

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, OCTOBER 16, 2014
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- October 1, 2014 Public Hearing
- October 2, 2014 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- October 9, 2014
- October 16, 2014

PAYROLL APPROVAL

- October 9, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Jennifer Myers, Director of Jefferson County Parks and Recreation
- Request to release funding from the Parks and Recreation Land Improvement Fund for the development of James Hite Park - Discussion/Action
2. 10:15 a.m. Franklin Greenwalt, Citizen
- Request for waiver of \$150 fee for Board of Zoning Appeals review of variance - Discussion/Action
3. 10:45 a.m. **BREAK**
4. 11:00 a.m. Lynn Fields, Deputy Probate Clerk
- Quarterly Review - Approval/Closure of Estates - Discussion/Action

NEW BUSINESS

5. Request from the Maryland Geocaching Society to use the County Commission meeting room on Saturday, November 22, 2014 from 8:00 a.m. - 10:00 a.m. - Discussion/Action
6. Possible appointment of two additional members to the Jefferson County Building Commission - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Approval/signature of FY14 Audit Engagement Letter - Discussion/Action
- Budget Revision - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Update on Ambulance Fee Collections
- Community Communications Discussion
- Website Update
- FOIA Policy - Informational purposes - to be discussed/considered at a later meeting

COUNTY COMMISSION REPORTS

. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Department of Homeland Security and Emergency Management Quarterly Written Report

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of Work Session.

Jefferson County Commission Notice of Public Hearing.

Notice of Jefferson County Animal Control Open House.

Letter from Pete Dougherty, Sheriff, regarding the funding disbursements for the Jefferson Day Report Center.

Impact Fee Status Report for September 2014.

Memorandum from the Jefferson County Engineering Department, Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Engineering Department, Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Engineering Department, Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Engineering Department, Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.

Letter from the WV Public Service Commission regarding the Disbursement of Wireless E-911 Subscriber Fees.

Letter from the WV Office of the State Treasurer regarding the Distribution of Coalbed Methane Severance Tax.

Letter from the State Auditor's Office regarding the Report on Applying Agreed-Upon Procedures of the Jefferson County Magistrate Court for the period ending December 31, 2013.

Letter from the State Auditor's Office regarding U.S. Generally Accepted Auditing Standards.

Letter from Michael V. Sholl, resident, regarding the Ambulance Service Fee.

E-mail from Misty Hassan, resident, regarding the Ambulance Service Fee.

Letter from John and Sally Barile, residents, regarding the Zoning Text Amendment related to Mass Gatherings/Events.

E-mail from Richard Costello, resident, regarding mass events and the All Good Festival.

E-mail from Shelly Cox, resident, regarding the All Good Festival.

E-mail from James Brawner, resident, regarding a supposed illegal perc test.

Notice of Hollywood Casino Holiday Party tables available for purchase.

WV Lottery Weekly Settlement for Charles Town - week ending September 20, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending September 27, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending October 4, 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.

This page intentionally left blank.

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on October 1, 2014 at 7:00 p.m. (An audio file of the October 1, 2014 meeting is available through the Jefferson County Commission Office.)

PRESENT: Walt Pellish, President
 Dale Manuel, Commissioner
 Patsy Noland, Commissioner
 Lyn Widmyer, Commissioner
 Sandy McDonald, Deputy County Administrator
 Jennie Brockman, Director of Planning and Zoning
 Jessica Carroll, Administrative Assistant

RE: **Public Hearing on the Zoning Ordinance Text Amendment regarding Mass Gatherings/Events (ZTA14-02)**

President Pellish called the meeting to order at 7:03 p.m. and Commissioner Widmyer led the Pledge of Allegiance. Jennie Brockman, Director of Planning and Zoning, provided the Commission and the audience with a brief summary of the history of the Zoning Ordinance Text Amendment regarding Mass Gatherings/Events. President Pellish then opened the floor for public comment, which was made by the following:

Christy Huddle, resident and Board of Zoning Appeals member – stated she’s happy to see the Commission addressing this issue as she feels it’s necessary for the County. She also stated that, as a BZA member, it’s important for the Board to have as much information as possible concerning any proposed events in order to make the most educated decision on BZA applications. Ms. Huddle also stated she believes the current ordinance needs to have more guidelines for traffic control.

Tom Trumble, resident and Chair of the Board of Health – stated he believes mass events should have a capacity limit, as population estimates determine considerations made for health hazards. Also, the Health Department only has a limited number of staff which will make it difficult to service both a mass event and the taxpayers of the County. Mr. Trumble also stated location is an important consideration in the ordinance, as mass events taking place in areas with some semi-permanent facilities such as bathrooms and open shelters are more manageable than those potentially taking place in an undesignated area.

Chris Stroeck, attorney with Arnold & Bailey and counsel for the All Good applicants – stated he’s been the vice president of the Shepherdstown Street Fest Committee for the past four years, so he’s familiar with the amount of work needed to coordinate mass events; however, he believes the ordinance needs to remain flexible to suit the different needs and parameters of each potential event.

Bob Aitcheson, resident – stated he believed the ordinance isn’t worth considering as it does not provide enough protection to the County and its residents and questioned why it has taken the Commission so long to act on this item.

John Barile, resident – stated he believed the ordinance should include a maximum limit for the size/number of attendees for an event and questioned who would be responsible for assessing the impact of the event on the surrounding community with regards to fire and emergency medical services, traffic, and litter. Mr. Barile also stated the capacity of the event location should be assessed prior to ticket sales for the event.

Douglas Stolipher, resident – stated he believes its impossible to predict the number of attendees for a large mass event and questioned whether the casino or the Mountain Heritage Arts and Crafts Festival were required to have a cap on their number of attendees. Mr. Stolipher also stated he should be allowed to use his farm as he sees fit for one week out of the year, and he feels as though this ordinance is discriminatory toward his family.

David Tabb, resident – stated he believes farm owners should be allowed to use their land for mass events since many small farms in the area are struggling, and should these farms end up being sold to developers, there will be a far greater impact on the surrounding community than there would be during the days of the event.

Sheriff Pete Dougherty – stated the Commission needs to identify and assemble a team of experts to examine mass event requests to ensure all bases are covered, including but not limited to traffic control, crowd control, ambulance service, fire service, and public health. Sheriff Dougherty also stated he believes the ordinance needs to be more comprehensive for the protection of the County and its residents.

Tim Walther, owner of Walther Promotions – stated he had supplied the Commission with a folder of information on Walther Promotions and the All Good Festival and welcomed any questions the Commissioners or the public may have

There being no further comments from the public, President Pellish stated the record would remain open for two weeks to allow time for written comment. The Public Hearing was adjourned at 7:29 p.m.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant

Minutes

Jefferson County Commission

Thursday, October 2, 2014

A meeting of the Jefferson County Commission was held on Thursday, September 4, 2014 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Jane Tabb, Lyn Widmyer and Walt Pellish. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, October 2, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes from the September 11, 2014 Special Session as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Minutes from the September 18, 2014 Regular Meeting as presented/with correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve the Purchase Orders for October 2, 2014 to include Purchase Order No. 52479 in the amount of \$16,956. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Manuel to approve the Payroll for September 25, 2014 in the amount of \$236,990.78. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072992	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,401.76	\$ 4,401.76
072993	412	COMCAST		\$ -	\$ 98.63	\$ 98.63
072993	425	COMCAST		\$ -	\$ 790.89	\$ 790.89
072994	717	AUTOZONE		\$ -	\$ 465.45	\$ 465.45
072995	424	BOLAND SERVICES		\$ -	\$ 1,436.02	\$ 1,436.02
072996	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072997	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
072998	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072999	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073000	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073001	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 156.80	\$ 156.80
073002	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073003	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
073004	425	DAYCON		\$ -	\$ 1,706.35	\$ 1,706.35
073005	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 46.80	\$ 46.80
073006	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073007	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 11,673.30	\$ 11,673.30
073008	717	GUY'S BUICK-GMC TRUCK IN		\$ -	\$ 79.68	\$ 79.68
073009	717	GUTTMAN OIL CO		\$ -	\$ 17,531.33	\$ 17,531.33
073010	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073011	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 106.62	\$ 106.62
073011	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 264.28	\$ 264.28
073012	GRANT	JEFF CO BOARD O/EDUCATIO		\$ -	\$ 45,147.40	\$ 45,147.40
073013	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
073014	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,308.00	\$ 5,308.00
073015	717	JERRY'S LEESBURG FORD		\$ -	\$ 290.96	\$ 290.96
073016	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 589.63	\$ 589.63
073017	412	SHAY MCNEIL		\$ -	\$ 36.96	\$ 36.96
073018	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073019	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073020	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 100.93	\$ 100.93
073020	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 22.93	\$ 22.93
073020	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 75.42	\$ 75.42
073020	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 188.75	\$ 188.75
073021	403	PROGRESSIVE PRINTING		\$ -	\$ 78.00	\$ 78.00
073022	717	RICE TIRES CO		\$ -	\$ 619.68	\$ 619.68
073023	704	ST/WV REGIONAL JAIL &		\$ -	\$ 116,813.25	\$ 116,813.25

073024	704	ST/WV REGIONAL JAIL &		\$ -	\$ 108,996.75	\$ 108,996.75
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,474.66	\$ 43,474.66
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,167.38	\$ 10,167.38
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 18.38	\$ 18.38
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 78.62	\$ 78.62
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,418.96	\$ 41,418.96
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 64.36	\$ 64.36
073026	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,465.96	\$ 31,465.96
073026	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31.66	\$ 31.66
073027	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,521.13	\$ 15,521.13
073027	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,554.40	\$ 10,554.40
073028	717	TRI STATE TIRES		\$ -	\$ 56.00	\$ 56.00
073029	425	TRENARY SERVICE CO		\$ -	\$ 1,254.00	\$ 1,254.00
073030	425	VALLEY HARDWARE COMPANY		\$ -	\$ 6.15	\$ 6.15
073031	405	THOMSON REUTER - WEST	52685	\$ 3,217.20	\$ -	\$ 3,217.20
073031	405	THOMSON REUTER - WEST	52685	\$ 2,427.38	\$ -	\$ 2,427.38
073032	717	NAPA AUTO PARTS		\$ -	\$ 488.76	\$ 488.76
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 89.43	\$ 89.43
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 79,510.80	\$ 79,510.80
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,557.15	\$ 25,557.15
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 28.74	\$ 28.74
073034	415	WV STATE AUDITOR**		\$ -	\$ 11,325.00	\$ 11,325.00
073035	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
073036	412	WPS,INC		\$ -	\$ 245.00	\$ 245.00
073037	428	XEROX BUSINESS SRVCS LLC		\$ -	\$ 13,822.86	\$ 13,822.86
TOTAL						\$ 615,028.76
TOTAL				\$ 5,644.58	\$ 609,384.18	\$ 615,028.76

Motion by Ms. Tabb to approve the Accounts Payable for September 25, 2014 in the amount of \$615,028.76. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073039	712	AT&T/GA		\$ -	\$ 49.99	\$ 49.99
073040	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,486.99	\$ 1,486.99
073041	413	APPLE VALLEY OFF.PRODUCT	52470	\$ 102.40	\$ -	\$ 102.40
073042	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 14,625.00	\$ 14,625.00
073043	406	ANGELA L BANKS		\$ -	\$ 34.00	\$ 34.00
073044	425	B-K OFFICE SUPPLY INC		\$ -	\$ 253.70	\$ 253.70
073045	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92

073046	413	CASTO & HARRIS INC		\$ -	\$ 3,633.34	\$ 3,633.34
073047	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
073048	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
073048	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 14,625.00	\$ 14,625.00
073049	425	CUSTOM CONTRACTING, INC.		\$ -	\$ 625.66	\$ 625.66
073050	428	DELL MARKETING LP		\$ -	\$ 1,458.56	\$ 1,458.56
073051	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,938.17	\$ 5,938.17
073052	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
073053	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
073053	425	J.C.EHRLICH		\$ -	\$ 558.57	\$ 558.57
073054	425	FIDELITY ENGINEERING		\$ -	\$ 3,245.00	\$ 3,245.00
073055	PAYROLL	GUARDIAN		\$ -	\$ 1,740.90	\$ 1,740.90
073055	PAYROLL	GUARDIAN		\$ -	\$ 1,943.29	\$ 1,943.29
073056	711	GUEST SERVICES		\$ -	\$ 125.20	\$ 125.20
073057	712	BROOKE HESS		\$ -	\$ 115.00	\$ 115.00
073058	413	INTAB		\$ -	\$ 178.62	\$ 178.62
073059	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 33,223.50	\$ 33,223.50
073060	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.00	\$ 361,890.00
073061	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 125,000.00	\$ 125,000.00
073062	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,201.87	\$ 2,201.87
073063	ALLOC	JEFFERSON COUNTY SOLID		\$ -	\$ 1,500.00	\$ 1,500.00
073064	424	JEFFERSON RENTAL		\$ -	\$ 184.00	\$ 184.00
073064	425	JEFFERSON RENTAL		\$ -	\$ 106.93	\$ 106.93
073065	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
073066	402	MATTHEW BENDER & CO		\$ -	\$ 118.43	\$ 118.43
073067	PAYROLL	HIGHMARK WV		\$ -	\$ 170,210.29	\$ 170,210.29
073068	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,332.25	\$ 62,332.25
073069	ALLOC	JEFF CO PARKS &		\$ -	\$ 33,486.00	\$ 33,486.00
073070	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 182.85	\$ 182.85
073071	425	RCS SECURITY		\$ -	\$ 1,401.60	\$ 1,401.60
073072	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 14,625.00	\$ 14,625.00
073073	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 14,625.00	\$ 14,625.00
073074	401	STAPLES CREDIT PLAN		\$ -	\$ 378.06	\$ 378.06
073074	412	STAPLES CREDIT PLAN		\$ -	\$ 134.53	\$ 134.53
073075	401	STAPLES		\$ -	\$ 42.03	\$ 42.03
073076	401	TISCHLERBISE, INC.		\$ -	\$ 4,233.00	\$ 4,233.00
073077	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
073078	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 37,174.87	\$ 37,174.87
073079	ALLOC	WVU		\$ -	\$ 3,488.75	\$ 3,488.75

TOTAL						\$ 956,718.22
TOTAL			\$ 102.40	\$ 956,615.82		\$ 956,718.22

Motion by Ms. Noland to approve the Accounts Payable for October 2, 2014 in the amount of \$956,718.22. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comments were given during this meeting.

PRESENTATIONS

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

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Gerald Koogle	Charles Town	Personal Property	302637	\$270.40

- **Motion by Ms. Noland to approve the Exoneration as presented. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Anthony Carson	Harpers Ferry	Personal Property	306894	305.68
Janet Carson				117.56

- **Motion by Ms. Tabb to approve the Split Ticket as presented. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff

A. Requested the approval to add two individuals to the approved bailiff list.

- **Motion by Mr. Manuel to approve the addition of Cassie Johnson and Kerry Keener to the bailiff list. Motion seconded and unanimously approved.**

B. Presentation of designating Animal Control Officers as Humane Officers.

- **Motion by Ms. Noland to approve the designation of the current Animal Control Offices as Humane Officers for a period of one year. Motion seconded and unanimously approved.**
3. Jennifer Maghan, County Clerk – requested the approval to hire a replacement Deputy Clerk at a Grade II, Step A-C.
 - **Motion by Mr. Manuel to approve the hiring of a Deputy Clerk in the County Clerk’s Office at a Grade II, Step A-C. Motion seconded and unanimously approved.**
 4. Jeffery Poffenberger, resident – requested the refund of a building permit fee as the proposed work will no longer be completed and the building permit application has been withdrawn.
 - **Motion by Ms. Widmyer to refund the building permit fee in the amount of \$95.76 to Jeffrey Poffenberger. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Bill Polk, Director of Maintenance – requested the approval of the 12th Cycle Courthouse Improvement Grant application through the Courthouse Facilities Improvement Authority.
 - **Motion by Ms. Noland to approve the 12th Cycle Courthouse Improvement Grant application through the Courthouse Facilities Improvement Authority. Motion seconded and unanimously approved.**
 7. Tim Stanton, Finance Director
 - a. Provided a review of the August 2014 YTD Budget to Actual, stating the table games, video lottery, and hotel/motel budgets were still credible, but the Commission must be conscious of the regional jail bill budget as it has had a large increase over the past two months with the potential to cause future difficulties.
 - b. Discussion of the JCESA mortgage payment
 - **Motion by Mr. Manuel to approve the disbursement of \$81,000 for the payment of the JCESA mortgage from the Capital Outlay Fund. Motion seconded and unanimously approved.**

- c. Review of unaudited FY14 Financial Statements with Jennifer Maghan, County Clerk, and Sally Gran, Chief Deputy of Payroll and Finance.
 - **Motion by Mr. Manuel to approve the publication of FY14 unaudited financial statements. Motion seconded and unanimously approved.**
8. Liz Wheeler, Farmland Protection Board President – requested the approval of the revised JCFPB Program and Program Appendix.
 - **Motion by Ms. Tabb to approve the revised JCFPB Program and Program Appendix for FY15. Motion seconded and unanimously approved.**
9. Tim Stanton, Finance Director, and Bill Polk, Maintenance Director – discussion of building/space contract negotiations
 - **Motion by Ms. Noland to enter into Executive Session, citing §6-9A-4 to discuss property negotiations. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Adoption of Proclamation of October as Breast Cancer Awareness Month
 - **Motion by Ms. Noland to adopt the Proclamation designating October 2nd as WV Breast Cancer Awareness Day and October as Breast Cancer Awareness Month. Motion seconded and unanimously approved.**
11. Acknowledgement of the appointment of Margaret Walker, Director of the Eastern Panhandle Safe Community Program, to the Jefferson County Community Criminal Justice Board as a Victim Advocate
 - **Motion by Mr. Manuel to appoint Margaret Walker to the Jefferson County Community Criminal Justice Board as a Victim Advocate. Motion seconded and unanimously approved.**
12. Jennifer Brockman, Director of Planning and Zoning – Envision Jefferson 2035 Comprehensive Plan Status Update and Discussion of Next Steps

Ms. Brockman stated the Planning Commission was anticipated to make a recommendation to the County Commission on the Envision Jefferson 2035 Comprehensive Plan draft on Tuesday, October 14, 2014. Ms. Brockman presented the Commission with a suggested timeline of the next steps, noting the County Commission is required to take action within 90 days after the recommended plan is forwarded to them.

- **Motion by Mr. Manuel to schedule a work session with the Planning Commission on the Envision Jefferson 2035 Comprehensive Plan Draft on Thursday, October 30, 2014 at 7:00 p.m. and hold the Public Hearing on the Envision Jefferson 2035 Comprehensive Plan Draft on Thursday, November 6, 2014 at 7:00 p.m. Motion seconded and unanimously approved.**
 - It was the consensus of the Commission to meet for their first work session after the Thursday, November 6, 2014 Public Hearing on Thursday, November 13, 2014 at 9:30 a.m. After the initial work session, the Commission would decide whether more work sessions would be needed before the final vote tentatively scheduled for December 18, 2014.

COUNTY ADMINISTRATOR REPORTS

- Ambulance Fee Update - Ms. McDonald stated \$229,150.00 in ambulance service fees had been collected to date, and the first payment had been made to the Jefferson County Emergency Services Agency. Ms. McDonald also stated the Commission office staff and staff from other departments have been working together to enter the fees into the payment data base as quickly as possible. Ms. McDonald also reminded the public the due date for the ambulance fee was extended until Friday, October 31, 2014.
- Ethics/Robert's Rules of Order Training – Ms. McDonald stated training for Ethics and Robert's Rules of Order would be held on Wednesday, November 5th with an afternoon session beginning at 1:30 p.m. and an evening session beginning at 6:30 p.m. Ms. McDonald also stated the invitation for the training had been sent to all County-appointed board, commission, and committee members and would also be sent to the public via the County alerts e-mail system.
- Open House with Senator Manchin – Ms. McDonald notified the Commission there would be an open house with Senator Manchin in Martinsburg on Thursday, October 16th from 3-5 p.m.
- Closing of Comcast Office in Jefferson County – Mr. Manuel stated he had received multiple calls from citizens regarding the closure of the Comcast customer service office in Ranson. Mr. Manuel asked the other Commissioners for a consensus to direct staff to contact Robert Rodecker to review the County's franchise agreement with Comcast in regards to the closure of the Ranson office. The Commission provided their consensus and also requested Mr. Rodecker provide a letter outlining the Commission's responsibilities as a franchise authority.

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a Farm Bureau meeting.
- Attended the Coast Guard Facility Ribbon Cutting.
- Attended David Holmes' retirement party.
- Welcomed the birth of her new grandson, Arden James Tabb.

Walt Pellish

- Attended the Coast Guard Facility Ribbon Cutting.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

Patsy Noland

- Attended the Coast Guard Facility Ribbon Cutting.
- Attended David Holmes' retirement party.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

Dale Manuel

- Attended the Coast Guard Facility Ribbon Cutting.
- Attended a Board of Zoning Appeals hearing.
- Helped dip ice cream for the Kiwanis Club at the Mountain Heritage Arts and Crafts Festival.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

Lyn Widmyer

- Attended a Board of Zoning Appeals hearing.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

13. The Commission meeting was adjourned at 12:42 pm.

WALT PELLISH, PRESIDENT

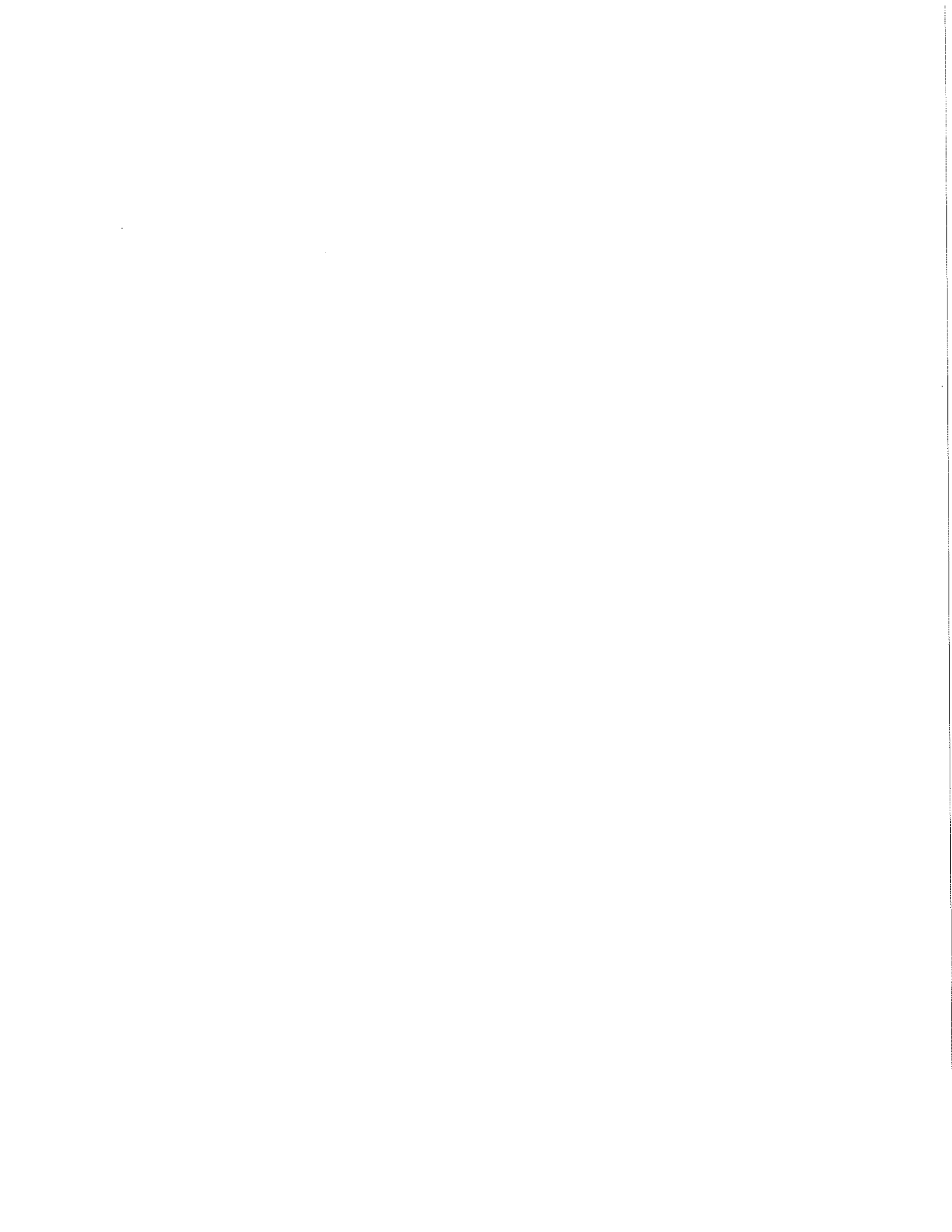
Respectfully submitted
Jessica D. Carroll
Administrative Assistant

This page intentionally left blank.

Payroll Approval

Checks Dated: 10-09-2014

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 368,196.49		\$ 368,196.49
6.2% Tax Payable OASDI	\$ 22,022.96		\$ 22,022.96
1.45% Tax Payable HI	\$ 5,150.54		\$ 5,150.54
Fed Withholding	\$ 43,046.55		\$ 43,046.55
WV State Withholding	\$ 15,892.23		\$ 15,892.23
PERS Retirement Deduct	\$ 12,900.60		\$ 12,900.60
Hosp. Pre-Tax	\$ 10,345.38		\$ 10,345.38
Cancer/ICU Pre-Taxed	\$ 1,272.09		\$ 1,272.09
Cancer/ICU Not Pre-Taxed	\$ 928.79		\$ 928.79
Optional Life Not Pre-Taxed	\$ 530.50		\$ 530.50
Christmas Club	\$ 5,790.00		\$ 5,790.00
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%	\$ 5,028.63		\$ 5,028.63
457 - Natlonwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,040.00		\$ 3,040.00
MD State Tax	\$ 275.66		\$ 275.66
D/VF	\$ 1,369.84		\$ 1,369.84
VA. State Tax	\$ 77.44		\$ 77.44
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 130,468.08	\$ -	\$ 130,468.08
Net Wages Total	\$ 237,728.41	\$ -	\$ 237,728.41
Pay Dates	9-Oct-2014		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: October 16, 2014

If a specific date is needed, please provide reason for specific date: To begin construction on James Hite Park

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

Subject (*Wording to be placed on agenda*): Request to release funding from the parks and recreation land improvement fund for development of James Hite Park.

Please provide the County Commission with a description of your request or presentation, including any background information: JCPRC is requesting that the money set aside in 2001 for land purchase and development be released to construct phase I, which includes entrance roads, parking, storm water, and soccer fields. The money will be used in combination with impact fees, LWCF grant, and donations from the JCYSL.

Is this a funding request? Y/N Y

If so, how much? \$Fund balance

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Release remaining funds in the parks and recreation land improvement account for phase I development of James Hite Park.

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

If not attached, explain: Winning bid will be provided at meeting. Construction schedule is attached.

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

Contact information:

Email address: jmyers@jcprc.org Phone Number: 3047283207

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

HITE PARK PHASE 1 - ANTICIPATED SCHEDULE

ID	Task Name	Duration	Start	Finish	4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			
					Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
1	Re-Distribute Updated Documents/Bid Packages to General Contractors	3 days	Fri 8/22/14	Mon 8/25/14													
2	Receive Best Offers from General Contractors	12 days	Tue 8/26/14	Wed 9/10/14													
3	Review BAFO's from General Contractors	4 days	Thu 9/11/14	Tue 9/16/14													
4	Select a General Contractor	1 day	Wed 9/17/14	Wed 9/17/14													
5	Issue a Notice of Award	1 day	Thu 9/18/14	Thu 9/18/14													
6	Issue a Notice to Proceed	1 day	Wed 10/1/14	Wed 10/1/14													
7	Construct Phase 1	140 days	Thu 10/2/14	Wed 4/15/15													
8	Substantial Completion	0 days	Thu 4/16/15	Thu 4/16/15													
9	Punchlist/Final Inspection/Permits	27 days	Thu 4/16/15	Fri 5/22/15													
10	Final Completion	0 days	Fri 5/22/15	Fri 5/22/15													



Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Frank Greenwalt - Citizen

Department or Organization: Planning & Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: Oct. 16, 2014

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

Date Requested – 2nd Choice: Next available agenda

Subject (Wording to be placed on agenda):

Citizen request for waiver of \$150 fee for BZA review of variance.

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

Citizen has built a carport (to accommodate a family medical issue) which isn't in compliance with County setbacks. This variance needs to be reviewed and approved by the BZA. While the BZA will review the variance, the fee for the review of the variance is established by the County Commission, and can only be changed by the County Commission. The fee covers the cost of the legal advertisement, the placard, BZA packet and other printed supplemental materials, staff's review of the documentation for compliance with the zoning ordinance and a site for information to be presented to the BZA for their consideration.

There is a \$100 fee to process a variance and a \$50 fee assessed if the structure is built prior to receiving a building permit. This is a request by the citizen for the fee of \$150 to be reduced or waived.

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

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

The County Commission (approves/denies) the citizen's request to have the fee (waived/or reduced to \$ _____).

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

This page intentionally left blank.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1ST CHOICE October 16th, 2014

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

SUBJECT: Quarterly Review-Approval/Closure of estates

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

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

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

ARE DOCUMENTS ATTACHED: To follow, closer to October 16th

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

Regular Term

Received
OCT 08 2014

Jefferson County Commission

OCTOBER 2014

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

At a Regular Term of the County Commission of said County and State,
begun and held at the Old Charles Town Library thereof, on Thursday,
October 16th, 2014 beginning at 11:05 a.m.

PRESENT: Walt Pelish, President
Lyn Widmyer, Patsy Noland
Jane Tabb, and Dale Manuel, Commissioners

A list of Wills Probated, Executors qualified, Guardians, Administrators,

&c appointed since the last Regular Term of this Commission, to-wit: The

October 2014 Term, thereof was this day presented to the Commission by the

Clerk thereof, examined by it, and ordered filed:

Estate of Dante S. Battista, deceased, in Account with Steven Battista,
Administrator

Estate of Annie L. Jenkins, deceased, in Account with Beverly Jean Jenkins,
Executrix

Estate of Harold W. Lawson, deceased, in Account with Brenda Smith,
Executrix

Estate of Winfred Sammons, deceased, in Account with James Sammons,
Executor

The following Waivers of Final Settlement were this day examined by
the Commission and there being no exceptions thereto, and none appearing on
the face thereof, same are ordered approved and recorded as follows:

Estate of Emma E. Alger, deceased, Waiver of Final Settlement, Nancy L. Williams, Executrix

Estate of Wayne B. Allen, deceased, Waiver of Final Settlement, Marlene C. Allen, Administratrix

Estate of Garland L. Anderson, deceased, Waiver of Final Settlement, Carol Kisamore, Executrix

Estate of Daniel J. Bard, deceased, Waiver of Final Settlement, Gale L. Bard, Executrix

Estate of Genevieve T. Beamer, deceased, Waiver of Final Settlement, Elaine R. Zollner, Executrix

Estate of Wilmer B. Bell, deceased, Waiver of Final Settlement, Kimberly Bell-Jackson, Administratrix

Estate of Paul Lewis Best, deceased, Waiver of Final Settlement, Paul L. Best, Jr., Executor

Estate of John M. Blackford, Sr., deceased, Waiver of Final Settlement, John M. Blackford, Jr., Executor

Estate of John Patrick Blanc, deceased, Waiver of Final Settlement, Patrick Blanc, Administrator

Estate of Dominick A. Bucci, deceased, Waiver of Final Settlement, Robert J. Bucci, Executor

Estate of Sarah W. Drennen, deceased, Waiver of Final Settlement, William M. Drennen, Jr., Executor

Estate of Jean Louise Eberhardt, deceased, Waiver of Final Settlement, James J. Eberhardt, Administrator

Estate of Charles E. Gibson, deceased, Waiver of Final Settlement, Charles R. Gibson, Executor

Estate of Mamie Harris, deceased, Waiver of Final Settlement, Shirley Hughes, Executrix

Estate of Patricia Collins Hughes, deceased, Waiver of Final Settlement,
Michael J. Hughes and Padraic C. Hughes, Co-Executors

Estate of Robert T. Kerns, deceased, Waiver of Final Settlement, Bonnie J.
Kerns, Executrix

Estate of Sead Kreso, deceased, Waiver of Final Settlement, Ljiljana Kreso,
Administratrix cta

Estate of Harry S. Langefeld, deceased, Waiver of Final Settlement, Pamela
C. Hisler, Administratrix

Estate of Cecil Gerald Lower, deceased, Waiver of Final Settlement, Nevela
M. Lower, Executrix

Estate of Vaughn Mathis, deceased, Waiver of Final Settlement, Sheila
Carroll, Executrix

Estate of Homer G. Mood, deceased, Waiver of Final Settlement, Kenneth E.
Kain, Executor

Estate of Edward M. Poulin, deceased, Waiver of Final Settlement, Jason R.
Bickmore, Executor

Estate of Elizabeth Lee Reinhart, deceased, Waiver of Final Settlement,
Thomas Lane Powell, Executor

Estate of Cecil Allen Ring, deceased, Waiver of Final Settlement, Terrence L.
Ring, Administrator

Estate of Larry J. Slusher, Sr., deceased, Waiver of Final Settlement, Zetta
Slusher, Administrator

Estate of Ronald Joseph Sosnicki, deceased, Waiver of Final Settlement,
Amanda C. Sosnicki, Administrator cta

Estate of Mary F. Sowers, deceased, Waiver of Final Settlement, Melissa
Jackson, Administratrix

Estate of Patricia J. Spiess, deceased, Waiver of Final Settlement, Russell W.
Spiess, Executor

Estate of Lee R. Strickler, deceased, Waiver of Final Settlement, Lee R. Strickler, Jr., Executor

Estate of Shirley Ann Thomas, deceased, Waiver of Final Settlement, Charles James Thomas, Executor

Estate of Nancy Ann Tumolo, deceased, Waiver of Final Settlement, Joanne Bario, Executrix

Estate of William R. Unger, deceased, Waiver of Final Settlement, William R. Unger, Jr., Administrator

Estate of Iley O. Weller, deceased, Waiver of Final Settlement, Iley O. Weller, Jr., Executor

Accountings and Waivers of Final Settlement submitted from the Fiduciary

Commissioners: June K. Jovanelly, S. Andrew Arnold, Frank D. Hill, III and

David A. Dejarnett:

Estate of James Edgar Byron, deceased, Third and Final Accounting, Sally Byron LaBarre, Executrix dbn

Estate of John A. DeFries, deceased, First Accounting, Martha D. White and Edward Joseph McCarrick, Co-Executors

Estate of John A. DeFries, deceased, Second and Final Accounting, Martha D. White and Edward J. McCarrick, Co-Executors

Estate of Hazel M. Hendricks, deceased, Fifth Accounting, Denver L. Hipp and Dennis L. Barron, Co-Executors

Estate of Charles H. Miller, deceased, First Accounting, Stephen S. Miller and Kathy J. Gess, Co-Executors

Estate of Mary Lowe Watson, deceased, First and Final Accounting, Dennis L. Barron, Executor

President



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Lawrence Potter

Department or Organization: **Maryland Geocaching Society**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 16, 2014**

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

Date Requested – 2nd Choice:

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

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

Request to use the Jefferson County Commission meeting room on Saturday, November 22, 2014 from 8-10 am to conduct a Geocaching Tourism Trail Meeting for West Virginia.

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*): I move to approve the use of the County Commission meeting room on Saturday, Nov. 22 from 8-10 am for a Geocaching Tourism Trail Meeting for West Virginia.

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

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: Saturday November 22, 2014
Meeting Time: 8⁰⁰ AM to 10⁰⁰ AM
Organization Name: Maryland Geocaching Society
Purpose of Meeting: Geocaching Forum Trail Meeting for West Virginia

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

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

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

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

Person Making Request: (printed): Lawrence R. Potter
Signature of Person Making Request: Lawrence R. Potter Date: 10-07-2014

Contact Person: _____
(If other than the representative signing above)

Representative's Address: 737 Anteval Road
Hagerstown, MD 21740

Telephone: 240-527-9431 Fax: _____

E-mail:

lpyankeefan@gmail.com

COUNTY COMMISSION MEETING ROOM

INDEMNIFICATION FORM

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): Lawrence Potter

Signature of Person Making Request: Lawrence P. Potter Date: 10-07-2014

Contact Person: _____
(If other than the representative signing above)

Representative's Address: 737 Antietam Road
Hagerstown, MD 21740

Telephone: 240-527-9431 Fax: _____

E-mail: lpyankee fan@gmail.com

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: **October 16th, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Possible appointment of two additional members to the Jefferson County Building Commission**

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

There are currently three members on the Building Commission; however, the statute provides for up to five members to be appointed. Two current members have disclosed they may have conflicts once projects are put to bid as they are associated with two different banks within the County – banks that may potentially bid on projects once they've reached the financing stage. As such, once those two members have recused themselves from making any finance related decisions on a project, there is no longer a quorum. Counsel is suggesting the County Commission advertise these vacancies and appoint two more members (who do not have any connections to the banking industry)to the Building Commission.

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*):

- I move to approve the advertisement of the two vacancies, and once quailed applicants have come forward, appoint two additional members to the Jefferson County Building Commission.

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

This page intentionally left blank.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: October 16, 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/signature of FY14 Audit Engagement Letter
- ↓ Budget Revision

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

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

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

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

- Motion to accept FY14 Audit Engagement Letter
- Motion to accept State Budget Revision number 5 of 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

Click here to enter text.

Director of Finance Summary
October 16, 2014

Audit Engagement Letter

Attached is the FY14 Audit Engagement letter which needs signed by the Commission President. The Audit Engagement is a standard document and normally contains the following:

- Specification of the responsibilities of the auditor and the County.
- Constraints on the accounting firm – such as the lack of access to records can delay the audit.
- Deadlines – estimated date of audit completion and production of audited financial statements.
- Description of assistance by the client.
- A disclaimer describing the limits of the audit.
- Disclosure of the fees for the audit.
- Ownership of the files of the auditor.

The attached letter meets the normal standards of an audit engagement letter with the exception that they have deleted any reference to deadlines, being the estimated date of audit completion and production of audited financial statements.

On August 7, 2014 you signed the same engagement letter for FY13. This FY14 engagement letter is consistent with the FY13 engagement letter and the fee for the audit service remains unchanged at \$34,600.

Budget Revision

The following adjustments are requested for approval. 1) Adjusting budget for Fund Balance carry forward based on completion of unaudited financial statements with offset to Financial Stabilization Transfer. 2) Record budget for pass thru of ambulance fee revenue 3) Adjust for unbudgeted allocation of cameras for Solid Waste Authority with offset to Financial Stabilization/Contingency account.

Respectfully Submitted



Tim A. Stanton



Received

SEP 29 2014

State of West Virginia

Jefferson County Commission

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

Glen B. Gainer III

State Auditor and
Chief Inspector

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

September 22, 2014

Mr. Dale Manuel, President
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

We are pleased to confirm our understanding of the services we are to provide the Jefferson County Commission for the fiscal year ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the Jefferson County Commission's basic financial statements as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Jefferson County Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Jefferson County Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

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

1. Schedule of expenditures of federal awards.
2. Rate covenant compliance (if applicable).
3. Combining statements and supporting schedules (if applicable).

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control and on compliance and other matters will include a paragraph that states: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the Jefferson County Commission. We will make reference to Teed & Associates, PLLC's audit of the Jefferson County Development Authority and Perry & Associates, CPAs audit of the Jefferson County Farmland Protection Board in our report on your financial statements. Our audit will also include performing procedures, or requesting other auditors to perform procedures, on the financial information of the Jefferson County Historic Landmark Commission, Jefferson County Board of Health, Jefferson County Parks and Recreation Commission and Jefferson County EMS to enable us to express such an opinion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of OMB Circular A-133. As part of the audit, we may assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in

accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for: (a) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

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

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving: (a) management, (b) employees who have significant roles in internal control and, (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on September 22, 2014.

You are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written

representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe that the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement and presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

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

Audit Procedures – General

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

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is

limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

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

Audit Procedures -- Internal Controls

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

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures – Compliance

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

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Jefferson County Commission's major programs. The purpose of those procedures will be to express an opinion on the Jefferson County Commission's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

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

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

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

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

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

Our auditors, Samantha Woods and Troy Kesner, have been assigned to conduct your audit and expect to begin the engagement on approximately September 22, 2014. To enable the auditors to work more efficiently, we would appreciate it if you would provide them with suitable office space that is quiet and has access to a telephone. Our fee for these services will be \$34,600 for the audit. Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that any unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new contract price before we incur the additional costs.

Jefferson County Commission
September 22, 2014
Page Seven

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

Very truly yours,



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

RESPONSE:

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

By: _____

Title: _____

Date: _____

No.101

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

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)

2015
 FY
1
 FUND
5
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

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

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	2,957,781	67,316		3,025,097
344	Ambulance Fees		600,000		600,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 667,316

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
696	Transfer to Financial Stabilization Fund	1,089,932	65,816		1,155,748
715	Ambulance Authority	1,297,562	600,000		1,897,562
808	Solid Waste Authority		1,500		1,500
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 667,316

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY _____ APPROVAL DATE _____

Budget Revision Summary

Budget Revision #5 of FY15

The following adjustments are being made. 1) Adjusting budget for Fund Balance carry forward based on completion of unaudited financial statements with offset to Financial Stabilization Transfer. 2) Record budget for pass thru of ambulance fee revenue 3) Adjust for unbudgeted allocation of cameras for Solid Waste Authority with offset to Financial Stabilization/Contingency account.

The following accounts are to be increased:

001-299-00-002	Fund Balance	\$ 67,316
001-344-CS-000	Ambulance Fee Revenue	\$600,000
001-715-02-235-PS-000	Remittance of Ambulance Fees	\$600,000
001-696-05-566-000-GG-000	Financial Stabilization Transfer	\$ 65,816
001-808-05-567-000-HS-000	Waste Authority Allocation	\$ 1,500

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16th day of October 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



Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430



Jefferson County Homeland Security and Emergency Management
Quarterly Report to the Jefferson County Commission
July-September, 2014

Jefferson County Commissioners:

- Walt Pellish, President
- Jano Tabb, Vice President
- Patsy Noland
- Lyn Widmyer
- Dale Manuel

Jefferson County Homeland Security and Emergency Management Steering Committee:

- John Sherwood, Chair, Chamber of Commerce Representative
- Ed Smith, Vice Chair, Fire and Rescue Representative
- Jeff Jefferies, Health Representative
- Debra Palmer, American Red Cross Representative
- Katherine Dunbar, Non-Governmental Organization Representative
- Mason Carter, Jefferson County Department of Engineering Representative
- Jeffrey A. Polczynski, EPN, Jefferson County Emergency Communications Center Representative
- Jane Tabb, County Commission Representative
- Kelly Parsons, Private Industry Representative
- Pete Dougherty, Sheriff, Law Enforcement Representative
- Chuck Ellison, Utilities Representative
- John Relsenweber, Jefferson County Development Authority Representative
- Sanford "Sandy" Green, Region 3 Homeland Security Area Liaison
- Holly Morgan Frye, Shepherd University Service Learning Program Education Representative

Staff:

- Barbara J. Miller, CEM, CFM
Director
304-728-3290-Office
304-283-4227-Mobile
bmiller@jeffersoncountywv.org
 - Jessica A. Owens
Planner/Program Manager/Deputy Director
304-728-3329-Office
304-279-8233-Mobile
tmehling@jeffersoncountywv.org
 - Brandon Vallee
Administrative Assistant/Public Information Officer/Volunteer Coordinator
304-724-8914-Office
304-279-8135-Mobile
bvallee@jeffersoncountywv.org
- Fax: 304-728-3320

Projects Completed:

- Hired our department's new Administrative Assistant/Public Information Officer/Volunteer Coordinator on August 4. Training is on-going.
- Continuing training with our new Deputy Director/Planner/Program Manager (who was promoted). Training is on-going.
- Completed our CAD Training, August 5
- Director attended the WV LEPC/SERC Conference in Charleston, August 10-13.
- JCHSEM/LEPC had a booth at the Jefferson County Fair, August 17-23. Our booth and the tickets for the volunteers to work the booth were paid for by the LEPC.
- Provided Emergency Operations Center (EOC) training to all who serve in the EOC on September 10.
- Participated in the National Weather Service's Hydrology Meeting on September 4.
- Tested all communications equipment, September 5
- Administrative Assistant/PIO/VC presented Preparedness for Seniors at the Jefferson County Council on Aging on September 8.
- Coordinated with local responders and EOC participants, and surrounding EOCs and participated in the WV Homeland Security Region III EPA Full Scale Exercise, "Cold as Ice" September 20, 2014
- Director wrote and managed the following grants:
 - Pass through grant for Jefferson Medical Center in the amount of \$53,000
 - Pass through grant for Jefferson County Schools-Raptor \$26,000
 - Pass through grant for Jefferson County Schools-Radios \$21,080
 - Equipment Grant for JCHSEM-\$26,800
 - Generator Grant for Mason Building-\$60,000

Director and Deputy Director participated in Eastern Panhandle Emergency Management Agency Meetings in July, August, and September 2013.

Director, Deputy Director, continuing to issue credentials, per the State Credentialing Strategy/State Homeland Security Strategy

Director participated in Department Head Meetings in July, August, and September.

Participated in the Resilient Neighbors Network Conference Calls in July and August.

Quarterly Partnership Meeting held at the National Conservation Training Center near Shepherdstown on July 30, 2014. Director Miller was the speaker about the Resilient Neighbors Network.

Meetings held: Public Awareness, Training, and Education Committee; Jefferson County LEPC; Steering Committee; Counter Terrorism Committee.

Amateur Radio Operators tested equipment in our building on the first Thursday of the month, July, August, September.

JCHSEM held a Lunch N Learn Session for America's Preparathon on September 30 about Financial Preparedness for Emergencies and Disasters with Michael Murphy of BB&T at the Library Meeting Room.

Sent emergency public weather watches/warnings by text, email, twitter, facebook, and nixle for all weather watches and warnings involving Jefferson County.

Participated in National Preparedness Month. Blitz of preparedness info on Facebook and Twitter.

Participated in an emergency public information booth at Home Depot on Saturday, September 27.

Worked with the Jefferson County Local Emergency Planning Committee (LEPC) and their contractor to develop their GAP Needs Assessment and the After Action Report for their Train Kept A Rollin' Table Top Exercise, and to complete their Threat and Hazard Identification Risk Assessment.

Presented the Disaster Ready Kids program throughout the summer to approximately 350 children.

Projects Working on Now:

We are expecting approval of the Generator Grant from the WV Dept. of Military Affairs and Public Safety. This project must be completed by December 31, 2014.

Planning for the Mass Fatalities Conference (with JC Department of Health/LEPC) that will be held in October, 2015.

Planning/Training/Exercise Calendar for 2014-15. (on-going)

Working with WV Hospital Association Regions 8 & 9 to participate in their functional and full scale exercises in October and December.

Accepting and reviewing Daycare Center Disaster/Evacuation Plans, as required by WV Code 49-2B-3.

Reviewing NIMS (National Incident Management Systems) Training.

Things the County Commission Should be Aware of:

The next Quarterly Partnership Meeting will be held on October 29 at The Anvil in Harpers Ferry at Noon. All Commissioners are invited to attend.

Continuing to work with JH Consulting, Department Heads and Electeds to update the Jefferson County Government COOP (Continuity of Operations Plan).

This page intentionally left blank.

NOTICE OF WORK SESSION
COUNTY COMMISSION OF JEFFERSON COUNTY

The County Commission of Jefferson County will hold a work session on Thursday, October 30, 2014 at 7:00 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this work session is for the Planning Commission and the County Commission to come together to discuss the Planning Commission's Redlined Version of the Draft 2014 Comprehensive Plan, entitled Envision Jefferson 2035, recommended to the County Commission on October 14, 2014.

Though the public is welcome and encouraged to attend this work session, no public comments will be accepted during this session.

You can view the October 14, 2014 Draft Envision Jefferson 2035 Comprehensive Plan at www.jeffersoncountywv.org

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

NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY

The County Commission of Jefferson County will hold a public hearing on Thursday, November 6, 2014 at 7:00 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

At this meeting, there will be public input on the Planning Commission's Redlined Version of the Draft 2014 Comprehensive Plan, entitled Envision Jefferson 2035, recommended to the County Commission on October 14, 2014.

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

You can view the October 14, 2014 Draft Envision Jefferson 2035 Comprehensive Plan at www.jeffersoncountywv.org

No decisions will be made at this meeting.

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

JEFFERSON COUNTY

ANIMAL CONTROL



161 Poor Farm Road
Kearneysville, WV 25430

304-728-3289

OPEN HOUSE

SUNDAY, OCT. 26th 2-5PM

Meet Your Animal Control Officers

Tour the Shelter

VISIT WITH OUR ADOPTABLE DOGS



Office of Sheriff and Treasurer of Jefferson County

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

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

September 26, 2014

Ms. Debbie Keyser
Jefferson County Administrator
Charles Town, WV 25414

Dear Ms. Keyser:

I am writing at the request of the Jefferson Day Report Center. As you know I serve as a member of the Jefferson Day Report Center's Board of Directors and as Sheriff serve as Treasurer. The Jefferson County Commission provided \$100,000 for the Day Report Center in its current budget.

Upon thoughtful consideration, the Day Report Center Jefferson County's asks that the funding approved by the Commission be used as cash match, now determined to be \$64,286, with the remaining funds to support the on-going operations of the Center. The Jefferson Day Report Center respectfully request the funds to be disbursed in 4 equal quarterly payments.

October 1, 2014	\$25,000 cash match
January 1, 2015	\$25,000 cash match
April 1, 2015	\$25,000 cash match/operational support
June 30, 2015	\$25,000 for cash match/operational support

Sincerely,

Peter H. Dougherty, Sheriff

cc: file

Impact Fee Status Report September 2014



Received
OCT 08 2014

Jefferson County Commission

Office of Impact Fees

Summary

Date Range: Monday 1 through Tuesday 30 September 2014
Report Date: 7 October 2014
Process Number Range: 1400159 - 1400168

Total Applications: 10

Total Non-Exempt: 9

Of which:

Commercial: 0

Residential: 9

Of which:

County: 4

Municipal: 5

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for September 2014. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 September 2014	1	0	9	10
Fees collected		\$0.00	\$116,320.00	\$116,320.00
<i>Of which</i>				
School Impact Fee			\$102,222.00	\$102,222.00
Law Enforcement Fee		\$0.00	\$1,048.00	\$1,048.00
Parks & Recreation Fee			\$6,768.00	\$6,768.00
Fire & EMS Fee		\$0.00	\$6,282.00	\$6,282.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 September 2014)	\$243,008.59
September Deposits (1 – 30 September 2014)	\$116,320.00
School August Transactions (withdraws via transfer on 22 Sept. 2014)	(\$213,060.84)
Law August Transactions (withdraws via transfer on 22 September 2014)	(\$2,567.64)
Parks & Rec August Trans. (withdraws via transfer on 22 September 2014)	(\$14,114.88)
Fire & EMS August Trans. (withdraws via transfer on 22 September 2014)	(\$13,265.23)
Interest Earned (30 September 2014)	\$99.18
Ending Statement Balance (30 September 2014)	\$116,419.18
<i>Outstanding Credits (deposits through 1 October 2014)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 September 2014)	\$599,405.79
August Transactions (deposits via transfer on 22 September 2014)	\$213,060.84
Impact Fee Refund per County Commission - James Henry	(\$4,657.00)
Interest Earned (30 September 2014)	\$271.58
Ending Balance (30 September 2014)	\$808,081.21

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 September 2014)	\$33,410.25
August Transactions (deposits via transfer on 22 September 2014)	\$2,567.64
Interest Earned (30 September 2014)	\$14.05
Ending Balance (30 September 2014)	\$35,991.94

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 September 2014)	\$455,274.71
August Transactions (deposits via transfer on 22 September 2014)	\$14,114.88
Impact Fee Refund per County Commission - James Henry	(\$309.00)
Interest Earned (30 September 2014)	\$188.77
Ending Balance (30 September 2014)	\$469,269.36

Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 September 2014)	\$192,262.45
August Transactions (deposits via transfer on 22 September 2014)	\$13,265.23
Requisition 14R0108 - Communications Equip. for all Mobile Units /1	(\$115,188.32)
Impact Fee Refund per County Commission - James Henry	(\$286.00)
Interest Earned (30 September 2014)	\$80.59
Ending Balance (30 September 2014)	\$90,133.95

/1 **Outstanding Debit as of 1 September 2014.**

Table 7. Total Impact Fees as of 1 October 2014 /1

Description	Amount
Office of Impact Fees General Account	\$116,419.18
School Impact Fee Account	\$808,081.21
Law Enforcement Fee Account	\$35,991.94
Parks & Recreation Impact Fee Account	\$469,269.36
Fire & EMS Impact Fee Account	\$90,133.95
Total Impact Fees	\$1,519,895.64

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending October 2014 Fee Transfers /1

Account	30 Sept. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$808,081.21	\$102,309.28	\$910,390.49
Law Enforcement Fee Account	\$35,991.94	\$1,048.99	\$37,040.93
Parks & Recreation Impact Fee Account	\$469,269.36	\$6,773.95	\$476,043.31
Fire & EMS Impact Fee Account	\$90,133.95	\$6,286.96	\$96,420.91
Total Impact Fees	\$1,403,476.46	\$116,419.18	\$1,519,895.64

/1 This table represents each of the impact fee category account totals as of 30 September 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in September 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in October 2014. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Monday 1 through Tuesday 30 September 2014

Process Number	Date	Last Name	First Name	Dist/District	Base Book	Sheet Pages	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1400162	09/08/2014	Charles	Mockingbirdhil,	02 Charles Town	481	624	4A	43	\$0.00	09/08/2014	Form 200
Category Count: 1									Category Total		\$0.00
Non-Exempt Applications											
1400159	09/03/2014	Carter	Andrew and Mary	02 Charles Town	1005	419	16	101	\$13,070.00	09/03/2014	N/A
1400160	09/05/2014	Dan Ryan		09 Shepherdstown	1130	583	7	1.25	\$13,070.00	09/05/2014	N/A
1400161	09/08/2014	Brotherton	Waren and Janet	07 Middleway	1145	138	18	262	\$13,070.00	09/08/2014	N/A
1400163	09/10/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	9G	\$12,808.00	09/10/2014	N/A
1400164	09/10/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	22G	\$12,808.00	09/10/2014	N/A
1400165	09/10/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	14G	\$12,808.00	09/10/2014	N/A
1400166	09/15/2014	K Hovnanian		03 Charles Town	1095	342	11B	337	\$12,808.00	09/15/2014	N/A
1400167	09/16/2014	P D Propst		09 Shepherdstown	1145	419	8C1	114	\$13,070.00	09/16/2014	N/A
1400168	09/25/2014	Dan Ryan		08 Ranson Corp			8C	231	\$12,808.00	09/25/2014	N/A
Category Count: 9									Category Total		\$116,320.00
TOTAL APPLICATIONS: 10									Grand Total		\$116,320.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 8 October 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Received

OCT 08 2014

Jefferson County Commission

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400159** through **1400168**, inclusive. Within this range there were 9 non-exempt impact fee payments. This amounts to **\$102,222.00**.
- Interest earned by the Office of Impact Fees General Account in September 2014 amounts to **\$99.18**, of which **\$87.28** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$102,309.28.

Check # 964

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14037
Date: 10/8/2014

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of September 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). \$102,222.00

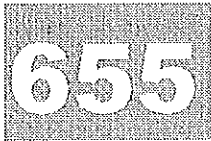
Interest earned by the Office of Impact Fees General Account September 2014. \$87.28

Impact Fee Process Numbers 1400159 through 1400168, inclusive. Within this range, there were 9 non-exempt impact fee payments.

Total: \$102,309.28

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 964



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 964

Trace 20141008:38513.8

Date 10/8/2014

Series 1

Recipient Sheriff of Jefferson County

Amount \$102,222.00

Account 3107582

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in September 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/4/2014	1400159	2003-3	11/24/2005	\$11,358.00
9/8/2014	1400160	2003-3	11/24/2005	\$11,358.00
9/9/2014	1400161	2003-3	11/24/2005	\$11,358.00
9/11/2014	1400163	2003-3	11/24/2005	\$11,358.00
9/11/2014	1400164	2003-3	11/24/2005	\$11,358.00
9/11/2014	1400165	2003-3	11/24/2005	\$11,358.00
9/16/2014	1400166	2003-3	11/24/2005	\$11,358.00
9/17/2014	1400167	2003-3	11/24/2005	\$11,358.00
9/26/2014	1400168	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$102,222.00

Total amount for this account \$102,222.00

Total amount all accounts \$102,222.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 8 October 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400159** through **1400168**, inclusive. Within this range there were 4 non-exempt impact fee payments. This amounts to **\$1,048.00**.
- Interest earned by the Office of Impact Fees General Account in September 2014 amounts to **\$99.18**, of which **\$0.99** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$1,048.99.

Check # 965

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14038
Date: 10/8/2014

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of September 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$1,048.00

Interest earned by the Office of Impact Fees General Account September 2014. \$0.99

Impact Fee Process Numbers 1400159 through 1400168, inclusive. Within this range, there were 4 non-exempt impact fee payments.

Total: \$1,048.99

Notes/Comments Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 965



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 965

Trace 20141008:39068.69

Date 10/8/2014 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$1,048.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in September 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/4/2014	1400159	2005-1	3/22/2005	\$262.00
9/8/2014	1400160	2005-1	3/22/2005	\$262.00
9/9/2014	1400161	2005-1	3/22/2005	\$262.00
9/11/2014	1400163	2005-1	3/22/2005	\$0.00
9/11/2014	1400164	2005-1	3/22/2005	\$0.00
9/11/2014	1400165	2005-1	3/22/2005	\$0.00
9/16/2014	1400166	2005-1	3/22/2005	\$0.00
9/17/2014	1400167	2005-1	3/22/2005	\$262.00
9/26/2014	1400168	2005-1	3/22/2005	\$0.00
Total amount for this withdraw				\$1,048.00
Total amount for this account				\$1,048.00
Total amount all accounts				\$1,048.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 8 October 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400159** through **1400168**, inclusive. Within this range there were 9 non-exempt impact fee payments. This amounts to **\$6,768.00**.
- Interest earned by the Office of Impact Fees General Account in September 2014 amounts to **\$99.18**, of which **\$5.95** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$6,773.95.

Check # 966

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14039
Date: 10/8/2014

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of September 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$6,768.00
Interest earned by the Office of Impact Fees General Account September 2014.	\$5.95
Impact Fee Process Numbers 1400159 through 1400168, inclusive. Within this range, there were 9 non-exempt impact fee payments.	
Total:	\$6,773.95

Notes/Comments Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 966



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 966

Trace 20141008:39300.47

Date 10/8/2014 Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$6,768.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in September 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/4/2014	1400159	2005-2	5/12/2005	\$752.00
9/8/2014	1400160	2005-2	5/12/2005	\$752.00
9/9/2014	1400161	2005-2	5/12/2005	\$752.00
9/11/2014	1400163	2005-2	5/12/2005	\$752.00
9/11/2014	1400164	2005-2	5/12/2005	\$752.00
9/11/2014	1400165	2005-2	5/12/2005	\$752.00
9/16/2014	1400166	2005-2	5/12/2005	\$752.00
9/17/2014	1400167	2005-2	5/12/2005	\$752.00
9/26/2014	1400168	2005-2	5/12/2005	\$752.00
Total amount for this withdraw				\$6,768.00
Total amount for this account				\$6,768.00
Total amount all accounts				\$6,768.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 8 October 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400159** through **1400168**, inclusive. Within this range there were 9 non-exempt impact fee payments. This amounts to **\$6,282.00**.
- Interest earned by the Office of Impact Fees General Account in September 2014 amounts to **\$99.18**, of which **\$4.96** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$6,286.96.

Check # 967

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14040

Date: 10/8/2014

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of September 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816). \$6,282.00

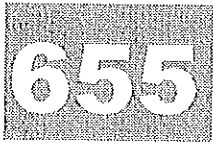
Interest earned by the Office of Impact Fees General Account September 2014. \$4.96

Impact Fee Process Numbers 1400159 through 1400168, inclusive. Within this range, there were 9 non-exempt impact fee payments.

Total: \$6,286.96

Notes/Comments Transfer of funds into Fire & EMS Impact Fee Account (3122816).

Check Number: 967



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 967

Trace 20141008:39337.61

Date 10/8/2014 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$6,282.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Fire and EMS Impact Fees Collected in September 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/4/2014	1400159	2005-3	5/12/2005	\$698.00
9/8/2014	1400160	2005-3	5/12/2005	\$698.00
9/9/2014	1400161	2005-3	5/12/2005	\$698.00
9/11/2014	1400163	2005-3	5/12/2005	\$698.00
9/11/2014	1400164	2005-3	5/12/2005	\$698.00
9/11/2014	1400165	2005-3	5/12/2005	\$698.00
9/16/2014	1400166	2005-3	5/12/2005	\$698.00
9/17/2014	1400167	2005-3	5/12/2005	\$698.00
9/26/2014	1400168	2005-3	5/12/2005	\$698.00
Total amount for this withdraw				\$6,282.00
Total amount for this account				\$6,282.00
Total amount all accounts				\$6,282.00

*Public Service Commission
Of West Virginia*

201 Brooks Street, P. O. Box 812
Charleston, WV 25323



Phone: (304) 340-0300
FAX: (304) 340-0325

September 16, 2014

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$196,270.68 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July, and August 2014. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp



State of West Virginia

OFFICE OF THE STATE TREASURER
CHARLESTON, WV 25305
PHONE: 304-558-5000 FAX: 304-558-4097
1-800-422-7498
www.wvtreasury.com

JOHN D. PERDUE
STATE TREASURER

JOSH STOWERS
ASSISTANT STATE TREASURER

Memorandum

To: All Economic Development Offices and County Commissioners

From: John D. Perdue
State Treasurer

Date: October 1, 2014

Subject: Distribution of Coalbed Methane Severance Tax

I am pleased to inform you that the funds due your office for the coalbed methane severance tax will be direct deposited into the bank account which you provided our office on your direct deposit application. This deposit will occur on or before October 7, 2014. Please note that the list below contains all county commissions and economic development entities who will receive these funds including yours. You should save a copy of this memorandum for your records since it shows the distribution amount. This distribution is for fiscal year 2014.

Should you have any questions regarding the amount of this direct deposit or the time frame this deposit covers, please contact Matthew Irby at 304-558-8716.

Should you have any questions regarding this letter of notification or you need to update your email address, please contact Sherri Sullivan of my staff at 800-422-7498 extension 0766 or locally at 304-341-0766.

You can view/print a copy of this distribution on the State Treasurer's Office website at <http://www.wvsto.com/dept/Admin/Tax/Pages/CoalbedMethaneGasSeveranceTax.aspx>.

<u>Development Entities & County Commissions</u>	<u>Amount</u>
Barbour County Economic Development Authority	65,166.36
Berkeley County Commission	7,923.05
Boone County Commission	7,923.05
Braxton County Commission	7,923.05
Brooke County Commission	7,923.05
Cabell County Commission	7,923.05
Calhoun County Commission	7,923.05
Clay County Commission	7,923.05
Doddridge County Commission	7,923.05
Fayette County Commission	7,923.05
Gilmer County Commission	7,923.05
Grant County Commission	7,923.05
Greenbrier County Commission	7,923.05
Hampshire County Commission	7,923.05
Hancock County Commission	7,923.05
Hardy County Commission	7,923.05
Harrison County Development Authority	11,326.85

<u>Development Entities & County Commissions</u>	<u>Amount</u>
Jackson County Commission	7,923.05
Jefferson County Commission	7,923.05
Kanawha County Commission	7,923.05
Lewis County Commission	7,923.05
Lincoln County Commission	7,923.05
Logan County Commission	7,923.05
McDowell County Economic Development Authority	443,652.06
Marion County Commission	7,923.05
Regional Economic Development Partnership	100,416.42
Mason County Commission	7,923.05
Mercer County Commission	7,923.05
Mineral County Commission	7,923.05
Mingo County Commission	7,923.05
Morgantown Area Economic Partnership	67,951.69
Monroe County Commission	7,923.05
Morgan County Commission	7,923.05
Nicholas County Commission	7,923.05

<u>Development Entities & County Commissions</u>	<u>Amount</u>
Ohio County Commission	7,923.05
Pendleton County Commission	7,923.05
Pleasants County Commission	7,923.05
Pocahontas County Commission	7,923.05
Preston County Commission	7,923.05
Putnam County Commission	7,923.05
New River Gorge Regional Development Authority	251,108.13
Randolph County Commission	7,923.05
Ritchie County Commission	7,923.05
Roane County Commission	7,923.05
Summers County Commission	7,923.05
Taylor County Commission	7,923.05
Tucker County Commission	7,923.05
Tyler County Commission	7,923.05
Upshur County Commission	7,923.05
Wayne County Commission	7,923.05
Webster County Commission	7,923.05

<u>Development Entities & County Commissions</u>	<u>Amount</u>
Wirt County Commission	7,923.05
Wood County Commission	7,923.05
Wyoming County Economic Development Authority	108,675.95



State of West Virginia

Glen B. Gainer III

State Auditor and
Chief Inspector

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

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

September 15, 2014

Received

SEP 29 2014

Jefferson County Commission

The Honorable Steve Canterbury
Supreme Court Administrator
1900 Kanawha Blvd., Building 1, E-100
Charleston, West Virginia 25305

Dear Mr. Canterbury:

Enclosed is a copy of the Report on Applying Agreed-Upon Procedures of the Jefferson County Magistrate Court for the period ending December 31, 2013.

As the recipient, you are required to notify all members of the magistrate court of the receipt of this report and related correspondence and make the contents available for inspection by all such officers. You are also advised that this report, under the provisions of West Virginia Code § 6-9-9a, is considered public information and must be made available for public inspection.

It is the responsibility of all members of the court to review the report and take the necessary actions to remedy all instances of noncompliance and weaknesses in internal control as listed in the Schedule of Comments.

Your cooperation is most appreciated. If I can be of assistance, please do not hesitate to contact this office.

Very truly yours,

Charles K. McKinney
Assistant Chief Inspector
Chief Inspector Division

CKM/cp
Enclosure

cc: Hon. Christopher Wilkes, Chief Judge
23rd Judicial Circuit

✓ Hon. Dale Manuel, President
Jefferson County Commission

Bonnie L. Seal, Clerk
Jefferson County Magistrate Court



State of West Virginia

Glen B. Gainer III

State Auditor and
Chief Inspector

Jefferson County Commission

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

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

September 22, 2014

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

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Jefferson County for the year ended June 30, 2014. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and OMB Circular A-133

As stated in our engagement letter dated September 22, 2014, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Jefferson County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether Jefferson County's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with OMB Circular A-133, we will examine, on a test basis, evidence about Jefferson County's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on Jefferson County's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Jefferson County's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to any RSI is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. Our responsibility for other information included in documents containing the entity's audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violation of laws or government regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Our audit will include the audit of all of the components of the entity. Due to time constraints, we will have the CPA firms of Perry & Associates, CPA, A.C., and unidentified CPA's conducting the audits of the Jefferson County Farmland Protection Board, the Jefferson County Development Authority and the Jefferson County Emergency Services Agency, respectively.

We expect to begin our audit on approximately September 22, 2014 and issue our report on approximately January 16, 2015.

This information is intended solely for the use of the Jefferson County and management of the Jefferson County and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



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

September 29, 2014

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

Received

SEP 30 2014

Jefferson County Commission

Dear Commissioners:

I am quite concerned of the way this tax/fee is being forced upon the residents of Jefferson County. I know a similar tax/fee was forced upon the residents of Hardy County, WV and that tax/fee was ruled unfair, unconstitutional, or unlawful; I am uncertain of the proper term used. However, I do know that those residents of Hardy County were refunded that tax/fee. Why would the same not apply for Jefferson County?

There are many residents in Jefferson County, myself included, who support the local Volunteer Fire Departments throughout the county. Have you taken into consideration how your fee/tax will impact future donations?

Tax or fee, I know no difference, it is just more money out of my wallet into yours. I am curious if our Jefferson County Commissioners have really thought this out or are you just looking for another quick buck to take from your constituents?

Sincerely,



Michael V. Sholl

Received

SEP 30 2014

Jefferson County Commission

Jessica Carroll

From: Misty Hassan [thepianogirl@yahoo.com]
Sent: Saturday, October 04, 2014 2:32 AM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Your fee and way of processing is absurd

Your submission:

Your Name: Misty Hassan

Your Email Address: thepianogirl@yahoo.com

Subject: Your fee and way of processing is absurd

Message: I have read about the reasoning for this fee, and though I fully support paying into the services of these hard working folks, I'm very much against singling out home owners paying this fee. I have read online, and have listened to the automated voice message when calling the office, and it stated that this new mandate is a requirement of homeowners, correct?

Let me ask you something? Do renters not use these services as well? Why have home owners been singled out as the party responsible for paying this fee? If you are to charge for this fee, it should be a charge that is required of all in the county, not just home owners. Again, I will give to others in law enforcement, paramedics, teachers, etc... Those that get paid minimally, in my opinion, for services that we all need. However, I completely disagree with the manner in which these extra fees are being acquired. If all receive these services in the county/residents, ALL should pay equally; home owner or renter.

I will be contacting my congressman and governor about the absurd and unequal manner of collecting money from a select portion of the county.

And a side note to the neanderthal that decided against paying online, or paying via credit card or debit card - You are shooting yourself in the foot by not allowing us to pay conveniently, not to mention, you're living in the dark ages in regard to payment process these days... Oh, but then again, I'm sure you'll enjoy cashing in on your late fees...

Comment on the "Zoning Ordinance Text Amendment related to Mass Gatherings/Events (ZTA14-02).

Each Mass Event must have some limits. A limit on a Mass Event's magnitude and duration should be of importance to communities in Jefferson County and to Jefferson County in particular. Mass events should not be allowed by Jefferson County without a magnitude limit and a duration limit.

Some information needs to be available before a Board of Zoning Appeal (BZA) Public Hearing. The Proposed Mass Event Organizer and Property Owner will supply some information on an application. Two numbers of particular importance are the anticipated number of participants and the total number of participants the property could properly handle or some lesser number the Organizer and Property Owner would accept as a maximum.

There needs to be a participants maximum number specified for a Mass Event before the BZA Public Hearing. The Mass Event participants maximum number should be used to determine the potential negative impacts on County personnel resources and the potential negative impacts to the nearby communities of the Mass Event site. After evaluating potential negative impacts, Jefferson County may decide to place a lower limit on the Mass Event maximum participant number or may decide that the Mass Event is not practical for the site due to significant negative impacts to nearby communities or significant negative impacts to the availability of Jefferson County personnel resources. There should be a magnitude upper limit and a duration upper limit accepted by the Mass Event Organizer before Jefferson County Approval.

Without limits on a potential Mass Event, the negative impacts on Jefferson County resources as well as the negative impacts on the nearby communities to the Mass Event could be extreme. Mass Events held in Jefferson County (by virtue of its proximity to major urban areas) could attract many participants to music festivals and other Mass Events. However, if these Mass Events thrive then the desirability for middle class homes and white collar professional businesses may be adversely impacted. This is particularly true if the Mass Events selected locations cause environmental, social, and/or economic impacts due to their specific locations and magnitudes.

If there is no limit to the Mass Event then the anticipated participants (say 15,000) may turn out to be 30,000 (based on ticket sales). The Mass Event maximum capacity of the site can be determined prior to the BZA Public Hearing. The ticket sales number would not be known until after the Board of Zoning Appeals (BZA) Public Hearing. Therefore the Public Comments would address one magnitude of negative impacts while the actual negative impacts could possibly be far greater.

The anticipated participants versus the ticket sales to a Mass Event can make a big difference on the magnitude of the negative impacts on Jefferson County personnel resources and the negative impacts on the nearby communities involved. Also, if an organizer is planning a Mass Event for next year, it is highly probable, he will want to hold a similar event each year for several years. Therefore the negative impacts on the nearby communities and the negative impacts on the Jefferson County personnel resources will probably not be a single event. A new application must be required for each Mass Event each year with a new impact assessment, a new BZA Public Hearing, and with any new requirements applied as appropriate.

If a mass event is allowing camping then the number of participants per car may be only 2 due to the space required for camping gear. The longer the Mass Event duration the more camping gear and clothing may be needed. If there are 15,000 participants that could mean 7,500 vehicles, 30,000 participants could mean 15,000 vehicles. Noise and bright lights can be a disturbance to nearby communities particularly after midnight. The Mass Event should be required to monitor and make available the noise levels at the edge of their Mass Event site. The longer a Mass Event the greater the negative impacts on Jefferson County personnel resources. The longer the Mass Event the greater the negative impacts on the nearby communities. The longer a Mass Event the greater the alcohol consumed, the greater the drug use, and the greater the loss of sleep for participants and the nearby communities. This translates into a greater probability of participants having automobile or personal accidents, committing careless acts, or participating in vandalism to nearby communities. Although there maybe camping on the site some traffic will leave the Mass Event every day and some in the middle of the night.

The practicality of having a Mass Event in Jefferson County must be assessed for each occurrence and each specific Mass Event proposed. An assessment could be conducted by a team of personnel from the various Jefferson County Departments (such as, Sheriff's Office, Public Health, Emergency Services, and others) to determine if the departments have the readily available personnel to handle a particular Mass Event. Also, this team of personnel needs to assess the potential negative impacts that the Mass Event will have on nearby communities. This initial assessment should be based on the maximum capacity that the property area (site) hosting the Mass Event can practically handle. The maximum capacity should be based on the number of participants the site can handle allowing for vehicle parking, trailer camping, tent camping, toilets, wash rooms, vendors, performance areas, etc. The organizer of the Mass Event when locating the property will quickly assess a minimum and maximum number of participants that will provide his profit and a successful event. The Jefferson County staff can assess the validity of the maximum capacity provided by the Mass Event Organizer.

In the case of the "All Good Music Festival" the Sheriff's Office was given the anticipated number of vehicles as 5,000. The organizer stated at the BZA Public Hearing the anticipated number of vehicles to be 8,000. The organizers anticipated participant number to be 15,000. If ticket sales next year turns out to be 25,000 than the vehicle traffic will be 12,500. What is the maximum capacity of the proposed Mass Event on the chosen 350 acres? A football stadium must know its maximum capacity before receiving community approvals. Jefferson County and the nearby communities to a Mass Event have the right to know the Mass Event maximum capacity prior to a public hearing. Also, Jefferson County residents have the right to expect the County to place upper limits on the negative impacts that Jefferson County will allow for each occurrence and each specific Mass Event.

John & Sally Barile
597 Pheasant Hill Road
Quail Run Community



Received

OCT 06 2014

Jefferson County Commission

Jessica Carroll

From: Richard Costello [costellor@frontiernet.net]
Sent: Monday, September 29, 2014 9:55 PM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Large events (All Good Festival)

Your submission:

Your Name: Richard Costello

Your Email Address: costellor@frontiernet.net

Subject: Large events (All Good Festival)

Message: I am writing again to say that I oppose any mass gathering that would interfere with the peace of surrounding properties. I would be across the street from the property that wants to host the All Good Festival. I am a police officer and I feel that this event would stress the Sheriff Office, Fire and Rescue and would over burden the roads that are not meant for the type of traffic. My property is so close to this proposed event that, if the event is allowed to have lights and music til 3 am, I won't be able to sleep or even walk in my yard without being disturbed. I am also concerned about the possibility of people abusing my property and those around me. If the commission wants to allow a festival of this type, why not on park property? Or on the property where the fair is held. Both would be more conducive to an event of this type by already being accessible to the public with parking and facilities.

Jessica Carroll

From: Shelly Cox [shellycox@frontiernet.net]
Sent: Tuesday, October 07, 2014 10:35 PM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: All Good

Your submission:

Your Name: Shelly Cox

Your Email Address: shellycox@frontiernet.net

Subject: All Good

Message: I'd like to give a positive review of the All Good Festival, having attended it several years ago with my husband and our then-young son in the family camping area. We enjoyed the camping, music, people, and food, and in general it was less raucous than its reputation. I hope it comes to Jefferson Country; I live in Harpers Ferry.

Jessica Carroll

From: james brawner [jameswb53.jb@gmail.com]
Sent: Monday, September 29, 2014 9:39 PM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: illegal perc test

Your submission:

Your Name: james brawner

Your Email Address: jameswb53.jb@gmail.com

Subject: illegal perc test

Message: I live at 1061 hidden hollow drive kearneysville. The lot beside me just sold recently and had a perc test done And it failed. The people who bought the property had their relative to the test and illegally pass it. That land had been tested 3 times before in the past and has fail every time. If these people try to put a drain field in, the water will flow straight into the opequan creek at the bottom of the hill which will cause contamination. I'm sure I don't have to say the issues that can lead to. The man who did the test is apparently the father of one of the new owners , and is a contractor. They tried twice to perc the land and I over heard them say there was too much limestone and both myself and the other neighbor butch know for a fact that land did NOT pass, but the father told butch he was "gonna make it pass". This needs to be looked into before it gets worse.

HOLLYWOOD
Casino
AT CHARLES TOWN RACES



HOLIDAY PARTY

FRIDAY DECEMBER 5, 2014

Hollywood casino is hosting a Holiday Party in the Hollywood Casino Ballroom in which local businesses can purchase individual tables for up to eight guests for a cost of \$320. Any business can purchase as many or as few tables that they may need. The price will include a buffet style holiday meal, dance floor and holiday decor.

A cash bar will also be available for guests.

Space is limited so be sure to book your tables early!

For more details contact:

Nancy Chapman

Banquet Manager Hollywood Casino

Nancy.chapman@pngaming.com

304-724-4829



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

Week Ending Date	September 20, 2014
To be Deposited on:	September 26, 2014
Amount Played	53,737,173.38
Amount Won	48,169,466.02
Amount Promo	287,312.00
MWAP Contribution	<u>2,839.50</u>
Adjusted Gross Terminal Revenue	<u>5,277,555.86</u>
Administrative Costs @ 4%	211,102.23
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,066,453.63</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>5,066,453.63</u>
Racetrack @ 46.50% / 42%	2,355,900.94
Lottery Fund @ 30% / 0%	1,519,936.08
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	651,039.29
Race Track Purses @ 90% of 7% / 4%	319,186.58
Employee Pension Fund @ 1% / .5%	50,664.54
Greyhound Development @ 90% of .75%	34,198.56
Thoroughbred Development @ 90% of .75%	34,198.56
County/Municipality @ 2%	<u>101,329.08</u>
	<u>5,066,453.63</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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/30/14	\$ 117,652.72	\$ 60,280.02	\$ 57,372.70	\$ 4,549.65	\$ 22,891.71	\$ 1,244.99	\$ 19,323.13	\$ 9,363.22
09/06/14	\$ 122,840.56	\$ 61,420.28	\$ 61,420.28	\$ 4,870.63	\$ 24,506.69	\$ 1,332.82	\$ 20,686.35	\$ 10,023.79
09/13/14	\$ 102,729.92	\$ 51,364.96	\$ 51,364.96	\$ 4,073.24	\$ 20,494.62	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,664.54	\$ 50,664.54	\$ 4,017.70	\$ 20,215.15	\$ 1,099.42	\$ 17,063.82	\$ 6,268.45
Subtotal	\$ 1,353,708.44	\$ 1,132,885.96	\$ 220,822.48	\$ 17,511.22	\$ 88,108.17	\$ 4,791.85	\$ 74,373.02	\$ 36,038.22

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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	8/30/2014	60,280.02
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54
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

1,132,885.96

Table Game Revenue

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

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51

Total 2014-2015	163,365.58
------------------------	-------------------

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22		
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		
<u>Total 2011-2012</u>	<u>4,808,702.50</u>	<u>Total 2012-2013</u>	<u>4,608,334.13</u>	<u>Total 2013-2014</u>	<u>2,995,460.18</u>	<u>Total 2014-2015</u>	<u>490,096.74</u>

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

Week Ending Date	September 27, 2014
To be Deposited on:	October 3, 2014
Amount Played	55,911,673.13
Amount Won	50,392,509.48
Amount Promo	294,456.00
MWAP Contribution	<u>3,122.79</u>
Adjusted Gross Terminal Revenue	<u>5,221,584.86</u>
Administrative Costs @ 4%	208,863.40
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,012,721.46</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>5,012,721.46</u>
Racetrack @ 46.50% / 42%	2,330,915.48
Lottery Fund @ 30% / 0%	1,503,816.41
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	644,134.72
Race Track Purses @ 90% of 7% / 4%	315,801.45
Employee Pension Fund @ 1% / .5%	50,127.22
Greyhound Development @ 90% of .75%	33,835.87
Thoroughbred Development @ 90% of .75%	33,835.87
County/Municipality @ 2%	<u>100,254.44</u>
	<u>5,012,721.46</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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/30/14	\$ 117,652.72	\$ 60,280.02	\$ 57,372.70	\$ 4,549.65	\$ 22,891.71	\$ 1,244.99	\$ 19,323.13	\$ 9,363.22
09/06/14	\$ 122,840.56	\$ 61,420.28	\$ 61,420.28	\$ 4,870.63	\$ 24,506.69	\$ 1,332.82	\$ 20,686.35	\$ 10,023.79
09/13/14	\$ 102,729.92	\$ 51,364.96	\$ 51,364.96	\$ 4,073.24	\$ 20,494.62	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,664.54	\$ 50,664.54	\$ 4,017.70	\$ 20,215.15	\$ 1,099.42	\$ 17,063.82	\$ 8,268.45
09/27/14	\$ 100,254.44	\$ 50,127.22	\$ 50,127.22	\$ 3,975.09	\$ 20,000.76	\$ 1,087.76	\$ 16,882.85	\$ 8,180.76
Subtotal	\$ 1,453,962.88	\$ 1,183,013.18	\$ 270,949.70	\$ 21,486.31	\$ 108,108.93	\$ 5,879.61	\$ 91,255.87	\$ 44,218.98

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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	8/30/2014	60,280.02
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54
9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22
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

1,183,013.18

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
August, 2014	84,726.51

Total 2014-2015 **163,365.58**

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22		
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		
<u>Total 2011-2012</u>	<u>4,808,702.50</u>	<u>Total 2012-2013</u>	<u>4,608,334.13</u>	<u>Total 2013-2014</u>	<u>2,995,460.18</u>	<u>Total 2014-2015</u>	<u>490,096.74</u>

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

Week Ending Date

October 4, 2014

To be Deposited on:

October 10, 2014

Amount Played	58,746,244.67
Amount Won	52,874,463.92
Amount Promo	292,494.00
MWAP Contribution	<u>3,112.79</u>
Adjusted Gross Terminal Revenue	<u>5,576,173.96</u>
Administrative Costs @ 4%	223,046.96
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,353,127.00</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>5,353,127.00</u>
Racetrack @ 46.50% / 42%	2,489,204.06
Lottery Fund @ 30% / 0%	1,605,938.04
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	687,876.84
Race Track Purses @ 90% of 7% / 4%	337,247.00
Employee Pension Fund @ 1% / .5%	53,531.28
Greyhound Development @ 90% of .75%	36,133.61
Thoroughbred Development @ 90% of .75%	36,133.61
County/Municipality @ 2%	<u>107,062.56</u>
	<u>5,353,127.00</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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/30/14	\$ 117,652.72	\$ 60,280.02	\$ 57,372.70	\$ 4,549.65	\$ 22,891.71	\$ 1,244.99	\$ 19,323.13	\$ 9,363.22
09/06/14	\$ 122,840.56	\$ 61,420.28	\$ 61,420.28	\$ 4,870.63	\$ 24,506.69	\$ 1,332.82	\$ 20,886.35	\$ 10,023.79
09/13/14	\$ 102,729.92	\$ 51,384.96	\$ 51,384.96	\$ 4,073.24	\$ 20,494.62	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,664.54	\$ 50,664.54	\$ 4,017.70	\$ 20,215.15	\$ 1,099.42	\$ 17,063.82	\$ 8,268.45
09/27/14	\$ 100,254.44	\$ 50,127.22	\$ 50,127.22	\$ 3,975.09	\$ 20,000.76	\$ 1,087.76	\$ 16,882.85	\$ 8,180.76
10/04/14	\$ 107,062.56	\$ 53,531.28	\$ 53,531.28	\$ 4,245.03	\$ 21,358.98	\$ 1,161.63	\$ 18,029.34	\$ 8,736.30
Subtotal	\$ 1,561,025.44	\$ 1,236,544.46	\$ 324,480.98	\$ 25,731.34	\$ 129,467.91	\$ 7,041.24	\$ 109,285.21	\$ 52,955.28

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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	8/30/2014	60,280.02
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54
9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22
10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28
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	1,236,544.46
---------------	---------------------	---------------------	---------------------	---------------------	---------------------

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
August, 2014	84,726.51

Total 2014-2015	163,365.58
------------------------	-------------------

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22		
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	490,096.74