

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JULY 3, 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

- June 19, 2014

APPROVAL OF PURCHASE ORDERS

- July 3, 2014

APPROVAL OF ACCOUNTS PAYABLE

- June 26, 2014
- July 3, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Pete Dougherty, Sheriff
- Donation of \$3,000 received
2. 9:50 a.m. Angie Banks, Assessor
- Approval of Split Tickets - Discussion/Action
3. 10:00 a.m. Julie R. Shank, town Attorney for the Corporation of Shepherdstown
- Approval and confirmation of the annexation by the Corporation of Shepherdstown of two (2) parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, both of which are located in Shepherdstown District, Jefferson County, West Virginia, owned by Michael Patrick Bean - Discussion/Action

4. 10:15 a.m. Jeff Polczynski, Director of Communications
- Reinstatement of the Reduction in Force employee - Emergency Communications Center/ Karen Echement, Administrative Assistant- Discussion/Action
5. 10:30 a.m. **BREAK**
6. 10:45 a.m. Interviews and Appointments to the following Boards and Commissions - Discussion/Action:
 - ▶ Jefferson County Community Criminal Justice Board - Five 3-year terms ending July 3, 2017
 - ▶ Jefferson County Parks and Recreation Commission - Three 3-year terms ending June 30, 2017
 - ▶ Harpers Ferry/Bolivar Public Services District - One 6-year term ending June 30, 2020
 - ▶ Summit Point Library Committee - One 5-year term ending June 20, 2019
 - ▶ Jefferson County Solid Waste Authority - One 4-year term ending June 30, 2018
 - ▶ Jefferson County Board of Health - One 5-year term ending June 30, 2019
 - ▶ Eastern Panhandle Regional Planning and Development Council - One 2-year term ending June 30, 2016
7. 11:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission
- Update on activities in conjunction with Civil War Trust, Inc. - Discussion/Action
8. 11:45 a.m. Lyn Widmyer, Jefferson County Commissioner
- Financial support for Shepherdstown Bike Path Project - Discussion/Action
9. 12:00 p.m. Roger Goodwin, Chief County Engineer
- Complete Bond Release U. S. Coast Guard Office Building Project - Discussion/Action

UNFINISHED BUSINESS

10. Ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency - Discussion/Action
 - Changes submitted by Commissioner Tabb
 - Discussion of potential second public hearing if substantive changes are presented (DM)

NEW BUSINESS

11. Approval of Resolution and Contract - Community Participation Grant Program - Contemporary American Theater Festival in the amount of \$5,000 - Discussion/Action
12. Approval of Resolution and Contract - Community Participation Grant Program - Jefferson County Sheriff Reserves in the amount of \$2,500 - Discussion/Action
13. Approval of Resolution and Contract - Community Participation Grant Program - EVAK K9 Search and Rescue in the amount of \$5,000 - Discussion/Action
14. Acknowledge the appointment of David Mills, City Manager for the City of Charles Town to the Jefferson County Economic Development Authority as the Representative for the City of Charles Town - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Year end review
- Approval of Budget Transfers - Discussion/Action
- Discussion on Highmark's proposed elimination of 19 employees from HRA plan - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Update on Ambulance Fees

COUNTY COMMISSION REPORTS

15. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- GIS Department Quarterly Update Written Report - 2014, 2nd Quarter

CORRESPONDENCE/INFORMATION

Notice of County Office Closure - Friday, July 4, 2014

Jefferson County Notice of Intent to Appoint to the Jefferson County Planning Commission, Thursday, July 17, 2014.

Jefferson County Notice of Intent to Appoint to the West Virginia Eastern Panhandle Transportation Authority, Thursday, July 17, 2014.

Letter from the WV State Auditor's Office regarding in-service training and the Thelma J. Stone

Memorial Achievement Award.

Letter form the WV State Auditor's Office regarding the audit report for the Municipality of Bolivar.

Letter from the WV Department of Transportation - Division of Highways regarding the Statewide Transportation Improvement Program (STIP).

Letter of Commendation for Tinadawn Stratton and the IT Support Staff from Brandy Sims, Assistant Prosecuting Attorney for Jefferson County.

E-mail from Richard Zigler, resident, regarding the proposed Shepherdstown Bike Path.

WV Lottery weekly settlement for Charles Town, week ending June 7, 2014.

WV Lottery weekly settlement for Charles Town, week ending June 14, 2014.

WV Lottery weekly settlement for Charles Town, week ending June 21, 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, June 19, 2014

A meeting of the Jefferson County Commission was held on Thursday, June 19, 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, Jane Tabb, and Lyn Widmyer. President Pellish was absent with notice. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, June 19, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the minutes for the June 5, 2014 Regular Meeting.
Motion seconded and unanimously approved.**

**Motion by Mr. Manuel to approve the minutes for the June 11, 2014 Public Hearing.
Motion seconded and unanimously approved.**

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$175,361.10 to include Purchase Order Numbers 51950, 52434, 51471, 51474, 52223, 52776, 52580, 52252, 52544, 52545, 52575, 52619, 50017, 52618, 52620, 52622, 52623, 52328, 52679, 51977, 51978, 51979, 51980, 51981, 51982, 51984, and 52408. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve the May 2014 Check Register in the amount of \$141,717.81. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Pay Period Ending May 31, 2014 in the amount of \$235,209.98. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Vouchers Payable for June 13, 2014 in the amount of \$136,958.72. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072364	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
072365	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,556.64	\$ 1,556.64
072366	425	B-K OFFICE SUPPLY INC	52390	\$ 466.00	\$ -	\$ 466.00
072367	406	MONICA BENNETT		\$ -	\$ 108.00	\$ 108.00
072368	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
072369	425	DODSON'S SEPTIC	52612	\$ 265.00	\$ -	\$ 265.00
072370	425	DAYCON	52608	\$ 1,267.18	\$ -	\$ 1,267.18
072370	425	DAYCON	52609	\$ 688.20	\$ -	\$ 688.20
072371	405	EASTERN PANHANDLE BAR	52678	\$ 25.00	\$ -	\$ 25.00
072372	717	FISHER AUTO PARTS		\$ -	\$ 206.98	\$ 206.98
072373	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
072374	717	GUTTMAN OIL CO		\$ -	\$ 18,987.90	\$ 18,987.90
072375	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 643.88	\$ 643.88
072376	405	CHARLES B HOWARD		\$ -	\$ 755.81	\$ 755.81
072377	406	PAULA J. HARDY		\$ -	\$ 108.00	\$ 108.00
072378	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 378.36	\$ 378.36
072379	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,556.64	\$ 1,556.64
072380	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 126.48	\$ 126.48
072381	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
072382	406	LAKEVIEW RESORT & SPA	51406	\$ 738.00	\$ -	\$ 738.00
072383	405	RALPH A LORENZETTI JR		\$ -	\$ 19.99	\$ 19.99
072384	404	TONI MILBOURNE	52406	\$ 750.00	\$ -	\$ 750.00
072385	ALLOC	JEFF CO PARKS &		\$ -	\$ 16,344.70	\$ 16,344.70
072386	402	PIFER OFFICE SUPPLY, INC	52458	\$ 242.75	\$ -	\$ 242.75
072386	402	PIFER OFFICE SUPPLY, INC	52459	\$ 195.25	\$ -	\$ 195.25
072386	402	PIFER OFFICE SUPPLY, INC	52460	\$ 208.42	\$ -	\$ 208.42
072386	402	PIFER OFFICE SUPPLY, INC	52461	\$ 243.65	\$ -	\$ 243.65
072386	403	PIFER OFFICE SUPPLY, INC	51472	\$ 9.30	\$ -	\$ 9.30
072387	403	POSTMASTER CHARLES TOWN	51473	\$ 92.00	\$ -	\$ 92.00

072388	439	POSTMASTER CHARLES TOWN	52330	\$ 92.00	\$ -	\$ 92.00
072389	424	POTOMAC EDISON/OH		\$ -	\$ 1,686.96	\$ 1,686.96
072389	425	POTOMAC EDISON/OH		\$ -	\$ 1,905.29	\$ 1,905.29
072389	425	POTOMAC EDISON/OH		\$ -	\$ 13,130.28	\$ 13,130.28
072390	700	WILLIAM POTTER		\$ -	\$ 13.14	\$ 13.14
072391	425	RCS SECURITY	52617	\$ 93.60	\$ -	\$ 93.60
072392	404	SHERIFF OF JEFFERSON CO	52407	\$ 17.65	\$ -	\$ 17.65
072393	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 828.00	\$ 828.00
072393	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 84.50	\$ 84.50
072393	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,610.00	\$ 1,610.00
072393	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 104.00	\$ 104.00
072394	405	SPECIALTY BUS SUPPLIES	51639	\$ 1,152.20	\$ -	\$ 1,152.20
072395	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
072396	712	SEN COMMUNICATIONS	52552	\$ 275.00	\$ -	\$ 275.00
072396	712	SEN COMMUNICATIONS	52554	\$ 14.96	\$ -	\$ 14.96
072397	425	SHENANDOAH VALLEY WATER		\$ -	\$ 550.60	\$ 550.60
072398	425	CAPITAL TRISTATE		\$ -	\$ 84.20	\$ 84.20
072399	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 212.00	\$ 212.00
072401	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
072401	402	UNITED BANKCARD CENTER		\$ -	\$ 800.00	\$ 800.00
072401	402	UNITED BANKCARD CENTER		\$ -	\$ 585.00	\$ 585.00
072401	403	UNITED BANKCARD CENTER		\$ -	\$ 1,778.88	\$ 1,778.88
072401	405	UNITED BANKCARD CENTER		\$ -	\$ 38.56	\$ 38.56
072401	405	UNITED BANKCARD CENTER		\$ -	\$ 490.00	\$ 490.00
072401	405	UNITED BANKCARD CENTER		\$ -	\$ 94.04	\$ 94.04
072401	406	UNITED BANKCARD CENTER		\$ -	\$ 28.23	\$ 28.23
072401	413	UNITED BANKCARD CENTER		\$ -	\$ 373.89	\$ 373.89
072401	413	UNITED BANKCARD CENTER		\$ -	\$ 4.97	\$ 4.97
072401	413	UNITED BANKCARD CENTER		\$ -	\$ 723.21	\$ 723.21
072401	413	UNITED BANKCARD CENTER		\$ -	\$ 234.23	\$ 234.23
072401	415	UNITED BANKCARD CENTER		\$ -	\$ 79.53	\$ 79.53
072401	424	UNITED BANKCARD CENTER		\$ -	\$ 4.45	\$ 4.45
072401	424	UNITED BANKCARD CENTER		\$ -	\$ 14,673.19	\$ 14,673.19
072401	424	UNITED BANKCARD CENTER		\$ -	\$ 110.19	\$ 110.19
072401	425	UNITED BANKCARD CENTER		\$ -	\$ 25.81	\$ 25.81
072401	425	UNITED BANKCARD CENTER		\$ -	\$ 136.00	\$ 136.00
072401	425	UNITED BANKCARD CENTER		\$ -	\$ 31.63	\$ 31.63
072401	428	UNITED BANKCARD CENTER		\$ -	\$ 8,634.76	\$ 8,634.76
072401	428	UNITED BANKCARD CENTER		\$ -	\$ 3,295.91	\$ 3,295.91
072401	428	UNITED BANKCARD CENTER		\$ -	\$ 265.41	\$ 265.41

072401	433	UNITED BANKCARD CENTER		\$ -	\$ 67.84	\$ 67.84
072401	433	UNITED BANKCARD CENTER		\$ -	\$ 282.84	\$ 282.84
072401	439	UNITED BANKCARD CENTER		\$ -	\$ 69.15	\$ 69.15
072401	439	UNITED BANKCARD CENTER		\$ -	\$ 15.00	\$ 15.00
072401	451	UNITED BANKCARD CENTER		\$ -	\$ 108.84	\$ 108.84
072401	700	UNITED BANKCARD CENTER		\$ -	\$ 86.38	\$ 86.38
072401	700	UNITED BANKCARD CENTER		\$ -	\$ 16.83	\$ 16.83
072401	700	UNITED BANKCARD CENTER		\$ -	\$ 419.98	\$ 419.98
072401	700	UNITED BANKCARD CENTER		\$ -	\$ 770.56	\$ 770.56
072401	711	UNITED BANKCARD CENTER		\$ -	\$ 21.17	\$ 21.17
072401	711	UNITED BANKCARD CENTER		\$ -	\$ 230.69	\$ 230.69
072401	711	UNITED BANKCARD CENTER		\$ -	\$ 496.76	\$ 496.76
072401	711	UNITED BANKCARD CENTER		\$ -	\$ 888.37	\$ 888.37
072401	712	UNITED BANKCARD CENTER		\$ -	\$ 193.22	\$ 193.22
072401	712	UNITED BANKCARD CENTER		\$ -	\$ 697.25	\$ 697.25
072401	712	UNITED BANKCARD CENTER		\$ -	\$ 3,510.38	\$ 3,510.38
072401	712	UNITED BANKCARD CENTER		\$ -	\$ 63.92	\$ 63.92
072401	717	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
072401	717	UNITED BANKCARD CENTER		\$ -	\$ 54.29	\$ 54.29
072401	717	UNITED BANKCARD CENTER		\$ -	\$ 11.28	\$ 11.28
072402	425	VALLEY HARDWARE COMPANY		\$ -	\$ 6.65	\$ 6.65
072403	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 19,457.98	\$ 19,457.98
072404	717	NAPA AUTO PARTS		\$ -	\$ 477.10	\$ 477.10
072405	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
072406	405	WEST VIRGINIA STATE BAR	52681	\$ 80.00	\$ -	\$ 80.00
TOTAL						\$ 147,657.03
TOTAL				\$ 7,066.16	\$ 140,590.87	\$ 147,657.03

Motion by Mr. Manuel to approve the Accounts Payable for June 12, 2014 in the amount of \$147,657.03. Motion seconded and passes on a vote 3-1 with Ms. Widmyer opposing.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072409	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,224.32	\$ 4,224.32
072410	424	AT&T/IL		\$ -	\$ 0.33	\$ 0.33
072411	700	AUTOZONE		\$ -	\$ 89.75	\$ 89.75
072411	717	AUTOZONE		\$ -	\$ 487.77	\$ 487.77
072412	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 102.40	\$ -	\$ 102.40
072413	405	MYOSHIA BRIGHT		\$ -	\$ 138.00	\$ 138.00
072414	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00

072414	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00
072415	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072416	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
072417	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
072418	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072419	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072420	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
072421	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 198.82	\$ 198.82
072422	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072423	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
072424	439	DELL MARKETING LP	52327	\$ 830.71	\$ -	\$ 830.71
072425	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 40.85	\$ 40.85
072426	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
072427	433	ESRI	51384	\$ 2,500.00	\$ -	\$ 2,500.00
072428	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
072428	425	J.C.EHRLICH		\$ -	\$ 535.67	\$ 535.67
072429	401	FEDEX		\$ -	\$ 63.45	\$ 63.45
072429	700	FEDEX		\$ -	\$ 35.64	\$ 35.64
072430	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 11,056.85	\$ 11,056.85
072431	425	GRAINGER, INC	52621	\$ 44.76	\$ -	\$ 44.76
072432	405	STEPHEN V GROH		\$ -	\$ 246.41	\$ 246.41
072432	405	STEPHEN V GROH		\$ -	\$ 138.00	\$ 138.00
072433	405	STEPHANIE GROVE		\$ -	\$ 138.00	\$ 138.00
072434	405	CHARLES B HOWARD		\$ -	\$ 138.00	\$ 138.00
072435	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,790.00	\$ 2,790.00
072436	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,308.00	\$ 5,308.00
072437	405	PATSY KIDWELL		\$ -	\$ 138.00	\$ 138.00
072438	405	RALPH A LORENZETTI JR		\$ -	\$ 138.00	\$ 138.00
072439	412	JUDITH A MATLICK		\$ -	\$ 326.55	\$ 326.55
072440	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 557.74	\$ 557.74
072441	405	GAIL MCMILLION		\$ -	\$ 138.00	\$ 138.00
072442	424	MICROMAIN CORPORATION	52384	\$ 530.00	\$ -	\$ 530.00
072443	405	JENNIFER E. MAY-SANNER		\$ -	\$ 138.00	\$ 138.00
072444	405	JONELLE MAY		\$ -	\$ 138.00	\$ 138.00
072445	PAYROLL	HIGHMARK WV		\$ -	\$ 324.69	\$ 324.69
072446	412	SHAY MCNEIL		\$ -	\$ 84.46	\$ 84.46
072447	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072448	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
072449	405	JEFFREY N. POULIN		\$ -	\$ 96.32	\$ 96.32
072450	405	LECTOR DENISE RIDEOUTT		\$ -	\$ 138.00	\$ 138.00

072451	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00
072452	405	HASSAN RASHEED		\$ -	\$ 214.48	\$ 214.48
072452	405	HASSAN RASHEED		\$ -	\$ 138.00	\$ 138.00
072453	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
072453	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
072453	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072453	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
072453	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072453	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
072453	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072453	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072453	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
072453	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
072454	405	SPECIALTY BUS SUPPLIES	51639	\$ 536.05	\$ -	\$ 536.05
072455	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.02	\$ 1.02
072455	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,498.02	\$ 10,498.02
072455	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,888.08	\$ 44,888.08
072455	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.34	\$ 4.34
072455	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,015.68	\$ 44,015.68
072455	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.87	\$ 2.87
072456	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.55	\$ 1.55
072456	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,436.44	\$ 31,436.44
072457	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,106.52	\$ 11,106.52
072457	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,986.42	\$ 16,986.42
072458	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 18,035.50	\$ 18,035.50
072459	700	TPS TOWN POLICE SUPPLY	51983	\$ 129.00	\$ -	\$ 129.00
072460	405	TERESA TRITELLI		\$ -	\$ 138.00	\$ 138.00
072461	405	THOMSON REUTER - WEST	52216	\$ 2,151.45	\$ -	\$ 2,151.45
072462	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5.13	\$ 5.13
072462	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,484.69	\$ 25,484.69
072462	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 82,116.87	\$ 82,116.87
072462	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.59	\$ 1.59
072463	415	WV STATE AUDITOR**		\$ -	\$ 11,325.00	\$ 11,325.00
072464	716	WV BOARD VETERINARY MED	51951	\$ 250.00	\$ -	\$ 250.00
072465	440	WV CODE OFFICIALS ASSOC	52577	\$ 150.00	\$ -	\$ 150.00
072466	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
072467	405	NEIL ZAHRADNIK		\$ -	\$ 138.00	\$ 138.00
TOTAL						
TOTAL						

Motion by Ms. Noland to approve the Accounts Payable for June 19, 2014 in the amount of \$339,242.16 . Motion seconded and unanimously approved.

PUBLIC COMMENT:

Martin Burke, resident – spoke about his concerns regarding the noise from Summit Point Raceway and stated the Summit Point Raceway property should not be given an exemption from the public comment during the building permit process.

Jennifer Syron, resident and Homeowner’s Association President of Chapel View Estates – expressed her concerns regarding bond work in Chapel View that has never been completed by the developer.

David Tabb, resident – updated the Commission on his views concerning various county topics.

Jennifer Brockman, Director of Planning and Zoning – notified the Commission on the Public Hearing for the Comprehensive Plan.

Bill Polk, Director of Maintenance – updated the Commission on the Courthouse courtyard renovations.

Laura Storm, Circuit Clerk – updated the Commission regarding the progress of the new e-filing system.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exonerations:

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
John Michael - President of Mechlenburg Rec. Assoc.	Shepherdstown	Real Estate	28227	\$88.78
NAME	DISTRICT	TYPE	TICKET #	AMOUNT
John Michael - President of Mechlenburg Rec. Assoc.	Shepherdstown	Real Estate	28186	\$89.36

- **Motion by Mr. Manuel to approve the Exonerations as presented by the Assessor. Motion seconded and unanimously approved.**
2. Dr. David Didden and Thomas Trumble, Jefferson County Health Department – introduced Christina Jackson, the new Health Administrator for the Jefferson County Health Department.
 3. Jennifer Maghan, County Clerk – requested the approval of the Depository Bonds for the 2014-2015 Fiscal Year.

- **Motion by Mr. Manuel to approve the depository bonds with the Bank of Charles Town in the amount of \$14 million dollars. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the depository bonds with BB&T in the amount of \$800,000. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the depository bonds with Jefferson Security Bank in the amount of \$1,190,565.00. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to approve the depository bonds with United Bank in the amount of \$2.5 million dollars. Motion seconded and unanimously approved.**
4. Mayor Jim Auxer and Lori Roberston, Shepherdstown Council – requested a continuation of the discussion of the Shepherdstown Bike Path.
- Mayor Auxer stated the Corporation of Shepherdstown would claim responsibility for the maintenance of the bike path if the Commission would be responsible for any possible cost overruns that may occur during the construction of the bike path.
 - **Motion by Ms. Widmyer to earmark \$36,000 from the Capital Outlay fund in the event of cost overruns during the construction of the Shepherdstown bike path. Motion seconded but fails on a vote of 2-2 with Ms. Noland and Ms. Tabb opposing.**
5. Presentation of the Resolution of Appreciation to the Arts and Humanities Alliance/Jefferson Arts Council for the success of Artomatic@Jefferson.
- **Motion by Ms. Widmyer to approve the presentation of the Resolution of Appreciation for the Jefferson Arts Council. Motion seconded and unanimously approved.**
6. The Commission recessed for break at 11:00 am.
The Commission reconvened at 11:10 am.
7. Interview and Appointment to the Jefferson County Board of Zoning Appeals
- **Motion by Mr. Manuel to nominate Mr. Ted Schiltz for the vacancy on the Board of Zoning Appeals and close the nominations as Mr. Schiltz was the sole applicant. Motion seconded and unanimously approved.**

- **Motion by Mr. Manuel to appoint Ted Schiltz to the Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2015. Motion seconded and unanimously approved.**
8. Tom Reilly, IT Consultant – provided the Commission with an update on the status of IT improvements occurring on both campuses. Mr. Reilly stated the XP update was almost complete, and it was a possibility the project would be under the projected budget. Mr. Reilly also stated he was awaiting feedback from legal and administration regarding the contract for the new county website. Finally, Mr. Reilly stated the Virtualization Project was currently underway and would hopefully be operational within the next few weeks.
9. Roger Goodwin, Chief County Engineer
- A. Requested the complete release of construction bond security for Summit Point Automotive Research Center, LLC – Jefferson Circuit Expansion (File #S13-02) Letter of Credit #323 with the Bank of Charles Town, Charles Town, WV.
- **Motion by Ms. Widmyer to authorize the complete release of \$390,644.00 from the construction bond amount for Summit Point Automotive Research Center, LLC – Jefferson Circuit Expansion. Motion seconded and unanimously approved.**
- B. Requested the complete release of construction bond security for Hospice of the Panhandle, Inc. (File #S10-05) – Letter of Credit #10010976610 with Susquehanna Bank, Martinsburg, WV.
- **Motion by Noland to authorize a complete release of the remaining \$456,199.00 from the construction bond for Hospice of the Panhandle, Inc. Motion seconded and unanimously approved.**
- C. Requested the partial release of the construction bond security for Leetown Baptist Church – Leetown Baptist Church Addition (File #S09-04) – Cash in Escrow with the Bank of Charles Town, Charles Town, WV.
- **Motion by Mr. Manuel to authorize the partial release of \$36,624.00 from the construction bond amount for Leetown Baptist Church – Leetown Baptist Church Addition. Motion seconded and unanimously approved.**
- D. Requested the complete release of construction bond security for New Vision Properties II, Inc. – Windmill Crossing Subdivision (File #03-01) – Letter of Credit #02-04-2 with United Bank, Shepherdstown, WV.
- **Motion by Mr. Manuel to authorize a complete release of the remaining \$369,470.00 from the construction bond amount for New Vision**

Properties II, Inc. – Windmill Crossing Subdivision. Motion seconded and unanimously approved.

E. Requested the partial release of the construction bond security for Dan Ryan Builders, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55) which is secured by Letter of Credit #3085605 with Bank of America, McLean, VA. The owner/developer has entered into a Tolling of Bonding Agreement with the County and would like to reduce the Letter of Credit down to \$10,000.00 as security for the Site Stability Bond.

- **Motion by Ms. Tabb to authorize a partial release of \$1,336,705.32 from Letter of Credit #3085605 with Bank of America which leaves a balance of \$10,000.00 which secures the Site Stability Bond for Dan Ryan Builders, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159. Motion seconded and unanimously approved.**

10. Elizabeth McDonald, President of the Jefferson County Farmland Protection Board – requested the approval of the Farmland Protection Board’s request to reclassify the Board’s Administrator position from a 70 hour schedule to an 80 hour schedule to properly reflect the Farmland Protection Board workload.

- **Motion by Ms. Tabb to reclassify the Jefferson County Farmland Protection Board Administrator Position from 70 bi-weekly hours at Grade IV, Step D to 80 bi-weekly hours at Grade IV, Step D. Motion seconded and unanimously approved.**

11. Steve Groh, Assistant Prosecuting Attorney – provided the Commission with an update on pending litigation. The County Commission agreed to the attached settlement.

12. Commissioner Dale Manuel – requested the Commission begin preparation to institute an impact fee for the proposed Public Service District Sewer project, as these funds are critical to the Public Service District’s continuation of said project.

- **Motion by Mr. Manuel to request counsel to research the request to see whether or not an impact fee for the proposed Public Service District sewer project is a legitimate way to reduce the financial burden on the ratepayers and work in cooperative conjunction with the Public Service District staff. Motion seconded and unanimously approved.**

13. Approval of the Revised Boards and Commissions Policy

- **Motion by Ms. Widmyer to move the Revised Boards and Commissions Policy before the body for discussion. Motion seconded.**

- **Motion by Ms. Noland to amend the “Advertising Process” section of the Revised Boards and Commissions Policy and strike “...prior to the County Commission meeting” and replace with “...prior to the appointment.” Motion seconded but fails on a vote of 2-2 with Ms. Widmyer and Mr. Manuel opposing.**
- **Motion by Ms. Widmyer to approve the Revised Boards and Commissions Policy as presented. Motion seconded and unanimously approved.**

14. Approval of the Contracts for the Fire Companies for FY15

- It was the consensus of the Commission to request Ms. Keyser to provide further clarification regarding the amount of monies the fire companies would be receiving and when.
- **Motion by Ms. Tabb to approve the contracts as presented and direct staff to make payments indicated in the contracts. Motion seconded and unanimously approved.**

15. Decision on the Ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency Board

- It was the consensus of the Commission to delay discussion/action on this item until the next regularly scheduled County Commission meeting in order to dedicate the appropriate amount of time to the subject. The Commission also requested staff and legal counsel correct any remaining typos, insertions, and/or deletions and create a clean, working draft to be used during the next meeting.

16. Decision on the Proposed Amended Ordinance for Jefferson County, West Virginia to raise the Emergency 911 Land Line Fee from \$2.90 to \$5.00

- **Motion by Ms. Tabb to set the landline fee at \$4.00. Motion seconded. Motion withdrawn.**
- **Motion by Mr. Manuel to hold decision on this item until the afternoon session once the Financial Director is able to provide further information regarding Ms. Tabb’s motion to set the landline fee at \$4.00. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve the Proposed Amended Ordinance for Jefferson County, West Virginia to raise the Emergency 911 Land Line Fee from \$2.90 to \$5.00 as presented for the operations of the E911 Center. Motion seconded and unanimously approved.**

17. Discussion of the request for the petition from the Monongalia County Commission for pending electric increase

- It was the consensus of the Commission to request staff to schedule a presentation from Charlene Gillam, the Eastern Panhandle representative for FirstEnergy, to learn more about the rate increases and impending changes occurring at Potomac Edison.

18. RFP for IT Services

- It was the consensus of the Commission to request Mr. Gary Wines, IT Director from Berkeley County, to review the RFP to provide his expertise to ensure the RFP provides for the needs of the County.
- It was the consensus of the Commission to delay action on this item until the July 17, 2014 County Commission meeting when all Commissioners would be present.

19. Potential funding of a part-time position within the Communications Department

- **Motion by Ms. Tabb to allow the E911 Director to pursue part-time administrative assistance up to \$22,000 as long as there are adequate funds in the E911 budget. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to delay decision on this item until the afternoon session once the Financial Director has provided his recommendation. Motion seconded. Motion withdrawn.**

20. The Commission recessed for lunch at 12:35 pm.
The Commission reconvened at 1:40 pm.

FINANCIAL DIRECTOR REPORTS

- Approval of WV Corp Insurance Renewal Changes – Mr. Stanton outlined the staff recommendations for the WV Corp Insurance Policy for FY15.
- **Motion by Ms. Widmyer to approve the staff recommendations for WV Corp Insurance Policy for FY15 in regards to the liability insurance limit increase from \$1 million dollars to \$2 million dollars and to renew the policy for FY15. Motion seconded and unanimously approved.**

- Internal Budget Revision #19 – requested the approval of Internal Budget Revision #19 to fund the impact fee study.
- **Motion by Mr. Manuel to approve Internal Budget Revision #19 in the amount of \$17,041.00 for the Commission Office to fund the TischlerBise invoice for the impact fee study for FY14. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Code of Ethics Letter – Ms. Grove stated the Commission would have to file a formal removal petition in order to remove a current member from any board, commission, or committee, and she does not believe the refusal to sign the code of ethics would warrant the filing of a removal petition.
 - It was the consensus of the Commission to add the following language to the Code of Ethics notification letter to current members of County Appointed Boards, Commissions, and Committees: “Failure to sign the Code of Ethics document may affect your future reappointment.”
 - It was the consensus of the Commission to request legal to change “personal interest” to “pecuniary interest” and to bring the corrected document back before the body at the next regularly scheduled County Commission meeting.
- Review of the approved Jefferson County Emergency Service Fee Ordinance – Ms. Keyser stated she had two items for which she needed clarification. First, she asked if hotels and motels should receive a flat \$85.00 fee as a whole commercial unit or if each individual room should be treated as a separate unit. It was the consensus of the Commission to consider hotels and motels as one commercial unit to be charged a single \$85.00 fee. Second, Ms. Keyser asked if the document should explicitly state churches and non-profits would be exempt from the commercial fee. Ms. Grove stated the document’s definition of “commercial structure” is one that is “operated for profit,” thus providing churches and non-profits an exemption from the fee.
- Review of the approved Sexual Harassment Policy and Issue Resolution Policy – Ms. Keyser provided the Commission with copies of the approved Sexual Harassment and Issue Resolution Policies and stated these policies would be discussed during next week’s mandatory Sexual Harassment and Diversity Training. Ms. Keyser also stated she was currently working on an EEOC/Diversity Policy for the county.

- Impact Fee “Workshop” for July 17th – Ms. Keyser stated Roger Goodwin will be holding a work shop during the July 17, 2014 Commission meeting to discuss the current impact fee study. Ms. Keyser clarified TischlerBise would not be present at this work shop. It was the consensus of the Commission to invite the stakeholders and school board members and ensure they have access to the documents to be discussed.
- RIF’d Employees – Ms. Keyser stated Sally Gran would manually add the last day of employment (June 30) for the two RIF’d employees to their June 27th paychecks as to not affect their ability to receive unemployment.

21. Presentation of Resolutions in Recognition of Service to the Envision Jefferson 2035 Steering Committee

- **Motion by Mr. Manuel to approve the Resolutions in Recognition of Service to the Envision Jefferson 2035 Steering Committee members. Motion seconded and unanimously approved.**

22. Jennifer Brockman, Director of Planning and Zoning

- A. Provided the Commission with an overview and summary of the Draft Envision Jefferson 2035 Comprehensive Plan transmitted by the Envision Jefferson 2035 Steering Committee.
- B. Requested the Commission set a Public Hearing on the Proposed Zoning Map Amendment for the two parcels owned by Hoy Shingleton, Trustee for Pearl Perkins, Beneficiary; and Eric and Stacy Lindberg; designated as Tax District: Middleway (07), Map 1, Parcels:1.2 (16.62 acres, with 12.67 acres in Jefferson County) and 1.1 (7 acres), located on the north side of Route 115 (Old Route 9/Charles Town Road), along the Berkeley/Jefferson County line.
 - **Motion by Mr. Manuel to request staff to set an agreeable date and time for a Public Hearing on the Proposed Zoning Map Amendment for the two parcels owned by Hoy Shingleton, Trustee for Pearl Perkins, Beneficiary; and Eric and Stacy Lindberg; designated as Tax District: Middleway (07), Map 1, Parcels:1.2 (16.62 acres, with 12.67 acres in Jefferson County) and 1.1 (7 acres), located on the north side of Route 115 (Old Route 9/Charles Town Road), along the Berkeley/Jefferson County line. Motion seconded and unanimously approved.**
- C. Requested the Commission schedule a Public Hearing regarding the proposed Policy on Vested Property Rights.

- **Motion by Mr. Manuel to request staff to set an agreeable date and time to schedule a Public Hearing regarding the proposed Policy on Vested Property Rights, including the following language:**

1. The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2015 until July 1, 2017. And other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same time period.
2. The requirements for the vesting of property rights contained in an ordinance enacted pursuant to 8A-4-2 that require the performance of any action within a certain time period of any subdivision or land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2015 to July 1, 2017. This provision would apply to all special and conditional use permits or any other agreement or zoning action.
3. Any plan or plat affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plan or plat is submitted for approval.

Motion seconded and unanimously approved.

D. Requested the approval of Job Offer for Vacant Planning Clerk Position.

- **Motion by Ms. Tabb to approve the recommendation of the Director of Planning and Zoning to hire the preferred applicant to fill the vacant Planning Clerk position at a Grade III, Step D for the Departments of Planning and Zoning in accordance with the Department of Planning's budgeted position. A one step increase may occur at the end of the six month probation, provided the review is satisfactory. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Wished everyone a Happy West Virginia Day.
- Reminded everyone about Farm Day on Saturday.

Patsy Noland

- Notified the Commission Shepherdstown and Harpers Ferry were nominated as two of the Top 3 Best Towns in West Virginia and urged everyone to visit wvliving.com to vote.
- Stated the CVB Visitor's Center would be open to celebrate West Virginia Day.
- Stated the John Brown Tour has had 300 participants.

Dale Manuel

- Attended a Planning Commission meeting.
- Visited the Day Report Center.
- Met with his Comprehensive Plan appointees.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging Center meeting.
- Attended a Parks and Recreation Commission meeting.

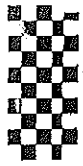
Lyn Widmyer

- Attended the Workforce Investment Board meeting.
- Attended a HEMPMO meeting.
- Attended a Historic Landmarks Commission meeting.

23. The Commission meeting was adjourned at 4:17 pm on a motion by Ms. Tabb.
Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



No. 0881 P. 1
S. Gosh RECEIVED
JUN 17 2014
JEFFERSON COUNTY
CIRCUIT CLERK

IN THE CIRCUIT COURT OF JEFFERSON COUNTY WEST VIRGINIA

COPY

David C. Tabb,
Petitioner,

Vs.

Case No 13-C-432

The County Commission of Jefferson County, West Virginia, et al

Agreed rule 41(a)(1) Voluntary Dismissal Order

On this 3rd day of June, 2014, came the parties with a voluntary dismissal pursuant to Rule 41 (a)(1).

Whereas the Plaintiff, the county Administrator and counsel for the county met to attempt to resolve this matter on or about April 24th, 2014.

The County provided the Plaintiff with written documentation that the County had issued a resolution, in proper form, designating the meeting room in the basement of the Library as a proper and lawful meeting place within the County Seat at which to conduct County Commission Meetings.

Furthermore, the County agreed to gain access to a glass encased bulletin board on the outside wall of the library and post notices of all county meetings at that location in addition to the current location outside the main Circuit Court House. Said bulletin board shall contain a written notice of meetings scheduled in the Library, the hours of operation, the main County Commission phone number and the web address of the County website which contains a more detailed agenda and meeting information. The required information has been posted at both locations from that time.

The County currently displays flags within the indoor meeting place in the Library. However, the County leases the Library space and does not have the authority to modify the structure without the consent of the Library. The County has been in good faith negotiations with the Library to obtain permission to display flags outside of the Library either near the side entrance or near the front entrance. However, the exact costs and specifications have not yet been agreed. The County hopes to obtain permission to display flags and to find the resources to cover the costs of same within the next few months. The Plaintiff agrees that the display of flags during Commission meetings (weather permitting) at either side or front locations would be satisfactory and understands the negotiation and installation will take some time. This matter is currently on the active docket of the court and neither party deems it cost-effective to litigate the flag issue at this time when it is likely to be resolved in the near future.

Thereupon in consideration of the above agreement reached this day between the parties the Court does hereby ADJUDGE AND ORDER that the Charles Town Library is an annex of the Jefferson County Court House as of the date of the entry of this order; It is the order of the Court upon this agreement having been reached that this matter shall be dismissed with respect to the meeting location issue and the posting of the agenda issue as it appears to the Court those issues have been satisfactorily resolved.

The parties agree that the remaining issue concerning the display of flags shall be dismissed without prejudice. If the flag display issue is not addressed as proposed herein, the plaintiff retains the right to re-file this matter with respect to the claim related to the display of the flags. If the Plaintiff is satisfied and does not re-file with respect to the flag issue within 180

days, that matter shall be deemed dismissed with prejudice at that time without further order of the Court.

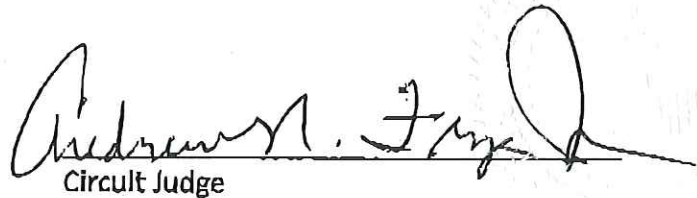
WHEREFORE, It is ORDERED that this matter is DISMISSED from the active docket of this Court. It is FURTHER ORDERED that the clerk shall send an attested copy of this order to the Plaintiff and Counsel of record.

2 cc's:

D. Tabb

S. Groh

6-18-14 BL



Circuit Judge

A TRUE COPY
ATTEST:

LAURA E. STORM
CLERK, CIRCUIT COURT
JEFFERSON COUNTY, W.VA.

BY B. Green
DEPUTY CLERK

Seen and Agreed:



David C. Tabb, pro se
107 Tabb Lane
Harpers Ferry, WV 25425
(304)676-5979 Cellular
(304)725-8472 Facsimile



Stephen V. Groh
Assistant Prosecuting Attorney
West Virginia State Bar Number 6831
Jefferson County Prosecutor's Office
Post Office Box 729
Charles Town, WV 25414
304-728-3243 Telephone
304-728-3293 Facsimile



PURCHASE ORDERS TO BE APPROVED

July 3, 2014

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ANIMAL CONTROL	51952	\$ 357.00	Valley Pet Cemetary	Carcass Disposal
CENTRAL GARAGE	52626	\$ 477.84	Rice Tire	Tires
CIRCUIT CLERK	51475	\$ 619.00	SSI	Monthly Invoice for June
	51476	\$ 360.00	Records Mgmt Solutions, Inc.	July 2014-June 2015 Contract
COMMISSION	52582	\$ 6,664.00	TischlerBise	Impact Fee Study
COUNTY CLERK	52462	\$ 1,426.92	Shepherdstown Chronicle	Elections Legal Ad
	52465	\$ 1,155.00	Jefferson Co. Schools	Schools Used for Polling
	52466	\$ 15,207.30	Elections Systems & Software	Ballot Coding and Layout
COURTHOUSE	52629	\$ 3,240.00	Boland	Annual Service Contract - AC & Water Trtmnt
	52631	\$ 4,266.33	BK Office Supply	Office Supplies and Copy Paper
OTHER BUILDINGS	52627	\$ 493.00	Trenary Service Co.	Refrigerant Recharge
	52630	\$ 1,500.00	TML	Copier Maint. Contract - Pub. Service Ctr.
GRAND TOTAL		\$ 35,766.39		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty, Sheriff

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 3, 2014**

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

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

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

✚ **Donation of \$3,000 received to help defray some of the costs regarding horses that were seized**

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

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

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

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

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

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

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

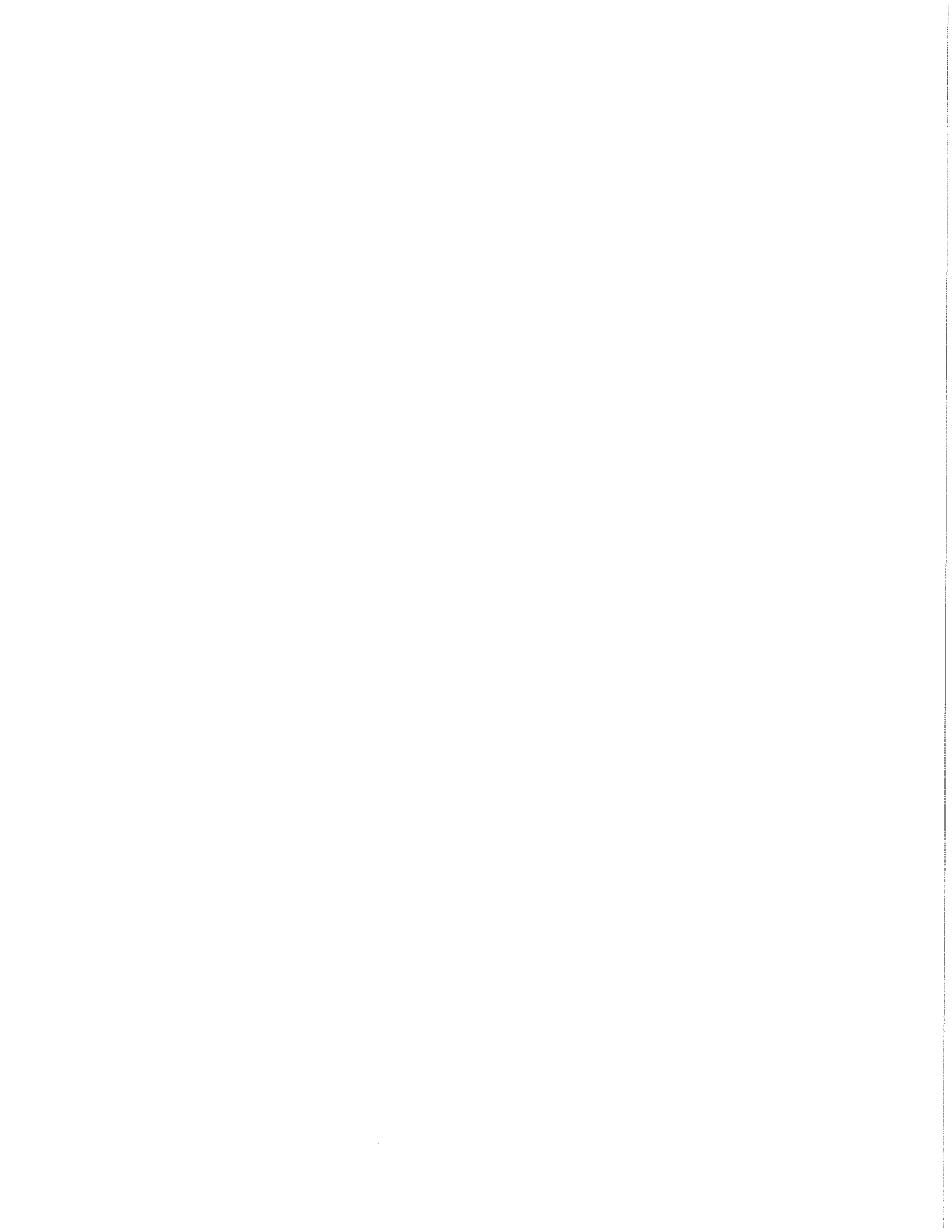
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 3, 2014**

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

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

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

 **Split Tickets**

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

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

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

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

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

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

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

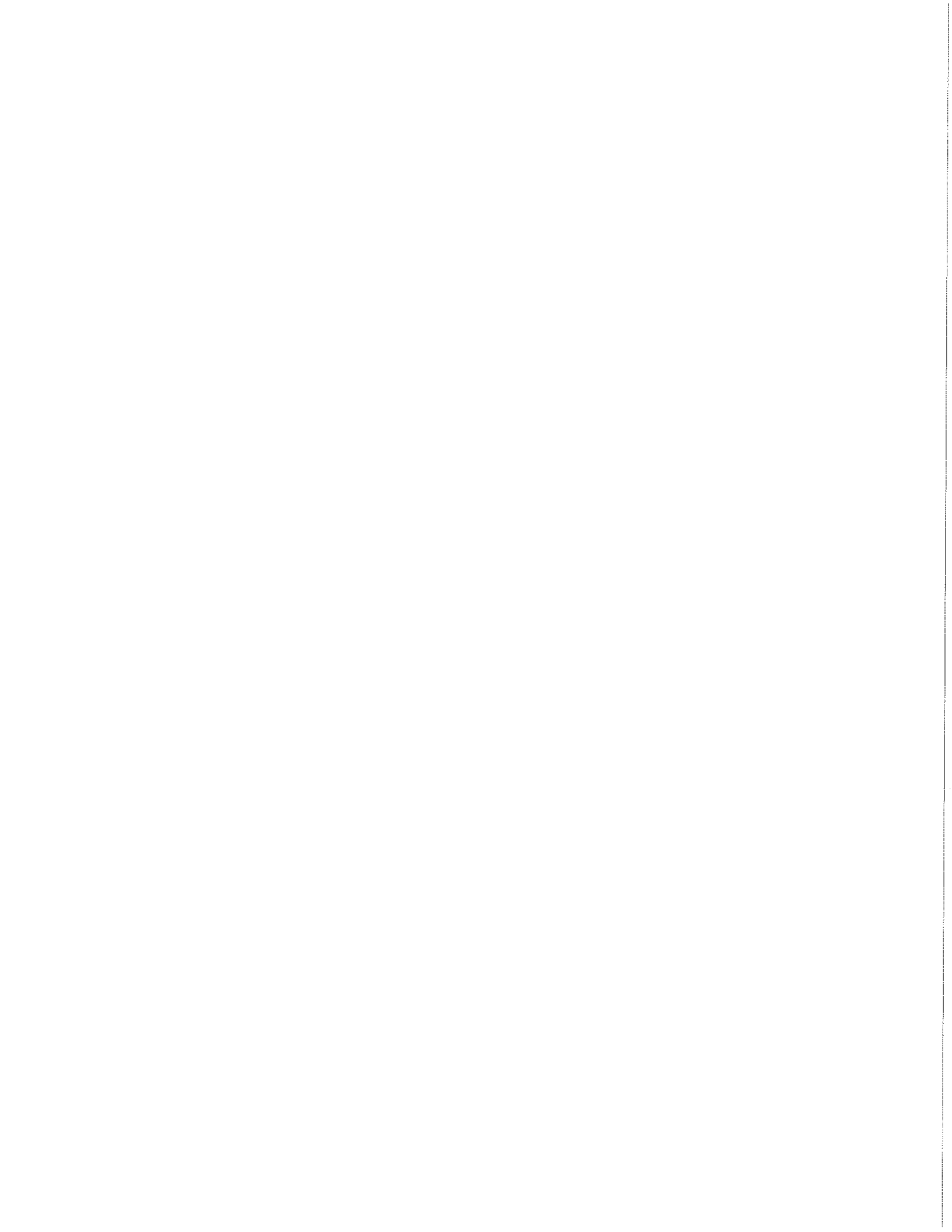
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Julie R. Shank, Town Attorney for the Corporation of Shepherdstown

Department or Organization: Corporation of Shepherdstown

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 3, 2014

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

Date Requested – 2nd Choice: August 2014 meeting

Subject (*Wording to be placed on agenda*): Approval and confirmation of the annexation by the Corporation of Shepherdstown of two (2) parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, and of 0.168 acre and identified as Parcel 109 on Tax Map 8-B, both of which are located in Shepherdstown District, Jefferson County, West Virginia, owned by Michael Patrick Bean.

Please provide the County Commission with a description of your request or presentation, including any background information: The Corporation of Shepherdstown seeks to have the County Commission of Jefferson County, West Virginia, approve and confirm the annexation of the above-referenced real estate. On October 25, 2013, by the Petition of Michael Patrick Bean, all of the voters, owners and freeholders of said real estate requested that the subject real estate be annexed to and become a part of the Corporation of Shepherdstown. On February 11, 2014, by Ordinance, the Corporation of Shepherdstown annexed the above described parcels of real estate into the Corporation of Shepherdstown under the provisions of West Virginia Code § 8-6-4 (Annexation Without Election). On March 11, 2014, the Corporation of Shepherdstown signed the Certification to Annex. I have enclosed the Certificate (with attachments) for filing with the Clerk of the Jefferson County Commission, and a proposed Order (with attachments) approving and confirming the annexation.

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*) Motion to approve, confirm, and order the annexation by the Corporation of Shepherdstown of two (2) parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, and of 0.168 acre and identified as Parcel 109 on Tax Map 8-B, both of which are located in Shepherdstown District, Jefferson County, West Virginia, owned by Michael Patrick Bean, and being the same real estate conveyed to Michael Patrick Bean, by deed dated February 3, 2012, of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1104, at page 261.

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: Julie R. Shank, 101 South Queen Street, Martinsburg, West Virginia 25401
Email address: jshank@bowlesrice.com Phone Number: 304-264-4207

FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/COMMENTS

Click here to enter text.

CERTIFICATE OF THE CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA TO ANNEX WITHOUT AN ELECTION UNDER THE PROVISIONS OF WEST VIRGINIA CODE § 8-6-4 A PARCEL OF REAL ESTATE CONSISTING OF 0.702 ACRE AND IDENTIFIED AS PARCEL 108 ON TAX MAP 8-B, AND A PARCEL OF REAL ESTATE CONSISTING OF 0.168 ACRE AND IDENTIFIED AS PARCEL 109 ON TAX MAP 8-B, BOTH OF WHICH ARE PRESENTLY LOCATED IN SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA, OWNED BY MICHAEL PATRICK BEAN

WHEREAS, Michael Patrick Bean, is the owner of two (2) adjacent parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, and of 0.168 acre and identified as Parcel 109 on Tax Map 8-B, both of which are presently located in Shepherdstown District, Jefferson County, West Virginia, and

WHEREAS, by Ordinance of the Corporation of Shepherdstown adopted February 11, 2014, the herein above described parcels of real estate, located in Shepherdstown District, Jefferson County, West Virginia, was annexed into the Corporation of Shepherdstown under the provisions of West Virginia Code § 8-6-4 (Annexation Without Election) subject to the Final Order of the Jefferson County Commission recognizing said annexation, and

WHEREAS, Michael Patrick Bean requested said annexation of the herein above described real estate into the Corporation of Shepherdstown as evidenced by that petition dated October 25, 2013, a copy of which is attached hereto as Exhibit A, and

WHEREAS, it appears from said Petition and as verified by the Corporation of Shepherdstown that, at the time said Petition was filed, there was one (1) voter residing or living on the subject real estate who subsequently joined in said Petition in support thereof, and

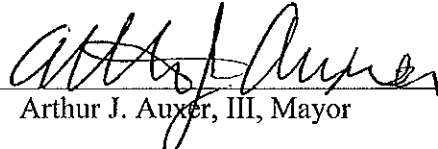
WHEREAS, as represented by the Petitioner, and verified by the Corporation of Shepherdstown, Michael Patrick Bean is the sole owner and freeholder of the subject real estate, and the subject real estate is currently improved by a single-family house on Parcel 108, and a garage/vehicle repair facility on Parcel 109, known as Cool Green Auto and Tire, owned and operated by the Petitioner, and that there is no intended change in the current use of the subject real estate, which would result in an increase in traffic to and from the subject real estate.

NOW, THEREFORE, this Certificate as required by West Virginia Code § § 8-6-3 and 8-6-4 is hereby filed with the records of the Corporation of Shepherdstown and the Jefferson County Commission certifying that all of the applicable requirements of West Virginia Code § § 8-6-3 and 8-6-4 have been met in regard to this annexation request and that the Petition filed herein by all of the owners and freeholders of said property is sufficient in every respect in regard to the annexation into the Corporation of Shepherdstown of the herein above described parcels of real estate consisting of 0.702 acre and 0.168 acre located in Shepherdstown District, Jefferson County, West Virginia, as more particularly described in that certain Legal Description of the perimeter boundaries of Parcels 108 and 109 on Tax Map 8-B attached hereto as Exhibit B, and being the same real estate conveyed to Michael Patrick Bean, by deed dated February 3, 2012, of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1104, at page 261, a copy of said Deed is attached hereto as Exhibit C.

WHEREFORE, the Corporation of Shepherdstown prays that the County Commission of Jefferson County, West Virginia, enter an order as provided by West Virginia Code § § 8-6-3 and 8-6-4, ordering and acknowledging that the corporate limits of the Corporation of Shepherdstown, West Virginia, be increased by that real estate more particularly described in Exhibit B attached hereto and that said annexation by the Corporation of Shepherdstown of said real estate be approved and confirmed.

Dated this 11 day of March, 2014.

CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA,
a municipal corporation,

By: 
Arthur J. Auxer, III, Mayor

ATTEST:

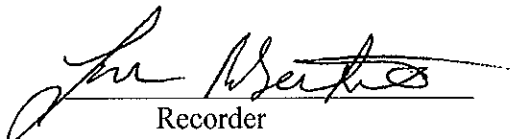

Recorder

EXHIBIT A

PETITION

PETITION FOR ANNEXATION

TO: The Honorable Arthur J. Auxer, III, Mayor
Town Council Members

FROM: Michael Patrick Bean

DATE: October 25, 2013

Michael Patrick Bean (the "Petitioner") petitions the Corporation of Shepherdstown (the "Town"), pursuant to West Virginia Code § 8-6-4 (Annexation without an election), to annex two (2) contiguous parcels of real estate (the "Property") which contain, in the aggregate, 0.87 acre.

PROPERTY DESCRIPTION

The Property is located on the east side of what would be an extension of Washington Street in the Shepherdstown Magisterial District, and is known for postal purposes as 8672 Shepherdstown Pike (house) and 8668 Shepherdstown Pike (garage).

The Property is contiguous with the municipal boundary of Shepherdstown on its north side, its south side, and its east side.

The western boundary of the Property abuts Mill Street and Secondary Rt. 230.

Access to the Property will continue to be by both Mill Street and by Washington Street.

A triangular portion of the 0.702 acre parcel (First Outsale) is within the corporate limits of Shepherdstown as shown on both the Tax Map and the plat, both as hereinafter described.

The Property is more particularly described in and was acquired by the Petitioner by a Deed dated the 3rd day of February, 2012, and recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, on February 13, 2012, in Deed Book 1104, page 261, a copy of which is attached and labeled Exhibit A.

A copy of the plat referenced in the aforesaid Deed is attached as Exhibit B, and is recorded in the aforesaid Clerk's office in Plat Book 7, page 28.

The Property is identified on Jefferson County Tax Map 8-B, a copy of which is attached as Exhibit C, and is described on the aforesaid plat (Plat Book 7, page 28) as

First Outsale (containing 0.702 acre) - Parcel 108

Residue (containing 0.168 acre) - Parcel 109

The three adjacent parcels, within the corporate boundary of the Town, are owned by Garland Jay Hurley (Tax Map parcel 149) and by United Bank, Inc. (Tax Map 3, parcel 154 and parcel 157 - which includes the 11-foot wide alley; Deed Book 1078, page 443).

OWNERSHIP

The Petitioner is the sole freeholder of the Property.

QUALIFIED VOTERS

The house on the Property (Residue, containing 0.168 acre) is occupied by one (1) person who is not registered to vote in Jefferson County, West Virginia.

REQUIREMENTS OF CHAPTER 14 OF THE TOWN CODE

In accordance with the provisions of Section 9-1424, Annexation, of the Town Code, the Petitioner submits the following information:

I.

BASIS FOR ANNEXATION REQUEST, DEVELOPMENT PLANS, ZONING

The Property is improved by a single-family house on the "First Outsale" parcel and by a garage/repair facility on the "Residue" parcel.

The Property was historically known as "Schlack's Gulf Station" and by "Trail's Chevron", and is now known as "Cool Green Auto and Tire" which is owned and operated by the Applicant.

The Petitioner desires to annex the Property and begin the planning process for his anticipated expansion of the garage (to the east, bordering Schlack's Alley), a modification of the front of the garage, and the possible conversion of the existing single-family house to a component use of the Applicant's existing vehicle repair facility. In addition, it is expected that the Applicant will utilize a portion of the rear (eastern)

portion of the Property for parking of vehicles incident to their repair, etc., so as to reduce the congested parking on the Property and on the eastern side of Mill Street.

This Petition is submitted conditioned on the Property being annexed in the Commercial District.

(See Section 9-702(d); Automobile Filling Stations, Automobile Repair and Sales).

II.

LEGAL DESCRIPTION AND PLAT

A legal description of the Property, prepared by Peter H. Lorenzen, West Virginia Professional Surveyor No. 948, dated September 3, 2013, is attached as Exhibit D, which describes the Property as an unitary parcel containing 0.87 acre.

The most recent plat of the Property (Exhibit B) is recorded in the aforesaid Clerk's office in Plat Book 7, page 28.

III.

STATEMENT OF PROJECTED IMPACTS TO THE TOWN

A. Utilities. Water and sewer services are furnished to the Property by the Town. Upon annexation of the Property, garbage service will be provided to the Property by the Town. Electric and telephone services are, and will be, furnished to the Property by Potomac Edison and Frontier, respectively.

B. Proffers. The Petitioner, in consultation with his Architect, Sara Lambert, anticipates the need of addressing the long-standing problem of water draining across the Property prior to it emptying into the storm drain situate near the

southern terminus of Mill Street. Accordingly, the Petitioner, in consultation and Ms. Lambert and the Town, intends to formulate remedial measures regarding this problem, the cost of which is expected to be paid by the Petitioner. Additionally, as part of this undertaking, the Petitioner proposes to regrade/pave/repave that portion of Schlack's Alley which contributes to the aforementioned water problem as well as paving all or a portion of the eastern side of Mill Street which abuts the Property.

C. Financial Impact. There will be no detrimental financial impact to the Town resulting from the annexation of the Property. Rather, a positive financial benefit will inure to the Town from various sources, i.e., utility excise taxes (electricity, telephone, and water).

In addition, the Town will receive additional real estate taxes. The 2013 real estate tax bills for the Property report an aggregate assessed value of \$161,700.00 (being sixty percent of its fair market value as determined by the County Assessor). The combined 2013 real estate taxes are \$3,730.74. Upon annexation, the Town will receive real estate taxes of approximately \$475.00 per year.

In summary, the Town will improve its financial posture upon the Property being annexed.

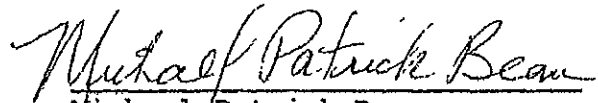
D. Traffic Study. The Petitioner sees no need to perform a traffic study of the proposed annexation as no traffic will be generated beyond that which now exists. Only the Petitioner accesses the Property.

E. Adequate Public Facilities. The Petitioner is unaware of any adverse impact to the Town by the annexation of the Property, primarily because the improvements are in existence and that any changes to the Property, by modifications, additions, etc., would be subject to review and approval by the appropriate commissions of the Town.


As stated in Section A, other than the Town providing garbage service to the Property, there will be no impact upon the Town's public facilities beyond those that exist at this time.

SUMMARY

For the foregoing reasons, the Petitioner respectfully prays the Town Council to approve this Petition.


Michael Patrick Bean
Owner/Petitioner

Prepared and submitted by:


D. Frank Hill, III
Attorney for the Petitioner
136 E. German Street
P.O. Box A
Shepherdstown, WV 25443
(304) 876-9333
West Virginia Bar No. 1725

October 25, 2013

THIS DEED made and entered into this 3rd day of February 2012, by and between ALFRED JAYNE, party of the first part, hereinafter referred to as GRANTOR, and MICHAEL PATRICK BEAN, party of the second part, hereinafter referred to as GRANTEE.

WITNESSETH: That for and in consideration of the sum of FIVE DOLLARS AND 00/100 (\$5 00), cash in hand paid, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, the said Grantor does hereby grant, bargain, sell and convey, and by these presents has granted, bargained, sold and conveyed, to and unto the said Grantee, in fee simple, with covenants of special warranty, all of that certain lot or parcel of real estate, with the improvements thereon and the appurtenances thereunto belonging, situate in the Shepherdstown District of Jefferson County, West Virginia, more particularly bounded and described as follows:

PARCEL ONE: Beginning at the intersection of the east limit of West Virginia Secondary Route 230 with the north limit of an 11-foot alley (253); thence with said Route NE 01-24-05, 78.50 feet to a point (254); thence NE 82-12-51, 35.57 feet to a point (255); thence three new lines of division with Schlack SW 08-27-40, 38.36 feet to a 5/8 inch rebar (258) to be set; thence SW 80-19-38, 89.78 feet to a 5/8 inch rebar (258) to be set; thence SW 07-44-14, 54.07 feet to a 5/8 inch rebar (259) to be set, said rebar on the north limit of the 11-foot alley; thence NW 83-03-28, 113.75 feet to the point of beginning, containing 0.168 acres, more or less.

TOGETHER WITH an easement over and upon that parcel of land, containing 145 square feet as depicted on the aforesaid Plat of Survey, on which are located light poles, signs, vent pipes, and underground storage tanks for petroleum related products, together with the right to maintain, operate, repair, replace, improve, restore, and upgrade said improvements within said easement area.

PARCEL TWO: All that certain First Outsale parcel of real estate, containing 0.702 acres, more or less, as said parcel appears on a plat entitled "First Outsale and Residue", made and prepared by Appalachian Surveys, Inc., dated June 1986, appearing of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 7, at page 28 (Slide 297-B) to which plat reference is hereby expressly made for a more particular metes and bounds description of the real estate conveyed herein.

AND BEING the same real estate conveyed to Alfred Jayne by deed dated 23rd day of March 2005, from William E. Trail and Freda I. Trail, his wife, and recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book No. 1005, at Page 613, and that certain deed dated the 23rd day of March 2005, from Henry W. Morrow, Jr., as executor of the Estate of Richard B. Schlack, as recorded in Deed Book 1005, at Page 615.

SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, easements, conditions, assessments, and other matters of record and in existence.

MPB

SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, emements, conditions, assessments, and other matters of record and in existence.

DECLARATION OF CONSIDERATION OR VALUE

Under the penalties of fine and imprisonment as provided by law, the undersigned Grantors hereby declare that the total consideration for the property transferred by the document to which this declaration is appended is \$250,000.00

The undersigned Grantor, Alfred Jayne, further declares under the penalties of perjury that the above referenced transaction is subject to withholding tax as set forth under West Virginia Code §11-21-71b.

WITNESS the following signature



Alfred Jayne
Alfred Jayne

STATE OF NC
COUNTY OF Buncombe, to-wit:

The foregoing instrument was acknowledged before me this 11th day of February 2012, by Alfred Jayne, the Grantor named herein.

Shirley Albright
Notary Public

My commission expires June 11, 2013

MICHAEL BEAN
2668 SHEPHERDSTOWN PL
SHEPHERDSTOWN, WV 25443-4571

Jennifer S. Nathan
JEFFERSON County 12:31:30 PM
Instrument No 2012004016
Date Recorded 02/13/2012
Document Type DEED
Pages Recorded 2
Book-Page 1104-261
Recording Fee \$11.00
Transfer Tax \$1,190.00
HB431 Tax \$530.00
Additional \$25.00

THIS INSTRUMENT WAS PREPARED BY:
David D. Pill, Esq.
PILL & PILL, PLLC
85 Alkens Center
P. O. Box 440
Martinsburg, WV 25402-0440

AFTER RECORDING RETURN TO:
Mr. Michael P. Bean
X 8668 SHEPHERDSTOWN PIKE
X SHEPHERDSTOWN, WV
25443
deb62753 Jayne to Bean Deed

Michael P. Bean

M.V. SECONDARY RT
40'-R/W

N04°29'05"E 76.50'

MILL STREET
50'-R/W see page 1.

Overgrown
LAWN
probably former
Mass Highway 151 E

MAGNETIC NORTH

N83°03'28"W 113.75'

RESIDUE
0.168 Acres

PFO D6M88 P108410
SCHLACK, Richard # MGR
DB 736 F5214 DB460 P95497

89.78
N80°19'28"W

145' EASEMENT

S17°50'43"W
5.25'

11'-ALLEY

N07°44'14"E
54.07'

CG 709 2110
DB 105 P198

FIRST OUTSALE
0.702 Acres

IN VEST - 379510
CITY OF BOSTON
0212-05

SPRINGFIELD CORPORATION
SPRINGFIELD CITY

CG 709 2110
DB 105 P198

N39°03'28"W 231.85'

EXHIBIT B

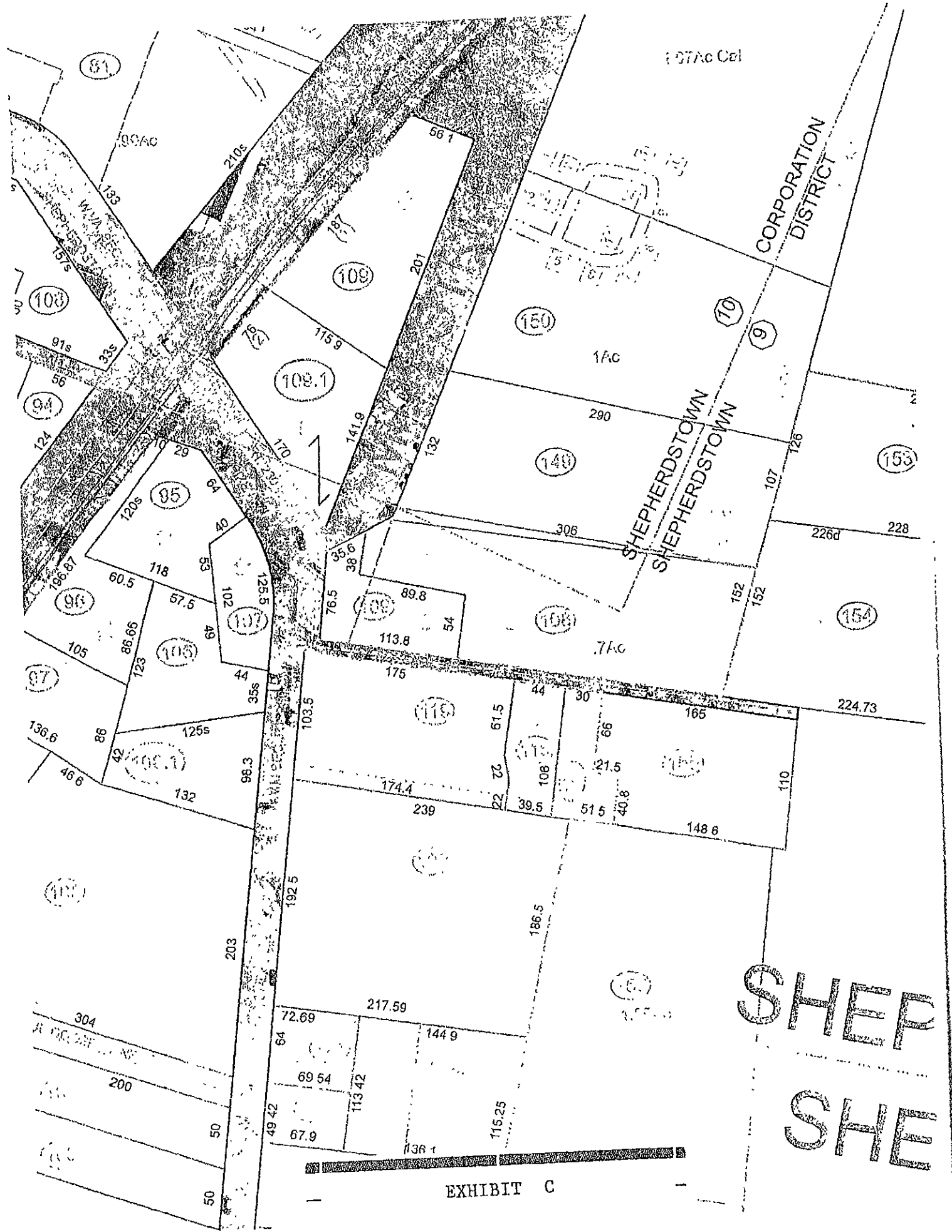


EXHIBIT C

PETER H. LORENZEN P.S.
PROFESSIONAL SURVEYOR
P.O. BOX 316
SUMMIT POINT
W.V. 25446

(304) 728-6093

WEETS AND BOUNDS DESCRIPTION:
MICHAEL P. BEAN PROPERTY
DEED BOOK 1104 PAGE 281
TAX MAP 8B PARCELS 108 AND 109
SHEPHERDSTOWN DISTRICT
JEFFERSON COUNTY WV.

PERIMETER BOUNDARY OF TAX MAP 8B PARCELS 108 AND 109

BEGINNING AT A SET RAILROAD SPIKE IN THE EASTERN RIGHT OF WAY OF ST. RT. #
230 AT IT'S INTERSECTION WITH THE NORTH TERMINATION OF AN 11' ALLEY, THENCE
WITH SAID RIGHT OF WAY THE FOLLOWING COURSES:

N 04-24'-05" E 76.50' TO A POINT, THENCE

N 62-12'-51" E 63.00' TO A FOUND REBAR, IN THE LINE OF MILL STREET, THENCE

S 17-50'-43" W 5.25' TO A FENCE POST, THENCE

S 83-03'-28" E 306.00' TO A FENCE POST, THENCE

S 12-43'-26" W 110.00' TO A FOUND REBAR, THENCE

N 83-03'-28" W 345.60' TO THE POINT OF BEGINNING,

CONTAINING AN AREA OF 7342 SQUARE FEET ON PARCEL 109, AND 30,559 SQUARE
FEET ON PARCEL 108, FOR A COMBINED AREA OF 37,901 SQUARE FEET OR 0.87
ACRES .

DATED AT JEFFERSON COUNTY THIS 3 RD DAY OF SEPTEMBER 2013

PETER H. LORENZEN P.S

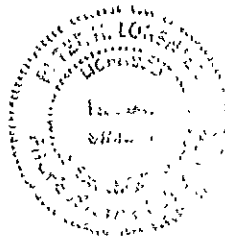


EXHIBIT B
LEGAL DESCRIPTION

PETER H. LORENZEN P.S.
PROFESSIONAL SURVEYOR
P.O. BOX 316
SUMMIT POINT
W.V. 25446

(304) 728-6093

MEETS AND BOUNDS DESCRIPTION:
MICHAEL P. BEAN PROPERTY
DEED BOOK 1104 PAGE 287
TAX MAP 8B PARCELS 108 AND 109
SHEPHERDSTOWN DISTRICT
JEFFERSON COUNTY WV.

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S 12-43'-28" W 110.00' TO A FOUND REBAR, THENCE

N 83-03'-28" W 345.60' TO THE POINT OF BEGINNING,

CONTAINING AN AREA OF 7342 SQUARE FEET ON PARCEL 109, AND 30,569 SQUARE
FEET ON PARCEL 108, FOR A COMBINED AREA OF 37,901 SQUARE FEET OR 0.87
ACRES .

DATED AT JEFFERSON COUNTY THIS 3 RD DAY OF SEPTEMBER 2013

PETER H. LORENZEN P.S

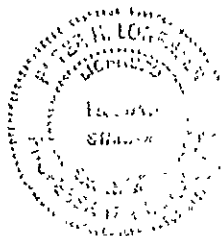


EXHIBIT C

DEED

THIS DEED made and entered into this 3rd day of February 2012, by and between ALFRED JAYNE, party of the first part, hereinafter referred to as GRANTOR, and MICHAEL PATRICK BEAN, party of the second part, hereinafter referred to as GRANTEE

WITNESSETH: That for and in consideration of the sum of FIVE DOLLARS AND 00/100 (\$5 00), cash in hand paid, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, the said Grantor does hereby grant, bargain, sell and convey, and by these presents has granted, bargained, sold and conveyed, to and unto the said Grantee, in fee simple, with covenants of special warranty, all of that certain lot or parcel of real estate, with the improvements thereon and the appurtenances thereunto belonging, situate in the Shepherdstown District of Jefferson County, West Virginia, more particularly bounded and described as follows:

PARCEL ONE: Beginning at the intersection of the east limit of West Virginia Secondary Route 230 with the north limit of an 11-foot alley (253); thence with said Route NE 01-24-05, 78.50 feet to a point (254); thence NE 62-12-51, 35.57 feet to a point (255); thence three new lines of division with Schlack SW 08-27-40, 38.36 feet to a 5/8 inch rebar (256) to be set; thence SW 80-19-38, 89.78 feet to a 5/8 inch rebar (258) to be set; thence SW 07-44-14, 54.07 feet to a 5/8 inch rebar (259) to be set; said rebar on the north limit of the 11-foot alley; thence NW 83-03-28, 113.75 feet to the point of beginning, containing 0.168 acres, more or less.

TOGETHER WITH an easement over and upon that parcel of land, containing 145 square feet as depicted on the aforesaid Plat of Survey, on which are located light poles, signs, vent pipes, and underground storage tanks for petroleum related products, together with the right to maintain, operate, repair, replace, improve, restore, and upgrade said improvements within said easement area.

PARCEL TWO: All that certain First Outsale parcel of real estate, containing 0.702 acres, more or less, as said parcel appears on a plat entitled "First Outsale and Residue", made and prepared by Appalachian Surveys, Inc., dated June 1986, appearing of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 7, at page 28 (Slide 297-B) to which plat reference is hereby expressly made for a more particular metes and bounds description of the real estate conveyed herein.

AND BEING the same real estate conveyed to Alfred Jayne by deed dated 23rd day of March 2005, from William E. Trail and Freda I. Trail, his wife, and recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book No. 1005, at Page 613, and that certain deed dated the 23rd day of March 2005, from Henry W. Morrow, Jr., as executor of the Estate of Richard B. Schlack, as recorded in Deed Book 1005, at Page 615

SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, easements, conditions, assessments, and other matters of record and in existence.

1 MB

SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, easements, conditions, assessments, and other matters of record and in existence.

DECLARATION OF CONSIDERATION OR VALUE

Under the penalties of fine and imprisonment as provided by law, the undersigned Grantors hereby declare that the total consideration for the property transferred by the document to which this declaration is appended is \$250,000.00

The undersigned Grantor, Alfred Jayne, further declares under the penalties of perjury that the above referenced transaction is subject to withholding tax as set forth under West Virginia Code §11-21-71b

WITNESS the following signature



Alfred Jayne
Alfred Jayne

STATE OF NC
COUNTY OF Buncombe, to-wit:

The foregoing instrument was acknowledged before me this 1st day of February 2012, by Alfred Jayne, the Grantor named herein.

Kevin Aldridge
Notary Public

My commission expires June 11, 2013

MICHAEL BEAN
2668 SHEPHERDSTOWN PL
SHEPHERDSTOWN, WV 25443-4571

Jennifer S Nashan
JEFFERSON County 12:31:30 PM
Instrument No 2012004016
Date Recorded 02/13/2012
Document Type DEED
Pages Recorded 2
Book-Page 1104-261
Recording Fee \$11.00
Transfer Tax \$1,190.00
HB4331 Tax \$550.00
Additional \$25.00

THIS INSTRUMENT WAS PREPARED BY:
David D. Pill, Esq.
PILL & PILL, PLLC
85 Alkens Center
P. O. Box 440
Martinsburg, WV 25402-0440

AFTER RECORDING RETURN TO:
Mr. Michael P. Bean
X 8668 SHEPHERDSTOWN PEKE
X SHEPHERDSTOWN, WV 25443
deb/62753 Jayne to Bean Deed

→ Michael P. Bean

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

ORDER APPROVING AND CONFIRMING THE ANNEXATION TO THE CORPORATION OF SHEPHERDSTOWN A PARCEL OF REAL ESTATE CONSISTING OF 0.702 ACRE AND IDENTIFIED AS PARCEL 108 ON TAX MAP 8-B, AND A PARCEL OF REAL ESTATE CONSISTING OF 0.168 ACRE AND IDENTIFIED AS PARCEL 109 ON TAX MAP 8-B, BOTH OF WHICH ARE PRESENTLY LOCATED IN SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA, OWNED BY MICHAEL PATRICK BEAN, AS PROVIDED BY WEST VIRGINIA CODE 8-6-3 AND 8-6-4 (ANNEXATION WITHOUT ELECTION).

This ____ day of _____, 2014, came the Corporation of Shepherdstown, West Virginia, a municipal corporation, and moved the County Commission of Jefferson County, West Virginia, to approve and confirm the annexation by the Corporation of Shepherdstown of two (2) parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, and of 0.168 acre and identified as Parcel 109 on Tax Map 8-B, both of which are located in Shepherdstown District, Jefferson County, West Virginia, owned by Michael Patrick Bean, and being the same real estate conveyed to Michael Patrick Bean, by deed dated February 3, 2012, of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1104, at page 261, and more particularly described in a Legal Description attached hereto as Exhibit A.

It appearing by the Certificate of the Corporation of Shepherdstown filed this date with the Jefferson County Commission, a copy of which is attached hereto as Exhibit B, and by that petition of the owner of said real estate dated October 25, 2013, attached to said Certificate, that all of the voters, owners and freeholders of said real estate have requested that the herein above referred to real estate be annexed to and become a part of the Corporation of Shepherdstown.

It further appearing that the Certificate of the governing body of the municipality of Shepherdstown was this day filed showing that an annexation has been made in the manner required by law, to the corporate limits thereof, and that by such annexation the said corporate

limits should be increased to include that real estate more particularly described in Exhibit A, attached hereto.

It is therefore Ordered that such annexation to said corporate limits be and the same is hereby approved and confirmed, and the Clerk of the Jefferson County Commission is directed to deliver to the governing body of the Corporation of Shepherdstown a certified copy of this Order as soon as practicable.

This order shall take effect this ____ day of _____, 2014.

JEFFERSON COUNTY COMMISSION

By: _____
President

Dated this ____ day of _____, 2014.

ATTEST:

Jennifer S. Maghan
Clerk of the County Commission of
Jefferson County, West Virginia

EXHIBIT A
LEGAL DESCRIPTION

PETER H. LORENZEN P.S.
PROFESSIONAL SURVEYOR
P.O. BOX 316
SUMMIT POINT
W.V. 25446

(304) 728-6093

MEETS AND BOUNDS DESCRIPTION:
MICHAEL P. BEAN PROPERTY
DEED BOOK 1104 PAGE 281
TAX MAP 8B PARCELS 108 AND 109
SHEPHERDSTOWN DISTRICT
JEFFERSON COUNTY WV.

PERIMETER BOUNDARY OF TAX MAP 8B PARCELS 108 AND 109

BEGINNING AT A SET RAILROAD SPIKE IN THE EASTERN RIGHT OF WAY OF ST. RT. #
230 AT IT'S INTERSECTION WITH THE NORTH TERMINATION OF AN 11' ALLEY, THENCE
WITH SAID RIGHT OF WAY THE FOLLOWING COURSES:

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S 17-50'-43" W 5.25' TO A FENCE POST. THENCE

S 83-03'-28" E 306.00' TO A FENCE POST, THENCE

S 12-43'-26" W 110.00' TO A FOUND REBAR, THENCE

N 83-03'-28" W 345.60' TO THE POINT OF BEGINNING,

CONTAINING AN AREA OF 7342 SQUARE FEET ON PARCEL 109, AND 30,559 SQUARE
FEET ON PARCEL 108, FOR A COMBINED AREA OF 37,901 SQUARE FEET OR 0.87
ACRES .

DATED AT JEFFERSON COUNTY THIS 3 RD DAY OF SEPTEMBER 2013

PETER H. LORENZEN P.S

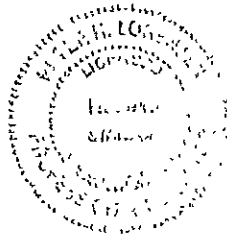


EXHIBIT B

**CERTIFICATE OF CORPORATION OF SHEPHERDSTON
WITH EXHIBITS A, B AND C ATTACHED**

CERTIFICATE OF THE CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA TO ANNEX WITHOUT AN ELECTION UNDER THE PROVISIONS OF WEST VIRGINIA CODE § 8-6-4 A PARCEL OF REAL ESTATE CONSISTING OF 0.702 ACRE AND IDENTIFIED AS PARCEL 108 ON TAX MAP 8-B, AND A PARCEL OF REAL ESTATE CONSISTING OF 0.168 ACRE AND IDENTIFIED AS PARCEL 109 ON TAX MAP 8-B, BOTH OF WHICH ARE PRESENTLY LOCATED IN SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA, OWNED BY MICHAEL PATRICK BEAN

WHEREAS, Michael Patrick Bean, is the owner of two (2) adjacent parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, and of 0.168 acre and identified as Parcel 109 on Tax Map 8-B, both of which are presently located in Shepherdstown District, Jefferson County, West Virginia, and

WHEREAS, by Ordinance of the Corporation of Shepherdstown adopted February 11, 2014, the herein above described parcels of real estate, located in Shepherdstown District, Jefferson County, West Virginia, was annexed into the Corporation of Shepherdstown under the provisions of West Virginia Code § 8-6-4 (Annexation Without Election) subject to the Final Order of the Jefferson County Commission recognizing said annexation, and

WHEREAS, Michael Patrick Bean requested said annexation of the herein above described real estate into the Corporation of Shepherdstown as evidenced by that petition dated October 25, 2013, a copy of which is attached hereto as Exhibit A, and

WHEREAS, it appears from said Petition and as verified by the Corporation of Shepherdstown that, at the time said Petition was filed, there was one (1) voter residing or living on the subject real estate who subsequently joined in said Petition in support thereof, and

WHEREAS, as represented by the Petitioner, and verified by the Corporation of Shepherdstown, Michael Patrick Bean is the sole owner and freeholder of the subject real estate, and the subject real estate is currently improved by a single-family house on Parcel 108, and a garage/vehicle repair facility on Parcel 109, known as Cool Green Auto and Tire, owned and operated by the Petitioner, and that there is no intended change in the current use of the subject real estate, which would result in an increase in traffic to and from the subject real estate.

NOW, THEREFORE, this Certificate as required by West Virginia Code § § 8-6-3 and 8-6-4 is hereby filed with the records of the Corporation of Shepherdstown and the Jefferson County Commission certifying that all of the applicable requirements of West Virginia Code § § 8-6-3 and 8-6-4 have been met in regard to this annexation request and that the Petition filed herein by all of the owners and freeholders of said property is sufficient in every respect in regard to the annexation into the Corporation of Shepherdstown of the herein above described parcels of real estate consisting of 0.702 acre and 0.168 acre located in Shepherdstown District, Jefferson County, West Virginia, as more particularly described in that certain Legal Description of the perimeter boundaries of Parcels 108 and 109 on Tax Map 8-B attached hereto as Exhibit B, and being the same real estate conveyed to Michael Patrick Bean, by deed dated February 3, 2012, of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1104, at page 261, a copy of said Deed is attached hereto as Exhibit C.

WHEREFORE, the Corporation of Shepherdstown prays that the County Commission of Jefferson County, West Virginia, enter an order as provided by West Virginia Code § § 8-6-3 and 8-6-4, ordering and acknowledging that the corporate limits of the Corporation of Shepherdstown, West Virginia, be increased by that real estate more particularly described in Exhibit B attached hereto and that said annexation by the Corporation of Shepherdstown of said real estate be approved and confirmed.

Dated this 11 day of March, 2014.

CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA,
a municipal corporation,

By: Arthur J. Auxer, III
Arthur J. Auxer, III, Mayor

ATTEST:

Lu Bates
Recorder

EXHIBIT A
PETITION

PETITION FOR ANNEXATION

TO: The Honorable Arthur J. Auxer, III, Mayor
Town Council Members

FROM: Michael Patrick Bean

DATE: October 25, 2013

Michael Patrick Bean (the "Petitioner") petitions the Corporation of Shepherdstown (the "Town"), pursuant to West Virginia Code § 8-6-4 (Annexation without an election), to annex two (2) contiguous parcels of real estate (the "Property") which contain, in the aggregate, 0.87 acre.

PROPERTY DESCRIPTION

The Property is located on the east side of what would be an extension of Washington Street in the Shepherdstown Magisterial District, and is known for postal purposes as 8672 Shepherdstown Pike (house) and 8668 Shepherdstown Pike (garage).

The Property is contiguous with the municipal boundary of Shepherdstown on its north side, its south side, and its east side.

The western boundary of the Property abuts Mill Street and Secondary Rt. 230.

Access to the Property will continue to be by both Mill Street and by Washington Street.

A triangular portion of the 0.702 acre parcel (First Outsale) is within the corporate limits of Shepherdstown as shown on both the Tax Map and the plat, both as hereinafter described.

The Property is more particularly described in and was acquired by the Petitioner by a Deed dated the 3rd day of February, 2012, and recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, on February 13, 2012, in Deed Book 1104, page 261, a copy of which is attached and labeled Exhibit A.

A copy of the plat referenced in the aforesaid Deed is attached as Exhibit B, and is recorded in the aforesaid Clerk's office in Plat Book 7, page 28.

The Property is identified on Jefferson County Tax Map 8-B, a copy of which is attached as Exhibit C, and is described on the aforesaid plat (Plat Book 7, page 28) as

First Outsale (containing 0.702 acre) - Parcel 108
Residue (containing 0.168 acre) - Parcel 109

The three adjacent parcels, within the corporate boundary of the Town, are owned by Garland Jay Hurley (Tax Map parcel 149) and by United Bank, Inc. (Tax Map 3, parcel 154 and parcel 157 - which includes the 11-foot wide alley; Deed Book 1078, page 443).

OWNERSHIP

The Petitioner is the sole freeholder of the Property.

QUALIFIED VOTERS

The house on the Property (Residue, containing 0.168 acre) is occupied by one (1) person who is not registered to vote in Jefferson County, West Virginia.

REQUIREMENTS OF CHAPTER 14 OF THE TOWN CODE

In accordance with the provisions of Section 9-1424, Annexation, of the Town Code, the Petitioner submits the following information:

I.

BASIS FOR ANNEXATION REQUEST, DEVELOPMENT PLANS, ZONING

The Property is improved by a single-family house on the "First Outsale" parcel and by a garage/repair facility on the "Residue" parcel.

The Property was historically known as "Schlack's Gulf Station" and by "Trail's Chevron", and is now known as "Cool Green Auto and Tire" which is owned and operated by the Applicant.

The Petitioner desires to annex the Property and begin the planning process for his anticipated expansion of the garage (to the east, bordering Schlack's Alley), a modification of the front of the garage, and the possible conversion of the existing single-family house to a component use of the Applicant's existing vehicle repair facility. In addition, it is expected that the Applicant will utilize a portion of the rear (eastern)

portion of the Property for parking of vehicles incident to their repair, etc., so as to reduce the congested parking on the Property and on the eastern side of Mill Street.

This Petition is submitted conditioned on the Property being annexed in the Commercial District.

(See Section 9-702(d); Automobile Filling Stations, Automobile Repair and Sales).

II.

LEGAL DESCRIPTION AND PLAT

A legal description of the Property, prepared by Peter H. Lorenzen, West Virginia Professional Surveyor No. 948, dated September 3, 2013, is attached as Exhibit D, which describes the Property as an unitary parcel containing 0.87 acre.

The most recent plat of the Property (Exhibit B) is recorded in the aforesaid Clerk's office in Plat Book 7, page 28.

III.

STATEMENT OF PROJECTED IMPACTS TO THE TOWN

A. Utilities. Water and sewer services are furnished to the Property by the Town. Upon annexation of the Property, garbage service will be provided to the Property by the Town. Electric and telephone services are, and will be, furnished to the Property by Potomac Edison and Frontier, respectively.

B. Proffers. The Petitioner, in consultation with his Architect, Sara Lambert, anticipates the need of addressing the long-standing problem of water draining across the Property prior to it emptying into the storm drain situate near the

southern terminus of Mill Street. Accordingly, the Petitioner, in consultation and Ms. Lambert and the Town, intends to formulate remedial measures regarding this problem, the cost of which is expected to be paid by the Petitioner. Additionally, as part of this undertaking, the Petitioner proposes to regrade/pave/repave that portion of Schlack's Alley which contributes to the aforementioned water problem as well as paving all or a portion of the eastern side of Mill Street which abuts the Property.

C. Financial Impact. There will be no detrimental financial impact to the Town resulting from the annexation of the Property. Rather, a positive financial benefit will inure to the Town from various sources, i.e., utility excise taxes (electricity, telephone, and water).

In addition, the Town will receive additional real estate taxes. The 2013 real estate tax bills for the Property report an aggregate assessed value of \$161,700.00 (being sixty percent of its fair market value as determined by the County Assessor). The combined 2013 real estate taxes are \$3,730.74. Upon annexation, the Town will receive real estate taxes of approximately \$475.00 per year.

In summary, the Town will improve its financial posture upon the Property being annexed.


D. Traffic Study. The Petitioner sees no need to perform a traffic study of the proposed annexation as no traffic will be generated beyond that which now exists. Only the Petitioner accesses the Property.

E. Adequate Public Facilities. The Petitioner is unaware of any adverse impact to the Town by the annexation of the Property, primarily because the improvements are in existence and that any changes to the Property, by modifications, additions, etc., would be subject to review and approval by the appropriate commissions of the Town.


As stated in Section A, other than the Town providing garbage service to the Property, there will be no impact upon the Town's public facilities beyond those that exist at this time.

SUMMARY

For the foregoing reasons, the Petitioner respectfully prays the Town Council to approve this Petition.


Michael Patrick Bean
Owner/Petitioner

Prepared and submitted by:


D. Frank Hill, III
Attorney for the Petitioner
136 E. German Street
P.O. Box A
Shepherdstown, WV 25443
(304) 876-9333
West Virginia Bar No. 1725

October 25, 2013

THIS DEED made and entered into this 3rd day of February 2012, by and between ALFRED JAYNE, party of the first part, hereinafter referred to as GRANTOR, and MICHAEL PATRICK BEAN, party of the second part, hereinafter referred to as GRANTEE.

WITNESSETH: That for and in consideration of the sum of FIVE DOLLARS AND 00/100 (\$5 00), cash in hand paid, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, the said Grantor does hereby grant, bargain, sell and convey, and by these presents has granted, bargained, sold and conveyed, to and unto the said Grantee, in fee simple, with covenants of special warranty, all of that certain lot or parcel of real estate, with the improvements thereon and the appurtenances thereunto belonging, situate in the Shepherdstown District of Jefferson County, West Virginia, more particularly bounded and described as follows:

PARCEL ONE: Beginning at the intersection of the east limit of West Virginia Secondary Route 230 with the north limit of an 11-foot alley (253); thence with said Route NE 01-24-05, 76.50 feet to a point (254); thence NE 62-12-51, 35 57 feet to a point (255); thence three new lines of division with Schlack SW 08-27-40, 38.36 feet to a 5/8 inch rebar (258) to be set, thence SW 80-19-38, 89 78 feet to a 5/8 inch rebar (258) to be set; thence SW 07-44-14, 54 07 feet to a 5/8 inch rebar (259) to be set; said rebar on the north limit of the 11-foot alley; thence NW 83-03-28, 113.75 feet to the point of beginning, containing 0 168 acres, more or less.

TOGETHER WITH an easement over and upon that parcel of land, containing 145 square feet as depicted on the aforesaid Plat of Survey, on which are located light poles, signs, vent pipes, and underground storage tanks for petroleum related products, together with the right to maintain, operate, repair, replace, improve, restore, and upgrade said improvements within said easement area

PARCEL TWO: All that certain First Outsale parcel of real estate, containing 0 702 acres, more or less, as said parcel appears on a plat entitled "First Outsale and Residue", made and prepared by Appalachian Surveys, Inc., dated June 1986, appearing of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 7, at page 28 (Slide 297-B) to which plat reference is hereby expressly made for a more particular metes and bounds description of the real estate conveyed herein.

AND BEING the same real estate conveyed to Alfred Jayne by deed dated 23rd day of March 2005, from William E. Trail and Freda I. Trail, his wife, and recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book No. 1005, at Page 613, and that certain deed dated the 23rd day of March 2005, from Henry W. Morrow, Jr., as executor of the Estate of Richard B. Schlack, as recorded in Deed Book 1005, at Page 615

SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, easements, conditions, assessments, and other matters of record and in existence.

1 MBP

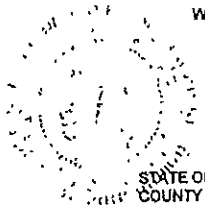
SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, easements, conditions, assessments, and other matters of record and in existence

DECLARATION OF CONSIDERATION OR VALUE

Under the penalties of fine and imprisonment as provided by law, the undersigned Grantors hereby declare that the total consideration for the property transferred by the document to which this declaration is appended is \$250,000.00

The undersigned Grantor, Alfred Jayne, further declares under the penalties of perjury that the above referenced transaction is subject to withholding tax as set forth under West Virginia Code §11-21-71b.

WITNESS the following signature



Alfred Jayne
Alfred Jayne

STATE OF NC
COUNTY OF Buncombe, to-wit.

The foregoing instrument was acknowledged before me this 1st day of February 2012, by Alfred Jayne, the Grantor named herein.

Jennifer S. Haseman
Notary Public

My commission expires. June 11, 2013

MICHAEL BEAN
2668 SHEPHERDSTOWN PL
SHEPHERDSTOWN, WV 25443-4571

Jennifer S Haseman
JEFFERSON County 12:31:30 PM
Instrument No 2012004016
Date Recorded 02/13/2012
Document Type DEED
Pages Recorded 2
Book-Page 1104-261
Recording Fee \$11.00
Transfer Tax \$1,100.00
HO4331 Tax \$350.00
Additional \$25.00

THIS INSTRUMENT WAS PREPARED BY:
David D. Pill, Esq
PILL & PILL, PLLC
85 Atkins Center
P. O. Box 440
Martinsburg, WV 25402-0440

AFTER RECORDING RETURN TO:
Mr. Michael P. Bean
X 8668 SHEPHERDSTOWN Pkwy
SHEPHERDSTOWN, WV 25443
dab/62753 Jayne to Bean Deed

Michael P. Bean

MILL STREET
50'-R/W

MAGNETIC NORTH

W.V. SECONDARY RT
40'-R/W

N83°03'28"W 113.75'

RESIDUE
0.168 Acres
P/O D & M B B P108#109
SCHLACK, Richard P MSRN
DB 226 P5214 DB460 P95497

11'-ALLEY

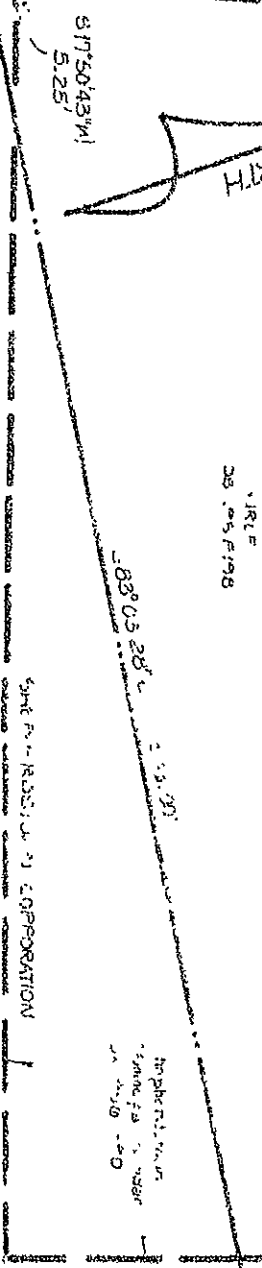
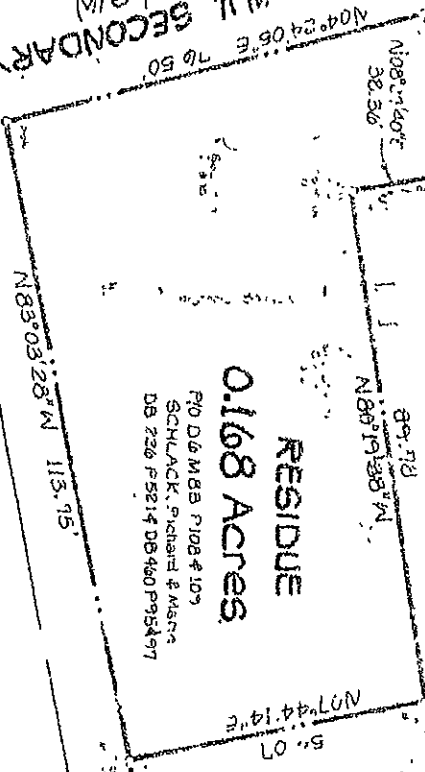
FIRST OUTSALE
0.702 Acres
C & S - 379 & 10'
C & S - 379 & 10'
C & S - 379 & 10'
C & S - 379 & 10'

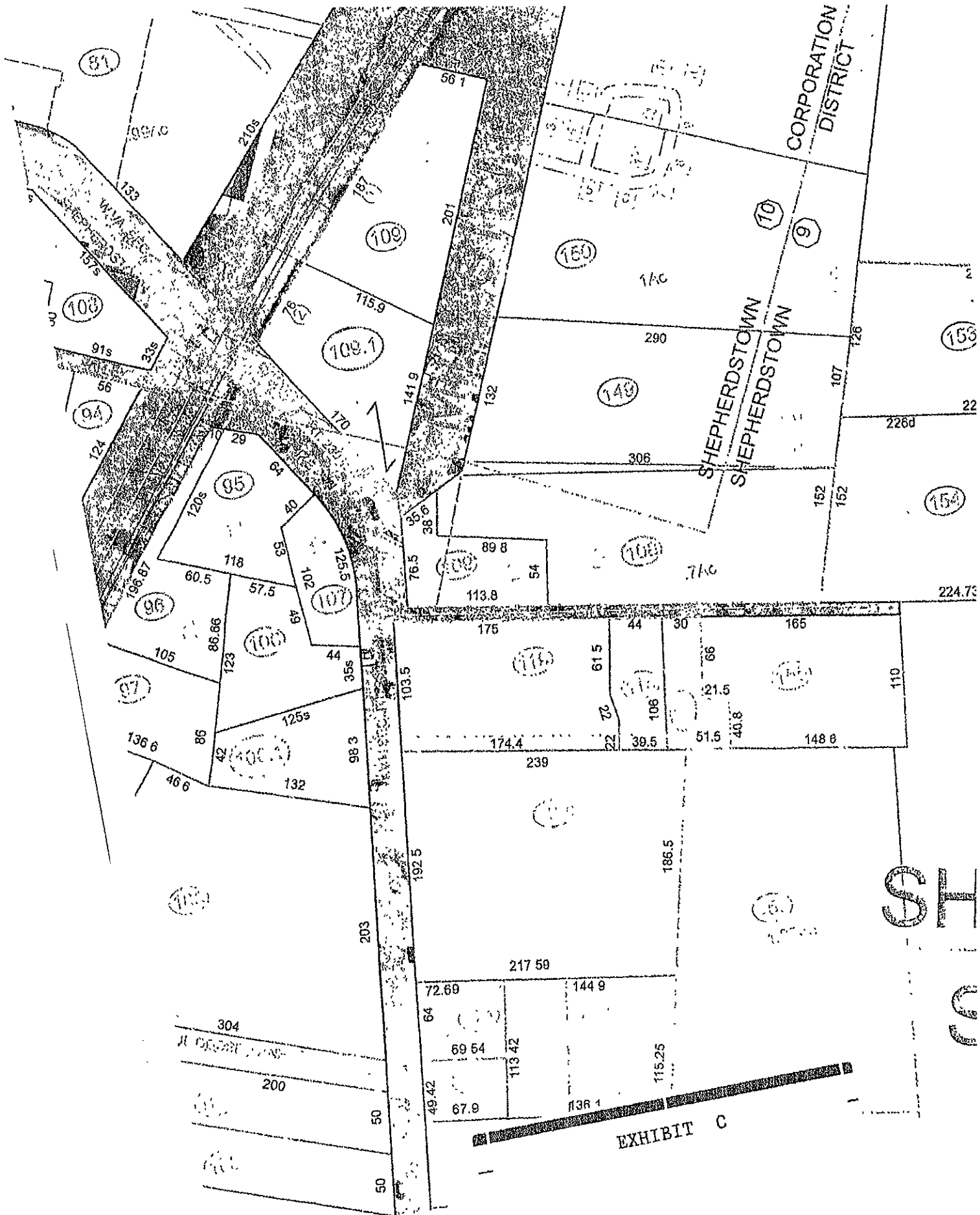
SPRINT RADIUM CORPORATION
SPRINGFIELD DISTRICT

DB 226 P110
DB 226 P198

For the full name
of the person
to whom the
land is to be
conveyed

EXHIBIT B





ST
CO

EXHIBIT C

EXHIBIT B
LEGAL DESCRIPTION

PETER H. LORENZEN P.S.
PROFESSIONAL SURVEYOR
P.O. BOX 316
SUMMIT POINT
W.V. 25446

(304) 728-6093

MEETS AND BOUNDS DESCRIPTION:
MICHAEL P. BEAN PROPERTY
DEED BOOK 1104 PAGE 281
TAX MAP 8B PARCELS 108 AND 109
SHEPHERDSTOWN DISTRICT
JEFFERSON COUNTY WV.

PERIMETER BOUNDARY OF TAX MAP 8B PARCELS 108 AND 109

BEGINNING AT A SET RAILROAD SPIKE IN THE EASTERN RIGHT OF WAY OF ST. RT. #
230 AT IT'S INTERSECTION WITH THE NORTH TERMINATION OF AN 11' ALLEY, THENCE
WITH SAID RIGHT OF WAY THE FOLLOWING COURSES:

N 04-24'-05" E 76.50' TO A POINT, THENCE

N 62-12'-51" E 63.00' TO A FOUND REBAR, IN THE LINE OF MILL STREET, THENCE

S 17-50'-43" W 5.25' TO A FENCE POST, THENCE

S 83-03'-28" E 306.00' TO A FENCE POST, THENCE

S 12-43'-26" W 110.00' TO A FOUND REBAR, THENCE

N 83-03'-28" W 345.60' TO THE POINT OF BEGINNING,

CONTAINING AN AREA OF 7342 SQUARE FEET ON PARCEL 109, AND 30,559 SQUARE
FEET ON PARCEL 108, FOR A COMBINED AREA OF 37,901 SQUARE FEET OR 0.87
ACRES .

DATED AT JEFFERSON COUNTY THIS 3 RD DAY OF SEPTEMBER 2013

PETER H. LORENZEN P.S

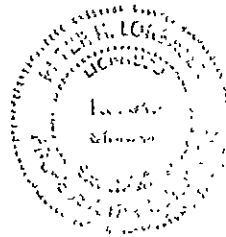


EXHIBIT C

DEED

THIS DEED made and entered into this 3rd day of February 2012, by and between ALFRED JAYNE, party of the first part, hereinafter referred to as GRANTOR, and MICHAEL PATRICK BEAN, party of the second part, hereinafter referred to as GRANTEE.

WITNESSETH: That for and in consideration of the sum of FIVE DOLLARS AND 00/100 (\$5.00), cash in hand paid, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, the said Grantor does hereby grant, bargain, sell and convey, and by these presents has granted, bargained, sold and conveyed, to and unto the said Grantee, in fee simple, with covenants of special warranty, all of that certain lot or parcel of real estate, with the improvements thereon and the appurtenances thereunto belonging, situate in the Shepherdstown District of Jefferson County, West Virginia, more particularly bounded and described as follows:

PARCEL ONE: Beginning at the intersection of the east limit of West Virginia Secondary Route 230 with the north limit of an 11-foot alley (253); thence with said Route NE 01-24-05, 76.50 feet to a point (254); thence NE 82-12-51, 35.57 feet to a point (255); thence three new lines of division with Schlack SW 08-27-40, 38.36 feet to a 5/8 inch rebar (256) to be set; thence SW 80-19-38, 89.78 feet to a 5/8 inch rebar (258) to be set; thence SW 07-44-14, 54.07 feet to a 5/8 inch rebar (259) to be set; said rebar on the north limit of the 11-foot alley; thence NW 83-03-28, 113.75 feet to the point of beginning, containing 0.168 acres, more or less.

TOGETHER WITH an easement over and upon that parcel of land, containing 145 square feet as depicted on the aforesaid Plat of Survey, on which are located light poles, signs, vent pipes, and underground storage tanks for petroleum related products, together with the right to maintain, operate, repair, replace, improve, restore, and upgrade said improvements within said easement area.

PARCEL TWO: All that certain First Outsale parcel of real estate, containing 0.702 acres, more or less, as said parcel appears on a plat entitled "First Outsale and Residue", made and prepared by Appalachian Surveys, Inc., dated June 1986, appearing of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 7, at page 28 (Slide 297-B) to which plat reference is hereby expressly made for a more particular metes and bounds description of the real estate conveyed herein.

AND BEING the same real estate conveyed to Alfred Jayne by deed dated 23rd day of March 2005, from William E. Trail and Freda I. Trail, his wife, and recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book No. 1005, at Page 613, and that certain deed dated the 23rd day of March 2005, from Henry W. Morrow, Jr., as executor of the Estate of Richard B. Schlack, as recorded in Deed Book 1005, at Page 615

SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, easements, conditions, assessments, and other matters of record and in existence.

MPB

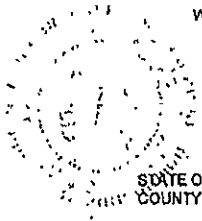
SUBJECT TO AND TOGETHER WITH any and all rights, rights-of-way, covenants, restrictions, easements, conditions, assessments, and other matters of record and in existence.

DECLARATION OF CONSIDERATION OR VALUE

Under the penalties of fine and imprisonment as provided by law, the undersigned Grantor hereby declare that the total consideration for the property transferred by the document to which this declaration is appended is \$250,000.00

The undersigned Grantor, Alfred Jayne, further declares under the penalties of perjury that the above referenced transaction is subject to withholding tax as set forth under West Virginia Code §11-21-71b

WITNESS the following signature



Alfred Jayne
Alfred Jayne

STATE OF NC
COUNTY OF Buncombe, to-wit:

The foregoing instrument was acknowledged before me this 11th day of February 2012, by Alfred Jayne, the Grantor named herein.

Shirley Aldridge
Notary Public

My commission expires June 11, 2013

MICHAEL BEAN
9668 SHEPHERDSTOWN PL
SHEPHERDSTOWN, WV 25443-4571

Jennifer S Nathan
JEFFERSON County 12:31:30 PM
Instrument No 2012004016
Date recorded 02/13/2012
Document Type DEED
Pages Recorded 2
Book-Page 1104-261
Recording Fee \$11.00
Transfer Tax \$1,190.00
HB4331 Tax \$350.00
Additional \$25.00

THIS INSTRUMENT WAS PREPARED BY:
David D. Pill, Esq.
PILL & PILL, PLLC
85 Atkins Center
P. O. Box 440
Martinsburg, WV 25402-0440

AFTER RECORDING RETURN TO
Mr. Michael P. Bean
~~X 8668 SHEPHERDSTOWN PIKE~~
~~X SHEPHERDSTOWN, WV~~ 25443
dab62753 Jayne to Bean Deed

Michael P. Bean



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

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

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 15

Date Requested – 1st Choice: 7/3/2014

Date Requested – 2nd Choice: _____

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

Subject: Reinstatement of the Reduction in Force employee – Emergency Communications Center / Karen Echement, Administrative Assistant

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

During the FY2015 budget development, the County Commission initiated a reduction in force to the Emergency Communications Center (department 712). The Administrative Assistant position has been a position in the department for 12 years.

The decision by the Commission to “RIF” the employee is effective June 30, 2014. The employee being laid-off is the Administrative Assistant, Karen Echement.

The Commission is now presented with the opportunity to retain and prevent the layoff of the employee.

The ECC has received notice of the retirement of a 34 year employee that will occur on September 30, 2014. Appointment of the replacement dispatcher will have a salary savings affect due to lower salary and the non-necessity for benefit coverage which translates to the Commission only paying the salary, FICA , retirement, and life insurance of the replacement dispatcher. With the additional savings realized in the open enrollment of the medical benefits, the ECC now has enough funding to retain the administrative assistant. The reinstatement of the Administrative Assistant is completely budget neutral, allows the ECC to replace the retiring dispatcher, and retain the employee who was set to be laid-off.

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

Motion to approve reinstatement of the administrative assistant in the Emergency Communications Center

Attachments:

RIF/Retirement Figures Spreadsheet

Retiring Dispatcher. Set to occur September 30 (or 1Q of FY).
Replacement dispatcher will impact FY15 budget for 9 months
(3Q's)

1 Annual Cost of Retiring Dispatcher	\$ 74,536
2 FY15 cost of Retiring Dispatcher (25% of above)	\$18,634
3 Annual Cost of replacement dispatcher	\$44,151
4 Cost of replacement dispatcher (no benefits needed) 3Q's	\$33,113
5 Annual Cost of Administrative Assistant	\$ 48,076

Budget amount from #1	\$ 74,536
Less:	
Amount from #2	\$ 18,634
Amount from #4	\$ 33,113
Amount from #5	\$ 48,076

Plus:	
Health Insurance savings 911CTR	\$ 28,127
Net FY15 savings	\$2,840



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: July 3, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Community Criminal Justice Board – five (5) three-year terms ending July 3, 2014.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 3, 2014, or as soon thereafter as the Commission may decide:

**Jefferson County Community Criminal Justice Board - five (5)
three-year terms ending July 03, 2017**

The following board member positions are open:

- one (1) member with a background in mental health care and services.
- two (2) members who represent organizations or programs advocating for the rights of victims of crime with preference given to organizations or programs advocating the rights of victims of crimes of domestic violence or driving while under the influence.
- two (2) at-large members who are familiar with the community and have an interest in advancing access to substance abuse treatment.

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

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

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

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

Jessica Carroll

From: Sandy McDonald [sandy@jeffersoncountywv.org]
Sent: Thursday, May 29, 2014 2:09 PM
To: 'Jessica Carroll'
Subject: FW: Board members
Attachments: Criminal Justice Board Draft Vacancy Position.docx

From: Ronda Eddy [mailto:reddy@berkeleywv.org]
Sent: Thursday, May 29, 2014 2:07 PM
To: 'Debbie Keyser'
Cc: 'Sandy McDonald'
Subject: RE: Board members

Here are the positions that need to be filled – I've attached a draft vacancy announcement. Let me know if I can provide more information.

Member with a background in mental health care and services. – I think I have a candidate for this position.

Two members who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of crimes of domestic violence or driving under the influence.

Three at large members (Dale holds one position) so we need two.

Here's who we have that will transition to the new board:

Ralph Lorenzetti, Prosecutor

Pete Dougherty, Sheriff

Sheri Hoff, Substance Abuse Treatment

Alex White, Board of Education Appointee – Need to request a letter from the Board of Education appointing him to the new Board.

Public Defender – Stephen needs to send a letter to the Public Defender Corporation to appoint a representative that is a resident of Jefferson County. If this doesn't occur, then Jefferson County Commission can appoint a local Defense Attorney.

Carolyn Zdziera – the Board needs a representative from an organization that advocates for the rights of victims of domestic violence. The decision to transition her to a new Board may depend on the candidates that apply for this position. I'm not sure if there are any other organizations that represent victims of domestic violence other than BIPPS.

All current Board members should verify their County residency, and disclose any conflicts of interest.

From: Debbie Keyser [mailto:dkeyser@jeffersoncountywv.org]
Sent: Thursday, May 29, 2014 9:10 AM
To: 'Ronda Eddy'



891 Auto Parts Place Box 136

Martinsburg, WV 25403

304.262.4424

866-332-2906

ending violence...one home at a time

May 22, 2014

Mr. Ralph Lorenzetti
Prosecuting Attorney
P. O. Box 729
Charles Town, WV 25414

RE: Berkeley/Jefferson Criminal Justice Board

Dear Ralph:

It is with great regret that I must tender my resignation from the Berkeley/Jefferson Criminal Justice Board. Having recently been sworn in until the new Board is reconstituted on July 1st, I was certain that I could continue, if only for the short term.

However, the direction being taken by the Day Report Center and its director leaves me no choice but to resign. I have enjoyed working with the Board, the previous staff, and the DRC clients and I believe that much good work has been done.

I very much respect you and your position as Board President and know that you will expertly direct the Board of the Day Report Center in the important work which must be done.

It has been a pleasure working with you in this capacity.

Sincerely,

Carolyn Zdziera

Carolyn Zdziera
Executive Director

CC: CAV Board

Received

JUN 23 2014

Jefferson County Commission

June 17, 2014

Jefferson County Commission
P.O Box 250
124 E. Washington Street
Charles Town, WV 25414

Dear Commissioners:

I live in Kearneysville, WV, and I wish to be considered for a position as a individual with mental health experience of the Jefferson County Community Criminal Justice Board.

I have been concerned with the increase in substance abuse in our region. I have a long term interest, training, credentialing, and experience in public health with the Eastern Panhandle Free Clinic. I am also finishing up my psychiatry certification in August of this year.

I believe I could be of benefit to the Board as it provides important support for the Jefferson Day Report Center

I have attached my resume for your review.

Sincerely



Leona Cook,

Family Nurse Practitioner

Leona Fay Cook
P.O. Box 726
Kearneysville, WV 25430
304-724-7399
Cell 304 -433-2229

Education: DNP – Shenandoah University-5/2013
Psychiatric Mental Health Nurse Practitioner in progress (will complete 8/2014)
MSN/ Family Nurse Practitioner, West Virginia University-8/1999
BSN, Shepherd University-5/97
ADN, Shepherd University-5/92

Employment:

Genesis Health Care
Charles Town, WV

Family Nurse Practitioner
June 2013 – present

Duties: Provide care to rehab and nursing home patients. I treat patients for a variety of medical problems such as diabetes, HTN, depression, anxiety, UTI, COPD, dementia, pain management, insomnia, edema, afib, falls, anemia, cellulitis, wounds, altered mental status, rash, cough, constipation, vaginal bleeding and much more. I travel between three facilities providing care to patients ranging from age 24 to 102 years old.

Jefferson Primary Care
121 West 3rd Avenue
Ranson, WV 25438
304-724-7200

Family Nurse Practitioner
December 2006-Present

Duties: Diagnose and treat patients with a variety of acute and chronic illnesses. This is a private practice owned by an internal medicine doctor.

Shenandoah University
Winchester, VA

Clinical Instructor
August 2006 - Present

Duties: Teach BSN students in Community Nursing. Arrange for outside sites with organizations such as Hospice.

Eastern Panhandle Free Clinic
1212 North Mildred Street
Ranson, WV 25438
304-724-6091

Family Nurse Practitioner
October 2000 – June 2013

Duties: Diagnose and treat patients with a variety of acute and chronic illnesses. Supervise support staff. Precept Nurse Practitioner students through WVU, Mountain State University and Frontier School of Midwifery and Family Nursing. I am the original founder of this clinic. We opened this Free Clinic one day per week in 2001 after one year of planning. I wrote a grant to the Robert Wood Johnson Foundation and secured funding to open the clinic full time. The clinic is now open 43 hours per week and has over 4,000 patients. With over 100 volunteers the clinic sees patients for primary care, psychiatry, massage therapy, medication management, counseling, diabetes education and many other services. Through a network of over 100 volunteer specialists, the clinic is able to refer patients to specialists in the community to be seen for cardiology, rheumatology, endocrinology and many other specialties. I was the administrator of the clinic for the first two years. I then worked as the clinical director of the clinic providing care to the patients and supervising all medical staff including nurse practitioners and support staff for the remaining eleven years.

E.A. Hawse Health Center
Baker, WV

Family Nurse Practitioner
June 1999-October 2000

Duties: Provided primary care to patients in this rural community health center.

Jefferson Home Health
Ranson, WV

Home Health Nurse
May 1995 – June 1999

Duties: Provided in home health care to patients in Jefferson County.

References:

Dr. John Aldis
Medical Director Free Clinic
4911 River Road
Shepherdstown, WV 25443
304 283-0041 cell
304-876-6346 home
jwaldis@gmail.com

Dr. Safa Osman
Internal Medicine Doctor
Jefferson Primary Care
116 East 3rd Avenue
Ranson, WV 25438
304-724-7200

Kathleen Eid-Heberle, MSN, RN, CNE, CCRN
My supervisor with Shenandoah University

Assistant Professor
Eleanor Wade Custer School of Nursing
Shenandoah University - Northern VA Campus
44160 Scholar Plaza
Leesburg, VA 20176
Office: [571-223-0238](tel:571-223-0238)
Cell: [704-578-9648](tel:704-578-9648)
keidhebe@su.edu

Robyn Lance
Nurse Practitioner, My Clinical Instructor
27 Homewood Drive
CharlesTown, WV 25414
304-839-3642
rlance11@gmail.com

Becky Greenberg
RN VAMC
134 Shannon Lane
Kearneysville, wv 25430
304-728-4445
srmlact@yahoo.com

Roberta Whetzel
Nurse Practitioner
79 Harrison Drive
Inwood, WV 25428
304-813-5263
rjwhetzel66@hotmail.com

Genie Johnson
Nurse Practitioner
1212 N. Mildred Street
Ranson, WV
304-579-7424

Joann Strider Christian
507 S. Church Street
Charles Town, WV 25414
304.995.2367
joannstrider@aol.com

June 30, 2014

BY HAND DELIVERY

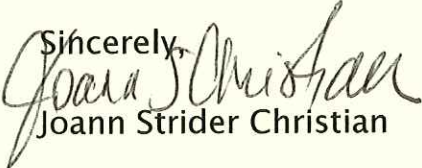
Mr. Walt Pellish, President
Jefferson County Commission
124 E. Washington St.
Charles Town, WV 25414

Re: The Criminal Justice Board

Dear Mr. Pellish

With this letter, I would like to confirm my sincere desire, availability and willingness to serve on The Criminal Justice Board and I would ask that you consider me for an at large member position.

I offer you my enthusiasm to support the goals of the Criminal Justice Board. My interest in advancing access to substance abuse treatment is deeply rooted as my life was saved by receiving quality treatment, education, and access to necessary resources, all of which have afforded me the gift of recovery.

Sincerely,

Joann Strider Christian

Enclosures: Statement of Qualifications
Letter of reference

Joann Strider Christian
507 S. Church Street
Charles Town, WV 25414
304.995.2367
joannstrider@aol.com

Professional Experience:

- Callahan Counseling Services, Peter Callahan, LISW, ADC-S, CCFC, Martinsburg, WV

Continuing work towards the requirements of the WVCBAPP for my ADC (Alcohol and Drug Counselor Certification)

Have taught the West Virginia DUI Safety and Treatment Program which consists of the following areas: DUI Laws, Physiology of Addiction, Biological Signs of Addiction, County Measures, Treatment Resources, Family Session

Co-facilitated the Intensive Outpatient Substance Abuse Program

Gained experience in the core competencies of addiction: Screening, Intake, Orientation, Assessment, Treatment planning, Counseling, Case management, Crisis intervention, Client education, and Referral

Maintained client progress notes and reviewed assessments

- Char French, Outpatient Addictions Therapist, Clinical Supervisor, National Counseling Group, Winchester, VA

I continue to serve as a guest speaker, as needed, for motivational groups and co-occurring disorders groups at Frederick County Probation and Parole

Volunteer mentor/team member for Frederick County, VA Department of Health & Human Services

Personal Experience:

- 9 years of recovery from substance abuse
- In depth understanding of the disease of addiction
- In depth understanding of the public stigma associated with addiction

- Active member of Narcotics Anonymous with a working knowledge of the twelve steps, sponsorship and service work
- Graduate of Bridging the Gaps Inc., and integrative addictions treatment facility where I was an inpatient for seven months; completed one year of after care/relapse prevention
- Recognized in 2010, by Bridging the Gaps, as their guest speaker at the annual picnic
- Understand and implement in my daily life relapse prevention, self care and recovery management

Community Relations:

- A lifetime resident of Jefferson County
- Fifth generation owner of the Melvin T. Strider Colonial Funeral Home
- A lifetime member of Zion Episcopal Church, where I formerly served as the Chair of the Stewardship Committee and formerly served on the Search Committee for hiring the Reverend Melanie McCarley
- Former board member of Good Shepherd Interfaith Caregivers

Education:

- Graduate of Jefferson High School, class of 1988
- Graduate of Shepherd College, class of 1995
B.S. Business Administration/Communications
- Graduate of Gupton Jones College of Funeral Service, class of 1997
Valedictorian; A.S. Mortuary Science
- Northern Virginia Community College, Addiction Studies, 2009–2010

Timothy E. Young
151 Miller Lane
Berkeley Springs, WV 25411
304-839-3360

June 26, 2014

To Whom It May Concern:

I am writing this letter of recommendation for Joann Strider-Christian. I have known Joann for approximately 4 years. She became closely involved in my family's life through her selfless willingness to be of help in an area we knew nothing about.

Our family was stricken with a disease so many of us frown upon and judge by but have no idea what is involved or how those who are affected came to be caught up in.

We are a typical middle class family. Our daughter was on course and was being selected by college coaches to be a collegiate soccer player. Little did we know unravelling and unknown to us was a prescription medicine addiction. We soon learned of the issue and were floored to say the least.

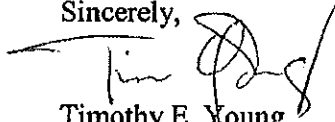
Joann without hesitation began counseling me as a parent and began laying out a course of action. Her vast knowledge and frank way of opening our eyes was much appreciated and of great value. She understood exactly how we felt and most importantly exactly how my daughter felt and what she was experiencing as well as what we could expect to see.

Joann's honesty and commitment to someone she really never knew or met was astounding and comforting. She exhibited a deep knowledge of addiction as well as a vast amount of resources and was able to guide us to the right people for counselling, meetings and treatment. She mentored my daughter and attended court hearings in support as well.

Our daughter is now enrolled in school and on a much better path! Though it is still a recovery stage we are doing just that but so thankful and grateful to be here. Joann was a true blessing to us when we were facing sleepless nights and so much fear.

I would certainly recommend Joann to any position involving addiction counseling, treatment or mentoring.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Young", with a stylized flourish at the end.

Timothy E. Young
Project Engineer
Foremost Industries Inc.
Greencastle PA. 17225

June 11, 2014

Jefferson County Commission
P.O Box 250
124 E. Washington Street
Charles Town, WV 25414

Dear Sir/Madam:

I live in Shepherdstown, WV, and I wish to be considered for a position as an at-large member of the Jefferson County Community Criminal Justice Board.

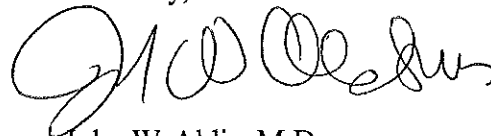
Since moving back to Shepherdstown in 2001, I have been concerned with the increase in substance abuse in our region -- particularly heroin and other opioids. I have a long term interest, training, credentialing, and experience in public health and government service, and I believe I could be of benefit to the Board as it provides important support for the Jefferson Day Report Center.

I have also applied for a position on the Jefferson County Board of Health. While I believe I could be helpful on both boards (and I would like to work with both groups), I understand that might create a conflict of interests, so I will leave that decision to the members of the commission.

I have attached a copy of my Curriculum Vitae and a somewhat shorter Résumé.

Please let me know if you need any other information from me.

Sincerely,



John W. Aldis, M.D.
AAFP, MPH & Tropical Medicine

CC: Ronda Eddy
Executive Director
Jefferson Day Report Center

John W. Aldis, M.D.	Phone: (304) 876-6346
4911 River Road, Shepherdstown, WV 25443	E-mail: jwaldis@gmail.com

Profile	Licensed and board-certified physician with a background in clinical trials, evaluations and medical management of occupational exposures in research laboratory settings, vaccine research, medical biodefense issues, and food-service inspections and oversight. Skilled in developing and implementing standardized policies and procedures. Experienced in conducting healthcare in overseas settings.	
Education	B.A., Microbiology, University of Kansas, Lawrence, Kansas M.D., University of Kansas, Kansas City, Kansas Rotating Medical Internship, Gorgas Hospital, Panama Canal Zone Family Practice Residency, Jacksonville Navy Medical Center, Florida M.P.H. & Tropical Medicine, Tulane, New Orleans, Louisiana	1967 1971 1972 1979 1986
License and Credentials	Medical License in West Virginia -- #20707 National Provider Identifier (NPI) -- #1609843960 BNDD #BA8395320 (with buprenorphine waiver) Board Certified in Family Practice since 1979	
Career History	SAIC-Frederick Clinical Monitoring Research Program	2008-2013
	<ul style="list-style-type: none"> • Providing medical leadership for the oversight of drug safety • Data and safety monitoring • Adverse event reporting • Product safety reviews • Preparation of technical and regulatory documents 	
	Martinsburg Veterans Hospital and City Hospital	2007-2008
	Medical Director of VA Hospital Home Based Primary Care (half-time)	
	<ul style="list-style-type: none"> • Helped set up this new program • Provide home-based direct medical services 	
	Martinsburg City Hospital Occupational Medicine Clinic (half-time)	
	<ul style="list-style-type: none"> • Physician for Occupational Health and Urgent Care Clinics • Provided medical input for Employee and DoT Drug Testing Program 	
	U.S. Army Medical Research Institute of Infectious Diseases (USAMRIID), Fort Detrick, MD	2002- 2007
	Research Physician for Vaccine Protocols	
	<ul style="list-style-type: none"> • Staff physician in Special Immunizations Program (SIP) • Sub-investigator on 8 protocols • Evaluated, documented, and managed occupational exposures to bio-threat agents by scientists working in research laboratories. 	
	<u>Specific Accomplishments:</u>	
	<ul style="list-style-type: none"> • Principal Investigator for tularemia vaccine IND protocol • Principal Investigator for Q fever vaccine IND protocol • Main author for SOP covering the overall operation of the SIP • Main author of SOPs covering occupational exposures to agents such as Herpes B virus and other pathogens, waiver process for recommended vaccines for laboratory suite entry, etc. • Author of the SIP Reference Manual 	
	U.S. State Department Foreign Service, Worldwide	1981-1999
	U.S. Embassy Physician (Regional Medical Officer)	
	<ul style="list-style-type: none"> • Overseas tours in Mali, Indonesia, Nigeria, and China (twice) with regional coverage of personnel stationed in surrounding countries • Provided primary medical care for embassy personnel and family members and also to other expatriates in emergencies • Conducted and supervised inspections of food service facilities at my assigned posts. • Conducted surveys of hospitals, laboratories, and clinicians in the surrounding countries to assess their ability to meet the needs of the expatriate patients living there • Following completion of tour in 1999, served TDY assignments at the 	

Embassies in the Philippines (2001) and in Yemen (2002).

Specific Accomplishments:

- Conducted a research protocol to determine the extent of lead exposure of expatriate children living in five major cities China
- Set up a walking blood bank in Lagos, Nigeria, to cover emergency blood needs for expatriates
- Studied and explained the cause of the contaminated air at a new apartment building for Embassy families in Beijing
- Conducted a systematic survey of the salad products being served at five of the best hotels in Beijing to demonstrate the level of bacteriologic contamination of the food being served
- Performed an extensive survey of the bottled water companies in and around Beijing to assess the safety of their products for the expatriate community

U.S. State Department, Washington, D.C.

1993-1996

Chief, Medical Clearance Office

- Headed the Medical Clearances Section of the Department's Office of Medical Services; this office with 11 personnel provided 20,000 annual medical clearances for 60,000 overseas U.S. Foreign Service personnel and families
- Maintained a database of medical support available to expatriates at the 265 overseas Foreign Service posts

Specific Accomplishments:

- Reorganized the State Department's medical clearance process to permit expedited medical clearances of generally healthy individuals in order to allow the medical clearance personnel to focus on the assignments of individuals with special medical needs to posts with limited medical support

U.S. Navy, Worldwide

1972-1981

U.S. Navy Physician

- General Medical Officer (1972-1976) with overseas assignments to the Philippines, Taiwan, and Guam
- Family Practice Physician (1976-1981)
- Chief, Family Practice Department, U.S. Navy Hospital, Guam (1980-1981)

Specific Accomplishments:

- Discovered and reported on a cluster cases of *Capillaria philippinensis* in Central Luzon (far from the expected location for this disease)
- Aldis, John W.; Kortepeter, Mark G.; Rusnak, Janice M.; "Photo Quiz: Reaction After Smallpox Vaccination," *American Family Physician*, 74(1):145-147, July 1, 2006
- Rusnak, Janice M.; Kortepeter, Mark G.; Aldis, John W.; Boudreau, Ellen F.; "Experience In The Medical Management Of Potential Laboratory Exposures To Agents Of Bioterrorism On The Basis Of Risk Assessment At The United States Army Medical Research Institute of Infectious Diseases (USAMRIID)," *Journal of Occupational & Environmental Medicine*, 46(8):801-811, August 2004
- Rusnak, Janice M.; Kortepeter, Mark G.; Hawley, Robert J. PhD, CBSP; Boudreau, Ellen; Aldis, John; Pittman, Phillip R., "Management Guidelines for Laboratory Exposures to Agents of Bioterrorism," *Journal of Occupational & Environmental Medicine*, 46(8):791-800, August 2004
- Tidball JS, Aguas JP, Aldis JW "A new concentration of human intestinal capillariasis on western Luzon," *Southeast Asian Journal of Tropical Medicine and Public Health*, Vol. 9, No. 1, pp 33-40, March 1978.

Publications

Memberships

- American Academy of Family Practice
- American Society of Tropical Medicine and Hygiene

Related Experience

- Experienced in use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), Visio, and FrontPage. Experience in setting up and writing database (dBase) applications
- Proficient in medical photography

(See Curriculum Vitae for more detailed listing of volunteer and short-time employment positions.)

John Warner Aldis, M.D.
AAFP, MPH and Tropical Medicine

4911 River Road
Shepherdstown, WV 25443

(304) 876-6346
jwaldis@gmail.com

LICENSURE AND CREDENTIALS:

- **Doctor of Medicine** from University of Kansas (Kansas City) – 1971.
- **Board Certified in Family Practice** continuously since 1979 (ID #0057296).
- **Master's Degree in Public Health and Tropical Medicine** from Tulane School of Public Health and Tropical Medicine (New Orleans) – 1986.
- **Current Medical License:** West Virginia (#20707)
- **BNDD #BA8395320 (with CSAT waiver to practice opioid addiction therapy)**
- **NPI # 1609843960**

CAREER SUMMARY:

- **Medical Monitor, Clinical Safety Office [Contractor], Clinical Monitoring Research Program, support to the Regulatory Compliance and Human Subjects Protection Program National Institute of Allergy and Infectious Diseases/ NIH, SAIC-Frederick, Inc. Frederick, MD, from September 2008 to September 2013.**
Physician responsible for providing medical leadership for the oversight of drug safety, data and safety monitoring, and related activities of the Regulatory Compliance and Human Subject Protection Branch. These activities range from adverse event reporting to product safety reviews to preparation of technical and regulatory documents.
- **Medical Director, Eastern Panhandle Free Clinic (Charles Town, WV) October 2001 – November 2010.**
Served in a voluntary capacity as the Medical Director for the clinic and as the collaborative physician for the nurse practitioners and physician assistants (employees and volunteers) who work in the clinic; represented the medical staff as a permanent member of the clinic's Board of Directors.
- **Medical Coordinator, Employees' Health Center, Charles Town Race Track April 2006 – 2009.**
Served as the collaborative physician supporting the physician assistant who provided basic primary healthcare services to employees (and family members) of the Charles Town Race Track; review the patients' medical files; provide overall supervision of the clinic operations.
- **Medical Director for Management Technological Solutions, Kearneysville, WV, from January 2008 to 2009.**
This part-time position provided medical support to the development of several large scale projects for the Department of Defense that include the standardization and provisioning of medical supplies and equipment for the TriServices (Army,

Navy, and Air Force).

- **Physician assigned to the Gateway Health Services, City Hospital, Martinsburg, WV, from December 2007 to September 2008.**
This was a part-time position (2 days/week). The physician provided primary medical services care to patients seeking medical care services at the Acute Care Clinics in Inwood and Martinsburg, served as the Occupational Medicine Physician for Business Health Services, and as a Medical Review Officer to oversee the drug-testing program.
- **Medical Director, Home-Based Primary Care (HBPC) at the Veterans Administration Medical Center, Martinsburg, WV, from December 2007 to September 2008.**
The physician provided medical supervision of the Home-Based Primary Care Program for the VA Hospital and also care for in-patients on the Extended Care Unit. The physician provided care in collaboration with nurse practitioners on an innovative extended care unit with a mix of sub-acute, long term care, hospice/palliative care and respite patients, in addition to working with an interdisciplinary team managing the care of chronically ill home-bound patients. Fifty percent of the duties were dedicated to Home Based Primary Care and fifty percent to Hospice/Palliative Care.
- **Research Physician (Goldbelt Raven Corporation Contract) with U.S. Army Research Institute of Infectious Diseases October 2002 - September 2007.**
Planning, organizing and conducting experimental research involving human subjects to determine the safety and efficacy of vaccines and drugs against a variety of infectious diseases or biologic toxin agents of military importance.
 - Staff physician in Special Immunizations Program (SIP)
 - Principal Investigator for tularemia vaccine IND protocol
 - Principal Investigator for Q fever vaccine IND protocol
 - Sub-investigator on 8 other protocols
 - Evaluated, documented, and managed occupational exposures to bio-threat agents by scientists working in research laboratories.
 - Main author of SOPs covering overall operation of the SIP, occupational exposures, waiver process for recommended vaccines, etc.
 - Author of the SIP Reference Manual
- **U.S. State Department Foreign Service Physician from 1981 to 1999.**
Provided care as a Family Practice Physician for American employees and family members assigned to overseas diplomatic missions in Mali, Indonesia, Nigeria, and China. Supervised contract physicians, nurse practitioners, contract nurses, laboratory personnel, and clerical staff (up to as many as six individuals at any one facility) working for the embassy health units at the posts to which I was assigned as well as at the posts in my medical regions (West Africa and East Asia).

- **Chief of Medical Clearances for the State Department and Foreign Service from 1993 to 1996.**
Managed an office of nine employees (nurse practitioners, contract nurses, and clerical staff) that produced over 20,000 overseas medical clearance decisions each year for a total overseas population of about 60,000 individuals.
- **U.S. Navy Physician from 1972 to 1981.**
Served as a General Medical Officer and later a Family Practice Physician taking care of Active Duty members and their families stationed in the United States and overseas in Navy dispensaries and hospitals in the Philippines, Taiwan, and Guam. In those facilities, I supervised other physicians (Navy and Local National), nurses, Navy Corpsmen, laboratory personnel, and clerical staff.

EDUCATION:

- College: University of Kansas at Lawrence, Kansas; 1963 to 1967; B.A. in Bacteriology and Chemistry.
- Medical School: University of Kansas School of Medicine in Kansas City, Kansas; 1967 to 1971; Doctor of Medicine.
- Internship: Gorgas Hospital Internship Program in the Canal Zone of Panama; July 1971 to June 1972; Rotating Internship.
- Residency: Jacksonville Naval Regional Medical Center in Jacksonville, Florida; September 1976 to July 1979; Family Medicine leading to board certification in Family Practice July 1979 (with re-certification examinations in 1986, 1993, 2000, and 2007).
- Public Health and Tropical Medicine: Tulane School of Public Health and Tropical Medicine at New Orleans, Louisiana; September 1985 to August 1986; Master's Degree in Public Health and Tropical Medicine.

SHORT COURSES and Training (not a complete list):

- (1) 62nd Annual Scientific Assembly, WV Academy of Family Physicians, Charleston, WV; Course #64446; Total 26 hrs (Category 1); April 3-5, 2014.
- (2) "Office Based Treatment of Opioid Dependence," American Academy of Addiction Psychiatry; 8.0 hrs (Category 1); online course to fulfill requirement for waiver to use buprenorphine for office-based treatment of addiction; September 2013.
- (3) "Best Practice Prescribing of Controlled Substances," WV Boards of Medicine and Osteopathy; Charleston, WV; 7.5 hrs CME; November 30, 2012.
- (4) AAFP Scientific Assembly; AAFP; Philadelphia, PA; September 16 -- September 20, 2012.
- (5) Numerous short courses and classes related to Clinical Research and Management

- of Clinical Trials from onset of employment at SAIC-F to present.
- (6) AAFP Scientific Assembly; AAFP; Orlando, FL; September 13 -- September 17, 2011.
 - (7) Board Review Express Course (Family Practice Review); AAFP; Kansas City, KS; 48 hours (Category I); May 5 – May 8, 2010.
 - (8) “Globalization of Clinical Trials”; Presenter at Journal Club Discussion; SAIC-F; March 27, 2009.
 - (9) Advanced Geriatrics Educator Skills; West Virginia University Center on Aging; Martinsburg, WV; 14.75 hours (Category I); April 4 – April 6, 2008.
 - (10) Comprehensive Medical Review Officer Training; American Association of Medical Review Officers; Washington, D.C.; 21.75 hours (Category I); February 29 – March 2, 2008.
 - (11) 35th Annual Current Topics in Geriatrics; Johns Hopkins Medical School; Baltimore, MD; 18.0 hours (Category I); January 17 – January 19, 2008.
 - (12) “Family Practice Review Course”; Educational Testing Consultants, LLC (St. Louis); San Mateo, CA; 40 hours (Category I); July 5 – July 8, 2007.
 - (13) “Improving Patient Care with Health Information Technology”; West Virginia University School of Medicine Office of Continuing Medical Education; Morgantown, WV; 13.5 hours (Category I); June 15 – June 16, 2007.
 - (14) “HIPAA – Privacy and Security Refresher”; US Army MHS Learn; Online Course; June 1, 2007.
 - (15) “BLS for Healthcare Providers”; Military Training Network Resuscitative Medicine Training Program; Ft. Detrick, MD; 4 hours (Category I); 21 May 2007.
 - (16) “Advanced Good Clinical Practice: Practical Application and Implementation”; US MRMC; 3 hours; 18 April 2007.
 - (17) “Review of FDA Case”; Teleconference by USAMRMC FDA Regulated Activities; 1.5 Hours (Category I); December 13, 2006.
 - (18) 2006 International Conference on Tularemia; Marine Biological Laboratory, Woods Hole, MA; Four-day program of formal presentations and workshops about the current state of science regarding tularemia; 1-4 November 2006.
 - (19) “Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) Incidents Course”; Online Course by U.S. Army; 16 Hours (Category I); October 1, 2006.
 - (20) “National Association of Free Clinics 2006 Summit”; West Virginia University Hospitals (Morgantown, WV); Chicago, IL, 10.8 Contact Hours; May 2006.
 - (21) “Good Clinical Practice Refresher”; U.S. Army Medical Command; USAMRIID; one-day course, 5.5 hrs (Category I); 21 April 2006.
 - (22) “Good Clinical Practices (GCP) – Module I: Protocol Development”; US MRMC; 1.5 hours credit (Category I); 15 February 2006.
 - (23) “Good Clinical Practices (GCP) – Module II: Protocol Development”; US MRMC; 1.5 hours credit (Category I); 15 February 2006.
 - (24) Family Practice CME program: “Family Practice Review”; Temple University School of Medicine and the Family Practice Residency Program of Lancaster General Hospital; Lancaster, PA; 42.75 hours credit (Category I); September 25-30, 2005.
 - (25) “Basic Life Support for Healthcare Providers (CPR & AED) Program”; American

- Heart Association; Frederick Community College, Frederick, MD; one-day course; May 2, 2005.
- (26) "Tabletop Exercise" (Simulated bioterrorist attack with anthrax); West Virginia University School of Medicine; Clarion Hotel, Shepherdstown, WV; 6.0 hours (Category I); May 5, 2005.
 - (27) "FDA's Good Clinical Practices (GCP) Refresher Class"; Office of Regulatory Affairs, USAMMDA and QARCO, USAMRIID; one-day program; April 22, 2005.
 - (28) "Security 101: Introduction to HIPAA Security"; required online course on HIPAA; February 8, 2005.
 - (29) "Provider Privacy Refresher Course"; required online course on patient privacy; February 10, 2005.
 - (30) "Family Medicine Board Review"; Continuing Medical Education Reviews, Inc.; St. Louis, MO; 63 hours (Category I); November 18-23, 2004.
 - (31) "Ethical and Regulatory Aspects of Clinical Research"; WebCast conference by National Institutes of Health/Foundation for Advanced Education in the Sciences (NIH/FAES); 8.1 hours (Category-I, AMA); October 6, 2004 through November 17, 2004 and December 8, 2004.
 - (32) "Family Practice Review"; Temple University School of Medicine and the Family Practice Residency Program of Lancaster General Hospital; Lancaster, PA; 52.5 hour (Category I); March 21-26, 2004.
 - (33) "FDA's Introduction to GCP"; 16 Hours; Regulatory Affairs and QA Regulatory Compliance Office, USAMRIID; February 19 February 20, 2004.
 - (34) Regular CME (Home Study) through American Academy of Family Practice; 38 hours (Category I) recorded as of December 31, 2003.
 - (35) "End of Life Care and Pain Management"; online course by WVU School of Medicine; December 2003.
 - (36) 52nd Annual Meeting of the American Society of Tropical Medicine and Hygiene; 19.64 hours (Category I); December 3-7, 2003.
 - (37) "Clinical Tropical Medicine and Travelers' Health: Hot topics from the Tropics"; American Society of Tropical Medicine and Hygiene; 8.5 hours (Category I); December 2-3, 2003.
 - (38) MedDRA Coding 001 and 002; Course on Coding Using the MedDRA Dictionary; December 1, 2003.
 - (39) "Resistant Infections: How Do You Treat?"; CME Lecture by City Hospital (Martinsburg, WV); 2.0 hours (Category I); October 22, 2003.
 - (40) "Acute Coronary Syndrome: The Impact of ACC/AHA Guidelines on Outcomes," CME Lecture by City Hospital (Martinsburg, WV); 1.6 hours (Category I); September 24, 2003.
 - (41) "Introduction to Good Laboratory Practice (GLP) Regulations" given by Office of Product Development and Regulatory Affairs, USAMRIID; May 2003.
 - (42) HIPAA Training Course offered online by TRICARE (DoD); May 2003.
 - (43) "8th Conference of the International Society of Travel Medicine"; New York, NY; May 7-11, 2003.
 - (44) "Family Practice Review"

- (45) "Good Clinical Practices Course" given by USAMRIID; 12 hours training course; January 2003.
- (46) "Applied Good Clinical Practice" course completed online (with certification) in November 2002.
- (47) "Basic Cardiac Life Support" recertification course given at USAMRIID, October 2002.
- (48) Annual Scientific Assembly Meeting of the American Academy of Family Physicians (one-week conference with lectures and short courses) for Family Practice CME; 23.25 hours (Category I); October 16-20, 2002.
- (49) Yearly "CME" courses organized by the U.S. State Department for Foreign Service Physicians since 1979 through 1999.
- (50) A.H.A. Basic Cardiac Life Support and Advanced Cardiac Life Support – 1977 with several re-certification courses current to 2000.
- (51) "Disaster Preparedness" course by the State Department and the U.S. Army in Walter Reed Army Medical Center in April of 1999.
- (52) Family Practice Re-certification Review, American Academy of Family Practice, Kansas City, Kansas, in March of 1996.
- (53) "Negotiation Art and Skills"; Foreign Service Institute; 40 hrs; 1994.
- (54) Family Practice Re-certification Review, Louisiana State University School of Medicine in May of 1986.
- (55) "Coping With Violence"; Foreign Service Institute; 16 hrs; 1985.
- (56) Short Course in Flexible Proctosigmoidoscopy by the U.S. Department of State in March 1983.
- (57) ASCP Tropical Medicine Workshops (two) in 1979.
- (58) "Medicine in the Tropics" - a six-weeks course run by Gorgas Memorial Laboratory of the Republic of Panama taken in 1978.
- (59) Acupuncture Course through the Philippine Acupuncture Society; 1973.

PROFESSIONAL EXPERIENCE:

- (1) Medical Monitor for Clinical Safety Office (in support of NIH/NIAID) at SAIC-Frederick, September 2008 – September 2013.
- (2) Medical Director, Home-Based Primary Care Program, Veterans Hospital, Martinsburg, MD. Serves part-time in this position. December 2007 – present.
- (3) Staff Physician Long-Term Care and Geriatrics Service, Veterans Hospital, Martinsburg, MD. Serves part-time in this position. December 2007 – present.
- (4) Staff Physician in Urgent Care Center (Inwood, WV), City Hospital, Inc., and Gateway Healthcare Services, Martinsburg, WV. Half-time position (2 days/week); December 2007 – present.
- (5) Research Physician (Goldbelt Raven Corporation Contract) with U.S. Army Research Institute of Infectious Diseases – October 2002 to September 2007.
- (6) Contract (TDY Foreign Service) physician assigned to American Embassy in Sana'a (Yemen) – March to August 2002.
- (7) Volunteer Physician at Free Clinic. Served as the Medical Director and volunteer physician at the Eastern Panhandle Free Clinic 2001 – Present.
- (8) Contract (TDY Foreign Service) physician assigned to American Embassy in Manila (Philippines) – September 2001.

- (9) Contract physician during absence of the Foreign Service Physician in the Embassy Medical Unit in Jakarta (Indonesia) – October 1999 to April 2001.
- (10) Foreign Service Physician assigned to Beijing, China – July 1996 to July 1999.
- (11) Promoted to Foreign Service rank of Minister Counselor (FE-MC) – December 1994.
- (12) Director of Medical Clearances, Office of Medical Services in the U.S. State Department from August 1993 to June 1996.
- (13) Foreign Service Physician assigned to Beijing, China – September 1989 to July 1993.
- (14) Foreign Service Physician assigned to Lagos, Nigeria – July 1986 to July 1989.
- (15) Assigned by the Foreign Service on temporary duty to New Orleans where I studied for my MPH & TM degree at Tulane School of Public Health – August 1985 to June 1986.
- (16) Promoted to Senior Foreign Service (FE-OC) in December of 1983.
- (17) Foreign Service Physician assigned to Jakarta, Indonesia – July 1983 to July 1985.
- (18) Foreign Service physician assigned to Bamako, Mali, as the first State Department physician assigned to that country – July 1981 to July 1983.
- (19) Left U.S. Navy to join the U.S. Department of State Foreign Service – June 1972.
- (20) Promoted to Commander (O-5) – September 1979.
- (21) Chief of Family Practice Department, Naval Regional Medical Center, Guam, Northern Marianas Islands – June 1979 to June 1981.
- (22) Board Certified in Family Medicine by the American Academy of Family Practice by examinations in 1979, 1986, 1993 and 2000.
- (23) Family Practice Resident, Department of Family Practice, Naval Regional Medical Center, Jacksonville, Florida – September 1976 to July 1979.
- (24) Promoted to Lieutenant Commander (O-4) and Granted a Regular Naval Commission – 1976.
- (25) General Medical Officer, U.S. Naval Hospital, Taipei, Taiwan, Republic of China – June 1974 to August 1976.
- (26) Senior Medical Officer, U.S. Naval Dispensary, Naval Communications Station, San Miguel, Philippines – August 1972 to June 1974.
- (27) Entered on active duty and Commissioned as a Lieutenant (O-3), Navy Medical Corps – June 1972.
- (28) Ensign 1915 Navy Early Commissioning Program during medical school – March 1968 - June 1972

OVERSEAS EXPERIENCE:

- (1) **Sana'a, Yemen** - Served as the Embassy Physician on a five-month TDY assignment March – August 2002.
- (2) **Manila, Philippines** - Served as the Embassy Physician on a TDY assignment during September 2001.
- (3) **Jakarta, Indonesia** - Lived in Jakarta where my wife was assigned as the U.S. Foreign Service Regional Medical Technologist at the U.S. Embassy; October 1999 – April 2001.
- (4) **Beijing, China** - Regional Medical Officer covering the diplomatic missions in

- China, Hong Kong, Mongolia, and Vladivostok in Eastern Russia; July 1996 - July 1999.
- (5) **Beijing, China** - Regional Medical Officer covering the diplomatic missions in the Peoples Republic of China (Shanghai, Shenyang, Chengdu, and Guangzhou), Mongolia, and Hong Kong; October 1989 - July 1993.
 - (6) **Lagos, Nigeria** - Regional Medical Officer covering our diplomatic posts in Nigeria, Cameroon, Gabon, Benin, and Equatorial Guinea; July 1986 to August 1989.
 - (7) **Jakarta, Indonesia** - Regional Medical Officer covering the American Embassies of Indonesia, Malaysia, Singapore, Australia, New Zealand, Fiji, and several Western Pacific Islands; August 1983 - July 1984.
 - (8) **Bamako, Mali** - Regional Medical Officer covering the American Embassies of Mali, Upper Volta and other posts in the region when needed; September 1981 - June 1983.
 - (9) **Guam, Marianas Islands** - Chief of Family Practice at the Naval Regional Medical Center, Guam; August 1979 - June 1981.
 - (10) **Republic of Panama** - Participant in "Medicine in the Tropics," a six-week course offered by Gorgas Memorial Laboratories as part of my Family Practice Residency; July 1978 - August 1978.
 - (11) **Taipei, Taiwan, Republic of China** - General Medical Officer in Navy at Navy Hospital, Taipei; June 1974 - August 1976.
 - (12) **Republic of the Philippines** - General Medical Officer in the Navy at San Miguel Naval Communications Station; August 1972 - June 1974.
 - (13) **Canal Zone of Panama** - Rotating Internship at Gorgas Hospital; June 1971 - June 1972.
 - (14) **Indonesia** - Medical Assistant ("Clinical Clerk") at Goodyear Rubber Plantation, Dolok Merangir, North Sumatra between my third and fourth years of medical school (May 1970 - August 1970).
 - (15) **Germany** - Construction Worker as a college student; summer of 1964.

RESEARCH POSITIONS:

- (1) Electron Microscopy Research in the Department of Microbiology, University of Kansas - June 1963 - August 1963 (no publication).
- (2) Research in Gel Immunodiffusion in the Department of Immunology, University of Kansas - January 1967 - June 1967 (named as technical assistant in a resulting article).
- (3) Clinical investigation of an outbreak of *Capillaria philippinensis* – 1972 to 1974 (resulted in publication of an article).
- (4) Conducted a large survey (265 children) to define the risk of lead poisoning to expatriate children living in major cities in China and Mongolia. The results contrasted sharply with the data from local (Chinese) data and were very positively received by the foreign companies and families. The results were presented at the American Academy of Family Practice Scientific Assembly in September 2000.
- (5) Research Physician at U.S. Army Medical Research Institute of Infectious Diseases (Ft. Detrick) – October 2002 to September 2007.

PUBLICATIONS:

Tidball JS, Aguas JP, Aldis JW "A new concentration of human intestinal capillariasis on western Luzon," Southeast Asian Journal of Tropical Medicine and Public Health, Vol. 9, No. 1, pp 33-40, March 1978.

Rusnak JM, Kortepeter MD, Aldis J, Boudreau E. "Experience in the medical management of potential laboratory exposures to agents of bioterrorism on the basis of risk assessment at the United States Army Medical Research Institute of Infectious Diseases (USAMRIID)," Journal of Occupational & Environmental Medicine, 46(8):801-811, August 2004

Rusnak, Janice M. MD; Kortepeter, Mark G. MD; Hawley, Robert J. PhD, CBSP; Boudreau, Ellen MD; Aldis, John MD; Pittman, Phillip R. MD, "Management Guidelines for Laboratory Exposures to Agents of Bioterrorism," Journal of Occupational & Environmental Medicine, 46(8):791-800, August 2004

Aldis, John W. MD, Kortepeter, Mark G. MD, Rusnak, Janice M. MD, "Photo Quiz -- Reaction After Smallpox Vaccination," American Family Physician 74(1):145-147, July 2006

FOREIGN LANGUAGES:

Basic familiarity in Indonesian, Chinese, French, German, Spanish.

MEMBERSHIP:

- (1) American Academy of Family Practice
- (2) West Virginia State Medical Association

PERSONAL DATA:

Place of Birth: Frederick, Maryland.
Date of Birth: June 24, 1945.
Nationality: United States
Marital Status: Married (once) September 27, 1969.
Spouse: Pheny Aldis (maiden name, Cheah)
Profession: ASCP Certified Licensed Medical Technologist with special interest, training, and experience in microbiology and parasitology (currently retired). She has worked as a medical laboratory technologist at most of our overseas posts.
Languages: Fairly fluent in Chinese and Indonesian (written and spoken); also speaks some French, German, and Spanish.
Children: Dana Lian Aldis (DOB August 26, 1972)
Tara Lan Aldis (DOB December 19, 1974)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **July 3rd**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Parks and Recreation Commission for three (3) three-year terms ending June 30, 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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 3, 2014, or as soon thereafter as the Commission may decide:

Eastern Panhandle Regional Planning and Development Council: one two-year term ending June 30, 2016

Jefferson County Board of Health: one five-year term ending June 30, 2019.

Jefferson County Solid Waste Authority: one four year term ending June 30, 2014.

Summit Point Library Committee: one five-year term ending June 30, 2019.

Jefferson County Parks and Recreation Commission: three three-year terms ending June 30, 2017.

Harpers Ferry/Bolivar Public Service District: one six-year term ending June 30, 2020.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 4th, 11th, 18th, and 25th.

THANKS - JEFFERSON COUNTY COMMISSION

PARKS AND RECREATION COMMISSION

Dale Marnel
Lyn Midmyer

✓
Todd McKinney
4995 Engle Moler Road
Shepherdstown, WV 25443
h: 317-414-3509
TMCKINNEY@FLOC.org
3 years 6/30/2014

does not wish
to be reappointed

~~Adam Shively (RESIGNED)
100 Montument Court
Shepherdstown, WV 25443
h: 240-405-5575
4StateRealEstate@gmail.com
3 years 6/30/2014~~

Ranale Jones (Shively resignation) ✓
25 Cherry Hill Road
Charles Town, WV 25414
unexpired term ending June 30, 2014

- wishes to be
reappointed

✓
Daniel W. McVicar
28 Sunlite Drive
Charles Town, WV 25414
728-0675
dwmcvicar@frontiernet.net
3 years 6/30/2014

Toni Milbourne
P.O. Box 586
Harpers Ferry, WV 25425
h: 535-6851 w: 725-2046
3 years 6/30/2015

Ann Newaz
P.O. Box 219
Ranson, WV 25438
h: 304-725-4849
3 years 6/30/2015

Patrick Schnaeble
174 Box Way
Harpers Ferry, WV 25425

3yrs. 6/30/2015

PARKS AND RECREATION COMMISSION

Ann Mountz
60 Blue Ridge Circle
Harpers Ferry, WV 25425
h:
3 years 6/30/2015

Gene Taylor
1884 Hidden Hollow Drive
Kearneysville, WV 25430
genet_25414@yahoo.com
h:304-724-1784
c:240-432-6710
3 years 6/30/2016

Jimmy Pierson
49 Serenity Lane
Ranson, WV 25438
h.304-725-0552
c:304-616-8998
3 years 6/30/2016

Heather Morgan
29 Keys Ferry Rd, Suite 200
PO Box 426
Charles Town, WV 25414
h:304-725-2055
heather@jeffersoncountywvchamber.org
3 years 6/30/2016

Paul Marshall
409 Oakwood Drive
Shepherdstown, WV 25443
876-0551 cell-443-871-2574
pmarshall@ecologyservices.com
3 years 6/30/2016

Parks and Recreation Commission
235 Sam Michaels Lane
Shenandoah Junction, WV 25442
304-728-3207
728-9746 fax
JCPR@frontiernet.net §7-11-3

June 25, 2014

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

Dear Commissioners,

This letter is to notify you of my interest in appointment for another term as a member of the Jefferson County Parks and Recreation Commission (JCPRC). As you know, I have been a very active member of JCPRC and I hope to continue to contribute to the department for 3 more years. I feel I have been an effective commissioner. I currently, serve as the commission Secretary, member of the Executive Committee and for the past several years I have served as Chair of the Facilities Committee. In this latter capacity, I have been responsible for spearheading the commission's efforts and oversight on several significant projects including playground expansions at several parks, the upgrade and expansion of facilities at Leetown Park, the dramatic upgrade and expansion of camping facilities at Moulton Park, and the planning design and construction of the new Veteran's Memorial Pavilion. In addition, you are likely aware that I have been extensively involved in the acquisition, master planning, site planning, and now construction of James Hite Park. In addition, to these important development projects, I have been extensively involved in the development and deployment of updated contracts with multiple athletic leagues that do business with the commission and other administrative improvements in the department. Although these efforts are less apparent from the outside than the development and/or expansion of parks, I feel they have been, nonetheless, critical to the evolution of the department from a loosely supervised park operation it was when I joined the commission several years ago, to the professionally run, well organized, fiscally responsible department that is today. Although I have been only one of several commissioners involved in this profound transformation, I feel my efforts have made a very positive impact and I look forward to continuing my involvement with the county if given the opportunity.

In summary, I feel that my time on the commission has been beneficial to both the commission and the people of Jefferson County. I look forward to the opportunity to continue to serve the county as JCPRC further expands its facilities and delivers increased recreational opportunities to the citizens of Jefferson County.

Sincerely,

Daniel W. McVicar

Jessica Carroll

From: Sandy McDonald [sandy@jeffersoncountywv.org]
Sent: Friday, June 27, 2014 10:33 AM
To: 'Jessica Carroll'
Subject: FW: Accepting A Position

From: lajuanwatson@frontiernet.net [<mailto:lajuanwatson@frontiernet.net>]
Sent: Friday, June 27, 2014 10:25 AM
To: sandy@jeffersoncountywv.org
Cc: Ranale
Subject: Accepting A Position

Good Morning Sandy,

I am happy to accept your offer to serve again as a member of the Jefferson County Parks and Recreation Board.

I appreciate your confidence in me and hope that I can utilize my varied skills to help make the Jefferson Co. Parks and Rec's a continued success.

Regards,
Ranale Jones

Jessica Carroll

From: Byron Royal [byronroyal@hotmail.com]
Sent: Thursday, June 26, 2014 11:51 PM
To: jcarroll@jeffersoncountywv.org
Subject: Letter Of Intent For Jefferson County Parks Commission

Hello Jessica,

I would like to submit the following as my letter of intent to serve on Jefferson County's Parks and Rec Board.

Through my families use of the park's facilities and programs I have gained a great respect for the work they do to build a stronger and healthier community. It is my hope that I will be able to help advance the mission to, "Provide diverse year round opportunities by creating and providing recreation, leisure and community services necessary to promote and improve the overall quality of life for the citizens of Jefferson County, West Virginia."

Thank you for this opportunity to participate.

Sincerely,

Byron Royal

byronroyal@hotmail.com

703-727-0822



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 3, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Harpers Ferry/Bolivar Public Service District for one (1) six-year term ending June 30, 2020.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 3, 2014, or as soon thereafter as the Commission may decide:

**Eastern Panhandle Regional Planning and Development Council:
one two-year term ending June 30, 2016**

**Jefferson County Board of Health: one five-year term ending
June 30, 2019.**

**Jefferson County Solid Waste Authority: one four year term
ending June 30, 2014.**

**Summit Point Library Committee: one five-year term ending
June 30, 2019.**

**Jefferson County Parks and Recreation Commission: three
three-year terms ending June 30, 2017.**

**Harpers Ferry/Bolivar Public Service District: one six-year term
ending June 30, 2020.**

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 4th, 11th, 18th, and 25th.

THANKS - JEFFERSON COUNTY COMMISSION

HARPERS FERRY/BOLIVAR PUBLIC SERVICE DISTRICT

P.O. Box 235
192 Lake Quigley Drive
Harpers Ferry, WV 25425
304-535-2390 Fax 304-535-2524

Edmund Stazyk ✓

P.O. Box 713

Harpers Ferry, WV 25425

P. 440-668-5498

6 years 06/30/2014

(Donadio Resigned 12/12)

wishes to be reappointed

James A. Addy

Mayor of Harpers Ferry

P.O. Box 217

Harpers Ferry, WV 25425

w: 535-2206 Fax: 535-6520

6 years 06/30/2016

Secretary

Robert J. Hardy

Mayor of Bolivar

1343 W. Washington Street

Harpers Ferry, WV 25425

h: 535-2450

6 years 06/30/2018

Treasurer

Staff

Ed Tennant, Administrator

Jim Williams, Field Superintendent

Jimmy Williams, Plant Operator

David E. Tennant, Assistant Operator

16-13A-3



AMERICAN UNIVERSITY

W A S H I N G T O N , D C

DEPARTMENT OF PUBLIC ADMINISTRATION AND POLICY

June 2, 2014

Jefferson County Commission
124 East Washington St.
PO Box 250
Charles Town, WV 25414



Dear Members of the Jefferson County Commission,

I write to express my interest in continuing my service as a board member on the Harpers Ferry-Bolivar Public Service District (PSD). As you know, I have served as a member of the PSD for the past year. I have found my participation deeply rewarding and believe I can continue to add value to the PSD.

I respectfully request your consideration and support in being reappointed to the PSD. Please feel free to contact me with any questions. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Edmund C. Stazyk".

Dr. Edmund C. Stazyk

Work Address:

American University, School of Public Affairs
Department of Public Administration and Policy
4400 Massachusetts Avenue, NW 20016-8070
Phone: 202-885-6362
E-Mail: stazyk@american.edu

Home/Mailing Address:

1181 West Washington Street
PO Box 713
Harpers Ferry, WV 25425
Phone: 440-668-5498

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 3, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Summit Point Library Committee for one (1) five-year term ending June 30, 2019.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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one two-year term ending June 30, 2016**

**Jefferson County Board of Health: one five-year term ending
June 30, 2019.**

**Jefferson County Solid Waste Authority: one four year term
ending June 30, 2014.**

**Summit Point Library Committee: one five-year term ending
June 30, 2019.**

**Jefferson County Parks and Recreation Commission: three
three-year terms ending June 30, 2017.**

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ending June 30, 2020.**

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SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 4th, 11th, 18th, and 25th.

THANKS - JEFFERSON COUNTY COMMISSION

SUMMIT POINT LIBRARY COMMITTEE

Curt Mason
3735 Summit Point Road
Charles Town, WV 25414
h: 724-7008
5 years 6/30/2016

Edmond Uzan
949 Summit Point Road
Summit Point, WV 25446
h: 304-261-4063
5 years 6/30/2017

Linia Overly
712 Brucetown Road
Kearneysville, WV 25430
h: 725-3268
5 years 6/30/2013

Carol Del Colle ✓
2045 Leetown Road
Summit Point, WV 25446
h: 725-5842
5 years 6/30/2014

wishes to be reappointed

Catherine Burke
1055 Summit Point Road
Summit Point, WV 25446
h: 725-6224
5 years 6/30/2015

Received

JUN 11 2014

Jefferson County Commission

June 9, 2014,

Ms. Jessica Carroll and commissioners,

I have received the letter informing me that my term on the South Jefferson Library Committee will expire on June 30, 2014. I will, of course, remain serving for the rest of the term and would like to be considered for another term. The South Jefferson Library is a very important part of our Summit Point community and I have enjoyed working with the other board members and director in helping to support the library, as it continues to provide services to the many patrons who take advantage of what it has to offer.

Thank you for this opportunity to express my interest in continuing to serve on the SJPL board.

Carol Del-Colle



Board President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 3, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Solid Waste Authority for one (1) four-year term ending June 30, 2018.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 3, 2014, or as soon thereafter as the Commission may decide:

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June 30, 2019.**

**Jefferson County Parks and Recreation Commission: three
three-year terms ending June 30, 2017.**

**Harpers Ferry/Bolivar Public Service District: one six-year term
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SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 4th, 11th, 18th, and 25th.

THANKS - JEFFERSON COUNTY COMMISSION

SOLID WASTE AUTHORITY

Rusty Morgan
P.O. Box 130
Rippon, WV 25441
4 years 6/30/2017
Appointed by: **DEP (unexpired term appointed 3/31/11 Madert)**

Robert Graf
2054 Kabletown Road
Charles Town, WV 25414
725-2829
4 years 6/30/2015
Appointed by: **PUBLIC SERVICE COMMISSION**

James McGowen, Chairman
1640 Dark Lane
Kearneysville, WV 25430
725-3909
4 years 6/30/2016
Appointed by: **SOIL CONSERVATION**

William W. Weston
665 Pheasant Hill Road
Summit Point, WV 25446
h: 728-4519 fax: 728-7754
email: wweston@ix.netcom.com
4 years 6/30/2016
Appointed by: **COUNTY COMMISSION**

Peter Vila ✓ wishes to be reappointed
144 Hinton RD
Kearneysville, WV 25430
876-1446
4 years 6/30/2014
Appointed by: **COUNTY COMMISSION**

CC: Mark Holsteine
Executive Director
WV Solid Waste Management Board
601 57th St. S.E.
Charleston, WV 25304
Fax: 304-926-0472

Walt Pellish, Commissioner Liason *OK*

9 June 2014

Received

JUN 11 2014

Jefferson County Commission

Dear County Commission,

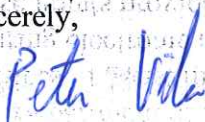
I am requesting appointment to the Jefferson County Solid Waste Authority (JCSWA) for another term. I have served on the JCSWA board for several years and am experienced with the board functions and objectives. I have a great working relationship with the other members of the board and together we have built the JCSWA into a modern, efficient waste transfer facility. At the present time the board is discussing plans to accommodate future growth in waste disposal for the county but also have set in place a strong sustainable program in comingled recycling (including electronics), mulch and compost.

I believe I am and will be a strong contributing member of the board and have a variety of qualifications that suit me for the position. I have a degree in aquatic biology, thus can contribute to storm-water management, an important component of the obligatory site management plan. I have represented the JCSWA in discussions with the WV Department of Environmental Protection with regard to site visits and standard practices. I assist in obtaining grants for the JCSWA and we have been successful in securing electronic and equipment grants to fund new initiatives (electronic recycling). These grants provide free electronic recycling for the citizens of Jefferson County and decrease operating costs while providing quicker and more efficient service for Jefferson County residents. This is vital for continued operation, as we have recently experienced a funding cut from the Jefferson County Commission. In addition, we expect a substantial decrease of revenue from waste hauled into the JCSW facility when the Entsorga plant in Martinsburg comes on line. This decrease of revenue will make grant acquisition much more important for daily operation. We are also exploring for ways to expand the recycling (or collection) in areas such as insecticides, paint and other hazardous materials for Jefferson County Citizens.

I am committed to be an advocate for the citizens of Jefferson County. We need efficient and economical waste transfer, recycling, and products such as mulch and compost for our community. Clean water and a safe environment are vital and require proper disposal of hazardous waste. Safe and proper disposal of wastes, especially hazardous waste, is a vital infrastructure service that contributes to a safe and healthy environment; this is a requirement expected by the citizens of Jefferson County and a requirement for any continued development in the County. As such, I would be honored to serve on the Jefferson County Solid Waste Authority Board, and I believe I can make significant contributions to the function of the JCSWA.

Please contact me if you have any questions.

Sincerely,



Peter Vila, Ph.D

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: July 3, 2014

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Interviews and Appointments to the Jefferson County Board of Health for one (1) five-year term ending June 30, 2019.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 3, 2014, or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five-year term ending June 30, 2019.

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

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

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

Qualified applicants must also be either a registered Republican or Independent.

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 11th, 18th, and 25th.

THANKS - JEFFERSON COUNTY COMMISSION

BOARD OF HEALTH

Thomas Trumble
2576 Warm Springs Road
Shenandoah Junction, WV 25442
304-876-2161
ttrumble@frontiernet.net
Democrat - Shepherdstown District ✓
5 years 06/30/2016

Robert L. Shefner
Mailing Address: 238 W. Washington Street
Charles Town, WV 25414
Physical Address: 316 E. Congress Street
Charles Town, WV 25414
Democrat - Charles Town District
5 years 06/30/2017
bojccm@gmail.com

Willis E. Nowell, Jr.
389 Shenandoah River Drive
Harpers Ferry, WV 25425
h: 304-725-2440
willis-nowell@shamondale.org
Democrat - Kabletown
5 years 06/30/2018

Charles
Kable
Harpers
Middlemy

Rosamond A. Rutledge-Burns ✓
307 Wildlife Way
Harpers Ferry, WV 25425
h: 304-728-1160 w: 301-975-5819
Independent - Harpers Ferry
5 years 06/30/2014
wvrep2@aol.com

no response as of 6/26/14

Mark A. Shields
82 Foster Circle
Shenandoah Junction, WV 25442
w: 301-827-6173
Republican - Shepherdstown
5 years 06/30/2015
Mark.Shields@fda.hhs.gov

Lyn Widmyer- Commission Liaison *ok*

§16-2-7. Appointment to and composition of county boards of health; qualifications; number of appointees.

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

Note: WV Code updated with legislation passed through the 2013 1st Special Session

The WV Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.

Received

JUN 24 2014

Jefferson County Commission

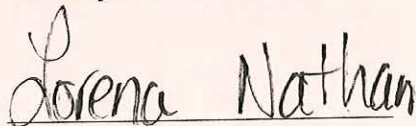
Lorena Nathan
85 Campbell Drive
Charles Town, W.V.
25414
(760) 443-9222
lorenanathan@hotmail.com

Dear County Commission Members,

I am interested in becoming a member of the Jefferson County Board of Health. I am a resident of Charles Town and an independent registered voter. I have a Master's in Business Administration from Shepherd University and I am a community liaison for the Latino Community. Additionally, I am a business owner and work under contract for the Jefferson County School District and Magistrate Court.

I personally believe that my educational, language and cultural background will be a valuable asset to this Board.

Thank you for consideration,



Lorena Nathan

Lorena Nathan

85 Campbell Drive, Charles Town, W.V., 25414
(760) 443-9220
lorenanathan@hotmail.com

OBJECTIVE Become an active member of the Jefferson County Board of Health.

EDUCATION Master's in Business Administration.

Shepherd University,

Shepherdstown, W.V.

Universidad Juárez del Estado De Durango. Durango, Mexico

RELATED

EXPERIENCE Adhoc Interpreting and Translating from English to Spanish and Vice-versa. As well as sight interpretations. Educational. Interpreter for the Jefferson County Schools. Legal interpreter for the Circuit Court of Charles Town, and Medical Interpreter for Jefferson County Hospital during deliveries and City Hospital in Martinsburg, W.V. and Hagerstown medical offices.

Coordinated the visit of the Mexican Consulate to Charles Town, W.V. to provide dual citizenship, passports and/or identification for Mexican Nationals

WORK

EXPERIENCE Assisted Hispanic women in the completion of their WIC applications. Assisted individuals of different backgrounds in the completion of their applications for Medicaid, Food Stamps using the In Roads. Facilitated the communication between Spanish speaking parents and school administrators in Jefferson County, Charles Town, W.V. Accurately translated school documents and sight translations for the Jefferson County School District and Magistrate Court.

RELEVANT SKILLS

Utilized English and Spanish skills to interpret consecutively and simultaneously without any biases. Faithfully translated and interpreted the message between Spanish and English speakers. Cultural awareness of the Latin American Culture.

PROFESSIONAL ASSOCIATIONS

Shepherd University Alumni Association
Kiwanis Club of Charles Town, W.V.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 3, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Eastern Panhandle Regional Planning and Development Council for one (1) two-year term ending June 30, 2016.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 3, 2014, or as soon thereafter as the Commission may decide:

**Eastern Panhandle Regional Planning and Development Council:
one two-year term ending June 30, 2016**

**Jefferson County Board of Health: one five-year term ending
June 30, 2019.**

**Jefferson County Solid Waste Authority: one four year term
ending June 30, 2014.**

**Summit Point Library Committee: one five-year term ending
June 30, 2019.**

**Jefferson County Parks and Recreation Commission: three
three-year terms ending June 30, 2017.**

**Harpers Ferry/Bolivar Public Service District: one six-year term
ending June 30, 2020.**

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

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

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 4th, 11th, 18th, and 25th.

THANKS - JEFFERSON COUNTY COMMISSION

EASTERN PANHANDLE REGIONAL PLANNING AND DEVELOPMENT COUNCIL
Region 9

John Reisenweber, Development Authority Director ✓
P.O. Box 237
Charles Town, WV 25414
728-3255
2 year term 6/30/2014

wishes to be
reappointed ✓

~~Patsy Noland~~
Noland
Patsy Noland - Commission Liason
~~Patsy Noland~~

Jessica Carroll

From: John Reisenweber [John@jcda.net]
Sent: Thursday, June 05, 2014 2:10 PM
To: 'Jessica Carroll' (jcarroll@jeffersoncountywv.org)
Cc: Patricia Noland (patsynol@gmail.com)
Subject: Region 9

Jessica,

I got your letter regarding my Region 9 appointment. I would be honored to continue serving on the Region 9 Board of Directors if the County Commission so wishes.

Thanks
John

John Reisenweber
Executive Director
Jefferson County Development Authority
(304) 728-3255
www.jcda.net

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: Jefferson County Historic Landmarks Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: July 3rd

Date Requested – 2nd Choice: July 10th

Subject (Wording to be placed on agenda):

Update on activities in conjunction with Civil War Trust, Inc.

Please provide the County Commission with a description of your request or presentation, including any background information: Since 2011 the JCHLC has partnered with CWT on four Civil War battlefield land acquisition projects. The most recently JCHLC approved project is acting as the government sponsor for a grant application to the American Battlefield Protection Program for purchase of the 13-acre Allstadt/Gibson property near Harpers Ferry. SEE FOUR ATTACHED DOCUMENTS

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 Internet/Wi Fi Y Telephone for conference call N

Contact information: Martin Burke

Email address: martinburke@frontiernet.net


Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Prepared for the Civil War Trust



0 0.1 0.2 0.4 Miles

Allstadt's Ordinary Tract at Harper's Ferry Battlefield (Jefferson County, WV)

Created on 1/14/14 by JMT

 Allstadt's Ordinary Tract (0.97 Acres)	 NPS Land
 NPS Boundary	 Battlefield Core Area
 Protected in Whole or in Part by the Trust	 Battlefield Study Area
 Other Protected Land	

CIVIL WAR TRUST

Saving America's Civil War Battlefields

Michael Grainger
Chairman

James Lighthizer
President

June 19, 2014
VIA EMAIL
martinburke@frontiernet.net

Mr. Martin Burke, Chairman
Jefferson County Historical Landmarks Commission
PO Box 23
Charles Town WV 25414

RE: ABPP Government Sponsor Request-Gibson Tract at Harpers Ferry

Dear Martin:

The Civil War Preservation Trust, doing business as the Civil War Trust ("Trust"), respectfully requests the Jefferson County Historical Landmarks Commission ("JCHLC") act as the government sponsor for a grant application to the National Park Service, administered through the American Battlefield Protection Program ("ABPP"), to fund a portion of the acquisition and preservation of the 12.97 acre Gibson Tract, located within the core area of the Harpers Ferry Battlefield, as determined by the Civil War Sites Advisory Commission (the "CWSAC") in its 1993 Report on the Nation's Civil War Battlefields, as required by ABPP as a condition of its grant.

The Gibson Tract is the site of Allstadt's Ordinary, one of the most important unprotected at-risk sites in the United States. Located three miles outside historic Harpers Ferry and adjacent to the Harpers Ferry National Historical Site, this 12.97-acre tract figured prominently in John Brown's Raid on October 16, 1859. Three years later, the Gibson Tract was in the crossfire near the Union Army's Bolivar Heights defenses in the Battle of Harpers Ferry in September, 1862.

The Harpers Ferry battlefield is identified by the CWSAC as having an opportunity for comprehensive preservation, as well as having a direct and decisive influence on its campaign (in this case, the Maryland Campaign of 1862). Enclosed is a map of the property, showing its significant location on the Harpers Ferry battlefield.

The Trust will submit the grant application to ABPP and JCHLC, except for the federal form SF-424 and letter to ABPP accepting its role as government sponsor for this project, which draft is included herewith. Once the application is complete and approved, the JCHLC will receive a grant agreement for signature and obligation of the grant. The Trust completes all grant requirements in accordance with the grant agreement and submits them to ABPP and the JCHLC. The JCHLC will be notified by ABPP when all grant requirements have been met and the grant proceeds are available for transfer to JCHLC via the Automated Standard Application for Payments (ASAP) system. Once JCHLC has received the grant proceeds, these funds are passed through to the Trust. There is no obligation on the part of the JCHLC regarding funding.

WASHINGTON OFFICE

1156 15th Street NW • Suite 900 • Washington, DC 20005
Phone: (202) 367-1861 or (800) 298-7878 • Fax: (202) 367-1865

HAGERSTOWN OFFICE

1140 Professional Court • Hagerstown, MD 21740
Phone: (301) 665-1400 or (888) 606-1400 • Fax: (301) 665-1416

June 19, 2014

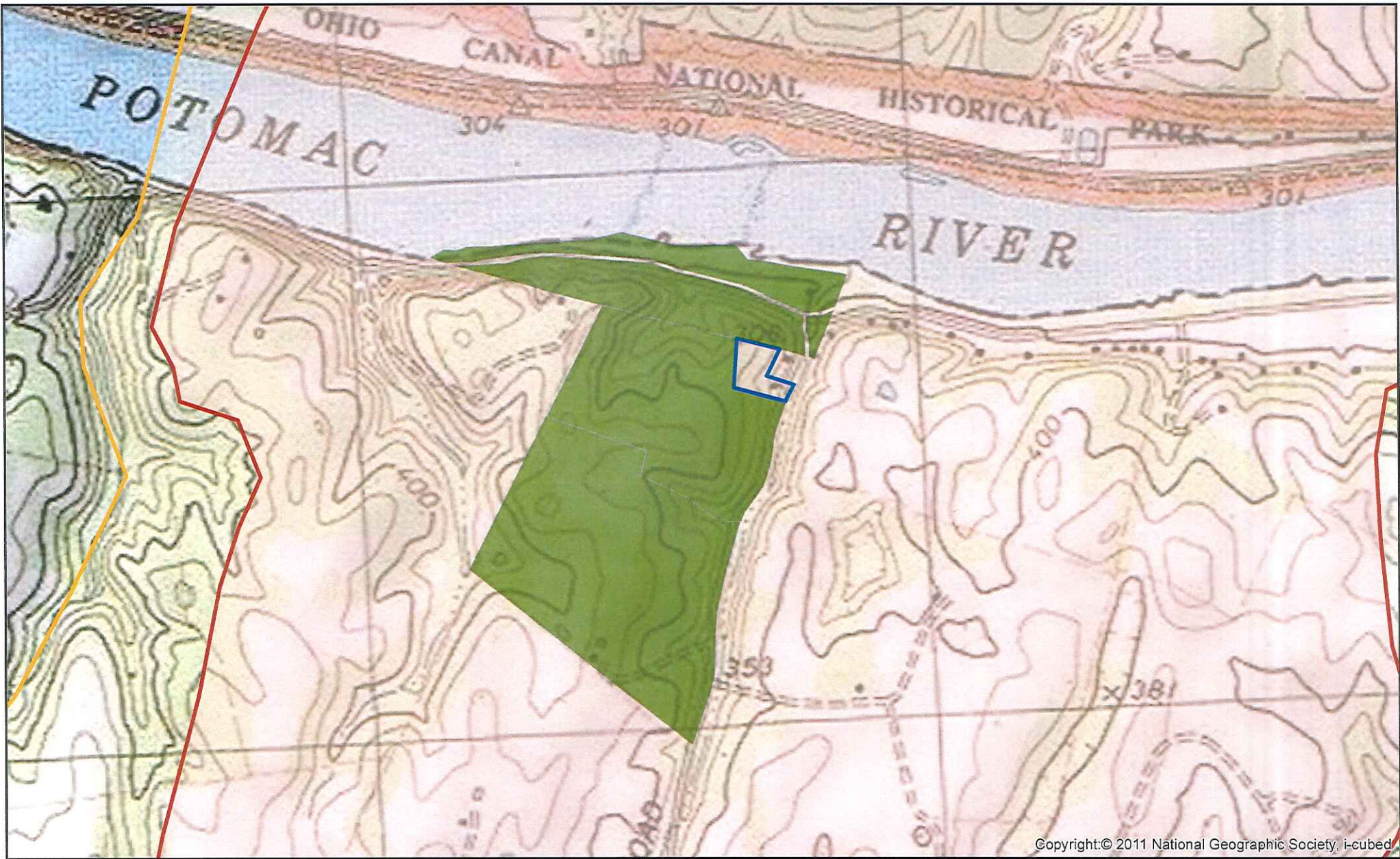
Please let me know if you have any questions or concerns regarding this project, by email at krobertson@civilwar.org or by telephone, 202-367-1861, ext 7209. We look forward to the opportunity to preserve hallowed ground at Harpers Ferry! Thank you for your consideration.

Very truly yours,



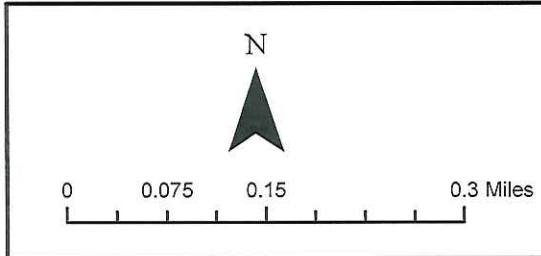
Kathleen M. Robertson
Deputy Director of Real Estate

Attachments







Copyright:© 2011 National Geographic Society, i-cubed

Prepared for the Civil War Trust



**Cornfeld Tract at
Shepherdstown Battlefield
(Jefferson County, WV)**

Created on 4/17/13 by JM

-  Cornfeld Tract (1.76 Acres)
-  Preserved in Whole or in Part by the Trust
-  Battlefield Core Area
-  Battlefield Study Area

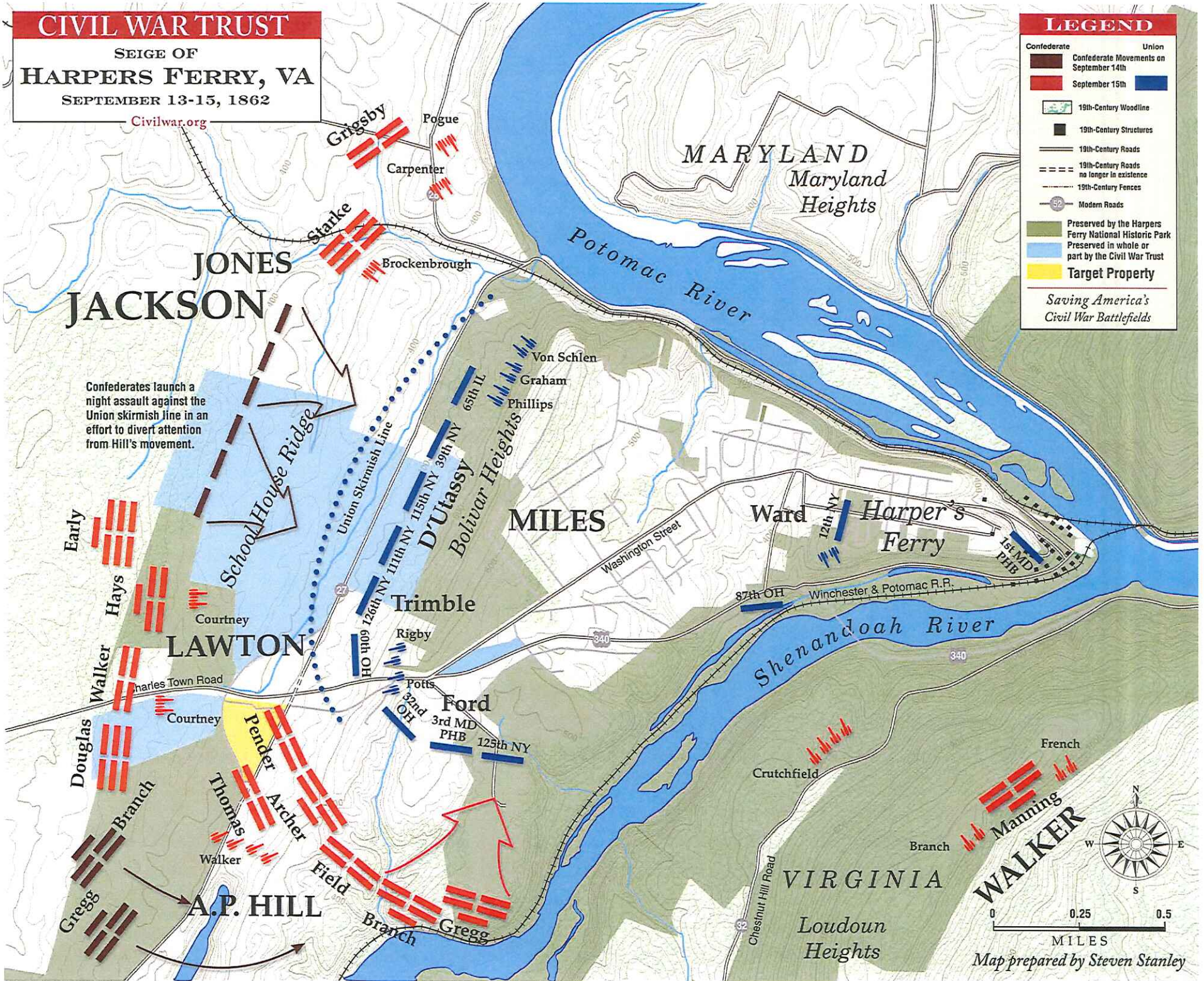
CIVIL WAR TRUST

SEIGE OF HARPERS FERRY, VA SEPTEMBER 13-15, 1862

CivilWar.org

LEGEND

- Confederate**
 - Confederate Movements on September 14th
 - September 15th
 - Union**
 - September 15th
 - 19th-Century Woodline
 - 19th-Century Structures
 - 19th-Century Roads
 - 19th-Century Roads no longer in existence
 - 19th-Century Fences
 - Modern Roads
 - Preserved by the Harpers Ferry National Historic Park
 - Preserved in whole or part by the Civil War Trust
 - Target Property
- Saving America's Civil War Battlefields*



Map prepared by Steven Stanley

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Lyn Widmyer

Department or Organization: [Click here to enter text.](#)

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

Date Requested – 1st Choice: **July 3**

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

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

Subject (*Wording to be placed on agenda*): **Financial support for Shepherdstown bike path project: discussion/action**

Please provide the County Commission with a description of your request or presentation, including any background information: Designate funds in support of the proposed path between Shepherdstown Middle school and Morgans Grove Park. In 2013, the County pledged \$75,000 to this project. Thanks to the hard work of the town and WV DOH, the county's share of the grant match was only \$39,000 toward a \$600,000 project. Allocating some remaining portion of the \$75,000 would help address unexpected costs during design and construction of the path. There is currently over \$5 million in the Jefferson County capital account.

Is this a funding request? Y/N YES

If so, how much? Up to \$30,000 [Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move that up to \$30,000 be designated in the capital outlay account to provide contingency funds in case there are unexpected costs the design and construction phase.

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.

Debbie Keyser

From: Stephanie Grove [SGrove@jeffersoncountywv.org]
Sent: Wednesday, June 25, 2014 1:41 PM
To: 'Debbie Keyser'; 'Lyn Widmyer'; 'pellish walter'
Cc: 'Sandy McDonald'
Subject: RE: Quick question

Looking at Robert's Rules, the answer, of course, is not a simple one. After researching the Rules and the code, the following is my opinion on the issue.

According to Robert's Rules a tie vote is actually a failed motion. "On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority." Additionally, according to Robert's rules, a motion to reconsider may only be made in the same session in which the vote is taken in a session of one day or on the same day or the next business day after the vote is taken if the session is more than one day. Accordingly, the time to reconsider the motion has elapsed under either scenario.

It's possible that the motion may be renewed under Robert's Rules. A motion may not be renewed during the same session. As such, whether the motion can be renewed depends upon whether each meeting is considered a separate session or whether each meeting is considered part of one larger session. West Virginia Code 7-1-2 requires the county commission to hold four regular sessions each year and additional special sessions as needed. Additionally, W.Va. Code 7-1-1 requires the County Commission to elect a president at its first session of the year. From those two code sections it is clear that one session of a County Commission is not meant to be for the entire year because the code contemplates multiple sessions throughout the year. Additionally, Robert's Rules provides that typically each meeting constitutes one session. Therefore, it would appear that each meeting of the County Commission constitutes a separate session and any commissioner could make a motion to renew any motion that has previously been defeated.

Please let me know if you have any questions.

Thanks,

Stephanie

From: Debbie Keyser [<mailto:dkeyser@jeffersoncountywv.org>]
Sent: Tuesday, June 24, 2014 10:35 AM
To: 'Lyn Widmyer'; 'pellish walter'
Cc: 'Stephanie Grove'; 'Sandy McDonald'
Subject: FW: Quick question

Lyn and Walt, I sent an email to Stephanie yesterday asking for the answer to your question. Stephanie, please respond to "all" when you have your response. We'll need by this Thursday for the upcoming agenda. Thanks!

Debbie

From: Debbie Keyser [<mailto:dkeyser@jeffersoncountywv.org>]
Sent: Monday, June 23, 2014 12:26 PM
To: 'Stephanie Grove'

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Lori Robertson and Mayor Jim Auxer

Department or Organization: Shepherdstown Council

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: June 19, 2014

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Continuation of the discussion of the Shephardstown Bike Path

Is this a funding request? Y/N

If so, how much? \$Unknown

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Approve financial support of the Jefferson County Commission for the Shephardstown Bike Path

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Lyn Widmyer**

Department or Organization: **County Commission**

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

Date Requested – 1st Choice: **June 19, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Jefferson County Commission sign a memorandum of understanding with WV DOH and the Jefferson County Parks and Recreation Commission to provide the same level of maintenance as provided on the trail at Morgans Grove Park.**

Please provide the County Commission with a description of your request or presentation, including any background information: **Due to the hard work of the Town of Shepherdstown and the WV DOH, monies have been secured to design, engineer and build a path between Shepherdstown Middle School and Morgan's Grove Park. The Jefferson County has committed \$39,000 as a match to secure funding for the entire project. A further commitment is needed in terms of maintenance once the path is built.**

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*): **I move the Jefferson County Commission sign a memorandum of understanding with WV DOH and the Jefferson County Parks and Recreation Commission to provide the same level of maintenance as provided on the trail at Morgans Grove Park.**

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.

The Honorable Jim Auxer
Mayor of Shepherdstown
PO Box 248
Shepherdstown, WV 25443

February 25, 2013

Dear Mayor Auxer:

This letter is to confirm the commitment of the Jefferson County Commission made to the Corporation of Shepherdstown in helping to attain matching funds for a grant from the Transportation Alternatives and Recreational Trails Program Grant, to build a bike path from Shepherdstown to Morgans Grove Park. Your request before the Commission on February 7, 2013 was for the Jefferson County Commission to contribute twenty (20) percent of the Corporation of Shepherdstown's thirty (30) percent match to the grant.

At the February 7, 2013 Jefferson County Commission Meeting, the Commissioners voted unanimously to support the proposed 480 Bike Path. The following motions were made:

- Motion by Mr. Manuel to earmark \$25,000 from the Contribution account and further explore through the budget process, including the Coal Severance, for the remaining funding. Motion seconded by Ms. Noland.
- Motion by Mr. Pellish to amend Mr. Manuel's motion to approve the project, send a letter of commitment today, and find the money at the budget workshop. Motion seconded by Mr. Manuel and unanimously approved.
- Original motion as amended was approved with a unanimous vote.

At the February 14, 2013 Jefferson County Special Budget Workshop, \$25,000 from the Jefferson County Contribution Account and \$52,403.92 from the Coal Severance Fund were allocated for this purpose.

The Jefferson County Commission wishes you the very best in luck as you further your efforts to obtain the Transportation Alternatives and Recreational Trails Program Grant, to help you realize your goal.

Attached please find a copy of the Minutes from the February 7, 2013 County Commission Meeting.

Should you have any questions or need further documentation, please don't hesitate to contact me at 304-728-3181.

Sincerely

Debbie Keyser

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 3, 2014

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

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

Subject (Wording to be placed on agenda): Complete Bond Release U.S. Coast Guard Office Building Project

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for ARC-FD JV, LLC AKA U.S. Coast Guard Office Building Project (File #S13-04) – Letter of Credit #4518866-4401 with United Bank, Shepherdstown, WV.

Is this a funding request? Y/NO
If so, how much? \$Click here to enter text.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$464,224.00 from the construction bond amount for ARC-FD JV, LLC AKA U.S. Coast Guard Office Building Project (File #S13-04).

Attach supporting documents for request, or request may be denied:
Construction Bond Release Letter
Bond Release Request Report
Site Map

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Walt Pellish

July 3, 2014

VICE PRESIDENT

Jane Tabb

Mr. Chris Colbert, VP

COMMISSIONER

Dale Manuel

United Bank

7867 Martinsubrg Pike

COMMISSIONER

Patsy Noland

Shepherdstown, West Virginia 25443

COMMISSIONER

Lyn Widmyer

RE: Irrevocable Letter of Credit #4518866-4401 dated August 15, 2013 Construction Bond Surety for ARC-FD JV, LLC AKA U.S. Coast Guard Office Building Project (File #S13-04).

Dear Mr. Colbert:

The Jefferson County Commission authorizes a complete release of the remaining \$464,224.00 from the construction bond for ARC-FD JV, LLC AKA U.S. Coast Guard Office Building Project (File #S13-04). This project is located on the east side of Wiltshire Road-Route 8 and is Lot 8 of the Burr Business Park. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Letter of Credit, originally issued in the amount of \$1,115,106.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Walter Pellish, President
Jefferson County Commission

WP:rfb

cc: Mr. Joel Schubert, Project Manager
The Whiting Turner Contracting Company
Hampton Plaza
300 East Joppa Road
Towson, MD 21286-3048
Department of Engineering

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

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 06 / 04 / 2014 J.C.P.C. File No. 513 - 04

Consultant/Engineer/Firm Name: GORDON & ASSOCIATES

Mailing Address: 301 N. MILBURN STREET

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERHART Phone: 304-725-8956

Project/Subdivision Name: U.S. COAST GUARD

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

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

Comments: ALL WORK APPEARS COMPLETE, & IN ACCORDANCE WITH THE APPROVED SITE PLAN. RECOMMEND RELEASE OF BOND

Approved for:
 By: J. Shutsa 06/18/14
 County Engineer Date

Original Bond Amt. \$ 969,658 + 15% Cont. \$ 145,449 = Total Original Bond Amt. \$ 1,115,106

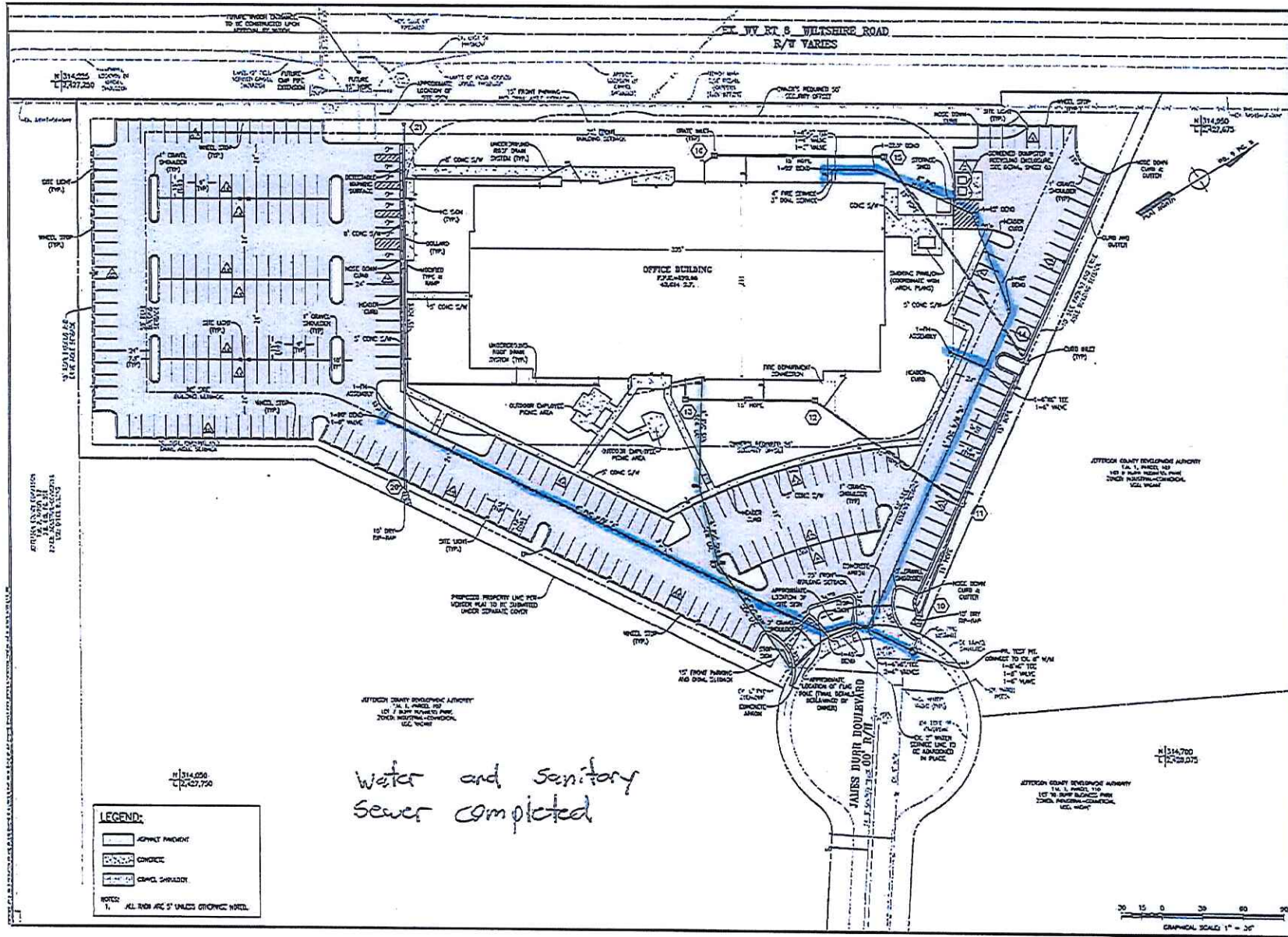
Total Current Bond Amount \$ 464,224.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent Title: L.D.I.

Signature: [Signature] Date: 06 / 18 / 2014



PROJECT: U.S. COAST GUARD OFFICE BUILDING SHEET: CS-101 DATE: 08 OF 23	
DESIGNER: JFC CHECKER: MC DATE: 08/23/04	APPROVED: [Signature] TITLE: [Title]
CONTRACTOR: [Name] PROJECT NO.: [Number]	
SCALE: AS SHOWN GRAPHICAL SCALE: 1" = 30'	
LEGEND: [Symbol] ASPHALT PAVEMENT [Symbol] CONCRET [Symbol] CONCRETE SHOULDER NOTES: 1. ALL TRENCHES 2' UNLESS OTHERWISE NOTED.	
U.S. COAST GUARD OFFICE BUILDING CHARLES TOWN DISTRICT SEFTON COUNTY, WEST VIRGINIA	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: County Commissioners

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: April 17 July 3
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

5-29-14
Public Hearing

Decision 6-19-14

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 PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY**

The County Commission of Jefferson County will hold a public hearing on **Thursday, May 29, 2014 at 7:00 p.m.** in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

At this meeting, there will be public input on the Jefferson County Emergency Services Ordinance.

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

You can view the Ordinance at: www.jeffersoncountywv.org

No decisions will be made at this meeting.

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

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

Comment [J1]: delete

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

Comment [J2]: JC Emergency Services Board not Ambulance Authority, JCESA

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

Comment [J3]: Change to recognized

Comment [J4]: Delete "paid fire service"

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 authorize 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.

Comment [J5]: Some employees will be let go on May 1 (part timers) and another on July 1 -- voted on by current Board. Word "currently" looks like all jobs are guaranteed. Insert a date?

Comment [J6]: Insert seniority on both lines: original hire date will be recognized.

Comment [J7]: Can only be done through the Fire Marshal, substitute ambulance and fire boards.

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;
 - (e)(b) Preparing Budgets and financial statements as required in Section 7 herein;
 - (e)(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.
 - (f)(d) The ability to contract services and/or enter into mutual aid agreements with volunteer fire companies.

(g)(e) The Agency shall consult with existing fire departments, with the Jefferson County E911 Center, with the West Virginia Office of Emergency Medical Services, State Fire Marshall and with other appropriate Agencies and Officials to establish regulations for the orderly dispatch of all emergency ambulance and fire protection services in Jefferson County. In the event of a dispute between responders, the Agency shall control the dispatch and response.

Comment [J8]: Change to policies

Comment [J9]: Delete this entire sentence, E911 Center controls dispatch

(i)(f) 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.

(h) 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. All delinquent accounts shall be referred to the County Commission which retains sole discretion and authority to institute collection actions in the Courts of this State.

Comment [J10]: Change to shall

(g)

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.

Comment [J11]: ESA board wanted clarification sought on this paragraph.

Section 3. Joint Emergency Services Board

~~1)~~ The prior Jefferson County Emergency Services Board being abolished as set forth in Section 1,

~~2)~~

3)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.

4)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:

b)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);

Comment [J12]: Change to he/she

d)b) _____ One representative of the emergency medical services community in Jefferson County;

f)c) One representative of the fire protection services community in Jefferson County;

Comment [J13]: As recognized by the Fire & Rescue Association

g)d) _____ Three citizen members of the board;

h)e) _____ President of Fire & Rescue Association, shall be a non-voting Board member.

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

Comment [J14]: Delete this entire sentence, ESA Board feels it will be difficult to fill the positions with knowledgeable citizens with these limitations.

j)g) 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.

Comment [J15]: Insert "for profit"

k)h) _____ Four members of the Board constitute a Quorum;

l)i) After appointment, each member shall take an oath of office before they may serve.

m)j) _____ The initial members will serve staggered terms. Two of citizen members' initial terms shall expire on June 30th, 2015. The third citizen member's initial term shall expire on June 30th, 2016. The County Commissioner shall be appointed each January at the organization meeting of the Commission. 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 30th, 2016.

n)k) _____ After the expiration of the initial staggered terms in item "i" above, every position on the Board shall have a three-year term.

o)l) 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.

p)m) 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.

q)n) 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.

r)o) 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).

p) Board members are limited to two consecutive three year terms.

Comment [J16]: Clarification needed since there will be some shorter terms initially, see (i)

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.

Comment [J17]: Delete Agency's SOP – these are updated frequently

~~2)~~
~~1)~~

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.

Comment [J18]: ESA Board wants this entire section deleted. Very similar to Sect. 6

~~3)~~

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.

Comment [J19]: Training not offered enough for this time to be realistic. Video training?

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.

Comment [J20]: Same as #19

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 15th, 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 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.

Comment [J21]: Delete beginning of sentence and start with "Each year"

Comment [J22]: Not possible to comply with this date – delete.

Comment [J23]: Delete this section, not possible to comply with this requirement in a timely manner for the budget.

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 the actual and reasonable cost of providing said services.

Comment [J24]: ESA Board wants clarification on this entire section (g)

(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.

(j)(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.

Comment [J25]: Clarification on this section: accept what ins. Pays? Bill both Ins. Co. & citizen

(j)(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.

~~(p)~~(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.

Comment [J26]: Change to annually & delete "as the Agency shall direct"

~~(+)~~(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. Uncollected revenue from service providers shall be deducted from current or future funds the Agency would otherwise provide to said service provider.

Comment [J27]: Board voted to delete this entire section.

~~(+)~~(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.

Comment [J28]: I would like to see this section reworded to something like this: "the proportional share (ambulance fee or fire fee funded) of the collected invoice shall be remitted to JCESA to support EMT/FF staffing."

~~(+)~~(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.

Comment [J29]: Add exceptions to requirement of sealed bids for : state contracts and sole source

Comment [J30]: Move comma here and delete comma after "of"

Section 8. Severability and Construction

~~4)~~ 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.

~~1)~~

~~2)~~

H

~~3)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



Name: **Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

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

Date Requested – 1st Choice: **July 3, 2014**

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

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

Subject (Wording to be placed on agenda): **Approval of Resolution and contract – Community Participation Grant Program for the Contemporary American Theater Festival in the amount of \$5,000 – Discussion/Action**

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

If so, how much? **\$ 0 (Pass through Grant)**

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

Motion to approval of Resolution and application – Community Participation Grant Program for the Contemporary American Theater Festival in the amount of \$5,000 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action

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.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on July 3rd, 2014 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the EVAK K9 Search and Rescue Team to purchase equipment with funds made available through the Governor's Community Participation Grant program in the amount of \$5,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Signed: _____
COUNTY CLERK

14LEDA0087

GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM CONTRACT

BETWEEN THE WEST VIRGINIA DEVELOPMENT OFFICE AND THE JEFFERSON COUNTY COMMISSION

Project Number 14LEDA0087

THIS AGREEMENT, entered into this 1st day of July, 2013, by the West Virginia Department of Finance and Administration on behalf of the West Virginia Development Office hereinafter called the "WVDEVO" and the Jefferson County Commission and its authorized officers, agents, and representatives, hereinafter called the "Grantee."

WITNESS THAT:

WHEREAS, the WVDEVO has promised and agreed to assist the Grantee to perform such tasks described in the scope of services, which is to be partially financed by funds made available through the Governor's Community Participation Grant program.

NOW, THEREFORE, the parties do mutually agree as follows:

1. **Scope of Services.** The Grantee shall complete in a satisfactory manner as determined by the WVDEVO, and appropriate regulatory agencies, if required, all duties, tasks, and functions necessary to purchase equipment for the EVAK K9 Search and Rescue Team. The project may include a computer, K9 agility training equipment, and other equipment as funds permit.
2. **Personnel and Employment.** The Grantee will secure at its own expense, personnel with the necessary qualifications and experience required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with WVDEVO.

With respect to employment in carrying out the program objectives, the Grantee agrees that it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, national origin, or physical handicap.

3. **Time Performance.** The Grantee will commence its duties under this Contract on July 1, 2013, and such duties shall be undertaken and completed by June 30, 2015.
4. **Compensation and Fiscal Management.** In consideration of the services rendered by the Grantee, the WVDEVO agrees to pay the Grantee the sum of \$5,000. This amount constitutes complete compensation for all services rendered.

The Grantee shall provide local matching funds totaling up to ten percent of the total compensation for all services rendered.

The Grantee shall be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided under this Contract, as well as funds provided as the Grantee's matching share.

5. **Amendments.** Any changes to the scope of services, completion date, compensation or any other terms or conditions of this agreement shall be incorporated in written amendments to the Contract. If necessary and/or required, any amendments to this Contract are subject to the reappropriation of funds and approval of the WVDEVO and/or the Governor of the State of West Virginia.

6. **Payments and Repayment.** In order to receive payments under the terms of this Agreement, the Grantee shall submit the following: (a) a Letter of Transmittal containing a progress report, and (b) a Request for Payment Financial Report. The final ten percent shall be made available upon submission of certification of completion and acceptance of the project by the Grantee.

Furthermore, the Grantee shall refund to the State any expenditures determined to be made for an ineligible purpose for which State funds were received.

7. **Sub-Grantees and Reversion of Property.** The Grantee may administer funds on behalf of sub-grantees, provided that the sub-grantee is certified as a nonprofit organization by the United States Internal Revenue Service and the West Virginia Secretary of State's Office. Should the sub-grantee cease to exist, all commodities or supplies purchased with funds provided under the auspices of this Contract by or for the sub-grantee shall become the property of the Grantee.
8. **Competitive Bid Procedures.** Competitive bidding shall be pursued in all instances. The Grantee must follow the more stringent of either state or local purchasing regulations. The West Virginia Purchasing Division requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids, however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.

Purchases exceeding \$25,000 require public notices as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3. This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks preceding the final bid date. The Grantee shall also, where feasible, solicit sealed bids by listing the project in the F. W. Dodge Reports, sending requests by mail to prospective suppliers or contractors, and by posting notice on a bulletin board in a public place. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination of this agreement.

9. **Construction.** The Grantee shall procure construction contracts in accordance with West Virginia Code §5-22-1. The term construction shall mean any construction, reconstruction, improvement, enlargement, painting, decorating, or repair of any public improvement let to contract. **The state and its subdivisions shall, except as provided in this section, solicit competitive bids for every construction project exceeding \$25,000 in total cost. Further, the receipt and utilization of funds procured under this agreement mandate that ALL CONSTRUCTION CONTRACTS NECESSARY FOR THE UNDERTAKING AND COMPLETION OF THIS PROJECT, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code §21-5A.** These bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3 as outlined in Section 8 of this agreement.

Any contracts executed for the completion of construction services under this agreement, including contracts which involve the employment of any contractor and/or subcontractor, must comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost and source of funds utilized to pay such contract.** Such provisions shall include the payment of the Fair Minimum Wage Rates as determined by the West Virginia Commissioner of Labor for each craft or classification of all workmen needed to perform the contract in the locality in which the public work is performed. For projects involving federal funds which are covered by the provisions of the Davis Bacon Act (40 U.S.C. 276-a 276a-5), the Grantee shall cause the contractor and/or subcontractors to pay the higher wage rate, federal or state.

The Grantee shall note this requirement in the advertisement for bids and print these wage rates on all bidding blanks. The Grantee shall designate the time and place for opening such construction bids in accordance with West Virginia Code §5-22-2.

The Grantee shall secure bonding in accordance with West Virginia Code §5-22-1. All bids submitted pursuant to this chapter shall include a valid bid bond or other surety as approved by the state of West Virginia or its subdivisions. Following the solicitation of such bids, the construction contract shall be awarded to the lowest

qualified responsible bidder, who shall furnish a sufficient performance and payment bond, provided, that the state and its subdivisions may reject all bids and solicit new bids.

In the procurement of contracts or subcontracts for construction of less than \$100,000, the Grantee shall follow local or State requirements relating to bid guarantees, performance bonds, and payment bonds, provided that the Grantee's and State's interests are adequately protected and that such contracts can be executed in a timely manner.

In the procurement of contracts or subcontracts for construction that exceed \$100,000, the Grantee shall obtain the following:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. This bid guarantee shall consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid that the bidder will, upon acceptance of the bid, execute the contractual documents as may be required with the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. This performance bond shall be executed by the successful contractor in connection with the contract to secure fulfillment of the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. This payment bond shall be executed in connection with a contract to assure payment is required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

The Grantee shall procure architectural or engineering services in accordance with the provisions of West Virginia Code §5G. In the procurement of architectural and engineering services for projects estimated to cost \$250,000 or more, the Grantee shall publish a Class II legal ad in compliance with West Virginia Code §59-3. In the procurement of services for projects estimated to cost less than \$250,000, the Grantee shall conduct discussions with three or more professional firms.

The Grantee shall procure design-build projects in accordance with West Virginia Code §5-22A-1. This applies solely to building projects. Highways, water, sewer, and all other public works projects are specifically prohibited from using the design-build method.

The Grantee shall require any facilities constructed under the auspices of this Contract to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A11/.1-1961, as modified (41CFR101-17.1703 and (13CFR309.14)). The Grantee shall be responsible for conducting inspections to ensure compliance with these specifications.

The Grantee shall operate and maintain all facilities constructed under the auspices of this Contract in accordance with minimum standards as may be required or prescribed by the applicable federal, state and local statute, law, ordinance or regulation as to actual construction procedures, as well as maintenance and operation of such facilities upon completion.

The Grantee shall comply with all applicable federal, state and local environmental and historical preservation laws and regulations. The Grantee acknowledges this requirement and certifies that the project will be in compliance with such laws and regulations.

10. **Interest of Officials, Members of WVDEVO and Others.** No officer, member or employee of the WVDEVO or officer, member or employee of the Grantee who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or has any personal or pecuniary interest, nor shall any officer, member of, or

employee of, the Grantee or any member of its governing body, or officer, member, or employee of the contractor have any interest, direct or indirect, in this Contract or the proceeds thereof.

Furthermore, no member of the Legislature of the State of West Virginia, or individual performing a service for the Grantee in connection with this project, shall be admitted to any share thereof or to any benefit to arise from this Agreement.

11. **Inspections of Records and Audits.** At any time during normal business hours and as often as the WVDEVO or its designated representative may deem necessary, there shall be made available to the WVDEVO or its designated representative for examination, all of its records with respect to all matters covered by this Contract and permit the WVDEVO or its designated representative to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records and personnel, conditions of employment and other data relating to all matters covered by this Contract during the entire time period beginning with project approval and ending three years after the final disbursement of grant funds.

The Grantee shall cause an audit of this program to be included in the audit of the Grantee performed by the West Virginia State Auditor's Office, Chief Inspection Division, or its designated representative in accordance with West Virginia Code §6-9-7. The audit shall be performed in conformance with generally acceptable accounting procedures.

In accordance West Virginia Code §12-4-14, if the grantee is not audited by the West Virginia State Auditor's Office and the grantee received state funds or grants in the amount of fifteen thousand dollars or more, the grantee shall file an audit of the disbursement of funds with the legislative auditor's office. The audit shall be filed within two years of the disbursement of funds or grants by the grantee and shall be made by an independent certified public accountant at the cost of the corporation, association or other organization, and must show that the funds or grants were spent for the purposes intended when the grant was made. State funds or audits of state funds or grants under fifteen thousand dollars (\$15,000) may be authorized by the joint committee on government and finance to be conducted by the legislative auditor's office at no cost to the grantee.

The Grantee shall submit any reports requested by the WVDEVO concerning financial status and program progress.

12. **Political Activity.** No officer or employee of the Grantee whose principal employment is in connection with any activity which is financed in whole or in part pursuant to this agreement shall take part in any of the activities expressly prohibited by the Hatch Act.
13. **Resolution of Disputes.** Resolution of disputes between the State and the Grantee concerning administrative and programmatic matters during the terms of this Agreement shall be initiated through consultation and discussion at the State's Administrative Offices with final decision on questions of policy or fact being determined by the Director of the Community Development Division or his/her designated representative. Nothing in this Agreement shall be construed as making the final decision on a question of law, or to limit in any manner any remedies or recourses available under applicable laws. Citizen's complaints or disputes regarding Grantee performance or actions relative to the approved project are the responsibility of the Grantee.
14. **Termination of Contract.** If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Contract, or if the Grantee shall violate any of the covenants, agreements, or stipulations of this Contract, the WVDEVO shall thereupon have the right to terminate this Contract by giving written notice to the Grantee of such termination and specifying the effective date thereof, at least fifteen days before the effective date of such termination. The Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on the described project.

Notwithstanding the above, the Grantee shall not be relieved of liability to the WVDEVO for damages sustained by the WVDEVO by virtue of any breach of the Contract by the Grantee, and the WVDEVO may

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

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

Date Requested – 1st Choice: **July 3, 2014**

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

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

Subject (Wording to be placed on agenda): **Approval of Resolution and contract – Community Participation Grant Program for the Jefferson County Sheriff Reserves in the amount of \$2,500 – Discussion/Action**

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

If so, how much? **\$ 0 (Pass through Grant)**

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

Motion to approval of Resolution and application – Community Participation Grant Program for the Jefferson County Sheriff Reserves in the amount of \$2,500 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action

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.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on July 3rd, 2014 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Sheriff Reserves to purchase equipment with funds made available through the Governor's Community Participation Grant program in the amount of \$2,500.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Signed: _____
COUNTY CLERK

14LEDA0088

GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM CONTRACT

BETWEEN THE WEST VIRGINIA DEVELOPMENT OFFICE AND THE JEFFERSON COUNTY COMMISSION

Project Number 14LEDA0088

THIS AGREEMENT, entered into this 1st day of July, 2013, by the West Virginia Department of Finance and Administration on behalf of the West Virginia Development Office hereinafter called the "WVDEVO" and the Jefferson County Commission and its authorized officers, agents, and representatives, hereinafter called the "Grantee."

WITNESS THAT:

WHEREAS, the WVDEVO has promised and agreed to assist the Grantee to perform such tasks described in the scope of services, which is to be partially financed by funds made available through the Governor's Community Participation Grant program.

NOW, THEREFORE, the parties do mutually agree as follows:

1. **Scope of Services.** The Grantee shall complete in a satisfactory manner as determined by the WVDEVO, and appropriate regulatory agencies, if required, all duties, tasks, and functions necessary to purchase equipment for the Jefferson County Deputy Sheriff Reserves. The project may include portable radios and other equipment as funds permit.
2. **Personnel and Employment.** The Grantee will secure at its own expense, personnel with the necessary qualifications and experience required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with WVDEVO.

With respect to employment in carrying out the program objectives, the Grantee agrees that it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, national origin, or physical handicap.

3. **Time Performance.** The Grantee will commence its duties under this Contract on July 1, 2013, and such duties shall be undertaken and completed by June 30, 2015.
4. **Compensation and Fiscal Management.** In consideration of the services rendered by the Grantee, the WVDEVO agrees to pay the Grantee the sum of \$2,500. This amount constitutes complete compensation for all services rendered.

The Grantee shall provide local matching funds totaling up to ten percent of the total compensation for all services rendered.

The Grantee shall be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided under this Contract, as well as funds provided as the Grantee's matching share.

5. **Amendments.** Any changes to the scope of services, completion date, compensation or any other terms or conditions of this agreement shall be incorporated in written amendments to the Contract. If necessary and/or required, any amendments to this Contract are subject to the reappropriation of funds and approval of the WVDEVO and/or the Governor of the State of West Virginia.

6. **Payments and Repayment.** In order to receive payments under the terms of this Agreement, the Grantee shall submit the following: (a) a Letter of Transmittal containing a progress report, and (b) a Request for Payment Financial Report. The final ten percent shall be made available upon submission of certification of completion and acceptance of the project by the Grantee.

Furthermore, the Grantee shall refund to the State any expenditures determined to be made for an ineligible purpose for which State funds were received.

7. **Sub-Grantees and Reversion of Property.** The Grantee may administer funds on behalf of sub-grantees, provided that the sub-grantee is certified as a nonprofit organization by the United States Internal Revenue Service and the West Virginia Secretary of State's Office. Should the sub-grantee cease to exist, all commodities or supplies purchased with funds provided under the auspices of this Contract by or for the sub-grantee shall become the property of the Grantee.
8. **Competitive Bid Procedures.** Competitive bidding shall be pursued in all instances. The Grantee must follow the more stringent of either state or local purchasing regulations. The West Virginia Purchasing Division requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids, however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.

Purchases exceeding \$25,000 require public notices as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3. This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks preceding the final bid date. The Grantee shall also, where feasible, solicit sealed bids by listing the project in the F. W. Dodge Reports, sending requests by mail to prospective suppliers or contractors, and by posting notice on a bulletin board in a public place. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination of this agreement.

9. **Construction.** The Grantee shall procure construction contracts in accordance with West Virginia Code §5-22-1. The term construction shall mean any construction, reconstruction, improvement, enlargement, painting, decorating, or repair of any public improvement let to contract. **The state and its subdivisions shall, except as provided in this section, solicit competitive bids for every construction project exceeding \$25,000 in total cost. Further, the receipt and utilization of funds procured under this agreement mandate that ALL CONSTRUCTION CONTRACTS NECESSARY FOR THE UNDERTAKING AND COMPLETION OF THIS PROJECT, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code §21-5A.** These bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3 as outlined in Section 8 of this agreement.

Any contracts executed for the completion of construction services under this agreement, including contracts which involve the employment of any contractor and/or subcontractor, must comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost and source of funds utilized to pay such contract.** Such provisions shall include the payment of the Fair Minimum Wage Rates as determined by the West Virginia Commissioner of Labor for each craft or classification of all workmen needed to perform the contract in the locality in which the public work is performed. For projects involving federal funds which are covered by the provisions of the Davis Bacon Act (40 U.S.C. 276a-276a-5), the Grantee shall cause the contractor and/or subcontractors to pay the higher wage rate, federal or state.

The Grantee shall note this requirement in the advertisement for bids and print these wage rates on all bidding blanks. The Grantee shall designate the time and place for opening such construction bids in accordance with West Virginia Code §5-22-2.

The Grantee shall secure bonding in accordance with West Virginia Code §5-22-1. All bids submitted pursuant to this chapter shall include a valid bid bond or other surety as approved by the state of West Virginia or its subdivisions. Following the solicitation of such bids, the construction contract shall be awarded to the lowest

qualified responsible bidder, who shall furnish a sufficient performance and payment bond, provided, that the state and its subdivisions may reject all bids and solicit new bids.

In the procurement of contracts or subcontracts for construction of less than \$100,000, the Grantee shall follow local or State requirements relating to bid guarantees, performance bonds, and payment bonds, provided that the Grantee's and State's interests are adequately protected and that such contracts can be executed in a timely manner.

In the procurement of contracts or subcontracts for construction that exceed \$100,000, the Grantee shall obtain the following:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. This bid guarantee shall consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid that the bidder will, upon acceptance of the bid, execute the contractual documents as may be required with the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. This performance bond shall be executed by the successful contractor in connection with the contract to secure fulfillment of the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. This payment bond shall be executed in connection with a contract to assure payment is required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

The Grantee shall procure architectural or engineering services in accordance with the provisions of West Virginia Code §5G. In the procurement of architectural and engineering services for projects estimated to cost \$250,000 or more, the Grantee shall publish a Class II legal ad in compliance with West Virginia Code §59-3. In the procurement of services for projects estimated to cost less than \$250,000, the Grantee shall conduct discussions with three or more professional firms.

The Grantee shall procure design-build projects in accordance with West Virginia Code §5-22A-1. This applies solely to building projects. Highways, water, sewer, and all other public works projects are specifically prohibited from using the design-build method.

The Grantee shall require any facilities constructed under the auspices of this Contract to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A11/1-1961, as modified (41CFR101-17.1703 and (13CFR309.14)). The Grantee shall be responsible for conducting inspections to ensure compliance with these specifications.

The Grantee shall operate and maintain all facilities constructed under the auspices of this Contract in accordance with minimum standards as may be required or prescribed by the applicable federal, state and local statute, law, ordinance or regulation as to actual construction procedures, as well as maintenance and operation of such facilities upon completion.

The Grantee shall comply with all applicable federal, state and local environmental and historical preservation laws and regulations. The Grantee acknowledges this requirement and certifies that the project will be in compliance with such laws and regulations.

10. **Interest of Officials, Members of WVDEVO and Others.** No officer, member or employee of the WVDEVO or officer, member or employee of the Grantee who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or has any personal or pecuniary interest, nor shall any officer, member of, or

employee of, the Grantee or any member of its governing body, or officer, member, or employee of the contractor have any interest, direct or indirect, in this Contract or the proceeds thereof.

Furthermore, no member of the Legislature of the State of West Virginia, or individual performing a service for the Grantee in connection with this project, shall be admitted to any share thereof or to any benefit to arise from this Agreement.

11. **Inspections of Records and Audits.** At any time during normal business hours and as often as the WVDEVO or its designated representative may deem necessary, there shall be made available to the WVDEVO or its designated representative for examination, all of its records with respect to all matters covered by this Contract and permit the WVDEVO or its designated representative to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records and personnel, conditions of employment and other data relating to all matters covered by this Contract during the entire time period beginning with project approval and ending three years after the final disbursement of grant funds.

The Grantee shall cause an audit of this program to be included in the audit of the Grantee performed by the West Virginia State Auditor's Office, Chief Inspection Division, or its designated representative in accordance with West Virginia Code §6-9-7. The audit shall be performed in conformance with generally acceptable accounting procedures.

In accordance West Virginia Code §12-4-14, if the grantee is not audited by the West Virginia State Auditor's Office and the grantee received state funds or grants in the amount of fifteen thousand dollars or more, the grantee shall file an audit of the disbursement of funds with the legislative auditor's office. The audit shall be filed within two years of the disbursement of funds or grants by the grantee and shall be made by an independent certified public accountant at the cost of the corporation, association or other organization, and must show that the funds or grants were spent for the purposes intended when the grant was made. State funds or audits of state funds or grants under fifteen thousand dollars (\$15,000) may be authorized by the joint committee on government and finance to be conducted by the legislative auditor's office at no cost to the grantee.

The Grantee shall submit any reports requested by the WVDEVO concerning financial status and program progress.

12. **Political Activity.** No officer or employee of the Grantee whose principal employment is in connection with any activity which is financed in whole or in part pursuant to this agreement shall take part in any of the activities expressly prohibited by the Hatch Act.
13. **Resolution of Disputes.** Resolution of disputes between the State and the Grantee concerning administrative and programmatic matters during the terms of this Agreement shall be initiated through consultation and discussion at the State's Administrative Offices with final decision on questions of policy or fact being determined by the Director of the Community Development Division or his/her designated representative. Nothing in this Agreement shall be construed as making the final decision on a question of law, or to limit in any manner any remedies or recourses available under applicable laws. Citizen's complaints or disputes regarding Grantee performance or actions relative to the approved project are the responsibility of the Grantee.
14. **Termination of Contract.** If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Contract, or if the Grantee shall violate any of the covenants, agreements, or stipulations of this Contract, the WVDEVO shall thereupon have the right to terminate this Contract by giving written notice to the Grantee of such termination and specifying the effective date thereof, at least fifteen days before the effective date of such termination. The Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on the described project.

Notwithstanding the above, the Grantee shall not be relieved of liability to the WVDEVO for damages sustained by the WVDEVO by virtue of any breach of the Contract by the Grantee, and the WVDEVO may

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

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

Date Requested – 1st Choice: **July 3, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Resolution and contract – Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000 – Discussion/Action**

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
If so, how much? **\$ 0 (Pass through Grant)**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion to approval of Resolution and application – Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action

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.](#)

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on July 3rd, 2014 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Contemporary American Theater Festival to reach and expand the visibility of the CATF with funds made available through the Governor's Community Participation Grant program in the amount of \$5,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Signed: _____
COUNTY CLERK

13LEDA0104

GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM CONTRACT

BETWEEN THE WEST VIRGINIA DEVELOPMENT OFFICE AND THE JEFFERSON COUNTY COMMISSION

Project Number 13LEDA0104

THIS AGREEMENT, entered into this 1st day of July, 2012, by the West Virginia Department of Finance and Administration on behalf of the West Virginia Development Office hereinafter called the "WVDEVO" and the Jefferson County Commission and its authorized officers, agents, and representatives, hereinafter called the "Grantee."

WITNESS THAT:

WHEREAS, the WVDEVO has promised and agreed to assist the Grantee to perform such tasks described in the scope of services, which is to be partially financed by funds made available through the Governor's Community Participation Grant program.

NOW, THEREFORE, the parties do mutually agree as follows:

1. **Scope of Services.** The Grantee shall complete in a satisfactory manner as determined by the WVDEVO, and appropriate regulatory agencies, if required, all duties, tasks, and functions necessary to conduct the Contemporary American Theater Festival. The project will include equipment, staging, and promotion of the event.
2. **Personnel and Employment.** The Grantee will secure at its own expense, personnel with the necessary qualifications and experience required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with WVDEVO.

With respect to employment in carrying out the program objectives, the Grantee agrees that it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, national origin, or physical handicap.

3. **Time Performance.** The Grantee will commence its duties under this Contract on July 1, 2012, and such duties shall be undertaken and completed by June 30, 2015.
4. **Compensation and Fiscal Management.** In consideration of the services rendered by the Grantee, the WVDEVO agrees to pay the Grantee the sum of \$5,000. This amount constitutes complete compensation for all services rendered.

The Grantee shall provide local matching funds totaling up to ten percent of the total compensation for all services rendered.

The Grantee shall be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided under this Contract, as well as funds provided as the Grantee's matching share.

5. **Amendments.** Any changes to the scope of services, completion date, compensation or any other terms or conditions of this agreement shall be incorporated in written amendments to the Contract. If necessary and/or required, any amendments to this Contract are subject to the reappropriation of funds and approval of the WVDEVO and/or the Governor of the State of West Virginia.

6. **Payments and Repayment.** In order to receive payments under the terms of this Agreement, the Grantee shall submit the following: (a) a Letter of Transmittal containing a progress report, and (b) a Request for Payment Financial Report. The final ten percent shall be made available upon submission of certification of completion and acceptance of the project by the Grantee.

Furthermore, the Grantee shall refund to the State any expenditures determined to be made for an ineligible purpose for which State funds were received.

7. **Sub-Grantees and Reversion of Property.** The Grantee may administer funds on behalf of sub-grantees, provided that the sub-grantee is certified as a nonprofit organization by the United States Internal Revenue Service and the West Virginia Secretary of State's Office. Should the sub-grantee cease to exist, all commodities or supplies purchased with funds provided under the auspices of this Contract by or for the sub-grantee shall become the property of the Grantee.
8. **Competitive Bid Procedures.** Competitive bidding shall be pursued in all instances. The Grantee must follow the more stringent of either state or local purchasing regulations. The West Virginia Purchasing Division requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids, however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.

Purchases exceeding \$25,000 require public notices as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3. This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks preceding the final bid date. The Grantee shall also, where feasible, solicit sealed bids by listing the project in the F. W. Dodge Reports, sending requests by mail to prospective suppliers or contractors, and by posting notice on a bulletin board in a public place. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination of this agreement.

9. **Construction.** The Grantee shall procure construction contracts in accordance with West Virginia Code §5-22-1. The term construction shall mean any construction, reconstruction, improvement, enlargement, painting, decorating, or repair of any public improvement let to contract. **The state and its subdivisions shall, except as provided in this section, solicit competitive bids for every construction project exceeding \$25,000 in total cost. Further, the receipt and utilization of funds procured under this agreement mandate that ALL CONSTRUCTION CONTRACTS NECESSARY FOR THE UNDERTAKING AND COMPLETION OF THIS PROJECT, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code §21-5A.** These bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3 as outlined in Section 8 of this agreement.

Any contracts executed for the completion of construction services under this agreement, including contracts which involve the employment of any contractor and/or subcontractor, must comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost and source of funds utilized to pay such contract.** Such provisions shall include the payment of the Fair Minimum Wage Rates as determined by the West Virginia Commissioner of Labor for each craft or classification of all workmen needed to perform the contract in the locality in which the public work is performed. For projects involving federal funds which are covered by the provisions of the Davis Bacon Act (40 U.S.C. 276-a 276a-5), the Grantee shall cause the contractor and/or subcontractors to pay the higher wage rate, federal or state.

The Grantee shall note this requirement in the advertisement for bids and print these wage rates on all bidding blanks. The Grantee shall designate the time and place for opening such construction bids in accordance with West Virginia Code §5-22-2.

The Grantee shall secure bonding in accordance with West Virginia Code §5-22-1. All bids submitted pursuant to this chapter shall include a valid bid bond or other surety as approved by the state of West Virginia or its subdivisions. Following the solicitation of such bids, the construction contract shall be awarded to the lowest

qualified responsible bidder, who shall furnish a sufficient performance and payment bond, provided, that the state and its subdivisions may reject all bids and solicit new bids.

In the procurement of contracts or subcontracts for construction of less than \$100,000, the Grantee shall follow local or State requirements relating to bid guarantees, performance bonds, and payment bonds, provided that the Grantee's and State's interests are adequately protected and that such contracts can be executed in a timely manner.

In the procurement of contracts or subcontracts for construction that exceed \$100,000, the Grantee shall obtain the following:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. This bid guarantee shall consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid that the bidder will, upon acceptance of the bid, execute the contractual documents as may be required with the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. This performance bond shall be executed by the successful contractor in connection with the contract to secure fulfillment of the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. This payment bond shall be executed in connection with a contract to assure payment is required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

The Grantee shall procure architectural or engineering services in accordance with the provisions of West Virginia Code §5G. In the procurement of architectural and engineering services for projects estimated to cost \$250,000 or more, the Grantee shall publish a Class II legal ad in compliance with West Virginia Code §59-3. In the procurement of services for projects estimated to cost less than \$250,000, the Grantee shall conduct discussions with three or more professional firms.

The Grantee shall procure design-build projects in accordance with West Virginia Code §5-22A-1. This applies solely to building projects. Highways, water, sewer, and all other public works projects are specifically prohibited from using the design-build method.

The Grantee shall require any facilities constructed under the auspices of this Contract to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A11/1-1961, as modified (41CFR101-17.1703 and (13CFR309.14)). The Grantee shall be responsible for conducting inspections to ensure compliance with these specifications.

The Grantee shall operate and maintain all facilities constructed under the auspices of this Contract in accordance with minimum standards as may be required or prescribed by the applicable federal, state and local statute, law, ordinance or regulation as to actual construction procedures, as well as maintenance and operation of such facilities upon completion.

The Grantee shall comply with all applicable federal, state and local environmental and historical preservation laws and regulations. The Grantee acknowledges this requirement and certifies that the project will be in compliance with such laws and regulations.

10. **Interest of Officials, Members of WVDEVO and Others.** No officer, member or employee of the WVDEVO or officer, member or employee of the Grantee who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or has any personal or pecuniary interest, nor shall any officer, member of, or

employee of, the Grantee or any member of its governing body, or officer, member, or employee of the contractor have any interest, direct or indirect, in this Contract or the proceeds thereof.

Furthermore, no member of the Legislature of the State of West Virginia, or individual performing a service for the Grantee in connection with this project, shall be admitted to any share thereof or to any benefit to arise from this Agreement.

11. **Inspections of Records and Audits.** At any time during normal business hours and as often as the WVDEVO or its designated representative may deem necessary, there shall be made available to the WVDEVO or its designated representative for examination, all of its records with respect to all matters covered by this Contract and permit the WVDEVO or its designated representative to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records and personnel, conditions of employment and other data relating to all matters covered by this Contract during the entire time period beginning with project approval and ending three years after the final disbursement of grant funds.

The Grantee shall cause an audit of this program to be included in the audit of the Grantee performed by the West Virginia State Auditor's Office, Chief Inspection Division, or its designated representative in accordance with West Virginia Code §6-9-7. The audit shall be performed in conformance with generally acceptable accounting procedures.

In accordance West Virginia Code §12-4-14, if the grantee is not audited by the West Virginia State Auditor's Office and the grantee received state funds or grants in the amount of fifteen thousand dollars or more, the grantee shall file an audit of the disbursement of funds with the legislative auditor's office. The audit shall be filed within two years of the disbursement of funds or grants by the grantee and shall be made by an independent certified public accountant at the cost of the corporation, association or other organization, and must show that the funds or grants were spent for the purposes intended when the grant was made. State funds or audits of state funds or grants under fifteen thousand dollars (\$15,000) may be authorized by the joint committee on government and finance to be conducted by the legislative auditor's office at no cost to the grantee.

The Grantee shall submit any reports requested by the WVDEVO concerning financial status and program progress.

12. **Political Activity.** No officer or employee of the Grantee whose principal employment is in connection with any activity which is financed in whole or in part pursuant to this agreement shall take part in any of the activities expressly prohibited by the Hatch Act.
13. **Resolution of Disputes.** Resolution of disputes between the State and the Grantee concerning administrative and programmatic matters during the terms of this Agreement shall be initiated through consultation and discussion at the State's Administrative Offices with final decision on questions of policy or fact being determined by the Director of the Community Development Division or his/her designated representative. Nothing in this Agreement shall be construed as making the final decision on a question of law, or to limit in any manner any remedies or recourses available under applicable laws. Citizen's complaints or disputes regarding Grantee performance or actions relative to the approved project are the responsibility of the Grantee.
14. **Termination of Contract.** If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Contract, or if the Grantee shall violate any of the covenants, agreements, or stipulations of this Contract, the WVDEVO shall thereupon have the right to terminate this Contract by giving written notice to the Grantee of such termination and specifying the effective date thereof, at least fifteen days before the effective date of such termination. The Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on the described project.

Notwithstanding the above, the Grantee shall not be relieved of liability to the WVDEVO for damages sustained by the WVDEVO by virtue of any breach of the Contract by the Grantee, and the WVDEVO may

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **July 3, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Appointment of David Mills, City Manager for the City of Charles Town, to the Jefferson County Economic Development Authority as the Representative for the City of Charles Town**

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

vacant seat from Mr. Joe Cosentini's resignation for one unexpired term ending April 5, 2015 or until a new City Manager for the City of Charles Town has been hired.

- **Motion by Mr. Manuel to appoint Ann Paonessa to the Development Authority Board for one unexpired term ending April 5, 2015 or until a new City Manager for the City of Charles Town has been hired. Motion seconded and unanimously approved.**

11. Talitha Davis, resident – requested the use of the Jefferson County Commission Meeting Room on Thursday, May 1, 2014.

- **Motion by Mr. Manuel to deny Ms. Davis' request to use the Jefferson County Commission Meeting Room as her request does not comply with the Jefferson County Commission Meeting Room Use Policy. Motion seconded and unanimously approved.**

12. Debbie Keyser, County Administrator – requested the approval of the Job Description for the Fee Collector position.

- **Motion by Mr. Manuel to approve the Job Description of Fee Collector as amended by expanding the job description to include back up support to the Commission Office staff. Motion seconded and unanimously approved.**

13. Legislative Updates

- Senate Bill 307 – Authorizes community corrections and pre-trial release programs.
- Municipal Firearms Bill – citizens with a concealed weapon permit may be allowed to carry concealed firearms on property where children are present (schools, parks, etc.)
- Removal of Hand Canvassing – will be electronically operated henceforth.
- Salary Increase for teachers and service personnel.
- Future Fund – severance taxes placed into a guarded fund for a predetermined amount of time, to be spent on education, infrastructure, etc.
- Confidentiality/Protection for Grand Juror Information.
- Pregnant Women Fairness Act.
- Salary Increase for State Police and Lab Technicians.
- Raise Minimum Wage over a period of two years.
- Salary Bill – 12% raise for all elected officials.

COUNTY ADMINISTRATOR REPORTS



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

MAYOR
Peggy A. Smith

Ms. Patsy Noland, President
Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

CITY
COUNCIL

*Rich
Bringenott*

*Wayne
Clark*

*Chet
Hines*

*Sandra
Slusher
McDonald*

*Ann
Pantessa*

*Mark
Reinhart*

*Michael
Sloner*

*Jonathan
Wertman*

Dear Commissioners:

The Charles Town City Council met on June 2, 2014 and voted unanimously to appoint Mr. David Mills as Charles Town's representative on the Jefferson County Development Authority. Mr. Mills is our City Manager and has a broad working knowledge of economic growth principles as they would apply to both the City and the County. We feel that his service would be very beneficial to the economic growth of both Jefferson County and the City of Charles Town.

Most sincerely,

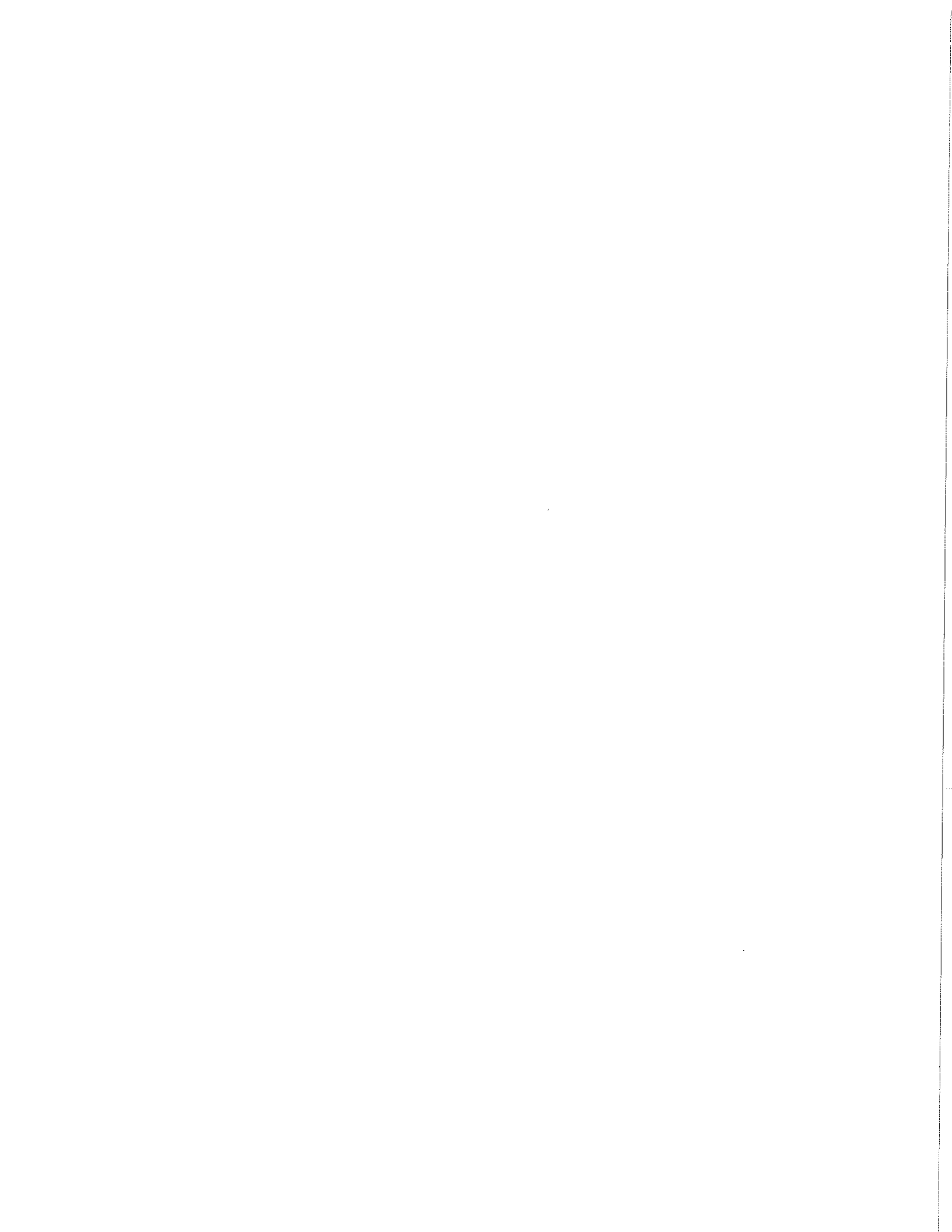
Peggy A. Smith
Mayor, City of Charles Town

CITY
MANAGER

*David
Mills*

CITY
CLERK

*Kija
Tabb*



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 3, 2014

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

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

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

- Year end review
- Approval of Budget Transfers
- Discussion on Highmark's proposed elimination of 19 employees from HRA plan

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

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

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

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

- Motion to accept Internal Budget Revision number 20
- Motion to accept State Budget Revision number 30 of General Fund
- Motion to accept State Budget Revision number 2 of Coal Severance Fund

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
July 3, 2014

As of June 27, 2014 the cash balance in the General Fund is \$3,142,618 and Capital Outlay is \$4,751,867. The cash balance in the General Fund is consistent with cash flow projections.

Year to date financial reports as of June 27th reflects revenue exceeding expenditures by \$8,136. There is currently unposted revenue including tax revenue and gaming revenue. There will also be additional accrued expenditures to post which are estimated to be \$500,000. It is estimated that FY14 will end with close to a balanced budget and cash several hundred thousand more than June 30th of last year. While there will be higher cash the recorded unpaid liabilities are expected to be higher than last year resulting in no significant change to fund balance as compared to last year.

The following FY14 budget transfers are requested to be approved:

Internal Budget Revision #20 – Adjustments requested to be made to the Commission’s budget, Sheriff’s budget, Circuit Clerk’s budget, and Maintenance Department. There are no overall changes to the budget at the department level.

State Budget Revision #30 of General Fund – Funds additional money to the Regional Jail budget and Statewide Computer Network. The funding is from the Commission budget.

State Budget Revision #2 of Coal Severance Fund – Reallocates \$38,409 of expenditures within the Coal Severance Fund which eliminates any negative budget variances.

Respectfully Submitted



Tim A. Stanton

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2014
 Internal Budget Revision
 IRB # 20

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001-401-02-226-001-GG-000	Commission Workers Comp	180,000.00	-	17,000.00	163,000.00
001-401-02-223-000-GG-000	Commission Professional Service	57,041.00	17,000.00		74,041.00
To fund TischlerBise Invoice for impact fee study					
001-700-02-214-000-PS-000	Sheriff Travel	8,000.00	-	635.00	7,365.00
001-700-02-218-000-PS-000	Sheriff Postage	2,000.00	-	1,000.00	1,000.00
001-700-02-220-000-PS-000	Sheriff Ads	4,750.00	-	4,000.00	750.00
001-700-02-222-000-PS-000	Sheriff Dues	5,000.00	-	1,000.00	4,000.00
001-700-02-230-000-PS-000	Sheriff Contracted Services	16,500.00	-	2,000.00	14,500.00
001-700-03-353-000-PS-000	Sheriff Software	3,000	8,635.00		11,635.00
Purchase 45 Netmotion software licenses for Sheriff's Office for CAD project					
001-403-02-220-000-GG-000	Legal Publication	120.00	103.00		223.00
001-403-02-230-000-GG-000	Contracted Svs	19,725.00	4,244.00		23,969.00
001-403-02-211-000-GG-000	Telephone	250.00		103.00	147.00
001-403-03-342-000-GG-000	Record Books	2,500.00		1,122.00	1,378.00
001-403-03-355-000-GG-000	IT Support	5,000.00		1,021.00	3,979.00
001-403-02-214-000-GG-000	Travel	2,500.00		701.00	1,799.00
001-403-03-341-000-GG-000	Supplies	13,250.00		1,400.00	11,850.00
Adjustments requested by Circuit Clerk					
001-425-02-213-001-GG-000	Oth Bldgs Electricity	182,500.00	32,000.00		214,500.00
001-425-02-215-000-GG-000	Oth Bldgs Maint/Rep Bldgs	100,000.00		20,000.00	80,000.00
001-425-02-216-000-GG-000	Oth Bldgs Maint/Rep equip	25,000.00		12,000.00	13,000.00
001-424-02-211-000-GG-000	Cthse Telephone	250,000.00	25,000.00		275,000.00
001-424-02-213-001-GG-000	Cthse Electricity	21,500.00	2,500.00		24,000.00
001-424-02-213-002-GG-000	Cthse Fuel Oil	7,000.00	7,600.00		14,600.00
001-424-02-216-000-GG-000	Cthse Maint/Repair Equip	12,000.00	8,300.00		20,300.00
001-424-02-213-003-GG-000	Cthse water/sewer	3,000.00		1,500.00	1,500.00
001-424-02-214-000-GG-000	Cthse travel	2,000.00		1,900.00	100.00
001-424-02-215-000-GG-000	Cthse Maint/Repair Bldg	25,000.00		8,000.00	17,000.00
001-424-02-221-000-GG-000	Cthse training & educat	3,000.00		2,900.00	100.00
001-424-02-222-000-GG-000	Cthse Dues/Subscriptions	1,500.00		500.00	1,000.00
001-424-02-223-000-GG-000	Cthse Professional Svcs	12,000.00		4,000.00	8,000.00
001-424-02-230-000-GG-000	Cthse contracted services	15,000.00		5,000.00	10,000.00
001-424-03-341-000-GG-000	Cthse materials/supplies	50,000.00		18,100.00	31,900.00
001-424-03-345-000-GG-000	Cthse uniforms	2,200.00		1,500.00	700.00
Adjustments requested by Maintenance Dept					
Totals		1,031,336.00	105,382.00	105,382.00	1,031,336.00

IBR Prepared by: T Stanton

Approved by:(department head/elected): _____

Date: 6/26/2014

Reviewed by: *Debbie Keyser* Date: *6/30/14*
 Debbie Keyser/County Administrator

Date Submitted to County Commission: _____

Date Approved: _____

Authorizing Signature: _____

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

2014

FY

1

FUND

30

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

Budget Revision: Tim Stanton

Phone: 304-724-8425 ext 1008

Fax: 304-725-7916

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,764,716		8,613	1,756,103
408	Statewide Computer Network	47,197	3,407		50,604
704	Regional Jail	1,200,000	5,206		1,205,206
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE



Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM



TO: Jefferson County Commission
Debbie Keyser, County Administrator

FROM: Todd Fagan, GIS Director

DATE: June 20th, 2014

SUBJECT: GIS Department Quarterly Update Report- 2014, 2nd Quarter

1. PROJECTS COMPLETED

- a. Planning & Zoning – Supported Comp Plan Steering Committee with several maps, amended Zoning Map
- b. OHSEM – annual report verifying structures and addresses in floodplain
- c. Emergency Communications – updated 911 dispatch with new E. 5th Ave realignment project
- d. CAD – completed Fire Box response territory edits with Fire Chiefs
- e. Farmland Protection Board – improved data accuracy by digitizing recorded easement boundaries
- f. USPS – mapping support for postal carrier re-routing analysis
- g. US Census Bureau – successfully updated their Master Address File with local, authoritative address data
- h. Topography – produced digital contours from 2012 FEMA LiDAR Digital Elevation Models

2. PROJECTS IN PROGRESS

- a. Replacing 2 Windows XP machines
- b. Annual Staff Performance Reviews in progress
- c. Address Compliance Project Status – (map attached as page 3)
 - i. project overall 95% complete in unincorporated areas (18,034 out of 18,908)
 - ii. 77% compliant on 1st field check, raised to 98% or more after letters, communication and violation notices
 - iii. 3,719 homes and businesses newly posted
 - iv. Only 84 properties have reached violation or criminal complaint stage: 73 cases dismissed, 1 fine paid, 10 active cases (7 warrants, 0 bench trials, 3 filed)
 - v. **Overwhelming positive results, <1% of non-compliant owners make it to Magistrate Court. 99% post their address accordingly.**
 - vi. Additional project benefits include GIS address removals (283), businesses and apartments added (40), gates/obstructions mapped (83), illegal signs removed (38), new road names created (34), road signs replaced or repaired (212) and impervious surfaces documented. Field Work has also led to classification of all addressable structures reviewed to date (residential, commercial, industrial, utility, recreational, etc.)
- d. 911 CAD
 - i. Overall completed over 50% of GIS-related CAD tasks such as planning (100%), installation (78%), development (55%) and optimization (10%)
 - ii. Modelled data extraction and compilation workflows
 - iii. Established GIS to CAD server connectivity
 - iv. Created access points for all addresses
 - v. Began installation of Network Analyst to facilitate Quickest Routing feature

- e. "Heads up" digitization of over 35,000 structure footprints using current high resolution aerial photography (50% complete)



3. COMMISSION SHOULD BE AWARE OF:

- a. **Staff Achievement** – Jessica Gormont, our GIS Technician, has recently been elected as a new Board member for the WV Association of Geospatial Professionals (www.wvagp.org). With nearly 200 members, the WVAGP represents all industry sectors in building a cohesive GIS community in the Mountain State and is recognized as the coordinating body on many mapping and GIS initiatives. One of 11 elected directors, Jessica has been recognized by her peers as a leader in the GIS field and the State. Working with the State GIS Coordinator, WV GIS Tech Center, and other County and State GIS officials, Jessica will be shaping GIS policy, providing training opportunities, working with committees, and representing the Eastern Panhandle for a two year term of office. At a local level, Ms. Gormont is also the co-chair of the annual EPan GIS Users Forum, held this year at APUS in Charles Town on Tuesday, August 12th.
- b. **Address Compliance Program** – 30% of all addresses are located in municipalities. Staff is considering collaboration with each of the towns and cities to assist with the same project methodology. Questions are being researched, such as field work and legal enforcement responsibilities, before staff brings a proposal before the Commission for consideration and approval.
- c. **Distributed Roads & Addresses to Public Databases** – Staff often hears complaints that new roads and 911 addresses are not quickly updated in Google, Mapquest or Bing nor loaded to their GPS devices. Because the public and our emergency responders are more reliant on these technologies, we are more proactive now than ever before in distribution to 3rd party web and GPS mapping providers. TomTom and Here.com are on an annual update cycle and staff is learning how to update Google maps interactively with authoritative local data.
- d. **CAD & GIS integration** – GIS databases continue to undergo heavy quality assurance and transformation in order to function in the new CAD system. GIS staff will be very busy with this priority project throughout the rest of this year. Our normal customer services will be impacted in such a way that new mapping and data analysis requests may be delayed or postponed for the next four (4) months as we devote our time and energy to the CAD integration project.

Jefferson County Address Compliance Program - Phase 1 Status

Initial Grade

(Following First Review)

Overall Compliance Rate = 77%
(Total Compliant = 13,456)

Current Grade

(Following Most Recent Review)

Overall Compliance Rate = 98%
(Total Compliant = 17,175)

NOTE: The number includes the most recent field inspections, many of which are still in First Review in areas where the program has been completed. The Compliance Rate = 98%.

Overall Increase = 21% (3,719)

Total Reviewed = 18,034 (95%)
Total in County = 18,908

Address Compliance Grades

- Compliant & Non-Compliant Level 1
- Foreclosure
- Non-Compliant Level 2
- Municipality
- Requires Road Name
- Vacant Parcel & NA

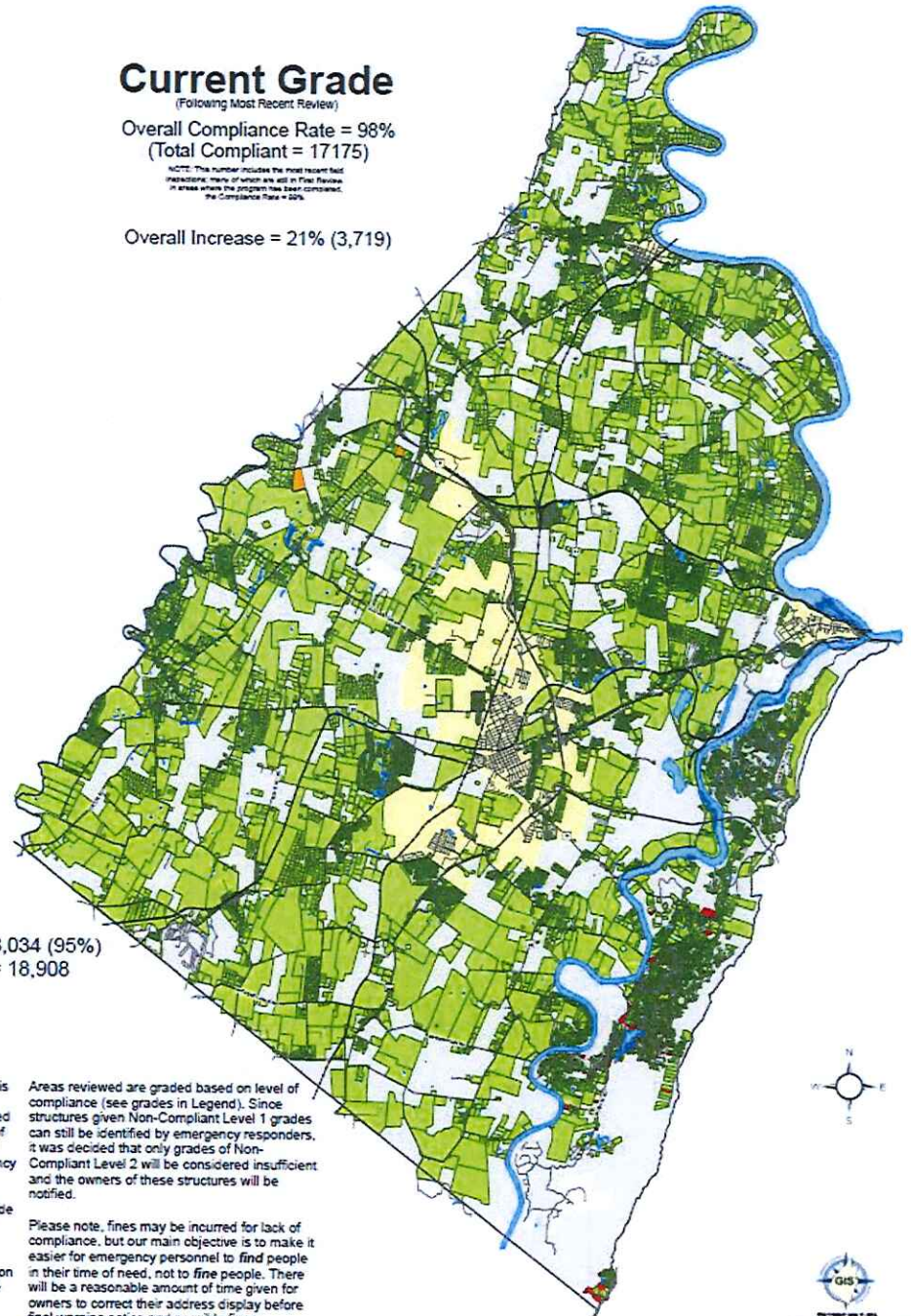
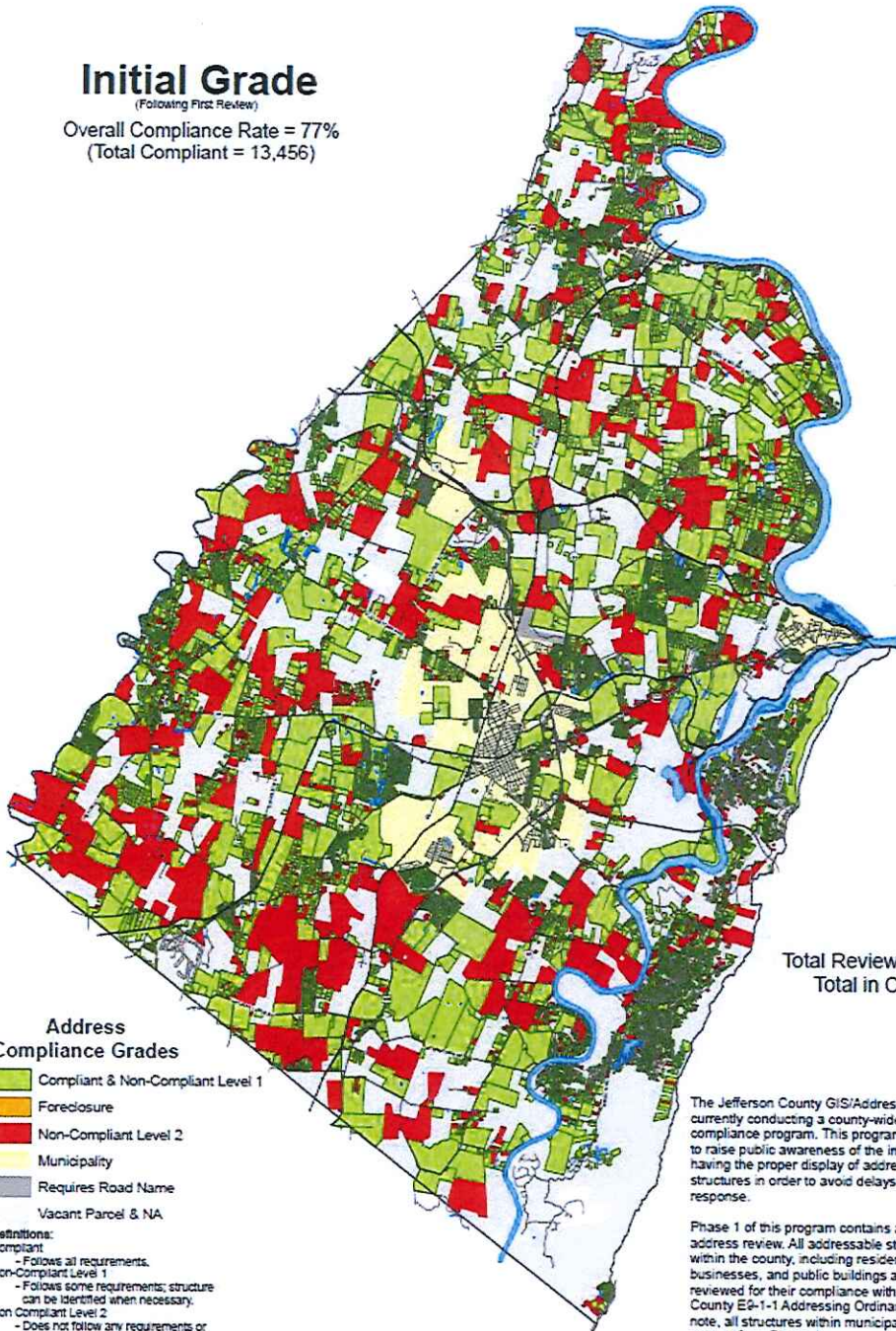
- Definitions:**
- Compliant**
 - Follows all requirements.
 - Non-Compliant Level 1**
 - Follows some requirements; structure can be identified when necessary.
 - Non-Compliant Level 2**
 - Does not follow any requirements or displayed address is incorrect.

The Jefferson County GIS/Addressing Office is currently conducting a county-wide address compliance program. This program is designed to raise public awareness of the importance of having the proper display of addresses on all structures in order to avoid delays in emergency response.

Phase 1 of this program contains a county-wide address review. All addressable structures within the county, including residences, businesses, and public buildings are being reviewed for their compliance with the Jefferson County E2-1-1 Addressing Ordinance. Please note, all structures within municipalities are exempt from Phase 1.

Areas reviewed are graded based on level of compliance (see grades in Legend). Since structures given Non-Compliant Level 1 grades can still be identified by emergency responders, it was decided that only grades of Non-Compliant Level 2 will be considered insufficient and the owners of these structures will be notified.

Please note, fines may be incurred for lack of compliance, but our main objective is to make it easier for emergency personnel to find people in their time of need, not to fine people. There will be a reasonable amount of time given for owners to correct their address display before final warning notice and possible fines.







Jefferson County Offices will be closed Friday, July 4th in observance of Independence Day.

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

Planning Commission - three (3) three-year terms ending March 31, 2017

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

June 25, July 2 and July 9

THANKS - JEFFERSON COUNTY COMMISSION

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

West Virginia Eastern Panhandle Transportation Authority - two (2) four year terms ending July 1, 2018

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

July 2 and July 9

THANKS - JEFFERSON COUNTY COMMISSION



Received

JUN 24 2014

State of West Virginia

Glen B. Gainer III

State Auditor

Jefferson County Commission

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 627-2417
www.wvsao.gov

June 16, 2014

Dear West Virginia County Commissioners/Councils:

The State Auditor's in-service training program for all County Commissioners/Councils will be held on August 5, 2014 in Huntington, West Virginia. *WV Code §7-7-2* requires that each County Commissioner/Council member and, at his or her option, one or more of his or her employees must participate in the program established by the State Auditor.

Each year, the State Auditor presents the Thelma J. Stone Memorial Achievement Award to a County Commission/Council that has demonstrated excellence and professionalism in county government during the previous year. Enclosed is a copy of the charter for the Thelma J. Stone Memorial Achievement Award. **Nominations must be received by 4 pm on Monday, July 21, 2014.** If you would like to make a nomination for this award, please submit your letter of recommendation to:

Ora L. Ash,
Deputy State Auditor
200 West Main Street
Clarksburg, WV 26301
email: ora.ash@wvsao.gov

Again, I encourage you to attend the State Auditor's in-service training program for County Commissioners/Council members this year and take advantage of the training being offered and the opportunity to exchange ideas with other commissioners/council members with similar interests and problems. If you have any suggestions or questions concerning this training program, please feel free to contact Ora at 304-627-2415, Ext. 5114 or email him.

Sincerely,

Glen B. Gainer III
State Auditor

GBGIII:kbd

CHARTER

STATE AUDITOR'S ANNUAL SPECIAL ACHIEVEMENT AWARD FOR COUNTY COMMISSIONS

I. TITLE

In 1981 the "State Tax Commissioner's annual Achievement Award for County Commissions" was established. The State Tax Commissioner renamed the Award in 1985 "The Thelma J. Stone Memorial Achievement Award", herein called "The Award", in honor of a tenured employee of the Department who had won the admiration and respect of all county officials. As of July 1, 1999, this procedure was transferred with the Chief Inspector Division to the office of State Auditor.

II. GENERAL

The Award shall be presented annually by the State Auditor to a County Commission of the State of West Virginia. Nominees shall be judged and the recipient chosen by a Selection Board appointed by the State Auditor.

III. SELECTION BOARD

The State Auditor shall appoint five (5) persons, who, when appointed, shall constitute the Selection Board for the Purpose of selecting a recipient for the Award. Those appointed shall include the State Auditor, the President of the West Virginia County Commissioners' Association or his/her designee, the Director of the Chief Inspector Division of the State Auditor's Office or his/her designee, the Director of the Property Tax Division of the State Tax Department or his/her designee, and one (1) other person appointed by the State Auditor.

IV. TERMS OF BOARD

The Selection Board will be appointed on or before June 1 of each year. The members of the Selection Board shall serve until such time as the recipient of the Award for the year designated is chosen and announced.

IV. BOARD MEETINGS

The Selection Board will meet at the call of the State Auditor for the purpose of selecting a recipient at or before the Annual In-Service Training Meeting for the County Commissioners sponsored by the State Auditor each year.

The deliberations of these meetings will be kept confidential by the Selection Board.

VI. AWARD CONSIDERATIONS

In choosing a recipient for the Achievement Award, the Selection Board shall consider the following criteria:

1. Compliance with laws governing actions and conduct of county commission.
2. Effective collective leadership exhibited by harmonious relations by members of the county commissions.
3. Innovation in office procedures.
4. Administration
5. Responsible fiscal conduct.
6. Cooperation with the various departments of county government.
7. Effective communications with taxpayers in the county.
8. Effective communications with state, federal and city governments.
9. Progressive personnel management policies.
10. Demonstrated achievement in county government through effective means.

VII. NOMINATIONS

Each county commission shall be considered nominated for the Award as of July 1 of each fiscal year. The time period for which the commissions shall be judged will be specified by the State Auditor.

VII. LETTERS OF RECOMMENDATION

The Selection Board shall accept letters of recommendation for a particular county commission from any county commission, commissioner or individual member of the public. The letters may be from a commission recommending themselves or other commissions.

Letters of special recommendation should address the criteria upon which the Award is based.

Letters of recommendation should be sent to the State Auditor, c/o Local Governments Services, 200 West Main Street, Clarksburg, WV.

IX. SELECTION BY BOARD

The Selection Board shall select the recipient for the Award. Two additional Honorable Mention Awards may be awarded for particular special projects by a county commission worthy of praise by the Selection Board.

X. PRESENTATION OF AWARD

The State Auditor or his/her designee will present the Achievement Award at the annual In-service Training Meeting, if feasible.

XI. PUBLIC ACKNOWLEDGEMENT

The State Auditor shall remind the public of this Achievement Award by letters to the county commissions, general press releases, and other appropriate means.

Jefferson County Schools

110 Mordington Avenue
Charles Town, West Virginia 25414
(304) 725-9741
(304) 725-6400

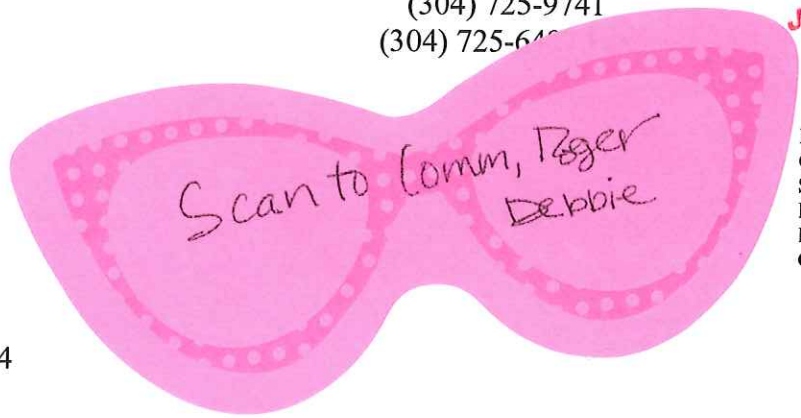
Received

JUN 24 2014

Jefferson County Commission

Superintendent:
Susan K. Wall

Board Members:
Gary Kable, President
Scott Sudduth, Vice President
Mariland Dunn Lee
Mark Osbourn
C. Larry Togans



June 16, 2014

Dear Mr. Pellish,

In response to your letter requesting financial support to the County Commission for collecting, disbursing, and accounting for impact fees in the process of issuing building permits, I must report the following:

While I understand your financial position as reported in the media, as president of the school board and as a former commissioner, I am unable to recommend any additional expense being added to our submitted budget. The school board is dealing with significant and serious revenue losses the same as the county is. Our regular levy, special levy, state support, federal programs, and table games revenues are all at reduced volume, putting us in the same squeeze the county is feeling. In this budget cycle, we have required all of our department heads to reduce or eliminate an expenditure or position not immediately required. This will allow us to continue to balance our budget in coming years. It would not be prudent or fair to require our employees to make these sacrifices and then add an "outside" position not subject to the same parameters as in-house positions.

The amount requested is about the same needed to employ another teacher. That's the way we look at many expenses since many times they are paid from local funds because the state only supports a certain number and then only at state minimum, not nearly at the level here.

And then there is the issue, brought to my attention by several board members rather forcefully, that at a meeting between the commission and the board when impact fees were just possible, the prosecuting attorney informed us all that the county "would" be handling the fees. I also recall two separate suits that ended with the same result.

Mr. Pelish, in all sincerity, I do not believe this is something that the board will support.

Sincerely,

Gary M. Kable
President



State of West Virginia

Glen B. Gainer III

State Auditor and
Chief Inspector

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

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

June 4, 2014

The Honorable Ralph Lorenzetti
Jefferson County Prosecuting Attorney
PO Box 250
Charles Town, WV 25414

Received

JUN 24 2014

Jefferson County Commission

Dear Mr. Lorenzetti:

Enclosed is a copy of the audit report of the Municipality of Bolivar for the fiscal year ended June 30, 2013.

The report discloses the existence of certain instances of noncompliance. These instances and the corrective action recommended are presented in the Report on Compliance section of this report.

It is requested that you inquire into the matter to insure that the governing body resolves all instances of noncompliance disclosed. Please advise this office within 60 days of the results of your inquiries and the legal actions you have taken, or propose to take, to remedy these circumstances.

Your prompt attention to this matter will be most appreciated. If I can be of assistance, please do not hesitate to contact this office.

Very truly yours,

A handwritten signature in blue ink that reads "Cynthia B. Evans".

Cynthia B. Evans
Audit Procurement Manager
Chief Inspector Division

CE/ja

Enclosure

cc: Hon. Robert Hardy, Mayor
Municipality of Bolivar

Hon. Patrick Morrissey
Attorney General



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Earl Ray Tomblin
Governor

Paul A. Mattox, Jr., P. E.
Secretary of Transportation/
Commissioner of Highways

Received

JUN 24 2014

June 13, 2014

Jefferson County Commission

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2014-2019. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period". Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendment to the approved 2014-2019 STIP.

All written comments are to be received no later than June 28, 2014, and should be mailed to:

Anthony J. Carovillano, P.E., P.S.
Programming Division
West Virginia Division of Highways
Building 5, Room A-816
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Should you have any questions, please contact Mr. Carovillano at (304) 558-9736.

Very truly yours,

Original signed by:
Robert L. Pennington, P.E.

Robert L. Pennington, P. E.
Acting Deputy State Highway Engineer –
Planning and Programming

RLP:Cs

Attachment

cc: Mr. Kevin Burgess, Federal Highway Administration – w/ attachment
Ms. Brigid Hynes Cherin, Federal Transit Administration – w/ attachment
Ms. Kathleen Zubrzycki, Federal Transit Administration – w/ attachment
Ms. Susan O'Connell, Division of Public Transit – w/ attachment

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
BOONE	2014	1		6/28/2014	RR/HWY XING	CON	WV003	WV 3 WHITESVILLE BETTERMENT	NEW GRADE XING IMPROVEMENTS	U303 3 04035 00	RHCH0003255D	\$14,400	\$16,000	\$0
ADD NEW PROJECT														
CLAY	2014	1		9/28/2014	STP	ROW	CO004/05	PFC ABRAHAM G SAMS MEM BR	REPL	S308 4/5 00295 00	STP0045037D	\$184,000	\$230,000	\$104,000
CANCEL-PROJECT TO BE STATE FUNDED														
GREENBRIER	2014	9		9/28/2014	TAP	CON	NA	HOWARDS CREEK HIKE/BIKE TRAIL & PED	HOWARDS CREEK HIKE/BIKE TRAIL & PED BRIDGE	U313 WH/TE 1 02	TEA0022001D	\$304,000	\$380,000	\$0
ADD NEW PROJECT														
HARDY	2014	5		3/4/2014	STP	CON	CO055/20	SPRING AVE-FORT RUN RD (FORMERLY CO 55/20)	RESURF	S316 55/20 00094 00	STP5520001D	\$159,800	\$199,800	(\$200)
PER DISTRICT, PROJECT TO BE DE-AUTHORIZED AND CANCELLED														
HARDY	2015	5		1/28/2015	NHPP	CON	US220	US 220 VERTICAL CURVE IMPROVEMENT	IMP VERTICAL CURVE	U316 220 00850 00	NHPP0220169D	\$1,497,600	\$1,872,000	(\$250,000)
REVISE SCOPE, NAME, MOVED PROJECT TO FFY 2015														
HARRISON	2015	4		11/28/2014	NRT	CON	NA	SHINNSTON ROUTE 19 ACTIVITIES PARK	CONST TRAIL	U317 SHI/NN 5 00	NRT2014119D	\$53,770	\$67,212	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
HARRISON	2015	4		11/28/2014	TAP	ENG	NA	SHINNSTON ROUTE 19 SIDEWALK 2013	CONST SW	U317 SHI/NN 4 02	TEA2014083TCD	\$23,963	\$23,963	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
HARRISON	2016	4		11/28/2015	TAP	CON	NA	SHINNSTON ROUTE 19 SIDEWALK 2013	CONST SW	U317 SHI/NN 4 02	TEA2014137D	\$42,175	\$52,719	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
HARRISON	2016	4		11/28/2015	TAP	CON	NA	WEST MILFORD SIDEWALK	CONST SW	U317 MIL/FO 1 00	TEA2014135D	\$71,500	\$89,375	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
HARRISON	2015	4		11/28/2014	TAP	ENG	NA	WEST MILFORD SIDEWALK	CONST SW	U317 MIL/FO 1 00	TEA2014081TCD	\$32,500	\$32,500	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
LOGAN	2015	2		3/28/2015	TAP	CON	NA	LOGAN STRATTON ST SIDEWALKS 2013	CONST SW	U323 LOG/AN 3 00	TEA2012139D	\$186,092	\$232,615	\$0
ADD NEW PROJECT														
LOGAN	2014	2		9/28/2014	TAP	ENG	NA	LOGAN STRATTON ST SIDEWALKS 2013 (TOLL	CONST SW	U323 LOG/AN 3 00	TEA2012086TCD	\$84,588	\$84,588	\$0
ADD NEW PROJECT														
MCDOWELL	2014	10		8/28/2014	STP	CON	CO084	ANAWALT RD SLIP	REP SLIDE	S324 84 ?????	STP0084???	\$160,000	\$200,000	\$0
ADD NEW PROJECT (REPLACES COAL RIVER RD SLIDE)														

AMENDMENT #

Print Date: 6/10/2014

Page 1 of 2

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
MERCER	2014	10		8/28/2014	HSIP	CON	VV020	MELROSE SQUARE US IMPROVEMENT	INST TRAF SIG. CONST TN LNS	U328 20 ?????	HSIP0020???	\$360,000	\$400,000	\$0
ADD NEW PROJECT														
MORGAN	2014	5		6/28/2014	NHPP	CON	US522	FAIRFAX ST/US 522 IMPROVEMENTS	STREET SCAPE, DRAINAGE, ADA	U333 522 ?????	???	\$495,000	\$618,750	\$0
CANCEL - WORK ADDED TO U333-BAT/H-3.03														
MORGAN	2014	5		8/28/2014	STP	CON	NA	TOWN OF BATH STREETSCAPE 2012	CONST SW(S), CURBS, DR	U333 BATH 3 03	TEA2012639D	\$396,000	-\$495,000	\$183,200
ADD FAIRFAX ST/US 522 IMPROVEMENTS, REVISED FUNDING														
MORGAN	2014	5		8/28/2014	TAP	CON	NA	TOWN OF BATH STREETSCAPE 2012	CONST SW(S), CURBS, DR	U333 BATH 3 03	TEA2012639D	\$212,800	\$266,000	\$0
ADD FAIRFAX ST/US 522 IMPROVEMENTS, REVISED FUNDING														
RALEIGH	2014	10	WV03	6/28/2014	STP	CON	VV003	COAL RIVER RD	REP SLIDE	S341.3 00001 00	STP0003250D	\$160,000	\$200,000	\$0
CANCEL PROJECT (SLIDE REPAIR W/ DISTRICT FORCES)														
RALEIGH	2014	10	WV03	7/28/2014	NHPP	CON	1064	I-64 TRUCK ESCAPE RAMPS	RENOVATE ESCAPE RAMPS	S341 64 ?????	NHPP0644???	\$315,000	\$350,000	\$0
ADD NEW PROJECT														
RANDOLPH	2016	8		11/28/2015	TAP	CON	NA	ELKINS BAXTER STREET PEDESTRIAN BRIDGE 2013	CONST PED BRIDGE, DEMO EX BRIDGE	U342 ELKIN 9 00	TEA2014146D	\$451,075	\$563,844	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
RANDOLPH	2015	8		11/28/2014	TAP	ENG	NA	ELKINS BAXTER STREET PEDESTRIAN BRIDGE	CONST PED BRIDGE, DEMO EX BRIDGE	U342 ELKIN 9 00	TEA2014093TCD	\$99,000	\$99,000	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
RITCHIE	2015	3		10/28/2014	STP	CON	CO050/34	NUTTER FARM BR DEMO	BRIDGE DEMOLITION	S343 50/34 00011 02	STP5034004D	\$104,000	\$130,000	\$0
ADD NEW PROJECT														
STATEWIDE	2014	99		7/28/2014	OTHER	ENG	NA999	FUEL TAX EVASION	FUEL TAX EVASION	T699 FUE/TX 1 00	FTE2014150D	\$10,500	\$10,500	\$0
ADD NEW PROJECT														
STATEWIDE	2014	99	0	7/28/2014	HSIP-PENALTY	CON	NA	SATURATION PATROLS FOR LAW ENFORCEMENT	FUNDS FOR PATROLS	T699 ?????	HSIP2014???	\$2,000,000	\$2,000,000	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														

AMENDMENT #

Print Date: 6/10/2014

Page 2 of 2

RALPH A. LORENZETTI, JR.
PROSECUTING ATTORNEY

CHARLES B. HOWARD
ASSISTANT PROSECUTING ATTORNEY

KIMBERLEY D. CROCKETT
ASSISTANT PROSECUTING ATTORNEY

NEIL J. ZAHRADNIK
ASSISTANT PROSECUTING ATTORNEY

LYNDSEY W. LEATHERMAN
ASSISTANT PROSECUTING ATTORNEY



OFFICE of THE
PROSECUTING ATTORNEY
of
JEFFERSON COUNTY, WEST VIRGINIA

P. O. Box 729
201 N George St., 2nd Floor
Charles Town, WV 25414
(304) 728-3243
fax (304) 728-3293
paoffice@jeffersoncountywv.org
www.jeffersoncountywv.org/pa

BRANDON C. H. SIMS
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED
ASSISTANT PROSECUTING ATTORNEY

CIVIL DIVISION

(304) 728-3318

fax: (304) 728-3353

STEPHANIE F. GROVE
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH
ASSISTANT PROSECUTING ATTORNEY

June 17, 2014

President Walt Pellish
Jefferson County Commission
Post Office Box 250
124 East Washington Street
Charles Town, West Virginia 25414

Re: Commendation of Tinadawn Stratton and IT Support Staff.

Dear President Pellish,

This letter is to commend the County's in-house IT staff, specifically Tinadawn Stratton for her excellent work. It has come to my attention that the Commission is reviewing our current IT staff and considering the possibility of outsourcing our IT needs. In the past I might have supported such an action, but the County's current IT staff have proven to be exceptionally helpful.

I have had nothing but positive experiences with our new IT staff, especially Tinadawn Stratton. Tinadawn has managed to quickly solve a number of technical problems with computers in our office without causing any breaks in productivity, and without creating any secondary problems. That is to say that in the past some IT staff have managed to fix one problem while simultaneously creating another problem. That is no longer the case.

Tinadawn is not only knowledgeable in her field, she has also been quick to respond whenever we have needed her services. My only complaint is that she is only working part time at the moment, when it appears that her services are needed on a full time basis. I understand that the County is focused on reducing expenditures, however, with such a knowledgeable staff person already in place it seems that to replace Tinadawn with a new outside vendor would be a net loss to the County.

Thank you for considering this letter of commendation.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Brandon C. H. Sims".

Brandon C. H. Sims
Assistant Prosecuting Attorney

Sandy McDonald

From: Richard Zigler [rzigler01@gmail.com]
Sent: Friday, June 27, 2014 12:54 AM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Bike path too costly.

Your submission:

Your Name: Richard Zigler

Your Email Address: rzigler01@gmail.com

Subject: Bike path too costly.

Message: As a taxpayer I am tired of the "Feel Good Society". The Shepherdstown area wishes to have a bicycle path, fine, let THEM pay for it!! The commission has raised taxes and introduced new ones just so that money can be squandered on something that only a limited number of citizens can enjoy. Yes it is open to the public to enjoy the proposed bike path at Shepherdstown, but I, like so many others, cannot afford half a tank of gas to get there and return home.

Anything that serves so few should be paid for those few. A bicycle tax, license, of twenty dollars would be a start. I grew up, got a job, bought a car, pay taxes on it and have it licensed and inspected annually so that I don't have to ride a bike.

As a taxpayer, I think there should be more "Pay as You Go" consumer fees. And this is a classic case of catering to the few.

Use the money to raise teacher pay, fire and rescue support, give elderly citizens free ice cream on hot days because they can't afford air conditioning, or REDUCE TAXES. The contents of taxpayer wallets are limited. Why does government at any level always want to give it away? We all know that governments can spend money faster than we can earn it and have it taken away from us, so give us a break, if Shepherdstownians want a bike path, let them pay for it. I pay for everything I get, they should too.

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

Week Ending Date	Week Ending June 7, 2014 FY14 June 13, 2014
To be Deposited on:	
Amount Played	57,006,220.49
Amount Won	51,045,065.45
Amount Promo	226,553.00
MWAP Contribution	<u>3,447.61</u>
Adjusted Gross Terminal Revenue	<u>5,731,154.43</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>229,246.19</u>
Net Terminal Revenue	<u>5,501,908.24</u>
Surcharge @ 10%	550,190.82
State Share Excess @ 58%	319,110.68
Track Share of Capital Reinvestment @ 42%	231,080.14
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	221836.93
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	9243.21
Adjusted Net Terminal Revenue	<u>4,951,717.42</u>
Racetrack @ 46.50% / 42%	2,079,721.32
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,030,204.12
Race Track Purses @ 7% / 14% / 8%	396,137.39
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	24,758.59
Greyhound Development @ .75%	37,137.88
Thoroughbred Development @ .75%	37,137.88
Racing Commission @ 1%	49,517.18
County/Municipality @ 2%	99,034.36
3% Funds:	
Tourism Promotion Fund @ 1.375%	68,086.11
Development Office Promotion Fund @ .375%	18,568.94
Research Challenge Fund @ .5%	24,758.59
Capitol Renovation and Improvement Fund @ .6875%	34,043.06
2004 Capitol Complex Parking Garage Fund @ .0625%	3,094.82
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>49,517.18</u>
	<u>4,951,717.42</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2014

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,862.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
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	\$ 123,047.96	\$ 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	\$ 1,253.06	\$ 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
04/12/14	\$ 97,306.36	\$ 48,653.18	\$ 48,653.18	\$ 3,858.20	\$ 19,412.62	\$ 1,055.77	\$ 16,386.39	\$ 7,940.20
04/19/14	\$ 108,938.44	\$ 54,469.22	\$ 54,469.22	\$ 4,319.41	\$ 21,733.22	\$ 1,181.98	\$ 18,345.23	\$ 8,889.38
04/26/14	\$ 103,274.36	\$ 51,637.18	\$ 51,637.18	\$ 4,094.83	\$ 20,603.23	\$ 1,120.53	\$ 17,391.40	\$ 8,427.19
05/03/14	\$ 109,515.44	\$ 54,757.72	\$ 54,757.72	\$ 4,342.29	\$ 21,848.33	\$ 1,188.24	\$ 18,442.40	\$ 8,936.46
05/10/14	\$ 102,023.52	\$ 51,011.76	\$ 51,011.76	\$ 4,045.23	\$ 20,353.69	\$ 1,106.96	\$ 17,180.76	\$ 8,325.12
05/17/14	\$ 102,296.68	\$ 51,148.34	\$ 51,148.34	\$ 4,056.06	\$ 20,408.19	\$ 1,109.92	\$ 17,226.76	\$ 8,347.41
05/24/14	\$ 106,165.20	\$ 53,082.60	\$ 53,082.60	\$ 4,209.45	\$ 21,179.96	\$ 1,151.89	\$ 17,878.22	\$ 8,663.08
05/31/14	\$ 125,285.96	\$ 62,642.98	\$ 62,642.98	\$ 4,967.59	\$ 24,994.55	\$ 1,359.35	\$ 21,098.16	\$ 10,223.33
06/07/14	\$ 99,034.36	\$ 49,517.18	\$ 49,517.18	\$ 3,926.71	\$ 19,757.36	\$ 1,074.52	\$ 16,677.39	\$ 8,081.20
Subtotal	\$ 5,290,475.24	\$ 3,101,269.36	\$ 2,189,205.88	\$ 173,604.02	\$ 873,493.18	\$ 47,505.76	\$ 737,324.52	\$ 357,278.40

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	Week Ending June 14, 2014 FY14 June 20, 2014
To be Deposited on:	
Amount Played	58,236,959.16
Amount Won	52,165,165.41
Amount Promo	250,843.00
MWAP Contribution	<u>3,068.07</u>
Adjusted Gross Terminal Revenue	<u>5,817,882.68</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>232,715.31</u>
Net Terminal Revenue	<u>5,585,167.37</u>
Surcharge @ 10%	558,516.75
State Share Excess @ 58%	323,939.72
Track Share of Capital Reinvestment @ 42%	234,577.03
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	225193.95
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	9383.08
Adjusted Net Terminal Revenue	<u>5,026,650.62</u>
Racetrack @ 46.50% / 42%	2,111,193.26
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,060,926.78
Race Track Purses @ 7% / 14% / 8%	402,132.05
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	25,133.25
Greyhound Development @ .75%	37,699.88
Thoroughbred Development @ .75%	37,699.88
Racing Commission @ 1%	50,266.50
County/Municipality @ 2%	100,533.00
3% Funds:	
Tourism Promotion Fund @ 1.375%	69,116.45
Development Office Promotion Fund @ .375%	18,849.94
Research Challenge Fund @ .5%	25,133.25
Capitol Renovation and Improvement Fund @ .6875%	34,558.22
2004 Capitol Complex Parking Garage Fund @ .0625%	3,141.66
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>50,266.50</u>
	<u>5,026,650.62</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2014

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,665.90	\$ 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	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,662.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
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	\$ 123,047.96	\$ 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	\$ 1,253.06	\$ 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
04/12/14	\$ 97,306.36	\$ 48,653.18	\$ 48,653.18	\$ 3,858.20	\$ 19,412.62	\$ 1,055.77	\$ 16,386.39	\$ 7,940.20
04/19/14	\$ 108,938.44	\$ 54,469.22	\$ 54,469.22	\$ 4,319.41	\$ 21,733.22	\$ 1,181.98	\$ 18,345.23	\$ 8,889.38
04/26/14	\$ 103,274.36	\$ 51,637.18	\$ 51,637.18	\$ 4,094.83	\$ 20,603.23	\$ 1,120.53	\$ 17,391.40	\$ 8,427.19
05/03/14	\$ 109,515.44	\$ 54,757.72	\$ 54,757.72	\$ 4,342.29	\$ 21,848.33	\$ 1,188.24	\$ 18,442.40	\$ 8,936.46
05/10/14	\$ 102,023.52	\$ 51,011.76	\$ 51,011.76	\$ 4,045.23	\$ 20,353.69	\$ 1,106.96	\$ 17,180.76	\$ 8,325.12
05/17/14	\$ 102,296.68	\$ 51,148.34	\$ 51,148.34	\$ 4,056.06	\$ 20,408.19	\$ 1,109.92	\$ 17,226.76	\$ 8,347.41
05/24/14	\$ 106,165.20	\$ 53,082.60	\$ 53,082.60	\$ 4,209.45	\$ 21,179.96	\$ 1,151.89	\$ 17,878.22	\$ 8,663.08
05/31/14	\$ 125,285.96	\$ 62,642.98	\$ 62,642.98	\$ 4,967.59	\$ 24,994.55	\$ 1,359.35	\$ 21,098.16	\$ 10,223.33
06/07/14	\$ 99,034.36	\$ 49,517.18	\$ 49,517.18	\$ 3,926.71	\$ 19,757.36	\$ 1,074.52	\$ 16,677.39	\$ 8,081.20
06/14/14	\$ 100,533.00	\$ 50,266.50	\$ 50,266.50	\$ 3,986.14	\$ 20,056.33	\$ 1,090.78	\$ 16,929.76	\$ 8,203.49
Subtotal	5,391,008.24	3,151,535.86	2,239,472.38	177,590.16	893,549.51	48,596.54	754,254.28	365,481.89

Benchmark Goal @ 2% 912,063.48

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

Week Ending Date	Week Ending June 21, 2014 FY14 June 27, 2014
To be Deposited on:	
Amount Played	59,347,702.09
Amount Won	53,464,028.56
Amount Promo	235,838.00
MWAP Contribution	<u>3,374.60</u>
Adjusted Gross Terminal Revenue	<u>5,644,460.93</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>225,778.43</u>
Net Terminal Revenue	<u>5,418,682.50</u>
Surcharge @ 10%	541,868.25
State Share Excess @ 58%	314,283.58
Track Share of Capital Reinvestment @ 42%	227,584.67
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>218481.28</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>9103.39</i>
Adjusted Net Terminal Revenue	<u>4,876,814.25</u>
Racetrack @ 46.50% / 42%	2,048,261.99
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,999,493.84
Race Track Purses @ 7% / 14% / 8%	390,145.14
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	24,384.07
Greyhound Development @ .75%	36,576.11
Thoroughbred Development @ .75%	36,576.11
Racing Commission @ 1%	48,768.14
County/Municipality @ 2%	97,536.28
3% Funds:	
Tourism Promotion Fund @ 1.375%	67,056.20
Development Office Promotion Fund @ .375%	18,288.05
Research Challenge Fund @ .5%	24,384.07
Capitol Renovation and Improvement Fund @ .6875%	33,528.10
2004 Capitol Complex Parking Garage Fund @ .0625%	3,048.01
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>48,768.14</u>
	<u>4,876,814.25</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2014

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.66%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,662.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
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	\$ 123,047.96	\$ 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	\$ 1,253.06	\$ 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
04/12/14	\$ 97,306.36	\$ 48,653.18	\$ 48,653.18	\$ 3,858.20	\$ 19,412.62	\$ 1,055.77	\$ 16,386.39	\$ 7,940.20
04/19/14	\$ 108,938.44	\$ 54,469.22	\$ 54,469.22	\$ 4,319.41	\$ 21,733.22	\$ 1,181.98	\$ 18,345.23	\$ 8,889.38
04/26/14	\$ 103,274.36	\$ 51,637.18	\$ 51,637.18	\$ 4,094.83	\$ 20,603.23	\$ 1,120.53	\$ 17,391.40	\$ 8,427.19
05/03/14	\$ 109,515.44	\$ 54,757.72	\$ 54,757.72	\$ 4,342.29	\$ 21,848.33	\$ 1,188.24	\$ 18,442.40	\$ 8,936.46
05/10/14	\$ 102,023.52	\$ 51,011.76	\$ 51,011.76	\$ 4,045.23	\$ 20,353.69	\$ 1,106.96	\$ 17,180.76	\$ 8,325.12
05/17/14	\$ 102,296.68	\$ 51,148.34	\$ 51,148.34	\$ 4,056.06	\$ 20,408.19	\$ 1,109.92	\$ 17,226.76	\$ 8,347.41
05/24/14	\$ 106,165.20	\$ 53,082.60	\$ 53,082.60	\$ 4,209.45	\$ 21,179.96	\$ 1,151.89	\$ 17,878.22	\$ 8,663.08
05/31/14	\$ 125,285.96	\$ 62,642.98	\$ 62,642.98	\$ 4,967.59	\$ 24,994.55	\$ 1,359.35	\$ 21,098.16	\$ 10,223.33
06/07/14	\$ 99,034.36	\$ 49,517.18	\$ 49,517.18	\$ 3,926.71	\$ 19,757.36	\$ 1,074.52	\$ 16,677.39	\$ 8,081.20
06/14/14	\$ 100,533.00	\$ 50,266.50	\$ 50,266.50	\$ 3,986.14	\$ 20,056.33	\$ 1,090.78	\$ 16,929.76	\$ 8,203.49
06/21/14	\$ 97,536.28	\$ 48,768.14	\$ 48,768.14	\$ 3,867.31	\$ 19,458.49	\$ 1,058.27	\$ 16,425.11	\$ 7,958.96
Subtotal	\$ 5,488,544.52	\$ 3,200,304.00	\$ 2,288,240.52	\$ 181,457.47	\$ 913,008.00	\$ 49,654.81	\$ 770,679.39	\$ 373,440.85

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	4/12/2014	48,653.18
4/17/2010	69,335.92	4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22
4/24/2010	68,714.11	4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18

5/1/2010	68,799.06	4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72
5/8/2010	67,403.54	5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76
5/15/2010	70,186.32	5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34
5/22/2010	64,695.71	5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60
5/29/2010	67,157.40	5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98
6/5/2010	77,371.80	6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18
6/12/2010	66,106.29	6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50
6/19/2010	64,888.48	6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14
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		

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

3,200,304.00

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	926136.02

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	March, 2014	234,604.53
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67
June, 2012	387,706.12	June, 2013	314,410.11		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,778,408.08