

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 20, 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 30, 2014 Regular Meeting and Joint Work Session with the Planning Commission to Review the Draft 2014 Comprehensive Plan
- November 6, 2014 Regular Meeting
- November 6, 2014 Public Hearing on the Draft 2014 Comprehensive Plan
- November 10, 2014 - General Election Canvass
- November 13, 2014 Work Session on 2014 Draft Comprehensive Plan

APPROVAL OF ACCOUNTS PAYABLE

- November 13, 2014
- November 20, 2014

APPROVAL OF PAYROLL

- November 6, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. 10:00 a.m. Certification of the Results of the November 4, 2014 General Election - Discussion/Action
3. 10:15 a.m. Good Shepherd Interfaith Volunteer Caregiveers, Nonprofit Organization - Request for elimination of \$100 fee for BZA Review of Variance - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Roger Goodwin, Chief County Engineer - Property Safety Enforcement Agency Case 12-001 (Bierer) - Demolition of Dwelling/Structure - Discussion/Action
6. 11:15 a.m. Pete Kelley, President of the Jefferson County Emergency Services Agency Board - Review of the JCESA Bylaws - Discussion/Action

UNFINISHED BUSINESS

7. Reconsider the decision of May 29, 2014, to require appointees to sign Jefferson County Code of Ethic forms - Discussion/Action (PN)

NEW BUSINESS

8. Ambulance Fee Revenue Sharing - Discussion/Action (JT)
9. Set Priorities for Jefferson County Legislative Summit - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Monthly Financial Report

COUNTY ADMINISTRATOR REPORTS

- P-Card Rebate Update
- Website Update
- Meet Your Commissioner - Discussion/Action
- Jefferson County Legislative Summit Update - Discussion/Action

COUNTY COMMISSION REPORTS

10. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- **Jefferson County Parks and Recreation Quarterly Report**

CORRESPONDENCE/INFORMATION

Notice of Jefferson County Commission Office Closure for Thursday, November 27 and Friday, November 28, 2014.

Impact Fee Status Report for October 2014.

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

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

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

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

Letter from the State of WV Tax Department re: Assessor's compliance of additional duties as delineated in West Virginia Code §7-7-6a.

Letter from the State of WV Tax Department re: scheduling for the Board of Review and Equalization.

Letter from the WV Courthouse Facilities Improvement Authority re: approval of financial assistance request for courthouse improvements.

**Letter from the WV State Auditor's Office re: audit report of the Municipality of Harper Ferry.
Letter from the WV Department of Transportation Division of Highways re: the Statewide Transportation Improvement Program.**

Jefferson County Public Service District Minutes from Special Board Meeting held September 15, 2014.

Jefferson County Public Service District Minutes from Regular Board Meeting held October 6, 2014.

Invitation to the Eastern Panhandle Conservation District Annual Legislative Forum.

Letter from Al Britton, General Manager of Hollywood Casino at Charles Town Races re: issues concerning potential reduction in race dates at HCCTR.

Letter from Jacquelyn Milliron, resident, re: November PSD Board Meeting.
Flyer for Holiday Sip and Shop in Downtown Charles Town.

WV Lottery Weekly Settlement for Charles Town - week ending October 25, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending November 1, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending November 8, 2014.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

Minutes

Jefferson County Commission

Thursday, October 30, 2014

A meeting of the Jefferson County Commission was held on Thursday, October 30, 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 Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, October 30, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the minutes from the October 16, 2014 Regular Meeting with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the minutes from the October 23, 2014 Impact Fee Workshop with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Widmyer to approve the Purchase Orders for October 30, 2014 in the amount of \$55,466.16 to include Purchase Order Number 52253. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073149	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,401.76	\$ 4,401.76
073150	412	COMCAST		\$ -	\$ 98.63	\$ 98.63

073150	425	COMCAST		\$ -	\$ 795.14	\$ 795.14
073151	700	AUTOZONE		\$ -	\$ 101.70	\$ 101.70
073151	717	AUTOZONE		\$ -	\$ 844.81	\$ 844.81
073152	413	APPLE VALLEY OFF.PRODUCT	52470	\$ 117.35	\$ -	\$ 117.35
073153	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073154	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
073155	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073156	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073157	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073158	425	BATTERY MART		\$ -	\$ 17.95	\$ 17.95
073159	403	CASTO & HARRIS INC		\$ -	\$ 96.45	\$ 96.45
073159	413	CASTO & HARRIS INC		\$ -	\$ 13.86	\$ 13.86
073159	413	CASTO & HARRIS INC		\$ -	\$ 26,885.31	\$ 26,885.31
073160	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 159.78	\$ 159.78
073161	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073162	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
073163	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073164	712	FEDEX		\$ -	\$ 22.55	\$ 22.55
073165	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 30,962.77	\$ 30,962.77
073166	711	GUEST SERVICES		\$ -	\$ 125.20	\$ 125.20
073167	711	GUEST SERVICES		\$ -	\$ 167.32	\$ 167.32
073168	717	GUTTMAN OIL CO		\$ -	\$ 15,239.79	\$ 15,239.79
073169	412	MICHAEL HARMAN		\$ -	\$ 406.00	\$ 406.00
073169	412	MICHAEL HARMAN		\$ -	\$ 75.00	\$ 75.00
073170	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073171	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 206.88	\$ 206.88
073172	425	JEFFERSON RENTAL		\$ -	\$ 57.25	\$ 57.25
073173	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,820.00	\$ 5,820.00
073174	717	J & K PRECISION AUTO CAR		\$ -	\$ 74.90	\$ 74.90
073175	ALLOC	*JEFFERSON CO EMERGENCY		\$ -	\$ 250,000.00	\$ 250,000.00
073176	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
073176	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
073177	712	LANGUAGE LINE SERVICES		\$ -	\$ 313.75	\$ 313.75
073178	403	MATTHEW BENDER & CO		\$ -	\$ 118.43	\$ 118.43
073178	405	MATTHEW BENDER & CO		\$ -	\$ 456.74	\$ 456.74
073179	412	JUDITH A MATLICK		\$ -	\$ 291.49	\$ 291.49
073180	PAYROLL	COMPROLLER OF MARYLAND		\$ -	\$ 595.40	\$ 595.40
073181	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073182	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073183	716	CHRISTINA POPE		\$ -	\$ 306.00	\$ 306.00

073184	425	PRECISION POWER LLC		\$ -	\$ 2,935.80	\$ 2,935.80
073185	425	POTOMAC EDISON/OH		\$ -	\$ 2,292.69	\$ 2,292.69
073186	425	RCS SECURITY		\$ -	\$ 125.34	\$ 125.34
073187	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
073187	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
073187	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
073187	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
073187	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
073187	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
073187	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
073187	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
073187	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
073187	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
073188	717	RICE TIRES CO		\$ -	\$ 481.04	\$ 481.04
073189	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
073189	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
073189	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
073189	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
073190	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 69.86	\$ 69.86
073190	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 16.34	\$ 16.34
073190	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,871.42	\$ 43,871.42
073190	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,260.16	\$ 10,260.16
073190	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 56.52	\$ 56.52
073190	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,211.37	\$ 42,211.37
073191	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,570.55	\$ 31,570.55
073191	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 27.93	\$ 27.93
073192	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,449.56	\$ 10,449.56
073192	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,367.02	\$ 15,367.02
073193	425	TML COPIERS & DIGITAL		\$ -	\$ 313.75	\$ 313.75
073194	405	THOMSON REUTER - WEST	52685	\$ 2,151.45	\$ -	\$ 2,151.45
073195	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 79,705.58	\$ 79,705.58
073195	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25.55	\$ 25.55
073195	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 79.48	\$ 79.48
073195	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,619.74	\$ 25,619.74
073196	401	WV STATE AUDITOR**		\$ -	\$ 17,300.00	\$ 17,300.00
073197	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
073198	412	WPS,INC		\$ -	\$ 64.90	\$ 64.90
073199	428	WVNET		\$ -	\$ 200.00	\$ 200.00
TOTAL						\$ 635,038.38

TOTAL				\$ 2,268.80	\$ 632,769.58	\$ 635,038.38
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Motion by Ms. Noland to approve the Accounts Payable for October 23, 2014 in the amount of \$635,038.38. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073201	712	AT&T/GA		\$ -	\$ 86.49	\$ 86.49
073202	ALLOC	BAKERTON FIRE DEPT		\$ -	\$ 43,375.00	\$ 43,375.00
073203	716	BLUE RIDGE VETERINARY		\$ -	\$ 238.00	\$ 238.00
073204	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
073205	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
073206	425	DODSON'S SEPTIC		\$ -	\$ 265.00	\$ 265.00
073207	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 53.75	\$ 53.75
073208	405	FEDEX		\$ -	\$ 85.73	\$ 85.73
073208	700	FEDEX		\$ -	\$ 386.21	\$ 386.21
073209	425	FIRE SAFETY EQUIP		\$ -	\$ 1,894.50	\$ 1,894.50
073210	700	GALLS,LLC/QUATERMASTER L		\$ -	\$ 251.18	\$ 251.18
073210	716	GALLS,LLC/QUATERMASTER L		\$ -	\$ 980.47	\$ 980.47
073211	GRANT	GOOD SHEPHERD INTERFAITH		\$ -	\$ 3,111.75	\$ 3,111.75
073212	716	GRAINGER, INC		\$ -	\$ 43.66	\$ 43.66
073213	716	HILLSIDE VETERINARY HOSP		\$ -	\$ 733.12	\$ 733.12
073214	700	ITSAVVY LLC		\$ -	\$ 4,767.75	\$ 4,767.75
073215	700	JEFF CO DEPUTY SHERIFF'S		\$ -	\$ 1,230.00	\$ 1,230.00
073216	700	JEFFERSON PUBLISH CO INC		\$ -	\$ 56.70	\$ 56.70
073217	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
073218	700	MATTHEW BENDER & CO		\$ -	\$ 344.11	\$ 344.11
073219	700	MES-MARYLAND		\$ -	\$ 39.42	\$ 39.42
073220	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 77.03	\$ 77.03
073221	401	PATRICIA A NOLAND		\$ -	\$ 177.52	\$ 177.52
073222	424	NEOPOST USA INC.		\$ -	\$ 330.00	\$ 330.00
073223	402	OFFICE SERVICES		\$ -	\$ 79.08	\$ 79.08
073224	425	RCS SECURITY		\$ -	\$ 2,460.35	\$ 2,460.35
073225	700	RAY ALLEN MFG,LLC.		\$ -	\$ 257.92	\$ 257.92
073226	413	SHEPHERDSTOWN CHRONICLE		\$ -	\$ 667.92	\$ 667.92
073227	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 673.00	\$ 673.00
073227	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 152.50	\$ 152.50
073228	404	SHERIFF OF JEFFERSON CO.		\$ -	\$ 14.90	\$ 14.90
073229	717	SNAP ON TOOLS		\$ -	\$ 107.01	\$ 107.01
073230	700	TPS TOWN POLICE SUPPLY		\$ -	\$ 311.02	\$ 311.02
073231	424	UPS FREIGHT		\$ -	\$ 350.00	\$ 350.00
073232	716	VALLEY PET CEMETERY		\$ -	\$ 506.00	\$ 506.00

073233	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 80.00	\$ 80.00
073234	PAYROLL	WVCORP		\$ -	\$ 812.50	\$ 812.50
TOTAL						\$ 76,018.51
TOTAL				\$ -	\$ 76,018.51	\$ 76,018.51

Motion by Ms. Noland to approve the Accounts Payable for October 30, 2014 in the amount of \$76,018.51. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jacquelyn Milliron, resident – spoke about her concerns regarding the Jefferson County Code of Ethics policy, stating she believes the County should keep this policy in tact as the Oath of Office taken by County appointed board, commission, and committee members is insufficient in ensuring ethical conduct.

Nikki Painter, Elections Clerk – notified the Commission she would have to order a portable toilet for the Blue Ridge Mountain Fire Hall polling place as their original bathroom was destroyed in a recent flood.

Eleanor Finn, resident – urged the Commission to retain the Code of Ethics document and also examine the cost of FOIA fees in the newly proposed FOIA policy, as these fees seem “excessive and restrictive.”

PRESENTATIONS

1. Pete Dougherty, Sheriff – requested the designation of Deputy First Class for Deputy Charles Hess.
 - **Motion by Mr. Manuel to approve the designation of Deputy First Class for Deputy Charles Hess. Motion seconded and unanimously approved.**

2. Teresa Shumate, Assistant Director of the Shenandoah Women’s Center and Lisa Serriana, Jefferson County Outreach Worker – requested the approval of the proclamation to designate October as Domestic Violence Awareness Month in Jefferson County.
 - **Motion by Mr. Manuel to approve the proclamation declaring October and November as Domestic Violence Awareness Month in Jefferson County. Motion seconded and unanimously approved.**

3. Interviews and Appointment to Jefferson County Community Criminal Justice Board for one three-year term ending July 3, 2017 for the position of Public Defender or Criminal Defense Attorney.

- **Motion by Ms. Noland to appoint Dave Camilletti to the Community Criminal Justice Board as Criminal Defense Attorney for one three-year term ending July 3, 2017. Motion seconded and unanimously approved.**
4. Interviews and Appointments to the North Eastern Regional EMS, Inc. Board for one two-year term ending October 31, 2016.
- **Motion by Ms. Tabb to appoint Doug Pittinger to the North Eastern Regional EMS, Inc. Board for one two-year term ending October 31, 2016. Motion seconded and unanimously approved.**
5. Interviews and Appointment to the HOME Consortium Council for one unexpired term ending June 30, 2016.
- **Motion by Ms. Noland to appoint Marie Galazzi to the HOME Consortium Council for one unexpired term ending June 30, 2016. Motion seconded and unanimously approved.**
6. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
7. Todd Fagan, Director of the Jefferson County GIS/Addressing Office – requested the approval to continue the County’s Address Compliance Program within Incorporated Towns, pending approval from each Town’s Council and cooperation with Town staff.
- **Motion by Ms. Widmyer to approve continuation of the County’s Address Compliance Program within Incorporated Towns, pending approval from each Town’s Council and cooperation with Town staff. Motion seconded and unanimously approved.**
8. Jennifer Brockman, Director of Planning and Zoning – provided the Commission with a discussion on the public comments received during the October 1, 2014 Public Hearing regarding the proposed Zoning Ordinance Text Amendment, ZTA 14-02 for Mass Gatherings/Events.
- **Motion by Mr. Manuel to add the following language to the Comment Matrix on Zoning Ordinance Text Amendment 14-02: “Require 60% of vendors for Mass Gatherings/Events to be from West Virginia, with 40% to be from Jefferson County.” Motion seconded and unanimously approved.**
 - It was the consensus of the Commission to schedule a work session on the comments received on the Zoning Text Amendment 14-02 during a regularly scheduled meeting in January 2015.

9. Tim Stanton, Finance Director

- **Motion by Ms. Noland to approve Internal Budget Revision #3 in the amount of \$1,200 for the Assessor's Office. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Internal Budget Revision #4 in the amount of \$174,488 for the Commission Office. Motion seconded and unanimously approved.**

10. Debbie Keyser, County Administrator

- Discussion on the Proposed FOIA Policy for the County
 - It was the consensus of the Commission to change “legal counsel” to “civil counsel.”
 - It was the consensus of the Commission to add language to the FOIA policy to state that any FOIA request received by a department head or elected official must immediately be given to civil counsel with a copy of the request provided to the County Administrator for informational purposes.
 - It was the consensus of the Commission to add the definition of “Freedom of Information Act Request” to the policy.
 - It was the consensus of the Commission to add language to the policy which states civil counsel will be responsible for the copying and mailing FOIA documents.
 - It was the consensus of the Commission to allow citizens to review and select FOIA documents prior to charging for document copies.
 - It was the consensus of the Commission to direct civil counsel to document the action taken after a FOIA request has been answered, particularly if a citizen has been directed to information readily available on the County's webpage.
 - It was the consensus of the Commission to direct Ms. Keyser to make the edits to the FOIA policy as discussed and bring it back before the body at a subsequent meeting.
- Website Update – Ms. Keyser stated the wireframe for the homepage of the new County website had been approved and the entire website was still on track to launch in June of 2015.

- Temporary Employee in the County Clerk's Office – Ms. Keyser notified the Commission the County Clerk would be hiring a temporary employee for no more than five weeks to assist staff until a full time member was hired.
- Eastern Panhandle Legislative Summit – it was the consensus of the Commission to arrange a Jefferson County legislative summit and invite the local delegates and senators of the area. Ms. Keyser stated she would contact Patti Hamilton, WVACO Director, to discuss prospective dates for the summit.
- Ethics/Robert's Rules Training Reminder – Ms. Keyser reminded the Commission about a training session for Ethics and Robert's Rules of Order to be held on Wednesday, November 5, 2014 at 1:30 pm and 6:30 pm in the County Commission meeting room.
- Update on Ambulance Fee Collections – Ms. Keyser stated \$578,870 in ambulance fee payments have been collected to date, with \$371,000 distributed to JCESA.
- RFP IT Bid Summary – MS. Keyser stated she received two bids for the RFP IT – one from Global Data and one from Accurate Systems, and after reviewing the bids, Ms. Keyser stated staff's recommendation was for Accurate Systems.
 - **Motion by Ms. Widmyer to pursue RFP #1 with Accurate Systems for a three-year contract. Motion seconded and unanimously approved.**
- Ambulance Fee for Citizens with property sold between July 1, 2014 and September 15, 2014 Homeowner Exonerations
 - **Motion by Ms. Tabb to move forward with granting homeowner exonerations from the ambulance fee for property sold between July 1, 2014 and September 15, 2014 for this year only. Motion seconded and passes on a vote of 4-1 with Ms. Noland opposing.**
- Update from Legal Counsel regarding the Closure of the Ranson Comcast Office – Ms. Grove stated Comcast was well within their rights to close their Ranson office since the cable franchise agreement stated there must be a customer service office within 30 miles of the franchise authority, and there is currently an operating office in Martinsburg.
- Discuss Pending Litigation and Negotiations for Buildings/Space Needs – Executive Session §6-9A-4
 - **Motion by Ms. Noland to enter into Executive Session, citing §6-9A-4 to discuss pending litigation and contract negotiations for space needs. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

11. Reconsider the decision of May 29, 2014, to require appointees to sign Jefferson County Code of Ethics forms.
 - It was the consensus of the Commission to eliminate the Code of Ethics cover letter and the signature line on the Code of Ethics Document.
 - It was the consensus of the Commission to incorporate the Code of Ethics Document within the Ethics and Open Meetings Training Packet given to newly appointed and reappointed board, commission, and committee members.
 - **Motion by Ms. Noland to add a signature line and language to the Ethics Training Packet which states, “I have received, read, and understand the Jefferson County Ethics and Open Meetings Training Packet.” Motion seconded and unanimously approved.**
 - It was the consensus of the Commission to request staff to revise the Ethics and Open Meetings Training Packet as directed and bring it back before the body during a subsequent meeting.
12. Day Report Center Funding
 - **Motion by Ms. Tabb to allow remaining monies allocated to the Day Report Center that was not required for the grant match be permitted to be used for operational costs. Motion seconded and unanimously approved.**
13. Approval of Date and Time for the Canvass of the 2014 General Election
 - **Motion by Mr. Manuel to approve November 10, 2014 at 9:00 a.m. as the date and time for the 2014 General Election Canvass. Motion seconded and unanimously approved.**
14. The Commission recessed at pm.
The Commission reconvened at 7:00 pm.
15. Work Session – Joint Work Session between the Planning Commission and the County Commission to discuss the Redlined Version of the Draft 2014 Comprehensive Plan entitled Envision Jefferson 2035 recommended to the County Commission on October 14, 2014.

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 30, 2014 at 7:00 pm (An audio file of the October 30, 2014 meeting is available through the Jefferson County Commission Office.)

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

Also present were Planning Commission members Steve Stolipher, Mike Chapman, Donnie Fisher, Richard Childs, Wade Louthan, Gary Phalen, and Peter Fricke.

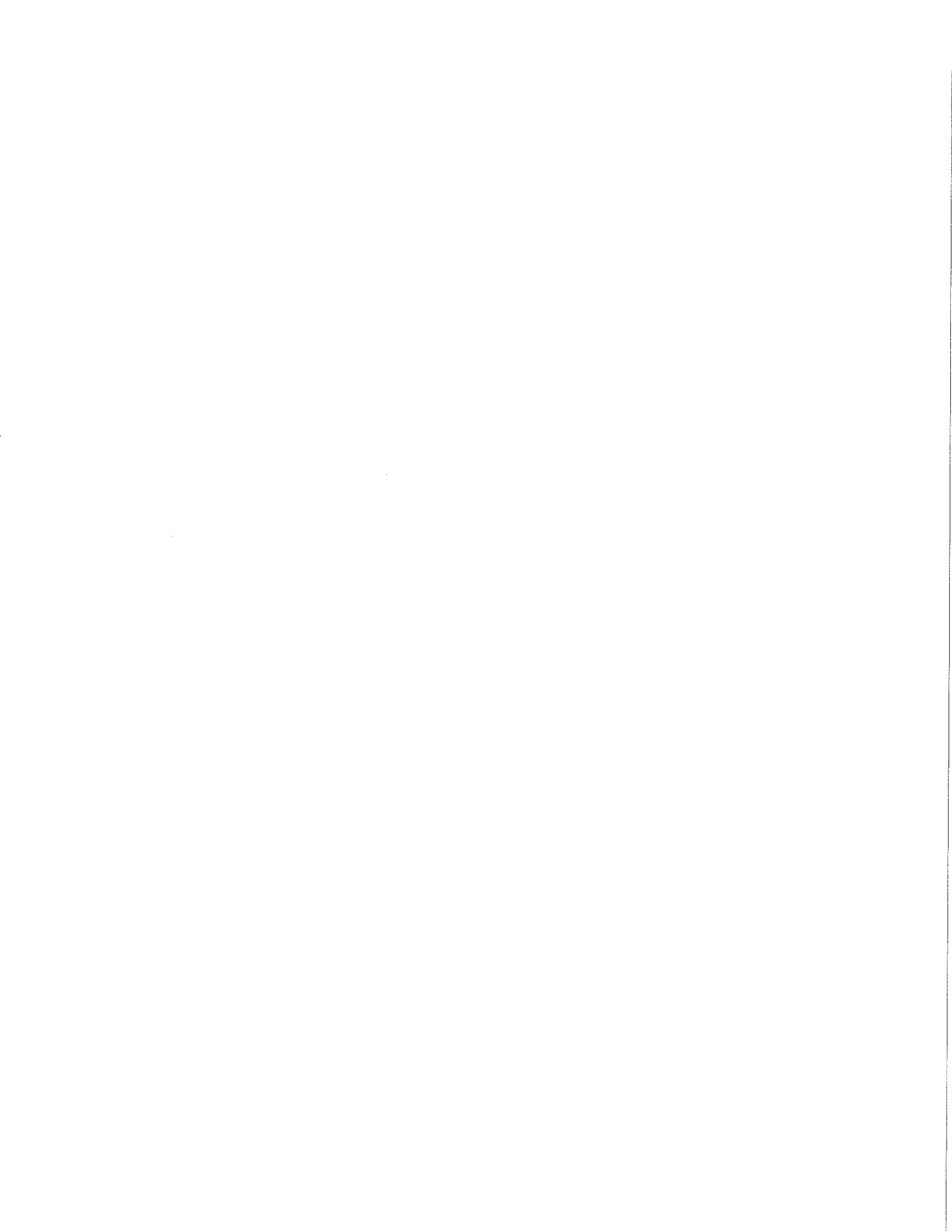
RE: Joint Work Session between the County Commission and the Planning Commission on the Redlined Version of the 2014 Draft Comprehensive Plan.

President Pellish opened the work session at 7:02 pm. Jennie Brockman, Director of Planning and Zoning, provided the public with a complete overview of the 2014 Draft Comprehensive Plan and outlined the next steps that need to be taken, including a Public Hearing scheduled for the evening of November 6, 2014 and potential work sessions for the County Commission to further discuss the 2014 Comprehensive Plan Draft. The County Commission thanked the Planning Commission and the Steering Committee for their hard work on the plan and made mention of a few issues they would have liked to see addressed in the plan, namely an alternate route to and from Shannondale or "the Mountain," the bottleneck between the bridges on Rt. 340 East, and the expansion of public services in coordination with growth. There being no further comments, President Pellish closed the joint work session.

The meeting was adjourned at 8:15 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



Minutes

Jefferson County Commission

Thursday, November 6, 2014

A meeting of the Jefferson County Commission was held on Thursday, November 6, 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, Lyn Widmyer and Walt Pellish. Jane Tabb was absent with prior notice. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, November 6, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

PAYROLL APPROVAL

Motion by Ms. Noland to approve the Payroll for November 6, 2014 in the amount of \$238,138.75. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073237	425	ALBAN TRACTOR CO INC		\$ -	\$ 631.25	\$ 631.25
073238	425	COMCAST		\$ -	\$ 184.90	\$ 184.90
073239	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,494.49	\$ 1,494.49
073240	404	B-K OFFICE SUPPLY INC		\$ -	\$ 318.00	\$ 318.00
073240	425	B-K OFFICE SUPPLY INC		\$ -	\$ 2,037.00	\$ 2,037.00
073241	425	BOLAND SERVICES		\$ -	\$ 1,302.00	\$ 1,302.00
073242	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073243	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
073244	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073245	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073246	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073247	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00

073248	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073249	413	DODSON'S SEPTIC		\$ -	\$ 200.00	\$ 200.00
073250	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073251	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,893.26	\$ 5,893.26
073252	PAYROLL	GUARDIAN		\$ -	\$ 1,734.93	\$ 1,734.93
073252	PAYROLL	GUARDIAN		\$ -	\$ 1,931.12	\$ 1,931.12
073253	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
073254	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
073254	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073254	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
073254	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073254	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073255	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073256	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,212.96	\$ 2,212.96
073257	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 35.38	\$ 35.38
073257	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 165.88	\$ 165.88
073258	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 30,396.89	\$ 30,396.89
073259	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,820.00	\$ 5,820.00
073260	711	J.H. HARVEY CONSULTING		\$ -	\$ 2,500.00	\$ 2,500.00
073261	406	MONROE SYS FOR BUSINESS		\$ -	\$ 143.68	\$ 143.68
073262	700	MES-MARYLAND		\$ -	\$ 437.20	\$ 437.20
073263	PAYROLL	HIGHMARK WV		\$ -	\$ 167,851.71	\$ 167,851.71
073264	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073265	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073266	ALLOC	JEFF CO PARKS &		\$ -	\$ 33,654.74	\$ 33,654.74
073267	440	JASON POFFENBERGER		\$ -	\$ 95.76	\$ 95.76
073268	403	LAURA STORM		\$ -	\$ 14.05	\$ 14.05
073269	425	RCS SECURITY		\$ -	\$ 456.00	\$ 456.00
073269	425	RCS SECURITY		\$ -	\$ 225.00	\$ 225.00
073270	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
073270	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
073271	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,940.00	\$ 7,940.00
073272	700	RAY ALLEN MFG,LLC.		\$ -	\$ 15.99	\$ 15.99
073273	717	RICE TIRES CO		\$ -	\$ 477.84	\$ 477.84
073273	717	RICE TIRES CO		\$ -	\$ 546.84	\$ 546.84

073274	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,328.08	\$ 10,328.08
073274	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,161.80	\$ 44,161.80
073274	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,637.10	\$ 40,637.10
073275	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,906.70	\$ 4,906.70
073276	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
073277	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 37,362.19	\$ 37,362.19
073278	712	PANHANDLE ACCIDENT RECON		\$ -	\$ 2,100.00	\$ 2,100.00
073279	405	THOMSON REUTER - WEST	52685	\$ 1,217.00	\$ -	\$ 1,217.00
073280	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
073281	402	XEROX CORPORATION	52468	\$ 1,477.63	\$ -	\$ 1,477.63
073282	413	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073283	413	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
073284	413	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00
073285	413	COVENANT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073286	413	FIRST BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073287	413	KABLETOWN METHODIST CHRC		\$ -	\$ 150.00	\$ 150.00
073288	413	LEETOWN METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073289	413	SHEPHERDSTOWN FIRE DEPT		\$ -	\$ 200.00	\$ 200.00
073290	413	BLUE RIDGE MTN VOL FIRE		\$ -	\$ 100.00	\$ 100.00
073291	413	OAKLAND METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073292	413	JEFFERSON COUNTY COUNCIL		\$ -	\$ 100.00	\$ 100.00
073293	413	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
073294	413	TRINITY EPISCOPAL CHURCH		\$ -	\$ 100.00	\$ 100.00
073295	413	FELLOWSHIP BIBLE CHURCH		\$ -	\$ 200.00	\$ 200.00
073296	413	SUMMIT PT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
TOTAL						\$ 421,208.88
TOTAL				\$ 2,759.63	\$ 418,449.25	\$ 421,208.88

Motion by Ms. Widmyer to approve the Accounts Payable for November 6, 2014 in the amount of \$421,208.88. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Walt Pellish, Commission President – commended those who ran for office in the 2014 General Election and offered congratulations to the winners. Mr. Pellish also stated that though he was happy to see the increase in percentage of those who voted this year, he’s still disappointed over half of the registered voters in Jefferson County did not cast their ballots. Mr. Pellish also provided the audience with an update on his health, stating he would not be able to attend the November 20, 2014 Commission meeting because he would be recovering from back surgery before undergoing another round of chemotherapy.

Martin Burke, resident – spoke about his concerns regarding the noise levels emanating from Summit Point Raceway and stated no commercial entities should be exempt from adhering to the County Noise Ordinance.

Charles Cheezum, resident – thanked the Commissioners who attended the Public Service District November board meeting and also expressed his concerns about the behavior of a Public Service District board member.

PRESENTATIONS

1. Pete Dougherty, Sheriff - requested the approval to add Donald Rowland to the Bailiff and Trip Guard lists and James Hoffman to the Trip Guard list.
 - **Motion by Mr. Manuel to approve the addition of Donald Rowland to the Bailiff and Trip Guard lists and James Hoffman to the Trip Guard list. Motion seconded and unanimously approved.**
2. James E. Williams, Harpers Ferry-Bolivar Public Service District – requested financial help to assist in the payment of unpaid operation expenses.
 - The Commission and legal staff informed Mr. Williams they were not permitted to grant loans and as such, could not fulfill his request.
3. Pete Kelley, Jefferson County Emergency Services Agency President – provided the Commission with a presentation of the 2013 Audit.
4. Tim Stanton, Finance Director

FY14 Internal Budget Revision #5

- **Motion by Ms. Widmyer to approve Internal Budget Revision #5 as presented by the Finance Director. Motion seconded and unanimously approved.**

FY14 State Budget Revision

- **Motion by Ms. Noland to approve State Budget Revision #6 as presented by the Finance Director. Motion seconded and unanimously approved.**

Discussion on closing fund #244 – Bardane Fund

- It was the consensus of the Commission to revisit this topic during the budget discussions in February.

NEW BUSINESS

5. Approval of Resolution and Grant Agreement for Jefferson County Parks and Recreation.

- **Motion by Mr. Manuel to approve the Resolution and grant application for the Jefferson County Parks and Recreation in the amount of \$6,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- 2014 General Election Canvass – Ms. Keyser reminded the Commission the 2014 General Election Canvass will be held on Monday, November 10, 2014 at 9:00 a.m. in the Courthouse.
- Ethics and Robert’s Rules Training – Ms. Keyser stated staff had a successful turnout for the Ethics and Robert’s Rules Training held on Wednesday, November 5, 2014. Approximately 40 members of county appointed boards, commissions, and committees attended the training.
- Sam Michael’s Veterans Memorial Pavilion Dedication – Ms. Keyser reminded the Commission of the Veterans Memorial Pavilion Dedication Ceremony to be held at Sam Michael’s Park on Friday, November 7, 2014.
- Veterans Day – Ms. Keyser reminded the Commission that all county offices would be closed on Tuesday, November 11, 2014 in observance of Veterans Day.
- Public Hearing on the Draft 2014 Comprehensive Plan – Ms. Keyser reminded the Commission of the Public Hearing on the Draft 2014 Comprehensive Plan to be held at 7:00 p.m. on Thursday, November 6, 2014.
- Ambulance Fee Update – Ms. Keyser stated approximately \$616,569 dollars have been collected from the ambulance to date, \$375,000 of which has been transferred to the Jefferson County Emergency Services Agency. Ms. Keyser also stated staff was anticipating \$7,700 in refunds to be paid to citizens who were not aware of the extension of the due date.
- Legislative Summit – Ms. Keyser provided the Commission with some potential dates in December for the Jefferson County Legislative Summit, and stated staff would contact the senators and delegates to try to coordinate a suitable date and time for all. It was also the consensus of the Commission to invite the elected officials of Jefferson, Berkeley, and Morgan Counties and Eric Bell, newly elected Commissioner for Harpers Ferry District.

COUNTY COMMISSIONERS' REPORTS

Walt Pellish

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Attended Election Night at the Courthouse.

Patsy Noland

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Attended a PSD meeting.
- Attended Election Night at the Courthouse.
- Attended the Robert's Rules and Ethics training session.

Dale Manuel

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Participated as a judge for the Harpers Ferry Middle School Social Studies Fair.
- Attended a PSD meeting.
- Attended Election Night at the Courthouse.

Lyn Widmyer

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Attended a PSD meeting.

6. The Commission recessed at 11:03 am to reconvene at 7:00 pm for the purpose of conducting a Public Hearing on the 2014 Draft Comprehensive Plan.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on November 6, 2014 at 7:00 pm (An audio file of the November 6, 2014 meeting is available through the Jefferson County Commission Office.)

PRESENT: Walt Pellish, President
 Dale Manuel, Commissioner
 Lyn Widmyer, Commissioner
 Debbie Keyser, County Administrator
 Jennie Brockman, Director of Planning and Zoning
 Jessica Carroll, Executive Administrative Assistant

RE: Public Hearing on the 2014 Draft Comprehensive Plan

Commissioner Pellish called the meeting to order at 7:02 pm and Jennie Brockman, Director of Planning and Zoning, provided the audience with a description of the timeline for the Comprehensive Plan process, noting the County Commission is required to take action on the plan within 90 days of the Planning Commission's recommendation.

Commissioner Pellish then opened the floor for public comment, which was made by the following:

Heidi Parker, resident – stated she believes it is important to plan for future infrastructure development in coordination with the projected growth of the County, as existing services (such as water and sewer) are barely able to support current county residents.

Ellen May, resident and Steering Committee member – stated there were seven substantive conceptual recommendations provided to the members of the Planning Commission during the Planning Commission's public hearing on the 2014 Draft Comprehensive Plan. Ms. May stated she sincerely hoped the County Commission would take these comments into consideration and listen to the voice of the citizens of the County.

Martin Burke, resident and chairman of the Historic Landmarks Commission – stated he believes the County Commission should reject the Planning Commission's suggestion to redline two recommendations in the plan, the first one being the suggestion to make ordinance recommendations to the Planning and County Commissions related to the protection of areas included in a series of view shed analyses and the second one being the establishment of a Transfer of Development Rights program for Jefferson County as identified in the 1986 Comprehensive Plan.

Chris Anders, resident – stated he believes zoning should be eliminated altogether as zoning laws violate the inalienable rights set forth by the United States Declaration of Independence.

Eleanor Finn, resident – stated she was pleased with the current draft of the 2014 Comprehensive Plan, and thanked the Steering Committee and the Planning Commission for all their hard work on the document, as she believes the Comprehensive Plan is beneficial to all residents of the county.

Pat Masters, resident – stated he would like to see the Ranson Urban Growth Boundary expanded to include Driswood Elementary, T.A. Lowery Elementary, Wildwood Middle School, and Jefferson High School so that it will be easier to develop and make improvements to the areas surrounding the schools and hopefully allow for some connectivity between the schools via walking trails. Mr. Masters also stated he would like to see connecting roads between housing developments to reduce traffic and congestion within the developments.

Hail Taylor, Director of the Shepherdstown Public Library and Gretchen Fry, Director of the Bolivar-Harpers Ferry library – stated libraries are vital to the future success of Jefferson County, as libraries provide essential services to the citizens of the county and the demand for these services will continue to increase with the growth of the county. Ms. Taylor also stated the libraries are dependent on adequate, sustainable, and predictable funding provided at the county and state levels.

Lawrence M. Wright, resident – stated he is completely opposed to the Comprehensive Plan as he believes the plan violates the rights of the citizens of the county.

Cheryl Keyrouze, resident and Director of the Eastern Panhandle Transit Authority – listed all of the times the EPTA was mentioned throughout the 2014 Draft Comprehensive Plan to highlight the ways in which public transportation is integral for the growth and development of the county.

Peter Fricke, resident and Planning Commission member – stated he disagreed with the Planning Commission's removal of the suggestion to make ordinance recommendations to the Planning Commission and County Commission related to the protection of areas included in the viewshed analyses, as the viewshed belongs to all of the citizens of the county and is one of the key reasons tourists choose to visit the area.

Janice Schiltz, resident and Steering Committee member-at-large – stated she believes the Planning Commission should not have redlined the suggested two-tier Impact Fee system which would lower the Impact Fee in certain areas and provide incentive for development to remain in those designated areas.

Nicola Bastien, resident – expressed her concerns regarding industrial zoning areas in Millville.

Susanne Malesic, resident and Steering Committee member – urged the Commission to honor the residents' voiced opinions within the 2014 Draft Comprehensive Plan document in their complete form without rewording or deleting for the sake of accessibility, inclusivity, and openness in county government.

Ted Schiltz, resident and Board of Zoning Appeals member – stated he believes rural landowner's property rights should remain within the document.

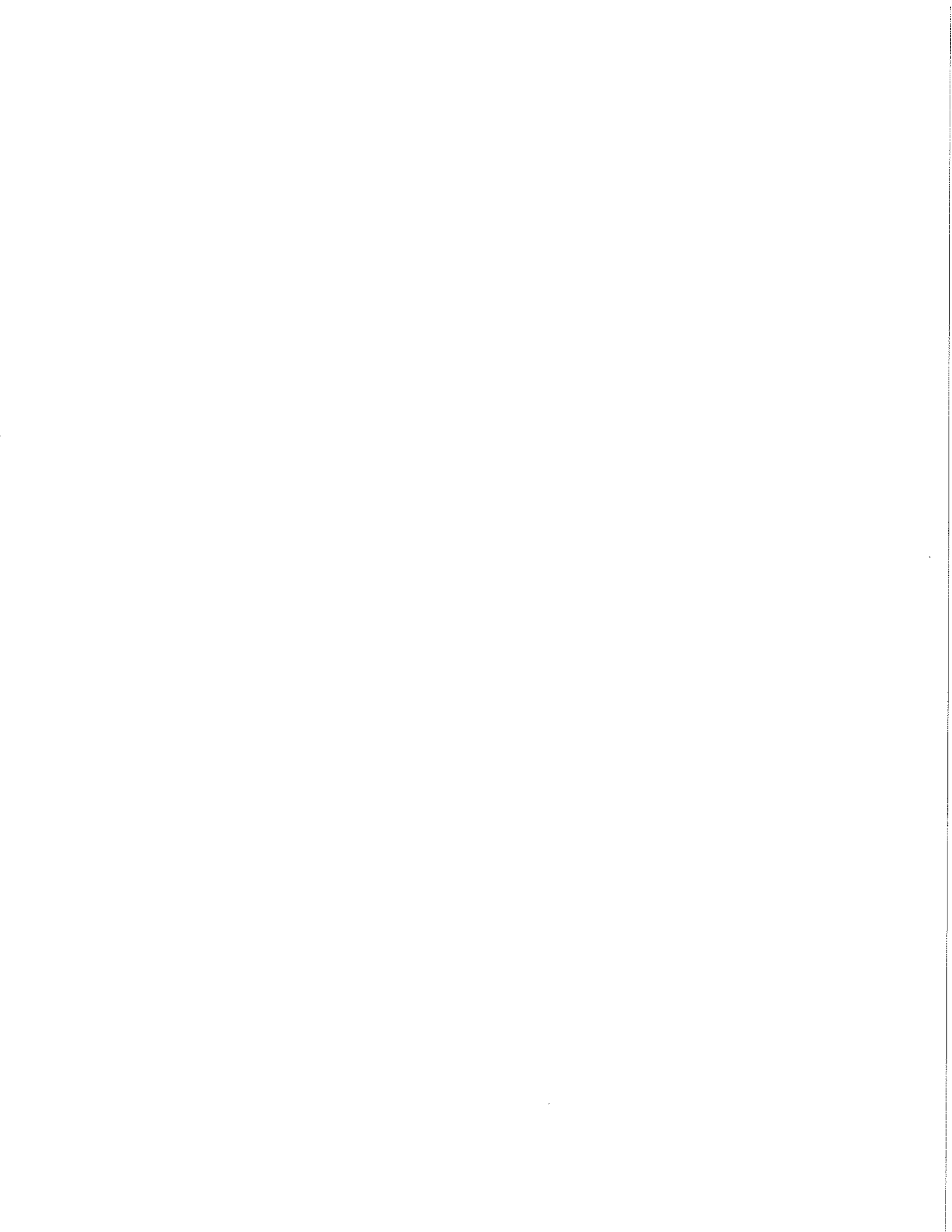
Jerry Connelley, resident and Vice President of DC Partners – stated he was concerned that Breckenridge was no longer zoned “residential growth” on the Future Land Use Map within the latest draft of the 2014 Comprehensive Plan, though it has been zoned “residential growth” for the past 26 years.

Peter Corum, resident – stated the role of government is to provide safety and security for its citizens, not dictate what people can or cannot do with their personal property. Mr. Corum also stated zoning laws violate individual land rights and provide barriers to both industry and small business.

There being no further comment, President Pellish stated the record would remain open for two weeks to allow time for written comment; however, the Commission urged those who wished to provide written comment to do so prior to the previously scheduled November 13, 2014 work shop on the 2014 Draft Comprehensive Plan. The meeting was adjourned at 8:05 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



SPECIAL SESSION:

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

At a Special Session of the Jefferson County Commission, continued and held at the Courthouse thereof on Monday, November 10, 2014, beginning at 9:00 a.m.

PRESENT: Walt Pellish, Commission President
Dale Manuel, Commissioner
Patsy Noland, Commissioner
Lyn Widmyer, Commissioner

STAFF: Jennifer Maghan, County Clerk
Nikki Painter, Elections Officer
The Election Board
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 10th day of November, 2014 at 9:00 am for the purpose of canvassing ballots cast in the November 4, 2014 General Election.

Commissioner Widmyer led Canvassers and staff in the Pledge of Allegiance.

The Board proceeded with the Canvass by reviewing each precinct one at a time, checking to ensure the counts were accurate. The Board also reviewed the absentee and provisional ballots from each precinct to determine if the ballot in question could or could not be accepted to be counted. By random drawing, Precinct 15 was counted by hand.

Precinct 2

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Gardner Loudan	Widmyer/Manuel	X		Received in Time	Carries
Shakilla Hart	Manuel/Noland	X		Voting in New Precinct	Carries
LaToya Wilson	Manuel/Noland	X		Voting in New Precinct	Carries
Fern Willingham	Manuel/Noland	X		Voting in New Precinct	Carries
Darlene Hassler-Godwin	Manuel/Noland	X		Voting in New Precinct	Carries
Ashley Twigg-Frye	Noland/Manuel		X	Not Registered	Carries
Jeffrey Lipscomb	Manuel/Noland	X		Voting in New Precinct	Carries

Precinct 3

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Stephen Staub	Noland/Pellish	X		Voting in New Precinct	Carries
Margaret Tudor	Noland/Pellish	X		Voting in New Precinct	Carries
Vivian Robinson	Noland/Pellish	X		Voting in New Precinct	Carries
Betty Ann Twyman	Noland/Pellish	X		Voting in New Precinct	Carries

Precinct 4A

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Tison Hiland	Noland/Pellish	X		Voting in New Precinct	Carries
Guadalupe Alonzo	Noland/Pellish	X		Voting in New Precinct	Carries

Precinct 4B

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Lauren Thomas	Widmyer/Noland	X		Absentee – received in time	Carries
Paul Mahoney	Manuel/Noland	X		Voting in New Precinct	Carries
Jennie Parker	Noland/Manuel		X	Registered in Berkeley County	Carries
Sheila Spring	Manuel/Noland	X		Voting in New Precinct	Carries
Alexander Malloy	Manuel/Noland	X		Voting in New Precinct	Carries
William Tallant	Manuel/Noland	X		Voting in New Precinct	Carries
Michael Papavero	Manuel/Noland	X		Voting in New Precinct	Carries

Precinct 7

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Elizabeth Meehan	Noland/Pellish	X		Voting in New Precinct	Carries
Brittney Puller	Noland/Pellish	X		Voting in New Precinct	Carries
Patrick Quinn, Jr	Noland/Pellish	X		Voting in New Precinct	Carries
Patrick Quinn, Sr	Noland/Pellish	X		Voting in New Precinct	Carries
Candy Quinn	Noland/Pellish	X		Voting in New Precinct	Carries

Precinct 12

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Ronald Smoot	Noland/Manuel	X		Voting in New Precinct	Carries
Cheryl Smoot	Noland/Manuel	X		Voting in New Precinct	Carries
Eva Palmer	Noland/Manuel	X		Voting in New Precinct	Carries

Precinct 13

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Herbert LePlatt	Noland/Pellish	X		Absentee – received in time	Carries
Jody Strickler	Noland/Manuel	X		Voting in New Precinct	Carries
Steven Strickley	Noland/Manuel	X		Voting in New Precinct	Carries
Patricia Sanderson	Noland/Manuel	X		Voting in New Precinct	Carries
Russell Williams	Noland/Manuel		X	Not Registered	Carries
Michael Tomaszewski	Noland/Manuel	X		Voting in New Precinct	Carries

Precinct 14

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Linda Rago	Noland/Pellish	X		Absentee – received in time	Carries

Precinct 15

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Catherine Feaga	Manuel/Widmyer		X	Not Registered	Carries
Kaila Crumpley	Widmyer/Noland	X		Voting in New Precinct	Carries
Jeffrey Feaga	Manuel/Widmyer		X	Not Registered	Carries
Catherine Payne	Manuel/Widmyer		X	Not Registered	Carries

Precinct 16

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
David Allison	Noland/Pellish		X	Voter Resides in Hardy County	Carries
Annette Stickler	Widmyer/Pellish		X	Not Registered	Carries
Shana Watson	Noland/Pellish	X		Voting in New Precinct	Carries
Deborah Gravatt	Pellish/Noland	X		Poll Worker	Carries
Paul Carter	Noland/Pellish	X		Voting in New Precinct	Carries
Cathryn Jackson	Pellish/Noland	X		Poll Worker	Carries

Precinct 17

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Betty Bruner	Pellish/Noland	X		Absentee – received in time	Carries
David Pearl	Noland/Pellish		X	Canceled for Not Voting	Carries
Melody Fitzwater	Noland/Pellish	X		Voting in New Precinct	Carries
Arabia Anderson	Noland/Pellish	X		Poll Worker	Carries

Sunshine Drummond	Noland/Pellish	X		Poll Worker	Carries
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Precinct 19

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Kendall Jackson	Widmyer/Pellish	X		Absentee – received in time	Carries
Catherin Kerns	Noland/Pellish	X		Poll Worker	Carries
Alice Torres	Pellish/Noland		X	Not Registered	Carries
Charis Henson	Manuel/Noland	X		Voting in New Precinct	Carries
Kathryn Foster	Manuel/Noland	X		Voting in New Precinct	Carries
Harry McMahan	Manuel/Noland	X		Voting in New Precinct	
Kelli Tiong	Manuel/Noland	X		Voting in New Precinct	Carries
William Brown	Manuel/Noland	X		Voting in New Precinct	Carries
Jeffrey McCarthy	Pellish/Noland		X	Not Registered	Carries
Scott Shadle	Noland/Pellish	X		Poll Worker	Carries

Precinct 20

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Douglas Crozier	Widmyer/Noland	X		Absentee – received in time	Carries
Wendy Renteria	Noland/Pellish	X		Voting in New Precinct	Carries
Dorinda Funk	Noland/Pellish	X		Voting in New Precinct	Carries
Cecil Funk, Jr	Noland/Pellish	X		Voting in New Precinct	Carries
Sheri Stevens	Widmyer/Manuel		X	Not Registered	Carries

Precinct 21A

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Deanna Inglert	Noland/Pellish		X	Not Registered	Carries
Kathlyn Doyle	Noland/Pellish		X	Not Registered	Carries
Jimmie Austin	Noland/Pellish		X	Not Registered	Carries
Paul Cole, Sr	Pellish/Noland	X		Voting in New Precinct	Carries
Stevan Crowder	Pellish/Noland	X		Voting in New Precinct	Carries
Ellen Collins	Pellish/Noland	X		Voting in New Precinct	Carries

Precinct 21B

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Jennifer Smith	Widmyer/Manuel		X	Not Registered	Carries
Christy Slusher	Noland/Pellish	X		Voting in New Precinct	Carries
Nancy Malcolm	Widmyer/Manuel		X	Not Registered	Carries
James Reynolds	Widmyer/Manuel		X	Not Registered	Carries
John McAuliffe	Noland/Pellish	X		Voting in New Precinct	Carries
Lee Roy Wall, II	Widmyer/Manuel		X	Not Registered	Carries

Precinct 22

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Benjamin Harrison	Noland/Pellish		X	Absentee – received in time	Carries
Shannon Bodenforfer	Widmyer/Pellish		X	Canceled – moved out of state	Carries
Gail King	Widmyer/Noland	X		Voting in New Precinct	Carries
Jacob Perry	Pellish/Widmyer	X		Poll Worker	Carries

Precinct 23A

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Vincent Hosby	Noland/Pellish		X	Voter resides in Berkeley County	Carries
Janet Collins	Noland/Pellish		X	Not Registered	Carries

The Commission recessed for break at 11:10 am.
The Commission reconvened at 11:20 am.

Precinct 23B

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Paul Sibrell	Noland/Pellish	X		Absentee – received in time	Carries
Alan Tamplen	Pellish/Manuel	X		Voting in New Precinct	Carries
Jennifer Newsome	Widmyer/Noland	X		Poll Worker	Carries
Randall Miller	Pellish/Noland		X	Not Registered	Carries
Gary Seltzer	Pellish/Manuel	X		Voting in New Precinct	Carries

Precinct 24

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Bertha Duetsch	Noland/Pellish	X		Absentee – received in time	Carries
Richard Duetsch	Noland/Pellish	X		Absentee – received in time	Carries
Dana Morton	Manuel/Pellish	X		Voting in New Precinct	Carries
Dimitrious Orfanidis	Noland/Pellish		X	Not Registered	Carries
Brendon McSmith	Noland/Pellish		X	Not Registered	Carries
Diane Coffey	Noland/Pellish		X	Not Registered	Carries
Joshua Puller	Noland/Pellish		X	Not Registered	Carries
Dominic Miele	Noland/Pellish		X	Not Registered	Carries
Nicholas Derrick	Noland/Pellish		X	Not Registered	Carries

Rahsaan Edwards	Manuel/Pellish	X		Voting in New Precinct	Carries
Mark Lucas	Noland/Pellish		X	Not Registered	Carries
Tammie Hubbard	Noland/Pellish		X	Not Registered	Carries
Clifford Jones	Manuel/Pellish	X		Voting in New Precinct	Carries
Kenneth Herteleny	Manuel/Pellish	X		Voting in New Precinct	Carries
Charles Johnson	Manuel/Pellish	X		Voting in New Precinct	Carries
Rebekah Jones	Manuel/Pellish	X		Voting in New Precinct	Carries
Miles Heinz	Noland/Pellish		X	Not Registered	Carries
Carl Hart	Manuel/Pellish	X		Voting in New Precinct	Carries
Sharon Marshall	Manuel/Pellish	X		Voting in New Precinct	Carries
Chad Dinges	Manuel/Pellish	X		Voting in New Precinct	Carries

Precinct 25A

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Stephen Hudson	Pellish/Noland	X		Absentee – received in time	Carries
Kelsey Jenkins	Pellish/Noland	X		Absentee – received in time	Carries

Precinct 25B

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Shirley Painter	Manuel/Noland	X		Poll Worker	Carries

Precinct 26

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Janine Ernsting	Pellish/Noland	X		Absentee – received in time	Carries
Kathleen Flood	Pellish/Noland	X		Absentee – received in time	Carries

Natalie Palmer	Noland/Widmyer		X	Not Registered	Carries
John Lowe	Pellish/Noland	X		Voting in New Precinct	Carries
Stephen Short	Noland/Pellish		X	Voter resides in Berkeley County	Carries
Donna Ritenour	Noland/Pellish		X	Not Registered	Carries
Randolph Whittington	Noland/Pellish		X	Canceled for not Voting	Carries
Julie Jacobs	Pellish/Noland	X		Voting in New Precinct	Carries
Kelli Polen	Pellish/Noland	X		Voting in New Precinct	Carries
Aaron Polen	Pellish/Noland	X		Voting in New Precinct	Carries

Precinct 27

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Ellen Hough	Pellish/Widmyer	X		Absentee – received in time	Carries
Ebonique Ellis	Pellish/Widmyer	X		Absentee – received in time	Carries
Sha'Tera Hawkins	Widmyer/Noland		X	Not Registered	Carries
Jesse Richard	Noland/Widmyer		X	Voter resides in Berkeley County	Carries
Robin Carper	Noland/Widmyer	X		Poll Worker	Carries
Terri Roberts	Noland/Widmyer	X		Poll Worker	Carries

Precinct 28

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Charles Muse	Noland/Pellish		X	Canceled – moved out of state	Carries
Erin Watson	Noland/Pellish		X	Canceled – moved out of state	Carries
Tabitha Carroll	Manuel/Pellish	X		Voting in New Precinct	Carries
Jacqueline Shadle	Pellish/Noland	X		Poll Worker	Carries

Precinct 29

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Clara Dawn Pingley	Widmyer/Pellish		X	Canceled for Not Voting	Carries

Precinct 31

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Sara Hornbeck	Pellish/Noland	X		Absentee – received in time	Carries
Shaeleen Clark	Noland/Pellish		X	Not Registered	Carries
William Clark	Noland/Pellish		X	Not Registered	Carries
Maureen Smolke	Noland/Pellish	X		Voting in New Precinct	Carries
Jeffrey Kauffman	Noland/Pellish		X	Registered in Berkeley County	Carries

Precinct 32

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Dane Abbe	Noland/Pellish		X	Did not show ID	Carries
George Spanos	Noland/Widmyer		X	Registered in Berkeley County	Carries

Precinct 33

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Lynda Hoover	Noland/Pellish	X		Emergency Election Day Absentee	Carries
Stephen Scott	Widmyer/Manuel	X		Absentee – received in time	
Anne Post	Manuel/Pellish		X	Canceled – moved out of state	Carries
Shelly Price	Noland/Pellish		X	Not Registered	Carries
Jennifer Zimmers	Noland/Pellish		X	Not Registered	Carries
Carlos Martinez	Noland/Pellish		X	Not Registered	Carries

Precinct 34

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
James Schuppe	Noland/Pellish		X	Not Registered	Carries
Megan Hartlove	Widmyer/Pellish	X		Voting in New Precinct	Carries
Raul Herrera	Widmyer/Pellish	X		Voting in New Precinct	Carries
Christina Rodriguez	Widmyer/Pellish	X		Voting in New Precinct	Carries
Hubert Diamond	Widmyer/Pellish	X		Voting in New Precinct	Carries
Billie Muth	Widmyer/Pellish	X		Voting in New Precinct	Carries
Amy Lindsey	Noland/Pellish		X	Not Registered	Carries

Precinct 35A

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Joseph Horky	Noland/Pellish	X		Absentee – received in time	Carries
Werner Barz	Widmyer/Manuel		X	Canceled for Not Voting	Carries
Thaddeus Brown	Manuel/Pellish	X		Voting in New Precinct	Carries
Jennifer Guerra	Noland/Pellish		X	Not Registered	Carries
Jennifer Christian	Manuel/Pellish	X		Voting in New Precinct	Carries
Meredith Frank	Widmyer/Manuel		X	Voted in Wrong Precinct	Carries
Joseph Keating, IV	Manuel/Pellish	X		Voting in New Precinct	Carries
Jeffrey Chalfant	Noland/Widmyer		X	Voter resides in Hancock County	Carries
Sean Guerra	Noland/Pellish		X	Canceled for Not Voting	Carries
Kristina Howard	Noland/Pellish		X	Not Registered	Carries
Wendy Brown	Manuel/Pellish	X		Voting in New Precinct	Carries

Precinct 35B

Name on Ballot	Motion/Second	Accept	Reject	Reason Accepted or Rejected	Vote
Elliot Ryan	Noland/Pellish	X		Absentee – received in time	Carries
Ryan Manion	Noland/Pellish	X		Absentee – received in time	Carries
Daniel Nelson	Noland/Pellish	X		Voting in New Precinct	Carries
Christopher Petersen	Noland/Pellish	X		Voting in New Precinct	Carries
Eric Wright	Noland/Pellish	X		Voting in New Precinct	Carries
Jennifer Petersen	Noland/Pellish	X		Voting in New Precinct	Carries
Hannah Lloyd	Noland/Pellish	X		Voting in New Precinct	Carries
Michelle Poor	Noland/Pellish	X		Voting in New Precinct	Carries

After all provisional and absentee ballots were reviewed, the Commission added 114 ballots to the count, which did not affect the preliminary results of the General Election.

The hand count conducted for Precinct 15 was determined to be acceptable and did not affect the preliminary results of the General election. The Commission thanked the Elections Board for their hard work.

- **Motion by Ms. Noland to set the bond amount for the request of a recount at \$300.00. Motion seconded and unanimously approved.**

Ms. Painter stated she would be in contact with staff to notify the Commission when they would be allowed to certify the results of the 2014 General Election.

- **Motion by Mr. Manuel to adjourn and recess as a Board of Canvassers at 11:43 a.m. Motion seconded and unanimously approved**

WALT PELLISH, COMMISSION PRESIDENT

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 November 13, 2014 at 9:30 am (An audio file of the November 13, 2014 meeting is available through the Jefferson County Commission Office.)

PRESENT: Walt Pellish, President
 Jane Tabb, Vice President
 Dale Manuel, Commissioner
 Patsy Noland, Commissioner
 Lyn Widmyer, Commissioner
 Debbie Keyser, County Administrator
 Jennie Brockman, Director of Planning and Zoning
 Alex Beaulieu, Project Manager Planning and Zoning
 Jessica Carroll, Administrative Assistant

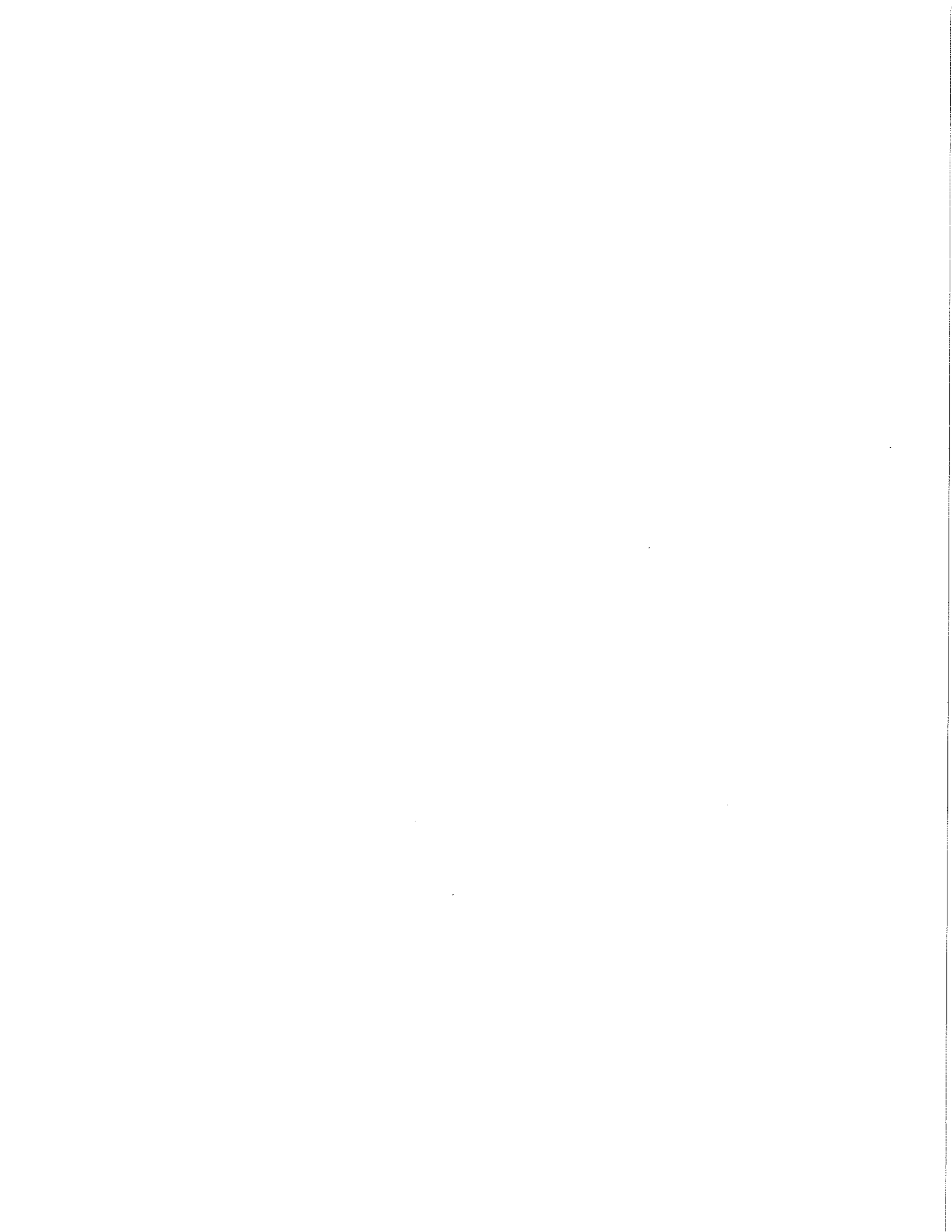
RE: **Work Session on the 2014 Draft Comprehensive Plan**

Commissioner Tabb called the meeting to order at 9:32 am and Commissioner Manuel led the Pledge of Allegiance. Jennie Brockman, Director of Planning and Zoning, provided the Commission with a draft of the comment matrix containing all of the public comments the Commission has received thus far as a result of the Public Hearing on the 2014 Draft Comprehensive Plan. Ms. Brockman also stated the Commission would be accepting written public comment until close of business on Thursday, November 20, 2014, and any additional comments received by that deadline would also be included in the matrix. During this work session, Ms. Brockman discussed each comment in the matrix with the Commission, and each Commissioner provided Ms. Brockman with questions and topics on which they'd like further information. It was the consensus of the Commission to direct staff to schedule an evening work session on the Land Use Maps included within the Comprehensive Plan. The Commission also requested staff to schedule additional work sessions with Ms. Brockman to discuss the redlines made by the Planning Commission prior to passing the document to the County Commission.

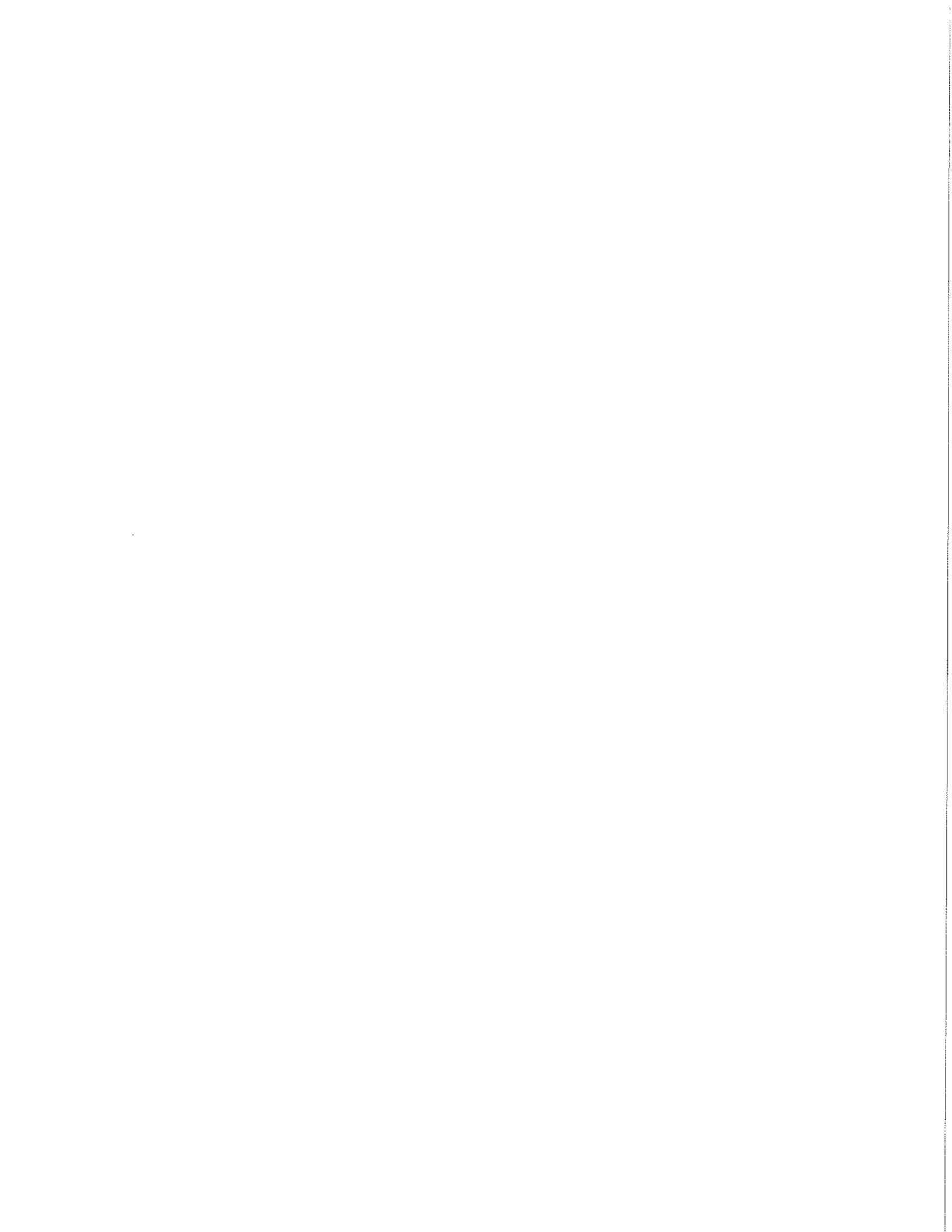
There being no further business, the work session was adjourned at 11:16 am on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 369,111.63	\$ -	\$ 369,111.63
6.2% Tax Payable OASDI	\$ 22,080.90	\$ -	\$ 22,080.90
1.45% Tax Payable HI	\$ 5,164.04	\$ -	\$ 5,164.04
Fed Withholding	\$ 40,637.10	\$ -	\$ 40,637.10
WV State Withholding	\$ 15,583.56	\$ -	\$ 15,583.56
PERS Retirement Deduct	\$ 12,585.49	\$ -	\$ 12,585.49
Hosp. Pre-Tax	\$ 10,326.38		\$ 10,326.38
Cancer/ICU Pre-Taxed	\$ 1,272.09		\$ 1,272.09
Cancer/ICU Not Pre-Taxed	\$ 904.31		\$ 904.31
Optional Life Not Pre-Taxed	\$ 531.33		\$ 531.33
Christmas Club	\$ 5,820.00		\$ 5,820.00
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%	\$ 5,201.63		\$ 5,201.63
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,040.00		\$ 3,040.00
MD State Tax	\$ 334.36		\$ 334.36
D/VF	\$ 1,369.84		\$ 1,369.84
VA. State Tax	\$ 116.01		\$ 116.01
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 127,763.91	\$ -	\$ 127,763.91
Net Wages Total	\$ 241,347.72	\$ -	\$ 241,347.72
Pay Dates	6-Nov-2014		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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


Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 20,, 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*):

 **Exonerations**

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

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

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

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

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

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

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

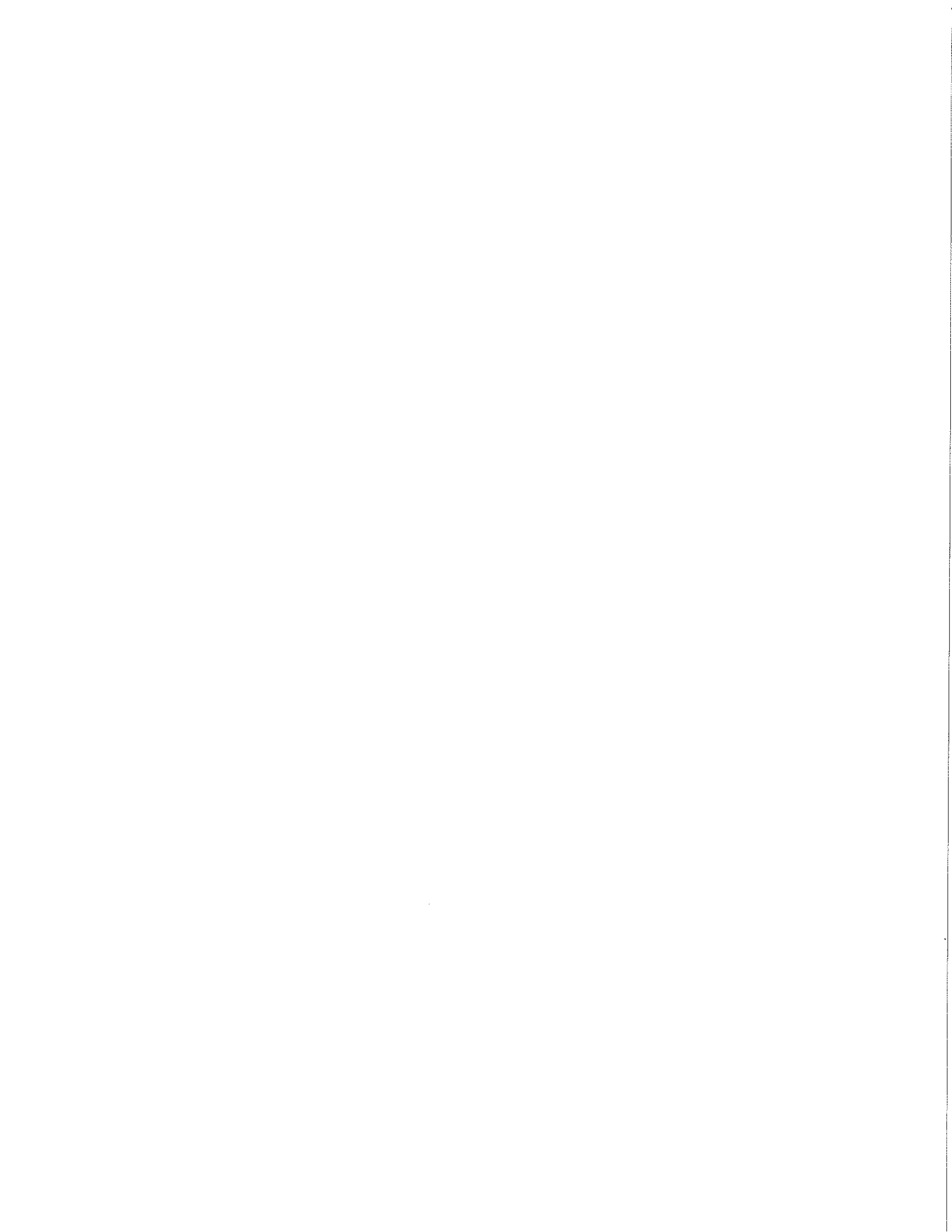
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nikki Painter

Department or Organization: County Clerk's Office – Elections Dept.

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 20, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Certification of the Results from the 2014 General Election

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

CERTIFICATE OF RESULTS OF THE CONSTITUTIONAL AMENDMENT

GENERAL ELECTION, NOVEMBER 4, 2014

We, the board of canvassers of the county of Jefferson having carefully and impartially examined the returns of the election held in said county, in each district thereof, on the fourth day of November, two thousand fourteen, do certify that the result of the election in said county, on the question of the ratification or rejection of the proposed amendment is as follows:

NONPROFIT YOUTH ORGANIZATION TAX EXEMPTION SUPPORT AMENDMENT

For ratification 6,919 votes

Against ratification 4,893 votes

Given under our hands this twentieth day of November, two thousand fourteen.

County Commissioner

County Commissioner

County Commissioner

County Commissioner

November 2014, do hereby certify that in said County or District, at said election on the official ballot for the office of

U.S. Senator

SHELLEY MOORE CAPITO received	
Seven Thousand Nine Hundred Forty Three	(7,943)
NATALIE TENNANT received	
Five Thousand Three Hundred Fifty Six	(5,356)
BOB HENRY BABER received	
One Hundred Twenty Five	(125)
JOHN S. BUCKLEY received	
Two Hundred Eighty Five	(285)
ROGER SMITH received	
zero	(0)
LARRY EUGENE BUTCHER received	
zero	(0)
PHIL HUDOK received	
Forty Four	(44)
ALEX WOLF WEINSTEIN received	
zero	(0)
DINO BATTISTA received	
zero	(0)

U.S. House Of Representatives - 2nd Congressional District

ALEX X. MOONEY received	
Seven Thousand Eighty Six	(7,086)
NICK CASEY received	
Five Thousand Six Hundred Fifty Five	(5,655)
DAVY JONES received	
Seven Hundred Fifteen	(715)
ED RABEL received	
One Hundred Ninety	(190)
ROBERT FLUHARTY received	
Three	(3)
LIZ SULLIVAN received	

Seven Thousand Two Hundred Seventy (7,270)

House Of Delegates Vote For 1 - 65th Delegate District

JILL UPSON received
Two Thousand Three Hundred Thirty Five (2,335)

TIFFANY LAWRENCE received
One Thousand Eight Hundred Forty Eight (1,848)

House Of Delegates Vote For 1 - 66th Delegate District

PAUL ESPINOSA received
Three Thousand Seventy Four (3,074)

DANIEL P. LUTZ JR. received
Eight Hundred Seventy Six (876)

House Of Delegates Vote For 1 - 67th Delegate District

PATRICIA RUCKER received
Two Thousand Five Hundred Three (2,503)

STEPHEN SKINNER received
Two Thousand Six Hundred Thirty Six (2,636)

Circuit Judge - Unexpired Term - 23RD JUDICIAL CIRCUIT - 5TH DIVISION

MICHAEL D. LORENSEN received
Eight Thousand Five Hundred Sixty Four (8,564)

County Commission/County Council

ERIC BELL received
Seven Thousand Three Hundred Four (7,304)

RONDA LEHMAN received
Six Thousand Twenty Three (6,023)

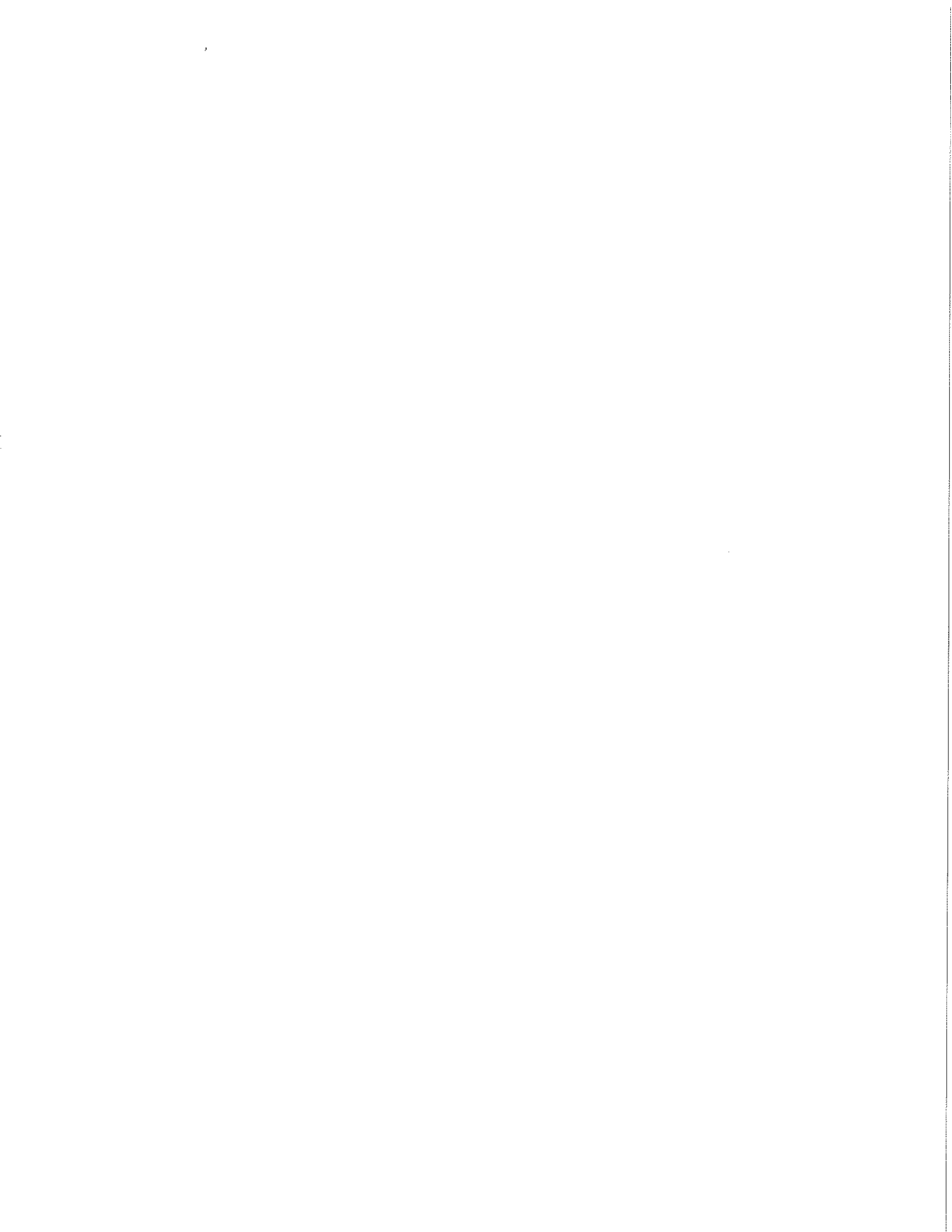
PATRICIA A. "PATSY" NOLAND received
Eight Thousand Six Hundred Forty Seven (8,647)

Sheriff - Unexpired Term

STEVEN SOWERS SR received
Six Thousand One Hundred Seventy Four (6,174)

PETE DOUGHERTY received
Seven Thousand Three Hundred Seventeen (7,317)

Clerk's Signature



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Good Shepherd Interfaith Volunteer Caregivers, Nonprofit Organization

Department or Organization: Planning & Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: Nov. 20, 2014

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

Date Requested – 2nd Choice: Dec. 4, 2014 (or next available agenda)

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

Applicant request for elimination of \$100 fee for BZA review of variance.

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

Applicant is required to install additional parking per County Ordinances, which would necessitate a site plan, and wishes to seek a variance from this provision due to low turn-over. 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. Due to the applicant's status as a nonprofit organization they are requesting that the fee of \$100 be reduced or eliminated.

Legal Counsel should be present to discuss this topic.

Is this a funding request? Y/N No.

If so, how much? \$

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

The County Commission (approves/denies) the citizen's request to have the fee (eliminated/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

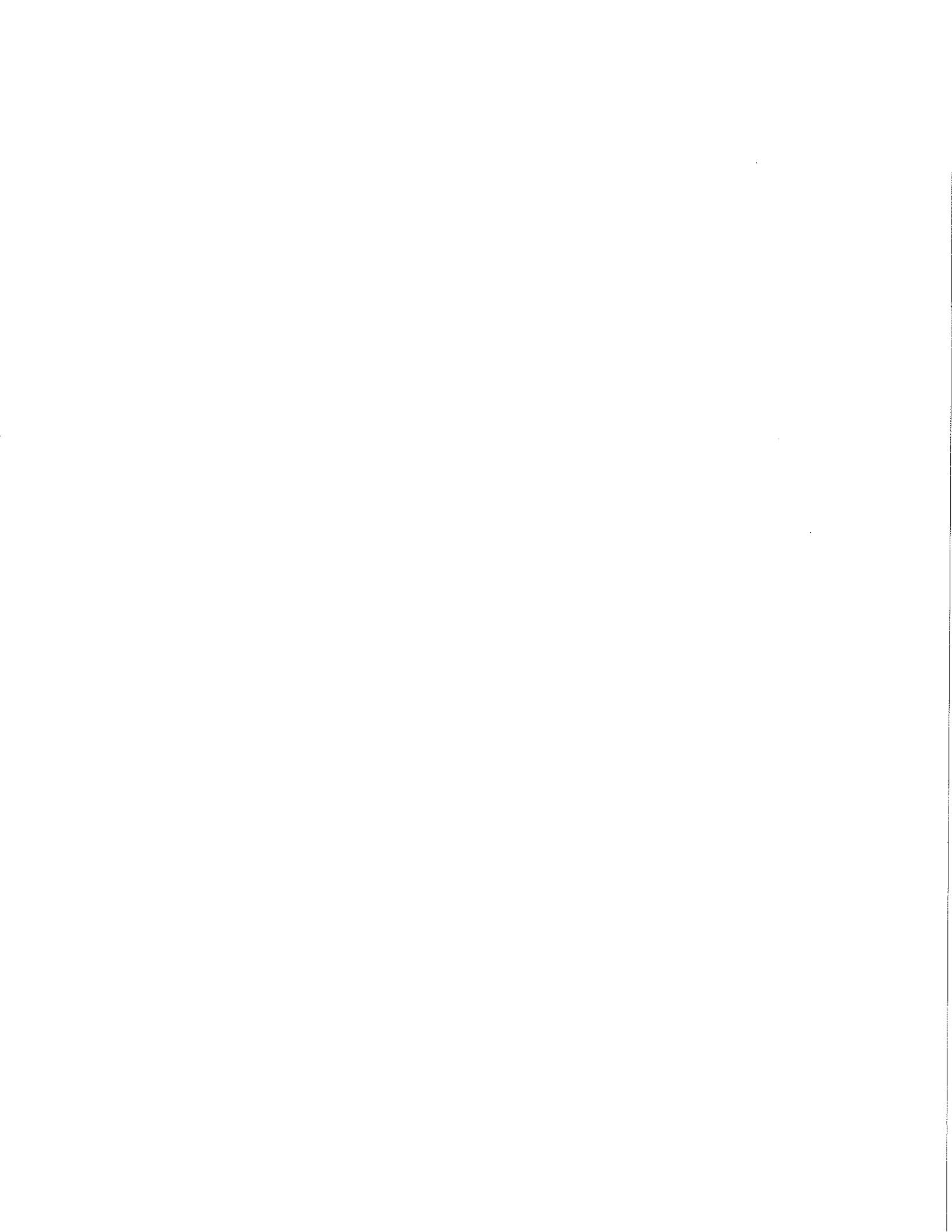
Contact information: Paula Marrone-Reese, PO BOX 1882, Shepherdstown, WV 25443

Email address: director@gsivc.org

Phone Number: 304-579-7428

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin, Chief County Engineer

Department or Entity: Engineering Department

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: November 20, 2014

Date Requested – 2nd Choice: December 4, 2014

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

Subject: **Property Safety Enforcement Agency Case 12-001 (Bierer)
Demolition of Dwelling/Structure
Property located at 169 Daisy Lane, Walnut Grove Subdivision
Charles Town Tax District, Map 4C, Parcel 32
Deed Book 737, Page 340**

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

The County Commission obtained a Circuit Court order granting permission to demolish the dwelling/structure at the above noted property due to a violation of the Property Safety Enforcement Ordinance.

A pre-bid meeting was held on Wednesday, October 22, 2014 for the purpose of obtaining bids to demolish the dwelling/structure under Property Safety Enforcement Agency Case 12-001 (Bierer). During the discussion with the potential bidders in attendance it was pointed out to staff that the West Virginia State Code regulations 64CSR63 (Bureau for Public Health) and 45CSR15 (WVDEP Division of Air Quality) and 33CSR1 (WVDEP Solid Waste Management) apply to this demolition project, which requires that an asbestos inspection be performed and a report provided prior to demolishing the structure. The West Virginia Department of Environmental Protection enforces this requirement.

Joe Kent, Jefferson County Land Development Inspector, confirmed that this is correct. Therefore, Engineering Department staff obtained proposals from several West Virginia Bureau for Public Health licensed asbestos inspectors/consultants to conduct an inspection and provide us with the required report.

The two attached proposals are as follows:

Winchester Environmental Consultants, Inc.	\$400.00
Global Environmental & Remediation, LLC	\$406.00

Once the report is received we will also have to file a "Notification of Abatement, Demolition or Renovation", with the WVDEP Division of Air Quality before commencing the work.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to accept the proposal of Winchester Environmental Consultants, Inc. in the amount of \$400.00 for the asbestos inspection for Property Safety Enforcement Agency Case 12-001; and to provide funding for the work.**

Attachments:

Winchester Environmental Consultants, Inc. Proposal
Global Environmental & Remediation, LLC Proposal



October 24, 2014

Jefferson County Engineering Dept
Mr. Joseph Kent
116 E. Washington Street
PO Box 716
Charles Town, WV 25414

Ref: Limited Asbestos Inspection – 169 Daisy Lane, Charles Town, WV

Dear Mr. Kent:

Based on our site visit yesterday, we propose to conduct an asbestos inspection, according to NESHAP guidelines, at the above listed property due to anticipated demolition. Our fee to conduct the inspection would be \$400 and include all sampling. The final report will be delivered with 5 business day of sampling. The inspection fees are due upon receipt of final report. The attached General Conditions & Terms apply to this proposal. We do accept Visa/MasterCard.

Sample protocol will adhere to regulatory guidelines. Sampling will occur in accessible areas only that are determined to allow safe entry by the inspector. Samples must be taken of suspected material with different layers. Typical suspect materials include floor tile or linoleum, mastic, drywall, plaster, roofing, and heating system insulation. Sampling involves obtaining a small piece of the suspected material. No patching of sampling areas is included.

Once the results are received a sample log will be developed identifying the sample location and respective results of each material tested. A copy of the inspector's license will be included in the final report.

The above scope of work and general conditions and terms are approved by:

Mr. Joseph Kent (or authorized agent)
Jefferson County Engineering Department

Date

Sincerely,
Winchester Environmental Consultants Inc.

Bruce Sigurdson
President

104 W. Cork St ♦ Winchester, VA 22601
(540) 877 9420 ♦ (540) 877 9495 fax
www.weci.biz



WINCHESTER ENVIRONMENTAL CONSULTANTS, INC.

104 W. Cork Street, Winchester, VA 22601

Business 540-877-9420 Fax 540-877-9495

www.weci.biz

GENERAL CONDITIONS & TERMS

(Between WECI & Client)

Supremacy:

Where there is a conflict between these general conditions and terms and the proposal to which it is attached, the proposal shall supersede.

Hours:

Unless otherwise stated on the attached proposal, standard WECI hours are 0800 to 1700 M-F. Any work done outside these hours or days will be billed at 1.5 times the cost for such services as listed in the proposal or \$75 per hour per WECI employee when the service performed is not one listed in the proposal.

False Starts:

In the event where WECI personnel are unable to perform their contractual duties do to client error, such as failure to provide access or personnel promised in the proposal, or any other items marked under the "Client responsibilities" section of the proposal, a false start fee shall be billed. This fee shall be \$50 per hour per WECI employee involved, including drive time to and from the site (calculated at a speed of 60mph from Winchester).

Billing:

Invoices will be issued once a month or upon job completion as stipulated in the attached proposal and are due and payable upon receipt. Copying, shipping, printing, and UPS costs will be billed at cost plus 15%.

Invoices outstanding for more than 30 calendar days from the date of the invoice shall be subject to an additional 10% late fee applied to the remaining balance.

Upon default in the payment of any bill, Client agrees to pay any and all collection fees incurred; legal expenses including but not limited to collection agency and attorney fees, all court related costs, service and filing fees, interrogatory and garnishment fees as well as any interest that may be adjudicated for the collection of past due debt on accounts.

Warranty & Liability:

WECI warrants that its services are performed within the limits prescribed to its Clients, in a manner consistent with that level of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under similar conditions. No other warranty or representation, either expressed or implied, is included in its proposals, contracts, or reports.

WECI has neither created nor contributed to the existence of any hazardous, toxic, or otherwise dangerous substance or condition at the site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Accordingly, notwithstanding any other provision herein, the liability of WECI, its subcontractors, and agents for any injury or loss arising from any such pre-existing or client generated dangerous substance or condition at or near the project site shall not exceed \$1,000.

WECI, its subcontractors, and agents shall not be liable for indirect or consequential damages, including with limitation, loss of use, and loss of profits.

Increased liability limits may be negotiated upon the Client's written request, prior to commencement of services, and agreement to pay an additional fee.

In the event that the Client makes a claim against WECI at law, or otherwise, for any alleged error or other act arising out of the performance of services, and to the extent that the Client fails to prove such claim, then the Client shall pay all costs, including attorney's fees, incurred by WECI in defending itself against the claim.



WEST VIRGINIA

Asbestos Program

Bruce I. Sigurdson

**IS LICENSED AS AN
ASBESTOS INSPECTOR**

License # A1007756

Issued: 5/14/2014

Expires: 5/31/2015

Walter M. Dwyer

**Interim Director
WV OEHS**

Global Environmental & Remediation, LLC

Global Environmental & Remediation, LLC

WV-046201
 2632 South Childs Road
 Kearneysville, WV 25430
 304-279-5335

304-279-5335
 globalrlj@gmail.com

Estimate

Date	Estimate No.
10/31/2014	1235
	Exp. Date

Address
Jefferson County Engineering Department 116 E Washington Street Charles Town, WV 25414

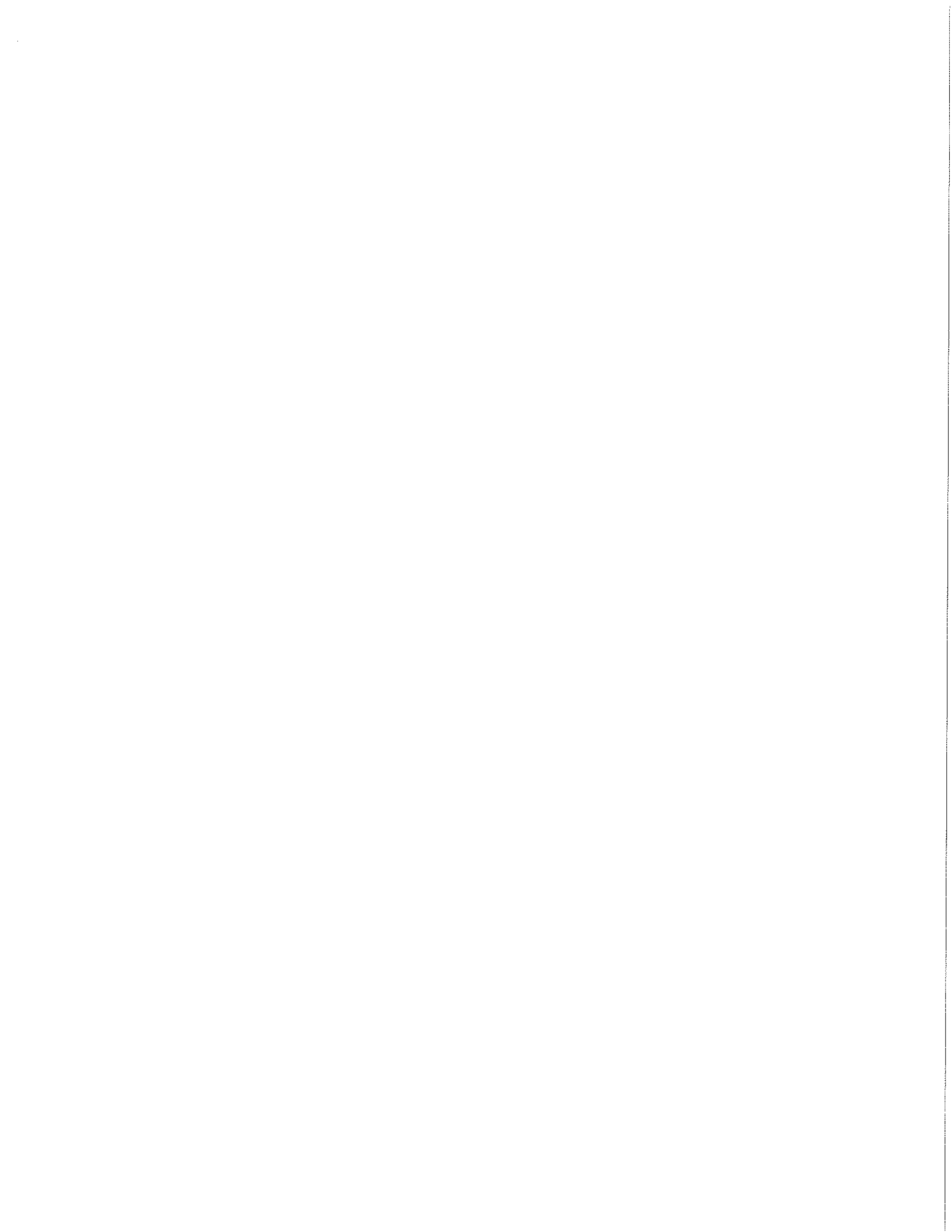
Sales Rep
RLJ

Activity	Quantity	Rate	Amount
• Asbestos survey and written report for 169 Daisy Lane, Walnut Grove Subdivision	1	250.00	250.00
• Shipping and handling	1	12.00	12.00
• PLM asbestos analysis per sample	12	12.00	144.00
Total			\$406.00

This estimate good for 30 days

Accepted By

Accepted Date



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Kelley, President

Department or Organization: **JCESA Board**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 20, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Review of JCESA Bylaws**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address: **wkelley@frontiernet.net**

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

BYLAWS

Of the

Jefferson County Emergency Services Agency

WHEREAS, on July 31, 2014, the Jefferson County Commission (the Commission) adopted an Ordinance to dissolve and reconstitute the Jefferson County Emergency Services Agency (JCESA)(the Agency) pursuant to Senate Bill 224;

WHEREAS, it is desirable to have Bylaws for governance by the JCESA Board of Directors (Board), the Board hereby adopts these Bylaws to effectuate the purposes of the Act and to enable the Board to conduct its business in an open, efficient, orderly, responsible and accountable manner.

ARTICLE 1. FISCAL YEAR

The fiscal year the Jefferson County Emergency Services Agency shall commence on July 1 of each year. The fiscal year shall constitute the budget year and shall delineate terms of office for Officers.

ARTICLE 2. BOARD OF DIRECTORS

(a) Governance. Management of the Agency shall be vested in a Joint Emergency Services Board. The Board shall consist of six members appointed by the County Commission who are citizens of the United States, registered voters in and official residents of Jefferson County constituted as follows:

- (1) One member of the Jefferson County Commission (who shall only be eligible to serve on the Board so long as he/she remains a member of the County Commission);
- (2) One representative of the emergency medical services community in Jefferson County, selected from three nominees submitted by the Fire and Rescue Association;
- (3) One representative of the fire protection services community in Jefferson County selected from three nominees submitted by the Fire and Rescue Association;
- (4) Three citizen members of the Board;
- (5) The President of the Fire and Rescue Association shall be a non-voting Board member.

For additional requirements for Board members, refer to Section 3, the Joint Emergency Services Board, of the new ordinance.

(b) Terms of Office. Individuals appointed to the Board shall serve for the term specified by the Commission, or until their successors have been appointed and qualified. Board members are limited to two consecutive terms.

(c) Compensation. Members and Officers of the Board shall serve without compensation other than reimbursement of approved reasonable and necessary expenses incurred in the discharge of their duties, unless a majority of the Board shall vote to establish such compensation.

(d) Meetings. Meetings of the Board shall be classified as Regular, Special, Emergency or Work Session. All meetings shall be conducted in accordance with the West Virginia Open Governmental Proceedings Act. In addition to requirements of West Virginia law, meetings shall be conducted in accordance with Roberts Rules of Order. Any member of the news media or the public may record the open portion of any meeting, subject to reasonable limitations on placement.

(1) Regular Meetings. Regular meetings of the Board shall be held on the third Tuesday of each calendar month commencing at 7:00 p.m. at 419 Sixteenth Avenue, Ranson, West Virginia 25438 or at such other date, time and place as the Board may from time to time determine by resolution. All regular meetings shall be general meetings for the consideration of any and all matters which may properly come before the Board. The notice of and agenda for any Regular Meeting shall comply with the requirements of Article 2, Section (d) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Regular Meeting.

(2) Special Meetings. Special Meetings of the Board may be called by the Chairman or by any two members upon written request to the Secretary. Upon receipt of a proper request for a Special Meeting, the Secretary shall send to all members, at least two business days in advance of any Special Meeting, a written notice setting forth the date, time and place of the Special Meeting and the matters to be considered at the Special Meeting. The notice of, and agenda for, any Special Meeting shall comply with the requirements of Article 2, Section (d) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Special Meeting.

(3) Emergency Meetings. Emergency meetings may be called at any time with such advance public notice as is practicable in light of the immediacy of the official action that is required and the nature of the emergency. Notice of the date, time, place and particulars requiring such emergency action shall be given as soon as is practicable in advance of the Emergency Meeting. The notice must explain the facts and circumstances warranting the emergency, and such explanation must also be included in the minutes for the meeting.

(4) Work Sessions. Work Sessions are meetings subject to the requirements of the Open Meetings Act. Notice of the date, time, place, and agenda of a work session should be provided at least two days in advance of the work session. A Work Session constitutes an Open Meeting where the public and the media are reasonably able to hear and observe the discussions which take place, subject to the same Executive Session exceptions that apply in a formal meeting. Minutes for Work Sessions must be prepared in the same manner as for Regular, Special and Emergency meetings.

(5) Executive Sessions. Executive Sessions are only authorized to consider matters that fall within the twelve exceptions to the West Virginia Open Governmental Proceedings Act. Executive Sessions may only be held in the course of a properly noticed public meeting. In order to proceed into Executive Session, a Board member must first move that the governing body meet in Executive Session to discuss a particular agenda item. The Chairman or other presiding officer must identify the purpose for, and statutory exception justifying convening an Executive Session. The motion to convene an

Executive Session must be seconded and shall require the affirmative vote of the majority of the Board members who are present.

(e) Quorum. Four members of the Board shall constitute a quorum. Each voting member shall have one vote on all matters coming before the Board. The vote of four voting members present at any meeting of the Board shall be necessary to take any action. Votes on all matters that come before the Board shall be by recorded vote in open session.

(f) Agendas. Agendas shall be prepared for all Regular, Special and Emergency meetings, as well as for the Work Sessions. Agendas should list each matter requiring official action which the Board expects to address in the course of each meeting. Agenda items for any Regular meeting must be submitted in writing to the Secretary at least one week prior to the meeting. Agenda items must be described with sufficient specificity to inform the public of the nature of the issue to be considered by the Board.

The Director or designee shall prepare agendas in consultation with Chairman. Agenda's should be posted at JCESA's principal office and on the Agency website in compliance with the Open Meetings Act at least three business days in advance of a Regular meeting and at least two business days in advance of any Special meeting or Work Session. When the agenda is posted before the close of business on a regular JCESA business day, that day shall be considered a business day for calculating the requisite notice under this subsection. Notice of an Emergency Meeting shall be posted as soon as is practicable.

Once an agenda has been published, it may not be amended absent an emergency requiring immediate official action. Although citizens, Board members, or other individuals may raise or ask questions about an issue, if the issue is not on the published agenda, Board members may not make a decision on such matters at the meeting. Rather the Chairman, or other presiding officer, shall rule such deliberations out of order and, if further consideration is to be given to the matter, it must be set on the agenda for a subsequent meeting. Any decisions made in contravention of these provisions shall be declared legally void.

(g) Minutes. Secretary shall be responsible for keeping minutes of all Regular, Special, Emergency and Work Session meetings. Draft minutes shall be made available to the members of the public or news media within a reasonable time after each meeting. After corrections and amendments to the minutes have been approved by the Board at a subsequent meeting, the approved minutes shall be signed by the Chairman or Secretary and shall be a public record available to any member of the public or the news media.

ARTICLE 3. OFFICERS

(a) Designation. The Board shall elect one of its appointed members as chairman, another as vice chairman, and another as treasurer, and shall appoint a secretary. Additional officers may be elected as the Board may from time to time deem necessary or desirable, and such additional officers need not be members of the Board.

(b) Duties of Officers. The Chairman shall preside over all meetings of the Board. The Vice Chairman shall act in the Chairman's absence or incapacity, or in cases where the Chairman has a conflict of interest. The Secretary, appointed by the Board, shall ensure that minutes of all Board meetings are kept, and shall make all necessary certifications. The Treasurer shall be responsible for preparing and

presenting the annual budget for the Board's consideration, shall have charge of all JCESA financial records, and shall provide financial reports to the Board at its regular meetings.

(c) Term of Office. Officers shall take office on July 1 of each year and shall serve for the ensuing fiscal year.

(d) Qualification. The Chairman and Vice-Chairman must have been members of the Board for at least one year prior to the beginning of the fiscal year for which they are nominated for election; and must have attended at least eight regular meetings, and a majority of Special and Emergency meetings, during the year proceeding the commencement of the fiscal year for which they are seeking office. The Secretary shall certify attendance records and requisite times of service prior to a vote on any nominees.

(e) Nominations. The Chairman shall issue a call for nominations for each office for presentation at the June meeting, or at such other Regular or Special meeting as may be designated by a majority of the Board for election of Officers. Individuals may nominate themselves, or be nominated by other members. Prior to commencement of any election, nominees shall indicate their willingness to accept the nomination and to serve if elected.

(f) Continuity. Officers shall continue in their position until such time as their successors are elected and qualified. In the event an Officer position shall become vacant for any reason, the Chairman shall cause an election to be held at a Regular or Special meeting of the Board to fill the vacant Officer position.

ARTICLE 4. COMMITTEES

The Chairman may appoint committees as necessary to assist the Board in the conduct of the Agency's business. The Chairman shall also designate the chair of each such committee. Committee meetings shall be held in accordance with the Open Meetings Act as more specifically set out in Article 2 of these Bylaws.

ARTICLE 5. CONTINUING JURISDICTION

The Commission shall retain continuing jurisdiction and the Agency shall in all respects remain subject to the jurisdiction and authority of the Commission.

ARTICLE 6. AMENDMENT

Amendments to these Bylaws must be approved by a vote of two-thirds of the members of the Board. Proposed amendments must be presented at the Regular Meeting immediately preceding the Regular Meeting at which any vote on the proposed amendments is taken. Such amendments shall be submitted to and approved by the Commission.

ARTICLE 7. SEVERABILITY & CONSTRUCTION

In the event of a conflict between the terms of these Bylaws and those of the Ordinance, the terms of the Ordinance shall govern. If any section, subsection, clause, phrase or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions of the Ordinance, nor impair or nullify the remainder of the Ordinance, which shall continue in full force and effect.

THESE BYLAWS were adopted by the Board on the __ day of _____.

WITNESS:

R.M. Kelley, Chairman

Chris Conroy, Vice Chairman

APPROVED BY THE JEFFERSON COUNTY COMMISSION

DRAFT

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: November 20, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Review of changes made to the County's Ethics/Open Meetings Act Training Packet

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

During the October 30, 2014 Regular Meeting, the Commission requested changes be made to the County's Ethics/Open Meetings Act training packet which is given to all newly appointed/reappointed board, commission, and committee members. These changes include incorporating the Code of Ethics document into the packet and a signature line on the cover letter stating, "I have received, read, and understand the Jefferson County Ethics/Open Meetings Act training packet."

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 changes made to the Ethics/Open Meetings Act Training Packet as presented.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Appointment to Jefferson County Boards and Committees

Congratulations on your appointment to a Jefferson County board or committee. Volunteering for a board or committee assignment is a responsibility and obligation we are pleased you are willing to do to assist your community.

Along with your obligation to attend meetings (as defined by the by-laws of your organization), there are also Ethics rules, as well as Robert's Rules of Order as defined by the West Virginia Ethics Committee through West Virginia state code.

Attached is a brief summary of the legislation you are obligated to adhere too.

Please sign this sheet indicating you will review the attached materials.

I have received, read, and understand the Jefferson County Ethics Training Packet for my newly appointed position.

Attachments: Jefferson County Code of Ethics; Open Meetings Act Information; Robert's Rules Presentation

Signature

Date

(Please sign one copy and keep one copy for your records).

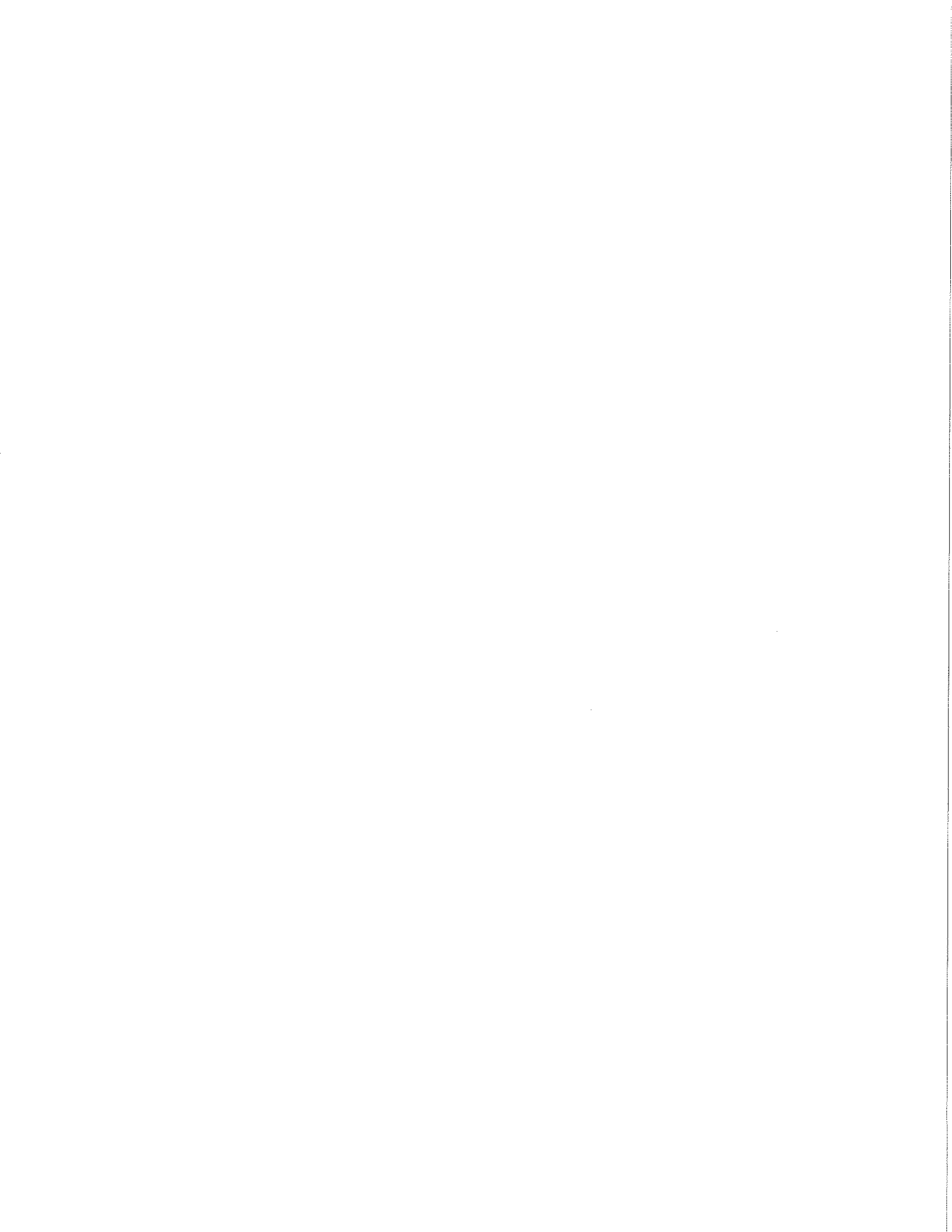
CODE OF ETHICS

I, agree to adhere to the following ethical principles as an appointee to a county board and/or commission:

- Exercise fair, honest and independent judgment
- Make public disclosure of all “monetary pecuniary interests” I have regarding any decision to be made on the board/commission
- Define “monetary pecuniary interest” broadly to include any actual or potential benefits or advantages that I, a spouse, family member or person living in my household might directly or indirectly obtain from a decision the board/commission might make

A public official may vote, if the public official, his or her spouse, immediate family members or relatives or business with which they are associated are affected as a member of, and to no greater extent than any other member of a profession, occupation, class of persons or class of businesses. A class shall consist of not fewer than five similarly situated persons or businesses

- Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which I have a monetary pecuniary interest, and leave any chamber in which such matter is under deliberation
- Seek or accept no gifts or favors
- Not participate as an advisor or decision maker or advocate on any plan or project in which I have previously participated as an advocate unless my role as advocate is authorized by state ethics rules
- Not misrepresent facts or distort information for the purpose of achieving a desired outcome
- Not participate in any matter unless adequately prepared and sufficiently able to render thorough and diligent service
- Not use confidential information acquired in the course of my duties to further a pecuniary interest
- Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations
- Follow the requirements of the West Virginia Governmental Ethics Act WV Code §6B-1-1 et seq
- And understand that failure to follow the requirements could result in removal, jail and/or fines.



AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Sabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: NOV. 20, 2014

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Ambulance fee revenue sharing

Please provide the County Commission with a description of your request or presentation, including any background information: Legal counsel - revenue sharing & use of ambulance fees.

Staff assistance may be needed to implement revenue sharing

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

Discussion/Action

Are documents attachments? Yes No

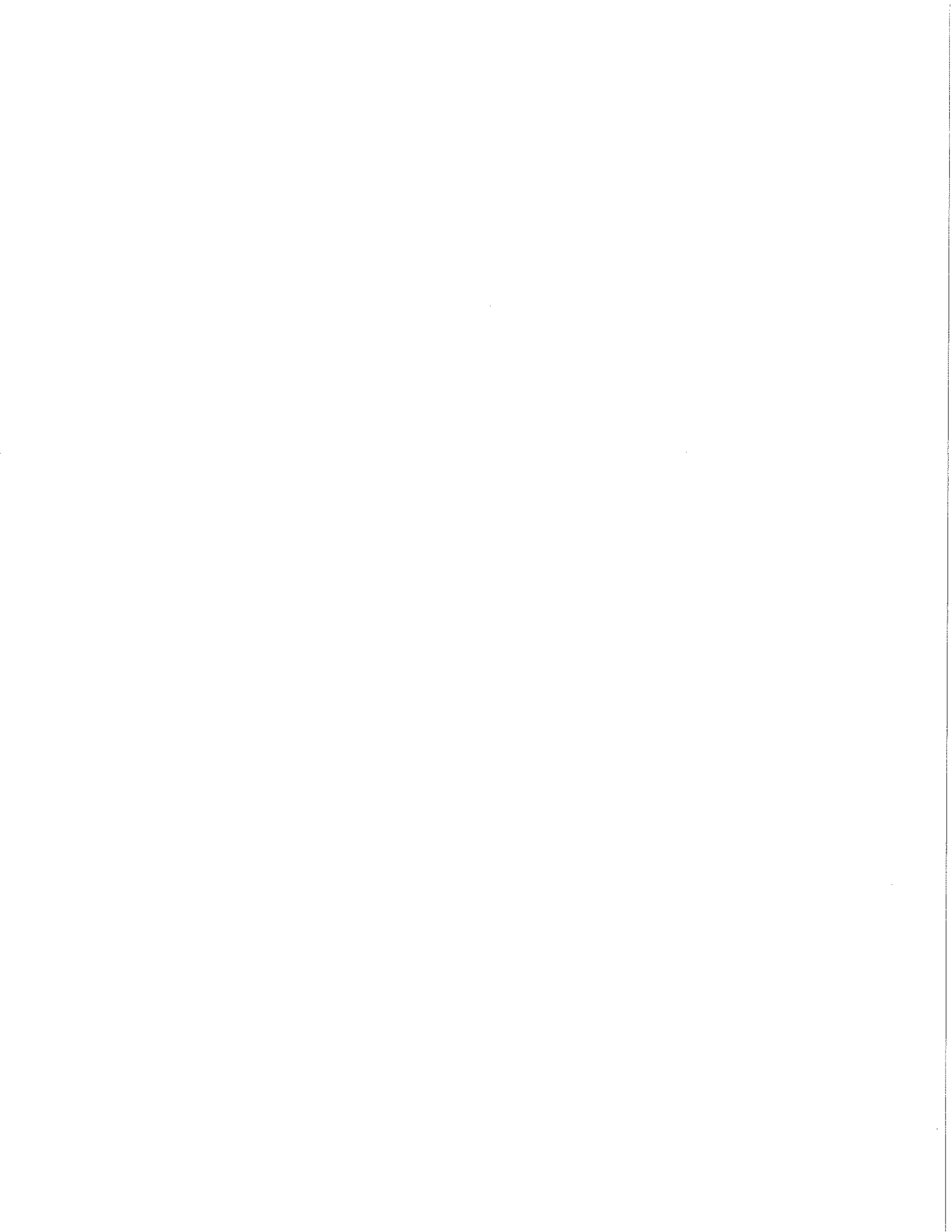
If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: Vinemont@frontier.net, net

Phone number: 304-125-4325



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **November 20, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Set Priorities for the Jefferson County Legislative Summit**

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

Jefferson County will hold a legislative summit on Tuesday, December 2, 2014 at 9:00 am to discuss their legislative concerns for the new year with local senators and delegates. Priorities need to be set for this year's summit in order for the Commissioners to address their most important topics within the limited time frame of this year's summit.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debbie Keyser

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: November 20, 2014

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): County Administrator Updates

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

- P-Card Rebate
- Website Update
- Meet Your Commissioners
- Jefferson County Legislative Summit

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

DEPARTMENT: AUDITORS' OFFICE

TOTAL: \$3,888.40

VENDOR CODE: 000000211969

WARRANT #: 1000349678

DATE: 11/03/2014

CHECK

DESCRIPTION

INVOICE
NUMBER

NET
AMOUNT

PCLG October 2014

1ST QTR 2015 REBATE

\$3,888.40

For additional information, log on to Vendor Self Service at www.wvoasis.gov. If you need additional payment details, Please contact ANGELIA ROSE, 3045582251X2133.

Learn more about the launching of your new State-wide accounting system (wvoASIS), visit us at www.wvoasis.gov

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 32663752

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT # 1000349678

PAYEE

JEFFERSON CO COMMISSION

11/03/2014

*****\$3,888.40**

WEST VIRGINIA TREASURY

John D. Perdue
STATE TREASURER

Glen B. Haines III
STATE AUDITOR

⑈ 1000349678 ⑈

⑈ 051902322⑈

00005270537822⑈

Jefferson County Departmental Memorandum

To: Jefferson County Commission
Debbie Keyser, County Administrator

From: Jefferson County Parks & Recreation Commission
Jennifer Myers, Director

Date: October 30, 2014

Subject: JCPRC 1st Quarter Update Report

1. Projects Undertaken:

- a. Bolivar Nature Park
 - i. Installed fence
 - ii. Rebuilt entry road and installed guardrails over bridge leading into park.
- b. James Hite Park
 - i. Construction of Phase 1
- c. Jefferson County Community Center
 - i. Installed dance studio
 - ii. Installed conference room
 - iii. Construction of storage addition
- d. Mount Mission Park
 - i. Playground expansion
- e. Sam Michael's Park
 - i. Construction of Veteran's Memorial Pavilion
 - ii. Installation of handicap play equipment
 - iii. Trail system
 - iv. Columns at Sam Michael's

2. Projects Completed:

- a. Bolivar Nature Park projects have been completed.
- b. Jefferson County Community Center expansion of dance studio and conference room has been completed
- c. Mount Mission Park playground expansion has been completed.
- d. Sam Michael's Park handicap play equipment has been installed and completed.
- e. Columns at Sam Michael's have been completed

3. Projects Proposed/Underway:

- a. Leetown Park
 - i. Replace bleachers on fast-pitch field
- b. James Hite Park
 - i. Construction to begin in November
- c. Jefferson County Community Center
 - i. Construction of storage addition
- d. Sam Michael's Park
 - i. Veteran's Memorial Pavilion
 - ii. Trail development

- e. South Jefferson Park
 - i. Playground replacement/expansion

- 4. Items Requiring Commission Attention:
 - a. None at this time



**JEFFERSON COUNTY
COMMISSION OFFICES
WILL BE CLOSED ON
THURSDAY NOVEMBER
27TH AND FRIDAY,
NOVEMBER 28TH, 2014 IN
OBSERVANCE OF THE
THANKSGIVING HOLIDAY**

Impact Fee Status Report

October 2014

Office of Impact Fees

Summary

Date Range: Wednesday 1 through Friday 31 October 2014

Report Date: 3 November 2014

Process Number Range: 1400169 - 1400184

Total Applications: 16

Total Non-Exempt: 16

Of which:

Commercial: 0

Residential: 16

Of which:

County: 11

Municipal: 5

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for October 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 – 31 October 2014	0	0	16	16
Fees collected		\$0.00	\$202,451.00	\$202,451.00
<i>Of which</i>				
School Impact Fee			\$177,071.00	\$177,071.00
Law Enforcement Fee		\$0.00	\$2,775.00	\$2,775.00
Parks & Recreation Fee			\$11,723.00	\$11,723.00
Fire & EMS Fee		\$0.00	\$10,882.00	\$10,882.00

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

Description	Amount
Opening Statement Balance (1 October 2014)	\$116,419.18
October Deposits (1 – 31 October 2014)	\$202,451.00
School Sept. Transactions (withdraws via transfer on 20 October 2014)	(\$102,309.28)
Law Sept. Transactions (withdraws via transfer on 20 October 2014)	(\$1,048.99)
Parks & Rec Sept. Trans. (withdraws via transfer on 20 October 2014)	(\$6,773.95)
Fire & EMS Sept. Trans. (withdraws via transfer on 20 October 2014)	(\$6,286.96)
Interest Earned (31 October 2014)	\$80.75
Ending Statement Balance (31 October 2014)	\$202,531.75
<i>Outstanding Credits (deposits through 1 November 2014)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 October 2014)	\$808,081.21
September Transactions (deposits via transfer on 20 October 2014)	\$102,309.28
Interest Earned (31 October 2014)	\$359.97
Ending Balance (31 October 2014)	\$910,750.46

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

Description	Amount
Opening Balance (1 October 2014)	\$35,991.94
September Transactions (deposits via transfer on 20 October 2014)	\$1,048.99
Interest Earned (31 October 2014)	\$15.46
Ending Balance (31 October 2014)	\$37,056.39

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

Description	Amount
Opening Balance (1 October 2014)	\$469,269.36
September Transactions (deposits via transfer on 20 October 2014)	\$6,773.95
Interest Earned (31 October 2014)	\$200.39
Ending Balance (31 October 2014)	\$476,243.70

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

Description	Amount
Opening Balance (1 October 2014)	\$205,322.27
September Transactions (deposits via transfer on 20 October 2014)	\$6,286.96
Requisition 14R0108 - Communications Equip. for all Mobile Units /1	(\$115,188.32)
Interest Earned (31 October 2014)	\$88.22
Ending Balance (31 October 2014)	\$96,509.13

/1 Outstanding Debit as of 1 October 2014.

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

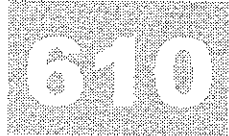
Description	Amount
Office of Impact Fees General Account	\$202,531.75
School Impact Fee Account	\$910,750.46
Law Enforcement Fee Account	\$37,056.39
Parks & Recreation Impact Fee Account	\$476,243.70
Fire & EMS Impact Fee Account	\$96,509.13
Total Impact Fees	\$1,723,091.43

/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 November 2014 Fee Transfers /1

Account	31 Oct. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$910,750.46	\$177,142.05	\$1,087,892.51
Law Enforcement Fee Account	\$37,056.39	\$2,775.81	\$39,832.20
Parks & Recreation Impact Fee Account	\$476,243.70	\$11,727.85	\$487,971.55
Fire & EMS Impact Fee Account	\$96,509.13	\$10,886.04	\$107,395.17
Total Impact Fees	\$1,520,559.68	\$202,531.75	\$1,723,091.43

/1 This table represents each of the impact fee category account totals as of 31 October 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in October 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in November 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 Wednesday 1 through Friday 31 October 2014

Process Number	Date	Last Name	First Name	Tax District	Dist Book	Dist Page	Tax Map	Parcel	Impact Fee Collected	Date	Exemption Reason
----------------	------	-----------	------------	--------------	-----------	-----------	---------	--------	----------------------	------	------------------

Exempt Applications

Category Count: 0 **Category Total \$0.00**

Non-Exempt Applications

1400169	10/03/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	178	\$12,808.00	10/03/2014	N/A
1400170	10/03/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	210	\$12,808.00	10/03/2014	N/A
1400171	10/03/2014	Lafferty	Mark	06 Kabletown	1104	233	12	17.10	\$13,070.00	10/03/2014	N/A
1400172	10/03/2014	Hensell	Holly	07 Middleway	1121	593	25	12.8	\$13,070.00	10/03/2014	N/A
1400173	10/03/2014	Mears	John and Laura	06 Kabletown	1123	564	22	14	\$13,070.00	10/03/2014	N/A
1400174	10/03/2014	Dan Ryan		03 Charles Town	.	.	11D	67	\$12,808.00	10/03/2014	N/A
1400175	10/07/2014	Bittinger	Steve	02 Charles Town	1146	236	16	125	\$13,070.00	10/07/2014	N/A
1400176	10/07/2014	Hockman	Tyler and Emily	02 Charles Town	1126	648	19	18	\$13,070.00	10/07/2014	N/A
1400177	10/08/2014	Corbin	Norman and Lora	06 Kabletown	1140	138	6A	146	\$7,711.00	10/08/2014	Form 260
1400178	10/08/2014	Johnson	Daryl and Melody	07 Middleway	1135	678	6	8.5	\$13,070.00	10/08/2014	N/A
1400179	10/16/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	2G	\$12,808.00	10/16/2014	N/A
1400180	10/16/2014	Chad Johnson	Builders	02 Charles Town	1137	194	23N	8	\$13,070.00	10/16/2014	N/A
1400181	10/20/2014	Bittinger	Steve	02 Charles Town	1146	230	16	132	\$13,070.00	10/20/2014	N/A
1400182	10/27/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	116	\$13,070.00	10/27/2014	N/A
1400183	10/27/2014	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	77	\$13,070.00	10/27/2014	N/A
1400184	10/31/2014	Skinner	Kathy and Andrew	03 Charles Town	420	88	11	3.1-3.2	\$12,808.00	10/31/2014	N/A

Category Count: 16 **Category Total \$202,451.00**

TOTAL APPLICATIONS: 16 **Grand Total \$202,451.00**

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: Monday, 3 November 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

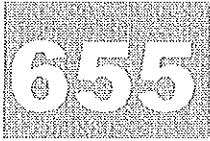
Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice 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 October 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400169** through **1400184**, inclusive. Within this range there were 16 non-exempt impact fee payments. This amounts to **\$177,071.00**.
- Interest earned by the Office of Impact Fees General Account in October 2014 amounts to **\$80.75**, of which **\$71.05** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$177,142.05.

Check # 968



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 968

Trace 20141103:51010.09

Date 11/3/2014

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$177,071.00

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 October 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
10/7/2014	1400169	2003-3	11/24/2005	\$11,358.00
10/7/2014	1400170	2003-3	11/24/2005	\$11,358.00
10/7/2014	1400171	2003-3	11/24/2005	\$11,358.00
10/7/2014	1400172	2003-3	11/24/2005	\$11,358.00
10/7/2014	1400173	2003-3	11/24/2005	\$11,358.00
10/7/2014	1400174	2003-3	11/24/2005	\$11,358.00
10/8/2014	1400175	2003-3	11/24/2005	\$11,358.00
10/8/2014	1400176	2003-3	11/24/2005	\$11,358.00
10/9/2014	1400177	2003-3	11/24/2005	\$6,701.00
10/9/2014	1400178	2003-3	11/24/2005	\$11,358.00
10/17/2014	1400179	2003-3	11/24/2005	\$11,358.00
10/17/2014	1400180	2003-3	11/24/2005	\$11,358.00
10/22/2014	1400181	2003-3	11/24/2005	\$11,358.00
10/28/2014	1400182	2003-3	11/24/2005	\$11,358.00
10/28/2014	1400183	2003-3	11/24/2005	\$11,358.00
10/31/2014	1400184	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$177,071.00

Total amount for this account \$177,071.00

Total amount all accounts \$177,071.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14041

Date: 11/3/2014

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 October 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). \$177,071.00

Interest earned by the Office of Impact Fees General Account October 2014. \$71.05

Impact Fee Process Numbers 1400169 through 1400184, inclusive. Within this range, there were 16 non-exempt impact fee payments.

Total: \$177,142.05

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

Check Number: 968

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: Monday, 3 November 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

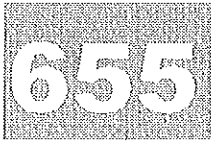
Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and 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 October 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400169** through **1400184**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$2,775.00**.
- Interest earned by the Office of Impact Fees General Account in October 2014 amounts to **\$80.75**, of which **\$0.81** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$2,775.81.

Check # 969



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 969

Trace 20141103:51093.23

Date 11/3/2014 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$2,775.00

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 October 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
10/7/2014	1400169	2005-1	3/22/2005	\$0.00
10/7/2014	1400170	2005-1	3/22/2005	\$0.00
10/7/2014	1400171	2005-1	3/22/2005	\$262.00
10/7/2014	1400172	2005-1	3/22/2005	\$262.00
10/7/2014	1400173	2005-1	3/22/2005	\$262.00
10/7/2014	1400174	2005-1	3/22/2005	\$0.00
10/8/2014	1400175	2005-1	3/22/2005	\$262.00
10/8/2014	1400176	2005-1	3/22/2005	\$262.00
10/9/2014	1400177	2005-1	3/22/2005	\$155.00
10/9/2014	1400178	2005-1	3/22/2005	\$262.00
10/17/2014	1400179	2005-1	3/22/2005	\$0.00
10/17/2014	1400180	2005-1	3/22/2005	\$262.00
10/22/2014	1400181	2005-1	3/22/2005	\$262.00
10/28/2014	1400182	2005-1	3/22/2005	\$262.00
10/28/2014	1400183	2005-1	3/22/2005	\$262.00
10/31/2014	1400184	2005-1	3/22/2005	\$0.00

Total amount for this withdraw \$2,775.00

Total amount for this account \$2,775.00

Total amount all accounts \$2,775.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 14042
Date: 11/3/2014

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 October 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).

\$2,775.00

Interest earned by the Office of Impact Fees General Account October 2014.

\$0.81

Impact Fee Process Numbers 1400169 through 1400184, inclusive. Within this range, there were 11 non-exempt impact fee payments.

Total: \$2,775.81

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

Check Number: 969

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: Monday, 3 November 2014
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

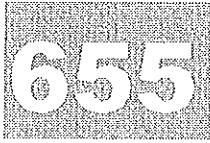
Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** 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 October 2014.

This transfer consists of two components:

- Impact Fee Process Numbers 1400169 through 1400184, inclusive. Within this range there were 16 non-exempt impact fee payments. This amounts to **\$11,723.00**.
- Interest earned by the Office of Impact Fees General Account in October 2014 amounts to **\$80.75**, of which **\$4.85** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$11,727.85.

Check # 970



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 970

Trace 20141103:51132.13

Date 11/3/2014

Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$11,723.00

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 October 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
10/7/2014	1400169	2005-2	5/12/2005	\$752.00
10/7/2014	1400170	2005-2	5/12/2005	\$752.00
10/7/2014	1400171	2005-2	5/12/2005	\$752.00
10/7/2014	1400172	2005-2	5/12/2005	\$752.00
10/7/2014	1400173	2005-2	5/12/2005	\$752.00
10/7/2014	1400174	2005-2	5/12/2005	\$752.00
10/8/2014	1400175	2005-2	5/12/2005	\$752.00
10/8/2014	1400176	2005-2	5/12/2005	\$752.00
10/9/2014	1400177	2005-2	5/12/2005	\$443.00
10/9/2014	1400178	2005-2	5/12/2005	\$752.00
10/17/2014	1400179	2005-2	5/12/2005	\$752.00
10/17/2014	1400180	2005-2	5/12/2005	\$752.00
10/22/2014	1400181	2005-2	5/12/2005	\$752.00
10/28/2014	1400182	2005-2	5/12/2005	\$752.00
10/28/2014	1400183	2005-2	5/12/2005	\$752.00
10/31/2014	1400184	2005-2	5/12/2005	\$752.00

Total amount for this withdraw \$11,723.00

Total amount for this account \$11,723.00

Total amount all accounts \$11,723.00

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 14043
Date: 11/3/2014

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 October 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).

\$11,723.00

Interest earned by the Office of Impact Fees General Account October 2014.

\$4.85

Impact Fee Process Numbers 1400169 through 1400184, inclusive. Within this range, there were 16 non-exempt impact fee payments.

Total: \$11,727.85

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

Check Number: 970

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: Monday, 3 November 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 October 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400169** through **1400184**, inclusive. Within this range there were 16 non-exempt impact fee payments. This amounts to **\$10,882.00**.
- Interest earned by the Office of Impact Fees General Account in October 2014 amounts to **\$80.75**, of which **\$4.04** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$10,886.04.

Check # 971



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 971

Trace 20141103:51181.66

Date 11/3/2014

Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$10,882.00

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 October 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
10/7/2014	1400169	2005-3	5/12/2005	\$698.00
10/7/2014	1400170	2005-3	5/12/2005	\$698.00
10/7/2014	1400171	2005-3	5/12/2005	\$698.00
10/7/2014	1400172	2005-3	5/12/2005	\$698.00
10/7/2014	1400173	2005-3	5/12/2005	\$698.00
10/7/2014	1400174	2005-3	5/12/2005	\$698.00
10/8/2014	1400175	2005-3	5/12/2005	\$698.00
10/8/2014	1400176	2005-3	5/12/2005	\$698.00
10/9/2014	1400177	2005-3	5/12/2005	\$412.00
10/9/2014	1400178	2005-3	5/12/2005	\$698.00
10/17/2014	1400179	2005-3	5/12/2005	\$698.00
10/17/2014	1400180	2005-3	5/12/2005	\$698.00
10/22/2014	1400181	2005-3	5/12/2005	\$698.00
10/28/2014	1400182	2005-3	5/12/2005	\$698.00
10/28/2014	1400183	2005-3	5/12/2005	\$698.00
10/31/2014	1400184	2005-3	5/12/2005	\$698.00
Total amount for this withdraw				\$10,882.00
Total amount for this account				\$10,882.00
Total amount all accounts				\$10,882.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice**Number:** 14044**Date:** 11/3/2014**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 October 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). \$10,882.00

Interest earned by the Office of Impact Fees General Account October 2014. \$4.04

Impact Fee Process Numbers 1400169 through 1400184, inclusive. Within this range, there were 16 non-exempt impact fee payments.

Total: \$10,886.04**Notes/Comments** Transfer of funds into Fire & EMS Impact Fee Account (3122816).**Check Number:** 971



STATE OF WEST VIRGINIA

Department of Revenue
State Tax Department

Earl Ray Tomblin
Governor

Mark W. Matkovich
State Tax Commissioner

November 6, 2014



President, Jefferson County Commission
Jefferson County Courthouse
100 E. Washington Street
Charles Town, West Virginia 25414

Dear Commission President:

This letter and attachment certify that Angela L. Banks, Assessor of Jefferson County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Ms. Banks to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

Mark W. Matkovich
State Tax Commissioner

MWM/jaj

Attachment

cc: Assessor of Jefferson County
Clerk of Jefferson County

ASSESSOR ADDITIONAL DUTIES - 2014

RECEIVED

SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)

OCT 10 2014

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2013 to June 30, 2014 in the manner prescribed by the State Tax Commissioner.	✓	
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2013 – June 30, 2014) by entering this information in the IAS/CAMA system.	✓	
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. <u>86 Changes / 123 New Parcels / 44 Consolidations</u>)	✓	
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	✓	
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	✓	
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	✓	
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide explanation. _____	✓	

STATEMENT OF COMPLETION

State of West Virginia

County of Jefferson

I, the undersigned, Angela L. Banks, Assessor of Jefferson County, hereby certify that I have substantially completed each additional duty

described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax Commissioner.

10/8/2014
Date

Angela L. Banks
Signature of Assessor



STATE OF WEST VIRGINIA
Department of Revenue
State Tax Department

Earl Ray Tomblin
Governor

Mark W. Matkovich
State Tax Commissioner

November 3, 2014

Received

NOV 05 2014

Jefferson County Commission

TO ALL COUNTY COMMISSIONS
STATE OF WEST VIRGINIA

Dear Commissioners:

The Property Tax Division is in the process of preparing for the annual county Board of Review and Equalization hearings for natural resource and industrial properties. In an effort to ensure that we have no scheduling conflicts, Kelly Lavender, of our office, will be contacting you in the near future to reach a mutually agreeable date.

If you have any questions regarding this issue, please contact Kelly at 304-558-1078 or Kelly.S.Lavender@wv.gov. Thank you for your assistance.

Sincerely,~

Kris Pinkerman
Assistant Director
Property Tax Division

KP/aj

cc: All County Assessors
State of West Virginia

Kelly Lavender
Property Tax Division



Received

OCT 30 2014

WEST VIRGINIA
COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY
2003 QUARRIER STREET
CHARLESTON, WV 25311

Jefferson County Commission

L. D. EGNOR
CHAIRMAN EMERITUS

JOSEPH M. ALONGI
CHAIRMAN

October 27, 2014

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

Dear Commissioner Pellish,

The WV Courthouse Facilities Improvement Authority is pleased to announce that your financial assistance request for courthouse improvements has been approved. The project involves the repair of cornices, soffits, gutters and downspouts of the main courthouse. This project will be identified as 12cyc Jefferson12 CY2015 19 with the maximum amount of the award to be \$100,000.00.

This grant is an 80% reimbursement / 20% match program with a maximum of three (3) reimbursement draw downs based on the submission of relevant documentation.

This letter of notification will be followed by the distribution of the following documentation:

- Funding Assistance Award Notice
- Funding Assistance Contract Agreement and Check-off List
- Funding Assistance Application submitted by Jefferson County.

****The funding assistance project is not valid until the Contract Agreement has been signed by both parties. No contract will be effective prior to January 1, 2015. No invoices and/or county checks dated prior to that date will be accepted for reimbursement or matching.****

We will be mailing out all the contracts in late November. Please sign the contract in blue ink to accept the award and return both originals. If you prefer that I present the contract to you during a county commission meeting, please call or email me to set up a visit. My email address is: melissa.smith@wvcfia.com. I would welcome the opportunity to visit your courthouse.

We are pleased to be working with your county on this much needed courthouse improvement. We will be in contact with you in late November to explain and finalize all necessary documents. Congratulations!

Respectfully yours,

Melissa Garretson Smith
Executive Director

CC: Project Director & District Senators and Delegates



Received

OCT 30 2014

State of West Virginia

Glen B. Gainer III

State Auditor and
Chief Inspector

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

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

October 20, 2014

The Honorable Ralph Lorenzetti
Jefferson County Prosecuting Attorney
100 E Washington Street, PO Box 250
Charles Town, WV 25414

Dear Mr. Lorenzetti:

Enclosed is a copy of the audit report of the Municipality of Harpers Ferry for the fiscal year ended June 30, 2013.

The report discloses the existence of certain instances of noncompliance. These instances and the corrective action recommended are presented in the Report on Compliance section of this report.

It is requested that you inquire into the matter to insure that the governing body resolves all instances of noncompliance disclosed. Please advise this office within 60 days of the results of your inquiries and the legal actions you have taken, or propose to take, to remedy these circumstances.

Your prompt attention to this matter will be most appreciated. If I can be of assistance, please do not hesitate to contact this office.

Very truly yours,

Cynthia B. Evans
Audit Procurement Manager
Chief Inspector Division

CE/ja

Enclosure

cc: Hon. Greg Vaughan, Mayor
Municipality of Harper Ferry

Hon. Patrick Morrissey
Attorney General



Received

NOV 10 2014

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Jefferson County Commission

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Earl Ray Tomblin
Governor

Paul A. Mattox, Jr., P. E.
Secretary of Transportation/
Commissioner of Highways

November 7, 2014

To Whom It May Concern:

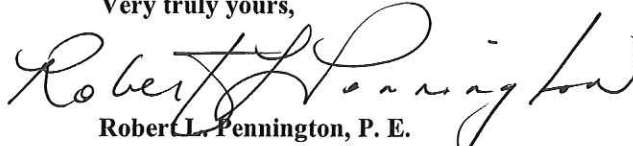
The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2014 - 2019. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2014 - 2019 STIP.

All written comments are to be received no later than November 19, 2014, and should be mailed to:

Mr. Robert L. Pennington, P. E.
Deputy State Highway Engineer -
Programming and Planning
West Virginia Division of Highways
Building 5, Room 148
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your consideration in this matter. Should you need additional information, please contact Mr. Ryland W. Musick, Jr., Director of our Programming Division, at (304) 558-7432.

Very truly yours,


Robert L. Pennington, P. E.
Deputy State Highway Engineer -
Programming and Planning

RLP:Cs

Attachment

cc: Mr. Kevin Burgess, Federal Highway Administration – w/o attachment
Ms. Michele DeAngelis, Federal Transit Administration – w/o attachment

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
BRAXTON	2015	7		1/28/2015	STP	ENG	WV015	GERALD R FREEMAN BR	REPL	S304 15 ?????	STP0015???	\$520,000	\$650,000	\$0
ADD NEW PROJECT														
BRAXTON	2016	7		6/28/2016	STP	ROW	WV015	GERALD R FREEMAN BR	REPL	S304 15 ?????	STP0015???	\$16,000	\$20,000	\$0
ADD NEW PROJECT														
BRAXTON	2018	7		10/28/2017	STP	CON	WV015	GERALD R FREEMAN BR	REPL	S304 15 ?????	STP0015???	\$3,600,000	\$4,500,000	\$0
ADD NEW PROJECT														
BRAXTON	2015	7		12/28/2014	NHPP	ROW	1079	KENTON MEADOWS SR BR NB O/L + 4	LMC OVERLAY	S304 79 ?????	NHPP0793???	\$27,000	\$30,000	\$0
ADD NEW PROJECT														
BRAXTON	2015	7		2/28/2015	NHPP	CON	1079	KENTON MEADOWS SR BR NB O/L + 4	LMC OVERLAY	S304 79 ?????	NHPP0793???	\$1,638,000	\$1,820,000	\$0
ADD NEW PROJECT														
BRAXTON	2015	7		8/28/2015	STP	CON	CO009	ROSEDALE RD (AC BANK)	RESURF	S304 9 00000 00	ACST0009236D	\$0	\$250,000	\$0
ADD NEW PROJECT														
CLAY	2017	1		3/28/2017	NHPP	CON	1079	PEARL HARBOR PVC CAREY K STOCKWELL + 1	LMC OVERLAY	S308 79 ?????	NHPP079???	\$531,000	\$590,000	\$0
ADD NEW PROJECT														
DODDRIDGE	2015	4		8/28/2015	STP	CON	CO050/30	SMITHON ROAD (AC BANK)	RESURF	S309 50/30 01062 00	ACST5030001D	\$0	\$650,000	\$0
ADD NEW PROJECT														
FAYETTE	2015	9	MPO	3/28/2015	RR/HWY XING	CON	NA	CSX FAY/KAN RR SIGNAL UPGRADE	UPGRADE LIGHTS	S310 CSX/RR 1 00	RHPD2014162D	\$50,400	\$56,000	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
FAYETTE	2015	9	MPO	3/28/2015	RR/HWY XING	CON	CO061/25	FAYETTE CR 61/25 RR XING	REPL SIGNAL SYSTEM	S310 61/25 00049 00	RHPD6125001D	\$225,000	\$250,000	\$0
ADD NEW PROJECT (REDUCED ALLOCATION)														
FAYETTE	2015	9	MPO	12/28/2014	NHPP	CON	US019	OYLER AVE- APPALACHIAN DR RD	RESURF	S310 19 ?????	NHPP0019???	\$4,112,000	\$5,140,000	\$0
ADD NEW PROJECT														
GILMER	2015	7		8/28/2015	STP	CON	CO020	THIRD RUN RD (AC BANK)	RESURF	S311 20 00000 00	ACST0020313D	\$0	\$480,000	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		8/28/2015	STP	CON	CO021	ANTHONY ROAD (AC BANK)	RESURF	S313 21 00535 00	ACST0021415D	\$0	\$520,000	\$0
ADD NEW PROJECT														

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
GREENBRIER	2015	9		10/28/2014	NRT	ROW	NA	GREENBRIER RIVER TRAIL RESURFACING	RESURF TRAIL	U313 GRE/EN 6 00	TERT2014100D	\$22,500	\$28,125	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		10/28/2014	TAP	ROW	NA	GREENBRIER RIVER TRAIL RESURFACING	RESURF TRAIL	U313 GRE/EN 6 00	TERT2014100D	\$90,000	\$90,000	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		3/28/2015	TAP	CON	NA	GREENBRIER RIVER TRAIL RESURFACING	RESURF TRAIL	U313 GRE/EN 6 00	TERT2014116D	\$57,847	\$72,309	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		3/28/2015	NRT	CON	NA	GREENBRIER RIVER TRAIL RESURFACING	RESURF TRAIL	U313 GRE/EN 6 00	TERT2014116D	\$63,693	\$63,693	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		12/28/2014	TAP	ENG	NA	LEWISBURG CRT ST/DORIE MILLER PARK	CONST SW, CURBS, DR, SIGNAGE, LIGHTING	U313 LEW/IS 5 00	TEA2014078TCD	\$59,000	\$59,000	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		6/28/2015	TAP	CON	NA	LEWISBURG CRT ST/DORIE MILLER PARK	CONST SW, CURBS, DR, SIGNAGE, LIGHTING	U313 LEW/IS 5 00	TEA2014132D	\$141,600	\$177,000	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		5/28/2015	TAP	CON	NA	RAINELLE MAIN STREET SIDEWALKS 2013	CONST SW	U313 RAI/NE 4 02	TEA2014133D	\$165,000	\$206,250	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		11/28/2014	TAP	ENG	NA	RAINELLE MAIN STREET SIDEWALKS 2013 (TOLL)	CONST SW	U313 RAI/NE 4 02	TEA2014079TCD	\$75,000	\$75,000	\$0
ADD NEW PROJECT														
GREENBRIER	2017	9		2/28/2017	STP	CON	US060	SAM BLACK BR O/L + 2	LMC OVERLAY	S313 60 ?????	STP0060???	\$696,000	\$870,000	\$0
ADD NEW PROJECT														
HARDY	2015	5		11/28/2014	STP	ROW	US048	CORRIDOR H/WV 55 CONN. BUILDING DEMO	ASBESTOS REMOVAL, 2 BLDG DEMO	X316 H 11740 14	STP0484324D	\$350,000	\$350,000	\$0
ADD NEW PROJECT														
HARDY	2015	5		3/28/2015	STP	CON	US048	CORRIDOR H/WV 55 CONN. BUILDING DEMO	ASBESTOS REMOVAL, 2 BLDG DEMO	X316 H 11740 14	STP0484325D	\$25,000	\$25,000	\$0
ADD NEW PROJECT														
HARDY	2015	5		12/28/2014	TAP	ENG	NA	MOOREFIELD SIDEWALKS 2013	CONST SW(S), CURBS, DR	U316 MOO/RE 2 00	TEA2014080D	\$20,000	\$25,000	\$0
ADD NEW PROJECT														
HARDY	2016	5		1/28/2016	TAP	CON	NA	MOOREFIELD SIDEWALKS 2013	CONST SW(S), CURBS, DR	U316 MOO/RE 2 00	TEA2014134D	\$80,000	\$100,000	\$0
ADD NEW PROJECT														

AMENDMENT #

Print Date: 11/6/2014

Page 2 of 6

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERALCOST CHANGE
PROJECT COMMENTS														
HARRISON	2015	4		2/28/2015	NHPP	CON	1079	BRICK CHURCH BR SB O/L + 4	LMC OVERLAY	S317 79 ?????	NHPP0793???	\$828,000	\$920,000	\$0
ADD NEW PROJECT														
HARRISON	2015	4		8/28/2015	STP	CON	US019	MILFORD ST (AC BANK)	RESURF	S317 19 01441 00	ACST0019422D	\$0	\$400,000	\$0
ADD NEW PROJECT														
LEWIS	2015	7		8/28/2015	STP	CON	CO009	CHURCHVILLE ROAD (AC BANK)	RESURF	S321 9 00242 00	ACST0009237D	\$0	\$365,000	\$0
ADD NEW PROJECT														
MARION	2017	4		2/28/2017	NHPP	CON	1079	ANTHONY JOSEPH YANERO MEM BR NB O/L	LMC OVERLAY	S325 79 ?????	NHPP0793???	\$378,000	\$420,000	\$0
ADD NEW PROJECT														
MARION	2015	4		8/28/2015	STP	CON	CO001	BRINK ROAD (AC BANK)	RESURF	S325 1 00512 00	ACST0001262D	\$0	\$1,120,000	\$0
ADD NEW PROJECT														
MARION	2015	4		8/28/2015	STP	CON	WV310	E GRAFTON ROAD (AC BANK)	RESURF	S325 310 00460 00	ACST0310036D	\$0	\$200,000	\$0
ADD NEW PROJECT														
MASON	2017	1		1/28/2017	NHPP	CON	US035	MASON CO 78-MASON CO 40 (P3 CANDIDATE)(AC	GR, DR	U327 35 ?????	NHPP0035202	\$8,000,000	\$10,000,000	\$8,000,000
ADD NEW PROJECT (PREVIOUS PROJECT, WV 869-MASON CO 40 (DESIGN/BUILD)(SPLIT FUNDED), U340-35-19.00, DIVIDED INTO 3 PROJECTS - 2 GRADE & DRAIN PROJECTS, 1 PAVI														
MASON	2018	1		11/28/2017	NHPP	CON	US035	MASON CO 78-MASON CO 40 (P3 CANDIDATE)(AC	GR, DR	U327 35 ?????	NHPP0035202	\$16,000,000	\$20,000,000	\$16,000,000
ADD NEW PROJECT (PREVIOUS PROJECT, WV 869-MASON CO 40 (DESIGN/BUILD)(SPLIT FUNDED), U340-35-19.00, DIVIDED INTO 3 PROJECTS - 2 GRADE & DRAIN PROJECTS, 1 PAVI														
MASON	2019	1		11/28/2018	NHPP	CON	US035	MASON CO 78-MASON CO 40 (P3 CANDIDATE)(AC	GR, DR	U327 35 ?????	NHPP0035202	\$24,000,000	\$30,000,000	\$24,000,000
ADD NEW PROJECT (PREVIOUS PROJECT, WV 869-MASON CO 40 (DESIGN/BUILD)(SPLIT FUNDED), U340-35-19.00, DIVIDED INTO 3 PROJECTS - 2 GRADE & DRAIN PROJECTS, 1 PAVI														
MASON	2016	1		7/28/2016	NHPP	CON	US035	MASON CO 78-MASON CO 40 (P3 CANDIDATE)(AUTH	GR, DR	U327 35 ?????	NHPP0035202	\$4,000,000	\$5,000,000	\$4,000,000
ADD NEW PROJECT (PREVIOUS PROJECT, WV 869-MASON CO 40 (DESIGN/BUILD)(SPLIT FUNDED), U340-35-19.00, DIVIDED INTO 3 PROJECTS - 2 GRADE & DRAIN PROJECTS, 1 PAVI														
MINGO	2016	2		2/28/2017	NHPP	CON	US119	USNC FRED MAHON MEM BR O/L + 2	LMC OVERLAY	S330 119 ?????	NHPP0119???	\$424,000	\$530,000	\$0
ADD NEW PROJECT														
PENDLETON	2015	8		1/28/2015	HSIP-PENALTY	CON	US033	SAFETY SIGN PLAN ALLEGHENY MTN	INSTALL WARNING SIGN W/ FLASHERS	U336 33 ?????	HSIP0033???	\$120,000	\$120,000	\$0
ADD NEW PROJECT														
PRESTON	2015	4		10/28/2015	STP	CON	US050	MACOMBER-HARDESTY ROAD (AC BANK)	RESURF	S339 50 01088 00	ACST0050339D	\$0	\$1,150,000	\$0
ADD NEW PROJECT														

AMENDMENT #

Print Date: 11/6/2014

Page 3 of 6

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
PRESTON	2015	4		3/28/2015	NRT	CON	NA	MASONTOWN TRAILHEAD FACILITY-DECKERS	REHAB HISTORIC CENTER	U339 MAS/ON 3 00	NRT2014109D	\$69,000	\$86,250	\$0
ADD NEW PROJECT														
PRESTON	2015	4		12/28/2014	NRT	ENG	NA	MASONTOWN TRAILHEAD FACILITY-DECKERS	REHAB HISTORIC CENTER	U339 MAS/ON 3 00	NRT2014126TCD	\$28,750	\$28,750	\$0
ADD NEW PROJECT														
RALEIGH	2015	10	MPO	8/28/2015	STP	CON	WV307	AIRPORT ROAD + 1 (AC BANK)	RESURF	S341 307 00000 00	ACST0307001D	\$0	\$625,000	\$0
ADD NEW PROJECT														
RALEIGH	2015	10	MPO	4/28/2015	STP	ENG	US019	BEAVER-S EISENHOWER DR	NEPA STUDY, ADDITIONAL PRELIM ENG	X341 ZWAY 6 22	STP0019420D	\$360,000	\$450,000	\$0
ADD NEW PROJECT														
RALEIGH	2015	10	MPO	5/28/2015	NRT	CON	NA	BURNING ROCK ATV WESTERN EXTENSION	DEV NEW TRAILS	U341 RTATV 2 00	NRT2014161D	\$388,735	\$485,919	\$0
ADD NEW PROJECT														
RALEIGH	2015	10	MPO	11/28/2014	NRT	ENG	NA	BURNING ROCK ATV WESTERN EXTENSION	DEV NEW TRAILS	U341 RTATV 2 00	NRT2014160TCD	\$97,184	\$97,184	\$0
ADD NEW PROJECT														
RALEIGH	2015	10	MPO	11/28/2014	STP	ENG	US019	SHADY SPRING-BEAVER	NEPA STUDY, ADDITIONAL PRELIM ENG	X341 ZWAY 1 00	STP0019419D	\$384,000	\$480,000	\$0
ADD NEW PROJECT														
RANDOLPH	2015	8		12/28/2014	NRT	CON	NA	ALLEGHENY HIGHLAND TRAIL REPAIR (SPLIT	REP DR, RESURF	S342 ALL/EG 1 00	STP2014159D	\$160,120	\$160,120	\$0
ADD NEW PROJECT														
RANDOLPH	2015	8		12/28/2014	STP	CON	NA	ALLEGHENY HIGHLAND TRAIL REPAIR (SPLIT	REP DR, RESURF	S342 ALL/EG 1 00	STP2014159D	\$600,480	\$600,480	\$0
ADD NEW PROJECT														
RITCHIE	2017	3		2/28/2017	STP	CON	WV016	HARRISVILLE BR O/L	LMC O/L	S343 16 ?????	STP0043???	\$240,000	\$300,000	\$0
ADD NEW PROJECT														
RITCHIE	2015	3		8/28/2015	STP	CON	WV074	RT FK SLAB CK ARCH (AC BANK)	REPLACE BR	S343 74 01184 00	ACBR0074053D	\$0	\$600,000	\$0
ADD NEW PROJECT														
ROANE	2015	3		8/28/2015	STP-OFF	CON	HARP905	SOUTH MARKET ST BRIDGE (AC BANK)	REPL BR	S344 905 00003 00	ACBR0905001D	\$0	\$650,000	\$0
ADD NEW PROJECT														
TAYLOR	2015	4		8/28/2015	STP	CON	US119	GRAFTON ROAD (AC BANK)	RESURF	S346 119 01158 00	ACST0119408D	\$0	\$1,050,000	\$0
ADD NEW PROJECT														

AMENDMENT #

Print Date: 11/6/2014

Page 4 of 6

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
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COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
TYLER	2016	6		11/28/2015	TAP	CON	NA	SISTERSVILLE DOWNTOWN	STREETSCAPE	U348 SIS/TE 8 00	TEA2014104D	\$123,750	\$154,688	\$0
ADD NEW PROJECT														
TYLER	2015	6		11/28/2014	TAP	ENG	NA	SISTERSVILLE DOWNTOWN	STREETSCAPE	U348 SIS/TE 8 00	TEA2014096TCD	\$56,250	\$56,250	\$0
ADD NEW PROJECT														
UPSHUR	2015	7		8/28/2015	STP	CON	CO011	ALEXANDER ROAD (AC BANK)	RESURF	S349 11 01813 00	ACST0011150D	\$0	\$265,000	\$0
ADD NEW PROJECT														
WETZEL	2015	6		8/28/2015	STP	CON	WV020	FOLSOM ROAD RESURFACE (AC BANK)	RESURF	S352 20 00001 00	ACST0020314D	\$0	\$700,000	\$0
ADD NEW PROJECT														
WETZEL	2015	6		1/28/2015	NHPP	CON	WV002	NEW MARTINSVILLE RDWY LIGHTING	REN RDWY LIGHTING	U352 2 00661 00	NHPP0002551D	\$480,000	\$600,000	\$0
ADD NEW PROJECT														
WETZEL	2015	6		8/28/2015	STP	CON	CO026	PADEN CITY-VAN CAMP ROAD (AC BANK)	RESURF	S352 26 00000 00	ACST0026048D	\$0	\$470,000	\$0
ADD NEW PROJECT														
WETZEL	2015	6		2/28/2015	STP	CON	WV007	TWIN BR NO 1 O/L + 1	LMC OVERLAY	S352 7 ?????	STP0007???	\$480,000	\$600,000	\$0
ADD NEW PROJECT														
WIRT	2016	3		12/28/2015	TAP	CON	NA	ELIZABETH SCHOOL VIEW STREET SIDEWALKS 2013	CONST SW	U353 ELIZA 4 00	TEA2014105D	\$97,900	\$122,375	\$0
ADD NEW PROJECT														
WIRT	2015	3		11/28/2014	TAP	ENG	NA	ELIZABETH SCHOOL VIEW STREET SIDEWALKS 2013	CONST SW	U353 ELIZA 4 00	TEA2014097TCD	\$44,500	\$44,500	\$0
ADD NEW PROJECT														
WYOMING	2016	10		10/28/2015	NHPP	CON	WV121	MULLENS - E CO 12/1 (DESIGN/BUILD)(TOLL	GR, DR	X355 121 01665 02	NHPP0121016	\$21,360,000	\$21,360,000	\$13,760,000
5% COST INCREASE (>\$2M), REVISED FUNDING														
WYOMING	2017	10		10/28/2016	NHPP	CON	WV121	MULLENS - E CO 12/1 (DESIGN/BUILD)(TOLL	GR, DR	X355 121 01665 02	NHPP0121016	\$21,360,000	\$21,360,000	\$13,760,000
5% COST INCREASE (>\$2M), REVISED FUNDING														
WYOMING	2018	10		10/28/2017	NHPP	CON	WV121	MULLENS - E CO 12/1 (DESIGN/BUILD)(TOLL	GR, DR	X355 121 01665 02	NHPP0121016	\$16,260,000	\$16,260,000	\$1,260,000
5% COST INCREASE (>\$2M), REVISED FUNDING														
WYOMING	2015	10		11/28/2014	NHPP	CON	WV121	MULLENS - E CO 12/1 (DESIGN/BUILD)(TOLL	GR, DR	X355 121 01665 02	NHPP0121016	\$13,520,000	\$16,020,000	(\$13,480,000)
5% COST INCREASE (>\$2M), REVISED FUNDING														

AMENDMENT #

Print Date: 11/6/2014

Page 5 of 6

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
STATEWIDE	2015	99		11/28/2014	STP	ENG	NA999	CAT 10 2015 PROJECT ENGINEERING	STATEWIDE LMC O/L PE	S699 ?????	NHPP???	\$128,000	\$160,000	\$0
ADD NEW PROJECT														
STATEWIDE	2016	99		10/28/2015	STP	ENG	NA999	CAT 10 2016 PROJECT ENGINEERING	STATEWIDE LMC O/L PE	S699 ?????	NHPP???	\$128,000	\$160,000	\$0
ADD NEW PROJECT														
STATEWIDE	2017	99		10/28/2016	STP	ENG	NA999	CAT 10 2017 PROJECT ENGINEERING	STATEWIDE LMC O/L PE	S699 ?????	NHPP???	\$128,000	\$160,000	\$0
ADD NEW PROJECT														
STATEWIDE	2018	99		10/28/2017	STP	ENG	NA999	CAT 10 2018 PROJECT ENGINEERING	STATEWIDE LMC O/L PE	S699 ?????	NHPP???	\$128,000	\$160,000	\$0
ADD NEW PROJECT														
STATEWIDE	2019	99		10/28/2018	STP	ENG	NA999	CAT 10 2019 PROJECT ENGINEERING	STATEWIDE LMC O/L PE	S699 ?????	NHPP???	\$128,000	\$160,000	\$0
ADD NEW PROJECT														
STATEWIDE	2015	99		10/28/2014	NRT	ENG	NA	HATFIELD-MCCOY ENVIRONMENTAL (TOLL)	ENVIRONMENTAL	T699 HAT/F1 1 00	NRT2014157TCD	\$100,000	\$100,000	\$0
ADD NEW PROJECT														
STATEWIDE	2014	99		9/20/2014	NHPP	ENG	NA999	USFWS INTERAGENCY	USFWS INTERAGENCY POSITION	T699 USFWF 14 00	NHPP2014034D	\$128,000	\$160,000	\$0
CANCEL-PROJECT NOT NEEDED														
STATEWIDE	2015	99		12/28/2014	TAP	CON	NA	WV HIGHWAY HIST MARKERS 2012	CREATE & INSTALL HIST MARKERS	U399 WVHBM 2 03	TEA2012644D	\$168,000	\$210,000	\$0
ADD NEW PROJECT														

Jefferson County Public Service District

Jefferson County Public Service District Special Board Meeting September 15, 2014

The special meeting of the Jefferson County Public Service District was held at 11:00AM on Wednesday, September 15, 2014 at the District's office in Kearneysville. Those in attendance included the selection committee: Chairman, Peter Appignani; Secretary, Richard Weese; Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; and Liaison for the County Commission, Commissioner Jane Tabb.

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

Interview engineering firms for final design of a sewer collection and transmission project

The three (3) firms being interviewed were Dunn Engineering, S&S Engineers, and Thrasher Engineering.

- Action:** Motion made by Mr. Strider and seconded by Mr. Weese to go into executive session to interview engineering firms. Unanimously approved.
- Action:** Motion made by Mr. Strider and seconded by Mr. Weese to return to public session. Unanimously approved.
- Action:** Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 8:50PM.

The next regular meeting is scheduled for October 6, 2014 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer

Received
NOV 13 2014
Jefferson County Commission

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting October 6, 2014

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, October 6, 2014 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; and Liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

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

Approval of agenda

No changes.

Public Comments

Lyn Widmyer, County Commissioner but not representing the other County Commissioners, read a letter into record she addressed to Ms. Farrell at the Public Service Commission (PSC) regarding the letter Mr. Kelsh submitted to the PSC for the petition to reopen the District 2012 sewer rate case number 12-0513-PSC-42T-PC. She questioned whether the Board approved this letter before Mr. Kelsh submitted it.

OLD BUSINESS

Review Minutes of September 2 regular board meeting

The minutes of the September 2, 2014 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the September 2, 2014 regular board meeting minutes as presented. Unanimously approved.

Update on the water systems improvement project for Glen Haven and Cavaland

- Approval of resolution for payment #6
- Approval of change order #2
- Consider request from Mr. Welder for paving driveway

Ms. Lawton stated the Board needed to approve the sixth draw from the bond proceeds to pay the contractor, Gwin Dobson & Foreman, and Region 9. Mr. Appignani read the resolution for payment #6 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE
JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING
INVOICES RELATING TO ENGINEERING AND OTHER SERVICES
FOR THE CAVALAND & GLEN HAVEN WATER SYSTEM
IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT
THEREOF IN THE AMOUNT OF \$211,050.21.

Action: Motion by Mr. Appignani and seconded by Mr. Strider to adopt the resolution as read by Mr. Appignani totaling \$211,050.21. Unanimously approved.

Ms. Lawton discussed the change order #2 submitted by the engineer which includes additional conduit and control wiring needed for the backup generators at Glen Haven and Cavaland well houses totaling \$2,553.00.

Action: Motion by Mr. Strider and seconded by Mr. Appignani to approve change order #2 for \$2,553.00. Unanimously approved.

Received

NOV 13 2014

Jefferson County Commission

Ms. Lawton also informed the Board of a customer in Glen Haven, Mr. Welder, who has concerns with his driveway patch work. Mr. Welder has requested his driveway be patched a different way or the District grant him a five year written guarantee that the current patch work would last. The Board agreed that it was not appropriate to change the current protocol or provide a guarantee to Mr. Welder.

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to direct Ms. Lawton to contact Mr. Welder informing him of the Board's decision to deny his requests. Unanimously approved.**

Update on easement/ownership of pump stations 3-9

Ms. Lawton is working with Mr. Glenn on the easement issue for pump station 3-9.

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

Consider revising West Virginia Infrastructure and Jobs Development Council application for sewer collection and transmission upgrades due to revised project scope

Mr. Morgan informed the Board of an email he received from Charles Town's engineer, John Cole at RK&K, and a letter the District received from Andy Blake at Ranson, both discussing their thoughts regarding the new project scope. Ranson supported the revised project and Mr. Cole didn't see a problem with supporting it but was going to take it to their Utility Board first. The new scope would eliminate five pump stations, rebuild pump stations 3-6, 4-2, and Ranson's Flowing Springs pump station, construct a 15 inch interceptor for northern Route 9, construct a 24 inch interceptor for the Flowing Springs basin, and utilize the 8 inch District forcemain and Ranson's 12 inch forcemain. This project would be a joint utility project with Ranson costing an estimated \$6.9 million. Mr. Morgan stated that this project does not include utilizing the Old Standard treatment plant which would add an estimated \$1.5 million to the project costs.

Mr. Morgan proposed to attempt to submit a revised preliminary engineering report to IJDC by the November 10th deadline. Mr. Kelsh added that a revised Rule 42 would need to be drafted by the Districts accountant and a letter of intent from Ranson should also be submitted. He also informed the Board that Bowles Rice, including himself, represent Ranson in matters unrelated to the project, but he does not see a conflict since the two parties are working toward a common goal.

Mr. Strider and Mr. Weese agreed that it was important to move forward and this project encompasses most of the aspects of the original project for less cost. Mr. Appignani has a problem with the lack of planning. He believes the costs of the project should not be placed solely on the existing ratepayers and other beneficiaries of the project should contribute.

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to approve the revised project scope costing an estimated \$6.9 million while continuing to evaluate the Old Standard wastewater treatment plant option, to approve any administrative work including preparing a revised Rule 42, and accept the conflict of interest waiver letter from Counsel. Approved 2-1. Mr. Appignani voted against the motion.**

Consider selection of engineering firm for final design of a sewer collection and transmission project

Last month the selection committee interviewed three firms and decided to table the decision for final selection to the October board meeting. Each committee member was instructed to rate the firms and the firm with the highest total would be selected. Ms. Lawton tallied the results and announced to the Board as followed: Thrasher Engineering - 210 points, Dunn Engineers - 187 points, and S&S Engineers - 160 points. The Board will move forward with negotiations on price with Thrasher Engineering.

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

Consider applying for RUS funding for acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc. and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites

Ms. Lawton suggested tabling this item until Mr. Morgan meets with RUS about funding.

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

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

Ms. Lawton stated that the District will need an estimated \$90,000 in payments to cover the disbursements for this month. Mr. Kelsh suggested the Board may want to consider combining a non-project related rate increase

with the sewer project certificate application that will need to be submitted to the Public Service Commission based on the possibility the District may not meet coverage for the next fiscal year due to the District's financial status.

Action: No action required by the Board.

NEW BUSINESS

Request for sewer service from Jefferson Heights North

Ms. Lawton informed the Board that the District had previously studied the sewer service for this development in 2006 and 2009 and came to the conclusion the District could serve with upgrades made to the pump station (4-4) located in Belvedere Heights. Mr. Paul Raco was in the audience representing one of the current owners of the property which has been split into 2 separate properties, one half now referred to as Jefferson Heights North. The property has been annexed into Charles Town, but the owner has contacted the District since their facilities are there already. Mr. Raco stated that the owner would utilize the District's pump station if feasible, but would go to Charles Town if costs are found to be too high to upgrade the pump station or the District's facilities cannot handle the 135 EDU's being requested. Ms. Lawton suggested the Board approve a preliminary commitment to serve letter until an evaluation is done by the engineers. Mr. Kelsh will draft a commitment letter.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to conduct an engineering evaluation for Jefferson Heights North. Unanimously approved.

Discuss the aboveground storage tank program requirements of Senate Bill 373 being implemented by West Virginia Department of Environmental Protection

Ms. Lawton explained that due to the chemical leak in Charleston, WV, new requirements are being implemented by the State for aboveground storage tanks. She would like the Board to consider sending a letter to DEP commenting on the new rules. District staff has registered with the State the aboveground tank at Cavaland and Evoqua has registered the bioxide tanks the District currently uses.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the letter to DEP for clarification on the new rule. Unanimously approved.

Consider renewal of membership for the National Association of Clean Water Agencies (NACWA)

Due to the financial status of the District the Board decided to not renew the membership.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to not renew the NACWA membership. Unanimously approved.

Presentation by Dan Bickerton from West Virginia American Water Company

Mr. Dan Bickerton from West Virginia American Water gave a presentation to the Board on a possible public-private partnership with American Water. Mr. Appignani made the statement that discussions relating to contract negotiations would be held in executive session.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

PSC case # 14-0606-PSD-C (Lutman Properties, LLC complaint) – Mr. Kelsh informed the Board of the PSC order ruling in the District's favor.

PSC case # 14-0582-PSD-PC (Termination Agreement with Mockingbirdhil, Inc.) – Mr. Kelsh submitted the revised termination agreement to the PSC.

PSC case # 13-1175-S-C (Old Standard, LLC complaint) & Circuit Court case # 14-C-51 – Mr. Rodecker has requested the courts extend the stay for both cases.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$7,971.18. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$199,870.09. Unanimously approved.

Approve transfer of \$7,000.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at 3-6

Approve transfer of \$1,190.70 from the Renewal & Replacement account to the Sewer Operating account for repairs at pump station 3-9

Approve transfer of \$632.50 from the Renewal & Replacement account to the Sewer Operating account for PLC repairs at pump station 3-6

Approve transfer of \$1,164.00 from the Renewal & Replacement account to the Sewer Operating account for a spare pump

Approve transfer of \$8,504.96 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$256.78 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$7,000.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at 3-6, approve transfer of \$1,190.70 from the Renewal & Replacement account to the Sewer Operating account for repairs at pump station 3-9, approve transfer of \$632.50 from the Renewal & Replacement account to the Sewer Operating account for PLC repairs at pump station 3-6, approve transfer of \$1,164.00 from the Renewal & Replacement account to the Sewer Operating account for a spare pump, approve transfer of \$8,504.96 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds, approve transfer of \$256.78 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

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

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Public Comment

Jacquelyn Milliron, Breckenridge resident, stated that she appreciated the efforts to reduce the sewer project costs, but there still needs to be a strategic plan drafted. She questioned how the sewer project will be funded and as a due diligence to the customers an income survey should be conducted before submitting the project. Ms. Milliron also made the comment that if the utilities are working together then consolidation should be considered.

Todd Milliron, Breckenridge resident, commented that developers should be made to pay rather than the ratepayers.

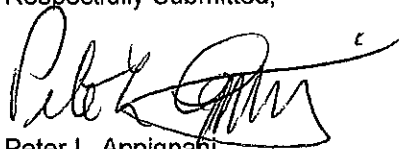
Mr. Freeze and Commissioner Tabb exited the meeting. Mr. Morgan and Mr. Dan Ferrell from Thrasher Engineering stayed for executive session. Mr. Dan Bickerton was invited to executive session to discuss his earlier presentation.

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

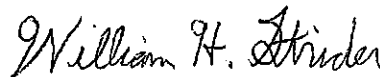
There being no further business at this time, the meeting was adjourned at 9:34PM.

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

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer

Received

NOV 13 2014

Jefferson County Commission

The Eastern Panhandle Conservation District
cordially invites you to our:

ANNUAL LEGISLATIVE FORUM

December 3, 2014 2 pm.

***USDA Service Center Conference Room
151 Aikens Center, Martinsburg, WV***

The purpose of this forum is to enhance the working relationship between the legislative branches of county and state government and the Eastern Panhandle Conservation District. We will discuss programs that the EPCD offers to both farmers and landowners, keeping in mind the goals of the Chesapeake Bay Initiative. We aim to provide insight to how we can work together to protect our natural resources.

Refreshments will be served.

Please RSVP by November 26, 2014 by contacting the office at 304-263-4376 or by email to sduncan@wvca.us

HOLLYWOOD Casino®

— AT CHARLES TOWN RACES —

Post Office Box 551 ★ Charles Town, WV 25414

Received

NOV 13 2014

Jefferson County Commission

November 11, 2014

Walt Pellish
President
Jefferson County Commission
124 E. Washington, St.
Charles Town, West Virginia 25414

Dear Mr. Pellish,

Please find enclosed a copy of a letter recently sent to Dr. Keith Berkley, a local equine veterinarian in Jefferson County. In his attempt to make a case against the recent discussion over the potential reduction in race dates at Hollywood Casino at Charles Town Races, Dr. Berkley makes a number of incorrect assumptions that we feel need to be addressed. Further, we are disappointed with Dr. Berkley's assertions that we, as a company, have not "held up our end of the bargain" as it relates to the racing industry and our community here in Jefferson County. We wholeheartedly disagree and the attach letter provides a detailed explanation as to why. Dr. Berkley's letter can be found on the Charles Town HBPA's website:
<http://us8.campaign-archive2.com/?u=7481b7b30005eaac58894a981&id=5a25aa9da5>

We feel that our elected officials, representing all businesses and individuals in this community, should be aware of what is rhetoric, and what is fact. We all have a vested interest in the long-term health of our business and the racing industry we support.

Please feel free to contact me if you have any questions or would like additional background information on this matter.

Regards,



Al Britton
General Manager

HOLLYWOOD Casino®

— AT CHARLES TOWN RACES —

Post Office Box 551 Charles Town, WV 25414

November 11, 2014

Dr. Keith Berkley
Valley Equine Associates
515 E 5th Ave
Ranson, West Virginia 25438

Dr. Berkley,

I recently read an article on the Charles Town HBPA ("CTHBPA") website where you spoke about the future of horse racing at Hollywood Casino at Charles Town Races ("HCCTR") and in Jefferson County. We were disappointed with not only the tone but also the inaccurate information presented.

There is no better example of that than the following excerpt:

Dr. Berkeley believes it's time PNGI, the gambling consortium that owns Hollywood Casino at Charles Town Races, hold up its end of the bargain. "PNGI promised if we, the community, the teachers, the business people and the horsemen voted for 222, the bill to expand Charles Town gambling, live thoroughbred racing would be protected. I can't see how reducing racing days will do anything but ultimately destroy live thoroughbred racing for good."

We most definitely have "held up our end of the bargain" over the last 15 years, as most of the residents and businesses in Jefferson County would readily acknowledge.

From fiscal year 1998 to date, HCCTR has generated:

- \$440 million in money for the purse fund;
- \$49 million for the thoroughbred breeders' fund (as well as \$39 million to the greyhound breeders' fund); and
- \$44 million to the West Virginia Racing Commission, from which the West Virginia Breeders' Classics purses are funded.

Do the math, we have directly generated over a half-billion dollars for horse racing in Jefferson Country over that span.

I was also struck by your comment that "any loss of racing days or change in the purse structure would have a dramatic effect on the families here in Jefferson County". In addition to that half-billion that went directly for racing in Jefferson County, HCCTR has also generated revenue taxes resulting in:

- \$58 million more paid to Jefferson County;
- \$43 million to the 5 municipalities in the county; plus
- \$15 million to the Jefferson County school board.

That's \$100 million more we've contributed to Jefferson County to offset or delay potential tax increases. And these numbers do not include tens of millions of dollars in property taxes or the millions we've provided in charitable contributions to seniors, schools, fire companies and numerous other community and service organizations in Jefferson County.

HOLLYWOOD Casino®

— AT CHARLES TOWN RACES —

Post Office Box 551 Charles Town, WV 25414

November 11, 2014

Page 2

We have absolutely "held up our end of the bargain" and many, many times over. Quite simply, there is nothing more important to the vitality of horse racing in Jefferson County than the health of HCCTR, the county's largest tax payer and employer. We have made "a dramatic effect on the families here in Jefferson County", and it has been a positive one. As the owner of a local business, I'm certain you have personally been a significant beneficiary of the impact of HCCTR.

With an influx of competition in neighboring states over the last several years, our revenues have declined and thus reduced the amount of money going into the purse fund. This is an economic reality. The status quo of race days and the purse structure simply won't work any longer. If the number of racing days remains static, the daily purse structure would have to be cut, quite probably significantly. That would drive owners away and make it more difficult to attract new ones. If you want the daily purse structure to remain intact, as both HCCTR and the CTHBPA agree is best, then the number of days must be addressed. The total amount being paid out in purses does not change based on how many race days we run. The purse money is the purse money. Rationally reducing race days keeps the daily purses consistent with where they are now, putting us in a better position to attract and retain owners and maintain the competitive product that we've built and that racing fans demand.

Additionally, we all know there has been a significant decrease in the number of horses bred over the last several years. It will be hard enough to fill races even with a decrease in days, but maintaining the status quo would result in short fields and a substantially worse product that would see fans and interest dwindle. There would also unquestionably be days cancelled due to a lack of entries.

Failing to recognize and adapt to today's economic reality would result in fewer people wanting to own horses here, a far worse product, fewer fans and pushing the racing industry even further away from self-sufficiency. Make no mistake - the strategy that you advocate will place the racing industry in Jefferson County in jeopardy.

If you need independent corroboration, you only need look to the two recent requests that HCCTR made of the West Virginia Racing Commission ("WVRC"). The first was to request that we not be forced to make up 20 days cancelled earlier this year due to weather. The second was to request a reduction in future days by cancelling the previously scheduled 7 Tuesdays in November and December. Our request to not contest 27 live days originally submitted on our 2014 racing calendar was fully supported by the CTHBPA and approved by the WVRC...because it was the right decision.

Saying that running fewer than 220 days is going to lead to the cessation of the racing in Jefferson County is patently false. It's truly disappointing you've chosen to be adversarial and attempt to create fear in the racing community with an ill-informed position. The insinuation that we somehow haven't "held up our end of the bargain" in this county is utterly ludicrous, as the facts provided above clearly demonstrate. We hope that you will choose to be a productive part of a long-term solution for the industry's future rather than take pot-shots from the sidelines.

Regards,



Al Britton
General Manager

Received

NOV 10 2014

November 7, 2014

Dear Commissioners,

Jefferson County Commission

First, I want to express my sincerest appreciation to Commissioners Widmyer and Manuel for their concern and forthright comments regarding public information disclosure at the November 6, 2014 Jefferson County Commission Meeting. Their factually sound insight about the real circumstances at the Jefferson County Public Service District (JCPSD) has been honestly gained by taking personal time and attendance at "several" JCPSD meetings.

I am also very pleased that there is a general agreement among the Commissioners that consolidation of the water and sewer utilities is the most beneficial response to economic development. Quick action on the part of the commission in this matter will prove our county leadership to be model facilitators for the betterment of our community.

For the record, the following items are corrections and edifications to benefit the Commissioners:

1. The CIF amount was \$7500, not \$750, and both interveners were in FAVOR of keeping the CIF to pay for the over \$2 million of engineering for a project that was deemed unnecessary, namely the Flowing Springs Project.
2. Recently, Mr. Strider called Mr. Kelsh to give him permission to write a legal correspondence without informing other board members or allowing the board to vote on this action. Mr. Kelsh's professional conduct was questioned.
3. Mr. Weese, the ratepayer representative, provided Mr. Kelsh with his "carte blanche" vote on all matters.
4. The District General Manager, Ms. Lawton reported that only two project affected developers have offered "contribution to aid in construction" for the current \$6.9 million version. She stated that it would be unfair for the two developers to pay and not others (developers). She further announced that, in light of this, the ratepayers must provide the infrastructure funds since a consensus among the developers for financial assistance was not achieved. An additional disconcerting matter is that the Jefferson County Development Authority has already declined to provide money toward the project from which they will be benefitting.

Thank you for reading. Have a nice day.

Regards,



Jacquelyn Milliron

Merry Christmas Charles Town!!!!



DOWNTOWN
CHARLES TOWN

FRIDAY, NOVEMBER 28,
2014

SPECIAL SHOPPING WITH
OUR MERCHANTS: 4-7

TREE LIGHTING EVENTS:
BEGIN AT 7PM: GEORGE
ST.

Holiday Sip & Shop!

COME CELEBRATE BLACK FRIDAY IN DOWNTOWN!!

Nothing says Christmas like the sense of community that is instilled into each of us with the joy of the holidays in our Small Town! Join us downtown this holiday season and support your friends, neighbors and families! Our shops are unique, our merchants are fun and friendly and your purchase supports local people!!

REMEMBER: SHOP LOCAL!!!!!!

Event will include Music, Sales, Samples and More! Be sure to pick up a Shopping Passport on the day of the event for the chance to win a fabulous gift basket with amazing goodies from all of the merchants!!!

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

Week Ending Date

October 25, 2014

To be Deposited on:

October 31, 2014

Amount Played	54,392,946.20
Amount Won	48,901,720.21
Amount Promo	290,344.00
MWAP Contribution	<u>3,986.75</u>
Adjusted Gross Terminal Revenue	<u>5,196,895.24</u>
Administrative Costs @ 4%	207,875.81
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>4,989,019.43</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>4,989,019.43</u>
Racetrack @ 46.50% / 42%	2,319,894.03
Lottery Fund @ 30% / 0%	1,496,705.79
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	641,089.03
Race Track Purses @ 90% of 7% / 4%	314,308.22
Employee Pension Fund @ 1% / .5%	49,890.20
Greyhound Development @ 90% of .75%	33,675.88
Thoroughbred Development @ 90% of .75%	33,675.88
County/Municipality @ 2%	<u>99,780.40</u>
	<u>4,989,019.43</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
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
10/11/14	\$ 102,254.00	\$ 51,127.00	\$ 51,127.00	\$ 4,054.37	\$ 20,399.67	\$ 1,109.46	\$ 17,219.57	\$ 8,343.93
10/18/14	\$ 112,829.28	\$ 56,414.64	\$ 56,414.64	\$ 4,473.68	\$ 22,509.44	\$ 1,224.20	\$ 19,000.45	\$ 9,206.87
10/25/14	\$ 99,780.40	\$ 49,890.20	\$ 49,890.20	\$ 3,956.29	\$ 19,906.19	\$ 1,082.62	\$ 16,803.02	\$ 8,142.08
Subtotal	\$ 1,875,889.12	\$ 1,393,976.30	\$ 481,912.82	\$ 38,215.68	\$ 192,283.21	\$ 10,457.52	\$ 162,308.25	\$ 78,648.16

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	10/11/2014	51,127.00
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20
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	1,393,976.30
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Table Game Revenue

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

<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51

Total 2014-2015	235,333.09
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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	September, 2014	215,902.53
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	705,999.27

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

Week Ending Date	November 1, 2014
To be Deposited on:	November 10, 2014
Amount Played	54,679,266.57
Amount Won	48,957,829.91
Amount Promo	276,107.00
MWAP Contribution	<u>3,419.81</u>
Adjusted Gross Terminal Revenue	<u>5,441,909.85</u>
Administrative Costs @ 4%	217,676.38
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,224,233.47</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>
Track Share of Capital Reinvestment @ 96%	0.00
Track Share of Capital Reinvestment @ 4%	0.00
Adjusted Net Terminal Revenue	<u>5,224,233.47</u>
Racetrack @ 46.50% / 42%	2,429,268.56
Lottery Fund @ 30% / 0%	1,567,270.01
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	671,314.01
Race Track Purses @ 90% of 7% / 4%	329,126.71
Employee Pension Fund @ 1% / .5%	52,242.34
Greyhound Development @ 90% of .75%	35,263.58
Thoroughbred Development @ 90% of .75%	35,263.58
County/Municipality @ 2%	<u>104,484.68</u>
	<u>5,224,233.47</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
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
10/11/14	\$ 102,254.00	\$ 51,127.00	\$ 51,127.00	\$ 4,054.37	\$ 20,399.67	\$ 1,109.46	\$ 17,219.57	\$ 8,343.93
10/18/14	\$ 112,829.28	\$ 56,414.64	\$ 56,414.64	\$ 4,473.68	\$ 22,509.44	\$ 1,224.20	\$ 19,000.45	\$ 9,206.87
10/25/14	\$ 99,780.40	\$ 49,890.20	\$ 49,890.20	\$ 3,956.29	\$ 19,906.19	\$ 1,082.62	\$ 16,803.02	\$ 8,142.08
11/01/14	\$ 104,484.68	\$ 52,242.34	\$ 52,242.34	\$ 4,142.82	\$ 20,844.69	\$ 1,133.66	\$ 17,595.22	\$ 8,525.95
Subtotal	\$ 1,980,373.80	\$ 1,446,218.64	\$ 534,155.16	\$ 42,358.50	\$ 213,127.90	\$ 11,591.18	\$ 179,903.47	\$ 87,174.11

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2011

FY 2012

FY 2013

FY 2014

FY 2015

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	10/11/2014	51,127.00
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20
10/30/2010	65,615.04	10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34
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		
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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	1,446,218.64
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Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	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
September, 2014	71,967.51

Total 2014-2015	235,333.09
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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	September, 2014	215,902.53
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		
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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	705,999.27

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

Week Ending Date

November 8, 2014

To be Deposited on:

November 17, 2014

Amount Played	56,290,513.40
Amount Won	50,493,799.22
Amount Promo	291,462.00
MWAP Contribution	<u>3,246.39</u>
Adjusted Gross Terminal Revenue	<u>5,502,005.79</u>
Administrative Costs @ 4%	220,080.23
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,281,925.56</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>
Track Share of Capital Reinvestment @ 96%	0.00
Track Share of Capital Reinvestment @ 4%	0.00
Adjusted Net Terminal Revenue	<u>5,281,925.56</u>
Racetrack @ 46.50% / 42%	2,456,095.39
Lottery Fund @ 30% / 0%	1,584,577.64
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	678,727.44
Race Track Purses @ 90% of 7% / 4%	332,761.31
Employee Pension Fund @ 1% / .5%	52,819.26
Greyhound Development @ 90% of .75%	35,653.00
Thoroughbred Development @ 90% of .75%	35,653.00
County/Municipality @ 2%	<u>105,638.52</u>
	<u>5,281,925.56</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
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
10/11/14	\$ 102,254.00	\$ 51,127.00	\$ 51,127.00	\$ 4,054.37	\$ 20,399.67	\$ 1,109.46	\$ 17,219.57	\$ 8,343.93
10/18/14	\$ 112,829.28	\$ 56,414.64	\$ 56,414.64	\$ 4,473.68	\$ 22,509.44	\$ 1,224.20	\$ 19,000.45	\$ 9,206.87
10/25/14	\$ 99,780.40	\$ 49,890.20	\$ 49,890.20	\$ 3,956.29	\$ 19,906.19	\$ 1,082.62	\$ 16,803.02	\$ 8,142.08
11/01/14	\$ 104,484.68	\$ 52,242.34	\$ 52,242.34	\$ 4,142.82	\$ 20,844.69	\$ 1,133.66	\$ 17,595.22	\$ 8,525.95
11/08/14	\$ 105,638.52	\$ 52,819.26	\$ 52,819.26	\$ 4,188.57	\$ 21,074.88	\$ 1,146.18	\$ 17,789.53	\$ 8,620.10
Subtotal	\$ 2,086,012.32	\$ 1,499,037.90	\$ 586,974.42	\$ 46,547.07	\$ 234,202.78	\$ 12,737.36	\$ 197,693.00	\$ 95,794.21

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	10/11/2014	51,127.00
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20
10/30/2010	65,615.04	10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34
11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26
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		
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4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18		

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5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34
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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

1,499,037.90

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
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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
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		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
September, 2014	71,967.51

Total 2014-2015 **235,333.09**

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
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September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
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	705,999.27