appropriate level of said fee(s) to cover the reasonable and actual costs of the provision of the emergency services for which said fees are instituted.
  - (f) In the event an Ambulance Fee and/or a Fire Fee is/are imposed by the County Commission, the Agency may send out periodic billing for any fees imposed, including late payment notices and notices of the imposition of late fees. However, the Agency may not institute collection actions but shall refer delinquent accounts to the County Commission which retains sole discretion and authority to institute collection actions in the Courts of this State.
- 2) To the extent a conflict exists between the powers, rights and responsibilities conferred by the State of West Virginia upon emergency ambulance service authorities and those conferred upon county fire associations and county fire boards, the Agency shall be deemed to possess the broader of the two powers.

### **Section 3. Joint Emergency Services Board**

- 1) The prior Jefferson County Emergency Services Board being abolished as set forth in Section 1, there is hereby created a new Joint Emergency Services Board which has full lawful authority to oversee, manage and control the Jefferson County Emergency Services Agency.
- 2) The new Joint Emergency Services Board (the "Board") shall consist of six members appointed by the County Commission who are citizens of the United States, registered voters in and official residents of Jefferson County constituted as follows:
  - a) One member of the Jefferson County Commission (who shall only be eligible to serve on the Board so long as they remain a member of the County Commission);
  - b) One representative of the emergency medical services community in Jefferson County;

- c) One representative of the fire protection services community in Jefferson County;
- d) Three citizen members of the board;
- e) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.
- f) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation association engaged in the business of providing ambulance or fire services, nor in the manufacture, sale or lease of ambulance or fire equipment of facilities.
- g) Four members of the Board constitute a Quorum;
- h) After appointment, each member shall take an oath of office before they may serve.
- i) The initial members will serve staggered terms. Two of citizen members' initial terms shall expire on June 30<sup>th</sup>, 2015. The third citizen member's initial term shall expire on June 30<sup>th</sup>, 2016. The initial term of the County Commissioner shall expire on June 30<sup>th</sup>, 2016. The initial terms of the appointee from the emergency medical services community and of the appointee from the fire protection services community shall expire on June 30<sup>th</sup>, 2017.
- j) After the expiration of the initial staggered terms in item "i" above, every position on the Board shall have a three-year term.
- k) Notwithstanding the limitation on length and number of successive terms, Board Members whose terms have expired shall continue to serve until their successors have been appointed and sworn in.
- l) In the event of a vacancy on the Board, the County Commission shall appoint a replacement member to serve for the amount of time remaining in the now-vacant term. The replacement shall be from the same category of member as the person being replaced.
- m) The Board shall serve without compensation, but may, with prior approval of the Board, be reimbursed for all reasonable and necessary expenses actually incurred in the discharge of their duties. The members shall submit a written verified request for reimbursement at least quarterly and at least five days before a regularly scheduled meeting. Any expense not submitted within 180 days of being incurred may not be reimbursed.

- n) Annually the Board shall elect one of its appointed members as chairman and another as vice chairman, and shall appoint a secretary and treasurer (or a secretary-treasurer).
- o) Board members are limited to two consecutive three year terms.

**Section 4. Bylaws and Standards of Operation**

- 1) The Bylaws for governance of the Agency and the Agency's Standards of Operation shall be submitted to, and approved by, the Jefferson County Commission.
- 2) The County Commission shall retain continuing jurisdiction with respect to amendment and adoption of such Bylaws and Standards, and the Agency shall otherwise remain subject to the authority of the County Commission.
- 3) The Board and Agency shall comply with the requirements of the West Virginia Ethics Act and the WV Open Meetings Act and shall attend training on the same within 90 days of their appointment.

**Section 5. Borrowing Money**

Neither the Agency nor its Board may borrow money, pledge assets as security, issue and sell revenue bonds or otherwise encumber assets or income of the Agency without the advanced formal approval of the County Commission. Any funding or fund raising, other than by donation or grants, shall require the advanced approval of the County Commission.

**Section 6. Limitations**

The Agency shall in all respects allowed by law remain subject to the jurisdiction and authority of the Jefferson County Commission.

**Section 7. Fiscal Year and Required Accounts**

- (a) The fiscal year for the Agency shall commence on July 1.
- (b) On or before September 1, 2014 and each year thereafter, the Board shall provide to the County Commission an audited financial statement of the Agency showing income and expenditures from the past fiscal year, including the actual costs associated with providing emergency services

broken down by type of service provided, agency which provided said services, fund collected from every source and all other income and outlets of the Agency. The report shall be published as a Class 1 legal advertisement in a newspaper with circulation in Jefferson County.

- (c) The Agency shall make a quarterly written report to the County Commission containing an itemized statement of the receipts and expenditures of the Agency.
- (d) On or before January 15<sup>th</sup>, 2015, and each year thereafter, the Board shall provide to the County Commission a formal written budget request for the Agency for the fiscal year beginning July 1, of said year. In preparing the formal budget the Board shall conduct a Public Hearing with notice with a Class 1 legal advertisement of meeting in a newspaper with circulation in Jefferson County.
- (e) In the event that an Emergency Ambulance Fee is instituted, the Board shall keep the funds from said fee segregated from the general funds of the Agency. Said funds shall only be used to pay the reasonable and necessary expenses actually incurred to provide emergency ambulance service to the residents of Jefferson County and to cover the reasonable and actual operation of the Agency required to provide said services. The Agency, as part of the annual financial statement and annual budget request shall show a separate accounting of income and expenditure of associated with said fee.
- (f) In the event that an Emergency Fire Fee is instituted the Board shall keep the funds from said fee segregated from the general funds of the Agency. Said funds shall only be used to pay the reasonable and necessary expenses actually incurred to provide emergency fire service to the residents of Jefferson County and to cover the reasonable and actual operation of the Agency required to provide said services. The Agency, as part of the annual financial statement and budget request, shall show a separate accounting of income and expenditure of associated with said fee.
- (g) The Board shall only allocate funds to emergency ambulance service and fire protection providers based on their ability to serve demonstrated public need for emergency ambulance and fire protection services and based upon to the actual and reasonable cost of providing said services.
- (h) To properly account for the expenditure of public funds and to most effectively target public funding the Agency shall fully account for expenditures and revenue generated by public expenditures.
- (i) The Agency may bill and collect the actual and reasonable costs of ambulance services the Agency provides directly to members of the public.

For residents and businesses of Jefferson County that have paid the applicable Ambulance Fee, the Agency may only collect to the extent that insurance, private or public, will reimburse providers of such services, e.g., the Agency shall bill and collect for ambulance services provided to a patient treated and transported to a hospital to the extent such patient has insurance coverage, public or private.

- (j) The Agency may bill and collect the actual and reasonable costs of fire protection services the Agency provides directly to members of the public. For residents and businesses of Jefferson County that have paid the applicable Fire Fee, the Agency may only collect to the extent that insurance, private or public, will reimburse providers of such services, e.g., in the event of an emergency fire call, the Agency shall bill and collect for the cost of such fire protection services but only to the extent provided has insurance coverage. In any event, the charge for fire protection services shall not exceed \$500 or the amount covered by insurance whichever is less.
- (k) The Agency shall require a written financial accounting from every person, agency, association, corporation or business which provides emergency ambulance services or fire protection services (a "recipient") which receives assets, money, resources or services of any kind, including but not limited to provision of paramedics, EMTs or other personnel, (all considered "funds") from the Agency. Said accounting shall be provided periodically, as the Agency shall direct, and shall be a verified written financial statement of the recipient's total operations including an accounting for the use of all funds provided to the recipient by the Agency.
- (l) The Agency shall require every recipient to provide periodically, as the Agency shall direct, a verified written account to the Agency for any revenue received by recipient attributable in whole or in part to funds provided by the Agency.
- (m) When a recipient provides emergency ambulance or fire protection services in whole or in part with funds provided by the Agency and collects a fee, or otherwise receives revenue for said services, the Agency shall determine the actual portion of said revenues attributable to the funds provided by the Agency. The Agency shall recover that portion of the revenue attributable to funds provided by the Agency as a fee upon said recipients, as users of ambulance and/or fire protection services, and shall charge the recipient provider of emergency services a fee accordingly. In recovering any such revenue, in addition to other collection methods, funds shall be shall be deducted from current or future funds the Agency would otherwise provide to said service provider.

- (n) If a recipient fails to provide any verified written account as directed by the Agency, the Agency shall stop funding allocations to the recipient until the recipient provides the required accounts.
- (o) Any purchase of or contract for supplies, equipment and materials for the Agency or for the construction, or improvement of, facilities of the Agency which exceeds the sum of \$10,000.00 (Ten Thousand Dollars) shall be based upon competitive sealed bids obtained by public notice published as a Class II legal advertisement within Jefferson County as required by WV Code §7-15-16 or as otherwise required by law.

**Section 8. Severability and Construction**

- 1) The provisions of this ordinance shall be liberally construed to effectively carry on its purposes in the interest of promoting and protecting the public health, safety and welfare.
- 2) If any section, subsection, sentence, clause, phrase or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance, which shall continue in full force and effect.

NOW THEREFORE, THIS ORDINANCE IS ENACTED AND ORDAINED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Walt Pellish, President



AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: April 3, 2014

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

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

Subject (Wording to be placed on agenda):

Fire Dept. allocation distribution methodology 2014-2015 ONLY

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

Discuss direct contribution to Fire Companies through contracts with the Co. Commission for fiscal year 2014-2015 only.

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

Are documents attachments? Yes  No

If not, explain:

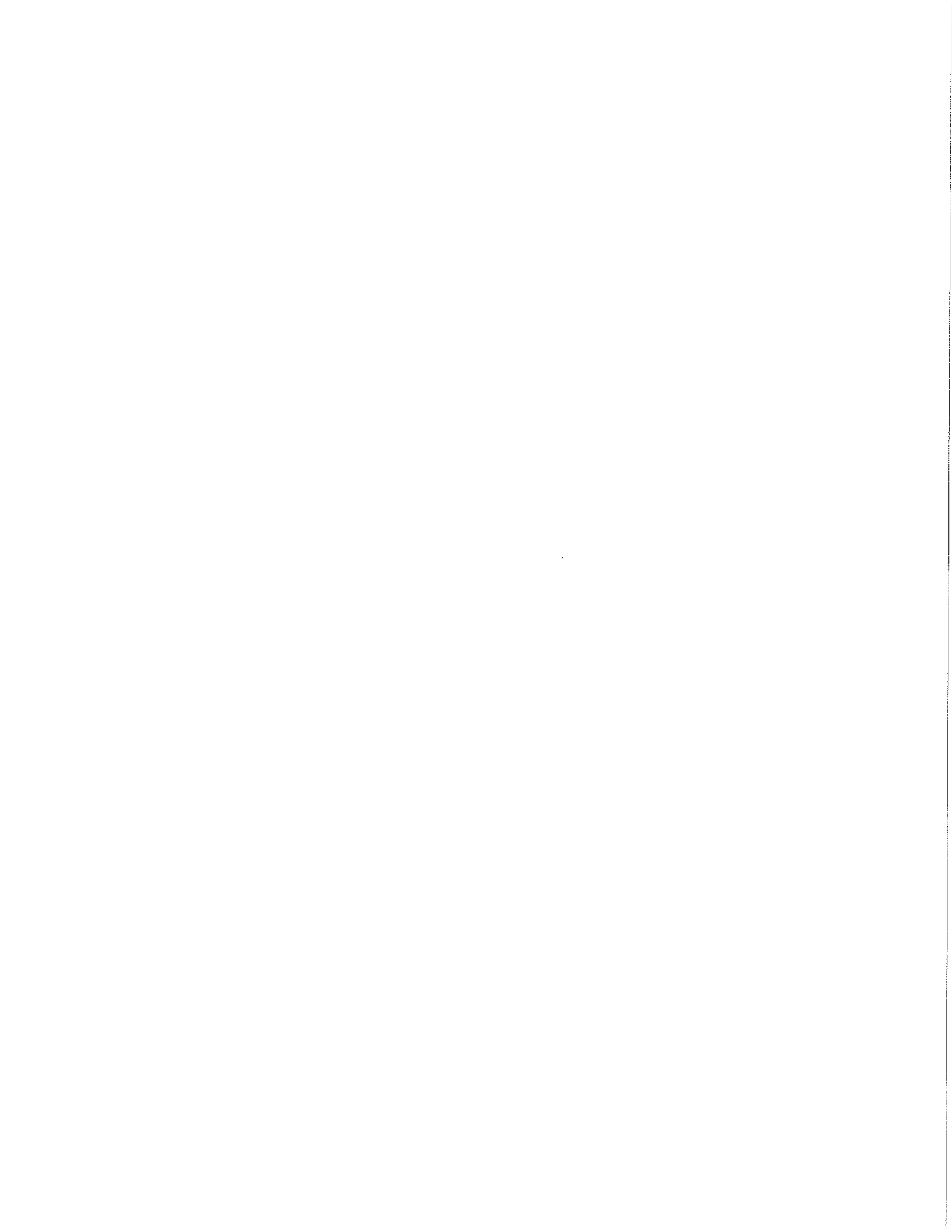
Is a projector needed? Yes  No

Contact information:

Jane Tabb

Email address: Vinemont@frontiernet.net

Phone number: 304-725-4325



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



Name: Debbie Keyser, County Administrator

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 17, 2014**

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

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

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

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

Please provide the County Commission with a description of your request or presentation, including any background information:  
Click here to enter text.

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**West Virginia Community Corrections  
Grant Program Application**

**General Administrative Information  
Page 1**

|                          |                                                                             |                                          |                                            |
|--------------------------|-----------------------------------------------------------------------------|------------------------------------------|--------------------------------------------|
| <b>Applicant Agency:</b> |                                                                             | <b>Type of Agency:</b>                   |                                            |
| <b>Address:</b>          | Jefferson County Commission<br>124 E. Washington Street<br>Charles Town, WV | <input type="checkbox"/> State           | <input checked="" type="checkbox"/> County |
| <b>Phone:</b>            | 304-728-3284                                                                | <b>Type of Application:</b>              |                                            |
| <b>Fax Number:</b>       | 304-725-7916                                                                | <input type="checkbox"/> For State Funds | <input type="checkbox"/> No State Funds    |


|                          |                          |                        |                                              |
|--------------------------|--------------------------|------------------------|----------------------------------------------|
| <b>Project Director:</b> | Ronda Eddy               | <b>Fiscal Officer:</b> | Debbie Keyser                                |
| <b>PD Title:</b>         | 106 E. Washington Street | <b>FO Title:</b>       | County Administrator                         |
| <b>Address:</b>          | Charles Town, WV 25414   | <b>Address:</b>        | 124 E. Washington Street<br>Charles Town, WV |
| <b>Phone:</b>            | 304-728-3257             | <b>Phone:</b>          | 304-728-3284                                 |
| <b>Fax:</b>              | 304-728-3614             | <b>Fax:</b>            | 304-725-7916                                 |
| <b>Email:</b>            | reddy@berkeleywv.org     | <b>Email:</b>          | dkeyser@jeffersonwv.org                      |

**State Funds Requested:** 223,637      **Amount Awarded:**  
**Local Funds Utilized:** 95,845.42      (for DJCS use only)  
**Project Period:**      July 1, 2014 – June 30, 2015

**Number of years previously funded:** 6      **Estimated Number to be Served:** 120  
**Geographic Area(s) Served:** Berkeley, Jefferson, Morgan  
**Total Population:** 177,510 (211 US Census)  
**Project Title:** Jefferson Day Report Center

**Project Description:** The JDRC is an alternative sentence program that combines close supervision with intensive treatment programs to offenders sentenced or referred by criminal justice agencies.

*Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.*

|                                                                                     |                                      |
|-------------------------------------------------------------------------------------|--------------------------------------|
| <b>Authorized Official:</b> Walter Pellish                                          | <b>AO Title:</b> President           |
| <b>Address:</b> 124 E. Washington Street<br>Charles Town, WV 25414                  | <b>Phone:</b> 304-728-3284           |
|  | <b>Fax:</b> 304-725-7916             |
| <b>Signature:</b>                                                                   | <b>E-Mail:</b> walterpellish@mac.com |
|                                                                                     | <b>Date:</b>                         |

|                                                   |                                |
|---------------------------------------------------|--------------------------------|
| Applicant: <b>Jefferson County<br/>Commission</b> | FEIN Number: <b>55-6000333</b> |
|---------------------------------------------------|--------------------------------|

| Budget Category       | WV Community Corrections Requested Funds (A) | Local (Match) Funds (B) | Total Budget (A + B) |
|-----------------------|----------------------------------------------|-------------------------|----------------------|
| Personnel/Contractual | 218,137                                      | 47,711                  | 265,848              |
| Travel/Training       | 4,000                                        |                         | 4,000                |
| Equipment             |                                              |                         |                      |
| Other                 | 1,500                                        | 48,134.42               | 49,634.42            |
| <b>Totals</b>         | <b>223,637</b>                               | <b>95,845.42</b>        | <b>319,482.42</b>    |

*\*All funds must be rounded to the nearest whole dollar amount*

**Funding Strategy**

| Funding Source(s)           | Amount            | Status |
|-----------------------------|-------------------|--------|
| Jefferson County Commission | 95,845.42         | A      |
| State of West Virginia      | 223,637           | A      |
|                             |                   |        |
|                             |                   |        |
|                             |                   |        |
|                             |                   |        |
|                             |                   |        |
| <b>Total</b>                | <b>319,482.42</b> |        |

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

- P - Projected grant, loan or donation
- A - Application submitted (**apart from this CC Grant Application**) and under review
- C - Funds Committed
- R - Funds received, appropriated or on hand

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



Name: Tim Stanton, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1<sup>st</sup> Choice: **April 17, 2014**

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

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

Subject (*Wording to be placed on agenda*): FY15 Budget Narrative

Please provide the County Commission with a description of your request or presentation, including any background information:  
Click here to enter text.

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

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

Director of Finance Summary  
April 17, 2014

As of April 8, 2014 the cash balance in the General Fund was \$4,121,884 and Capital Outlay was \$4,895,942. The cash balance in the General Fund is consistent with cash flow projections. The cash balance in Capital Outlay has decreased as a result of CAD related disbursements.

Attached is an internal budget revision. Revision number 11 is requested by the Engineering Department which moves funds from their overtime wage expenditure line to their part-time wage expenditure line.

Also attached is a FY15 budget summary for your consideration for approval for posting on the County's website.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'T. Stanton', with a stylized flourish at the end.

Tim A. Stanton

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2014  
 Internal Budget Revision  
 IRB # 11

**Narrative:**

Engineering is requesting transfer of funds from overtime to part-time help.

| Budget Line No.    | Account Name               | Approved Budget | Requested Additions | Requested Reduction | Revised Budget |
|--------------------|----------------------------|-----------------|---------------------|---------------------|----------------|
| 001-440-01-108-002 | Engineering Part-time help | 0               | 3,500               | 0                   | 3,500          |
| 001-440-01-108-001 | Engineering Overtime       | 12,000          | 0                   | 3,500               | 8,500          |
|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
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|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
|                    |                            |                 |                     |                     | 0              |
| <b>Totals</b>      |                            | <b>12,000</b>   | <b>3,500</b>        | <b>3,500</b>        | <b>12,000</b>  |

IBR Prepared by: T Stanton

Approved by:(department head/elected): \_\_\_\_\_ Requested by Roger Goodwin

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

Reviewed by: Debbie Keyser Date: 4-14-14  
 Debbie Keyser/County Administrator

Date Submitted to County Commission: \_\_\_\_\_

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

Authorizing Signature: \_\_\_\_\_

# **Jefferson County, West Virginia**

**Fiscal Year 2015**

**Budget Summary**

## Overview

Jefferson County was founded in 1801 and is the easternmost county in the state of West Virginia. Jefferson County is part of the Washington Metropolitan Area. Jefferson County has a total area of 212 square miles of land. As of 2010 the census was 53,498. Charles Town is the county seat.

The executive and legislative functions of the County are the responsibility of an elected five member Board of County Commissioners.

## Property Taxes

Both real property and personal property is taxable in the State of West Virginia. Real property includes land and structures. Personal property includes such items as vehicles, equipment, and inventory. In addition the natural resources of West Virginia such as coal, timber, oil, and natural gas are subject to taxation.

Since 1932 property in West Virginia has been divided into four classifications for tax purposes.

Class 1 Personal property used in agriculture.

Class 2 Owner occupied residencies and farms.

Class 3 All other property located outside of a municipality. Property includes land, rental property, vehicles, commercial real estate, inventory, and equipment.

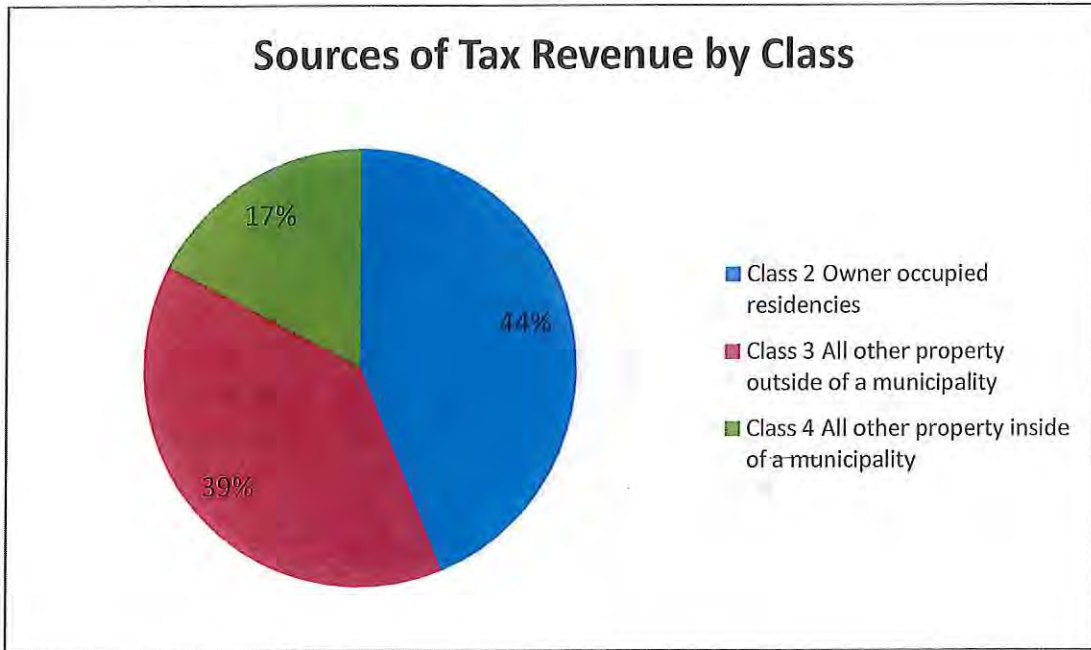
Class 4 All other property located inside a municipality. Property includes all property included in class 3.

Class 1 property is now exempt from taxation in West Virginia.

Class 2 property qualifies for the Homestead Exemption. Residents who are 65 and older or disabled residents can receive a credit against a portion of their assessed property value.

Class 3 and 4 property includes personal vehicles with the remainder of the property being commercial property.

As you can see from the chart below that the majority of tax revenue received by Jefferson County is from class 2 property.

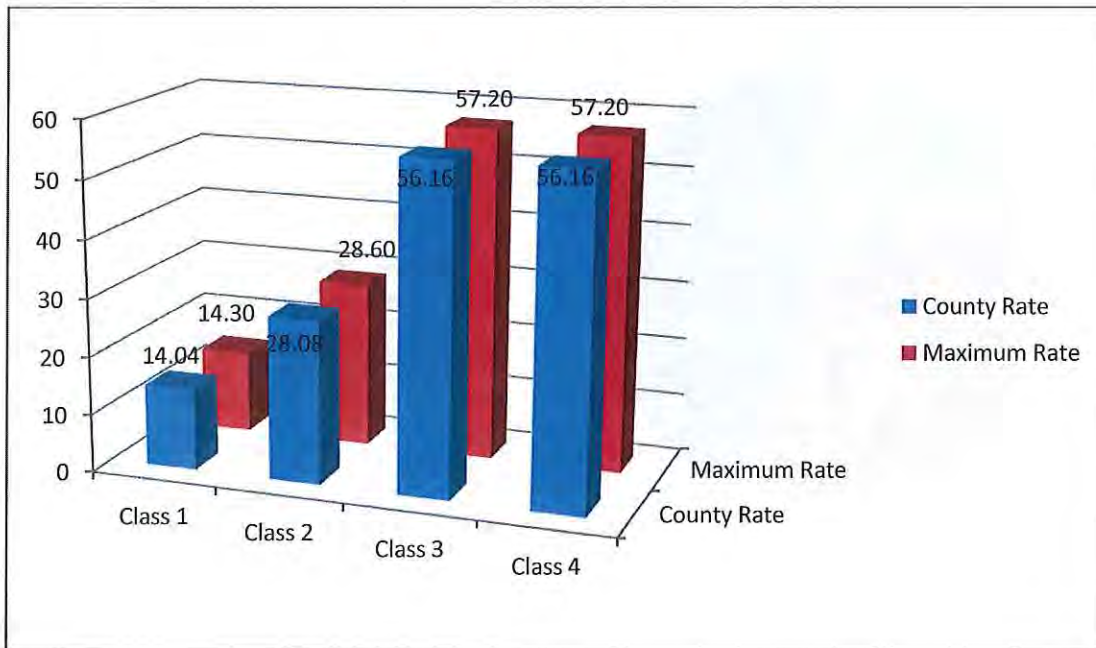


In the State of West Virginia there are four government entities that tax which are the state, counties, municipalities, and schools.

The tax rates of counties are determined by a formula that is established by the West Virginia State Legislature and reviewed by the West Virginia State Auditor's Office. The actual tax rates depend on the assessed value of the property. Counties can't exceed the maximum rates as established by the State of West Virginia unless an excess levy is approved. The excess levy is an additional property tax used to provide supplemental funding for essential county services. Jefferson County has not requested an excess levy. The tax formula that is used allows counties to increase tax revenue by one percent each year. This percentage can only increase by holding public hearings. Jefferson County has not requested to increase the tax revenue beyond the one percent. Additional revenue can be realized by new construction and improvements to property.

Tax levy rates are always stated in a 1:2:4 ratios. Class 2 rates are twice the rate of class 1, and class 3 and 4 rates are four times the class 1 rate.

The chart listed below reflects that Jefferson County is near the maximum allowable rates. The rates listed below are cents per \$100 of the assessed value. In West Virginia all property is assessed at 60% of its fair market value, with some exceptions as provided by statute.



As an example a house classified as class 2 property having a market value of \$190,000 would be assessed at \$114,000 ( $\$190,000 \times 60\% = \$114,000$ ). County taxes would be assessed 28.08 cents per \$100 of assessed value or  $\$114,000/100 = \$1,140$   
 $\$1,140 \times .2808 = \$320.11$

In the above example the county tax bill would be \$320.11.

The above example reflects the calculation of county taxes only. Property owners receive a consolidated tax bill which includes other taxes with can include taxes such as school, municipal, and state.

## General Fund Budget

### Budget Overview

Jefferson County was becoming dependent on using prior year fund balances to fund reoccurring expenditures resulting in a declining fund balance. Best practices are that fund balances should only be used to fund non-reoccurring expenditures such as capital improvements. The method that is used in West Virginia for budget preparation that is mandated by the State of West Virginia is that counties are required to roll their entire fund balance forward each year and reflect it as incoming revenue. The State of West Virginia also requires all counties to have a budget where revenue and expenditures must equal zero with no surplus being shown. This method could cause counties to spend their fund balance during the year which may cause cash flow issues in future years and in the worst case insolvency. As a result

counties must maintain their fund balance on the expenditure side of the budget, this process inflates the expenditure side of the budget. The above process makes it very difficult for any member of the public to determine if a county truly has a balanced budget where reoccurring revenue equals reoccurring expenditures. In the data that listed in this report none of the data reflects the fund balance carry forward in the revenue and none of the data shows the fund balance being maintained on the expenditure side of the budget. As a result the data presented in this report provides for transparency to the public where the public can see that the FY15 budget is not a budget of deficit spending.

The differences between this data and the budget report filed with the State of West Virginia is the revenue is \$2,400,000 less in this report which reflects the elimination of the fund balance carry forward, and the expenditures are decreased by \$2,832,020 in the General Government section where the fund balance and other contingencies were reserved under the contingency line expense and transfer to the financial stabilization fund.

During FY14 Jefferson County needed to take action to reduce expenditures in order to maintain their fund balance. In accordance with recommendations of the Government Officers Finance Association counties need to maintain a minimum level fund balance of 16.67% of expenditures to maintain liquidity. During FY14 Jefferson County was below the recommended guidelines. As a result during FY14 Jefferson County reduced their budget by \$1,450,299. When the FY15 budget was finalized the FY15 budget reflected an expenditure decrease of \$2,762,433 from the original budget of FY14. In order to accomplish the above reduction it was clear that an incremental budgeting model would not work. A budget model was needed to align limited resources with the mission and function of County government. As a result all county managers were requested to participate in target based budgeting for FY15. Target based budgeting is a budgeting reform model that brings rationality and comprehensive decision making to reductions in spending. All department managers were asked to decrease their budgets by 25% and then attempt to restore the funding by justification of five budget decision packages which on average restored their funding by 5% for each package. The County Commissioners then had budget workshops to prioritize which packages they would fund in FY15. While it was difficult to reduce costs the above method caused greater rationality to cost reductions compared to other budget processes by way of decision package creation, ranking, and selecting. In this way funds were re-allocated from lower to higher priority areas.

#### Revenue

Historically the most significant problem within the budget is the reduction that Jefferson County has seen in Gaming and Lottery revenue. During a two year period from FY12 to FY14 the reduction in this revenue amounted to \$1,296,203 with a reduction that is expected to continue in FY15. The County had become dependent on these funds to fund reoccurring expenditures in the General Fund. This revenue stream was the second highest revenue source of Jefferson County which represented 20.42% of all revenue collected for FY14.

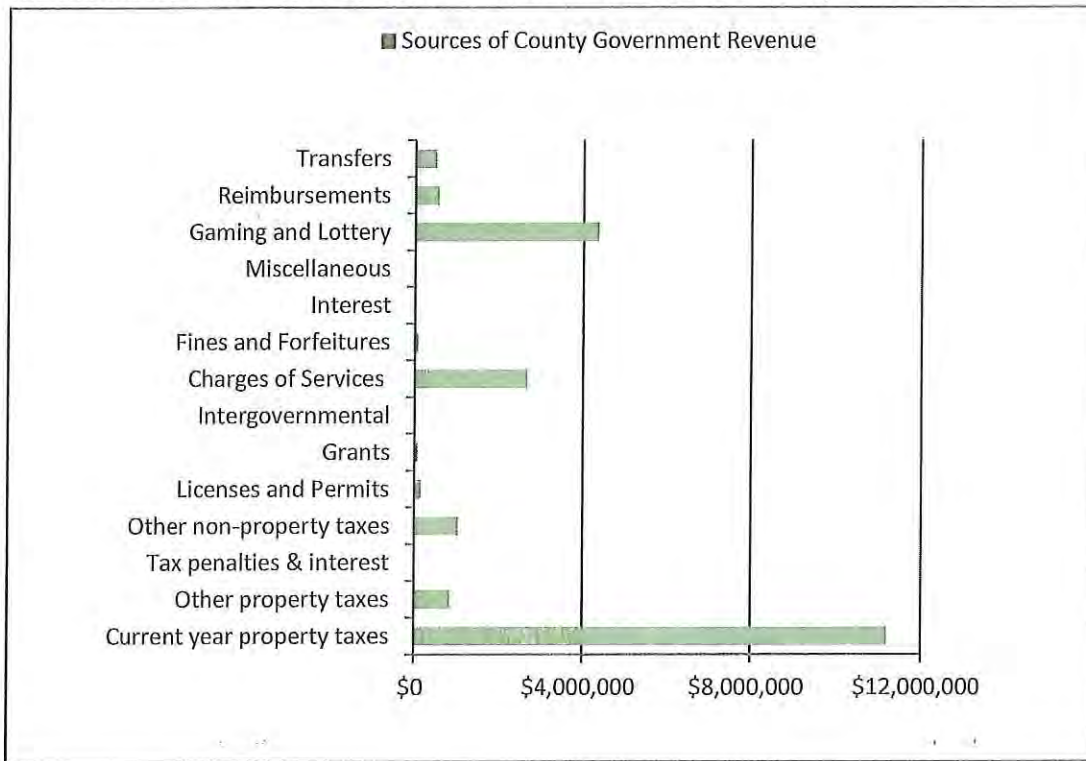
Property tax is the single largest revenue source that is received by the county which comprises 55.09% of the revenue budget. The chart listed below shows the sources of revenue for County government.

Overall the revenue is flat from FY14 to FY15 with only an increase of \$12,568. Non-property taxes were higher in FY14 as a result of a one property tax transfer that occurred which generated a large property transfer tax fee revenue. Charges for Services are expected to be higher in FY15 as a result of changing the 911 landline fee from \$2.90 per landline to \$5.00.

Listed below is a summary of revenues, with a comparison to the prior year.

|                             | FY14 Budget<br>(Revised) | FY15 Budget   | \$ Change | % Change |
|-----------------------------|--------------------------|---------------|-----------|----------|
| Current year property taxes | \$ 10,832,146            | \$ 11,203,812 | 371,666   | 3.43     |
| Other property taxes        | 905,013                  | 855,754       | (49,259)  | (5.44)   |
| Tax penalties & interest    | 306,500                  | 301,220       | (5,280)   | (1.72)   |
| Other non-property taxes    | 1,824,305                | 1,057,652     | (766,653) | (42.02)  |
| Licenses and Permits        | 164,182                  | 170,225       | 6,043     | 3.68     |
| Grants                      | 146,196                  | 80,000        | (66,196)  | (45.28)  |
| Intergovernmental           | 9,949                    | 9,949         | 0         | -        |
| Charges of Services         | 1,944,326                | 2,671,681     | 727,355   | 37.41    |
| Fines and Forfeitures       | 100,594                  | 85,650        | (14,944)  | (14.86)  |
| Interest                    | 17,052                   | 17,273        | 221       | 1.30     |
| Miscellaneous               | 11,953                   | 12,050        | 97        | 0.81     |
| Gaming and Lottery          | 4,466,840                | 4,368,293     | (98,547)  | (2.21)   |
| Reimbursements              | 654,026                  | 563,000       | (91,026)  | (13.92)  |
| Transfers                   | 495,858                  | 494,949       | (909)     | (0.18)   |
| Total Revenue               | \$21,878,940             | \$ 21,891,508 | 12,568    | 0.06     |

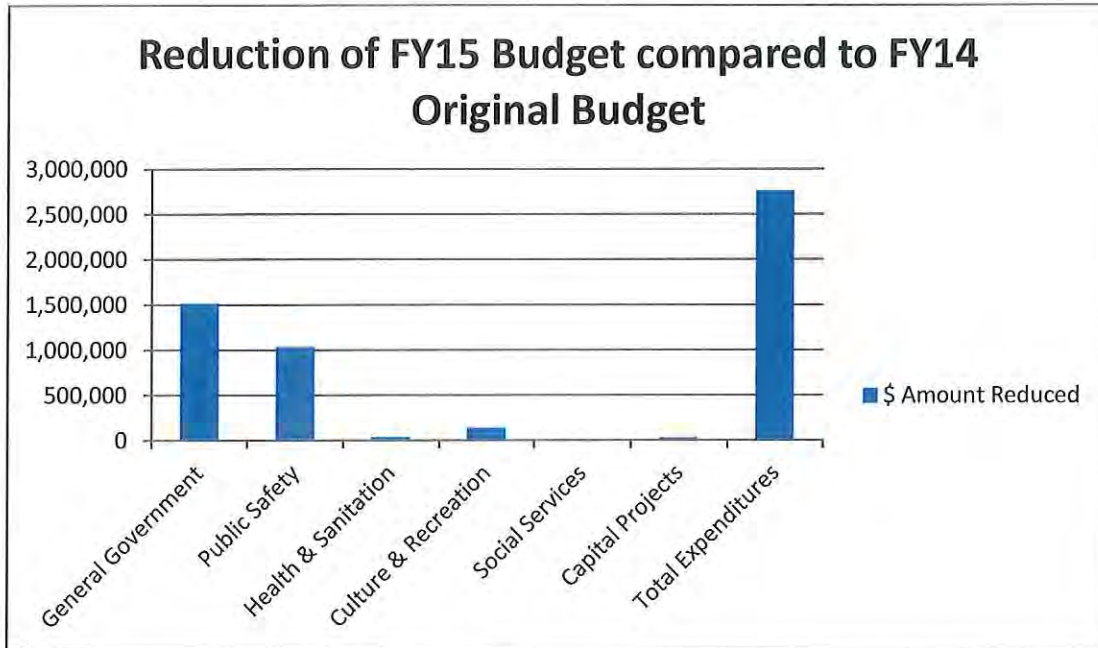
The chart listed below shows the sources of revenue for Jefferson County.



### Expenditures

A summary of expenditures, with a comparison to the prior year is shown below. The first chart and graph reflects the FY15 budget compared to the original FY14 budget.

|                      | FY14 Budget<br>(Original) | FY15 Budget | \$ Change   | % Change |
|----------------------|---------------------------|-------------|-------------|----------|
| General government   | 12,715,453                | 11,200,035  | (1,515,418) | (11.92)  |
| Public Safety        | 10,267,778                | 9,235,849   | (1,031,929) | (10.05)  |
| Health & Sanitation  | 36,750                    | -           | (36,750)    | (100.00) |
| Culture & Recreation | 1,152,640                 | 1,013,329   | (139,311)   | (12.09)  |
| Social Services      | 20,000                    | 10,275      | (9,725)     | (48.63)  |
| Capital Projects     | 29,300                    | -           | (29,300)    | (100.00) |
| Total Expenditures   | 24,221,921                | 21,459,488  | (2,762,433) | (11.40)  |



The chart listed below compares the FY15 budget to the revised FY14 budget.

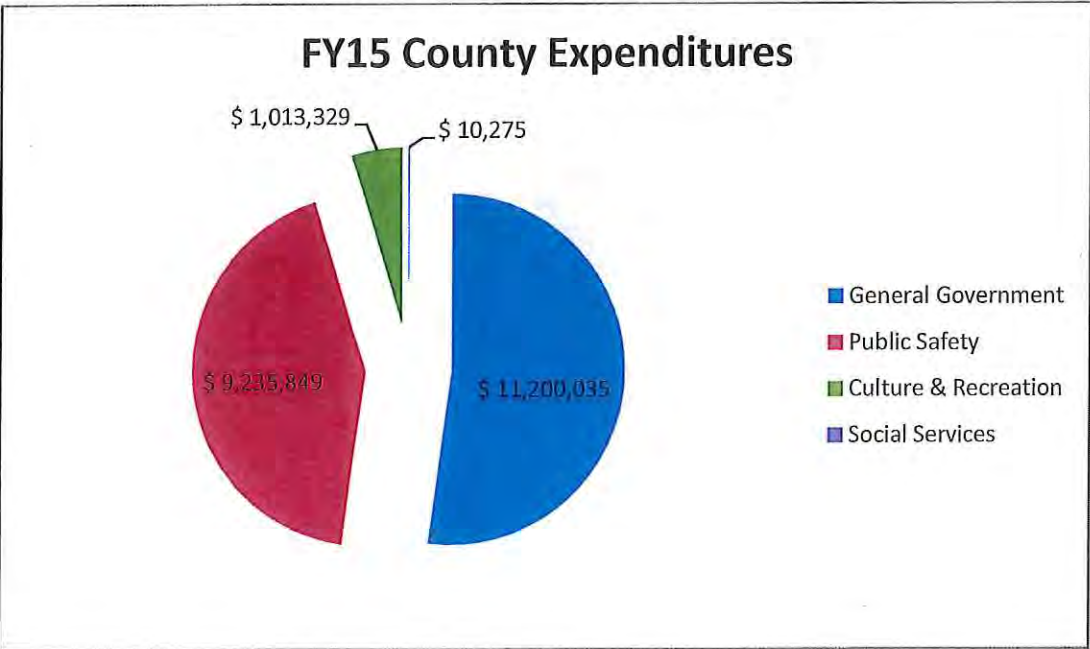
|                      | FY14 Budget<br>(Revised) | FY15 Budget | \$ Change   | % Change |
|----------------------|--------------------------|-------------|-------------|----------|
| General government   | 12,022,480               | 11,200,035  | (822,445)   | (6.84)   |
| Public Safety        | 9,572,661                | 9,235,849   | (336,812)   | (3.52)   |
| Health & Sanitation  | 21,438                   | -           | (21,438)    | (100.00) |
| Culture & Recreation | 1,118,893                | 1,013,329   | (105,564)   | (9.43)   |
| Social Services      | 6,850                    | 10,275      | 3,425       | 50.00    |
| Capital Projects     | 29,300                   | -           | (29,300)    | (100.00) |
| Total Expenditures   | 22,771,622               | 21,459,488  | (1,312,134) | (5.76)   |

Listed below is a summary of total revenue and expenditures for FY14 and FY15 with the net change to fund balance. While the current FY14 budget reflects a reduction to the fund balance it is expected over the remaining months of the fiscal year that corrective action will occur resulting in no net change to the fund balance. In FY15 it is expected that the fund balance will increase.

**Net Change in Fund Balance**

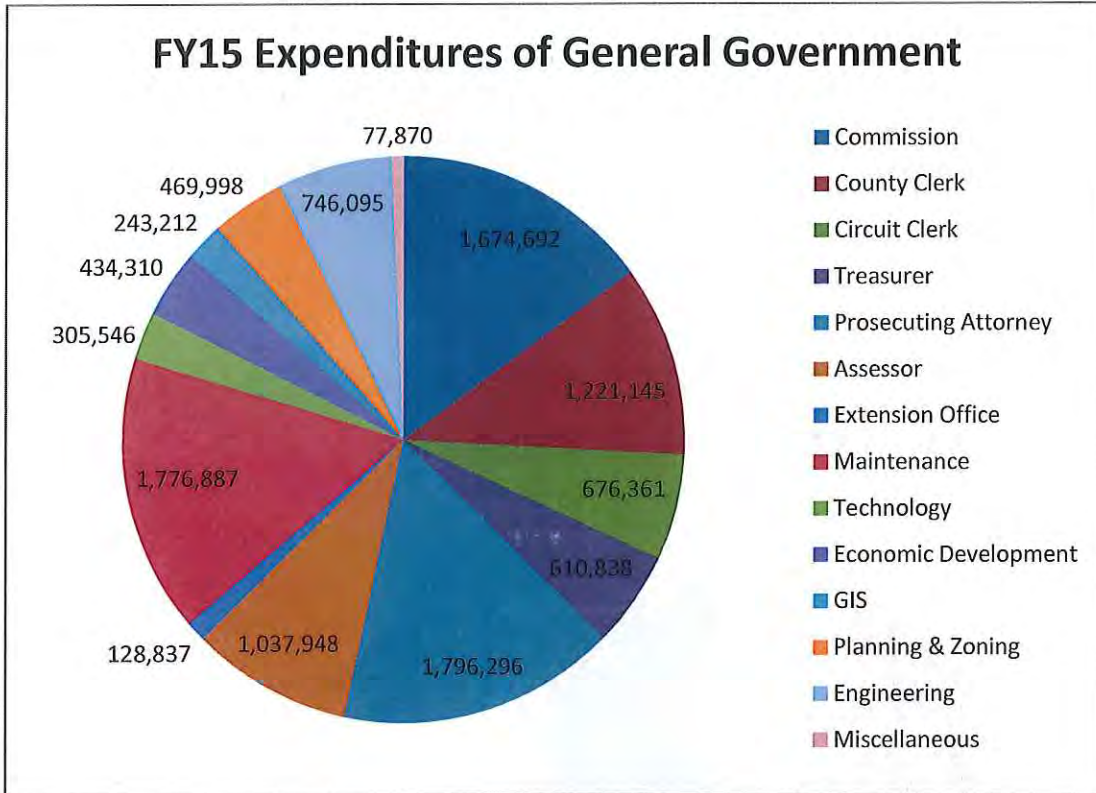
|                            | FY14<br>Original Budget | FY14<br>Revised Budget | FY15<br>Budget |
|----------------------------|-------------------------|------------------------|----------------|
| Revenue                    | 21,771,128              | 21,878,940             | 21,891,508     |
| Expenditures               | 24,221,921              | 22,771,622             | 21,459,488     |
| Net Change in Fund Balance | (2,450,793)             | (892,682)              | 432,020        |

The chart listed below shows the breakout of total expenditures.

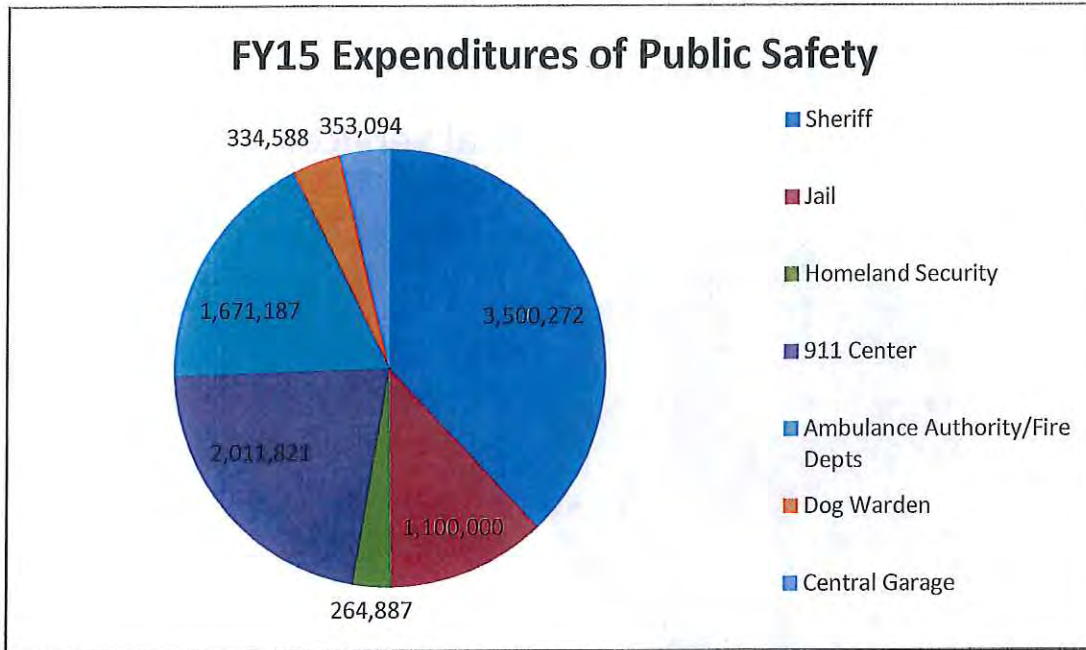


The charts listed below are broken out into specific graphs which disclose the departments which make up the totals of General Government, Public Safety, Culture and Recreation, and Social Services.

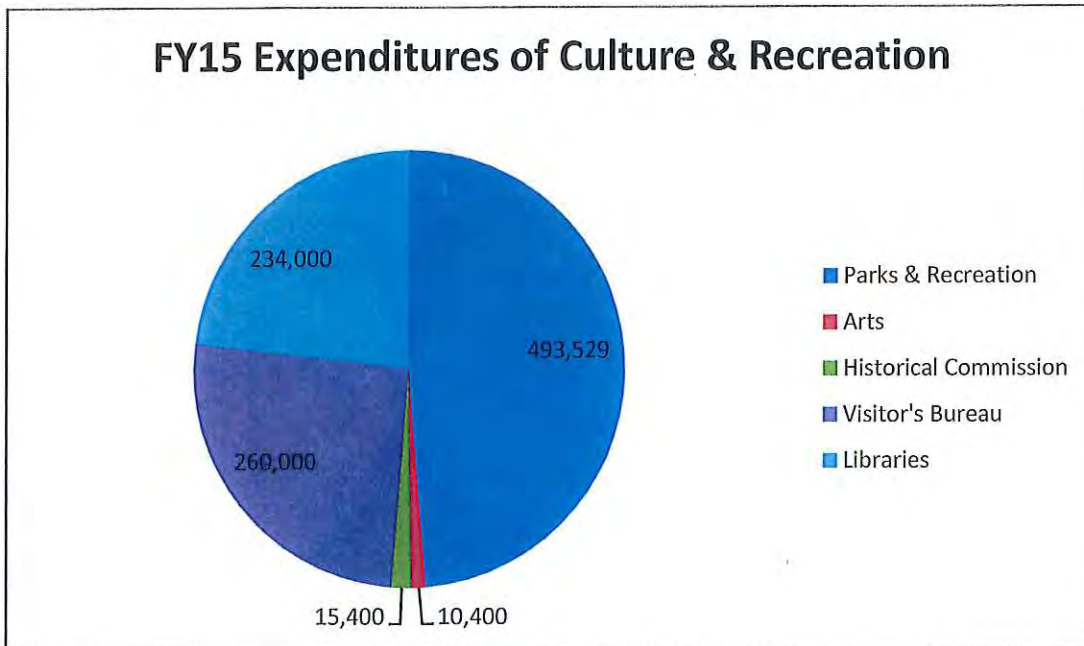
On the first chart below the Commission department is at one o'clock, you can then following the pie chart clockwise and refer to the legend.



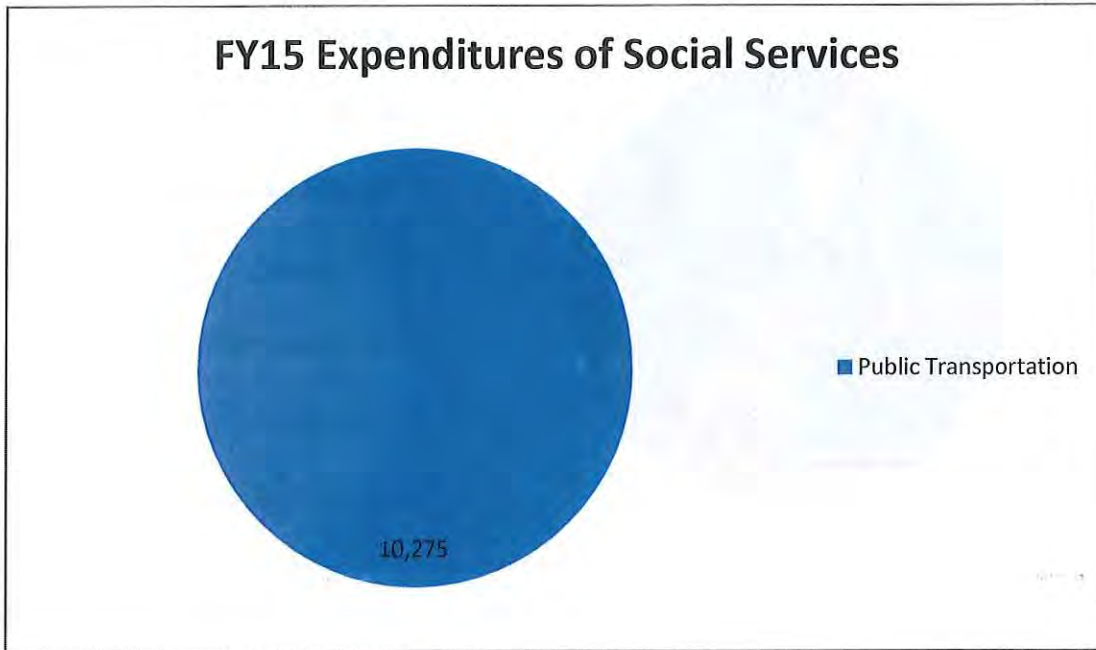
Listed below is the department detail of expenditures of Public Safety.



Listed below is the department detail of expenditures of Culture & Recreation.

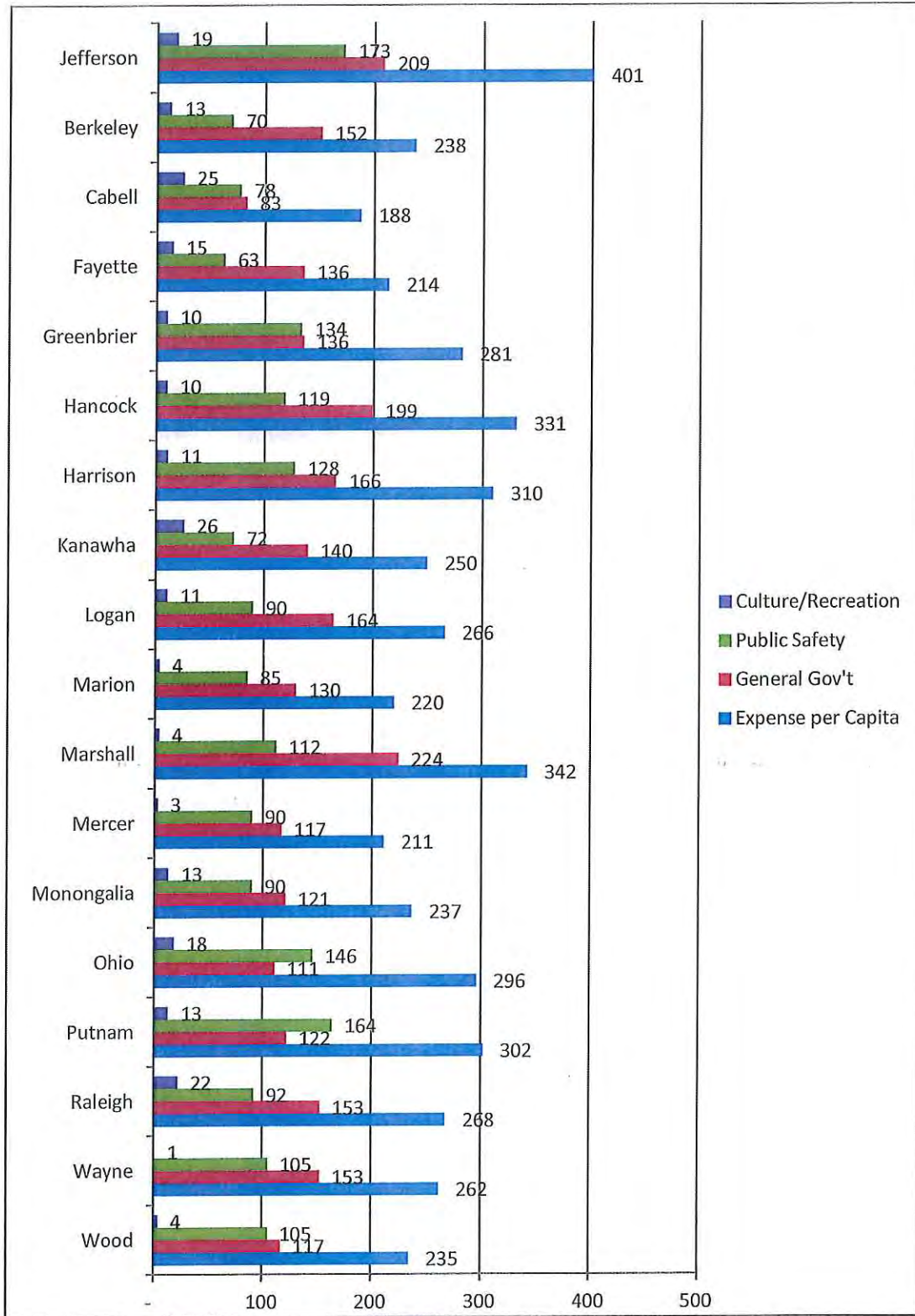


Listed below is the department detail of expenditures of Social Services, all expenditures of Social Services is used for public transportation.

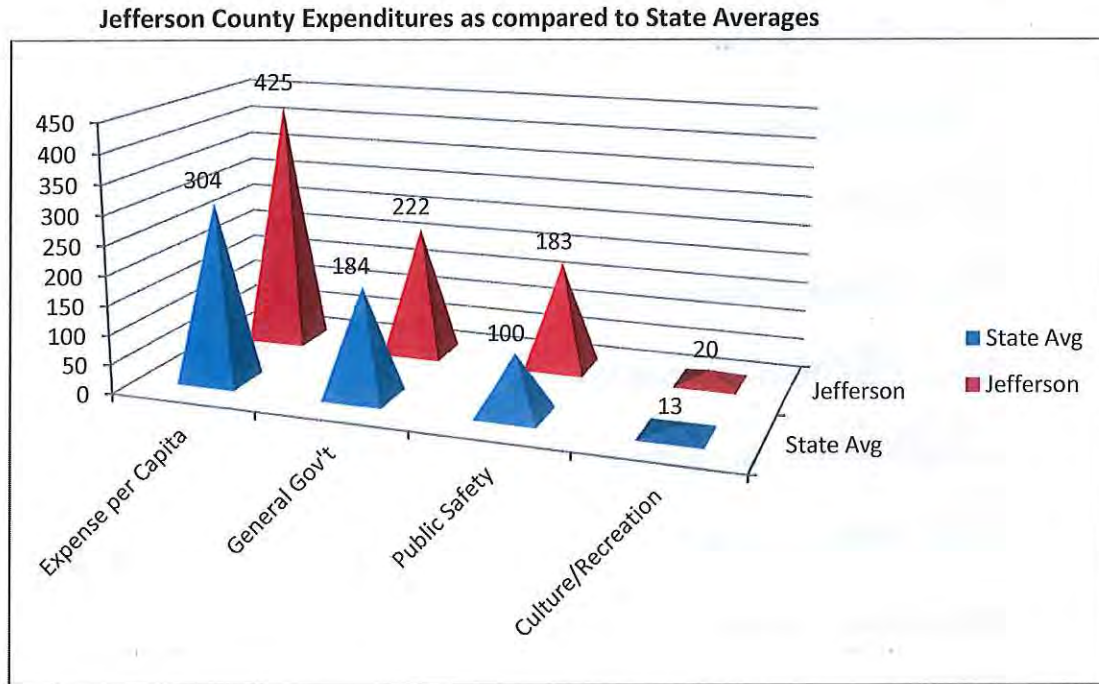


The chart listed on the next page shows expenditures per capita of counties with populations over 30,000. Data for the other counties listed in the chart were obtained from their most recent audited financial statements. The data for Jefferson County is from the FY15 budget.

Of the 18 counties with populations over 30,000 Jefferson County ranked highest in expenditures per capita, and Public Safety. 2<sup>nd</sup> highest in expenditures for General Government. Jefferson County ranked 4<sup>th</sup> highest in spending per capita in Culture and Recreation.



In comparison to all counties in West Virginia Jefferson County exceeded the state average in spending per capita in total expenditures, General Government, Public Safety, and Culture and Recreation.



While Jefferson County has made process in achieving a balanced budget in FY15, has stopped its dependency on using fund balance, and has reduced spending by \$2,762,433 for the prior year, the County will continue to look for opportunities to reduce costs to lower the per capita expenditures where appropriate.

#### Debt Service

The County does not have any long term debt.

#### Capital Fund

The County has a fund separate from the General Fund to purchase capital assets. The balance within the Capital Fund as of the preparation of the FY15 budget was 5 million.

## Budget Reconciliation

Listed below is a reconciliation between data in this report and FY15 budget report filed with West Virginia State Auditors.

|                                          |                  |
|------------------------------------------|------------------|
| Revenue                                  | \$21,891,508     |
| Fund Balance Rolled Forward              | \$ 2,400,000 (1) |
| Revenue on WV report                     | \$24,291,508     |
| <br>                                     |                  |
| Expenditures                             | \$21,459,488     |
| Contingencies                            | \$ 2,189,000 (1) |
| Transfer to Financial Stabilization Fund | \$ 643,020 (1)   |
| Total Expenditures on WV report          | \$24,291,508     |

- (1) Listed on the WV budget report to comply with budgeting regulations of WV. For purposes of public transparency the County has removed these items from this presentation. The County does not plan to spend the funds listed under Contingencies or spend funds in the Financial Stabilization fund.

| <i>Jefferson County Policies &amp; Procedures</i> |                 |         |           |
|---------------------------------------------------|-----------------|---------|-----------|
| Policy Name:                                      | Contracts       |         | Approved: |
| Policy Number:                                    |                 | Author: | Keyser    |
| Associated:                                       | Bidding Policy; |         |           |

All contracts, for any monetary amount, for Department Heads and Elected Officials (managers) are to be reviewed by Jefferson County’s Legal Counsel prior to being submitted to the County Commission for approval. It is the responsibility of all managers to ensure they provide at least 3 weeks of review to Legal Counsel to allow adequate time for their opinion and to meet your agenda timing needs.

Legal Counsel’s responsibility is to review the wording of the contract to ensure the contract protects your department and the County’s interest (not to determine its necessity for elected officials). Legal Counsel is to send a copy of the original with their recommended changes to the originator and a copy to the County Commission staff to hold until the final negotiated contract is submitted to the Commission for their consideration.

The Bidding Policy should be utilized to determine when it is appropriate to bid the contract.

Once the Commission has approved the contract:

- 1) Only the Commission, (the County Administrator or Deputy County Administrator in the absence of a County Commissioner) can sign the contract. Therefore, it is best to have the revised, completed contract (including Legal’s recommended changes) to present to the Commission the day of the approval.
- 2) The County Commission staff is responsible for keeping a copy of the contract, with the original being sent to the County Clerk as the county record keeper.

**NOTICE OF PUBLIC HEARING  
COUNTY COMMISSION OF JEFFERSON COUNTY  
Thursday, April 17, 2014 at 1:30 PM**

The Jefferson County Commission has scheduled a Public Hearing on the proposed Text Amendment to Section 4.11 of the Zoning & Land Development Ordinance regarding landscaping between similar non-residential uses.

Oral or written comments can be provided at the hearing, **1:30 PM, Thursday, April 17, 2014,** during the regular scheduled County Commission meeting **in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel Street.** In addition, you may provide written comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or mail to PO Box 250, Charles Town, WV 25414, or fax to 304-728-8126.

Copies of the proposed text amendment are available on the Departments of Planning & Zoning webpage within the County's website [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org) . Questions related to the proposed amendment may be directed to the office of the Departments of Planning and Zoning at 304-728-3228 or [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

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

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

## AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: March 20, 2014

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

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

Subject: Recommendation from the Planning Commission regarding a proposed text amendment (ZTA14-01) to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses.

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

In 2013, the Board of Zoning Appeals processed a number of requests related to the amount of landscaping required between similar non-residential uses, particularly in commercial or industrial developments in a business park like setting. Based on discussion with the BZA, the Planning Commission and staff, it was recognized that the amount and type of screening currently required between similar uses may be more than what is reasonably necessary. Therefore, the Planning Commission initiated an amendment to the Zoning Ordinance to reduce the amount of screening required in the 10 foot side and rear yard landscape buffers between light industrial and commercial uses when no outdoor storage is proposed or provided. The proposed amendments are intended to reduce development costs while still helping to soften the hardscape environment, reduce run-off, mitigate noise, and increase the visual appeal of a development.

The proposed amendment specifically applies to Section 4.11A which states, "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers." On January 14, 2014, the Planning Commission held a public hearing on the proposed amendment and received public input which modified the proposed language. At the February 25, 2014 Planning Commission meeting, the Commission voted to approve the attached amendment including revised language with a vote seven (7) for and one (1) against.

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

I move to schedule a Public Hearing on the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses on \_\_\_\_\_, 2014.

Attachments:

- Planning Commission recommended amendment language
- Original Memo to PC date January 14, 2014 re: Proposed Amendment

## Section 4.11 Landscaping, Screening and Buffer Yard Requirements

- A. All commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines. The screening may be either vegetative or opaque fencing and may be placed anywhere within the buffer. No structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers. All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers.<sup>5</sup>
- B. All industrial development adjacent to any Residential district, or a residence, school, church, or institution for human care shall have a buffer yard of no less than two hundred (200) feet. No structures, stored materials, or vehicular parking shall be permitted within the buffer yard. All industrial development shall have front yard buffers of no less than one-half (½) the front yard building setback.<sup>5,7</sup>

**Table 4.11 – 1 Setbacks, Buffers and Distance Requirements for Non-Residential Uses<sup>23</sup>**

| ADJACENT USE<br>PROPOSED USE |                      | BUILDING SETBACKS         |                | PARKING & ACCESS DRIVE SETBACKS |            | BUFFERS UNSCREENED/SCREENED |                                                                      |            |            | DISTANCE REQUIREMENTS |                                                                      |            |            |
|------------------------------|----------------------|---------------------------|----------------|---------------------------------|------------|-----------------------------|----------------------------------------------------------------------|------------|------------|-----------------------|----------------------------------------------------------------------|------------|------------|
|                              |                      | Any Use Except Industrial | Industrial Use | Any Use Except Industrial       | Industrial | Residential Zone            | Lot with a Residential Use Church/School/ Institution for Human Care | Commercial | Industrial | Residential Zone      | Lot with a Residential Use Church/School/ Institution for Human Care | Commercial | Industrial |
| FRONT                        | Comm'l Lot <=1.5 ac. | 25                        | 25             | 15                              | 15         | 50/15                       |                                                                      | N/A        | N/A        | 75                    |                                                                      | N/A        | 75         |
|                              | Comm'l Lot > 1.5 ac. | 25                        | 25             | 15                              | 15         | 50/15                       |                                                                      | N/A        | N/A        | 75                    |                                                                      | N/A        | 75         |
|                              | Industrial           | 50                        | 25             | 25                              | 25         | 200                         |                                                                      | 25         | N/A        | 200                   |                                                                      | N/A        | 200        |
|                              | Church               | 25                        | 25             | 15                              | 15         | 50/15                       |                                                                      | N/A        | N/A        | N/A                   |                                                                      | N/A        | N/A        |
|                              | Multi-family         | 25                        | 25             | 15                              | 15         | N/A                         | N/A/15                                                               | N/A        | N/A        | N/A                   |                                                                      | N/A        | N/A        |
| SIDE                         | Comm'l Lot <=1.5     | 25                        | 25             | 4                               | 4          | 50/15                       |                                                                      | 10         | 10         | 75                    |                                                                      | N/A        | 75         |
|                              | Comm'l Lot > 1.5 ac. | 50                        | 25             | 10                              | 10         | 50/15                       |                                                                      | 10         | 10         | 75                    |                                                                      | N/A        | 75         |
|                              | Industrial           | 50                        | 25             | 25                              | 20         | 200                         |                                                                      | 20         | 20         | 200                   |                                                                      | N/A        | 200        |
|                              | Church               | 50                        | 50             | 10                              | 10         | 50/15                       |                                                                      | 10         | 10         | N/A                   |                                                                      | N/A        | N/A        |
|                              | Multi-family         | 12                        | 12             | 12                              | 12         | N/A                         | N/A/12                                                               | N/A        | N/A        | N/A                   |                                                                      | N/A        | N/A        |
| REAR                         | Comm'l Lot <=1.5     | 25                        | 25             | 4                               | 4          | 50/15                       |                                                                      | 10         | 10         | 75                    |                                                                      | N/A        | 75         |
|                              | Comm'l Lot > 1.5 ac. | 50                        | 25             | 10                              | 10         | 50/15                       |                                                                      | 10         | 10         | 75                    |                                                                      | N/A        | 75         |
|                              | Industrial           | 50                        | 25             | 25                              | 20         | 200                         |                                                                      | 20         | 20         | 200                   |                                                                      | N/A        | 200        |
|                              | Church               | 50                        | 50             | 10                              | 10         | 50/15                       |                                                                      | 10         | 10         | N/A                   |                                                                      | N/A        | N/A        |
|                              | Multi-family         | 30                        | 30             | 15                              | 15         | N/A                         | N/A/15                                                               | N/A        | N/A        | N/A                   |                                                                      | N/A        | N/A        |

*Note: When Table 4.11-1 is in conflict with another section of the Zoning & Development Review Ordinance, this table shall prevail. See Article 8 of the Zoning and Land Development Ordinance for building setbacks for certain land uses.<sup>23</sup>*

- C. In all buffer yards, the exterior width beyond the vegetative screen shall be planted with grass, seed, sod, or ground cover.
- D. All buffer yards shall include a fence or a dense screen planting of trees, shrubs, or other plant materials or both, to the full length of the lot line to serve as a barrier to visibility, air borne particles, glare or noise. Such screen planting shall meet the following requirements.
  - 1. Vegetative screening shall comply with Standard Details M52, M53 or M54, or other applicable Standard Details, depending on the buffer width. At the time of the planting the vegetation shall be at least four (4) feet in height.

However, any development where a 10 foot side and/or rear yard vegetative landscaping buffer is required adjacent to proposed commercial uses and where no outdoor storage is being proposed or provided, the following standards shall be met:

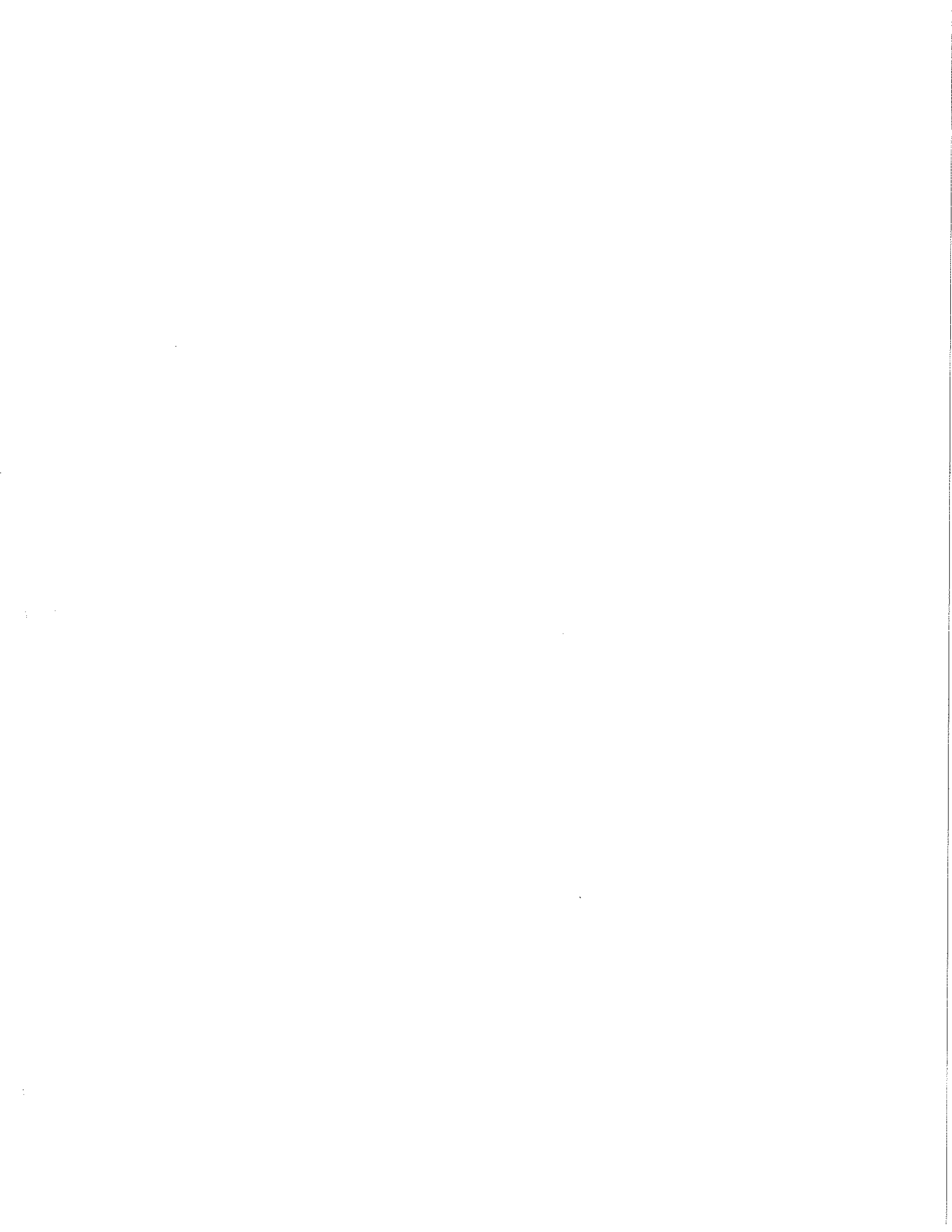
- a) One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every fifty (50) linear feet; at least every other tree shall be an evergreen;
  - b) One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every fifty (50) linear feet; and
  - c) Three (3) shrubs per each twenty five (25) feet along the property line, round upward.
  - d) These requirements shall be required on both sides of a property line for adjoining properties.
  - e) A 10 foot landscape area on the property unless shared parking is proposed. In the event shared parking is proposed, the required property line planting would be in addition to other plantings.<sup>7, 23, 26</sup>
- 2. It will be the responsibility of the landowner to replace any trees that die and shall be so noted on the site plan.
- 3. Screen planting shall be a minimum of ten (10) feet wide but shall be placed so that it is no closer than four (4) feet at maturity from a property line or from any street.
- 4. No structure, fence, planting, or other obstruction shall be permitted which would interfere with traffic visibility.
- E. In any Commercial, Industrial, Institutional, or Residential development, all dumpsters shall be screened from any residences or from view of a public highway.<sup>23</sup>
- F. All buffer yards shall be maintained by the property owner.
- G. All development adjacent to a Sensitive Natural Area shall have a buffer of natural vegetation. Environmental standards contained in Section 8.9(A), 1 through 7, will apply. The buffer shall meet the current Federal standard except as required in Table 4.11 -2 below:<sup>23</sup>

*Table 4.11 - 2 Wetland Size in Acres*<sup>5, 8, 23</sup>

| Greater Than | Less Than | Buffer Width in Feet |
|--------------|-----------|----------------------|
| 0.05         | 0.10      | 30                   |
| 0.10         | 0.16      | 35                   |
| 0.15         | 0.21      | 40                   |
| 0.20         | 0.26      | 50                   |
| 0.25         | 0.31      | 55                   |
| 0.30         | 0.36      | 60                   |
| 0.35         | 0.41      | 65                   |
| 0.40         | 0.46      | 70                   |
| 0.45         | 0.51      | 75                   |
| 0.50         | 0.66      | 80                   |
| 0.65         | 0.81      | 85                   |
| 0.80         | 0.96      | 90                   |
| 0.95         | 1.21      | 95                   |
| 1.20         | ---       | 100                  |

H. All required landscape plans shall contain the following elements:<sup>7</sup>

1. Deciduous street trees for shade and aesthetics, planted at the following average spacing:<sup>23</sup>
  - a. Site with street frontage of up to 200 feet: 1 tree per 50 feet.
  - b. Site with street frontage exceeding 200 feet: The greater of 4 trees or 1 tree per 100 feet.
2. Evergreen buffer planting, as required, for full screening.
3. Parking lot and internal drive plantings (mix of evergreen and deciduous) for partial screening and limited shade.
4. Structure plants for aesthetics and limited shade.
5. Schedule of plants including common name, scientific name, minimum size (height, caliper, etc.) quantity and specific limitation notes.





**Jefferson County, West Virginia**  
**Departments of Planning & Zoning**  
 116 East Washington Street  
 P.O. Box 338  
 Charles Town, West Virginia 25414

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

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

**MEMORANDUM**

**TO: Planning Commission**  
**FROM: Seth Rivard, County Planner**  
**DATE: January 14, 2014**  
**RE: Proposed Zoning Ordinance Text Amendment (Section 4.11) to Landscaping between Similar Non-residential Uses (ZTA14-01)**

\*\*\*\*\*

Currently, Section 4.11 of the Jefferson County Zoning Ordinance details the Landscaping, Screening, and Buffer Yard Requirements for subdivision or site plan development in Jefferson County. This Section includes a chart that provides an option for screened and unscreened buffers based on distance between uses. Within the chart, almost all uses require some type of buffer between adjacent uses.

Section 4.11 requires that commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines with more detail provided. Additionally it states that "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers." This requirement is the focus of this memo.

The requirement that "all commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers" is the screening requirement between similar uses found in districts that permit industrial and commercial uses. Section 4.11D further clarifies that the required vegetative screening has to comply with the County's standard details (attached) which are detailed below and essentially results in full visual screening between the proposed uses. While screening buffers help to absorb, lessen or neutralize the impacts of one land use from another, reducing the mutual impacts that adjacent land uses and their required parking might cause to an adjacent property by serving as a barrier to visibility, air borne particles, glare or noise, such a total screening between similar uses isn't always necessary, particularly within a master planned business park type setting.

Staff has recognized that the amount and type of screening currently required between similar uses may be more than what is reasonably necessary. As such, staff is proposing the following amendment to reduce the amount of screening required in the ten (10) foot side and rear yard landscape buffers between light industrial and commercial uses when no outdoor storage is proposed or provided. Staff believes the proposed amendments will

reduce development costs while still helping to soften the hardscape environment, reduce run-off, mitigate noise, and increase the visual appeal of a development.

The proposed amendment specifically applies to Section 4.11A which states, "All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers".

**Currently Required (adopted around 1990):**

**Option F:**

- One (1) row of evergreen shrubs with a height of two (2) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, when planted every five (5) linear feet;
- One (1) row of medium evergreen trees with a height of six (6) feet or more when planted, likely to reach a height of twenty feet or more at maturity, planted every ten (10) linear feet.

[Note: there is also currently an Option G, less frequently used, which requires the same evergreen tree planting plus a six (6) foot solid board fence, masonry or brick wall)

**Net result over a 100 foot linear planting**

10 evergreen trees (every 10 feet)  
20 evergreen shrubs (every 5 feet)

**Proposed Amendment to the Required Buffer Yard Between Commercial/Industrial Uses:**

- One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every twenty five (25) linear feet; at least every other tree shall be an evergreen;
- One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every twenty five (25) linear feet; and
- Three (3) shrubs per each twenty five (25) feet along the property line, round upward.

**Net result over a 100 foot linear planting**

4 evergreen/deciduous tree; at least 2 of which shall be evergreen (every 25 feet)  
4 ornamental tree (every 25 feet)  
12 shrubs

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



Name: Debbie Keyser, Tim Stanton, Sally Gran

Department or Organization: Jefferson County Commission - Benefits

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1<sup>st</sup> Choice: April 17, 2014

*If a specific date is needed, please provide reason for specific date:* Need asap to ensure we provide 30 days for open enrollment.

Date Requested – 2<sup>nd</sup> Choice: May 1, 2014

Subject (*Wording to be placed on agenda*): Health Care Presentation to determine benefits for 2014-2015 Benefits Open Enrollment

Please provide the County Commission with a description of your request or presentation, including any background information:  
Power point presentation with handouts to review current benefits and discuss and finalize benefits for the upcoming open enrollment period.

Is this a funding request?    Y/N    Yes, as discussed and decided during budget deliberations  
If so, how much?                \$

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

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

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

Contact information:  
Email address:.

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Discussed and reviewed during budget deliberations.

**2014-2015 Benefits Summary**  
**Commission Meeting April 17, 2014**

Vision

Guardian      Benefits and Carrier Remain the Same

Increase of 7 % or annually \$1,634

Employee Only:

From:    \$7.53                      To: **\$8.06** (Paid 100% of J. Co.)

Employee + One

From:    \$12.89                      To: **\$13.79** (Ee pays difference between new rate and new EE rate)

Employee + Family

From:    \$20.60                      To: **\$22.04** (Ee pays difference between new rate and new EE rate)

Life Insurance:

Guardian      Benefits and Carrier Remain the Same

100% Paid for by Jefferson County

Optional Life Insurance available at employee's cost

Dental:

Delta Dental      Benefits and Carrier remain the same

\$0 Renewal Increase

Employee Contributions Remain the Same

Carrier is soliciting in the area to improve participating providers

Health Care:

BCBS - Carrier remains the same

**Current Plan:**

\$750/\$1,500 deductible

100/80 Coinsurance

\$20 Office Visit

\$75 Emergency Room Charge

\$10/\$20/\$40 Retail Prescription Drug

\$20/\$40/\$80 Mail Order Drug

**Proposed Plan:**

**\$2,000/\$4,000** (Difference to be paid by Co. Comm).

**100/80 Coinsurance**

**\$20/\$30/\$40 Office/Specialist/Urgent Care Visit**

**\$125 Emergency Room Charge**

**\$10/\$20/\$40 Retail Prescription Drug**

**\$25/\$50/\$90 Mail Order Drug**

**Total Current Monthly Insurance Premium**

Employee Only: \$811.83

Emp + One: \$1948.35

Emp + Family: \$1948.35

**Total Proposed Monthly Insurance Premium**

**\$785.85**

**\$1886.00**

**\$1886.00**

A \$2,000/\$4,000 plan as shown above provides the County with a renewal consistent with the fiscal year budget constraints.

**Premiums which reflect actual costs for each category:**

Employee Only \$785.85

Emp + One **\$1572.38**

Emp + Family \$1965.48

Having the same rate for Employee + One and Employee + Family was the first step toward a three tier program to remain competitive in the workplace. We can actually reflect costs and save a few dollars by changing the premium to reflect actual medical trends and costs.

**Benefit Motions Needed:**

**Motion:** Adopt the Proposed Health Care Plan with \$2,000/\$4,000 deductibles as reviewed and discussed during budget deliberations for the 2014/2015 Fiscal Year.

**Motion:** Adopt the health care premium rates to reflect Employee, Emp + One and Emp + Family actual costs.

**Motion:** Adopt a New HRA Plan, as discussed during budget deliberations, which provides for Jefferson County Commission to reimburse employees for the difference between their current deductibles of \$750/\$1500 and the new \$2,000/\$4,000 deductibles.

**Motion:** Adopt the current or develop new employee contribution rates for health care deductions.

**Motion:** In order to be in compliance with Federal Affordable Care Act legislation, the HRA Account can no longer pay toward the employees' health care premiums, therefore, this benefit is terminated June 30, 2014.

**Motion:** Based upon budget constraints and budget deliberations, the \$1,000 HRA account for January 1, 2015 will not be funded.

## **JEFFERSON COUNTY, WEST VIRGINIA**

Engineering Department  
116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257  
Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

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### **Meeting Notice**

#### **Jefferson County, West Virginia Impact Fees Recalculation & Fee Schedule Update Project**

The Jefferson County Commission is seeking an updated analysis and re-calculation of impact fees for each of the following facilities/services categories:

1. Schools,
2. Law Enforcement,
3. Parks and Recreation,
4. Fire and Emergency Services

There will be a final Stakeholder Meeting to discuss the draft analysis and calculations for the Impact Fees – Recalculation Project prior to finalizing the reports for presentation to the Jefferson County Commission.

The impact fees consultant, TischlerBise, Inc. has scheduled a project stakeholder's meeting as follows:

**Who: Carson Bise, President of TischlerBise, Inc.**

**What: Impact Fees Recalculation & Fee Schedule Update  
Project Meeting**

**When: 10:30 am, Friday 18 April, 2014**

**Where: Jefferson County Commission meeting room  
Charles Town Library (use basement side entrance)  
200 East Washington Street  
Charles Town, WV 25414**

**Questions: Contact Michelle Mason, Impact Fees Program Specialist  
304-728-3331**

**Note: THIS IS NOT A PUBLIC HEARING.**

JOE MANCHIN III  
WEST VIRGINIA

SUITE 306  
HART BUILDING  
WASHINGTON, DC 20510  
(202) 224-3954

ENERGY AND NATURAL  
RESOURCES COMMITTEE

ARMED SERVICES COMMITTEE  
SPECIAL COMMITTEE ON AGING

BANKING, HOUSING, AND  
URBAN AFFAIRS COMMITTEE

United States Senate  
WASHINGTON, DC 20510-4804

March 28, 2014

The Honorable Walk Pellish  
Commissioner  
Jefferson County  
100 East Washington Street  
Charles Town, West Virginia 25414-1072

Dear Friend,

On March 13, 2014, the U. S. Senate passed H.R. 3370, the Homeowner Flood Insurance Affordability Act. This bipartisan legislation will provide homeowners relief from increasing flood insurance costs, which were unintentionally caused by the Biggert-Waters Act. This bill was signed into law by the President on March 21, 2014.

I have attached a one-page fact sheet, and you can find a full copy of the bill itself at: <http://www.gpo.gov/fdsys/pkg/BILLS-113hr3370enr/pdf/BILLS-113hr3370enr.pdf>. If you have any questions, please feel free to contact one of my four offices.

Washington Office  
306 Hart Senate Office Bldg.  
Washington, DC 20510  
(202) 224-3954

Charleston Office  
900 Pennsylvania Ave., Suite 629  
Charleston, WV 25302  
(304) 342-5855

Morgantown Office  
48 Donley St., Suite 504  
Morgantown, WV 26501  
(304) 284-8663

Martinsburg Office  
217 West King St., Room 238  
Martinsburg, WV 25401  
(304) 264-4626

Thank you for your service to the residents of your district, county and municipality. I look forward to working with you on behalf of the citizens of the Mountain State.

With warmest regards,



Joe Manchin III  
United States Senator

Enclosure

Received

APR 07 2014

Jefferson County Commission

### **H.R. 3370, the Homeowner Flood Insurance Affordability Act of 2014**

- Permits premium subsidies on policies covering properties not insured (as of July 6, 2012), or new purchases after July 6, 2012, by repealing 42 U.S.C § 4014(g)(1) and (2)) that requires the Administrator of FEMA to not permit premium subsidies for such new policies.
- Repeals Section 100207 of the Biggert-Waters Act that phases-out grandfathered policies.
- Allows purchasers of a property that, as of the date of such purchase, is covered under an existing flood insurance policy to assume the existing policy and coverage at subsidized rates for the remainder of the term of the policy. The subsidized rates would continue until the later of (1) the expiration of the assumed policy, or (2) implementation of the full Act by the Administrator.
- Authorizes the Administrator of FEMA to create a flood insurance policy that offers the insured the option of a high loss-deductible policy to cover property in various amounts, up to and including \$10,000. By opting for the higher annual loss deductible, the policyholder could presumably take advantage of lower expected premium rates.
- Reduces the annual premium rate increase that FEMA could charge from 20% to 15%, but not less than 5% of the average of the risk premium rates for such properties.
- Refunds annual premiums of policyholders who have paid the new premium rates that became effective January 1, 2012, and October 1, 2013.
- Imposes and collects a new premium surcharge of \$25 each year for residential properties and \$250 each year for non-residential properties.
- Implements a flood mapping approach for the NFIP that, when applied, results in technically credible flood hazard data in all areas where FIRMs are issued.
- Permits FEMA to transfer flood risk to private reinsurers and the capital market at rates and on terms determined by the Administration to be reasonable and appropriate, in an amount sufficient to maintain the ability of the program to pay claims.
- Allows states to regulate private flood insurance.

# Jefferson County Public Service District

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## Jefferson County Public Service District Emergency Special Board Meeting March 19, 2014

The emergency meeting of the Jefferson County Public Service District was held at 8:30AM on Wednesday, March 19, 2014 at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; and Counsel, Jim Kelsh (speakerphone).

Chairman Peter Appignani called the meeting to order at 8:32AM.

The purpose of the meeting was to consider approval of a sewer payment to the City of Charles Town to be made from the Capital Improvement Fee account in the amount of \$199,865.00 as stated in the Public Service Commission (PSC) order, case number 13-1832-PSD-PC.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the sewer payment of \$199,865.00 to the City of Charles Town from the District's Capital Improvement Fee account to pay the January, February, and March Charles Town Utilities Board invoices and for Mr. Kelsh to file a verification of payment to the PSC which is due seven days from the March 14<sup>th</sup> Commission order. Approved 2-0.

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

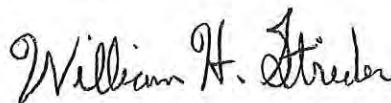
There being no further business at this time, the meeting was adjourned at 8:35AM.

The next regular meeting is scheduled for April 7, 2014 at 7:00pm at 340 Edmond Road, Suite A at the District's office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer

Received

APR 11 2014

Jefferson County Commission

# Jefferson County Public Service District

Received

APR 11 2014

Jefferson County Public Service District  
Regular Board Meeting  
March 3, 2014

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, March 3, 2014 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Gagan Batra; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Finance Manager, April Shultz; District Legal Counsel, David Hammer (speakerphone); Legal Counsel, Jim Kelsh (speakerphone); from Dunn Engineering, Fred Hypes (speakerphone); and Liaison for the County Commission, Commissioner Jane Tabb.

## CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:01PM.

## Approval of agenda

There were no changes to the agenda.

## Public Comments

Mark Dyck from the Jefferson County Development Authority (JCDA) Board requested information on the remaining capacity for the Burr Business Park and what, if any, upgrades would be needed to service this capacity. The JCDA has formed an infrastructure committee to examine all facets of infrastructure throughout the Burr Business Park as well as the entire County. They would like to establish the build-out capacity of the Burr Business Park and start planning to divide that capacity. He stated the JCDA would like to ensure that sewer capacity will be available for new businesses that come to the area in the future. Mr. Gagan would like Mr. Dyck to put a formal request in writing to start the process.

## OLD BUSINESS

### Review Minutes of January 31 emergency special board meeting

The minutes of the January 31, 2013 emergency special board meeting were approved with 1 minor change.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to accept the January 31, 2014 emergency special meeting minutes with the noted change. Unanimously approved.

### Review Minutes of February 3 regular board meeting

The minutes of the February 3, 2013 regular board meeting were approved with a couple of minor changes on page 2.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to accept the February 3, 2014 regular meeting minutes with the noted changes. Unanimously approved.

### Review Minutes of February 17 special board meeting

The minutes of the February 17, 2013 special board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to accept the February 17, 2014 special meeting minutes as presented. Unanimously approved.

### Update on the Water Systems Improvement Project for Glen Haven and Cavaland

Mr. Kelsh discussed the bid overrun which the District has requested a grant to cover from the Infrastructure and Jobs Development Council (IJDC) and negative amortization funding which has been committed from the Drinking Water Treatment Revolving Fund (DWTRF) in the amount of an estimated \$87,000 each. He informed the Board that the IJDC funding committee recommended approval of the Districts request for a binding commitment letter for additional funding which will now go before the full IJDC council on March 5<sup>th</sup>.

The District has a special meeting planned for March 17<sup>th</sup> to approve the closing documents with bond counsel, Cam Siegrist from Bowles Rice. Mr. Kelsh, who is representing the District on this project, will also need to issue an opinion letter for the project addressing several matters including certification that all three Board members

have been duly, lawfully, and properly appointed and elected as well, which includes the requirement of those appointed being West Virginia and United States citizens entitled to vote. Mr. Batra stated that he is not a citizen entitled to vote. Mr. Kelsh didn't think this would be a problem since there is a quorum of duly, lawfully, and properly appointed board members who can vote on the bond for the project.

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

Review and consider generator maintenance contract advertisements

Ms. Lawton supplied the Board with two draft advertisements for the newspaper; one for a corrective maintenance (repairs) contract for all emergency generators except the diesel and the other for a preventative maintenance and service contract for the one diesel emergency generator.

**Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve the two advertisements to be published in the newspaper as presented. Unanimously approved.**

Update on Pump Station 5-3 construction

Ms. Lawton stated the project is continuing to move forward. It should be completed later this month.

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

Discuss sewer service options for residents in Woodland Trailer Park

Ms. Lawton is waiting to hear back from Mr. Eckstine who is going to discuss this issue with his lawyer. Mr. Turner was in the audience to make the request for his own meter even if Mr. Eckstine doesn't agree to the proposed arrangement. The Board would like to wait to hear back from Mr. Eckstine before making any decisions.

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

Update on Walnut Grove customer sewer issue

Ms. Lawton informed the Board of a sewer issue for a Walnut Grove customer. There was a sewer clog at the residence which caused a need for the sewer lateral, which crossed the next door neighbor's lawn, to be replaced. Mr. Appignani told Ms. Lawton to call David Hammer on how to handle the situation and was instructed to contact the Public Service Commission (PSC) by Mr. Hammer. A PSC inspector visited the site and informed Ms. Lawton the District has an obligation to provide service to the customer as quickly as possible at no expense to them. Staff replaced the sewer lateral and the customer's sewer service was restored within a couple of days.

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

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

Finance Manager, April Shultz, informed the Board that the District's financial status has not changed since the last board meeting. The District currently has one previously approved invoice that remains unpaid. Mr. Batra questioned if Mrs. Shultz has contacted the Municipal Bond Commission about utilizing the reserve account. Ms. Shultz responded that she has contacted them before and was told that using this account is not in the best interest of the District.

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

Discussion of:

- Vision Statement
- Values
- Covenants

Last month, Mr. Batra requested these items on the agenda to learn what the District is about and to get familiar with the organization. Ms. Lawton informed him the District does not currently have a vision statement, values, or covenants in written form. Mr. Batra suggested the vision statement, "A valuable service at a reasonable cost". The Board would like Ms. Lawton to ask staff for suggestions as well.

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

Options and process path for creating/revising PSD strategic plan

Last month Ms. Lawton provided the Board with a copy of the request for proposals for a strategic plan that Mr. Appignani had drafted a couple of years ago. Mr. Appignani updated the draft and would like Dunn Engineering to review the document before sending a copy to the Jefferson County Development Authority, Jefferson County

Commission, Jefferson County Planning Commission, and the Jefferson County Health Department for their review.

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

### **NEW BUSINESS**

#### Discuss communications protocol with legal counsel, engineers, and accountants

The Board would like to lay out a protocol for engaging in legal, engineering, and accounting services since they can be costly. There are currently four attorneys representing the District on various matters; Dave Hammer was appointed as general counsel at the February, 2014 board meeting, Bob Rodecker is handling the Old Standard Case, Jim Kelsh is handling the water upgrade project and the Capital Improvement Fee case and was handling the Norborne Glebe case which was turned over to Mr. Hammer, and Tracy Rohrbough is handling the Lyles/Prescott civil action suit. Mr. Hammer suggested Ms. Lawton contact Mr. Appignani before contacting the other professionals.

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

#### Consideration of National Pollutant Discharge Elimination System (NPDES) permit renewal

Ms. Lawton received the annual invoice for the NPDES permit renewal which still has the Flowing Spring wastewater treatment plant listed on it. Fred Hypes from Dunn Engineering advised the District to pay the renewal fee and that the WV Department of Environmental Protection will remove the Flowing Springs wastewater treatment plant when the permit expires next year. There is no change in the cost of the NPDES Permit with or without the plant. The fee needs to be paid since the permit covers the Districts entire collection system.

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

#### Discuss report on easement/ownership of all pump stations

Ms. Lawton had the Districts engineering technician, Matt Piepenburg, research the easements for all of the Districts pump stations as requested by the Board. He found that all of the 29 pump stations had either a deed of easement or deed of ownership except for pump stations 3-8, 3-9, and 3-13. These three pump stations have a plat of easement. The Board would like Mr. Piepenburg to look further into finding deeds for these 3 pump stations.

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

#### Discuss large unmetered flat rate sewer bill

Ms. Lawton informed the Board of the ongoing problem of collecting payments from flat rate customers. Since there is no way to measure their water consumption due to either having a well or in a community with no water meters where the owner of the water system is sent a bulk bill for sewer service by the number of residences in the community., the District cannot terminate their water service for non-payment of sewer service. Not much recourse can be done by staff except placing liens on the property to entice the customer to pay pending balances. Mr. Appignani would like to discuss this next month when Mr. Hammer is present to discuss further options that could be taken.

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

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

Mr. Hammer has not looked into the Norborne Glebe agreements yet.

Mr. Kelsh gave a brief update on the Public Service Commission case to file a petition for the use of the proceeds in the Districts Capacity Improvement Fee account (case no. 13-1832-PSD-PC). He has been working on the data request issued by the PSC and filed an objection to East Jefferson's Sewer Service petition to intervene in the case.

Mr. Hammer has been working with Mr. Rodecker on the Old Standard case. A hearing has been scheduled for March 11<sup>th</sup>.

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

#### Discussion of any Expenses over Budget

Mrs. Shultz informed the Board that the special expense account was over budget for January, but will be revised with the budget revision in May. The District had a 112% coverage rate.

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

Disbursements

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve disbursements for Public Service District water expenses in the amount of \$4,359.53. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve disbursements for the Public Service District sewer expenses in the amount of \$181,098.34. Unanimously approved.

Approve transfer of \$3,594.40 from the renewal & replacement account to the Sewer Operating account for pump repairs at pump station 3-8.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$3,594.40 from the renewal & replacement account to sewer operating account for pump repairs at pump station 3-8. Unanimously approved.

Approve transfer of \$2,498.83 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$2,498.83 from the sewer security deposit account into the sewer operating account for security deposit refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Pump station problems – There were many pump station problems this month at 1-10, 3-8, and SHN #2.  
Lyles/Prescott Case – The depositions are being taken for the case.

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

Other staff reports

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

Public Comment

None.

Correspondence

None discussed.

Mrs. Shultz and Mr. Hypes exited the meeting.

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

Ms. Lawton asked Commissioner Tabb to be present for the General Manager Expectation item under executive session. Commissioner Tabb and the Board agreed. This item was moved to the first discussion item in executive session.

Mr. Kelsh exited the meeting after the discussions on the Public Service Commission case # 13-1382-PSD-PC.

Mr. Rodecker was called for the discussion on Public Service Commission case # 13-1175-S-C.

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

# Jefferson County Public Service District

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## Jefferson County Public Service District Special Board Meeting February 17, 2014

The special meeting of the Jefferson County Public Service District was held at 5:00PM on Monday, February 17, 2014 at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; District Legal Counsel, David Hammer; and District Legal Counsel for this case, Robert Rodecker.

Chairman Peter Appignani called the meeting to order at 5:05PM.

The purpose of the meeting was to discuss litigation relating to the Public Service Commission case number 13-1175-S-C, JCPSD v. Old Standard, LLC and East Jefferson Sewer Services, LLC.

- Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to convene into executive session for the purpose of discussing litigation. Approved 2-0.
- Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Approved 2-0.
- Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to adjourn. Approved 2-0.

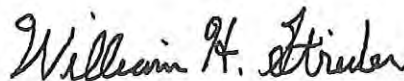
There being no further business at this time, the meeting was adjourned at 7:00PM.

The next regular meeting is scheduled for March 3, 2014 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer

Received

APR 11 2014

Jefferson County Commission

# Jefferson County Public Service District

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## Jefferson County Public Service District Regular Board Meeting February 3, 2014

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, February 3, 2014 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Gagan Batra; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Finance Manager, April Shultz; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh (speakerphone); and Liaison for the County Commission, Commissioner Jane Tabb.

### CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

### Approval of agenda

There were no changes to the agenda.

### Public Comments

None.

Received

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Jefferson County Commission

### OLD BUSINESS

#### Review Minutes of January 6 regular board meeting

The minutes of the January 6, 2013 regular board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Batra to accept the January 6, 2014 regular meeting minutes as presented. Unanimously approved.**

#### Review Minutes of January 6 special board meeting

The minutes of the January 6, 2013 special board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Batra to accept the January 6, 2014 special meeting minutes as presented. Unanimously approved.**

#### Update on the Water Systems Improvement Project for Glen Haven and Cavaland

- Construction bids received January 17, 2014
- Request for bid overrun grant funds
- Amendment to agreement with Cox Hollida for accounting services
- Legal services agreement with Crawford and Associates for condemnation

Ms. Lawton informed the Board that the District received four bids for the project with the lowest bidder being Underground Contractors. Their bid came in \$238,000 higher than the budgeted amount so the District is requesting grants from both the Infrastructure and Jobs Development Council (IJDC) and the Drinking Water Treatment Revolving Fund (DWTRF) in the amount of an estimated \$87,000 each to cover the overrun.

Ms. Lawton also requested approval from the Board for an engagement letter for Jim Crawford to continue working on the Cavaland easement for up to \$5000 which is included in the water project budget.

**Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve the modified budget and grant request as presented in the letter to Jim Ellars at IJDC dated February 4, 2014. Unanimously approved.**

**Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve the engagement letter with Crawford & Keller for the condemnation of the Cavaland easement associated with the water project. Unanimously approved.**

Discuss License Agreement and Addendum to Alternate Sewer Main Line Extension Agreement for Norborne Glebe

In December, the Board approved the Addendum to the Alternate Mainline Extension Agreement transferring the rights and responsibilities from the original owner, Thomas Nulls, to the current owner, Arcadia Development. Mr. Kelsh sent the agreement to Arcadia's counsel who requested the change of the name of the developer to Arcadia Communities, Inc.

At the December meeting, Ms. Lawton informed the Board that the District has been servicing the Norborne Glebe development since 2006, but has not accepted ownership of the pump station. Currently the developer pays a private company for the operation and maintenance. Mr. Kelsh revised the draft Access and License Agreement which provides the developer with responsibility for operation and maintenance of the facilities, but grants the District a license to operate, maintain, repair, and replace facilities which the District has prevailing authority if any conflicts arise with the developer.

**Action: Motion made by Mr. Strider to approve the Assignment and Addendum to the Alternate Sewer Main Line Extension Agreement as presented.**

Before seconding the motion, Mr. Batra wanted to discuss the Access and License Agreement. He was concerned the agreement wasn't specific enough, including the term "facilities". Mr. Kelsh will modify the language of the agreement, specifically section 2c.

**Action: Mr. Strider modified the motion and Mr. Batra seconded to approve the Assignment and Addendum to the Alternate Sewer Main Line Extension Agreement and the Access and License Agreement as modifications noted in the discussions. Unanimously approved.**

Review and consider generator maintenance contract bids

Last month Mr. Batra indicated that the bids as presented were not comparable for scope and hence selecting a bidder would not be possible. Ms. Lawton was assigned the action to make the bids comparable in scope and commercial terms, which would allow the revised price to be appropriately evaluated. As explained to Ms. Lawton, this required the following actions: (a) Review the scope of work from all three bidders, decide what scope is required, call the bidders and request the adjustment of price based on revised scope of work; (b) Review the history of financial transactions for last year with current generator maintenance contractor (AR&E) and determine range of number of days from invoice received to invoice paid date, this would help establish payment terms basis for the contract. In addition, Ms. Lawton was also provided a parallel action to identify from the "required scope of work" what will need specialized equipment or training and to establish the cost of providing such equipment and training. This would provide the Board with complete information to compare the subcontracting option versus self-perform option and then make an informed decision on the path forward.

**Action: Motion made by Mr. Strider and seconded by Mr. Batra to accept the bid from Apparatus Repair and Engineering, Inc. for the generator maintenance contract.**

A discussion was held before a vote was made. Ms. Lawton presented that going back to the vendors with required scope of work would be considered re-bidding. Ms. Lawton insisted that the big picture of generators being a critical asset and need to be professionally maintained by a vendor will be missed. Ms. Lawton also reiterated the reasons that district cannot do this work. Mr. Batra stated the three bidders were offering similar services, but each provided a different scope which was reflected in the price. Mr. Batra also stated during the month of January, Mrs. Shultz completed the action on the commercial terms and established that the contract basis should be a minimum of net 45 days payment terms. The required scope of work action was not completed, however Ms. Lawton provided a comparison chart of the 3 bidding firms for their offered services as well as the services that staff could or could not do in-house. The cost of training that the staff would require for the services that staff could not do was not provided, which effectively meant that we were at the same status as that of January meeting. Mr. Appignani discussed with Mr. Freeze on the types of generators we have and type of maintenance that would be required. The discussion indicated that we have only one diesel for which maintenance is specialized while the balance can be handled in-house. Based on this information, Mr. Appignani suggested staff do the following: (a) Issue a contract for corrective maintenance (repairs) for all emergency generator but one diesel, (b) Issue a contract for one Diesel Emergency Generator preventative/corrective maintenance, and (c) Self-perform preventative maintenance on all emergency generators but the one Diesel. Staff agreed to a trial basis for six (6) months. The Board rejected the three bids that were submitted last month.

**Action: The motion did not come to a final vote.**

Report on Pump Station 5-3 construction contract change order

Ms. Lawton updated the Board. The change order was approved last month and Snyder Environmental installed the temporary pump until construction is complete. Ms. Lawton stated the project is continuing to move forward.

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

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

Finance Manager, April Shultz, informed the Board that the District's financial status has not changed since the last board meeting. The District currently has one invoice that remains unpaid. Mr. Appignani stated the District's coverage went from 145% to 115%.

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

Discussion of:

- Vision Statement
- Values
- Covenants
- Board Member Expectations

As the new board member, Mr. Batra requested these items on the agenda to learn what the District is about and to get familiar with the organization. Ms. Lawton stated the District does not currently have a vision statement, values, covenants, or board member expectations. The District does have Rules of Procedures and an employee handbook. Mr. Batra suggested the Board along with the help of staff draft a vision statement and a mission for the District. Mr. Strider stated these items are interrelated with a strategic plan.

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

Options and process path for creating/revising PSD strategic plan

Mr. Batra requested this item be moved on the agenda from the "Items to Remember" to "Old Business" for the purpose of understanding what has been done on the development of the strategic plan and what is remaining to be done. Ms. Lawton provided the Board with a copy of the request for proposals for a strategic plan that Mr. Appignani had drafted a couple of years ago. Mr. Appignani is going to update and bring back to the Board for next month's meeting for discussions.

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

**NEW BUSINESS**

Consideration of hiring new counsel

Mr. Appignani requested this item to be on the agenda. He stated there needs to be changes made in-house at the District due to the current financial conditions and the conditions of the wastewater system to avoid potential future rate increases. Mr. Appignani has lost confidence in the District's current legal counsel and has invited local attorney David Hammer to the meeting to explain the process of replacing legal counsel, any consequences in doing so, and anything else the Board should be aware of.

Mr. David Hammer is a partner at the Hammer, Ferretti, & Schiavoni law firm in Martinsburg. Mr. Hammer has represented various governmental entities including the Corporation of Bolivar, Jefferson County Health Department, and most recently the Berkeley County Solid Waste Authority. He generally does litigation and some time providing general counsel advice.

Mr. Hammer informed the Board that legal counsel is always the choice of the Board based on the decision which counsel best serves its' needs at a price the District can afford. He stated that counsel can be hired or fired at-will and different counsel can represent the Board on different legal matters or projects. Mr. Hammer stated the Board is not under contract with counsel and the Board is not obligated to use any particular counsel for any particular projects. He stated that legal counsel responsibilities include a variety of different areas that he is capable of handling and some that he is not. Mr. Batra asked how long Mr. Hammer has been working with the Public Service Commission (PSC) and Mr. Hammer stated he has worked with the PSC for at least 10 years and has represented approximately 5-10 cases during that time. Mr. Appignani suggested the Board go into executive session for consideration of hiring new counsel.

**Action: Motion made by Mr. Appignani and seconded by Mr. Batra to convene in executive session for consideration of hiring new counsel. Approved 2-1. Mr. Strider opposed.**

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

**Action:** Motion made by Mr. Appignani and seconded by Mr. Batra to hire David Hammer as the Districts new legal counsel.

Ms. Lawton asked how they were going to handle the cases that Mr. Kelsh is currently handling. Mr. Appignani stated both attorneys would be discussing that issue.

**Action:** Motion approved 2-1. Mr. Strider opposed.

Mr. Appignani welcomed Mr. Hammer as the Districts new legal counsel. Mr. Kelsh and Mr. Hammer will work out the transition of the cases.

#### Customer Melvin Turner to address his concerns about water meter

Mr. Turner is an unmetered flat rate sewer customer of the District and resides in the Woodland Trailer Court. He does not believe his household uses the 4500 gallons per month he is being billed for. Mr. Turner would like to become a metered customer and get billed for the water he actually uses rather than paying a flat fee every month. Currently, there are 14 residents in this community that pay the District a flat rate unmetered charge. The other residents pay the owner of the park, Charles Eckstine, who then pays the District for sewer service because those residents don't own their properties and are not metered. The following five actions were identified:

- a. Obtain a list of 14 properties with their addresses that are interested in having a meter installed and provide to Mr. Freeze – Action with Mrs. Shultz.
- b. Walk down the properties to understand the existing conditions and identify the type of water meters that could be installed and provide the list to Ms. Lawton– Action with Mr. Freeze.
- c. Research the costs of purchasing and installing new water meters for the 14 properties and notify Mr Turner – Action Ms. Lawton – Due 2/17.
- d. Using the information of the water meter cost ask the 13 other owners of their property if they would be interested in becoming a metered customer and if they would consider paying the cost of the new meter for their property – Action Mr. Turner – Due 2/24.
- e. Speak to Mr. Eckstine the Owner of the trailer park to get his thoughts on this arrangement and to confirm if he would be willing to sign an inter-utility agreement – Action Ms. Lawton.

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

#### Discuss ownership of Spruce Hill North #2 pump station

Mr. Kelsh spoke with Steve Mathias, the lawyer representing Dan Ryan Builders, about the deed for the pump station. Mr. Mathias received a draft deed and sent back to Charles Town's lawyer for changes to be made. Once this is done, Dan Ryan Builders will execute the deed.

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

#### Discuss Senate Bill No. 385

Mr. Kelsh discussed the Senate Bill No. 385 which reduces funding to the Infrastructure and Jobs Development Council from the State Excess Lottery Revenue Fund. The Board would like Ms. Lawton to contact other utilities about the bill and to find out if there are any coalitions being formed to protest it.

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

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

Mr. Kelsh gave a brief update on the current case the District is involved in at the Public Service Commission (PSC) which is the filing of a petition for the use of the proceeds in the Districts Capacity Improvement Fee account (case no. 13-1832-PSD-PC). Mr. Kelsh is working on a response to the PSC.

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

#### Discussion of any Expenses over Budget

There were no items over budget. The District had a 115% coverage rate.

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

Disbursements

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve disbursements for Public Service District water expenses in the amount of \$3171.67. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve disbursements for the Public Service District sewer expenses in the amount of \$172,135.72. Unanimously approved.

Approve transfer of \$5,728.00 from the renewal & replacement account to the Sewer Operating account for pump rental at pump station 5-3.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$5,728.00 from the renewal & replacement account to sewer operating account for pump rental at pump station 5-3. Unanimously approved.

Approve transfer of \$1,788.35 from the renewal & replacement account to the Sewer Operating account for repairs at pump station 4-5.

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$1,788.35 from the renewal & replacement account to sewer operating account for repairs at pump station 4-5. Unanimously approved.

Approve transfer of \$4,229.70 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$4,229.70 from the sewer security deposit account into the sewer operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$128.12 from the Water Security Deposit account to the Water Operating account for security deposit refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$128.12 from the water security deposit account into the water operating account for security deposit refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Pump Station 1-10 – Ms. Lawton informed the Board that the 2<sup>nd</sup> discharge line to the pump station blew a hole which now needs to be replaced along with the other discharge line.

Flat Rate Trailer Park – A sewer customer has an extremely large outstanding bill, but is a flat rate unmetered customer so staff cannot shut off their water. The Board would like to add the discussion to the agenda for next month.

Mr. Appignani brought up concerns he had about Ms. Lawton attending meetings with Mr. Strider and not informing the other Board members. Ms. Lawton and Mr. Strider attended a meeting with members from Charles Town, Ranson, and Jefferson Utilities to discuss service areas and capacity constraints. Neither Mr. Appignani nor Mr. Batra knew about the meeting. Mr. Appignani also noted that per the General Manager report, Mr. Strider is also the President of Ranson Economic Development Authority; however the meeting minutes indicated he was representing the District so questions were raised concerning which organization Mr. Strider was representing at that meeting. Mr. Appignani instructed Ms. Lawton to notify all Board members of all outside meetings in the future.

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

Other staff reports

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

Public Comment

Charles Cheezum asked if there was a pamphlet or booklet available to the public which contained information about the District. Mr. Kelsh stated there is no pamphlet, but the District does have a tariff, sewer use ordinance, and rules from the Public Service Commission they must follow.

Commissioner Jane Tabb was concerned with the process the Board took on hiring new Counsel earlier in the meeting. She stated it did not appear all Board members had an opportunity to bring in a possible candidate.

Jacquelyn Milliron wanted to verify that the District was going to use the money that was allotted for the strategic plan. Ms. Shultz confirmed that an estimated \$50,000 was remaining to cover the costs of a strategic plan.

Correspondence

Ms. Lawton sent a letter of support to the Middleway Conservancy for an EPA Green Infrastructure technical assistance grant to develop plans to manage stormwater and flooding in Middleway.


Mr. Freeze, Mrs. Shultz, and Commissioner Tabb exited the meeting.

- Action: Motion made by Mr. Strider and seconded by Mr. Batra to convene in executive session for the purpose of discussing litigation, personnel matters, and contract negotiations. Unanimously approved.**
- Action: Motion made by Mr. Strider and seconded by Mr. Batra to return to public session. Unanimously approved.**
- Action: Motion made by Mr. Batra and seconded by Mr. Strider to adjourn. Unanimously approved.**

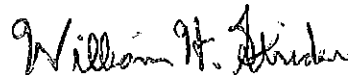
There being no further business at this time, the meeting was adjourned at 10:27PM.

The next regular meeting is scheduled for Monday, March 3, 2014 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer

# Jefferson County Public Service District

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## Jefferson County Public Service District Emergency Special Board Meeting January 31, 2014

The emergency special meeting of the Jefferson County Public Service District was held at 12:00PM on Friday, January 31, 2014 at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani (speakerphone); Secretary, Gagan Batra (speakerphone); Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; and Counsel, Robert Rodecker (speakerphone).

Chairman Peter Appignani called the meeting to order at 12:10PM.

The purpose of the meeting was to discuss the case of the District vs. Old Standard, LLC and East Jefferson Sewer Services, LLC currently at the Public Service Commission, case number 13-1175-S-C.

- Action:** Motion made by Mr. Strider and seconded by Mr. Batra to convene into executive session for the purpose of discussing litigation. Unanimously approved.
- Action:** Motion made by Mr. Strider and seconded by Mr. Batra to return to public session. Unanimously approved.
- Action:** Motion made by Mr. Strider and seconded by Mr. Batra to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 1:19PM.

The next regular meeting is scheduled for February 3, 2014 at 7:00pm at 340 Edmond Road, Suite A at the District's office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer

Received

APR 1 2014

Jefferson County Commission

Two Cities Criterium Presented by The Ranson CVB  
Team Integrity Cycling, Inc.

March 12, 2014



Team Integrity Cycling, Inc.  
458 Thoroughbred Dr.  
Charles Town, WV 25414

Ranson Convention and Visitor's Bureau  
216 N. Mildred St.  
Ranson, WV 25438

Attn: Local Business in Charles Town and Ranson, WV



Received

APR 08 2014

Jefferson County Commission

To whom it may concern:

Team Integrity Cycling is a competitive cycling club based in the Eastern Panhandle of West Virginia. In the interest of promoting and growing our sport, we are promoting a bike race hosted here, in Charles Town and Ranson along with assistance and support from the Ranson Convention and Visitors Bureau. We have carefully considered and selected an area that will allow for easy access to incoming participants (from around the mid-atlantic area), minimize the impact to the surrounding community and bring benefit to local businesses and tourism. Please see the information below regarding details specific to the race event.

*When:* Saturday, June 28th 2014 from 9:00am - 3:30pm.

*Where:* Downtown Charles Town and Ranson, WV. Roads on the course will be closed to vehicular traffic and parking during the event. Parking for event participants will be available at the APUS Financial Center and on-street. The Ranson and Charles Town police departments will be providing traffic control for the duration of the event.

*Who:* Up to 525 racers with guests and spectators throughout the day, along with additional event staff, volunteers and local law enforcement.

*What:* A criterium bike race is a short circuit course in which riders ride several laps in a 30-60 minute race. There will be 6 races throughout the day starting roughly on every hour.

Attached, you will find a map of the race course that both Charles Town and Ranson City Councils have approved, along with our drafted event flyer, and a proposal for local businesses who wish to enhance their exposure as event sponsors.

Two Cities Criterium Presented by The Ranson CVB  
Team Integrity Cycling, Inc.

March 12, 2014

Our goal in contacting you directly is threefold. First, we simply want you to be aware that the event is taking place and that it will affect your business operations on June 28th. Secondly, we would like to address any questions or concerns that you have about the event. Finally, we are seeking sponsors and we want to give you the opportunity to advertise your business to the attendees leading up to, during and after the event.

Please feel free to contact me or your local Police Chief with any of your questions or concerns.

Sincerely,



Chris Burns  
Secretary, Team Integrity Cycling, Inc.  
[teamintegritycycling@gmail.com](mailto:teamintegritycycling@gmail.com)  
(703) 209-6060

Jessica Palencar  
Ranson Convention & Visitors Bureau  
[jpalencar@ransonwv.us](mailto:jpalencar@ransonwv.us)  
304-724-3862

Ranson Police Chief:  
William Roper  
[chief@cityofransonwv.net](mailto:chief@cityofransonwv.net)  
700 N Preston St, Ranson, WV 25438  
(304) 725-2411

Charles Town Police Chief:  
Chris Kutcher  
[ckutcher@charlestownpolice.com](mailto:ckutcher@charlestownpolice.com)  
114 W Liberty St, Charles Town, WV 25414  
(304) 725-2714



# TEAM INTEGRITY CYCLING



Two Cities Criterium presented by the Ranson CVB



Saturday, June 28th

Charles Town and Ranson, West Virginia

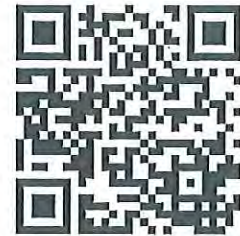
Team Integrity Cycling is excited to announce a new race venue in the Mid-Atlantic region. To be held in historic downtown Charles Town and Ranson, West Virginia. This course will be approx. 1.3 mile in length, features 3 left hand turns, one right hand turn, a traffic circle and two 45-degree turns and should prove to be fast and enjoyable for everyone. About an hour from DC and Baltimore, Charles Town and Ranson have plenty of local businesses and restaurants/cafes to visit, and the allure of spectator-friendly racing on downtown streets! First race starts at 9:00 AM. After the race, visit some of the area's historic landmarks, or check out some of the other attractions that the cities have to offer. Race will be held under USAC permit#-Pending.

| Categories        | Distance | Start Time | Entry Fee | Field Limit | Prizes        |
|-------------------|----------|------------|-----------|-------------|---------------|
| Men 5             | 30 mins  | 9:00 AM    | \$35      | 75          | N/A           |
| Mens 4/5          | 45 mins  | 10:00 AM   | \$35      | 75          | \$150 5 deep* |
| W1/2/3 & W4       | 45 mins  | 11:00 AM   | \$35      | 75 combined | \$150 5 deep* |
| Mens 3/4          | 45 mins  | 12:00 PM   | \$35      | 100         | \$250 5 deep* |
| Masters 45+ & 55+ | 45 mins  | 1:15 PM    | \$35      | 100         | \$300 5 deep* |
| Mens 1/2/3        | 60 mins  | 2:30 PM    | \$35      | 100         | \$300 5 deep* |

\*Minimum # of riders for prizes is 15. Race Director reserves the right to alter payout if not met.

-Payout only guaranteed if the min # of riders is met in that respective category

- Pre-register on [Bikereg.com](http://Bikereg.com)
- Held under USA Cycling event permit. USAC rules apply. USAC Criterium Race rules apply.
- Riders warming up on the course during a race are subject to disqualification.
- Riders are responsible for becoming familiar with USAC rules.
- Registration opens at 8:00 am and closes 15 min prior to each event.
- Pre-registered riders pay just \$15 when entering a second event.
- Race day entries add \$10.00.
- Lapped riders will finish on the same lap as the leaders. Riders in danger of being lapped must yield to oncoming racers and are not to interfere with their progress or trail behind them.
- There will be one pit on the course, wheels in-wheels out. Please remove your wheels immediately following your race to make room for others.
- Pay-out schedule as follows \$150-\$70/35/20/15/10 \$250-\$100/75/40/20/15 \$300-\$125/75/50/30/20
- Podium Presentation and pay-out will be done next to the Registration tent approx. 30 minutes after each event.



## 2014 Two Cities Criterium

presented by

**The Ranson Convention and Visitor's Bureau**

### EVENT SPONSORSHIP PROPOSAL

Dear Potential Sponsor,

Your company has been selected to participate in an exciting marketing opportunity. One of the region's premiere competitive cycling organizations, Team Integrity Cycling, is seeking businesses like yours to join our team as sponsors for an event. We invite you to take a moment to review the following proposal to see how our organization can help meet the marketing needs of your business.

Cycling has recently experienced a rebirth in popularity both nationally and locally due to the success of American athletes around the world. Cancer survivor/champion Lance Armstrong and so many other American athletes such as Greg Lemond, George Hincapie, Chris Horner and Tejay Van Garderen are a tribute to the work done at the local and regional levels to discover and develop new found talent. Regionally, racers from Team Integrity Cycling have climbed to the top of the podium. Locally, recreational group rides and competitive bicycling interest is at an all time high.

This proposal explains our mission statement, describes our short and long-term goals and provides some background on bicycling activities in general. Lastly, it explains sponsorship levels, where we hope to fulfill your marketing needs and help your company achieve more brand awareness, as well as gain beneficial public exposure. While reviewing this proposal, we kindly ask you to consider joining a team that actively promotes a healthy, drug-free lifestyle in our community, while allowing our event activities to market your company both locally and regionally.

Thank you for helping to support a healthy American lifestyle,



Matthew Bunting, Race Coordinator

Team Integrity Cycling, inc.

## **Mission Statement**

Team Integrity Cycling is a competitive cycling club located in the Eastern Panhandle of West Virginia. Our goals are to become a permanent fixture in our area and to positively influence and promote the sport of competitive cycling throughout all disciplines. We focus on being active in our communities to increase the visibility and awareness of all cyclists in our area and work to build a healthy relationship between the cycling and non-cycling residents.

We aim to promote our sponsors with an aggressive race schedule and sports marketing agenda used throughout the entire cycling season. We also continue to represent them through community involvement as an amateur organization centered around a healthy, drug-free lifestyle.

## **Team Integrity Cycling Goals**

### **SHORT TERM**

- Obtain sponsorships to help fund local competitive men and women's cycling events based in the Eastern Panhandle of West Virginia
- Proudly promote the logos, products, and marketing literature of our event sponsors at an event, and in event-specific marketing
- Continue involvement in cycling events, clinics, and community events to promote our sponsors and develop our racers

### **LONG TERM**

- Develop a deep-rooted cycling program that encourages the average cyclist to maximize their potential as a competitive athlete
- Foster the community's enjoyment for this growing sport.



### Marketing Opportunity

Bicycle racing is an exciting sport that has enjoyed tremendous growth in the United States. In your sponsorship of our event, your targeted market will include not only the bicycle riders, but also exposure to cycling fans in your community. A secondary target audience is made up of business associates, family members and friends. By sponsoring an event you will be given a distinct opportunity to reach this broad and growing market that has yet to reach its potential. More significantly, sponsoring a cycling event helps foster a positive public image for your company by affiliating your company with a young, fit, and ambitious demographic of elite athletes.

The Mid-Atlantic, like much of the country, has developed a fascination with cycling, for both participants and spectators alike. Take a moment to review the following facts/demographic information to see how we can help fulfill your marketing needs.



## Facts/Demographics – Bicycling in the U.S.

### A. Participation

- Bicycling is the second most popular outdoor activity in America by frequency of participation. In 2010, Americans ages 6 and older went on 2.44 billion bicycling outings, averaging 58 outings per bicyclist. [1]
- The number of Americans who ride bicycles is greater than all those who ski, golf, and play tennis combined. [2]
- Participation is nearly equally divided by men and women. According to a 2006 survey by the Outdoor Industry Foundation, cycling participants are:
  - 73% are between the ages of 16 and 44
  - 58% are male
  - 42% are female
  - 68% have an average household income of over \$40,000.
- During the past two decades, cycling has increased in the United States. The number of bike commuters rose by 64% from 1990 to 2009. [3]
- Between 2006 and 2011, only 12 sports had a positive trend in increased participation. Bicycling is one of them, increasing 11.8%. [2]
- Between 2008 and 2010, participation in road, mountain, and BMX bicycling grew from 41.5 to 42.3 million Americans. [1]

### B. Sales

- In 2007, 130 million bicycles were produced worldwide, more than twice the 52 million cars produced.
- The U.S. bicycle industry grew by more than 8.5% since 1994, with over \$4.6 billion in retail sales.
- 88% of households own at least one bicycle; 54% have more than two – that number is growing in the Eastern Panhandle due to a more “cycling friendly” highway infrastructure.
- Bicycling represents a \$5.6 billion industry in the U.S. alone.[4]

### C. Competitive Cycling

- In 2008, the number of licensed bicycle racers, events, and clubs grew for the sixth consecutive year. Since 2002, the number of licensed racers has grown 48%, according to *VeloNews* 2008.
- Cycling is one of only five sports to be contested at every summer Olympic Games since 1896.
- 2010 marked the eighth consecutive year of USA Cycling’s growth in memberships
- 11 million Americans annually attend cycling events. [5]
- Awareness for competitive bicycling has grown continuously in the U.S. as the sport reaches out into more communities.

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[1] *Outdoor Foundation, 2011*

[2] *National Sporting Goods Association, 2007*

[3] *Analysis of bicycling trends and policies in large North American cities: Lessons for New York*

[4] *National Bicycle Dealers Association, 2010*

[5] *The Active Network, Inc. 2007*

### What is the next step?

1. **Choose** the sponsorship package level that fits your current marketing budget and needs.

### Event Sponsorship Package Levels

- A. Gold Level Sponsorship \$5,500:** Limited Sponsorship, only one (1) available. This sponsor will be listed as the "Presented By" sponsor alongside Team Integrity Cycling, Inc. on all event-specific marketing materials, as well as any TV/Radio interviews, etc. Also includes all benefits listed in the Bronze Level Sponsorship Package. "Gold Level" Sponsor retains exclusive rights to be the only sponsor of like kind for the event.
- B. Silver Level Sponsorship: \$2,250:** Limited Sponsorship, only two (2) available. Includes highly prominent marketing on all event-specific marketing materials. (Includes all additional benefits listed in the Bronze Level Sponsorship Package). "Silver Level" Sponsors retain exclusive rights to be the only sponsor of like kind for the event.
- C. Bronze Level Sponsorship \$500:** Limited Sponsorships, only ten (10) available. Includes logos on all digital marketing media as space allows. Additional benefits consist of inclusion on all printed promotional material such as race flyers & the registration web site, as well as rights to advertise (business flyers, booths, product demonstrations, etc.) at the race or event. "Bronze Level" Sponsor does not retain exclusive rights to be the only sponsor of like kind for the event.
- D. In-kind Sponsorship:** Our team welcomes sponsorships from local businesses and individuals who wish to support the event in any non-monetary way such as volunteering time or goods. In-kind sponsors can choose to have their logo featured on race flyers as space permits and on the registration website. They will also be permitted to advertise at the race or event. Here are some sample items that we are seeking for our event.
  - a. Design and/or printing of over-street banners
  - b. Use of restroom facilities or portable toilets
  - c. Use of traffic barriers and/or cones
  - d. Volunteers to assist the police department and the race committee with traffic control, parking, setting up/maintaining the course and event cleanup
  - e. Design and printing of event t-shirts
  - f. Food and water for volunteers throughout the day of the race
  - g. Small prizes called "primes" that are awarded mid-race to lap winners
  - h. Handheld radios for communications during races
  - i. Broom cleaning of street intersections
  - j. Hotel accommodations for race officials

\*Our suggestion is that the goods or service you wish to provide be valued at \$250 or greater. We recommend that you give us a call to discuss your In-kind sponsorship interest or idea so that we can give you more information.

**2. Contact Us To Discuss and Ask Questions:**

Race Committee Secretary: Chris Burns (703-209-6060) or email at <tigburns@gmail.com>

Let us know if you have any questions so that an appropriate plan can be laid out to meet your specific needs. Our primary objective is to promote your business endeavors, so let us know what they are and we will help you meet your goals!

**3. Solidify** your financial commitment by signing the Event Sponsorship Agreement with Team Integrity Cycling. Signed sponsorship agreements (included below) are guaranteed after final review and decision by the event committee. Payment of 50% of the selected total sponsorship package is expected on or before April 15th 2014, with the remainder due by June 1st 2014.

**4. Establish a contact point person(s)** in your firm/company to form a team sponsorship committee for all public relations/advertising needs so that we can familiarize ourselves with your products and/or corporate needs.

**5. Let the fun and excitement begin!**



**Form to Sponsor a Team Integrity Cycling Event**

Thank you for choosing to sponsor a Team Integrity Cycling event. Please fill out the form below with your information and mail it to the address below. Make your check payable to "TEAM INTEGRITY CYCLING."

Mail to: TEAM INTEGRITY CYCLING  
458 Thoroughbred Dr.  
Charles Town, WV 25414

Your Name:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone:

\_\_\_\_\_

Levels of Sponsorship (circle one)

- A. Gold Level - \$5,500
- B. Silver Level - \$2,250
- C. Bronze Level - \$500
- D. In-Kind Level - Please list goods or services you wish to provide below

Goods/Services: \_\_\_\_\_

Event Name & Location:

\_\_\_\_\_

Please fill out the above form and mail it to the address above so that we can expect your contribution. Thank you for your time and generosity. With your help we are building a stronger/healthier community and promoting the sport of cycling.

Join us on Monday, May 5, 2014 for

# National Animal Disaster Preparedness Day



Jefferson County Homeland Security and Emergency Management staff will be available at the Petco in Ranson from **9:00 a.m. until 5:00 p.m. Monday, May 5, 2014** to help individuals and their pets develop a pet emergency supply kit and emergency plan.



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

| <b>Week Ending Date</b>                                  | <b>Week Ending</b>         |
|----------------------------------------------------------|----------------------------|
|                                                          | April 5, 2014              |
|                                                          | FY14                       |
| <b>To be Deposited on:</b>                               | April 11, 2014             |
| <b>Amount Played</b>                                     | <b>63,563,230.70</b>       |
| <b>Amount Won</b>                                        | <b>56,922,122.30</b>       |
| <b>Amount Promo</b>                                      | <b>245,204.00</b>          |
| <b>MWAP Contribution</b>                                 | <b><u>3,554.78</u></b>     |
| <b>Adjusted Gross Terminal Revenue</b>                   | <b><u>6,392,349.62</u></b> |
| <b>Administrative Costs @ 4%</b>                         | <b>0.00</b>                |
| <b>Excess Lottery Fund @ 4%</b>                          | <b><u>255,693.99</u></b>   |
| <b>Net Terminal Revenue</b>                              | <b><u>6,136,655.63</u></b> |
| <b>Surcharge @ 10%</b>                                   | <b>613,665.56</b>          |
| <b>State Share Excess @ 58%</b>                          | <b>355,926.02</b>          |
| <b>Track Share of Capital Reinvestment @ 42%</b>         | <b>257,739.54</b>          |
| <i>Track Share of Capital Reinvestment @ 42% - 96%</i>   | <i>247429.96</i>           |
| <i>Track Share of Capital Reinvestment @ 42% - 4%</i>    | <i>10309.58</i>            |
| <b>Adjusted Net Terminal Revenue</b>                     | <b><u>5,522,990.07</u></b> |
| <b>Racetrack @ 46.50% / 42%</b>                          | <b>2,319,655.83</b>        |
| <b>Lottery Fund @ 30% / 0%</b>                           | <b>0.00</b>                |
| <b>Excess Lottery Fund @ 0% / 41%</b>                    | <b>2,264,425.92</b>        |
| <b>Race Track Purses @ 7% / 14% / 8%</b>                 | <b>441,839.21</b>          |
| <b>Workers' Compensation Debt Reduction @ 7% / 0%</b>    | <b>0.00</b>                |
| <b>Employee Pension Fund @ 1% / .5%</b>                  | <b>27,614.95</b>           |
| <b>Greyhound Development @ .75%</b>                      | <b>41,422.43</b>           |
| <b>Thoroughbred Development @ .75%</b>                   | <b>41,422.43</b>           |
| <b>Racing Commission @ 1%</b>                            | <b>55,229.90</b>           |
| <b>County/Municipality @ 2%</b>                          | <b>110,459.80</b>          |
| <b>3% Funds:</b>                                         |                            |
| <b>Tourism Promotion Fund @ 1.375%</b>                   | <b>75,941.11</b>           |
| <b>Development Office Promotion Fund @ .375%</b>         | <b>20,711.21</b>           |
| <b>Research Challenge Fund @ .5%</b>                     | <b>27,614.95</b>           |
| <b>Capitol Renovation and Improvement Fund @ .6875%</b>  | <b>37,970.56</b>           |
| <b>2004 Capitol Complex Parking Garage Fund @ .0625%</b> | <b>3,451.87</b>            |
| <b>1% Funds:</b>                                         |                            |
| <b>State Capitol Complex Parking Garage @ 1%</b>         | <b>0.00</b>                |
| <b>Cultural Facilities and Capitol Resources @ .5%</b>   | <b>0.00</b>                |
| <b>Capitol Dome and Capitol Improvements @ .5% / 1%</b>  | <b><u>55,229.90</u></b>    |
|                                                          | <b><u>5,522,990.07</u></b> |

**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<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>7.93% | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.68% | SHEPHERDS<br>TOWN<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 6 days ending:<br>07/06/13 | \$ 123,196.88                | \$ 123,196.88             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:<br>07/13/13   | \$ 128,080.40                | \$ 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              | \$ 618.33                 | \$ 9,565.90      | \$ 4,635.26                 |
| 08/31/13                   | \$ 117,826.36                | \$ 58,913.18              | \$ 58,913.18         | \$ 4,671.81      | \$ 23,506.36              | \$ 1,278.42               | \$ 19,841.96     | \$ 8,614.63                 |
| 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                   | \$ 106,748.44                | \$ 53,374.22              | \$ 53,374.22         | \$ 4,232.58      | \$ 21,298.31              | \$ 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     | \$ 8,956.86                 |
| 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                   | \$ 122,854.40                | \$ 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         | \$ 4,583.20      | \$ 22,959.87              | \$ 1,248.70               | \$ 19,380.66     | \$ 9,391.11                 |
| 11/09/13                   | \$ 109,333.52                | \$ 54,668.76              | \$ 54,668.76         | \$ 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                 | \$ 48,628.82              | \$ 48,628.82         | \$ 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                 | \$ 15,014.88     | \$ 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                | \$ 62,983.88              | \$ 62,983.88         | \$ 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                 |
| 01/25/14                   | \$ 85,441.60                 | \$ 42,720.80              | \$ 42,720.80         | \$ 3,387.76      | \$ 17,045.60              | \$ 927.04                 | \$ 14,388.37     | \$ 6,972.03                 |
| 02/01/14                   | \$ 95,363.20                 | \$ 47,681.60              | \$ 47,681.60         | \$ 3,781.15      | \$ 19,024.96              | \$ 1,034.69               | \$ 16,059.16     | \$ 7,781.64                 |
| 02/08/14                   | \$ 90,869.04                 | \$ 45,434.52              | \$ 45,434.52         | \$ 3,602.96      | \$ 18,128.37              | \$ 985.93                 | \$ 15,302.35     | \$ 7,414.91                 |
| 02/15/14                   | \$ 82,152.16                 | \$ 41,076.08              | \$ 41,076.08         | \$ 3,257.33      | \$ 16,389.36              | \$ 891.35                 | \$ 13,834.42     | \$ 6,703.62                 |
| 02/22/14                   | \$ 123,047.98                | \$ 61,523.98              | \$ 61,523.98         | \$ 4,878.85      | \$ 24,548.07              | \$ 1,335.07               | \$ 20,721.28     | \$ 10,040.71                |
| 03/01/14                   | \$ 115,489.56                | \$ 57,744.78              | \$ 57,744.78         | \$ 4,579.16      | \$ 23,040.17              | \$ 1,253.08               | \$ 19,448.44     | \$ 9,423.95                 |
| 03/08/14                   | \$ 100,879.88                | \$ 50,439.94              | \$ 50,439.94         | \$ 3,999.89      | \$ 20,125.53              | \$ 1,094.55               | \$ 16,988.17     | \$ 8,231.80                 |
| 03/15/14                   | \$ 108,829.32                | \$ 54,414.66              | \$ 54,414.66         | \$ 4,315.08      | \$ 21,711.45              | \$ 1,180.80               | \$ 18,326.86     | \$ 8,880.47                 |
| 03/22/14                   | \$ 101,469.24                | \$ 50,734.62              | \$ 50,734.62         | \$ 4,023.26      | \$ 20,243.11              | \$ 1,100.94               | \$ 17,087.42     | \$ 8,279.89                 |
| 03/29/14                   | \$ 102,349.20                | \$ 51,174.60              | \$ 51,174.60         | \$ 4,058.15      | \$ 20,418.67              | \$ 1,110.49               | \$ 17,235.60     | \$ 8,351.69                 |
| 04/05/14                   | \$ 110,459.80                | \$ 55,229.90              | \$ 55,229.90         | \$ 4,379.73      | \$ 22,036.73              | \$ 1,198.49               | \$ 18,601.43     | \$ 9,013.52                 |
| Subtotal                   | \$ 4,336,634.92              | \$ 2,624,349.20           | \$ 1,712,285.72      | \$ 135,784.25    | \$ 683,202.03             | \$ 37,156.60              | \$ 576,697.81    | \$ 279,445.03               |

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 | 7/3/2010   | 115,402.58 | 7/1-2/2011 | 69,824.12  | 7/7/2012   | 161,637.92 | 7/6/2013   | 123,196.88 |
| 7/11/2009    | 168,815.08 | 7/10/2010  | 205,731.64 | 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 |
| 7/18/2009    | 160,652.98 | 7/17/2010  | 161,386.76 | 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 |
| 7/25/2009    | 158,869.08 | 7/24/2010  | 160,368.28 | 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 |
| 8/1/2009     | 174,493.08 | 7/31/2010  | 157,802.08 | 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 |
| 8/8/2009     | 138,408.80 | 8/7/2010   | 136,494.98 | 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 |
| 8/15/2009    | 81,222.14  | 8/14/2010  | 78,376.68  | 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 |
| 8/22/2009    | 76,260.31  | 8/21/2010  | 76,199.02  | 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  |
| 8/29/2009    | 80,472.92  | 8/28/2010  | 72,460.03  | 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  |
| 9/5/2009     | 80,798.15  | 9/4/2010   | 76,362.84  | 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  |
| 9/12/2009    | 86,286.92  | 9/11/2010  | 82,969.36  | 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  |
| 9/19/2009    | 70,010.15  | 9/18/2010  | 67,638.78  | 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  |
| 9/26/2009    | 69,316.87  | 9/25/2010  | 70,435.06  | 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  |
| 10/3/2009    | 72,286.04  | 10/2/2010  | 71,013.86  | 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  |
| 10/10/2009   | 69,650.63  | 10/9/2010  | 69,311.50  | 10/8/2011  | 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  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  |
| 11/7/2009    | 63,741.59  | 11/6/2010  | 61,337.62  | 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 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  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  |
| 12/5/2009    | 51,006.51  | 12/4/2010  | 53,215.08  | 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 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  |
| 1/2/2010     | 92,980.40  | 1/1/2011   | 85,152.12  | 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  |
| 1/9/2010     | 55,020.46  | 1/8/2011   | 54,301.30  | 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  |
| 1/16/2010    | 60,551.28  | 1/15/2011  | 54,005.90  | 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  |
| 1/23/2010    | 69,943.53  | 1/22/2011  | 60,924.74  | 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  |
| 1/30/2010    | 48,527.75  | 1/29/2011  | 48,036.94  | 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  |
| 2/6/2010     | 37,155.14  | 2/5/2011   | 60,777.44  | 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  |
| 2/13/2010    | 44,334.00  | 2/12/2011  | 67,471.84  | 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  |
| 2/20/2010    | 76,946.12  | 2/19/2011  | 72,018.54  | 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  |
| 2/27/2010    | 72,024.40  | 2/26/2011  | 75,544.02  | 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  |
| 3/6/2010     | 76,936.85  | 3/5/2011   | 74,535.34  | 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  |

|           |           |           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 3/13/2010 | 71,007.37 | 3/12/2011 | 66,979.48 | 3/10/2012 | 76,808.62 | 3/16/2013 | 62,366.36 | 3/15/2014 | 54,414.66 |
| 3/20/2010 | 74,335.38 | 3/19/2011 | 73,113.26 | 3/17/2012 | 76,883.92 | 3/23/2013 | 59,841.02 | 3/22/2014 | 50,734.62 |
| 3/27/2010 | 69,941.88 | 3/26/2011 | 68,490.80 | 3/24/2012 | 72,108.36 | 3/30/2013 | 57,567.98 | 3/29/2014 | 51,174.60 |
| 4/3/2010  | 70,636.28 | 4/2/2011  | 70,846.58 | 3/31/2012 | 74,244.22 | 4/6/2013  | 63,108.84 | 4/5/2014  | 55,229.90 |
| 4/10/2010 | 69,692.79 | 4/9/2011  | 67,076.78 | 4/7/2012  | 75,382.98 | 4/13/2013 | 56,849.30 |           |           |
| 4/17/2010 | 69,335.92 | 4/16/2011 | 64,698.56 | 4/14/2012 | 71,065.34 | 4/20/2013 | 55,432.12 |           |           |
| 4/24/2010 | 68,714.11 | 4/23/2011 | 67,674.14 | 4/21/2012 | 68,055.08 | 4/27/2013 | 58,612.74 |           |           |
| 5/1/2010  | 68,799.06 | 4/30/2011 | 66,807.50 | 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 |           |           |
| 5/8/2010  | 67,403.54 | 5/7/2011  | 66,379.74 | 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 |           |           |
| 5/15/2010 | 70,186.32 | 5/14/2011 | 66,699.76 | 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 |           |           |
| 5/22/2010 | 64,695.71 | 5/21/2011 | 63,210.44 | 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 |           |           |
| 5/29/2010 | 67,157.40 | 5/28/2011 | 64,724.06 | 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 |           |           |
| 6/5/2010  | 77,371.80 | 6/4/2011  | 74,952.34 | 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 |           |           |
| 6/12/2010 | 66,106.29 | 6/11/2011 | 62,203.12 | 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 |           |           |
| 6/19/2010 | 64,888.48 | 6/18/2011 | 61,200.76 | 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 |           |           |
| 6/26/2010 | 63,950.29 | 6/25/2011 | 65,470.44 | 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 |           |           |
| 6/30/2010 | 29,667.19 | 6/30/2011 | 34,351.16 | 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 |           |           |

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|               |                   |                   |                  |                   |                     |
|---------------|-------------------|-------------------|------------------|-------------------|---------------------|
| <b>TOTALS</b> | <b>4041141.56</b> | <b>4016541.01</b> | <b>4124906.8</b> | <b>3580645.18</b> | <b>2,624,349.20</b> |
|---------------|-------------------|-------------------|------------------|-------------------|---------------------|

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**Table Game Revenue**

| <b>Date</b>            | <b>Amount</b>    | <b>Date</b>            | <b>Amount</b>     | <b>Date</b>            | <b>Amount</b>     | <b>Date</b>            | <b>Amount</b>   |
|------------------------|------------------|------------------------|-------------------|------------------------|-------------------|------------------------|-----------------|
| July/August, 2010      | 154,185.68       | July, 2011             | 141,718.01        | July, 2012             | 138,663.64        | July, 2013             | 99,274.36       |
| September, 2010        | 94,247.84        | August, 2011           | 137,473.92        | August, 2012           | 133,245.83        | August, 2013           | 111,427.75      |
| October, 2010          | 105,903.60       | September, 2011        | 110,375.25        | September, 2012        | 127,532.40        | September, 2013        | 80,857.74       |
| November, 2010         | 108,717.67       | October, 2011          | 124,273.94        | October, 2012          | 126,482.02        | October, 2013          | 81,066.09       |
| December, 2010         | 118,721.11       | November, 2011         | 121,118.87        | November, 2012         | 134,443.93        | November, 2013         | 79,853.94       |
| January, 2011          | 106,189.21       | December, 2011         | 140,509.93        | December, 2012         | 146,677.92        | December, 2013         | 79,617.31       |
| February, 2011         | 105,776.45       | January, 2012          | 137,812.68        | January, 2013          | 132,650.35        | January, 2014          | 75,093.81       |
| March, 2011            | 120,927.10       | February, 2012         | 142,770.01        | February, 2013         | 121,636.62        | February, 2014         | 75,170.90       |
| April, 2011            | 130,654.61       | March, 2012            | 151,845.46        | March, 2013            | 149,033.62        |                        |                 |
| 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        |                        |                 |
| <b>Total 2010-2011</b> | <b>1297391.7</b> | <b>Total 2011-2012</b> | <b>1602900.84</b> | <b>Total 2012-2013</b> | <b>1530462.31</b> | <b>Total 2013-2014</b> | <b>682361.9</b> |

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

| <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| 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          | January, 2014          | 225,281.43          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          |
| 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          |                        |                     |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,047,085.70</b> |