

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 4, 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 ACCOUNTS PAYABLE

- August 14, 2014
- September 4, 2014

PAYROLL APPROVAL

- August 28, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Pete Dougherty, Sheriff
 - Approval of hire of additional bailiffs - Discussion/Action
 - Presentation of the FY2014 Annual Sheriff's Report - Discussion/Action
2. 10:00 a.m. Laura Storm, circuit Clerk
 - Request to use Old County Commission room in the Courthouse for a film shoot - Discussion/Action
3. 10:15 a.m. Nikki Painter, County Clerk Elections
 - Approval of Poll Workers - General Election - Discussion/Action

3. 10:30 a.m. Bill Maddert, Jefferson County Solid Waste Authority
- Discussion on the use of security cameras and their impact regarding dumping issues - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Interviews and Appointments to the Jefferson County Emergency Services Agency Board
-Three Citizen Representatives - Discussion/Action
 - One term ending June 30, 2015
 - Two terms ending June 30, 2016
 - One Fire Representative selected from the nominees presented by the President of the Fire and Rescue Association - Discussion/Action
- One EMS Representative selected from the nominees presented by the President of the Fire and Rescue Association - Discussion/Action
6. 11:30 a.m. Jeff Polczynski, Director of Communications
- Approval of Appointment of Pamela Nicole Dorserly - Public Safety Dispatcher II - Discussion/Action
7. 11:45 a.m. Roger Goodwin, Chief County Engineer
- Approval of partial refund of impact fee pursuant to affordable housing discount - Discussion/Action
- Complete Bond Release Charles Town Sheetz - Discussion/Action
- Order Prohibiting Issuance of Building Permits in Chapel View Subdivision - Discussion/Action

NEW BUSINESS

8. Final version containing edits of the Jefferson County Emergency Services Fee Ordinance approved on June 5, 2014 - Discussion/Action
9. Approval of Resolution and contract - Community Participation Grant Program for the Western Potomac Economic Partnership in the amount of \$25,000 - Discussion/Action
10. Review and approve revised P-Card Procedures to match new Purchase Order Policy - Discussion/Action
11. Review and approve amended Absence Time with Pay Policy - Discussion/Action
12. Discussion between the Jefferson County Commission and the Space Needs Committee to discuss options and proposal - Possible Executive Session - §6-9A-4 - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Overview of year end revenue vs. expenditures - Discussion/Action
- GASB 45 - Discussion/Action
- Budget Transfers - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Farmland Protection Board.

2014 Advertisement for the Walk Against Domestic Violence.

Administrative Order authorizing Magistrates to refer defendants to the Day Report Center, and further authorizing of Magistrates to assess the costs against the Defendant pursuant to their County's agreement with the Day Report Center.

Letter from Lee Snyder, resident, regarding the Envision Jefferson 2035 Comprehensive Plan draft.

Letter from Jose Henriquez, resident, regarding the Ambulance Service Fee.

Letter from Brad Grubb, resident, regarding the Ambulance Service Fee.

WV Lottery Weekly Settlement for Charles Town - week ending August 23, 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.

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 400,580.62	\$ 1,185.20	\$ 401,765.82
6.2% Tax Payable OASDI	\$ 24,050.58	\$ 73.03	\$ 24,123.61
1.45% Tax Payable HI	\$ 5,624.75	\$ 17.08	\$ 5,641.83
Fed Withholding	\$ 49,362.18	\$ 128.24	\$ 49,490.42
WV State Withholding	\$ 17,632.18	\$ 61.34	\$ 17,693.52
PERS Retirement Deduct	\$ 13,630.13	\$ 53.33	\$ 13,683.46
Hosp. Pre-Tax	\$ 10,047.38		\$ 10,047.38
Cancer/ICU Pre-Taxed	\$ 1,272.09		\$ 1,272.09
Cancer/ICU Not Pre-Taxed	\$ 928.79		\$ 928.79
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ 5,348.00		\$ 5,348.00
Wage Attach #1	\$ 1,339.39		\$ 1,339.39
Wage Attach #2	\$ 83.25		\$ 83.25
Wage Attach #3	\$ 212.31		\$ 212.31
Wage Attach #4	\$ 154.83		\$ 154.83
DSRS Retirement Deduct 8.5%	\$ 6,182.97		\$ 6,182.97
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,040.00		\$ 3,040.00
MD State Tax	\$ 270.63		\$ 270.63
D/VF	\$ 1,355.98		\$ 1,355.98
VA. State Tax	\$ 88.99		\$ 88.99
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 141,631.52	\$ 333.02	\$ 141,964.54
Net Wages Total	\$ 258,949.10	\$ 852.18	\$ 259,801.28
Pay Dates	28-Aug-2014		

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: September 4, 2014
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
I am requesting the hire of additional bailiffs to better enable employees to remain within a part-time classification while still meeting the needs of the court. All candidates have passed a preliminary background investigation and their continued employment would be contingent upon hand gun qualification.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the hire of Ronald Dantzic, Donald Dawson, Philip Drish, James Hoffman, Allen Spangler and Matthew Stotler to the position of Bailiff.

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

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: **September 4, 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*): Sheriff's Report

Please provide the County Commission with a description of your request or presentation, including any background information:
Presentation of the FY2014 Annual Sheriff's Report

Is this a funding request?
If so, how much?

Y/N
\$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
No action needed

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Laura Storm

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice September 4, 2014

Date Requested – 2nd Choice: _____

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

Subject:

Request to use Old County Commission room in Courthouse for a film shoot.

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

Roman Pictures Company would like to use the old county commission room in the Courthouse to film a scene for one of their productions. They would like permission to use it on either September 20th or 21st of 2014 for just a few hours.

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

Approve the use of the old county commission room in the Jefferson County Courthouse by Roman Pictures Company for the purpose of filming a scene for one of their productions on September 20th or 21st of 2014.

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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nikki Painter

Department or Entity: County Clerk-Elections

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: Sept 4, 2014

Date Requested – 2nd Choice: _____

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

Poll workers must be approved by Sept 16

Subject:

Poll Worker Approval

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

I am asking the commission to approve the poll worker list as presented.

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

Approve the poll worker list as filed by the Democratic and Republican executive Committee's.

Attachments:

Both executive Committee's failed to return the nominations by the agenda deadline so a list will be provided at the meeting.

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Lyn Widmyer

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: Aug. 28, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of Poll Workers

Please provide the County Commission with a description of your request or presentation, including any background information:
At its meeting of August 25, 2014, The Jefferson County Democratic Executive Committee approved a list of poll workers and supply clerks. One name was added to Precinct #32: David Painter (moved by John Maxey, duly seconded and adopted). Moved by Cheryl Lawrence, seconded and adopted to approve list of alternates and to authorize John Maxey to add others if additional alternates are needed. Both motions approved 7-0 with one recusal due to close family ties with one of the proposed poll workers.

Is this a funding request? Y/N No.
If so, how much? \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Approve the list of poll workers (adding David Painter) and supply clerks approved by the Jefferson County Democratic Executive Committee and authorize the President of the JCDEC to add names to the list of alternates if needed.

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:

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Solid Waste Authority – Bill Madert

Department or Organization: Solid Waste Authority

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: Sept. 4th, 2014

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

Date Requested – 2nd Choice:

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

Discussion between the Jefferson County Commission and Solid Waste Authority on use of security cameras and their impact regarding dumping issues

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? \$

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: 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: Walt Pellish

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: August 7, 2014

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

Discussion for the potential request of \$2,000 to be donated for security cameras for the purpose of capturing video of those that litter.

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

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

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: Attached

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

Contact information:

Email address:.

Phone Number:

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Monies not currently budgeted. Will need to take from another source.

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: **September 04, 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 Joint Emergency Services Board: Three Citizen Representatives**

- One term ending June 30, 2015
- Two terms 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, September 04, 2014 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - 3 Citizen Representative Positions - two terms expiring June 30, 2015 and one term expiring June 30, 2016.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(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.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

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

August 13, 20, and 27

Received

AUG 14 2014

Jefferson County Commission


DENISE CARTER
7186 KABLETOWN RD
CHARLES TOWN, WV 25414
304-268-9192

August 12, 2014

Dear Sir,

I am writing to inform you of my interest in being considered as a board member for JCESA. I am presently the nurse director of the Emergency Department at Jefferson Medical Center. I have been a resident of Jefferson County for more than 35 years and am committed to this community and the people of this rural area. I would be honored to serve as a member of the board. I feel I am more than capable of assisting in meeting the mission of the organization as I too am committed to the same desire of ensuring the people of and in this county receive exceptional care in a timely and professional manner.

Sincerely,



Denise Carter, RN, BSN

Hand-delivered 8/20/14

Jefferson County Commission
Charles Town, WV 25414

Re: Application for appointment to new JCESA Board

Dear President Pellish and Members of the Commission:

This will serve as my application for appointment to the new JCESA Board of Directors. I have served on the old JCESA Board since 2013 and am willing to serve on the new Board. I believe reducing the size of the Board is a positive step, although I hope that having six members rather than 5 or 7 does not result in voting deadlocks.

Thank you for your consideration.

Very truly yours,


Robert D. Mitcheson

26 August 2014

Jefferson County Commission
Charles Town, West Virginia 25414

To Whom It May Concern:

Having been a residence of Jefferson County for sixty years, I am requesting to be considered for an upcoming board member position for replacement of the JCESA.

My knowledge with fire and EMS should help evaluate the current issues at hand for the up and coming Fire/EMS Service.

Should you need more information, or have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Donald L. Shirley".

Donald L. Shirley

Donald L. Shirley

**145 Garrett Lane
Kearneysville, West Virginia 25430
(304) 283-8151**

Education

Charles Town High School	Graduated in 1972
James Rumsey Vo-Tech	1971 to 1972
Shepherd University Paramedic Program	1985

Experience

Walter Reed Army Medical Center Firefighter 1981 to 1983	1981 to 1983
Martinsburg Fire Department Firefighter/Paramedic Lieutenant Captain (Retired as)	1983 to 2010 2000 to 2007 2007 to 2010
Berkeley/Jefferson Medical Examiner	2001 to Present

Skills

Current Certifications:

- Paramedic Certification
- ACLS
- PEPP
- ATLS
- CPR/AED

- Hazardous Materials Technician
- Confined Space Technician
- Journeyman Firefighter
- Infection Control
- Scuba Diver
- Etc.

August 22, 2014

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

Re: Civilian Position on the JCESA Board

Dear Commissioners,

As a retired Captain with Montgomery County Fire & Rescue in Maryland and current Sr. Fire Protection Specialist with GHD (an international engineering firm). I have a thorough understanding of the International Building and Fire Codes and National Fire Protection Association Codes and Standards combined with more than 35 years of experience within the volunteer, military and career fire service in providing fire suppression, prevention, protection and emergency medical services (EMS). During this period, I participated on numerous committees ranging from Howard County, MD Fire Rescue Staffing Task Force, Montgomery County, MD Fire Rescue Accreditation Committee, Hazardous Materials Response Committee and Emergency Operations Center and Emergency Management Group Committee (EOC & EMG) fire service representative. Currently, I am a committee member with the International Fire Service Training Association (IFSTA) on the 5th Edition Fire Protection Suppression and Detection Systems manual.

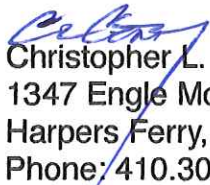
Having served on the JCESA Board for the past eight months, I understand and appreciate the Commissioners desire to move the Board forward in a new direction. During my tenure on the Board, I began researching data from the Insurance Service Organization (ISO), US Fire Administration (USFA) and National Fire Incident Reporting System (NFIRS) to obtain a better understanding of how effectively fire suppression is being delivered in the County. Currently only 2 of the 7 Volunteer Fire Departments within Jefferson County have a Public Protection Classification better than 9 where the property is greater than 1,000 feet from the nearest water supply and within 5 road miles to the nearest fire station. The USFA ranks WV as having the highest state civilian fire fatality rate in the country at 3.3 times the national average and the NFIRS data indicates that Jefferson County has a higher than average annual fire loss rate when compared to the surrounding jurisdictions and counties of similar size in WV, MD and VA, please find my preliminary findings enclosed (attachment 1). With this in mind, improvements to the delivery of both Fire and EMS are needed. Having a significant reduction in the budget and limited resources, the new JCESA Board will need to be pro-active and progressive in managing a service responsible for providing fire protection and EMS to the citizens and visitors of Jefferson County while ensuring the safety of our first responders.

In response to your unanimous action in re-constituting JCESA Ordinance in an attempt to create a cohesive and functioning Board that is focused on improving Fire and EMS, please find enclosed a copy of my resume (attachment 2) for your consideration regarding one of the three civilian vacancies within the new Emergency Services Agency. I live within the Shepherdstown District and have no affiliation either directly or through a family member with any of the seven Volunteer Fire Departments within the County.

I believe my knowledge and experience within the fire service and fire protection engineering community will provide the Agency the impartial technical insight necessary to improve the delivery of both Fire and EMS to the County.

I look forward to discussing the position and my preliminary fire loss findings with you in the near future.

Thank you,


Christopher L. Conroy, CET
1347 Engle Mollers Rd.
Harpers Ferry, WV 25425
Phone: 410.302.3621

FIRE LOSS DATA

The fire loss data included was obtained from the State Fire Marshall's Offices of West Virginia, Maryland and Virginia for the surrounding jurisdictions bordering Jefferson County and from counties having a similar population and size to Jefferson County. This 4 year draft comparative analysis provides insight into the effectiveness of fire protection within Jefferson County.

MARYLAND

Location	Description	2013	2012	2011	2010	Average
Allegany County	Calls for Service	5,632	6,031	6,315	6,414	6,098
430 Square Miles	Total Fire Loss	\$1,102,526	\$550,504	\$1,154,060	\$1,028,350	\$958,860
74,012 (Population)	Dollar Loss per Person	\$14.90	\$7.44	\$15.59	\$13.89	\$12.96
7 Fire Dept's	Dollar Loss per Call	\$195.76	\$91.28	\$182.75	\$160.33	\$144.79
Queen Anne's County	Calls for Service	3,031	2,784	3,335	2,959	3,027
510 Square Miles	Total Fire Loss	\$655,606	\$1,032,952	\$1,375,600	\$502,801	\$891,740
48,595	Dollar Loss per Person	\$13.49	\$21.26	\$28.31	\$10.35	\$19.97
9 Fire Dept's	Dollar Loss per Call	\$216.30	\$371.03	\$412.47	\$169.92	\$317.81
Worcester County	Calls for Service	0	7,087	4,821	2,788	3,674
695 Square Miles	Total Fire Loss	0	\$100,000	\$260,250	\$197,250	\$139,375
51,578	Dollar Loss per Person	\$0.00	\$1.94	\$5.05	\$3.82	\$3.60
6 Fire Dept's	Dollar Loss per Call		\$14.11	\$53.98	\$70.75	\$46.28
Washington County	Calls for Service	9,677	9,665	10,141	6,540	9,006
468 Square Miles	Total Fire Loss	\$4,447,110	\$4,687,062	\$3,461,181	\$5,682,263	\$4,569,404
149,180	Dollar Loss per Person	\$29.81	\$31.42	\$23.20	\$38.09	\$30.63
14 Fire Dept's	Dollar Loss per Call	\$459.55	\$484.95	\$341.31	\$868.85	\$538.66
Frederick County	Calls for Service	14,374	13,872	13,363	12,109	13,430
667 Square Miles	Total Fire Loss	\$2,209,960	\$933,100	\$1,919,810	\$6,114,402	\$2,794,318
239,582	Dollar Loss per Person	\$9.22	\$3.89	\$8.01	\$25.52	\$11.66
22 Fire Dept's	Dollar Loss per Call	\$153.75	\$67.26	\$143.67	\$504.95	\$217.41
Jefferson County WV	Calls for Service	2,056	2,483	2,516	2,458	2,378
212 Square Miles	Total Fire Loss	\$1,907,969	\$1,893,286	\$3,211,455	\$7,727,681	\$3,685,098
54,504	Dollar Loss per Person	\$35.01	\$34.74	\$58.92	\$141.78	\$67.61
7 Fire Dept's	Dollar Loss per Call	\$928.00	\$762.50	\$1,276.41	\$3,143.89	\$1,527.70

VIRGINIA

Location	Description	2013	2012	2011	2010	Average
Culpeper County	Calls for Service	1,851	1,868	1,530	1493	1,686
381 Square Miles	Total Fire Loss	\$3,153,616	\$1,259,728	\$4,669,300	\$3,326,080	\$3,102,181
46,689 (Population)	Dollar Loss per Person	\$67.55	\$26.98	\$100.01	\$71.24	\$212.34
7 Fire Dept's	Dollar Loss per Call	\$1,703.74	\$674.37	\$3,051.83	\$2,227.78	\$1,914.43
Fauquier County	Calls for Service	10,469	9,187	8,543	2379	7,645
650 Square Miles	Total Fire Loss	\$2,920,114	\$1,243,959	\$336,925	\$2,263,954	\$1,691,238
68,010	Dollar Loss per Person	\$42.94	\$18.29	\$4.95	\$33.29	\$24.87
11 Fire Dept's	Dollar Loss per Call	\$278.93	\$135.40	\$39.44	\$951.64	\$351.35
Frederick County	Calls for Service	8,543	9,058	8,995	8,664	8,815
415 Square Miles	Total Fire Loss	\$1,913,822	\$2,309,251	\$1,739,604	\$1,445,551	\$1,852,057
59,209	Dollar Loss per Person	\$32.32	\$39.00	\$29.38	\$24.41	\$31.28
11 Fire Dept's	Dollar Loss per Call	\$224.02	\$254.94	\$193.40	\$166.85	\$209.80
Clark County	Calls for Service	1,256	1,138	2,372	845	1,403
178 Square Miles	Total Fire Loss	\$31,520	\$132,000	\$134,000	\$155,000	\$113,130
14,034	Dollar Loss per Person	\$2.25	\$9.41	\$9.55	\$11.04	\$8.06
6 Fire Dept's	Dollar Loss per Call	\$25.10	\$115.99	\$56.49	\$183.43	\$95.25
Loudoun County	Calls for Service	15,224	14,560	14,370	13,612	14,442
521 Square Miles	Total Fire Loss	\$4,196,464	\$4,180,074	\$6,300,287	\$3,519,097	\$4,548,981
312,311	Dollar Loss per Person	\$13.44	\$13.38	\$20.17	\$11.27	\$14.57
23 Fire Stations	Dollar Loss per Call	\$275.65	\$287.09	\$438.43	\$258.53	\$314.93
Jefferson County, WV	Calls for Service	2,056	2,483	2,516	2,458	2,378
212 Square Miles	Total Fire Loss	\$1,907,969	\$1,893,286	\$3,211,455	\$7,727,681	\$3,685,098
54,504	Dollar Loss per Person	\$35.01	\$34.74	\$58.92	\$141.78	\$67.61
7 Fire Dept's	Dollar Loss per Call	\$928.00	\$762.50	\$1,276.41	\$3,143.89	\$1,527.70

WEST VIRGINIA

Location	Description	2013	2012	2011	2010	Average
Marion County	Calls for Service	4,993	5,233	5,052	5800	5,270
312 Square Miles	Total Fire Loss	\$3,273,170	\$3,472,660	\$2,284,865	\$2,922,815	\$2,988,378
56,678 (Population)	Dollar Loss per Person	\$57.75	\$61.27	\$40.31	\$51.57	\$52.73
7 Fire Dept's	Dollar Loss per Call	\$655.55	\$663.61	\$452.27	\$503.93	\$568.84
Putman County	Calls for Service	2,249	1,588	1,386	1,525	1,687
350 Square Miles	Total Fire Loss	\$1,498,650	\$2,973,450	\$2,903,250	\$1,253,250	\$2,157,150
56,435	Dollar Loss per Person	\$26.56	\$52.69	\$51.44	\$22.21	\$38.22
7 Fire Dept's	Dollar Loss per Call	\$666.36	\$1,872.45	\$2,094.70	\$821.80	\$1,363.83
Harrison County	Calls for Service	6,522	8,862	9,389	9,366	8,535
417 Square Miles	Total Fire Loss	\$6,244,600	\$3,724,028	\$2,024,800	\$3,815,750	\$3,952,295
69,141	Dollar Loss per Person	\$90.32	\$53.86	\$29.29	\$55.19	\$57.16
7 Fire Dept's	Dollar Loss per Call	\$957.47	\$420.22	\$215.66	\$407.40	\$500.19
Berkley County	Calls for Service	4,524	4,539	4,286	3,874	4,306
322 Square Miles	Total Fire Loss	\$6,097,920	\$5,292,480	\$7,041,075	\$4,052,100	\$5,620,894
107,098	Dollar Loss per Person	\$56.94	\$49.42	\$65.74	\$37.84	\$52.48
7 Fire Dept's	Dollar Loss per Call	\$1,347.90	\$1,166.00	\$1,642.81	\$1,045.97	\$1,300.67
Jefferson County	Calls for Service	2,056	2,483	2,516	2,458	2,378
212 Square Miles	Total Fire Loss	\$1,907,969	\$1,893,286	\$3,211,455	\$7,727,681	\$3,685,098
54,504	Dollar Loss per Person	\$35.01	\$34.74	\$58.92	\$141.78	\$67.61
7 Fire Dept's	Dollar Loss per Call	\$928.00	\$762.50	\$1,276.41	\$3,143.89	\$1,527.70

TOTAL RESPONSE DATA COMPARISON

Utilizing the National Fire Protection Association (NFPA) statistical data that indicates on average 5% of total fire incidents result in fires. The following chart, looks at the national average cost per fire over the jurisdictions studied.

	Location	Average Annual Call Load	Average Annual Fire Calls	Average Annual Fire Loss	Average Loss Per Fire
Virginia	Clark County	1,403	70	\$113,130	\$1,613
	Culpeper County	1,686	84	\$3,102,181	\$36,799
	Loudoun County	14,442	722	\$4,548,981	\$6,300
	Fauquier County	7,645	382	\$1,691,238	\$4,424
	Frederick County	8,815	441	\$1,852,057	\$4,202
Maryland	Allegany County	6,098	305	\$958,860	\$3,145
	Frederick County	13,430	672	\$2,794,318	\$4,161
	Queen Anne's County	3,027	151	\$891,740	\$5,892
	Washington County	9,006	450	\$4,569,404	\$10,147
	Worcester County	3,674	184	\$139,375	\$759
West Virginia	Berkley County	4,306	215	\$5,620,894	\$26,107
	Harrison County	8,535	427	\$3,952,295	\$9,261
	Marion County	5,270	264	\$2,988,378	\$11,341
	Putnam County	1,687	84	\$2,157,150	\$25,574
	Jefferson County	2,378	119	\$3,685,098	\$30,993

It should be noted that the current percent of fires per total incident responses as collected by the WV State Fire Marshall's Office via the National Fire Incident Reporting System (NFIRS) is reported to be approximately 9.5% for 2013. Whereas, the Commonwealth of Virginia has reported less than 3% of fires per total incidents in 2013.

CONCLUSION

The preliminary findings of the statistical data indicates that Jefferson County and Culpeper County, VA have a higher than average dollar fire loss as compared to counties of similar size studied. This higher rate maybe a direct effect of a single large loss fire or a combination of large loss fires within the 4 year period. Culpeper County's higher rate may be an indication of a rapid growth within the community (36% increase from 2000 to 2010) and the inability of the local fire departments to adequately staff and respond to incidents as their responses appeared to increase by 13% on average over the 4 year period. Whereas, Jefferson County's population increased by 26% over the same period, the number of responses appeared to decrease by 3.5% on average over the 4 year period. To assist in identifying the root cause or causes associated with the higher than average fire loss, further study into Fire Department response time from initial dispatch to on scene arrival and failure to respond to incidents need to be examined. In addition, initial Fire Department staffing arriving to fire incidents should be assessed to determine if the number of adequately trained firefighters is sufficient to conduct a safe and effective fire attack.

An interesting finding within this comparison identified that of the 3 West Virginia counties studied (Harrison, Marion and Putnam) when compared to fire loss in the Maryland counties (Worcester, Queen Anne's and Allegany) each having predominate volunteer fire departments and of similar population, the WV counties had an approximate fire loss of 71% greater than the MD Counties. Likewise, when comparing the WV counties to the VA counties (Culpeper, Clark and Fauquier) the WV counties had an approximate 51% greater fire loss than the VA counties. This discrepancy in fire loss appears to be a direct correlation between individual State funding, Laws and Ordinances, Fire Department standard operating procedures and firefighter training and certification between the States. If these numbers are indicative to the rest of the State, it would certainly help explain why WV has the highest civilian fire fatality rate than any other State in the US.

*Christopher L. Conroy
1347 Engle Molers Road
Harpers Ferry, WV 25425
Email: CLConroy@aol.com
Tel: (410)302-3621*

EXPERIENCE

- 2004 – Present GHD (*the* Protection Engineering Group, Inc). – Chantilly, Virginia
Sr. Fire Protection Specialist
Provides oversight, mentoring and/or technical assistance during the design, construction and installation of fire protection systems that includes: Collaborating with Fire Protection Engineers in designing new fire protection systems or changes to existing systems to accommodate construction modifications or changes in occupancy within new or existing structures to ensure compliance with the applicable codes and standards. Utilizing AutoCAD, revises construction documents to reflect new or modifications to fire protection system designs. Performs hydraulic, voltage drop and standby power calculations as required to verify system performance. Performs construction period services to verify compliance with construction documents, specifications and applicable codes and standards, as an example: 1) Reviews fire protection contractor submittals, shop drawings, calculations (hydraulic, seismic bracing and restraint, voltage drop, standby power, etc.) and manufacturers equipment product data. 2) Conducts onsite construction commissioning and/or installation acceptance inspections or witnesses functional testing of fire protection systems, building construction and life safety features. Performs assessments of existing buildings to determine adequacy of fire protection systems and features, identifies life safety or fire protection deficiencies and provides recommendations for corrective action. Evaluates fire protection system failures (pre and post fire conditions) to determine the cause and affects installation, maintenance, equipment and/or environmental conditions played in contributing to the premature or operational failure. Performs internal sprinkler pipe obstruction and corrosion investigations and pipe/water sample collection oversight for laboratory analysis. Drafts initial findings, recommendations and budget cost analysis for replacement or repairs to damaged fire protection system.
- 1985 – 2011 Department of Fire & Rescue, Montgomery County, Maryland
Captain (2007 - 2011)
Served as the officer in charge of a fire station supervising eight assigned firefighters to ensure station, personnel and apparatus were operationally ready. Supervised assigned firefighters on scheduled 24 hour shift during emergency and non-emergency situations to safely manage and mitigate fire, hazmat and/or emergency medical incidents as the first arriving officer or incident commander. Directed and supervised staff to assure compliance with established policies, procedures and directives. Assessed and evaluated assigned firefighters, performed annual performance reviews to recognize individuals having above average skill levels or recommended remedial training to those having difficulty mastering basic skills. Conducted or supervised in station fire, EMS or hazmat training to ensure personnel obtained hands-on training with new equipment and familiarization with new policies and procedures or to maintain basic and advanced job proficiency requirements (knowledge, skills and abilities) to safely and successfully respond to and mitigate emergency incidents. Responded to fire, hazmat and EMS incidents and implemented operational strategies based standard operating procedures or supervised the initial tactics necessary to perform life safety, incident stabilization and property protection.

- 1987 – 2002 Fire Protection Today, Inc., Ellicott City, Maryland
President and Founder
Responsible for oversight and functions associated with a small fire protection consulting firm specializing in the inspection, testing and design of fire protection systems. Performed day-to-day business management and development while providing technical oversight. Performed fire protection design for residential and commercial properties utilizing AutoCAD, Polaris, Sigma and THE drafting and fire protection software. Conducted and/or supervised the inspection and testing of fire protection systems to ensure compliance with Local Codes and Contract Specifications. Met with Building Owners, Architects, Engineers, Contractors and Fire Marshal's to review, design, coordinate and negotiate issues or projects in obtaining code compliance for permit submittals and/or field changes. Provided training for employees on fire protection systems and familiarization with fire protection systems codes and standards minimum requirements. Supported fire protection engineering firms with life safety and fire protection system assessments, testing, inspections, design, operation performance or system failure investigations.
- 1979 – 1984 U.S. Air Force, Moody AFB, GA - RAF Bentwaters / Woodbridge, UK
Staff Sergeant – Fire Inspector, Crew Chief, Crash Firefighter Rescuer
Performed the duties and responsibilities associated fire protection, suppression and prevention required by a military Firefighter, Crew Chief or Fire Inspector.

EDUCATION

- 2008 – 2012 Columbia Southern University
• Major in Fire Science

CERTIFICATIONS

- National Institute for the Certification in Engineering Technologies (NICET)
- Fire Alarm Systems – Level III
 - Automatic Sprinkler System Layout – Level III
 - Special Hazard Suppression Systems – Level III
 - Inspection & Testing of Water Based Systems – Level III
- National Professional Qualification Standard and Qualification Board (ProBoard)
- NFPA Fire Officer II
 - NFPA Fire Inspector I
 - NFPA Fire Service Instructor I

PROFESSIONAL MEMBERSHIPS

- National Fire Protection Association (NFPA)
- Society of Fire Protection Engineers (SFPE)
- Society of Fire Protection Engineers Chesapeake Chapter
- International Fire Service Training Association (IFSTA) - Committee Member
5th Edition, Fire Detection and Suppression Systems

Jessica Carroll

From: Debbie Keyser [dkeyser@jeffersoncountywv.org]
Sent: Wednesday, August 20, 2014 3:03 PM
To: sandy@jeffersoncountywv.org
Cc: 'Jessica Carroll'; 'Josh Smith'
Subject: FW: JCFRA / ESA Names

For the agenda for JCESA appointments for Aug. 28th meeting.

Debbie

-----Original Message-----

From: Josh Smith [<mailto:backnblack62@yahoo.com>]
Sent: Wednesday, August 20, 2014 2:14 PM
To: Debbie Kyser
Subject: JCFRA / ESA Names

Mrs. Kyser,

At the request of the commission here are the names from the JCFRA that are to be considered for the JCESA Board positions.

NOTE: All listed names are from both fire & ems serviecs so these persons can be interviewed on either side.

I am currently awaiting contact information from each member I will send you this once I get it.

Thanks,

Fire:

Jack Wysong - IFC Company 4
Andrew Aronald - SFD Company 3
John Considine - CFC Company 2

EMS:

Keith Kain - FFC Company 1
Mike Keneal - MVFC Company 6
Pete Kelly - SFD Ciompany 3

Joshua Smith
JCFRA President

Bakerton Fire Department
891 Carter Ave, Harpers Ferry WV 25425
Station 304-876-0007
Fax-304-876-0282

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

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

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: September 4, 2014

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: *Please provide me an appointment time. The ECC is in preparation for CAD go-live for the following Monday and maximizing my time is essential during the week.*

Subject: **Appointment – Pamela Nicole Dorsey - Public Safety Dispatcher II**

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

The position that Ms. Dorsey will fill is an already funded position caused by the vacancy of retiring Public Safety Dispatcher II David Holmes and tied to the decision by the Commission to retain the employment of Karen Echement, the ECC's Administrative Assistant. This position is offered to Ms. Dorsey who declined a health benefit package which allowed the ECC to maximize its personnel budget.

Ms. Dorsey is currently a part-time Public Safety Dispatcher and is a trained call-taker in our Emergency Communications Center. Ms. Dorsey will begin full-time employment on 10/1/2014 due to Mr. Holmes' retirement on 9/30/2014. Ms. Dorsey will immediately begin fire dispatch training while continuing to work as a qualified call-taker on the dispatch floor. She has recently attended the CAD Dispatch training.

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

Motion to approve the full-time employment of Pamela Nicole Dorsey as a Public Safety Dispatcher II within the Emergency Communications Center

Attachments:



Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County

FROM: Jeffrey Polczynski, ENP - Director

DATE: August 27, 2014

SUBJECT: Request Appointment – Ms. Pamela Nicole Dorsey – Public Safety Dispatcher

The purpose of this memorandum is to request the approval to employ Ms. Pamela Nicole Dorsey as a Public Safety Dispatcher.

The position that Ms. Dorsey will fill is an already funded position caused by the vacancy of retiring Public Safety Dispatcher II David Holmes and tied to the decision by the Commission to retain the employment of Karen Echement, the ECC's Administrative Assistant. This position is offered to Ms. Dorsey who declined a health benefit package which allowed the ECC to maximize its personnel budget.

Ms. Dorsey is currently a part-time Public Safety Dispatcher and is a trained call-taker in our Emergency Communications Center. Upon full-time status, Ms. Dorsey will immediately begin fire dispatch training while continuing to work as a qualified call-taker on the dispatch floor. She has recently attended the CAD Dispatch training.

Mr. Holmes' last day will be on September 30, 2014. Ms. Dorsey is set to begin full-time employment on October 1, 2014

Having a pool of trained part-time call-takers (PSD I's) is invaluable and is affording the ECC with less time in training in order to maintain full staffing.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications

**Jefferson County Commission
Employee Action Form
Emergency Communications Center**

Employee Name:	Dorsey, Pamela	Date Completed:	8/27/2014
Department Number:	712	Work Location:	Emergency Communications
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
From: Salary	\$ 14.08	To: Salary	\$ 35,152.00
Reason:	Public Safety Dispatcher I		New Hire Promotion Temporary Assignment Annual Increase
		% of Change	
Grade (I, II, III, etc.):	II	Grade (I, II, III, etc.):	III
Step (A,B,C etc.):	A	Step (A,B,C etc.):	A
Min/Mid/Max		Min/Mid/Max	
From:	Trainee Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement	To:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement
From:	Active Personal Unpaid FMLA Workers Comp WC Rate:	To:	Military Personal Paid Return to Work WC Code
Additional Info:	Part-Time Employee designated in the PSD I classification - Calltaker only. Offered full-time employment to fill the vacancy due to retirement of PSD II David Holmes		
Check here this is an employee working 35 hours	<input type="checkbox"/>		
Check if this is a salaried non-exempt or hourly employee, eligible for overtime	<input type="checkbox"/>		
Effective Date:	10/1/2014		
Co. Admin Approval		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Done	

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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: Sept. 4, 2014

Date Requested – 2nd Choice: _____

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

Subject:

Requesting a partial refund of impact fee pursuant to affordable housing discount.

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

Mr. James Henry paid his full impact fee then found out that he could not do a basement because of rock. So without the basement he qualifies for affordable housing which lowers the impact fee.

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

Approval of a partial refund of impact fees to Mr. James Henry, pursuant to the affordable housing discount.

Attachments:

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: JAMES SCOTT HENRY

PETITION FOR PARTIAL REFUND OF IMPACT FEE
PURSUANT TO AFFORDABLE HOUSING DISCOUNT

NOW COMES the Petitioner, James Scott Henry, by Counsel, David A. Camilletti, Esquire and requests the County Commission grant him a partial refund of an Impact Fee ~~previously paid pursuant to eligibility for an Affordable Housing Discount.~~

1. Petitioner Henry purchased the real estate lot for the development of a single family dwelling on or about April ___, 2014 for the purchase price of Twenty-Five Thousand Dollars (\$25,000.00).

2. Petitioner Henry filed a Form 100, Impact Fee Calculation form accompanied by a Form 260 Affordable Housing Act Discount application on or about April 28, 2014. See Exhibit A & B attached hereto.

3. The Assessor of Jefferson County calculated that the value of the lot Petitioner Henry developed was Thirty-Three Thousand Dollars (\$33,000.00) (an increase of Eight Thousand Dollars (\$8,000.00) value over the actual purchase price in that same month) and the dwelling at Ninety-Seven Thousand One Hundred Dollars (\$97,100.00) (which included a basement) for a total of One Hundred Thirty Thousand One Hundred Dollars (\$130,100.00) which was Three Thousand Dollars (\$3,000.00) over the allowable value for Affordable Housing Discount.

4. Petitioner Henry was required to apply for and receive his City of Ranson Building Permit prior to excavating the house site pursuant to the City of Ranson Building Provisions. See Exhibit C attached hereto.

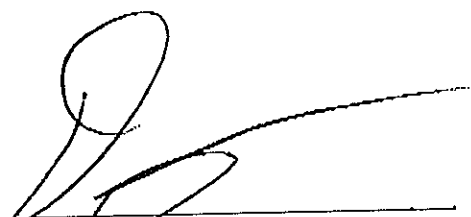
5. Petitioner Henry was therefore required to pay his impact fee (at full price) prior to excavating the house site in order to get the Ranson Building Permit. See Exhibit D attached hereto.

6. Upon excavating, Petitioner Henry realized there was too much rock to build the basement as proposed for the single family development.

7. This clearly changed the value of the proposed single family development.

~~8. Petitioner Henry resubmitted his Form 260 on June 25, 2014 and the Assessor of~~
Jefferson County recalculated the land value at \$27,600.00 Twenty-Seven Thousand Six Hundred Dollars (still Twenty-Six Hundred Dollars (\$2,600.00) over the purchase price) and the dwelling without the basement at Ninety-Six Thousand Five Hundred Dollars (\$96,500.00) for a total of One Hundred Twenty-Four Thousand One Hundred Dollars (\$124,100.00) which is eligible for the Affordable Housing Discount. See Exhibit E attached hereto.

WHEREFORE, Petitioner Henry requests a partial refund of Five Thousand Two Hundred Twenty-Eight Dollars (\$5,228.00) in recognition of the difference of the original payment of Thirteen Thousand Seventy Dollars (\$13,070.00) for the impact fee and the discounted impact fee of Seven Thousand Eight Hundred Forty-Two Dollars (\$7,842.00).



David A. Camilletti, Esquire
WV State Bar Id No. 599
213 N. George Street
Charles Town, WV 25414
304-725-0937

James Scott Henry, Petitioner
By counsel

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: JAMES SCOTT HENRY

CERTIFICATE OF SERVICE

I hereby certify that service of a true copy of the foregoing has been made as follows:

Type of Service: Facsimile Transmission

~~Date of Service: August 14, 2014~~

Persons served and address: Stephanie Grove, APA
Jefferson County Prosecutor's office
P.O. Box 729
Charles Town, WV 25414
Fax: 304-728-3293

Item Served: *Petition For Partial Refund Of Impact Fee Pursuant To
Affordable House Discount*



David A. Camilletti
W.V. State Bar No. 599

Process Number (County use Only) 1400091

Building Permit Number (County use Only)

100

Impact Fee Calculation Form

Jefferson County Government – Office of Impact Fees

Please complete items 1 through 13 and sign and date item 17. This information MUST match that provided on the Building Permit application. This form shall be submitted at the time of Building Permit application. The Applicant MUST be the property owner or a duly authorized agent of the property owner.

Applicant Information

1 First Name James M.I. S
 Last Name Henry

2 Contact Address 85 Round Oak Lane
 City Kennettville
 State WV ZIP 25430
 Day Time Phone 304-728-0791

Building Permit Information

3 Building Permit Application Date (mm-dd-yyyy) 15 May 2014

Property Owner Information

4 First Name James M.I. S
 Last Name Henry

5 Subdivision (if applies) _____
 6 Lot Number (if applies) G-17
 7 Tax District Rubens
 Map 1 Parcel 95
 Deed Book 1140 Page 366 *DAM*

Amount and Type of Proposed Development

8 Residential Non-Residential
 Development Type single family Subtype _____
 Development Units _____ Amount 1

Exemption/Offset/Affordable Housing Discount Request

Please complete items 9 through 12 and sign and date item 13. If requesting an Exemption, Offset, or Affordable Housing Discount, attach the appropriate form, and any required supporting documentation. Request for Exemption, Offset, or Affordable Housing Discount must be requested PRIOR to building permit application as this may delay building permit application processing. Be advised the total current Impact Fee amount will be due if the request for an Exemption, Offset, or Affordable Housing Discount is either denied or the Applicant does not qualify for said request.

- 9 Exemption: Attach Form 200 – Request for Exemption
 Yes No
- 10 Hardship Exemption: Attach Form 215 – Request for Hardship Exemption
 Yes No
- 11 Offset: Attach Form 220 – Request for Offset
 Yes No
- 12 Affordable Housing Discount: Attach Form 260 – Request for Affordable Housing Discount
 Yes No



Process Number (county use only) _____

Building Permit Number (county use only) _____

260

Request for Affordable Housing Discount

Jefferson County Government – Office of Impact Fees

Please complete items 1 through 19 and sign and date item 21. This application is required to be submitted **PRIOR** to applying for a Building Permit if requesting an Affordable Housing Discount. The information provided on this application is required to match that on the Building Permit application. The Applicant **MUST** be the property owner and provide an original signature on item 21. After completion, the required building plans and application must be submitted to the Impact Fee Program Specialist to acquire an accurate assessment and discount (if applicable).

Applicant Information

1 First Name James M.I. S
 Last Name Henry

2 Contact Address 85 Round Oak Lane
 City Kearneysville
 State WV ZIP 25430
 Day Time Phone 304-728-0791

Building Permit Information

3 Building Permit Application Date (mm-dd-yyyy) _____

Property Owner Information

4 First Name James M.I. S
 Last Name Henry

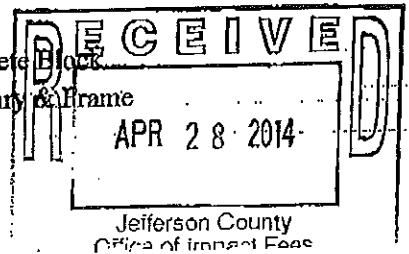
5 Subdivision (if applies) _____
 6 Lot Number (if applies) 6+7
 7 Tax District RANDOLPH
 Map 1 Parcel 95
 Deed Book 927 Page 123

8 **Builder/Contractor Information**
 First Name James M.I. S
 Last Name Henry
 Contractor's License WV 002033

Description of Proposed Residential Development

Please complete all items 9 through 19 listed below detailing the construction of the proposed residential development being applied for. Any information omitted will delay the processing of this application.

- 9 **Type of Residential Development**
 Single Family Town Home/Duplex Multi-Family
- 10 If Residential Development is a Mobile Home, please provide year built: N/A
- 11 **Story Height** 1.0 1.5 2.0 2.5 3.0
- 12 **Type of Construction**
 Frame Aluminum/Vinyl Concrete Block
 Stucco Brick Stone Masonry & Frame



13 Living Accommodations (Please list total number)

<u>6</u> Total Rooms	<u>3</u> Bedrooms	<u>0</u> Family Rooms
<u>2</u> Full Baths	<u>1</u> Half Baths	<u>1</u> Hot Water Heater
<u>1</u> Kitchen Sink	<u>0</u> Utility Sink	

14 Basement

None Crawl Part Full

15 Heating/Air Conditioning

None Non Central Central Heat Central A/C

16 Attic With Stairs Only (Pull-down does not apply)

None Unfinished Partially Finished Fully Finished

17 Other Features

<input type="checkbox"/> Miscellaneous Office	<input type="checkbox"/> Masonry Trim	<input type="checkbox"/> Unfinished Area
<input type="checkbox"/> Rec Room	<input type="checkbox"/> Finished Basement Living Area	<input type="checkbox"/> Pre-Fab Fireplace
<input type="checkbox"/> Wood Burning Fireplace	<input type="checkbox"/> Stacks	<u>2</u> Openings
<input type="checkbox"/> Garage	<input type="checkbox"/> Basement Garage	<u> </u> No. of Cars

18 Condo

N/A Level

19 Total Square Footage

Square Footage of living area

1st Story 672 2nd Story 672

Additional Square Footage

<u>24</u> Porches	<u>96</u> Decks	<u> </u> Stoops (no roof)
<u> </u> Patios	<u> </u> Rec Room	<u> </u> Garage
<u> </u> Finished Basement (same quality finish of main floor)		

Other Applicable Square Footage you Wish to be Assessed

Please specify feature or room along with sqft.: _____

20 Additional Required Information

**If the proposed Residential development is a new manufactured home, sales receipt from dealer is required (not on used).*

Building Plans Required

Plat if Available

Property Owner Signature

21 [Signature]
Signature

4-28-14
Date

Impact Fee Specialist Received

22 Michelle Mason
Signature

28 April 2014
Date Received

2 Sets of Plans 11x17 Site Plan w/ Sattacks & Water & Sand



Resub (Content)

Ranson, WV Code 2009

Building Permit Application

COPY

Size of Project
 2.5430
 6x7

This section for use by Ranson Building Department Only

Permit Application #:	Date received: / /	Date issued: / /
Project Value: \$	Permit Fee: \$	Receipt# <input type="checkbox"/> Cash <input type="checkbox"/> Check

A. Project location

TRD

Street Address	City	Zip Code	Unit #
N. Raymond	RANSON	25430	
Area/Subdivision	Zoning	Tax Map#	Parcel #
Old Town	T3	1	95
Block	Lot	155 6x7	

Project information

Project Type:	Residential	Commercial	Industrial	Demolition	Other
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit Type:	Site	Building	Plumbing	Electrical	Mechanical
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Deck	Garage	Sign	Other	(Explain Below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flood Plain Information	Is Project In Flood Plain?		Flood Plain Map #	Base Flood Elevation	Lowest Floor Elevation
	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

B. Applicant

Applicant is:	<input checked="" type="checkbox"/> Owner or	<input type="checkbox"/> Authorized agent of owner
Last name	First name	Company Name & Address
Henry	James	
Street address		
85 Round Oak Lane		
City	Zip Code	Unit #
Kennersville	WV 25430	
Telephone number	Fax	Cell number
(304) 728-0791	()	()

C. Owner Signature:

[Signature]

(if different from applicant)

Last name	First name	Company Name & Address
Henry	JAMES	
Street address		
85 Round Oak Lane		
City	Zip Code	Unit #
Kennersville	25430	
Telephone number	Fax	Cell number
(304) 728-0791	()	()

D. Approvals

Department	Approved	Denied	Name	Date
Engineering	<input type="checkbox"/>	<input type="checkbox"/>		
Planning/Zoning	<input type="checkbox"/>	<input type="checkbox"/>		
Public Works	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>		
Permitting	<input type="checkbox"/>	<input type="checkbox"/>		
Licensing	<input type="checkbox"/>	<input type="checkbox"/>	Elizabeth Stroup	5/15/14



170

Process Number (county use only) 1400091
Building Permit Number (county use only) _____

Receipt for Impact Fees Paid

Jefferson County Government - Office of Impact Fees

1. Date (mm-dd-yyyy) 5/15/2014

Building Permit Information

2. First Name James Last Name Henry M.I. S
3. Subdivision (if applies) _____
Lot Number (if applies) 6-7
Tax District 08 Ranson Corp
Tax Map 1 Tax Parcel 95
Deed Book 1140 Deed Page 366

Amount and Type of Development

4. Residential Single Family Single Family UNIT: unit AMT: 1

Amount Paid

Fee Category	Ordinance Valid Date	Category	Amt	Offset	Revised Fee Due
Schools	2003-1	Single Family	\$11,358.00	\$0.00	\$11,358.00
Law Enforceme	2005-1	Single Family	\$262.00	\$262.00	\$0.00
Parks & Rec	2005-2	Single Family	\$752.00	\$0.00	\$752.00
Fire & EMS	2005-3	Single Family	\$698.00	\$0.00	\$698.00
TOTAL FEES PAID					\$12,808.00

6. Payment Method Personal/Business Check Check # (if applicable) 1010

Signatures

7. Applicant Printed Name James S Henry Property Owner, Building Permit Applicant, Title, Other (please specify)

8. Applicant Signature [Signature] Date 5-15-14

Michelle Mason
Impact Fee Program Specialist
TAX DEPARTMENT
DEPARTMENT OF
IMPACT FEES
Date 15 May 2014

The original receipt is retained by the County and is located in the file corresponding to the Process Number associated with Form 100.



Process Number (county use only) _____
Building Permit Number (county use only) _____

260

Request for Affordable Housing Discount

Jefferson County Government - Office of Impact Fees

Please complete items 1 through 19 and sign and date item 21. This application is required to be submitted PRIOR to applying for a Building Permit if requesting an Affordable Housing Discount. The information provided on this application is required to match that on the Building Permit application. The Applicant MUST be the property owner and provide an original signature on item 21. After completion, the required building plans and application must be submitted to the Impact Fee Program Specialist to acquire an accurate assessment and discount (if applicable).

Applicant Information

1 First Name James M.I. S
Last Name Henry
2 Contact Address 85 Round Oak Lane
City Kearneysville
State W.V. ZIP 25130
Day Time Phone 304-7280791

Building Permit Information

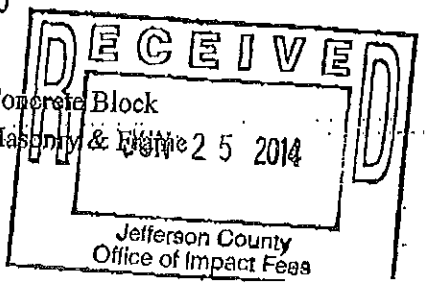
3 Building Permit Application Date (mm-dd-yyyy) 5-15-14
Property Owner Information
4 First Name James M.I. S
Last Name Henry
5 Subdivision (if applies) Ransom Gold Stone
6 Lot Number (if applies) 6 + 7
7 Tax District Ransom
Map 1 Parcel 95
Deed Book 1140 Page 366

8 Builder/Contractor Information
First Name James M.I. S
Last Name Henry
Contractor's License WV

Description of Proposed Residential Development

Please complete all items 9 through 19 listed below detailing the construction of the proposed residential development being applied for. Any information omitted will delay the processing of this application.

- 9 Type of Residential Development
 Single Family Town Home/Duplex Multi-Family
- 10 If Residential Development is a Mobile Home, please provide year built: _____
- 11 Story Height 1.0 1.5 2.0 2.5 3.0
- 12 Type of Construction
 Frame Aluminum/Vinyl Concrete Block
 Stucco Brick Stone Masonry & Block



13 Living Accommodations (Please list total number)

6 Total Rooms 3 Bedrooms 0 Family Rooms
2 Full Baths 1 Half Baths 1 Hot Water Heater
1 Kitchen Sink 0 Utility Sink

14 Basement

None Crawl Part Full

15 Heating/Air Conditioning

None Non Central Central Heat Central A/C

16 Attic With Stairs Only (Pull-down does not apply)

None Unfinished Partially Finished Fully Finished

17 Other Features

Miscellaneous Office Masonry Trim Unfinished Area
 Rec Room Finished Basement Living Area Pre-Fab Fireplace
 Wood Burning Fireplace Stacks Openings
 Garage Basement Garage No. of Cars

18 Condo

 Level

19 Total Square Footage

Square Footage of living area
1st Story 672 2nd Story 672

Additional Square Footage

144 Porches 96 Decks _____ Stoops (no roof)
_____ Patios _____ Rec Room _____ Garage
_____ Finished Basement (same quality finish of main floor)

Other Applicable Square Footage you Wish to be Assessed
Please specify feature or room along with sqft.:

20 Additional Required Information

**If the proposed Residential development is a new manufactured home, sales receipt from dealer is required (not on used).*

Building Plans Required

Plat if Available

Property Owner Signature

21 [Signature] 6-24-14
Signature Date

Impact Fee Specialist Received

22 [Signature] 25 June 2014
Signature Date Received

Land and Structure Assessment

23 Value of Land and Proposed Residential Development:

<u>27600</u>	Land
<u>96500</u>	Dwelling Unit
<u>\$ 124,100</u>	TOTAL VALUE

Assessor Signature

24 *Angela R. Bonds* 7/14/2014
 Signature Date

Affordable Housing Discount Information

25 \$13070.00 Residential Impact Fee Amount per Dwelling Type
\$ 7,550.00 Affordable Housing Discount Amount (Impact Fees Due)

Impact Fee Specialist Signature

26 *Michelle Mattox* 14 July 2014
 Signature Date

Disclaimer: The values set forth on this document are provided by the Jefferson County Assessor's Office and are valid for one (1) year from application date of the Assessor.

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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: September 4, 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 Construction Bond Release Charles Town Sheetz

Please provide the County Commission with a description of your request or presentation, including any background information:
Complete release of construction bond security for R.J. Sepco, Inc./Sheetz, Inc. – Charles Town Sheetz (File #S12-02) – Letter of Credit #011014A with Reliance Bank, Altoona, PA.

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 \$26,100.00 from the construction bond amount for R.J. Sepco, Inc./Sheetz, Inc. – Charles Town Sheetz (File #S12-02).

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

VICE PRESIDENT

Jane Tabb

September 4, 2014

COMMISSIONER

Dale Manuel

Ms. Virginia A. Edelblute
Senior Operations Services Specialist

COMMISSIONER

Patsy Noland

Reliance Bank
P. O. Box 1968

COMMISSIONER

Lyn Widmyer

Altoona, Pennsylvania 16603-1968

RE: Irrevocable Letter of Credit #011014A dated January 10, 2014 Construction Bond
Surety for R.J. Sepco, Inc./Sheetz, Inc. - Charles Town Sheetz (File #S12-02).

Dear Ms. Edelblute:

The Jefferson County Commission authorizes a complete release of the remaining \$26,100.00 from the construction bond for R.J. Sepco, Inc./Sheetz, Inc. – Charles Town Sheetz (File #S12-02). This project is located on the at the intersection of U.S. Route 340-Washington Street and Route 17-Flowing Springs Road. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Letter of Credit #011014A, originally issued in the amount of \$26,100.00. 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. Tom Columbus
R.J. Sepco, Inc.
5700 Sixth Avenue
Altoona, PA 16602
Department of Engineering

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

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: 07 / 24 / 2014 J.C.P.C. File No. 512 - 02

Consultant/Engineer/Firm Name: WILLIAM H. GORDON & ASSOC.

Mailing Address: 301 N. MILDRED ST. SUITE 1

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON BERNANT Phone: 304 + 725-8456

Project/Subdivision Name: SNEETS SITE PLAN

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: D.O.H. WAS AUTHORIZED RELEASE OF THE BOND. CONSTRUCTION OF THE AGREED UPON

ENTRANCE FEATURES IS COMPLETE

Approved for:
BOND RELEASE
By: [Signature] Date: 08/05/2014
County Engineer

Original Bond Amt. \$ 11,100 + 15% Cont. \$ 15,000 = Total Original Bond Amt. \$ 26,100

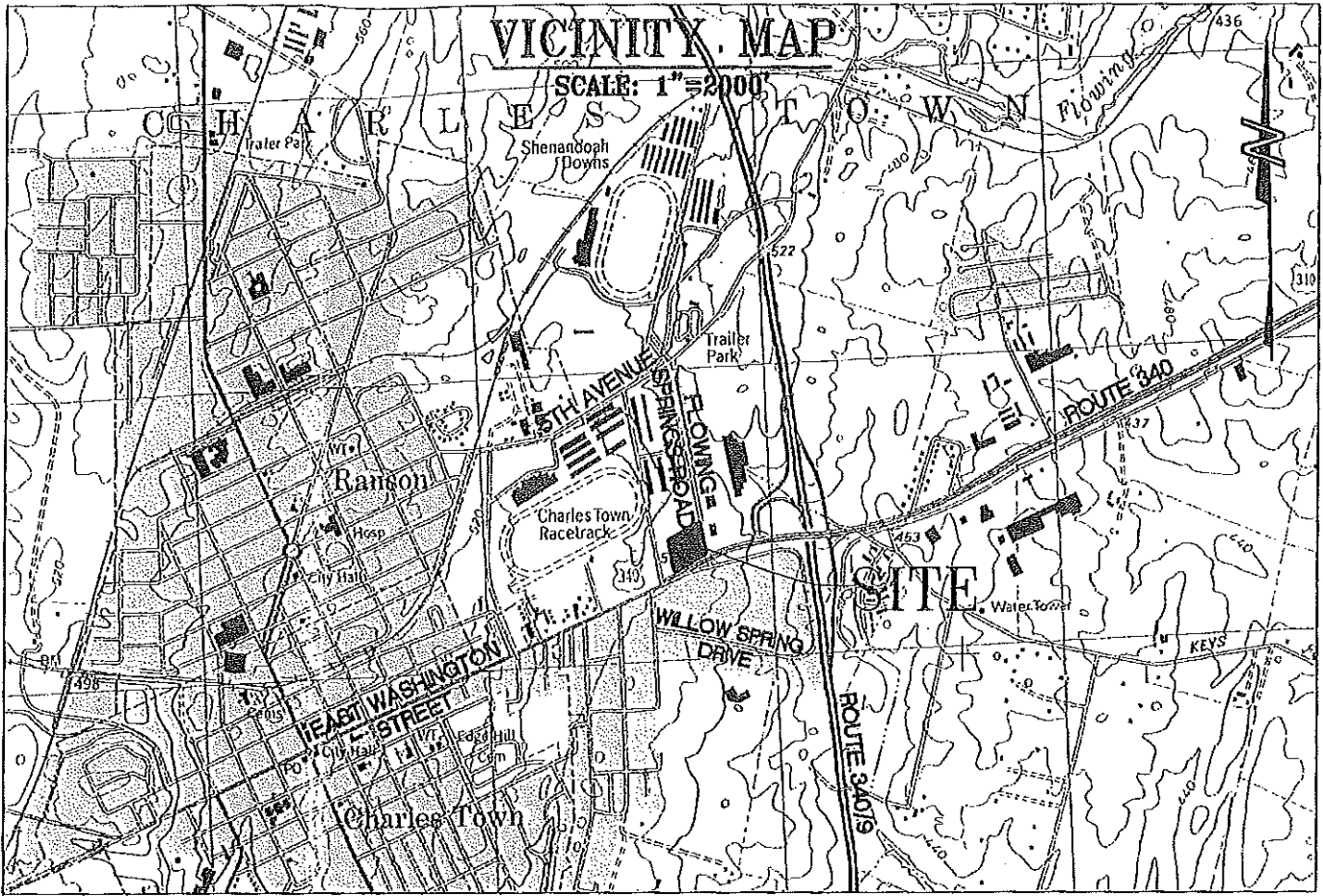
Total Current Bond Amount \$ 26,100.00

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: 08 / 05 / 2014



R

1. 09/18/2012 - JEFFERSON COUNTY COMMENTS

SUF

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested - 1st Choice: 9/4/14

Date Requested - 2nd Choice: _____

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

Subject:

Order Prohibiting Issuance of Building Permits In Chapel View Subdivision

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

The bond was called in and pursuant to the State Code the County Commission has the authority to not issue building permits.

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

Approval of the order prohibiting issuance of building permits in Chapel View subdivision.

Attachments:

the above said Order.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In Re: Orchard Knolls, LLC, Developer of Chapel View Subdivision, Section 2, Lots 42 – 105 (JCPC File No. 03-11)

ORDER

This matter came before the County Commission of Jefferson County on the 4th day of September, 2014:

WHEREAS, Brian C. Burke, Sr, Manager of Orchard Knolls, LLC is the developer of the Chapel View Subdivision, Section 2, Lots 42 through 105, located in Jefferson County, West Virginia; and

WHEREAS, Orchard Knolls, LLC received Jefferson County Planning Commission approval (JCPC File No. 03-11) to develop the Chapel View Subdivision, Section 2, on the condition that it be completed in accordance with the approved "Preliminary Plat" plans and "Final Plat", and all local state and federal laws and regulations; and

WHEREAS, the Jefferson County Planning Commission approved and consented to the recordation, in the Office of the Clerk of the Jefferson County Commission, the Final Plat of the Chapel View Subdivision, Section 2, lots 42 through 105, for the purpose of the developer selling such lots to the buyers thereof on the condition of the developer posting a bond for the cost of installing all the required site improvements as outlined on the Preliminary Plat plans and Jefferson County Planning Commission file no. 03-11; and

WHEREAS, Brian C. Burke, Sr., Manager, Orchard Knolls, LLC posted a construction bond and executed a bonding agreement on November 12, 2004, with the County Commission of Jefferson County agreeing to install all the required site improvements, including but not limited to sediment and erosion control measures, paved streets, drainage culverts, stormwater management facilities, water lines, sanitary sewer lines, underground electric, telephone and cable t.v. service and traffic control signs, etc; and

WHEREAS, Brian C. Burke, Sr., Manager, Orchard Knolls, LLC defaulted on the bonding agreement and failed to install the required site improvements; and

WHEREAS, the County Commission of Jefferson County found the developer to be non-

compliant and ordered the developer to complete the required site improvements

WHEREAS, under the land use planning laws of West Virginia, the West Virginia State Code, §8A-6-3, Enforcement and Guarantees, Section (b) provides:

Failure to meet all conditions attached to the final plat approved for a development project shall constitute cause to deny the issuance of any of the required use, occupancy or improvement location permits, as may be appropriate.

THEREFORE, it is ADJUDGED and ORDERED under authority granted by West Virginia State Code § 8A-6-3, that the issuance of any use, occupancy or Improvement Location Permits shall be denied for the following unsold lots in the Chapel View Subdivision, Section 2: Lots 38, 39, 40, 41, 44, 49, 50, 57, 58, 60, 62, 63, & 64; effectively rendering them unbuildable lots.

This Order shall stand until all issues are resolved to the satisfaction of the County Commission of Jefferson County and this Order is rescinded. This Order shall be recorded in the land records of the Office of the Clerk of the Jefferson County Commission.

Dated this _____ day of September 2014

By _____

Walt Pellish, President

COUNTY COMMISSION OF JEFFERSON COUNTY
124 East Washington Street
Charles Town, WV 25414

Attest
Jennifer Maghan
Clerk of the County Commission

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Debbie Keyser, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 4, 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*): **Final version containing edits of the Jefferson County Emergency Services Fee Ordinance approved on June 5, 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 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 approve the final version of the Jefferson County Emergency Services Fee Ordinance

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 EMERGENCY AMBULANCE SERVICE FEE ORDINANCE

SECTION 1 – LEGISLATIVE AUTHORITY

This Ordinance concerns the imposition and collection of an emergency ambulance service fee and is adopted under the authority of Chapter 7, Article 15, Section 17, of the Code of West Virginia, as amended.

SECTION 2 – PURPOSE

This Ordinance is enacted by the Jefferson County Commission for the purpose of providing career Paramedics and EMTs funds to maintain an adequate emergency ambulance system within the geographic boundaries of Jefferson County, West Virginia. An adequate emergency ambulance system is necessary to promote the health and welfare of the citizens of Jefferson County. Emergency ambulance service is a public purpose and a responsibility of government for which public money may be spent.

SECTION 3 – DEFINITIONS

ACCESSORY STRUCTURE. Any separate structure associated with a residential unit such as a garage, storage shed, workshop or otherwise located on the same parcel shall be included as part of the residential unit and not subject to a separate fee so long as it is not actually used as a separate addressable residential or commercial unit. If a dispute arises with regard to whether or not a structure qualifies as accessory structure not subject to a separate fee, the burden is upon the owner to demonstrate that the structure is not a commercial or residential unit.

AGRICULTURAL BUILDING – Means structures which directly contribute to the operation of a farm and shall include any processing plant, milking parlor, farm equipment storage building, barn, silo, grain storage building, swinery, and temporary quarters furnished to farm employees without rent to assist in performance of employment duties as part of the terms of their employment. Agricultural buildings shall be exempt from any fee assessed under this Ordinance. However, the agricultural exemption does not apply to any ordinary residential unit located on a farm, such units shall be subject to the standard residential unit fee. In addition, any structure which conducts a retail commercial enterprise open to the general public, including but not limited to a distillery, butcher shop, winery, bed and breakfast, or retail nursery, shall be subject to the standard commercial unit fee even if located on a farm. The warehousing, processing, drying, storage, distribution and marketing of agricultural products for the wholesale marketplace when those activities are conducted in conjunction with, but are secondary to, husbandry or production conducted on the farm shall be exempt from the fee. If a dispute arises with regard to whether or not a structure qualifies as an exempt agricultural building, the burden is upon the owner to demonstrate that the structure contributes to the operation of a farm and is not a commercial or residential unit.

COMMERCIAL UNIT – Means commercial business, industrial activity or non-residential activity conducted for a profit (except those defined as an “Agricultural Unit” herein) including, but not limited to, any store, filling station, hotel, motel, industrial facility, warehouse, flea market, amusement park, camp ground, institutional living arrangement with centralized services such as nursing homes, assisted living or similar arrangement, a bed and breakfast, an entertainment venue, a club, bar or restaurants. In the case of commercial activity that occurs outdoors such as a flea market, camp ground or amusement park, such business shall be assessed a fee as a commercial unit unless a permanent structure associated with the use is already subject to a commercial fee at the same location. In the case of a commercial complex with more than one structure, such as a shopping center or business complex, each separate addressable structure shall be deemed a separate commercial unit and assessed a separate fee.

EMERGENCY AMBULANCE SERVICE FEE – Means the fee imposed by the Jefferson County Commission through this Ordinance and collected from the users of emergency ambulance service within Jefferson County.

EMERGENCY AMBULANCE SYSTEM – Any emergency ambulance service provided pursuant to this ordinance.

HOMESTEAD EXEMPTION: shall mean an owner-occupied residential unit used exclusively for residential purposes and occupied by the owner or one of the owners who is a citizen of this state and who is sixty-five years of age or older or is permanently and totally disabled as that term may be defined by the Legislature, and which granted by, and recognized in the records of, the Assessor of Jefferson County as exempt from a portion of the ad valorem property taxation of Jefferson County as prescribed by general law. The burden shall be upon the owner claiming the exemption to present proof of same at the time the fee is paid. If sufficient proof is not provided, the owner shall pay the normal fee.

OWNER – Means the person, firm or corporation listed in the Jefferson County land records and/or records of the Assessor of Jefferson County as the owner of the unit as of July 1st of a given year.

RESIDENTIAL UNIT – Means any habitable structure intended for residential use, whether occupied or unoccupied, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, condominiums and rental units. In the case of a structure which contains multiple independent addressable dwelling units, such as duplexes and apartments, each addressable unit shall be deemed to be a separate residential unit. If a portion of a residential unit is used to conduct any commercial activity which requires a business license from the State of West Virginia but said portion of the unit is not a separate addressable unit, the unit shall be subject to the higher commercial unit fee and not the residential unit fee. If the commercial activity occurs in a separate addressable unit, then each separate unit, commercial and residential, shall be subject to a separate applicable fee.

USER – Means any person, firm or corporation to whom emergency ambulance transport service is made available.

SECTION 4 – RATES

The Emergency Ambulance Service Fee imposed under this Ordinance shall be for emergency ambulance service provided for a Jefferson County Fiscal Year July 1 to June 30.

The Emergency Ambulance Service Fee established by this Ordinance shall be **forty dollars (\$40.00) per residential unit** per Fiscal Year.

The Emergency Ambulance Service Fee for Commercial Units shall be **eighty-five dollars (\$85.00)** per commercial unit per Fiscal Year.

All those residents who have been granted a property tax Homestead Exemption by the Assessor in the prior tax year as reflected on tax bill, and each year thereafter, shall pay a discounted fee equal to fifty percent (50%) of the annual emergency ambulance fee on the fee on their personal residence.

The Fee imposed under this ordinance shall be the responsibility of the record owner of the unit as of July 1st, each year. The Fee assessed and levied under the provisions of the ordinance shall be a personal obligation of the owner of the unit. The Fee shall be due and payable July 1st of each year for taxable units owned as of July 1st for services to be rendered in the fiscal year. On or before, July 1st of each year, a bill shall be mailed to the owner's mailing address on record with the Assessor of Jefferson County. An owner of more than one unit subject to this ordinance, may receive a single consolidated billing statement for the various units.

Any fee due in a given service year which is received October 1 through December 31 shall increase by \$10. Any fee due received after January 1 of the service year shall increase by an additional \$20. If an owner of more than one unit received a consolidated bill, each separate unit subject to this ordinance that is not paid by the dates set forth above shall be subject to a separate fee increase.

Fees delinquent on or after the First day of April the year after they became due and payable shall be reviewed by the County Commission. The County Commission, in its sole discretion, may collect unpaid fees through civil action filed in a court of competent jurisdiction. Such suit need not be brought in the same fiscal year the fee was billed. In any suit for collection of delinquent fees, the Commission is authorized to recover its reasonable costs of collection, including court costs, attorney's fees service costs and statutory interest.

If any person believes he or she was erroneously charged an emergency service fee, the County Commission shall provide, upon the person's request, an exoneration form. The form shall be completed and returned to the County Commission no later than September 30 of the Fiscal Year for which the fee applies. The County Commission staff shall, within a

reasonable time, investigate any request for exoneration. The County Commission shall, at its next regular meeting after completion of the investigation, consider each written request for exoneration and staff's recommendation regarding the exoneration request. If good cause for exoneration is found by the County Commission, the Commission shall exonerate or modify the imposed charges, and shall notify the person in writing of its actions. If the Commission does not exonerate or modify as requested by the applicant, the person requesting exoneration may appeal to the Circuit Court of Jefferson County. The appeal must be filed within 30 days of the Commission decision upon the exoneration.

SECTION 5 - RATE CHANGES

The service of ambulance protection shall be continued, maintained, and improved by the Jefferson County Emergency Services Agency at the charge and expense of the owners of all residential and commercial units within the county. The fee is to help establish, maintain and improve emergency ambulance services but payment of the fee does not entitle anyone to free emergency ambulance service. Users of emergency ambulance services are responsible for any charges and costs imposed by such service providers. The fees shall be imposed, assessed and collected as set forth in this Ordinance. In the event the JCESA determines change in the fee imposed by this ordinance is necessary, it shall, by resolution, request the County Commission consider approving the recommended a change. The JCESA shall submit copies of its current budget, the future budget developed under Section 7 and any other documentation supporting the proposed a change in the fee. The County Commission retains sole discretion in approving, denying or modifying any fee change. Procedures set forth in Article 15, Chapter 7, Section 17 of the Code of West Virginia for the initial levy of such a fee shall be followed by the County Commission in the event an increase is sought.

SECTION 6 - EFFECTIVE DATE

This Ordinance shall become effective June 30, 2014. The fee assessed and levied by this ordinance shall be for services to be rendered from July 1, 2014 to June 30, 2015, and each fiscal year thereafter.

SECTION 7 - USE AND MANAGEMENT OF FEE PROCEEDS

The proceeds from the imposition and collection of the Emergency Ambulance Service Fee shall be deposited in a special fund for the benefit of the JCESA held by the Treasurer of Jefferson County and shall be used only to pay reasonable and necessary expenses actually incurred, including personnel, training, supplies and equipment used in providing emergency ambulance service to people in Jefferson County. The proceeds may be used to pay for, in whole or in part, the establishment, maintenance and operation of the Jefferson County Emergency Services Agency. Proceeds not expended in a given Fiscal Year will be maintained in the special fund and may be used in subsequent Fiscal Years as necessary.

SECTION 8 - BUDGET DEVELOPMENT

The Jefferson County Emergency Services Agency shall hold an annual public hearing for the purpose of receiving written or oral public comments pertaining to the operations of the

JCESA within Jefferson County. This public hearing shall be advertised as a Class II legal advertisement in local newspapers within the County.

The required public hearing shall be held no later than the regular December Board of Directors meeting in order to provide JCESA sufficient time to consider any improvements or changes in services and to account for said changes when submitting the annual budget request to the Jefferson County Commission.

As required by the JCESA Ordinance, JCESA shall prepare a financial statement and budget detailing the upcoming Fiscal Year projections for the special emergency ambulance fund. The Board of Directors shall make recommendations to the County Commission regarding the need to change or maintain the rates charged for the upcoming year.

SECTION 9 – DATA USED FOR ASSESSMENT OF FEES

Upon completion of the annual budget for the Fund, County Commission shall request the State Tax Department to provide it with a list of all residential units, commercial units, and commercial square footage within the meaning of this Ordinance within the county to be utilized as the data base for billing the Emergency Ambulance Service Fee commencing the following July 1. In addition, GIS shall provide a list of addressable units within each category to assist in the identification and classification of commercial and residential units within the county. Each residential and commercial unit shall have an account established in the name of the owner of that unit and a bill in the amount of the fee shall be delivered to that unit by US Postal Service on or after July 1 of the Fiscal Year. The Assessor and the Tax Office will further provide monthly updates to County Commission so that the database can be maintained on a current basis.

SECTION 10 – COLLECTION OF DELINQUENT ACCOUNTS

In mid-January, letters shall be sent to all unpaid accounts as a status reminder including a notice of late fees and charges and a notice that delinquent accounts will be submitted for collection after March 31st. On or about April 1, all delinquent accounts at that point shall be submitted for collection by either internal or external agencies.

SECTION 11 –USE OF FUNDS AND POSITIONS

Funds will be allocated to train, hire and equip Paramedics and EMTs assigned based on response time to maximize limited resources. Furthermore, as effective public safety often requires complementary fire protection and emergency ambulance services, any Paramedics and EMT funded by this fee shall be cross-trained to provide fire protection services.

SECTION 12 – AMENDMENTS AND SEVERABILITY

This Ordinance may, from time to time, be amended by a majority of the members of the County Commission as they deem it necessary and appropriate.

If a court of competent jurisdiction declares any provision of this Ordinance to be void, invalid or ineffective in whole or in part, the effect of such decisions shall be limited to those

provisions which are expressly declared to be void, invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully enforceable and effective.

This Ordinance shall become effective upon June 30, 2014.

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

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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: **September 4, 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 Western Potomac Economic Partnership in the amount of \$25,000 – 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 contract – Community Participation Grant Program for the Western Potomac Economic Partnership in the amount of \$25,000 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

Pass through grant

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on September 4th, 2014 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Western Potomac Economic Partnership to continue regional marketing efforts with funds made available through the Governor's Community Participation Grant program in the amount of \$25,000.

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

14CPGP0005NR

GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM CONTRACT

BETWEEN THE WEST VIRGINIA DEVELOPMENT OFFICE AND THE JEFFERSON COUNTY COMMISSION

Project Number 14CPGP0005NR

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 continue regional marketing efforts for the Western Potomac Economic Partnership.
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 \$25,000. This amount constitutes complete compensation for all services rendered.

The Grantee shall provide local matching funds totaling 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 withhold any payments to the Grantee for the purpose of set-off until such time as the exact amount of damages due the WVDEVO from the Grantee is determined.

Furthermore, the WVDEVO may terminate this Contract at any time by giving written notice to the Grantee of such termination and specifying the effective date of termination. If the Contract is terminated by the WVDEVO as provided herein, the Grantee will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Grantee covered by this Contract, less payments of compensation previously made.

The Grantee may unilaterally rescind this agreement at any time prior to the commencement of the project. After project commencement, this agreement may be rescinded, modified, or amended only by mutual agreement. A project shall be deemed commenced when the Grantee makes any expenditure or incurs any obligation with respect to the project.

This Contract shall be signed by the Executive Director of the West Virginia Development Office and by the President of the Jefferson County Commission upon authorization of the Jefferson County Commission by adoption and passage of a resolution, motion or similar official action.

IN WITNESS WHEREOF, the WVDEVO and the Grantee have executed this Agreement as of the date first above written.

**STATE OF WEST VIRGINIA
WEST VIRGINIA DEVELOPMENT OFFICE**

J. Keith Burdette, Executive Director

JEFFERSON COUNTY COMMISSION

By: _____

~~Dale Manuel, President~~

Walt Pellish

Federal Employee Identification Number

55-6000333

F.E.I.N.

Project Number: 14CPGP0005NR

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debbie Keyser

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: 9-4-14

Date Requested – 2nd Choice:

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

Review and approve attached revised P-Card Procedures to match new Purchase Order Policy

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? \$

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

Approve attached P-Card Procedures to increase County Administrator approval from \$250 to \$5,000, to match new Purchase Order Policy as approved by the Commission August 7, 2014.

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

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Jefferson County, West Virginia

Purchasing Card Procedures

July 22, 2013

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WEST VIRGINIA LOCAL GOVERNMENT
PURCHASING CARDHOLDER AGREEMENT

This agreement outlines the responsibilities I have as a holder of the West Virginia Local Government Purchasing Card. My signature indicates I have read and understand these responsibilities. I agree to adhere to the Purchasing Card Policies and Procedures and any applicable purchasing guidelines, as set forth by the Local Government Entity (Jefferson County, WV) issuing this purchasing card.

1. I understand that the purchasing card is solely for official business of Local Government Entity, intended to facilitate the payment of goods and services, for conducting official business within applicable activity limits and is not for my personal use.
2. I understand that the use of the purchasing card for payments not authorized within the Local Government Policies and Procedures will be considered misuse of the purchasing card and will be grounds for immediate forfeiture of the purchasing card and/or disciplinary action. I understand that I am personally liable for any payments not authorized by the spending unit and permitted within the Local Government Policies and Procedures.
3. I understand that all charges will be billed directly to and paid directly by the Local Government Entity and that United Bank cannot accept payments from me personally.
4. I understand that the purchasing card is issued in my name and I am responsible for maintaining the security of the purchasing card and for all charges made by or authorized by me against it. I understand and agree that I will not give the purchasing card bearing my name to any other person to use either on my behalf or someone else's.
5. I will keep my purchasing card safe at all times with appropriate security from the time I receive the purchasing card until such time as my purchasing card is surrendered to United Bank or my Local Government Program Coordinator. If my purchasing card is lost or stolen, I agree to immediately notify United Bank at 1.800.242.7600 or 1.800.VISA911 and my Local Government Program Coordinator.
6. I agree to follow the West Virginia State Law, purchasing guidelines of my Local Government Entity and established Policies and Procedures.
7. I understand that the purchasing card must be surrendered upon request and/or upon my termination of employment from the Local Government Entity.
8. I understand that I must receive training on purchasing card usage and policies and procedures prior to using the Local Government Purchasing Card.
9. I understand and agree that the Local Government Purchasing Card is not to be used for cash, cash credits or cash advances.
10. I understand that my Program Coordinator will activate my purchasing card on my behalf.
11. I understand that it is necessary to provide United Bank with certain personal information that will be used only to verify my identity and for security reasons.
12. I understand that it is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits.

13. I understand it is my responsibility to save all receipts for transactions posting to my Local Government Purchasing Card and that United Bank does NOT have copies of those receipts.

14. I understand and agree that I will immediately notify my Program Coordinator and/or United Bank of any disputed items appearing on my monthly bill. I further understand that telephoning will not preserve my rights and that I must follow up in writing to United Bank within sixty (60) days of the date of posting or may lose my rights to dispute the item(s).

15. I agree that, should I violate the terms of the Purchasing Cardholder Agreement, I will reimburse my Local Government Entity for all charges improperly authorized by me to the purchasing card and all costs incurred by the Local Government Entity and United Bank related to the collection of such charges.

*Cardholder Signature: _____ Date: _____

Cardholder Name (please print):

Local Entity Name: Jefferson County Commission

**Program Coordinator's Signature: _____ PIN: _____

(Issued by WVSAO)

*Cardholder must sign and forward this form prior to issuance of a purchasing card.

**Program Coordinator will forward a copy of this form to the Regional Representative of the West Virginia State Auditor's Office, Local Government Purchasing Card Program.

1.0 Purpose

To establish a methodology for use and to define the limits of use of Jefferson County Purchasing Card (P-Card) provided to certain personnel in order to make payment of goods and/or services required by Jefferson County, West Virginia.

2.0 Applicability

This procedure is applicable to all personnel, who are issued the purchasing card. All personnel issued a P-Card must read and sign a Cardholder Agreement and attend a training session before a MC P-Card will be issued and/or activated.

3.0 References

All payment/purchases made with the purchasing card must be made in accordance with the current Jefferson County Purchasing Policy and within budget limits.

4.0 Attachments

All forms listed as attachments are provided following the end of the policy narrative.

4.1 Sample – “Request for P-Card”

4.2 Sample – “Authorization for P-Card Use”

4.3 Sample – “P-Card Destruction Notice”

4.4 Sample – “Procurement Log”

4.5 Sample – “Statement of Questioned Item”

4.6 Sample – “Lost or Stolen Card Notification”

4.7 Sample – “Purchasing Card Maintenance Request”

4.8 Sample – “Local Government Program Coordinator Set Up and Maintenance Form”

4.9 Sample – “Card Setup Form”

4.10 Sample – “WV Local Government Purchasing Cardholder Agreement”

4.11 Sample – “Local Government card Maintenance Form”

4.12 Sample – “Disputed Transaction Form”

4.13 Sample – “Cardholder Agreement”

5.0 General

5.1 Abbreviations

P-Card – Purchasing Card Program of Jefferson County

5.2 Definitions

5.2.1 Vendor – A company from which Jefferson County purchases goods and services or materials and/or equipment under the provisions of these procedures.

5.2.2 Cardholder – Jefferson County personnel who has been issued purchasing cards and who are authorized to make payment for goods and services or materials and/or equipment in accordance with these procedures.

5.2.3 Monthly Statement – This is the monthly listing of all transactions of Account by the cardholder, issued by the bank directly to the cardholder.

5.2.4 Single Transaction Limit – The dollar amount limitation of procurement purchasing authority delegated to a cardholder. The County's single transaction limit varies; please see Program Coordinator for your limits.

5.2.5 Monthly Limit – This is a budgetary dollar limit established for Cardholder each 30 days billing cycle.

5.2.6 Transaction – The act of making a purchase with the purchasing card.

5.2.7 Requesting Official – The Jefferson County employee in a departmental or supervisory position who has a staff member with a need to procure goods or services that can only be supplied by a vendor. Under this P-Card Procedure, a requesting official may be a cardholder; however, a requesting official must have the Program Coordinator approve their card request. Requesting Official will approve Cardholders that are in his/her department.

5.2.8 Approver – The Jefferson County elected official or department head that reviews and approves their department's monthly invoices.

5.3 Responsibilities

5.3.1 The Program Coordinator Director – shall be responsible for the implementation and enforcement of this procedure.

Responsible for reviewing all individual Log Sheets submitted to the County and ensuring all PCard guidelines and regulations are followed.

Periodically review all charges and accounts.

Submit/process all PCard holder limits/terminations/issuance/changes. Document accordingly.

Ensure all appropriate employees attend PCard annual training.

Arrange PCard training through the state's PCard office personnel.

Ensure you attend annual PCard training.

Ensure each employee has signed a PCard Enrollment form and the original is in your office.

Report any abnormalities/suspicious activities to the County Administrator.

Liaison for employee questions.

5.3.2 Cardholder – All personnel issued purchasing cards under this procedure shall be responsible for the purchasing card and its use in accordance with the policy and procedures, including annual training.

5.3.3 County Commissioner – As appointed by the Commission, a Commissioner is responsible for reviewing and signing off on each employee's PCard Log Sheet before reimbursement to the PCard bank is made. The purpose is to ensure the PCard Coordinator and staff is following protocols.

Report any abnormalities/suspicious activities to the County Administrator.

5.3.4 Accounts Payable -

Ensure attendance to annual PCard training.

Process PCard payments in a timely and efficient manner.

Compare PCard master bill to individual bills and ensure each charge is accounted for. Notify the PCard Administrator and County Administrator when there is anything of a suspicious nature, when someone uses the card for a personal reason, or when you are asked to withhold payment by an employee or manager.

Ensure PCard Coordinator has had all signatures and reviews as required.

5.3.5 Deputy Administrator – Administratively responsible for the PCard Coordinator.

6.0 Procedure

6.1 Introduction -This program is being established in order to provide a more expedient procedure and payment for low dollar value purchases, and to reduce paperwork and handling costs. By using P-Cards the traditional purchasing/payment cycle is greatly reduced. The Jefferson County personnel that have been issued purchasing cards may now initiate transactions in person, over the internet, or by telephone, within the limits of these procedures. Payments to vendors are made via the West Virginia Local Government Purchasing Card Program administered by The West Virginia State Auditor's Office. Jefferson County will make monthly settlements with the provider bank.

6.2 Receiving a Purchasing Card

6.2.1 Department Heads may propose personnel to be cardholders by completing the request for purchasing card (Attachment A). The request(s) is to be forwarded to the Program Coordinator for final approval.

6.2.2 Upon receipt and review of the request form, the Program Coordinator will complete a card application and forward the approved form to the West Virginia Local Government Purchasing Card Program for processing.

6.2.3 The proposed Cardholder shall be issued a copy of this procedure and shall be required to acknowledge (countersign) an authorization form, Attachment 4.2, indicating that the Cardholder understands the procedure and the responsibilities of a P-Card cardholder. The proposed cardholder shall attend a training session before being issued a P-Card.

6.2.4 The Program Coordinator shall maintain all records of purchasing card requests, limits, cardholder transfers and lost/stolen/ destroyed card information.

6.3 Authorized Purchasing Card Use

6.3.1 The unique purchasing card that the Cardholder receives has his/her name embossed on it and shall ONLY be used by the Cardholder. NO OTHER PERSON IS AUTHORIZED to use that card. The Cardholder may make transactions on behalf of others in their department. However, the Cardholder is responsible for all use of his/her card.

6.3.2 Use of the Purchasing card shall be limited to the following conditions: The total value of a transaction shall not exceed a Cardholder's single purchase limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the single transaction limit. Cardholders are responsible for staying within their budget. If a budget line is exceeded and funds are not available for a budget revision, the cardholder could be personally liable for the purchase. **Any purchase over \$5,000 must be pre-approved by the County Administrator.**

6.3.3 The items or services that may be procured by using the purchasing card are limited. Purchasing Card cannot be used to purchase gift cards. Except where otherwise exempted by statute, rule, or waiver from the State Auditor's Office Local Government P-Card Division, the P-Card may not be used to obtain cash, cash credits, or cash advances.

6.4 Unauthorized Purchasing card use

6.4.1 The purchasing card SHALL NOT BE USED FOR THE FOLLOWING:

- a) Personal purchases or identification
- b) A single purchase that exceeds the Cardholder's single purchase limit; unless a higher limit has been agreed in writing with the Program Coordinator Director.
- c) Cash Advances
- d) Telephone calls/monthly service
- e) Meals/tips or any type of food purchase

6.4.2 Any exceptions to 6.4.1 will be handled on an individual basis with the Program Coordinator Director.

6.4.3 A Cardholder who makes unauthorized purchases or carelessly uses the credit card may be liable to County for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the Bank in connection with the misuse. The Cardholder will also be subject to disciplinary action.

6.5 Making a Purchase

6.5.1 Whenever making a purchasing card purchase the Cardholder will check as many sources of supply as reasonable for the situation to assure best price and delivery.

6.5.2 Cardholders will utilize the following "checklist" when making a purchase:

- a) Solicit a reasonable number of sources. If vendors furnish standing price quotations or catalog prices on a recurring basis check that the price listed is current.

b) Once a vendor is designated and that vendor confirms that the good or service is available, meets the specification and delivery requirements, etc.:

1. Confirm that the vendor agrees to charge the purchasing card.
2. Advise the in-state-vendor that Jefferson County is tax exempt and must not pay sales tax. Out-of state vendors may charge sale taxes:
3. Direct the vendor to include the following information on the shipping label and packing list:

- Cardholder's name
- Complete delivery address
- The words "Purchasing card Purchase"
- The vendor's order number

4. Give the vendor your purchasing card number.

5. It is extremely important that all purchases be sent to the cardholder ordering the merchandise as this will ensure that the documents necessary for the record keeping listed in 6.6 are readily available to the cardholder.

6. If necessary, advise the individual within your area who receives merchandise, of the vendor's name and order number, anticipated delivery date, number of boxes expected, carrier (UPS, FedEx, etc.) and to notify the Cardholder when delivery is made.

6.6 Cardholder Record Keeping

6.6.1 Procurement Log – Whenever a transaction is made, either over the counter or by telephone, documentation shall be made on the Procurement Log (Attachment 4.4) and all sales documents (packing slip, invoice, cash register tape and purchasing card slips, etc.) must be attached to the log as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.

The information headings on the Procurement Log are self-explanatory. However, the following reminders should be noted:

- Vendor – Record the vendor's name.
- Comments – add miscellaneous information pertaining to the purchase under this heading. Comments" may include under/over shipment of quantity, goods were damaged, purpose of purchase, errors to be resolved.
- Receipt date/received by – is important to record

6.6.2 Over the Counter Transactions – When the purchase is made over the counter, the Cardholder shall retain the invoice and "customer copy" of the charge receipt. The Cardholder is responsible to

check that the vendor lists the quantity, fully describes the item(s), excluding sales tax, and does not make arithmetic errors, prior to the Cardholder signing the slip. The transaction's details shall also be added to the cardholder "Procurement Log". (Attachment F).

6.6.3 Telephone Transactions – When making a purchase by telephone (make sure to inform Vendor that Jefferson County is tax exempt), the cardholder shall also document the transaction on the "Purchasing Log". When the goods are received after placing the telephone order, retain all shipping documentation.

6.7. Review and Payment of Monthly Statement

6.7.1 Department Head/Elected Official Approval -The Department Head shall check the Cardholder's monthly statement and purchasing log and confirm the following items as minimum:

- Itemized receipts and shipping documents exist for each purchase.

- The goods were received or the services were performed

- The Cardholder has complied with applicable procedures, including this P-Card procedure.

The Department Head/Elected Official shall assign budget account numbers and sign reconciled statement indicating his review and approval. The Department Head/Elected Officials' signature/approval of a Cardholder's monthly statement indicates that the Cardholder was authorized to make those purchases and those purchases were made in accordance with the applicable procedures.

6.7.2 Lack of Documentation of Transaction – If the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall attach an explanation that includes a description of the item(s) purchase, date of purchase, Vendor's name and reason for the lack of supporting documentation. Three "lack of supporting documentation" shall cause the cardholder's card to be revoked.

6.7.3 P-Card Returns -If an item is not satisfactory, received wrong, damaged and/or defective, duplicate order, etc. the following steps should be followed. The cardholder makes contact with vendor to obtain a "Return Material Authorization" (RMS) number. (Every vendor is different for return policies – make sure your return meets their criteria without incurring a restocking fee). The item(s) to be returned needs to be repacked in original manufacturer's carton. Make out "Return Form" (Attachment 4.7). Fill in all information as completely as possible.

- Enclose one copy in box being returned.
- Keep one copy for your records. (Purchasing Log)

A credit voucher should then be received and reflected on your next monthly statement. When an item has been returned and a credit voucher received, the cardholder shall verify that this credit is reflected on the monthly statement. If the Vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.

Attach "Statement of Questioned item" from 4.5 to monthly statement.

6.7.4 Disputed Charge – If the Cardholder is disputing a charge, he/she shall complete a disputed charge report and include it with the statement package.

See "Statement of Questioned Item" form (Attachment C)

If the Cardholder's monthly statement lists a transaction where the goods have not been received or some other discrepancy, the Cardholder should resolve these items prior to his/her sending an approved monthly statement to the Program Coordinator. Most exceptions can be resolved between the Cardholder and the Vendor. If the dispute cannot be settled at this level, the Cardholder shall advise the Program Coordinator and provide Program Coordinator a copy of all correspondences.

6.7.5 Transactions not appearing on Statement – If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be RETAINED by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the Cardholder or Department Head shall notify the Program Coordinator to resolve and reconcile the statement.

6.8 Monthly Account Summaries

6.8.1 Monthly Account Summaries, listing all transactions, shall be issued by the Bank to the appropriate County staff and Department Heads. These listings will allow Department Heads to track their cardholder's activities.

6.9 Reports

6.9.1 The follow reports are issued by the Bank on a monthly basis:

- Master Statement of Account – listing or all transactions by the Cardholder for the preceding month (30days), sent directly to the Program Coordinator.
- Individual Account Statement – This is the Bank's listing issued to Jefferson County covering Cardholder transactions, sent directly to each Cardholder.

6.10 Accounting Transaction Recording

On a monthly basis, the Bank will provide an electronic file and/or paper copy, listing all activity for the period, to the Program Coordinator. For this purpose, when each procurement card is issued, a single account/center number will be assigned to the card. All transactions for that card will have this account as part of the data file.

Any questioned/disputed items are indicated by the cardholder on the Monthly Statements which are sent to Program Coordinator after the cardholder review them. All questioned/disputed items will be held in a file and the Program Coordinator will periodically check with the cardholder regarding the resolution of such items. If necessary, the questioned item will be referred to the Program Coordinator for resolution.

6.11 Card Security

6.11.1 It is the Cardholder's and/or Department Head's responsibility to safeguard the purchasing card and account number to the same degree that a Cardholder safeguards his/her personal credit information. The Cardholder must not allow anyone to use his/her account number. A violation of this trust will result in that Cardholder having his/her card withdrawn and disciplinary action.

6.11.2 If the card is lost or stolen the Cardholder shall immediately notify the United Bank at the following number: 1-800-242-7600. Representatives are available 24 hours a day. Advise representative that the call is regarding a Visa Procurement Card. The cardholder may also call 1-800-VISA911.

The Program Coordinator is also to be notified immediately. The Cardholder shall also notify his/her Department Head of the lost or stolen card within (1) working day after discovering the card missing. The Cardholder shall prepare and submit to his/her Department Head a written report of the loss within five (5) working days. This report shall include the following information:

- a) The card number
- b) The Cardholder's full name
- c) The date and location of the loss of the card
- d) If stolen, date reported to police
- e) Date and time the Bank was notified
- f) Any authorized purchase(s) made on the day the card was lost
- g) Any other relevant information

A copy of this report shall be forwarded to the Program Coordinator. The Program Coordinator shall also send the "Lost or Stolen Card Notification" form to the Bank (Attachment D).

6.11.3 A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be cut in half and given to the Department Head. The Department Head and Cardholder shall sign the "Card Destruction Notice" form (Attachment E) and forward to the Program Coordinator who will notify the Bank.

6.12 Cardholder Transfer/Separation

6.12.1 Prior to a transfer to another department or separation from Jefferson County, the Cardholder shall surrender the purchasing card and current purchasing card purchasing logs to his/her Department Head. Upon its receipt, the Department Head will review, approve and forward to Accounts Payable, the month end purchasing card statement. The Department Head shall cut the purchasing card in half, complete the "Card Destruction Notice" and forward the form to the Program Coordinator. The Coordinator will notify the LG P-Card Program at 1-877-982-9148 or by e-mail at wvlgpcard@wvsao.gov. Coordinator will complete a Card Maintenance Forms and send to the WV LG P-Card Program.

6.12.2 If this is a transfer, when the Cardholder reports to his/her new department, he/she may request a new card in accordance with Section 6.2 of this procedure.

JEFFERSON COUNTY PURCHASING CARD PROGRAM
REQUEST FOR P-CARD

A P-Card is requested for the following employee:

Name: _____

Title: _____

Department: _____

Telephone Number: _____

Restricted Purchases:

Monthly Credit Limit: requested \$ _____

Single Transaction Limit \$ _____

Number of Transactions per day _____ (20 or less transactions is the standard)

Number of transactions per billing cycle _____

Department Head: _____ Date: _____
(Signature)

JEFFERSON COUNTY PURCHASING CARD PROGRAM

CARD DESTRUCTION NOTICE

The attached P-Card was destroyed for the following reason (please check one):

___ Card had been reported as lost and was subsequently found.

___ Cardholder has left employment with the County.

___ Cardholder has transferred to another department within the County.

___ Other: _____

Cardholder Name (signed): _____

Cardholder Name (printed): _____

Department Head Signature: _____

Date: _____

Attachment - B

JEFFERSON COUNTY PURCHASING CARD PROGRAM

STATEMENT OF DISPUTED ITEM(S)

Cardholder Name: _____ Phone Number: _____

Vendor Name: _____

Transaction Amount: _____ Transaction Date: _____

The above referenced transaction is being disputed for the following reason(s):

____ There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be enclosed).

____ I only transacted one charge and I was previously billed for this sales draft. (Date of previous charge: _____)

____ The above transaction is mine but I am disputing the transaction. (Please state your reasons why in detail.)

____ I do not recognize the above transaction.

____ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be enclosed).

____ My account has been charged for the above transaction, but I have not received this merchandise. The details of my attempt to resolve the disputes with the merchant and the merchant's response are indicated below.

____ My account has been charged for the above transaction, but the merchandise has since been returned.

(Please enclose a copy of your shipping receipt).

Signature: _____ Date: _____

Attach completed form to your monthly LG P-Card statement for review and approval of your department head.

Attachment - C

JEFFERSON COUNTY PURCHASING CARD PROGRAM

LOST/STOLEN CARD NOTIFICATION

Card Was: ___ Lost ___ Stolen ___ Other (Describe) _____

Cardholder Name: _____

Account Number: _____

Date Called Into Bank: _____

Approved By: _____

For Jefferson County

Date: _____

Cardholder/Authorized Signer's Name: _____

LOST OR STOLEN LG P-CARDS MUST BE REPORTED IMMEDIATELY TO UNITED BANK AT 1.800.242.7600 OR VISA AT 1.800.VISA.911.

THE CARDHOLDER MUST COMPLETE THE FORM AND IT MUST BE SUBMITTED WITHIN 24 HOURS OF THE CARD LOSS TO THE PROGRAM COORDINATOR. THE COORDINATOR WILL COMPLETE A CARD MAINTENANCE FORM AND SEND IT TO THE WV LG P-CARD PROGRAM.

JEFFERSON COUNTY PURCHASING CARD PROGRAM

RETURN MERCHANDISE FORM

Return to (Vendor): _____

From (Cardholder): _____

Account Number: _____

Sales Order Number: _____

Date of Transaction: _____

Amount of Transaction: _____

Description of Merchandise: _____

Reason for return:

Wrong item received

Damaged

Duplicate Order

Defective

Did not like product

Other

Detail _____

Cardholder Signature: _____

Date: _____ Phone: _____

Attachment – E

Jefferson County Interoffice Memo

To: Employees with PCards
From: Cindy Schott
Date: July 23, 2013
Subject: PCard Policy and Procedures

Attached is a revised PCard Policy and procedures as a result of our recent state PCard audit. The items in red are the changes effective the last time in 2012. Here are the important changes you need to note with the latest revision:

The Log Sheet has been revised to:

- Requires a Commission to sign off on all Log Sheets when reviewed.
- The explanation area has been enlarged for further expanded documentation for the items/expenses incurred. It will be critical for you to complete the reason for the purchase.
- In the rare event you accidentally make a purchase on your PCard, you are required to complete a Log Sheet and provide the information, noting it was by accident. (Personal purchases may subject you to termination).

Reminders:

- If you are purchasing an item in the state of West Virginia you should note our tax exempt ID number to the vendor (it's located on the front of the PCard) so the County doesn't have to pay state sales tax. This is a savings to the County.
- It is required for the Department Head/Elected Official to ALWAYS sign the Log Sheet for their employees. Supervisor signatures indicate they have ensured all proper documentation is included, and concur it was a valid purchase/expense.
- The receipts MUST be itemized. The receipt must clearly show the item or expense on the receipt, not just the credit slip total. For example, if you purchase 5 items from Staples, you must use the receipt which shows each item purchased, not just the credit slip which shows the total amount paid. This will also be required for food purchases at restaurants.

From this point forward, it is our intent to be much more critical of our PCard processes to ensure compliance with the policy.

If you have questions, please call.

Thanks!

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: D. Keyser/ T. Stanton

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: September 4, 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):

Review/Approval amended Policy – Absence Time with Pay

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

Is this a funding request? Y/N No

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

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

- Motion to accept revised Absence Time with Pay Policy

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

No financial impact. Edits to policy are for clarification.

Jefferson County Policies & Procedures			
Policy Name:	Absence Time with Pay	Approved:	6/2/2011
Policy Number:	208	Author:	Boyde
Associated:			

Policy

The Jefferson County Commission will provide paid absence time for full-time (non-sworn) employees of Jefferson County under certain conditions.

Provisions

Paid absence days shall include Holidays, Vacation, Sick Leave, Bereavement, Court Leave, Annual Military Training, and Authorized Leave (AL).

The benefit year for the purpose of calculating accrued leave shall be based in regular hours paid, limited to 70/80 hours in a pay period. Regular hours paid shall not include overtime or on-call hours.

The benefit year for Maintenance (~~including Animal Control~~), Animal Control, Assessor's Office, Emergency Communications staff, Homeland Security, Sworn Deputies, and Department Heads shall be 2080 hours. The balance of the County employees will have a benefit year of 1820 hours.

Sheriff Deputy's vacation accrual is given in accordance with West Virginia Code 7-14-17a and sick day accrual is given in accordance with West Virginia Code 7-14-17b, both which are different from this policy.

Use of paid time benefit: It is not permitted to substitute a different paid benefit time in place of another to avoid "unpaid" status. Accrued leave can only be applied to the category from which it is earned. Therefore, accrued sick leave cannot be applied as vacation leave or vice versa. Exception: In the event an employee has scheduled a vacation day and the Courthouse/County Government is closed due to natural disaster or adverse weather, the employee may reschedule their vacation day.

Procedures

Holiday Pay

- The Jefferson County Commission will adopt the observed Holiday schedule as prescribed by WV Code.
- Full-time employees will be compensated ~~a maximum of eight (8) hours~~ **one day off** of Holiday pay for all designated holidays.
- Non-exempt employees who work on a holiday shall receive a rate of time and-one-half (1.5) for each hour worked on the designated holiday, plus ~~holiday pay~~. **one day of accrued leave to be used in the future that is paid at their straight time rate. For example if a 911 dispatcher has a 12 hour shift and works a holiday they will be paid for 12 hours at time and-one-half and they will receive 12 hours of accrued leave to be used in the future which will be paid at their regular straight time rate.**

- Exempt employees who are required to work on a holiday shall receive their regular rate of pay for each hour worked on the designated holiday, plus holiday pay. **they will receive one day of accrued leave to be used in the future that is paid at their straight time rate.**
- Designated holidays shall be recognized from the period 10:00 p.m. to 10:00
- Holidays occurring during approved vacation or sick leave will be considered as holiday pay and will not be charged against any accrued leave (sick or vacation).
- To qualify for holiday pay, the employee must work the last scheduled workday before the holiday and the first scheduled workday following the holiday or have had vacation leave pre-approved.

The following County personnel shall observe calendar holidays which differ from the official Holiday Schedule:

- Emergency Communications
- Sworn Law Enforcement Officers

Vacation Accrual

Vacation Leave is a reward for service and offers the employee a break from the daily routine. Vacation time is earned according to the following schedule:

Emplmt Anniversary	Length of Continuous Service	Mo. Rate of Accrual	Accrued Days	Lifetime Maximum Days
0-21	after 1 mo. -23	.83 day	10	14
2-5-4	24 th mo. – 59 th	1 day	12	17
5-10-9	60 th mo. – 119 th	1.25 days	15	20
10-15-14	120 th mo. – 179 th	1.5 days	18	23
15-20-19	180 th mo. – 240 th	1.75 days	21	26
20 Plus	240 th mo. – beyond	2 days	24	28

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- Vacation is earned based on completed service as of the first day of the month.
- **Vacation days accrued over the maximum accrual number are lost. At no point during the year can the number of vacation days exceed the maximum accrual amount; also at fiscal year-end the maximum number of vacation days that can be carried over cannot exceed the maximum accrual amount.** Absences in excess of the accrual are taken without pay. Time worked in excess of 70/80 hours does not add to the vacation accumulation.
- Vacation leave should be scheduled in advance at the convenience of the Elected Official/Department Head. Consideration should be given to any specific request of an employee.
- Requests for same vacation time within one department will be decided by service time.
- Newly hired employees will be credited with and eligible to use three (3) days of vacation upon completion of their probationary period, based upon the approved rate of accrual. Absence time during the probationary period is taken without pay.
- Vacation pay is based on the employee's regular hourly rate of pay for the number of hours of vacation leave used. Holidays are not charged against scheduled accrued vacation or to sick leave when supported by acceptable medical verification.

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- Accrued but unused vacation days are reimbursed upon termination of employment (voluntary or otherwise) not to exceed the maximum accrual based on years of service.

SICK LEAVE

Accrual of Sick Leave

- Sick leave is defined as time off with pay because of personal or family illness or injury.
- Sick leave is accrued at a rate equivalent to one (1) day per month. Time worked in excess of 70/80 hours does not add to the accumulation.
- Accrued sick leave may be taken during the probationary period.

Sick leave accrues while an employee is absent from work due to illness, injury, or caring for a sick family member and is receiving a paycheck.

Intermittent Sick Leave

Intermittent sick leave is defined as short term absence from work due to a minor medical condition, e.g., cold, flu, etc. Intermittent sick leave is recognized for family members to include; spouse, child, parent, grandparent, or any other member of the household. At the Elected Official/Department Head's discretion, a physician's statement (verification) may be requested at any time when three consecutive sick leave days are used; five consecutive or more days of sick leave require a physician's statement. ~~is used.~~

To qualify for approved sick leave, the employee shall notify his/her immediate supervisor by the start of their scheduled shift of work, or in accordance with established office procedures.

Extended Sick Leave

Extended sick leave is defined as a prolonged absence from work due to a serious medical situation, e.g., surgery, recovery from serious illness, childbirth, etc.

An employee shall be eligible for extended sick leave if he/she has sufficient accrued sick leave, or extended by vacation leave at the employee's option, to cover the duration of the absence. A physician's statement describing the medical condition and stipulating the needed time off work is required.

The Elected Official/Department Head shall maintain a record in the employee's personnel file. Notice shall be given to the payroll administrator of the anticipated duration of the leave in order to ensure continuity of benefits and related issues.

The Elected Official/Department Head shall be responsible for assuring that the employee has sufficient accrued sick leave and vacation leave at the employee's option, to cover the period of absence specified by the attending physician. If there is not sufficient accrued leave available, the employee will be placed on leave without pay. The employee shall be responsible for payment of all optional medical, life, vision, dental and family coverage(s). The payment will be calculated by the benefits administrator or payroll clerk. Those funds must be remitted to the Jefferson County Sheriff's Tax office by the first day. If the employee's physician orders additional time off work beyond the original approved leave of absence, the Elected Official/Department Head shall immediately notify the payroll administrator to insure the continuation of medical benefits.

Bereavement

An employee may be granted up to three (3) days of paid leave for the death in the immediate family. Immediate family shall refer to the employee's spouse/significant other, children, grandchildren, stepchildren, father, step-father, mother, step-mother, legal guardian, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law. Leave may commence upon notice of the death.

An employee may be granted up to two (2) days paid leave upon the death of an employee's grandparent, spouse's grandparents, aunt, uncle, cousin, niece, nephew, brother-in-law, or sister-in-law. Leave may commence at the discretion of the Elected Official/Department Head.

One day funeral leave with pay may be granted at the discretion of the Elected Official/Department Head.

Employees who must attend a family member's funeral which does not fall within the immediate family category and must travel in excess of two hundred (200) miles may be granted paid leave at the discretion of the Elected Official/Department Head.

Military Leave

Military Leave will be granted to full-time employees who are called to serve for a domestic emergency or to attend summer camp which requires time off, and will receive full pay differential for a period not to exceed thirty (30) calendar days (not to exceed 210 or 240 hours). Each military leave of absence will be granted up to the limit set by law and the employee will be eligible for employment in accordance with the applicable Federal laws.

Benefits shall not be applicable when individuals are ordered or called to active duty by the President. (West Virginia code 15-1F-1).

The military leave will be granted for the duration of the required active service. The employee's position will be held in the same manner.

Jury Duty

Employees who receive notice that they have been selected for jury duty are required to notify their supervisor no later than their next scheduled work day. Time off from work due to jury duty shall be with pay, based on the employee's regular rate of pay for the number of hours off work. Employees are expected to return to work once they have been excused from jury duty during regular working hours.

The employee is required to remit any payment received for services rendered as a jurist. The employee may retain mileage reimbursement and any payment for services rendered while serving as a jurist during non-work hours

Administrative Leave

In the event the Courthouse/County Government is closed due to natural disaster, adverse weather conditions, etc. an employee will be excused from attending work without loss of compensation.

Essential staff will be advised when/how to report for duty, if necessary.

Liberal Leave

In the event adverse weather conditions exist and an employee feels that it is unsafe to travel to work, liberal leave will be in effect. Liberal leave allows an employee to take a day's vacation or a day off without pay if unable to get to work. The employee is responsible for contacting their supervisor to advise if they choose Liberal Leave or request other accommodations. Essential staff will be advised when/how to report for duty.

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RECORD KEEPING

Elected Officials/Department Heads or their designee will be responsible for record keeping pertinent to these guidelines. This record keeping does not preclude any records required by the Clerk of the County Commission or the payroll clerk.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debbie Keyser

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: Sept. 4, 2014

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

Date Requested – 2nd Choice:

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

Discussion between the Jefferson County Commission and the Space Needs Committee to discuss options and proposal.
Possible Executive Session due to pending negotiations.

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

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

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: 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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: T. Stanton

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: September 4, 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*):

- ⌵ Overview of year end revenue vs. expenditures
- ⌵ GASB 45
- ⌵ Budget Transfers

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

Is this a funding request? Y/N No

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

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

- Motion to approve internal budget revision number 2 of the General Fund
- Motion to approve State budget revision number 4 or the General 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

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Director of Finance Summary
September 4, 2014

As of August 27, 2014 the cash balance in the General Fund is \$1,615,399 and Capital Outlay is unchanged at \$4,648,084. The cash balance in the General Fund is consistent with cash flow projections and will increase within the next two weeks when the August tax revenue will post to the County's books. The County did not experience any cash flow issues since June 30th and is not expected to see any cash flow issues during the remaining portion of the fiscal year.

Year to date financial reports as of June 30th with transactions posted as of August 27th reflects revenue exceeding expenditures by \$2,546. This figure is in the range of where the County desired to be as of June 30th which shows that reoccurring revenue was consistent with reoccurring expenditures. The County has some receivables to record yet prior to finalizing the records as of June 30, 2014. These receivables will be positive adjustments to the financial statements.

GASB 45

The County has been receiving qualified audit opinions as a result of being in non-compliance with GASB 45. If a County does not do an OPEB study and record the appropriate liability then the County will under accounting standards receive a qualified audit opinion as it is not possible to know what the unrecorded liability and corresponding expenditure is. Once the County records the post retirement health care liability the County will be in compliance which will result in an unqualified audit opinion, which is the audit opinion that the County should have. To do so the County needs to retain an actuarial who specializes in post retirement health care and who also has experience with health plans of the WV Public Employee Insurance Agency (PEIA). There are limited individuals who have the above qualifications. The County has selected a firm that has the qualifications to do the study with the cost of the study estimated to be \$2,500. Once the study is completed the County will then be able to record the appropriate accounting transaction to be in compliance with GASB 45. The County will proceed forward with the above unless there are any questions or concerns presented by the Commission on September 4th.

Compensated Absences

The County is required to record as a financial transaction the value of compensated absences on the financial statements. Compensated absences are defined as unused accrued vacation and comp time. There will be a discussion seeking approval to edit the policy, for clarification purposes, and a discussion how increased balances result in negative implications to the County's financial statements.

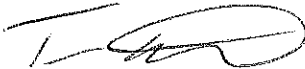
Budget Transfers

The following FY15 budget transfers are requested to be approved:

Internal Budget Revision #2 of General Fund – move \$1,700 between two expenditure lines of the Elections Department.

State Budget Revision #4 of General Fund --to correctly budget for deferred revenue that was received in FY14 that was expended in FY15.

Respectfully Submitted

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

Tim A. Stanton

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2015
 Internal Budget Revision
 IRB # 2

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001-413-02-218-000-GG-000	Election Postage	0	1,700	0	1,700
001-413-03-341-000-GG-000	Election Supplies	86,967	0	1,700	85,267
Transfer funds from supplies to postage					
Totals		86,967	1,700	1,700	86,967

Requested by: Nikki Painter

Approved by: (department head/elected): _____

Date: _____

Reviewed by: _____

Date: _____

T Stanton/Finance Director

Date Submitted to County Commission: _____

Date Approved: _____

Authorizing Signature: _____

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

Budget Line No.	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
				0
001-413-02-218-000-GG-000	0	\$ 1,700.00		1,700
001-413-03-341-000-GG-000	86,967		1,700	85,267
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Totals	86,967	1,700	1,700	86,967

Name of requesting department: Elections/ A. Painter

Date Requested: 8/27/14

Approving signature: *Alice Painter*

Date Submitted to County Commission: _____

Date Approved: _____

Authorizing Signature: _____

Any request for a Budget Revision that is not an internal adjustment of current department budget funding must be submitted to the WV State Auditor's Office for approval before

Date Submitted to State Auditor's Office _____

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

2015

FY

1

FUND

4

REV. NO.

1 of 1

PG. OF NO.

COUNTY

Government Type

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

25414

CITY

ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
382	Refunds/Reimbursements (External Sources)	299,000	2,900		301,900
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

2,900

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
440	Engineering	746,095	2,900		748,995
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

2,900

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 4th day of September 2014, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #4 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____, and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Pellish declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Walter Pellish, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Walter Pellish, President
Jefferson County Commission

Budget Revision Summary

Budget Revision #4 of FY15

Deferred Revenue was rec'd in FY14 to reimburse cost that was paid in August 2014 (Professional Appraisal Corp invoice)

The following accounts are to be increased:

001-382-MM-000	Misc Reimbursements	\$2,900
001-440-02-230-000-GG-000	Engineering Contracted Services	\$2,900

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, **September 18, 2014**, or as soon thereafter as the Commission may decide:

Jefferson County Farmland Protection Board - two 4-year terms ending September 7, 2018

Positions available

- one representative for farm and soil conservation
- one non-farmer/public representative

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. 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:

August 27

September 3, 10

THANKS - JEFFERSON COUNTY COMMISSION

~~ 2014 ~~

Walk Against Domestic Violence

~ 5k Health & Wellness Walk ~

Sponsored By: Voices Against Domestic Violence

Saturday, October 4, 2014

8AM - 2PM

Charles Town Police Dept.

114 W. Liberty St.

Charles Town, W.V

8AM Vendors Available
9AM Guest Speakers
Onsite Registration
9:15 AM Walk Warm-up
9:30AM Walk Begins

10:30-2:00

Zumba ♦ Music ♦ Games
Food ♦ Fun



~ REGISTER TODAY ~

(DEADLINE: SEPTEMBER 21, 2014)

→→ Seeking ←←

Walking Teams

Vendors ♦ Sponsors

Volunteers

*First 100 to Register ONLINE
will receive*

Free T-shirt - Snack Pack - Prize Drawing Entry

For More Information & To Register

Visit: VoicesAgainstDomesticViolence.org

Call Pat: (304) 839-9649

Received

AUG 26 2014

IN THE TWENTY-THIRD JUDICIAL CIRCUIT OF WEST VIRGINIA
COMPRISED OF THE COUNTIES OF JEFFERSON, BERKELEY AND MORGAN

Inferior County Commission

2014 AUG 19 AM 10:48

Administrative Order No. 14-ADM-54

RECEIVED
KIMBERLY J. HANBACK, CLERK

In Re: Authorizing Magistrates to refer defendants to the Day Report Center, and further authorizing of Magistrates to assess the costs against the Defendant pursuant to their County's agreement with the Day Report Center.

ADMINISTRATIVE ORDER

Pursuant to Chapter 62, Article 7(a), Section 1(a), of the West Virginia code, as amended, it is hereby ORDERED that the Magistrates of the Twenty-third Judicial Circuit shall have authority to impose a period of participation in the Day Report Center. It is further ORDERED that the Magistrates shall have the authority to assess the costs against the defendant of participation consistent with their particular county's agreement with the Day Report Center.

The Circuit Clerk of Morgan County shall forward an attested copy of this Order to Steven D. Canterbury, Administrative Director of the Supreme Court of Appeals of West Virginia; the County Council of Berkeley County; the County Commission of Jefferson and Morgan Counties; the Honorable Christopher C. Wilkes, Chief Judge; the Honorable David H. Sanders, Judge; the Honorable Gray Silver III, Judge; the Honorable John C. Yoder, Judge; the Honorable Michael D. Lorensen; Chief Magistrate Harry L. Snow; Magistrate JoAnn B. Overington; Magistrate Betty Carpenter-Hersh; Magistrate Charles C. Cole, Sr.; Magistrate Robert L. Lowe, II; Chief Magistrate Gail C. Boober; Magistrate Mary P. Rissler; Magistrate William E. Senseney, Chief Magistrate Greg L. Miller; and Magistrate Kermit M. Ambrose

Entered this 18 day of August 2014.

A TRUE COPY, ATTEST:
Kimberly J. Hanback
Clerk of the Circuit Court
of Morgan County, West Virginia

[Signature]
CHRISTOPHER C. WILKES, CHIEF JUDGE
TWENTY-THIRD JUDICIAL CIRCUIT

cc:
S. Canterbury
Bc. County Council
MoCo County Commission
Jefferson County Commission
C. Wilkes
D. Sanders
G. Silver
Yoder
M. Lorensen
Mag Snow
Mag Overington
Mag Carpenter-Hersh
Mag Lowe II
Mag Boober
Mag Rissler
Mag Senseney
Mag Miller
Mag Ambrose

Jefferson Utilities, Inc.

August 27, 2014

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

Received

AUG 29 2014

Jefferson County Commission

Dear Commissioners:

Thank you for the opportunity to comment on the proposed Jefferson County Comprehensive Plan. Although I have participated throughout the entire process, I was unaware that the written public comment period at the Planning Commission was only an additional seven days after the Public Hearing. Therefore, since the County Commission will be having an additional Public Hearing, I will address my concerns directly to this body.

As you are aware, Jefferson Utilities, Inc. (JUI) has provided and maintained utility services throughout Jefferson County for many years. We presently serve over 2,500 water customers. As a growing public utility, I have several concerns and comments with regard to the proposed Comprehensive Plan. These comments deal directly with the narrative on water and sewer services and the proposed recommendations for the Infrastructure Section. Generally, I believe that there are way too many recommendations in the entire plan that are either overly ambitious or are just out of place in a long term land use plan for a County. These proposed recommendations need to be trimmed of the ones that don't belong in a Comprehensive Plan. Once you weed out those recommendations, the County Commission can then decide on a manageable amount of policy recommendations to be included in the new plan.

Regarding water and sewer services in Jefferson County, the proposed plan makes many references to keeping the extension of these services within the urban growth areas. One of these comments is found on page 26 and states:

'It is hoped that new development will take place in areas where existing infrastructure exists and the need to extend services into outlying areas will be reduced or eliminated.'

These types of comments are throughout the plan. I don't believe that it is in the best interest of Jefferson County to suggest limiting the extension of public water and sewer throughout the County. There are many reasons that centralized water and sewer services should be provided in outlying regions of the County. These services are essential throughout the County and their extension should only be limited by financial practicality. Further, it is much more efficient and reliable to have wherever possible and interconnect utility with the least production and treatment facilities. JUI has for many years worked toward interconnecting smaller systems to achieve dependability and economy of operation.

Page 2

8/27/14

County Commission of Jefferson County

Furthermore, the plan makes the following definitive statement on page 90 that recommends prohibiting the extension of water and sewer services into the rural district:

'In order for Jefferson County to retain its rural character and agricultural base, the expansion of water and sewer service into rural areas not designated as growth areas should not occur.'

Broad sweeping comments like this have no place in the Comprehensive Plan. These types of comments will limit the County Commission, Utility Companies and the Public Service District's ability to expand services in Jefferson County. Plus, these types of comments are contrary to State laws that govern extensions and expansions of utilities in West Virginia. The West Virginia Health Department and Public Service Commission regulate these extensions and expansions. In fact, PSC rules require public utilities to extend the service upon request from potential customers. The plan should not try to usurp State authority and jurisdiction.

With regard to specific recommendations found on pages 97-99, all of the recommendations that deal with limiting extensions and expansions of central/public water or sewer are not consistent with, or permitted by, WV Public Service regulations. These recommendations also appear in conflict of the possibility of extending services to troubled areas like Middleway. It really isn't practical to extend services to these areas without the ability to serve the areas in between the Urban Growth Boundaries and these distressed areas.

Also, regarding specific recommendation 3.a. on page 97, I take issue with the suggestion that Jefferson Utilities, Inc. builds utility facilities that may be substandard to PSD standards. JUI has standards for construction of its lines and enforces those standards on development extensions both in design and in construction inspection. JUI cannot accept a Comprehensive Plan that suggests that the JCPSD or any other entity will create standards for the construction of JUI' facilities. JUI takes pride in the facilities that it builds and believes that they are constructed and maintained at a very high standard.

Page 3

8/27/14

County Commission of Jefferson County

In conclusion, JUI would like the County Commission to carefully review the narrative and the recommendations of the proposed Comprehensive Plan, particularly as it relates to the water and sewer infrastructure. The Commission needs to go through the recommendations and eliminate the ones that: don't belong in the plan; contradicts other recommendations in the plan; aren't feasible or practical; are illegal; or, are not consistent with present County Commissioners' policies or philosophies.

Thank you for your consideration of these comments.

Sincerely,



Lee Snyder, President
Jefferson Utilities, Inc.

cc: Steve Stolipher, President, Jefferson County Planning Commission
Jefferson County Planning Commission
Jennie Brockman, Director of Planning and Zoning
Sue Lawton, General Manager JCPSD

To: County Commissioners

This is a surprise for this bill of \$40.
Supposed to be voluntary money but
they push me to pay.

Suprised that if not paid by Sept 30
they charge \$50 and by 12/31 they
charge \$70. For me it is like
stealing money from the community.
Because I pay \$2800 a year for my
home plus \$1600 taxes from work.
They should take this \$30 from
there.

I'm very upset.

Jose Henriquez
(571) 215-3210

Jessica Carroll

From: Brad Grubb [kbexagrubb@gmail.com]
Sent: Friday, August 29, 2014 6:13 PM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Ambulance Fee

Your submission:

Your Name: Brad Grubb

Your Email Address: kbexagrubb@gmail.com

Subject: Ambulance Fee

Message: I do not approve a flat fee tax for ambulance services. I already pay county taxes. Why pay another tax? Why is the increase necessary? What is if flat fee instead of based on use. Previous places I've lived in charge \$100 for using the ambulance and that enable it to be covered in part by insurance. With a tax we have no recourse or assistance to cover a charge that we may never incur. This is not acceptable.

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

Week Ending Date

August 23, 2014

To be Deposited on:

August 29, 2014

Amount Played	60,548,195.98
Amount Won	54,258,725.68
Amount Promo	238,527.00
MWAP Contribution	<u>4,222.91</u>
Adjusted Gross Terminal Revenue	<u>6,046,720.39</u>
Administrative Costs @ 4%	241,868.82
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,804,851.57</u>
Surcharge @ 10%	0.00
State Share Excess @ 58% & 10% of 42%	0.00
Track Share of Capital Reinvestment @ 90% of 42%	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>0.00</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>0.00</i>
Adjusted Net Terminal Revenue	<u>5,804,851.57</u>
Racetrack @ 46.50% / 42%	2,699,255.98
Lottery Fund @ 30% / 0%	1,741,455.45
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	745,923.43
Race Track Purses @ 90% of 7% / 4%	365,705.65
Employee Pension Fund @ 1% / .5%	58,048.52
Greyhound Development @ 90% of .75%	39,182.75
Thoroughbred Development @ 90% of .75%	39,182.75
County/Municipality @ 2%	<u>116,097.04</u>
	<u>5,804,851.57</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2015

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%
5 days ending: 07/05/14	\$ 106,819.12	\$ 106,819.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/12/14	\$ 111,792.16	\$ 111,792.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/19/14	\$ 116,320.32	\$ 116,320.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/26/14	\$ 112,502.48	\$ 112,502.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/02/14	\$ 117,145.12	\$ 117,145.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/09/14	\$ 114,374.60	\$ 114,374.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/16/14	\$ 114,105.32	\$ 114,105.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/23/14	\$ 116,097.04	\$ 116,097.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 909,156.16	\$ 909,156.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48
 Remainder until 1% / 1% Split \$ 2,907.32

VIDEO LOTTERY REPORT

FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/5/2014	106,819.12
7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16
7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32
7/24/2010	160,368.28	7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48
7/31/2010	157,802.08	7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12
8/7/2010	136,494.98	8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60
8/14/2010	78,376.68	8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32
8/21/2010	76,199.02	8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04
8/28/2010	72,460.03	8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18		
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74		
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22		
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94		
9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50		
10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74		
10/9/2010	69,311.50	10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92		
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20		
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06		
10/30/2010	65,615.04	10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54		
11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76		
11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96		
11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62		
11/27/2010	71,170.90	11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66		
12/4/2010	53,215.08	12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24		
12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02		
12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02		
12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14		
1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88		
1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94		
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64		
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80		
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60		
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52		
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08		
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98		
2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78		
3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94		
3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66		
3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62		
3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60		
4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90		
4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18		
4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22		
4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18		

4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72
5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76
5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34
5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60
5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98
6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18
6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50
6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14
6/25/2011	65,470.44	6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32
6/30/2011	34,351.16	6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70

TOTALS	4,016,541.01	4,124,906.80	3,580,645.18	3,261,565.02	909,156.16
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Table Game Revenue

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

<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07

Total 2014-2015 **78,639.07**

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25		
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	June, 2014	217,052.10		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	235,917.21